



CITY OF FORT SASKATCHEWAN AGENDA

Regular Council Meeting Tuesday, January 26, 2016 - 6:00 PM Council Chambers – City Hall

1. Call to Order

2. Approval of Minutes of January 12, 2016 Regular Council Meeting (attachement)

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

- | | |
|--|-------------------------------|
| 4.1 Bylaw C1-16 - Council Meeting Procedures - 3rd reading | Brenda Molter
(attachment) |
| 4.2 Transit Task Force Membership and Terms of Reference | Troy Fleming
(attachment) |

5. New Business

- | | |
|--|--------------------------------|
| Habitat for Humanity Land Assessment | Barb Gamble
(attachment) |
| 119 Street and Highway 15 Intersection Upgrade Project | Grant Schaffer
(attachment) |
| 5.3 Alberta Community Partnership Grant - Town of Bruderheim | Troy Fleming
(attachment) |

Regular Council Meeting - Tuesday, January 26, 2016

6. Bylaws

7. Notice of Motion

8. Adjournment



**CITY OF FORT SASKATCHEWAN
MINUTES
REGULAR COUNCIL
Tuesday, January 12, 2016 - 6:00 P.M.
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, Corporate Communications
Ian Gray, Director, Infrastructure Management
Grant Schaffer, Director, Project Management
Reade Beaudoin, Digital Media Coordinator
Barb Aitken, Legislative Officer
Sheryl Exley, Recording Secretary

1. Call to Order

Mayor Katchur called the regular Council Meeting to order at 6:00 p.m.

2. Approval of Minutes of December 8, 2015 Regular Council Meeting

R1-16

MOVED BY Councillor Blizzard that the minutes of the December 8, 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

None.

4. Presentations

4.1 Fort Saskatchewan Junior Rebels Lacrosse Update

Mr. Dave McGarva, Fort Saskatchewan Junior Rebels Lacrosse was in attendance to provide an update to members of Council and Administration on the Rebels and their Five Year Strategic Plan (2016 - 2020).

Mayor Katchur thanked Mr. McGarva for his presentation.

4.2 Fort Saskatchewan Community Hospital Update

Ms. Deb Gordon, Vice-President and Chief Health Operations Officer, Northern Alberta, Alberta Health, Ms. Heather Durstling, Fort Saskatchewan Community Hospital Site Manager, and Dr. David Mador were in attendance to provide an update to members of Council and Administration on the services offered at the Fort Saskatchewan Community Hospital.

Mayor Katchur thanked Ms. Gordon, Ms. Durstling, and Dr. Mador for their presentation.

5. Unfinished Business

5.1 Response to Motion - Multi-Family Front-Load Waste Collection Rate Assessment

Presented by: Ian Gray, Director, Infrastructure Management

MOVED BY Councillor Garritsen that Council support the solid waste rates previously approved in the 2012 - 2014 Fees and Charges Bylaw.

Councillor Randhawa made a "Point of Order" and stated that his Notice of Motion should procedurally allow him to put a motion on the table first, regarding the condominium waste removal charges.

Mayor Katchur confirmed that Councillor Garritsen's motion falls within the procedures and could be debated and voted on by members of Council.

Councillor Randhawa "appealed the decision of the Chair".

Mayor Katchur put the appeal to a vote:

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

Against: Gale Katchur, Frank Garritsen, Birgit Blizzard

CARRIED

Councillor Garritsen withdrew his motion.

R2-16 MOVED BY Councillor Randhawa that Council freeze the waste collection rate for a period of 2.5 years for those multi-family customers serviced by front-load collection during the period July 1, 2012 to December 31, 2014, and that the 2016 Fees and Charges Bylaw be amended to reflect an increase in single family curbside collection rates to address the loss of revenue as a result of the rate freeze.

In Favour: Arjun Randhawa, Ed Sperling

Against: Gale Katchur, Frank Garritsen, Stew Hennig, Birgit Blizzard, Sheldon Bossert

DEFEATED

R3-16 MOVED BY Councillor Garritsen that Council support the solid waste rates previously approved in the 2012 - 2014 Fees and Charges Bylaw.

R4-16 MOVED BY Councillor Hennig that Council refer this item to Administration for additional costs and options to determine what philosophy will be used, and that it be presented on or before the March 8, 2016 regular Council Meeting.

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

Against: Frank Garritsen

CARRIED

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

The regular Council Meeting reconvened at 7:42 p.m.

6. New Business

6.1 Southfort Transportation Study Update

Presented by: Grant Schaffer, Director, Project Management

R5-16 MOVED BY Councillor Garritsen that Council adopt the Southfort Transportation Study dated September 2015 for the Southfort Area Structure Plan.

R6-16 MOVED BY Councillor Blizzard that Council refer the Southfort Transportation Study dated September 2015 back to Administration to revise the Study to reflect the area of Southfort Boulevard from 94 Street to Southridge Boulevard as a four lane road.

In Favour: Gale Katchur, Stew Hennig, Arjun Randhawa, Birgit Blizzard, Ed Sperling

Against: Frank Garritsen, Sheldon Bossert

CARRIED

7. Bylaws

7.1 Bylaw C1-16 - Council Meeting Procedures Bylaw - 3 readings

Presented by: Brenda Molter, Director, Legislative Services

R7-16 MOVED BY Councillor Hennig that Council give first reading to Procedures Bylaw C1-16.

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

Against: Arjun Randhawa

CARRIED

R8-16 MOVED BY Councillor Hennig that Council give second reading to Procedures Bylaw C1-16.

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

Against: Arjun Randhawa

CARRIED

R9-16 MOVED BY Councillor Hennig that Council provide unanimous consent to proceed with third and final reading of Procedures Bylaw C1-16.

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

Against: Arjun Randhawa, Ed Sperling

CARRIED

Since Bylaw C1-16 did not receive unanimous consent for presentation of third reading, third reading of Bylaw C1-16 will be presented at the January 26, 2016 regular Council Meeting.

8. Notice of Motion

None.

9. Adjournment

R10-16 MOVED BY Councillor Hennig that the regular Council Meeting of January 12, 2016 adjourn at 8:41 p.m.

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

CARRIED UNANIMOUSLY

Mayor

Director, Legislative Services

CITY OF FORT SASKATCHEWAN

Council Meeting Procedures Bylaw C1-16

Motions:

That Council give third reading to Procedures Bylaw C1-16.

Purpose:

To present the Procedures Bylaw C1-16 to establish procedures for meetings, and to request that Council approve third reading of the bylaw.

Background:

Bylaw C1-16 was presented at the January 12, 2016 Council meeting where first and second reading were approved. The Bylaw is being presented to Council for approval of third reading.

The current Meeting Procedures Bylaw was adopted in 1998. It has been quite some time since the Bylaw was approved by Council, and it is now in need of a refresh. Conducting a review of the Procedures Bylaw provides an opportunity to respond to the changing needs of Council members by tailoring the Bylaw. Additionally, procedural information was updated throughout as required, to better align with parliamentary processes and best practices.

Highlights:

Key changes to the Bylaw have been noted below:

1. Where possible, plain language has been used to provide the reader with a better understanding for the provisions of the Bylaw.
2. The Definitions Section has been reviewed and expanded accordingly to provide additional clarity for the user.
3. Procedural changes have been made throughout to align with parliamentary processes, as well as the current practices of Council.
4. Section 12 Communications to Council - has been added to clearly define the process for the public to communicate with Council.
5. Further clarification has been added to Section 14 relating to the role of the Chair during meetings.
6. Section 31 Councillor Inquiry - has been added to the Bylaw to provide an overview of the procedures for making a Councillor inquiry.
7. Section 9 Meetings Through Electronic Communication – This section has been added to outline the procedures for use of electronic communication during Council meetings. Of note, members will be permitted to attend Council meetings two times per calendar year via electronic communications, unless otherwise approved by Council.
8. Upon passing of the Procedures Bylaw, there will no longer be a requirement for Council to pass a motion to adjourn the meeting.

Bylaw C1-16 incorporates many changes to better reflect the current needs and wishes of Council, and provides additional clarity from that of Bylaw C7-98. Once the Bylaw has been approved, a quick reference guide relating to procedural matters will be drafted to assist Council members for use of the Bylaw.

Recommendation:

That Council give third reading to Procedures Bylaw C1-16.

Enclosures:

1. Appendix A – Procedures Bylaw C1-16
 2. Appendix B – Meeting Procedures Bylaw C7-98
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Prepared by:	Brenda Molter Director, Legislative Services	Date: January 18, 2016
Approved by:	Brenda Rauckman General Manager, Corporate & Protective Services	Date: January 18, 2016
Reviewed by:	Kelly Kloss City Manager	Date: January 18, 2016
Submitted to:	City Council	Date: January 26, 2016



CITY OF FORT SASKATCHEWAN

A BYLAW OF THE CITY OF FORT SASKATCHEWAN, IN THE PROVINCE OF ALBERTA, TO REGULATE COUNCIL MEETING PROCEDURES

BYLAW C1-16

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

1. **SHORT TITLE**

1.1 This Bylaw is called the “Procedure Bylaw”.

2. **DEFINITIONS**

2.1 “Act” shall mean the *Municipal Government Act*.

2.2 “Acting Mayor” shall mean the member of Council who is appointed by resolution of Council from time to time to act as Mayor in the absence or incapacity of the Mayor and Deputy Mayor.

2.3 “Administration” shall mean the City Manager for the City of Fort Saskatchewan.

2.4 “Agenda” shall mean the list of items and order of business for any meeting.

2.5 “Bylaw” shall mean an enactment made by Council in accordance with the Act.

2.6 “Chair” shall mean the Mayor, Deputy Mayor, or other Member who has the authority to direct the conduct of a meeting.

2.7 “Challenge” shall mean an appeal of a ruling of the Chair.

2.8 “City” shall mean the City of Fort Saskatchewan.

2.9 “City Manager” shall mean the Chief Administrative Officer (CAO) pursuant to the Act.

2.10 “Committee of the Whole” shall mean a meeting of all Members in which formal decisions are not made and which can be held with or without the public and media present.

- 2.11 "Conflict of Interest" shall mean a Member:
- 2.11.1 who has a personal interest which would conflict with his or her obligation as a member of Council to fairly consider a matter before Council; or
 - 2.11.2 whose ethical integrity may be in doubt if that Member was to participate in the consideration of a matter before Council.
- 2.12 "Council" shall mean the municipal Council of the City of Fort Saskatchewan.
- 2.13 "Council Committee" shall mean any committee, board or other body established by Council by bylaw or resolution.
- 2.14 "Councillor" shall mean a Member of Council duly elected and continues to hold office.
- 2.15 "Councillor Inquiry" shall mean a request from a Member of Council to the City Manager for the future provision of information.
- 2.16 "Deputy Mayor" shall mean the Member who is appointed pursuant to the Act to act as Mayor in the absence or incapacity of the Mayor.
- 2.17 "Director, Legislative Services" shall mean the person appointed to the position by the City Manager.
- 2.18 "Electronic Communications" shall mean the alternate method Members may use to be deemed present at a Council meeting providing that method is compatible with the premises in which the actual meeting is taking place.
- 2.19 "Group" shall mean two or more persons gathered together by a common interest in any matter, one of whom shall be appointed as spokesperson to be solely responsible for presenting the points of view or positions of the persons he or she represents.
- 2.20 "In Camera" shall mean a Council meeting which is held in private under the provisions of the *Freedom of Information & Protection of Privacy Act* (FOIP), and may include others invited to attend by Council.
- 2.21 "Inaugural Meeting" shall mean the organizational meeting immediately following the general election.
- 2.22 "Mayor" shall mean the Chief Elected Official for the City and is a Member of Council.
- 2.23 "Member" shall mean a Member of Council.
- 2.24 "Minutes" shall mean the record of decisions of a meeting.
- 2.25 "Motion" shall mean an action that is brought forward for Council's vote.

- 2.26 “Non-Statutory Public Hearing” shall mean the portion of a Council meeting where the public may be invited to make submissions to Council, but which is not a statutory public hearing.
- 2.27 “Organizational Meeting” shall mean the meeting held as described in Section 7 and includes the Inaugural Meeting.
- 2.28 “Pecuniary Interest” shall mean a matter that could monetarily affect a Member or a Member’s family, in accordance with the Act.
- 2.29 “Person” shall mean an individual, partnership, association, body corporate, trustee, executor, administrator, or legal representative.
- 2.30 “Point of Information” shall mean a question made by a Member to obtain information on the procedures of a Council meeting.
- 2.31 “Point of Interest” shall mean a request by a Member to share a comment, information, or commendation about an individual, group, organization or event.
- 2.32 “Point of Order” shall mean a request that the Chair enforce the rules of procedure.
- 2.33 “Point of Privilege” shall mean a request by a Member that is not related to the business on the floor and enables a member to interrupt business on the floor to state an urgent request relating to the comfort, dignity, safety, or reputation of the organization or any individual Member.
- 2.34 “Postpone” shall mean to delay the consideration of any matter to a specific time.
- 2.35 “Prevailing” shall mean the Members voting in favour of a motion.
- 2.36 “Public Hearing” shall mean the portion of a Council meeting held for statutory public hearings.
- 2.37 “Quorum” shall mean the minimum number of Members that must be present at a meeting for business to be legally transacted.
- 2.38 “Recess” shall mean an intermission or break within a meeting at the call of the Chair, that does not end the meeting, and after which proceedings are immediately resumed at the point where they were interrupted.
- 2.39 “Refer” shall mean to delay the consideration of any matter so additional information can be obtained by Administration or other body as directed by Council.
- 2.40 “Reconsider” shall mean to bring forward for consideration by Members a motion which has already been passed in the same meeting. A motion to reconsider may be made at the same meeting, or at a subsequent meeting following provisions of Section 22.9.1(iii) of this Bylaw.

- 2.41 "Rescind" shall mean to revoke or repeal a motion which had previously been passed by Council.
- 2.42 "Resolution" shall mean a motion that has been passed by Council.
- 2.43 "Table" shall mean to delay consideration of any matter for an unspecified time until a motion is made by Council to lift it from the table.
- 2.44 "Two-Thirds Vote" shall mean a vote by at least two-thirds of Members present at the meeting, and entitled to vote on the motion.

3. **APPLICATION**

- 3.1 This Bylaw shall govern the proceedings of all Council meetings, unless other provisions have been approved by Council.
- 3.2 When any matter relating to the procedures for Council meetings are not answered by this Bylaw, the most recent revision of Robert's Rules of Order shall apply.
- 3.3 In the event of conflict between the provisions of this Bylaw and Robert's Rules of Order, the provisions of this Bylaw shall apply.
- 3.4 In the absence of any statutory obligation, any provision of this Bylaw may be waived by resolution of Council, if two-thirds of all Members present vote in favour of dealing with the matter under consideration.
- 3.5 A resolution waiving any portion of this Bylaw as provided for in Section 3.4 shall only be in effect for the meeting during which it is passed.
- 3.6 In the absence or inability of the Mayor and Deputy Mayor to carry out their duties, Council shall appoint another Member by resolution as Acting Mayor.

4. **QUORUM**

- 4.1 A quorum of Council is a majority of the Members.
- 4.2 As soon as there is a quorum of Council and after at scheduled time of the meeting, the Chair shall call the meeting to order.
- 4.3 If quorum is not present within 30 minutes after the scheduled time for the meeting, the City Manager shall record the names of the Members present and the meeting shall adjourn to the next regular meeting, or scheduled special meeting. Agenda items not addressed shall be included on the agenda for the next meeting of Council.
- 4.4 Minutes shall reflect that the meeting was called to order and adjourned due to lack of quorum.

- 4.5 In the event that quorum is lost once the meeting has been called to order, the meeting shall be suspended until quorum is obtained. If quorum is not obtained within 30 minutes, the meeting shall be adjourned.

5. **REGULAR COUNCIL MEETING**

- 5.1 The regular meetings of Council shall be established by resolution at the annual organizational meeting, or at a regular meeting of Council following the organizational meeting as required.
- 5.2 Notice of regular meetings of Council is not required.
- 5.3 If Council changes the date, time or place of a regularly scheduled meeting, the City Manager shall give at least 24 hours' notice of the change, in accordance with Section 5.4:
 - 5.3.1 to any Member not present at the meeting at which the change was made, and
 - 5.3.2 to the public.
- 5.4 Notification of a change in time, date or location of any meeting of Council, or the establishment of a special meeting of Council shall be provided:
 - to a Member by:
 - 5.4.1 e-mail; and/or
 - 5.4.2 telephone.
 - to the public by:
 - 5.4.3 posting a notice on the City's website; and/or
 - 5.4.4 newspaper advertisement.

6. **SPECIAL MEETINGS**

- 6.1 The Mayor may call a special meeting of Council at any time, and must do so if a majority of Members so request in writing, including a statement of purpose for the meeting.
- 6.2 A special meeting requested by Members must be held within 14 days after the request is received.

- 6.3 No less than 24 hours' notice of a special meeting shall be provided to each Member and to the public, stating the time, date, and place at which the meeting is to be held, as well as the general nature of business to be transacted. Notification to the Members and the public shall be in accordance with Section 5.4.
- 6.4 Notwithstanding Section 6.3, the Mayor may call a special meeting without 24 hours' notice, if at least two-thirds of the Members provide written consent, before the meeting begins.
- 6.5 No business other than those items stated in the notice shall be conducted at any special meeting of Council, unless all Members are present and provide unanimous consent to add other items of business to the agenda.

7. **ORGANIZATIONAL MEETING**

- 7.1 An organizational meeting of Council shall be held annually, as required by the Act.
- 7.2 The agenda for the organizational meeting shall include:
 - 7.2.1 the administration of the oath and introduction of new Members of Council for the Inaugural Meeting only;
 - 7.2.2 selection of the Deputy Mayor rotation;
 - 7.2.3 the establishment of the regular meeting dates for Council;
 - 7.2.4 the establishment of Council appointments to Boards, Committees and Commissions; and
 - 7.2.5 other business as required by the Act.

8. **IN-CAMERA SESSIONS**

- 8.1 Matters to be discussed at an in-camera meeting or portion of a meeting, must follow the requirements of the Act, as well as the FOIP Act.
- 8.2 Council has no power at an in-camera session to make decisions or pass motions, apart from the motion to revert back to an open meeting.

9. **MEETINGS THROUGH ELECTRONIC COMMUNICATIONS**

- 9.1 In accordance with the Act, a meeting may be conducted by electronic or other communication methods if:
 - 9.1.1 notice of the meeting is provided to the public in accordance with Section 5.4, including the method used for electronic communication; and
 - 9.1.2 the facilities enable the public and meeting participants to watch and hear the contents of the meeting at the place specified in the notice.

- 9.2 Members participating in a meeting using an alternate means of electronic communication are deemed to be present at the meeting.
- 9.3 Members are permitted to attend Council meetings via electronic communications a maximum of two times per calendar year, unless Council approves otherwise.

10. **AGENDA**

- 10.1 The agenda for each Council meeting is established by the City Manager in consultation with the Mayor and Director, Legislative Services.
- 10.2 Agendas shall be delivered to Members by the Director, Legislative Services at least five days before each meeting.
- 10.3 The Director, Legislative Services shall make copies of the agenda available to the public after distribution to Members.
- 10.4 The order of business for each meeting shall be determined by the Chair.
- 10.5 The addition or deletion of agenda items at a Council meeting requires a motion by Council.

11. **MINUTES OF COUNCIL MEETINGS**

- 11.1 The preparation and distribution of Council meeting minutes shall be the responsibility of the Director, Legislative Services.
- 11.2 The written record of all Council meetings shall include:
 - 11.2.1 the names of Members present or absent from the meeting;
 - 11.2.2 a brief description of the subject matter;
 - 11.2.3 the names of public members who speak to an item;
 - 11.2.4 the names of Members voting for or against a motion, and those who are absent for the vote;
 - 11.2.5 any Member abstentions as per the Act, and the reason for the abstention; and
 - 11.2.6 the signatures of the Chair and Director, Legislative Services.

12. **COMMUNICATIONS TO COUNCIL**

- 12.1 Any communications intended for Council shall be forwarded to the Director, Legislative Services in writing and must:
 - 12.1.1 be legible, coherent, and respectful; and
 - 12.1.2 be able to identify the writer and the writer's contact information.
- 12.2 If the standards set out in Section 12.1 are met and the City Manager determines the communication is within the governance authority of Council, the City Manager shall:
 - 12.2.1 if it relates to an item already on the agenda, deliver a copy of the communication or a summary of it to Council prior to or at the meeting at which the agenda is being considered; or
 - 12.2.2 acquire all information necessary for the matter to be included on a future Council agenda for consideration.
- 12.3 If the standards set out in Section 12.1 are met and the City Manager determines the communication is not within the governance authority of Council, the City Manager shall:
 - 12.3.1 refer the communication to Administration for a report or a direct response and provide a copy of the original correspondence and the referral to Council; and
 - 12.3.2 take any other appropriate action on the communication.
- 12.4 If a Member objects to the process determined by the City Manager, a Member may introduce a notice of motion requesting the item be included for consideration on a Council agenda.
- 12.5 If the standards set out in Section 12.1 are not met, the City Manager may file the communication.
- 12.6 The Director, Legislative Services shall respond to the person sending the communication and advise that person of the process to be followed and any action taken on the subject of the communication.
- 12.7 During a Council meeting, the Chair shall invite members of the public to speak to any matter that appears on that meeting's agenda. The speaker shall be granted a maximum of five minutes to speak to the item, followed by clarifying questions of Council. Dialogue that pertains to a public hearing shall only be heard during the public hearing portion of the Council meeting.

13. **ELECTRONIC VOTING**

13.1 Electronic voting technology displaying the result of the vote on motions shall be used during Council meetings. When the electronic voting technology is in operation:

13.1.1 all Members shall vote using the electronic voting technology, unless excused from voting; and

13.1.2 all vote results shall be recorded and publicly displayed.

13.2 When electronic voting technology is unavailable, Council shall vote on motions by raising their hands upon the call of the Chair for all those in favour or opposed.

13.3 The Chair shall announce the result of all votes at a meeting by stating whether the motion was carried or defeated.

14. **CHAIR**

14.1 The Chair shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order, replying to points of procedure and deciding all questions relating to the orderly procedure of the meeting. Any Member may appeal the decision of the Chair on a point of order or privilege, as noted in the "Appeal Ruling" Section 21 of this Bylaw.

14.2 The Chair shall make reasonable efforts, including the calling of a recess, to ensure all Members in attendance at a meeting are present while a vote is being taken, unless a Member abstains from voting, in accordance with the Act or this Bylaw.

14.3 The Chair shall ensure that each Member who wishes to speak on a debatable motion is granted the opportunity to do so, and determines the speaking order when two or more Members wish to speak.

14.4 The Chair may briefly comment on any matter before Council without relinquishing the chair, however must relinquish the chair if the Chair wishes to enter into debate on the matter.

14.5 The Chair may make a motion on any matter on the agenda, however before doing so shall relinquish the chair to the Deputy Mayor until the vote on the motion has been taken.

15. **RULES GOVERNING DEBATE AT COUNCIL MEETINGS**

15.1 A motion shall be made by a Member before it can be debated.

15.2 All discussion at a Council meeting shall be directed through the Chair.

15.3 A Member may only speak once on any motion and once on any amendment to a motion, until each Member wishing to speak has had an opportunity to do so.

15.4 Notwithstanding Section 15.3:

15.4.1 a Member may ask clarifying questions of Administration or other Members on any motion or amendment to a motion;

15.4.2 a Member may speak to respond to questions or provide clarification to other Members; and

15.4.3 a Member who has made a motion shall have the opportunity to speak to close the debate.

16. **PROHIBITIONS**

16.1 Members shall:

16.1.1 be respectful of others in the meeting;

16.1.2 obey the rules of the meeting, decision of the Chair or Members on questions of order or practice, or upon interpretation of this Bylaw;

16.1.3 remain in their seat and refrain from creating a disturbance while a vote is being taken, and until such time as the result is declared; and

16.1.4 not interrupt a Member while speaking, except to raise a point of order or question of privilege;

16.2 Members who persists in a breach of Section 16.1 after having been called to order by the Chair, may at the discretion of the Chair, be ordered to leave the meeting and Council Chambers for the duration of the meeting.

16.3 At the discretion of the Chair, a Member may resume their seat following an apology.

16.4 A Member who wishes to leave the meeting prior to adjournment shall advise the Chair, and the time of departure shall be recorded in the minutes.

16.5 Members of the public:

16.5.1 shall use the podium to address Council when wishing to speak, following permission of the Chair;

16.5.2 shall not cause a disturbance, interrupt a speaker, or interfere with the actions of Council, or they may be expelled from the Council Chambers; and

16.5.3 shall leave Council Chambers upon the order of the Chair.

17. **POINT OF INFORMATION**

17.1 A point of information may be made when raised by any Member who wishes to obtain information on the procedures of Council to assist a Member to:

17.1.1 make an appropriate motion;

17.1.2 raise a point of order;

17.1.3 understand a procedure; or

17.1.4 understand the effect of a motion.

18. **POINT OF INTEREST**

18.1 A point of interest may be made by any Member who wishes to share a comment, information, or commendation about an individual, group, organization or event but which is not recorded in the minutes of that meeting.

19. **POINT OF PRIVILEGE**

19.1 A point of privilege may be made by any Member who wishes to note a matter concerning the rights or privileges for any Member.

19.2 A point of privilege shall take precedence over other matters, and while the Chair is ruling on the point of privilege, no other Member shall be considered to be in possession of the floor.

20. **POINT OF ORDER**

20.1 A Member who wishes to challenge the rules of procedure shall:

20.1.1 raise a point of order to the Chair; and

20.1.2 upon the Chair's acknowledgement, provide an explanation for the point of order.

20.2 The Chair shall rule on the point of order.

20.3 The Chair's ruling shall not be put to a vote, unless it is appealed by a Member, as noted in the "Appeal Ruling" Section 21 of this Bylaw.

20.4 The Member in possession of the floor when the point of order is raised shall have the right to the floor once debate resumes.

21. **APPEAL RULING**

- 21.1 The decision of the Chair shall be final, subject to an immediate appeal by a Member.
- 21.2 If a Member puts forward a motion to appeal the decision of the Chair:
 - 21.2.1 the Chair shall give reasons for the ruling;
 - 21.2.2 Members shall, without debate, vote on the motion; and
 - 21.2.3 the ruling of Council shall be final.
- 21.3 The Chair may seek advice from the Director, Legislative Services on points of order or privilege, or to determine whether a matter is within jurisdiction of the Council.

22. **MOTIONS**

- 22.1 Any Member may make a motion on any matter on the agenda. If the Chair wishes to make a motion, the chair shall be relinquished to the Deputy Mayor or Acting Mayor until a vote on the motion has been taken. A Member may read the motion or indicate "as presented within the agenda".
- 22.2 A motion shall be made by a Member before it can be debated.
- 22.3 Council shall consider only one motion at a time.
- 22.4 When a motion is before the Council and the mover wishes to withdraw, modify, or substitute a different motion in its place:
 - 22.4.1 and no debate has occurred, the Chair may grant permission with the consensus of Council;
 - 22.4.2 if an objection is made, the mover shall be required to make a motion to withdraw, which cannot be debated or amended, and requires a majority vote of Council; and
 - 22.4.3 once the motion is withdrawn, the effect is the same as if the motion had never been made.
- 22.5 The following motions are not debatable:
 - 22.5.1 a motion to table or to lift from the table;
 - 22.5.2 a motion to withdraw; and
 - 22.5.3 a motion to appeal a decision of the Chair.

22.6 When a motion has been made and is being considered, no Member may make another motion except:

22.6.1 to amend a motion;

22.6.2 to postpone consideration of a motion;

22.6.3 to refer a motion;

22.6.4 to table a motion; or

22.6.5 for a Member to withdraw their motion.

22.7 **Motion to Amend:**

22.7.1 A motion to amend may be made by any Member, including the Member who moved the original motion.

22.7.2 The Chair shall allow only:

i) one amendment to the main motion; and

ii) one amendment to the amendment

to be considered at a time.

22.7.3 Council must vote:

i) on an amendment to the amendment, if any, before voting on the amendment; and

ii) on any amendment before voting on the main motion.

22.7.4 When an amendment is on the floor, Council may debate only the merits of the amendment and shall not debate the merits of the motion to which it is applied.

22.7.5 Once any amendments to the main motion have been voted on, the Chair shall call for a vote on the main motion, incorporating the amendments that have been passed by Council.

22.7.6 A “friendly amendment”:

i) shall not extend beyond the scope of the original motion;

ii) shall only apply if unanimous consent of Members to accept the friendly amendment is received; or

iii) if unanimous consent is not granted, the friendly amendment shall be voted on and requires a majority vote to pass.

22.8 Motion to Postpone:

22.8.1 A motion to postpone:

- i) may be made by any Member to enable Members to deal with other more pressing matters;
- ii) may be made to a specific time and/or date, and used if Council would prefer to consider the motion at a later time (either at the same meeting or at another meeting);
- iii) is debatable, and requires a majority vote to pass; and
- iv) includes the motion being postponed and any amendments, and takes precedence over any other motion connected with the motion being postponed.

22.8.2 If a motion to postpone is defeated, it may only be made again after Council has addressed another matter of business.

22.8.3 If a motion has been postponed to a specific time and/or date, the motion is automatically placed on an agenda at that time for consideration.

22.8.4 A postponed motion is brought back with all motions connected with it, exactly as it was when postponed.

22.9 Motion to Reconsider:

22.9.1 A motion to reconsider:

- i) shall be moved by a Member of the prevailing side, and the Member shall state the reason for making a motion to reconsider;
- ii) shall be made at the same meeting or during any continuation of the meeting, at which it was decided;
- iii) if made at a subsequent meeting:
 - 1. shall be preceded by a notice of motion; and
 - 2. shall wait six months from the date the motion to be reconsidered was passed, unless a general election has been held, or unless otherwise determined by Council.
- iv) is debatable and shall require a majority vote to pass;
- v) if adopted by a majority vote, it shall become the next item of business; and
- vi) the motion shall be on the floor, as made by the original mover.

22.9.2 If the original mover is not present at the meeting, another Member may move the motion.

22.9.3 Motions or actions which cannot be reconsidered include:

- i) a motion to suspend the rules;
- ii) a motion to table, if adopted;
- iii) a motion to lift from the table, if adopted; or
- iv) an action that has previously been reconsidered.

22.10 Motion to Refer:

22.10.1 A motion to refer:

- i) may be made by any Member, for a Council Committee or Administration to investigate and report;
- ii) is debatable and requires a majority vote to pass;
- iii) does not allow any further amendment to the main motion until the motion to refer has been addressed by Council;
- iv) shall include instructions indicating what the receiving body is to do and the date by which Council requires a response; and
- v) may be amended only as to the body to which the motion is referred and the instructions on the referral.

22.10.2 When a response to a referral is before Council, the motion under consideration shall be the motion which was referred, including any amendments made prior to the referral.

22.11 Motion to Rescind:

22.11.1 A motion to rescind may be made by any Member at any time subsequent to the meeting at which the original motion was passed.

22.11.2 A motion to rescind is debatable, and requires:

- i) a two-thirds vote to pass with no notice; or
- ii) a majority vote to pass if notice has been given.

22.11.3 A motion to rescind cannot be made when the vote would cause an irrevocable action, i.e., for a contractual liability or obligation.

22.12 Splitting a Motion:

- 22.12.1 A Member may request that a motion be split into separate parts. The separate parts may be reworded so that the integrity of each part is maintained, but shall not change the intent of each part.
- 22.12.2 When a motion is split into parts, the same mover would be applicable for each part.

22.13 Motion to Table:

- 22.13.1 A motion to table:
 - i) may be made by any Member;
 - ii) may be used to enable Council to address other more pressing matters on the agenda, or when Council wishes to set aside discussion on a matter at that time;
 - iii) is not debatable or amendable, and takes precedence over all other motions associated with the motion being tabled, which are also tabled;
 - iv) requires a majority vote to pass; and
 - v) may be lifted from the table at any time by a majority vote of Council.
- 22.13.2 When a motion is lifted from the table, it is brought back with all amendments connected with it, exactly as it was when laid on the table.
- 22.13.3 If a motion to lift from the table is not brought back prior to the next general election, the motion is deemed to be rescinded.

23. NOTICE OF MOTION

- 23.1 Notice of motion shall be used when a Member wishes to bring a matter forward to a future meeting for discussion, providing sufficient notice for consideration of the subject.
- 23.2 In accordance with Section 23.1, a notice of motion shall be received by the Director, Legislative Services prior to the close of the meeting.
- 23.3 The Member shall read the notice of motion, which shall be recorded in the minutes and shall form part of the agenda at the following meeting, or to an alternate date.
- 23.4 A Member who submits a written notice of motion, is not required to be present during the reading of the notice of motion.

24. **VOTING - PECUNIARY INTEREST (CONFLICT)**

24.1 Members who believe that they have a pecuniary interest in any matter before Council, or any Committee or Board to which they are appointed as a representative of Council, shall:

24.1.1 declare and disclose the general nature of the pecuniary interest prior to any discussion of the matter;

24.1.2 abstain from discussions or voting on any question relating to the matter; and

24.1.3 remove themselves from the room until the matter is concluded.

24.2 The minutes shall indicate the Member's declaration, the nature of the pecuniary interest, the time at which the Member left the room, and the time which the Member returned.

25. **REQUIREMENT TO VOTE**

25.1 Every Member present, including the Mayor, shall vote on every matter, unless:

25.1.1 the Member is required to abstain from voting under this or any other bylaw or enactment; or

25.1.2 the Member is permitted to abstain from voting under this or any other bylaw or enactment.

25.2 Any Member present at a meeting may request leave of the Chair to grant a recess, if they will be away from Council Chambers when a vote is imminent, unless that Member is excused from voting pursuant to this section.

26. **TIE VOTE**

26.1 If there are an equal number of votes for and against a motion, the motion is defeated.

27. **ADJOURNMENT TIME**

27.1 A meeting of Council shall be adjourned:

27.1.1 at the conclusion of the Council agenda; or

27.1.2 at 10:00 p.m. if the Council meeting is in session at that hour.

27.2 Notwithstanding the provisions of Section 27.1.2, Council may with a majority vote, agree to an extension of time beyond 10:00 p.m.

27.3 Unless there has been a motion passed for a time extension, all matters of business which appear on the agenda and have not been addressed, shall be included as Unfinished Business on the agenda for the next regular meeting of Council.

28. **BYLAWS**

- 28.1 The City Manager shall include the number, short title and brief description of any bylaw that appears on a Council agenda.
- 28.2 The following shall apply to the passage of all bylaws:
 - 28.2.1 every proposed bylaw must have three distinct and separate readings, and shall specifying the bylaw number and purpose;
 - 28.2.2 after each reading of a bylaw, Members may debate the substance of the bylaw and shall propose and consider amendments;
 - 28.2.3 any proposed amendments shall be put to a vote and if carried, shall be considered as being incorporated into the bylaw;
 - 28.2.4 when a bylaw is subject to a statutory public hearing, the date and time of the public hearing shall be established prior to second reading; and
 - 28.2.5 a bylaw shall be passed when a majority of the Members vote in favour of third reading.
- 28.3 Granting three readings of a bylaw at the same meeting shall not be permitted, unless Members in attendance provide unanimous consent to proceed with third and final reading.
- 28.4 Once a bylaw has been given three readings, it shall be signed by the Mayor and Director, Legislative Services, and impressed with the corporate seal. The bylaw is considered an enactment of the City, and effective immediately, unless otherwise noted by the bylaw or any applicable provincial legislation.
- 28.5 Previous readings of a proposed bylaw are repealed if the proposed bylaw:
 - 28.5.1 does not receive third reading within two years of first reading; or
 - 28.5.2 is defeated on second or third reading.

29. **STATUTORY PUBLIC HEARINGS**

- 29.1 The conduct of any statutory public hearing shall be governed by this Bylaw.
- 29.2 Public hearings shall be held in conjunction with a Council meeting, and every effort shall be given to commence the public hearing as close as possible to the advertised time.
- 29.3 Council may change the date, time, and place of a public hearing by resolution. If any of the date, time, or place is changed, the public hearing must be re-advertised.

- 29.4 Wherever possible, it is recommended that anyone interested in speaking at a public hearing should register with the Director, Legislative Services prior to the public hearing.
- 29.5 The Chair shall open the public hearing and outline the procedures to be followed.
- 29.6 Administration shall introduce the item and briefly state the intended purpose.
- 29.7 The Chair shall request those who wish to speak on the matter to state their name prior to their presentation. The Chair shall then open the floor to public presentations.
- 29.8 The Chair shall call upon those who have registered to speak first, followed by others in attendance at the meeting who wish to speak to the item. Anyone who does not identify themselves shall not be given the opportunity to speak.
- 29.9 Presentations by the public may be made verbally, in writing, or both. Written submissions shall be collected by the Director, Legislative Services and retained as part of the agenda.
- 29.10 Verbal presentations shall be limited to five minutes, unless there is consent by a majority of Council to extend the allotted time.
- 29.11 When there are no further requests for presentation, the Chair shall close the public hearing.
- 29.12 After the close of the public hearing, Administration shall be available for clarifying questions by the Members.
- 29.13 Members may debate matters which have arisen at the public hearing, and may:
 - 29.13.1 pass a motion or bylaw; or
 - 29.13.2 make any necessary amendments to the motion or bylaw, and pass it without further advertisement or hearing.
- 29.14 When a public hearing on a proposed motion or bylaw is held, a Member:
 - 29.14.1 shall abstain from voting on the motion or bylaw if the Member was absent for the entire public hearing, or
 - 29.14.2 may abstain from voting on the motion or bylaw if the Member was absent for a portion of the public hearing.

30. **NON-STATUTORY PUBLIC HEARINGS**

- 30.1 Council may determine when to hold a non-statutory public hearing. Unless otherwise directed by Council, notification shall be in accordance with Section 5.4.
- 30.2 The procedures for the conduct of a non-statutory public hearing shall be the same as those for a statutory public hearing.

31. **COUNCILLOR INQUIRIES**

31.1 Any Member may make a councillor inquiry through the Chair to the City Manager at any regular Council meeting. The inquiry may be verbal or in writing.

31.1.1 The City Manager may verbally answer a councillor inquiry at the Council meeting at which it is made or advise that a response shall be provided to all Members in writing subsequent to the Council meeting.

31.1.2 If the City Manager believes responding to the inquiry shall require substantial financial or other resources, Council may direct that the inquiry be abandoned.

31.2 Councillor inquiries can be made outside of a Council meeting and shall be directed to the City Manager for response. The City Manager may seek a decision of Council if the financial or other resources required to answer the inquiry are substantial.

31.2.1 The City Manager may determine if the information acquired in response to a councillor inquiry is of benefit to all Members, and may direct the Director, Legislative Services to distribute the information to all Members.

31.3 The Member who requested a councillor inquiry may request that inquiry be abandoned.

32. **PRIOR BYLAWS**

32.1 This Bylaw supersedes and takes precedence over all previously passed bylaws which refer to meeting procedures, as well as any previously passed resolutions which may be in conflict with this Bylaw.

33. **INTERPRETATION**

33.1 References to provisions of statutes, rules or regulations shall be deemed to include references to such provisions as amended, modified or re-enacted from time to time.

33.2 Nothing in this Bylaw relieves any person from compliance with any other bylaw or applicable federal or provincial law, regulation or enactment.

34. **SEVERABILITY**

34.1 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.

35. **MEMBER AND GENDER REFERENCES**

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

36. **EFFECTIVE DATE**

36.1 This Bylaw comes into effect upon the third and final reading.

37. **REPEAL OF BYLAWS**

37.1 Upon third reading of Bylaw C1-16, Bylaw C7-98 and any amendments thereto are hereby repealed.

Read a first time this 12th day of January, 2016.

Read a second time this 12th day of January, 2016.

Read a third time and passed this day of, 2016.

MAYOR

DIRECTOR, LEGISLATIVE SERVICES

Date Signed: _____

BYLAW C 7-98

A BYLAW OF THE CITY OF FORT SASKATCHEWAN, IN THE PROVINCE OF ALBERTA, TO REGULATE MEETING PROCEDURES.

The Council of the City of Fort Saskatchewan, in the Province of Alberta, hereby enacts as follows:

1. SHORT TITLE

- 1.1. This Bylaw is called "The Meeting Procedures Bylaw".

2. DEFINITIONS

- 2.1. "Act" means the Municipal Government Act, S.A. 1994, c. M-26.1 as amended or replaced from time to time;
- 2.2. "Acting Mayor" is the Member of Council who is appointed by resolution of Council from time to time to act as Mayor in the absence or incapacity of the Mayor and Deputy Mayor;
- 2.3. "Agenda" is the list of items and order of business for any meeting;
- 2.4. "Bylaw" is a Bylaw of the City;
- 2.5. "Chairman" is the person presiding at meetings, and when in attendance at a Council meeting, shall mean the Mayor;
- 2.6. "City" means the City of Fort Saskatchewan;
- 2.7. "City Manager" is the person appointed by Council as the Chief Administrative Officer pursuant to the Municipal Government Act;
- 2.8. "Clear Days" as set out in the Interpretation Act, R.S.A. 1980, c. I-7, as amended, means, in calculating the number of days, that the days on which the events happen shall be excluded;
- 2.9. "Committee of the Whole" is a committee consisting of all Members of Council. A meeting of "Committee of the Whole" may be held in camera (in private) or in public session depending on the issue being discussed;
- 2.10. "Council" is the Mayor and Members of Council of the City of Fort Saskatchewan elected pursuant to the provisions of the Local Authorities Election Act;
- 2.11. "Council Recording Secretary" shall mean the Recording Secretary for the City of Fort Saskatchewan.
- 2.12. "Deputy Mayor" is the Member of Council who is appointed pursuant to the Municipal Government Act to act as Mayor in the absence or incapacity of the Mayor;
- 2.13. "Group" means 2 or more Persons gathered together by a common interest in any matter, one of whom shall be appointed as spokesperson to be solely responsible for presenting the points of view or positions of the Persons he or she represents;
- 2.14. "In camera" is a Committee session which is held in private and may include any person or persons invited to attend by Council;
- 2.15. "Mayor" is the Chief Elected Official for the City;
- 2.16. "Member at Large" means a member of the public appointed by Council to a Committee of Council;

- 2.17. "Questions of any Member of Council or Administration" is that period of time set aside on the Agenda when Notices of Motion, specific questions and/or concerns may be raised by Members of Council;
- 2.18. "Person" shall include an individual, partnership, association, body corporate, trustee, executor, administrator, or legal representative;
- 2.19. "Point of Information" is a request directed through the Chair to another member or to staff for information relevant to the business at hand but not related to a Point of Procedure;
- 2.20. "Point of Order" is the raising of a question by a member to call attention to any departure from The Meeting Procedures Bylaw;
- 2.21. "Point of Procedure" is a question directed to the Chair to obtain information of a matter of parliamentary law or the rules of the City bearing on the business at hand in order to assist a member to make an appropriate motion, raise a point of order, or understand the parliamentary situation or the effect of a motion;
- 2.22. "Question of Privilege" refers to all matters affecting the rights and privileges of Council collectively or any of its members individually;
- 2.23. "Quorum" is a majority of those members elected and serving on Council, except where special Committee policies have been passed;
- 2.24. "Recorded Vote" is the call, by a member, prior to the vote on a motion, for a record to be kept of the members voting for and against a motion.

3. APPLICATION

- 3.1. This Bylaw shall govern the proceedings of Council and Committees established by Council and shall be binding upon all Committee members whether Members of Council or Members-at-Large.
- 3.2. When any matter relating to the meeting procedures is not addressed in this Bylaw, Robert's Rules of Order, if applicable, shall apply.
- 3.3. In the event of conflict between the provisions of this Bylaw and Robert's Rules of Order, the provisions of this Bylaw shall apply.
- 3.4. In the absence of any statutory obligation, any provision of this Bylaw may be waived by resolution of Council if 2/3 of all members of Council present vote in favour of dealing with the matter under consideration.
- 3.5. A resolution waiving any portion of this Bylaw as provided for in Section 3.4 shall only be effective for the meeting during which it is passed.
- 3.6. In the absence or inability of the Mayor and Deputy Mayor to act, Council shall appoint any other Member of Council as Acting Mayor, as provided by the Act.

4. QUORUM

- 4.1. As soon as there is a Quorum of Members of Council after the hour fixed for the meeting, the Chairman shall take the Chair and call the meeting to order;
- 4.2. Unless a Quorum is present within thirty (30) minutes after the time appointed for the meeting, the meeting may, at the discretion of the Chairman, stand adjourned until the next regular meeting date or until a

Special Meeting is called to deal with the matters intended to be dealt with at the adjourned meeting. The Council Recording Secretary shall record the names of the Members of Council present at the expiration of the 30-minute time limit and such record shall be appended to the next Agenda. The only action that can legally be taken in the absence of Quorum is to fix the time to which to adjourn (if more than 30 minutes is being allowed), adjourn, recess or to take measures to obtain a Quorum.

- 4.3. In the event that Quorum is lost after the meeting is called to order, the meeting shall be suspended upon Quorum is obtained. If Quorum is not obtained within 30 minutes, the meeting shall stand adjourned.

5. REGULAR COUNCIL MEETING

- 5.1. The regular meetings of Council shall be established by resolution at the annual Organizational Meeting or at a regular meeting of Council following the Organization Meeting, as may be appropriate.
- 5.2. Notice of regularly scheduled meetings need not be given.
- 5.3. If Council changes the date, time or place of a regularly scheduled meeting, the municipality must given at least 24 hours' notice of the change
 - 5.3.1. to any Member of Council not present at the meeting at which the change was made, and
 - 5.3.2. to the public.
- 5.4. The following applies to the preparation of the regular meeting Agenda:
 - 5.4.1. Items initiated by Members of Council are submitted to the office of the City Manager;
 - 5.4.2. Items initiated by or referred to Administration shall be delivered to the office of the City Manager in accordance with the guidelines established for submission;
 - 5.4.3. An Agenda listing the order of business for the use of Members of Council shall be prepared by the City Manager and shall be reviewed with the Mayor prior to the meeting;
 - 5.4.4. The Agenda preparation, reviews, distribution and meeting follow-up will be coordinated through the office of the Council Recording Secretary in accordance with timing policies or resolutions approved by Council;
 - 5.4.5. Addition of items to the Agenda after the Agenda has been set shall require the approval of the Mayor and the City Manager.

6. SPECIAL MEETINGS

- 6.1. The Council Recording Secretary shall schedule a Special Meeting when required to do so by the Mayor or a majority of Council.
- 6.2. Where a Special Meeting is required by a majority of Council, the Mayor shall call such meeting within 14 days of the date on which the request was made.
- 6.3. No less than twenty four (24) hours notice of a Special Meeting stating the time, date and place at which it is to be held and stating in general terms the nature of the business to be transacted at the meeting shall be provided to each member of Council and to the public.

- 6.4. A Special Meeting may be held with less than twenty four (24) hours notice to all members of Council and without notice to the public if at least 2/3 of the whole Council agrees to this in writing before the beginning of the meeting.
- 6.5. No business other than that stated in the notice shall be conducted at any Special Meeting of Council unless all the Members of Council are present, in which case, by unanimous consent, any other business may be transacted.

7. ORGANIZATIONAL MEETING

- 7.1. An Organizational Meeting of Council shall be held annually as required by the Municipal Government Act.
- 7.2. The Agenda for the Organizational Meeting shall be restricted to:
 - 7.2.1. the administration of the oath and the introduction of new Members of Council should the meeting follow the general municipal election;
 - 7.2.2. selection of the Deputy Mayor by rotation;
 - 7.2.3. the establishment of the regular meeting dates for Council and its Standing Committees;
 - 7.2.4. establishment of membership on Committees, Boards and Commissions;
 - 7.2.5. any such other business as is required by the Municipal Government Act.

8. IN-CAMERA SESSIONS

- 8.1. Matters to be discussed which are within one of the categories of information referred to in Section 217 of the Act, as amended or replaced from time to time, may be considered at an In-Camera Meeting or portion of a meeting.
- 8.2. Council or Committee has no power at an In-Camera session to pass any Bylaw or resolution apart from the resolution necessary to revert back to an open meeting.

9. MINUTES OF COUNCIL MEETINGS

- 9.1. The preparation and distribution of minutes of Council meetings shall be the responsibility of the Council Recording Secretary.

10. PUBLIC PRESENTATIONS TO COUNCIL

- 10.1. Where a Person or Group requests an opportunity to speak to Council at a Council Meeting and Council or the Mayor deems it to be appropriate then such permission may be granted.
- 10.2. Requests to speak to Council together with the subject matter of the presentation and the amount of presentation time required shall be made to the Council Recording Secretary at least 12 days prior to a regular meeting of Council. Requests received less than 12 days before a regular meeting of Council shall be included on the Agenda for the next regular meeting immediately following. Exceptions may be made at the discretion of the City Manager or Mayor.
- 10.3. Matters of a confidential nature as described in Section 8 of this Bylaw shall not be discussed during Public Presentations to Council.

- 10.4. Verbal presentations shall be limited to the amount of time allocated on the Agenda unless there is consent by Council to extend the allotted time.
- 10.5. Debate concerning matters raised during public presentations shall take place at the discretion of Council.
- 10.6. Information presented by a Person or Group shall relate only to the subject matter for which the presentation was originally requested.
- 10.7. Each Person or Group will be given an opportunity to make a public presentation only once in respect of a given issue. Council may waive this restriction if it is of the view there have been significant new developments in respect of the issue or if sufficient time has elapsed such that Council is prepared to consider the issue again.

11. EXTENSION OF TIME LIMITS

- 11.1. Extensions of time limits for any verbal presentations during Public Presentations to Council may be granted by consent of Council, based on any one or more of the following:
 - 11.1.1. The issue or Bylaw under discussion is deemed by Council to be contentious or complex and the allotted time is not sufficient, in the opinion of Council, to give the matter due consideration;
 - 11.1.2. The granting of an extension of time will not prejudice the rights of other presenters to their allotted presentation time as prescribed by this Bylaw.

12. CHAIRMAN

- 12.1. The Chairman shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order, replying to Points of Procedure and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal by any Member of Council from any ruling of the Chair.
- 12.2. The Chairman shall make reasonable efforts, including the calling of a recess, to ensure all members of Council in attendance at a meeting are present while a vote is being taken, unless a Member of Council is excused from voting in accordance with the Act or this Bylaw.
- 12.3. When the Chairman wishes to participate in the debate on a question or motion properly before the meeting, he shall vacate the Chair and request the Member of Council responsible to act in the absence of the Chairman to assume the Chair.
- 12.4. The Chairman may invite Persons forward from the audience to speak with the permission of Council if it is deemed to be within the best interests of the issue being discussed, the public, and the conduct of good business.

13. MEMBERS OF COUNCIL DEBATING

- 13.1. Members of Council wishing to speak on a matter before the meeting should indicate their intention by raising their hand and being recognized by the Chair and should not speak more than once until every Member of Council has had the opportunity to speak except:
 - 13.1.1. in the explanation of a material part of the speech which may have been misunderstood; or

13.1.2. in reply, to close debate, after everyone else wishing to speak has spoken, provided that the Member of Council presented the motion to the meeting.

13.2. Supplementary questions or a series of questions relating to the matter before the meeting may be raised by a Member of Council, but each such question requires the consent of the Chair.

13.3. Through the Chairman, a Member of Council may ask:

13.3.1. questions of another Member of Council or staff on a Point of Information relevant to the business at hand.

13.3.2. questions to obtain information relating to the minutes presented to the meeting, or to any clause contained therein, at the commencement of the debate on the minute or clause.

13.4. All questions or debate shall be directed through the Chair.

14. PROHIBITIONS

14.1. Members of Council shall not:

14.1.1. use offensive words or unparliamentary language in the meeting;

14.1.2. disobey the rules of the meeting or decision of the Chairman or of Members of Council on questions of order or practice; or upon the interpretation of the rules of the meeting;

14.1.3. leave their seat or make any noise or disturbance while a vote is being taken and the result is declared;

14.1.4. interrupt a Member of Council while speaking, except to raise a Point of Order or Question of Privilege;

14.1.5. pass between a Member of Council who is speaking and the Chair.

14.2. Members of Council who persist in a breach of the foregoing section, after having been called to order by the Chairman, may, at the discretion of the Chair, be ordered to leave their seat for the duration of the meeting.

14.3. At the discretion of the Chair, a Member of Council may resume their seat following an apology.

14.4. A Member of Council who wishes to leave the meeting prior to adjournment shall so advise the Chairman and the time of departure shall be noted in the minutes.

15. QUESTIONS OF PRIVILEGE

15.1. A Member of Council who desires to address the meeting upon a matter which concerns the rights or privileges of the Members of Council collectively, or of himself/herself as a Member of Council thereof, shall be permitted to raise such Question of Privilege.

15.2. A Question of Privilege shall take precedence over other matters and while the Chairman is ruling on the Question of Privilege, no one shall be considered to be in possession of the floor.

16. POINTS OF ORDER

16.1. A Member of Council who desires to call attention to a violation of the rules of procedure shall ask leave of the Chairman to raise a Point of Order.

When leave is granted, the Member of Council shall state the Point of Order with a concise explanation and shall attend the decision of the Chairman upon the Point of Order. The speaker in possession of the floor when the Point of Order was raised shall have the right to the floor when debates resumes.

- 16.2. A Member of Council called to order by the Chairman shall immediately vacate the floor until the Point of Order is dealt with, and shall not speak again without the permission of the Chairman unless to appeal the ruling of the Chair.

17. APPEAL RULING

- 17.1. The decision of the Chairman shall be final, subject to an immediate appeal by a Member of Council of the meeting.
- 17.2. If the decision is appealed, the Chairman shall give concise reasons for his ruling and the Members of Council, without debate, shall decide the question. The ruling of the Members of Council shall be final.

18. MOTIONS

- 18.1. When a motion is before the meeting and the mover wishes to withdraw or modify it, or substitute a different one in its place, and if no one objects, the Chairman shall grant permission; however, if any objection is made, it is necessary to obtain leave by Motion to Withdrawn and this motion cannot be debated or amended. Once a motion is withdrawn, the effect is the same as if it had never been made.
- 18.2. Any Member of Council may require the motion under discussion to be read at any time during the debate, except when a Member of Council is speaking.
- 18.3. The mover of a motion must be present when the vote on the motion is taken.
- 18.4. When a matter is under debate, no motion shall be received other than a Motion to:
 - 18.4.1. Fix the Time for Adjournment;
 - 18.4.2. Adjourn;
 - 18.4.3. Withdraw;
 - 18.4.4. Table;
 - 18.4.5. Call the Question (that the vote must now be taken);
 - 18.4.6. Postpone to a certain time or date;
 - 18.4.7. Refer;
 - 18.4.8. Amend;
 - 18.4.9. Postpone indefinitely;which shall be the order of precedence.
- 18.5. A motion relating to a matter not within the jurisdiction of the Council shall not be in order.

- 18.6. A Motion to Table may be made when a Member of Council wishes Council to decline to take a position on the main question. The motion is not debatable and, when passed, may only be resurrected by a Motion to Raise from the Table.
- 18.7. A Motion to Refer shall require direction as to the Person or Group to which it is being referred and is debatable. A Motion to Refer is generally used to send a pending question to a committee, department or selected persons so that the question may be carefully investigated and put into better condition for Council to consider.
- 18.8. A Motion to Postpone to a Certain Time or Date is debatable. Debate on the motion must be confined to its merits only, and cannot go into the main question except as necessary for debate of the immediately pending question. A Motion to Postpone to a Certain Time and Date is generally used if Council would prefer to consider the main motion later in the same meeting or at another meeting.
- 18.9. A Motion to Postpone Indefinitely must include a reason for postponement and is debatable. Debate can go into the main question. A Motion to Postpone Indefinitely is generally used as a method to dispose of a question without bringing it to a direct vote.
- 18.10. Motion to Amend
 - 18.10.1. Only one amendment at a time shall be presented to the main motion. When the amendment has been disposed of, another may be introduced. All amendments must relate to the matter being discussed in the main motion and shall not so substantially alter the motion as to change the basic intent or meaning of the main motion. The Chairman shall rule on disputes arising from amendment.
 - 18.10.2. The amendment shall be voted upon and, if any amendment is carried, the main motion, as amended, shall be put to the vote, unless a further amendment is proposed.
 - 18.10.3. Nothing in this section shall prevent other proposed amendments being read for the information of the Members of Council.
 - 18.10.4. When the motion under consideration contains distinct propositions, the vote upon each proposition shall, at the request of any Member of Council, be taken separately.
- 18.11. Motion to Reconsider
 - 18.11.1. After a motion has been voted upon, and before moving to the next item on the Agenda or at any time before the Chair declares the meeting adjourned, any Member of Council who voted with the prevailing side may make a motion to Reconsider and shall state the reason for making a Motion to Reconsider.
 - 18.11.2. Debate on a Motion to Reconsider must be confined to reasons for or against reconsideration.
 - 18.11.3. If a Motion to Reconsider is carried, the question on which the vote is to be reconsidered becomes the next order of business in the exact position it occupied the moment before it was voted on originally.
 - 18.11.4. Reconsideration of the question shall be open to debate, voted upon, and shall require the votes of a majority of Members of Council present to carry it, unless otherwise required by this Bylaw.

18.11.5.If a Motion to Reconsider is moved at a subsequent meeting by a Member of Council who voted with the prevailing side, it shall be preceded by a Notice of Motion and shall require a majority vote of the Members of Council present to carry it, unless otherwise required by this Bylaw.

18.11.6.A Notice of Motion to Reconsider any decided matter shall not operate to stop or delay action on the decided matter unless the Council may a majority vote of the Members of Council present shall so direct.

18.11.7.A Motion to Rescind a previous motion may be accepted by the Chair; and if passed by a majority vote of the Members of Council present, the previous motion referred to would be declared null and void.

19. NOTICE OF MOTION

19.1. Notice of Motion should be used to give notice when an extended period of time is advisable prior to considering a subject.

19.2. In accordance with Section ~~20.1~~^{19.1}, a Notice of Motion may be received by the Council Recording Secretary prior to the closing of the meeting. In this event, the Member of Council shall read the Notice of Motion which shall be recorded in the minutes and shall form part of the Agenda for the subsequent meeting.

19.3. A Member of Council may present and describe a Notice of Motion for consideration at the next meeting or other meeting date as specified by the mover.

19.4. A Member of Council who hands a written Notice of Motion to the Council Recording Secretary to be read at any regular meeting need not necessarily be present during the reading of the Motion.

19.5. A motion, notice of which has been given, if not moved on the day and at the meeting for which notice has been given, cannot be moved at any subsequent meeting without notice being given on the Agenda for such meeting.

20. VOTING - QUESTION

20.1. When a Motion that a Vote be Taken (Question) is presented, it shall be put to a vote without debate and, if carried by a majority vote of the Members of Council present, the motion and any amendments thereto shall be submitted to a vote immediately without further debate.

20.2. When the Chairman, having ascertained that no further information is required, commences to take a vote, no Member of Council shall speak to or present another motion until the vote has been taken on such motion or amendment.

20.3. A Member of Council who disagrees with the announcement made of the result of a vote may immediately object to the declaration and the vote shall be retaken.

21. VOTING - PECUNIARY INTEREST (CONFLICT)

21.1. Members of Council who have a reasonable belief that they have a pecuniary interest (as defined in the Act) in any matter before Council, any committee of Council or any board, commission, committee or agency to which they are appointed as a representative of Council, shall, if present, declare and disclose the general nature of the pecuniary interest prior to

any discussion of the matter, abstain from discussions or voting on any question relating to the matter and shall remove themselves from the room until the matter is concluded. The minutes shall indicate the declaration of disclosure, the time at which the Member of Council left the room and the time the Member of Council returned.

22. REQUIREMENT TO VOTE

- 22.1. Every Member of Council present, including the Mayor, shall vote on every matter, unless:
 - 22.1.1. the Member of Council is required to abstain from voting under this or any other bylaw or enactment; or
 - 22.1.2. the Member of Council is permitted to abstain from voting under this or any other bylaw or enactment.
- 22.2. A Member of Council present at a meeting shall make a request for a recess if for any reason they may be away from Council Chambers during a time when a vote on a matter is imminent, unless that Member of Council is excused from voting pursuant to this section.
- 22.3. Votes shall be made by the raising of hands as the Chairman calls for those in favour or against.

23. RECORDED VOTE

- 23.1. Before Council takes a vote, a Member of Council may request that the vote be recorded.
- 23.2. When a Member of Council requests a Recorded Vote, all Members of Council present, unless required to permitted to abstain from voting, shall vote as the Chairman calls for those in favour and against.
- 23.3. The Council Recording Secretary shall, whenever a Recorded Vote is requested by a Member of Council, record in the minutes the names of each Member of Council present and whether the Member of Council voted for or against the matter and the Chairman shall announce the results of the vote.

24. TIE VOTE

- 24.1. If there is an equal number of votes for and against a resolution or Bylaw, the resolution or bylaw is defeated.

25. ADJOURNMENT

- 25.1. A Motion to Adjourn the meeting shall be in order except:
 - 25.1.1. when a Member of Council is in possession of the floor, or
 - 25.1.2. when it has been decided that the vote now be taken, or
 - 25.1.3. during the taking of a vote.

26. ADJOURNMENT TIME

- 26.1. Unless otherwise determined pursuant to the provisions of this Bylaw, adjournment time is:
 - 26.1.1. at the conclusion of the Agenda as adopted by Council or when a Motion to Adjourn has been passed;

26.1.2. At ten o'clock in the afternoon (10:00 PM) if a Meeting is in session at that hour.

26.2. Notwithstanding the provisions of Section 26.1, Council may, by a two-thirds majority vote of Members of Council present, agree to an extension of time. A vote to extend the time of such Meeting beyond ten o'clock in the afternoon must be taken not later than ten o'clock in the afternoon.

26.3. Unless there has been a motion passed by the required majority within the prescribed time extending the Council Meeting beyond ten o'clock in the afternoon, all matters of business which appear on the Agenda for a Meeting and which have not been dealt with by that time shall be deemed to be tabled until the next Regular Meeting of Council.

27. BYLAWS

27.1. Where a Bylaw is presented to a meeting for enactment, the City Manager or his designate shall cause the number, short title and brief description of the Bylaw to appear on the Agenda.

27.2. The following shall apply to the passage of all Bylaws:

27.2.1. A Bylaw shall be introduced for first reading by a Motion that it be Read a First Time specifying the number of the Bylaw;

27.2.2. After a Motion for First Reading of the Bylaw has been presented, Members of Council may debate the substance of the Bylaw and propose and consider amendments to the Bylaw;

27.2.3. Any proposed amendments shall be put to a vote if required, and if carried, shall be considered as having been incorporated into the Bylaw at first reading.

27.2.4. When all amendments have been accepted or rejected, the Chairman shall call the Question on the Motion for First Reading of the Bylaw.

27.2.5. When a Bylaw is subject to a statutory Public Hearing, a Public Hearing date and time shall be established following first reading.

27.2.6. All aspects of the passage of a Bylaw at first reading shall apply to second and third readings of any Bylaw.

27.3. Three Readings

27.3.1. A Bylaw shall not be given more than two readings at one meeting unless the Members of Council present at the meeting unanimously agree that the Bylaw may be presented for third reading at the same meeting at which it received two readings.

27.3.2. A Bylaw shall be passed when a majority of the Members of Council present vote in favour of third reading, provided that any applicable Provincial Statute does not require a greater majority.

27.4. When a Bylaw has been given three readings and is signed in accordance with the Act, it is considered an enactment of the City and is effective immediately, unless the Bylaw or an applicable provincial statute provides otherwise.

27.5. The previous readings of a proposed Bylaw are rescinded if the proposed Bylaw

27.5.1. does not receive third reading within two years of first reading or

27.5.2. is defeated on second or third reading.

27.6. After passage, a Bylaw shall be signed by the Mayor or Mayor's designate and by the City Manager or his designate and shall be impressed with the corporate seal of the City.

28. PUBLIC HEARINGS

28.1. The conduct of any statutory Public Hearing shall be governed by this Bylaw.

28.2. Wherever possible, persons interested in speaking at a Public Hearing should register with the Council Recording Secretary prior to the Public Hearing.

28.3. The Chairman shall declare the Public Hearing in session and shall outline Public Hearing Procedures.

28.4. The City Manager shall introduce the resolution or bylaw and shall briefly state the intended purpose. Department presentations shall follow the introduction of the bylaw or resolution.

28.5. The Chairman shall request those who wish to make presentations to identify themselves. The Chairman shall then open the floor to public presentations.

28.6. The Chairman shall call upon those persons who have registered with the Council Recording Secretary to speak first, followed by other persons at the meeting who have not registered to speak but who wish to address Council. A person who does not identify himself or herself will not be given the opportunity to speak.

28.7. Presentations by the public may be made verbally, in writing, or both. Written submissions shall be collected by the Council Recording Secretary and retained for information purposes.

28.8. Verbal presentations shall be limited to five minutes unless there is consent by Council to extend the allotted time.

28.9. Following public presentations, the Chairman shall close the Public Hearing.

28.10. If no one is present to speak to a proposed bylaw which requires a Public Hearing, Council may hear an introduction of the matter from the administration, ask relevant questions, and then must vote to close the Public Hearing.

28.11. After the close of the Public Hearing, Council may debate matters raised at the Public Hearing during the regular Council meeting following the Public Hearing and may:

28.11.1. pass the bylaw or resolution, or

28.11.2. make any necessary amendments to the bylaw or resolution and pass it without further advertisement or hearing.

28.12. When a Public Hearing on a proposed Bylaw or resolution is held, a Member:

28.12.1. must abstain from voting on the Bylaw or resolution if the Member was absent from all of the Public Hearing, and

28.12.2. may abstain from voting on the Bylaw or resolution if the Member was only absent from a part of the Public Hearing.

29. PRIOR BYLAWS

29.1. This Bylaw supersedes and takes precedence over all previously passed Bylaws that refer to meeting procedures, as well as any previously passed resolutions that may be in conflict with this Bylaw.

30. EFFECTIVE DATE

30.1. This Bylaw comes into effect upon the final passing and proper signature thereof.

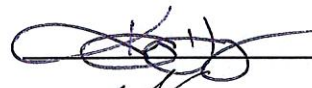
31. REPEAL OF BYLAWS


31.1. Bylaws #1857, C34-86 and C20-90 are hereby repealed.

READ A FIRST TIME this 23RD day of MARCH, 1998



READ A SECOND TIME this 27TH day of APRIL, 1998

READ A THIRD TIME AND FINALLY PASSED this 27TH day of APRIL, 1998


MAYOR


DIRECTOR, LEGISLATIVE SERVICES

Date Signed: APRIL 28, 1998

CITY OF FORT SASKATCHEWAN			
APPROVED		DATE	INT.
Dir. Leg. Svcs.	Legal & Form	28/4	
Dep't.	Content	28/4	TA
City Mgr.	Principle	28/4/98	

MEETING PROCEDURES BYLAW

INDEX

A

Act.....	1
Acting Mayor.....	1
ADJOURNMENT.....	10
ADJOURNMENT TIME.....	10
Agenda.....	1
APPEAL RULING.....	7
APPLICATION.....	2

B

Bylaw.....	1
BYLAWS.....	11

C

Chairman.....	1, 5
City.....	1
City Manager.....	1
Clear Days.....	1
Committee of the Whole.....	1
Council.....	1
Council Recording Secretary.....	1

D

DEFINITIONS.....	1
Deputy Mayor.....	1

E

EFFECTIVE DATE.....	13
EXTENSION OF TIME LIMITS.....	5

G

Group.....	1
------------	---

I

In camera.....	1
IN-CAMERA SESSIONS.....	4

M

Mayor.....	1
Member at Large.....	1
MEMBERS OF COUNCIL DEBATING.....	5
MINUTES OF COUNCIL MEETINGS.....	4
Motion to Amend.....	8

Motion to Postpone.....	8
Motion to Postpone Indefinitely.....	8
Motion to Reconsider.....	8
Motion to Refer.....	8
Motion to Table.....	8
MOTIONS.....	7

N

NOTICE OF MOTION.....	9
-----------------------	---

O

ORGANIZATIONAL MEETING.....	4
-----------------------------	---

P

Person.....	2
Point of Information.....	2
Point of Order.....	2
Point of Procedure.....	2
POINTS OF ORDER.....	6
PRIOR BYLAWS.....	13
PROHIBITIONS.....	6
PUBLIC HEARINGS.....	12
PUBLIC PRESENTATIONS TO COUNCIL.....	4

Q

Question of Privilege.....	2
Questions of any Member of Council or Administration.....	2
QUESTIONS OF PRIVILEGE.....	6
Quorum.....	2

R

Recorded Vote.....	2, 10
REGULAR COUNCIL MEETING.....	3
REPEAL OF BYLAWS.....	13
REQUIREMENT TO VOTE.....	10

S

SHORT TITLE.....	1
SPECIAL MEETINGS.....	3

T

TIE VOTE.....	10
---------------	----

V

VOTING - PECUNIARY INTEREST (CONFLICT.....)	9
VOTING - QUESTION.....	9

CITY OF FORT SASKATCHEWAN

Transit Task Force Terms of Reference and Membership

Motion:

1. That Council approve the Terms of Reference for the Transit Task Force.
2. That Council appoint Councillor Blizzard, Councillor Garritsen, and Councillor Hennig to the Transit Task Force.

Purpose:

To approve the Terms of Reference and membership for the Task Force, who will provide recommendations to the Council on the service levels and implementation plans for the local and commuter transit system.

Background:

Subsequent to the Transit Pilot Program and as part of the 2016 Budget, Council approved the implementation of a local and commuter transit system. Until the new system is in place the Transit Pilot will continue. The approval was subject to a report being presented to Council in the first quarter of 2016, with a process for establishing a Council Task Force. Discussion would involve transit service levels with recommendations being brought back to Council for consideration. Although the transit consultant report presented to Council will form the basis for initial discussions, adjustments may be made to best serve the needs and expectations of community within the budget allocated.

Once resources to support the program are in place, the process to implement the system will begin. Optimistically the system would be in place by September 2016. If it is determined during the planning stages that the date is not realistic, or if the task force requires additional time, the next target date would be January 2017.

Terms of Reference:

Membership

The membership shall consist of three Councillors as appointed by Council.

The City Manager will appoint members of staff to act as Administrative support to the task force.

Guidelines

1. The Task Force is not a decision making body however, will make recommendations to Council on the service levels and implementation plans for the local and commuter transit system;
2. The Transit Pilot Review Report dated October 22, 2015 will form the basis for discussion of a new system, however may be adjusted and revised as detailed design plans progress.
3. Should consensus not be reached on a recommendation to Council, the matter would be referred to Council identifying the available options.

4. As Council has already approved the program in principle, the scope of the Task Force will be on the service levels offered to the general public. The Task Force will make suggestions and ask questions of the consultant. That information will be presented to Council, and will ensure that expert advice is available when making changes to the proposed system.
5. The commitment of the Task Force will likely consist of a minimum of two daytime meetings, with the potential for more depending on the progress made.

Plans/Standards/Legislation:

Community Sustainability Plan – Section E – Community Sustainability Priorities – “A transit system providing fast, reliable and convenient service to Edmonton and throughout the community.”

2014 – 17 Strategic Plan – Goal 1 – Position for Growth as referred to section 1.7.

Fort Saskatchewan Transit – Pilot Review – Draft Report – October 21, 2015 – WSP Consulting Group.

Financial Implications:

Financial resources are within the approved Transit budget as per the 2016 budget approval.

Internal Impacts:

Administration will support the activities of the Task Force. WSP Consulting Group will be undertaking the service level analysis as directed by the task force.

Recommendation:

1. That Council approve the Terms of Reference for the Transit Task Force; and
2. That Council appoint Councillor Blizzard, Councillor Garritsen, and Councillor Hennig to the Transit Task force until the October 25, 2016 Organizational Council Meeting.

Attachments:

Fort Saskatchewan Transit – Pilot Review – Draft Report – October 21, 2015

File No.:

Prepared/Approved by:	Troy Fleming General Manger Infrastructure and Community Services	Date: January 19, 2016
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Reviewed by:	Kelly Kloss City Manager	Date: January 20, 2016
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Submitted to:	City Council	Date: January 26, 2016
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CITY OF FORT SASKATCHEWAN



Fort Saskatchewan Transit – Pilot Review Draft Report

Table of Contents

EXECUTIVE SUMMARY	I
I. Introduction	i
II. Approach	i
II. Review of Existing Services	ii
III. Summary of Recommendations	iii
IV. Preferred Option	vii
V. Other Recommendations	viii
1. INTRODUCTION	1
1.1 Background	1
1.2 Transit Pilot	1
1.3 Objectives	2
1.4 Approach	2
2. MARKET ANALYSIS - POPULATION AND EMPLOYMENT	4
2.1 Capital Region	4
2.2 City of Fort Saskatchewan	5
2.3 Commuting Patterns	7
2.4 Mode of Transportation to Work	9
2.5 Major Trip Generators	10
2.6 Strategies to Improve Ridership	11
3. OVERVIEW OF EXISTING SERVICES	12
3.1 Route Structure	12
3.2 Ridership	12
3.3 Infrastructure	13
3.4 Fare Collection	14
3.5 Operations Contract Review	15
3.6 Fleet	16
3.7 Commuter Transit Service	16
3.8 Specialized Transit Service	17
4. STAKEHOLDER OUTREACH	18
4.1 Staff Interviews and Surveys	18
4.2 Public Outreach	19
4.3 Development Community	22
4.4 Conclusion	22
5. PEER BENCHMARKING REVIEW	22
5.1 Peer Benchmarking	23
5.2 Cost-Recovery	24
6. SERVICE STANDARDS (UPDATED)	25
6.1 Service Design Standards	26
6.2 Route Performance Standards	29
6.3 Vehicle Loading Standards	30
6.4 Performance Measures	30
6.5 Other Guidelines	31
7. LEVELS OF SERVICE	33

7.1	Output Analysis.....	34
7.2	Peak Service Analysis	36
7.3	Off-peak service analysis	36
7.4	Conclusion	36
8.	PROPOSED SERVICE MODIFICATIONS	42
8.1	Option 1 – ETS Commuter Service Only	43
8.2	Option 2 – Extended ETS Commuter Service Routing	44
8.3	Option 3 – Modified Existing Local Routes and ETS Commuter	45
8.4	Other Service Delivery Options	46
9.	COST-BENEFIT ANALYSIS	47
9.1	Comparison of Options	47
9.2	Revenue	48
10.	PREFERRED OPTION.....	50
10.1	Infrastructure Requirements.....	51
10.2	Growth Strategy.....	51
10.3	New Proposed Fare Structure.....	52
10.4	Marketing and Branding	53
10.5	O&M Contract	54
10.6	Opportunities with the Development Industry	54
10.7	Ideal Fleet Composition	54
10.8	Establish Transit-Supportive Climate	55
10.9	Transit Funding Grants	1
11.	IMPLEMENTATION PLAN	1
11.1	Immediate (Within next 3 months).....	1
11.2	Short Term: (3 months – 6 months)	1
11.3	Mid Term (6-12 months)	1
11.4	Long term (Greater than 12 months).....	1
11.5	Service Delivery Options.....	1
	Appendix A – Public Engagement Survey Questionnaire	5
	Appendix B – Summary of Peer Agency Services	9
	Appendix C – Detailed Data of Proposed Options.....	10

List of Figures

Figure 1: Regional Context of Fort Saskatchewan	1
Figure 2: Population and Employment Projections for the Capital Region	4
Figure 3: Population and Employment Projections for Fort Saskatchewan	5
Figure 4: Population Distribution for Fort Saskatchewan (2014)	6
Figure 5: Map of Residential and Employment Densities	7
Figure 6: Map of Commuting Flows for Fort Saskatchewan Residents.....	8
Figure 7: Mode of Transportation Taken to Work for Fort Saskatchewan Residents	10
Figure 8: Major Origins and Destinations in Fort Saskatchewan	11
Figure 9: Conventional Transit Ridership 2014-2015 (Monthly).....	13
Figure 10: Dow Centre Transit “Hub”	14
Figure 11: Route 198 Fare Payments	15
Figure 12: Survey Results - Satisfaction for FST Services	20
Figure 13: Rider Transit Preferences	21

Figure 14: Non-Rider Transit Preferences.....	21
Figure 15: Comparison of Local Fares	24
Figure 16: Cost of Service Comparison.....	24
Figure 17: Cost Recovery Comparison	25
Figure 18: Existing Route Analysis.....	34
Figure 19: Morning Transfer Example	37
Figure 20: Existing Peak Service Analysis – Summary	38
Figure 21: Existing Peak Service Analysis – Travel Speed Breakdown.....	39
Figure 22: Existing Off-Peak Service Analysis – Summary	40
Figure 23: Existing Off-Peak Service Analysis – Travel Speed Breakdown	41
Figure 24: Proposed Option 1	43
Figure 25: Proposed Option 2	44
Figure 26: Proposed Option 3	45
Figure 27: Alternative Service Delivery Options	46
Figure 28: Ridership Projections	48
Figure 29: Revenue Projections	49
Figure 30: Projected Cost Recovery.....	49
Figure 31: Proposed Off-Peak Service.....	51
Figure 32: Future Expansion Routing.....	52

List of Tables

Table 1: Capital Region Adjusted Population Projections.....	4
Table 2: Fort Saskatchewan Adjusted Population Projection.....	5
Table 3: Defined Analysis Zones.....	6
Table 4: Commuting Flows for Fort Saskatchewan Residents.....	7
Table 5: Commuting Flows for Fort Saskatchewan Workers	9
Table 6: Major Places of Employment.....	10
Table 7: Number of High School Students	10
Table 8: Fort Saskatchewan Conventional Transit Ridership	12
Table 9: Fare Structure for Existing Transit Service	15
Table 10: STSS Service User Statistics for Driving Miss Daisy Taxi Program	17
Table 11: Peer Agency Benchmarking	23
Table 12: Hours of Service and Service Frequency Standards	27
Table 13: Route Performance Standards	29
Table 14: Vehicle Loading Standards.....	30
Table 15: Financial Measures	31
Table 16: Amenities by Identify Bus Stop Type	32
Table 17: Travel Time Factors	34
Table 18: Summary of Cost and Revenue Projections	50
Table 19: Summary of Travel Speeds	50
Table 20: Proposed Fare Structure	52

Executive Summary

I. Introduction

To help the City of Fort Saskatchewan (the City) meet the growing travel needs of the community effectively and sustainably, a study was initiated in 2011 to examine Fort Saskatchewan's transit feasibility with respect to various routing, fare structures, local services and revenue implications.

Based on the favourable findings of the 2011 study, the City endorsed a transit pilot that started in April 2014 and is scheduled to end in December 2015. Eighteen months into the Fort Saskatchewan Transit (FST) pilot, the City retained WSP|Parsons Brinckerhoff (WSP|PB) to undertake a review of its success and to devise a transit blueprint for the future.

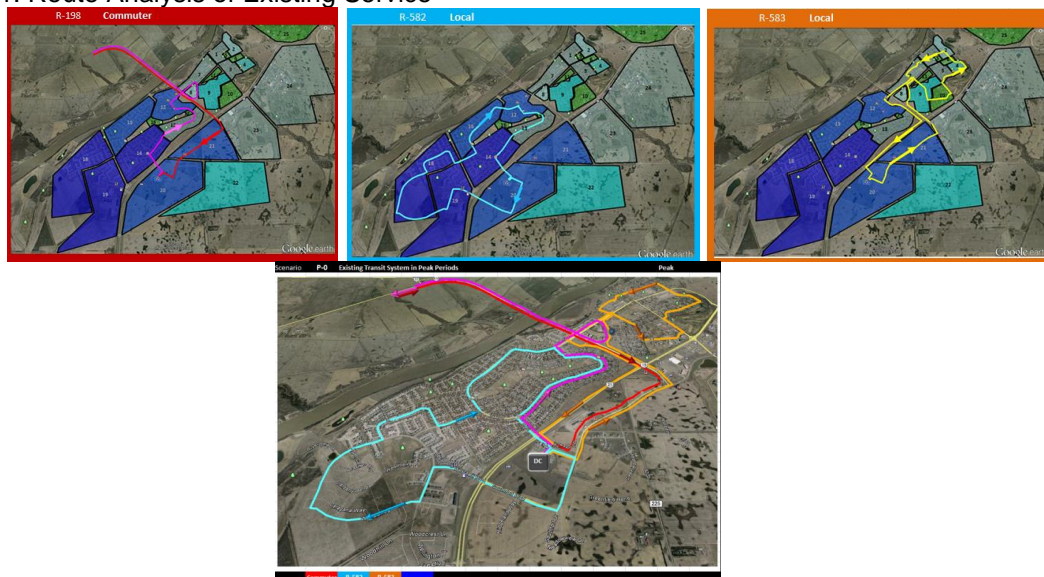
This transit pilot review seeks to establish whether the City could utilize its assets and human capital in a more productive fashion to better satisfy the needs of transit users in the City as it continues to grow. Additionally, the review seeks to confirm that Fort Saskatchewan Transit is conducting itself in a prudent manner that demonstrates to taxpaying non-riders that the agency is both effective and efficient at providing service. The transit pilot review examines how local services, including specialized transit, are being delivered as well as a high-level review of the commuter service to the Clareview LRT station in Edmonton provided by Edmonton Transit System (ETS).

II. Approach

WSP|PB undertook the transit pilot review with a perspective that solutions must be implementable and recommendations actionable. Understanding that transit service operates in a political environment, WSP|PB continually worked with the City to carve out solutions that will be bankable and favourable to its stakeholders. The recommendations found in this report are immediately implementable and will result in a sustainable service delivery strategy. The transit pilot review examined all of Fort Saskatchewan's local service in addition to the commuter service operated by ETS.

A level of service analysis of the existing route network was completed using a WSP|PB's proprietary transit analysis tool that examines origins and destinations and segregates the City into zones. Our tool analyzes various elements of the transit network for both peak (rush hour) and off-peak (non-rush hour) times of day. To produce our findings, existing route data was overlaid on the City's population and land use zones (Exhibit 1). In addition, various travel time and travel speed data were assessed between each of the zones based on the current transit routes and schedules to establish whether average travel speeds are acceptable.

Exhibit 1: Route Analysis of Existing Service



The outputs from our level of service analysis are depicted in Figure 20 to Figure 23.

Four Major Destinations in Fort Saskatchewan

Our analysis revealed there are four major destinations in Fort Saskatchewan:

- D-1 : Edmonton (Claireview LRT)
- D-2 : Fort Saskatchewan - Downtown
- D-3 : North Commercial Area (Fort Mall)
- D-4 : North-East Commercial Area (Cornerstone, Southpointe, Medical Clinic and Hospital)

Travel Speeds and Times Were Calculated

Travel speeds and times were calculated between each zone in Fort Saskatchewan to the four major destinations identified in Fort Saskatchewan. Travel speeds measure the average trip speed from each zone to reach the major destination by transit. Average travel speed and time includes the time required to access transit (walking to a bus stop for example) and the ride itself. This represents the level of access provided by the transit system.

II. Review of Existing Services

Travel time is a key component in any level of service analysis. Potential riders will look at travel times when making decisions on taking transit and therefore dictates the demand and usage of the system. The analysis of the existing transit service has highlighted a few issues that are unnecessarily prolonging transit travel times for riders.

- Connectivity within the City is often worse than connections to Edmonton. For 3 of the zones, travel times to the City's downtown take longer than to connect to Edmonton. In

general, the city-wide average for travelling downtown is 41 minutes. This is an unacceptable travel time given the size of Fort Saskatchewan.

- The most populated areas in Fort Saskatchewan have poor connections to Edmonton. The most populated residential zones are located in South-Western area (Westpark Drive area). Zones 14, 18, and 19 represent 39% of the City's population (depicted in dark blue). However, 2 of the 3 zones have poor connections to both Edmonton (65-69 minutes, at 20-25km/h) and the City's downtown (53-57 minutes, at 6.3-6.6km/h).
- Uncoordinated transfers add more time to transit trips. Buses arrive and depart at separate times from the Dow Centennial Centre. Transfers on the local routes sometimes require a 7 minute layover. This is unnecessary added travel time and too long given the size of the City. There are no communal transfers, which are further inhibited by a lack of communication between FST and ETS services.

Our goal in devising transit routing options will be to increase travel speeds for the majority of the population to decrease travel times. This will be accomplished by creating more direct and faster routes for the most populated areas in the city. Greater coverage will also be necessary to serve the major destinations for City residents.

III. Summary of Recommendations

WSP|PB's analyzed three potential transit options for the City:

- Commuter Service Only (no local FST)
- Expanded Commuter Service Only (no local FST)
- Modified Existing Local Transit and Commuter Service

Option 1 – ETS Commuter Route Only**Exhibit 2: Option 1 Routing**

The first option examined eliminates local FST service and relies solely on the ETS commuter service to service local stops based on its existing alignment. This option would only provide commuter service during peak-periods. There would be no non-peak service.

Annual Cost	Annual Revenue	R/C Ratio	Net Cost	Ridership
\$591,500	\$98,583	16.7%	\$492,917	39,000

Summary of Option 1**Advantages**

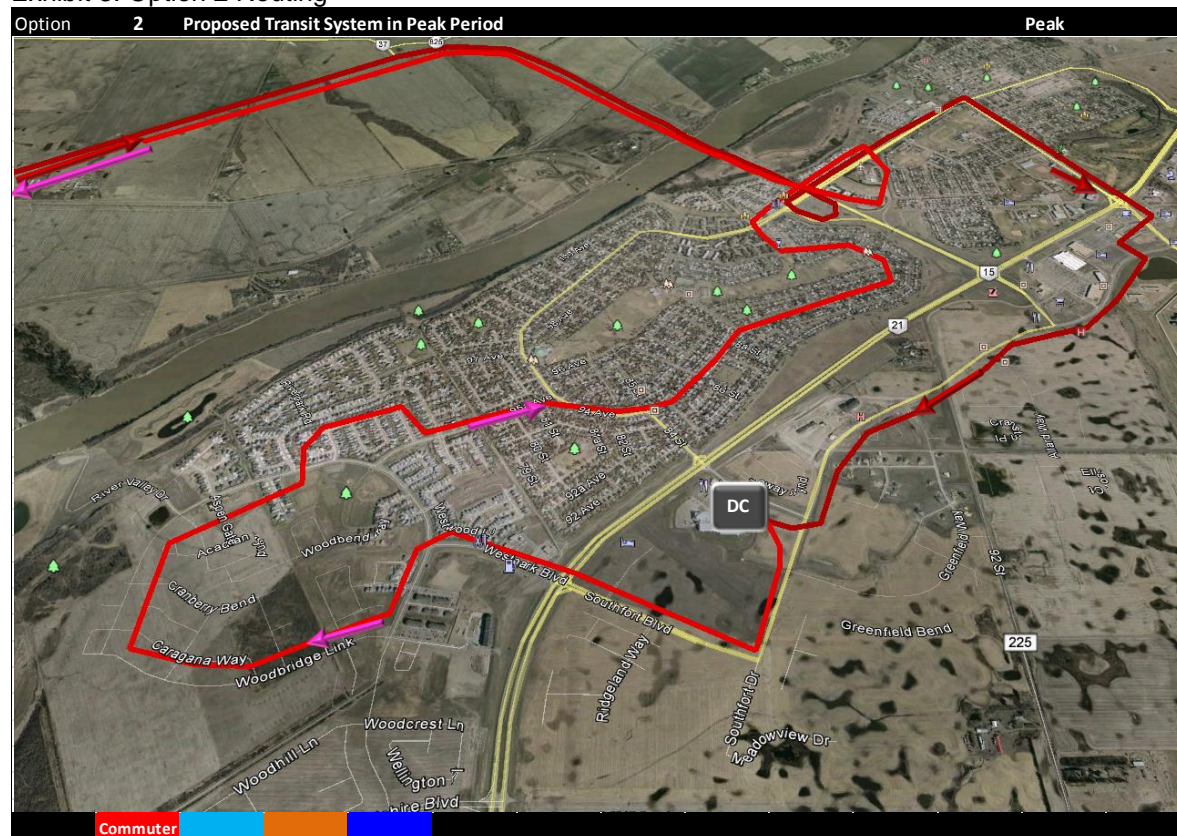
- One seat ride from Fort Saskatchewan to Edmonton
- Estimated cost per hour: \$350 - the cheapest option.

Disadvantages

- FST service is no longer available to make local trips or connections with ETS service.
- Total transit travel times to Edmonton increases to a city-wide average of 79 minutes.
- The most populated areas in the City will not be served by the local stops along the ETS route.
- Ridership will be negatively impacted by the loss of local service.

Option 2 – Extended ETS Commuter Route

Exhibit 3: Option 2 Routing



Similar to Option 1, Option 2 is solely a commuter-only service. However; instead of following the existing alignment of Route 198, an extended route is proposed to service the most populous North-Western section of the City. This alternate alignment provides extended local coverage of Route 198 to compensate from the removal of local FST service.

Annual Cost	Annual Revenue	R/C Ratio	Net Cost	Ridership
\$787,150	\$123,396	15.7%	\$663,754	48,910

Summary of Option 2

Advantages

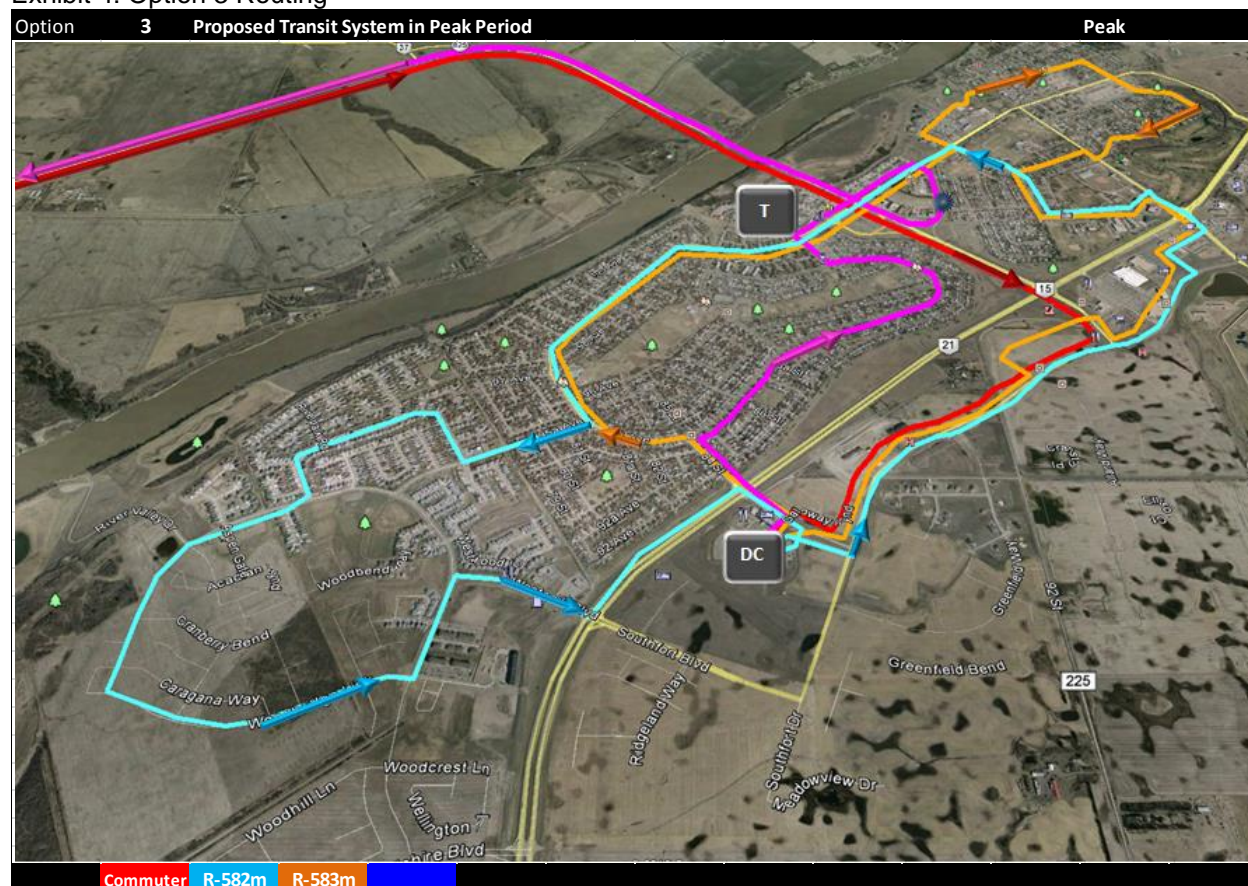
- Expanded ETS routing within City-boundary
- One seat ride from Fort Saskatchewan to Edmonton
- Faster city-wide travel speeds (51 minutes to Edmonton)
 - More populated areas of the City receive more direct service to Edmonton.
- May attract more riders with faster speeds to Edmonton
- Estimated cost per hour: \$467 – the second cheapest option.

Disadvantages

- Eliminates local FST service
- ETS will require more revenue service hours
 - This translates to an overall higher operating cost for the City

Option 3 –Modified Existing Local Transit and Commuter Service

Exhibit 4: Option 3 Routing



Option 3 maintains the current commuter service with modified alignments to augment the local service.

In this option, route 582 would be restructured to provide a counter-clockwise service through both the north and south areas of the City. Major deviations from the current alignment include increased coverage north of 94th street with service through Sherridon and along Southfort Drive. This route would directly service major retail areas (Cornerstone and Southpointe) as well as the hospital to provide direct service to these popular destinations. The reversed direction of the route (clockwise to counter-clockwise) provides more direct (faster) service for the densely populated southern zones of the City to the Dow Centre compared to the existing route structure.

Route 583 would be restructured to provide a clockwise direction with extended alignment south of 94th Street. This new alignment also provides direct service to major retail and the hospital. The overlapping of the two local routes creates more direct access to/from major destinations for a greater proportion of residents, as well as two-way service, an important factor for building ridership on the system.

Annual Cost	Annual Revenue	R/C Ratio	Net Cost	Ridership
\$1,153,100	\$211,153	18.3%	\$941,947	86,870

Summary of Option 3

Advantages

- Coverage extended to major retail centres and hospital
- New local routes overlap providing 2-way service
- Travel Times:
 - Average of 27 minutes to Downtown
 - Average of 48 minutes to Edmonton
 - Average of 24 minutes to Cornerstone and Hospital
- Potential to divert specialized transit trips from Special Transport Services Society (STSS)
- Estimated cost per hour: \$530 - equals current cost

Disadvantages

- Not a one-seat ride from Fort Saskatchewan to Edmonton
 - Riders will need to transfer to from FST to ETS bus

IV. Preferred Option

A summary of the projected annual costs and revenues for the options is provided in Exhibit 5. While Option 3 has the highest annual cost, it also has the highest potential to achieve the greatest cost-recovery and greatest increase in ridership.

Exhibit 5: Summary of Cost and Revenue Projections

	Existing Service	Option 1	Option 2	Option 3
Ridership	65,000	39,000	48,910	86,870
Annual Cost	\$1,153,100	\$591,500	\$787,150	\$1,153,100
Annual Revenue	\$160,153	\$98,583	\$123,396	\$211,153
R/C Ratio	13.9%	16.7%	15.7%	18.3%
Net Cost	\$992,947	\$492,917	\$663,754	\$941,947

Option 3 is recommended by the study team. Option 3 offers modified local routes with direct routing to major destinations and faster commute times. It is the preferred option as it maintains the presence of local transit service in Fort Saskatchewan at the same costs of the existing service (\$530/hour) and generates higher cost recovery and ridership with simple route modifications. The modified routing will generate greater ridership from 250 to 334 per day. Revenues increase from the ridership boost increasing the cost recovery ratio up 4.4% to 18.3%. Average travel speed is one of the main attractors for riders to the service.

Based on the foregoing evaluation criteria, option 3 offers the greatest potential for an effective, efficient and sustainable local transit service.

V. Other Recommendations

Adopt New Fare Structure

WSP|PB recommends that the City adopt a new fare structure. FST's current fare structure does not provide discounts for prepaid fare media consistent with industry best practice.

Exhibit 6: Proposed Fare Structure

Fare Product	Price	Old Price	Local	Clareview	Edmonton
Edmonton Integrated Fares					
Adult Integrated Monthly Pass	175.00	185.00	x	x	x
Student/Senior Integrated Monthly Pass	110.00	116.00	x	x	x
Commuter Fares					
Commuter Monthly Pass	90.00	96.00	x	x	
Student/Senior Commuter Monthly Pass	35.00	35.00	x	x	
Commuter Fare	5.00	3.50.00	x	x	
Commuter Tickets (10)	40.00	33.50	x	x	
Commuter Local Fare Add-On	2.00	-		x	
Local Fares					
Adult Fare	2.25	2.00	x		
Adult Tickets (10)	20.00	20.00	x		
Monthly Pass	50.00	-			
Senior Fare	1.50	1.00	x		
Senior Tickets (10)	12.00	10.00	x		
Student/Senior Monthly Pass	20.00	-	x		
Children under 12	FREE	FREE	x		
Specialized Transportation Fares					
Local	6.00	6.00	x		
Edmonton	22.00	22.00	x	x	x
Specialized Rider on Local Transit	\$1.00	\$1.00	x		

Marketing and Branding

WSP|PB recommends that the City allocate a budget for transit marketing and branding. For transit agencies the size of FST, a **minimum** of 5% should be allocated annually to marketing. This amount is consistent with industry average.

Additionally, WSP|PB recommends that the City develop a modern brand for transit to raise its profile within the community. The current paint schemes of FST's vehicles are not distinguishable and blend into the background of other privately-operated transport shuttles within the City. Similarly, FST's bus stop signage is not readily distinguishable as it often blends into the background.

Operations and Maintenance (O&M) Contract Needs to be Strengthened

WSP|PB believes that the current form of O&M contract does not adequately protect the City and should be enhanced to include performance requirements, revenue service hours and service standards. Further, the City should delineate expectations for maintenance and vehicle cleanliness regardless of ownership. We further recommend that the future form of contract be

solely for operations and maintenance, while the City retains control of vehicle purchase and ownership.

We recommend that City utilize a non-binding Request for Information (RFI) process prior to release of a formal Request for Proposal (RFP) to generate interest and competition from firms outside of the City– this is a successful strategy that has been employed elsewhere. Last, WSP|PB recommends that the City hire a third-party firm with the appropriate expertise to write the new O&M contract for City and support the City through the procurement process to achieve best Value-for-Money for the residents of Fort Saskatchewan.

Work with Developers

In order for transit to be successful, it must serve key destinations within the City. WSP|PB believes the current route structure does not adequately serve key destinations are riders potentially face long walks to their ultimate destinations. This is particularly true in the case of the Cornerstone shopping development where riders would have to potentially walk 500-metres to access shopping amenities.

In discussions with the City's developers, there was an indication that they are supportive of having transit service their footprints and would be willing to go as far as paying for transit infrastructure (bus shelters, concrete bus pads, etc.). We believe the City should exploit these opportunities.

“Right-Size” the Fleet

FST's current high-floor fleet does not adequately respond to the needs of its potential ridership base. Individuals such as seniors, disabled individuals with mobility aids or young parents with strollers are unable to access transit because of the need to traverse stairs to access FST's buses.

To widen the demographic that transit appeals to, the City needs to “right-size” its fleet selection. FST's choice vehicle should be both accessible and low-floor (no stairs to traverse). Additionally, WSP|PB recommends that the City choose a vehicle with lower operating and maintenance costs than its current complement of equipment. It is WSP|PB's experience that the choice of vehicle heavily drives operating and maintenance cost.

City-Owned Fleet Drives Greatest Value

WSP|PB recommends that the City own its fleet as it provides the overall lowest total cost of ownership. Where O&M contractors provide a vehicle for service it is typical that the total cost of the vehicle is amortized over the duration of the contract term. Additionally, the O&M contract may price additional costs into the contract such as the higher cost of private sector financing, risk that their contract may be terminated early and/or additional margin for procuring the vehicles.

From WSP|PB's experience rewriting contracts for other peer agencies, City-ownership of the fleet has the greatest opportunity to reduce the hourly rate for FST. Depending on choice of vehicle, cost of vehicle ownership payback could occur as early as within the first two years.

Establish Transit Supportive Climate

In order for FST to succeed, the City must dedicate adequate resources to the start-up and ongoing management of the local transit service. WSP|PB advocates for proactive oversight of O&M contracts to ensure O&M contracts are obliging to the terms and conditions of the contract. To this end, WSP|PB suggests that one full-time equivalent (FTE) be dedicated to starting up the service from 2016 to 2017. After the service is established, half of an FTE is sufficient to oversee and administer the O&M contract.

Additionally, the City must dedicate stable, predictable funding for capital replacement and growth of the FST system.

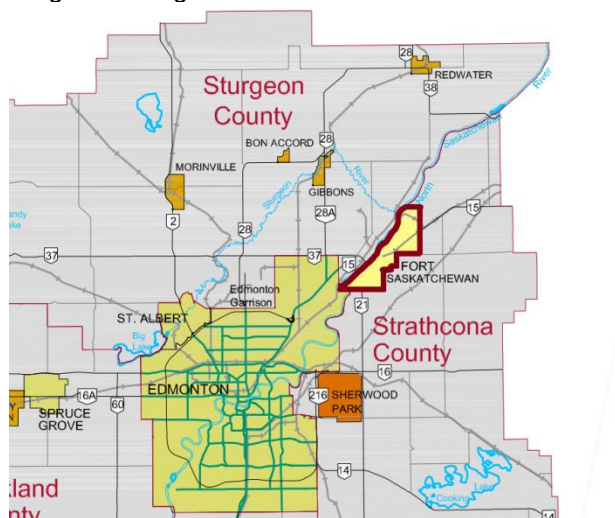
Last, future land-use planning in the City needs to be supportive of transit. Historically, the City's residential developments have been predominantly back-fenced on major collector roads (example: Westpark Drive). Back-fenced communities are problematic for transit because residents have no easy way to access transit and may need to endure long walks to the nearest bus stop making transit unattractive. In other communities across Canada, "Transit First" initiatives have become popular for their potential to have transit installed into new developments prior to new residents moving in. WSP|PB recommends that the City establish transit-supportive policies and guidelines to ensure that new residential development is front-facing along major collector roads.

1. Introduction

1.1 Background

The City of Fort Saskatchewan (the City) is located 25km north of Edmonton and is part of the Edmonton census metropolitan area bordering Sturgeon County, Strathcona County and Edmonton. As one of Alberta's fastest growing cities, Fort Saskatchewan has a population of more than 22,000 people with an average annual growth rate of 5.9% over the last 8 years. The city has a strong industrial sector located on the high-load corridor and is the gateway to Albert's Industrial Heartland.

Figure 1: Regional Context of Fort Saskatchewan



Prior to the Fort Saskatchewan Transit Pilot, conventional transit service was being operated in the Edmonton Transit System (ETS). Since 2005, the City has paid ETS to operate Route 198, a commuter service that takes riders to the Clareview LRT station in Edmonton. Specialized door-to-door transit is provided through Minivan and Handivan services for residents with mobility challenges. Eligibility is determined by the Special Transportation Services Society (STSS), a volunteer organization who oversees the operation of the City's taxi voucher subsidy program.

1.2 Transit Pilot

To help the City meet the growing travel needs of the community in an effectively and sustainably, a study was initiated in 2011 to examine Fort Saskatchewan's transit feasibility with respect to various routing, fare structures, local services and revenue implications. The study was conducted by WSP (formerly known as GENIVAR) and consulted with the community and stakeholders on existing services, needs and opportunities, service standards, routes and services, service delivery options and financial implications.

City council approved a pilot transit project for the 2014 budget at a cost of \$400,000. The Fort Saskatchewan Transit (FST) pilot project launched in April 2014 and offers residents new ways to get around their community in a sustainable manner and boost ridership to and from Edmonton. The two new local routes circuit the City to provide service to Dow Centennial

Centre, downtown, Westpark, Pineview, Southfort, Bridgeview, and Sherridon. Local FST service runs Monday to Friday during the morning peak and afternoon. These routes both offer a connection with Route 198. The introduction of the two local routes resulted in changes to Route 198 routing and schedule making the commuter link 20 minutes faster due to less local coverage required¹. Route 198 remains a peak hour commuter service operated by ETS to and from the Clareview LRT station in Edmonton with limited local service.

1.3 Objectives

Eighteen months into the Fort Saskatchewan Transit (FST) pilot, the City retained WSP|Parsons Brinckerhoff (WSP|PB) to undertake a review of its success and to devise a transit blueprint for the future.

The objectives of this transit update are:

- Improve transit efficiencies in an innovative manner.
- Identify and implement industry best practice.
- Explore an effective service delivery model.
- Improve overall ridership.
- Maximize cost recovery.
- Create a more financially sustainable service.

This review sought to establish whether Fort Saskatchewan could utilize its assets and human capital in a more productive fashion to better satisfy the transit needs of residents as the City continues to grow. Additionally, the review sought to ensure the City is judiciously investing taxpayers' money for effective and efficient service. The guiding principles for the transit update study are to ensure Fort Saskatchewan is delivering effective and efficient transit service.

Transit service effectiveness is defined as the following:

- Meets the transportation needs of the public.
- Serves destinations that promote economic activity and contribute to quality of life.
- Promotes community environmental objectives.
- Improves mobility and increasing capacity of the transportation network.
- Serves those populations that depend upon transit.

Efficiency is measured by delivering services at the lowest possible cost to both riders and non-riders that supports transit service with their tax dollars. Efficiency is also ensuring a cost-efficient, sustainable service.

WSP|PB's analysis sought to verify whether existing operations are effective and efficient. From there, recommendations were presented where transit service could be improved while maintaining consistency with the theme and goals of the update study.

1.4 Approach

WSP|PB conducted the transit pilot review with a prudent fiscal approach in order to find implementable solutions and actionable recommendations. Understanding that transit service

¹ <http://www.fortsaskatchewanrecord.com/2014/04/17/new-transit-system-launching>

operates in a political environment, WSP|PB continually worked with Fort Saskatchewan to carve out solutions that will be bankable and favourable to stakeholders. The recommendations found in this report are all implementable with a sustainable service delivery strategy and actionable outcomes.

The transit update reviewed all of Fort Saskatchewan's local service in addition to the commuter service operated by ETS. Broadly, the transit update included the following:

- **Analysis of existing local and commuter operations:** Analyzing current route structures, ridership, fare collection, infrastructure and specialized services.
- **Market analysis:** reviewing the demand for transit and identifying major trip generators.
- **Levels of Service:** analyzing the efficiency of the transit system for adequacy of frequency and connectivity.
- **Service standard and peer benchmarking review:** Identify service standards for the City and compare current service standards against established goals and peer agencies of a similar size.
- **Review of provincial and federal grants:** Investigate grants and funding available for transit to ease fiscal constraints of service operations.
- **Service delivery options:** Identification of proposed service modifications/updates and preferred options for the local services, commuter services, and infrastructure requirements.
- **Cost-benefit analysis:** determine the costs and benefits of the different service delivery options and recommendation of the preferred option(s).

The recommendations found in this report are all implementable with a sustainable service delivery strategy and actionable outcomes. This was accomplished through stakeholder outreach to hear what riders, non-riders, Fort Saskatchewan City staff, major developers and other stakeholders had to say about the provision of transit service.

2. Market Analysis - Population and Employment

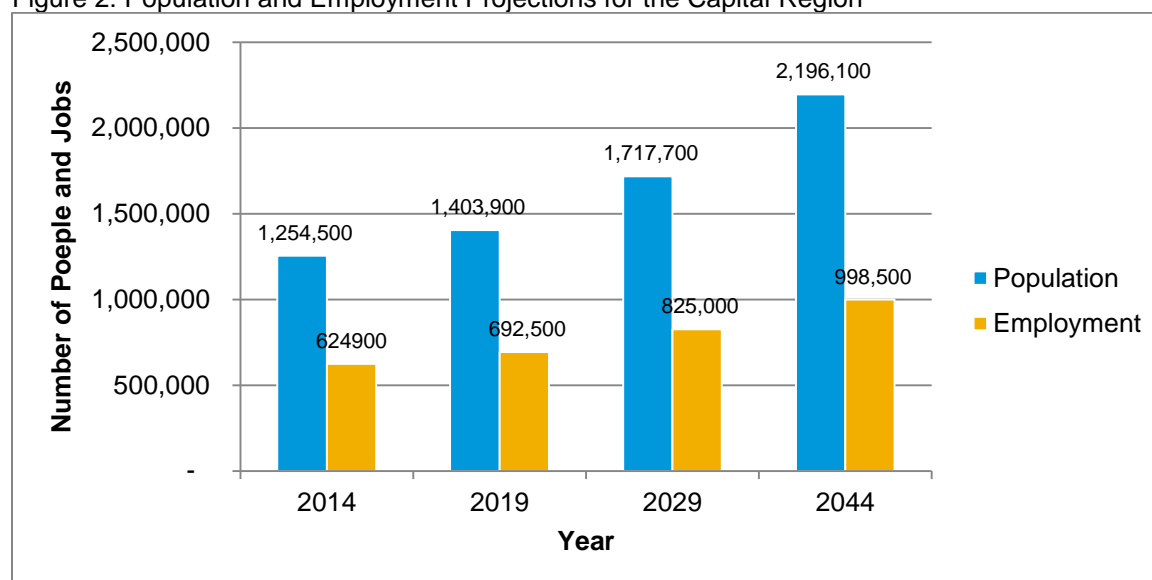
2.1 Capital Region

Figure 2 shows population and employment projections for the Capital Region based on the Capital Region Population and Employment Projections report released in 2013.

Based on the projections from the high scenario, the Capital Region is predicted to increase to 1.4 million people and 693,000 jobs by 2019, an increase of 12 and 8 percent from 2014 figures respectively.

Population in the Capital Region is projected to grow 76 percent from 1.25 million in 2014 to 2.20 million in 2044. Total employment in the Region is projected to grow by approximately 56 percent over the next 30 years, from 639,000 in 2014 to 999,000 by 2044. In the long term, population and employment projections demonstrate a continued growth trend, representing a 1.9 and 1.5 percent average annual change respectively.

Figure 2: Population and Employment Projections for the Capital Region



Source: Capital Region Population and Employment Projections, Stokes Economic Consulting (September 2013), High Scenario

Following the 2014 municipal census, population figures and projections have been updated. The table below summarizes the changes. With these changes the annual growth changes for population now stands at 2.7 percent from 2014 to 2044.

Table 1: Capital Region Adjusted Population Projections

Municipality	Population Projections			
	2014	Adjusted 2014	2044	Adjusted 2044
Capital Region	1,234,100	1,254,500	2,196,100	2,235,100

Source: Consolidated CRB-Accepted Population and Employment Projections, 2014-2044, Capital Region Board (May 2015)

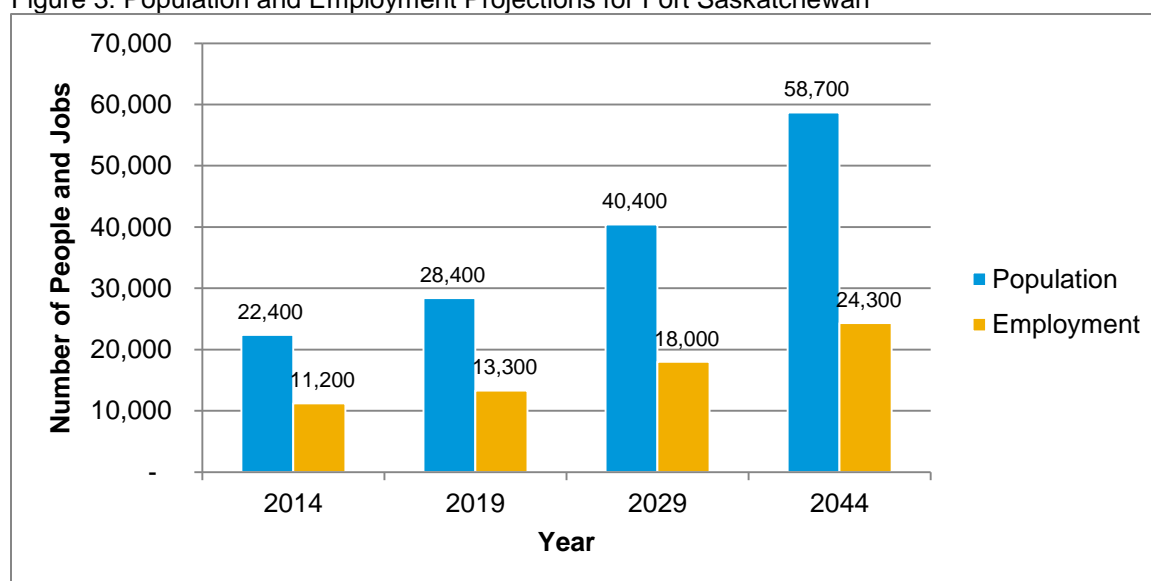
2.2 City of Fort Saskatchewan

The Capital Region Population and Employment Projects report forecasted the projected growth in population and employment for the City both in the short and long term and is illustrated in Figure 3.

Based on the projections from the high scenario, Fort Saskatchewan is predicted to increase to 28,000 people and 13,000 jobs by 2019, an increase of 27 and 16 percent from 2014 figures respectively.

Long-range projections predict a population of 59,000 and employment of 24,000 in 2044, approximately 162 percent and 91 percent growth compared to 2014 figures. This indicates a significant increase in population and jobs overall for the City, with an annual growth rate of 3.3 and 2.6 percent respectively.

Figure 3: Population and Employment Projections for Fort Saskatchewan



Source: Capital Region Population and Employment Projections, Stokes Economic Consulting (September 2013), High Scenario

Following the 2014 municipal census, population figures and projections have been updated. The table below summarizes the changes. With these changes the annual growth changes for population now stands at 3.7 percent from 2014 to 2044.

Table 2: Fort Saskatchewan Adjusted Population Projection

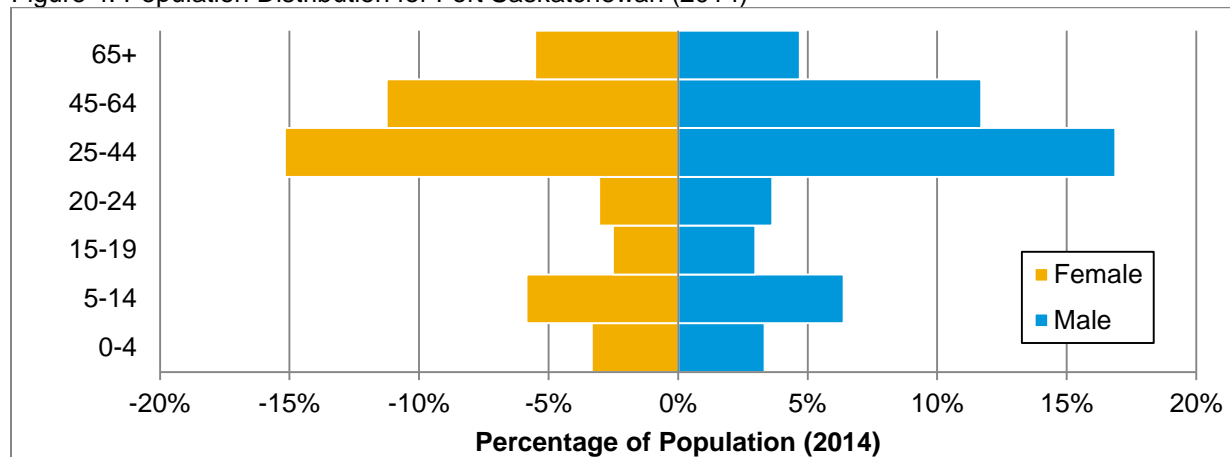
Municipality	Population Projections			
	2014	Adjusted 2014	2044	Adjusted 2044
Capital Region	21,100	22,800	58,700	63,500

Source: Consolidated CRB-Accepted Population and Employment Projections, 2014-2044, Capital Region Board (May 2015)

Figure 4 illustrates the age distribution of Fort Saskatchewan residents in 2014 based on the City of Fort Saskatchewan 2014 Municipal Census Report. While the age cohorts are not demonstrated in equal intervals, WSP observes that there are a significant number of people between the ages of 45 to 64. If the age distribution trends continue, the more senior portion of that cohort will approach retirement age within 5 years. A larger proportion of seniors in the

overall City population may influence change in travel behaviour. For example, there may be increased demand for local service in Fort Saskatchewan rather than intermunicipal services to Edmonton, as well as for accessible and specialized transit services for persons with mobility restrictions.

Figure 4: Population Distribution for Fort Saskatchewan (2014)



Source: 2014 Municipal Census

For analysis purposes, the study area was divided into 25 zones based on land use (residential, commercial or industrial), urban morphology and physical barriers. The zones were defined with 2 key principles:

- Maintain consistency with Municipal census boundaries
- Maintain zone typology in terms of land use and purpose

Table 3 summarizes the populations for each of the defined analysis zones. Figure 5 shows the geographical distribution of the City's residential and employment densities of these population areas. Residential zones are in blue with denser zones in darker blue. Employment zones are green and mixed use or industrial zones are grey. The denser residential neighbourhoods are located in the Southern portion of the City. The largest employment area is the industrial area in the North of the City.

Table 3: Defined Analysis Zones

Aggregated Zones	Population	Aggregated Zones	Population
1	605	14	2,258
2	403	15	1,893
3	685	16	0
4	394	17	0
5	0	18	3,200
6	0	19	3,330
7	860	20	1,786
8	167	21	1,833
9	1,183	22	1,048
10	0	23	489
11	0	24	116
12	1,698	25	0
13	860	Total	22,808

Figure 5: Map of Residential and Employment Densities



2.3 Commuting Patterns

According to the 2011 National Household Survey on Commuting Flow, a large number of Fort Saskatchewan residents work within their City limits (3,090 persons). The number of Fort Saskatchewan residents who travel to locations work outside of the City for work (4,760 persons) is larger than the number of residents of other municipalities who travel to Fort Saskatchewan for work (2,745 persons).

The major commuting flows for Fort Saskatchewan residents to other areas for work include: Edmonton and Strathcona County. Similarly, the major external commuting flows for workers employed in Fort Saskatchewan are also Edmonton and Strathcona County. Refer to Table 4 and Table 5 for changes in commuting flows.

Table 4: Commuting Flows for Fort Saskatchewan Residents

Place of Work	2006	2011
Fort Saskatchewan, CY	3,185	3,090
Edmonton, CY	2,025	2,330
Strathcona County, SM	1,005	1,405

Parkland County, MD	25	275
Sturgeon County, MD	260	215
Wood Buffalo, SM	75	205
St. Albert, CY	40	90
Leduc County, MD	50	80
Lamont, T	65	50
Redwater, T	35	50
Calgary, CY	-	20
Bruderheim, T	50	20
Drayton Valley, T	-	20

Source: 2011 National Household Survey, Commuting Flow

Figure 6 illustrates the commuting flows based on the more recent 2014 Fort Saskatchewan Municipal Census. It highlights the proportion of the population who travel outside of the City for work.

Figure 6: Map of Commuting Flows for Fort Saskatchewan Residents

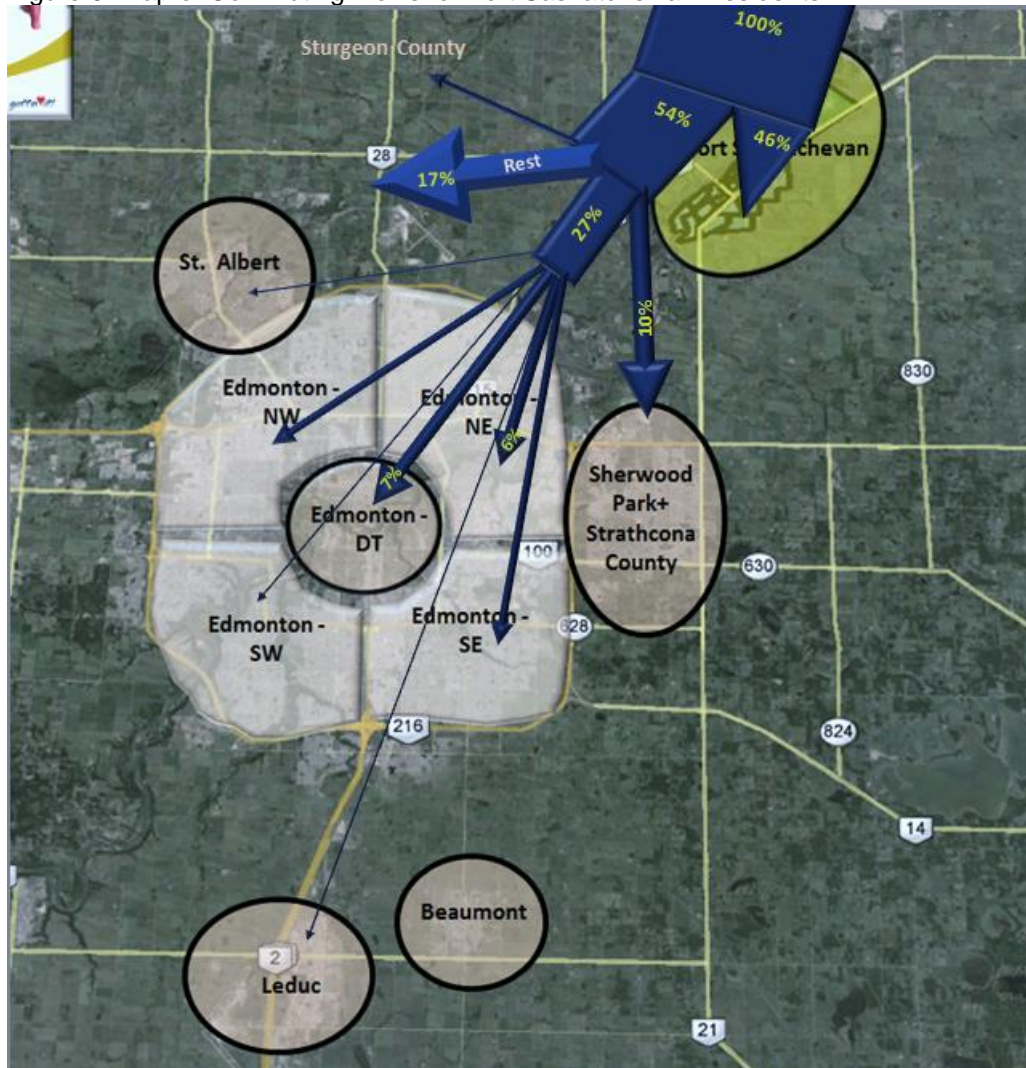


Table 5: Commuting Flows for Fort Saskatchewan Workers

Place of Residence	2006	2011
Fort Saskatchewan, CY	3,185	3,090
Edmonton, CY	1,505	1,030
Strathcona County, SM	1,035	905
Sturgeon County, MD	385	305
Lamont County, MD	180	140
St. Albert, CY	115	125
Gibbons, T	90	75
Lamont, T	130	60
Bruderheim, T	140	55
Spruce Grove, CY	-	25
Morinville, T	25	25

Source: 2011 National Household Survey, Commuting Flow

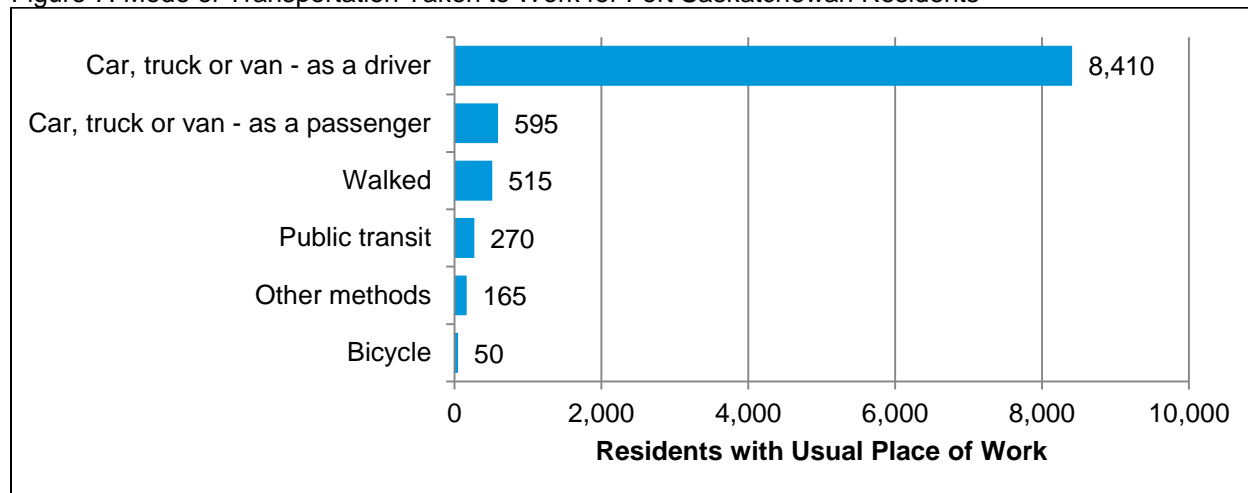
The current commuting flows highlight some demographic shifts over a 5-year period. In general, the number of Fort Saskatchewan residents working in the City has decreased and residents leaving the City to work in other municipalities have increased. Fort Saskatchewan is also seeing a decrease in the number of employees commuting in from other municipalities.

2.4 Mode of Transportation to Work

According to 2011 National Household Survey data, 84 percent of Fort Saskatchewan residents drive a car, truck or van to their place of employment. An additional six percent travel as passengers of a car, truck or van for an overall total of 90 percent of Fort Saskatchewan residents travelling by car, truck or van to work. This combined percentage is comparable to St. Albert (90 percent) and Strathcona County (92 percent) but much higher than Edmonton (79 percent).

Public transit as a mode of transportation to work makes up only 2.7 percent of residents with a usual place of work, an increase of 1.7 percent from 2006. This percentage is lower than St. Albert (six percent), Strathcona County (4 percent), and Edmonton (15 percent). Modes of transportation taken to work in Fort Saskatchewan are shown in Figure 7.

Figure 7: Mode of Transportation Taken to Work for Fort Saskatchewan Residents



Source: 2006 Community Profiles

2.5 Major Trip Generators

2.5.1 Places of Employment

Table 6: Major Places of Employment

Employer	# of Employees	Location
Fort Saskatchewan City Hall	400	10005 - 102 Street
Fort Saskatchewan Correctional Centre	250	7802 - 101 Street
Fort Saskatchewan Community Hospital	200	9401 - 86 Avenue

2.5.2 Schools

Table 7: Number of High School Students

	# of Students	Registered on the Bus*
EIPS Fort Schools	2949	1305
High School	513	256
Catholic	379	303

* Lives greater than 2.4km from school

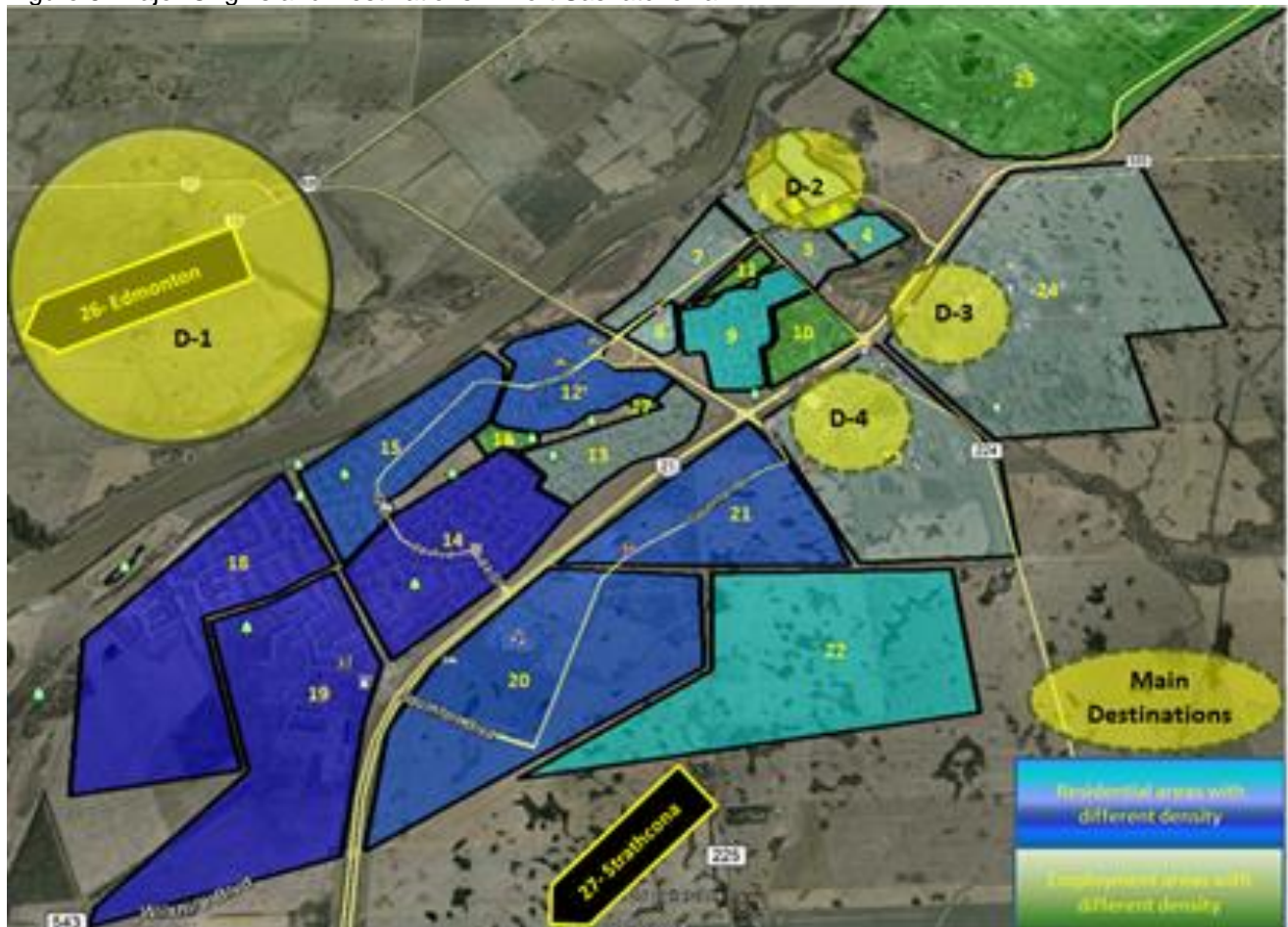
2.5.3 Major Origins and Destinations

By cross-analyzing the population and employment densities with the commuting patterns of residents and employees, significant travel connections were identified by neighbourhood. These significant neighbourhood connections are important in understanding routing to best serve population in order to build transit ridership. The analysis found that significant travel connections are made between most Fort Saskatchewan residential neighbourhoods to Edmonton and Strathcona. Other significant neighbourhood connections include the City's residential neighbourhoods to the downtown area (Area 1, Figure 5). The north eastern employment areas have significant connections for travel originating in Strathcona.

Through all our market analysis we have been able to identify major origins and destinations in Fort Saskatchewan (Figure 8). The major destinations for Fort Saskatchewan residents are:

- Edmonton (D-1)
- Downtown (D-2)
- North Commercial Area (D-3)
- North-East Commercial Area (D-4)

Figure 8: Major Origins and Destinations in Fort Saskatchewan



2.6 Strategies to Improve Ridership

Most residents currently rely on driving their personal vehicle as their primary mode of transportation, particularly for internal City trips. An effective transit system must provide alternative transportation options to everyone in the community, reduce traffic congestion and defer capital investments on road infrastructure as well as reduce greenhouse gas emissions and therefore support the City's strategic direction of environmental, social, economic sustainability.

Seniors, youth and people who have no access to other transportation alternatives rely on transportation modes such as transit for their day-to-day activities and particular consideration should be given to these market segments for future transit development in the community.

3. Overview of Existing Services

This section provides a review of the existing transit services in Fort Saskatchewan. Conventional transit includes local routes 582 and 583, currently still in a pilot phase operated by Fort Saskatchewan Transit and a commuter route, 198, operated by ETS. An overview of the specialized transit service is provided in addition to the fare schedule for all the services.

3.1 Route Structure

Routes 582 and 583 have been providing local transit service around Fort Saskatchewan since the inauguration of the transit pilot project in April 2014. Route 582 is a unidirectional loop starting and ending at the Dow Centennial Centre that mainly serves southern Fort Saskatchewan with connections to Route 583 and the Route 198 commuter bus. The route takes approximated 23 minutes from beginning to end. Route 583 is also a unidirectional loop starting and ending at the Dow Centennial Centre that mainly serves the northern part of the city also offering local and commuter connections. This route takes 26 minutes to start to finish. The two routes have a synchronized schedule to connect at the Dow Centennial Centre and to meet the Route 198 commuter bus. Local service is operated weekdays from 5:25am to 8:28pm.

3.2 Ridership

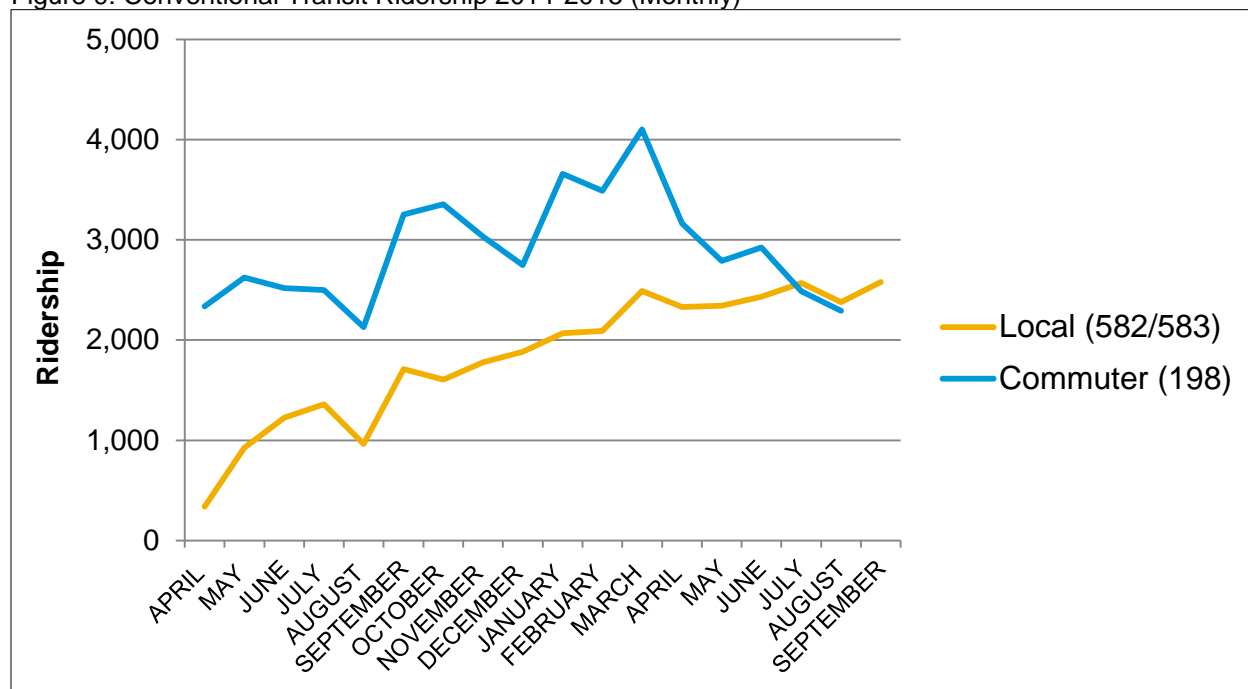
The ridership for conventional transit in Fort Saskatchewan is shown in Table 8. The transit pilot for local service began in April of 2014. Already in 2015, transit ridership has significantly increased over 2014 figures. When comparing the monthly average ridership for each year, 2015 average ridership has increased 80 percent over 2014. It is important to note that ridership on local routes shows a consistent upward trend since the inception of the transit pilot commenced while the City has not materially changed the service during this time (Figure 9).

When comparing average monthly ridership, commuter trips on Route 198 have increased 14 percent over 2014 figures. Ridership on Route 198 tends to fluctuate more on a monthly basis.

Table 8: Fort Saskatchewan Conventional Transit Ridership

		Boardings			
Route		2014 (April-Dec)	2014 Monthly Avg.	2015 (Jan-Sept)	2015 Monthly Avg.
582/583	Fort Saskatchewan North/South	11,789*	1,310	21,277	2,364
198	Fort Saskatchewan to Clareview Station	24,497	2,722	24,902	3,113
Total		36,286		46,179	

Figure 9: Conventional Transit Ridership 2014-2015 (Monthly)



3.3 Infrastructure

The existing transit infrastructure is sufficient for the purposes of an introductory transit pilot. Most of the FST bus stops are located at or near intersections allowing access onto the adjoining streets. Bus signs along existing transit routes consist of a pole with a bus stop sign attached and are positioned in grassed boulevards throughout the residential subdivisions.

However; advancing transit service in the City will require infrastructure upgrades. Most stops, for example, lack an accompanying concrete pad leading from the adjacent sidewalk to the curb which would allow easier access, particularly in inclement weather and would allow an accessible low-floor, ramp-equipped vehicle to be able to deploy its ramp safely.

The Dow Centre as a transit hub is not ideal due to the geography of Fort Saskatchewan. Additionally, the site does not offer bus shelters for riders and has poor lighting conditions, an important consideration because the first transit run begins at 5:25am (Figure 10). This is not an ideal environment for riders to wait for a bus in terms of safety and comfort.

The transit signage for FST is poor. The signs are hard to see and blend into the background. The signs contact information is also out of date.

Figure 10: Dow Centre Transit “Hub”



Dow Centennial Centre during the day (left) and night (right)

From the surveys and discussions with riders and operators, several stop-related issues were identified as noted below:

- The stop #77177 outside Cornerstone requires passengers to traverse a slope to get to the stop from the store. This is unsafe particularly in the winter months. This stop should be relocated.
- Stop #7997 has many seniors boarding/alighting with groceries but there are many parents parked along the street around 3:00pm for the school.
- Stop #7970 (84th St. and 92 Ave.) and stop #7869 (108 St. and 98 Ave.) are rarely used.
- Bus shelters should be added at stops #7694, #77177, #7932, and #7781.
- A bus shelter and pick up/drop off facilities are needed at the DOW Centre with better lighting.
- Benches are needed at the Walmart stop.

In general, passenger amenities, where provided, (i.e. shelters, benches etc.) are relatively well maintained and in good condition.

Riders also noted that the FST buses are clean and comfortable, however the high floor equipment currently used by the contractor presents an accessibility challenge to riders with small children using strollers, seniors and others with mobility issues.

Transit infrastructure is an important customer interface for providing comfortable and attractive amenities to build ridership going forward.

3.4 Fare Collection

FST buses are currently equipped with mechanical non-registering fare boxes which are owned by the City and installed on the Fort buses (owned by the contractor). Fares are deposited on entry to the buses and the vaults are removed on a regular basis and exchanged for a fresh vault during the refuelling process which is conducted at the City maintenance garage.

Fares collected on the commuter service are deposited in the fare box on the ETS buses on entry and recorded by the ETS operators for audit purposes for each route run. At the end of each month the City is provided an accounting of the fares collected on the service and the amount credited against the operating cost of the service.

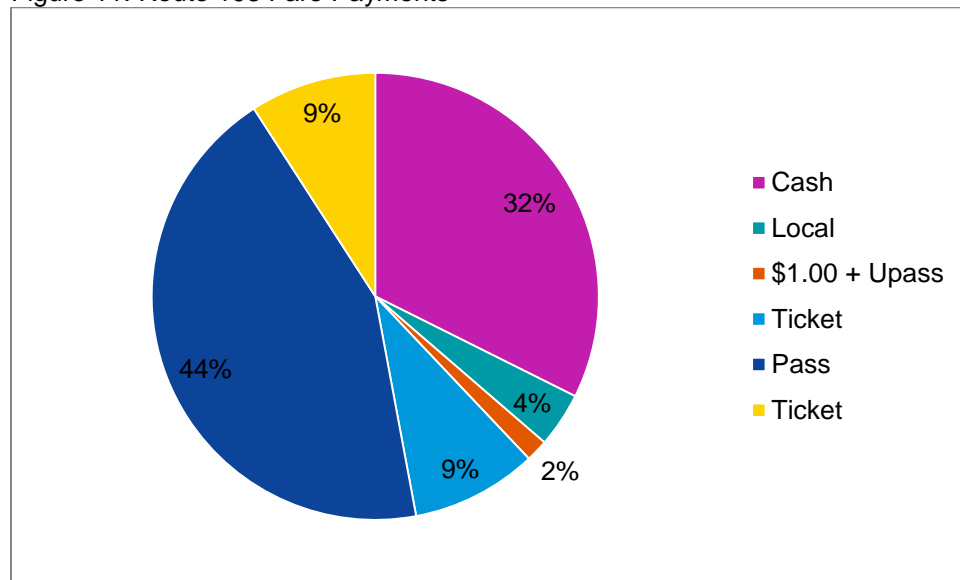
As some users of the service purchase integrated passes (allowing access to the commuter service and the ETS system the City provides ETS payment for their portion of the integrated service pass.

Table 9: Fare Structure for Existing Transit Service

	Local		Commuter Service			Integrated
	Cash	Tickets (10)	Cash	Tickets (10)	Monthly Pass	Monthly Pass (Local, Commuter & ETS)
Adult	\$2.00	\$20.00	\$3.50	\$33.50	\$96.00	\$185.00
Student	\$1.00	\$10.00	\$1.00	\$10.00	\$35.00	\$116.00
Senior	\$1.00	\$10.00	\$3.50	-	\$35.00	\$116.00
Post-Secondary (U-Pass)	Free	-	-	-	\$125.00*	-
Children <12	Free	-	-	-	-	-

* 4-month pass Jan-April; May-Aug; Sept-Dec

Figure 11: Route 198 Fare Payments



The fare structure needs alignment with industry best practice going forward. Currently there are no discounts offered for prepaid fare media. For example, seniors pay \$1.00 for a ride regardless of paying by cash or with prepaid tickets. Additionally, FST lacks a local monthly pass, an opportunity for a steady revenue stream and ridership. Due to the cost of providing each specialized transit trip, there should be a fare incentive to divert the specialized transit trips only conventional transit.

3.5 Operations Contract Review

The City has engaged in a contract with a local taxi provider (Fort Saskatchewan Taxi) to operate the local transit services during the transit pilot. This O&M contractor is responsible for the provision of the buses, drivers, insurance, repairs, cleaning and maintenance. Fuel and

consumables are provided by the City at the City maintenance yard. A cursory inspection of the contractor-owned buses on the route and at the contractor's facility suggest that they are clean throughout and well maintained with adequate spares for backup.

Contracted service is an excellent way to provide efficient and cost-effective bus transit service, particularly in Fort Saskatchewan where transit is still in a pilot phase and the City may not want to invest in long-term capital assets.

Overall however the present form of contract is vague, lacking details to address many performance factors. The points below summarize areas of concern regarding the contract currently in place:

- There are no wireless devices in use during transit operations as described in item 4.
- The contract lacks any sort of service standards and guidelines to describe proper performance and obligations for which the contractor must adhere too as noted in item 7.
- Item 15 requires regular reporting as required by the City. There are no details to the types of report required and schedule of when reports should be received.
- The contract lacks specific determinates of what triggers a default as described in item 16.
- The notice of termination for convenience of forty-eight hours as specified in item 26 is short and may create issues with continuity of service delivery.
- Schedule "A" Services and Fees does not have a cost breakdown identifying the cost model of components, there is no justification for why the price is set at \$90.00 per hour per bus and makes it difficult to assess efficiencies in operation.

In general, Value-for-Money of the current form of contract is questionable. WSP|PB's believes the hourly cost is relatively high considering what is provided in return.

3.6 Fleet

The current fleet used to operate local FST service is limiting ridership because the vehicles are not conducive to accommodating a variety of riders. They are high-floor vehicles not accessible for disabled persons with mobility aids or parents with strollers. This also makes it difficult for elderly citizens to board. These vehicles do not promote a "barrier-free" lifestyle. The absence of accessible vehicles will drive the demand for expensive specialized transit trips. With an average cost of \$34 per specialized transit trip, it is advantageous to be able to accommodate many eligible riders (seniors and people with disabilities) on conventional transit service.

3.7 Commuter Transit Service

Route 198 is contracted from ETS and provides peak hour commuter transit service at 30-minute headways between the Dow Centennial Centre and the Clareview LRT station in Edmonton. The current commuter service and the local transit operation are designed to meet at the Dow Center in both the AM and PM peaks allowing a smooth transition between services for patrons of the public transit service. The present routing of the commuter service commences in the morning at the ETS Clareview Station and proceeds along Hwy 15 to the intersection of Hwy's 15 and 21 where 15 turns into a local road (94th St.) and proceeds southerly along Southfort Drive to 84th Street, turning East to the Dow Centre where it connects to the two local FST services. On departing the Dow Centre, Route 198 proceeds easterly along 84th Street to 94 Avenue turning northerly along 94th to 92nd Street, 97th Avenue and 90th

Street. The bus then heads easterly to 99th Avenue and northerly to the interchanger with Hwy15 and back along Hwy15 to Clareview Station. Route 198 is not exclusively an express bus, as it also serves nine bus stops in Southfort and the Pineview subdivisions along the route.

3.8 Specialized Transit Service

Fort Saskatchewan has two programs to help meet the transportation needs of individuals with mobility challenges. The taxi voucher subsidy program and the Minivan and Handivan service attend to the needs of Fort Saskatchewan residents with mobility challenges by providing an affordable and accessible means of getting around the City.

3.8.1 Taxi Voucher Subsidy Program

The taxi voucher subsidy program provides subsidized taxi rides to senior citizens over 65, those with physical handicaps, and those with mental disabilities. The program is operated by the Special Transportation Services Society (STSS), a group of community volunteers. The STSS has arranged a contractual agreement with Driving Miss Daisy, a company that provides non-medical services for seniors and those with disabilities or special needs. Subsidized vouchers are available for both in-city service and out-of-city service. Out-of-city voucher are only permitted for approved activities such as medical appointments, hospital visits and vocational training.

The STSS sets the criteria for eligibility into the program. Eligible riders must be a resident of Fort Saskatchewan, either over the age of 65 or have a disability (physical or mental), and have support to receive service from a medical practitioner.

Once accepted into the program, customers are allotted up to 25 taxi vouchers per month with a limit of 3 out-of-town trips per week. The City subsidizes each taxi trip, paying the outstanding costs of the taxi fare. The program accommodates the majority of specialized transit trips with an annual ridership of 5,007 in 2014. This number has decreased by 24% from the previous year's ridership of 6,582. Ridership from the program over the past five year is shown in Table 10.

Table 10: STSS Service User Statistics for Driving Miss Daisy Taxi Program

	2010	2011	2012	2013	2014
In-city use	4950	5005	5749	5415	4201
Out-of-city use	1739	1336	1194	1167	806
Total	6689	6341	6943	6582	5007

3.8.2 Minivan and Handivan Service

Door-to-door accessible transit service is also provided through Fort Saskatchewan's Minivan and Handivan service. This shared service provides trips within City limits Monday to Friday, 8 am to 5 pm. Trips outside of Fort Saskatchewan will be granted for medical purposes only on Tuesdays and Thursdays. Twenty-four hour notice is required for all trips and subscription bookings are available. The service is operated by City-owned wheelchair accessible vehicles. This service is only available to customers who have mobility challenges and are unable to use the taxi voucher subsidy program. Eligibility is managed by the STSS who requires the completion of a registration form and verification by a qualified medical practitioner. Ridership on Minivan and Handivan service was 400 in 2014.

3.8.3 Specialized Transit Service Recommendations

At this point it is hard to predict what the impact will be on the existing Specialized Transit Services in Fort Saskatchewan. If the regular transit service continues but using low floor (accessible) vehicles, then those registrants on the existing paratransit service will have another transportation option to consider but without the restrictions that are currently associated with specialized services. From a municipal perspective, facilitating registrants off the paratransit services on to conventional services is a net cost savings to the City as door-to-door specialized transit trips are costly for the City to provide (approximately \$34 per ride).

4. Stakeholder Outreach

Engaging transit's stakeholders allow an inclusive decision-making process. The transit update study engaged stakeholders with a broad spectrum of interests including riders, non-riders, major developers, employers, and City staff. This outreach was necessary to understand the needs and desires of those who have an interest in Fort Saskatchewan Transit. It ensured those who live, work and visit Fort Saskatchewan, particularly those who rely on transit service, were given opportunities to provide input to the review process. The outreach used a multifaceted approach to reach different audiences or market segments. This process included the following functions:

- Staff interviews and surveys
- Public outreach
- Rider and non-rider surveys
- Peer reviews
- Developer interviews
- Presentations

These outreach functions and their findings are further described in the following sections.

4.1 Staff Interviews and Surveys

Interviews with Fort Saskatchewan staff were conducted to gather input into planning, operational, and administrative process. These personnel have tremendous insights into service operations, issues, and how functions can be improved for a more efficient and effective organization. Various City staff was interviewed from across the following areas:

- Transportation services
- Marketing and communications
- Economic development
- Planning
- Operators
- Taxi operations
- Special Transportation Service Society (STSS)

To supplement the interviews, surveys were also distributed to the bus operators and other front line staff, those who carry out the day-to-day operations of Fort Saskatchewan Transit.

The interviews and surveys provided diverse issues and concerns about operating transit in the growing city. Insights provided invaluable contributions to the transit update study. Some of the interview highlights are summarized below:

- Fort Saskatchewan has no marketing program to promote or monitor transit usage.
- Fort Saskatchewan's hospital, medical centres, and the major shopping centres are not directly served by transit.
- The industrial area, Ross Creek, United Safety, 86 Ave & 101St are not being served. Customers would also like service to Sherwood Park.
- The system right now primarily serves route 198, while local service around the City is secondary.
- There is a coordination issue between FST and ETS whereby there is no ability to for operators to communicate delays on either Route 198 to FST.
- School would be good place to promote service. Students are beginning to ride service more.
- Cornerstone and Southpointe shopping areas the most active areas in the City.
- Downtown area is currently undergoing a long term redevelopment.
- Weekend service, more routes, and more bus stops could increase the use of the system.
- Routes 198 and 583 are more likely to run late.
- Customer complaints stem from too few routes and ETS scheduling.
- Customer compliments are due to good drivers and clean buses.
- Better transit infrastructure needed at the DOW Centennial Centre.
- Dow Centre, Walmart, City Hall, Legion, are population destination points.

4.2 Public Outreach

Public outreach was necessary to gauge what residents think of the new service and how they have used it as a part of their daily routines. Input was derived in two methods. First, the project team completed bus ride-alongs on routes 582, 583 and 198 to engage with riders firsthand. Regular passengers of the FST service provided feedback on the service stating they were satisfied with the services provided. Input was also received regarding the underutilization of some bus shelters. They would be more valuable assets in other locations.

The second public engagement method was an online survey targeted towards both riders and non-riders alike. The survey was administered through SurveyMonkey®, an online survey tool. Flyers containing information on how to access the survey were distributed during the bus ride-alongs and posted in various locations across the system. The survey was also advertised on the Fort Saskatchewan Transit website along with a direct link to the survey. The full survey can be found in Appendix A.

Approximately 70 people completed the survey, of which 62 percent stated they use FST and 38 percent stated they did not. Approximately 64 percent of respondents identified themselves as female and 27 percent male.

Of those who stated they use FST, approximately 71 percent are female, 27 percent between the ages of 18-29, and 42% between the ages 30-49. Most users ride FST often, with 61 percent stating they use the service more than 5 times per week.

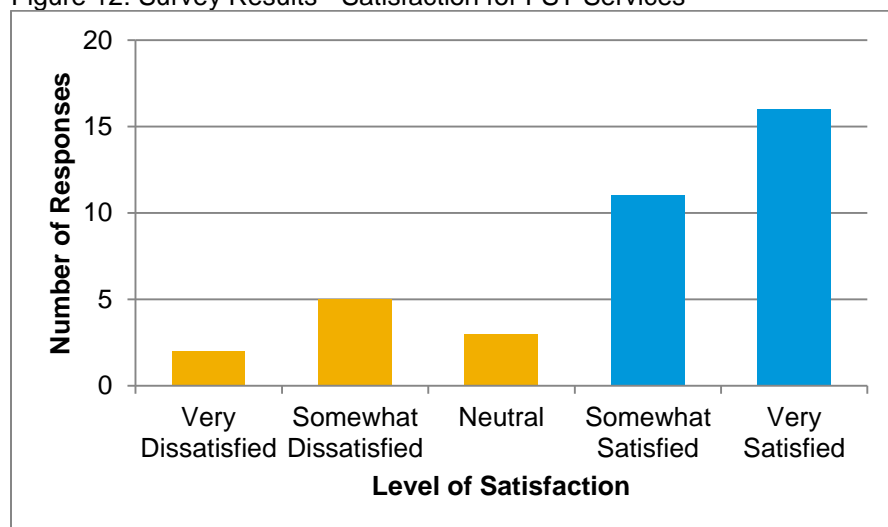
47 percent of respondents typically use route 582, 42 percent route 583 and 76 percent Route 198. About 24 percent of respondents stated they typically only use local routes (582, 583). The top three purposes stated for using FST are:

- Commuting to work (61 percent)
- Connecting with ETS (45 percent)
- Social activities (34 percent)

The most popular method of payment among respondents was cash, followed by an integrated monthly pass and tickets.

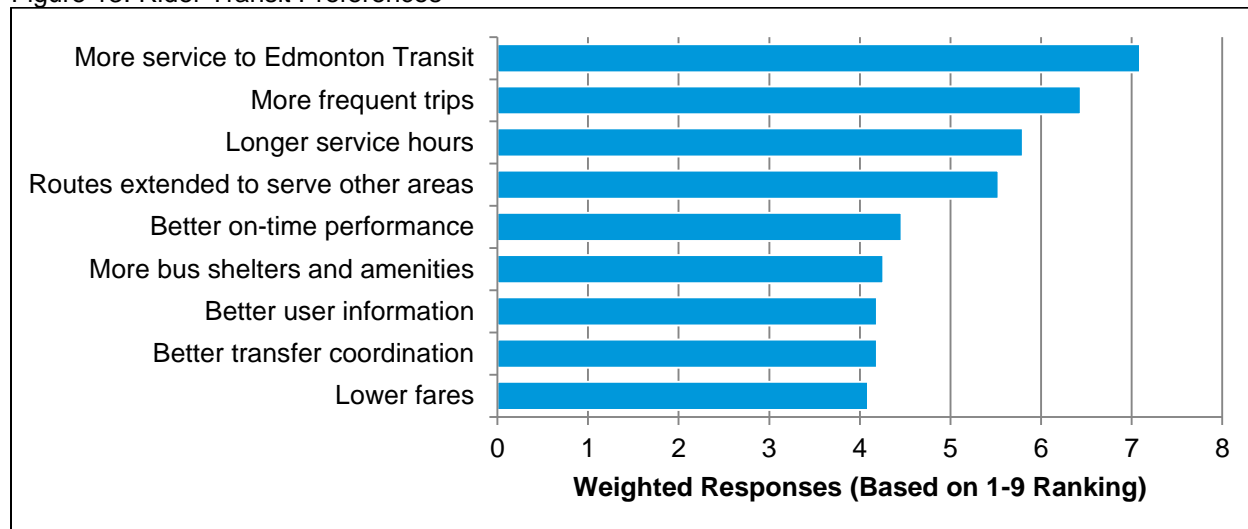
In terms of rider satisfaction with FST services, 73 percent of respondents are satisfied with the services they use, with approximately 43 percent of respondents are very satisfied with these services (Figure 12). Reasons for the dissatisfaction for services were mainly around issues of scheduling and bus frequency for both FST and EST services.

Figure 12: Survey Results - Satisfaction for FST Services



When asked about what features of public transit are most important to them, more service to Edmonton Transit, higher frequency, and longer service hours were the top three ranked responses for the current riders (Figure 13). These should be key considerations to encourage greater ridership and cost recovery.

Figure 13: Rider Transit Preferences

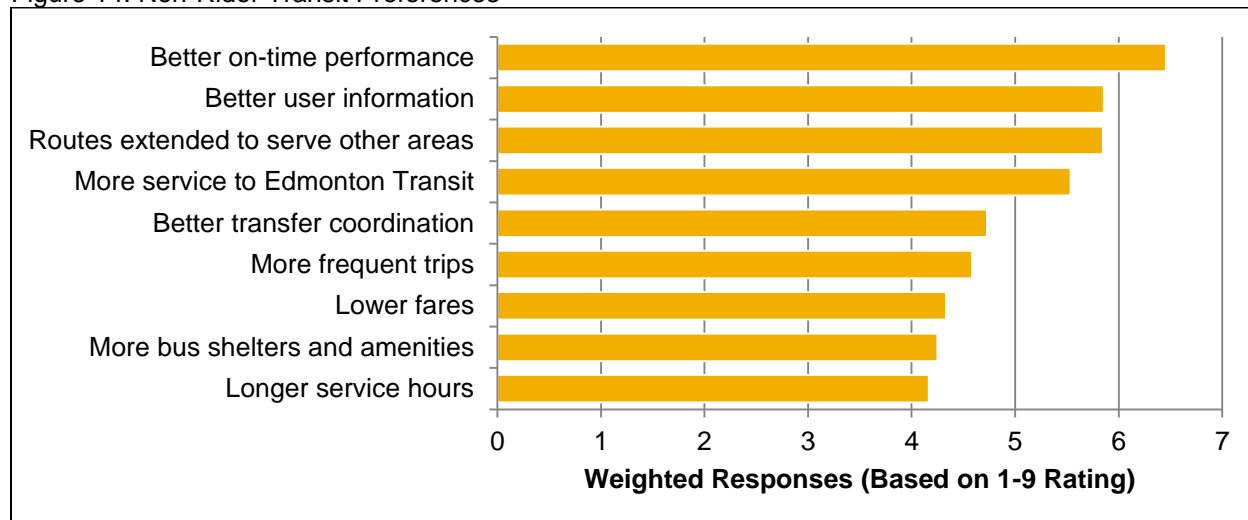


Of those that state they do not use FST, approximately 54 percent are female, 21 percent between the ages of 18-29, 50 percent between the ages of 30-49, and 18 percent between the ages 50-64. The top responses for why non-riders did not use FST services were:

- Routes and schedules don't cover my needs
- Too expensive
- I don't like any form of public transit

When asked about what features of public transit are most important to them, better on-time performance, better user information, and extended routes were the top three ranked responses for the non-riders, suggesting areas of improvement to grow ridership.

Figure 14: Non-Rider Transit Preferences



Most non-users of FST have stated they prefer to travel by car (67 percent) and are familiar with the services offered by FST (72 percent). Nevertheless, 56 percent of non-riders stated they believe public transit service is necessary and reduces traffic congestion.

4.3 Development Community

The project team interviewed the majority of local developers in the City. All are supportive of transit directly serving their properties. Developers see transit as a necessity and key to prosperous city-building. Some had indicated they would be prepared to financially support new transit infrastructure such as bus shelters, benches, and other passenger amenities at their properties. All expressed interest in working with FST for mutual benefit.

4.4 Conclusion

In summary of what we heard from both existing riders and non-riders is that there is a clear demand for transit service in Fort Saskatchewan. Transit already serves as an important life-line for many riders. There has been a demonstrated continuous growth in ridership since the transit pilot inauguration with no service improvement and a status-quo level of financial investment. The transit pilot sets a good foundation for the City to build a sustainable transit system.

With that, however, the current transit network leaves some unmet transit needs in the City and many opportunities for improvement. Transit should serve significant travel destinations, yet FST does not currently serve many desired destinations in the city, such as major shopping, medical, and employment destinations. Current routes are also circuitous and go against the direction of travel, creating longer travel times and are not helpful for shifting the modal split of residents. For example, during off-peak periods, it currently takes 58 minutes to travel from Westpark Drive to Downtown on FST (6 kilometres in distance)– an able bodied individual could walk this distance faster than taking FST.

Weekend service and extended hours are desired by many transit riders. Some residents may be willing to pay more for better transit service, that is, faster trips, high frequency, and greater reliability.

The operating cost of \$90 per hour paid to the O&M contractor is high for the services provided. Additionally, the City is billed for 28.5 hours of service, however only 24 hours of FST revenue service is provided. It is likely that the City is paying for deadheading and vehicle servicing as additional revenue hours, not embedded within the hourly cost as is standard practice in the industry.

5. Peer Benchmarking Review

This section uses statistical data to compare the operations of Fort Saskatchewan's transit services with comparable systems across Canada. Industry scans can help to identify differences between municipal operations and also build a foundation for later identification of key performance measures and benchmarking against other transit operations.

The development of this industry scan proved to be challenging as few transit systems operate within a similar context (e.g. geographic context, population size) to Fort Saskatchewan. WSP|PB identified five municipalities that provide transit services that are, to a certain degree, similar to Fort Saskatchewan based on population, suburban form, and relationship within a larger metropolitan area. The five municipalities are Airdrie, Leduc, Spruce Grove, and St. Albert, and Strathcona. Other peer agencies were included in the Agency Benchmarking table

(Table 11) including some outside of Alberta for reference. The context and services of these transit agencies are summarized in Appendix B.

5.1 Peer Benchmarking

Leduc and Spruce Grove are similar to Fort Saskatchewan, particularly considering population size and relative distance to downtown Edmonton. Transit services to Leduc and Fort Saskatchewan have the benefit of connecting to the Edmonton LRT system at the City's periphery. At \$3.50 Fort Saskatchewan has a more competitive cash fare than the Leduc service (at \$5.00), given that both services only connect at LRT stations where passengers are then required to pay an additional fare to use ETS services. At the same time, the route to Spruce Grove provides direct service to Edmonton's CBD at a competitive \$6.00. All three municipalities provide peak period service only. Airdrie, similar to Spruce Grove, provides bus services direct to downtown Calgary for \$9.00.

Since 2011, Leduc's ridership has increased 75 percent from 33,000 trips to 58,000 trips. About 75% of the trips are served by Route 1, a commuter route to Edmonton. Alternatively, local ridership in Spruce Grove represents a small proportion of total service ridership. This is because transit service in the city is promoted as a commuter service between Spruce Grove and Edmonton.

For a more extensive peer group evaluation, WSP|PB extended the analysis to include other municipalities that have a similar population to Fort Saskatchewan. These municipalities include: Banff, AB; Cobourg, ON; Hinton, AB; Orangeville, ON; Port Hope, ON; Whitehorse, YK; and Yellowknife, NT. Refer to Appendix B for a summary of services offered by peer group agencies. Population numbers are based on 2011 census information from Statistics Canada or more recent municipal census data.

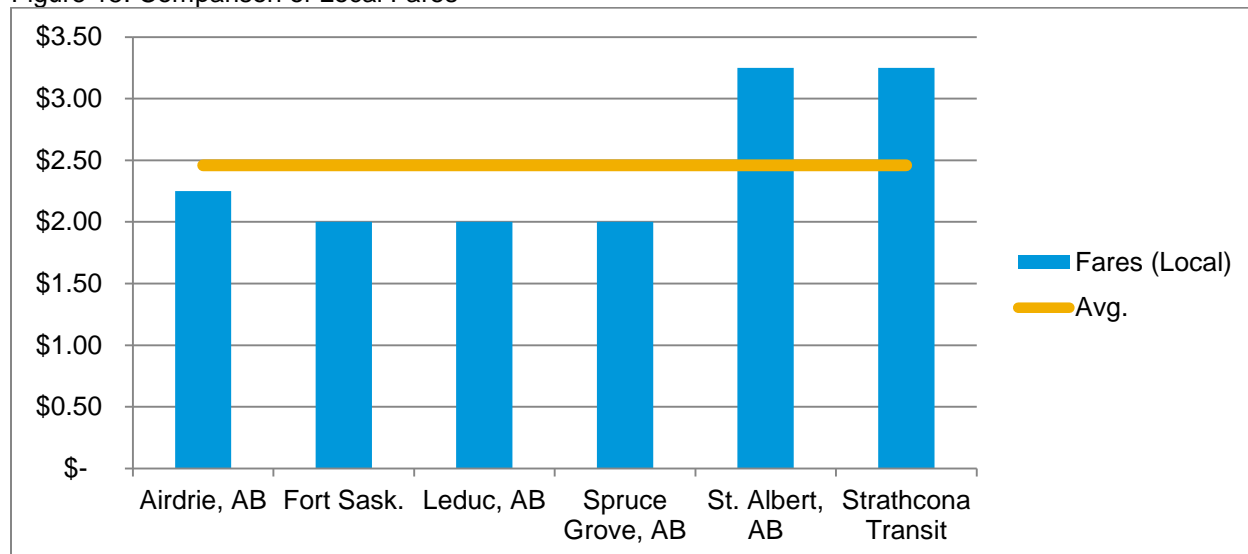
Table 11: Peer Agency Benchmarking

Agency	Population	Local Routes	Local Ridership	Commuter Ridership	Total Ridership	1-Way Cash Far
Fort Saskatchewan, AB	24,040	2	11,789	24,497	36,286	L - \$2.00 C - \$3.50
Strathcona Transit	92,500	11	290,000 (+500,000)	1,250,000	1,539,612	L - \$3.25 C - \$6.00
Airdrie, AB	54,891	6			186,635	L \$2:00
Leduc, AB	29,304	4			58,269	L - \$2.00 C - \$5.00
Spruce Grove, AB	29,526	1	931	82,461	83,392	L - \$2.00 C - \$6.00
St. Albert, AB	63,255	25			1,196,495	L \$2:00
Bow Valley, AB	22,463	4			650,000	
Cobourg, ON	18,519	3			109,244	L \$2:00
Hinton, AB	9,640				24,846	\$3.00
Orangeville, ON	27,975	3			112,100	
Port Hope, ON	16,214	2			61,556	L \$2:00
Whitehorse, YK	27,962	5			546,496	L \$2:50
Yellowknife, NT	19,234	5			196,427	L \$3:00

Source: 2014 CUTA Canadian Transit Fact Book

Figure 15 compares the local peer agencies' local fares. FST's local adult fare of \$2.00 is similar to both Leduc and Spruce Grove but is still below the average of \$2.50.

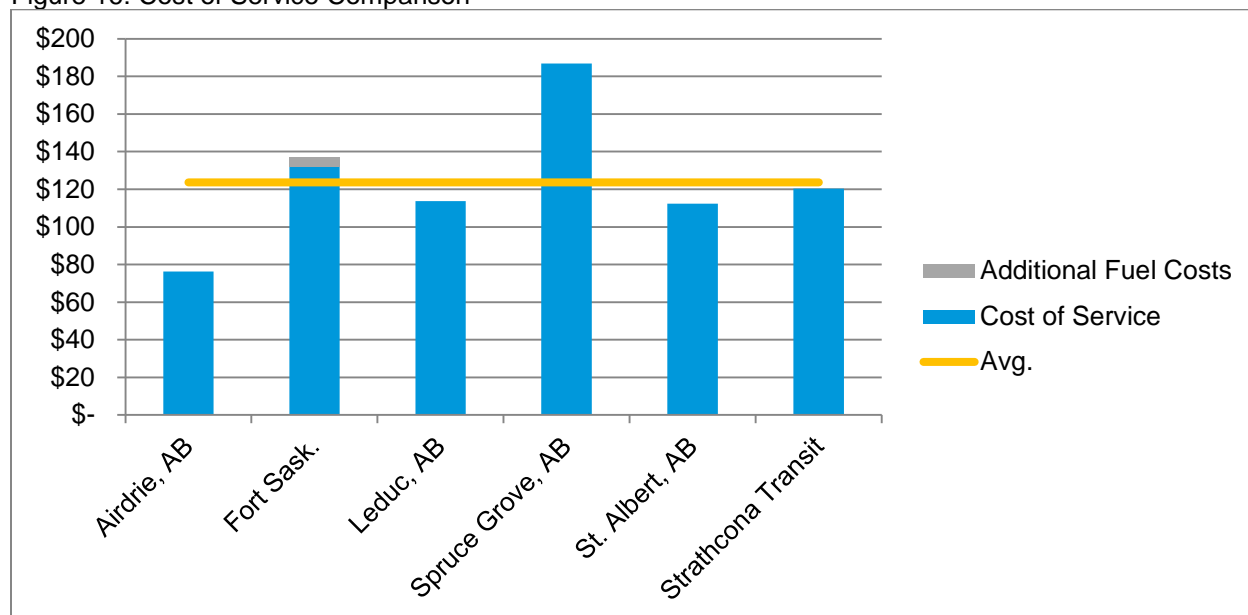
Figure 15: Comparison of Local Fares



5.2 Cost-Recovery

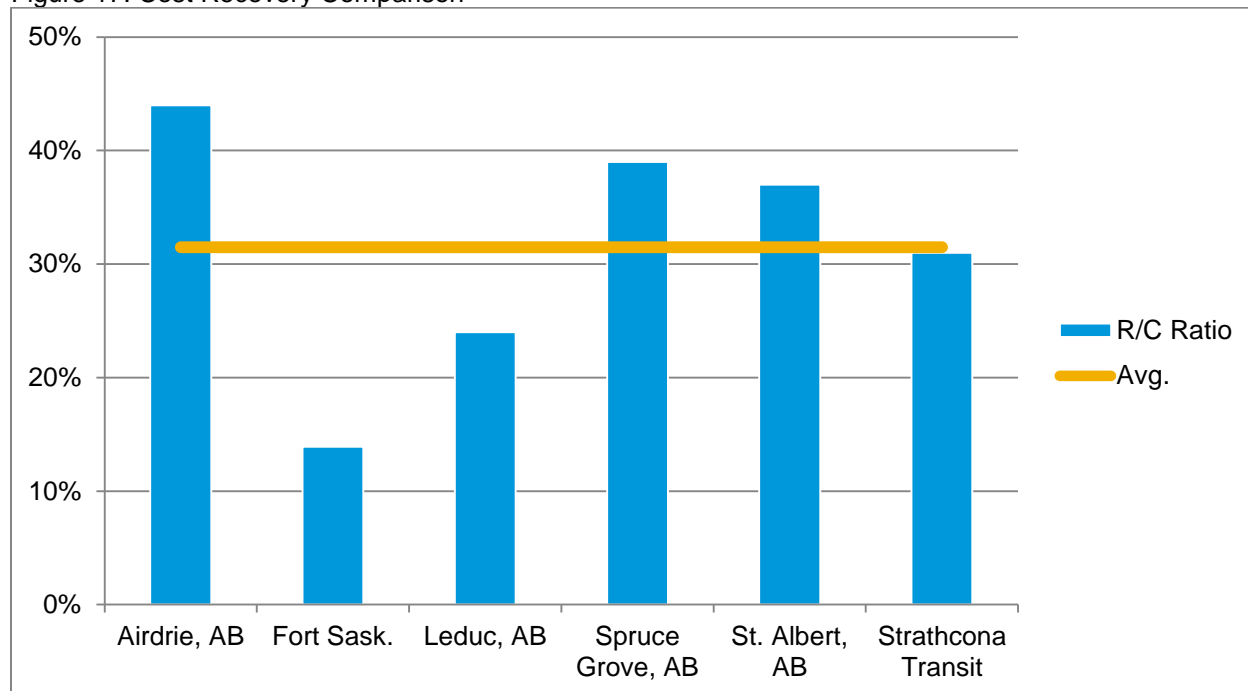
The cost of service for peer agencies uses the 2014 CUTA transit fact book figures for cost efficiency (Figure 16). This figure is calculated using total direct and auxiliary operating expenses over the total vehicle hours. The FST cost was calculated by averaging the hourly contracted costs for both local and commuter service. As the local service contract does not include the cost of fuel, the hourly rate of the fuel cost was added. FST's cost of service is \$137.38 per hour and is above the peer average of \$123.61.

Figure 16: Cost of Service Comparison



The cost recovery for peer agencies was derived from the 2014 CUTA fact book figures for total operating revenue and total direct operating expense (R/C ratio) (Figure 17). FST's cost recovery of 13.9% is well below the average of 31.5%.

Figure 17: Cost Recovery Comparison



6. Service Standards (Updated)

Service standards define the role of transit services in the community and ensure appreciated service levels and balanced resource requirements that are based on community driven objectives, as well as a consistent and fair process of continually adjusting and improving transit services to meet varied and changing customer needs (for example, assessing existing services, evaluating service changes and introducing new services).

Service standards define the conditions that require action when standards are not met, but allow flexibility to respond to varied customer needs and community expectations in an accountable, equitable and efficient manner.

Service standards typically comprise:

- Performance targets to measure and monitor the system
- Guidelines for designing services and implementing service changes
- Benchmarks for quality of service

The Capital Region Board (CRB) has developed the Capital Region Growth Plan (CRGP) to provide an integrated and strategic planning approach for future growth in the Capital Region, identifying key development patterns and infrastructure investments and co-ordinate decision-making in the Capital Region that will balance economic growth with healthy communities and the environment.

The CRB has conducted a study and developed recommendations for service standards for the delivery of inter-municipal service, which would apply to commuter connections from Fort Saskatchewan to Edmonton or Strathcona County (Sherwood Park or Industrial Heartland). As

noted in that report, the recommended service standards are a strategy for the long-term development of comprehensive and unified services in the Region, and while they are not necessarily targets for individual systems in the short-term, these goals have been considered in the development of recommended service standards for commuter connections.

Varying service route types require separate service standards. Fort Saskatchewan adopted the following route classifications:

- **Commuter Route** – Inter-municipal connections from Fort Saskatchewan to adjacent and other municipalities, primarily focused on employee and student commuters.
- **Local Route** – Serve local needs within the City of Fort Saskatchewan and fringe areas, as well as connecting services to commuter routes. These routes serve a variety of markets and are focused on local residential areas and connections to important local destinations. These routes should have a base level of service and service hours to meet transit demand in local neighbourhoods.
- **Specialized Services** – These services provide accessible door-to-door service throughout the community (and inter-municipally) for those residents with mobility or other challenges that prevent them from using other services. Whether or not the City chooses to integrate specialized services or continue to support a separately managed service, it is important that the City develop standards for these services and financially support the delivery of these services to those standards.

Where appropriate, specific service standards and performance measures are recommended for each route class.

6.1 Service Design Standards

The following service standards deal with route coverage, service hours, service levels (frequencies), route structure, route performance and vehicle loading, and are used for service design, evaluation of transit routes and to set the decision-making basis regarding service changes and improvements.

6.1.1 Span of Service and Service Frequency

A core service of hours ensures that customers have a clear commitment as to the provision of service. This commitment is an important element in the decision to use transit in the long term. If service levels vary too much, customers will have less faith in the system and have fewer propensities to choose transit. On the other hand, it is important not to set hours of service too wide in the standard, to ensure appreciating level of service effectiveness and efficiency.

Frequency of service is also an important standard and must be considered in conjunction with the hours of service. Frequency of service is often ranked inversely with service reliability in terms of customer service, that is, service reliability is a critical factor where service frequencies are low, but less important where service frequencies are very high.

It is also important to recognize that service frequencies are critical to attracting ridership, and that in lower demand areas service must be provided at an acceptable base level to be considered attractive to passengers.

There is considerable evidence to show that ridership levels are directly correlated with service levels, and that higher levels of service will drive additional ridership, though not immediately.

Generally services at levels less than 30 minutes (e.g. 45- or 60-minute service) are considered less attractive to passengers. The CRB recommendations for minimum service levels are 30-minutes in peak and 60-minutes in off-peak for inter-municipal services.

In these and in most standards, the benchmark for specialized services is to provide similar service to that of the local conventional service, providing the opportunity for equivalent service for those with specialized mobility requirements.

Current Standard

FST local routes currently run weekdays from 5:25 am to 8:28 pm. This span of service is sufficient as it provides coverage of morning and evening peak periods and provision of connections to all ETS runs. This service is adequate for most work and school commutes.

FST adheres to CRB recommendations for minimum service levels with 30-minutes during morning peak (5:25 am to 7:51 am) and afternoons/evenings (1:22 pm to 8:28), and 60- minute service during off-peak (7:55 am to 12:51 pm), which correlates with ETS service runs.

Recommended Standard

Table 12 shows the recommended combination of service hours and frequency. Periods where span or frequency are indicated as “based on demand” have no minimum service requirement at this time, but service should be provided where ridership and revenue would meet the minimum performance guidelines in those areas. This standard should be reviewed on an on-going to ensure consistency with current community objectives.

Table 12: Hours of Service and Service Frequency Standards

Period	Service Span			Minimum Service Frequency	
	Commuter Routes	Local Routes	Specialized Service	Commuter Routes	Local Routes
Weekdays					
AM Peak	5:00 am – 8:00 am	7:00 am – 9:00 am	Same as local	30 minutes, minimum 3 trips	60 minutes
Midday	8:00 am – 3:00 pm	9:00 am – 3:00 pm	Same as local	Minimum 1 round trip	120 minutes
PM Peak	3:00 pm – 7:00 pm	3:00 pm – 6:00 pm	Same as local	30 minutes, minimum 3 trips	60 minutes
Evening	7:00 pm – 10:00 pm	6:00 pm – 10:00 pm	Same as local	Minimum 1 peak direction trip	Based on demand
Saturday	Based on demand	Based on demand	Same as local	Based on demand	Based on demand
Sunday/Holiday	Based on demand	Based on demand	Same as local	Based on demand	Based on demand

Whether or not a particular local class route operates in any given period other than weekday daytime periods is subject to the ridership performance levels. A service in any of these periods should be considered in the following order:

- To meet service coverage requirement
- To meet route performance standard

This means that service may not be considered in some areas if 95 percent of the population of service areas are served and the service cannot meet the minimum route performance standard.

6.1.2 Service Coverage

A service policy of providing 400 m coverage to 95 percent of the population is typical of many municipalities. However, to allow service design flexibility in low demand areas such as industrial lands, and for low demand periods, while still meeting the objectives of the service coverage standards, the following standards are proposed for service coverage. Service coverage standards are recommended to be the same for all classes of service; the CRB report has no service recommendation for inter-municipal services.

Recommended Standard-Commuter and Local

Fort Saskatchewan Transit should consider revised routes to serve residents, places of work, secondary and post-secondary schools, major shopping centres and public facilities in the defined service area that are beyond the following distance from a transit route:

- 400 m walking distance for residential and commercial areas prior to 7:00 pm Monday through Friday.

The objective is to provide service to approximately 95 percent of the population for their travel needs by transit within the service area. An area may be excluded from consideration if transit needs of 95 percent of the population are met based on the proposed service coverage standards.

As a guideline to maximize transit service coverage and convenience in the community, services should be arranged to get closer to major generators and destinations. Staff and Council must also use the walk distance standard to assist in locating new facilities relative to existing routes. For example, the locations for proposed seniors residences or activity centres must consider the location of existing routes and services. This gives staff and Council an effective tool to avoid making costly and inconvenient detours to serve facilities or areas that are already within defined service areas.

6.1.3 Route Structure

Given the role different types of routes play in the system, route structure including alignments and connections of both mainline and feeder routes become very important to ensure passenger convenience and overall travel time for transit riders.

Overall travel time and number of transfers are important factors in the decision whether or not to use transit, and should be minimized. Routes need to directly connect major trip generators and destinations along main travel corridors, while feeder services should be designed to serve local activity centres and connect to mainline services.

CRB proposed standards specify that 95 percent of commuter passengers transferring to LRT should be accommodated with no more than one additional transfer in peak periods.

Recommended Standard

- **Commuter Routes** – Routes classed as commuter routes should connect the major trip generators and major transfer points in urban service areas following the most direct and/or fastest route.
- **Local Routes** – Routes classed as local routes should operate on main roads (arterials and collectors) in the service area. They will be oriented as much as possible to the main travel corridors, but will deviate to residential areas, schools, shopping centres, major employers or other major activity centres where ridership warrants.
- The route network should be designed to minimize transfer requirements for a one-way transit trip within the service area while ensuring appropriate service efficiency. Where transfers cannot be avoided, convenient and easy connections between routes should be designed to ensure attractive and customer friendly services.
- Ninety percent of transit trips to key destinations in the services should be accommodated with not more than one transfer.

6.2 Route Performance Standards

Route performance standards are required to determine at what level service should be provided. To establish thresholds for performance of routes, it should be acknowledged that routes will vary in their performance, with some exhibiting superior performance and others exhibiting lower performance levels. To meet a variety of system objectives, top-performing routes must be allowed to support other lower performing routes, ensuring that:

- The average performance of all routes meets system objectives
- A minimum performance level is established and met by each route

WSP recommends that local route performance be assessed on the basis of total boardings per vehicle-hour to ensure a fair and simple process for route performance monitoring. For specialized service, this statistic is passengers per hour, since there should be no transfers in a system this size. The proposed standards in this area reflect the lower standard for service frequency. If service frequency standards are strengthened, similar changes should be made to the route performance standards.

For commuter services, which provide a more express type of service, the routes should be held to a higher standard, and the standard needs to reflect longer distance trips with fewer boarding and alighting opportunities. For this reason, commuter routes are based on percent of seating capacity, and can be assessed on a trip-by-trip basis, subject to the minimum service requirements.

Recommended Standard

For transit services in Fort Saskatchewan, the ridership levels identified in Table 13 must be met unless the route is required to meet the route coverage requirement. If these thresholds are not met, staff will be obliged to assess and recommend alternatives (e.g. restructured routes, adjusted service frequencies or span of service, etc.) that will improve the performance of the route, while ensuring that coverage standards are met.

Table 13: Route Performance Standards

	Weekday Base (7:00 am – 6:00 pm)	Other Service Periods
--	-------------------------------------	-----------------------

	Average	Minimum	Average	Minimum
Commuter Routes – percent of seating capacity	80	60	75	50
Local Routes – boardings per vehicle-hour	15	10	10	7
Specialized – passengers per vehicle-hour	4	2	3	2

6.3 Vehicle Loading Standards

The application of the vehicle loading standards depends on whether the objective is to limit standees to ensure good quality service, or limit vehicle crowding. If the goal is to limit standees, the typical 150 percent threshold remains appropriate, and consideration should be given to matching capacity of the vehicles to ridership levels on the route to avoid unnecessary increases in service levels. For local services, given the lower levels of service proposed in the standards, and the likelihood of using a smaller vehicle, a standard of no standees is recommended, unless a conventional transit bus is used.

The CRB service standards recommend standards based on the standing area configuration of the bus and service frequency. These elements have been considered in the commuter standards proposed here, and are based on the types of buses likely to be provided on commuter service and the proposed service level standards.

Recommended Standard

To ensure standing passengers on all transit vehicles have enough floor space for a comfortable ride and to limit overall crowding on the vehicle, maximum numbers of passengers on-board transit vehicles (measured at the peak point of the route over the peak 60-minute period) are established for each size of possible future transit vehicles in Fort Saskatchewan. Vehicle loading standards are shown in Table 14.

Table 14: Vehicle Loading Standards

	Weekday Base (7:00 am – 6:00 pm)		Other Service Periods	
	Average	Maximum	Average	Maximum
Commuter Routes	45	50	45	50
Local Routes – percent of seating capacity	100	125	75	100
Specialized – percent of seating capacity	NA	100	NA	100

6.3.1 On-Time Performance

On-time departures from a stop are defined as departure from zero minutes before to three minutes after the scheduled departure time. The minimum performance threshold for on-time performance is 90 percent of all trips.

6.4 Performance Measures

The following section outlines the recommended guidelines to guide the monitoring and development of services based on current performance and peer benchmarking. The recommended values in each of these areas reflect a desire to improve service levels and promote ridership growth.

The objective in establishing guidelines and monitoring performance in these areas is to improve year-over-year performance, recognizing short-term impacts of service increases.

6.4.1 Amount of Service

Vehicle hours per capita are an important measure of the amount of service provided. Vehicle-hours provided in different systems tend to increase exponentially with population size, so that vehicle hours per capita increase with population in a linear fashion. In practice, this means that for conventional services, small systems tend to provide service in the range of 0.50 to 0.75 vehicle hours per capita, while large systems typically provide in excess of 2.0 vehicle hours per capita. For systems similar in size to Fort Saskatchewan the typical range is 0.25 to 0.75 vehicle hours per capita.

Current Standard

The current performance (based on the existing commuter service) is less than 0.20 hours per capita, indicating room for improvement over time.

Recommended Standard

It is recommended that a minimum of 0.25 vehicle-hours per capita be established to guide the provision of services in the short-term.

6.4.2 Financial Monitoring

Financial performance is highly related to the role of transit in the community. Municipal government provides public services for a variety of reasons, including social, environmental and economic; all of which are benefits that transit brings to the community. Public transit plays an important role in the community to meet transportation needs and support sustainable economic, social and environmental development in the community.

For this reason, financial performance alone should not be used to assess system performance, particularly considering minimum requirements of service coverage and service levels. Also, the financial performance is significantly affected by inflation, particularly the changing fuel cost, which cannot be precisely predicted and will significantly reduce or eliminate evidence of progress in this measure. Therefore, financial measures are addressed in this document as an effective monitoring tool, but not recommended as a standard. Fort Saskatchewan should carefully monitor the financial measures in Table 15 with consideration of the price index.

In these standards, the target performance for specialized transit is reduced, based on a preferred scenario that reduces the fare for specialized services and increases the amount of service provided.

Table 15: Financial Measures

	Cost Recovery		Net Cost per Passenger		Cost per Hour	
	Current	Target	Current	Target	Current	Target
Commuter	.30	.50	8.00	4.75	\$175	\$175
Local	.139	.25	NA	4.00	\$90	\$90

6.5 Other Guidelines

6.5.1 Bus Stop Guidelines

From a simple on-street stop to a major transfer point and terminal facility, the key interface between transit services and transit riders occurs at transit stops. Each of these should be

properly designed and equipped to ensure the appropriate level of customer services and amenities, transit operational requirements and system marketing opportunities.

Bus stops should be placed at passenger generators and transfer points based on potential ridership and with safety considerations, as well as possible traffic conflicts. New bus stops should generally be located at least 200 m from the nearest bus stop unless site specific considerations require the need for closer spacing.

As general guidelines, bus shelters should be installed based on following priority factors:

- All terminals and major transfer points
- High boarding locations
- In front of hospitals and major medical facilities, senior citizen residences and other institutional facilities
- Locations with unique exposure to inclement weather

To promote passenger and operational safety, bus stops should not be located, and route designs should not require that vehicles stop:

- Directly at the bottom of hill
- On an incline greater than five percent

The basis for this guideline is to ensure that operators are able to stop safely on a decline or accelerate safely on an incline. Table 16 provides a basic hierarchy overview of passenger amenities at stops and related facilities.

Table 16: Amenities by Identify Bus Stop Type

Stop Type	Amenities
Basic Stop	<ul style="list-style-type: none"> • Basic stop on all routes • Convenient access • Visible sign • Restricted auto zone
Multi-Route Stop	<ul style="list-style-type: none"> • Transfer point • Major stop, higher demand location • Served by more than one route • Probable shelter location • Benches, garbage can • Route and schedule information
Major Transfer Point	<ul style="list-style-type: none"> • Point where multiple routes converge to facilitate convenient transfers • No provisions for schedule route layovers • Shelter location • Benches, garbage can • Route and schedule information
Terminal	<ul style="list-style-type: none"> • Major destination, combined with system access and transfer point • Formal pedestrian connections and access to destination facilities • Dedicated, sheltered platform area • Provisions for scheduled route layover • Full information services • Staffed information centre • Security

6.5.2 Service in New Areas

Services introduced in new areas not previously served should be guaranteed for a minimum 12 months of operation to ensure adequate time for travel patterns to adjust and for four-season ridership patterns to be accounted. At the end of the 12 months the service must meet the minimum performance thresholds required for its class of service.

Within this trial period, interim targets are set to ensure that a service that is clearly not capable of meeting the ultimate targets is identified as early as possible. Monitoring at three, six and nine months is conducted to ensure that the new service is trending towards the appropriate standard. Targets for these interim periods are set at 25 percent, 50 percent and 75 percent of the ultimate target, respectively. If the performance at the end of each period has not reached at least 75 percent of the target value, the route should be re-examined to identify potential changes to improve its performance. If the same standard is not met in the next period, the changes should be recommended.

6.5.3 Service in New Operating Periods

Changes that introduce service in new operating periods on an existing route or modify the existing service are subject to a similar evaluation as new routes, but over a shorter six-month period. If the service change is substantial, staff may recommend a longer trial period. For a six month trial, interim targets are established at two months and four months with target levels of 33 percent and 66 percent of the ultimate target.

7. Levels of Service

This section offers a diagnostic review for the existing conventional transit service for its adequacy of frequency and connectivity. A detailed review of the current conventional transit network was completed using available data. This data included:

- Route alignments, timetables
- Ridership data for ETS (Route 198) and Fort Saskatchewan Transit (Route 582/583)
- Driver comments on current issues, problematic routes and congested areas
- Fort Saskatchewan staff experience, notably on current issues, trends in complaints and City orientations
- Fare collection data
- Internet public survey
- Transit operator survey conducted to provide insight into ridership, major trip generators, current issues and areas of delay

This information assisted in providing background information for the analysis of the existing transit network. The following elements of the transit system were key considerations during our analysis:

Elements of the Transit System

- Transit walking access
- Waiting for buses
- Riding on-board
- Transfer

- Safety
- Service reliability
- Fares and passes

The main component of assessing the level of service of a transit system is connectivity. Connectivity is best measured by travel time between the all areas of a City, but especially the travel times between main travel links (i.e. populous residential zones and major destinations). The population of zones and major destinations are shown in Figure 8 in the Market Analysis section.

Travel time between major zones is an integrated parameter in assessing all elements of a passenger's transit trip.

Each of above elements is a function of different transit service standards and summarized in the table below:

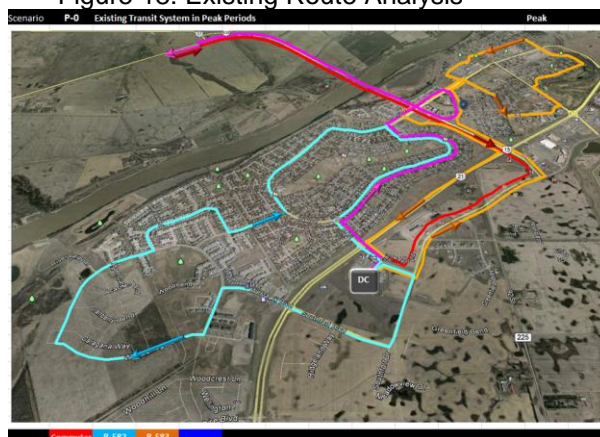
Table 17: Travel Time Factors

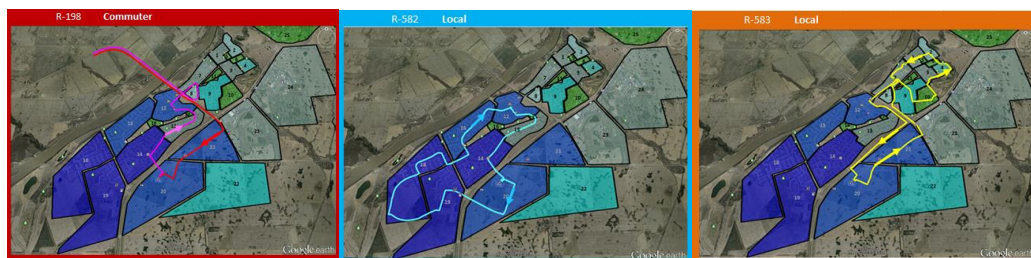
Travel Time Factors	Function of:
Transit access/egress	<ul style="list-style-type: none"> • Transit coverage
Waiting for buses	<ul style="list-style-type: none"> • Transit frequency • Service span
In-vehicle riding	<ul style="list-style-type: none"> • Route directness • Travel speed
Transfer between routes	<ul style="list-style-type: none"> • Transit route structure • Transfer convenience

7.1 Output Analysis

Current level of service analysis of the existing network was completed using WSP|PB's proprietary transit analysis tool. This tool analyzed various elements of the transit network for both peak and off-peak services. To produce the output tables, the existing route data was overlaid on the population and land-use zones (Figure 18). Various travel time and travel speed data was assessed between each of the zones based on the current transit routes and schedules.

Figure 18: Existing Route Analysis





The outputs from the level of service analysis are depicted in Figure 20 to Figure 23. Below is a description of the analysis and serves as a legend to the level of service output found in the following sections.

Travel Speeds & Travel Time

Travel speeds and times were calculated between each zone in Fort Saskatchewan to the 4 major destinations identified in the Market Analysis section. The major destinations are:

- ➔ D-1 : Edmonton (Clareview LRT)
- ➔ D-2 : Fort Saskatchewan - Downtown
- ➔ D-3 : North Commercial Area (Fort Mall)
- ➔ D-4 : North-East Commercial Area (Cornerstone, Southpointe, Medical Clinic and Hospital)

Travel speeds measure the average trip speed from each zone to reach the major destination by transit. This represents the level of access provided by the transit system. The speeds are color-coded based on the acceptable speeds for transit trips.

Green speeds are those greater than 30km/h and deemed acceptable transit speeds, albeit slower than the average speeds for personal automobile travel trips.

Red travel speeds mean there is no direct transit service to those destinations. The city-wide average for no service zones is 4km/h, based on the average walking speed.

In addition to travel speeds, travel times were also calculated. Travel times represent the average amount of time someone from each zone would need to complete a trip to each major destination. This time is inclusive of time needed for traveling to the bus stop, waiting for the bus, transfers and riding on-board.

Travel time is an important output for this analysis as it is a significant element potential passengers will use to decide whether or not to use public transit.

Connectivity

Our analysis measures connectivity from each Fort Saskatchewan zone to the four major destinations. City-wide travel time and speed averages are calculated based on a weighted average of each neighbourhood's population. This shows how well the city's transit routes are serving the City's population.

The breakdown of travel speeds (i.e. Figure 21) highlights how well the city's populations are being served to each destination. It describes what proportion of the city is impacted by each

level of service to the major destinations. For example, 92% of the population is able to access downtown during peak periods with transit speeds less than 20km/h, while 100% of the population does not have direct connections to the hospital.

Any travel speeds less than 30km/h are deemed to have unacceptable transit access. It is the point at which it is more advantageous for riders to use other forms of travel.

7.2 Peak Service Analysis

Below is a summary of the existing conventional transit peak service analysis from the outputs captured in Figure 20 and Figure 21.

- The city-wide travel speeds to major destinations are: 25.3km/h to Edmonton and 6.4km/h to downtown.
- Currently Cornerstone retail area and the hospital are not *directly* served by transit. Walmart is over 400 metres and the hospital 200 metres from the closest bus stop with unacceptable travel times from major neighbourhoods.
- 30% of the population have acceptable travel speeds to Edmonton.
- 0% of the population have acceptable travel speeds to the City's downtown.

7.3 Off-peak service analysis

Below is a summary of the existing conventional transit off-peak service analysis from the outputs captured in Figure 22 and Figure 23.

- The city-wide travel speeds to major destinations are 6.4km/h to downtown, only slightly faster than walking speeds.
- The transit system has poor access to Edmonton, Cornerstone, and the hospital during the off-peak.
- 0% of the population have acceptable travel speeds to the City's downtown.
- 95% of the population have travel speeds less than 20km/h to the City's downtown and 5% have no service to that area.

7.4 Conclusion

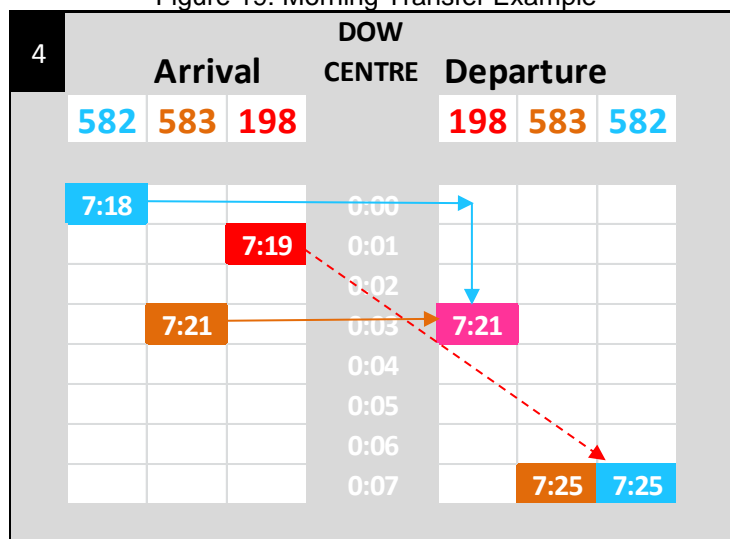
Travel time is a key component in the level of service analysis. Potential riders will look at travel times when making decisions on taking transit and typically dictates the demand and usage of the system. The analysis of the existing transit service has highlighted a few issues that are degrading the transit travel times for riders.

- Connectivity within the City is sometimes worse than connections to Edmonton. For 3 of the zones, travel times to the City's downtown take longer than to connect to Edmonton. In general, the city-wide average for travelling downtown is 41 minutes. This is an unacceptable travel time given the size of Fort Saskatchewan.
- The most populated areas in Fort Saskatchewan have poor connections to Edmonton. The most populated residential zones are located in South-western area. Zones 14, 18, and 19 represent 39% of the City's population (depicted in dark blue). However, 2 of the

3 zones have poor connections to both Edmonton (65-69 minutes, at 20-25km/h) and the City's downtown (53-57 minutes, at 6.3-6.6km/h).

- Uncoordinated transfers add more time to transit trips (Figure 19). Buses arrive and depart at separate times from the Dow Centennial Centre. Transfers on the local routes sometimes require a 7 minute layover. This is unnecessary added travel time and too long given the size of the City. There are no communal transfers, which are further inhibited by a lack of communication between FST and ETS services.

Figure 19: Morning Transfer Example



Our goal in devising transit routing options is to increase travel speeds for the majority of the population to decrease overall travel times. This is accomplished by creating more direct and faster routes for the most populated areas in the City. Greater coverage will also be necessary to serve the major destinations for City residents.

Figure 21: Existing Peak Service Analysis – Travel Speed Breakdown

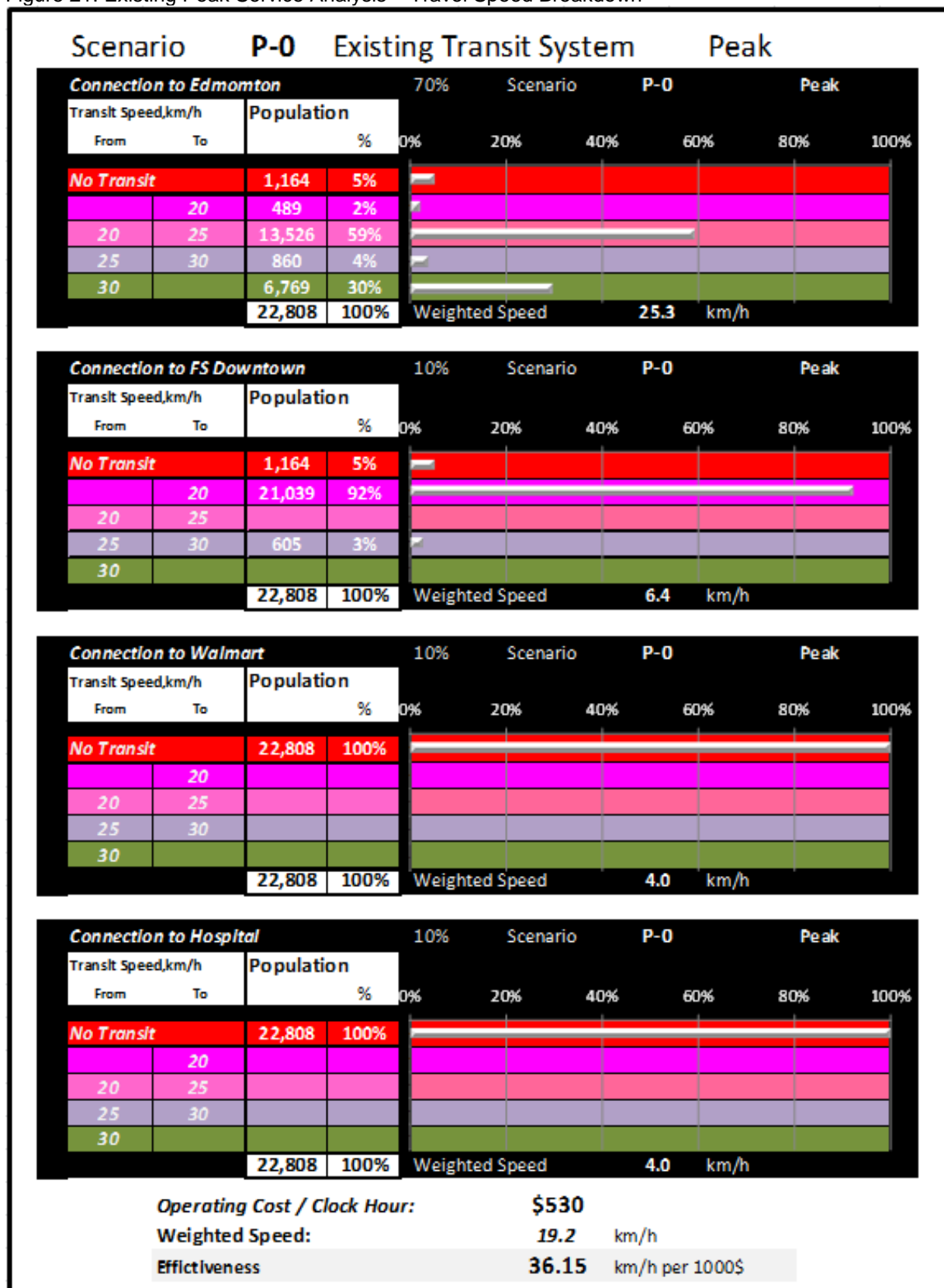


Figure 22: Existing Off-Peak Service Analysis – Summary

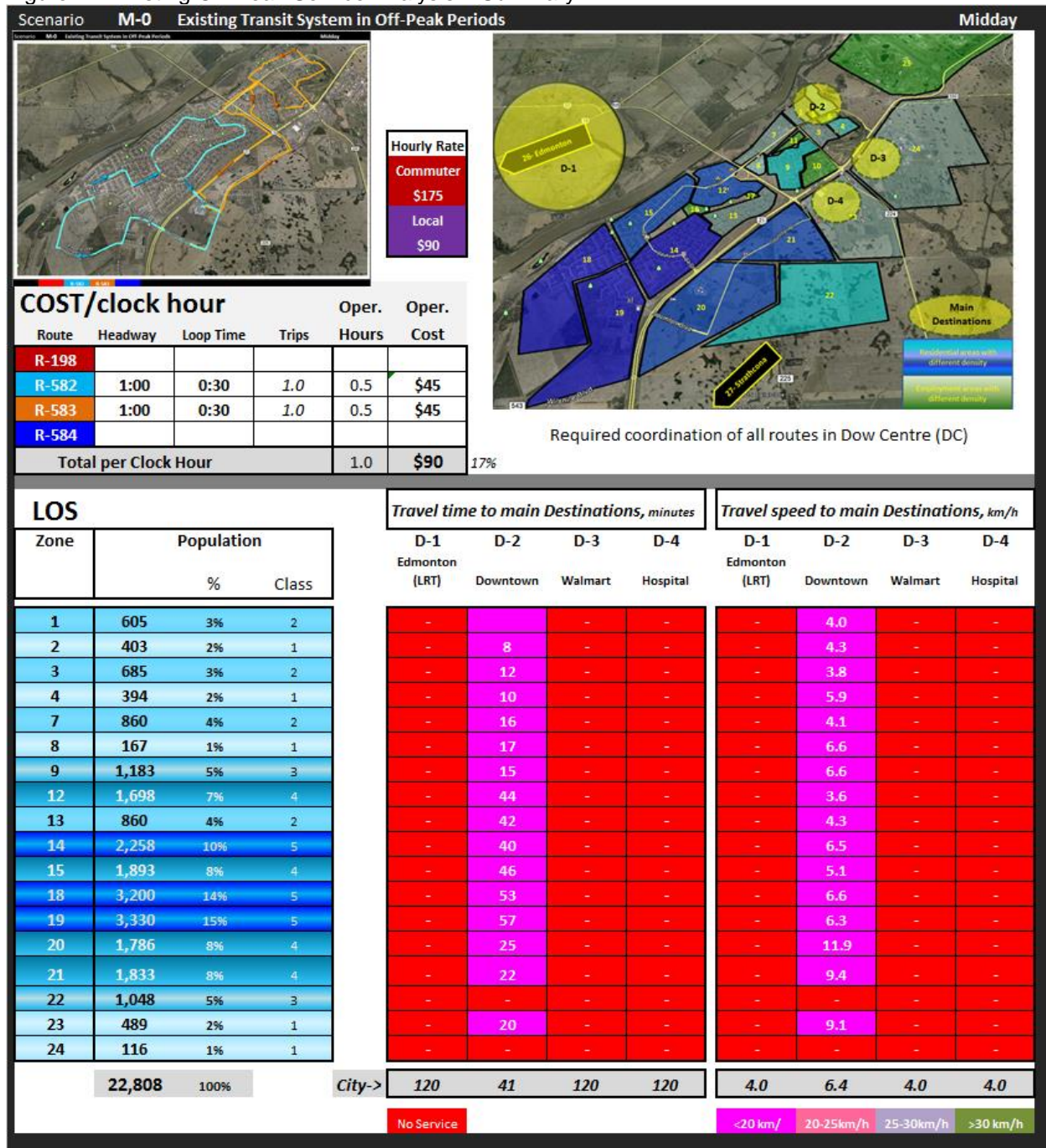
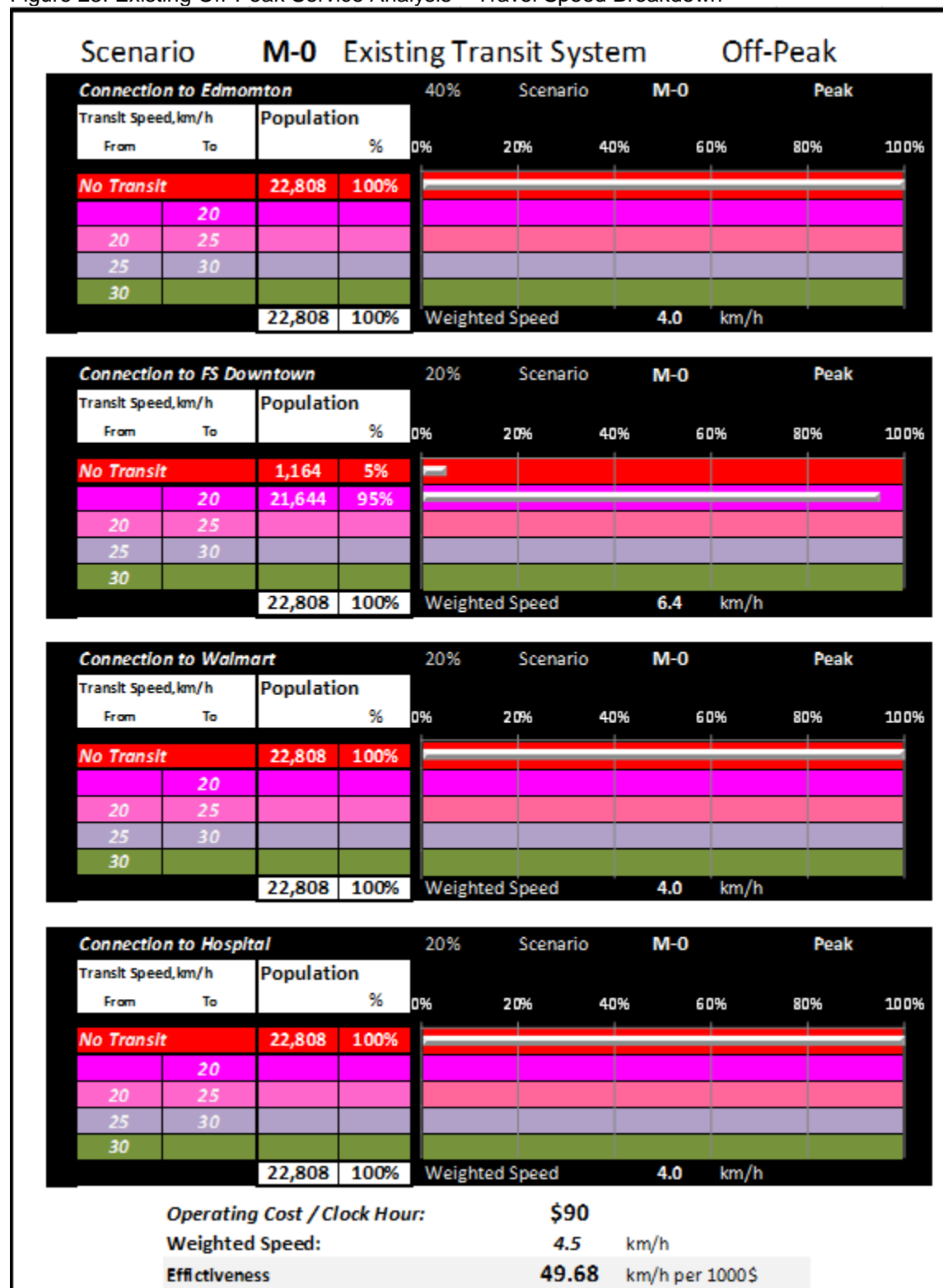


Figure 23: Existing Off-Peak Service Analysis – Travel Speed Breakdown



8. Proposed Service Modifications

Based on our analysis of existing travel demand, consultation results and ridership data, we have identified route modifications options available to Fort Saskatchewan Transit.

Key destinations for Fort Saskatchewan residents include (Figure 8):

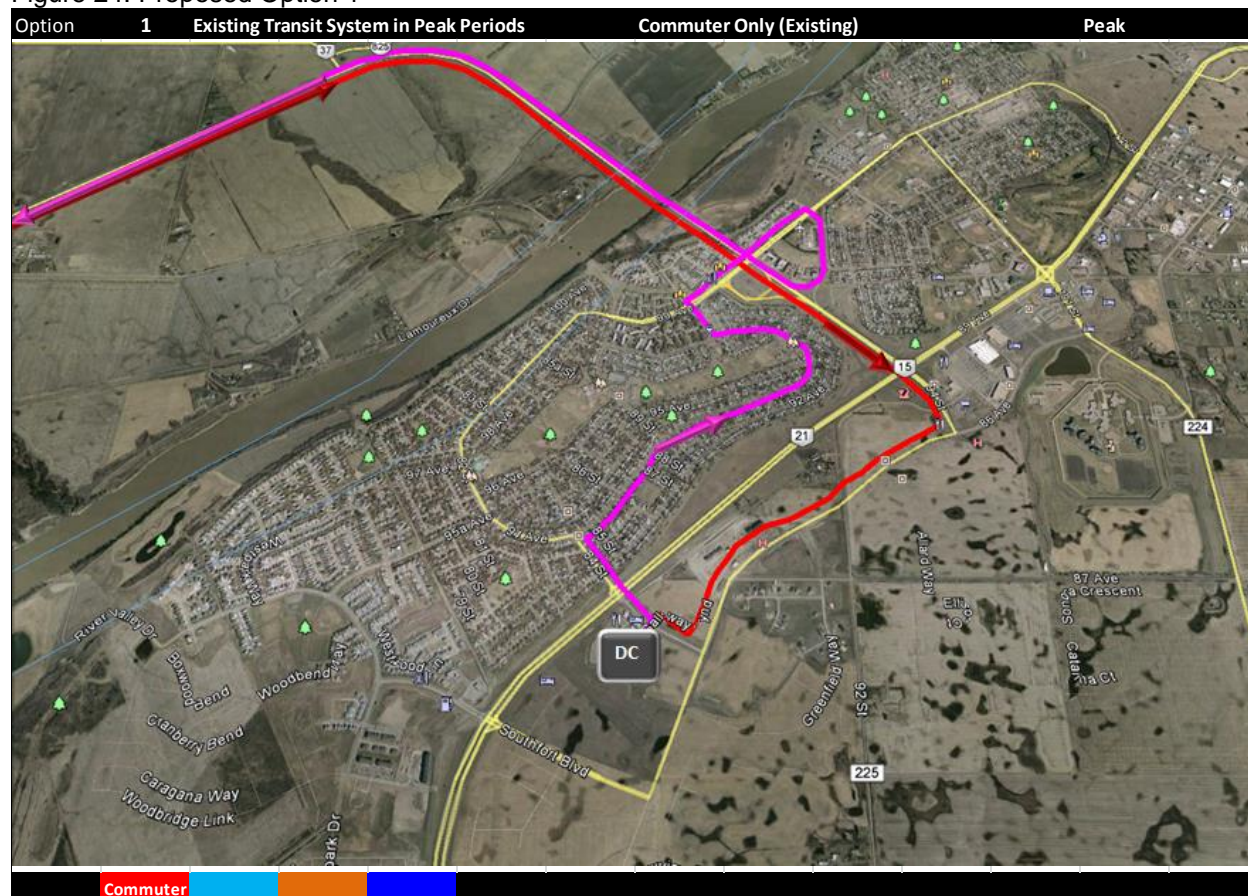
- D-1 : Edmonton (Claireview LRT)
- D-2 : Fort Saskatchewan - Downtown
- D-3 : North Commercial Area (Fort Mall)
- D-4 : North-East Commercial Area (Cornerstone, Southpointe, Medical Clinic and Hospital)

A number of service and routing options have been developed, and each varies based on factors such as number of routes provided, route alignment, and hours of service.

The following sections provide an overview of each option using WSP|PB's transit analysis tool. More detailed information for each of the service options is provided in Appendix C.

8.1 Option 1 – ETS Commuter Service Only

Figure 24: Proposed Option 1



The first option is to eliminate local FST service and only provide ETS commuter service to service local stops based on its existing alignment. Service is only provided during peak-periods.

Annual Cost	Annual Revenue	R/C Ratio	Net Cost	Ridership
\$591,500	\$98,583	16.7%	\$492,917	39,000

Summary of Option 1

Advantages

- One seat ride from Fort Saskatchewan to Edmonton
- Estimated hourly cost: \$350 – cheapest of all three options.

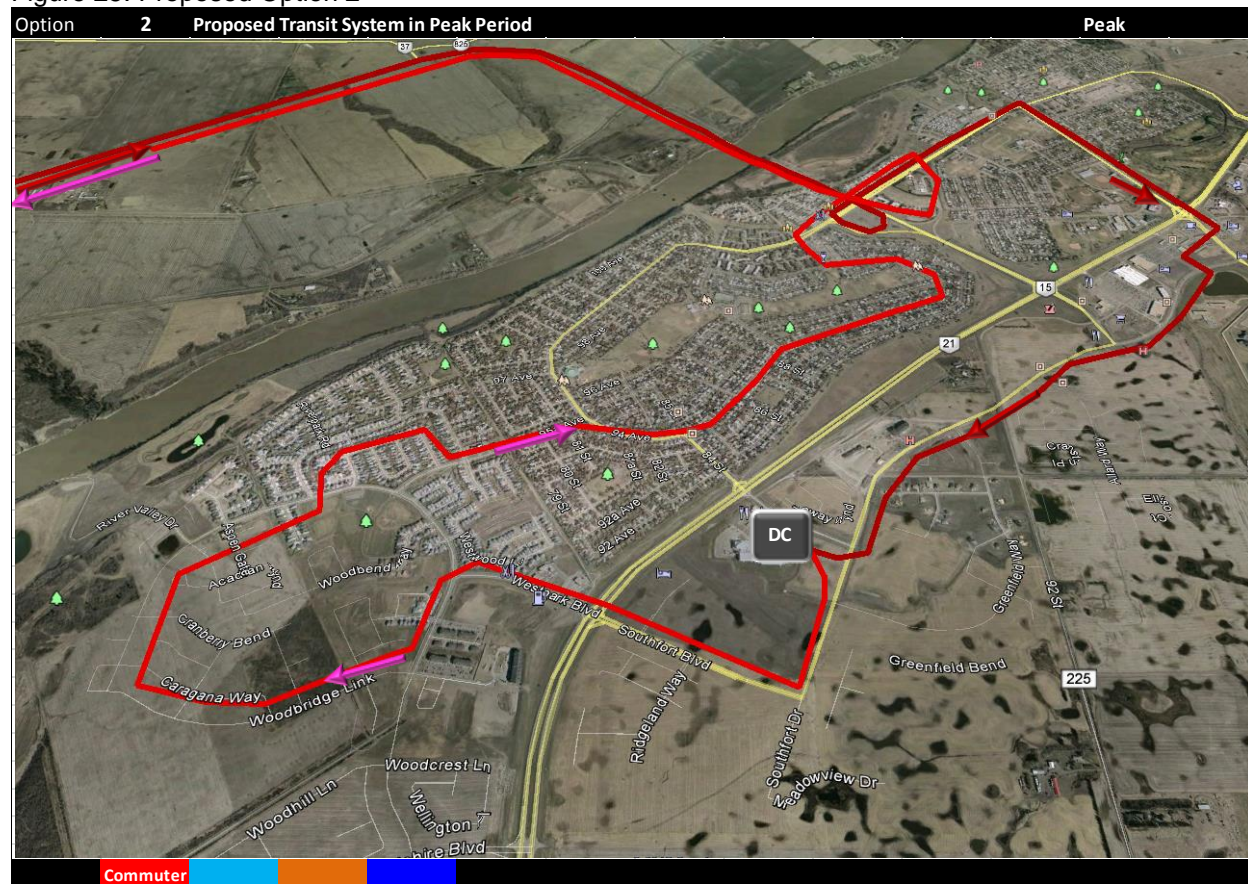
Disadvantages

- FST service is no longer available to make local trips or connections with ETS service.
- Total transit travel times to Edmonton now increased to a city-wide average of 79 minutes.

- The most populated areas in the City will not be served by the local stops along the ETS route.
- Ridership will be negatively impacted by the loss of local service.

8.2 Option 2 – Extended ETS Commuter Service Routing

Figure 25: Proposed Option 2



Option 2 is also a commuter-only option. However, instead of the existing alignment of Route 198, an extended route is proposed. This alternate alignment provides extended local coverage of Route 198 to compensate from the removal of local FST service. This option would only operate in peak-periods.

Annual Cost	Annual Revenue	R/C Ratio	Net Cost	Ridership
\$787,150	\$123,396	15.7%	\$663,754	48,910

Summary of Option 2

Advantages

- Expanded ETS routing within City-boundary
- One seat ride from Fort Saskatchewan to Edmonton
- Faster city-wide travel speeds (51 minutes to Edmonton)

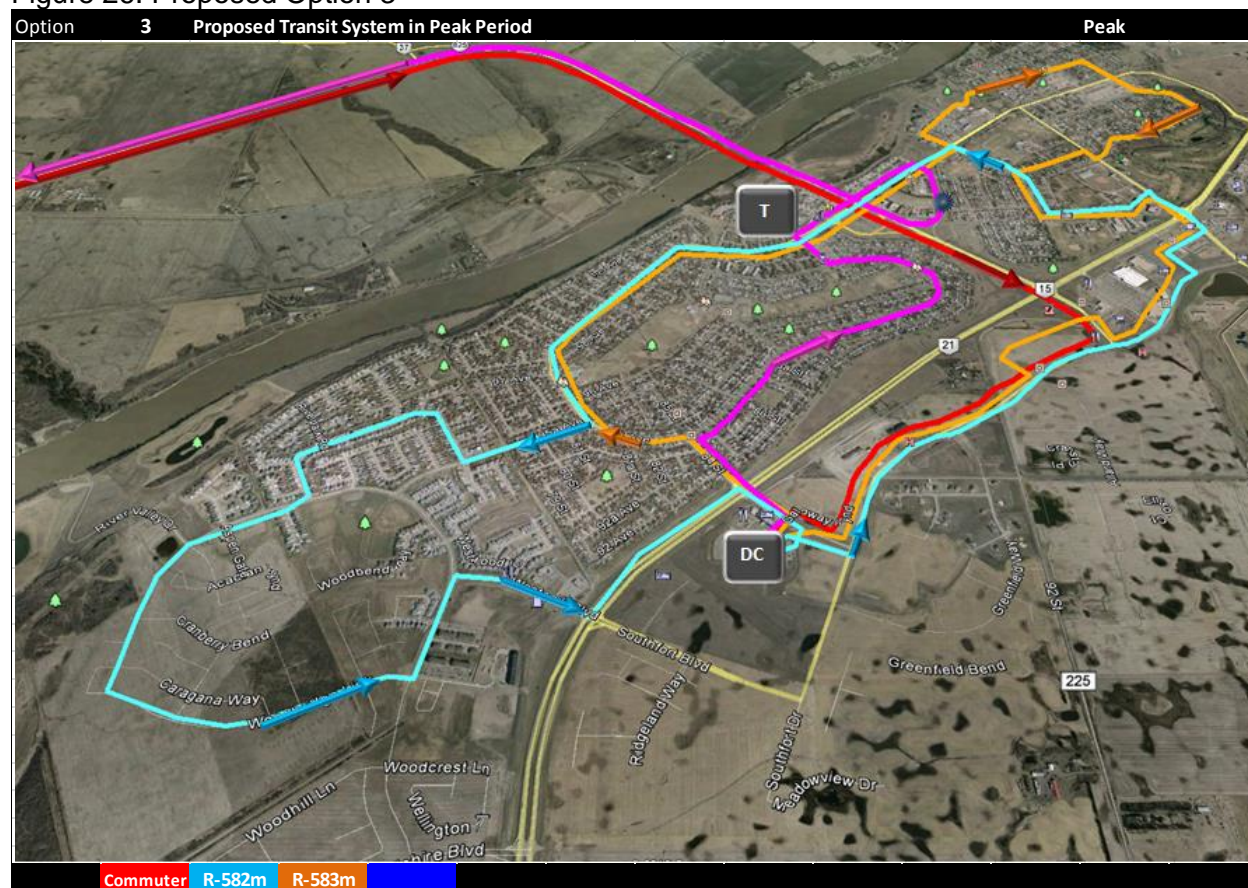
- More populated areas of the City receive more direct service to Edmonton.
- Estimated cost per hour: \$467 - second cheapest
- May attract more riders with faster speeds to Edmonton

Disadvantages

- Eliminates local FST service
- ETS will require more revenue service hours
 - This translates to an overall higher operating cost

8.3 Option 3 – Modified Existing Local Routes and ETS Commuter

Figure 26: Proposed Option 3



Option 3 maintains the current commuter service with modified alignments for the local service.

In this option, route 582 provides a counter-clockwise route through both the north and south areas of the City. Major deviations from the current alignment include increased coverage north of 94th Street with service through Sherridon and along Southfort Drive. This route will directly serve both Cornerstone and the hospital to provide direct service to these popular destinations. The changed direction of the route (clockwise to counter-clockwise) provides more direct (faster) service for the densely populated southern zones of the City to the Dow Centre.

Route 583 provides a clockwise route with extended alignment south of 94th Street. This new alignment also provides direct service to the hospital. The overlapping of the two local routes

creates more direct access to/from major destinations for a greater proportion of residents, an important factor for building ridership on the system.

Annual Cost	Annual Revenue	R/C Ratio	Net Cost	Ridership
\$1,153,100	\$211,153	18.3%	\$941,947	86,870

Summary of Option 3

Advantages

- Coverage extended to major retail centres and hospital
- New local routes overlap providing 2-way service
- Travel Times:
 - Average of 27 minutes to Downtown
 - Average of 48 minutes to Edmonton
 - Average of 24 minutes to Cornerstone and Hospital
- Potential to divert specialized transit trips from STSS
- Estimated cost per hour: \$530 (equals current cost)

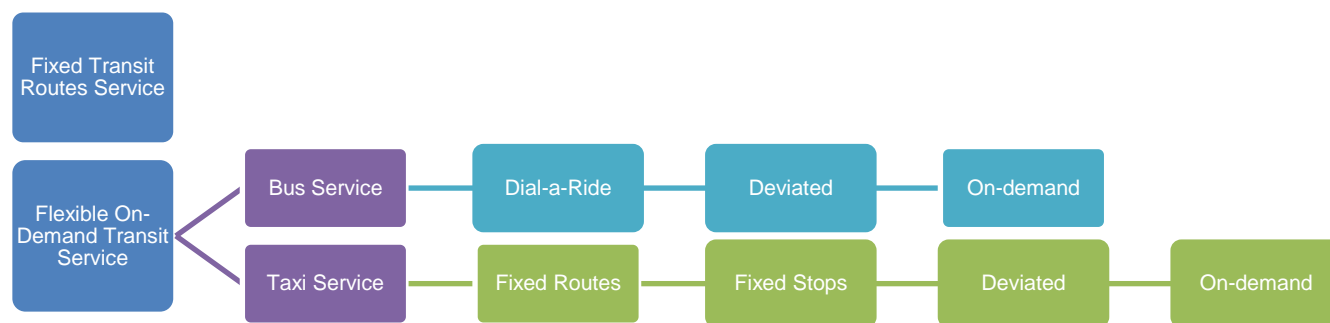
Disadvantages

- Not a one-seat ride from Fort Saskatchewan to Edmonton
 - Riders will need to transfer to from FST to ETS bus

8.4 Other Service Delivery Options

WSP|PB analyzed various other models of service delivery to assess the most effective and efficient model for the provision of FST transit service. The existing model for FST service delivery follows fixed transit routes service. There are other flexible, on-demand transit service options that may be valuable to FST particularly as the system is building ridership and cost-recovery (Figure 27). This section analyzes these alternative delivery options and summarizes some of the benefits and disadvantages of each.

Figure 27: Alternative Service Delivery Options



Bus Service

Dial-a-ride: Dial-a-ride service on proposed fixed routes (buses are on duty – operation starts on request call by passengers)

- Potentially lower cost
- Flexibility to call for a ride when one is needed
- Compared to fixed-route, no cost advantage (main cost ingredient – driver's salary)
- Fixed route suggests commitment and “permanence”
- Limited capacity during peaks to meet demands of a commuter service

Route Deviated: Fixed routes with on-demand deviation (passengers can pre-book the service to /from their residence with distance/time restrictions – and additional fare)

- Pre-booked service
- Fixed-route that deviates off-route to pick up passengers
- Highest potential to divert specialized transit trips
- Requires scheduling software capital purchase
- Compared to fixed-route, no cost advantage
- Increased route run time may lead to missed connections
- Risk of increased operating cost and fleet requirements
- Some riders will experience additional travel time
- Increase of route run time – increased operating cost and fleet requirements
- Some riders will experience additional travel time
- High potential to divert specialized transit trips by picking up riders at their doors

On-Demand Transit Service: predetermined service

- Similar to route-deviated but is not pre-booked
- Fixed-route that deviates off-route to pick up passengers
- Highest potential to divert specialized transit trips
- Require scheduling software capital purchase
- Risk of an increased operating cost and fleet needs
- In a compact city where fixed route coverage is good (within 400 meters) no significant benefits from this type of service

Taxi Service

All taxi-based (taxi bus or TransCab): All these options are based on obtaining certain agreement between the municipality and taxi companies and on some level of subsidy being provided (taxi cabs might replace buses on fixed routes during certain day periods, can operate to/from pre-determined passenger-collection points or can function as an on-demand service)

- Potentially lower cost
- Difficulties finding drivers a challenge
- Would likely undermine entire taxi industry
- Limited capacity during peaks to meet demand of a commuter service

9. Cost-Benefit Analysis

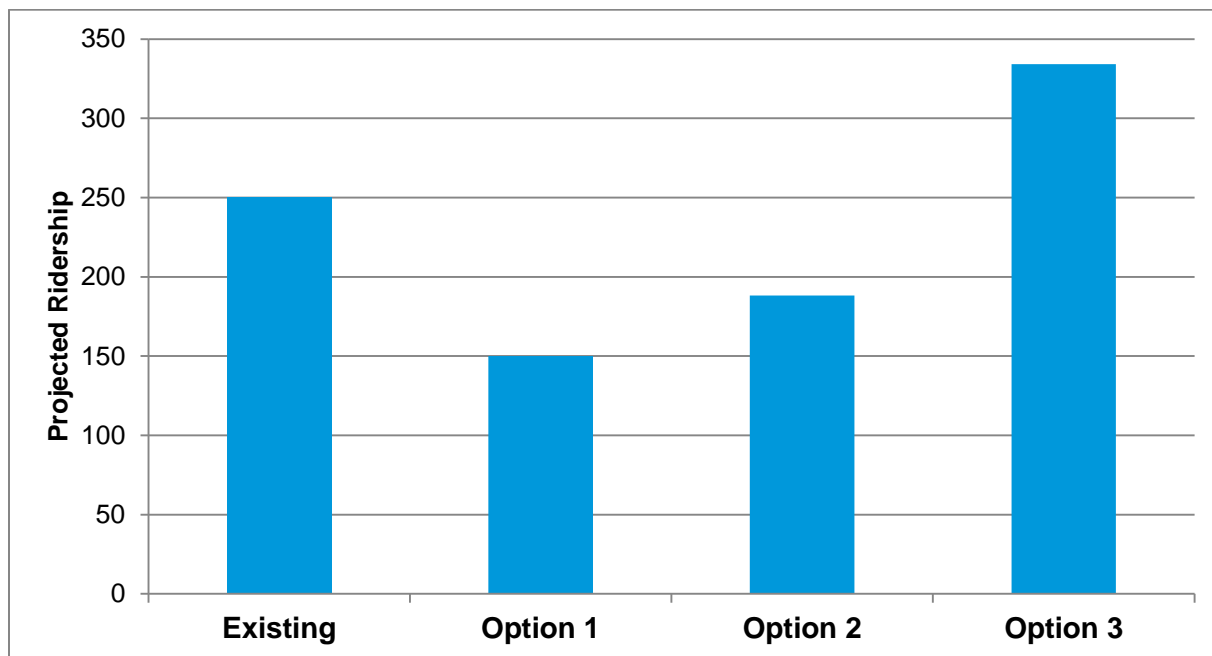
9.1 Comparison of Options

This section compares the three service options across projections of ridership, revenues, and operating costs.

9.1.1 Ridership projections

- Current daily Ridership is approximately 250 riders on both ETS and FS routes
- The projections are based on the function of ridership from the provided levels of service of each option
- The ridership was assessed for each option as a corridor (minimum and maximum impact “LEVEL OF SERVICE → RIDERSHIP”)
- Option 3 generates the highest ridership due to its potential to offer the highest level of service at the local level

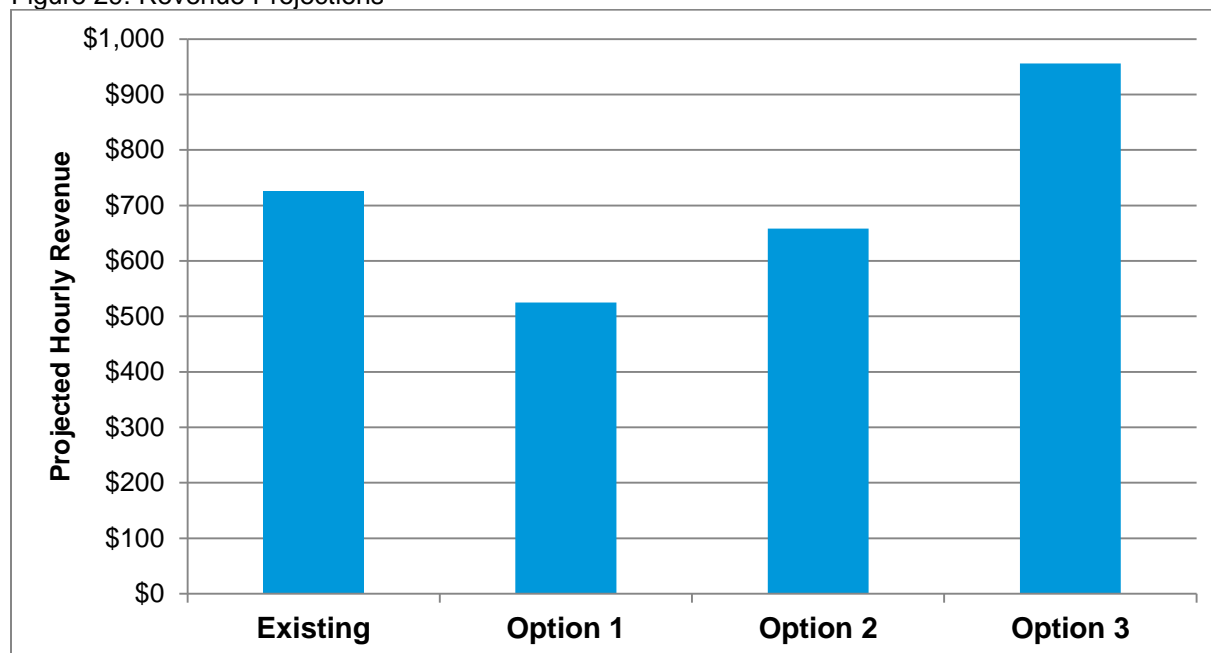
Figure 28: Ridership Projections



9.2 Revenue

Revenues projections were determined based on ridership projections from Figure 28 and the current fare structure. Option 3 has the highest revenue projections with increases of almost \$200 a day compared to the revenues of the existing service.

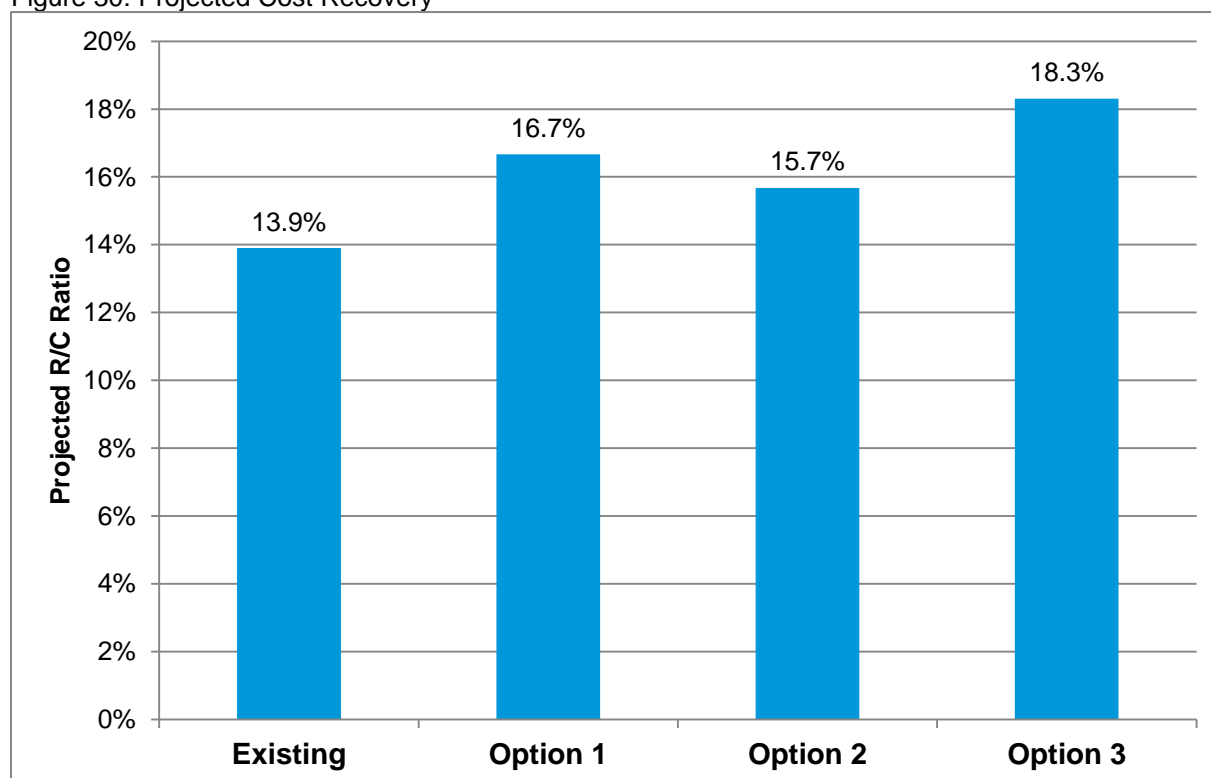
Figure 29: Revenue Projections



9.2.1 Cost Recovery

Cost recovery is a ratio of the revenues and costs of each option. Option 3 has a high cost-recovery ratio at 18.3%, a 4.4% improvement with no additional costs from the existing service. This is possible from the projected ridership increase as a function of improved route alignments and faster travel speeds for the local service.

Figure 30: Projected Cost Recovery



9.2.2 Summary

A summary of the projected annual costs and revenues for the options is provided in Table 18. While option 3 has the highest annual cost, it also has the highest potential to achieve the greatest cost-recovery and greatest increase in ridership.

Table 18: Summary of Cost and Revenue Projections

	Existing Service	Option 1	Option 2	Option 3
Ridership	65,000	39,000	48,910	86,870
Annual Cost	\$1,153,100	\$591,500	\$787,150	\$1,153,100
Annual Revenue	\$160,153	\$98,583	\$123,396	\$211,153
R/C Ratio	13.9%	16.7%	15.7%	18.3%
Net Cost	\$992,947	\$492,917	\$663,754	\$941,947

10. Preferred Option

Option 3 is recommended by the study team. Option 3 offers modified local routes with direct routing to major destinations and faster commute times. It is the preferred option as it maintains the presence of local transit service in Fort Saskatchewan at the same costs of the existing service (\$530/hour) and generates higher cost recovery and ridership with simple route modifications. The modified routing will generate greater ridership from 250 to 334 per day. Revenues increase from the ridership boost increasing the cost recovery ratio up 4.4% to 18.3%. Average travel speed is one of the main attractors for riders to the service. Table 19 summarizes the travel speeds to major destinations for all the options. Option 3 has the fastest travel speed and serves new destinations.

Based on the foregoing evaluation criteria, option 3 offers the greatest potential for an effective, efficient and sustainable local transit service.

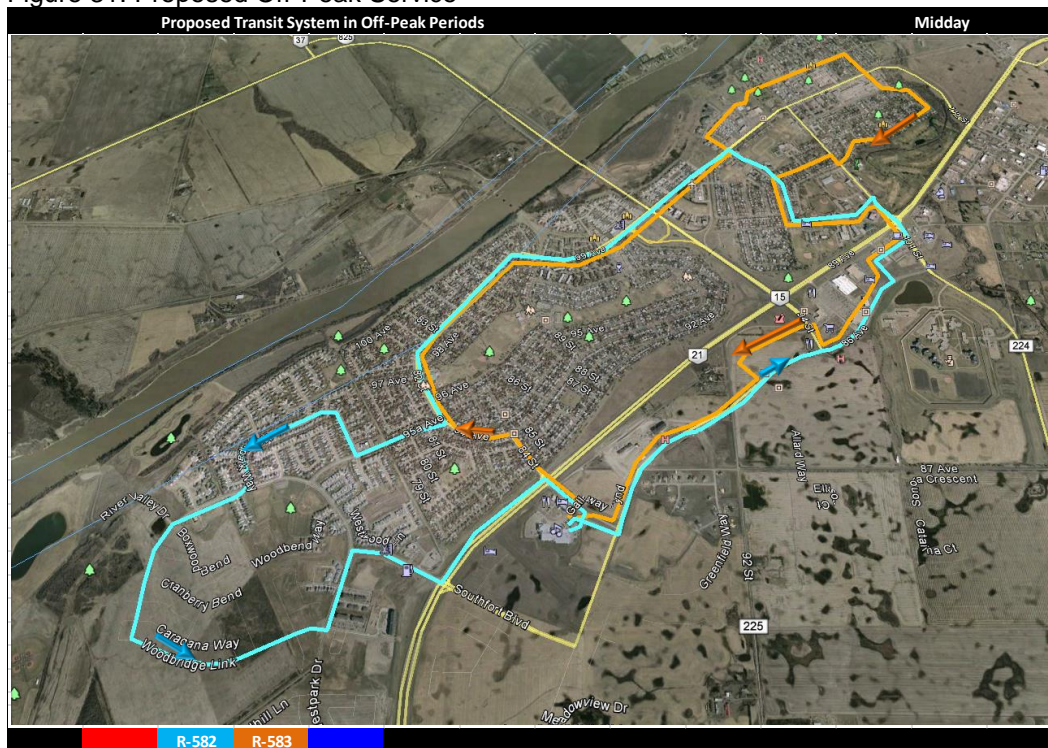
Table 19: Summary of Travel Speeds

Average Travel Time to Major Destinations (in minutes)					Travel Speeds		Classification
	Edmonton	Downtown	Cornerstone	Hospital			
Existing	57	41				<20 km/h	Poor
Option 1	79					20-25km/h	Better
Option 2	51					25-30 km/h	Average
Option 3	48	27	24	24		>30 km/h	Best
						No Service	N/A

Off-Peak Service

The recommended off-peak service would follow the same route alignments as during the peak service, without the commuter service. The off-peak service will be able to serve the two major destinations of the Cornerstone and the hospital more directly. With no coordinated transfer times at the Dow Centre for the commuter route, the local service has the opportunity to pull directly into the hospital and Cornerstone retail centre for direct door service.

Figure 31: Proposed Off-Peak Service



10.1 Infrastructure Requirements

All options will require the upgrading of vehicles to be accessible (with or without wheelchair positions). The bus stops should all be provided with concrete pads leading from the sidewalk to the curb and each stop identified by a pole with a stop sign identifying the scheduled arrival time at the individual stop and an active phone number for customer inquiries.

Some stops with higher passenger activity or in shopping centres should be provided with higher-order amenities such shelters (which if provided with an electrical supply can be a source of advertising income to the City).

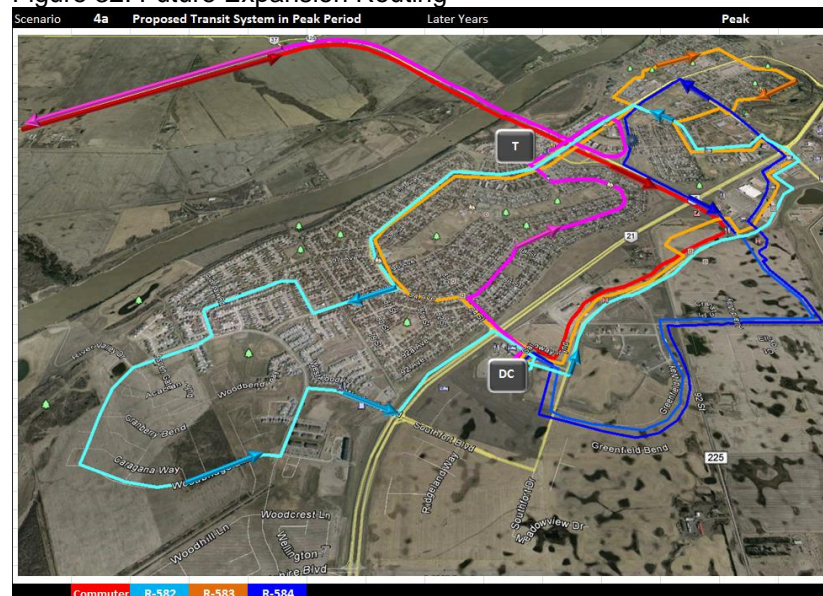
10.2 Growth Strategy

This section provides a brief conceptualization of future expansion of FST services based on the current growth and travel patterns in Fort Saskatchewan.

South City Expansion

Due to the current development in the southern areas of Fort Saskatchewan, future transit expansions should cover these areas as greater population, residential and employment densities arrive. A potential third local route can be implemented to connect the southern areas to the transit hub and major employment and retail areas (Figure 32). This routing should be development in conjunction with a potential South Transit Hub.

Figure 32: Future Expansion Routing



10.3 New Proposed Fare Structure

The current fare structure provides sufficient media and pricing for an introductory transit pilot. However, moving forward, the fare structure requires greater alignment with standard transit industry practices including discounts for prepaid fare media. Table 20 provides the proposed fare structure.

Table 20: Proposed Fare Structure

Fare Product	Price	Old Price	Local	Clareview	Edmonton
Edmonton Integrated Fares					
Adult Integrated Monthly Pass	175.00	185.00	x	x	X
Student/Senior Integrated Monthly Pass	110.00	116.00	x	x	X
Commuter Fares					
Commuter Monthly Pass	90.00	96.00	x	x	
Student/Senior Commuter Monthly Pass	35.00	35.00	x	x	
Commuter Fare	5.00	3.50.00	x	x	
Commuter Tickets (10)	40.00	33.50	x	x	
Commuter Local Fare Add-On	2.00	-		x	
Local Fares					
Adult Fare	2.25	2.00	x		
Adult Tickets (10)	20.00	20.00	x		
Monthly Pass	50.00	-			
Senior Fare	1.50	1.00	x		
Senior Tickets (10)	12.00	10.00	x		
Student/Senior Monthly Pass	20.00	-	x		
Children under 12	FREE	FREE	x		
Specialized Transportation Fares					
Local	6.00	6.00	x		
Edmonton	22.00	22.00	x	x	x
Specialized Rider on Local Transit	\$1	\$1	x		

Edmonton Fares

- Recommend lowering the integrated pass in order to increase ridership and offer a discount (as is standard with monthly passes). Given mandates, this may not be necessary, but just a suggestion.
- Note: Original price of integrated passes is full price of both ETS and FTS monthly passes combined. Other than convenience of having one pass for both systems, without a discount, it is questionable why riders would purchase the integrated pass in its current form and price.

Commuter Fares

- Recommend lowering the monthly pass in order to grow ridership.
- Recommend increasing commuter fare to draw commuters to pass.
- Add commuter local fare add-on – can pay the commuter fee with any local product (including free rides – children and specialized riders would pay \$2.00)

Local Fares

- Adult Fare – should be increased to \$2.25. This is in line with improved service and peer agencies.
- 10 Adult Tickets – should remain at \$20, providing the discounted price of \$2/ticket. Keeping the adult ticket price at the current fare should reduce public issues with the fare increase. Also, advance purchase tickets, by best practice, should be discounted.
- Recommend adding adult monthly pass at \$50. Creates balance in fare products and offers alternative for frequent ridership. In line with peers and best practice.
- Senior/Student Local Fare – should be increased to \$1.50. This is in line with improved service and peer agencies.
- 10 Senior/Student Tickets – should be increased to \$12.00 to provide a discounted fare of \$1.20. This is an increase from the \$1 fare, but the monthly pass option provides an alternative that will provide a deep discount to regular riders.
- Senior/Student Monthly Pass - \$20.00 – a new option providing unlimited local service. This product is intended to increase local ridership.

Specialized Transit

- Current fares could remain the same as they are likely based on contracted rates.
- Recommend a \$1 ride (or possibly free) on local conventional transit for people who qualify for specialized transit. In order to implement this, FTS needs to distribute cards to patrons who qualify for specialized transit. Given the deeply discounted service, the eligibility process for specialized transit should be reviewed to ensure the appropriate individuals are matched with the appropriate type of service.

10.4 Marketing and Branding

Some of the feedback received during the review found that many Fort Saskatchewan residents do not know the City has local transit service. To facilitate ridership growth, it is recommended that FST use effective marketing strategies and branding practices to support transit growth.

It is recommended that FST budget a minimum of 5% of operating costs towards marketing (industry average). Additionally, branding is required to raising the profile of transit. For example, a bold paint scheme on the buses can differentiate the vehicles and raise awareness

in the City. Additionally, the City's choice of vehicle could lend itself to differentiation if it is unique such as the Fiat ProMaster.

10.5 O&M Contract

WSP|PB believes that the current form of O&M contract does not adequately protect the City and should be enhanced to include performance requirements, revenue service hours and service standards. Further, the City should delineate expectations for maintenance and vehicle cleanliness regardless of ownership. WSP|PB suggests that the future form of contract be solely for operations and maintenance, while the City retains control of vehicle purchase and ownership.

WSP|PB advocates for non-binding Request for Information (RFI) process prior to release of a formal Request for Proposal (RFP) to generate interest and competition from firms outside of the City— this is a successful strategy that has been employed elsewhere.

Last, WSP|PB recommends that the City hire a third-party firm with the appropriate expertise to write the new O&M contract for City and support the City through the procurement process to achieve best Value-for-Money for the residents of Fort Saskatchewan.

10.6 Opportunities with the Development Industry

Outreach was also extended to the local development community pointed to areas of opportunity for transit improvements in the city. All major developers in the city were engaged and all are supportive of transit directly serving their properties. Developers see transit as a necessity and key to prosperous city-building.

Interviews heard that all the developers are willing to work with FST for mutual benefit. Some indicated they would be prepared to financially support the cost of new transit infrastructure such as bus shelters, benches and other passengers amenities located in their development. This is a great opportunity for FST to save capital costs for infrastructure upgrades and improvements to make the system more accessible. This in turn will help to defer costly specialized transit trips to conventional transit by providing reasonable amenities for those with disabilities.

10.7 Ideal Fleet Composition

The current fleet is not conducive to a variety of riders. The vehicles are not accessible for disabled persons with mobility aids or parents with strollers. To widen the rider demographic, “right-sizing” the fleet is necessary with optimal vehicle choice. Current ridership does not warrant the use of full-size transit buses at this time, but low-floor accessible vehicles should be procured going forward.

City-owned vehicles will provide the lowest total cost of ownership. Where the O&M contractor provides the vehicles, the total cost of a vehicle is amortized over contract term plus the potential added margin for the contractor, higher private sector financing cost, and risk cost that contract may be terminated early.

To reduce the hourly rate of total service cost, the City should maintain ownership of the vehicles while the O&M contractor remains responsible only for the operations and maintenance

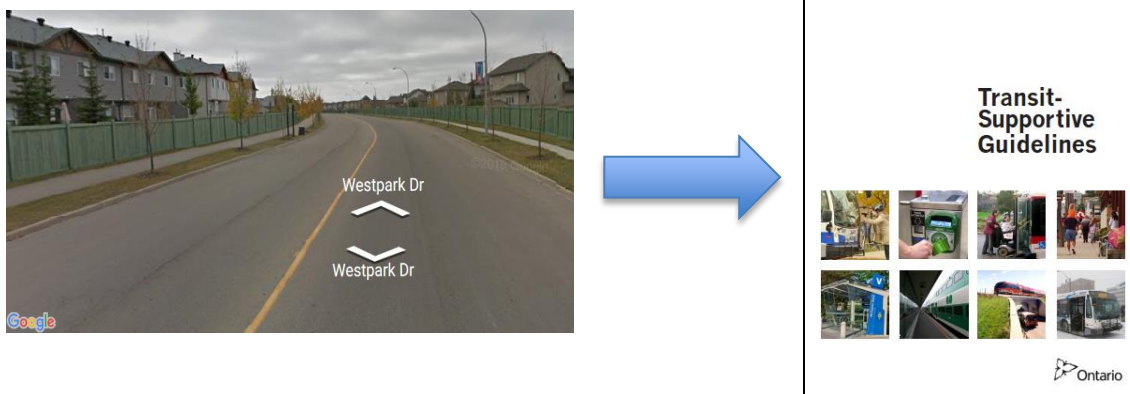
of the vehicles. This will create the opportunity for FST to align hourly costs within the peer group. We believe the cost of vehicle ownership could be paid back as early as within the first two years depending on vehicle choice.

10.8 Establish Transit-Supportive Climate

In order for FST to succeed, the City must dedicate adequate resources to the start-up and ongoing management of the local transit service. WSP|PB advocates for proactive oversight of O&M contracts to ensure O&M contracts are obliging to the terms and conditions of the contract. To this end, WSP|PB suggests that one full-time equivalent (FTE) be dedicated to starting up the service from 2016 to 2017. After the service is established, half of an FTE is sufficient to oversee and administer the O&M contract.

Additionally, the City must dedicate stable, predictable funding for capital replacement and growth of the FST system.

Last, future land-use planning in the City needs to be supportive of transit. Historically, the City's residential developments have been predominantly back-fenced on major collector roads (example: Westpark Drive). Back-fenced communities are problematic for transit because residents have no easy way to access transit and may need to endure long walks to the nearest bus stop making transit unattractive. In other communities across Canada, "Transit First" initiatives have become popular for their potential have transit installed into new developments prior to new residents moving in. WSP|PB recommends that the City establish transit-supportive policies and guidelines to ensure that new residential development is front-facing along major collector roads at the very least.



10.9 Transit Funding Grants

GreenTRIP is the only designated transit funding in Alberta. At the time of this report, it was announced that the City was the successful recipient of approximately \$3M for the creation of an expanded park and ride at the Dow Centre with passenger amenities for transit.

Municipal Sustainability Initiative (MSI) Building Canada and Gas Tax Fund (Federal) are other avenues to receive infrastructure funding though they are not specific to the transit industry.

11. Implementation Plan

WSP|PB has an implementation plan that provides the recommend timing for implementation of the recommendation in this report according to time horizon.

11.1 Immediate (Within next 3 months)

- Extend current Fort Taxi contract for 4 months (end April 30, 2016)
- Rewrite O&M Contract
- RFI / RFP / Contract award to new O&M contractor
- Commence outreach to Developers
- Confirm routing/develop new transit schedules
- Develop vehicle specification, RFQ, purchase

11.2 Short Term: (3 months – 6 months)

- Develop marketing and branding plan
- Identify stops along routes and install new signage
- Accept delivery of new City-owned fleet
- New contract start – May 1, 2016
- Implement new fare structure

11.3 Mid Term (6-12 months)

- Develop infrastructure plan
 - Identify areas for upgraded amenities
- Develop and execute marketing and branding plan

11.4 Long term (Greater than 12 months)

- Install infrastructure
- Weekend service expansion pilot (early 2017)
- South Fort Saskatchewan Transit Expansion (2019-onwards)

11.5 Service Delivery Options

This section outlines the four service delivery options open to Fort Saskatchewan.

11.5.1 Service Delivery Options

Option 1 – Municipally Owned and Operated

This option would include the purchase, maintenance and operation of the transit vehicles by the City of Fort Saskatchewan. The City would be responsible for day-to-day delivery and management of the transit service.

Advantages: The City would have direct control over all aspects of the transit service, including communication with drivers, maintenance, training, supervision, and dispatch. Customer service and other communication issues would be simplified as handling complaints and other customer interaction would be provided by one organization. Providing the service in-house will also provide an opportunity for Fort Saskatchewan to build a transit “brand” for the City.

Disadvantages: A municipally owned and operated service will require a significant investment from the City. Costs include managerial expenses for the day-to-day management and administration of the transit service, purchase and maintenance of the vehicles, dispatch and scheduling functions, recruitment and training of transit drivers, marketing and customer service.

Evaluation: Due to the level of service required and the costs involved with owning and operating a municipal transit system, it is not recommended for Fort Saskatchewan to pursue this as a service delivery option at this time. As the existing system matures and both the City population and ridership grow, this may be a viable option in the future but not warranted at this time.

Option 2 - Contracted All Services to ETS

Building on the existing Route 198 arrangement, the City of Fort Saskatchewan could approach ETS to operate an expanded service that may include augmented commuter routes and the addition of local routes. As additional buses would be required to facilitate expanded Fort Saskatchewan services, discussions would need to take place between the City and ETS to ensure vehicle availability. In this scenario the City of Edmonton would own, operate and maintain the vehicles, as is currently the case.

Advantages: Route 198 services are provided via a contract arrangement between ETS and the City of Fort Saskatchewan. ETS has the necessary infrastructure to provide expanded services to Fort Saskatchewan, including dispatch and scheduling services, trained bus drivers, maintenance facilities, management and administrative service. Providing all services through one contractor can lead to improved customer service and coordination of services.

Disadvantages: ETS maintains high operating costs of approximately \$175 per hour. This may be cost prohibitive for expanded services in Fort Saskatchewan.

Evaluation: Due to the high operating cost of contracting service from ETS, a service delivery model that contracts all service (including Fort Saskatchewan local routes) it is still not recommended.

Option 3 – ETS and Local Contractor Hybrid (Current Option)

ETS continues to provide commuter service as Route 198, and Fort Saskatchewan continues to contract to a local contractor.

Advantages: The commuter service stays the same as existing additional, Fort Saskatchewan would not be required to purchase additional equipment or be subject to operation, management, administration, maintenance, dispatch and scheduling costs for the commuter portion of the service.

For the local service, the contractor would provide trained bus operators, vehicle maintenance, dispatch, scheduling, and general day-to-day management and administration. The contractor would have experience in providing public transportation services and would provide additional back-up vehicles in the case of accidents or maintenance of the municipal vehicles. A contracted service will provide the City with known operating costs and likely have cheaper hourly rates.

Disadvantages: ETS maintains high operating costs for commuter service. Scheduling, transfer, customer service, and fare coordination between systems can be inconvenient for customers when services are delivered by separate operators.

Splitting services between two providers may lead to reduced customer service or delayed response times as customers.

Revised customer service standards that are satisfactory to the City may be negotiated as part of the contract terms with ETS and the local contractor, this arrangement may still confuse customer relations.

Currently, poor communications between ETS and FST on service delays.

Evaluation: This scenario is still recommended as a realistic option for transit services in Fort Saskatchewan that balances service improvements with affordability. Additional savings for the contracted local service may be found depending on who owns the vehicles.

Option 4 – All Services Provided by Local Contractor

In this scenario all services, including commuter services, would be provided by a local contractor.

Advantages: The contractor would provide trained bus operators, vehicle maintenance, dispatch, scheduling, and general day-to-day management and administration of the service. A private carrier would have experience providing public transportation services and could provide additional back-up vehicles in the case of accidents or maintenance. A contracted service will also provide the City with known operating costs and will have cheaper hourly rates than those offered by ETS.

Contracting services to a local private contractor may also lead to cost-efficiencies for Fort Saskatchewan as a result of the competitive open bid process.

Providing all services through one contractor can also improve customer service and coordination of local and commuter transit services.

Disadvantages: A contracted service would require increased contract management oversight by the City to ensure the service is operated according to the terms of the contract, and to promote and recommend and approve changes to the service.

Evaluation: This scenario may also be a realistic option for provision of transit services in Fort Saskatchewan that improves existing services at a more affordable rate. Additional savings for the contracted local service may be found depending on whether the City or the contractor owns the vehicles.

11.5.2 Vehicle Ownership Options

Transit services could be provided in vehicles that are owned by the contractor or by the City and the following discusses vehicle ownership options.

Option 1: Fort Saskatchewan Owned

In this scenario the City of Fort Saskatchewan would purchase the transit vehicles and tender for the maintenance and operation of the service from a O&M contractor.

Advantages:

- Reduced hourly operating cost, resulting from municipal ownership of the vehicles will provide savings over the lifetime of the vehicle
- City would make significant commitment to transit through vehicle ownership and this could serve as the baseline for municipal takeover of services in the future
- City may be eligible for capital funding to purchase vehicles
- City could begin to build a local transit “brand”

Disadvantages:

- Capital investment required for vehicle acquisition.

Option 2: Contractor-Owned

In this scenario the City tenders out operation of all aspects of transit services from a private contractor. This scenario would include additional costs for the contractor to provide, maintain and operate the transit vehicles.

Advantages:

- No capital investment required up-front.
- No long-term commitment to transit capital infrastructure.

Disadvantages:

- O&M contractor may embed higher cost of private sector borrowing, risk of contract cancellation or additional margin into the cost of the contract.

Appendix A – Public Engagement Survey Questionnaire

FST Public Engagement Survey

INTRODUCTION

Fort Saskatchewan Transit (FST) has retained a consulting firm, WSP | Parsons Brinckerhoff, to undertake a transit update study and is asking for feedback to help develop a new transit plan to make service more effective and efficient. The information you provide is entirely confidential. We value any and all input you can provide!

Questions about the survey or additional comments can be directed to: info@fortsask.ca

This survey is available in accessible alternate formats upon request.

Thank you for your participation.

WSP | Parsons Brinckerhoff

1) Do you currently live, work, or attend school in Fort Saskatchewan?

- ☐ Yes
- ☐ No

2) What is your gender?

- ☐ Male
- ☐ Female
- ☐ Prefer not to disclose

3) What is your age?

- ☐ Under 18 years old
- ☐ 18-29 years old
- ☐ 30-49 years old
- ☐ 50-64 years old
- ☐ 65 years and older

4) Do you currently use FST? (Within the past 30 days)

- ☐ Yes
- ☐ No

IF YES:

5) How often do you use FST?

- ☐ Often (more than five times per week)
- ☐ Frequently (more than once but fewer than five times per week)
- ☐ Occasionally (more than once but fewer than five times per month)
- ☐ Rarely (less than once a month)

6) What routes do you typically use? (Select all that apply)

- ☐ 582
- ☐ 583
- ☐ Edmonton commuter service

7) Please identify the location of where you typically start and end your trip?

Start _____
End _____

8) For what purposes do you use FST services? (Select all that apply)

- ☐ Commuting to work
- ☐ To connect with Edmonton Transit
- ☐ Shopping/errands
- ☐ Social activities
- ☐ Commuting to school/college/university
- ☐ Medical appointments
- ☐ I only use FST occasionally (less than once a month)
- ☐ Other _____

9) How do you typically pay your fare when riding FST?

- ☐ Cash
- ☐ Tickets
- ☐ Adult integrated monthly pass
- ☐ Adult commuter monthly pass
- ☐ Student/senior integrated monthly pass
- ☐ Student/senior commuter monthly pass

10) How satisfied are you with the FST services that you use?

- ☐ Very satisfied
- ☐ Somewhat Satisfied
- ☐ Neutral
- ☐ Somewhat dissatisfied
- ☐ Very Dissatisfied

Reason for dissatisfied _____

11) Which features of public transit would you consider to be the most and least important?

Please rank your preferences from 1 to 9 (1 being the most important and 9 the least important).

- ☐ More frequent trips
- ☐ Longer service hours
- ☐ Routes extended to serve other areas
- ☐ Better on-time performance
- ☐ Better transfer coordination
- ☐ Lower fares
- ☐ Better user information

- ☐ More bus shelters and amenities
- ☐ More service to Edmonton Transit

12) Would you be willing to pay a higher fare for better bus service (i.e. higher frequency, more reliability and better on-time performance)?

- ☐ Yes
- ☐ Maybe
- ☐ No

If yes, what fare would you pay for improved service: _____

13) How do you get information about FST services? (Select all that apply)

- ☐ Paper schedule
- ☐ Station notices
- ☐ Website
- ☐ Bus drivers
- ☐ Google Trip Planner
- ☐ Third party mobile application
- ☐ Facebook
- ☐ Twitter
- ☐ Other: _____

IF NO:

1. Please select your primary means of travel:

- ☐ Automobile (Driver)
- ☐ Automobile (Passenger)
- ☐ Bike
- ☐ Walk
- ☐ Taxi
- ☐ Other _____

2. Have you used FST in the past year?

- ☐ Yes
- ☐ No

3. What is the primary reason you don't ride FST regularly? (Select all that apply)

- ☐ Routes and schedules don't cover my needs.
- ☐ Service is not frequent enough.
- ☐ No stops near me.
- ☐ Too expensive.
- ☐ Not reliable.
- ☐ I feel unsafe.
- ☐ I don't like any form of public transit.
- ☐ Other _____

4. Which features of public transit would you consider to be the most and least important? Please rank your preferences from 1 to 9 (1 being the most important and 9 the least important). More frequent trips

- ☐ Longer service hours
- ☐ Routes extended to serve other areas
- ☐ Better on-time performance
- ☐ Better transfer coordination
- ☐ Lower fares
- ☐ Better user information
- ☐ More bus shelters and amenities
- ☐ More service to Edmonton Transit

5. Please check any of the following statements with which you agree:

- ☐ I am familiar with the service provided by FST.
- ☐ I do not use FST because I prefer to travel by car.
- ☐ There is no FST bus stop near my home.
- ☐ I believe public transit service reduces traffic congestion.
- ☐ Public transit service is necessary.

6. If convenient transit service (i.e. frequent, reliable, affordable) was available to where you live, work or go to school, how likely would you be to use it?

- ☐ Very unlikely
- ☐ Somewhat unlikely
- ☐ Neither likely or unlikely
- ☐ Somewhat likely
- ☐ Very likely

7. Would you be willing to pay a higher fare for better bus service (i.e. higher frequency, more reliability and better on-time performance)?

- ☐ Yes
- ☐ Maybe
- ☐ No

If yes, what fare would you pay for improved service:_____

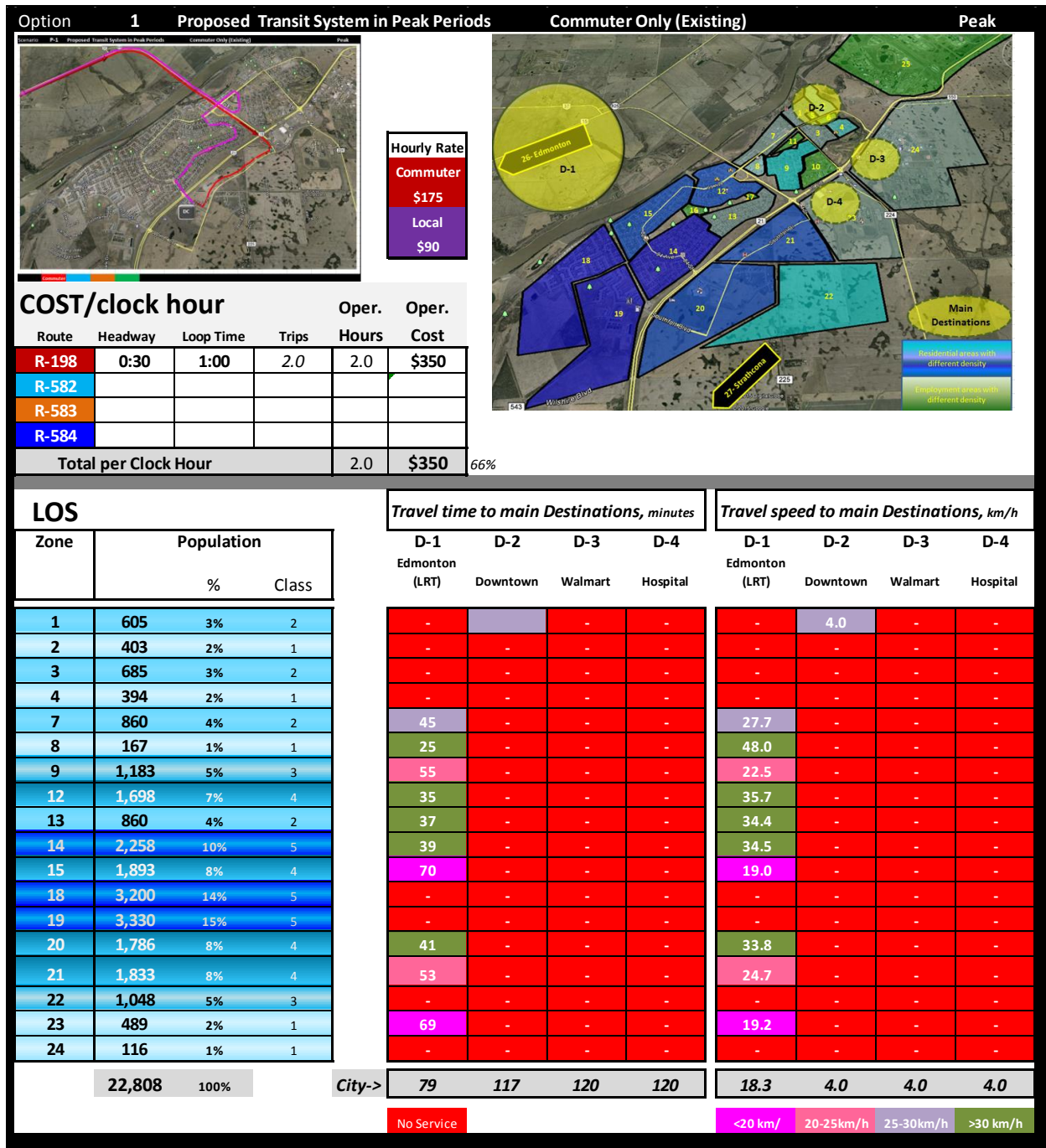
BOTH

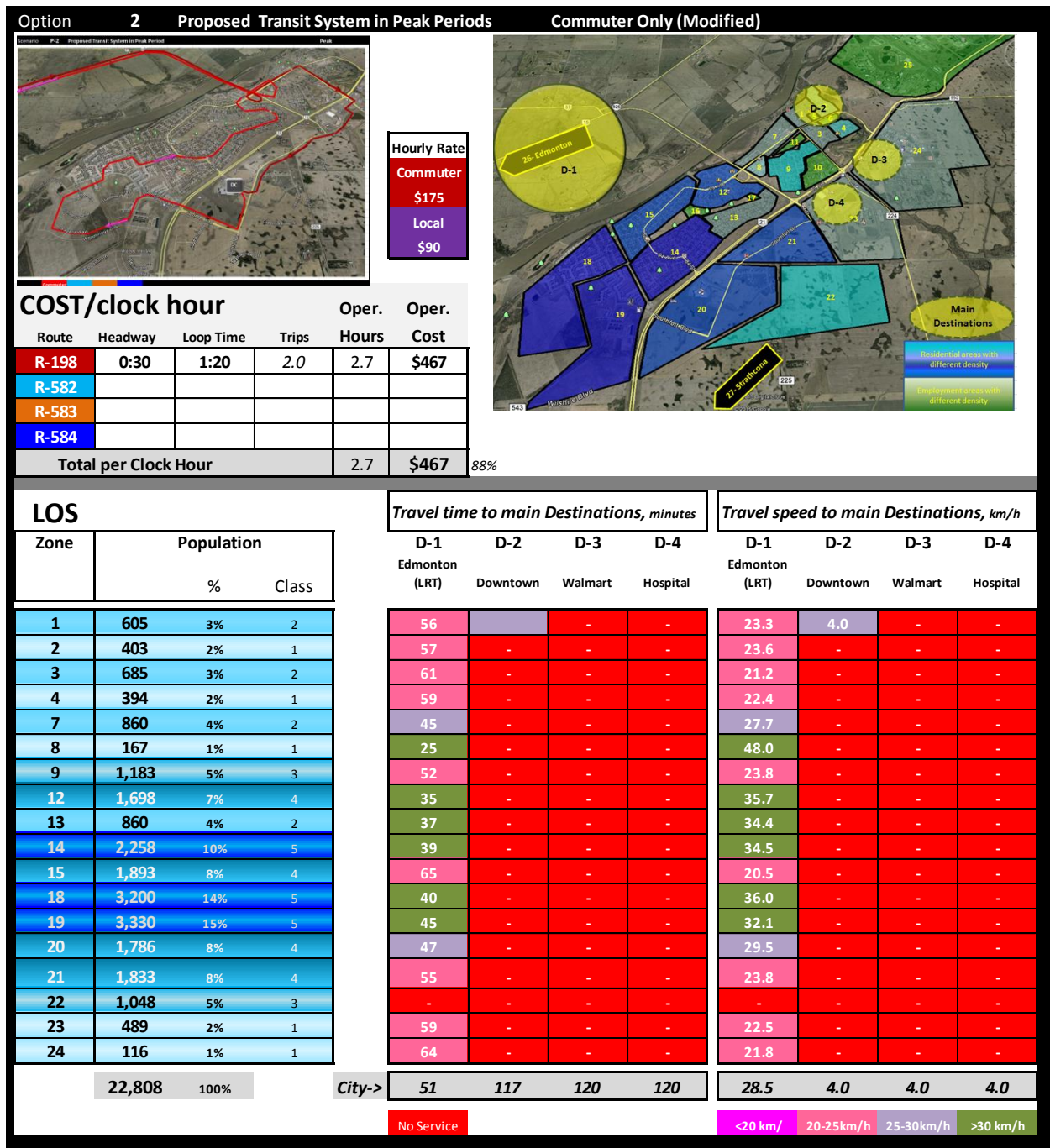
In addition to your previous responses, what else would you like to tell us about how transit service in Fort Saskatchewan could be improved?

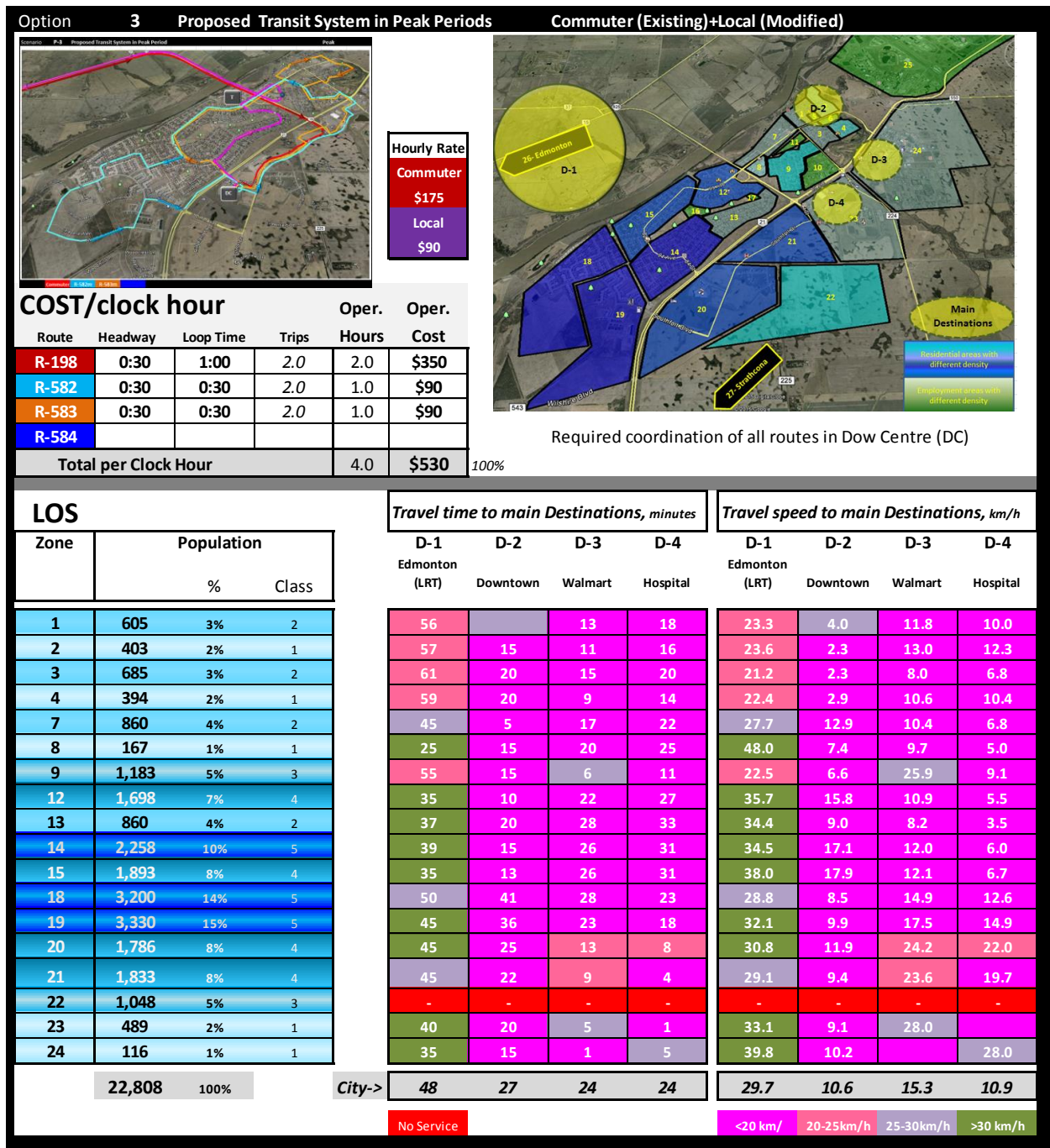
Appendix B – Summary of Peer Agency Services

Municipality	Pop-ulation	Geographic Context	Services Offered	Cash Fare	Service Span Weekday			Service Span Weekend	
					Peak	Mid-day	Eve	Sat	Sun
Fort Saskatchewan, AB	24,040	Suburban community within larger metropolitan area	<ul style="list-style-type: none"> Commuter Services to Edmonton (Clareview) Local Routes (Peak) 	<ul style="list-style-type: none"> Commuter Fare: \$3.50 Local Fare: \$2.00 					
Similar Peer Agencies									
Airdrie, AB	54,891	Suburban community within larger metropolitan area	<ul style="list-style-type: none"> Commuter Services to Calgary (CBD) Local Routes (Daytime) Dial-A-Bus (Non Daytime) 	<ul style="list-style-type: none"> Commuter Fare: \$5-9.00 Local Fare: \$2.25 			Early Eve		
Leduc, AB	29,304	Suburban community within larger metropolitan area	<ul style="list-style-type: none"> Commuter Services to Edmonton (Century Park) 	<ul style="list-style-type: none"> Commuter Fare: \$5.00 Local Fare: \$2.00 					
Spruce Grove, AB	29,526	Suburban community within larger metropolitan area	<ul style="list-style-type: none"> Commuter Services to Edmonton (CBD, University of Alberta) 	<ul style="list-style-type: none"> Commuter Fare: \$6.00 Local Fare: \$2.00 					
St. Albert, AB	63,255	Suburban community within larger metropolitan area	<ul style="list-style-type: none"> Commuter Services to Edmonton (CBD, University of Alberta, West Edmonton Mall) 	<ul style="list-style-type: none"> Commuter Fare: \$6.00 Local Fare: \$3.25 					
Strathcona			<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Commuter Fare: \$6 Local Fare: \$3.25 					
Other Peer Agencies									
Banff, AB	9,386	Small solitary community	<ul style="list-style-type: none"> Local Routes (Hub/Spoke) 	<ul style="list-style-type: none"> Local Fare: \$2.00 					
Cobourg, ON	18,519	Part of a cluster of smaller communities	<ul style="list-style-type: none"> Local Services (Community Route) 	<ul style="list-style-type: none"> Local Fare: \$2.00 					
Hinton, AB	9,640	Small solitary community	<ul style="list-style-type: none"> Local Routes (Community Route) 	<ul style="list-style-type: none"> Local Fare: \$3.00 			Early Eve		
Orangeville, ON	27,975	Solitary community within proximity to large metropolitan area	<ul style="list-style-type: none"> Local Services (Community Route) 	<ul style="list-style-type: none"> Local Fare: \$2.00 					
Port Hope, ON	16,214	Part of a cluster of smaller communities	<ul style="list-style-type: none"> Local Services (Community Route) 	<ul style="list-style-type: none"> Local Fare: \$2.00 					
Whitehorse, YK	27,678	Small solitary community	<ul style="list-style-type: none"> Local Routes (Hub/Spoke) 	<ul style="list-style-type: none"> Local Fare: \$2.50 					
Yellowknife, NT	19,234	Small solitary community	<ul style="list-style-type: none"> Local Routes (Hub/Spoke) 	<ul style="list-style-type: none"> Local Fare: \$3.00 					

Appendix C – Detailed Data of Proposed Options







CITY OF FORT SASKATCHEWAN

Habitat for Humanity Land Assessment

Motion:

That Council direct Administration to undertake public consultation regarding the use of the recommended site at 9507 - 93 Avenue as the next potential Habitat for Humanity project location.

Purpose:

To proceed with public consultation for the 9507 - 93 Avenue site for a future Habitat for Humanity project

Background:

Habitat for Humanity is a successful, world-wide, not-for-profit organization that provides affordable home ownership for families. The City of Fort Saskatchewan and Habitat for Humanity have worked together on three projects within the community. There have been a total of 12 units built for families in Fort Saskatchewan as part of the City's affordable housing block funding from the Province.

Administration has been in discussions with Habitat over the last year regarding the need to start looking for another project location. Habitat for Humanity has a unique model that allows families to get their first step onto the property ladder. It truly is a perpetual affordability model. Over the last few years Habitat has moved from developing single family housing to duplex and multi-family housing. Their objective is to develop another project within Fort Saskatchewan using the funds generated from previous projects.

With each project that is completed in a community it generates revenue for Habitat to continue providing more homes. In order to develop these homes, Habitat for Humanity relies on the donation of land, materials, and in some instances labour.

Administration hired a consulting group, MMM Group, to work with the City planners and Habitat for Humanity to generate one or more options for Council's approval that will allow the future construction of Habitat for Humanity homes within the City of Fort Saskatchewan. Three sites that were reviewed.

- 9507 - 93 Avenue
- 9602 - 101 Street
- 9901 - 90 Street

Administration and Habitat for Humanity both agree that the 9507 - 93 Avenue site is the most appropriate and feasible. The site allows for several future builds. There are no concerns with parking or access.

The site at 9602 - 101 Street would allow only 2 dwellings.

The site at 9901 - 90 Street could allow for 6 - 12 dwellings, depending on the design. Designing a parking lot and access to the parking lot would be challenging due to the site configuration.

Plans/Standards/Legislation:

Corporate Strategic Goals:

- Promote sustainability through infill development
- Opportunity to increase accessible and affordable housing within the community

Financial Implications:

Section 70(1) of the *Municipal Government Act* allows a municipality to transfer or grant land for less than its market value without having to advertise the proposal if the land is to be used by a non-profit organization as defined in Section 241(f). Habitat for Humanity Canada is a national, non-profit organization and fits the definition of "non-profit organization" outlined in Section 241(f) (iii) "any other entity established under a law of Canada or Alberta for a purpose other than to make a profit".

Costs to the City will be in the form of surveying and subdividing the property before transferring to Habitat for Humanity. This is estimated to be in the range of \$5,000.00. There is additional costs of using outside expertise and to assist with public engagement. It is believed this work can be achieved within the current budget and would not exceed \$20,000.00.

Internal Impacts:

The City would hire a consulting firm to assist with implementing our public engagement for this project.

Recommendation:

That Council direct Administration to undertake public consultation regarding the use of the recommended site at 9507 - 93 Avenue as the next potential Habitat for Humanity project location.



Attachments:

1. Appendix A - October 14, 2014 regular Council Meeting, Habitat for Humanity Memo
2. Appendix B – 9507 - 93 Avenue Habitat for Humanity Preliminary Site Analysis
3. Appendix C – 9602 - 101 Street Habitat for Humanity Preliminary Site Analysis
4. Appendix D – 9901 - 90 Street Habitat for Humanity Preliminary Site Analysis

File No.:

Prepared by:	Barb Gamble Director, FCSS	Date: January 19, 2016
Approved by:	Troy Fleming General Manager, Infrastructure & Community Services	Date: January 20, 2016
Reviewed by:	Kelly Kloss City Manager	Date: January 20, 2016
Submitted to:	City Council	Date: January 26, 2016

CITY OF FORT SASKATCHEWAN

Habitat for Humanity

Recommendation:

That Council direct Administration to work with Habitat for Humanity to generate one or more options for Council's approval that will allow the future construction of a Habitat for Humanity Home within the City of Fort Saskatchewan.

Background:

Habitat for Humanity is a successful world-wide not-for-profit organization that provides affordable home ownership for families. The City of Fort Saskatchewan and Habitat for Humanity have worked together on two projects within the community. The first was a duplex unit located on 97 Avenue and the second was eight units (in Southfort Ridge) as part of the City's affordable housing block funding from the Province. With each project that is completed in a community it generates revenue for Habitat to continue providing more homes.

Administration has been in discussions with Habitat over the last year regarding the need to start looking for another project location.

Topic Identification/Outcomes:

Habitat for Humanity has a unique model that allows families to get their first step onto the property ladder. It truly is a perpetual affordability model. Over the last few years Habitat has moved from developing single family housing to duplex and multi-family housing. Their objective is to develop another project within Fort Saskatchewan using the funds generated from previous projects.

In order to develop property, Habitat for Humanity relies on things like the donation of land, materials, and in some cases labour. To move forward with a project in Fort Saskatchewan it does require that the land be provided at no cost to Habitat.

Alternatives:

1. That Council direct Administration to work with Habitat for Humanity to generate one or more options for Council's approval that will allow the future construction of a Habitat for Humanity Home within the City of Fort Saskatchewan.
2. That Council not direct Administration to work with Habitat for Humanity.
3. That Council provide other direction.

Preferred Alternative:

Alternative #1 is recommended by Administration, that Council direct Administration to work with Habitat for Humanity to generate one or more options for Council's approval that will allow the future construction of a Habitat for Humanity Home within the City of Fort Saskatchewan.

Staff Capacity:

Administration will require outside expertise to do a general site assessment and potentially undertake public engagement as well.

Financial Implications:

Section 70(1) of the *Municipal Government Act* allows a municipality to transfer or grant land for less than its market value without having to advertise the proposal if the land is to be used by a non-profit organization as defined in Section 241(f). Habitat for Humanity Canada is a national, non-profit organization and fits the definition of "non profit organization" outlined in Section 241(f) (iii) "any other entity established under a law of Canada or Alberta for a purpose other than to make a profit."

Costs to the City will be in the form of surveying and subdividing the property before transferring to Habitat for Humanity. This is estimated to be in the range of \$5,000.00. There may also be additional costs of using outside expertise to do an assessment of potential sites to ensure that the site is appropriate from a technical perspective and to assist with public engagement. It is believed this work can be achieved within the current budget and would not exceed \$20,000.00.

Policy/Council Priorities:

Through Council's approval of the City's Affordable Housing Strategy in April 2010, working with Habitat for Humanity was identified as one of the ways to achieve the objectives of the strategy.

Community Sustainability Plan:

Working with Habitat for Humanity aligns with achieving the affordable housing component of the Community Sustainability Plan (CSP) in particular:

Principle F: A Complete Community - To promote a high quality of life, we will work to ensure that Fort Saskatchewan has a wide range of housing, employment, education, and leisure opportunities. We will develop mixed use neighbourhoods with a diversity of amenities and services so everyone has a place to call home that is close to essential community services. A complete community will enable everyone to meet their daily needs within the City.

Moving that principle forward the first section of the CSP, Compassionate Community & Sense of Community, states: "A compassionate community with a sense of identity offers a strong social fabric. When we are able to fulfill many of our social and cultural human needs such as participation in community, identity and affection, we are contributing to sustainability." Four priorities were developed, which one speaks directly to affordable and seniors housing: "Develop a long-term alternative housing strategy that includes affordable and seniors housing."

Strategic Plan:

GOAL THREE: VIBRANT AND THRIVING COMMUNITY

Continue to improve and enhance our services and facilities through quality land development to foster a liveable and safe community.

Strategy 3.3 Promote sustainability through infill development.

Strategy 3.6 Explore opportunities to increase accessible and affordable housing within the community.

External Communications/Participation:

The selection of an appropriate site, including the consultation of the neighborhood will be communicated through our standard communication methods as per the Community Engagement Strategy. Public feedback will be taken in as part of the site evaluation process.

File No.:

Prepared/Approved by: Troy Fleming Date: October 6, 2014
General Manager, Infrastructure and
Community Services

Reviewed by: Kelly Kloss
City Manager

Date: October 7, 2014

Submitted to: City Council Date: October 14, 2014

To: Troy Flemming & Janel Smith-Duguid Date: February 23, 2015
From: Scott Carnall, MMM Group Limited Job No.: 5215001-000
Subject: Preliminary Site Analysis CC: Colton Kirsop (MMM)
Site # 1B: 9507 – 93 Avenue, Fort
Saskatchewan, Alberta,

1.0 SUMMARY OF SITE'S PLANNING ISSUES**OVERVIEW**

- Based on the initial concept provided by the City, there are a couple of Land Use Districts that could achieve the desired level of development in a Medium Density Residential format (duplexes or row houses).
 - The designation recommended at this time is R4 Lane Lot Residential District.
- Based on the R4 site regulations the subject site could yield 11 – 14 dwellings depending on configuration.
- This would calculate to 22.9 – 29.2 dwellings per gross hectare, and is around the proposed targets for 25-30 dwellings per hectare highlighted in the MDP.
- A proposed lane residential product would provide parking to be at the rear of the property, either by an attached or a detached garage or car port.
- A landscape plan will be required to meet the General Landscaping Requirements of the Land Use Bylaw C10-13.
- Districting to an R4 Lane Lot Residential District would be consistent with the rear garage location (accessed either via a lane or a side driveway) found in a majority surrounding homes. To achieve the district regulations for this site, two options have been proposed. An Interior Site Duplex and an Interior Site Semi-detached have been recommended.
- We also recommend a height no greater 10 m (2 ½ Storeys) to be sensitive to the low profile nature of the surrounding neighbourhood.
- A servicing plan was provided by the City for the subject area. The proposed site is a PU Public Utility district and is currently the location of underground water storage. Any proposed development will require full consultation with the City of Fort Saskatchewan Utilities Department to establish development setbacks.
- Public Engagement would be required for any application for a redistricting of the subject site. This would be a great opportunity to inform the local residents of the potential development, and learn about concerns that might have with this site. This is recommended to occur prior to a redistricting application.
- There are no abandoned well heads within the concept plan area
- Figure 1.a and 1.b shows the potential development that can be expected for the subject site. We recommend that this site be evaluated further.
- We recommend that Title #20Y252 (attached hereto) be reviewed by legal counsel prior to development due to the development on being Public Utility Lot.

APPENDICIES:

- Appendix A: R4 Lane Lot Residential District
- Appendix B: Part 11 Parking and Loading Requirements
- Appendix C: Part 4.8 General Landscaping Requirements

2.0 LOCATION, SITE DESCRIPTION AND PROPOSED USE

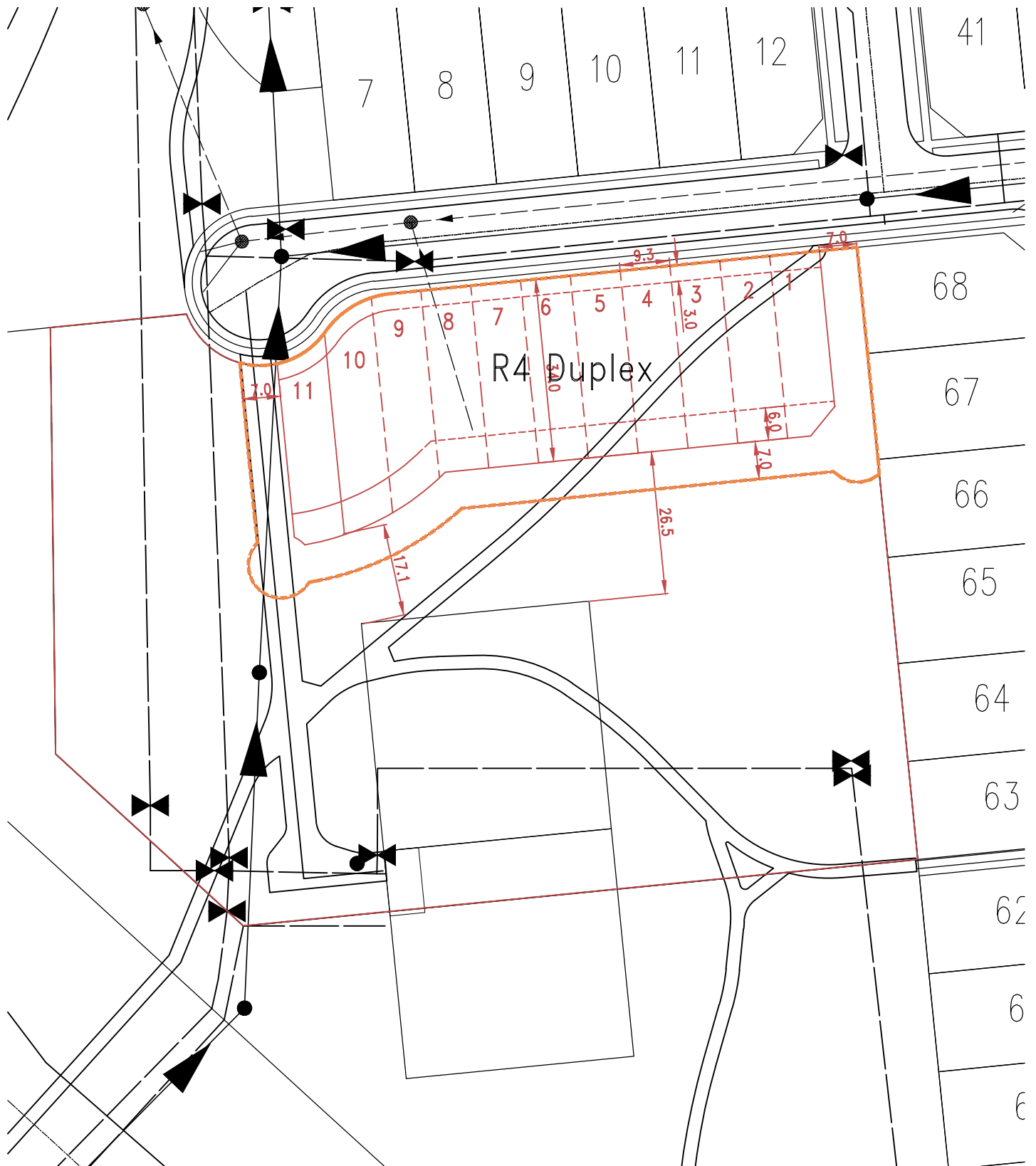
Location: The subject site located at 9507 – 93 Avenue (Lot E, Block 24, Plan 6066RS) in Fort Saskatchewan, Alberta.

Proposed Use: Medium Density Residential

Legal Description: Lot E, Block 24, Plan 6066RS

Site Area: Around 4,900m² (52,743sq.ft.)



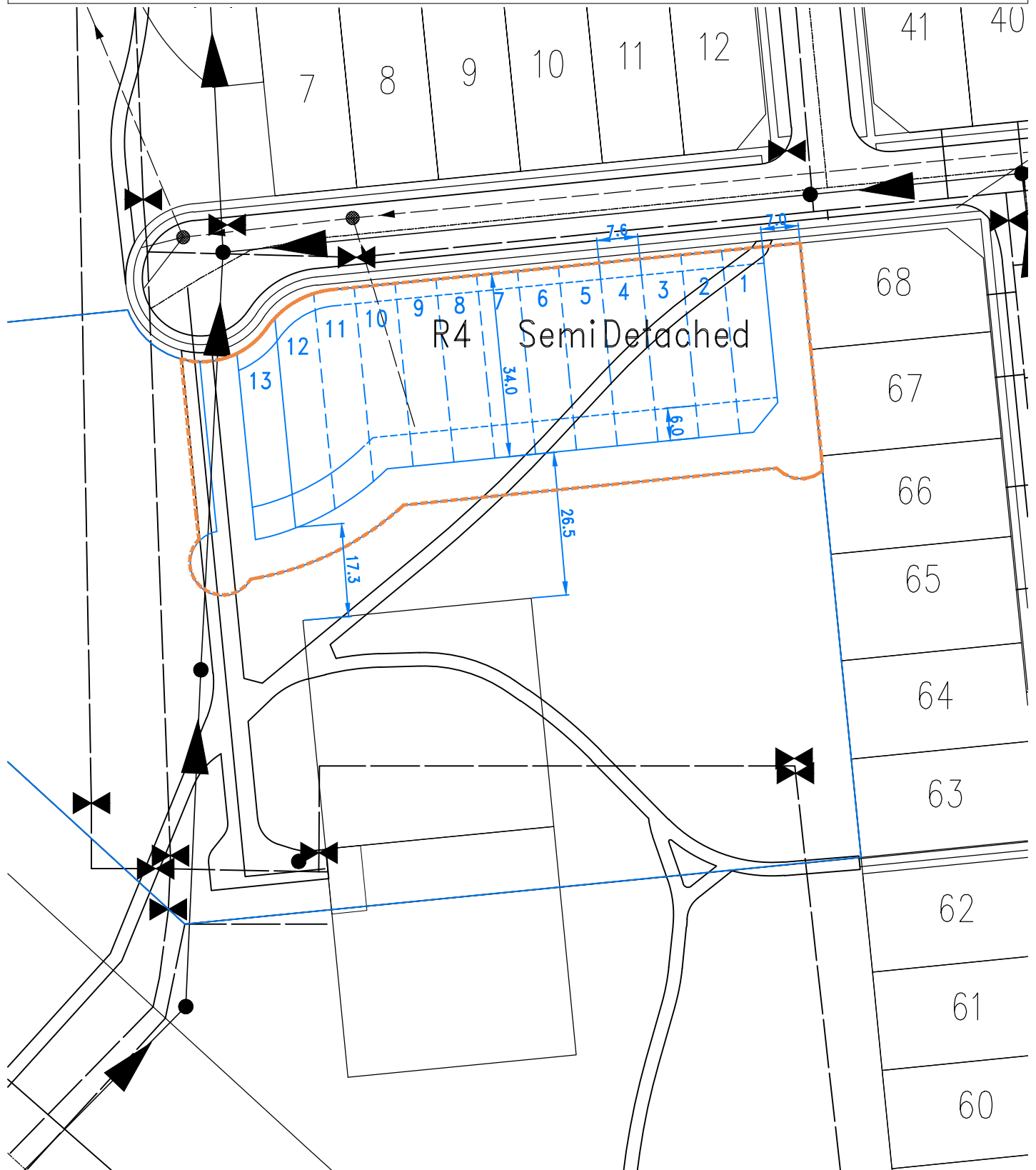


Scale 1:1,000

Legend



Subject Area



Legend



Subject Area



Scale 1:1,000

3.0 MUNICIPAL CONTACT(S)

For reference purposes, the following table provides key municipal staff contact information:

Table 3.1 | Municipal Contact(s)

<i>Department</i>	<i>Name, Position</i>	<i>Phone</i>	<i>Email</i>
Corporate Strategy	Troy Flemming, General Manager	780-992-6959	tflemming@fortsask.ca
Planning & Development	Janel Smith-Duguid, Director Planning & Development	780-992-6243	JSmith@fortsask.ca

4.0 THE CITY OF FORT SASKATCHEWAN MUNICIPAL DEVELOPMENT PLAN 2010-2030

The Municipal Development Plan (MDP) is a statutory plan, prepared and adopted by bylaw, in accordance with Section 632 of the MGA.

The MDP policy directions provide City Council with the means to proactively plan for Fort Saskatchewan's future. Plan policies direct decisions about future land use. They also provide Council with the guidance required to evaluate development proposals and their ability to help Fort Saskatchewan achieve its long-term vision.

The following table outlines relevant MDP land use designations, permitted uses for the site, potential issues of land use compatibility with surrounding lands, and briefly describes required amendments, if any.

Table 4.1 | Municipal Development Plan Summary

<i>Planning Classification</i>	<i>Planning Requirement and Notes</i>	<i>Section Reference</i>
<i>Land Use Designation</i>		
Subject and surrounding Lands	General Urban Area.	MDP City of Fort Saskatchewan
Compatibility of Surrounding Land Uses	Compatible	
Amendment required	None, complies with existing use.	

5.0 CITY OF FORT SASKATCHEWAN LAND USE BYLAW C10-13

The City of Fort Saskatchewan Land Use Bylaw C10-13 outlines all land use districts and is an important tool for implementing the policies of the Municipal Development Plan, the Area Structure Plans, the Area Redevelopment Plans, and other policy documents.

The uses identified in the Land Use Bylaw, as permitted or discretionary are fixed and cannot be changed without a rezoning of the site. The rules governing development standards are more flexible and may be varied, through a "relaxation" by the Development Authority.

The following table is a summary of district classifications and requirements applicable to the site. The subject site is currently Public Utility District (PU) (Bylaw C10-13 Section 8.7).

Based on the initial concept provided by the City, there is a selection of Land Use Districts that could achieve the Medium Density Residential. The designation recommended at this time is R4 Lane Lot Residential District. Details of this zone are provided in the following section (5.1) of this report.

5.1 Zoning Classification

A. Zoning Classification	Planning Requirement	Section Reference
Classification/Zoning		C10-13
Subject Lands	Public Utility (PU)	8.8
Lands to North	Medium Lot Residential (R2)	5.16
Lands to East	Medium Lot Residential (R2)	5.16
Lands to South	Parks Recreation (PR))	6.10
Lands to West	Parks Recreation (PR)	8.7
Compatibility of Surrounding Land Uses	Generally Compatible (to be confirmed at rezoning application stage)	

5.1.1 Recommended district: R4 Lane Lot Residential District,

Purpose: This District is generally intended to accommodate street-oriented single or semi-detached and duplex dwellings and accessory uses on small lots with vehicular access via a rear lane.

Permitted Uses: Residential
Duplex Dwelling
Home Office
Single detached dwelling
Semi-detached dwelling

5.1.2 Regulations and Setbacks

5.18.3 R4 Site Subdivision Regulations for Single Detached Dwellings and Duplex Dwellings

	Interior Site	Corner Site
Site Area	306.2m ² (3,403.5ft ²) minimum	384.2 m ² (4,135.5ft ²) minimum
Site Width	9.3m (32.0ft) minimum	11.3m (38.0ft) minimum
Site Depth	34.0m (111.5ft) minimum	

5.18.4 R4 Site Subdivision Regulations for Semi-Detached Dwellings

	Interior Site	Corner Site
Site Area	258.4m ² (2,781.5ft ²) minimum	309.4m ² (3,330.5ft ²) minimum
Site Width	7.6m (25.0ft) minimum	9.1m (30.0ft) minimum
Site Depth	34.0m (111.5ft) minimum	

5.18.5 R4 Site Development Regulations

	Interior	Corner Site	
Front Yard Setback Site Depth	3.0m (9.8ft) minimum 4.5m (14.8ft) maximum	Front Yard	3.0m (9.8ft) minimum 4.5m (14.8ft) maximum
		Flanking Yard	3.0m (9.8ft) minimum 4.5m (14.8ft) maximum
Rear Yard Setback	8.0m (26.2ft) minimum		
	6.0m (19.7ft) minimum where a garage or carport is attached to the principal building and is accessed from a lane at the rear of the property		
Side Yard Setback	² 1.5m (4.9ft) minimum		
Principal Building Height	<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> <p>Notwithstanding the above, any 3 storey building height may pose compatibility concerns with the adjacent residential community.</p>		
Site Coverage	45% maximum for principal building over one storey, excluding decks		
	50% maximum for principal building of one storey, excluding decks		
	52% maximum for all buildings and structures where principal building is over one storey		
	57% maximum for all buildings and structures where principal building is one storey		
Density	<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>		

Please see Appendix A R4 Lane Lot Residential District for the complete Site Subdivision and Site Development Regulations. Based on the R4 site regulations the subject site could yield 11 – 14 dwellings. This would calculate to 22.9 – 29.2 dwellings per gross hectare, and is around the proposed targets for 25-30 dwellings per hectare highlighted in the MDP.

5.1.3 Parking

R4 Lane Lot Residential states all parking must refer to Part 11 Parking and Loading of the Land Use Bylaw C10-13 (See *Appendix B*), for the permitted parking space requirements. The following provides the permitted parking allocation for the permitted residential uses for an R4 designation;

- a) Single detached, semi-detached and duplex dwellings and multi-attached dwellings up to 4 units require 2 spaces per dwelling unit. *Secondary suites require 1 parking space additional to the 2 principle spaces.*

A proposed lane residential product would provide parking to be at the rear of the property, either by an attached or a detached garage or car port.

5.1.4 Recommendations

Garage locations in the surrounding neighbourhood are rear detached accessed either via a lane or a flanking side drive. Districting to an R4 Lane Lot Residential District would be consistent with the garage location found in surrounding homes, consistent with lane nature of the neighbourhood.

To achieve the district regulations for this site, two options have been proposed. An Interior Site Duplex and an Interior Site Semi-detached have been recommended. Additional assessment with stakeholders and surrounding residents will be helpful in narrowing down the final recommendations for this site.

It is recommend that development not exceed a maximum height of 10 m (2 ½ Storeys) to remain somewhat consistent with nature of the neighbourhood.

5.2 Public Engagement

Public Engagement is recommended for any application for any redistricting of the subject site. It is recommended that the engagement approach for this site first involve discussions with key stakeholders, and then local residents, prior to any redistricting application.

Stakeholder interviews with Habitat for Humanity and the City are recommended to understand if the recommended product configuration is desirable and fulfills housing objectives for Fort Saskatchewan.

A local resident meeting would be a great opportunity to inform the local residents of the potential opportunity for development, and learn about concerns that residents may have with the development of this site. Additional assessment with stakeholders and surrounding residents will be helpful in narrowing down the final recommendations for this site.

Consultation can be informative to understand concerns with the development options for the site, and can inform specific site design outcomes.

5.3. R5 Semi-Detached and Duplex Residential District,

Purpose: This District is generally intended to accommodate semi-detached and duplex dwellings and accessory uses.

Because this district only allows exclusively attached forms of housing it is potentially more out of step with the character of the neighbourhood. Development at this level of intensity can be investigated further at the discretion of the City of Fort Saskatchewan.

5.3 Landscaping

Figure 1.a and 1.b do not provide a landscape plan and therefore will be required to meet the General Landscaping Requirements (See *Appendix C*) of the Land Use Bylaw C10-13.

5.4 Servicing

A servicing plan was provided by the City for the subject area. The proposed site is a PU Public Utility district and is currently the location of underground water storage. Any proposed development will require full consultation with the City of Fort Saskatchewan Utilities Department to understand minimum development setbacks from the underground reservoir. If additional setbacks are an issue there is an opportunity to remove the three (3) end units to maintain a 26.5 m setback from the underground storage to the rear of the lots.

6.0 OTHER PLANNING ISSUES

6.1 Abandoned Well Heads

There are no abandoned well heads within the concept plan area

6.2 Other Planning Issues

Figure 1.a and 1.b shows the potential development that can be expected for the subject site. We recommend that this site be evaluated further.

7.0 LAND TITLE, EASEMENTS AND CAVEATS

We recommend that Title #20Y252 be reviewed by legal counsel prior to development due to the development on being Public Utility Lot.

Appendix A:

5.18 R4 – Lane Lot Residential District

5.18.1 R4 Purpose

This District is generally intended to accommodate street-oriented single or semi-detached and duplex dwellings and accessory uses on small lots with vehicular access via a rear lane.

5.18.2 R4 Permitted and Discretionary Uses

R4 Permitted Uses:

- Accessory development
- Duplex dwelling
- Home office
- Single detached dwelling
- Semi-detached dwelling
- Swimming pool

R4 Discretionary Uses:

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

5.18.3 R4 Site Subdivision Regulations for Single Detached and Duplex Dwellings

	Interior Site	Corner Site
Site Area	306.2m ² (3,403.5ft ²) minimum	384.2m ² (4,135.5ft ²) minimum
Site Width	9.3m (32.0ft) minimum	11.3m (38.0ft) minimum
Site Depth	34.0 (111.6ft) minimum	

5.18.4 R4 Site Subdivision Regulations for Semi-Detached Dwellings

	Interior Site	Corner Site
Site Area	258.4m ² (2,781.5ft ²) minimum	309.4m ² (3,330.5ft ²) minimum
Site Width	7.6m (25.0ft) minimum	9.1m (30.0ft) minimum
Site Depth	34.0 (111.6ft) minimum	

5.18.5 R4 Site Development Regulations

	Interior Site	Corner Site	
Front Yard Setback	3.0m (9.8ft) minimum 4.5m (14.8ft) maximum	Front	3.0m (9.8ft) minimum 4.5m (14.8ft) maximum
		Flanking	3.0m (9.8ft) minimum 4.5m (14.8ft) maximum
Rear Yard Setback	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		
Side Yard Setback	1.5m (4.9ft) minimum		
Principal Building Height	Two and one half (2 ½) storeys not to exceed 10.0m (32.8ft) maximum		
Site Coverage	45% maximum for principal building over one storey, excluding decks		
	50% maximum for principal building of one storey, excluding decks		
	52% maximum for all buildings and structures where principal building is over one storey 57% maximum for all buildings and structures where principal building is one storey		
Density	For single detached and semi-detached dwellings, maximum of one dwelling unit per site		
	For duplex dwellings, maximum of two dwelling units per site		

5.18.6 Additional Development Regulations for R4:

- (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;

- (b) ¹ Subject to Section 1.3.4, where a dwelling constructed prior to the adoption of this Bylaw has a 1.2m (3.9ft) minimum side yard setback, it shall be considered to be in conformity with the Land Use Bylaw;
- (c) ² Subject to Section 1.3.4, 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, it may be constructed with a 1.2m (3.9ft) side yard; and
- (d) ³ Subject to Section 1.3.5, where a dwelling constructed prior to the adoption of this Bylaw exceeds the maximum front yard setback, it shall be considered to be in conformity with the Land Use Bylaw.

¹ C19-14

² C19-14

³ C19-14

Appendix B:

PART 11 – PARKING AND LOADING

11.1 General Parking Regulations

- ¹11.1.1 The requirements of this Section shall apply to all parking and loading facilities required by this Bylaw. Notwithstanding the requirements of this Section, specific standards specified in any Land Use District may supplement or supersede the parking and loading requirements of this Section.
- 11.1.2 Where parking and/or loading facilities are required by this Bylaw, the applicant shall provide the required parking and/or loading space prior to the occupancy or commencement of the use for which they are required.
- 11.1.3 All off-street parking areas shall be designed to provide:
- (a) Adequate access to and egress from the parking area for the vehicle it is intended to serve by means of a clearly defined driveway; and
 - (b) Adequate access to and egress from each parking space by means of a clearly defined manoeuvring aisle designed to the satisfaction of the Development Authority.
- 11.1.4 In considering a variance to the parking requirements of this Section, the Development Authority may consider a parking assessment prepared by an accredited professional which assesses the parking demand characteristics of a proposed development. Such an assessment shall be provided at the owner/applicant's expense.
- 11.1.5 Except in Commercial Land Use Districts, no direct access shall be permitted from a lane to a parking facility with more than three parking spaces unless special circumstances are determined by the Development Authority to warrant such access.

11.2 Minimum Parking Requirements

- 11.2.1 The minimum required number of vehicle parking spaces for a use shall be as set out in the tables below (Tables 3 - 6).
- 11.2.2 Where the calculation of the required number of parking spaces results in a fraction, the next higher number shall apply.
- 11.2.3 Where a proposed development does not directly correlate with the land uses listed in this Section, the Development Authority shall determine a specific number of required parking spaces, having regard to requirements for similar uses provided herein.

¹ C19-14

- 11.2.4 Visitor parking for multi-unit residential developments shall be made readily accessible and available for visitors to the development, to the satisfaction of the Development Authority.
- 11.2.5 Designated parking spaces for persons with physical disabilities shall be provided in accordance with appropriate provisions of the *Alberta Safety Codes Act*, *Alberta Building Code* or other Provincial requirement and shall be included as part of, and not in addition to, the applicable minimum parking requirements.
- 11.2.6 Designated parking spaces for persons with physical disabilities shall be located as close as possible to wheelchair ramps, walkways and entrances. Parking spaces shall not be located within a wheelchair ramp access area.
- 11.2.7 Small car parking spaces may be permitted, provided that:
- (a) Small car parking spaces shall comprise a maximum of 20% of required parking for development in all Land Use Districts except for the R1 – Large Lot Residential District, R2 – Medium Lot Residential District, R3 – Small Lot Residential District, R4 – Lane Lot Residential District, R5 – Semi-Detached and Duplex Residential District, RE – Residential Estate Lot District, and RC – Comprehensively Planned Residential District;
 - (b) All small car parking spaces shall be clearly designated with signs reading: “Small car parking only”; and
 - (c) All small car parking spaces shall be a minimum of 2.4m (7.9ft) by 5.0m (16.4ft).
- 11.2.8 The Development Authority may consider a reduction in the total amount of parking required for a development where a mix of uses creates staggered peak periods of parking demand. Shared parking may be considered for retail, office, institutional and entertainment uses but in no case shall shared parking include the parking required for residential uses.

Table 3: Minimum Parking Requirements for Residential Uses

¹ Land Use Class	² Minimum Number of Parking Spaces
Bed and breakfast	1 per guest room plus 2 for the principal dwelling
Multi-attached and apartment dwellings with more than four dwelling units	<p>1 per Bachelor dwelling unit</p> <p>1 per One Bedroom dwelling unit</p> <p>1.5 per two bedroom dwelling unit</p> <p>2 per three bedroom dwelling unit</p> <p>Plus 1 for every six dwelling units for visitors</p> <p>³Plus for bicycle parking in multi-unit developments that contain more than 7 dwelling units, a minimum of 10% of the required parking spaces or a minimum of 10 bicycle parking spaces shall be provided, whichever is greater</p>
Secondary suite	1 per suite, plus 2 for the principal dwelling (no tandem parking)
Single detached, semi-detached, and duplex dwellings	2 per dwelling unit
⁴ Multi-attached dwellings with to four dwelling units	
Assisted living facility	<p>0.6 per dwelling unit for staff and visitor parking</p> <p>1 per dwelling unit for occupants and staff plus 1 for every 6 dwelling units for visitors</p>
Assisted living facility (limited)	1 per dwelling unit for occupants and staff plus 1 per 6 dwelling units for visitors

¹ C19-14

² C19-14

³ C19-14

⁴ C19-14

Table 4: Minimum Parking Requirements for Commercial Uses

Land Use Class	Minimum Number of Parking Spaces
Commercial school	¹ 3 per 100m ² (1,076ft ²) of GFA for students plus 2.8 per 100m ² (1,076ft ²) of GFA of administrative area, to a minimum of 5, for staff
Day care facility	1 per 2 employees plus 10 for patrons
Eating and drinking establishment, eating and drinking establishment (limited) and eating and drinking establishment (outdoor)	² 1 for every 4 seats for customers plus 1 per 100m ² (1,076ft ²) of GFA for staff, providing a minimum of 5 for staff
Entertainment facility (indoor and outdoor)	³ 10 per 100m ² (1,076 ft ²) of GFA for customers and staff
⁴ Health Services	1 space per 45m ² (484 ft ²) of GFA
Hotel, motel	1 per room for occupants, plus 1 per 10 rooms to a minimum of 5, for staff
Kennel	⁵ 2 per 100m ² (1,076ft ²) of GFA for customers (does not include kennelling area), plus 2 for staff
Personal service	⁶ 2.2 per 100m ² (1,076ft ²) of GFA for customers and staff plus 7.5 per 100m ² (1,076ft ²) of GFA of reception area (where applicable) for customers
Pet care service	⁷ Where GFA is less than 2,000 m ² (21,528ft ²), 2.2 per 100m ² (1,076ft ²) of GFA
	⁸ Where GFA is between 2,000m ² (21,528ft ²) and 20,000m ² (215,278ft ²), 3.2 per 100m ² (1,076ft ²) of GFA

¹ C19-14

² C19-14

³ C19-14

⁴ C19-14

⁵ C19-14

⁶ C19-14

⁷ C19-14

⁸ C19-14

	¹ Where GFA is greater than 20,000m ² (215,278ft ²), 4.3 per 100m ² (1,076ft ²) of GFA
Professional, financial and office service	² 2 per 100m ² (1,076 ft ²) of GFA for customers plus 1 per 100m ² (1,076ft ²) of GFA to a minimum of 5, for staff
Recreation facility, indoor	³ 1 for every 5 seats for uses with fixed seating or 1 per 100m ² (1,076ft ²) of GFA for uses without fixed seating Notwithstanding the above, the Development Authority may require additional or different parking requirements based on the individual characteristics or components of the recreation facility
Recreation facility, outdoor	At the discretion of the Development Authority
Retail store (convenience), (general), and (liquor)	⁴ Where GFA is less than 2,000 m ² (21,528ft ²), 2.2 per 100m ² (1,076ft ²) of GFA
Retail store (convenience), (general), and (liquor)	⁵ Where GFA is between 2,000m ² (21,528ft ²) and 20,000m ² (215,278ft ²), 3.2 per 100m ² (1,076ft ²) of GFA
Service station	
Service station (limited)	⁶ Where GFA is greater than 20,000m ² (215,278ft ²), 4.3 per 100m ² (1,076ft ²) of GFA 1 per employee on shift plus a minimum of 5 for customers
Vehicle oriented service	1 per employee on shift plus a minimum of 5 for customers
Vehicle repair facility Vehicle repair facility (limited)	⁷ 1 per 2 employees plus 2 per 100m ² (1,076ft ²) of GFA

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⁴ C19-14

⁵ C19-14

⁶ C19-14

⁷ C19-14

Land Use Class	Minimum Number of Parking Spaces
Vehicle sales, leasing and rental facility, vehicle sales, leasing and rental Facility (limited)	¹ 2.2 per 100m ² (1,076ft ²) of GFA
Veterinary clinic	² 2.2 per 100m ² (1,076ft ²) of GFA
Warehouse sales	³ Where GFA is less than 2,000m ² (21,528ft ²), 2.2 per 100m ² (1,076ft ²) of GFA
	⁴ Where GFA is between 2,000m ² (21,528ft ²) and 20,000m ² (215,278ft ²), 3.2 per 100m ² (1,076ft ²) of GFA
	⁵ Where GFA is greater than 20,000m ² (215,278ft ²), 4.3 per 100m ² (1,076ft ²) of GFA

Table 5: Minimum Parking Requirements for Industrial Uses

Land Use Class	Minimum Number of Parking Spaces
General industrial use	⁶ 0.6 per 100m ² (1,076ft ²) of GFA, with minimum not less than 10
Heavy industrial use	At the discretion of the Development Authority
Warehouse, distribution and storage	⁷ 1 for every 3 employees during the maximum working shift, plus 0.6 per 100m ² (1,076ft ²) of GFA

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⁴ C19-14

⁵ C19-14

⁶ C19-14

⁷ C19-14

Table 6: Minimum Parking Requirements for Institutional Uses

Land Use Class	Minimum Number of Parking Spaces
Community service facility	¹ 2.2 per 100m ² (1,076ft ²) of GFA
Education (public or private) - elementary or junior High Schools	1 per employee plus 10 additional spaces
Education (public or private) - senior high school or post-secondary	1 per employee, plus 1 for every 8 students
Hospital	1 per 4 beds plus 1.5 for every employee on maximum working shift
Place of worship	² 15 per 100m ² (1,076ft ²) of assembly area for occupants, plus 2.8 per 100m ² (1,076ft ²) of office area, to a minimum of 5, for staff

11.3 Alternative Compliance for Minimum Parking Requirements

11.3.1 Upon written request from the applicant and the submission of an Alternative Compliance Parking Plan (parking impact study) prepared by a qualified professional, the Development Authority may consider an alternative parking requirement for non-residential, Community, education and recreation land uses, which may be substituted in whole or in part for the requirements of this Section.

11.3.4 In reviewing an Alternative Compliance Parking Plan, the Development Authority shall consider:

- (a) The number of employees occupying the building or land use and the number of expected customers or clients;
- (b) The availability of nearby on-street parking (if any), the availability of shared parking with abutting, adjacent or surrounding land uses (if any), and/or the provision of purchased or leased parking spaces in a municipal or private parking lot meeting the requirements of the City; and
- (c) Any other factors that may be unique to the applicant's request.

¹ C19-14

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11.3.5 The Development Authority shall only approve an Alternative Compliance Parking Plan if it:

- (a) Does not detract from continuity, connectivity, and convenient proximity for pedestrians between or among existing or future land uses in the vicinity;
- (b) Creates no physical impact on any facilities serving alternative modes of transportation;
- (c) Creates no detrimental impact on natural areas or features; and
- (d) Maintains the ratio of parking spaces for persons with physical disabilities.

11.4 Parking and Loading Requirements for Residential Land Uses

11.4.1 All parking and loading spaces required by this Bylaw for residential purposes, including all manoeuvring aisles and driveways shall be:

- (a) For single detached, semi-detached and duplex dwellings:
 - i. Located on the same site as the use requiring them;
 - ii. Hard surfaced prior to occupancy;
 - iii. Where vehicular access is via a public roadway or lane, provided to the rear or side of the principal building;
 - iv. Where there is no lane present, provided to the rear, side or front of the principal dwelling; and
 - v. ¹Where vehicular access is via the front only, one side yard shall be a minimum of 3.0m (10.5ft) in width to accommodate a driveway for vehicular access to the rear of the property, except where an attached garage is provided.
- (b) For multi-attached and apartment dwellings:
 - i. Paved prior to occupancy;
 - ii. Bordered and separated from adjacent areas with concrete curbing; and
 - iii. Not located within the required front yard setback area of a site.

¹ C19-14

11.4.2 In the event that seasonal conditions prevent the completion of paving in accordance with this Bylaw:

- (a) The parking and loading areas shall be compacted and maintained in a manner that allows reasonable access by emergency vehicles. In addition, the paving shall be completed within the construction season of the following year; and
- (b) The owner/applicant shall be required to provide a Security Deposit to guarantee the completion of the paving in accordance with this Bylaw.

11.4.3 Garages and carports shall have the following minimum dimensions, as measured from the exterior of the walls (or posts, in the case of a carport):

- (a) ¹3.4m (11.2ft) in width by 6.3m (20.7ft) in depth for a single garage or carport; and
- (b) ²6.1m (20.0ft) in width by 6.3m (20.7ft) in depth for a double garage or carport.

11.4.4 Hard surfaced parking pads intended to accommodate a garage in the future shall accommodate the minimum dimensions noted in Section 11.4.3 above.

11.5 Parking for Multi-Unit Developments

11.5.1 Sites with more than one use shall provide parking and loading spaces equal to the sum of the requirements for the individual uses.

11.5.2 Notwithstanding Subsection 11.5.1 above, parking requirements for individual uses, shall be determined using the calculations in Section 11.2 Minimum Parking Requirements.

11.5.3 At the discretion of the Development Authority, two or more uses may share parking spaces. A maximum of 20% of the required parking for any of the uses may be combined or shared parking.

11.5.4 Notwithstanding Subsection 11.5.3 above, authorization to share parking spaces may only be granted by the Development Authority in the following circumstances:

- (a) The development sites are within 100.0m (328.0ft) of each other;
- (b) The demand for parking spaces generated by each development or use is not likely to occur at the same time; and

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- (c) An agreement is signed between the owners of the sites that are sharing the parking spaces for a period of not less than 10 years, and the agreement is registered on the Titles of the properties that are subject to the agreement.

11.6 Parking and Loading for Non-Residential Uses

11.6.1 At the discretion of the Development Authority, some or all of the parking required pursuant to this Bylaw for a non-residential use may be provided on a site different than the site of the development for which it is required, provided that there is no more than 100.0m (328.0ft) between the off-site parking site and the development site.

11.6.2 Off-site parking spaces provided pursuant to Subsection 11.6.1 above shall be:

- (a) Located in a Land Use District that allows for parking Facilities;
- (b) Subject to a Restrictive Covenant registered on the Title to the off-site parking site, which specifies that the parking is to be provided for use of the related development site;
- (c) Used primarily for staff and overflow parking, where a portion of the parking is provided on the development site; and
- (d) Connected to the development site by a public walkway.

11.6.3 Except in the IL – Light Industrial District, IM – Medium Industrial District and IH – Heavy Industrial District, parking and loading spaces required by this Bylaw for non-residential uses, including manoeuvring aisles and driveways shall be:

- (a) Paved prior to occupancy or commencement of the use; and
- (b) Bordered and separated from adjacent areas with concrete curbing.

11.6.4 Access to and egress from an unpaved area of an IL – Light Industrial District, IM – Medium Industrial District or IH – Heavy Industrial District site directly accessible from a public roadway shall have hard surfacing equal to the width of the access/egress and 15.0m (49.2ft) in depth within the site. In addition, the off-site portion of the access/egress shall be hard surfaced to the satisfaction of the City.

11.7 Parking Garages

11.7.1 Parking Garages

- (a) No dangerous or hazardous goods, or flammable or combustible liquids or gases may be permitted within a parking garage, except as contained within a permanently installed tank connected to the fuel system of a vehicle;

- (b) Parking garages and interior stairwells shall be designed for easy observation from other, more public areas. Mechanical rooms, HVAC systems, elevators, stairwells, columns and other visual obstructions shall be located to maximize clear sightlines of the parking spaces and primary pedestrian circulation routes; and
- (c) Transparent panels shall be incorporated into all doors and walls that separate stairwells, corridors and entrances to elevator lobbies from the main parking areas, to allow for clear sight lines.

11.8 Parking Lots and Service Areas

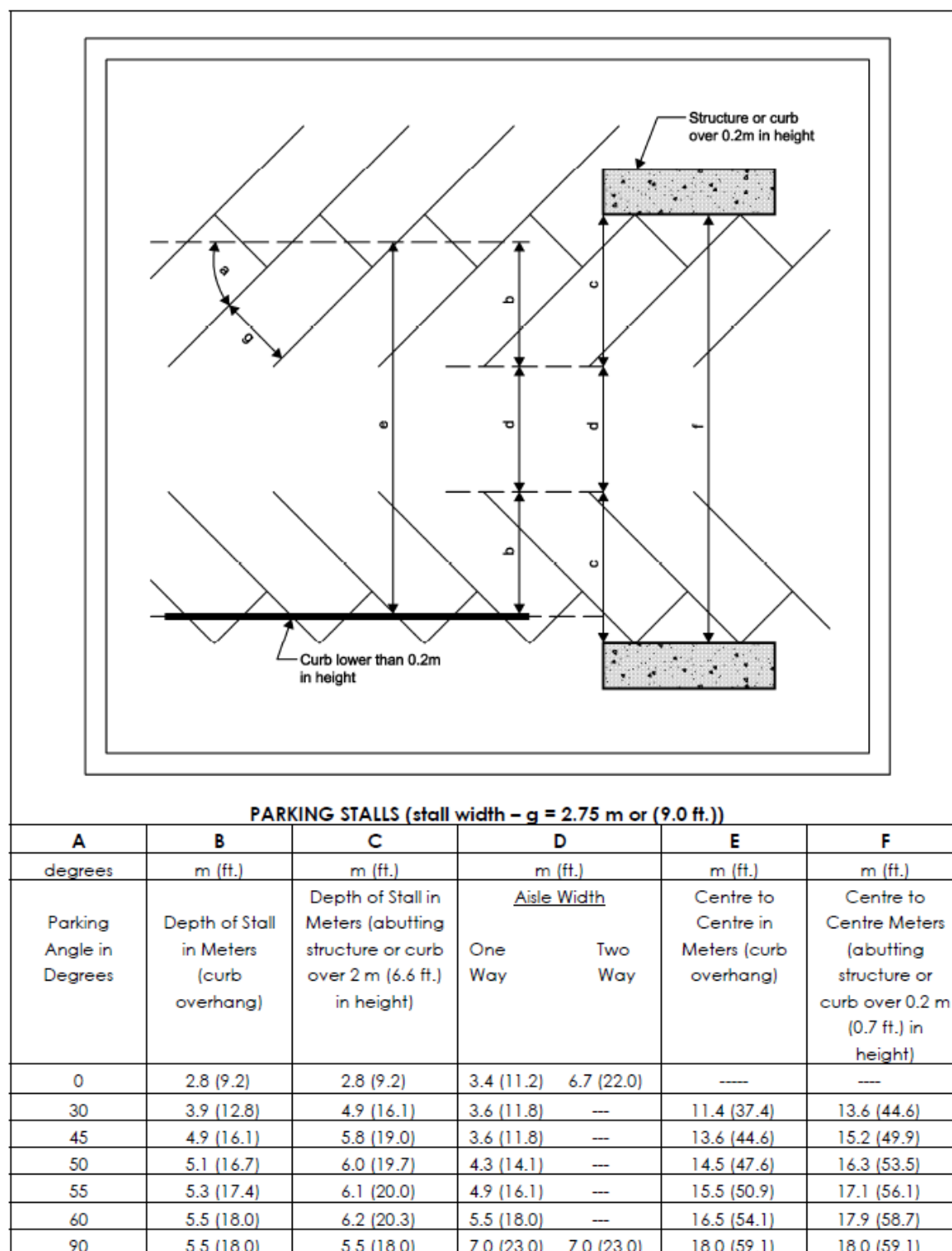
11.8.1 A parking lot shall be designed and located such that it:

- (a) Is accessible to and appropriate for the types of vehicles using it, including but not limited to cars, trucks, buses, bicycles and emergency vehicles ;
- (b) Does not interfere with, or potentially impact, pedestrian or traffic safety travelling on adjacent public roadways;
- (c) Provides appropriate separation between pedestrians and vehicles through the provision of sidewalks or walkways, bollards, special paving, lighting or other means to clearly delineate pedestrian areas;
- (d) Provides pedestrian drop-off areas where necessary, especially for land uses that serve children or the elderly;
- (e) Provides well-defined circulation routes that minimize potential points of conflict between vehicles and pedestrians or bicycles;
- (f) Utilizes landscaped traffic islands, to the maximum extent feasible, with raised curbs to define parking lot entrances, the ends of parking aisles, to delineate circulation routes and to aid in separating pedestrian areas. Parking lots containing more than 25 contiguous parking spaces shall incorporate landscaped traffic islands;
- (g) Large parking lots shall be divided by landscaped areas. Each section shall contain a maximum of 200 parking spaces;
- (h) Parking spaces shall be clear of obstruction, other than wheel stops;
- (i) Parking spaces shall have suitable barriers, such as wheel stops, to prevent vehicles from encroaching off-site and into landscaped areas and to provided separation from fences, walls and buildings; and

- (j) Where wheel stops are provided, they may not exceed 100.0mm (4.0in) in height above the parking space surface and shall be placed perpendicular to the parking space depth, 0.6m (2.0ft) from the front of the parking space.

11.8.2 The size of parking spaces and drive aisles shall be in accordance with **(Figure 17)**.

Figure 17: Parking Space and Drive Aisle Specifications



11.9 On-Site Loading Spaces

- 11.9.1 The minimum required number of loading spaces for a use shall be as set out in (**Table 7**).
- 11.9.2 Where the calculation of the required number of loading spaces results in a fraction, the next higher whole number shall apply.
- 11.9.3 A loading space shall be designed and located so that the vehicles using it can be parked and manoeuvred entirely within the bounds of the site.
- 11.9.4 Unless otherwise specified in a Land Use District, a loading space shall be a minimum width of 3.1m (10.0ft) and a minimum depth of 9.1m (29.9ft) with a minimum overhead clearance of 4.3m (14.1ft).
- 11.9.5 At the discretion of the Development Authority, who shall have regard for the types of vehicles that are likely to use a loading space, the minimum loading space dimensions may be adjusted.
- 11.9.6 A loading space shall not be located within a required minimum yard.

Table 7: Minimum Required Number of Loading Spaces

Land Use Class	Minimum Number of Loading Spaces
Multi-unit dwellings with 20 or more dwelling units	1 per building
Vehicle sales, leasing or rental facility	¹ 1 per 9,300m ² (100,104ft ²) of site area
Eating and drinking establishment, funeral home, crematorium, health service, hotel, office, government service, retail store, entertainment facility (indoor), warehouse sales	² 1 per 9,300m ² (100,104ft ²) of GFA
General industrial use, warehouse, distribution and storage, vehicle and equipment storage, storage facility	³ 1 per 9,300m ² (100,104ft ²) of GFA

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Appendix C: Part 4.8 General Landscaping Requirements

- 4.8.1 Landscaping required pursuant to Sections 5.10, 6.6, 7.4 and 8.3 of this Bylaw shall be completed within the time specified in a Development Permit, at the discretion of the Development Authority, or within two years from the date of a Development Permit, whichever is earlier.
- 4.8.2 All plants used to complete landscaping required by this Bylaw shall be tolerant to District 3A and to specific site conditions, such as sun, shade, excessive wind, road salts, etc. Landscaping shall be designed to provide for the long-term health, viability and coverage of plantings through methods including, but not limited to size and spacing of plants, depth and quality of soil and access to light and air.
- 4.8.3 Landscaping required by this Bylaw shall be provided, at the time of planting, according to the following specifications:
- (a) 50.0mm (1.97in) minimum caliper for deciduous trees;
 - (b) 2.0m (6.6ft) minimum height for coniferous trees;
 - (c) 600.0mm (23.62in) minimum height and 400.0mm (15.75 in) minimum spread for shrubs; and
 - (d) A proportion of deciduous to coniferous trees approximately equal to 60:40, unless other specified by the Development Authority.
- 4.8.4 Landscaping on public property shall adhere to the City's Engineering Standards.
- ¹4.8.5 (Deleted)
- 4.8.6 In the event that the landscaping required in an approved development is inappropriate or fails to survive within the warranty period following planting, the Development Authority may allow or require alternative landscaping materials to be substituted.
- 4.8.7 The use of potable water for landscaping irrigation should be minimized through methods including, but not limited to harvesting, processing and recycling of rainwater, stormwater and building grey water and the use of indigenous, drought-resistant and hardy trees, shrubs, plants and turf that require no irrigation, fertilizers, pesticides or herbicides.
- 4.8.8 Landscaping should be used to enhance the quality and human experience of public spaces and highlight major circulation patterns, pedestrian pathways and the overall development.

¹ C19-14

To: Troy Flemming & Janel Smith-Duguid Date: February 23, 2015
From: Scott Carnall, MMM Group Limited Job No.: 5215001-000
Subject: Preliminary Site Analysis – CC: Colton Kirsop (MMM)
Site # 2: 9602 – 101 Street & 9604 –
101 Street, Fort Saskatchewan, Alberta,

1.0 SUMMARY OF SITE'S PLANNING ISSUES**OVERVIEW**

- Based on the initial concept provided by the City, there is a selection of Land Use Districts that could achieve development at a Medium Density Residential level.
- The designation recommended at this time is R5 Semi-Detached and Duplex Residential District.
- Based on the R5 site regulations the subject site could yield 2 dwellings. This would calculate to 21 dwellings per gross hectare.
- A proposed lane residential product would provide parking at the rear of the property, either by an attached or a detached garage or car port.
- Figure 2.0 – Concept – R5 Semi-Detached does not provide a landscape plan and therefore additional details will be required to meet the general landscaping requirements of the Land Use Bylaw C10-13.
- We recommend that a height of 10 m (2 ½ Storeys) to remain consistent with the low profile nature of the neighbourhood.
- A servicing plan was provided by the City for the subject area. The proposed site is a currently districted R2 and should have sufficient servicing for development on this site.
- Public Engagement is recommended for any application for a redistricting of the subject site.
- There are no abandoned well heads within the concept plan area.
- Figure 2.0 Concept – R5 Semi-Detached shows the potential development that can be expected for the subject site. We recommend that this site be evaluated further.
- We recommend that Titles #22410426 & #932025652 (attached hereto) be reviewed by legal counsel prior to development.
- The two lots will have to be consolidated under one title prior to subdivision application.

APPENDICIES:

- Appendix A: R5 Semi-Detached and Duplex Residential District
- Appendix B: Part 11 Parking and Loading Requirements
- Appendix C: Part 4.8 General Landscaping Requirements

2.0 LOCATION, SITE DESCRIPTION AND PROPOSED USE

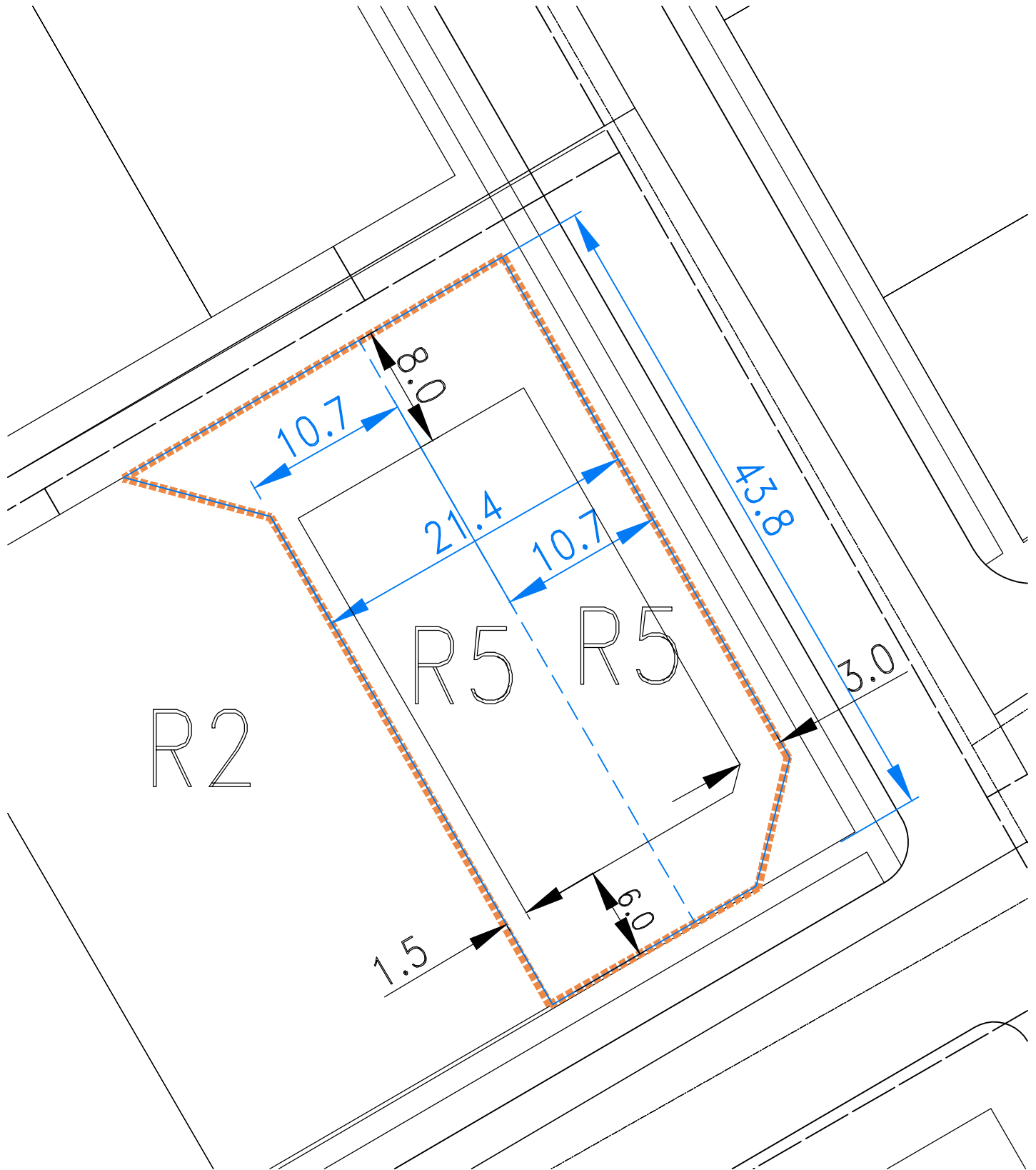
Location: The subject site located at 9602 – 101 Street (Lot 23B, Block 5, Plan 3011TR) & 9604 – 101 Street (Lot 22A, Block 24, Plan 6066RS) in Fort Saskatchewan, Alberta.

Proposed Use: Medium Density Residential

Legal Description: Lot 23B, Block 5, Plan 3011TR & Lot 22A, Block 24, Plan 6066RS

Site Area: Around 950m² (10,250sq.ft.)





Legend



Subject Area



Scale 1:350

3.0 MUNICIPAL CONTACT(S)

For reference purposes, the following table provides key municipal staff contact information:

Table 3.1 | Municipal Contact(s)

<i>Department</i>	<i>Name, Position</i>	<i>Phone</i>	<i>Email</i>
Corporate Strategy	Troy Flemming, General Manager	780-992-6959	tflemming@fortsask.ca
Planning & Development	Janel Smith-Duguid, Director Planning & Development	780-992-6243	JSmith@fortsask.ca

4.0 THE CITY OF FORT SASKATCHEWAN MUNICIPAL DEVELOPMENT PLAN 2010-2030

The Municipal Development Plan (MDP) is a statutory plan, prepared and adopted by bylaw, in accordance with Section 632 of the MGA.

The MDP policy directions provide City Council with the means to proactively plan for Fort Saskatchewan's future. Plan policies direct decisions about future land use. They also provide Council with the guidance required to evaluate development proposals and their ability to help Fort Saskatchewan achieve its long-term vision.

The following table outlines relevant MDP land use designations, permitted uses for the site, potential issues of land use compatibility with surrounding lands, and briefly describes required amendments, if any.

Table 4.1 | Municipal Development Plan Summary

<i>Planning Classification</i>	<i>Planning Requirement and Notes</i>	<i>Section Reference</i>
Land Use Designation		
Subject and surrounding Lands	General Urban Area.	MDP City of Fort Saskatchewan
Compatibility of Surrounding Land Uses	Generally compatible	
Amendment required	None - complies with existing designations	

5.0 CITY OF FORT SASKATCHEWAN LAND USE BYLAW C10-13

The City of Fort Saskatchewan Land Use Bylaw C10-13 outlines all land use districts and is an important tool for implementing the policies of the Municipal Development Plan, the Area Structure Plans, the Area Redevelopment Plans, and other policy documents.

The uses identified in the Land Use Bylaw, as permitted or discretionary are fixed and cannot be changed without a rezoning of the site. The rules governing development standards are more flexible and may be varied, through a "relaxation" by the Development Authority.

The following table is a summary of district classifications and requirements applicable to the site. The subject site is currently Medium Lot Residential District (R2) (Bylaw C10-13 Section 8.7).

Based on the initial concept provided by the City, there is a range of Land Use Districts that could achieve a limited amount of Medium Density Residential on this site. The designation recommended at this time is R5 Semi-Detached and Duplex Residential District. Details of this zone are provided in the following section (5.1) of this report.

5.1 Zoning Classification

A. Zoning Classification	Planning Requirement	Section Reference
Classification/Zoning		C10-13
Subject Lands	Medium Lot Residential (R2)	5.16
Lands to North	Medium Lot Residential (R2)	5.16
Lands to East	Medium Lot Residential (R2)	5.16
Lands to South	Parks Recreation (PR))	6.10
Lands to West	Medium Lot Residential (R2)	5.16
Compatibility of Surrounding Land Uses	Compatible (to be confirmed at rezoning application stage)	

5.1.1 R5 Semi-Detached and Duplex Residential District,

Purpose: This District is generally intended to accommodate semi-detached and duplex dwellings and accessory uses.

Permitted Uses: Residential
Duplex Dwelling
Home Office
Semi-detached dwelling

Regulations and Setbacks

5.19.3 R5 Site Subdivision Regulations for Duplex Dwellings

	Interior Site	Corner Site
Site Area	340.0m ² (3,659.9ft ²) minimum	408.0 m ² (4,391.8ft ²) minimum
Site Width	10.0m (32.8ft) minimum with a lane 11.0m (36.1ft) minimum without a lane	11.0m (39.4ft) minimum 13.0m (42.7ft) minimum without a lane
Site Depth	34.0m (111.5ft) minimum	

5.19.4 R5 Site Subdivision Regulations for Semi-Detached Dwellings

	Interior Unit	External Unit
Site Area	282.0m ² (3,035.5ft ²) minimum	340.0m ² (3,659.8ft ²) minimum
Site Width	8.3m (27.2ft) per side of each semi-detached dwelling unit*	10.0m (32.8ft) per side of each semi-detached dwelling unit*
Site Depth	34.0m (111.5ft) minimum	

5.19.5 R5 Site Development Regulations

	Interior	Corner Site	
Front Yard Setback Site Depth	6.0m (19.7ft) minimum 7.0m (23.0ft) maximum	Front Yard	6.0m (19.7ft) minimum 7.0m (23.0ft) maximum
		Flanking Yard	3.0m (9.8ft) minimum 4.5m (14.8ft) maximum
Rear Yard Setback	8.0m (26.2ft) minimum 6.0m (19.7ft) minimum where a garage or carport is attached to the principal building and is accessed from a lane at the rear of the property		
Side Yard Setback	2 1.5m (4.9ft) minimum		
Principal Building Height	Two and one half (2 ½) storeys not to exceed 10.0m (32.8ft) maximum		
Site Coverage	40% maximum for principal building over one storey, excluding decks		
	45% maximum for principal building of one storey, excluding decks		
	45% maximum for all buildings and structures where principal building is over one storey		
	50% maximum for all buildings and structures where principal building is one storey		
Density	For semi-detached dwellings, maximum of one dwelling unit per site		
	For duplex dwellings, maximum of two dwelling units per site		

Please see Appendix A: R5 Semi-Detached and Duplex Residential District for the complete Site Subdivision and Site Development Regulations. Based on the R5 site regulations the subject site could yield 2 dwellings. This would calculate to 21 dwellings per gross hectare.

5.1.2 Parking

R5 Semi-Detached and Duplex Residential District states all parking must refer to Part 11 Parking and Loading of the Land Use Bylaw C10-13 (See *Appendix B*), for the permitted parking space requirements. The following provides the permitted parking allocation for the permitted residential uses for an R5 designation;

- a) Semi-detached and duplex dwellings require 2 spaces per dwelling unit. *Secondary suites require 1 parking space additional to the 2 principle spaces.*

A lane residential product would provide parking at the rear of the property, either by an attached or a detached garage or car port, or parking pad.

5.1.3 Recommendations:

The R5 Semi-Detached and Duplex Residential District is generally intended to accommodate semi-detached and duplex dwellings and accessory uses and would be a viable option for this site. This is the best fit due to having a front yard setback that is the most consistent with that found among the surrounding homes.

Districting to an R4 Lane Lot Residential District would be consistent with the rear garage location found in surrounding homes, consistent with lane nature in the neighbourhood, however the short front yard setbacks are not consistent to the neighbourhood.

We recommend that a height of 10 m (2 ½ Storeys) to remain consistent with nature of the neighbourhood.

It may be possible to provide a basement suite option in one half of this development as the subject site may have adequate on-site parking due to the configuration of the parcel.

5.2 Public Engagement

Public engagement is recommended for any redistricting of the subject site. It is recommended that the engagement approach for this site first involve discussions with key stakeholders, and then local residents, prior to any redistricting application.

Stakeholder interviews with Habitat for Humanity and the City are recommended to understand if the recommended product configuration is desirable and fulfills housing objectives for Fort Saskatchewan.

A local resident meeting would be a great opportunity to inform the local residents of the potential opportunity for development, and learn about concerns that residents may have with the development of this site. Additional assessment with stakeholders and surrounding residents will be helpful in narrowing down the final recommendations for this site.

Consultation can be informative to understand concerns with the development options for the site, and can inform specific site design outcomes.

5.3 Landscaping

Figure 2.0 – Concept – R5 Semi-Detached does not provide a landscape plan and therefore will be required to meet the General Landscaping Requirements (See *Appendix C*) of the Land Use Bylaw C10-13.

5.4 Servicing

A servicing plan was provided by the City for the subject area. The proposed site is a currently districted R2 and should have sufficient servicing for development on this site.

6.0 OTHER PLANNING ISSUES

6.1 Abandoned Well Heads

There are no abandoned well heads within the concept plan area

6.2 Other Planning Issues

Figure 2.0 Concept – R5 Semi-Detached shows the potential development that can be expected for the subject site. We recommend that this site be evaluated further.

7.0 LAND TITLE, EASEMENTS AND CAVEATS

We recommend that Titles #22410426 & #932025652 be reviewed by legal counsel prior to development. The two lots will have to be consolidated under one title prior to subdivision application.

Appendix A:

5.19 R5 – Semi-Detached and Duplex Residential District

5.19.1 R5 Purpose

This District is generally intended to accommodate semi-detached and duplex dwellings and accessory uses.

5.19.2 R5 Permitted and Discretionary Uses

R5 Permitted Uses:

- Accessory development
- Duplex dwelling
- Home office
- Semi-detached dwelling
- Swimming pool

R5 Discretionary Uses:

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

5.19.3 R5 Site Subdivision Regulations for Duplex Dwellings

	Interior Site	Corner Site
Site Area	340.0m ² (3,659.9ft ²) minimum	408.0m ² (4,391.8ft ²) minimum
Site Width	10.0m (32.8ft) minimum with a lane 11.0m (36.1ft) minimum without a lane	11.0m (39.4ft) minimum with a lane 13.0m (42.7ft) minimum without a lane
Site Depth	34.0 (111.6ft) minimum	

5.19.4 R5 Site Subdivision Regulations for Semi-Detached Dwellings

	Interior Site	Corner Site
Site Area	282.0m ² (3,035.5ft ²) minimum	340.0m ² (3,659.8ft ²) minimum
Site Width	8.3m (27.2ft) per side of each semi-detached dwelling unit*	10.0m (32.8ft) per side of each semi-detached dwelling unit*
Site Depth	34.0 (111.6ft) minimum	

5.19.5 R5 Site Development Regulations

	Interior Site	Corner Site	
Front Yard Setback	6.0m (19.7ft) minimum 7.0m (23.0ft) maximum	Front	6.0m (19.7ft) minimum 7.0m (23.0ft) maximum
		Flanking	3.0m (9.8ft) minimum 4.5m (14.8ft) maximum
Rear Yard Setback	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		
Side Yard Setback	1.5m (4.9ft) minimum		
Principal Building Height	Two and one half (2 ½) storeys not to exceed 10.0m (32.8ft) maximum		

5.19.5 R5 Site Development Regulations

	Interior Site	Corner Site
Site Coverage	40% maximum for principal building over one storey, excluding decks	
	45% maximum for principal building of one storey, excluding decks	
	45% maximum for all buildings and structures where principal building is over one storey	
	50% maximum for all buildings and structures where principal building is one storey	
Density	For semi-detached dwellings, maximum of one dwelling unit per site	
	For duplex dwellings, maximum of two dwelling units per site	

5.19.6 Additional Development Regulations for R5:

- (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;
- (b) ¹ Subject to Section 1.3.4 where a dwelling constructed prior to the adoption of this Bylaw has a 1.2m (3.9ft) minimum side yard setback, it shall be considered to be in conformity with the Land Use Bylaw;
- (c) ² Subject to Section 1.3.4 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; and
- (d) ³ Subject to Section 1.3.5, where a dwelling constructed prior to the adoption of this Bylaw exceeds the maximum front yard setback, it shall be considered to be in conformity with the Land Use Bylaw.

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Appendix B:

PART 11 – PARKING AND LOADING

11.1 General Parking Regulations

- ¹11.1.1 The requirements of this Section shall apply to all parking and loading facilities required by this Bylaw. Notwithstanding the requirements of this Section, specific standards specified in any Land Use District may supplement or supersede the parking and loading requirements of this Section.
- 11.1.2 Where parking and/or loading facilities are required by this Bylaw, the applicant shall provide the required parking and/or loading space prior to the occupancy or commencement of the use for which they are required.
- 11.1.3 All off-street parking areas shall be designed to provide:
- (a) Adequate access to and egress from the parking area for the vehicle it is intended to serve by means of a clearly defined driveway; and
 - (b) Adequate access to and egress from each parking space by means of a clearly defined manoeuvring aisle designed to the satisfaction of the Development Authority.
- 11.1.4 In considering a variance to the parking requirements of this Section, the Development Authority may consider a parking assessment prepared by an accredited professional which assesses the parking demand characteristics of a proposed development. Such an assessment shall be provided at the owner/applicant's expense.
- 11.1.5 Except in Commercial Land Use Districts, no direct access shall be permitted from a lane to a parking facility with more than three parking spaces unless special circumstances are determined by the Development Authority to warrant such access.

11.2 Minimum Parking Requirements

- 11.2.1 The minimum required number of vehicle parking spaces for a use shall be as set out in the tables below (Tables 3 - 6).
- 11.2.2 Where the calculation of the required number of parking spaces results in a fraction, the next higher number shall apply.
- 11.2.3 Where a proposed development does not directly correlate with the land uses listed in this Section, the Development Authority shall determine a specific number of required parking spaces, having regard to requirements for similar uses provided herein.

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- 11.2.4 Visitor parking for multi-unit residential developments shall be made readily accessible and available for visitors to the development, to the satisfaction of the Development Authority.
- 11.2.5 Designated parking spaces for persons with physical disabilities shall be provided in accordance with appropriate provisions of the *Alberta Safety Codes Act*, *Alberta Building Code* or other Provincial requirement and shall be included as part of, and not in addition to, the applicable minimum parking requirements.
- 11.2.6 Designated parking spaces for persons with physical disabilities shall be located as close as possible to wheelchair ramps, walkways and entrances. Parking spaces shall not be located within a wheelchair ramp access area.
- 11.2.7 Small car parking spaces may be permitted, provided that:
- (a) Small car parking spaces shall comprise a maximum of 20% of required parking for development in all Land Use Districts except for the R1 – Large Lot Residential District, R2 – Medium Lot Residential District, R3 – Small Lot Residential District, R4 – Lane Lot Residential District, R5 – Semi-Detached and Duplex Residential District, RE – Residential Estate Lot District, and RC – Comprehensively Planned Residential District;
 - (b) All small car parking spaces shall be clearly designated with signs reading: “Small car parking only”; and
 - (c) All small car parking spaces shall be a minimum of 2.4m (7.9ft) by 5.0m (16.4ft).
- 11.2.8 The Development Authority may consider a reduction in the total amount of parking required for a development where a mix of uses creates staggered peak periods of parking demand. Shared parking may be considered for retail, office, institutional and entertainment uses but in no case shall shared parking include the parking required for residential uses.

Table 3: Minimum Parking Requirements for Residential Uses

¹ Land Use Class	² Minimum Number of Parking Spaces
Bed and breakfast	1 per guest room plus 2 for the principal dwelling
Multi-attached and apartment dwellings with more than four dwelling units	<p>1 per Bachelor dwelling unit</p> <p>1 per One Bedroom dwelling unit</p> <p>1.5 per two bedroom dwelling unit</p> <p>2 per three bedroom dwelling unit</p> <p>Plus 1 for every six dwelling units for visitors</p> <p>³Plus for bicycle parking in multi-unit developments that contain more than 7 dwelling units, a minimum of 10% of the required parking spaces or a minimum of 10 bicycle parking spaces shall be provided, whichever is greater</p>
Secondary suite	1 per suite, plus 2 for the principal dwelling (no tandem parking)
Single detached, semi-detached, and duplex dwellings	2 per dwelling unit
⁴ Multi-attached dwellings with to four dwelling units	
Assisted living facility	<p>0.6 per dwelling unit for staff and visitor parking</p> <p>1 per dwelling unit for occupants and staff plus 1 for every 6 dwelling units for visitors</p>
Assisted living facility (limited)	1 per dwelling unit for occupants and staff plus 1 per 6 dwelling units for visitors

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Table 4: Minimum Parking Requirements for Commercial Uses

Land Use Class	Minimum Number of Parking Spaces
Commercial school	¹ 3 per 100m ² (1,076ft ²) of GFA for students plus 2.8 per 100m ² (1,076ft ²) of GFA of administrative area, to a minimum of 5, for staff
Day care facility	1 per 2 employees plus 10 for patrons
Eating and drinking establishment, eating and drinking establishment (limited) and eating and drinking establishment (outdoor)	² 1 for every 4 seats for customers plus 1 per 100m ² (1,076ft ²) of GFA for staff, providing a minimum of 5 for staff
Entertainment facility (indoor and outdoor)	³ 10 per 100m ² (1,076 ft ²) of GFA for customers and staff
⁴ Health Services	1 space per 45m ² (484 ft ²) of GFA
Hotel, motel	1 per room for occupants, plus 1 per 10 rooms to a minimum of 5, for staff
Kennel	⁵ 2 per 100m ² (1,076ft ²) of GFA for customers (does not include kennelling area), plus 2 for staff
Personal service	⁶ 2.2 per 100m ² (1,076ft ²) of GFA for customers and staff plus 7.5 per 100m ² (1,076ft ²) of GFA of reception area (where applicable) for customers
Pet care service	⁷ Where GFA is less than 2,000 m ² (21,528ft ²), 2.2 per 100m ² (1,076ft ²) of GFA
	⁸ Where GFA is between 2,000m ² (21,528ft ²) and 20,000m ² (215,278ft ²), 3.2 per 100m ² (1,076ft ²) of GFA

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	¹ Where GFA is greater than 20,000m ² (215,278ft ²), 4.3 per 100m ² (1,076ft ²) of GFA
Professional, financial and office service	² 2 per 100m ² (1,076 ft ²) of GFA for customers plus 1 per 100m ² (1,076ft ²) of GFA to a minimum of 5, for staff
Recreation facility, indoor	³ 1 for every 5 seats for uses with fixed seating or 1 per 100m ² (1,076ft ²) of GFA for uses without fixed seating Notwithstanding the above, the Development Authority may require additional or different parking requirements based on the individual characteristics or components of the recreation facility
Recreation facility, outdoor	At the discretion of the Development Authority
Retail store (convenience), (general), and (liquor)	⁴ Where GFA is less than 2,000 m ² (21,528ft ²), 2.2 per 100m ² (1,076ft ²) of GFA
Retail store (convenience), (general), and (liquor)	⁵ Where GFA is between 2,000m ² (21,528ft ²) and 20,000m ² (215,278ft ²), 3.2 per 100m ² (1,076ft ²) of GFA
Service station	
Service station (limited)	⁶ Where GFA is greater than 20,000m ² (215,278ft ²), 4.3 per 100m ² (1,076ft ²) of GFA 1 per employee on shift plus a minimum of 5 for customers
Vehicle oriented service	1 per employee on shift plus a minimum of 5 for customers
Vehicle repair facility Vehicle repair facility (limited)	⁷ 1 per 2 employees plus 2 per 100m ² (1,076ft ²) of GFA

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Land Use Class	Minimum Number of Parking Spaces
Vehicle sales, leasing and rental facility, vehicle sales, leasing and rental Facility (limited)	¹ 2.2 per 100m ² (1,076ft ²) of GFA
Veterinary clinic	² 2.2 per 100m ² (1,076ft ²) of GFA
Warehouse sales	³ Where GFA is less than 2,000m ² (21,528ft ²), 2.2 per 100m ² (1,076ft ²) of GFA
	⁴ Where GFA is between 2,000m ² (21,528ft ²) and 20,000m ² (215,278ft ²), 3.2 per 100m ² (1,076ft ²) of GFA
	⁵ Where GFA is greater than 20,000m ² (215,278ft ²), 4.3 per 100m ² (1,076ft ²) of GFA

Table 5: Minimum Parking Requirements for Industrial Uses

Land Use Class	Minimum Number of Parking Spaces
General industrial use	⁶ 0.6 per 100m ² (1,076ft ²) of GFA, with minimum not less than 10
Heavy industrial use	At the discretion of the Development Authority
Warehouse, distribution and storage	⁷ 1 for every 3 employees during the maximum working shift, plus 0.6 per 100m ² (1,076ft ²) of GFA

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Table 6: Minimum Parking Requirements for Institutional Uses

Land Use Class	Minimum Number of Parking Spaces
Community service facility	¹ 2.2 per 100m ² (1,076ft ²) of GFA
Education (public or private) - elementary or junior High Schools	1 per employee plus 10 additional spaces
Education (public or private) - senior high school or post-secondary	1 per employee, plus 1 for every 8 students
Hospital	1 per 4 beds plus 1.5 for every employee on maximum working shift
Place of worship	² 15 per 100m ² (1,076ft ²) of assembly area for occupants, plus 2.8 per 100m ² (1,076ft ²) of office area, to a minimum of 5, for staff

11.3 Alternative Compliance for Minimum Parking Requirements

11.3.1 Upon written request from the applicant and the submission of an Alternative Compliance Parking Plan (parking impact study) prepared by a qualified professional, the Development Authority may consider an alternative parking requirement for non-residential, Community, education and recreation land uses, which may be substituted in whole or in part for the requirements of this Section.

11.3.4 In reviewing an Alternative Compliance Parking Plan, the Development Authority shall consider:

- (a) The number of employees occupying the building or land use and the number of expected customers or clients;
- (b) The availability of nearby on-street parking (if any), the availability of shared parking with abutting, adjacent or surrounding land uses (if any), and/or the provision of purchased or leased parking spaces in a municipal or private parking lot meeting the requirements of the City; and
- (c) Any other factors that may be unique to the applicant's request.

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11.3.5 The Development Authority shall only approve an Alternative Compliance Parking Plan if it:

- (a) Does not detract from continuity, connectivity, and convenient proximity for pedestrians between or among existing or future land uses in the vicinity;
- (b) Creates no physical impact on any facilities serving alternative modes of transportation;
- (c) Creates no detrimental impact on natural areas or features; and
- (d) Maintains the ratio of parking spaces for persons with physical disabilities.

11.4 Parking and Loading Requirements for Residential Land Uses

11.4.1 All parking and loading spaces required by this Bylaw for residential purposes, including all manoeuvring aisles and driveways shall be:

- (a) For single detached, semi-detached and duplex dwellings:
 - i. Located on the same site as the use requiring them;
 - ii. Hard surfaced prior to occupancy;
 - iii. Where vehicular access is via a public roadway or lane, provided to the rear or side of the principal building;
 - iv. Where there is no lane present, provided to the rear, side or front of the principal dwelling; and
 - v. ¹Where vehicular access is via the front only, one side yard shall be a minimum of 3.0m (10.5ft) in width to accommodate a driveway for vehicular access to the rear of the property, except where an attached garage is provided.
- (b) For multi-attached and apartment dwellings:
 - i. Paved prior to occupancy;
 - ii. Bordered and separated from adjacent areas with concrete curbing; and
 - iii. Not located within the required front yard setback area of a site.

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11.4.2 In the event that seasonal conditions prevent the completion of paving in accordance with this Bylaw:

- (a) The parking and loading areas shall be compacted and maintained in a manner that allows reasonable access by emergency vehicles. In addition, the paving shall be completed within the construction season of the following year; and
- (b) The owner/applicant shall be required to provide a Security Deposit to guarantee the completion of the paving in accordance with this Bylaw.

11.4.3 Garages and carports shall have the following minimum dimensions, as measured from the exterior of the walls (or posts, in the case of a carport):

- (a) ¹3.4m (11.2ft) in width by 6.3m (20.7ft) in depth for a single garage or carport; and
- (b) ²6.1m (20.0ft) in width by 6.3m (20.7ft) in depth for a double garage or carport.

11.4.4 Hard surfaced parking pads intended to accommodate a garage in the future shall accommodate the minimum dimensions noted in Section 11.4.3 above.

11.5 Parking for Multi-Unit Developments

11.5.1 Sites with more than one use shall provide parking and loading spaces equal to the sum of the requirements for the individual uses.

11.5.2 Notwithstanding Subsection 11.5.1 above, parking requirements for individual uses, shall be determined using the calculations in Section 11.2 Minimum Parking Requirements.

11.5.3 At the discretion of the Development Authority, two or more uses may share parking spaces. A maximum of 20% of the required parking for any of the uses may be combined or shared parking.

11.5.4 Notwithstanding Subsection 11.5.3 above, authorization to share parking spaces may only be granted by the Development Authority in the following circumstances:

- (a) The development sites are within 100.0m (328.0ft) of each other;
- (b) The demand for parking spaces generated by each development or use is not likely to occur at the same time; and

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- (c) An agreement is signed between the owners of the sites that are sharing the parking spaces for a period of not less than 10 years, and the agreement is registered on the Titles of the properties that are subject to the agreement.

11.6 Parking and Loading for Non-Residential Uses

11.6.1 At the discretion of the Development Authority, some or all of the parking required pursuant to this Bylaw for a non-residential use may be provided on a site different than the site of the development for which it is required, provided that there is no more than 100.0m (328.0ft) between the off-site parking site and the development site.

11.6.2 Off-site parking spaces provided pursuant to Subsection 11.6.1 above shall be:

- (a) Located in a Land Use District that allows for parking Facilities;
- (b) Subject to a Restrictive Covenant registered on the Title to the off-site parking site, which specifies that the parking is to be provided for use of the related development site;
- (c) Used primarily for staff and overflow parking, where a portion of the parking is provided on the development site; and
- (d) Connected to the development site by a public walkway.

11.6.3 Except in the IL – Light Industrial District, IM – Medium Industrial District and IH – Heavy Industrial District, parking and loading spaces required by this Bylaw for non-residential uses, including manoeuvring aisles and driveways shall be:

- (a) Paved prior to occupancy or commencement of the use; and
- (b) Bordered and separated from adjacent areas with concrete curbing.

11.6.4 Access to and egress from an unpaved area of an IL – Light Industrial District, IM – Medium Industrial District or IH – Heavy Industrial District site directly accessible from a public roadway shall have hard surfacing equal to the width of the access/egress and 15.0m (49.2ft) in depth within the site. In addition, the off-site portion of the access/egress shall be hard surfaced to the satisfaction of the City.

11.7 Parking Garages

11.7.1 Parking Garages

- (a) No dangerous or hazardous goods, or flammable or combustible liquids or gases may be permitted within a parking garage, except as contained within a permanently installed tank connected to the fuel system of a vehicle;

- (b) Parking garages and interior stairwells shall be designed for easy observation from other, more public areas. Mechanical rooms, HVAC systems, elevators, stairwells, columns and other visual obstructions shall be located to maximize clear sightlines of the parking spaces and primary pedestrian circulation routes; and
- (c) Transparent panels shall be incorporated into all doors and walls that separate stairwells, corridors and entrances to elevator lobbies from the main parking areas, to allow for clear sight lines.

11.8 Parking Lots and Service Areas

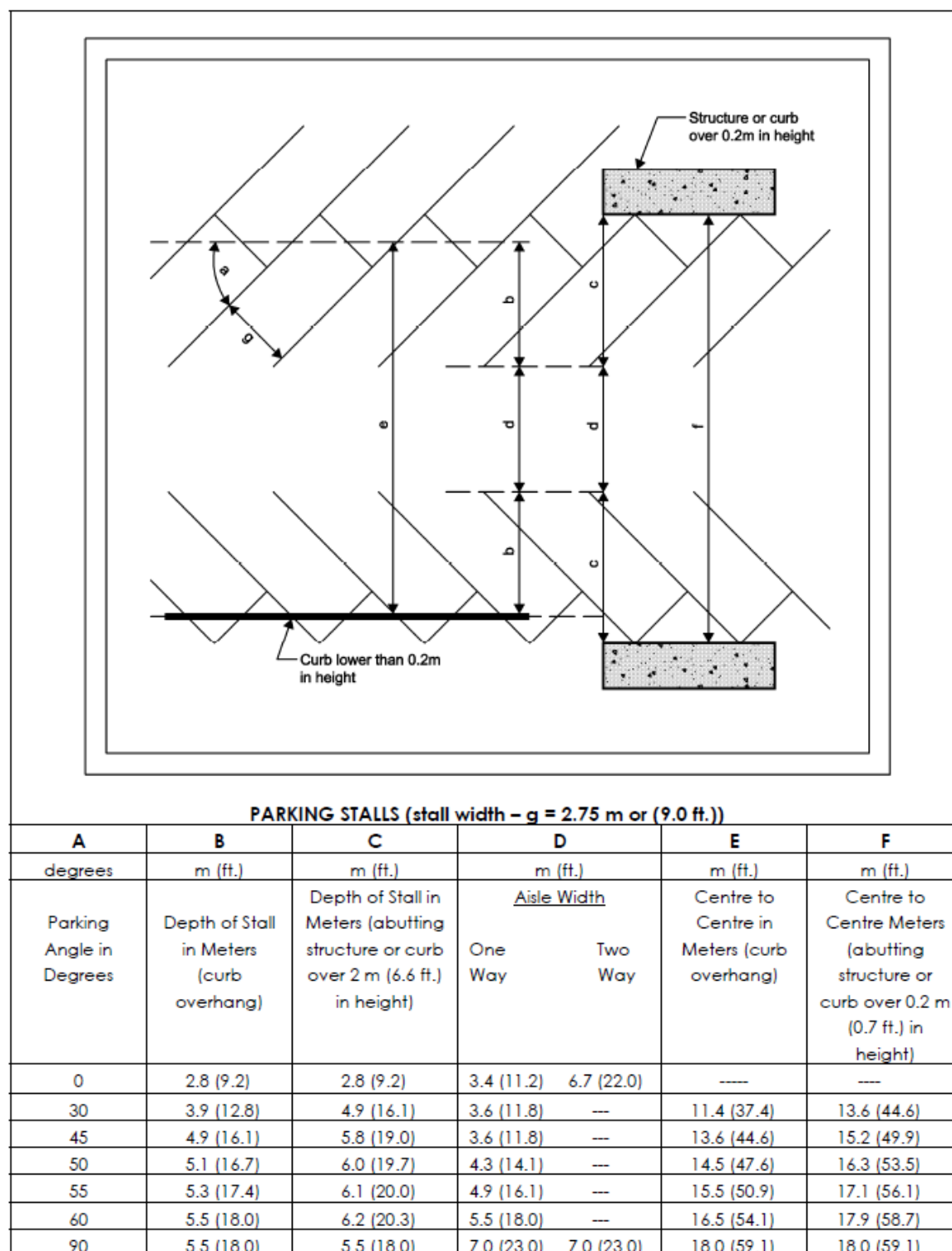
11.8.1 A parking lot shall be designed and located such that it:

- (a) Is accessible to and appropriate for the types of vehicles using it, including but not limited to cars, trucks, buses, bicycles and emergency vehicles ;
- (b) Does not interfere with, or potentially impact, pedestrian or traffic safety travelling on adjacent public roadways;
- (c) Provides appropriate separation between pedestrians and vehicles through the provision of sidewalks or walkways, bollards, special paving, lighting or other means to clearly delineate pedestrian areas;
- (d) Provides pedestrian drop-off areas where necessary, especially for land uses that serve children or the elderly;
- (e) Provides well-defined circulation routes that minimize potential points of conflict between vehicles and pedestrians or bicycles;
- (f) Utilizes landscaped traffic islands, to the maximum extent feasible, with raised curbs to define parking lot entrances, the ends of parking aisles, to delineate circulation routes and to aid in separating pedestrian areas. Parking lots containing more than 25 contiguous parking spaces shall incorporate landscaped traffic islands;
- (g) Large parking lots shall be divided by landscaped areas. Each section shall contain a maximum of 200 parking spaces;
- (h) Parking spaces shall be clear of obstruction, other than wheel stops;
- (i) Parking spaces shall have suitable barriers, such as wheel stops, to prevent vehicles from encroaching off-site and into landscaped areas and to provided separation from fences, walls and buildings; and

- (j) Where wheel stops are provided, they may not exceed 100.0mm (4.0in) in height above the parking space surface and shall be placed perpendicular to the parking space depth, 0.6m (2.0ft) from the front of the parking space.

11.8.2 The size of parking spaces and drive aisles shall be in accordance with **(Figure 17)**.

Figure 17: Parking Space and Drive Aisle Specifications



11.9 On-Site Loading Spaces

- 11.9.1 The minimum required number of loading spaces for a use shall be as set out in (**Table 7**).
- 11.9.2 Where the calculation of the required number of loading spaces results in a fraction, the next higher whole number shall apply.
- 11.9.3 A loading space shall be designed and located so that the vehicles using it can be parked and manoeuvred entirely within the bounds of the site.
- 11.9.4 Unless otherwise specified in a Land Use District, a loading space shall be a minimum width of 3.1m (10.0ft) and a minimum depth of 9.1m (29.9ft) with a minimum overhead clearance of 4.3m (14.1ft).
- 11.9.5 At the discretion of the Development Authority, who shall have regard for the types of vehicles that are likely to use a loading space, the minimum loading space dimensions may be adjusted.
- 11.9.6 A loading space shall not be located within a required minimum yard.

Table 7: Minimum Required Number of Loading Spaces

Land Use Class	Minimum Number of Loading Spaces
Multi-unit dwellings with 20 or more dwelling units	1 per building
Vehicle sales, leasing or rental facility	¹ 1 per 9,300m ² (100,104ft ²) of site area
Eating and drinking establishment, funeral home, crematorium, health service, hotel, office, government service, retail store, entertainment facility (indoor), warehouse sales	² 1 per 9,300m ² (100,104ft ²) of GFA
General industrial use, warehouse, distribution and storage, vehicle and equipment storage, storage facility	³ 1 per 9,300m ² (100,104ft ²) of GFA

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Appendix C: Part 4.8 General Landscaping Requirements

- 4.8.1 Landscaping required pursuant to Sections 5.10, 6.6, 7.4 and 8.3 of this Bylaw shall be completed within the time specified in a Development Permit, at the discretion of the Development Authority, or within two years from the date of a Development Permit, whichever is earlier.
- 4.8.2 All plants used to complete landscaping required by this Bylaw shall be tolerant to District 3A and to specific site conditions, such as sun, shade, excessive wind, road salts, etc. Landscaping shall be designed to provide for the long-term health, viability and coverage of plantings through methods including, but not limited to size and spacing of plants, depth and quality of soil and access to light and air.
- 4.8.3 Landscaping required by this Bylaw shall be provided, at the time of planting, according to the following specifications:
- (a) 50.0mm (1.97in) minimum caliper for deciduous trees;
 - (b) 2.0m (6.6ft) minimum height for coniferous trees;
 - (c) 600.0mm (23.62in) minimum height and 400.0mm (15.75 in) minimum spread for shrubs; and
 - (d) A proportion of deciduous to coniferous trees approximately equal to 60:40, unless other specified by the Development Authority.
- 4.8.4 Landscaping on public property shall adhere to the City's Engineering Standards.
- ¹4.8.5 (Deleted)
- 4.8.6 In the event that the landscaping required in an approved development is inappropriate or fails to survive within the warranty period following planting, the Development Authority may allow or require alternative landscaping materials to be substituted.
- 4.8.7 The use of potable water for landscaping irrigation should be minimized through methods including, but not limited to harvesting, processing and recycling of rainwater, stormwater and building grey water and the use of indigenous, drought-resistant and hardy trees, shrubs, plants and turf that require no irrigation, fertilizers, pesticides or herbicides.
- 4.8.8 Landscaping should be used to enhance the quality and human experience of public spaces and highlight major circulation patterns, pedestrian pathways and the overall development.

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To:	Troy Flemming & Janel Smith-Duguid	Date:	February 23, 2015
From:	Scott Carnall, MMM Group Limited	Job No.:	5215001-000
Subject:	Preliminary Site Analysis	CC:	Colton Kirsop (MMM)
	Site # 3: 9901 – 90 Street, Fort Saskatchewan, Alberta,		

1.0 SUMMARY OF SITE'S PLANNING ISSUES

OVERVIEW

- Based on the site identified by the City, there is a range of Land Use Districts there are two designations can recommended for this site a RML Low Density Residential District and a RMM Medium Density Residential District.
 - Based on the RML site regulations and setbacks shown on Figure 1, the subject site could yield 6 dwellings (2 Bed). This would calculate to 32 dwellings per gross, as per the maximum density permitted.
 - Based on the RMM site regulations and setbacks shown on Figure 1, the subject site could yield 12 dwellings (8 x 2 Bed & 4 x 1 Bed). This would calculate to 64 dwellings per gross hectare, as per the maximum density permitted
- A proposed surface parkade apartment residential product would provide parking to be at the rear or to the side of the property. Access to the parkade would require a lane way to be connected from 90th Street and through two existing lots.
 - RML requires 11 parking stalls for six (6) 2 Bed units + 1 visitor stall = 12 stalls
 - RMM requires 12 parking stalls for eight (8) 2 Bed units, four (4) parking stalls for 1 Bed units + 2 visitor stalls = 18 stalls.
- Figure 3.a and 3.b do not provide a landscape plan and therefore will be required to meet the General Landscaping Requirements of the Land Use Bylaw C10-13.
 - Districting to an RML Low Density Residential District would allow for the maximum density in a small pocket that is currently undeveloped. Development regulations would restrict height to a maximum 3 storeys (or 11.0m), and would only be one storey higher than the nearby residential.
 - Districting to an RMM Medium Density Residential District would allow for the maximum density in a small pocket that is currently undeveloped. Development regulations would restrict height to a maximum 4 storeys (or 18.2m) building over 3 storeys should provide appropriate transitions in height, scale and massing to adjacent sites.
- A Public Engagement would be required for any application for a redistricting of the subject site. This would be a great opportunity to inform the local residents of the potential development, and learn about concerns that might have with this site.
- A servicing plan was provided by the City for the subject area. The proposed site is currently a vacant lot with no previous development, although some services do run through the site and connect to the neighbouring services. The site is on a major collector road and a service corridor so additional servicing hook ups would not be a major issue.
- There are no abandoned well heads within the concept plan subject area
- Figure 1.a and 1.b shows the potential development that can be expected for the subject site. We recommend that this site be evaluated further.
- We recommend that Title 992053696 and its caveat #9921059 (attached hereto) be reviewed by legal counsel prior to development due to the development on being Public Service Land and right of way caveat. A subdivision of the subject title is recommended.

APPENDICIES:

- Appendix A: RML Low Density Multiple Residential District
- Appendix B: RMM Medium Density Multiple Residential District
- Appendix C: Part 11 Parking and Loading Requirements
- Appendix D: Part 4.8 General Landscaping Requirements

2.0 LOCATION, SITE DESCRIPTION AND PROPOSED USE

Location: The subject site located at 9901 – 90 Street (Lot 7, Plan 932415) in Fort Saskatchewan, Alberta.

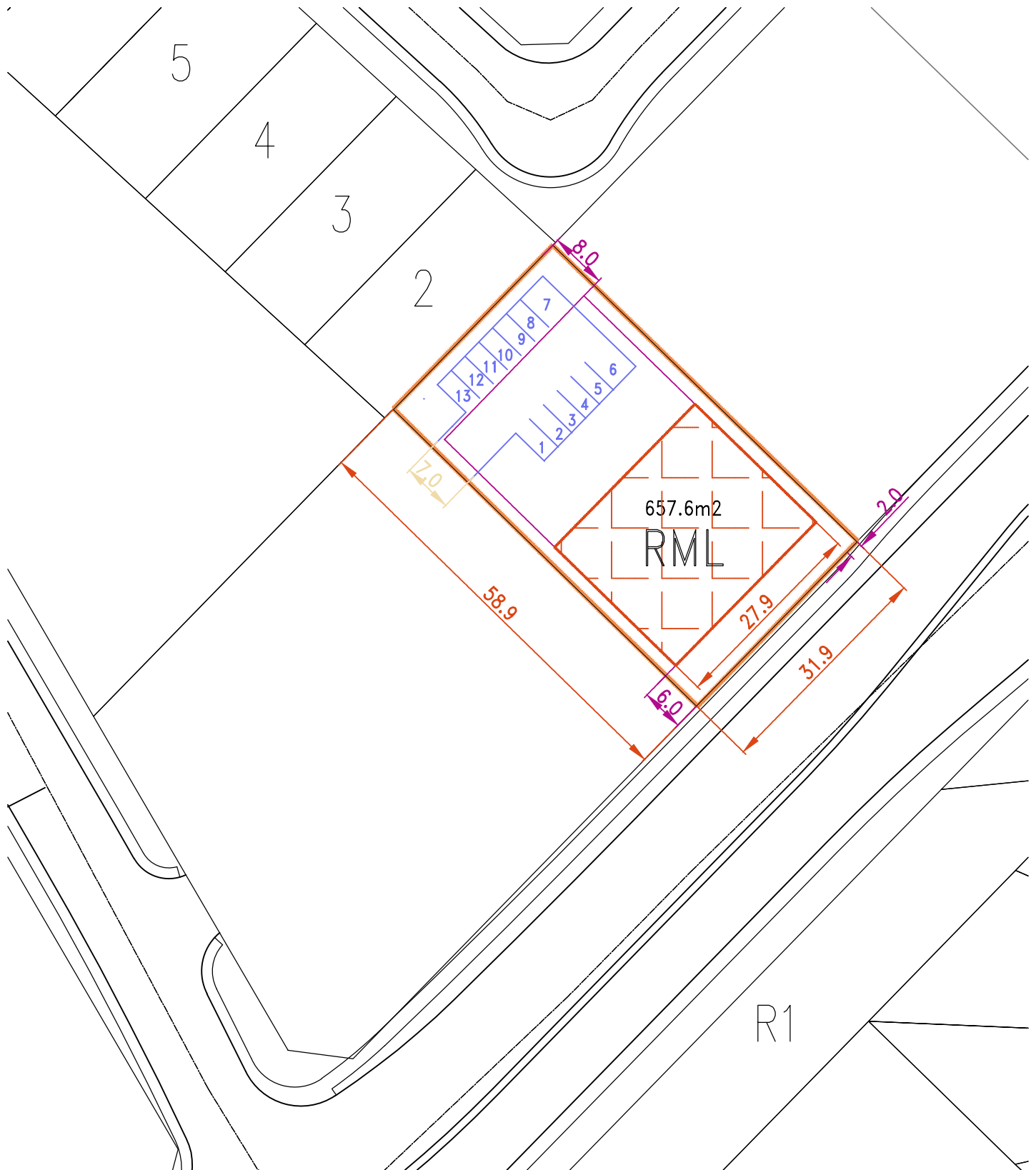
Site Description: Subject site is a vacant interior lot that fronts on to a main arterial road (99 Avenue). To the west and is the Fort Saskatchewan RCMP station to which it also shares property title with. To the east is a commercial strip and to the north is a residential neighbourhood.

Proposed Use: Medium Density Residential

Legal Description: Lot 7, Plan 932415

Site Area: Around 1,80m² (19,375sq.ft.)





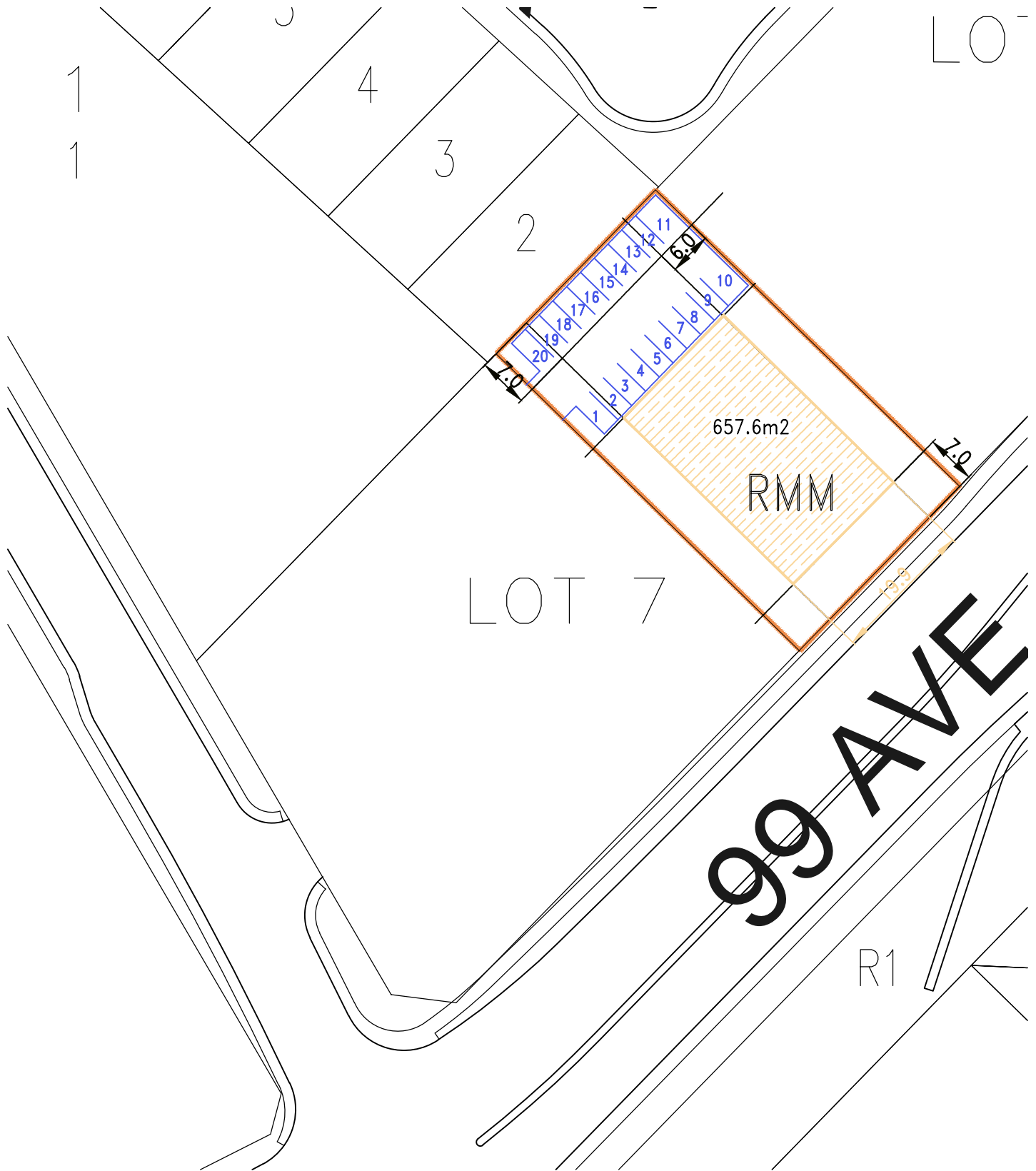
Legend



RML Apartment



Subject Area



Legend



RMM Apartment



Subject Area

3.0 MUNICIPAL CONTACT(S)

For reference purposes, the following table provides key municipal staff contact information:

Table 3.1 | Municipal Contact(s)

<i>Department</i>	<i>Name, Position</i>	<i>Phone</i>	<i>Email</i>
Corporate Strategy	Troy Flemming, General Manager	780-992-6959	tflemming@fortsask.ca
Planning & Development	Janel Smith-Duguid, Director Planning & Development	780-992-6243	JSmith@fortsask.ca

4.0 THE CITY OF FORT SASKATCHEWAN MUNICIPAL DEVELOPMENT PLAN 2010-2030

The Municipal Development Plan (MDP) is a statutory plan, prepared and adopted by bylaw, in accordance with Section 632 of the MGA. As required by the MGA, the MDP must address:

- Future land use within the city.
- The manner of proposals for future development.
- The co-ordination of land use, future growth patterns and other infrastructure with adjacent communities.
- The provision of the required transportation system within the city and in relation to adjacent municipalities.
- The provision of municipal services and facilities.
- Policies compatible with the subdivision and development regulations to provide guidance on the type and location of land uses adjacent to sour gas facilities.
- Policies respecting the provision of municipal and school reserves.
- Policies respecting the protection of agricultural operations within the city.

The MDP policy directions provide City Council with the means to proactively plan for Fort Saskatchewan's future. Plan policies direct decisions about future land use. They also provide Council with the guidance required to evaluate development proposals and their ability to help Fort Saskatchewan achieve its long-term vision.

The following table outlines relevant MDP land use designations, permitted uses for the site, potential issues of land use compatibility with surrounding lands, and briefly describes required amendments, if any.

Table 4.1 | Municipal Development Plan Summary

<i>Planning Classification</i>	<i>Planning Requirement and Notes</i>	<i>Section Reference</i>
<i>Land Use Designation</i>		
Subject and surrounding Lands	General Urban Area.	MDP City of Fort Saskatchewan
Compatibility of Surrounding Land Uses		
Amendment required	No, complies with existing use.	

5.0 CITY OF FORT SASKATCHEWAN LAND USE BYLAW C10-13

The City of Fort Saskatchewan Land Use Bylaw C10-13 outlines all land use districts and is an important tool for implementing the policies of the Municipal Development Plan, the Area Structure Plans, the Area Redevelopment Plans, and other policy documents.

The uses identified in the Land Use Bylaw, as permitted or discretionary are fixed and cannot be changed without a rezoning of the site. The rules governing development standards are more flexible and may be varied, through a "relaxation" by the Development Authority.

The following table is a summary of district classifications and requirements applicable to the site. The subject site is currently Public Service District (PS) (Bylaw C10-13 Section 8.7).

Based on the initial concept provided by the City, there is a selection of Land Use Districts that could achieve the Medium Density Residential. Two designations can recommended for this site a RML Low Density Residential District and a RMM Medium Density Residential District. Details of these zones are provided in the following section (5.1) of this report.

5.1 Zoning Classification

A. Zoning Classification	Planning Requirement	Section Reference
Classification/Zoning		C10-13
Subject Lands	Public Service District (PS)	8.6
Lands to North	Medium Lot Residential (R2)	5.16
Lands to East	Low Density Medium Residential (RML)	5.23
Lands to South	Semi-Detached and Duplex Residential (R5)	5.19
Lands to West	Neighbourhood Retail and Service (C1)	6.9
Compatibility of Surrounding Land Uses	Compatible (to be confirmed at rezoning application stage)	

5.1.1 RML Low Density Residential District,

Purpose: This District is intended to provide for the development mixed residential forms as part site specific condominium developments.

Permitted Uses: Residential
 Accessory development
 Apartment dwelling
 Home Office
 Multi-attached dwelling
 Semi-detached dwelling

5.1.2 Regulations and Setbacks

5.22.6 RML Site Regulations for Apartment Dwellings		
	Interior Site	Corner Site
Site Area	748.0m ² (8,051.7ft ²) minimum	918.0m ² (9,881.6ft ²) minimum
Site Width	21.0m (72.1ft) minimum	27.0m (88.6ft) minimum
Site Depth	34.0m (111.5ft) minimum	

5.22.7 RML Site Development Regulations for Multi-Attached and Apartment Dwellings**			
	Interior Site		Corner Site
Front Yard Setback Site Depth	6.0m (19.7ft) minimum	Front Yard	7.0m (23.0ft) minimum
		Flanking Yard	4.5m (14.8ft) minimum
Rear Yard Setback	8.0m (26.2ft) minimum		
Side Yard Setback	2.0m (6.6ft) minimum		
Principal Building Height	Three storeys not to exceed 11.0m (39.4ft) maximum. A maximum differential of one storey shall be allowed between adjacent sites		
Site Coverage	35% maximum		
	50% maximum		
Density	Maximum of 36 dwellings units per net development hectare		

Recommendations:

Please see Appendix A: RML Low Density Residential District for the complete Site Subdivision and Site Development Regulations. Based on the RML site regulations and setbacks shown on Figure 1, the subject site could yield 6 dwellings (2 Bed). This would calculate to 32 dwellings per gross, as per the maximum density permitted.

Districting to an RML Low Density Residential District would allow for the maximum density in a small pocket that is currently undeveloped. Development regulations would restrict height to a maximum 3 storeys (or 11.0m), and would only be one storey higher than the nearby residential.

5.1.3 RMM Medium Density Residential District

Purpose: This District is intended to provide for the development of complete neighbourhoods by permitting a range of dwelling unit types and Densities, as well as a limited range of complementary and supporting neighbourhood level commercial and service uses. This District accommodates semi-detached and multi-unit developments including apartments up to four storeys in height, and development is intended to achieve a density target of between 36 and 70 dwelling units per net developable hectare.

5.23.6 RMM Site Regulations for Apartment Dwellings

	Interior Site	Corner Site
Site Area	748.0m ² (8,051.7ft ²) minimum	918.0m ² (9,881.6ft ²) minimum
Site Width	21.0m (72.1ft) minimum	27.0m (88.6ft) minimum
Site Depth	34.0m (111.5ft) minimum	

5.23.7 RMM Site Development Regulations for Multi-Attached and Apartment Dwellings**

	Interior Site		Corner Site
Front Yard Setback Site Depth	7.0m (23.0ft) minimum	Front Yard	7.0m (23.0ft) minimum
		Flanking Yard	6.0m (19.7ft) minimum
Rear Yard Setback	7.0m (23.0ft) minimum		
Side Yard Setback	6.0m (19.7ft) minimum		
Principal Building Height	Four storeys not to exceed 18.2m (59.7ft) maximum. Buildings over three storeys shall provide appropriate transitions in height, scale and massing to adjacent sites		
Site Coverage	35% maximum		
	50% maximum		
Density	36 – 70 dwellings units per net development hectare		

Recommendations:

Please see Appendix B: RMM Medium Density Residential District for the complete Site Subdivision and Site Development Regulations. Based on the RMM site regulations and setbacks shown on Figure 1, the subject site could yield 12 dwellings (8 x 2 Bed & 4 x 1 Bed). This would calculate to 64 dwellings per gross hectare, as per the maximum density permitted.

Districting to an RMM Medium Density Residential District would allow for the maximum density in a small pocket that is currently undeveloped. Development regulations would restrict height to a maximum 4 storeys (or 18.2m) building over 3 storeys should provide appropriate transitions in height, scale and massing to adjacent sites.

5.1.4 Parking

RML Low Density Residential states all parking must refer to Part 11 Parking and Loading of the Land Use Bylaw C10-13 (See Appendix C), for the permitted parking space requirements. The following provides the permitted parking allocation for the permitted residential uses for an RML designation;

- Multi-attached and apartment dwellings with more than four dwelling units require 1 space per Bachelor and 1 Bed dwellings, 1.5 per 2 bed dwellings and 2 per 3 bed dwellings. Plus 1 for every 6 dwellings for visitor parking.
- Multi-unit developments that contain more than 7 dwelling units, a minimum of 10% of the required parking spaces or a minimum of 10 bicycle parking spaces shall be provided, whichever is greater. 10 bicycle parking spaces are required for this site.

A proposed surface parkade apartment residential product would provide parking to be at the rear or to the side of the property. Access to the parkade would require a lane way to be connected from 90th Street and through two existing lots.

RML requires 11 parking stalls for six (6) 2 Bed units + 1 visitor stall = 12 stalls

RMM requires 12 parking stalls for eight (8) 2 Bed units, four (4) parking stalls for 1 Bed units + 2 visitor stalls = 18.

5.2 Public Engagement

A Public Engagement would be required for any application for a redistricting of the subject site. This would be a great opportunity to inform the local residents of the potential development, and learn about concerns that might have with this site.

5.3 Landscaping

Figure 3.a and 3.b do not provide a landscape plan and therefore will be required to meet the General Landscaping Requirements (*See Appendix D*) of the Land Use Bylaw C10-13.

5.4 Servicing

A servicing plan was provided by the City for the subject area. The proposed site is currently a vacant lot with no previous development, although some services do run through the site and connect to the neighbouring services. The site is on a major collector road and a service corridor so additional servicing hook ups would not be a major issue.

6.0 OTHER PLANNING ISSUES

6.1 Abandoned Well Heads

There are no abandoned well heads within the concept plan area

6.2 Other Planning Issues

Figure 1.a and 1.b shows the potential development that can be expected for the subject site. We recommend that this site be evaluated further.

7.0 LAND TITLE, EASEMENTS AND CAVEATS

We recommend that Title 992053696 and its caveat #9921059 be reviewed by legal counsel prior to development due to the development on being Public Service Land and right of way caveat.

A subdivision of the subject title is recommended.

Appendix A:

5.22 RML – Low Density Multiple Residential District

5.22.1 RML Purpose

This District is intended to provide for the development mixed residential forms as part site-specific condominium developments.

5.22.2 RML Permitted and Discretionary Uses

RML Permitted Uses:

- Accessory development
- Apartment dwelling
- Home office
- Identification Sign
- Multi-attached dwelling
- Semi-detached dwelling

RML Discretionary Uses:

- Assisted living facility (limited)
- Community garden
- Day care facility (limited)*
- Group home (limited)*
- Home business*
- Show home
- Temporary sales centre

* Day care facility (limited), home business, live work unit and group home (limited) uses may not occur within an apartment dwelling.

5.22.3 RML Site Subdivision Regulations for Semi-Detached Dwellings

	Interior Site	Corner Site
Site Area	255.0m ² (2,744.8ft ²) minimum	306.0m ² (3,401.4ft ²) minimum
Site Width	7.5m (24.6ft) minimum per side of semi-detached dwelling	9.3m (30.5ft) minimum per side of semi-detached dwelling
Site Depth	34.0m (111.6ft) minimum	

5.22.4 RML Site Development Regulations for Semi-Detached Dwellings**

	Interior or Corner Site	
Front Yard Setback	Front Yard	6.0m (19.7ft) minimum
	Flanking Yard	3.0m (9.8ft) minimum on a corner site
Rear Yard Setback	8.0m (26.2ft) minimum 6.0m (19.7ft) minimum where a garage or Carport is attached to the principal building and is accessed from a lane at the rear of the property	
Side Yard Setback	1.5m (4.9ft) minimum	
Principal Building Height	Two and one half (2 ½) storeys not to exceed 10.0m (32.8ft) maximum	
Site Coverage	45% maximum for principal building over one storey, excluding decks	
	50% maximum for principal building of one storey, excluding decks	
	52% maximum for all buildings and structures where principal building is over one storey 57% maximum for all buildings and structures where principal building is one storey	
Density	¹ Maximum of one dwelling unit per site to a maximum development density of 36 dwelling units per net developable hectare.	

5.22.5 RML Site Subdivision Regulations for Multi-Attached Dwellings

	Interior Site	Corner Site
Site Area	207.0m ² (2,218.2ft ²) minimum	360.0m ² (3,293.9ft ²) minimum
Site Width	6.1m (20.0ft) per unit	10.6m (34.8ft) per unit
Site Depth	34.0m (111.6ft) minimum	

¹ C19-14

5.22.6 RML Site Subdivision Regulations for Apartment Dwellings

	Interior Site	Corner Site
Site Area	748.0m ² (8,051.7ft ²) minimum	918.0m ² (9,881.6ft ²) minimum
Site Width	21.0m (72.1ft) minimum	27.0m (88.6ft) minimum
Site Depth	34.0m (111.6ft) minimum	

5.22.7 RML Site Development Regulations for Multi-Attached and Apartment Dwellings**

	Interior Site	Corner Site	
Front Yard Setback	6.0m (19.7ft) minimum	Front	7.0m (23.0ft) minimum
		Flanking	4.5m (14.8ft) minimum
Rear Yard Setback	¹ 8.0m (26.3ft) minimum		
Side Yard Setback	2.0m (6.6ft) minimum		
Principal Building Height	Three storeys not to exceed 11.0m (39.4ft) maximum. A maximum differential of one storey shall be allowed between adjacent sites.		
Site Coverage	35% minimum		
	50% maximum		
Density	² Maximum of 36 dwelling units per net developable hectare		

** Internal site setbacks for condominium sites may be reduced and shall be determined at the discretion of the Development Authority.

5.22.8 Additional Development Regulations for RML:

- (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

¹ C19-14

² C19-14

5.13 of Part 5 – Residential Land Use Districts, Part 11 – Parking and Loading, and Part 11 – Signs;

- (b) ¹ Subject to Section 1.3.4 where a dwelling constructed prior to the adoption of this Bylaw has a 1.2m (3.9ft) minimum side yard setback, it shall be considered to be in conformity with the Land Use Bylaw; and
- (c) ² Subject to Section 1.3.4 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, it may be constructed with a 1.2m (3.9ft) side yard.

¹ C19-14

² C19-14

Appendix B:

5.23 RMM – Medium Density Multiple Residential District

5.23.1 RMM Purpose

This District is intended to provide for the development of complete neighbourhoods by permitting a range of dwelling unit types and Densities, as well as a limited range of complementary and supporting neighbourhood level commercial and service uses. This District accommodates semi-detached and multi-unit developments including apartments up to four storeys in height, and development is intended to achieve a density target of between 36 and 70 dwelling units per net developable hectare.

5.23.2 RMM Permitted and Discretionary Uses

RMM Permitted Uses:

- Accessory development
- Apartment dwelling
- Fascia Sign
- Home office
- Identification Sign
- Multi-attached dwelling
- Projecting Sign
- Show suite in an apartment dwelling

RMM Discretionary Uses:

- Assisted living facility (limited)
- Community garden
- Day care facility (limited)*
- Duplex dwelling
- Eating and drinking establishment (limited)
- Group home (limited)*
- Home business*
- Personal service
- Professional, financial and office service
- Retail store (convenience)
- Semi-detached dwelling
- Show home
- Temporary sales centre

* Day care facility (limited), home business and group home (limited) uses may not occur within an apartment dwelling.

5.23.3 RMM Site Subdivision Regulations for Semi-Detached Dwellings

	Interior Site	Corner Site
Site Area	248.2m ² (2,671.6ft ²) minimum	336.7m ² (3,624.3ft ²) minimum

5.23.3 RMM Site Subdivision Regulations for Semi-Detached Dwellings

	Interior Site	Corner Site
Site Width	7.3m (24.0ft) minimum per side of semi-detached dwelling	9.1m (30.0ft) minimum per side of semi-detached dwelling
Site Depth	34.0m (111.5ft) minimum	

5.23.4 RMM Site Subdivision Regulations for Multi-Attached Dwellings

	Internal Unit	External Unit
Site Area	207.0m ² (2,218.1ft ²) minimum	360.0m ² (3,875.0ft ²) minimum
Site Width	6.1m (20.0ft) minimum 7.6m (24.9ft) minimum for an End unit	10.6m (34.8ft) minimum
Site Depth	34.0m (111.5ft) minimum	

5.23.5 RMM Site Development Regulations for Semi-Detached and Multi-Attached Dwellings**

	Interior or Corner Site	
Front Yard Setback	Front Yard	3.0m (9.8ft) minimum with a lane
		4.5m (14.8ft) maximum with a lane
		6.0m (19.6ft) minimum without a lane
		7.0m (23.0ft) maximum with a lane
	Flanking Yard	3.0m (9.8ft) minimum on a corner site
		4.5m (14.8ft) maximum on a corner site

5.23.5 RMM Site Development Regulations for Semi-Detached and Multi-Attached Dwellings**

	Interior or Corner Site
Rear Yard Setback	8.0m (26.2ft) minimum 6.0m (19.7ft) minimum where a garage or Carport is attached to the principal building and is accessed from a lane at the rear of the property
Side Yard Setback	1.5m (4.9ft) minimum
Principal Building Height	Three storeys not to exceed 11.0m (39.4ft) maximum. A maximum differential of one storey shall be allowed between adjacent sites.
Site Coverage	45% maximum for principal building over one storey, excluding decks 50% maximum for principal building of one storey, excluding decks
	52% maximum for all buildings and structures where principal building is over one storey
	57% maximum for all buildings and structures where principal building is one storey
Density	For semi-detached dwellings: maximum of one dwelling unit per site to a development density of 36-70 dwelling units per net developable hectare. For multi-attached dwellings: to a development density of 36-70 dwelling units per net developable hectare

5.23.6 RMM Site Subdivision Regulations for Apartment Dwellings

	Interior Site	Corner Site
Site Area	748.0m ² (8,051.4ft ²) minimum	918.0m ² (9,881.3ft ²) minimum
Site Width	21.0m (72.2ft) minimum	27.0m (88.6ft) minimum
Site Depth	34.0m (111.5ft) minimum	

5.23.7 RMM Site Development Regulations for Apartment Dwellings**

	Interior Site	Corner Site	
Front Yard Setback	7.0m (23.0ft) minimum	Front	7.0m (23.0ft) minimum
		Flanking	6.0m (19.7ft) minimum
Rear Yard Setback	7.0m (23.0ft) minimum		
Side Yard Setback	6.0m (19.7ft) minimum		
Principal Building Height	Four storeys not to exceed 18.2m (59.7ft) maximum. Buildings over three storeys shall provide appropriate transitions in height, scale and massing to adjacent sites.		
Site Coverage	35% minimum		
	50% maximum		
Density	36-70 dwelling units per net developable hectare		

** Internal site setbacks for condominium sites may be reduced and shall be determined at the discretion of the Development Authority.

5.23.8 Additional Development Regulations for RMM

- (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;
- (b) ¹ Subject to Section 1.3.4 where a dwelling constructed prior to the adoption of this Bylaw has a 1.2m (3.9ft) minimum side yard setback, it shall be considered to be in conformity with the Land Use Bylaw;
- (c) ² Subject to Section 1.3.4 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, it may be constructed with a 1.2m (3.9ft) side yard;

¹ C19-14

² C19-14

- (d) ¹Development shall achieve a density of between 36 and 70 dwelling units per net developable hectare;
- (e) ²Where the boundary of the development site is over 800 metres (2,624ft) from the boundary of the nearest C2 – Vehicle Oriented Retail and Service District or C3 – Commercial Shopping Centre District site, the development shall include a site designated for C1 – Neighbourhood Retail and Service District development;
- (f) ³Personal service, retail store (convenience) uses, professional, financial and office service uses and eating and drinking establishments (limited) shall not exceed 1,000m² (10,763ft²) in gross floor area or 10% of the gross floor area of the apartment dwelling building in which they are located, whichever is less. These uses are not permitted as a freestanding use in a stand-alone building and shall only be located in the ground floor of an apartment dwelling building; and
- (g) ⁴Notwithstanding the site development regulations above, front yard setbacks for multi-attached dwellings may be reduced to 0.0m (0.0ft) to address internal streets, at the discretion of the Development Authority.

¹ C19-14

² C19-14

³ C19-14

⁴ C19-14

Appendix C:

PART 11 – PARKING AND LOADING

11.1 General Parking Regulations

- ¹11.1.1 The requirements of this Section shall apply to all parking and loading facilities required by this Bylaw. Notwithstanding the requirements of this Section, specific standards specified in any Land Use District may supplement or supersede the parking and loading requirements of this Section.
- 11.1.2 Where parking and/or loading facilities are required by this Bylaw, the applicant shall provide the required parking and/or loading space prior to the occupancy or commencement of the use for which they are required.
- 11.1.3 All off-street parking areas shall be designed to provide:
- (a) Adequate access to and egress from the parking area for the vehicle it is intended to serve by means of a clearly defined driveway; and
 - (b) Adequate access to and egress from each parking space by means of a clearly defined manoeuvring aisle designed to the satisfaction of the Development Authority.
- 11.1.4 In considering a variance to the parking requirements of this Section, the Development Authority may consider a parking assessment prepared by an accredited professional which assesses the parking demand characteristics of a proposed development. Such an assessment shall be provided at the owner/applicant's expense.
- 11.1.5 Except in Commercial Land Use Districts, no direct access shall be permitted from a lane to a parking facility with more than three parking spaces unless special circumstances are determined by the Development Authority to warrant such access.

11.2 Minimum Parking Requirements

- 11.2.1 The minimum required number of vehicle parking spaces for a use shall be as set out in the tables below (Tables 3 - 6).
- 11.2.2 Where the calculation of the required number of parking spaces results in a fraction, the next higher number shall apply.
- 11.2.3 Where a proposed development does not directly correlate with the land uses listed in this Section, the Development Authority shall determine a specific number of required parking spaces, having regard to requirements for similar uses provided herein.

¹ C19-14

- 11.2.4 Visitor parking for multi-unit residential developments shall be made readily accessible and available for visitors to the development, to the satisfaction of the Development Authority.
- 11.2.5 Designated parking spaces for persons with physical disabilities shall be provided in accordance with appropriate provisions of the *Alberta Safety Codes Act*, *Alberta Building Code* or other Provincial requirement and shall be included as part of, and not in addition to, the applicable minimum parking requirements.
- 11.2.6 Designated parking spaces for persons with physical disabilities shall be located as close as possible to wheelchair ramps, walkways and entrances. Parking spaces shall not be located within a wheelchair ramp access area.
- 11.2.7 Small car parking spaces may be permitted, provided that:
- (a) Small car parking spaces shall comprise a maximum of 20% of required parking for development in all Land Use Districts except for the R1 – Large Lot Residential District, R2 – Medium Lot Residential District, R3 – Small Lot Residential District, R4 – Lane Lot Residential District, R5 – Semi-Detached and Duplex Residential District, RE – Residential Estate Lot District, and RC – Comprehensively Planned Residential District;
 - (b) All small car parking spaces shall be clearly designated with signs reading: “Small car parking only”; and
 - (c) All small car parking spaces shall be a minimum of 2.4m (7.9ft) by 5.0m (16.4ft).
- 11.2.8 The Development Authority may consider a reduction in the total amount of parking required for a development where a mix of uses creates staggered peak periods of parking demand. Shared parking may be considered for retail, office, institutional and entertainment uses but in no case shall shared parking include the parking required for residential uses.

Table 3: Minimum Parking Requirements for Residential Uses

¹ Land Use Class	² Minimum Number of Parking Spaces
Bed and breakfast	1 per guest room plus 2 for the principal dwelling
Multi-attached and apartment dwellings with more than four dwelling units	<p>1 per Bachelor dwelling unit</p> <p>1 per One Bedroom dwelling unit</p> <p>1.5 per two bedroom dwelling unit</p> <p>2 per three bedroom dwelling unit</p> <p>Plus 1 for every six dwelling units for visitors</p> <p>³Plus for bicycle parking in multi-unit developments that contain more than 7 dwelling units, a minimum of 10% of the required parking spaces or a minimum of 10 bicycle parking spaces shall be provided, whichever is greater</p>
Secondary suite	1 per suite, plus 2 for the principal dwelling (no tandem parking)
Single detached, semi-detached, and duplex dwellings	2 per dwelling unit
⁴ Multi-attached dwellings with to four dwelling units	
Assisted living facility	<p>0.6 per dwelling unit for staff and visitor parking</p> <p>1 per dwelling unit for occupants and staff plus 1 for every 6 dwelling units for visitors</p>
Assisted living facility (limited)	1 per dwelling unit for occupants and staff plus 1 per 6 dwelling units for visitors

¹ C19-14

² C19-14

³ C19-14

⁴ C19-14

Table 4: Minimum Parking Requirements for Commercial Uses

Land Use Class	Minimum Number of Parking Spaces
Commercial school	¹ 3 per 100m ² (1,076ft ²) of GFA for students plus 2.8 per 100m ² (1,076ft ²) of GFA of administrative area, to a minimum of 5, for staff
Day care facility	1 per 2 employees plus 10 for patrons
Eating and drinking establishment, eating and drinking establishment (limited) and eating and drinking establishment (outdoor)	² 1 for every 4 seats for customers plus 1 per 100m ² (1,076ft ²) of GFA for staff, providing a minimum of 5 for staff
Entertainment facility (indoor and outdoor)	³ 10 per 100m ² (1,076 ft ²) of GFA for customers and staff
⁴ Health Services	1 space per 45m ² (484 ft ²) of GFA
Hotel, motel	1 per room for occupants, plus 1 per 10 rooms to a minimum of 5, for staff
Kennel	⁵ 2 per 100m ² (1,076ft ²) of GFA for customers (does not include kennelling area), plus 2 for staff
Personal service	⁶ 2.2 per 100m ² (1,076ft ²) of GFA for customers and staff plus 7.5 per 100m ² (1,076ft ²) of GFA of reception area (where applicable) for customers
Pet care service	⁷ Where GFA is less than 2,000 m ² (21,528ft ²), 2.2 per 100m ² (1,076ft ²) of GFA
	⁸ Where GFA is between 2,000m ² (21,528ft ²) and 20,000m ² (215,278ft ²), 3.2 per 100m ² (1,076ft ²) of GFA

¹ C19-14

² C19-14

³ C19-14

⁴ C19-14

⁵ C19-14

⁶ C19-14

⁷ C19-14

⁸ C19-14

	¹ Where GFA is greater than 20,000m ² (215,278ft ²), 4.3 per 100m ² (1,076ft ²) of GFA
Professional, financial and office service	² 2 per 100m ² (1,076 ft ²) of GFA for customers plus 1 per 100m ² (1,076ft ²) of GFA to a minimum of 5, for staff
Recreation facility, indoor	³ 1 for every 5 seats for uses with fixed seating or 1 per 100m ² (1,076ft ²) of GFA for uses without fixed seating Notwithstanding the above, the Development Authority may require additional or different parking requirements based on the individual characteristics or components of the recreation facility
Recreation facility, outdoor	At the discretion of the Development Authority
Retail store (convenience), (general), and (liquor)	⁴ Where GFA is less than 2,000 m ² (21,528ft ²), 2.2 per 100m ² (1,076ft ²) of GFA
Retail store (convenience), (general), and (liquor)	⁵ Where GFA is between 2,000m ² (21,528ft ²) and 20,000m ² (215,278ft ²), 3.2 per 100m ² (1,076ft ²) of GFA
Service station	
Service station (limited)	⁶ Where GFA is greater than 20,000m ² (215,278ft ²), 4.3 per 100m ² (1,076ft ²) of GFA 1 per employee on shift plus a minimum of 5 for customers
Vehicle oriented service	1 per employee on shift plus a minimum of 5 for customers
Vehicle repair facility Vehicle repair facility (limited)	⁷ 1 per 2 employees plus 2 per 100m ² (1,076ft ²) of GFA

¹ C19-14

² C19-14

³ C19-14

⁴ C19-14

⁵ C19-14

⁶ C19-14

⁷ C19-14

Land Use Class	Minimum Number of Parking Spaces
Vehicle sales, leasing and rental facility, vehicle sales, leasing and rental Facility (limited)	¹ 2.2 per 100m ² (1,076ft ²) of GFA
Veterinary clinic	² 2.2 per 100m ² (1,076ft ²) of GFA
Warehouse sales	³ Where GFA is less than 2,000m ² (21,528ft ²), 2.2 per 100m ² (1,076ft ²) of GFA
	⁴ Where GFA is between 2,000m ² (21,528ft ²) and 20,000m ² (215,278ft ²), 3.2 per 100m ² (1,076ft ²) of GFA
	⁵ Where GFA is greater than 20,000m ² (215,278ft ²), 4.3 per 100m ² (1,076ft ²) of GFA

Table 5: Minimum Parking Requirements for Industrial Uses

Land Use Class	Minimum Number of Parking Spaces
General industrial use	⁶ 0.6 per 100m ² (1,076ft ²) of GFA, with minimum not less than 10
Heavy industrial use	At the discretion of the Development Authority
Warehouse, distribution and storage	⁷ 1 for every 3 employees during the maximum working shift, plus 0.6 per 100m ² (1,076ft ²) of GFA

¹ C19-14

² C19-14

³ C19-14

⁴ C19-14

⁵ C19-14

⁶ C19-14

⁷ C19-14

Table 6: Minimum Parking Requirements for Institutional Uses

Land Use Class	Minimum Number of Parking Spaces
Community service facility	¹ 2.2 per 100m ² (1,076ft ²) of GFA
Education (public or private) - elementary or junior High Schools	1 per employee plus 10 additional spaces
Education (public or private) - senior high school or post-secondary	1 per employee, plus 1 for every 8 students
Hospital	1 per 4 beds plus 1.5 for every employee on maximum working shift
Place of worship	² 15 per 100m ² (1,076ft ²) of assembly area for occupants, plus 2.8 per 100m ² (1,076ft ²) of office area, to a minimum of 5, for staff

11.3 Alternative Compliance for Minimum Parking Requirements

11.3.1 Upon written request from the applicant and the submission of an Alternative Compliance Parking Plan (parking impact study) prepared by a qualified professional, the Development Authority may consider an alternative parking requirement for non-residential, Community, education and recreation land uses, which may be substituted in whole or in part for the requirements of this Section.

11.3.4 In reviewing an Alternative Compliance Parking Plan, the Development Authority shall consider:

- (a) The number of employees occupying the building or land use and the number of expected customers or clients;
- (b) The availability of nearby on-street parking (if any), the availability of shared parking with abutting, adjacent or surrounding land uses (if any), and/or the provision of purchased or leased parking spaces in a municipal or private parking lot meeting the requirements of the City; and
- (c) Any other factors that may be unique to the applicant's request.

¹ C19-14

² C19-14

11.3.5 The Development Authority shall only approve an Alternative Compliance Parking Plan if it:

- (a) Does not detract from continuity, connectivity, and convenient proximity for pedestrians between or among existing or future land uses in the vicinity;
- (b) Creates no physical impact on any facilities serving alternative modes of transportation;
- (c) Creates no detrimental impact on natural areas or features; and
- (d) Maintains the ratio of parking spaces for persons with physical disabilities.

11.4 Parking and Loading Requirements for Residential Land Uses

11.4.1 All parking and loading spaces required by this Bylaw for residential purposes, including all manoeuvring aisles and driveways shall be:

- (a) For single detached, semi-detached and duplex dwellings:
 - i. Located on the same site as the use requiring them;
 - ii. Hard surfaced prior to occupancy;
 - iii. Where vehicular access is via a public roadway or lane, provided to the rear or side of the principal building;
 - iv. Where there is no lane present, provided to the rear, side or front of the principal dwelling; and
 - v. ¹Where vehicular access is via the front only, one side yard shall be a minimum of 3.0m (10.5ft) in width to accommodate a driveway for vehicular access to the rear of the property, except where an attached garage is provided.
- (b) For multi-attached and apartment dwellings:
 - i. Paved prior to occupancy;
 - ii. Bordered and separated from adjacent areas with concrete curbing; and
 - iii. Not located within the required front yard setback area of a site.

¹ C19-14

11.4.2 In the event that seasonal conditions prevent the completion of paving in accordance with this Bylaw:

- (a) The parking and loading areas shall be compacted and maintained in a manner that allows reasonable access by emergency vehicles. In addition, the paving shall be completed within the construction season of the following year; and
- (b) The owner/applicant shall be required to provide a Security Deposit to guarantee the completion of the paving in accordance with this Bylaw.

11.4.3 Garages and carports shall have the following minimum dimensions, as measured from the exterior of the walls (or posts, in the case of a carport):

- (a) ¹3.4m (11.2ft) in width by 6.3m (20.7ft) in depth for a single garage or carport; and
- (b) ²6.1m (20.0ft) in width by 6.3m (20.7ft) in depth for a double garage or carport.

11.4.4 Hard surfaced parking pads intended to accommodate a garage in the future shall accommodate the minimum dimensions noted in Section 11.4.3 above.

11.5 Parking for Multi-Unit Developments

11.5.1 Sites with more than one use shall provide parking and loading spaces equal to the sum of the requirements for the individual uses.

11.5.2 Notwithstanding Subsection 11.5.1 above, parking requirements for individual uses, shall be determined using the calculations in Section 11.2 Minimum Parking Requirements.

11.5.3 At the discretion of the Development Authority, two or more uses may share parking spaces. A maximum of 20% of the required parking for any of the uses may be combined or shared parking.

11.5.4 Notwithstanding Subsection 11.5.3 above, authorization to share parking spaces may only be granted by the Development Authority in the following circumstances:

- (a) The development sites are within 100.0m (328.0ft) of each other;
- (b) The demand for parking spaces generated by each development or use is not likely to occur at the same time; and

¹ C19-14

² C19-14

- (c) An agreement is signed between the owners of the sites that are sharing the parking spaces for a period of not less than 10 years, and the agreement is registered on the Titles of the properties that are subject to the agreement.

11.6 Parking and Loading for Non-Residential Uses

11.6.1 At the discretion of the Development Authority, some or all of the parking required pursuant to this Bylaw for a non-residential use may be provided on a site different than the site of the development for which it is required, provided that there is no more than 100.0m (328.0ft) between the off-site parking site and the development site.

11.6.2 Off-site parking spaces provided pursuant to Subsection 11.6.1 above shall be:

- (a) Located in a Land Use District that allows for parking Facilities;
- (b) Subject to a Restrictive Covenant registered on the Title to the off-site parking site, which specifies that the parking is to be provided for use of the related development site;
- (c) Used primarily for staff and overflow parking, where a portion of the parking is provided on the development site; and
- (d) Connected to the development site by a public walkway.

11.6.3 Except in the IL – Light Industrial District, IM – Medium Industrial District and IH – Heavy Industrial District, parking and loading spaces required by this Bylaw for non-residential uses, including manoeuvring aisles and driveways shall be:

- (a) Paved prior to occupancy or commencement of the use; and
- (b) Bordered and separated from adjacent areas with concrete curbing.

11.6.4 Access to and egress from an unpaved area of an IL – Light Industrial District, IM – Medium Industrial District or IH – Heavy Industrial District site directly accessible from a public roadway shall have hard surfacing equal to the width of the access/egress and 15.0m (49.2ft) in depth within the site. In addition, the off-site portion of the access/egress shall be hard surfaced to the satisfaction of the City.

11.7 Parking Garages

11.7.1 Parking Garages

- (a) No dangerous or hazardous goods, or flammable or combustible liquids or gases may be permitted within a parking garage, except as contained within a permanently installed tank connected to the fuel system of a vehicle;

- (b) Parking garages and interior stairwells shall be designed for easy observation from other, more public areas. Mechanical rooms, HVAC systems, elevators, stairwells, columns and other visual obstructions shall be located to maximize clear sightlines of the parking spaces and primary pedestrian circulation routes; and
- (c) Transparent panels shall be incorporated into all doors and walls that separate stairwells, corridors and entrances to elevator lobbies from the main parking areas, to allow for clear sight lines.

11.8 Parking Lots and Service Areas

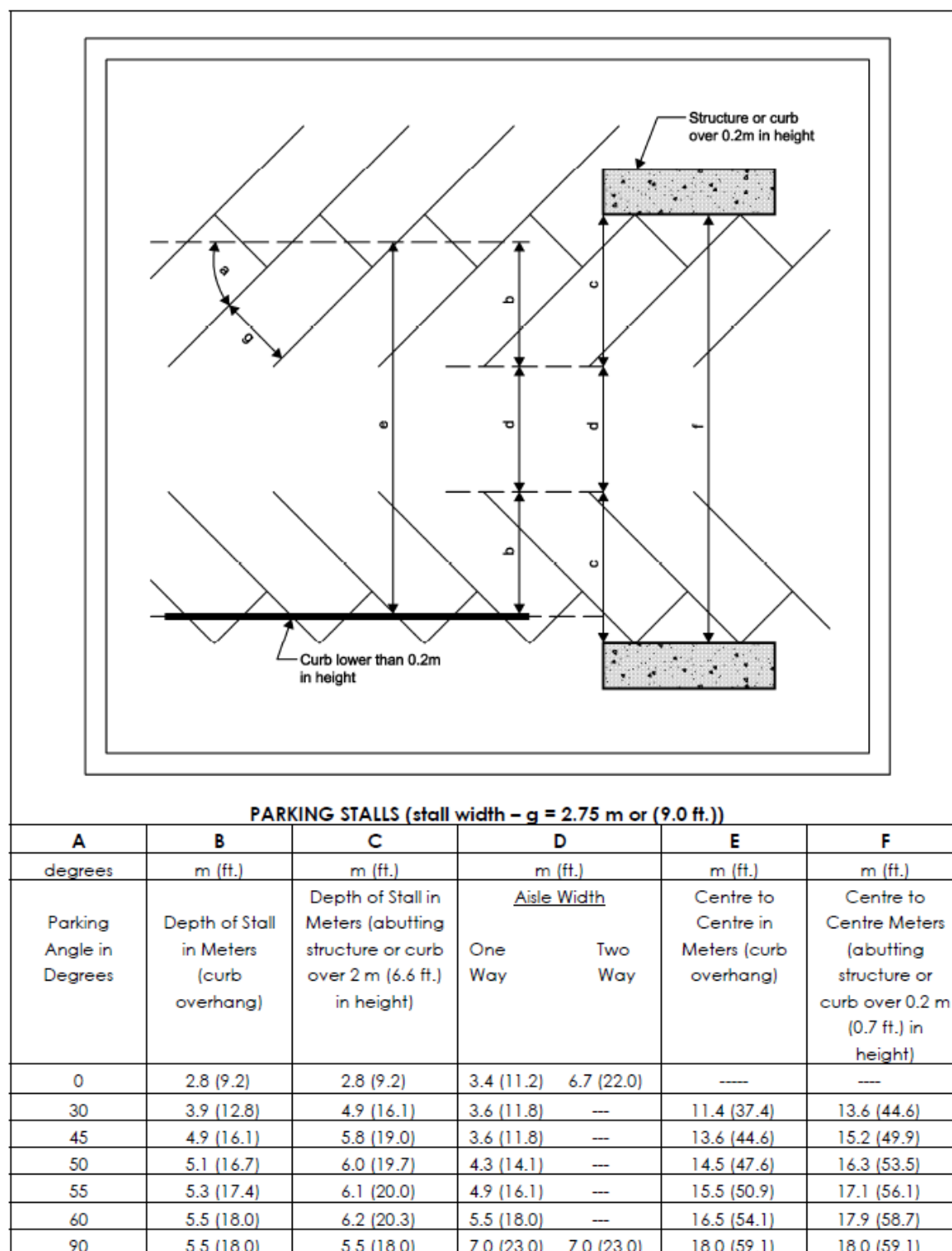
11.8.1 A parking lot shall be designed and located such that it:

- (a) Is accessible to and appropriate for the types of vehicles using it, including but not limited to cars, trucks, buses, bicycles and emergency vehicles ;
- (b) Does not interfere with, or potentially impact, pedestrian or traffic safety travelling on adjacent public roadways;
- (c) Provides appropriate separation between pedestrians and vehicles through the provision of sidewalks or walkways, bollards, special paving, lighting or other means to clearly delineate pedestrian areas;
- (d) Provides pedestrian drop-off areas where necessary, especially for land uses that serve children or the elderly;
- (e) Provides well-defined circulation routes that minimize potential points of conflict between vehicles and pedestrians or bicycles;
- (f) Utilizes landscaped traffic islands, to the maximum extent feasible, with raised curbs to define parking lot entrances, the ends of parking aisles, to delineate circulation routes and to aid in separating pedestrian areas. Parking lots containing more than 25 contiguous parking spaces shall incorporate landscaped traffic islands;
- (g) Large parking lots shall be divided by landscaped areas. Each section shall contain a maximum of 200 parking spaces;
- (h) Parking spaces shall be clear of obstruction, other than wheel stops;
- (i) Parking spaces shall have suitable barriers, such as wheel stops, to prevent vehicles from encroaching off-site and into landscaped areas and to provided separation from fences, walls and buildings; and

- (j) Where wheel stops are provided, they may not exceed 100.0mm (4.0in) in height above the parking space surface and shall be placed perpendicular to the parking space depth, 0.6m (2.0ft) from the front of the parking space.

11.8.2 The size of parking spaces and drive aisles shall be in accordance with **(Figure 17)**.

Figure 17: Parking Space and Drive Aisle Specifications



11.9 On-Site Loading Spaces

- 11.9.1 The minimum required number of loading spaces for a use shall be as set out in (**Table 7**).
- 11.9.2 Where the calculation of the required number of loading spaces results in a fraction, the next higher whole number shall apply.
- 11.9.3 A loading space shall be designed and located so that the vehicles using it can be parked and manoeuvred entirely within the bounds of the site.
- 11.9.4 Unless otherwise specified in a Land Use District, a loading space shall be a minimum width of 3.1m (10.0ft) and a minimum depth of 9.1m (29.9ft) with a minimum overhead clearance of 4.3m (14.1ft).
- 11.9.5 At the discretion of the Development Authority, who shall have regard for the types of vehicles that are likely to use a loading space, the minimum loading space dimensions may be adjusted.
- 11.9.6 A loading space shall not be located within a required minimum yard.

Table 7: Minimum Required Number of Loading Spaces

Land Use Class	Minimum Number of Loading Spaces
Multi-unit dwellings with 20 or more dwelling units	1 per building
Vehicle sales, leasing or rental facility	¹ 1 per 9,300m ² (100,104ft ²) of site area
Eating and drinking establishment, funeral home, crematorium, health service, hotel, office, government service, retail store, entertainment facility (indoor), warehouse sales	² 1 per 9,300m ² (100,104ft ²) of GFA
General industrial use, warehouse, distribution and storage, vehicle and equipment storage, storage facility	³ 1 per 9,300m ² (100,104ft ²) of GFA

¹ C19-14

² C19-14

³ C19-14

Appendix D: Part 4.8 General Landscaping Requirements

- 4.8.1 Landscaping required pursuant to Sections 5.10, 6.6, 7.4 and 8.3 of this Bylaw shall be completed within the time specified in a Development Permit, at the discretion of the Development Authority, or within two years from the date of a Development Permit, whichever is earlier.
- 4.8.2 All plants used to complete landscaping required by this Bylaw shall be tolerant to District 3A and to specific site conditions, such as sun, shade, excessive wind, road salts, etc. Landscaping shall be designed to provide for the long-term health, viability and coverage of plantings through methods including, but not limited to size and spacing of plants, depth and quality of soil and access to light and air.
- 4.8.3 Landscaping required by this Bylaw shall be provided, at the time of planting, according to the following specifications:
- (a) 50.0mm (1.97in) minimum caliper for deciduous trees;
 - (b) 2.0m (6.6ft) minimum height for coniferous trees;
 - (c) 600.0mm (23.62in) minimum height and 400.0mm (15.75 in) minimum spread for shrubs; and
 - (d) A proportion of deciduous to coniferous trees approximately equal to 60:40, unless other specified by the Development Authority.
- 4.8.4 Landscaping on public property shall adhere to the City's Engineering Standards.
- ¹4.8.5 (Deleted)
- 4.8.6 In the event that the landscaping required in an approved development is inappropriate or fails to survive within the warranty period following planting, the Development Authority may allow or require alternative landscaping materials to be substituted.
- 4.8.7 The use of potable water for landscaping irrigation should be minimized through methods including, but not limited to harvesting, processing and recycling of rainwater, stormwater and building grey water and the use of indigenous, drought-resistant and hardy trees, shrubs, plants and turf that require no irrigation, fertilizers, pesticides or herbicides.
- 4.8.8 Landscaping should be used to enhance the quality and human experience of public spaces and highlight major circulation patterns, pedestrian pathways and the overall development.

¹ C19-14

CITY OF FORT SASKATCHEWAN

119 Street and Highway 15 Intersection Upgrade Project

Motion:

That Council amend the 2016 Capital Budget in the amount of \$250,000 to include the detailed design of intersection improvements at 119 Street and Highway 15, to be funded from the Medium Industrial Developer Levy Reserve.

Purpose:

To create a new 2016 Capital Project to complete the detailed design of intersection improvements at 119 Street and Highway 15. This project will support development in the Josephburg Road North Industrial Area. The design will include the creation of a 4-way signalized intersection, including turn bays at 119 Street and Highway 15.

Background:

The City of Fort Saskatchewan has received a rezoning application for lands within the Josephburg Road North Industrial Area adjacent to Highway 15 between Josephburg Road and 119 Street. The City has also been involved in preliminary discussions with a developer wishing to develop these lands. In order to accommodate this development an additional highway access is required at 119 Street.

The Josephburg Road North Industrial Area Structure Plan outlines the transportation network for the area. It includes a highway access at 119 Street. The Light / Medium Industrial Levy includes this intersection improvement project within the approved bylaw. The Levy does not include an access at 119 Street, adjacent to the development.

Levy projects are constructed as the need arises. With this development moving forward, the need to construct this intersection must move forward too. The project was not included within the 2016 Budget deliberations, as the developer had not moved forward with their proposal at that time.

Completing the design now allows the City to construct the intersection within the projected timeframes required by the developer. If the development does not move forward immediately the design can be completed and shelved until the need to construct arises.

With the design complete, detailed cost estimates will be generated and brought back to Council for approval of the construction project when needed.

Plans/Standards/Legislation:

- Josephburg Road North Industrial Area Structure Plan
- Light / Medium Industrial Levy Report (Bylaw C1-14)

Financial Implications:

There is currently \$2,500,000 of unallocated funds within the Medium Industrial Developer Levy Reserve, which will fund the design and ultimate construction of the project.

Internal Impacts:

Management of the design project will be completed by Project Management staff. This will have a small impact on project priority, but should not impact the 2016 Capital Program significantly.

Recommendation:

That Council amend the 2016 Capital Budget in the amount of \$250,000 to include the detailed design of intersection improvements at 119 Street and Highway 15, to be funded from the Medium Industrial Developer Levy Reserve.

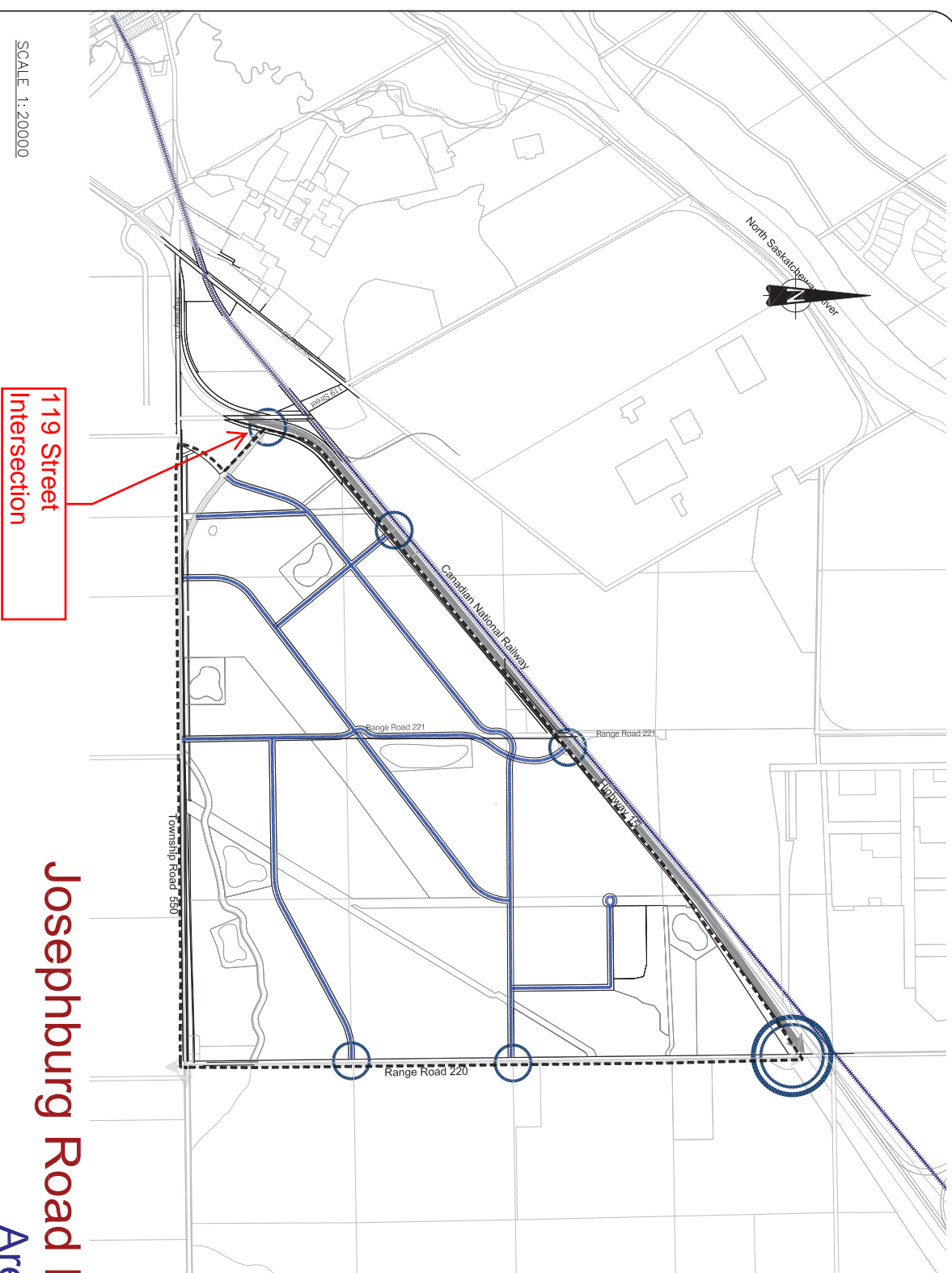
Attachments:

Transportation Network – Josephburg Road North Industrial Area Structure Plan

File No.:

Prepared by:	Grant Schaffer Director, Project Management	Date: January 18, 2016
Approved by:	Troy Fleming General Manager, Infrastructure and Community Services	Date: January 19, 2016
Reviewed by:	Kelly Kloss City Manager	Date: January 19, 2016
Submitted to:	City Council	Date: January 26, 2016

Figure 6.0
Transportation
Network



- LEGEND**
- Expressway (4 lane divided)
 - Township/Range Road
 - Industrial Collector Roadway
 - Canadian National Railway
 - Proposed All-Directional Access
 - Potential Interchange
 - ASP Boundary



CITY OF
FORT SASKATCHEWAN
ALBERTA

Josephburg Road North Industrial
Area Structure Plan

CITY OF FORT SASKATCHEWAN

Alberta Community Partnership Grant – Town of Bruderheim Ice Plant

Motion:

That the City of Fort Saskatchewan participate in the grant application to provide for regional partnership funding for the replacement of the ice plant in the Town of Bruderheim arena.

Background:

The Province created the Alberta Community Partnership (ACP) grant program that allows for capital funding for projects that are considered regionally significant. This funding is available through the Intermunicipal Collaboration Component of the ACP grant.

The Town of Bruderheim has asked the City of Fort Saskatchewan to participate in an ACP grant application in 2014 to provide for funding to replace their aging ice plant, and to allow for the continued operation of their ice arena.

At the October 28, 2014 regular Council meeting, Council approved a motion to participate in the grant application to provide for regional partnership funding for the replacement of the ice plant in the Town of Bruderheim arena. The Town of Bruderheim was unsuccessful in the grant application and are re-applying for the grant.

Topic Identification/Outcomes:

There are a significant number of Fort Saskatchewan citizens who utilize the Town of Bruderheim arena due to its availability and location. If this ice arena were to discontinue operations, it would add significant strain on the amount of ice available for use within the region. In addition, there was a significant amount of usage of this arena while the renovations were taking place at the Sportsplex Arena, which further demonstrates the importance of this arena.

The full cost of the project is \$400,000. The Town has already secured \$25,000 through the Kraft Hockeyville contest and hopes to utilize this grant program to leverage other fundraising opportunities. The City of Fort Saskatchewan is also looking at ways to formalize the partnership between us to ensure that we are able to mutually benefit from the continuing operations of the Bruderheim Arena.

Intergovernmental Involvement:

It is expected that Strathcona County, the Town of Lamont, and Lamont County will also participate in this initiative.

Financial Implications:

There will be no financial impact to the City by participating with the Town of Bruderheim in this grant application.

Policy/Council Priorities:

Council Strategic Plan

GOAL 4 – EXCELLENCE IN GOVERNMENT

Continue to develop and maintain strong relationships with our neighbouring municipalities and civic organizations.

Recommendation:

That Council participate in the grant application to provide for regional partnership funding for the replacement of the ice plant in the Town of Bruderheim arena.

File No.:

Prepared/Approved by: Troy Fleming
General Manager – Infrastructure &
Community Services Date: January 19, 2016

Reviewed by: Kelly Kloss
City Manager Date: January 19, 2016

Submitted to: City Council Date: January 26, 2016