



## **CITY OF FORT SASKATCHEWAN AGENDA**

### **Regular Council Meeting Tuesday, February 14, 2017 – 6:00 P.M. Council Chambers – City Hall**

- 6:00 P.M.**
1. **Call to Order** Mayor Katchur
  2. **Approval of Minutes of January 24, 2017 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:**
    - 4.1 2016 Year End Audit Plan Report  
Carlie Persson,  
Lead Engagement  
Partner /  
Amna Rana, Mgr.,  
Assurance  
PwC LLP  
(attachment)
  5. **Public Hearing**
    - Open Public Hearing** Mayor Katchur
    - 5.1 Lot R1, Block 22, Plan 3610RS Reserve Designation Removal and Heartland Housing Foundation Additional Land Grant Request  
Matthew Siddons  
(verbal)
    - Close Public Hearing** Mayor Katchur
  6. **Business Arising from Public Hearing**
    - 6.1 Lot R1, Block 22, Plan 3610RS Reserve Designation Removal and Heartland Housing Foundation Additional Land Grant Request  
Matthew Siddons  
(attachment)
  7. **Unfinished Business**
    - 7.1 Urban Beekeeping Implementation Strategy  
Katie Mahoney  
(attachment)
    - 7.2 Notice of Motion – Retail Liquor Store Restrictions  
(attachment)
  8. **New Business**
    - 8.1 Amend 2017 Capital Budget to Include Additional Equipment Replacement Projects  
Grant Schaffer  
(attachment)

**9. Bylaws**

9.1 Bylaw C4-17 – 2017 Supplementary Assessment Bylaw – 3 readings

Jeremy Emann  
(attachment)

9.2 Bylaw C5-17 - Amend Fees and Charges Bylaw C18-16 – Transit Fees – 3 readings

Anthony Dionigi  
(attachment)

**10. Notice of Motion**

10.1 Review Local Purchasing Policy

Coun. Garritsen  
(attachment)

**11. Points of Interest**

**12. Councillor Inquiries**

**13. Adjournment**



**CITY OF FORT SASKATCHEWAN**  
**MINUTES**  
**REGULAR COUNCIL**  
**Tuesday, January 24, 2017 - 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:

Troy Fleming, Acting City Manager  
John Dance, General Manager, Corporate Services  
James Clark, Acting General Manager, Community & Protective Services  
Brenda Molter, Director, Legislative Services  
Jeremy Emann, Chief Financial Officer  
Richard Gagnon, Director, Infrastructure Management  
Renee Fitzsimmons, Director, People Services  
Tammy Lautner, Director, Family & Community Support Services  
Mark Morrissey, Director Economic Development  
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 January 24, 2017 to order at 6:00 p.m.

**2. Approval of Minutes of December 13, 2016 Regular Council Meeting**

**R1-17**

MOVED BY Councillor Blizzard that the minutes of the December 13, 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. Delegations**

None.

#### **4. Presentations**

##### **4.1 North Saskatchewan Watershed Alliance Update**

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

Mayor Katchur thanked Mr. Trew for his presentation.

#### **5. Unfinished Business**

##### **5.1 Bylaw C19-16 - Debenture Sewer Service Reline Construction – 2<sup>nd</sup> & 3<sup>rd</sup> reading**

Presented by: Marshall Wight, Finance Intern

**R2-17**

MOVED BY Councillor Garritsen 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.

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

CARRIED UNANIMOUSLY

**R3-17**

MOVED BY Councillor Garritsen 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.

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

CARRIED UNANIMOUSLY

##### **5.2 Quarterly Variance Reports Process**

Presented by: Jeremy Emann, Chief Financial Officer

**R4-17**

MOVED BY Councillor Sperling 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.

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

CARRIED UNANIMOUSLY



## **6. New Business**

### **6.1 Public Transit Infrastructure Fund**

Presented by: Richard Gagnon, Director, Infrastructure Management

**R5-17**

MOVED BY Councillor Blizzard 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.

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

CARRIED UNANIMOUSLY

### **6.2 Recruitment of Vacant City Manager / Chief Administrative Officer Position**

Presented by: Renee Fitzsimmons, Director, People Services

**R6-17**

MOVED BY Councillor Hennig that Council authorize Administration to commence the recruitment of a City Manager / Chief Administrative Officer (CAO) position for the City of Fort Saskatchewan.

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

Against: Arjun Randhawa, Sheldon Bossert

CARRIED

## **7. Bylaws**

### **7.1 Bylaw C3-17 – Repeal Bylaw 1903 - Family & Community Support Services (FCSS) Advisory Board Transition – 3 readings**

Presented by: Tammy Lautner, Director, Family & Community Support Services

**R7-17**

MOVED BY Councillor Garritsen that Council give first reading to Bylaw C3-17, which repeals Bylaw 1903 to establish a Family & Community Support Services Advisory Board.

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

CARRIED UNANIMOUSLY

**R8-17** MOVED BY Councillor Garritsen that Council give second reading to Bylaw C3-17, which repeals Bylaw 1903 to establish a Family & Community Support Services Advisory Board.

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

CARRIED UNANIMOUSLY

**R9-17** MOVED BY Councillor Garritsen 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.

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

CARRIED UNANIMOUSLY

**R10-17** MOVED BY Councillor Garritsen that Council give third reading to Bylaw C3-17, which repeals Bylaw 1903 to establish a Family & Community Support Services Advisory Board.

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

CARRIED UNANIMOUSLY

Mayor Katchur called a short recess at 7:14 p.m.

The regular Council meeting reconvened at 7:23 p.m.

## **8. Notice of Motions**

### **8.1 Council Meeting Times**

**R11-17** MOVED BY Councillor Garritsen that 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.

In Favour: Gale Katchur, Frank Garritsen

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

DEFEATED

## **8.2 Retail Liquor Store Restrictions**

**R12-17** MOVED BY Councillor Randhawa 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.

**R13-17** MOVED BY Councillor Hennig that Council Resolution #12-17 be amended to restrict new liquor stores to be no closer than 100 meters from a park, playground, or school and no closer than 250 meters to another liquor store.

**R14-17** MOVED BY Councillor Garritsen that Council refer this item to Administration for additional information and presentation at the February 14, 2017 regular Council meeting.

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

Against: Arjun Randhawa, Sheldon Bossert, Ed Sperling

CARRIED

## **Notice of Motion – Local Purchasing Policy**

Councillor Garritsen gave notice that he will introduce the following motion at the February 14, 2017 regular Council meeting:

“That Council direct Administration to bring forward recommendations prior to the end of the first quarter, for updating the City's Local Purchasing Policy FIN-011-C to expand its content to include overall procurement activities for goods, services and construction activities, including the treatment of local suppliers.”

## **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.

**R15-17** MOVED BY Councillor Blizzard that Council move in-camera at 8:23 p.m. to discuss a matter that falls 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

Councillor Bossert excused himself from the regular Council meeting and vacated the Council Chambers at 8:23 p.m.

**R16-17** MOVED BY Councillor Blizzard that Council return to open session at 8:50 p.m.

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

Absent: Sheldon Bossert

CARRIED UNANIMOUSLY

## **11. Adjournment**

The regular Council meeting of January 24, 2017 adjourned at 8:50 p.m.

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Mayor

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Director, Legislative Services

## **CITY OF FORT SASKATCHEWAN**

### **City Auditors – PricewaterhouseCoopers LLP Presentation of 2016 Year End Plan to Council**

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#### **Topic Identification:**

Ms. Carlie Persson, Lead Engagement Partner and Ms. Amna Rana, Manager, Assurance with PricewaterhouseCoopers LLP will be in attendance to present Council with the 2016 Audit Plan Report for the City of Fort Saskatchewan.

This presentation is applicable for the year ending December 31, 2016 and is designed to provide an overview and scope of PricewaterhouseCooper's role as auditors for the City. Council will also be provided with an opportunity to ask the auditors questions.

#### **Action Required:**

That this report be submitted as information.

#### **Attachments:**

Audit Plan Report for the year ending December 31, 2016.

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File No.:

|               |   |                         |
|---------------|---|-------------------------|
| Prepared by:  | Sheryl Exley<br>Legislative Officer               | Date: February 6, 2017  |
| Approved by:  | Jeremy Emann<br>Chief Financial Officer           | Date: February 8, 2017  |
| Approved by:  | John Dance<br>General Manager, Corporate Services | Date: February 8, 2017  |
| Reviewed by:  | Troy Fleming<br>Acting City Manager               | Date: February 8, 2017  |
| Submitted to: | City Council                                      | Date: February 14, 2017 |

# *City of Fort Saskatchewan*

*Audit plan for the year ending  
December 31, 2016*

*Prepared as of February 8, 2017*



February 8, 2017

We're pleased to present an overview of our audit plan for the 2016 audit of the consolidated financial statements of the City of Fort Saskatchewan (the City) prepared in accordance with Canadian Public Sector Accounting Standards (referred to as the "financial statements").

This overview includes our view on audit risks and the nature, extent and timing of our audit work.

We value your feedback and hope to have a dialogue with you about the identified risks and our audit approach. We look forward to our discussion and obtaining your comments on our audit plan at our upcoming meeting on February 14, 2017.

Yours very truly,

*PricewaterhouseCoopers LLP*

Carlie Persson, CPA, CA  
Partner

|  |
|--|
| 1. <i>Understanding your business</i>        |
| 2. <i>Focus on key business risks</i>        |
| 3. <i>Robust testing approach</i>            |
| 4. <i>Insightful recommendations for you</i> |

*PwC's audit is based on a foundation of integrating highly skilled people, a robust audit approach and market leading technology. This, together with our four-step audit process, results in an audit that is robust, insightful and relevant.*



People



Approach



Technology



The PwC Audit

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"PwC" refers to PricewaterhouseCoopers LLP, an Ontario limited liability partnership

# Communications to City Council

| <i><b>Key matters for discussion</b></i> | <i><b>Comments</b></i>  |
|--|---|
| Client service team                      | <ul style="list-style-type: none"><li>• Carlie Persson is your engagement leader and Amna Rana is your engagement manager. Their contact information is below:<br/><br/><b>Carlie Persson</b><br/>PwC   Partner<br/>T: +1 780 441 6880<br/>Email: carlie.persson@ca.pwc.com<br/><br/><b>Amna B. Rana</b><br/>PwC   Manager<br/>T: +1 780 441 6854<br/>Email: amna.b.rana@ca.pwc.com</li></ul>   |
| Service deliverables                     | <ul style="list-style-type: none"><li>• For the year ended December 31, 2016, the services we will provide are auditor's reports on the following:<ul style="list-style-type: none"><li>– Consolidated financial statements of the City of Fort Saskatchewan</li><li>– Financial statements of the Fort Saskatchewan Public Library (FSPL)</li><li>– Financial information return (FIR)</li><li>– Family and Community Social Services Program (FCSS)</li><li>– Local Authorities Pension Plan (LAPP)</li></ul></li></ul> |



| <b><i>Key matters for discussion</i></b> | <b><i>Comments</i></b>  |
|--|---|
| Audit timeline                           | <ul style="list-style-type: none"> <li>We worked with management to develop the following project timeline: <ul style="list-style-type: none"> <li>Interim visit: December 5 to December 8, 2016</li> <li>Presentation of Audit Plan to City Council: February 14, 2017</li> <li>Year-end visit: March 13 to March 31, 2017</li> <li>Clearance meeting with management: April 4, 2017</li> <li>Year-end City Council meeting: April 25, 2017</li> </ul> </li> </ul>   |
| Audit approach                           | <ul style="list-style-type: none"> <li>We use a risk-based audit approach which focuses on the key risk areas of a municipality and is tailored to material accounts in the City's financial statements. We define a significant risk as an inherent risk that, in our judgment, requires special audit consideration, because of: the nature of the risk, the likely magnitude of the potential misstatements and the likelihood of the risk occurring. We identify risks by: <ul style="list-style-type: none"> <li>Understanding your business, leveraging our past experience working with the municipal sector and focusing our efforts on material accounts;</li> <li>Assessing your control environment and placing reliance on controls wherever possible and whenever deemed most efficient;</li> <li>Determining materiality and using a continuous auditing approach to audit significant transactions as they occur, on a "real-time" basis, avoiding last-minute surprises.</li> </ul> </li> <li>Our audit approach is a mixture of tests of internal controls and substantive testing focused on significant risks</li> </ul> |

## Significant audit risks and audit approach:

### 1 – Risk of management override of controls

Auditing regulatory authorities require that the risk of management override of controls be considered a key risk of every audit engagement.

#### Audit Approach:

- Incorporate professional skepticism and unpredictability in our approach.
- Test significant estimates reviewing for bias.
- Assess significant transactions and estimates for reasonableness.
- Review significant and unusual journal entries made throughout the year.

### 2 – Contributed Tangible Capital Assets

In the current year, the City has had significant additions to the contributed capital asset balance. There is a risk that items that should be capitalized are missed or items are capitalized at the incorrect amounts.

#### Audit Approach:

- Perform detailed testing of significant movements in the tangible capital asset balance during the year.
- Agree significant contributed asset additions to supporting documents.
- Examine the valuation method and assumptions made for contributed tangible capital assets.
- Perform analytical procedures over amortization expense.

## Significant audit risks and audit approach:

### 3 – Risk of Fraud in Revenue Recognition

Auditing standards require auditors to address the risk of fraud related to revenue recognition on all audits. Based on our understanding of the City's revenues, we have concluded that occurrence is the key assertion for which the risk is relevant.

#### Audit Approach:

- Assess the appropriateness of revenue recognition policies and compliance with those policies.
- Understand, evaluate, and test if appropriate, controls are in place relating to the recording of revenue and deferred revenue.
- Examine supporting agreements and examine the appropriateness of revenues recognized subject to external restrictions.
- Examine supporting agreements and models to assess the accuracy of amounts and reasonableness of estimates used in determining revenue.

## Required Communications

|                     |  |
|---------------------|--|
| Materiality         | <ul style="list-style-type: none"> <li>Materiality is a concept that relates to the importance of a transaction or balance in the context of the financial statements. Misstatements, including omissions, are considered to be material if they, individually or in the aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements. <ul style="list-style-type: none"> <li>We have set a preliminary materiality of \$2,000,000 for the City.</li> <li>We will report unadjusted and adjusted items over \$100,000 to the City Council on completion of the audit.</li> </ul> </li> <li>We may update our materiality if actual amounts differ significantly from the estimates or circumstances suggest particular balances, results or disclosures may impact users' decisions.</li> </ul> |
| Fraud risk          | <ul style="list-style-type: none"> <li>Professional standards require us to discuss fraud risk annually with City Council and obtain your views on the risk of fraud. We make similar inquiries to management as part of our audit.</li> </ul>   |
| 2016 audit fees     | <ul style="list-style-type: none"> <li>We base our fees on the time we expect it will take to complete the audit. Our fee have been agreed with management.</li> <li>Our engagement letter sets out the objectives of the audit and our and management's responsibilities in completing the audit.</li> </ul>  |
| Annual independence | <ul style="list-style-type: none"> <li>We are independent of the City and have completed our conflict check process to confirm this.</li> </ul>  |

## *Quality Controls*

### Our commitment to audit quality

Quality control standards, established by The Chartered Professional Accountants of Canada (CPA Canada) require public accounting firms to have a system of quality control over their accounting and auditing practices. PwC's quality control system complies with those standards. Those standards and our quality control system address the following elements:

- Leadership responsibilities for quality within the firm (the tone at the top);
- Ethical requirements (including independence, integrity and objectivity);
- Acceptance and continuance of client relationships and specific engagements;
- Human resources (including personnel management and learning and education);
- Engagement performance; and
- Monitoring results.

## Current Developments in Accounting Standards

|  |  |
|--|--|
| Introduction to Public Sector Accounting Standards | Fiscal years beginning on or after January 1, 2017. Earlier adoption is permitted.   |
| <i>PS 2200 Related Party Disclosures</i>           | Fiscal years beginning on or after April 1, 2017. Earlier adoption is permitted.   |
| <i>PS 3210 Assets</i>                              | Fiscal years beginning on or after April 1, 2017. Earlier adoption is permitted.   |
| <i>PS 3320 Contingent Assets</i>                   | Fiscal years beginning on or after April 1, 2017. Earlier adoption is permitted.   |
| <i>PS 3380 Contractual Rights</i>                  | Fiscal years beginning on or after April 1, 2017. Earlier adoption is permitted.   |
| <i>PS3420 Inter-entity Transactions</i>            | Fiscal years beginning on or after April 1, 2017. Earlier adoption is permitted.   |
| <i>PS 3430 Restructuring Transactions</i>          | Fiscal years beginning on or after April 1, 2018. Earlier adoption is permitted.   |
| <i>PS 3450 Financial Instruments</i>               | For fiscal years beginning on or after April 1, 2019. Earlier adoption is permitted. Must be adopted along with Sections PS 1201 <i>Financial Statement Presentation</i> and PS 2601 <i>Foreign Currency Translation</i> . |

The matters raised in this and other reports that will flow from the audit are only those that have come to our attention arising from or relevant to our audit that we believe need to be brought to your attention. They are not a comprehensive record of all the matters arising, and, in particular, we cannot be held responsible for reporting all risks in your business or all internal control weaknesses. This report has been prepared solely for your use. It was not prepared or intended for any other purpose. No other person or entity shall place any reliance upon the accuracy or completeness of statements made herein. PwC does not assume responsibility to any third party, and, in no event, shall PwC have any liability for damages, costs or losses suffered by reason of any reliance upon the contents of this report by any person or entity other than you.

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## **CITY OF FORT SASKATCHEWAN**

### **Lot R1, Block 22, Plan 3610RS Reserve Designation Removal and Heartland Housing Foundation Additional Land Grant Request**

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#### **Motion:**

1. That Council remove the reserve designation from Lot R1, Block 22, Plan 3610RS and submit the parcel of land to Alberta Land Titles for approval.
2. That upon approval from Alberta Land Titles, Council grants the parcel of land legally described as Lot R1, Block 22, Plan 3610RS to the Heartland Housing Foundation, on the condition that it be used for the development of a seniors/affordable housing apartment complex.

#### **Purpose:**

For Council to consider the removal of the reserve designation for a 0.34ac parcel located on the Old Health Centre lands.

Should Council choose to remove the reserve designation, Administration will grant the parcel of land legally described as Lot R1, Block 22, Plan 3610RS to the Heartland Housing Foundation. The land donation may be given upon receipt of approval from Alberta Land Titles.

#### **Background:**

In May 2013, the Old Health Centre Redevelopment Brief was established to provide guidance for the review and approval of potential development applications for the Old Health Centre land.

In February 2015, Administration presented an opportunity to actively market the Old Health Centre land and recommended subdividing the site. The intent at that time was that the largest lot would be put up for sale with the smaller lots at the south end of the property being designated by Council at a future time. It was assumed that the smaller lots would be designated for social benefit. Council passed a resolution authorizing the City to subdivide the Old Health Centre site.

In June 2015, subdivision of the Old Health Centre site was finalized and a Mutual Access Easement agreement was established between the lots. The final site subdivision resulted in the four parcels noted below:

1. Lot 17, Block 22, Plan 1423644 4.47 Ac
2. Lot 18, Block 22, Plan 1423644 1.24 Ac
3. Lot 8, Block 22, Plan 6180 NY 1.21 Ac
4. Lot R1, Block 22, Plan 3610RS 0.34 Ac

In September 2015, the newly subdivided Old Health Centre site was re-appraised to reflect any changes in value due to subdivision and changes in the market.

On February 4, 2016, Council received a written request from the Heartland Housing Foundation requesting the City provide a written commitment stating that the title for Lot 8, Block 22, Plan 6180NY be granted to Heartland Housing Foundation so that planning may

commence for the construction of a seniors/affordable housing apartment complex. On March 8, 2016 Council unanimously approved granting the lot to the Heartland Housing Foundation. The value of the land granted was estimated to be \$875,000.

On January 5, 2017, the Heartland Housing Foundation submitted a letter requesting that an adjoining lot (Lot R1, Block 22, Plan 3610RS) be granted for the same purpose. This small lot is west of the first lot, and is approximately 0.34ac. The value of the land requested is estimated to be \$246,500.

Should Council agree to grant the lands to the Heartland Housing Foundation, a land transfer for both parcels to be granted to the Heartland Housing Foundation will be negotiated and will include a restrictive covenant on title that ensures land ownership would revert back to the City in the event that the land is no longer needed by the Heartland Housing Foundation, or should development of the sites not progress for no more than five years.

The City's Project Management and Infrastructure Management Departments were informed of the request to grant the additional lot and had no concerns. Any utility servicing or transportation infrastructure upgrades required to accommodate development on the site would be at the developer's (Heartland Housing Foundation) cost.

#### Removal of Reserve Designation

Lot R1, Block 22, Plan 3610RS is 0.34 ac (0.14 ha) in area, and is located along 99 Avenue. The lot is currently designated as reserve land with Alberta Land Titles. It has had this designation since 1970.

The reserve designation limits what can be developed on the site, i.e., a park, public recreation area, school, or buffer between land uses. Under the reserve designation, the small lot cannot be used for seniors/affordable housing. Therefore, the reserve designation must be removed before granting the land.

A public hearing on the removal of the reserve designation is scheduled for the February 14, 2017 Council meeting. Based on comments made, Council may consider removing the reserve designation. Once the reserve designation is removed with Land Titles, the City can transfer ownership of the lands.

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

Granting the lands to the Heartland Housing Foundation aligns with the City of Fort Saskatchewan Strategic Plan Corporate Strategic Goal 3:

3.3 – Promote sustainability through infill development.

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

The additional lands would provide more flexibility in building design, landscaping, and parking for the seniors/affordable housing apartment complex. Providing a pedestrian friendly design is essential when designing for the users, as access to a vehicle is often limited. Providing the additional land better allows the Heartland Housing Foundation to provide an inclusive design, which is a highly valued principle in the Old Health Centre Brief.



Prior to removal of the reserve designation, Council must hold a public hearing. In accordance with the *Municipal Government Act*, advertisements advising of the public hearing were placed in the local paper for two consecutive weeks, neighbouring property owners were notified by mail, and a sign was located on site. At the time this report was prepared, no comments had been received.

**Financial Implications:**

Based on the September 2015 appraisal done by Harrison Bowker, the lot legally described as Lot R1, Block 22, Plan 3610RS is 0.34 ac has an estimated value of \$246,500 assuming it could be sold for full market value. The land would have to be given in the form of a grant to the Heartland Housing Foundation based on the request received.

**Recommendation:**

1. That Council remove the reserve designation from Lot R1, Block 22, Plan 3610RS and submit the parcel of land to Alberta Land Titles for approval.
2. That upon approval from Alberta Land Titles, Council grants the parcel of land legally described as Lot R1, Block 22, Plan 3610RS to the Heartland Housing Foundation, on the condition that it be used for the development of a seniors/affordable housing apartment complex.

**Attachments:**

1. Appendix A - Real Estate Appraisal from September 8, 2015
2. Appendix B - Plan showing survey of Subdivision
3. Appendix C - Location Map
4. Appendix D - Request letter from the Heartland Housing Foundation

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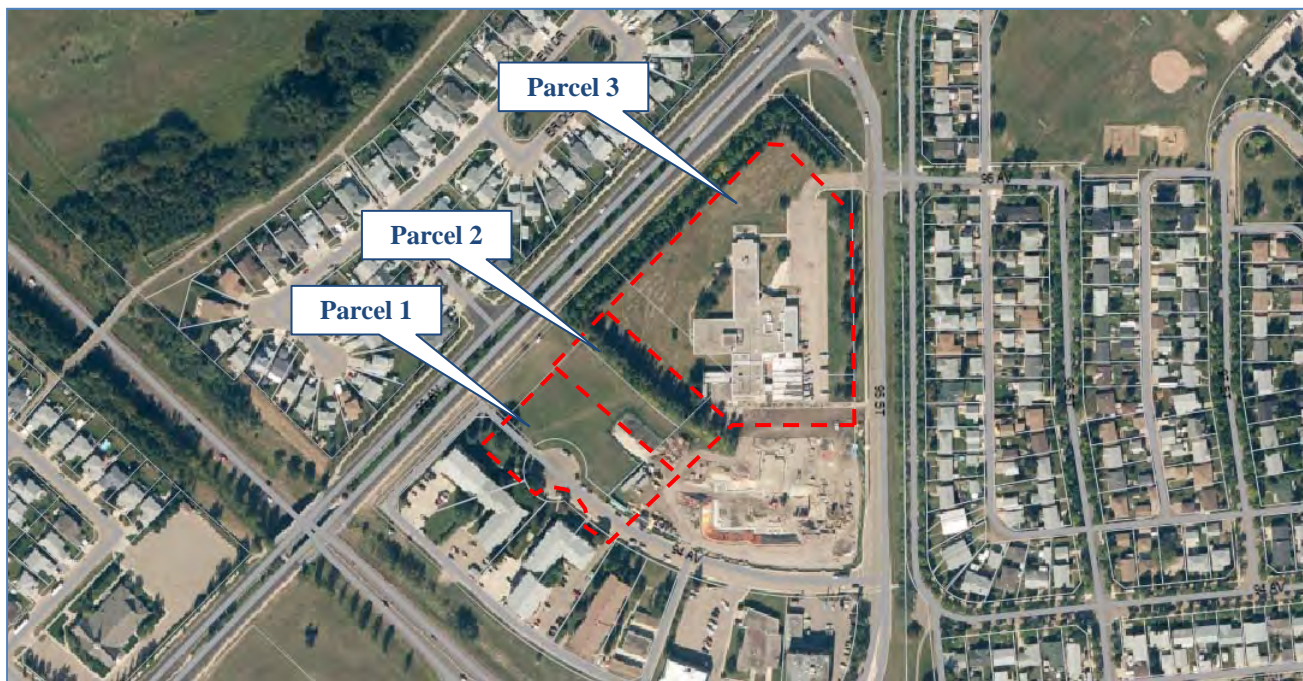
File No.: Heartland Housing Foundation- Additional Land Request

|               |  |                         |
|---------------|--|-------------------------|
| Prepared by:  | Matthew Siddons<br>Current Planner, Planning & Development | Date: January 23, 2017  |
| Approved by:  | Janel Smith-Duguid<br>Acting Director, Special Projects    | Date: February 7, 2017  |
| Reviewed by:  | Troy Fleming<br>Acting City Manager                        | Date: February 7, 2017  |
| Submitted to: | City Council   | Date: February 14, 2017 |

**REAL ESTATE APPRAISAL**

of

The 'Old Health Centre Site' in Fort Saskatchewan, AB  
Located in the vicinity of 99<sup>th</sup> Avenue and 95<sup>th</sup> Street  
(consisting of three parcels of vacant land)



**Report prepared for:**

**City of Fort Saskatchewan**  
10005 – 102 Street  
Fort Saskatchewan, AB T8L 2C5  
Attention: Mr. Mike Erickson, Economic Development Officer

**By:**

Pat A. Woodlock, BMgt, AACI, P.App  
**HarrisonBowker Real Estate Appraisers Ltd.**  
200, 37 St. Thomas Street  
St. Albert, Alberta T8N 6Z1  
Tel: (780) 458-3814 Fax: (780) 458-3962  
E-mail: [pat@harrisonbowker.com](mailto:pat@harrisonbowker.com)  
[www.harrisonbowker.com](http://www.harrisonbowker.com)

September 8, 2015

City of Fort Saskatchewan  
10005 – 102 Street  
Fort Saskatchewan, AB  
T8L 2C5

Attention: Mr. Mike Erickson, Economic Development Officer

Dear Mr. Erickson:

**Re:** Real estate appraisal of three parcels of vacant land located at the Old Health Care Centre Site, in the vicinity of 99<sup>th</sup> Avenue and 95<sup>th</sup> Street, in the City of Fort Saskatchewan, AB. Legal descriptions are defined below.

---

Pursuant to your instructions, we have appraised the above referenced properties with the objective of determining their current market value. Based on our research and analysis, it is our opinion that the market value of the fee simple interest in the subject properties as of September 2, 2015 may be fairly stated as:

| Final Values |  |            |                    |                |
|--------------|--|------------|--------------------|----------------|
| Parcel       | Short Legal Description                              | Size       | Value              | Unit Value     |
| 1            | Part of Lot 8/22/6180NY; Lot R1/22/3610RS (en bloc ) | 1.55 acres | <b>\$1,125,000</b> | \$725,000/acre |
| 2            | Lot 18, Block 11, Plan 1523644                       | 1.24 acres | <b>\$900,000</b>   | \$725,000/acre |
| 3            | Lot 17, Block 11, Plan 1523644                       | 4.47 acres | <b>\$2,905,000</b> | \$650,000/acre |

The enclosed narrative appraisal report was prepared in accordance with the Canadian Uniform Standards of Professional Appraisal Practice (CUSPAP) of the Appraisal Institute of Canada. It contains data and analyses which, to the best of our knowledge and ability, are correct. Please review it for accuracy and completeness, and advise our office of any errors or omissions found.

The appraisal report is to be used only for the specific purpose stated in the report, and no person may rely on the report for any other purpose. You may show the report in its entirety to those third parties who have a need to review the information it contains.

Thank you for this opportunity to be of service.

Yours respectfully,

HARRISONBOWKER REAL ESTATE APPRAISERS LTD.



Pat A. Woodlock, BMgt, AACI, P.App  
Appraiser

enclosure: Appraisal Report

## EXECUTIVE SUMMARY

The subject of this appraisal is comprised of three contiguous parcels of vacant land at the Old Health Care Centre Site in the City of Fort Saskatchewan. This is a mature area, primarily characterized by mixed-density residential development, with some commercial development also in place. The DC-zoning of the property suggests mid to high density development would be appropriate. There is continued demand for higher density sites in the Edmonton CMA, recognizing the peripheral area and slower market. This has been reflected in the valuation.

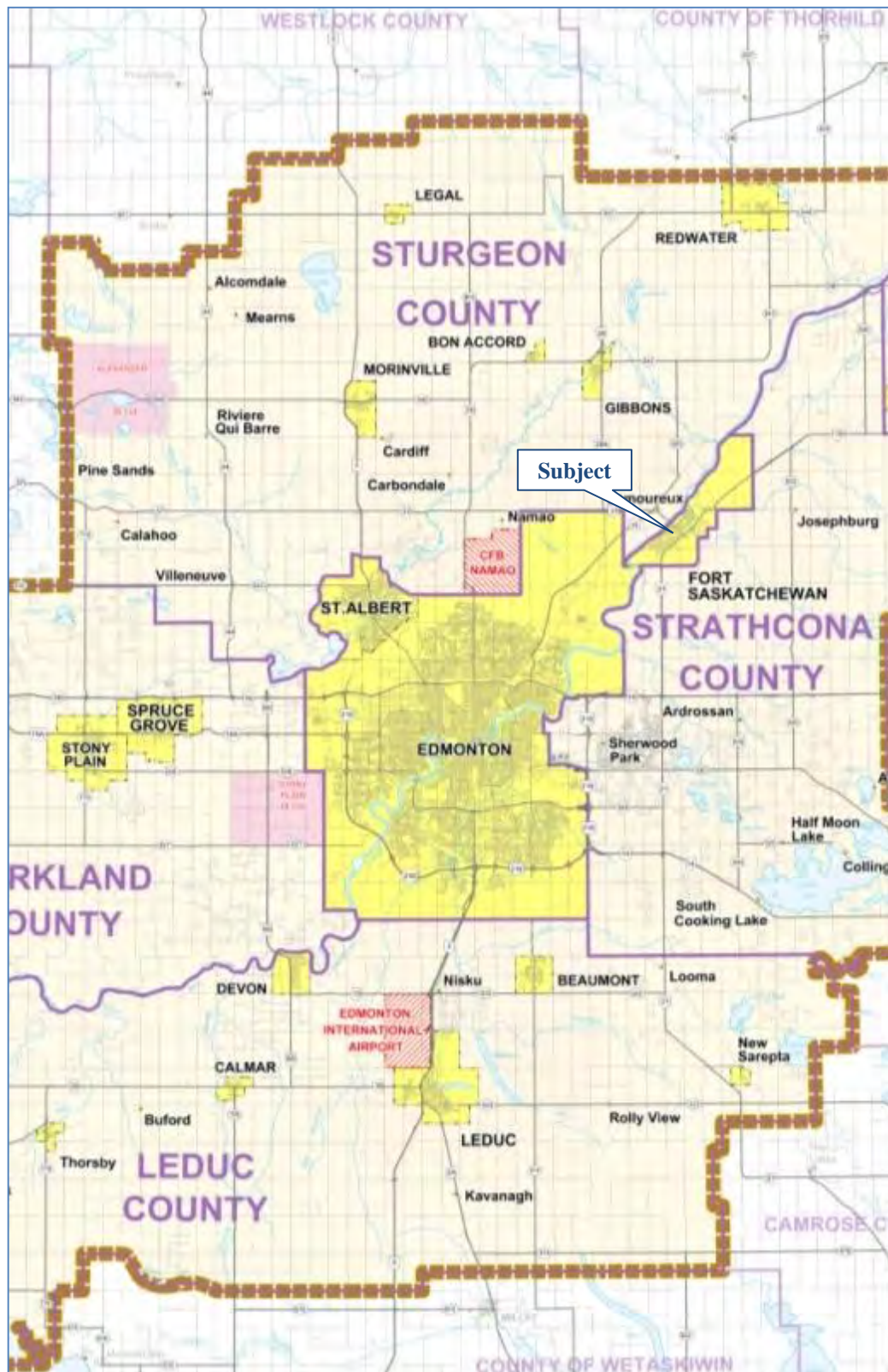
The land valuation was completed without undue difficulty, recognizing that the property is not conventionally zoned and potential use and density factors are not completely defined. The Direct Comparison approach was applied for the valuation, based on ten primary Value Indicators, good secondary support, and extensive research and analysis into all sales within this market since 2010. The results are deemed adequately supported.

- Client:** City of Fort Saskatchewan.
- Property Description:** Portions of the 'Old Health Centre Site' lands, comprised of three parcels of bare redevelopment land in established Fort Saskatchewan
- Municipal Address:** Not yet assigned. Located in the vicinity of 99 Avenue and 95 Street.
- Legal Description:** Parcel 1: Part of Lot 8/22/6180NY; Lot R1/22/3610RS (en bloc)  
Parcel 2: Lot 18, Block 11, Plan 1523644  
Parcel 3: Lot 17, Block 11, Plan 1523644
- Purpose and Use:** Internal corporate purposes.
- Interests Appraised:** Fee simple estate.
- Effective Date:** September 2, 2015.
- Property Owner:** The City of Fort Saskatchewan.
- Improvements:** None of value.
- Site Area:** Parcel 1: 1.55 acres (0.627 ha)  
Parcel 2: 1.24 acres (0.503 ha)  
Parcel 3: 4.47 acres (1.809 ha)
- Zoning:** DC – Direct Control District.
- Property Use:** Vacant land.
- Highest and Best Use:** Development consistent with market forces and City approvals. An imminent to short term development horizon is market supported.
- Key Factors in Value:** **Pros:** (1) Well-located in an established area of Fort Saskatchewan. (2) Good access to arterial routes. (3) Servicing is reported to be available for full development of the site. (4) Longer term economic prospects for the Edmonton CMA are good.  
**Cons:** (1) The parcels are subject to vague Land Use Controls, increasing perceived risk. (2) Fort Saskatchewan's economic development is strongly tied to petrochemical and industrial developments, the dynamics of which are constantly changing. (3) Uncertain macro market conditions have been underscored by the recent drop in world oil prices

| Final Values |  |            |             |                |
|--------------|--|------------|-------------|----------------|
| Parcel       | Short Legal Description                              | Size       | Value       | Unit Value     |
| 1            | Part of Lot 8/22/6180NY; Lot R1/22/3610RS (en bloc ) | 1.55 acres | \$1,125,000 | \$725,000/acre |
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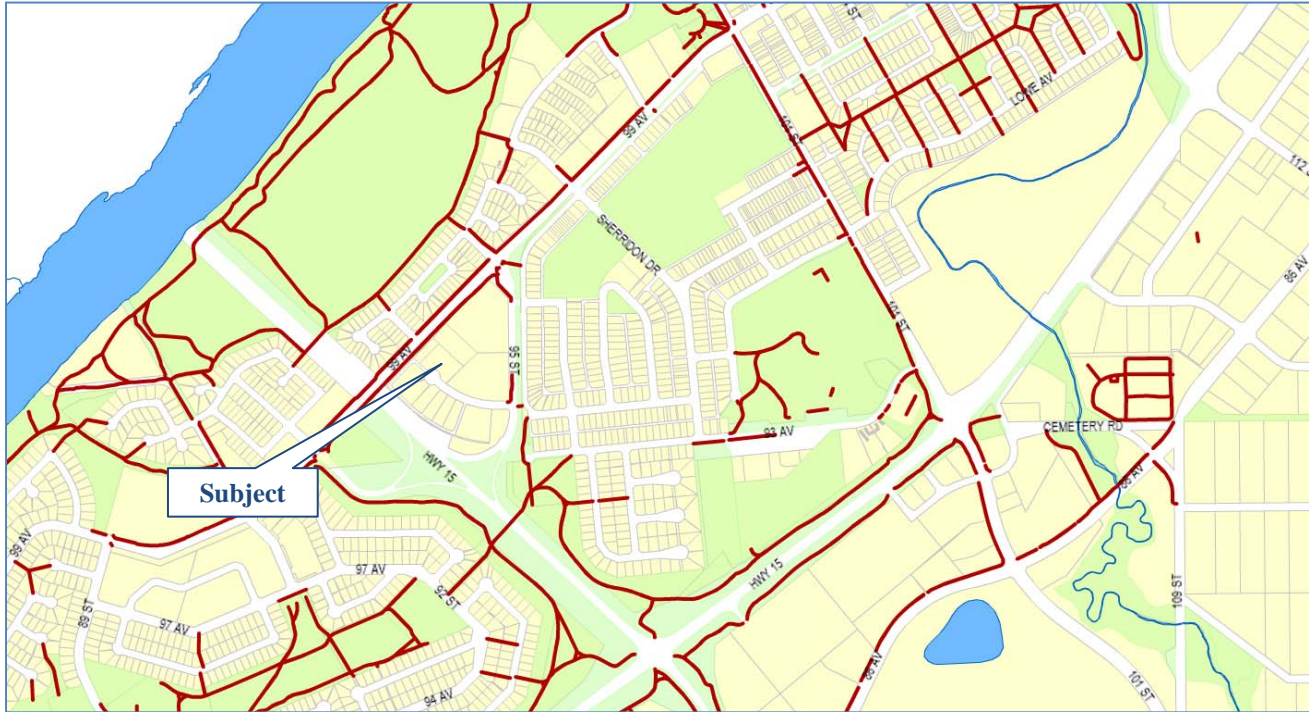
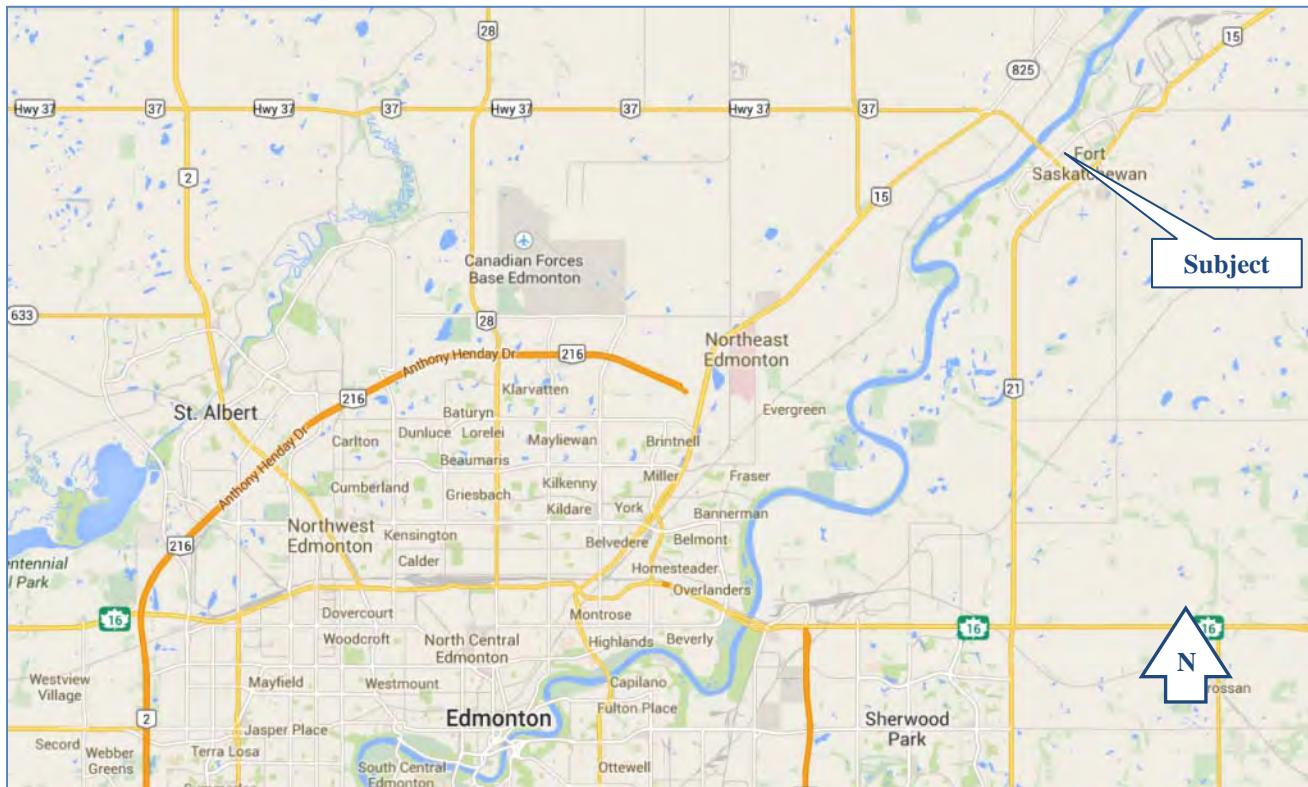
## MAPS



**Edmonton CMA Map:** The subject property is located in the City of Fort Saskatchewan, which is located in the NE quadrant of the Edmonton CMA. Access to major transportation routes and the rest of the CMA is good.



## MAPS



**Maps** (GoogleMaps): Depicting the subject in the context of the Edmonton CMA as well as the immediate area. Note the good access to major arterial roadways. Roadways bound three sides of the site.



## PHOTOGRAPHS



**Aerial Photos** (Google maps above circa 2015, Fort Saskatchewan Webmap below circa 2013): Depicting subject site in the context of the Fort Saskatchewan (above) and immediate surroundings (below). Hospital has been demolished since photo.



## PHOTOGRAPHS



Facing south into Parcel 3 from near to the north corner of the site. This property was previously improved with a hospital that has been recently demolished. The 2-storey building in the background is a new 90-unit senior's lodge known as Dr. Turner's Lodge. Parcels 1 and 2 extend beyond the south boundary of Parcel 3.



Facing towards the subject land from the north corner of Parcel 3 at the intersection of 99 Avenue and 95 Street. 99 Avenue (depicted) is a 4-lane arterial roadway. Access will not be possible from this roadway.



## PHOTOGRAPHS



Facing into Parcel 3 from east-adjacent 95 Street, which provides access to Parcel 3.



Facing into Parcel 1 from south-adjacent 94 Avenue, which will provide access. Access to Parcel 2 will be through Parcel 1 by way of Registered Easement.

## PHOTOGRAPHS



Facing Dr. Turner Lodge along 94th Avenue. This is a high quality development that benefits the area and should fit well into plans for the surrounding areas.



Street scene along 95 Street. This is a collector/arterial that junctions with 94 Avenue, which in turn will provide access to Parcel 1. Parcel 2 is accessed through Parcel 1. Parcel 3 will have direct access to 95 Street.





## APPENDIX C



## Subject Site (Lot R1, Block 22, Plan 3610RS)

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



January 5, 2017

Mr. Troy Fleming, Acting City Manager  
City of Fort Saskatchewan  
10005-102 Street  
Fort Saskatchewan, AB T8L 2C5

Dear Mr. Fleming:

The City of Fort Saskatchewan at their March 8<sup>th</sup>, 2016 Council meeting, approved the request from Heartland Housing Foundation (HHF) for land to accommodate the building of a seniors/affordable housing apartment complex. The land provided for this was Lot 8, Block 22, Plan 6180NY. HHF Board Chair has since advised that the land adjacent to this parcel, described as Lot R1, Block 22, Plan 3610RS may be available. Heartland Housing Foundation is requesting that this parcel of land also be provided to Heartland Housing Foundation. Having the extra land would provide more flexibility in design of the building and increase some opportunities for green space and parking.

HHF is currently writing the RFP for Architectural and Prime Project Management Services. This is important to complete so we can go forward to seek funding, as there have been indications that there could be grants from the provincial government announced in the spring as well as possible funding from CMHC. In preliminary discussions with CMHC and lending institutions, the issue of title for the land has been raised. We are asking that the City of Fort Saskatchewan be prepared to give HHF title to the land. This would permit HHF to use the land as collateral for borrowing purposes. HHF is prepared to establish an agreement with the City of Fort Saskatchewan to the effect that should HHF not build, the City of Fort Saskatchewan would have first right to repurchase the property.

HHF understands that the zoning may need to be changed from its current zoning to allow for the proposed complex which would be over 70 suites. This action would be requested once an architect has been secured for the project.

We recognize the need for this type of housing in the City of Fort Saskatchewan, and will provide you with regular updates on the progress of this project. HHF appreciates the support that the City has provided to date and the working relationships that we have developed.

We look forward to your response. Please contact us for any clarification that is required.

Yours sincerely,



Lynn Olenek, MSA

Executive Director, Heartland Housing Foundation

cc: Stew Hennig, Board Chair Heartland Housing Foundation  
Janel Smith-Duguid, Director, Planning & Development



## CITY OF FORT SASKATCHEWAN

### Fort Honey Bee - Urban Beekeeping Implementation Strategy

#### **Motion:**

That Council direct Administration to proceed with implementation of the proposed urban beekeeping strategy, and that start-up costs for the urban beekeeping strategy, not to exceed \$5,000, be funded from the Financial Stabilization Reserve.

#### **Purpose:**

The purpose of this report is to provide Council with information regarding the impacts of implementing an urban beekeeping strategy.

#### **Background:**

Urban agriculture efforts have become increasingly popular locally, provincially and across North America. Municipalities are reviewing their current policies and practices and allowing more flexibility when it comes to implementing urban agriculture. One such example gaining momentum is the urban beekeeping movement. The City of Edmonton and the Town of High River have recently launched programs specific to permitting urban bees.

In response to a notice of motion passed on October 25, 2016, Council directed Administration to bring forward an urban beekeeping implementation strategy. This strategy was to include impacts on legislation, outline a process for implementation, and an estimate of budget and resource requirements. Administration is proposing a 2 year pilot project for Fort Honey Bee. This will allow for time to assess the program and to make any necessary changes. Should the program be deemed a success based on the estimates for resource requirements and community participation, the program will continue beyond the 2 year pilot project.

#### Impacts on Legislation

Under the City's Animal Control Bylaw C7-16, bees are specifically included as 'prohibited animals'. For the project, this Bylaw would have to be updated to allow for urban beekeeping through licensing and to address related enforcement actions. Should this program continue past the pilot stage, a bylaw specific to beekeeping could be considered, as was done in High River.

In addition, the Fees and Charges Bylaw would be amended to incorporate a licence fee.

#### Process for Implementation

As the beekeeping season starts in the spring, implementation of this program is time sensitive. As such, it would need to become a priority project for Administration over the next several months. The scope of this project includes private residential lands, as the intent is to allow for backyard beekeeping.

#### *Finalize Beekeeping Requirements (February 2017)*

The proposed draft requirements outlined in Appendix B have been based on standards used in other municipalities. These requirements have been sent to a local beekeeping group for review and comments.

*Development of Application Form and Process (February 2017)*

Building on the requirements, an application form and approval process would be developed. Based on a review of comparators, it would be appropriate to proceed with a licensing program specific to beekeeping. The program would be similar to business licences, which require annual renewal.

*Update the Applicable Bylaws (March 2017)*

As previously noted, the applicable City bylaws would need to be updated.

*Training (March 2017/April 2017)*

Municipal Enforcement staff would be required to attend training sessions involving general bee information and proper care of bee hives. This training does not include dealing with bee swarms. In the event there is a swarm, the property owner would be required to retain a bee expert.

*Education and Program Launch (March/April 2017)*

A key component of this strategy will be public education. Working with Corporate Communications, a plan to launch the program will be required. This will include determining messaging, branding and updating the City's website. Other means of communication such as newspaper ads and social media feeds may also be considered.

*Tracking and Monitoring (2017 and 2018)*

The program will be monitored for 2 years to address any changes which are required. Council would be provided a status update in 2018.

Estimate of Resource Requirements

Staffing resources from the following departments would be required:

Planning and Development

- Creation of an application form and approval process (20 hours)
- Finalize requirements (5 hours)

Municipal Enforcement

- Update Animal Control Bylaw (15 hours)
- Training for Officers (100 hours)

Corporate Communications

- Messaging, branding and education (25 hours)

Legislative Services

- Review of bylaws and reports (10 hours)
- Update Fees and Charges Bylaw (15 hours)

Total: 190 hours

Existing staffing can be used to implement the proposed program. No additional staffing resources would be required, providing the number of licences issued does not exceed 5 per year. The need for additional staffing can be monitored and evaluated throughout the pilot project.

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

### Municipal

While the City's 2014-2017 Strategic Plan does not specifically address urban agriculture, one of the guiding principles is to "...look for ways to improve our services, keeping the leading edge in sight and being open to change."

The Municipal Development Plan (MDP) and Community Sustainability Plan (CSP) do not contain specific policies about urban agriculture. The CSP does include the following related action item – "*In partnership with local community organizations, promote the creation of a local food policy (CC17).*"

The impacts to municipal legislation have previously been noted.

### Provincial

Pursuant to the *Alberta Bee Act*, all beekeepers are required to register with the provincial apiculturist and must comply with all associated regulations. They are also required to have a Premises Identification (PID) as per the *Alberta Animal Health Act*.

### Federal

The importing of used beehives or used beehive equipment into Canada is not permitted. This restriction is outlined in section 57 of the *Health of Animals Regulations*. Honey for human consumption is regulated under the *Canada Agricultural Products Act* and the *Honey Regulations*.

## **Financial Implications:**

Expected start-up costs for 2017 would need to be approved from a reserve and include the following:

- Initial training for Municipal Enforcement Officers - \$3,000
- Communication prints and ads: \$1,500

Corporate ongoing costs such as training for new Officers (\$500/year) would need to be considered for the 2018 operating budget.

The proposed annual Beekeeping Licence fee is \$75.



**Attachments:**

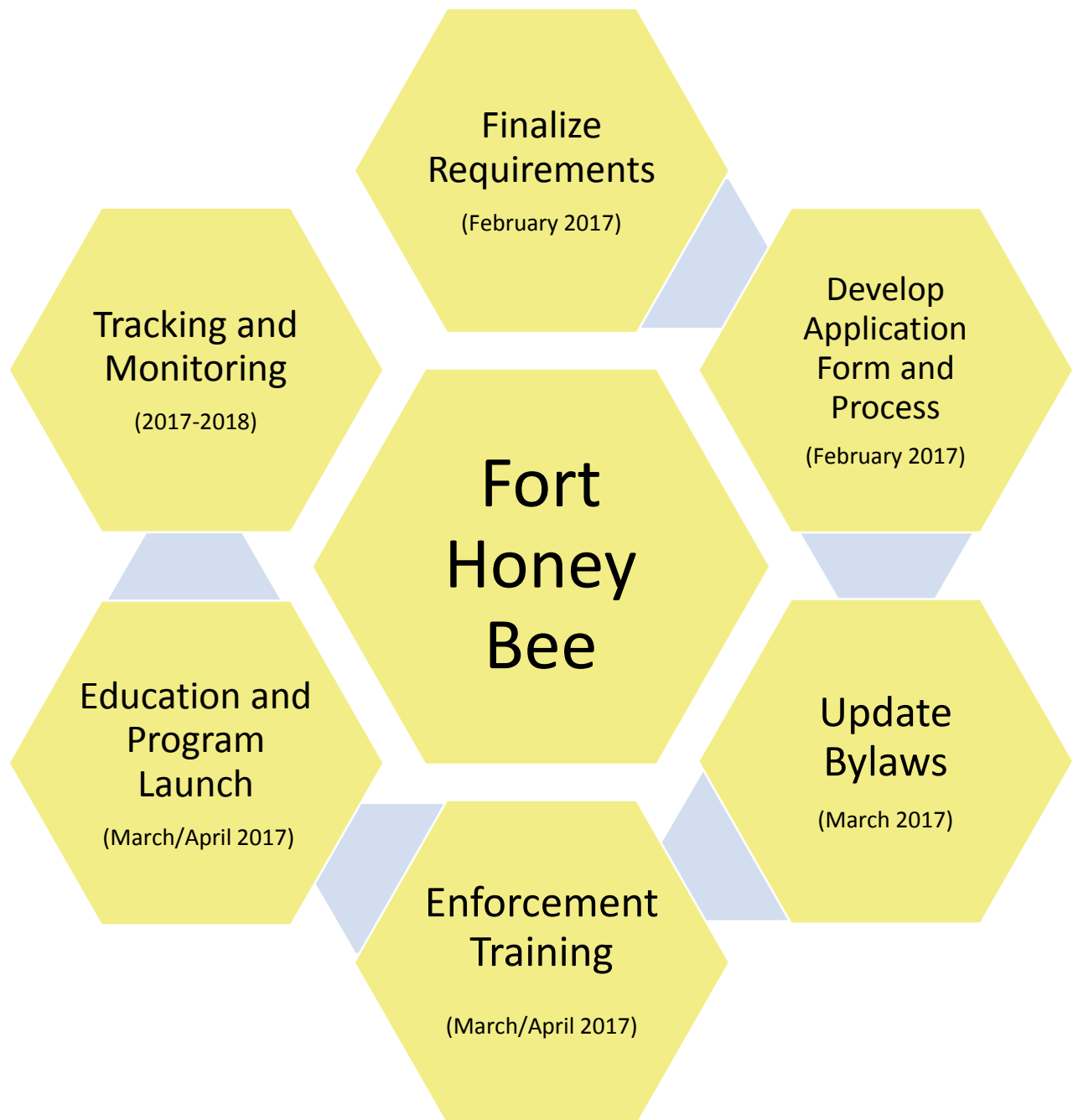
Appendix A: Fort Honey Bee Work Plan  
Appendix B: Draft Requirements  
Appendix C: Municipal Comparators

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File No.:

|               |   |                         |
|---------------|---|-------------------------|
| Prepared by:  | Katie Mahoney<br>Senior Long Range Planner                  | Date: January 24, 2017  |
| Approved by:  | Dean McCartney<br>Acting Director, Planning and Development | Date: January 24, 2017  |
| Reviewed by:  | Troy Fleming<br>Acting City Manager                         | Date: January 30, 2017  |
| Submitted to: | City Council  | Date: February 14, 2017 |

## Fort Honey Bee Work Plan



## **Fort Honey Bee – Draft Beekeeping Requirements**

Urban backyard beekeeping will be permitted through the granting of a Beekeeping Licence. These requirements ensure best practices and compatibility within an urban context.

### **Training**

Completion of an accredited beekeeping course is required. First time beekeepers must have an experienced beekeeper as a mentor to provide support and assistance.

### **Provincial Registration**

All beekeepers are required to register with the provincial apiculturist as per the *Alberta Bee Act* and shall comply accordingly. A Premises Identification (PID) must be obtained and provided under the Premises Identification Regulation in the *Alberta Animal Health Act*.

### **Hive and Site Requirements**

- Only honey bees are allowed (*Apis mellifera* L.)
- 2 hives per site
- Imported hive equipment is not permitted
- Minimum 25 metre setback from community facilities such as playgrounds, sports fields and schools
- Hives shall be located in rear yards and located a minimum of 2 metres from adjacent residential property lines
- Property is to be separated by a solid fence or hedge at least 1.5 metres high
- Hive entrances shall be directed away from adjacent residential properties

### **Notification**

All adjacent neighbours shall be notified in writing of the proposed hive by the applicant. This requirement is for the notification to neighbours, not a request for neighbour permission.

### **Application Requirements and Process**

- Complete application form
- Confirmation of proposed hive location (site plan drawing/sketch)
- Beekeeping course certification
- Copy of provincial registration

### **Application Requirements and Process (continued)**

- Mentor information for 1<sup>st</sup> time beekeepers
- Confirmation of adjacent neighbour notification

### **Responsibility and Care**

- Beekeepers shall follow good hive management and husbandry practices
- Measures to prevent swarming, aggressive behavior and disease are to be taken
- Municipal Enforcement shall be notified of any swarms and or/disease, however the resident is responsible and must retain a bee expert.
- Sites with hives are subject to inspections

### **Revocable Permission**

The Beekeeping Licence can be revoked at any time should the City deem a site, hive, or beekeeper to be unsuitable or not in keeping with the requirements. All costs associated with relocating the hive and bees will be the responsibility of the property owner.

## Municipal Comparators

|                                   | Edmonton         | High River         |
|-----------------------------------|------------------|--------------------|
| Type of bees                      | Honey bees       | Honey bees         |
| Type of approval                  | Licence          | Licence and permit |
| Number of hives                   | 1 + nucleus hive | 2                  |
| Bee course/certification          | ✓                | ✓                  |
| Provincial approval               | ✓                | ✓                  |
| Neighbour notification            | ✓                | ✓                  |
| Enclosed rear yard                | ✓                | ✓                  |
| Internal staff trained for swarms | ✗                | ✗                  |
| Liability insurance for applicant | ✗                | ✓                  |
| 2016 approvals                    | 85 (approx.)     | 1                  |

## **Agenda Item 7.2 – Unfinished Business**

### **Retail Liquor Store Restrictions**

#### **Council Resolution #12-17 (January 24, 2017)**

MOVED BY Councillor Randhawa 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.

#### **Council Resolution #13-17 (January 24, 2017)**

MOVED BY Councillor Hennig that Council Resolution #12-17 be amended to restrict new liquor stores to be no closer than 100 meters from a park, playground, or school and no closer than 250 meters to another liquor store.

#### **Council Resolution #14-17 (January 24, 2017)**

MOVED BY Councillor Garritsen that Council refer this item to Administration for additional information and presentation at the February 14, 2017 regular Council meeting.

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

Against: Arjun Randhawa, Sheldon Bossert, Ed Sperling

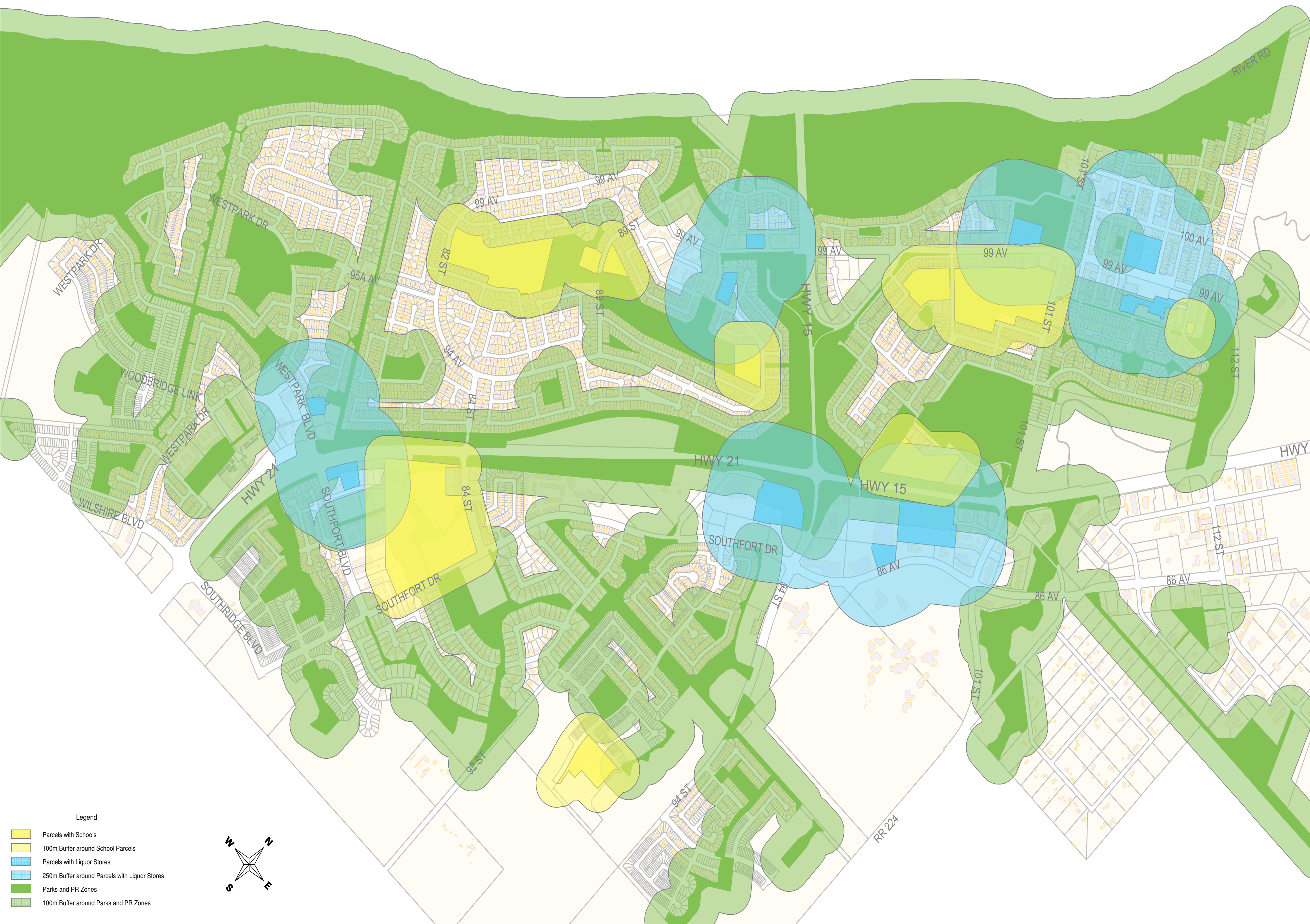
CARRIED

#### **Enclosures:**

1. Appendix A – Proximity of Schools to Park Areas and Liquor Retail Locations
2. Appendix B – Proximity of Schools to Liquor Retail Locations
3. Appendix C – January 24, 2017 Council Report – Retail Liquor Store Restrictions

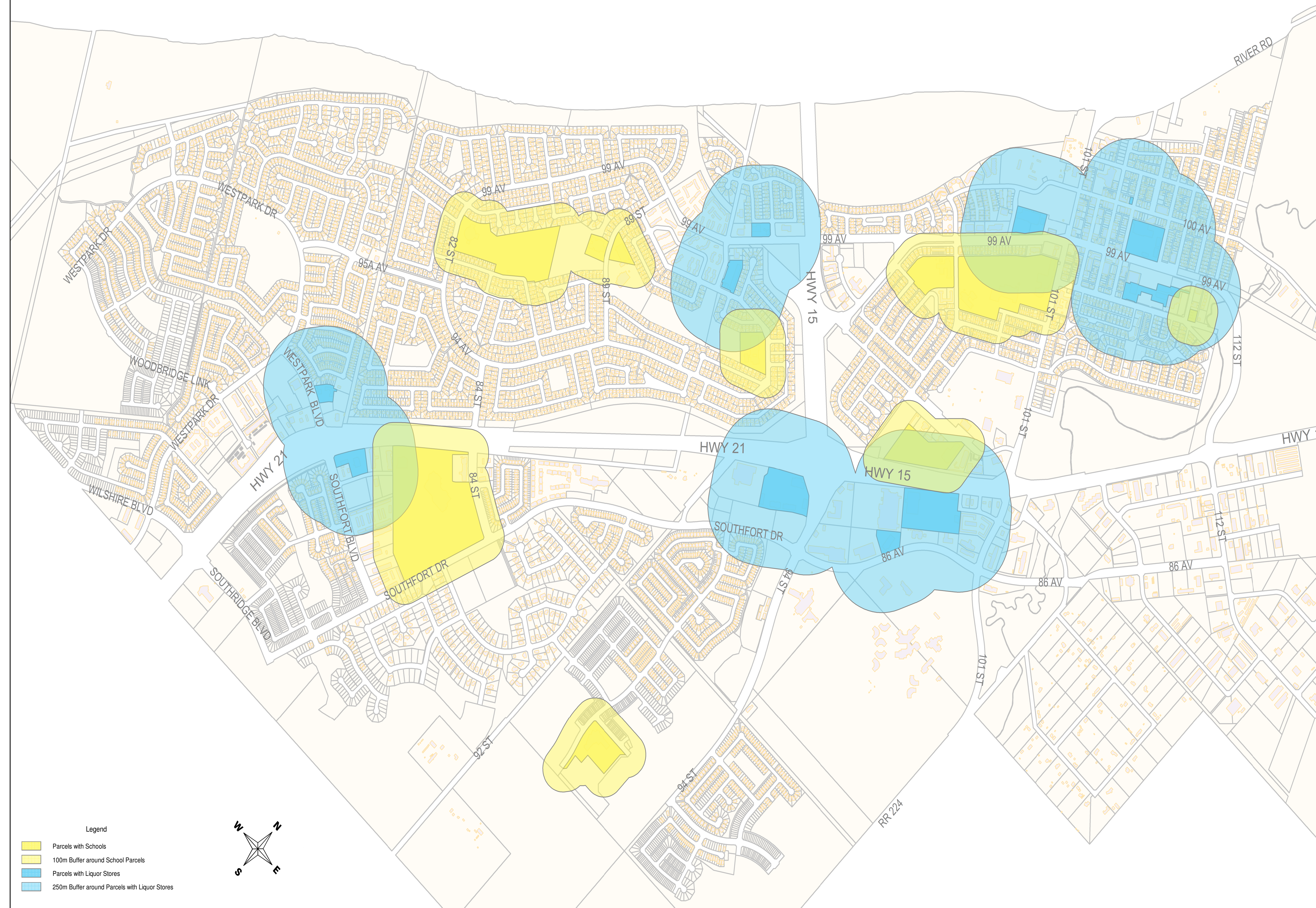


## Proximity of Schools to Park Areas and Liquor Retail Locations





# Proximity of Schools to Liquor Retail Locations





## 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 5<sup>th</sup> 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  Date: January 18, 2017  
Acting, City Manager

Submitted to: City Council Date: January 24, 2017





# Proximity of Schools to Liquor Retail Locations



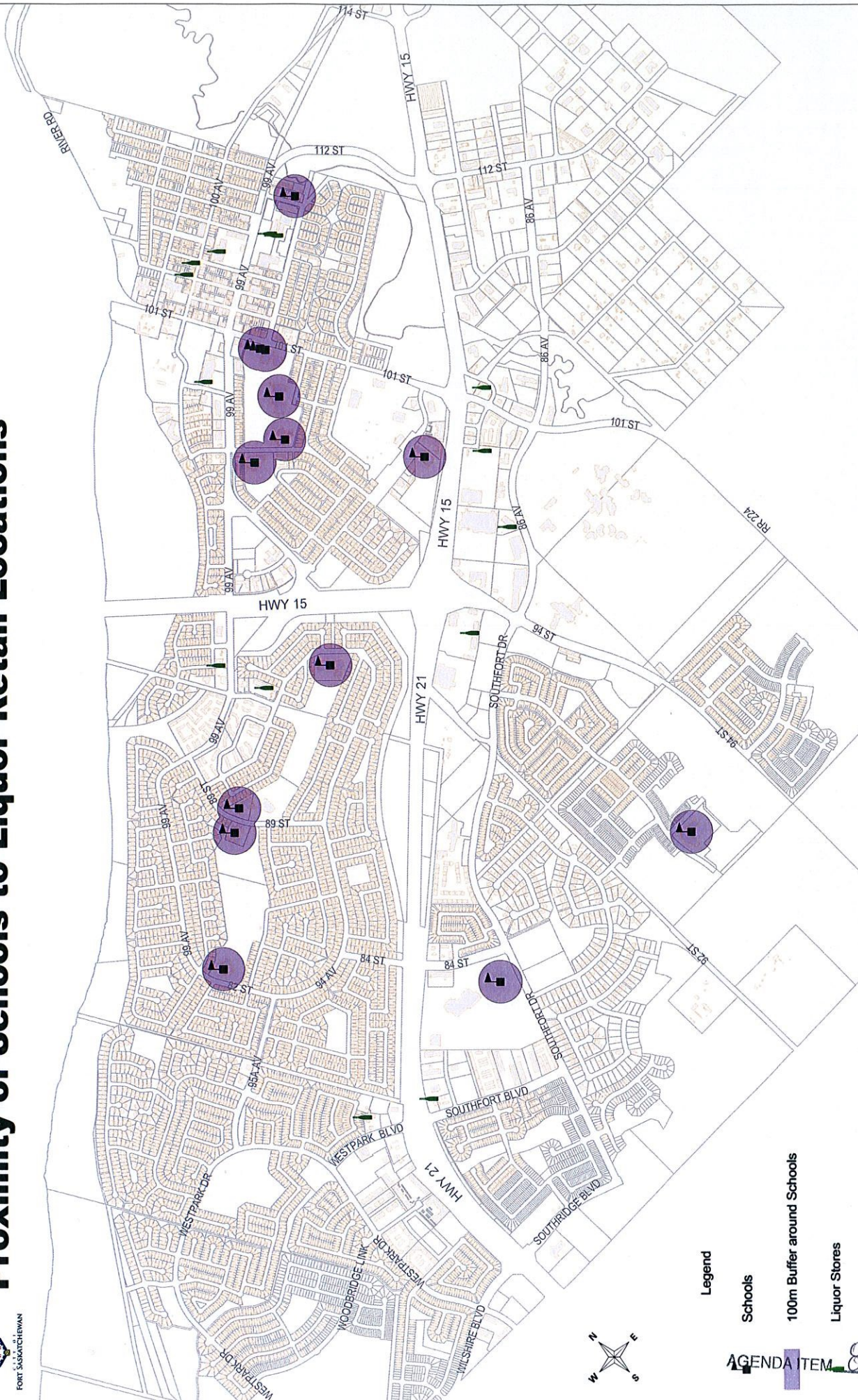
- Legend
- Schools
  - Liquor Stores
  - 750m Radius from Liquor Stores



# Proximity of Schools to Liquor Retail Locations



FORT SASKATCHEWAN



## **CITY OF FORT SASKATCHEWAN**

### **Amend 2017 Capital Budget to Include Additional Equipment Replacement Projects**

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#### **Motion:**

That Council amend the 2017 Capital Budget to include the replacement of Unit 75 Utility Vehicle in the amount of \$32,000 and Unit 103 Turf Vacuum in the amount of \$40,000, to be funded from the Equipment Replacement Reserve.

#### **Purpose:**

The purpose of this report is to amend the 2017 Capital Budget to include new projects for the early replacement of Units 75 and 103 due to premature failure.

#### **Background:**

Unit 75 is a side-by-side utility vehicle used primarily by the Parks Services staff to clear and sand trails in the winter. In the summer the unit is used as a general utility vehicle and for weed control. The unit was purchased in 2010 with an anticipated replacement cycle of 8 years. This winter the transmission in the vehicle failed, requiring repairs estimated at \$12,000. The repair cost of the unit is approximately 4 times the estimated trade value of the vehicle if it was in running condition.

The replacement vehicle will be similar in nature, but over the last 8 years these vehicles have evolved into heavier duty work vehicles allowing some additional capability. The cost of replacement is \$32,000 with no trade value expected, however the unit will be put up for auction as is, to determine if any value can be gained.

Unit 103 is a turf vacuum used by the Parks Services staff to pick up leaves and small branches from the park areas in the City. The impellers on the machine mulch the material providing higher capacity and allow the material to break down within the City's compost piles. During annual winter maintenance of the machine it was discovered that the impellor and internal components of the machine require replacement. These repairs are estimated at \$7,000. As well, the metal housings have worn thin and are required to be rebuilt. The machine was purchased in 2005 with an expected life cycle of 15 years.

The proposed replacement unit will have a larger capacity, reducing the down time of offloading, and be constructed of heavier more durable materials. The replacement cycle on the equipment will also be adjusted to 12 years rather than the current 15. The replacement cost for the turf vacuum is \$40,000.

#### **Financial Implications:**

The Mobile Equipment Reserve was projected in the 2017 Budget to have a closing balance of \$632,000 at the end of 2017. These withdrawals will reduce the projected balance to \$550,000. By moving the replacements ahead in their life-cycle, the overall reserve balance will be slightly affected, however, it remains in a positive balance as it is projected through 2040.

The Replacement Program is being reviewed prior to the preparation of the 2018 Budget to ensure that adequate funds are being budgeted to replace the required equipment and that the contributions are being budgeted for accordingly.

Rental units are available and have been explored as options. The utility vehicle rental rate is \$2,900 per month. This unit is used year round, resulting in the cost to rent surpassing the cost to purchase within 1 year. The vacuum rate is \$4,000 per month on a rent-to-own program where 90% of the rate is applied to the purchase. The vacuum could be purchased through this program in just over 11 months, however this would cost the City an additional \$4,400 over an outright purchase.

The cost of rental units is not budgeted for in the Parks Operating Budget. The rent-to-own option would still require a Capital amendment as the dealer would be financing the purchase and it would need to be capitalized once complete.

**Internal Impacts:**

Without these pieces of equipment Parks Services will have a difficult time maintaining their service levels, resulting in an increase in citizen complaints. Rental units may then be required to fill the gaps in operations.

**Recommendation:**

That Council amend the 2017 Capital Budget to include the replacement of Unit 75 Utility Vehicle in the amount of \$32,000 and Unit 103 Turf Vacuum in the amount of \$40,000, to be funded from the Equipment Replacement Reserve.

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File No.:

Prepared by: Grant Schaffer  
Director, Project Management

Date: February 6, 2017

Reviewed by: Troy Fleming  
Acting City Manager

Date: February 8, 2017

Submitted to: City Council

Date: February 14, 2017



## CITY OF FORT SASKATCHEWAN

### Bylaw C4-17 – 2017 Supplementary Assessment

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#### **Motions:**

1. That Council give first reading to Bylaw C4-17, which authorizes the preparation of supplementary assessments for improvements within the municipality.
2. That Council give second reading to Bylaw C4-17, which authorizes the preparation of supplementary assessments for improvements within the municipality.
3. That Council provide unanimous consent to proceed with third and final reading to Bylaw C4-17, which authorizes the preparation of supplementary assessments for improvements within the municipality.
4. That Council give third reading to Bylaw C4-17, which authorizes the preparation of supplementary assessments for improvements within the municipality.

#### **Purpose:**

That Council give three readings to Bylaw C4-17 for 2017 Supplementary Assessments, which authorizes the City to prepare supplementary assessments for improvements within the municipality for the purpose of levying supplementary taxes.

#### **Background:**

The *Municipal Government Act* (MGA) requires a supplementary assessment bylaw to be passed annually, prior to May 1 each year, if a municipality determines that a supplementary assessment is warranted. The bylaw allows for supplementary assessments to be prepared for new construction within the municipality which has been completed, operated or occupied over the course of the year.

The MGA requires municipalities to prepare property assessments as of December 31 each year for the purpose of levying property taxes in the following year. For example, property taxes levied in May 2016 were based on property assessments prepared as of December 31, 2015.

With a supplementary assessment bylaw, the municipality can conduct a second assessment and levy supplementary taxes on new improvements constructed over the course of the year. The City prepares supplementary assessments in the fall, which allows it to levy supplementary taxes on new improvements constructed up until that time. Without a supplementary assessment bylaw, new improvements constructed in 2017 would not be taxed until 2018.

A supplementary assessment bylaw authorizes the municipality to assess and levy a supplementary tax on new improvements (other than linear) based on the number of months completed, operated or occupied during the year. For example, property owners with new improvements that are completed, operated or occupied as of September 2017 will receive a supplementary assessment/tax notice in addition to the regular assessment/tax notice they received in May 2017. The supplementary assessment reflects the pro-rated value of the new improvement based on the number of months it was completed, operated or occupied during the year; and the supplementary tax is levied accordingly.

**Plans/Standards/Legislation:**

Section 369 of the MGA outlines legislation for the supplementary property tax bylaw.

**Financial Implications:**

Supplementary tax revenue of \$60,200 was included in the approved 2017 Budget.

**Recommendation:**

That Council give three readings to Bylaw C4-17 for 2017 Supplementary Assessments, which authorizes the preparation of supplementary assessments for improvements within the municipality.

**Attachments:**

Bylaw C4-17, 2017 Supplementary Assessment

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File No.:

|               |   |                         |
|---------------|---|-------------------------|
| Prepared by:  | Nicole Eirikson-Jure<br>Tax Accounting Clerk      | Date: January 19, 2017  |
| Approved by:  | Jeremy Emann,<br>Chief Financial Officer          | Date: January 26, 2017  |
|               | John Dance<br>General Manager, Corporate Services | Date: January 31, 2017  |
| Reviewed by:  | Troy Fleming<br>Acting City Manager               | Date: February 1, 2017  |
| Submitted to: | City Council                                      | Date: February 14, 2017 |



## CITY OF FORT SASKATCHEWAN

### Bylaw C5-17, a Bylaw of the City of Fort Saskatchewan to Amend Fees and Charges Bylaw C18-16

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#### Motions:

1. That Council give first reading to Bylaw C5-17, which amends Fees and Charges Bylaw C18-16, for transit fees.
2. That Council give second reading to Bylaw C5-17, which amends Fees and Charges Bylaw C18-16, for transit fees.
3. That Council provide unanimous consent to proceed with third and final reading to Bylaw C5-17, which amends Fees and Charges Bylaw C18-16, for transit fees.
4. That Council give third reading to Bylaw C5-17, which amends Fees and Charges Bylaw C18-16, for transit fees.

#### Purpose:

To present Council with information on recent Edmonton Transit System (ETS) fare adjustments, and to request support three readings to Bylaw C5-17, which amends Fees and Charges Bylaw C18-16.

#### Background:

The following amendments are proposed:

##### Transit passes integrated with ETS

On February 1, 2017, the City of Edmonton made adjustments to its fare structure. Currently, the City's fare structure is integrated with ETS for the 580 Commuter service to Clareview. The cost of the commuter and integrated passes is shared between the City of Fort Saskatchewan and City of Edmonton. The City of Fort Saskatchewan's portion of these fares will not change, and no local Fort Saskatchewan Transit (FST) fares will be affected by this adjustment.

##### Fares to be adjusted:

| Pass Type                            | Old Price | Feb. 2017 Price |
|--------------------------------------|-----------|-----------------|
| Student Integrated Pass              | \$118.50  | \$121.00        |
| Senior Integrated Pass               | \$118.50  | \$50.00         |
| Adult Integrated Pass                | \$181.50  | \$184.25        |
| Adult book of 10 (ETS only)          | \$24.75   | \$25.50         |
| Student/senior book of 10 (ETS only) | \$21.50   | \$22.25         |

##### Request

Upon receiving Council approval, the City of Fort Saskatchewan will adjust the corresponding fares associated with the recent ETS fare changes and allow the City to continue to collect funds for passes sold. The City of Fort Saskatchewan will not charge any additional fares for

any and all passes currently sold. Only the portion collected by the City of Edmonton will be adjusted to meet the February 2017 prices.

The ETS-only Adult and Student/Senior books of 10 Tickets are sold by City of Fort Saskatchewan vendors, but the City does not collect revenue from these passes.

**Recommendation:**

That Council give three readings to Bylaw C5-17, which amends Fees and Charges Bylaw C18-16 for transit fees.

**Attachments:**

1. Bylaw C5-17 - Amending Fees and Charges Bylaw C18-16
2. Bylaw C18-16 - Portion of Bylaw outlining sections to be amended

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|               |  |                         |
|---------------|--|-------------------------|
| Prepared by:  | Anthony Dionigi<br>Transit Supervisor, Transportation Services | Date: February 1, 2017  |
| Approved by:  | Richard Gagnon<br>Director, Infrastructure Management          | Date: February 2, 2017  |
| Reviewed by:  | Troy Fleming<br>Acting City Manager                            | Date: February 2, 2017  |
| Submitted to: | City Council   | Date: February 14, 2017 |



**CITY OF FORT SASKATCHEWAN**  
**AMENDING FEES AND CHARGES BYLAW**  
**BYLAW C5-17**

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

1. This Bylaw is cited as the Amending Fees and Charges Bylaw.
2. That the following fees in Schedule “A” of Bylaw C18-16 be amended as follows:

***INFRASTRUCTURE & PLANNING***

| DESCRIPTION  | GST Applicable | Unit of Measure | 2017 *   |
|--|----------------|-----------------|----------|
| <small>*Fees and Charges excludes GST. Where taxable (T), GST is charged at point of sale<br/>Taxable = T<br/>Exempt = E</small> |                |                 |          |
| <b>Public Transit Fees</b>   |                |                 |          |
| <b>Integrated Passes (Fort Saskatchewan and Edmonton Fares)</b>  |                |                 |          |
| Student Integrated Monthly Pass (Travel within Fort Sask. to & around Edmonton)  | E              | EACH            | \$121.00 |
| Senior Integrated Monthly Pass (Travel within Fort Sask. to & around Edmonton)   | E              | EACH            | \$ 50.00 |
| Adult Integrated Monthly Pass (Travel within Fort Sask. to & around Edmonton)  | E              | EACH            | \$184.25 |
| <b>Edmonton Only Adult Fares</b>   |                |                 |          |
| Adult Book of 10 Tickets (Around Edmonton Only)  | E              | EACH            | \$ 25.50 |
| Student/Senior Book of 10 Tickets (Around Edmonton Only)   | E              | EACH            | \$ 22.25 |

3. That if there are any inconsistencies between the fees, rates and charges imposed pursuant to this Bylaw and those imposed by any other bylaw of the City of Fort Saskatchewan, this Bylaw shall take precedence.



4. That this Bylaw shall be in full force and effect upon third and final reading.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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

MAYOR

DIRECTOR, LEGISLATIVE SERVICES

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

# City of Fort Saskatchewan

## Fees & Charges

Schedule A

Bylaw C18-16

| Description  | GST Applicable | Unit of Measure       | 2017 *    |
|--|----------------|-----------------------|-----------|
| <b>Seniors Fares</b>   |                |                       |           |
| Senior Fare (Within Fort Sask. only)   | E              | each                  | \$ 1.50   |
| Senior Cash (One way travel between Fort Sask. & Clareview)                            | E              | each                  | \$ 3.50   |
| Senior Book of Ten Tickets (One way travel within Fort Sask.)                          | E              | each                  | \$ 10.00  |
| Senior Monthly Pass (Travel within Fort Sask. only)                                    | E              | each                  | \$ 20.00  |
| Senior Monthly Pass (Travel within Fort Sask. and between DCC & Clareview)             | E              | each                  | \$ 35.00  |
| <b>Adult Fares</b>   |                |                       |           |
| Adult Cash Fare (Travel within Fort Sask. only)  | E              | each                  | \$ 2.25   |
| Adult Cash (One way travel between Fort Sask. & Clareview)                             | E              | each                  | \$ 5.00   |
| Adult Book of 10 Tickets (Travel within Fort Sask. only)                               | E              | each                  | \$ 20.00  |
| Adult Monthly Pass (Travel within Fort Sask. only)                                     | E              | each                  | \$ 50.00  |
| Adult Monthly Commuter Pass (Travel within Fort Sask. & between DCC & Clareview)       | E              | each                  | \$ 90.00  |
| Adult Book of 10 Tickets (One way travel between Fort Sask. & Clareview)               | E              | each                  | \$ 40.00  |
| <b>Integrated Student/Senior (Fort Saskatchewan And Edmonton Fares)</b>                |                |                       |           |
| Student/Senior Integrated Monthly Pass (Travel within Fort Sask. to & around Edmonton) | E              | EACH                  | \$ 118.50 |
| <b>Integrated Adult (Fort Saskatchewan And Edmonton Fares)</b>                         |                |                       |           |
| Adult Integrated Monthly Pass (Travel within Fort Sask. to & around Edmonton)          | E              | EACH                  | \$ 181.50 |
| <b>Edmonton Only Adult Fares</b>   |                |                       |           |
| Adult Book of 10 Tickets (Around Edmonton only)  | E              | EACH                  | \$ 24.75  |
| Student/Senior Book of 10 Tickets (Around Edmonton only)                               | E              | EACH                  | \$ 21.50  |
| <b>Other</b>   |                |                       |           |
| Photocopying Charges:  |                |                       |           |
| - 8.5" x 11" Single Sided  | T              | per sheet             | \$ 0.14   |
| - 8.5" x 11" Double Sided  | T              | per sheet             | \$ 0.24   |
| - 8.5" x 14" Single Sided  | T              | per sheet             | \$ 0.19   |
| - 8.5" x 14" Double Sided  | T              | per sheet             | \$ 0.33   |
| - 11" x 17" Single Sided   | T              | per sheet             | \$ 0.24   |
| - 11" x 17" Double Sided   | T              | per sheet             | \$ 0.38   |
| - 24" x 36" Single Sided   | T              | per sheet             | \$ 7.62   |
| Engineering Standards Manual   | T              | per book              | \$ 53.00  |
| <b>Division: Infrastructure &amp; Planning</b>   |                |                       |           |
| <b>Department: Utilities</b>   |                |                       |           |
| Wood Chips   | T              | per cubic metre       | \$ 9.52   |
| Screened Organic Soil:   | T              | per cubic metre       | \$ 14.29  |
| Wood Chip and Soil Delivery:   |                |                       |           |
| - Delivery - Within Municipal Boundaries   | T              | each                  | \$ 71.43  |
| - Delivery - Outside Municipal Boundaries  | T              | one way - up to 25 km | \$ 142.86 |
|  | T              | per km over 25 km     | \$ 2.05   |

## **CITY OF FORT SASKATCHEWAN**

### **Notice of Motion – Review Local Purchasing Policy**

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#### **Motion:**

That Council direct Administration to bring forward recommendations prior to the end of the first quarter, for updating the City's Local Purchasing Policy FIN-011-C to expand its content to include overall procurement activities for goods, services and construction activities, including the treatment of local suppliers.

#### **Purpose:**

To consider updating the City of Fort Saskatchewan's Local Purchasing Policy.

#### **Background:**

At the January 24, 2017 regular Council meeting, Councillor Garritsen presented a notice of motion to update the City's Local Purchasing Policy FIN-011-C to expand its content to include overall procurement activities.

Local Purchasing Policy FIN-011-C (Council Policy) gives preference to local suppliers, however price, availability, serviceability are the determining factors; and freight, travel, and City employee time are also taken into consideration in purchase decisions. Local Purchasing Policy FIN-011-C is attached as Appendix A.

Financial Services has undertaken initial background work on the update of administrative procurement procedures and views update and expansion of Local Purchasing Policy as a positive first step in providing the governance framework for procurement for the City.

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

External and internal trade agreements including, the New West Partnership Trade Agreement ("NWPTA"), the Agreement on Internal Trade ("AIT"), and the Comprehensive Economic Trade Agreement ("CETA") impose a number of obligations on the City with respect to the procurement of goods, services, and constructions.

#### **Next Steps:**

Financial Services recommends that Local Purchasing Policy FIN-011-C be expanded in content to include overall procurement activities for goods, services, and constructions required by the City and that the Policy include guidelines for improving engagement with local suppliers and greater transparency, while seeking best overall value for all procurements at varying thresholds.

#### **Enclosure:**

Appendix A – Local Purchasing Policy FIN-011-C

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File No.:

|               |  |                         |
|---------------|--|-------------------------|
| Prepared by:  | Clayton Northey<br>Manager, Accounting and Reporting | Date: February 2, 2017  |
| Approved by:  | Jeremy Emann<br>Chief Financial Officer              | Date: February 2, 2017  |
| Approved by:  | John Dance<br>General Manager, Corporate Services    | Date: February 8, 2017  |
| Reviewed by:  | Troy Fleming<br>Acting City Manager                  | Date: February 8, 2017  |
| Submitted to: | City Council   | Date: February 14, 2017 |



### LOCAL PURCHASING

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Date Issued: 25.Nov.85

Mandated by: Council

Current Revision: 06.Feb.12

Cross-reference: HUM-017-A

Next Review Diarized: 01.Jan.15

Responsibility: Director, Finance

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#### POLICY

The City gives preference to local suppliers; however, price, availability and serviceability are the determining factors. Also taken into consideration in purchase decisions are freight, travel, and City employee time.

#### PROCEDURES

1. For the purchase of major equipment or machinery, tenders are called (lowest bid not always successful).
2. Purchase of services and lesser goods is completed by purchase order or as directed by Public Sector Accounting Board generally accepted audit standards.

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City Manager (Original Signed by CC - Interim)