



CITY OF FORT SASKATCHEWAN AGENDA

Regular Council Meeting Tuesday, January 24, 2017 – 6:00 P.M. Council Chambers – City Hall

- 6:00 P.M.**
1. **Call to Order** Mayor Katchur
 2. **Approval of Minutes of December 13, 2016 Regular Council Meeting** (attachment)
 3. **Delegations**
Those individuals in attendance at the meeting will be provided with an opportunity to address Council regarding an item on the agenda, with the exception of those items for which a Public Hearing is required or has been held. Each individual will be allowed a maximum of five (5) minutes.
 4. **Presentation**
(25 min)
 - 4.1 North Saskatchewan Watershed Alliance Update David Trew,
Executive Director,
NSWA
(attachment)
 5. **Unfinished Business**
 - 5.1 Bylaw C19-16 - Debenture Sewer Service Reline Construction – 2nd & 3rd reading Marshall Wight
(attachment)
 - 5.2 Quarterly Variance Reports Process Jeremy Emann
(attachment)
 6. **New Business**
 - 6.1 Public Transit Infrastructure Fund Richard Gagnon
(attachment)
 - 6.2 Recruitment of Vacant City Manager / Chief Administrative Officer Position Renee Fitzsimmons
(attachment)
 7. **Bylaws**
 - 7.1 Bylaw C3-17 – Repeal Bylaw 1903 - Family & Community Support Services (FCSS) Advisory Board – 3 readings Tammy Lautner
(attachment)
 8. **Notice of Motions**
 - 8.1 Council Meeting Times Coun. Garritsen
(attachment)
 - 8.2 Retail Liquor Store Restrictions Coun. Randhawa
(attachment)
 9. **Points of Interest**
 10. **Councillor Inquiries**
 11. **Adjournment**



**CITY OF FORT SASKATCHEWAN
MINUTES
REGULAR COUNCIL
Tuesday, December 13, 2016 - 6:00 PM
Council Chambers – City Hall**

Present:

Members of Council:

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

Administration:

Kelly Kloss, City Manager
John Dance, General Manager, Corporate Services
Troy Fleming, General Manager, Infrastructure & Planning Services
Brenda Rauckman, General Manager, Community & Protective Services
Brenda Molter, Director, Legislative Services
Jeremy Emann, Chief Financial Officer
Wendy Kinsella, Director, Corporate Communications
Marshall Wight, Finance Intern
Reade Beaudoin, Digital Media Coordinator
Sheryl Exley, Recording Secretary

1. Call to Order

Mayor Katchur called the regular Council Meeting of December 13, 2016 to order at 6:00 p.m.

2. Approval of Minutes of November 21, 2016 Regular Council Meeting

R211-16

MOVED BY Councillor Garritsen that the minutes of the November 21, 2016 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. Approval of Minutes of November 22, 2016 Regular Council Meeting

R212-16 MOVED BY Councillor Hennig that the minutes of the November 22, 2016 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

4. Delegations

The following were in attendance to speak in regard to the 2017 Budget:

- Dale Dach, Fort Saskatchewan Minor Hockey
- Lisa Makin, Fort Saskatchewan Chamber of Commerce
- Brent Kellington, Fort Saskatchewan Minor Football
- Howard Johnson, business owner
- Brian Kelly, business owner and member of the Fort Saskatchewan Chamber of Commerce

5. Unfinished Business

5.1 2017 Budget Adoption

Presented by: Jeremy Emann, Chief Financial Officer

R213-16 MOVED BY Councillor Blizzard that Council approve the 2017 Operating Budget dated December 13, 2016, establishing total operating revenues and expenditures at \$74,225,560, which includes \$16,971,982 for the Utilities Budget.

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

Against: Arjun Randhawa, Ed Sperling

CARRIED

R214-16 MOVED BY Councillor Blizzard that Council approve the 2017 Capital Budget dated December 13, 2016 establishing total capital revenues and expenditures at \$19,922,433.

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

Against: Arjun Randhawa, Ed Sperling

CARRIED

R215-16 MOVED BY Councillor Blizzard that Council approve the Fort Saskatchewan Public Library's 2017 Operating and Capital Budget dated June 8, 2016, establishing total revenues and expenditures at \$1,341,143.

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

CARRIED UNANIMOUSLY

R203-16 MOVED BY Councillor Blizzard that Council approve an equal distribution of tax reductions between the residential and non-residential sectors.

In Favour: Gale Katchur, Frank Garritsen, Birgit Blizzard

Against: Stew Hennig, Arjun Randhawa, Sheldon Bossert, Ed Sperling

DEFEATED

Mayor Katchur called a short recess at 7:12 p.m.

The regular Council Meeting reconvened at 7:18 p.m.

R216-16 MOVED BY Councillor Hennig that Council approve a fixed tax split of 58.5% for non-residential and 41.5% for residential.

In Favour: Stew Hennig, Arjun Randhawa, Ed Sperling

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

DEFEATED

R217-16 MOVED BY Councillor Bossert that Council approve a fixed tax split of 58% for non-residential and 42% for residential.

In Favour: Stew Hennig, Sheldon Bossert, Ed Sperling

Against: Gale Katchur, Frank Garritsen, Arjun Randhawa, Birgit Blizzard

DEFEATED

R218-16 MOVED BY Councillor Sperling that Council maintain the tax split of 59% for non-residential and 41% for residential.

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

Against: Gale Katchur, Frank Garritsen

CARRIED

5.2 Quarterly Variance Reports - Progress Update

Presented by: Jeremy Emann, Chief Financial Officer

R219-16

MOVED BY Councillor Garritsen that Council refer consideration of the following motion made at the November 14, 2016 regular Council meeting to the January 24, 2017 regular Council meeting:

"That Administration bring a report forward to the December 13, 2016 regular Council meeting:

1. a report outlining what resources are needed to transition from the current variance reporting process to a new analysis, by department of the monthly actual income and expense reporting as compared to the actual budget for the same period;
2. the revised variance reporting analysis is to be reviewed quarterly with Council; and
3. the feasibility of beginning the new process as of March 31, 2017."

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

Against: Sheldon Bossert, Ed Sperling

CARRIED

6. New Business

6.1 Cancellation of January 10, 2017 Regular Council Meeting

Presented by: Brenda Molter, Director, Legislative Services

R220-16

MOVED BY Councillor Blizzard that Council cancel the Tuesday, January 10, 2017 regular Council Meeting.

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

Against: Arjun Randhawa, Ed Sperling

CARRIED

7. Bylaws

7.1 Bylaw C18-16 – Establish 2017 Fees, Rates and Charges for Services – 3 readings

Presented by: Brenda Molter, Director, Legislative Services

R221-16

MOVED BY Councillor Hennig that Council give first reading to Bylaw C18-16, which establishes fees, rates, and charges for services provided by the City of Fort Saskatchewan.

R222-16

MOVED BY Councillor Bossert that Council amend Schedule "A" to Bylaw C18-16 by including the additional new family fees as follows:

- **Harbour Pool:** 1 Month Pass (\$92.67), and Annual Pass (\$926.67)
- **Dow Centennial Centre:** 1 Month Pass (\$94.75), and Annual Pass (\$1,042.25)
- **Multi Facility:** Single Admission (\$20.00), Punch Pass-10 Visits (\$180.00), 1 Month Pass (\$120.00), and Annual Pass (\$1,320.00)

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

CARRIED UNANIMOUSLY

Councillor Resolution #221-16 was voted on, as amended; and

CARRIED

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

Against: Arjun Randhawa

R223-16

MOVED BY Councillor Hennig that Council give second reading to Bylaw C18-16, which establishes fees, rates, and charges for services provided by the City of Fort Saskatchewan.

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

Against: Arjun Randhawa

CARRIED

R224-16

MOVED BY Councillor Hennig that Council provide unanimous consent to proceed with third and final reading to Bylaw C18-16, which establishes fees, rates, and charges for services provided by the City of Fort Saskatchewan.

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

CARRIED UNANIMOUSLY

R225-16

MOVED BY Councillor Hennig that Council give third reading to Bylaw C18-16, which establishes fees, rates, and charges for services provided by the City of Fort Saskatchewan.

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

Against: Arjun Randhawa

CARRIED

Mayor Katchur called at short recess at 8:15 p.m.

The regular Council Meeting reconvened at 8:21 p.m.

7.2 Bylaw C19-16 - Debenture Sewer Service Reline Construction – 1st reading

Presented by: Marshall Wight, Finance Intern

R226-16

MOVED BY Councillor Sperling that Council give first reading to Bylaw C19-16 to incur indebtedness by the issuance of Debentures to the Alberta Capital Finance Authority for the purpose of sewer service reline construction, in an amount not to exceed \$1,200,000.

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

CARRIED UNANIMOUSLY

8. Notice of Motions

8.1 Review of Policies and Processes for Project Management

R227-16

MOVED BY Councillor Randhawa that due to the multi-million dollar budget overages seen for the High Performance Sports Field and Curling Rink Revitalization projects, that Council direct Administration to prepare a report for Council:

1. to review policies and processes related to project management, including cost estimation, budgeting, risk mitigation plans, including contingency policies, and construction management best practices;
2. which includes information regarding project deadline policies and best practices from comparable municipalities; and
3. to be presented to Council in the 2nd Quarter of 2017.

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

CARRIED UNANIMOUSLY

8.2 Traffic Lights – Pineview Commercial Site Development

R228-16

MOVED BY Councillor Blizzard that prior to installation, Council approve any future traffic lights along Highway 21 resulting from the Pineview commercial site development.

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

Against: Gale Katchur, Frank Garritsen, Sheldon Bossert

CARRIED

8.3 Notice of Motion – Council Meeting Times

Councillor Garritsen gave notice that he will introduce the following motion at the January 24, 2017 regular Council Meeting:

“Whereas regularly scheduled meetings of Council currently commence at 6:00 pm; and

Whereas the benefits of changing the start time of Council meetings include:

1. A better work-life balance for Council members and staff;
2. major decisions are deliberated at a time in which minds may be more alert;
3. financial savings to the City;
4. an increase in members of the public who may attend as it does not interfere with evening commitments; and
5. allows additional time for the local media to meet production deadlines.

Therefore:

That effective the first Council meeting following the 2017 municipal election, regular Council meetings commence at 2:00 p.m.”

8.4 Notice of Motion – Liquor Store Restrictions

Councillor Randhawa gave notice that he will introduce the following motion at the January 24, 2017 regular Council Meeting:

“That Council direct Administration to prepare a Land Use Bylaw amendment for Council’s consideration regarding liquor store’s which would:

1. Strike a balance between market choice and community safety.
2. Create a distance requirement for all new liquor stores of 750m from previously established liquor store sites.
3. Grandfather in existing liquor store locations.
4. Come forward at the February 28, 2017 regular Council Meeting.”

9. Points of Interest

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

10. Councillor Inquiries

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

11. In-Camera

R229-16 MOVED BY Councillor Hennig that Council move in-camera at 9:07 p.m. to discuss two matters that fall within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act* (FOIP).

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

CARRIED UNANIMOUSLY

R230-16 MOVED BY Councillor Hennig that Council return to open session at 9:57 p.m.

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

CARRIED UNANIMOUSLY

R231-16 MOVED BY Councillor Sperling that the regular Council Meeting be extended past 10:00 p.m.

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

CARRIED UNANIMOUSLY

R232-16 MOVED BY Councillor Garritsen that the December 13, 2016 regular Council Meeting agenda be amended by adding: "Appointment of Acting City Manager" as item #11.2.

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

CARRIED UNANIMOUSLY

11.1 City Boards and Committee Appointments

R233-16 MOVED BY Councillor Bossert that Council approve the following public-at-large appointments to the City's municipal Boards and Committees, and as recommended by the Application Review Committee for terms commencing on January 1, 2017.

1. Steven Hull be appointed to the Fort Saskatchewan Policing Committee for a three-year term expiring December 31, 2019.
2. Cameron McCormick be re-appointed to the Fort Saskatchewan Policing Committee for a three-year term expiring December 31, 2019.
3. Craig Blackmore be appointed to the Fort Saskatchewan Public Library Board for a three-year term expiring December 31, 2019.
4. Miranda Brun be re-appointed to the Fort Saskatchewan Public Library Board for a three-year term expiring December 31, 2019.
5. Nadia den Boon be appointed to the Fort Saskatchewan Public Library Board for a three-year term expiring December 31, 2019.
6. Al Stewart be appointed to the Fort Saskatchewan Public Library Board for a three-year term expiring December 31, 2019.
7. Danielle Currie be appointed to the River Valley Alliance Advisory Committee for a two-year term expiring December 31, 2018.
8. Chris Davis be re-appointed as alternate to the Subdivision & Development Appeal Board for a two-year term expiring December 31, 2018.
9. Howard Johnson be re-appointed as alternate to the Subdivision & Development Appeal Board for a two-year term expiring December 31, 2018.
10. Richard Moser be re-appointed to the Subdivision & Development Appeal Board for a two-year term expiring December 31, 2018.

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

Against: Gale Katchur, Frank Garritsen

CARRIED

11.2 City Manager Appointment

R234-16

MOVED BY Councillor Garritsen that Council appoint Troy Fleming as the Acting City Manager (CAO), in accordance with the City Manager's Bylaw #C29-95, effective January 21, 2017.

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

CARRIED UNANIMOUSLY

R235-16

MOVED BY Councillor Garritsen that Council proceed with the next steps and/or process for selecting a City Manager for the City of Fort Saskatchewan.

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

CARRIED UNANIMOUSLY

12. Adjournment

The regular Council Meeting of December 13, 2016 adjourned at 10:06 p.m.

Mayor

Director, Legislative Services

CITY OF FORT SASKATCHEWAN

North Saskatchewan Watershed Alliance Update

Purpose:

Mr. David Trew, Executive Director, North Saskatchewan Watershed Alliance (NSWA) will be in attendance to provide an update to members of Council and Administration on the NSWA.

Action Required:

That Mr. David Trew be thanked for his presentation.

Attachment:

NSWA PowerPoint

File No.:

Prepared by:	Sheryl Exley Legislative Officer	Date: January 18, 2017
Approved by:	Brenda Molter Director, Legislative Services	Date: January 18, 2017
Reviewed by:	Troy Fleming Acting City Manager	Date: January 18, 2017
Submitted to:	City Council	Date: January 24, 2017



Watershed Planning and Management in the North Saskatchewan River Basin

Presentation to
City of Fort Saskatchewan Council
Jan 24, 2017

North Saskatchewan Watershed Alliance (NSWA)

- ◆ A multi-stakeholder, non-profit society (Incorporated 2000)
- ◆ Charitable Status 2016
- ◆ Appointed **WPAC** under *Water for Life* by GOA in 2005
- ◆ Current Staff: 8 FTE
- ◆ 2016-17 Budget: \$725K
- ◆ Contributions from 30+ municipalities



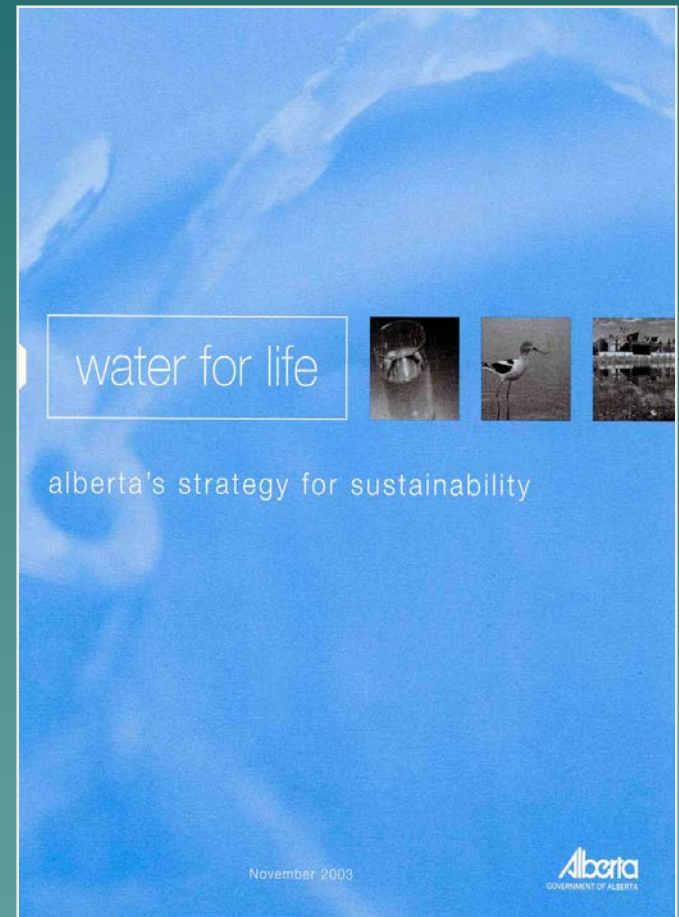
Water for Life Strategy (2003)

◆ Goals

- Safe drinking water
- Healthy aquatic ecosystems
- Reliable water supplies for a sustainable economy

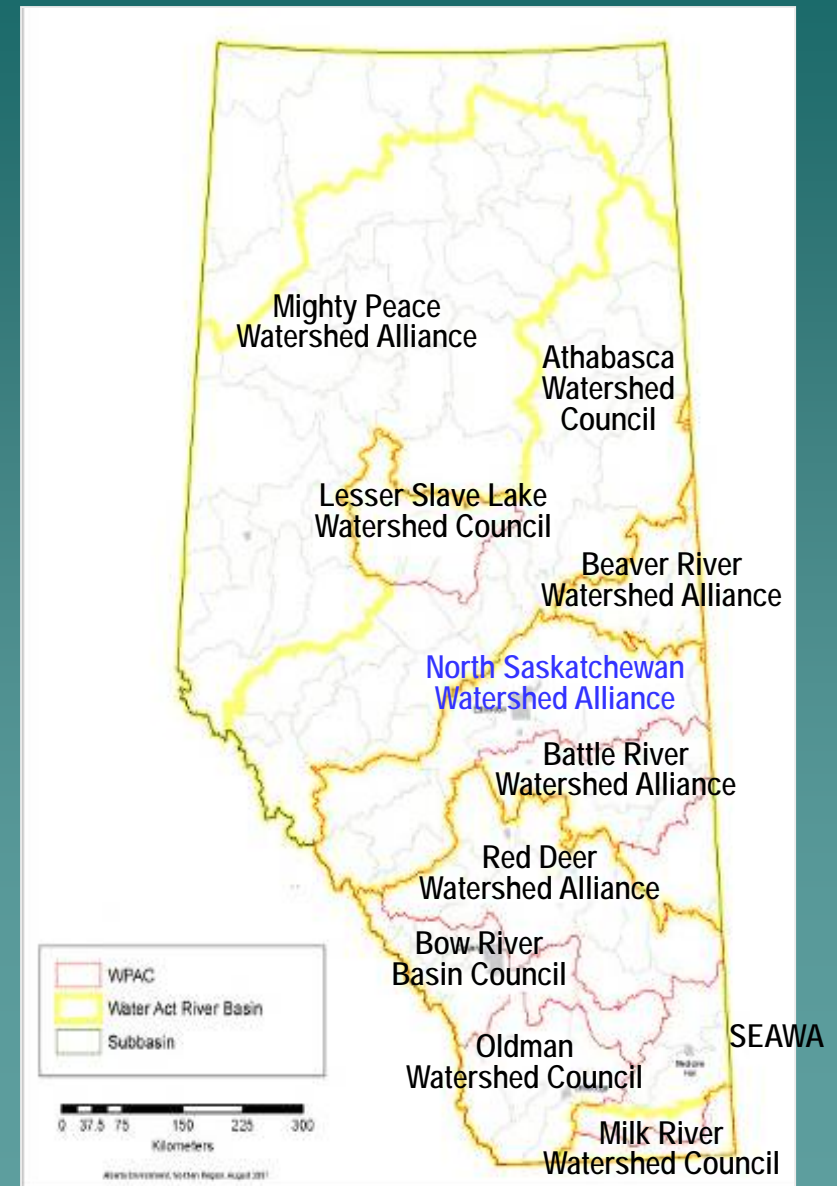
◆ Approaches

- Knowledge and research
- Water conservation
- **Create partnerships (WPACs)** to *“lead watershed planning and foster stewardship”*



Watershed Planning & Advisory Councils

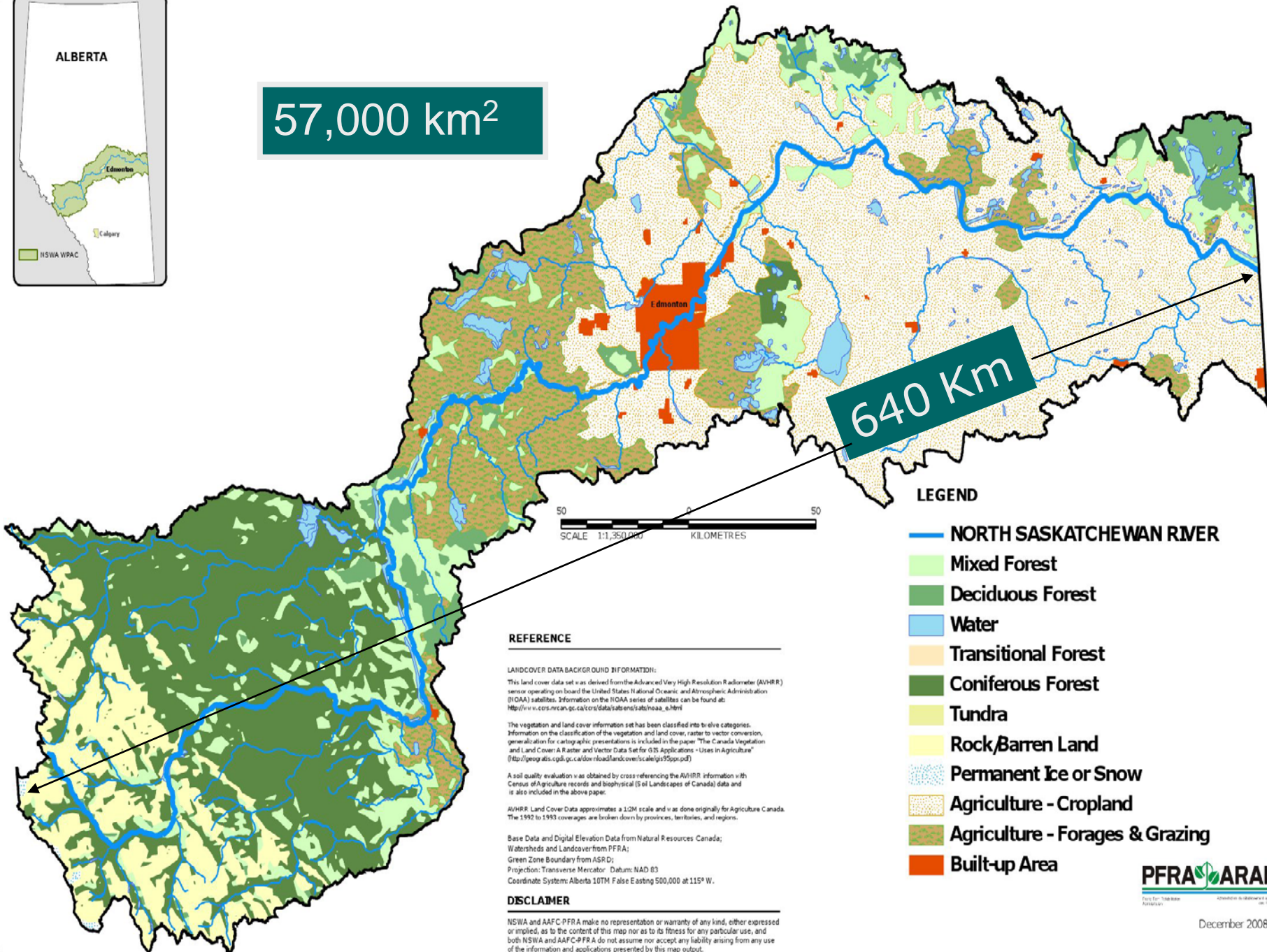
- ◆ **Eleven WPACs** appointed
- ◆ WPACs collaborate regularly
- ◆ WPAC roles:
 - Prepare State of Watershed Reports
 - Prepare Watershed Management Plans
 - Contribute knowledge
 - Support municipalities and local watershed stewardship groups





57,000 km²

640 Km



LEGEND

- NORTH SASKATCHEWAN RIVER
- Mixed Forest
- Deciduous Forest
- Water
- Transitional Forest
- Coniferous Forest
- Tundra
- Rock/Barren Land
- Permanent Ice or Snow
- Agriculture - Cropland
- Agriculture - Forages & Grazing
- Built-up Area

REFERENCE

LANDCOVER DATA BACKGROUND INFORMATION:

This land cover data set was derived from the Advanced Very High Resolution Radiometer (AVHRR) sensor operating on board the United States National Oceanic and Atmospheric Administration (NOAA) satellites. Information on the NOAA series of satellites can be found at: http://www.cors.mcm.gc.ca/cors/data/satens/sats/naaa_e.html

The vegetation and land cover information set has been classified into five categories. Information on the classification of the vegetation and land cover, rather than vector conversion, generalization for cartographic presentations is included in the paper "The Canada Vegetation and Land Cover: A Raster and Vector Data Set for GIS Applications - Uses in Agriculture" (<http://geogratis.gc.ca/doc/rload/landcover/sc/ale/gis95psi.pdf>)

A soil quality evaluation was obtained by cross-referencing the AVHRR information with the Census of Agriculture records and biophysical (Soil Landscapes of Canada) data and is also included in the above paper.

AVHRR Land Cover Data approximates a 12M scale and was done originally for Agriculture Canada. The 1992 to 1993 coverages are broken down by provinces, territories, and regions.

Base Data and Digital Elevation Data from Natural Resources Canada; Watersheds and Landcover from PFRA;

Green Zone Boundary from ASRD;

Projection: Transverse Mercator Datum: NAD 83

Coordinate System: Alberta 10TM False Easting 500,000 at 115° W.

DISCLAIMER

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NSWA Executive Members

- ◆ President: Reeve Pat Alexander
(Clearwater County)
- ◆ Vice-Pres: Ken Crutchfield
(Wildlife Society)
- ◆ Treasurer: Dr. Steve Craik (EPCOR)
- ◆ Secretary: Candace Vanin (AAFC)

NSWA Board Members

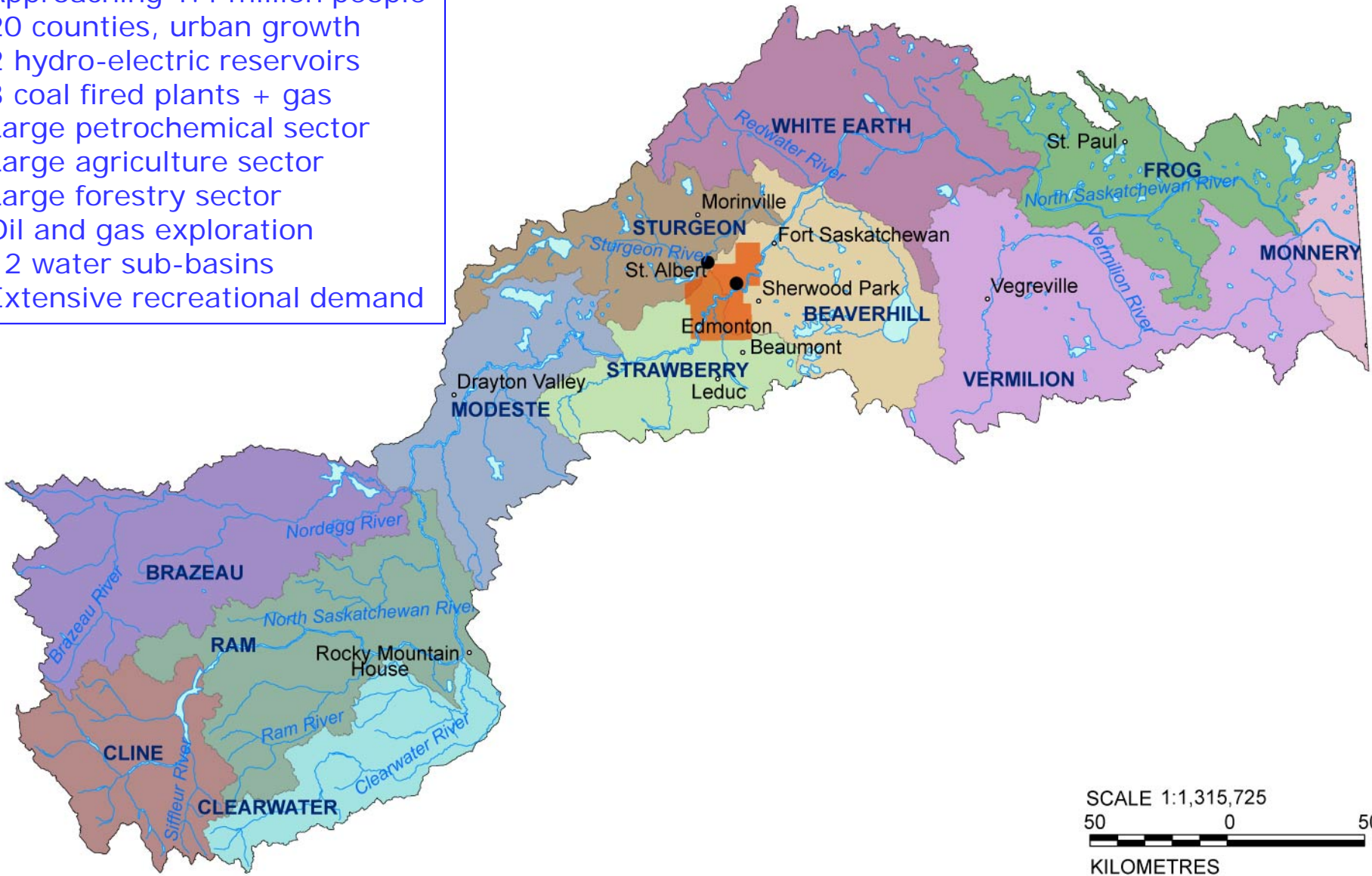
- ◆ Dr. L. Danielson (Northeast Capital Ind. Assoc.)
- ◆ Marc Gressler (Councillor, Brazeau County)
- ◆ John McNab (Councillor, Parkland County)
- ◆ Dwight Dach (Councillor, County of St. Paul)
- ◆ Brian Laustsen (TransAlta)
- ◆ Jason Wilkins (Husky Energy)
- ◆ Bob Winship (Weyerhaeuser Co.)
- ◆ Al Corbett (Drainage Council)
- ◆ Bill Fox (Alberta Beef Producers)
- ◆ Alison Ronson (CPAWS)
- ◆ Jamie Bruha (Alberta Environment and Parks)
- ◆ Tony Lemay (Alberta Energy Regulator)
- ◆ John Thompson (WatreCon Consulting)
- ◆ Advisors (CoE, First Nations, Metis)

Staff

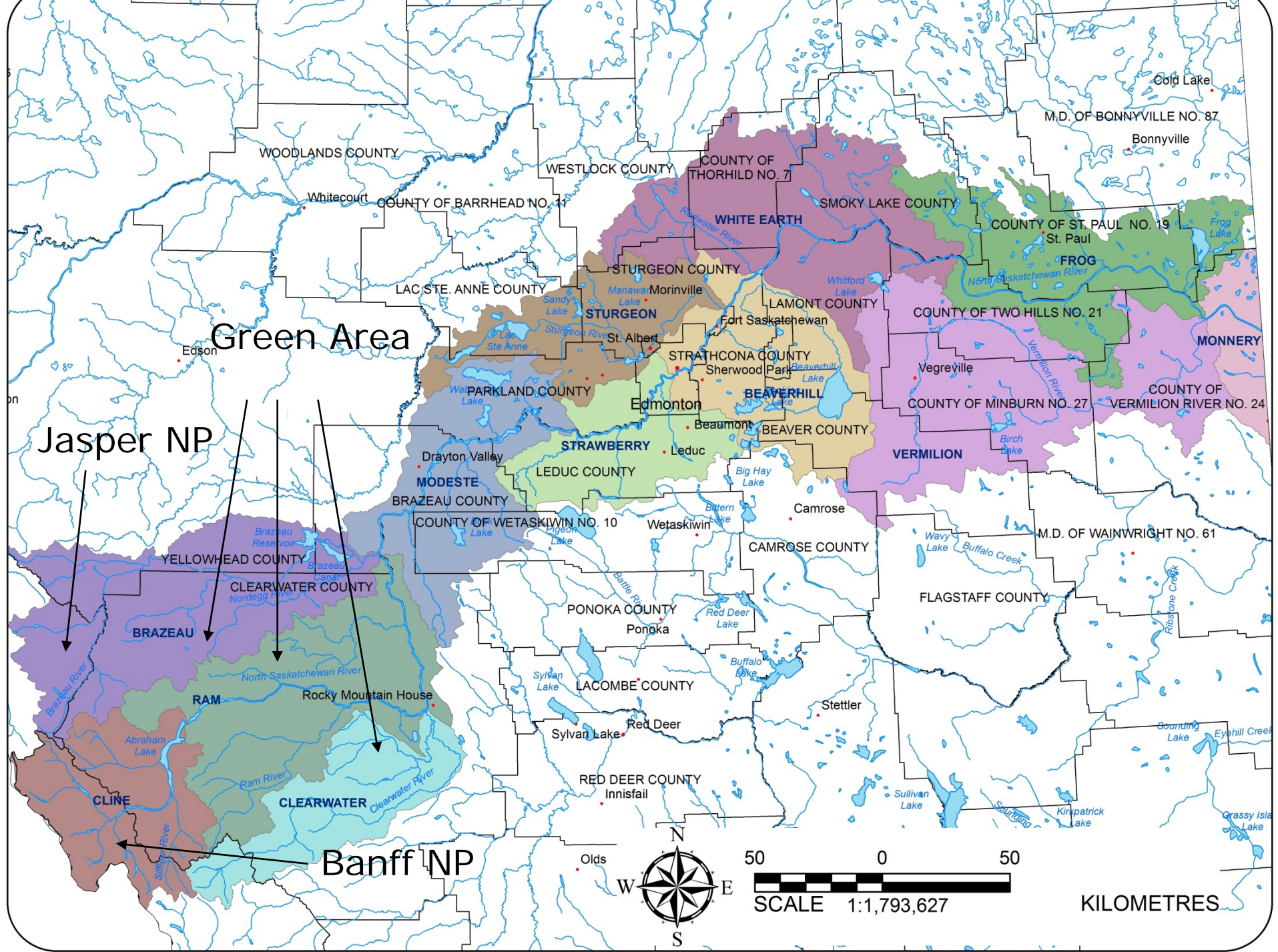
- ◆ Billie Milholland, B.A. (Communications)
- ◆ Elisa Brose, B.Sc., B.Ed. (Administration)
- ◆ Meghann Wendell (Administration)
- ◆ G. Thompson, P. Eng. (Technical Coordinator)
- ◆ Melissa Logan, P. Biol. (Planning Coordinator)
- ◆ Mary Ellen Shain, M.Sc. (Planning Coordinator)
- ◆ Mara Erickson, M.Sc. (Stewardship Coordinator)
- ◆ Dr. Cristina Buendia-Fores (Technical Advisor)
- ◆ Breda Muldoon, M.Sc (Planning Intern)
- ◆ David Trew (Executive Director)

Major features:

- Approaching 1.4 million people
- 20 counties, urban growth
- 2 hydro-electric reservoirs
- 3 coal fired plants + gas
- Large petrochemical sector
- Large agriculture sector
- Large forestry sector
- Oil and gas exploration
- 12 water sub-basins
- Extensive recreational demand

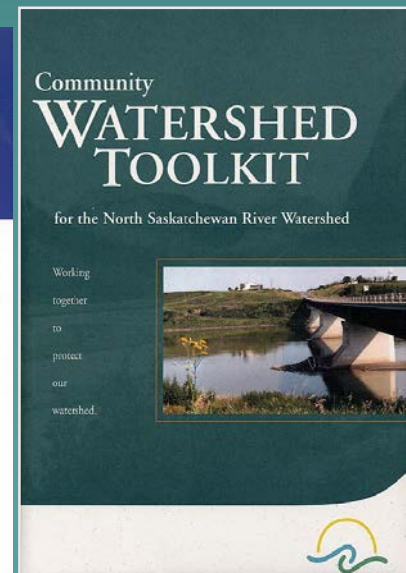
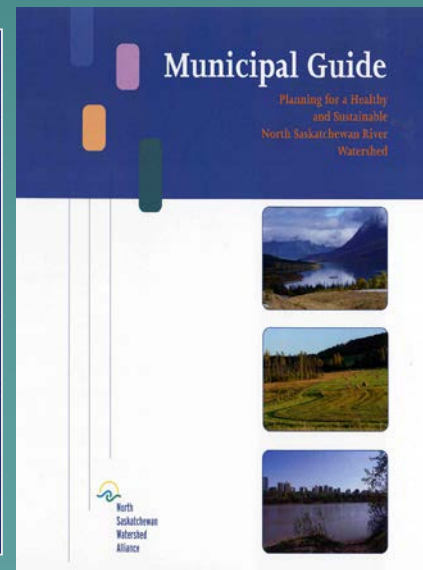
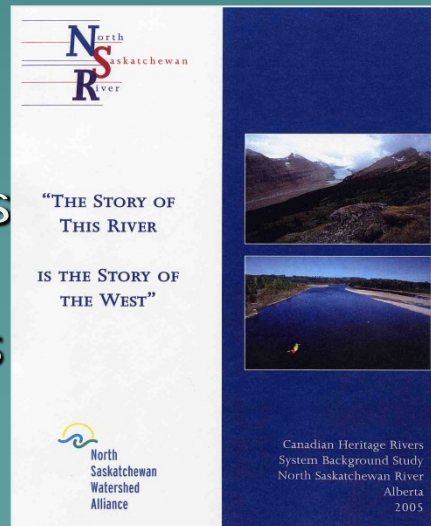
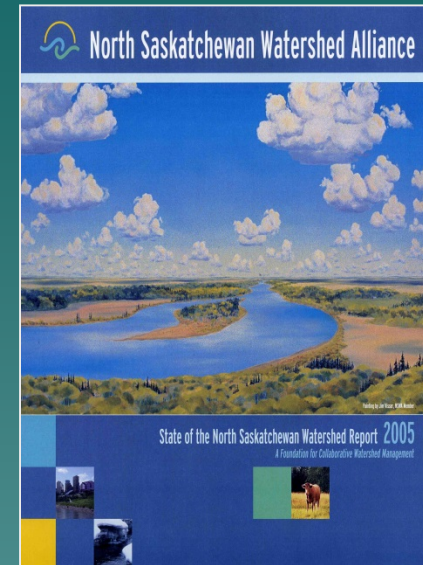
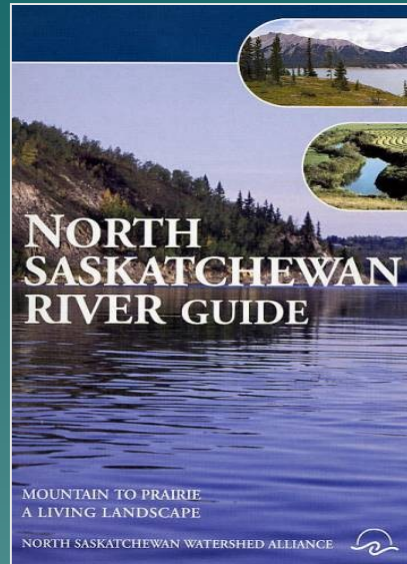


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KILOMETRES



NSWA Reports

- ◆ North Saskatchewan River Guide (2002)
- ◆ Community Watershed Stewardship Toolkit (2002)
- ◆ Canadian Heritage Rivers Program (2005)
- ◆ State of the Watershed Report (2005)
- ◆ Municipal Resource Guide (2006)
- ◆ 19 technical reports (2006-16)
- ◆ 10 planning reports (2006-16)





Integrated Watershed Management Plan for the North Saskatchewan River in Alberta



North Saskatchewan Watershed Alliance

IWMP Recommendations (2012)

- ◆ Outlines actions and responsibilities for:
 - 1) Water quality protection
 - 2) Water supply management
 - 3) Aquatic ecosystem protection
 - 4) Groundwater protection
 - 5) Alignment of land and water planning at the regional scale

Key Implementation Strategy:

Municipal Watershed Partnerships

Municipal Watershed Partnerships

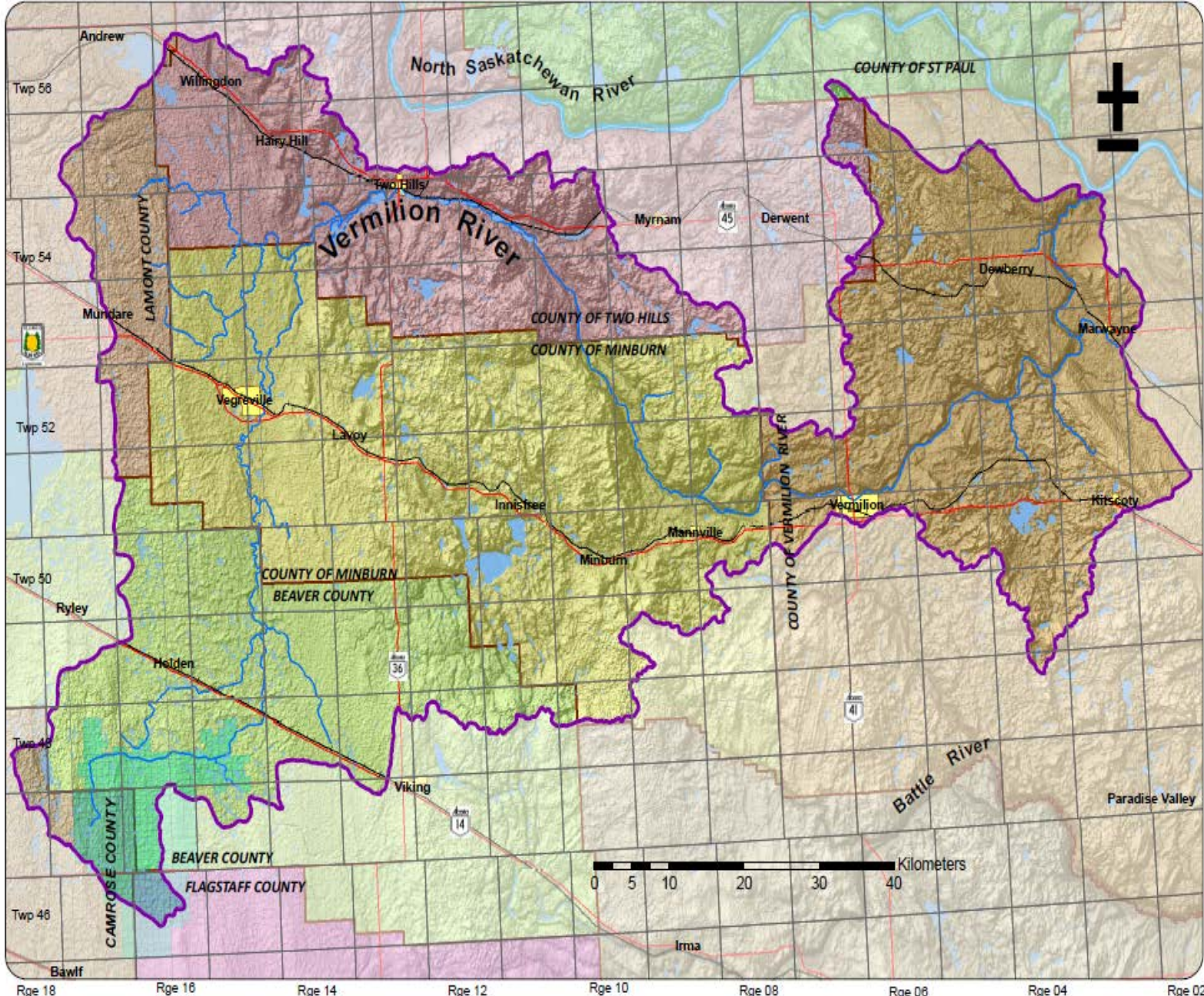
- ◆ Vermilion River Watershed Alliance
- ◆ Sturgeon River Watershed Alliance
- ◆ Headwaters Alliance
- ◆ Lake Stewardship – Wabamun, Mayatan, Jackfish, Isle, Ste. Anne
- ◆ Capital Region Water Management Framework
- ◆ Blackmud/Whitemud Surface Water Management Group

Vermilion River Watershed Management Plan

Prepared by the Vermilion River Watershed Management Project Steering Committee
on behalf of the North Saskatchewan Watershed Alliance



Vermilion River Watershed Basemap



- ### Legend
- Townships
 - Vermilion Watershed
 - Highway
 - Roads
 - Rail
 - Vermilion River
 - Holden Drainage District
 - Urban Municipalities
 - Rural Municipalities

Vermilion River Watershed Alliance

-Council Representatives-

Pat Gordeyko, County of Two Hills

Ed Parke, County of Vermilion River

Dale Collison, Beaver County

Roger Konieczny, Minburn County

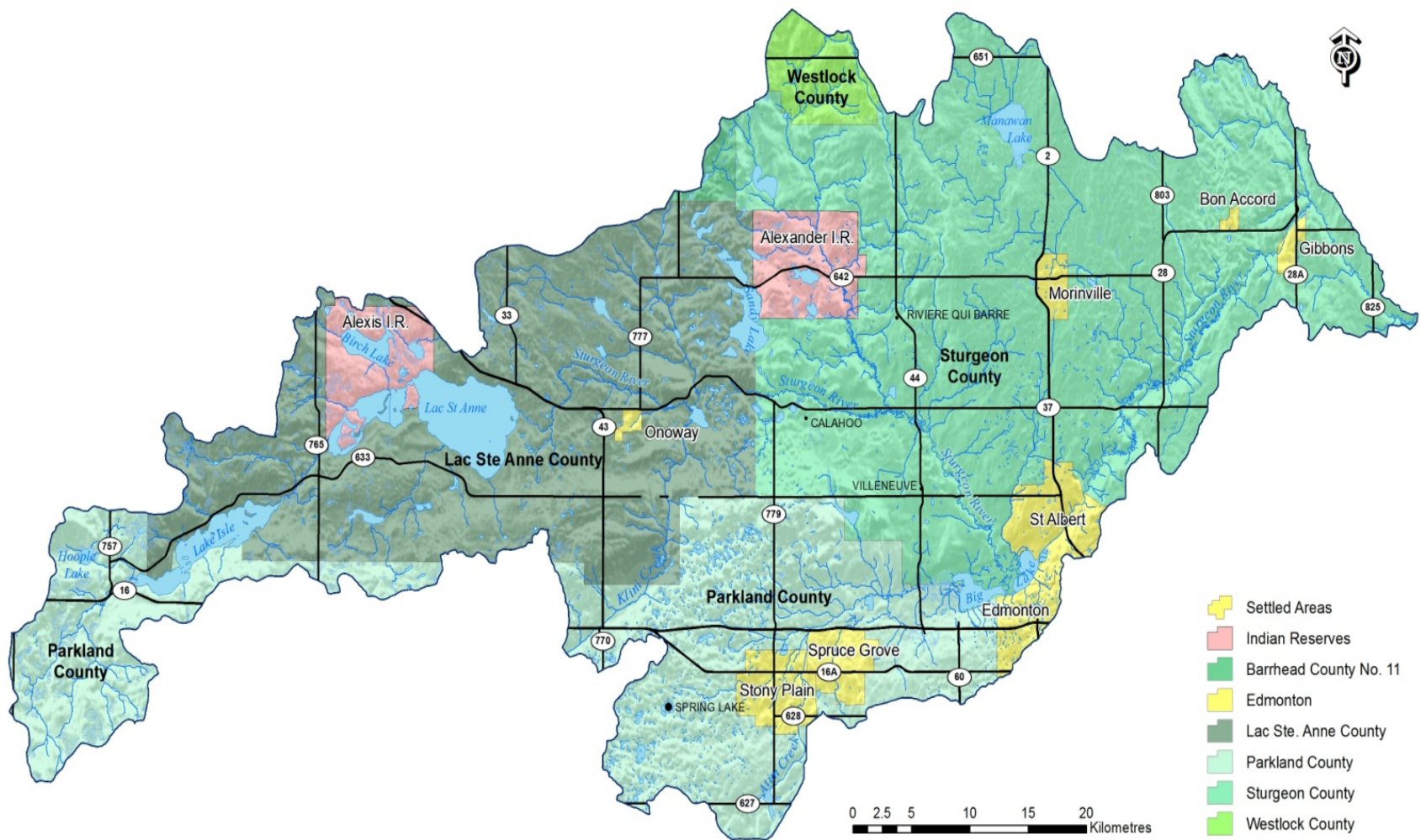
Dwight Dach, County of St Paul

David Berry, Town of Vegreville

Willie Babiuk, Town of Two Hills

Richard Yaceyko, Town of Vermilion

Jim Charpentier, Holden Drainage District





STURGEON RIVER

STATE OF THE WATERSHED REPORT

TECHNICAL REPORT | NOVEMBER 2012

Sturgeon River Watershed Alliance

-Council Representatives-

AnnLisa Jensen, Parkland County

Robert Kohn*, Lac Ste Anne County

Ferd Caron, Sturgeon County

Ed McLean, City of Spruce Grove

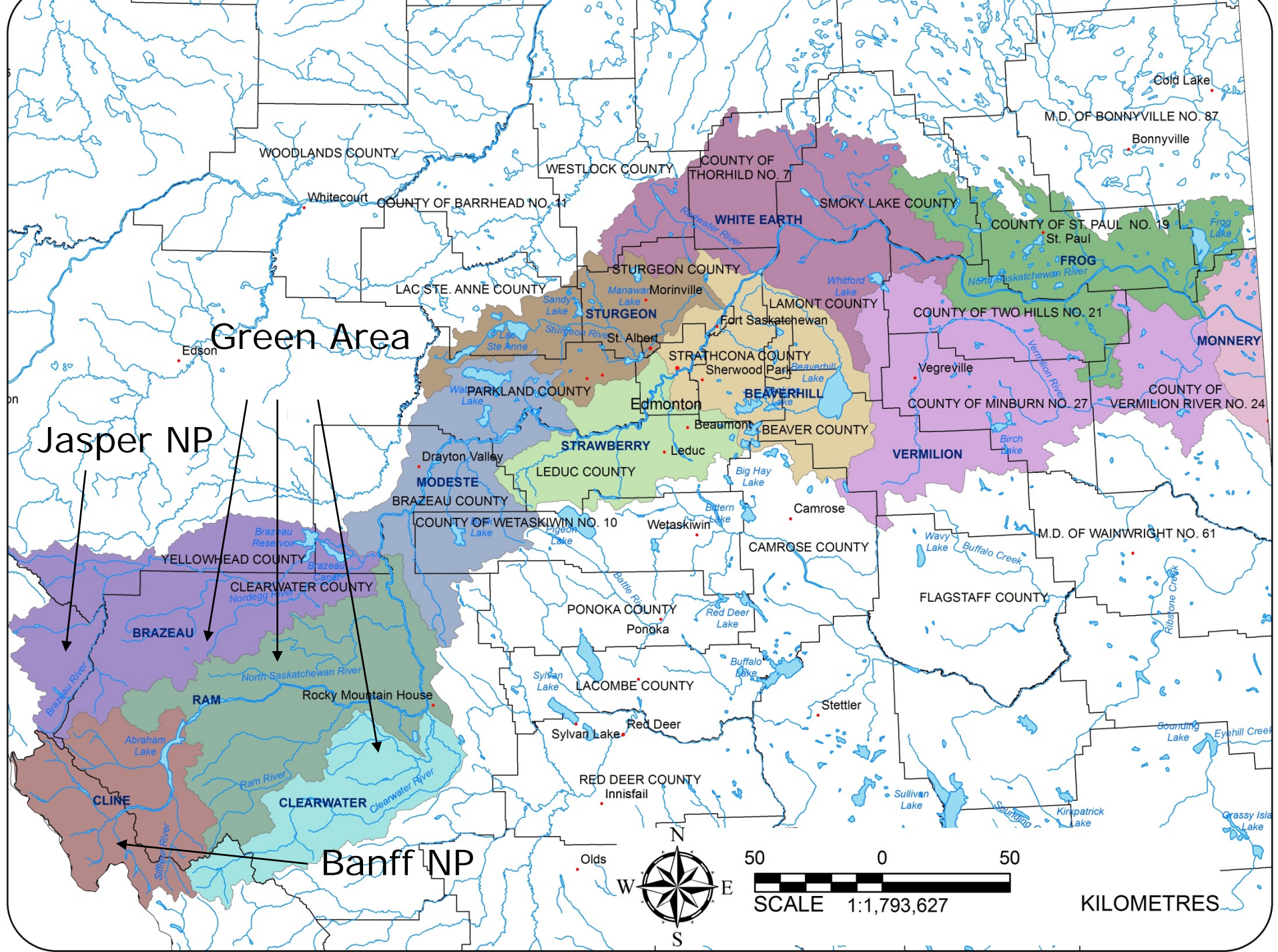
Ed Gibbons, City of Edmonton

Jean Woodger, Town of Gibbons

Robert Russell, City of St. Albert

Brennan Fitzgerald, Town of Morinville

Josh Alexis, Alexis First Nation



Headwaters Alliance

-Council Representatives-

Pat Alexander, Clearwater County

Jim Duncan, Clearwater County

AnnLisa Jensen, Parkland County

Tanni Doblanko, Leduc County

Marc Gressler, Brazeau County

Lyle Seely, Wetaskiwin County

Fred Nash, Town of RMH

Fayrell Wheeler, Town Of Drayton Valley

Michael Laveck, Town of Devon

Barry Rasch, Village of Thorsby

Lake Management Partnerships



Photo Credit: O2 Planning + Design Inc. and Parkland County

Parkland County

- ◆ NSWA now collaborating with County of Parkland, AEP and WWMC to develop advice for a "lake land use plan" for Lake Wabamun
- ◆ Cooperative projects with other lake WSGs: Mayatan, Jackfish, Isle, Lac Ste. Anne, Antler

Mayatan Lake Watershed Management Plan

Draft for Discussion



April 2016

**Jackfish Lake
State of the Watershed Report**



April 2016

Riparian Health Assessment of Wabamun Lake

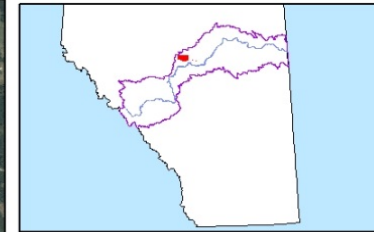
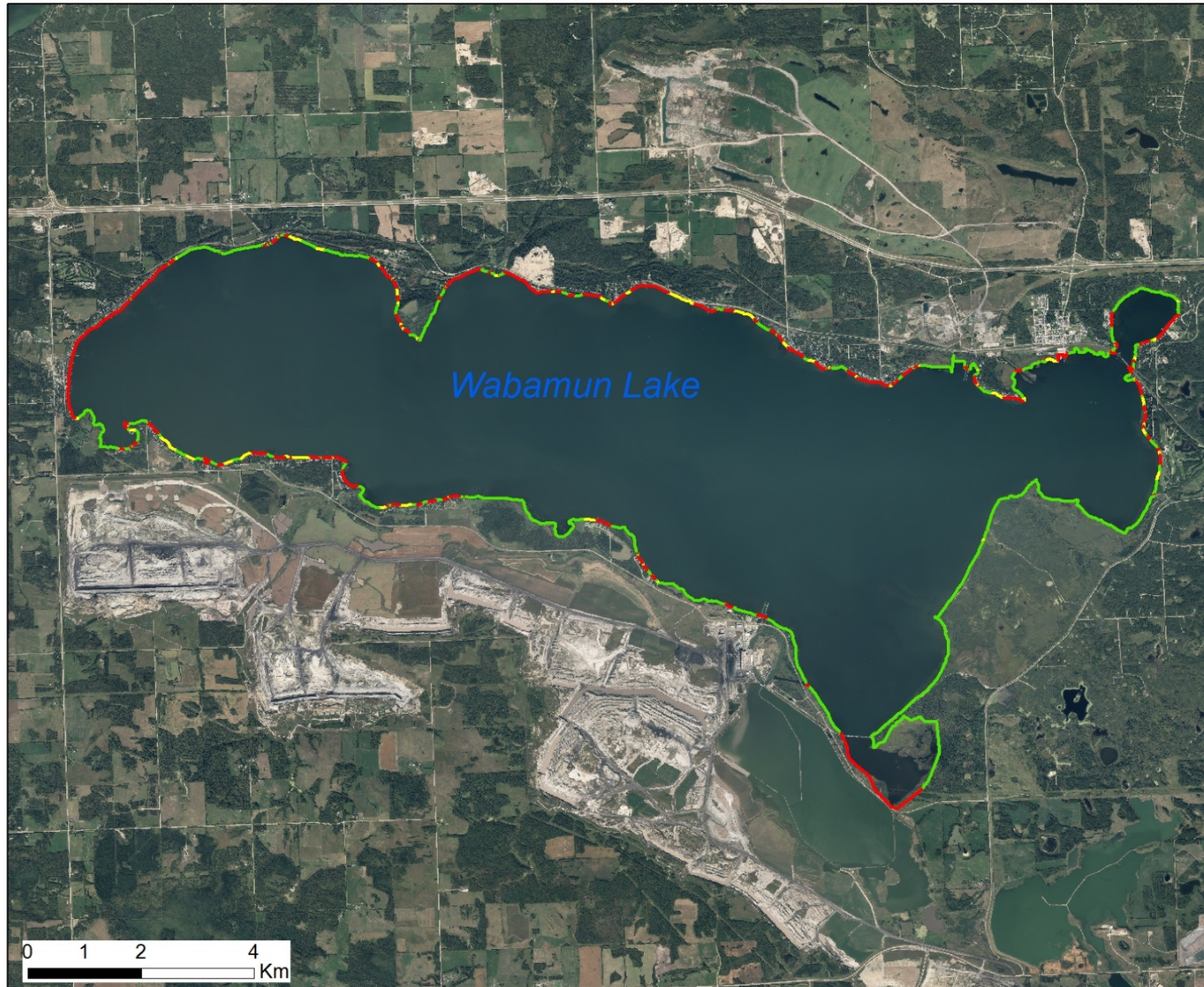
An Aerial Assessment Using an Unmanned Air Vehicle






May 2015



Wabamun Lake: Aerial Riparian Health Assessment (2014)






Inset Map Legend

-  Lake Wabamun
-  North Sask. River
-  North Sask. Watershed



Map Legend

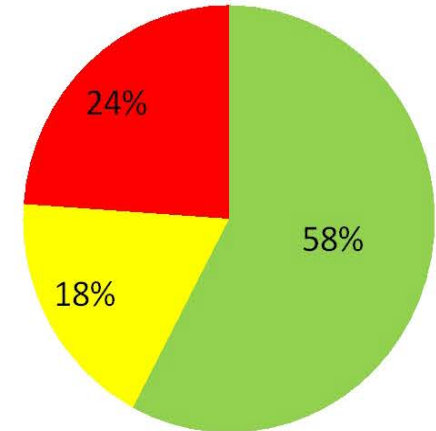
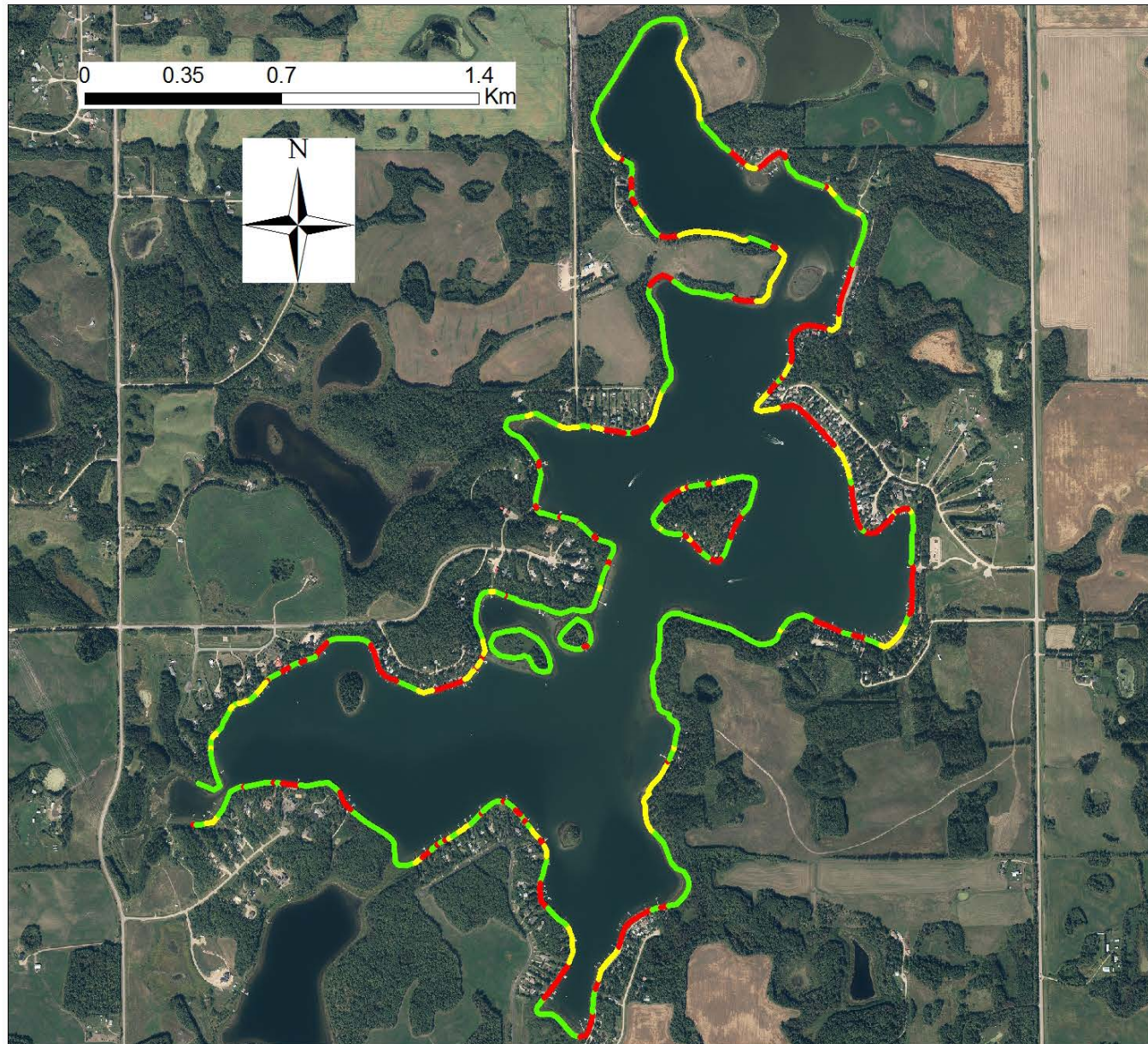
Shoreline Health Rating

-  Healthy
-  Moderately Impaired
-  Highly Impaired

This map created for the Wabamun Watershed Management Council by the North Saskatchewan Watershed Alliance on January 30, 2015.

The information presented here is based on high resolution videography that was captured in August of 2014. As well, The orthophotographs captured in 2013 were provided by Parkland County. Funding for the project was provided by the Land Stewardship Centre

Jackfish Lake: Aerial Riparian Health Assessment



Map Legend

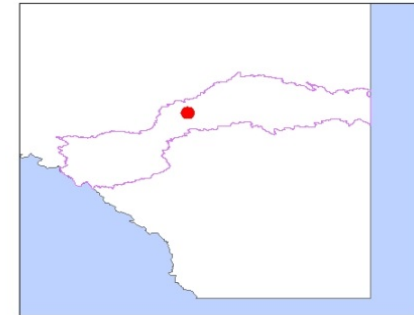
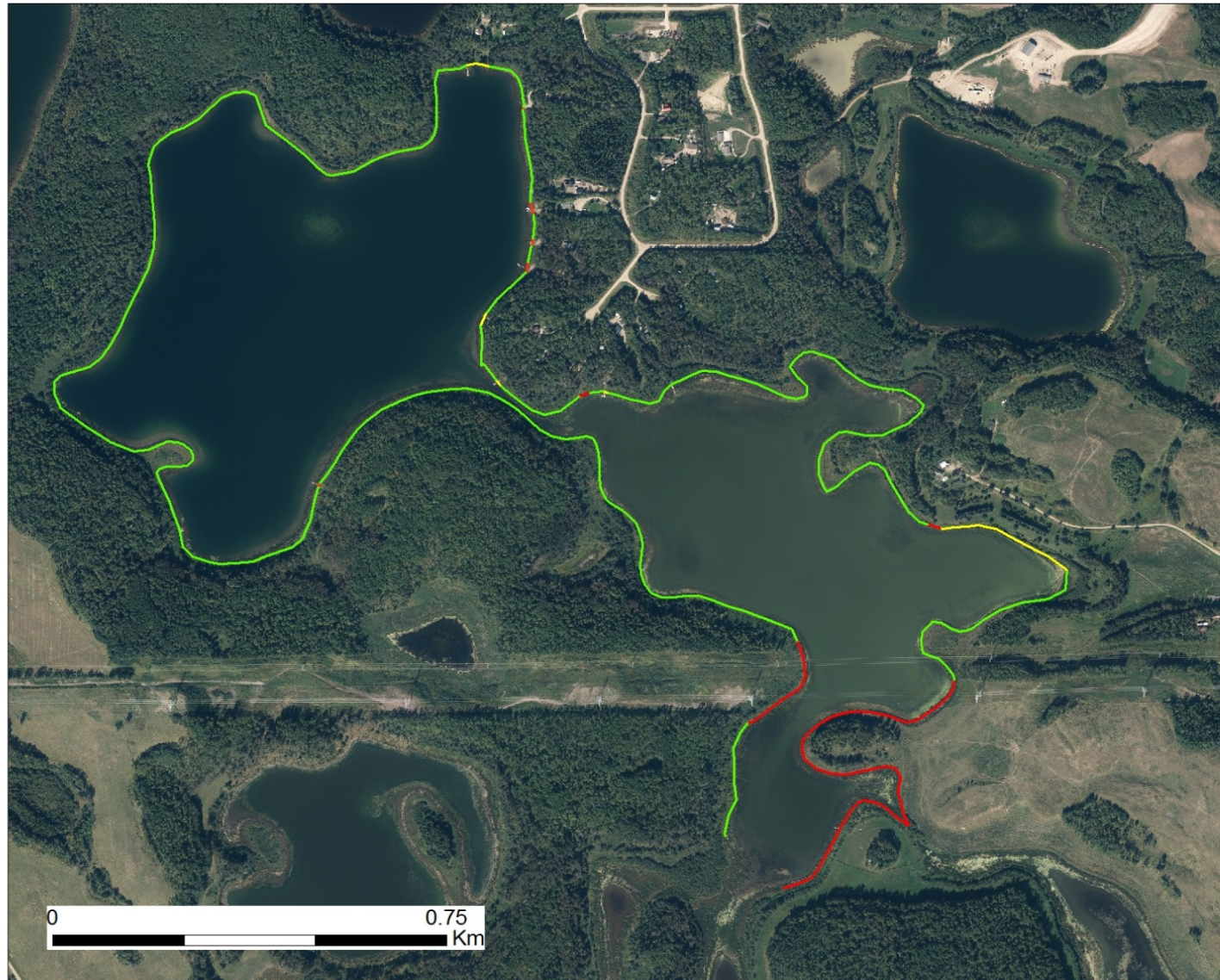
Health

- Healthy
- Highly Impaired
- Moderately Impaired

This map was created by the North Saskatchewan Watershed Alliance on May 07, 2015.

The information presented here is based on high resolution videography that was captured in August of 2014. The orthophotographs, captured in 2013, were provided by Parkland County. Funding for the project was provided by the Jackfish Lake Management Association.

Mayatan Lake: Aerial Riparian Health Assessment (2014)





Inset Map Legend

-  Mayatan Lake
-  North Saskatchewan Watershed
-  Alberta Boundary



Map Legend

Shoreline Health Rating

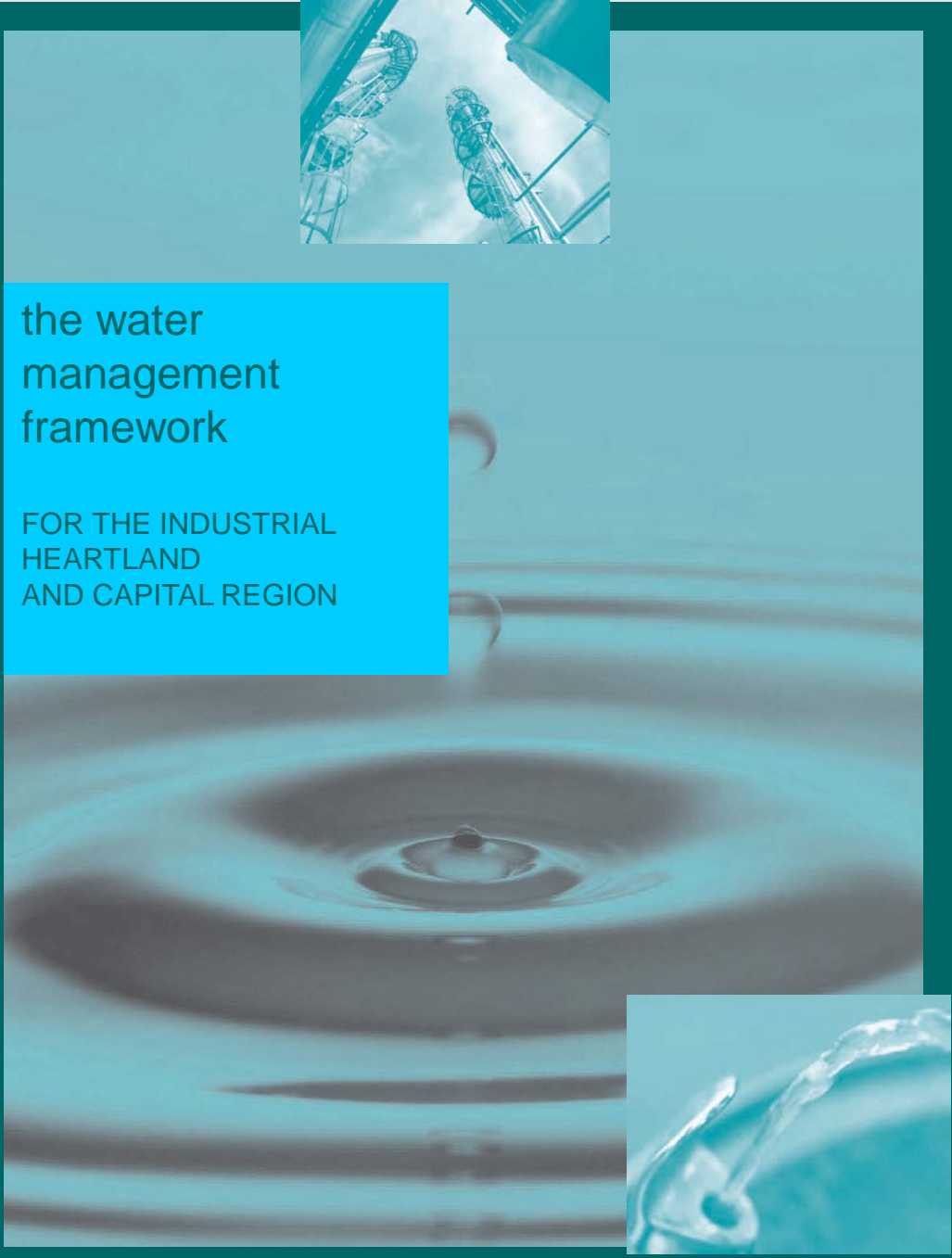
-  Healthy
-  Moderately Impaired
-  Highly Impaired

This map was created by the North Saskatchewan Watershed Alliance on April 17, 2015.

The information presented here is based on high resolution videography that was captured in August of 2014. The orthophotographs, captured in 2013, were provided by Parkland County. Funding for the project was provided by the Mayatan Lake Management Association.

Antler Lake



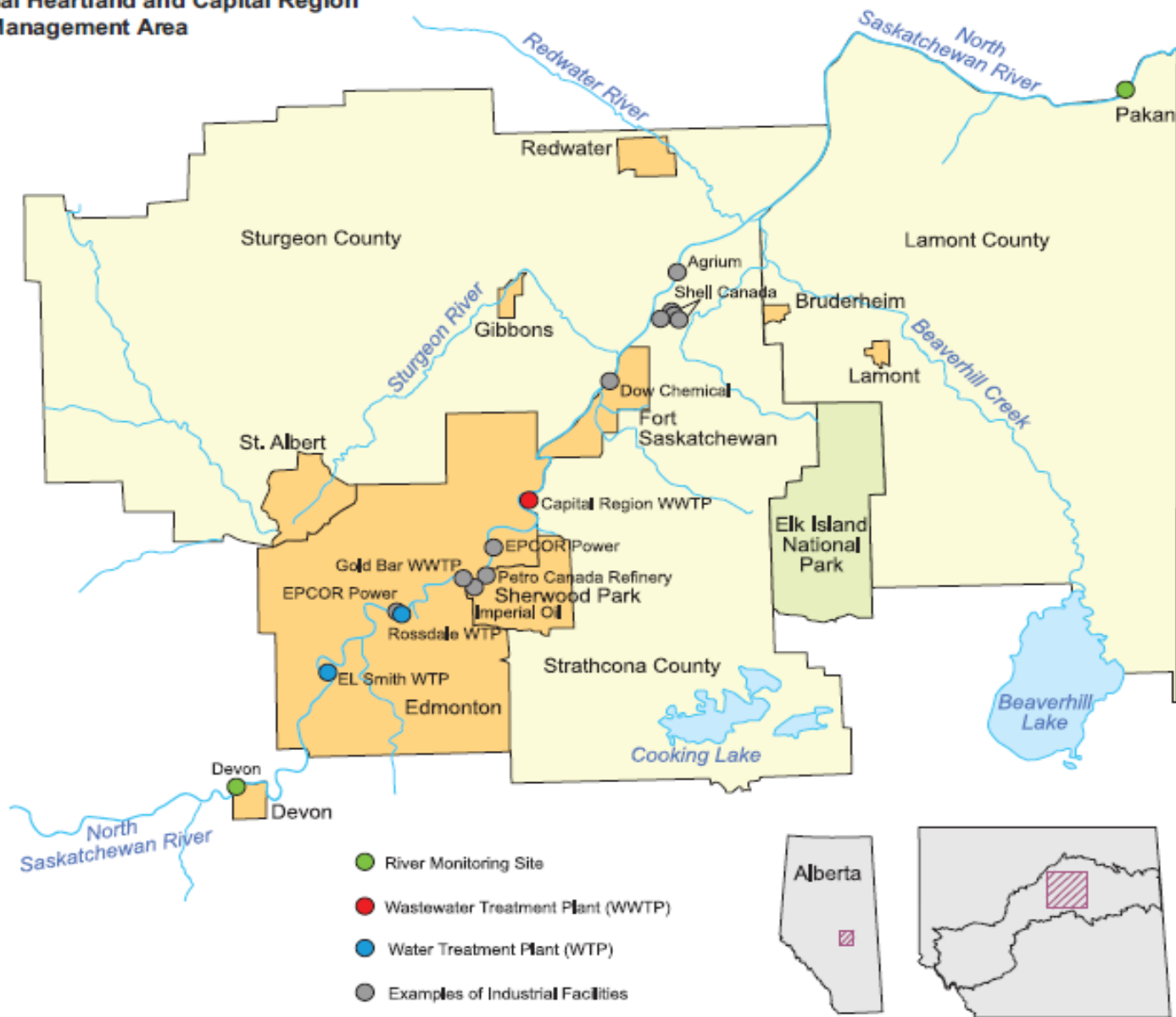


the water management framework

FOR THE INDUSTRIAL
HEARTLAND
AND CAPITAL REGION



Industrial Heartland and Capital Region Water Management Area

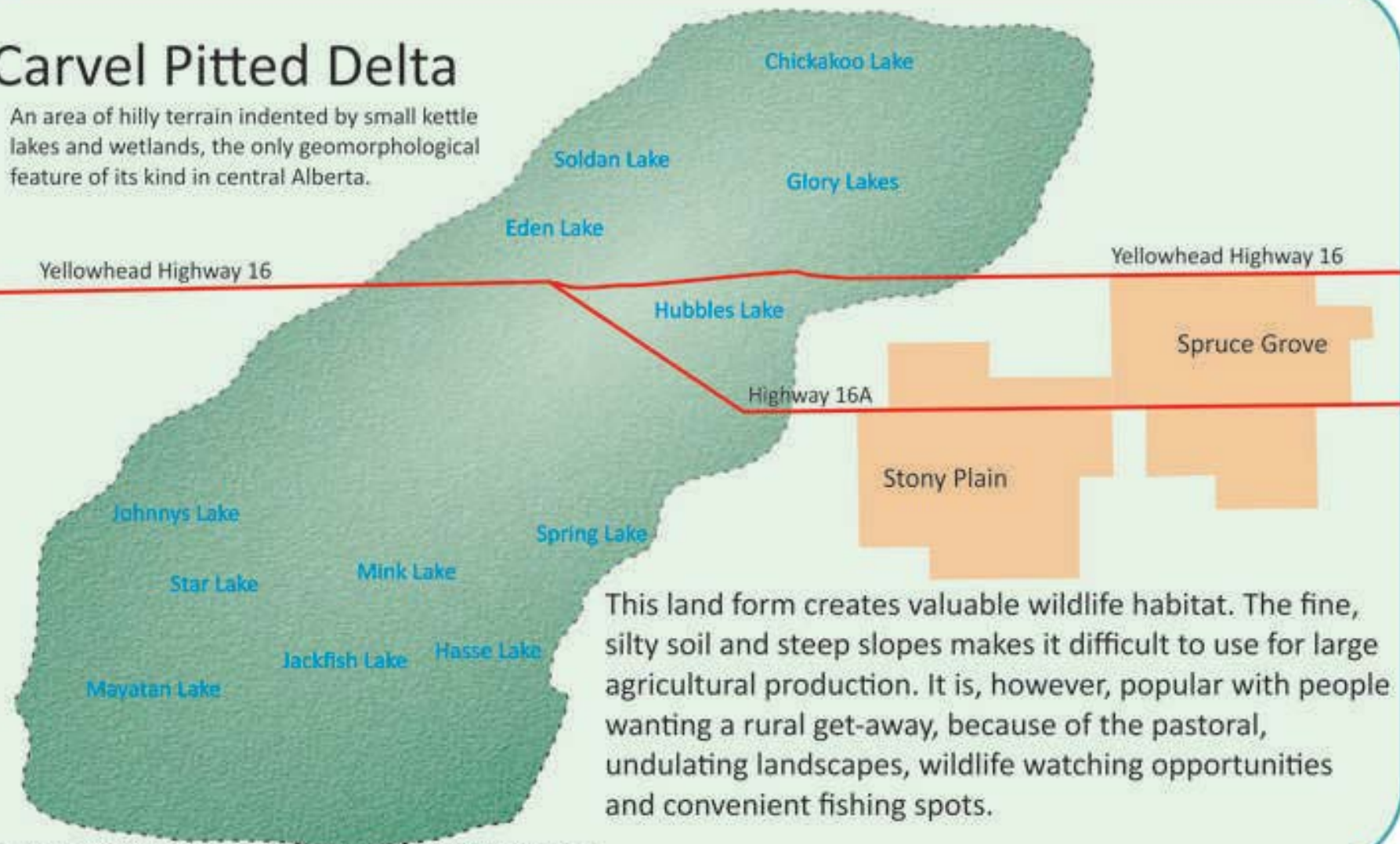


Status

- ◆ Central Alberta rivers have improved since 1970s - as a result of advanced wastewater treatment and strong regulations
- ◆ Water quality in most lakes has not improved, and remains poor or threatened – even though much applied research is available
- ◆ Watershed management plans for lakes and rivers must be integrated into current land use planning – municipal and provincial
- ◆ Focus on restoration – conservation – local stewardship

Carvel Pitted Delta

An area of hilly terrain indented by small kettle lakes and wetlands, the only geomorphological feature of its kind in central Alberta.

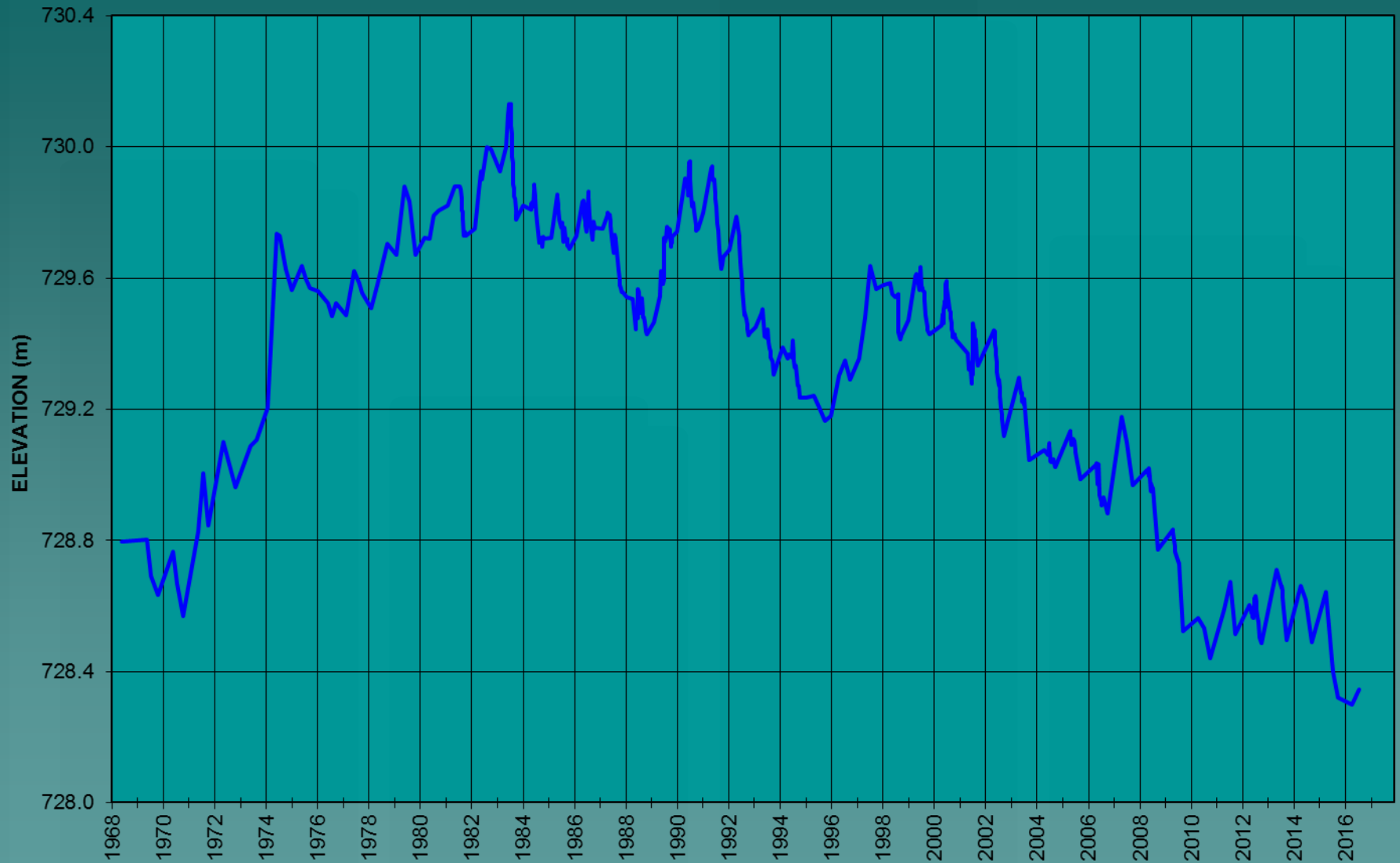


This land form creates valuable wildlife habitat. The fine, silty soil and steep slopes makes it difficult to use for large agricultural production. It is, however, popular with people wanting a rural get-away, because of the pastoral, undulating landscapes, wildlife watching opportunities and convenient fishing spots.

adapted from Parkland County's Environmental Conservation Master Plan 2014

JACKFISH LAKE NEAR STONY PLAIN (05DE902)

Historical Water Levels

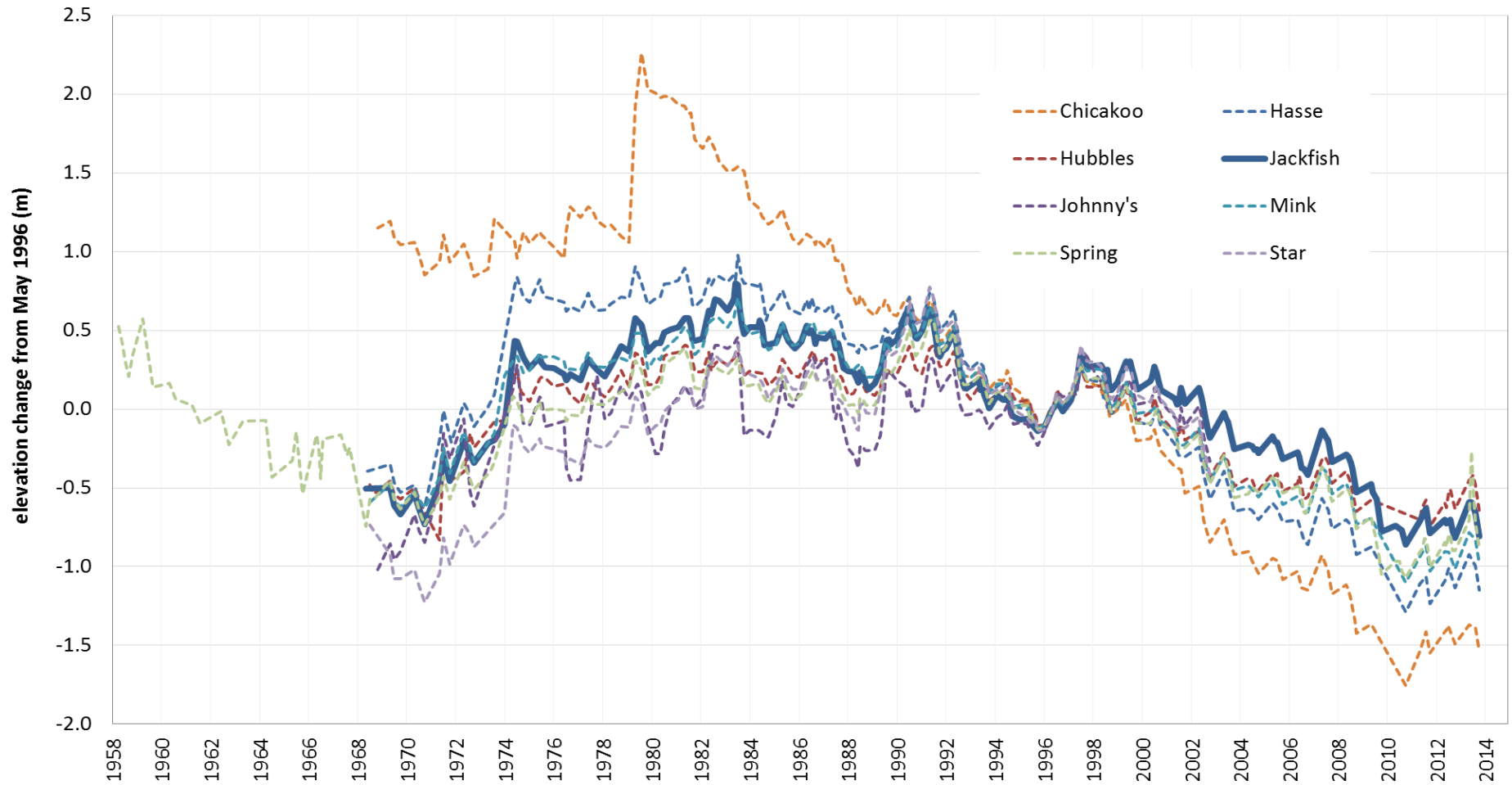


LATEST AVAILABLE W.L. = **728.346** M ON **AUG 11, 2016**.

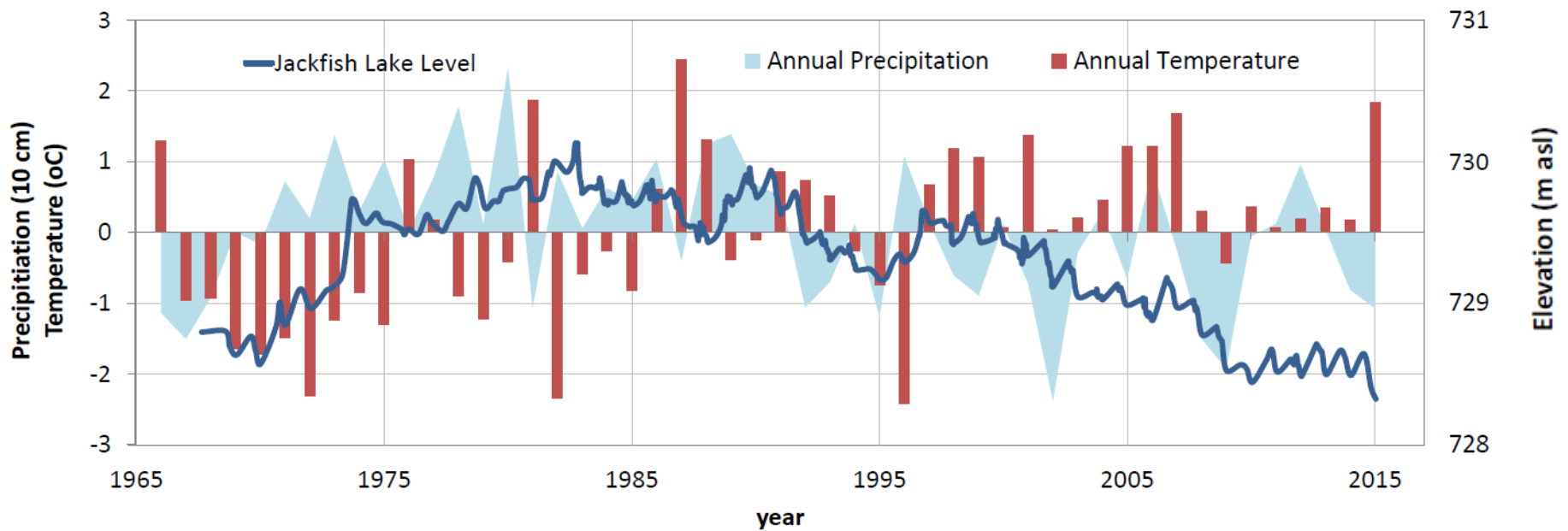
Winter Fish Kill 2016



Parkland County Lakes



Climate and Lake Level





A Century of Landscape Change



BILLIE
MILHOLLAND

LIVING IN THE SHED



LIVING IN THE SHED

ALBERTA'S NORTH SASKATCHEWAN RIVER WATERSHED

B I L L I E M I L H O L L A N D

Thank you



CITY OF FORT SASKATCHEWAN

Bylaw C19-16 Debenture Sewer Service Reline Construction

Motions:

1. That Council give second reading to Bylaw C19-16 to incur indebtedness by the issuance of Debentures to the Alberta Capital Finance Authority for the purpose of sewer service reline construction, in an amount not to exceed \$1,200,000.
2. That Council give third reading to Bylaw C19-16 to incur indebtedness by the issuance of Debentures to the Alberta Capital Finance Authority for the purpose of sewer service reline construction, in an amount not to exceed \$1,200,000.

Purpose:

The purpose of this report is to present Council with information on Debenture Borrowing Bylaw C19-16 for the purpose of sewer service reline construction, and recommend that second and third reading of the bylaw be given.

Background:

As a result of Council approving the 2017 Capital Budget, and the requirements of the *Municipal Government Act*, a borrowing bylaw must be passed before construction of the sewer service reline project can begin.

Bylaw C19-16 received first reading at the December 13, 2016 regular meeting of Council. In accordance with the *Municipal Government Act*, Administration placed advertisements in The Record on December 29, 2016 and January 5, 2017 advertising the borrowing bylaw. The advertisements included information pertaining to the ability to petition for a vote of the electors to determine whether the proposed bylaw should be passed. The deadline for petition submission was January 13, 2017. A petition was not received by the Acting City Manager.

Plans/Standards/Legislation:

Sections 251, 253, 254, and 258 of the *Municipal Government Act* outlines municipal legislation for debenture borrowing.

Financial Implications:

The borrowing bylaw is in an amount not to exceed \$1,200,000 as per approved Capital Project #17021. The anticipated cost of debt servicing at today's interest rate is approximately \$150,000 over 10 years. The term and interest rate of the borrowing will be determined upon application to the Alberta Capital Finance Authority.

The City's principal amount of the outstanding debt at December 31, 2015 was \$41,331,223. The 2015 debt limit for the City was \$102,981,335.

Attachment:

Bylaw C19-16

Prepared by:	Marshall Wight Finance Intern	Date: January 10, 2017
Approved by:	Jeremy Emann Chief Financial Officer	Date: January 18, 2017
Approved by:	John Dance General Manager, Corporate Services	Date: January 18, 2017
Reviewed by:	Troy Fleming Acting City Manager	Date: January 18, 2017
Submitted to:	City Council	Date: January 24, 2017



CITY OF FORT SASKATCHEWAN

BYLAW C19-16

A BYLAW OF THE CITY OF FORT SASKATCHEWAN, IN THE PROVINCE OF ALBERTA, AUTHORIZING THE COUNCIL OF THE CITY OF FORT SASKATCHEWAN TO INCUR AN INDEBTEDNESS BY THE ISSUANCE OF DEBENTURES TO THE ALBERTA CAPITAL FINANCE AUTHORITY FOR THE PURPOSE OF SEWER SERVICE RELINE CONSTRUCTION

WHEREAS:

The Council of the City of Fort Saskatchewan has decided to issue a Bylaw pursuant to Section 258 of the *Municipal Government Act* to authorize the financing, undertaking and completion of sewer service reline construction.

Plans and specifications have been prepared and the total cost of the sewer service reline is estimated to be \$1,200,000 and the City of Fort Saskatchewan estimates that grants and contributions will not be applied to the project.

In order to complete the sewer service reline it will be necessary for the City of Fort Saskatchewan to borrow up to the sum of \$1,200,000 for a period not to exceed 20 years, from the Alberta Capital Finance Authority on the terms and conditions referred to in this Bylaw.

The estimated lifetime of the project financed under this Bylaw is equal to, or in excess of 50 years.

The principal amount of the outstanding debt of the City of Fort Saskatchewan at December 31, 2015 was \$41,331,223 and no part of the principal or interest is in arrears.

All required approvals for the project have been obtained and the project is in compliance with all *Acts* and *Regulations* of the Province of Alberta.

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

1. That for the purpose of sewer service reline, up to the sum of \$1,200,000 be borrowed from the Alberta Capital Finance Authority by way of debenture on the credit and security of the City of Fort Saskatchewan at large, of which amount the full sum of 1,200,000 is to be paid by the City of Fort Saskatchewan at large.

2. The proper officers of the City of Fort Saskatchewan are hereby authorized to issue a debenture on behalf of the City of Fort Saskatchewan for the amount and purpose as authorized by this Bylaw, namely sewer service reline.
3. The City of Fort Saskatchewan shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest instalments not to exceed 20 years calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority on the date of the borrowing, and not to exceed 10 percent, or the interest rate as fixed from time to time by the Alberta Capital Finance Authority.
4. The City of Fort Saskatchewan shall levy and raise in each year municipal utility rates sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the City of Fort Saskatchewan.
6. The net amount borrowed under this Bylaw shall be applied only to the project specified by this Bylaw.
7. This Bylaw shall take effect on the day of the final passing thereof.

READ a first time in Council this 13th day of December ,2016.

READ a second time in Council this day of ,2017.

READ a third time in Council and passed this day of ,2017.

Mayor

Director, Legislative Services

Date Signed: _____

CITY OF FORT SASKATCHEWAN

Quarterly Variance Reports – Transition to an Analysis of Actuals to Budget of Monthly Income and Expenses by Department

Motion:

That Council approve transitioning from the current variance reporting process to an analysis of actuals to budget of monthly income and expenses by department, to be reviewed with Council on a quarterly basis, with a planned June 30, 2017 (Second Quarter) implementation, and approve one-time funding from the Financial Stabilization reserve up to \$19,500 to assist with the implementation of the transition.

Purpose:

To describe the requirements and resources needed to transition from the City's current variance reporting process to an analysis of actuals to budget of monthly income and expenses by department and review the timing for planned implementation.

Background:

At the November 14, 2016 regular Council meeting, Council requested that Administration bring a report forward to Council on December 13, 2016 which:

- Outlines what resources are needed to transition from the current variance reporting process to a new analysis, by department, of the actual monthly income and expense reporting as compared to the actual budget for the same period;
- The revised variance reporting analysis is to be reviewed quarterly with Council; and
- The feasibility of beginning the new process as of March 31, 2017.

On December 13, 2016, Council referred consideration of the motion to the January 24, 2017 regular Council meeting to provide Administration more time to complete its investigation.

This report is separated into the following sections that describe:

- The City's current quarterly variance reporting process;
- The new quarterly variance reporting process and requirements for transitioning;
- Proposed timeline for implementation of new variance reporting process.

Current Quarterly Variance Reporting Process:

The Financial Services Department (Finance), in cooperation with department Directors prepare Forecast and Variance Analysis reports for Council's use on a quarterly basis. The comprehensive reports combine a high level overview of the City's operating revenue and expense variances by function along with detailed explanations of operating variances by division. Variance analysis and forecasting are essential management tools that the City uses to evaluate organizational performance and to assist Council and Administration with decision making.

The quarterly reports include a separate analysis and discussion of the operating and capital budgets. The operating section includes statements of operations by function and by division which provide an analysis of year-to-date actuals, approved annual budget, year-to-end forecasts, and variances between forecast and budget figures along with detailed variance explanations. Capital projects are reviewed on a project-by-project basis and include reporting of total

expenditures to date, estimated costs to complete, estimated completion dates and detailed explanations of variances between actual costs and approved budget.

The City's overall projected operating surplus/deficit figures are also provided each quarter along with explanations as to whether they are revenue or expenditure driven. Additional information provided in the quarterly financial reports consists of the following:

- Current investment balances and performance;
- Utility operations comprising water, wastewater and solid waste;
- Actual and projected reserve balances;
- Debt balances compared to debt limit; and
- Debt payments compared to debt service limits.

The process of creating the quarterly Forecast and Variance Analysis reports involve staff from all City departments and the City Manager. At the close of each month end for March, June, September and December, Finance staff prepare the City's budget, planning and financial reporting software (FMW), to accept the variance and forecast entries and provide instructions to department staff advising them of the process to be followed. Directors and staff from each department are responsible for performing the following:

- A comprehensive review of their department's budgets on a line-by-line basis, analyzing year-to-date actual revenues and expenses, approved budget and forecast figures to the end of the year;
- Update forecast year-to-end figures based on current information such as changes to operating plans, economic conditions, customer preferences, etc.;
- Provide detailed explanations of all significant variances between the approved annual budget and the updated forecast figures;
- Prepare an executive summary covering their department's activities over the last quarter outlining any major outliers, predictions or operational issues that were identified.

For departments with major capital projects such as Recreation, Project Management and Infrastructure Management, the Directors review the current status of each capital project and provide detailed explanations for all significant variances between the estimated costs to complete and the approved capital budget.

After gathering the variance and forecast information from all departments, Finance staff review it for accuracy, reasonability and completeness and begin work drafting the quarterly report. The report is reviewed by the City Manager and the Chief Financial Officer prior to its release. From the time month end is closed, the entire process requires three to four weeks to complete each quarter.

Based on feedback received from Council, Administration has made regular improvements to the format and content of the quarterly Forecast and Variance Analysis reports to include information that is relevant for Council's use.

New Quarterly Variance Reporting Process:

The transition to reporting monthly variances by department on a quarterly basis would enhance the City's forecast and variance reporting, cash flow management and budgeting processes. This additional financial information would serve as a useful tool for assessing departmental performance on a monthly basis.

A) Conversion to a Monthly Budget

The first step in the transition involves converting the 2017 approved operating budget from an annual basis to a monthly basis. At present, the operating budget is entered and formatted in FMW as an annual budget without separate monthly allotments by department. Meaning, one figure is entered for each budgeted line item instead of 12 separate figures for each month which comprise an annual total. Therefore, in order to report budget figures on a year-to-date basis which is necessary for analyzing budget to actual variances over the same period, the City's entire operating budget, line by line for all 15 departments, must be converted into a monthly format.

In consultation with Rac Software Inc. (RacSoft), the makers of FMW software, FMW is capable of tracking and reporting budget figures on a monthly basis. However, a number of programming and configuration changes are required in order to fully utilize this feature. For an additional cost, this work can be completed by RacSoft. The details of these and other costs are provided later in the report. In addition, RacSoft would create the necessary budget views, reports, and programming tools which would enable FMW to report monthly variances on a quarterly basis going forward.

Based on a preliminary assessment of whether the 2017 operating budget could be converted from an annual basis to a monthly basis in time to report monthly variances by March 31, 2017, several challenges are noted as follows:

- Inclusive of all City departments, Directors and staff would need to convert approximately 1,140 budgeted line items into 12 monthly allotments and review them for accuracy and completeness;
- Additional training for Directors and staff in FMW will be required to cover the process of converting the budget and the new variance reporting processes;
- The additional work to complete the training and conversion would need to integrate with the timing of work already scheduled during this period such as:
 - Implementation of the 2017 approved operating and capital budgets;
 - Year-end audit work and financial statement preparation;
 - Development of the 2017 Property tax bylaw,
 - Replacement of Class software and user training,
 - Development of the 2018 operating and capital budgets.

In order to estimate the time and resources needed to convert the annual operating budget into monthly budgets by department, Finance prepared mockups of the City's two largest departments: Recreation and Infrastructure Management. Upon review and discussion with the Directors of both departments, it was estimated that conversion of their annual budgets to a monthly basis would take between one to two weeks to complete without the need for additional

staff or outside resources. It is expected that other departments would be able to convert their budgets concurrently and within the same timeframe. However, additional time would be required to complete the necessary training in advance, and for Finance to review the monthly budget figures once they have been entered.

Given that the additional work must be completed within existing staff work schedules, the entire conversion process is estimated to take between five to six weeks to complete. This timeframe will allow for training of Directors and their staff on the conversion process, the full 2017 operating budget to be converted into a monthly format, Finance to perform an analysis and review of the monthly budget figures prior to finalizing, and allow time for the processing of any adjustments. It is also important to note that work on converting the budget cannot be performed until the software modifications have been completed.

B) Revised Process for Analyzing and Reporting Monthly Variances

Once the City's operating budget is converted to a monthly basis, the second step in the transition is to modify the current forecast and variance reporting processes to be able to report the additional information to Council on a quarterly basis. Directors and their staff will be required to perform additional work each quarter analyzing and explaining variances between actuals and budgets for the same period. This would extend the overall time needed to complete the variance analysis for all departments, and thus the time needed to produce the quarterly variance reports.

For the purpose of illustrating the new quarterly variance report prepared under the new variance reporting process, Appendix 1 includes a sample Quarter 2 Forecast and Variance Analysis for the Planning and Development Department. Variances between year-to-date actuals and year-to-date budget figures to June 30, 2017 are presented. The report also includes variances between forecast to year-end figures and the Department's annual budget. Similar reports would be presented for each department along with a consolidated report that combines all departments. In addition to the figures presented, the actual report would include written explanations of all significant variances identified as part of the analysis.

At this early stage of the analysis, it is difficult to estimate how much additional time would be required to complete the new variance reporting and forecasting processes each quarter. However, two general assumptions can be made. One, that the process will become more efficient as staff become more familiar with the procedures; and two, that certain departments with more complex budgets such as Infrastructure Management will take longer to perform the required analysis than those with less complex budgets. However, Administration is confident that the quarterly forecast and variance reports can still be prepared and presented in a timely manner to Council despite the additional work to be performed by staff.

In addition to training on the process of converting the budget, Directors and their staff will require training on the use of FMW prior to implementing the new forecast and variance reporting process. RacSoft can provide all of the training that is needed and are available to provide further training and/or assistance in the future should it be required.

C) Costs Associated With Transitioning to New Variance Reporting Process

As mentioned earlier in the report, FMW is capable of tracking and reporting budget figures on a monthly basis. However, in order to do so, FMW requires several programming and configuration modifications to be performed in advance. RacSoft stated that this work can begin in February 2017 and will take approximately two weeks to complete at an estimated cost of between \$10,000

and \$15,000. RacSoft can also provide end-user training for staff at a projected total cost of \$4,500. Therefore, the total costs of transitioning to the new variance reporting process including software modifications and training is estimated at \$19,500.

No additional costs related to staff are expected as Administration plans to complete the transition to the new variance reporting process within current staffing levels.

Proposed Timeline for Implementation of New Variance Reporting Process

Given the two week requirement for RacSoft to complete the necessary software modifications in February 2017 and the five to six weeks required by staff to convert the City's annual operating budget into a monthly format, implementation of the new variance reporting process by March 31, 2017 is not deemed to be feasible.

A more realistic timeframe for implementation of the new variance reporting process would be in conjunction with the second quarter forecast and variance report prepared as at June 30, 2017. Therefore, should Council approve transitioning to the new variance reporting process, Administration will work toward a June 30, 2017 implementation and will keep Council informed of the progress made to date.

Financial Implications:

The cost of transitioning to the new variance reporting process amounts to \$19,500 to be funded from the Financial Stabilization Reserve.

Attachment:

Appendix 1 – "Sample" 2017 Quarter 2 Forecast & Variance Analysis Report for
Planning & Development

File No.:

Prepared by:	Jeremy Emann Chief Financial Officer	January 13, 2017
Approved by:	John Dance General Manager, Corporate Services	January 17, 2017
Reviewed by:	Troy Fleming Acting City Manager	January 18, 2017
Submitted to:	City Council	January 24, 2017

Planning & Development

"Sample Only"

Second Quarter Forecast & Variance Analysis to June 30, 2017

	*Q2 Variance				Year-End Variance			
	Year-to-Date Q2 Actuals	Q2 Budget	Q2 Variance	Q2 %	Year-End Actual Forecast	2017 Approved Budget	Year-End Budget Variance	YE %
Revenues								
Sales, Rentals and User Charges								
Service Fees	120,000	115,000	5,000	4%	240,000	230,000	(10,000)	4%
Sale of Goods	250	250	-	0%	500	500	-	0%
Leases	10,000	12,500	(2,500)	-20%	20,000	21,550	1,550	-7%
Total Sales, Rentals and User Charges	130,250	127,750	2,500	2%	260,500	252,050	(8,450)	3%
Fines, Licenses and Permits								
Permits	415,000	400,000	15,000	4%	875,000	850,313	(24,687)	3%
Total Fines, Licenses and Permits	415,000	400,000	15,000	4%	875,000	850,313	(24,687)	3%
Other Revenues								
Funding from Reserves	109,000	100,000	9,000	9%	225,000	200,000	(25,000)	13%
Total Other Revenues	109,000	100,000	9,000	9%	225,000	200,000	(25,000)	13%
Total Revenues	654,250	627,750	26,500	4%	1,360,500	1,302,363	58,137	4%
Expenses								
Salaries, Wages and Benefits								
Salaries - Regular	470,000	475,000	(5,000)	-1%	950,000	952,449	(2,449)	0%
Salaries - Regular:OptedOut OT	3,800	4,500	(700)	-16%	6,900	6,900	-	0%
Wages - Regular	53,000	55,000	(2,000)	-4%	110,000	109,200	800	1%
Wages - Casual Relief	5,000	5,000	-	0%	12,900	12,900	-	0%
Wages - Overtime	1,000	1,000	-	0%	3,000	2,300	700	30%
ER Contributions	115,000	120,000	(5,000)	-4%	250,000	247,167	2,833	1%
Total Salaries, Wages and Benefits	647,800	660,500	(12,700)	-2%	1,332,800	1,330,916	1,884	0%
Contracted and General Services								
Courses,Conferences&Seminars	7,000	6,000	1,000	17%	12,000	11,600	400	3%
Travel,Meals&Accommodations	6,500	7,000	(500)	-7%	12,500	13,000	(500)	-4%
Phone,Cell,Fax & Internet	1,800	1,800	-	0%	3,600	3,600	-	0%
Memberships & Subscriptions	1,500	1,500	-	0%	4,700	4,700	-	0%
Printing & Duplicating	2,300	2,300	-	0%	2,300	2,300	-	0%
Legal Services	14,000	15,000	(1,000)	-7%	28,000	28,690	(690)	-2%
Strategic Planning	135,000	120,000	15,000	13%	375,000	350,000	25,000	7%
Contracted Services	210,000	200,000	10,000	5%	460,000	440,965	19,035	4%
Total Contracted and General Services	378,100	353,600	24,500	7%	898,100	854,855	43,245	5%
Grants to Organizations								
Grants to Organizations	10,000	10,000	-	0%	20,000	20,000	-	0%
Total Grants to Organizations	10,000	10,000	-	0%	20,000	20,000	-	0%
Total Expenses	1,035,900	1,024,100	11,800	1%	2,250,900	2,205,771	45,129	2%
Net (Surplus)/Deficit	381,650	396,350	(14,700)	-4%	890,400	903,408	(13,008)	-1%

Note:

* The Q2 Variance column represents the new analysis comparing actuals to budget of monthly revenues and expenses.

CITY OF FORT SASKATCHEWAN

Public Transit Infrastructure Fund

Motion:

That Council approve the allocation of \$109,000 from the Public Transit Infrastructure Fund (PTIF) and \$54,500 in grant funding from the Provincial Government, to offset project costs associated with the construction of the Northern Transfer Station and key bus stop infrastructure improvements.

Purpose:

For Council to approve the allocation of new grant funding for transit infrastructure upgrades initiated in 2016, to be completed in 2017.

Background:

Last year, Council approved an increase in operating funding to offset costs associated with a new local transit system and the current commuter service to Edmonton. These costs included on-going upgrades to bus stop infrastructure.

In the second quarter of 2016, the Federal Government released the new Public Transit Infrastructure Fund (PTIF). This new Federal transit grant program provides municipalities with an opportunity to receive financial support to upgrade transit infrastructure.

The City's Infrastructure Management Department applied for two projects, planned for the next 2-3 years:

- a) Northern Transfer Station, located at 99 Avenue & 95 Street; and
- b) bus stop infrastructure upgrades to key sites located throughout the city, on local bus routes.

The total cost of these two projects is \$218,000. Based on the PTIF application criteria, the City and the Federal Government would equally contribute \$109,000 towards the cost of these transit infrastructure improvements.

Funding from the PTIF program would allow much needed upgrades to be completed in 1 year instead of 2-3 years. It would also reduce costs to the City for these projects.

The new Fort Saskatchewan Transit Service started on September 6, 2016. To date, the City has invested \$109,000 in the Northern Transfer Station and basic bus stop infrastructure. Additional upgrades were put on hold until 2017 and the confirmation of PTIF grant program funds. The upgrades identified in the City's PTIF grant application included heated shelters at the Northern Transfer Station as well as non-heated shelters, benches and trash receptacles in key bus stops throughout the city.

In December 2016, the City received a letter from Alberta Infrastructure & Transportation announcing the City's PTIF grant application was successful. The City is approved for \$109,000 in grant funding from the Federal Government, as well as an unexpected grant of \$54,500 from the Provincial Government. Due to timing, these new sources of funding were not captured in the 2017 budget.

Plans/Standards/Legislation:

Transit Pilot Review Report, October 2015.

Financial Implications:

The Federal Government's contribution of \$109,000 will be used to complete the Northern Transfer Station and other key bus stop infrastructure upgrades in 2017. The Provincial Government's contribution of \$54,500 will be also used to offset the City's contribution to these two projects.

Essentially, through these grants the City will acquire a \$218,000 transit infrastructure investment for a quarter of the cost. These grant funds will contribute to a reduction in costs to the City for transit infrastructure improvements.

Attachment:

November 23 2016 PTIF Approval Letter

File No.:

Prepared by: Richard Gagnon
Director, Infrastructure Management

Date: January 4, 2017

Reviewed by: Troy Fleming
Acting City Manager

Date: January 17, 2017

Submitted to: City Council

Date: January 24, 2017



ALBERTA
INFRASTRUCTURE
TRANSPORTATION

Office of the Minister
Government House Leader
MLA, Edmonton-Highlands-Norwood

CITY OF FORT SASKATCHEWAN			
File No:	RECEIVED		
Mayor	Council	City Manager	
DEC 02 2016			
Also Received:			
CS	CPS	CST	

Copies → *Kelly*
Troy
Richard
Chad
AR69120
Dec 5/16

November 23, 2016

Her Worship Gale Katchur
Mayor
City of Fort Saskatchewan
10005 - 102 Street
Fort Saskatchewan, AB T8L 2C5

Dear Mayor *Gale* Katchur:

Thank you for the City of Fort Saskatchewan's project funding application in response to the call for submissions for the Phase One of the federal Public Transit Infrastructure Fund (PTIF).

Based on the project applications from the City of Fort Saskatchewan, I am pleased to advise your council that the City is approved for \$109,000 in grant funding from the Government of Canada and \$54,500 in grant funding from the Government of Alberta, which represents 75 per cent of the estimated total eligible costs for the following projects:

- Northern Transfer Location, to a maximum of \$112,500.
- Fort Saskatchewan Bus Stop Infrastructure Upgrade/Construction, to a maximum of \$51,000.

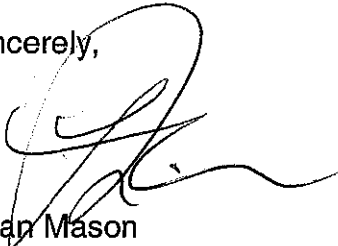
The Government of Alberta is pleased to provide a provincial contribution toward the PTIF. Improving public transit in Alberta will ensure there are safe, reliable, accessible, and environmentally sustainable transportation options in and between communities to support a high quality of life. Enhanced local, regional, and intercity transit services will make transit a viable option for Albertans, reducing single occupancy vehicle trips, which will in turn improve the efficiency of the overall transportation system and reduce per capita greenhouse gas emissions.

.../2

Payments will be paid on progress, and the final grant amount will be based on the actual expenditures for eligible costs at the time of project completion. Department staff will be in contact with your administration to formalize the eligible scope of the projects and the funding agreements to undertake this work.

We support Alberta municipalities and appreciate the opportunity to partner with the Government of Canada and the City of Fort Saskatchewan to improve mobility options for your citizens.

Sincerely,

A handwritten signature in black ink, appearing to read 'Brian Mason', with a stylized flourish extending to the right.

Brian Mason
Minister

cc: Jessica Littlewood
MLA for Fort Saskatchewan-Vegreville
Nolan Crouse
Chair, Capital Region Board

CITY OF FORT SASKATCHEWAN

Recruitment of Vacant City Manager / Chief Administrative Officer Position

Motion:

That Council authorize Administration to commence the recruitment of a City Manager / Chief Administrative Officer (CAO) position for the City of Fort Saskatchewan.

Purpose:

The purpose of this report is to request Council's approval for People Services to move forward with the appropriate steps to recruit for the vacant City Manager / CAO position.

Background:

On January 20, 2017, the City Manager / CAO position became vacant. The *Municipal Government Act*, RSA 2000, Chapter M-26 requires that every Council establish, by bylaw, the position of CAO (Section 205[1]). Bylaw C29-95 requires Council to appoint a person to carry out the powers, duties and functions of a CAO.

Council at its December 13, 2016 regular Council Meeting appointed Troy Fleming as Acting City Manager / CAO, effective January 21, 2017 until such time as a permanent City Manager / CAO is selected.

File No.:

Prepared by:	Renee Fitzsimmons Director, People Services	Date: January 18, 2017
Approved by:	John Dance General Manager, Corporate Services	Date: January 18, 2017
Submitted to:	City Council	Date: January 24, 2017

CITY OF FORT SASKATCHEWAN

Bylaw C3-17 – Repeal Bylaw 1903 – Family & Community Support Services (FCSS) Advisory Board

Motions:

1. That Council give first reading to Bylaw C3-17, which repeals Bylaw 1903 to establish a Family & Community Support Services Advisory Board.
2. That Council give second reading to Bylaw C3-17, which repeals Bylaw 1903 to establish a Family & Community Support Services Advisory Board.
3. That Council provide unanimous consent to proceed with third and final reading to Bylaw C3-17, which repeals Bylaw 1903 to establish a Family & Community Support Services Advisory Board.
4. That Council give third reading to Bylaw C3-17, which repeals Bylaw 1903 to establish a Family & Community Support Services Advisory Board.

Purpose:

To provide Council with information on the rationale to repeal Bylaw 1903, which will disband the FCSS Advisory Board.

Background:

The Fort Saskatchewan FCSS Advisory Board was created in 1981. The intention of establishing an advisory board was to ensure that the community had an opportunity to provide input into FCSS programs and services. A formal body, such as an advisory board, was beneficial at the time it was created since community groups were not yet well established in Fort Saskatchewan. The FCSS Advisory Board was deemed the core social link to the community.

In 2008, the FCSS Department implemented 'Building Bridges' meetings. These meetings started out as a half-day community workshop held on a quarterly basis which allowed agency and organizational representatives to get together to network, learn about local initiatives, and work together to respond to current social issues. Members of these workshops expressed the value in having a formalized outlet to discuss social issues and work together to create solutions. In 2012, these workshops evolved into monthly board meetings with an action focus component.

This move towards collaborating with community partners on social issues and programs has allowed FCSS staff to utilize their time more efficiently. The needs of the community transitioned from the advisory board to the Building Bridges group. With the implementation of Building Bridges, the FCSS Advisory Board members' ability to be more involved was limited. Collaborating with the Building Bridges group provides the greatest value for City resources. City Administration will work to find other important community roles for the current FCSS Advisory Board members interested in continued community involvement.

Plans/Standards/Legislation:

Consulting with representatives from the Family and Community Support Services Association of Alberta (FCSSAA) and a review of provincial legislation have confirmed that an advisory board is not a legislated requirement. Rather, a board is established under the direction and at the discretion of a municipal Council.

Recommendation:

That Council give three readings to Bylaw C3-17, which repeals Bylaw 1903 to establish a Family & Community Support Services Advisory Board.

Attachments:

1. Bylaw C3-17
2. FCSS Board Bylaw 1903 and amending Bylaw C12-85.

File No.:

Prepared by:	Tammy Lautner Director, Family and Community Support Services	Date: January 5, 2017
Approved by:	James Clark Acting General Manager, Community & Protective Services	Date: January 16, 2017
Reviewed by:	Troy Fleming Acting City Manager	Date: January 17, 2017
Submitted to:	City Council	Date: January 24, 2017



CITY OF FORT SASKATCHEWAN

**A BYLAW OF THE CITY OF FORT SASKATCHEWAN IN THE PROVINCE OF
ALBERTA TO REPEAL BYLAW #1903, FAMILY & COMMUNITY SUPPORT
SERVICE BOARD**

BYLAW NO. C3-17

WHEREAS, Section 63(2)(b) of the *Municipal Government Act*, R.S.A. 2000, c.M-26 as amended or repealed and replaced from time to time authorizes Council to repeal a bylaw that is inoperative, obsolete, expired, spent or otherwise ineffective;

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

1. This Bylaw repeals Bylaw #1903 and all amendments thereto.
2. This Bylaw becomes effective upon third and final reading.

READ a first time this	day of	2017.
READ a second time this	day of	2017.
READ a third and passed this	day of	2017.

MAYOR

DIRECTOR, LEGISLATIVE SERVICES

Date Signed: _____

TOWN OF FORT SASKATCHEWAN

BYLAW # 1903

BEING A BYLAW OF THE TOWN OF FORT SASKATCHEWAN IN THE PROVINCE OF ALBERTA TO ESTABLISH A FAMILY AND COMMUNITY SUPPORT SERVICES BOARD AND TO SET FORTH THE DUTIES AND RESPONSIBILITIES THEREOF.

WHEREAS the Council of the Town of Fort Saskatchewan has authorized a Family and Community Support Services program for the Town in cooperation with the Province of Alberta, and

WHEREAS, Council deems it advisable to establish a Board to plan, coordinate, evaluate, and operate such programs as provided for in the Family and Community Support Services Act, and

WHEREAS, the Town agrees to administer the Family and Community Support Services Project.

NOW, THEREFORE, the Municipal Council of the Town of Fort Saskatchewan, duly assembled, thereby enacts as follows:

1. That there is hereby established a Board to be known as the "Fort Saskatchewan Family and Community Support Services Board".
2. Membership and Meetings
 - a) The Board shall consist of not fewer than five nor more than ten members appointed by Council.
 - b) Membership shall include the Public Health and Welfare Services Committee Chairman of Council.
 - c) Board members shall be residents of the Town of Fort Saskatchewan.
 - d) The term of office shall be two years commencing on the first day of January in the year of that term. No person shall serve for more than two consecutive terms, but may after retiring for one year, reapply.
 - e) In the event of a vacancy occurring, the person appointed to fill such vacancy shall hold office for the remainder of the term appointed. This will only be classified as one term of office if the person fills this vacancy for more than one year.
 - f) The Commissioner shall appoint a Department Head to act in an advisory capacity to the Board.
 - g) Membership shall be subject to annual review by Council.
 - h) Any member may resign from the Board at any time upon sending written notice to Council to that effect and any member of the said Board may be removed for cause by resolution of Council at any time.
 - i) The Board shall elect an executive from its membership each year at the first meeting of the year.
 - j) All members shall vote on every question and in the event of a tie, the motion shall be lost.
 - k) The Board shall adopt such rules and regulations as its members may agree upon, providing such rules and regulations are not inconsistent with powers herein conferred or in the Town of Fort Saskatchewan procedural Bylaw. A quorum of the Board shall be a simple majority of its membership.

TOWN OF FORT SASKATCHEWAN			
APPROVED	DATE	INT'L	
S.T.	Legal & Form	<i>[Signature]</i>	<i>[Signature]</i>
Dep't	Content	<i>[Signature]</i>	<i>[Signature]</i>
Comm	Principle	<i>[Signature]</i>	<i>[Signature]</i>

- 1) The Board shall hold as many meetings in each year as are considered necessary to adequately deal with the business of the Board. Special meetings may be called by the Chairman on twenty-four hours notice or at the request of any three members of the Board.
- m) Members of the Board shall serve without remuneration.
- n) Any member who is absent from three consecutive meetings shall forfeit office unless such absence is by reason of illness or authorization of the Board.
- o) Council by resolution may dissolve the Board and thus relieve the membership of all members of the Board.

3. DUTIES AND RESPONSIBILITIES

1. The purpose of the Board shall be generally to advise the Council of the Town on the Family and Community Support Services in accordance with the Family and Community Support Services Act and Regulations.
2. THE BOARD SHALL:
 - a) Annually, participate in the Budget Process as per Council policy.
 - b) Assist in formulating plans and priorities regarding Family and Community Support Services with a view to the establishment of a comprehensive program.
 - c) Advise on the establishment of such relationships with other municipal, provincial and federal departments and community agencies as well promote the orderly development of Family and Community Support Services.
 - d) Encourage submissions of briefs pertaining to Family and Community Support Services from responsible individuals and groups for review, evaluation and possible action.
 - e) Encourage individuals and groups to offer constructive suggestions or criticisms of policies or programs to be established as Family and Community Support Services.
 - f) Suggest to public and/or private agencies changes in policy, program or practices that might improve the impact of such services in the family and community support services area.
 - g) Stimulate and, if necessary, organize such consultations with professional groups, social agencies, (Public or Private), or other groups as may advance effective establishment or implementation of Family and Community Support Services.
 - h) Stimulate and promote citizen awareness of the importance of Family and Community Support Services established and available.
 - i) Advise on the establishment of new programs, public or private, designed to prevent emergence of social problems or provide support to the family in the community.
 - j) Prepare programs pertaining to Family and Community Support Services for consideration of Council.

4. LIMITATIONS AND POWER

- a) Neither the Board nor any member thereof shall have the power to pledge the credit of the Town in connection with any matter whatsoever, nor shall the Board nor any member thereof have any power to authorize any expenditure to be charged against the Town other than those designated within the "Family and Community Support Services Board" approved budget.

5. Bylaw #1647 is hereby repealed

READ a first time in Council this 28th day of September 1981 A.D.

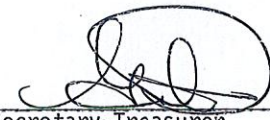
READ a second time in Council this 28th day of September 1981 A.D.

With unanimous consent of all members present Bylaw No. 1903 was presented for third reading.

READ a third time in Council this 28th day of September 1981 A.D.



Mayor



Secretary-Treasurer

CITY OF FORT SASKATCHEWAN

BYLAW NO. C12-85

BEING A BYLAW OF THE CITY OF FORT SASKATCHEWAN IN
THE PROVINCE OF ALBERTA TO AMEND BYLAW NO. 1903
TO ESTABLISH A FAMILY AND COMMUNITY SUPPORT SERVICES
BOARD AND TO SET FORTH THE DUTIES AND RESPONSIBILITIES
THEREOF.

WHEREAS Bylaw No. 1903 was passed September 28, 1981 to establish a Family and Community Support Services Board to plan, coordinate, evaluate, and operate such programs as provided for in the Family and Community Support Services Act; and

WHEREAS the Council of the City of Fort Saskatchewan considers it expedient to revise Bylaw No. 1903 to clarify the qualifications to be considered for the appointment of a member to serve on the Family and Community Support Services Board.

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

1) That a new Section 2, Subsection (p) be inserted in Bylaw No. 1903 as follows:

Applicants shall be:

- a) of the full age of eighteen years;
- b) a Canadian Citizen or a Landed Immigrant;
- c) a resident in the City of Fort Saskatchewan for six (6) consecutive months immediately preceding the date of advertising for receipt of applications.

2) That Bylaw No. 2022 is hereby repealed.

3) This Bylaw shall take effect on the date of final passing thereof.

READ a first time in Council this 15th day of October A.D. 1985.

READ a second time in Council this 15th day of October A.D. 1985.

READ a third time in Council this 28th day of October A.D. 1985.


Mayor


Secretary-Treasurer

CITY OF FORT SASKATCHEWAN			
APPROVED	DATE	INT'L	
S.T.	Legal & Form	21/10/85	PB.
Dep't	Content	21/10/85	PB.
Comm	Principle	21/10/85	PB.

CITY OF FORT SASKATCHEWAN
Notice of Motion – Council Meeting Times

Motion:

Whereas regularly scheduled meetings of Council currently commence at 6:00 p.m., and whereas the benefit of changing the start time of Council meetings include:

1. a better work-life balance for Council members and staff;
2. major decisions are deliberated at a time in which minds may be more alert;
3. financial savings to the City;
4. an increase in members of the public who may attend as it does not interfere with evening commitments; and
5. allows additional time for the local media to meet production deadlines.

Therefore, that effective the first Council meeting following the 2017 municipal election, regular Council meetings commence at 2:00 p.m.

Purpose:

To consider an alternative start time for regular public Council meetings.

Background:

At the December 13, 2016 regular Council meeting, Councillor Garritsen presented a notice of motion to change the start times for regular Council meetings from 6:00 to 2:00 p.m.

Following a review of Council meeting times for 20 municipalities in the Capital Region, 8 hold their meetings during the day, and 12 hold their meetings after 5:00 p.m.

Those municipalities who hold daytime meetings are:

- City of Edmonton, City of St. Albert, Town of Gibbons, Lamont County, Leduc County, Parkland County, Strathcona County, and Sturgeon County

Those municipalities who hold evening meetings are:

- City of Leduc, City of Spruce Grove, Town of Beaumont, Town of Bon Accord, Town of Bruderheim, Town of Calmar, Town of Devon, Town of Lamont, Town of Legal, Town of Morinville, Town of Redwater, and Town of Stony Plain

Typically, Council members have three meetings per month to attend – Council meetings (open to the public) on the second and fourth Tuesday, and Committee of the Whole Workshops (not open to the public) on the third Tuesday. Advantages and disadvantages exist for holding Council meetings during the daytime, as well as for the evening hours.

Advantages for daytime Council meetings and Workshops include:

1. supports a work-life balance for both Council and Administration;
2. an increased alertness in the afternoon, as opposed to the evening or late evening hours;
3. increased availability of Administration during the day should there be Council inquiries;
4. reduction in meeting costs;

5. accessibility for public members during the day;
6. would allow an increased timeframe for local media to prepare for their print deadlines; and
7. as Workshops are not open to the public, the earlier time would not impact their attendance.

Disadvantages for daytime Council meetings include:

1. may impact availability of working members of Council;
2. may impact availability of the public and community groups;
3. reduced availability of Administration to attend other meetings or activities; and
4. possible distraction for staff working daytime hours while the Council meeting is underway.

As an alternative to changing meeting times from 6:00 to 2:00 p.m., Council could consider a phased-in approach, such as changing meeting start times from 6:00 p.m. to 5:00 p.m. This helps to achieve a balance between daytime and evening Council meetings.

Recommendation:

That Council advise how they wish to proceed.

Prepared by:	Brenda Molter, Director, Legislative Services	Date: January 11, 2017
Approved by:	Troy Fleming, Acting City Manager	Date: January 17, 2017
Submitted to:	City Council	Date: January 24, 2017

CITY OF FORT SASKATCHEWAN

Notice of Motion – Retail Liquor Store Restrictions

Motion:

That Council direct Administration to prepare a Land Use Bylaw amendment for Council's consideration regarding liquor stores which would:

- 1) Strike a balance between market choice and community safety;
- 2) Create a distance requirement for all new liquor stores of 750m from previously established liquor store sites; and
- 3) Grandfather existing liquor store locations.

Purpose:

To consider the notice of motion from Councillor Randhawa related to restrictions on where new liquor stores can locate within the City.

Background:

Residents in many municipalities feel that there are too many retail liquor stores in their communities. The abundance of liquor stores generates concerns that the growing number of retail liquor stores could lead to social issues and to an increase in crime.

Several municipalities in the Capital Region have restrictions on where retail liquor stores can locate within the community in proximity to schools, public spaces, religious gatherings, and other retail liquor stores. Other municipalities, including the City of Fort Saskatchewan, regulate the location of retail liquor stores by listing them as permitted or discretionary uses within the Land Use Bylaw but do not include specific proximity based restrictions.

Number of Liquor Stores

There are currently 12 retail liquor stores in Fort Saskatchewan licensed by the Alberta Liquor and Gaming Commission (AGLC) to sell retail alcohol. Compared with the 9 largest urban municipalities in the Edmonton metro region, Fort Saskatchewan does not have a higher number of liquor stores (total number or on a per-capita basis). We rank 5th overall in per capita liquor stores, with Stony Plain, Morinville, Spruce Grove, and Leduc having more stores per capita than Fort Saskatchewan, while Sherwood Park, St. Albert, Beaumont, and Edmonton having less.

Municipality	Population	# of Stores	Per Capita
Stony Plain	16,127	9	1,792
Morinville	9,893	5	1,979
Spruce Grove	33,640	17	1,979
City of Leduc	30,498	15	2,033
Fort Saskatchewan	24,569	12	2,047
Sherwood Park	68,782	29	2,372
St. Albert	64,645	22	2,938
Beaumont	17,720	6	2,953
Edmonton	899,447	241	3,732

Source: AGLC

Current Regulations

Capital region municipalities that have specific proximity based restrictions on retail liquor stores include the City of Edmonton, the City of Leduc, the City of Spruce Grove, and the Town of Beaumont.

The City of Edmonton has a minimum separation of 500m between retail liquor stores, and a minimum 100m distance from parks, public recreational spaces, and schools. Recently the City relaxed the 500m restriction between stores for large commercial districts and newer neighbourhoods. The 100m minimum distance from schools, parks, and recreational facilities remains unchanged.

The City of Leduc requires a minimum distance of 100m from a park or school, but this regulation does not apply for sites larger than 2 ha and zoned DC – Direct Control or CSC – Commercial Shopping Centre. There is no regulation on distance between stores or how many can be located in a single area.

The City of Spruce Grove requires a minimum distance of 100m from a park, public recreation space, or school, but does not require a minimum distance between stores, or restrict the number of stores in one location.

The Town of Beaumont requires a minimum separation of 500m between stores but does not require a minimum distance from parks, schools, or public spaces.

Strathcona County stipulates that retail liquor stores should not be located in close proximity to a park, recreational facility, school, or religious gathering but does not specify a minimum distance.

Capital region municipalities that regulate the location of liquor stores through their Land-Use Bylaw by listing them as discretionary or permitted uses but do not have specific proximity based restrictions include the City of Fort Saskatchewan, City of St. Albert, and the Town of Morinville.

Under the current Land Use Bylaw for Fort Saskatchewan, retail liquor stores are a discretionary use under all commercial zonings, with the exception of C5 – Fort Mall Redevelopment which list them as a permitted use. As a discretionary use, retail liquor stores can be restricted in all other commercial areas if the City believes there to be a strong case against allowing that type of development or a successful appeal is brought before the Subdivision & Development Appeal Board by anyone who feels they may be impacted by the development.

The Town of Stony Plain does not have any regulations or restrictions on the location of retail liquor stores within the municipality.

No comparable municipality within the Capital Region has proximity related restrictions on retail liquor stores that exceed 500m.

Public Safety and Social Issues

There is concern that an increased number of retail liquor stores in the City could create increased social issues and crime. Some studies have shown alcohol to be a contributing factor to social issues and crime. A common theme in the prevention of these issues is a reduction in the availability of alcohol, particularly to more vulnerable members of society. However, crime analytics from the City of Edmonton gathered from January 2012 – December 2015, do not

conclusively support the effectiveness of these restrictions. In consultation with Protective Services and FCSS Departments, it is not believed that restricting new retail liquor stores would have a significant impact on reducing alcohol related incidents in the City given the overall accessibility through existing liquor stores, off-sale locations, and drinking establishments.

Additional studies have shown that restricting operating hours of liquor stores to be closed during late night hours can have a significant reduction in alcohol related incidents. The validity of this approach and impact on staff resources would need to be further investigated.

Market Impact

From a market perspective, restricting any type of business limits consumer choice and creates a monopoly for existing locations by restricting competition. Consumers benefit from a competitive market as retailers strive to offer better pricing and selection to increase and maintain market share. Restricting competition could increase prices and limit choice and selection for consumers. This would have implications to the retail market in Fort Saskatchewan beyond retail liquor stores.

Retail alcohol resulted in \$30.4 million in trade area spending within the City last year, of which 21% came from outside the municipality. Convenience spending (retail alcohol, grocery, pharmacy, etc.) is the key driver for local retail spending in Fort Saskatchewan and results in spin-off benefits for other sectors such as specialty retailers and personal services. For these reasons, retail liquor stores serve as anchor tenants for commercial areas, to attract increased consumer spending to the commercial site. Restricting the number of liquor stores in the City will limit consumer convenience and impact consumer spending overall.

Restrictions will also impact future commercial development within the City by limiting the type of anchor tenant a developer could attract. Given the geographic size of the community and current retail liquor store locations that would be grandfathered, only one additional retail liquor store could be permitted in the existing commercial areas at the southern end of the City. This means additional future commercial development planned for Fort Saskatchewan could not have a retail liquor store as an anchor tenant.

Compared regionally, the Cities of Spruce Grove and Leduc, as well as Strathcona County share similar populations and demographics with Fort Saskatchewan, and both municipalities have some sort of restriction on where liquor stores can locate. Yet they have the same number of retail liquor stores per-capita as Fort Saskatchewan. This indicates that the size of the market is the deciding factor in the number of retail liquor stores a municipality will have, and not the restrictions placed on them. Therefore the effectiveness of regulations and restrictions on limiting the number of retail liquor stores in a municipality is questionable.

Recommendation:

Administration recommends not implementing a 750m separation between retail liquor stores within the municipality as the negative impacts to commercial development, and the restrictions of competition in the market place does not strike an appropriate balance between market choice and public safety.

Alternatively, Council could implement regulations similar to those in Spruce Grove, Leduc, Edmonton, and Strathcona County by creating a minimum distance of 100m from schools. Council could also implement restrictions on operating hours, prohibiting stores from operating

late at night. These option would have less of an impact to commercial development and the market.

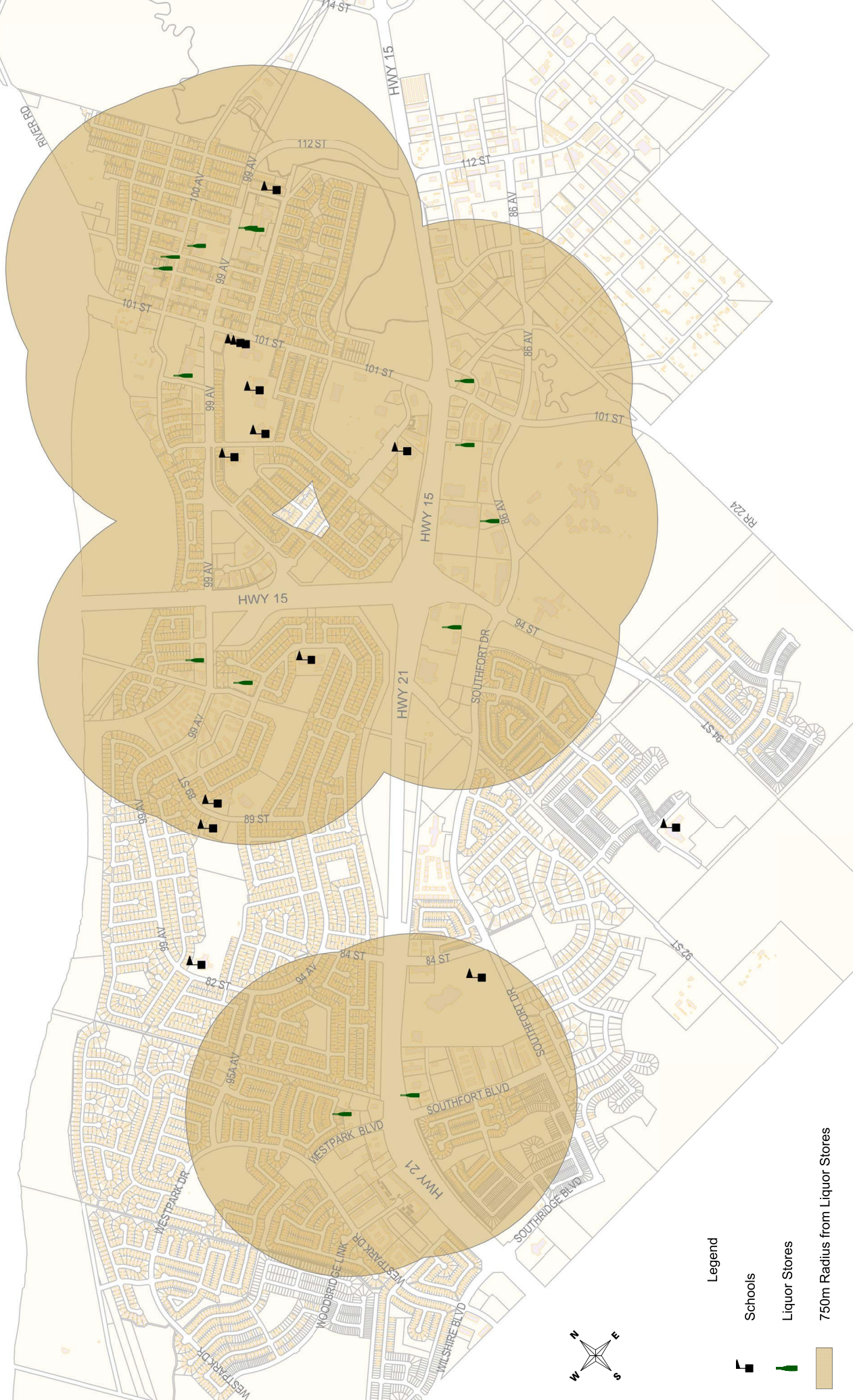
Attachments:

1. Appendix A – Proximity of Schools to Liquor Retail Locations
2. Appendix B – 100m radius around schools

Prepared by:	Mark Morrissey Economic Development Director	Date: January 10, 2017
Reviewed by:	Troy Fleming Acting, City Manager	Date: January 18, 2017
Submitted to:	City Council	Date: January 24, 2017



Proximity of Schools to Liquor Retail Locations





Proximity of Schools to Liquor Retail Locations

