



CITY OF FORT SASKATCHEWAN AGENDA

Regular Council Meeting **Tuesday, February 28, 2017 – 6:00 P.M.** **Council Chambers – City Hall**

- 6:00 P.M.**
1. **Call to Order** Mayor Katchur
 2. **Approval of Minutes of February 14, 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. **Presentations:**
 - (15 min.) 4.1 Sherritt International Update Lyle Trytten, Sustainability & Regulatory Affairs (attachment)
 - (10 min.) 4.2 High Performance Sports Field Naming Rights Sheila Gagnon (attachment)
 5. **Unfinished Business**
 6. **New Business**
 - 6.1 Second Community Garden Site Selection T.J. Auer (attachment)
 - 6.2 City Manager Recruitment Renee Fitzsimmons (attachment)
 7. **Bylaws**
 8. **Notice of Motion**
 - 8.1 Review Travel and Expense Claims Policy and Council Remuneration Policy Coun. Garritsen (attachment)
 9. **Points of Interest**
 10. **Councillor Inquiries**
 11. **Adjournment**

In accordance with Section 199 of the *Municipal Government Act*, notice is hereby given that telephone conferencing will be used to connect a member of Council from a remote location.



CITY OF FORT SASKATCHEWAN
MINUTES
REGULAR COUNCIL
Tuesday, February 14, 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
Brenda Rauckman, General Manager, Community & Protective Services
Brenda Molter, Director, Legislative Services
Jeremy Emann, Chief Financial Officer
Grant Schaffer, Director, Project Management
Katie Mahoney, Senior Long Range Planner
Anthony Dionigi, Transit Supervisor
Matthew Siddons, Current Planner
Wendy Kinsella, Director, Corporate Communications
Reade Beaudoin, Digital Media Coordinator
Sheryl Exley, Recording Secretary

1. Call to Order

Mayor Katchur called the regular Council meeting of February 14, 2017 to order at 6:00 p.m.

2. Approval of Minutes of January 24, 2017 Regular Council Meeting

R17-17 MOVED BY Councillor Hennig that the minutes of the January 24, 2017 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

Howard Hardy, representing Angie's Cold Beer & Liquor was in attendance to speak against the proposed notice of motion regarding retail liquor store restrictions.

Howard Johnson, business owner was in attendance to support the review of the City of Fort Saskatchewan's Local Purchasing Policy.

4. Presentations

4.1 2016 Year End Audit Plan Report

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

Mayor Katchur thanked Ms. Persson and Ms. Rana for their presentation.

5. Public Hearing

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

Presented by: Matthew Siddons, Current Planner

Mayor Katchur opened the Public Hearing at 6:25 p.m.

A Public Hearing was held to hear any submissions for and against the removal of the reserve designation from Lot R1, Block 22, Plan 3601RS.

Mayor Katchur asked if anyone in attendance wished to speak in favour or against the reserve designation removal.

Lynn Olenek, Executive Director, Heartland Housing Foundation was in attendance to speak in favour of the reserve designation removal for Lot R1, Block 22, Plan 3610RS and updated Council and Administration on the plan for the parcel of land once it is granted to the Foundation.

Mayor Katchur closed the Public Hearing at 6:30 p.m.

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

Presented by: Matthew Siddons, Current Planner

R18-17

MOVED BY Councillor Hennig 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.

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

CARRIED UNANIMOUSLY

R19-17 MOVED BY Councillor Hennig 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.

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 6:45 p.m.

The regular Council meeting reconvened at 6:51 p.m.

7. Unfinished Business

7.1 Urban Beekeeping Implementation Strategy

Presented by: Katie Mahoney, Senior Long Range Planner

R20-17 MOVED BY Councillor Randhawa 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.

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

Against: Frank Garritsen

CARRIED

8.1 Retail Liquor Store Restrictions

Councillor Hennig advised that he would like to withdraw Council Resolution #13-17, which amends Council Resolution #12-17 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 unanimously supported the withdrawal of Councillor Hennig's motion.

Councillor Randhawa advised that he would like to withdraw Council Resolution #12-17 to 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 unanimously supported the withdrawal of Councillor Randhawa's motion.

8. New Business

8.1 Amend 2017 Capital Budget to Include Additional Equipment Replacement Projects

Presented by: Grant Schaffer, Director, Project Management

R21-17

MOVED BY Councillor Blizzard 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.

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

CARRIED UNANIMOUSLY

9. Bylaws

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

Presented by: Jeremy Emann, Chief Financial Officer

R22-17

MOVED BY Councillor Garritsen that Council give first reading to Bylaw C4-17, which authorizes the preparation of supplementary assessments for improvements within the municipality.

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

CARRIED UNANIMOUSLY

R23-17

MOVED BY Councillor Garritsen that Council give second reading to Bylaw C4-17, which authorizes the preparation of supplementary assessments for improvements within the municipality.

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

CARRIED UNANIMOUSLY

R24-17

MOVED BY Councillor Garritsen 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.

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

CARRIED UNANIMOUSLY

R25-17 MOVED BY Councillor Garritsen that Council give third reading to Bylaw C4-17, which authorizes the preparation of supplementary assessments for improvements within the municipality.

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

CARRIED UNANIMOUSLY

9.2 Bylaw C5-17 - Amend Fees and Charges Bylaw C18-16 – Transit Fees – 3 readings
Presented by: Anthony Dionigi, Transit Supervisor

R26-17 MOVED BY Councillor Blizzard that Council give first reading to Bylaw C5-17, which amends Fees and Charges Bylaw C18-16, for transit fees.

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

CARRIED UNANIMOUSLY

R27-17 MOVED BY Councillor Blizzard that Council give second reading to Bylaw C5-17, which amends Fees and Charges Bylaw C18-16, for transit fees.

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

CARRIED UNANIMOUSLY

R28-17 MOVED BY Councillor Blizzard 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.

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

CARRIED UNANIMOUSLY

R29-17 MOVED BY Councillor Blizzard that Council give third reading to Bylaw C5-17, which amends Fees and Charges Bylaw C18-16, for transit fees.

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

CARRIED UNANIMOUSLY

10. Notice of Motion

10.1 Review Local Purchasing Policy

R30-17

MOVED BY Councillor Garritsen 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.

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

CARRIED UNANIMOUSLY

10.2 Review Travel and Expense Claims Policy and Council Remuneration Policy

Councillor Garritsen gave notice that he will introduce the following motion at the February 28, 2017 regular Council meeting:

"That Council direct Administration to review Travel and Expense Claims Policy FIN-012-C and City Council Remuneration Policy and Procedure GOV-009-C, and bring forward recommendations to ensure relevant information is appropriately organized and the proper checks and balances exist for each type of reimbursement claim that may be made, prior to the end of the second quarter."

11. Points of Interest

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

12. Councillor Inquiries

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

13. Adjournment

The regular Council meeting of February 14, 2017 adjourned at 7:53 p.m.

Mayor

Director, Legislative Services

CITY OF FORT SASKATCHEWAN

Sherritt International Update

Purpose:

Mr. Lyle Trytten, Director, Sustainability and Regulatory Affairs, Sherritt International, Metals Division will be in attendance to provide an update on the Sherritt Fort Saskatchewan Site, the nickel / fertilizer industry and the Climate Leadership Plan.

Attachment:

Sherritt International Presentation

File No.:

| | | |
|---------------|---|-------------------------|
| Prepared by: | Sheryl Exley Legislative Officer | Date: February 22, 2017 |
| Approved by: | Brenda Molter Director, Legislative Services | Date: February 22, 2017 |
| Reviewed by: | Troy Fleming Acting City Manager | Date: February 22, 2017 |
| Submitted to: | City Council | Date: February 28, 2017 |



sherritt

THE NAME IN NICKEL



Climate Leadership Plan Concerns

City Council Discussion

Feb 28, 2017

Agenda

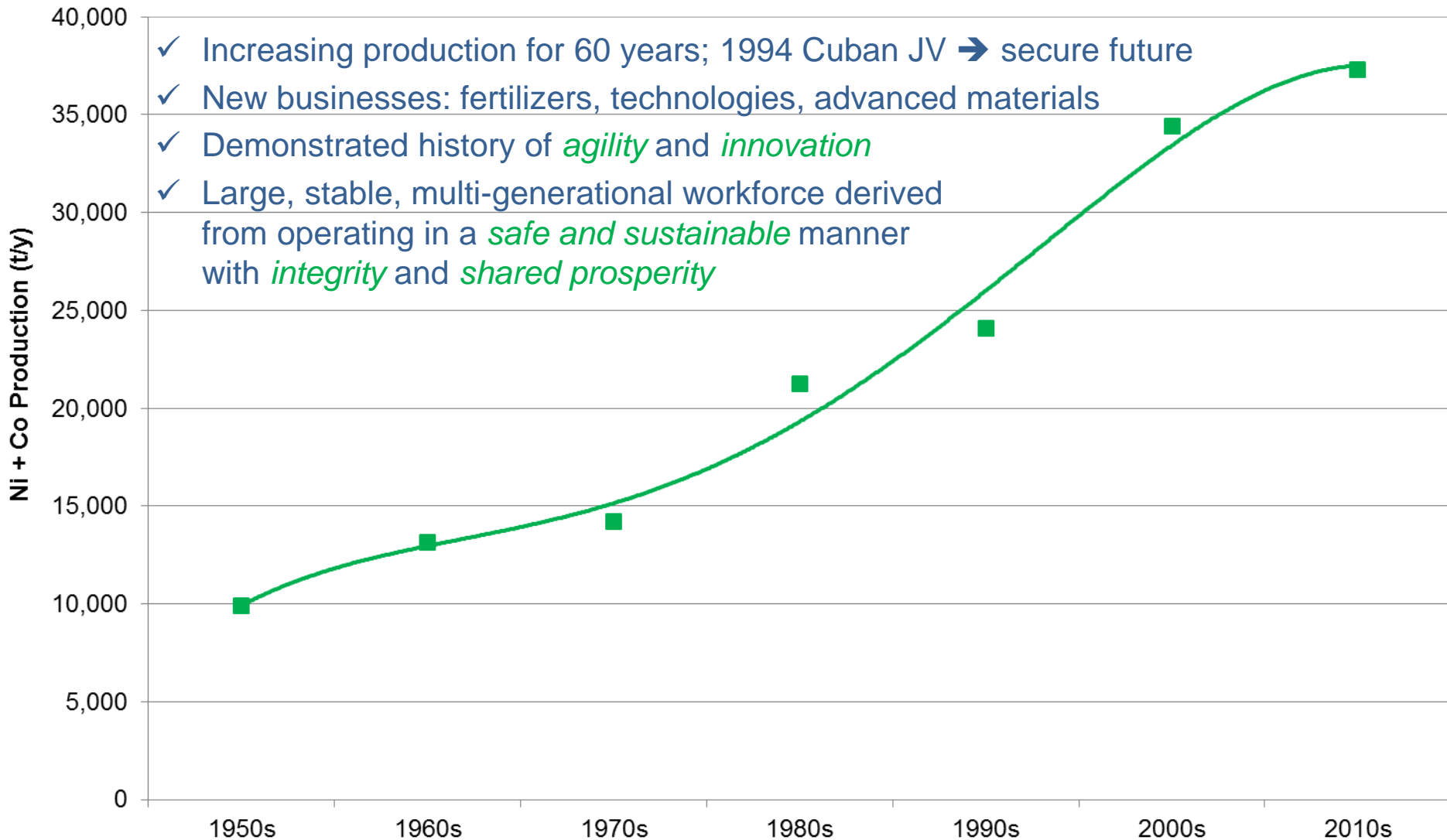
- Introduction to Sherritt Fort Site and Nickel/Fertilizer Industry
 - Sherritt Fort Site GHG Context
 - Specific Concerns with Climate Leadership Plan
 - Request of Council
-
- Goal: Council understand potential implications of GHG regulations

Sherritt's Purpose

To be a low-cost nickel producer that creates sustainable prosperity for our employees, investors, and communities.

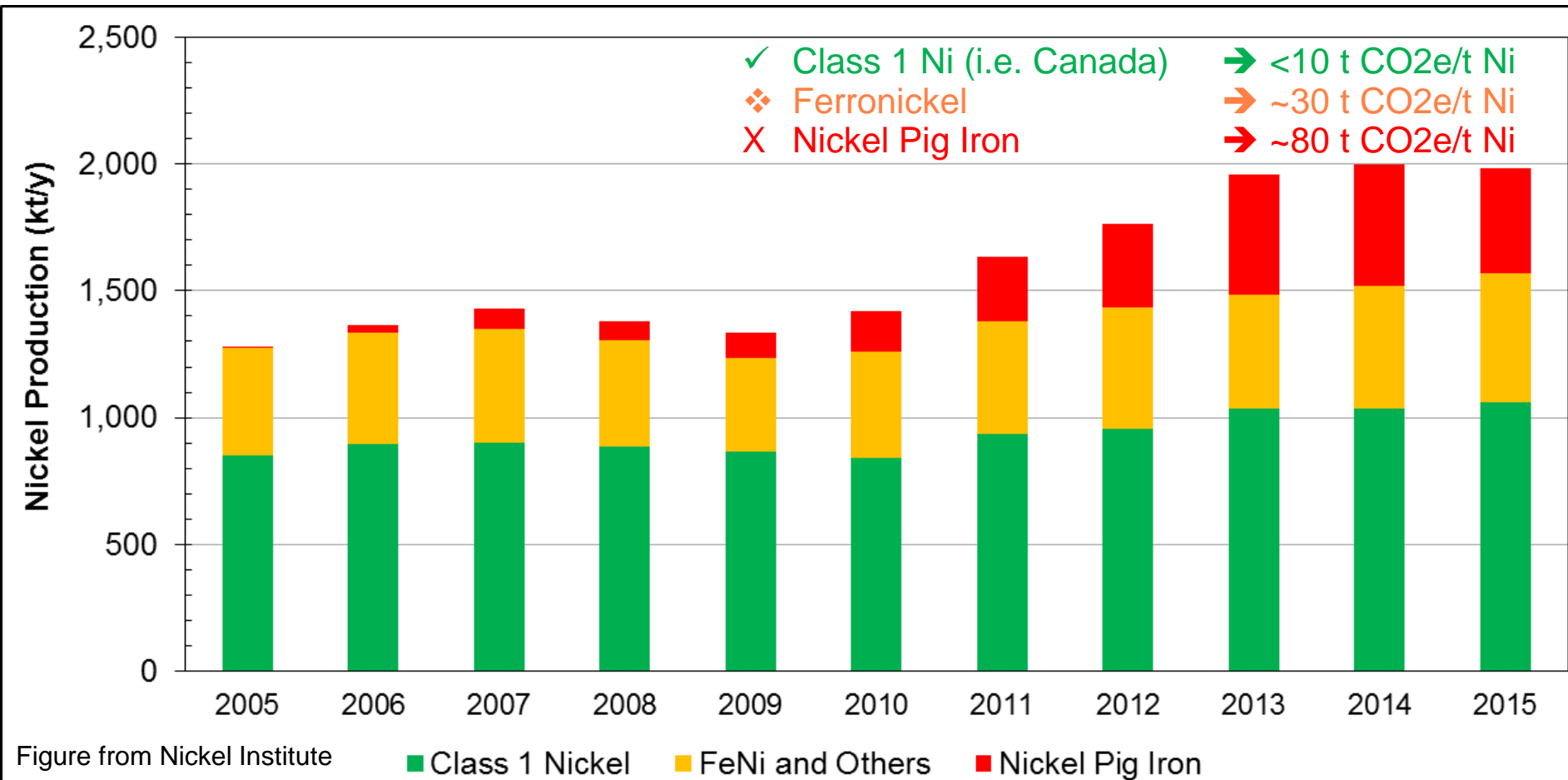
Fort Site Evolution

- ✓ Increasing production for 60 years; 1994 Cuban JV → secure future
- ✓ New businesses: fertilizers, technologies, advanced materials
- ✓ Demonstrated history of *agility* and *innovation*
- ✓ Large, stable, multi-generational workforce derived from operating in a *safe and sustainable* manner with *integrity* and *shared prosperity*

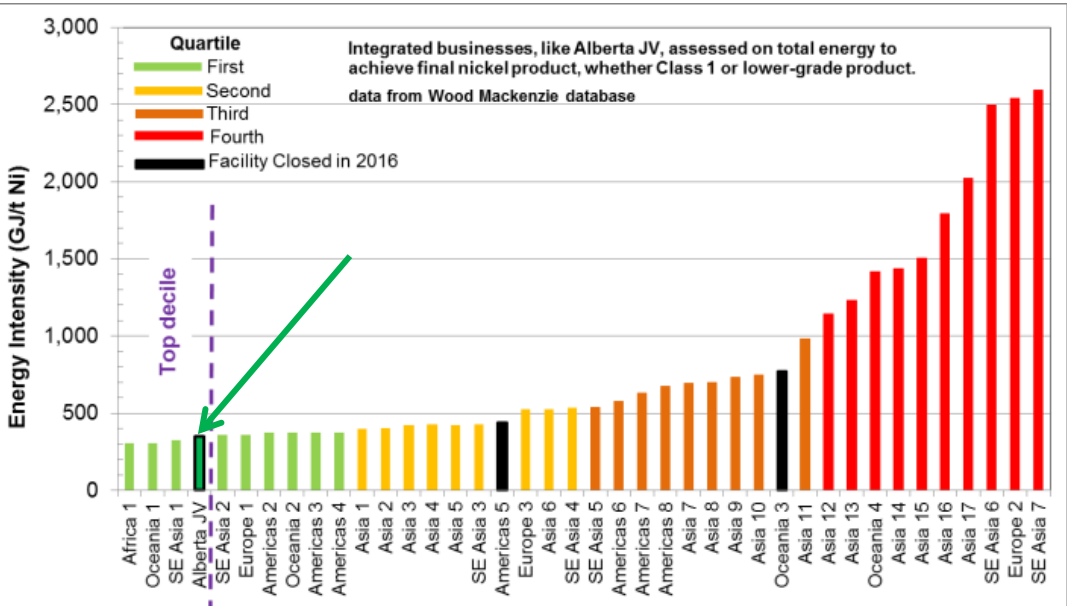


Global Nickel Industry

- Recent large growth in China using high-GHG NPI technology
- Companies struggling to cover cost of production

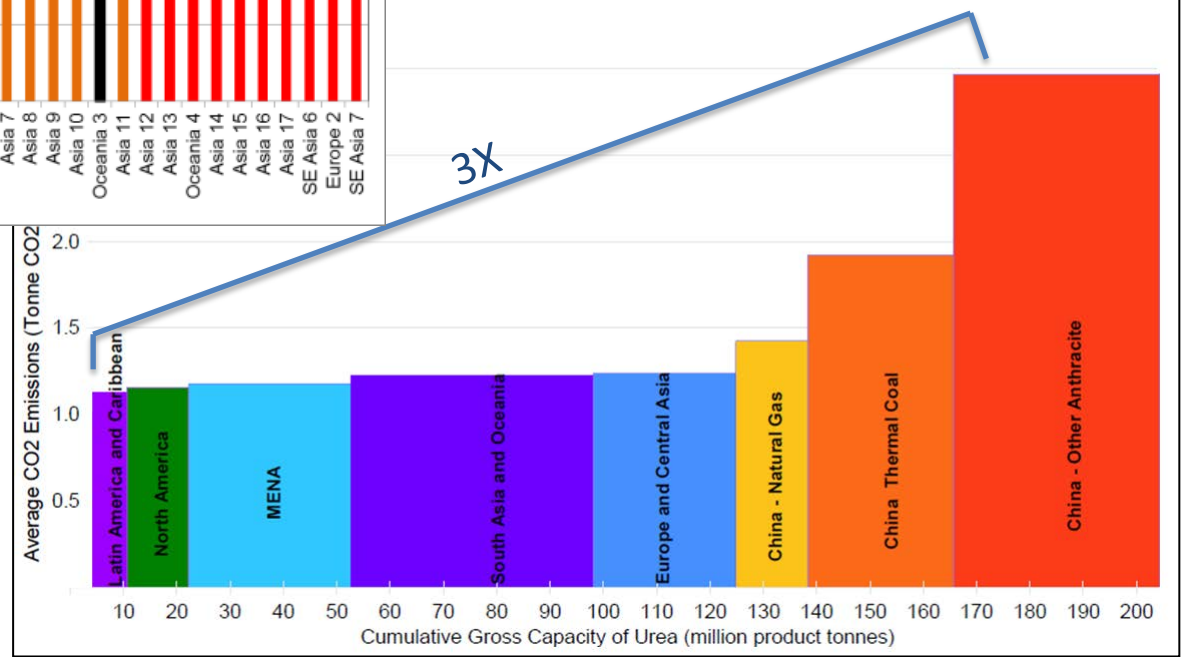


Carbon Leakage



Nickel Carbon Leakage Threat

Ammonia Fertilizer Carbon Leakage Threat

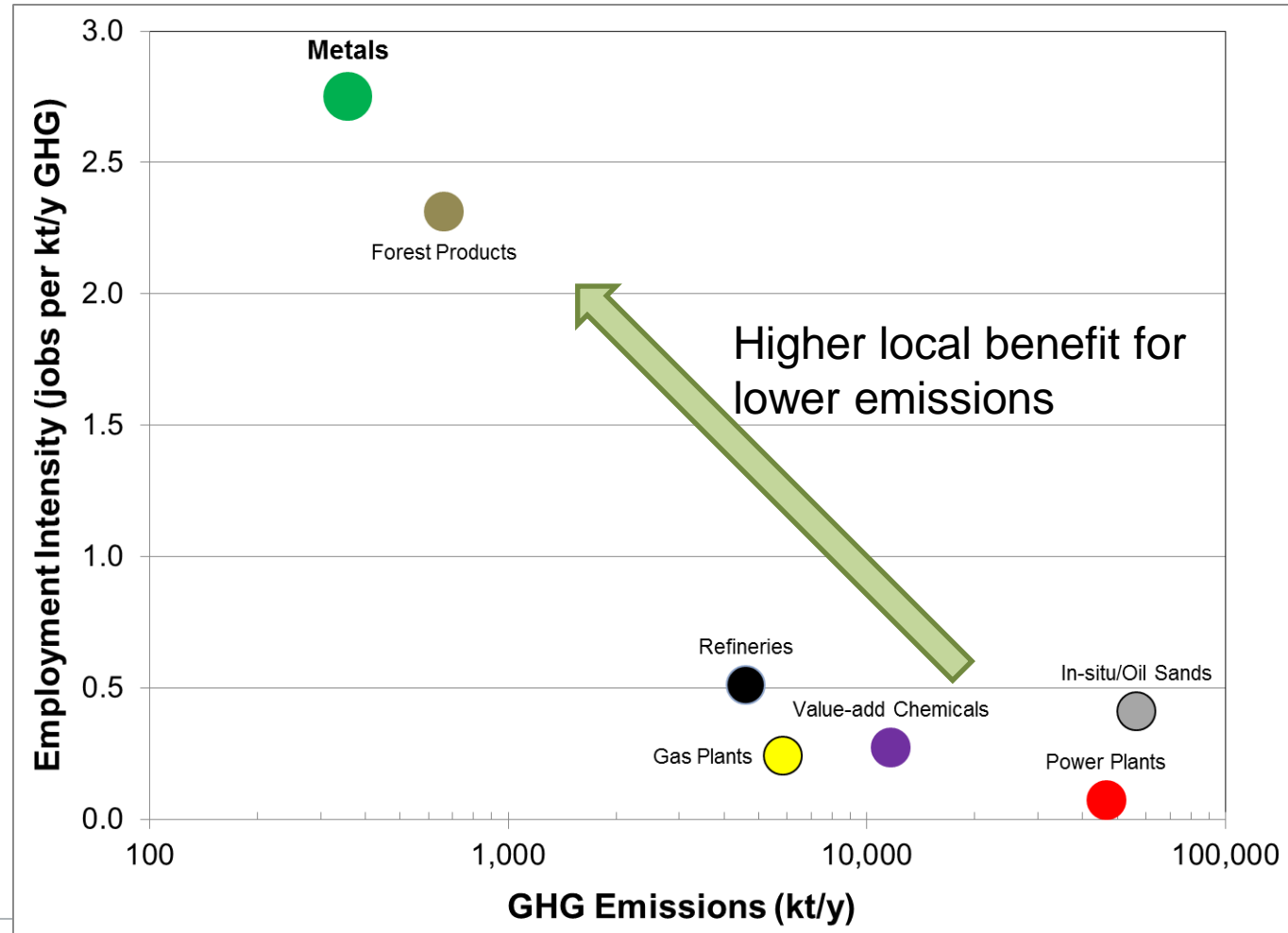


Figures and data from Fertilizer Canada and Wood Mackenzie

Local Economic Benefit

- Fort Site operations have high labour requirements; complex facility
- Fort Site has high labour ratio vs other industries
- High local benefit
- Relatively low GHG impact
- High labour ➔ high op cost, low profitability

Data from NPRI, Alberta
GHG database

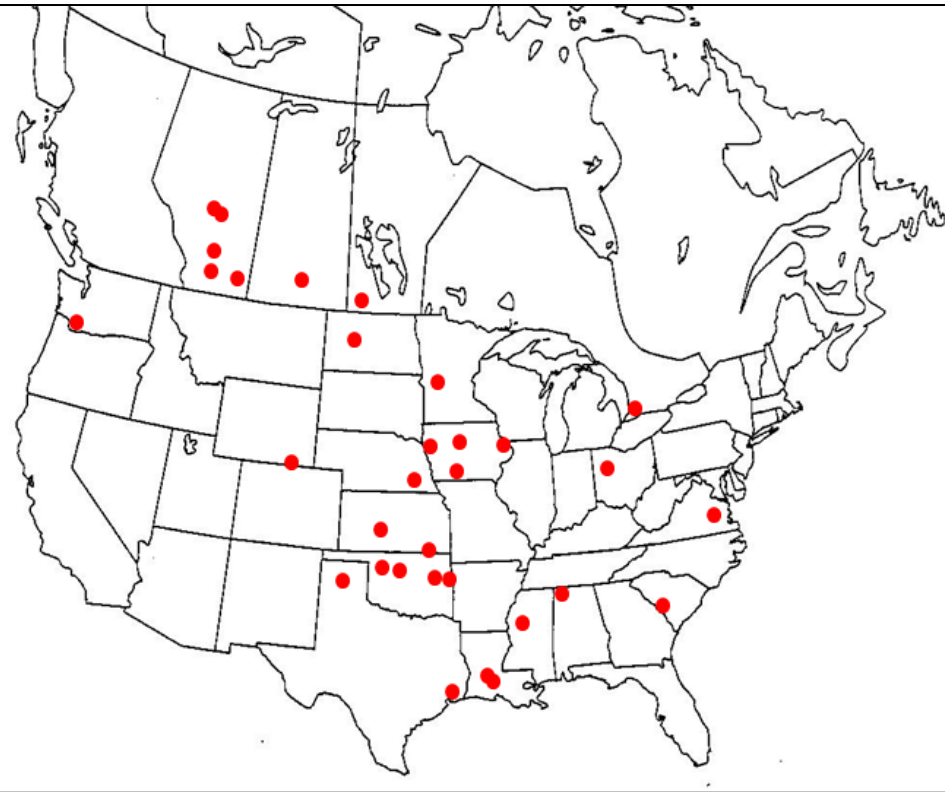


Climate Leadership Plan and Industry

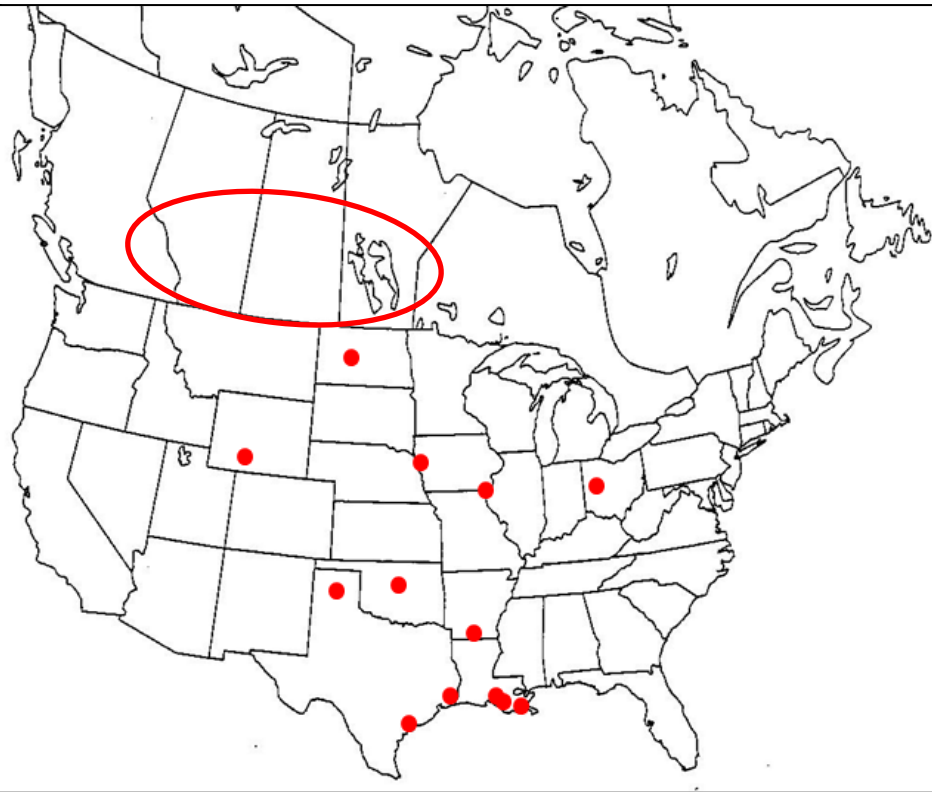
- Intention seems to be high-efficiency producers will set the standard, but economics will be used to determine bearable cost
- Starting economic impact studies (impact of carbon cost vs revenue)
 - Method problematic
 - Basis is existing, elevated costs (+230% last two years)
- (Energy-Intensive, Trade-Exposed)
- EITE industries compete globally, including with regions with no GHG costs
 - Some EITE are able to pass costs on, some have more ability to make reductions (evolving technology)
- Metals and Fertilizers are “Mature EITE”
 - Top-quartile performance through early action
 - Limited reduction opportunities with no fundamental new technology
 - Highly trade exposed with little or no cost pass-through

Global competition - facilities

Existing ammonia plants in North America



New and expanded ammonia plants



Figures from Fertilizer Canada

Climate Leadership Plan and Industry

- Province has demonstrated a desire for simple solutions
 - Regulator wants to move quickly, which may not allow sufficient subtlety
- Political leaders repeatedly state that strong GHG regulation is required to achieve market access for Alberta oil
 - Resource extraction is important across the province
 - Value-add industries are important regionally
 - What is more important to Council – oil extraction or value-add?
- Regulatory personnel have indicated they understand the issues

Will it translate to the decision makers in Cabinet?

Or is it just what we want to hear?

Council Support is Important

- CoFS and its heavy industry **rely on each other and succeed together**
- Decisions are made at the Cabinet table
- Request Council to develop a support letter for key audiences
 - Departments: ED&T, Municipal Affairs, Finance
 - Climate Leadership Policy Committee (Hon. Gray, Phillips, Larivee, McCuaig-Boyd, Schmidt)
- Key Messages: support continued economic strength of cities reliant on the value-added processing of Alberta resources
 - ✓ Establish fair policy that differentiates amongst EITE industries based on
 - global competitiveness (ability to pass costs on) and
 - ability to make reductions (science-based)
 - ✓ Ensure Alberta's industries remain globally competitive



Lyle Trytten
Director, Sustainability and Regulatory Affairs
Sherritt International, Metals Division, Fort Saskatchewan

CITY OF FORT SASKATCHEWAN

High Performance Sports Field Naming Rights

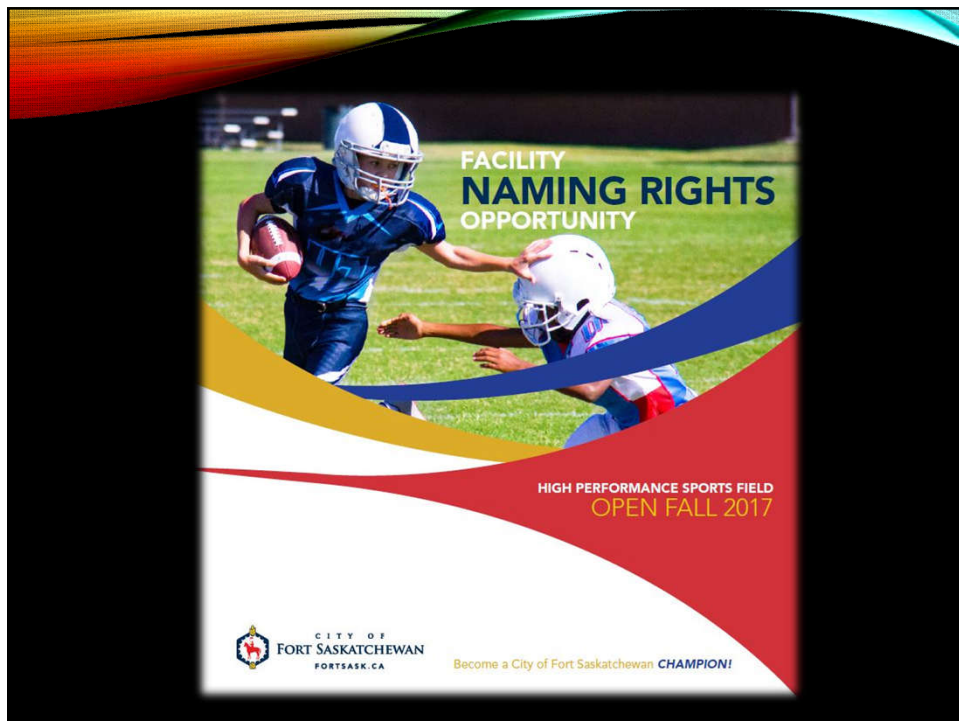
Topic Identification:

Recreation Services will be presenting the High Performance Sports Field naming rights package to Council for information.

Attachments:

Appendix A – High Performance Sports Field Naming Rights PowerPoint Presentation

| | | |
|---------------|--|-------------------------|
| Prepared by: | Sheila Gagnon Recreation Development Coordinator | Date: February 22, 2017 |
| Approved by: | Barb Shuman Director, Recreation | Date: February 22, 2017 |
| Approved by: | Brenda Rauckman General Manager, Community & Protective Services | Date: February 22, 2017 |
| Reviewed by: | Troy Fleming Acting City Manager | Date: February 22, 2017 |
| Submitted to: | City Council | Date: February 28, 2017 |

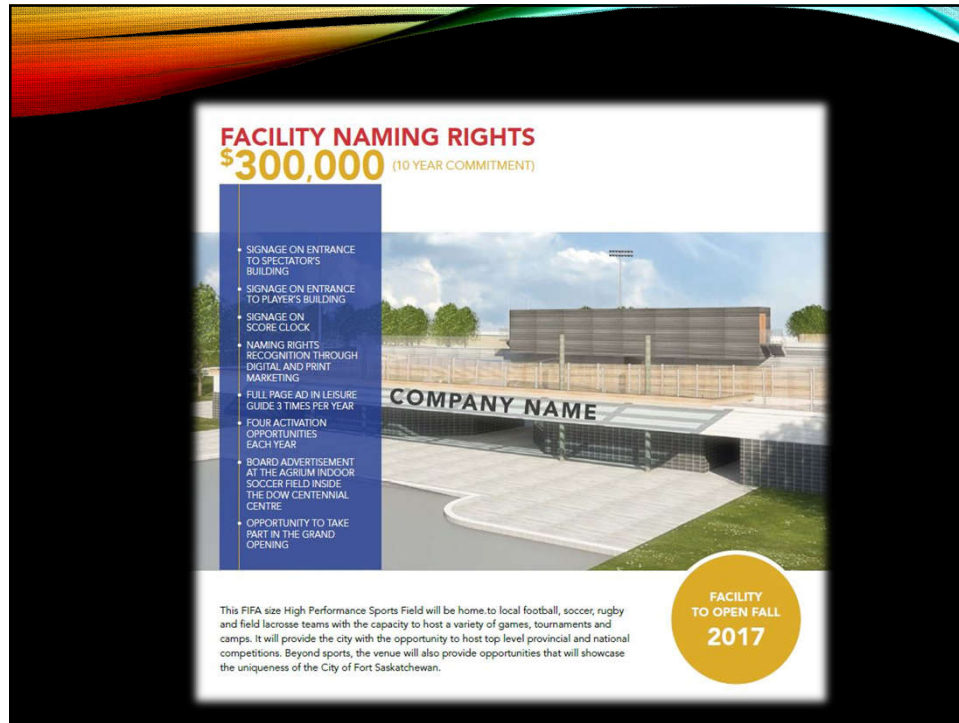


\$300,000 for ten year term

- * Signage on the main entrance to the spectator's building
- * Signage on the entrance to player's building
- * Signage on score clock
- * Naming rights recognition through digital and print marketing

\$300,000 for ten year term

- * Full page ad in Leisure Guide 3 times per year
- * Board advertisement at Dow Centennial Centre, Agrium Soccer Field
- * 4 activation opportunities each year
- * Opportunity to take part in the grand opening



FACILITY NAMING RIGHTS
\$300,000 (10 YEAR COMMITMENT)

- SIGNAGE ON ENTRANCE TO SPECTATOR'S BUILDING
- SIGNAGE ON ENTRANCE TO PLAYER'S BUILDING
- SIGNAGE ON SCORE CLOCK
- NAMING RIGHTS RECOGNITION THROUGH DIGITAL AND PRINT MARKETING
- FULL PAGE AD IN LEISURE GUIDE 3 TIMES PER YEAR
- FOUR ACTIVATION OPPORTUNITIES EACH YEAR
- BOARD ADVERTISEMENT AT THE AGRILUM INDOOR SOCCER FIELD INSIDE THE DOW CENTENNIAL CENTRE
- OPPORTUNITY TO TAKE PART IN THE GRAND OPENING

COMPANY NAME

Facility to open Fall 2017

This FIFA size High Performance Sports Field will be home to local football, soccer, rugby and field lacrosse teams with the capacity to host a variety of games, tournaments and camps. It will provide the city with the opportunity to host top level provincial and national competitions. Beyond sports, the venue will also provide opportunities that will showcase the uniqueness of the City of Fort Saskatchewan.



**YOUR COMPANY NAME ON
ENTRANCE TO PLAYER'S BUILDING**

ANTICIPATED TRAFFIC OF **8,000** PEOPLE PER SEASON

4-5 DIFFERENT **Tournaments** EACH SEASON

ABILITY TO ATTRACT OUTSIDE **Special Events**

ADVERTISING

Leisure Guide full page colour ad
3 TIMES PER YEAR. The Leisure Guide is delivered to all homes in Fort Saskatchewan and available on the City website.

YOUR COMPANY NAME ON SCORE CLOCK

BOARD ADVERTISING

at the Dow Centennial Centre Agrium soccer field during term. Average traffic each year of the Dow Centennial Centre is OVER 700,000 PEOPLE.


FACILITY NAMING RIGHTS OPPORTUNITY

The High Performance Sports Field is strategically located next to the Dow Centennial Centre, St. Andre Bessette High School and adjacent to the Park and Ride.

Visible from Southfort Drive, this facility is located in a high traffic area and will draw families from Fort Saskatchewan and the Edmonton regional area.


Become a City of Fort Saskatchewan **CHAMPION!**

FACILITY WILL INCLUDE:
FIFA SIZE TURF FIELD | FOUR PLAYER'S CHANGE ROOMS | OFFICIAL'S CHANGE ROOMS | TICKET BOOTH | SPECTATOR WASHROOM FACILITIES | CONCESSION | SPECTATOR SEATING



Become a City of Fort Saskatchewan **CHAMPION!**

ACTIVATE YOUR NAMING RIGHTS
Four activation opportunities each year.
Be creative and work with our team to connect with your target audience.

 **CITY OF
FORT SASKATCHEWAN**
FORTSASK.CA

CONTACT:
Recreation Development Coordinator, City of Fort Saskatchewan
10005 - 102 Street, Fort Saskatchewan, AB T8L 2C5
780.992.6210 (office) 587.340.2390 (cell)

Naming Rights

- * Mayor, Council and stakeholders making connections
- * Recreation Services to have a conversation with any interested prospects

Naming Rights

- * Council approval for final acceptance
- * Media Announcement on the successful partner

Questions?

CITY OF FORT SASKATCHEWAN

Second Community Garden Site Selection

Motion:

That Council approve the development of a second community garden adjacent to the Fort Saskatchewan Curling Rink.

Purpose:

To provide site options for the second community garden and information pertaining to the expansion of the existing community garden.

Background:

Existing Community Garden

The Fort Saskatchewan community garden located at 8002 - 109 street was created in 2011 with 100 plots available, 55 of which were rented in the first year. Since 2012, the community garden has grown in popularity, filling quickly each year with a limited waitlist significantly made up of current gardeners looking for additional plots. The expansion of the community garden has progressed slowly over the last three years from 130 plots in 2014, to its current size of 142 plots.

Expansion of this site, while feasible, presents logistical challenges. The biggest challenge being that gardeners using expansion plots would have a significant distance to walk and transport water. Ground conditions can prevent the water truck from being able to fill the furthest water barrel due to sinking. Additionally, the distance from the parking lot and facilities provided would be greater to the expansion plots and may encourage gardeners to resume parking on the side of the road, which has previously created issues at the site.

Expanding this site by 80 plots involves an operating expense of approximately \$2,600. Maximum annual revenue would be \$1,600. This would result in a minimum annual deficit of \$1,000. Other internal impacts, such as increased applications, plots to monitor and information to track may require an increase in hours for the Community Garden Contractor.

In the 2017 budget, Council approved the development of a second community garden site. The number of beds being created at this site will exceed the number of gardeners on the waitlist. Additionally, the existing site is being considered for future expansion of the cemetery. As such, Administration does not recommend expansion of the existing community garden site.

Second Community Garden

During 2017 budget deliberations, Council approved the development of a second community garden to be placed in a more central location. The location and model of the current community garden is not conducive to residents that do not have access to their own transportation or that have mobility challenges. The intention of the second site is to remove these barriers by creating a centrally located second site that offers exclusively raised garden beds. A portion of the raised beds will be designed based on accessibility standards to address the needs of gardeners with mobility issues. The second community garden will provide residents the ability to walk, bike or take public transit to the site.

Site Options

The following three sites have been identified as options for the second community garden location:

Site 1 – Legacy Park

Site 1 is located in Legacy Park between the parking area and the intersection of 99 Avenue and 101 Street. This location has municipal bathroom facilities and water access on site. Site 1 is closer to the downtown core, positioning it to serve a greater walking population. The land is level and has a positive mix of surrounding uses, including business and residential. This, combined with visibility from the street, means strong natural surveillance.

Site 1 is a heavily utilized public space for major events in the community and as a result the community garden could conflict with these events. Further, the community garden was not considered in the preparation of the Historic Precinct Site Master Plan which includes a Victorian style garden to be located just north of this site.

Site 2 - Legion

Site 2 is located in Jubilee Park between the Legion's parking area and the Boys and Girls Club parking area fronting 93 Avenue. This site is closer to potential program partners such as the Boys and Girls Club, Legion and John Paul II High School. Site 2 is also located directly across the street from a senior's apartment complex.

Entering Site 2 from the Legion parking area or street does not meet an accessible standard, due to curbing and the slope of the land. These challenges could be addressed through cutting the curb and building a ramp down the slope. While the estimated cost to complete the work is between \$10,000 and \$20,000, this cost was not contemplated in the 2017 budget request. The potential for gardeners to use the Boys & Girls Club parking area to avoid the grade issue would create a conflict with the Boys & Girls Club.

Site 3 – Fort Saskatchewan Curling Rink

Site 3 is located in Jubilee Park, adjacent to the Fort Saskatchewan Curling Rink. This site is also close to potential partners such as the Boys and Girls Club, Legion and John Paul II High School. It is not as close to the senior's apartment complex as Site 2 but is still within a short walking distance. Further, it is close to the downtown core and more accessible to that population. Site 3 has good visibility from the road and surrounding activity generators in the park promoting natural surveillance. Since this site is fairly level and has a pathway along one side, it will be significantly easier for gardeners, particularly seniors and those with mobility challenges, to access. Access for the water truck would not be an issue. An abundance of nearby public parking will prevent potential friction regarding where gardeners choose to park. Site 3 is also significantly larger than the other sites allowing for future expansion.

The location of the community garden will not interfere with the upcoming work at the Curling Rink. Additionally, after completion of the work, the proximity to the Curling Rink would allow for a partnership to run the community garden site off of rain water collection, potentially eliminating the need for a water cistern and the associated expense.

Financial Implications:

The 2017 budget includes \$8,000 of one time funding for the development of the second community garden.

Recommendation:

That Council approve the development of a second community garden adjacent to the Fort Saskatchewan Curling Rink.

Attachments:

1. Existing Community Garden Site
2. Second Community Garden Site Options

| | | |
|---------------|---|-------------------------|
| Prepared by: | T.J. Auer Community Social Planning Coordinator | Date: February 2, 2017 |
| Approved by: | Tammy Lautner Director, FCSS | Date: February 22, 2017 |
| Approved by: | Brenda Rauckman General Manager, Community & Protective Services | Date: February 22, 2017 |
| Reviewed by: | Troy Fleming Acting City Manager | Date: February 23, 2017 |
| Submitted to: | City Council | Date: February 28, 2017 |

Existing Community Garden Site

Attachment 1



The smaller rectangle represents approximately 900m² where up to an additional 80 plots could be accommodated.

Second Community Garden Site Options

Attachment 2

Site 1: Legacy Park



Site 2: Legion



Site 3: Fort Saskatchewan Curling Rink



CITY OF FORT SASKATCHEWAN

City Manager Recruitment

Motion:

That Council direct Administration to enter into an agreement with an external search firm to lead the recruitment of a Chief Administrative Officer (City Manager) for the City of Fort Saskatchewan.

Purpose:

The purpose of this report is to authorize People Services to initiate work with an external search firm, to be determined at a later time.

Background:

The *Municipal Government Act*, RSA 2000, Chapter M-26 requires that every Council establish, by bylaw, the position of Chief Administrative Officer (Section 205[1]). Bylaw C29-95 requires Council to appoint a person to carry out the powers, duties and functions of a Chief Administrative Officer. At the January 24, 2017 Council meeting, Council approved Administration to proceed with the recruitment of a City Manager.

Financial Implications:

The cost using an external search firm for the City Manager recruitment will not exceed \$60,000. All costs will be funded through the approved Office of the City Manager budget, with savings realized through a reduction in salaries paid.

File No.:

| | | |
|---------------|---|-------------------------|
| Prepared by: | Renee Fitzsimmons Director, People Services | Date: February 22, 2017 |
| Approved by: | John Dance General Manager, Corporate Services | Date: February 22, 2017 |
| Submitted to: | City Council | Date: February 28, 2017 |

CITY OF FORT SASKATCHEWAN

Notice of Motion – Review Travel and Expense Claims Policy and Council Remuneration Policy

Motion:

That Council direct Administration to review Travel and Expense Claims Policy FIN-012-C and City Council Remuneration Policy and Procedure GOV-009-C, and bring forward recommendations to ensure relevant information is appropriately organized and the proper checks and balances exist for each type of reimbursement claim that may be made, prior to the end of the second quarter.

Purpose:

To research and recommend improvements to current Council policies relating to remuneration and expenses.

Background:

At the February 14, 2017 regular Council meeting, Councillor Garritsen presented a notice of motion directing Administration to conduct a review of policies related to Council expenses and remuneration.

The applicable Council policies are:

- GOV-009-C City Council Remuneration, last revised on October 28, 2014; and
- FIN-012-C Travel and Expense Claims, last revised on January 9, 2014

The City Council Remuneration Policy provides direction for members of Council to assist with matters such as remuneration, honorariums, expense reimbursements, professional development, per diems, and other benefits.

The Travel and Expense Claims Policy provides direction for members of Council and Administration on reimbursements for personal expenses incurred while on authorized City business. The policy has been written for both members of Council and Administration. This can lead to confusion as only certain sections of the policy relate to members of Council, while a significant portion of the policy is applicable to Administration.

Conducting a review of the policies would provide Administration with an opportunity to ensure information is accurately reflected, clear and concise language is used, and a consistent format is used. Additionally, a review of the two policies would address any inconsistencies in the information provided.

Moving forward, it is recommended that the City Council Remuneration and Travel and Expense Claims (Council portion) Policies be drafted as a new policy focusing on Council remuneration and expenses. This would create one policy which is consistent, easily understood, and captures the remuneration and expense-related information for members of Council. The current Travel and Expense Claims Policy could also be re-drafted with a focus on Administration.

Enclosures:

1. Appendix A - GOV-009-C City Council Remuneration
 2. Appendix B - FIN-012-C Travel and Expense Claims
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Prepared by: Brenda Molter,
Director, Legislative Services

Date: February 22, 2017

Approved by: Troy Fleming,
Acting City Manager

Date: February 22, 2017

Submitted to: City Council

Date: February 28, 2017

**COUNCIL
POLICY**



GOV-009-C

CITY COUNCIL REMUNERATION

Date Issued: October 28, 2014

Mandated by: City Council

Current Revision: October 28, 2014

Cross Reference: Procedure GOV-009-C

Next Review Diarized: January 1, 2017

Responsibility: City Manager's Office

PURPOSE

This policy provides direction for remuneration of honorariums, expense reimbursement, professional development, per diems and other benefits to the Mayor and Councillors.

POLICY

To promote public interest and opportunity in serving in an elected municipal position by providing reasonable compensation for the time commitments demanded of Council members.

EXECUTIVE LIMITATIONS

1. The Mayor and all Councillors shall receive remuneration (including honorariums, reimbursements of expenses, professional development and per diems) in accordance with the process and procedures as described under Council Procedure GOV-009-C.
2. The City Manager and Director of People Services are responsible for reviewing and recommending updates to this policy.

AUTHORITY / RESPONSIBILITY TO IMPLEMENT

1. The City Manager shall be responsible for ensuring remuneration rates are reviewed in accordance with Council Procedure GOV-009-C and adjusted as required.
2. The City Manager's Office is responsible for ensuring honorariums, per diems, and reimbursement of expenses are made in accordance with Council Procedure GOV-009-C.
3. This policy rescinds and replaces FIN-007-C and is effective immediately unless otherwise directed by Council.

City Manager

COUNCIL PROCEDURE



GOV-009-C

CITY COUNCIL REMUNERATION

Date Issued: October 28, 2014

Mandated by: City Council

Current Revision: November 10, 2015

Cross Reference: Policy GOV-009-C

Next Review Diarized: January 1, 2018

Responsibility: City Manager's Office

PURPOSE

To provide direction for remuneration of honorariums, expense reimbursement, professional development, per diems and other benefits to the Mayor and Councillors, including processes to be undertaken to determine reasonable compensation and the circumstances under which other benefits will be provided.

PROCEDURE

This procedure defines the processes by which each category of compensation for members of Council will be determined.

1. Honorariums:

a. Mayor:

- i. The position of Mayor is considered a "full time" position. The Mayor will receive an annual honorarium, paid bi-weekly.
- ii. The Mayor's honorarium will be considered compensation for all duties of the office.

b. Councillors:

- i. The position of Councillor is considered a "part-time" position. Each Councillor will receive an annual base honorarium, paid bi-weekly.
- ii. Included in the base honorarium for Councillors are items such as:
 1. participation in all meetings of City Council, subject to section 2e.i.;
 2. participation in all meetings of any committees of City Council;
 3. participation in all meetings of bodies to which the Councillor is appointed by City Council, subject to section 2b. and 2c.;
 4. personal preparation for all meetings referenced above;
 5. participation in meetings with the City Manager and other City staff for any purpose; and
 6. attendance at community functions to which the Councillor is invited and accepts such invitations;
- iii. Items not included in section 1b.ii. above shall be brought forward for consideration as to whether or not additional compensation shall be provided.

2. Per Diems:

- a. The Mayor does not receive a per diem from the City. However, the Mayor may receive a per diem from organizations of which (s)he is a member, such as the Capital Region Board.
- b. Councillors may receive per diems from organizations of which they are a member.
- c. Subject to section 2e.i., Councillors will receive a per diem for attending functions that the Mayor or Council has requested they attend as an official representative of the City. Per diems will be paid on either a full day or a half day basis. Generally these are intended to be a reimbursement for daytime events which take a Councillor away from their regular place of employment.
- d. The Deputy Mayor will receive a per diem for attending events on behalf of the Mayor.
- e. Per diems will not be paid for attendance at such activities as:
 - i. regular Council Meetings, Special Meetings of Council, Committee of the Whole Meetings and workshops commencing at 4:30 p.m. or later;
 - ii. regular Meetings of related Boards, Committees or Commissions as designated at the Annual Organizational Meeting of Council;
 - iii. participation in meetings of bodies such as the Capital Region Board in which the Councillor has not been requested to attend as an official representative of the City;
 - iv. golf tournaments;
 - v. openings;
 - vi. general public appearances;
 - vii. community events such as Canada Day, Remembrance Day, etc.;
 - viii. other purely social events; and
 - ix. attendance at political party functions of any type.
- f. Per diems shall be paid at a rate of \$100 per half day and \$200 per full day. Half day is defined as up to four hours, and full day is defined as in excess of four hours. Travel time forms part of this calculation.
- g. Subject to the limitations set for per diems in Section 1.b.ii and 2.e., each Councillor will have the discretion as to when a per diem should be paid.
- h. Within the overall budget set for each Councillor for per diems, professional development and expenses, funds can be utilized between these accounts to offset a short fall. However, the total budget for all three accounts shall not be exceeded.
- i. Should a Councillor expend their total per diems, professional development and expenses budgets, permission may be obtained to use expected unspent funds from another Councillor.

3. Professional Development:

- a. Costs shall be funded for the Mayor and Councillors' attendance at conferences, seminars, workshops, and other meetings (CSWMs).
- b. Council will approve amounts for CSWMs in the annual budgeting process to provide the necessary funding for members of Council to attend events such as:
 - i. the Federation of Canadian Municipalities (FCM) Annual Convention;
 - ii. the Alberta Urban Municipalities Association (AUMA) Annual Convention; and other educational or professional development conferences, conventions and seminars.
- c. The City will pay the reasonable expenses including:
 - i. Registration costs; and
 - ii. Transportation, accommodation and meals not covered by registration costs in accordance with the Travel and Expense Claims Policy, FIN-012-C.

- d. Costs incurred when traveling to conferences, conventions and other training sessions, as well as meeting with representatives of other governments at locations beyond City boundaries (including transportation, meals, hotels, communication and other costs) will be reimbursed at the actual rate of the expense in accordance with the Travel and Expense Claims Policy, FIN-012-C.
 - e. Members of Council using their personal automobile for City business shall be compensated in accordance with the Travel and Expense Claims Policy, FIN-012-C. In addition, members of Council shall be provided with a monthly car allowance in the amount of \$200/month for the Mayor and \$50/month for Councillors.
 - f. Members of Council will not be reimbursed for attending a political party function or fundraiser.
 - g. Councillor expenses shall be reviewed by the Director of Legislative Services.
 - h. Mayor expenses shall be reviewed by the Chief Financial Officer.
4. Spouses/Partners:
- a. If a spouse/partner accompanies a member of Council to an out of town conference/convention, the expenses of the spouse/partner for travel, meals, and registration for extra-curricular events are considered personal expenses except as noted in sub-sections b and c.
 - b. Where the spouse/partner is invited to a conference to accompany the member of Council to banquets/receptions, both the conference registration fee for the spouse/partner and the tickets for these banquets/receptions may be charged to the Mayor or Councillors' budget.
 - c. When a member of Council is invited to a social or fund-raising function in an official capacity, and a spouse/partner is invited to accompany the member of Council, the ticket for the spouse/partner may be charged to the Mayor or Councillors' budget.
5. Promotions Budget:
- a. To assist in carrying out their duties, Council members shall be provided with an annual promotions budget of \$1,200.
 - b. Guidelines for the use of the promotions budget are as follows:
 - i. expenditures must relate to carrying out the role of an elected official for the City of Fort Saskatchewan;
 - ii. expenditures shall be consistent with the City's corporate values and should enhance and protect the reputation of the City;
 - iii. expenditures shall be non-partisan;
 - iv. expenditures shall be based on the criteria set out in these guidelines, each member may allocate or expend their promotion budget at their personal discretion;
 - v. members of Council may combine all or a portion of their promotion funds with another member of Council;
 - vi. unexpended funds cannot be carried over to a subsequent budget year; and
 - vii. all promotion expenditures will be posted publicly on the City's web page.
6. Other Allowances:
- a. To assist in carrying out their duties, Council members shall be provided with various business equipment upon their request. Any equipment provided remains the property of the City and shall be returned when the individual is no longer a Council member. Council members may choose all or some of the following options that are compatible with existing City technology:
 - i. laptop or tablet device; and/or
 - ii. smartphone.
 - b. Should a Council member wish to use their own smartphone, a monthly allocation of up to \$100 will be paid based upon receipts.

7. Benefits:

Members of Council may participate in City of Fort Saskatchewan initiated benefit programs where eligible. Benefits include but are not limited to:

- a. extended health benefits;
- b. dental benefits;
- c. life insurance;
- d. out-of-country travel insurance;
- e. health care spending account;
- f. discount on entry fees to City owned and operated recreation facilities; and
- g. other savings or discounts offered to all City employees.

8. Review of Levels of Remuneration:

- a. The base amount of Council honorariums will normally be set in the year of each municipal election for the next electoral period.
- b. Council honorariums will be determined based on the average market maximum through a survey of comparable municipalities in Alberta and/or other factors at the discretion of Council.
- c. The comparable municipalities are:
 - i. cities: Spruce Grove, Camrose, Leduc, Lloydminster, Airdrie; and
 - ii. towns: Okotoks, Cochrane.
- d. Council honorariums will be adjusted each year based on the increase in the Annual Cost of Living Index for the Edmonton Region as determined by Statistics Canada as of January 1st. This review will be conducted by the Director, People Services.
- e. Per diem rates will be reviewed and updated annually. This will be done in conjunction with the annual cost of living review conducted by the Director, People Services.
- f. In accordance with the Municipal Government Act and the federal Income Tax Act, 33.33% of the honorarium and per diem paid to Council members is deemed to be in lieu of expenses and is not taxable as income. The Director, People Services shall ensure that this percentage is applied to applicable honorariums and the taxable and non-taxable portions are communicated to Council members whenever honorarium changes take place.

9. This procedure rescinds and replaces the previous Council Procedure GOV-009-C and is effective immediately unless otherwise directed.



TRAVEL AND EXPENSE CLAIMS

Date Issued: 13.Feb.84

Mandated by: Council

Current Revision: 09.Jan.14

Cross-reference: FIN-007, FIN-017,
HUM-022

Next Review Diarized: 01.Jan.15

Responsibility: Director, Finance

POLICY

City Council believes that members of City Council and employees should be reimbursed for reasonable personal expenses incurred while on authorized City of Fort Saskatchewan ("City") business. Members of City Council and employees are neither expected to subsidize the operations of the City nor indulge themselves at the City's expense.

DEFINITIONS

- *Capital Region* - that area of land that lies within a 75 kilometer radius of Edmonton
- *City Representative* - individual, who is not an employee, who performs business on behalf of the City or an unfunded City Committee or City Board members. This includes, but is not limited to, members of City Council, members of City Boards/Commissions/Committees and volunteers
- *Employee* - individual who is hired to work full time or part time for the City and is included on the City's biweekly payroll
- *Travel Status* - absence from an employee's workplace while on City business. Travel status will originate from the employee's workplace, as per Canada Revenue Agency (CRA) *Allowable Motor Vehicle Expenses*, unless the employee is originating directly from their principle residence. Then, travel status will originate from the employee's principle residence.
- *Workplace* - the location at, or from which an employee ordinarily performs the duties of his/her position. In the case of an employee whose duties are of an itinerant nature, his/her workplace is the actual building where his/her pertinent administrative matters are conducted (i.e. where his/her reports are prepared and/or submitted).

GUIDELINES

1. A Department General Manager may approve travel for employees when other means of conducting City business are not practical. When travel is authorized, the most direct, practical and cost effective route and mode of transportation should be used.
2. A cash advance from the City's accounts payable is permitted to ensure that an employee has sufficient funds on hand to pay for significant City expenses such as accommodation, automobile rental or where a supplier is reluctant to accept a City purchase order or cheque. Any employee that has been issued a corporate credit card will not be eligible for cash advances.
3. An expense claim form (available from the intranet) must be completed for all reimbursements

submitted under this policy. The supervisor must authorize all expenditures. Expenses claimed by the City Manager must be authorized by the Mayor or, in his/her absence, the Deputy Mayor. Expenses claimed by members of Council must be authorized by the Mayor. Expenses claimed by the Mayor must be authorized by the Deputy Mayor.

4. Employees on travel status are entitled to reimbursement for transportation, accommodation, meals and miscellaneous travel costs.

5. Travel Expenditures

- (a) Transportation

- (i) Air, bus or train transport at the most economical means (commonly referred to as “economy” or “coach”) will be approved, taking into account the net cost to the City. In extraordinary circumstances, the employee must acquire authorization from the Department General Manager with accompanying documentation supporting the decision. If the employee chooses to upgrade the level of transportation, the employee is responsible for the difference between that level and the economy rate.
 - (ii) Where an employee chooses to use a method of transportation other than that prescribed above and approval for such is obtained, the employee shall be reimbursed or paid an allowance, as the case dictates, as though the method of transportation prescribed above was used.
 - (iii) An employee may, with consent from their supervisor, select a route and method of transportation to combine personal activities with City business. In this case, the reimbursement or allowance shall be paid on the basis that would have applied had the trip been made in accordance with the above.
 - (iv) If personal activities extend the period of working time required for a trip, the additional time shall be deducted from the employee’s accruals for vacation/time-off-in-lieu or granted as leave without pay.
 - (v) Where a City approved registration fee requires payment for spouses/guests that are not City employees, such payment may be made, and included as part of the registration payment. A copy of the spouse’s/guest’s full reimbursement is to be included upon submission for payment of the employee’s credit card. A spouse, or any other non-employee person(s) travelling with an employee is responsible for their own travel fare and related expenses will not be processed through the City’s accounts payable or reimbursed to the employee.

- (b) Private Vehicle Use

- (i) The City will reimburse an employee for kilometerage, based on Government of Alberta kilometerage rates.
 - (ii) An employee using a personal vehicle while conducting City business will be reimbursed for actual (not estimated) kilometers travelled at the approved rate. An employee must submit an expense claim detailing business purpose, location, departure/arrival times and distance travelled for each trip claimed.
 - (iii) An employee authorized to use his/her personal vehicle for out-of-town travel will receive the lower of a reimbursement equal to the economy return airfare, if applicable, or the actual kilometers travelled while on City business during the trip. However, if it is deemed to be more practical to travel by personal automobile than by other means (e.g. conference in Calgary where rental car costs or taxi/bus fares from the airport are substantial) the cost of actual kilometers travelled will be reimbursed.
 - (iv) If two or more employees travel in the same vehicle while on City business, only one may claim expenses for kilometerage.
 - (v) An employee using his/her personal vehicle while conducting City business must carry at least one million (\$1,000,000.00) dollars of public liability and property damage insurance.

In the event of an accident, the insurance deductible will be the responsibility of the employee.

- (vi) Fines for moving violations incurred while conducting City business are the responsibility of the employee and are not eligible for reimbursement.
- (vii) Where an employee is required by his/her insurance company to have business insurance in order to conduct City business, over and above personal vehicle insurance coverage, the City will reimburse only for that portion of the premium that pertains to the City business insurance.
- (viii) Taxi and limousine fares will be reimbursed **plus a gratuity to a maximum of fifteen (15%) percent of the fare. Bus and commuter train fares will also be reimbursed.** Car (economy class only) rental fees for areas outside the Capital Region may be claimed when such rental is deemed to be more economical/practical than bus/taxi rates, i.e. when a large amount of business related travel is required.
- (ix) While on City business, mileage is claimable from the workplace to a destination within or outside of the City's municipal limits. Mileage is also claimable from the employee's principle residence location to a destination outside of the City's municipal limits if that travel is as a result of City business. Mileage is not claimable from the employee's principle residence location to the workplace as per CRA *Allowable Motor Vehicle Expenses*.

(c) Accommodation

- (i) An employee on travel status outside the Capital Region for one or more nights is entitled to reimbursement of the cost of commercial accommodation. Accommodation claims inside the Capital Region will be considered only when deemed beneficial to the City and previously authorized. Claims by employees must be authorized by their supervisor. Claims by the City Manager must be authorized by the Mayor or, in his/her absence, the Deputy Mayor. Claims by members of Council must be authorized by the Mayor. Claims by the Mayor must be authorized by the Deputy Mayor.
- (ii) Reservations are to be made under the City of Fort Saskatchewan to take advantage of any available government/corporate rate. A spouse accompanying an employee is responsible for any required rate increase due to their occupancy and must not be settled with City funds. The increased amount must be paid by the employee's personal means at the time of settling the payment.
- (iii) Accommodation will be provided at the approved conference room rate or government rate in the locale of the meeting, whichever is lower.
- (iv) The cost of all personal entertainment such as movies and in-room items is the responsibility of the employee, is not eligible for reimbursement and must not be settled with City funds. These costs must be paid by the employee's personal means at the time of settling the payment.
- (v) Where private arrangements for accommodation are made and commercial facilities are not used, a daily allowance based on the Government of Alberta daily allowance rate may be claimed.

(d) Meals

- (i) When travelling on City business, an employee may claim either the actual cost of the meal or the meal allowance. The actual cost of the meal is the amount shown on the receipt, excluding alcoholic beverages, plus a gratuity of up to fifteen (15%) percent of the meal cost.
- (ii) The maximum reimbursement for food and beverage cannot exceed \$100 per day, with the cost of one single meal not exceeding \$50, inclusive of taxes and gratuities to a maximum of **fifteen (15%) percent.**
- (iii) Meal allowances are based on Government of Alberta meal allowance rates.
- (iv) When an employee is travelling on City business for part of a day, the employee may be reimbursed for the receipted amount or the meal allowance as follows:

- breakfast, if the departure time is earlier or the return time is later than 7:30 a.m.;
 - lunch, if the departure time is earlier or the return time is later than 1:00 p.m.; and
 - dinner, if the departure time is earlier or the return time is later than 6:30 p.m.
- (v) If a meal is included in the cost of airfare, an employee cannot claim a meal allowance unless the flight is delayed.
- (vi) If a meal is included in the cost of a conference, session, workshop, event, function, etc., an employee cannot claim a meal allowance unless the conference, session, workshop, event, function, etc. does not occur or is delayed.
- (vii) Reimbursement for the cost of alcoholic beverages is not permitted.
- (e) Miscellaneous Travel Costs
- (i) Personal Telephone Calls: In general, the cost of telephone calls of a non-business nature are not eligible for reimbursement. However, an employee on travel status is allowed reimbursement for the cost of one personal telephone call which is not to exceed fifteen (15) minutes in total, for each twenty-four (24) hour period while on City business.
- (ii) Medical Expenses: An employee will be responsible for all medical expenses incurred in excess of those covered by the City's existing benefits package. The supervisor will determine eligibility for reimbursement of all other expenses incurred subsequent to an emergency situation.
- (iii) Laundry Expenses: An employee may claim for laundry and dry cleaning costs incurred while travelling on City business.
- (iv) Personal Incidentals: Members of City Council or employees will not be reimbursed for expenses associated with personal incidentals. Personal incidentals include, but are not limited to, items such as:
- personal care items,
 - monetary gratitude given for service received which is not related to service received for City paid meals under Clause 5 (d) and Clause 6, and
 - personal use consumable items when consumed outside of City paid meals under Clause 5 (d) and Clause 6.
6. All working session meals and costs shall have prior approval from the supervisor. This includes employee retreats and on-site or off-site work session meals and costs. The frequency of such meals and costs is limited to a reasonable amount annually as determined by each Department General Manager and/or City Manager. Meals/Costs by the City Manager must be authorized by the Mayor or, in his/her absence, the Deputy Mayor. Meals/Costs by members of Council must be authorized by the Mayor. Meals/Costs by the Mayor shall be authorized by the Deputy Mayor.
7. Members of City Council or employees will not be reimbursed for expenses to attend a function that is promoted as a fundraiser for a political party or candidate.
8. Expense claims must be submitted for reimbursement within 30 days of the expense being incurred and must be accompanied by original receipts which detail the nature of the transaction thereon.
9. Authorizing parties are responsible to ensure that reimbursement is in accordance with this policy.
10. Where it is determined that an employee has falsified an expense claim, any overpayment shall be recovered and disciplinary action may be taken against the individual.
11. Any items of dispute will be submitted to the City Manager for arbitration and will not be processed for payment until an arbitration decision is rendered.

PROCEDURES

1. Employees will note on all receipts a brief explanation, in layman's terms, of the business nature of the expense along with attending parties/guests, their title and organization. When the original receipt is not provided, an **Employee Request for Reimbursement**, available on the City's intranet, must be completed. Credit card and debit card receipts are not acceptable as original receipts.
2. Cash Advances
 - (a) Cheque requisitions:
 - (i) must be approved by the supervisor at least seven (7) working days prior to when the cash is required. An employee must submit a cash advance request to Accounts Payable;
 - (ii) Accounts Payable will provide to the employee a cheque made payable to "individual's name - cash advance";
 - (iii) will be filed by the Accounts Payable Clerk who will request further information if the employee does not submit all receipts within seven (7) working days of the employee's return to work date after the event for which the funds were requested.
 - (b) Accounting:
 - (i) the employee will submit to Accounts Payable, within seven (7) days of return date indicated on the cash advance request, all receipts and backup documentation;
 - (ii) if the cash advance has not been totally expended, the remaining balance must accompany this submission;
 - (iii) if the advance has been exhausted and the employee has used personal funds to cover additional expenses, an expense claim is to accompany this submission.

City Manager (Original Signed by KK)