



CITY OF FORT SASKATCHEWAN AGENDA

Regular Council Meeting Tuesday, June 13, 2017 – 6:00 P.M. Council Chambers – City Hall

- 6:00 P.M.**
1. **Call to Order** Mayor Katchur
 2. **Approval of Minutes of May 23, 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 Fort Saskatchewan Public Library Update Michele Feser, Library Director / Renetta Peddle, Chair, FSPL Board (attachment)
 - (10 min.) 4.2 Fort Saskatchewan Skateboard Society Joseph Weipert, President (attachment)
 5. **Unfinished Business**
 - 5.1 Residential Property Rebates – Implementation Strategy Jeremy Emann (attachment)
 - 5.2 Council Remuneration and Expense Policy & Procedure Brenda Molter (attachment)
 6. **New Business**
 - 6.1 Alberta Junior “A” Hockey League Team Relocations to Fort Saskatchewan Barb Shuman (attachment)
 - 6.2 Deferral of Off-Site Levy Payments for Fort Industrial Estates Stage 6 Dean McCartney (attachment)
 7. **Bylaws**
 8. **In-Camera Session**
 - 8.1 Purchase or Lease of Land (attachment)
Under the Authority of FOIP, Section 23(1), Local Public Body Confidences
 - 8.2 High Performance Sports Field Naming Rights (attachment)
Under the Authority of FOIP, Section 24(1)(c), Advice from Officials

9. Notice of Motions

9.1 Purchase or Lease of Land

Coun. Hennig

9.2 Amend Procedure Bylaw C1-16

Coun. Sperling
(attachment)

10. Points of Interest

11. Councillor Inquiries

12. Adjournment



**CITY OF FORT SASKATCHEWAN
MINUTES
REGULAR COUNCIL
Tuesday, May 23, 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 and Fire Chief
Brad Ward, Director, Protective Services
Mark Morrissey, Director, Economic Development
Diane Yanch, Director, Culture Services
Brenda Molter, Director, Legislative Services
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 May 23, 2017 to order at 6:00 p.m.

2. Approval of Minutes of May 9, 2017 Regular Council Meeting

R101-17 MOVED BY Councillor Hennig that the minutes of the May 9, 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

None.

4. Presentations

4.1 West River's Edge Lions Community Pond Floating Dock Update

Don Westman, Fort Saskatchewan Lions Club was in attendance to provide an update on the West River's Edge Lions Community Pond Floating Dock, and to announce a date for the dock's grand opening, which is scheduled for Saturday, June 24, 2017 at 2:00 p.m. Mr. Westman also presented a cheque to the City in the amount of \$66,000 representing the balance owing for the dock.

4.2 Truth and Reconciliation Indigenous Awareness Event

Gerald Auger was in attendance to provide information on a proposed intensive, all-inclusive three-day education and teaching program aimed to highlight awareness of Indigenous people, the culture and land based teachings that focus to pre-colonization days. Mr. Auger requested a fee waiver for the use of the North West Mounted Police Fort for the event.

R102-17

MOVED BY Councillor Garritsen that Council waive the fees for the rental of the North West Mounted Police Fort Program Space and Grounds for 3 x 12 hour days, costs not to exceed \$3,142.83 for the Truth and Reconciliation Awareness Week activities.

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

CARRIED UNANIMOUSLY

5. Unfinished Business

None.

6. New Business

6.1 RCMP 2017/2018 Annual Performance Plan Priorities

Presented by Brad Ward, Director, Protective Services and Inspector Chris Culhane, Fort Sask. RCMP Detachment

R103-17

MOVED BY Councillor Sperling that Council approve the RCMP 2017/2018 Annual Performance Plan Priorities as identified in the May 23, 2017 Council Report.

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

CARRIED UNANIMOUSLY

6.2 Edmonton Metropolitan Region Economic Development Entity

Presented by: Mark Morrissey, Director, Economic Development

R104-17

MOVED BY Councillor Blizzard that the City of Fort Saskatchewan subscribe for a share in the Part 9 Company to be incorporated for Regional Economic Development in the Edmonton Metropolitan Region, and agree to a 3-year funding commitment to the Company with such annual payout not to exceed \$50,000 for 2017 to be funded from the Financial Stabilization Reserve, \$100,000 in 2018 and \$150,000 in 2019 to be funded from the ongoing operating budget.

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

Against: Arjun Randhawa

CARRIED

R105-17

MOVED BY Councillor Blizzard as required by the Articles of Association of the Company, that Council appoint the Mayor to serve as the elected representative of the City of Fort Saskatchewan and in the event that the Mayor is unable to attend any meeting of the shareholders that Council appoint the Deputy Mayor to serve as the alternate elected representative.

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

CARRIED UNANIMOUSLY

6.3 Shell Theatre Housing Lighting

Presented by: Diane Yanch, Director, Culture Services

R106-17

MOVED BY Councillor Sperling that Council amend the 2017 Capital Budget and approve \$87,412 to replace existing house lighting fixtures with LED fixtures at the Shell Theatre from the Self-Financing Infrastructure Reserve.

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

CARRIED UNANIMOUSLY

7. Bylaws

None.

8. Notice of Motion

8.1 Residential Property Rebates

R107-17

MOVED BY Councillor Randhawa that Council direct Administration to create an implementation strategy to take \$1,000,000 of the total 2016 surplus funds and distribute a rebate evenly to all residential properties in the City of Fort Saskatchewan. The implementation strategy is to be prepared and presented at the June 13, 2017 regular Council meeting.

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

Against: Gale Katchur, Frank Garritsen, Birgit Blizzard

CARRIED

8.2 Purchase or Lease of Land

Councillor Hennig gave notice that he will introduce the following motion at the June 13, 2017 regular Council meeting:

"I will introduce a motion to be discussed in-camera which falls under an exception to disclosure in Section 23(1) of the *Freedom of Information and Protection of Privacy Act* (FOIP) relating to the purchase or lease of land."

8.3 Amend Procedure Bylaw C1-16

Councillor Sperling gave notice that he will introduce the following motion at the June 13, 2017 regular Council meeting:

"That Council direct Administration to amend Procedure Bylaw C1-16, Section 12.7 to state: During a Council meeting the Chair shall invite members of the public to speak to any matter that is considered relevant to the City of Fort Saskatchewan. The speaker shall be granted a maximum of five minutes to speak to an item, followed by clarifying questions of Council. In the event that all persons who expressed an interest to speak cannot be heard within the allotted thirty minutes at the beginning of the Council meeting they will be invited to attend the next Council meeting. Dialogue that pertains to a public hearing shall only be heard during the public hearing portion of the Council meeting."

9. Points of Interest

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

10. Councillor Inquiries

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

11. Adjournment

The regular Council meeting of May 23, 2017 adjourned at 8:43 p.m.

Mayor

Director, Legislative Services

CITY OF FORT SASKATCHEWAN

Fort Saskatchewan Public Library Presentation to Council

Purpose:

Renetta Peddle, Chair, Fort Saskatchewan Public Library Board and Michele Feser, Library Director will be in attendance to present an update on the Fort Saskatchewan Public Library's activities, programs, and services.

Action Required:

That Renetta Peddle and Michele Feser be thanked for their presentation.

Attachment:

Fort Saskatchewan Public Library PowerPoint Presentation

File No.:

Prepared by:	Sheryl Exley Legislative Officer	Date: June 7, 2017
Approved by:	Brenda Molter Director, Legislative Services	Date: June 7, 2017
Reviewed by:	Troy Fleming Acting City Manager	Date: June 7, 2017
Submitted to:	City Council	Date: June 13, 2017



Fort Saskatchewan Public Library

Michele Feser, Library Director
Renetta Peddle, Board Chair

City Council Meeting June 13, 2017

Our Mission Statement

The Fort Saskatchewan Public Library provides and promotes resources, services, and programs to meet community needs for leisure, study, and information in an environment that is welcoming and supportive.



We Value

- Literacy
- Learning
- Equitable Access
- Intellectual Freedom
- Democracy
- Service
- Community



Our Library

- Is for everyone!
- A place to read, grow, learn, gather, play, study, connect, create, or just hang out.
- Power to change lives and inspire.
- Brighten someone's day, help them get a job or do their income tax.



Plan of Service 2015-2018

- Create Young Readers
- Satisfy Curiosity
- Know Your Community

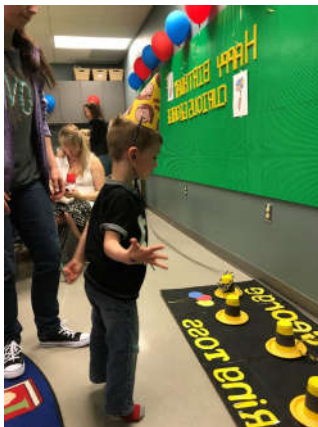


Importance of Early/Family Literacy

- Brain growth/activity is huge in first three years of a child's life.
- Parents are the first and most important teachers.
- Storytimes promote early/family literacy.
- Prepare children for reading required in school.
- Use and model the five important practices set out by ALA to encourage early literacy.
- Talk, sing, read, write, and play.



Read, Play, Grow



Importance of Learning

- Promote and encourage lifelong learning.
- Different ways to learn – with your hands, tinkering independent or with others.
- Makerspace Room – filled with the latest technology.
- STEM (Science, Technology, Engineering and Math) and DIY (Do-it-yourself)



Importance of Community

- Build community by connecting people and creating partnerships.
- We are stronger together.



Our Partners

- **The Alberta Library (TAL)** - access to millions of items in Alberta's academic and government libraries and online databases.
- **Metro Edmonton Federation of Libraries** - access to materials from over 300 public libraries in Alberta and shared writer in residence.
- **Strathcona County Library** - shared library catalogue, e-resources and technical support.



Our Partners

- **Community Adult Learning and Literacy Society (CALLS)** - one on one computer training and English conversation classes.
- **Families First** - early literacy programs for families.
- **Edmonton Immigrant Services Association (EISA)** - settlement services to new immigrants, refugees, and first generation Canadians.



Our Partners

- **Fort Saskatchewan Family and Community Support Services (FCSS)** - one on one literacy program for students
- **Filipino Kabisig Society** - language and cultural program



Community Events and Outreach

- Lights Up!
- Trade Show
- Canada Day Parade
- Book for Every Child
- Christmas Wrap
- Farmer's Market
- Multiculturalism Day
- Legacy Park Family Festival
- Seniors centers, schools, daycares



Working Committees

- Early Childhood Coalition of Alberta
- Interagency Group
- Building Bridges –Youth Synergies
- Metro Edmonton Youth Services Group
- Metro Edmonton Federation Libraries Group
- Seniors Working Group
- Alberta Public Library Administrator's Council (APLAC)



Print and Online Resources

- Books, magazines, DVDs, CDs, audiobooks, newspapers
- Consumer Reports
- ALLData – car repair manual (coming soon!)
- Mango – language learning
- Ancestry
- Press Reader –newspapers from around the world
- Novelist – reading recommendations
- Hoopla, Overdrive, Zinio – downloadable movies, magazines, audio
- OnePlay – downloadable videogames (new)

Services

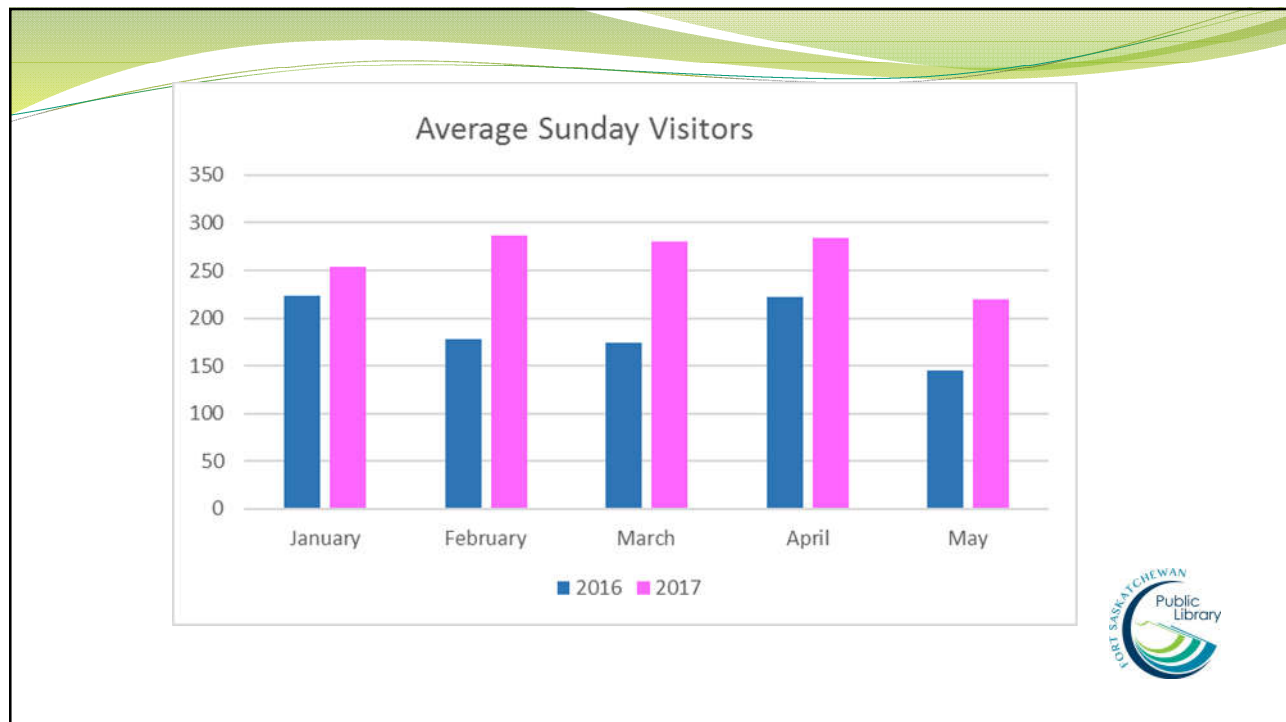
- Free Wifi
- 30 public computer stations
- Printing and photocopying
- Free Proctoring
- Ipads for in-house use
- Smart TV with WiFi



Removing Barriers

- Adaptive Technology Station for the physically/visually impaired
- Featured on the Accessible Media Inc. show on November 11, 2016
- Free Library Cards
- Additional Open Hours on Sunday

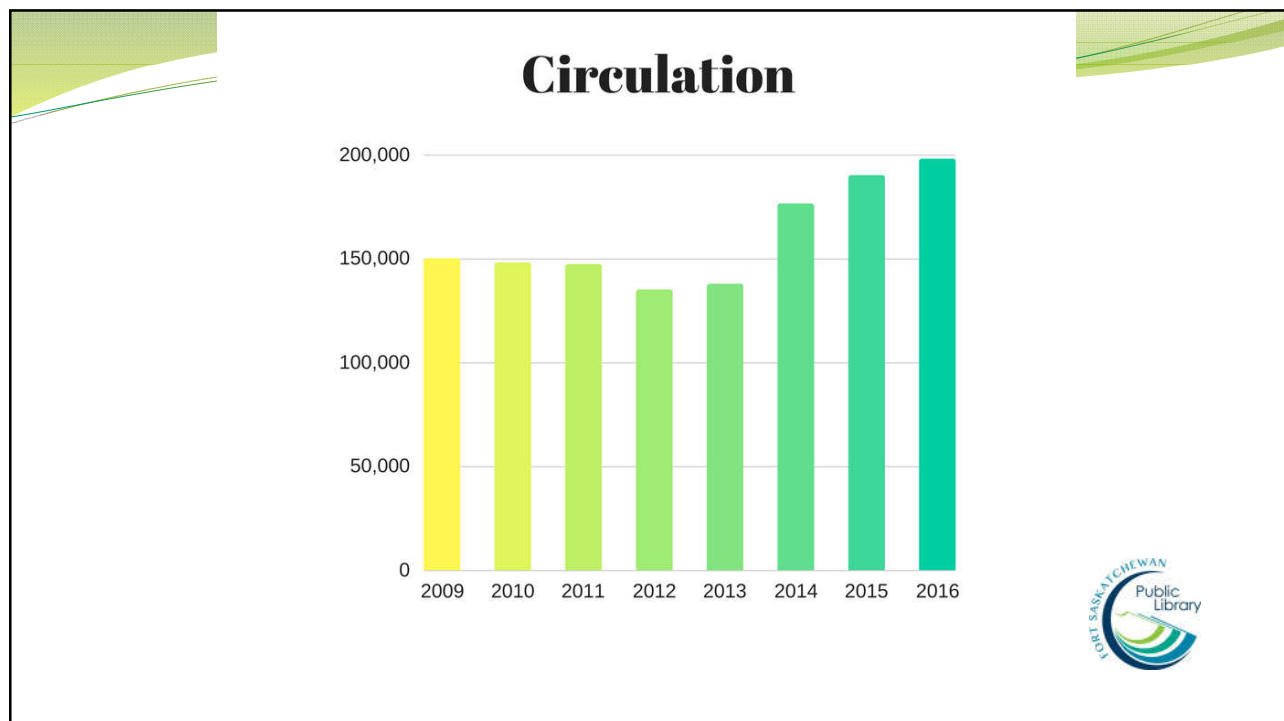




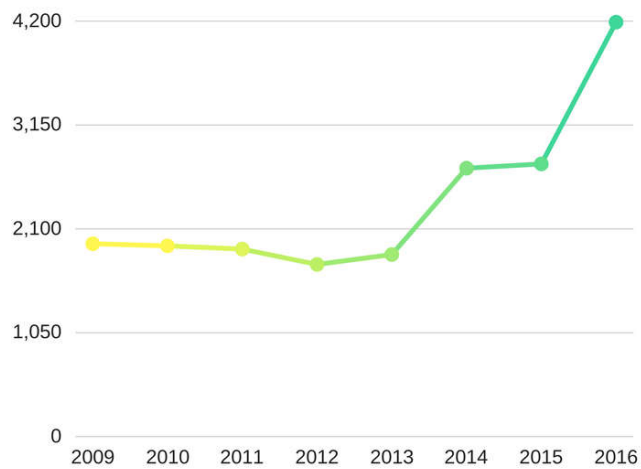
Looking to the Future

- Future is bright at FSPL!
- More relevant than ever especially in tough economic times.
- Steady population growth.
- Increase in circulation, library visits, card membership, programs offered and attended, computer usage.





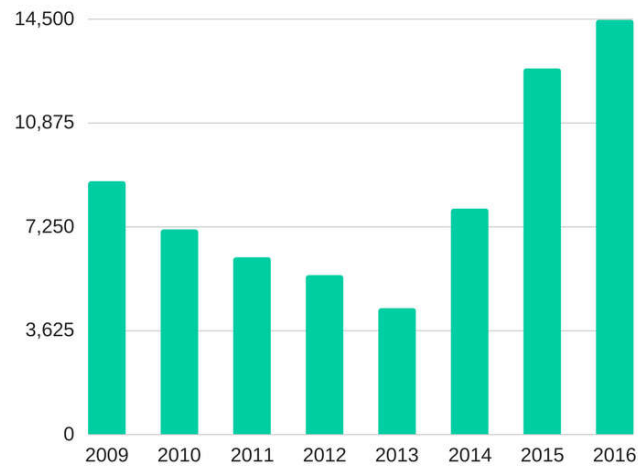
Number of Cardholders



Programs Offered



Program Participants



Opportunities for Growth

- Outreach services to daycares/preschools, seniors centers, correctional center, schools.
- Partnerships with other agencies and organizations (ie. museum, employment).
- Early literacy and family programs.
- New technologies.
- Library memberships.



2017 FSPL Library Board

- Renetta Peddle (Chairperson)
- Miranda Brun
- Lisa Berry
- Craig Blackmore
- Nadia den Boon
- Judy Raaschou
- Don Segberg
- Al Stewart
- Sheldon Bossert
- Michele Feser (Library Director)



Thank you!
Questions/comments?



CITY OF FORT SASKATCHEWAN

Fort Saskatchewan Skateboarding Society

Topic Identification:

Joseph Weipert, President, Fort Saskatchewan Skateboarding Society will be in attendance to provide an update on the proposed Fort Saskatchewan Skateboard Park and the Society's fundraising efforts for the project.

Action Required:

The Fort Saskatchewan Skateboarding Society is requesting financial assistance from the City to fund the balance needed for the project.

Attachments:

1. Appendix A – Fort Saskatchewan Skateboard Society 2016/2017 Funding Report
2. Appendix B – Concept Budget

File No.:

Prepared by:	Sheryl Exley Legislative Officer	Date: June 7, 2017
Approved by:	Brenda Molter Director, Legislative Services	Date: June 7, 2017
Reviewed by:	Troy Fleming Acting City Manager	Date: June 7, 2017
Submitted to:	City Council	Date: June 13, 2017

Appendix A

Skateboard Park Expansion

2016 Budget

Seed Money	10,000
Grants	127,500
Bank interest payments	12.05
Total Revenue	137,512.05

Expenses

1,180.05137,512.05

(1,180.05)

Total Budget

136,332.00[illegible]

2017 Skateboard Expansion	
2017 Budget (as of June 5)	
Grants	1,000.00
Donations	10,874.80
Fundraising	6,278.42
Bank interest payments	28.64
Total revenue	18,181.86
<hr/>	
Expenses	749.33
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	18,181.86
	(749.33)
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Total Budget	17,432.53

	2017															
	2014	2015	2016	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Major Statue																
Funding Sources																
Donations				5,000.00	274.80	100.00	5,500.00									10,874.80
Fundraiser - comedy night						4,962.42										4,962.42
Suncor employee grant						1,000.00										1,000.00
Fundraiser - concert night									1,316.00							1,316.00
Bank interest payment				5.55	5.17	5.78	5.94	6.20								28.64
Total Revenue	1,737.54	2,010.15	137,512.05	5,005.55	280.35		5,505.94	6.20	1,316.00							18,181.86
Expenses	-	74.50	1,180.05													
T-shirt order / raffle tickets					520.00											
Minister of finance fee					25.00											
Website renewal fee							204.33									
Total expenses		74.50	1,180.05		545.00		204.33									749.33
Total budget	1,737.54	1,935.65	136,332.00					-	-	-				-	-	17,432.53
Project Balance	1,737.54	3,673.19	140,005.19							-				-	-	157,437.72



Appendix B

FORT SASKATCHEWAN SKATEPARK EXPANSION CONCEPT BUDGET

Date: 05 June 2017

Client: City of Fort Saskatchewan

Project File No.: SK2016-35

Location: Fort Saskatchewan, AB

Skatepark Construction Budget Breakdown

Please note: This is a concept budget only – **All prices subject to final design & local pricing.** The actual cost of time and construction may also vary due to economic conditions, actual site conditions, and/or availability of materials. Estimate includes costs for supply and installation unless otherwise indicated.

	Description	Subtotal	Total
1.0 Design and Documentation			
1.1 Concept design			
1.2 Detailed design & documentation			\$ 40,000.00
2.0 Project Management			
2.1 Mobilization, accomodation & shipping	Project travel & setup	\$ 32,500.00	
2.2 Project/Site & environmental management	Permitting & general site management	\$ 33,000.00	
2.3 Tools, equipment, vehicles & rentals		\$ 15,500.00	
2.4 Security & fencing		\$ 7,000.00	
2.5 Materials testing		\$ 4,000.00	
2.6 Project bonding		\$ 8,500.00	
			\$ 100,500.00
3.0 Civil Works			
3.1 Site stripping & rough landscape grading	Cutting and placing of existing organic materials	\$ 7,000.00	
3.2 Material import & bulk grading	Import and placing of all required granular material	\$ 30,000.00	
3.3 Drainage works	Trenching, piping, area drains & catch basin connections	\$ 37,000.00	
			\$ 74,000.00
4.0 Skatepark Elements	Includes all concrete, rebar, formwork and steel edging		
4.1 Walls, ledges & footings		\$ 35,000.00	
4.2 Shotcrete features		\$ 155,000.00	
4.3 Flatwork		\$ 90,500.00	
4.4 Skatepark metals & coping		\$ 45,500.00	
			\$ 326,000.00
5.0 Site Works and Remediation			
5.1 Landscape Remediation (topsoil and sod)	Includes sod to toe of all berming around perimeter of park	\$ 10,000.00	
5.2 Landscape Remediation (topsoil and seed)	Includes seeding of any areas disturbed during construction	\$ 11,000.00	
5.3 Boulder retaining	To retain base materials and minimize slopes	\$ 5,000.00	
			\$ 26,000.00
		Base Project Total	\$ 566,500.00 plus applicable taxes
6.0 Optional Items			
6.1 Picnic Table Seating	1 Picnic table in addition to the relocation of the existing table	\$ 4,000.00	
6.2 Planting	Planting bed and tree as shown in render images	\$ 6,000.00	
		Subtotal	\$ 10,000.00
		Project Grand Total	\$ 576,500.00 plus applicable taxes



FORT SASKATCHEWAN SKATEPARK EXPANSION CONCEPT BUDGET

Date: 05 June 2017

Client: City of Fort Saskatchewan

Project File No.: SK2016-35

Location: Fort Saskatchewan, AB

Donations Summary

Potential In-kind Donation Opportunities	Approx. Qty	Approx. Value Range
32mpa Concrete (wall/ledge mix)	16 Cu M	\$4,180.00 - \$4,630.00
32mpa Concrete (flatwork mix)	68 Cu M	\$16,630.00 - \$18,390.00
35mpa Shotcrete	68 Cu M	\$19,600.00 - \$21,670.00
10mm Rebar	7934 Lin M	\$4,870.00 - \$5,390.00
19mm (¾") Road Base Gravel	154 Cu M	\$7,290.00 - \$8,070.00
Structural Pit Run Gravel	212 Cu M	\$10,070.00 - \$11,130.00
6ft Temporary Construction Fencing	220 Lin M	\$2,020.00 - \$2,240.00
Track hoe (200+ size)	95 Hrs	\$14,020.00 - \$15,500.00
Mini hoe	86 Hrs	\$8,130.00 - \$8,990.00
Skid steer rental	2.1 Months	\$5,450.00 - \$6,030.00
Compactor Rental (Smooth drum ride on)	9 Days	\$5,550.00 - \$6,140.00
Compactor Rental (1000 lbs plate)	1.9 Weeks	\$1,280.00 - \$1,420.00
185 CFM Compressor Rental	8 Days	\$1,490.00 - \$1,650.00
Portable Washroom	9 Weeks	\$290.00 - \$320.00
Accommodation	310 Nights	\$20,620.00 - \$22,790.00

Process for In-kind Donation Redemption

- Quantities are dependent on specific procedural assumptions and are subject to change based on NLS site management discretion and/or project specifications.
- An assessment by both the client and NLS will determine which providers meet both monetary and logistical project requirements.
- Values for in-kind donated materials must be assessed to market value at the time of implementation and must meet project specification criteria. Both the client and NLS must agree on the acceptance of a donation before it is confirmed.
- In-kind offerings for labor will not be considered unless under specific exemption due to the problematic nature of implementation and valuation.
- In-kind offerings must be timely, and represent no additional project delays or stoppages. Offerings that delay the project may be discounted.
- Offerings must be in line with quotes received by NLS for similar work, and be comparable in all respects.

CITY OF FORT SASKATCHEWAN

Residential Property Rebates – Implementation Strategy

Purpose:

To present an implementation strategy to take \$1,000,000 from the 2016 operating surplus and distribute a rebate evenly to all residential properties within the City.

Background:

At the April 25, 2017 regular Council meeting, Council was provided an update on the 2016 operating surplus. The annual operating surplus of \$4,956,680 was allocated equally between the Self Financing Infrastructure Reserve, the Land Purchases Reserve, and the Financial Stabilization Reserve.

At the May 23, 2017 regular Council meeting, Council directed Administration to create an implementation strategy to take \$1,000,000 of the total 2016 surplus funds (which had been added to reserves) and distribute a rebate evenly to all residential properties in the City of Fort Saskatchewan. The implementation strategy was to be prepared and presented at the June 13, 2017 regular Council meeting.

On May 23, 2017, the City finalized its 2017 property assessment roll and mailed 10,124 Assessment and Property Tax Notices to residential property owners. A breakdown of the tax notices by residential property type is as follows:

- Single and multi-family housing units: 7,475
- Condominium units: 1,547
- Condominium parking stalls: 576
- Vacant residential properties: 453
- Apartment complexes: 50
- Farm residences: 23

Implementation Strategy:

Determination of Eligible Residential Properties

The first step in the implementation strategy is to determine which residential properties would be eligible to receive rebates. This is a critical step in the implementation strategy because it establishes who would be entitled to receive a rebate, and it helps determine the amount of rebate.

Based on Council's discussion and debate at the May 23, 2017 regular Council meeting, it was suggested that condominium parking stalls and apartment complexes be excluded from the list of eligible residential properties. The argument to exclude condominium parking stalls recognizes the fact that parking stalls are not occupied by a resident. Furthermore, condominium unit owners would already be entitled to a separate rebate under the building's assessment. The argument to exclude apartment complexes recognizes the fact that apartment buildings are operated as businesses, and the fact that renters do not pay property taxes specific to their units.

Administration also gave consideration to exclude vacant residential property from the list of eligible properties. Vacant residential property consists of unoccupied residential land. Vacant residential property should be excluded from the list of eligible residential properties, because like condominium parking stalls, these properties are not occupied by a resident.

Administration recommends that separately assessed condominium parking stalls, apartment complexes and vacant residential properties be excluded from the list of eligible residential properties. Therefore, if May 23, 2017 is used as the effective date to determine eligibility, then a total of 9,045 residential properties would be eligible to receive the residential property rebate.

Effective Date

Establishing an effective date to determine rebate eligibility is another critical step in the implementation strategy. Since residential property ownership changes on a regular and recurring basis, it is essential that a timeframe for determining eligibility be established. Basically, there are two date options available: (1) May 23, 2017, or (2) a future specified date.

The City's property assessment roll would be used as the main information source to select eligible residential properties and to process the individual rebates. The property assessment roll was last updated on May 23, 2017 for the purpose of distributing the 2017 Assessment and Property Tax Notices.

Administration recommends using May 23, 2017 as the effective date to determine rebate eligibility, as opposed to a future date, for the following reasons:

- Rebate eligibility would not be impacted by changes in ownership after this date.
- The information required to process the rebates is readily available.
- Since all eligible residential property owners that received an Assessment and Property Tax Notice (mailed on May 23, 2017) would be entitled to a rebate, greater clarity and transparency is attained.
- Additional time and cost to reproduce the property assessment roll at a future date could be avoided.

Distribution Method and Related Costs and Timelines

In creating the implementation strategy, Administration reviewed several options for distributing the residential property rebates along with associated costs and timelines. Distribution options included the issuance of cheques and the application of credits to customer accounts. Under the cheque payment option, further consideration was given to whether it would be beneficial to outsource the cheque processing services to an external third party, or to process the cheques in-house.

Administration recommends that the rebates be distributed through the issuance of cheques with the services outsourced to an external third party. Several banks and cheque processing companies were contacted to determine whether they could provide the required cheque processing services and to obtain pricing information. The City's current provider for banking services, TD Canada Trust, would be chosen to provide the cheque processing services.

In developing the implementation strategy, Administration prepared a list of required steps. The key steps are outlined as follows:

- Register a separate City bank account to handle rebate cheques;
- Obtain cheque fraud protection services for an extended time period;
- Select eligible residential properties from the property assessment roll;
- Create a vendor file containing all pertinent cheque information;

- Prepare master list of cheques for control purposes;
- Implement cheque clearing and re-issuance procedures;
- Determine additional staffing requirements of impacted departments;
- Develop a communication and marketing strategy.

Administration estimates that the total cost of processing and distributing the residential property rebates to be approximately \$64,000, or approximately \$7 per eligible residential property. The timeline would involve a 9 to 11 week implementation period from the initial selection of eligible residential properties to the issuance of the last rebate cheque. Assuming that the implementation strategy commences June 14, 2017, a conservative estimate puts the timeline for issuing all rebate cheques at August 31, 2017.

Administration also considered the possibility of processing and distributing the rebate cheques in-house; however, this option is not recommended. The City currently processes about 7,000 vendor payments annually. Therefore, the City is not currently equipped to handle the recording and issuance of approximately 9,000 cheques at once. In order to accomplish this, significant additional resources in terms of staffing, time and equipment would be required. Also, certain projects to which staff are currently assigned to would be impacted.

Administration also considered the possibility of distributing the rebates through the application of credits to customer accounts. This option is not recommended for the following reasons:

- Due to timing and technical constraints, the rebates could not be applied to eligible property owners' tax accounts until after June 30, 2017, the date 2017 taxes are due; therefore, owners would not benefit from the rebates until the 2018 tax year;
- Applying rebates as credits to utility accounts would not be feasible as there is no direct correlation between property tax accounts and utility accounts;
- The anticipated high number of customers requesting credit payouts would be avoided;
- Cheques are typically the preferred payment method for rebates distributed en masse.

Calculation of Individual Rebate Amount

During Council's discussion and debate at the May 23, 2017 regular Council meeting, it was suggested that the individual rebate amount be calculated on a net basis after all related costs have been deducted. Administration concurs with this treatment.

Each eligible residential property would receive a rebate of \$103.48 based on the implementation strategy outlined in this report. For further clarity, the rebate would be calculated as follows:

- \$1,000,000 minus \$64,000 estimated cost, divided by 9,045 eligible residential properties

Impacts of Municipal Government Act and/or Other Legislation

To determine what, if any, impacts the Municipal Government Act (MGA) and/or other legislation would have on the implementation strategy, Administration obtained an opinion from the City's legal counsel. The legal opinion suggests that the City has two alternatives under the MGA with which to distribute a set-value rebate to residents:

1. By resolution, Council could authorize an expenditure of \$1,000,000 in residential property grants, to be funded by a transfer from reserve(s), and distributed to each property owner in

an amount to be determined. The grants must be in good faith and must be for a valid “municipal purpose”. The MGA states that proper municipal purposes include:

- a. to provide good government,
 - b. to provide services, facilities or things that, in the opinion of council, are necessary or desirable for all or a part of the municipality, and
 - c. to develop and maintain safe and viable communities.
2. Under MGA section 347, Council may cancel, refund or defer the collection of property taxes with respect to a particular taxable property, business or class of taxable property if Council considers it equitable to do so.

Alternative #2 is not recommended as it does not fit with the intent of the implementation strategy- to distribute a rebate evenly to eligible residential properties funded from surplus – and raises concerns over the equitable distribution of the rebates.

Administration, therefore, recommends alternative #1 that Council, by resolution, authorize an expenditure of \$1,000,000 in residential property grants to be funded by a transfer from reserve(s) and distributed evenly to eligible residential property owners, as outlined in this report.

Administration also considered whether or not the grant recipients would be subject to federal and provincial income taxes under the Income Tax Act (ITA). Based on our research and discussion with tax specialists, Administration believes that the grants would fall under the “windfall” section of the ITA, and therefore, would not be subject to income tax. However, to gain absolute certainty, the City could prepare and submit a request for ruling from the Canada Revenue Agency (CRA). The estimated cost to prepare this request would be \$50,000, which consists of professional fees and an application fee. The process for requesting and receiving a ruling would take approximately 6 to 8 weeks. However, Administration believes this step to be unnecessary as the risk that the CRA would assess the grants as taxable is deemed to be unlikely.

Financial Implications:

Public sector accounting rules would not permit the residential property grants to be funded directly from the 2016 operating surplus, instead the grants would constitute a \$1,000,000 increase in 2017 operating expenditures with the funding coming directly from reserves.

Pursuant to Council Resolution R89-15 (Council report April 25, 2017), the 2016 operating surplus was allocated equally between the Financial Stabilization Reserve, the Land Purchases Reserve, and the Self-Financing Infrastructure Reserve. Therefore, as the intent is to finance the rebate from the 2016 operating surplus, the rebates and the cost of issuing the rebates would be funded equally between these three reserves.

Internal Impacts:

Additional staff time is included in the estimated cost figure. The additional staffing would be necessary in order to complete the implementation and includes additional staff time dedicated to fielding and responding to queries. This would be most critical during peak operational times such as the days leading up to the June 30th tax deadline and subsequent to the cheques being issued.

Alternatives:

1. That Council approve the implementation strategy, as outlined in this report.

- a. That Council authorize an expenditure of \$1,000,000 in residential property grants, to be funded equally from the Financial Stabilization Reserve, Land Purchases Reserve, and Self-Financing Infrastructure Reserve, and distributed to each eligible residential property owner in the amount of \$103.48, as outlined in this report, and
- b. That the grants be issued for the municipal purposes of providing good government, and the promotion and development of a safe and viable community.

2. That Council not approve the implementation strategy.

Recommendation:

Administration recommends that Council not approve the implementation strategy and instead retain the \$1,000,000 of the 2016 operating surplus in reserves.

The City uses operating surpluses to fund reserves as part of a sound financial system. Reserves provide for future funding requirements, stabilize operating and capital activities, provide contingency funding for emergencies and unforeseen expenses, lessen reliance on debt financing, and mitigate future spikes in taxes. Administration is currently in the process of preparing surplus and reserve policies for Council's approval.

The 10 year capital plan includes several major projects on the horizon such as expansion and modernization of the City's aquatics and ice facilities, construction of a second fire hall, and enhancements to the transfer station. Reserves provide Council with options to fund these future capital projects and ongoing operating costs, in a financially prudent manner to best meet the needs of the community.

The 2016 operating surplus primarily resulted from additional revenues from traffic fines, supplementary taxes and investment income, and lower than anticipated expenses due to warmer than expected weather conditions, staffing vacancies and lower courses, conferences and travel. The 2017 approved budget included measures to reduce future operating surpluses such as adjustments made to traffic fines and investment revenue, and courses, conferences and travel.

File No.:

Prepared by:	Jeremy Emann Chief Financial Officer	Date: June 6, 2017
Approved by:	John Dance General Manager, Corporate Services	Date: June 7, 2017
Reviewed by:	Troy Fleming Interim City Manager	Date: June 7, 2017
Submitted to:	City Council	Date: June 13, 2017

CITY OF FORT SASKATCHEWAN

Council Remuneration & Expense Policy & Procedure

Motions:

1. That Council adopt Council Remuneration & Expenses Policy GOV-009-C.
2. That Council adopt Council Remuneration & Expenses Procedure GOV-009-C.
3. That Council repeal the City Council Remuneration Policy GOV-009-C.
4. That Council repeal the City Council Remuneration Procedure GOV-009-C.
5. That Council repeal the Travel and Expense Claims Policy FIN-012-C

Purpose:

As requested by Council, following an administrative review information and a new policy and procedure are presented related to Council remuneration and expenses.

Background:

At the February 28, 2017 Council meeting, the following motion was approved by Council:

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.

The two Council policies which were identified in the motion for review are:

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

The City Council Remuneration Policy provides guidance 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 guidance for both members of Council and Administration on reimbursements for personal expenses incurred while on authorized City business. The Policy was 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 relates to Administration.

It was determined that proceeding with a policy and procedure dedicated to members of Council for remuneration and expenses, is the best course of action. This rationale provides an opportunity for an increased level of clarity for members of Council, and will separate Council and administrative provisions.

Moving forward with one dedicated Council policy and procedure is also an alternative supported by legal counsel who provided recommendations for improvement, which have been incorporated

into the new documents. Highlights of the Council Remuneration and Expenses Policy (Appendix A) and Procedure (Appendix B), include:

- combining information from both policies into one document;
- addressing gaps which currently exist related to Council expense reimbursements;
- the new policy and procedure both ensure legal and legislative compliance; and
- current information and processes, use of plain language, and municipal best practices.

Administration recommends that Council take the following steps:

1. Adopt the Council Remuneration & Expense Policy – GOV-009-C;
2. Adopt the Council Remuneration & Expense Procedure – GOV-009-C;
3. Should Council adopt the Policy and Procedure, then put forward a motion to repeal City Council Remuneration Policy and Procedure – GOV-009-C; and
4. As Council-related information has been extracted from the Travel and Expense Claims Policy - FIN-012-C, repeal the Policy. As a replacement, the Employee Business Expense Policy and Procedure – FIN-012-A (Appendix E), would approved as administrative documents.

Recommendation:

That Council adopt Council Remuneration & Expense Policy and Procedure, repeal City Council Remuneration Policy and Procedure – GOV-009-C, and Travel and Expense Claims Policy – FIN-012-C.

Attachments:

1. Appendix A – Council Remuneration & Expense Policy – GOV-009-C
2. Appendix B – Council Remuneration & Expense Procedure – GOV-009-C
3. Appendix C – City Council Remuneration Policy – GOV-009-C
4. Appendix D – Travel and Expense Claims Policy – FIN-012-C
5. Appendix E – Employee Business Expense Policy & Procedure – FIN-012-A

Prepared by: Brenda Molter
Director, Legislative Services

Date: June 8, 2017

Reviewed by: Troy Fleming
Acting City Manager

Date: June 8, 2017

Submitted to: City Council

Date: June 13, 2017

COUNCIL POLICY



GOV-009-C

COUNCIL REMUNERATION & EXPENSES

Date Issued: _____, 2017

Mandated by: City Council

Current Revision: _____, 2017

Cross Reference:

- Council Remuneration & Expense Procedure GOV-009-C

Next Review: _____, 2020

Responsibility: City Council

PURPOSE

To provide direction for payment of Member remuneration, expenses, professional development, per diems, and other benefits available to the Mayor and Councillors.

POLICY

Members shall be reimbursed for reasonable personal expenses incurred while on authorized City business.

DEFINITIONS

Chief Financial Officer – shall mean the person who is appointed to the position by the City Manager.

City – shall mean the City of Fort Saskatchewan

Council – shall mean the municipal Council of the City of Fort Saskatchewan

Director, Legislative Services – shall mean the person appointed to the position by the City Manager

Mayor – shall mean the Chief Elected Official for the City and is a member of Council

Members – shall mean a member of Council

GUIDING PRINCIPLES

1. Members are neither expected to subsidize the operations of the City, or provide benefit to themselves or their families at the City's expense.
2. The Mayor and Councillors shall receive payment of remuneration, expenses, professional development costs, and per diems in accordance with the processes outlined in the Remuneration & Expense Procedure GOV-009-C (Procedure).

3. Remuneration and per diems shall be reviewed every 4 years, prior to a new term of Council. Annually, Cost of living increases shall be reviewed and adjusted accordingly, in accordance with the Procedure.
4. The Mayor shall be considered a full-time position, and Councillors shall be considered part-time.
5. The Mayor's expenses shall be reviewed and approved by the Chief Financial Officer.
6. Councillor expenses shall be reviewed and approved by the Director, Legislative Services.
7. On a quarterly basis, all Member expenses or per diems shall be posted publicly on the City's website.
8. The City Manager and Director, Legislative Services are responsible for reviewing and recommending updates to this Policy and associated Procedure.

AUTHORITY / RESPONSIBILITY TO IMPLEMENT

1. The City Manager is responsible for administrative compliance with the Policy and Procedure.
2. Council is responsible for compliance of the Policy and Procedure by its members, City bylaws, the Municipal Government Act, and other applicable legislation.

COUNCIL
PROCEDURE



GOV-009-C

COUNCIL REMUNERATION & EXPENSES

Date Issued: _____, 2017

Responsibility: City Council

Current Revision: _____, 2017

- Cross Reference:
- Council Remuneration & Expense Policy
GOV-009-C

PURPOSE

To provide direction on the processes related to payment of remuneration and per diems, and the reimbursement of eligible expenses for members of Council. Members of Council are not expected to subsidize the operations of the City, or provide benefit to themselves or members of their family at the City's expense.

DEFINITIONS

Chief Financial Officer – shall mean the person who is appointed to the position by the City Manager.

City – shall mean the City of Fort Saskatchewan

City Boundary – shall mean the area within the City's corporate limits

Council – shall mean the municipal Council of the City of Fort Saskatchewan

Council Committee – shall mean any committee, board, or other body established by bylaw or resolution, or which a member of Council is appointed to

Deputy Mayor – shall mean the member who is appointed pursuant to the Act as Mayor in the absence or incapacity of the Mayor

Director, Legislative Services – shall mean the person appointed to the position by the City Manager

Expense Claim – shall mean the City's Expense Claim Form required for reimbursement of expenses

Mayor – shall mean the Chief Elected Official for the City and is a member of Council

Members – shall mean a member of Council for the City of Fort Saskatchewan

Per Diems – shall mean a pre-determined amount to compensate members of Council for their attendance at Council-related events, paid in accordance with this Procedure

Remuneration – shall mean the annual pre-determined base level of compensation paid to members of Council

1. General Provisions:

- 1.1 Within the overall budget allocated for each Member, i.e., for per diems (where applicable), professional development, and expenses, funds could be used between accounts to offset any short fall. The total of these accounts shall not exceed the overall budget allocation.
- 1.2 Should a Member expend their total budget:
 - a. the Member may make a request to transfer funding from another Member's budget;
 - b. the Member granting permission to such a request shall provide consent in writing and forwarded to the Legislative Services Department;
 - c. upon receipt of written confirmation, funds will be transferred Internally from one Member to the other; and
 - d. the transfer of funds will be posted using the same method as expenses on the City's website.
- 1.3 On a quarterly basis, monthly Member per diems (internal and external boards and committees) and expense claims, including receipts for each expenditure, shall be posted on the City's website.
- 1.4 Any expenses for the Mayor shall be reviewed and approved by the Chief Financial Officer.
- 1.5 Any expenses or per diems for Councillors' shall be reviewed and approved by the Director, Legislative Services.
- 1.6 Funds shall only be drawn from the Member's current fiscal year budget.
- 1.7 Funds may not be carried over from one budget year to the next fiscal year.

2. Remuneration:

- 2.1 Mayor:
 - a. The position of Mayor is considered to be full-time. The Mayor will receive an annual remuneration, paid bi-weekly.
 - b. The Mayor's remuneration shall be considered compensation for all duties of the office.
- 2.2 Councillor:
 - a. The position of Councillor is considered to be part-time. Each Councillor shall receive an annual base remuneration, paid bi-weekly.
 - b. Councillor base remuneration for activities include:
 - i. participation in all Council and Council committee meetings after 4:30 p.m.;
 - ii. participation in all meetings for boards, committees, or commissions after 4:30 p.m. where the Councillor has been appointed by Council;

- iii. personal preparation for all meetings referenced above;
 - iv. participation in meetings with the City Manager or members of the Administration, for any purpose; and
 - v. attendance at community functions where the Councillor has been invited to attend, and is acting in an official capacity (if prior to 4:30 p.m., per diems may apply).
- 2.3 Every 4 years, prior to a new term of Council, the base amount of Member remuneration shall be reviewed by the People Services Department.
 - a. Council remuneration shall 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;
 - b. The comparable municipalities are:
 - i. Cities – Spruce Grove, Camrose, Leduc, Lloydminster, Airdrie, and
 - ii. Towns – Okotoks, and Cochrane;
- 2.4 On an annual basis, Council remuneration shall be adjusted based on the increase in the Annual Cost of Living Index for the Edmonton Region, as determined by Statistics Canada as of December 31st. This review will be conducted by the People Services Department;
- 2.5 All Council remuneration shall be in accordance with applicable federal and provincial legislation.
- 3. **Per Diems:**
 - 3.1 Every 4 years, prior to a new term of Council, the amount of Councillor per diems shall be reviewed by the People Services Department.
 - 3.2 As the Mayor does not receive per diems from the City, the Mayor may receive any applicable per diems from organizations which they are a member.
 - 3.3 Per diems are intended to reimburse Councillors for daytime events prior to 4:30 p.m., which may take them away from their regular place of employment.
 - 3.4 Councillors may receive per diems from organizations which they are an appointed member. However, Councillors shall not claim per diems from both the organization and the City for the same event.
 - 3.5 The Deputy Mayor shall be eligible for and shall receive per diems, pursuant with this Procedure, for attending events on behalf of the Mayor.
 - 3.6 Councillors shall be eligible to receive per diems for attending functions or events as an official Council representative, at the request of the Mayor, or at the request of Council.

3.7 Per diems shall be paid at a rate of \$100 per half day and \$200 per full day.

- a. A half day per diem is defined as being from 2 to 4 hours.
- b. A full day per diem is defined as being in excess of 4 hours.
- c. Travel time shall form part of the per diem calculation.

3.8 Per diems shall not be paid for attendance at the following:

- a. any Council and Council committee meetings after 4:30 p.m.;
- b. participation in any meetings for boards, committees, or commissions where the Councillor has been appointed by Council, and which are held after 4:30 p.m.;
- c. sporting events;
- d. general public appearances;
- e. community events, i.e., Canada Day, Remembrance Day, etc.;
- f. social events; and
- g. attendance at political party functions or fundraisers of any type.

4. Professional Development:

4.1 Eligible professional development expenses include:

- a. registration costs for attendance at conferences, seminars, workshops, meetings, or other related events; and
- b. costs for transportation, accommodation, and meals which are not included in the registration.

4.2 On an annual basis, Council shall allocate professional development funding to Members for their attendance at functions as described in Section 4.1.

4.3 Members may determine which professional development events they wish to attend.

- a. Members may also wish to consider using their funding for the following recommended events:

4.4 Costs incurred when travelling for professional development and meetings beyond the City boundaries will be reimbursed for actual mileage distance, paid in accordance with this Procedure.

4.5 Funds shall not be carried over from one budget to the next.

5. Expenses:

5.1 Eligible expenses include costs associated with meals, transportation, mileage, and accommodation, pursuant to this Procedure.

- 5.2 Personal expenses, personal care items, medical expenses (in excess of those covered by the City's medical benefits, if applicable), expenses related to political party fundraisers, or expenses for initiatives not directed by Council, shall not be eligible for reimbursement.
- 5.3 The following provisions apply to expenses for a Member's spouse or partner:
 - a. When a spouse/partner attends an out-of-town function/conference with the member of Council, expenses related to the spouse/partner's travel, meals, registration, and extra-curricular events are considered personal in nature, and shall not be eligible for reimbursement.
 - b. When a spouse/partner is invited to accompany a Member to a conference banquet/gala, social, or fundraising event, and the member is attending the event in an official capacity, the spouse/partner's ticket may be charged to the Member's budget.
- 5.4 Members of Council shall complete an expense claim for any expense reimbursements.
- 5.5 Expense claims shall be submitted for reimbursement within 5 days following the end of the month, and must be accompanied by original receipts which detail the expenses.
- 5.6 Gratuities for eligible meals and transportation fares shall not exceed 15% on the expense.
- 5.7 Where it is determined that a Member has submitted a false or incorrect expense claim, the expense shall be rectified immediately, and repaid to the City.
- 6. **Promotional Budget:**
 - 6.1 The Mayor shall receive an annual corporate promotional budget to assist in carrying out the duties of the Mayor. The corporate promotional budget:
 - a. is for expenditures related to the promotion of Council and the City, and may include sponsoring, donations and promotional requests for not-for-profit groups, the public, fundraising, or community events;
 - b. expenditures shall be consistent with the City's corporate values and should enhance and protect the reputation of Council and the City;
 - c. expenditures shall be non-partisan; and
 - d. permits the Mayor to use promotional funds in accordance with the provisions of this Procedure.
 - 6.2 Councillors shall each receive an annual promotional budget to assist in carrying out their duties, and they shall ensure use of promotional budgets:
 - a. are related to their role;
 - b. are consistent with the City's corporate values and should enhance and protect the reputation of Council and the City; and
 - c. are used in a non-partisan manner.
 - 6.3 Councillors may allocate or expend their promotional budget at their discretion, for promotion of Council in accordance with the provisions of this Procedure.

- 6.4 Councillors may use their promotional funds to purchase items from the corporate promotional budget.
- 6.5 Councillors may transfer or combine all or a portion of their promotional budget with another Councillor:
 - a. any Councillor requests and subsequent permissions received to transfer or combine promotional funds shall be submitted to Legislative Services in writing.

7. Transportation:

- 7.1 Members using personal vehicles for Council business shall be compensated in accordance with this Procedure.
- 7.2 Members shall be provided with a monthly car allowance in the amount of \$200 per month for the Mayor and \$50 per month for Councillors.
- 7.3 Private vehicle use:
 - a. Members shall be reimbursed for actual distance traveled outside the City, based on the Government of Alberta mileage rates.
 - b. Members completing an expense claim shall include details of the business purpose, location, departure dates, and distance travelled with each claim.
 - c. If two or more Members travel together in the same vehicle while on Council business, only one Member may claim mileage for the distance travelled.
 - d. Fines for moving violations incurred while conducting Council business are the responsibility of the Member and are not eligible for reimbursement.
- 7.4 When travelling outside the City boundaries, the most economical and practical means of travel shall be used.

8. Accommodation:

- 8.1 Eligible expenses include commercial accommodations for conferences, meetings, or other events, when necessary.
- 8.2 Accommodation expenses shall be reimbursed at the approved event rate, government rate, or other economical accommodation in the locale of the event.
- 8.3 Costs associated with any personal entertainment, such as movies and in-room items or services are not eligible for reimbursement. Room service meals may be eligible for expense.
- 8.4 Where private arrangements for accommodation are made and commercial accommodations are not used, a daily allowance based on (Government of Alberta) rates may be claimed.

9. Meals:

- 9.1 When travelling on Council-related business, a Member 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 alcohol, plus a gratuity not to exceed 15%.

- 9.2 The maximum reimbursement for food and beverages is \$100 per day, with the cost a single meal not exceeding \$50, plus taxes and gratuities.
- 9.3 Meal allowances are based on Government of Alberta meal allowance rates.
- 9.4 When a Member attends a conference, meeting, or other event where a meal has been provided, the Member shall not claim a meal allowance. Exception shall be made if the Member has purchased a meal and provided a detailed receipt with their expense claim.
- 9.5 Members shall require detailed receipts when submitting an expense claim.
- 9.6 When a Member is travelling on Council-related business, the Member may be reimbursed for the following meal allowances:
- a. Breakfast – if departure or return time is earlier than 7:30 a.m.;
 - b. Lunch – if the departure time is earlier or later than 1:00 p.m.; and
 - c. Dinner – if the departure or return time is later than 6:30 p.m.
- 9.7 When Members submit expense claims for Council related beverage/meal meetings (excluding alcohol), the names of those in attendance and the purpose of the meeting shall be recorded on the receipt.
- 9.8 If a meal is included in the cost of airfare, a Member shall not claim a meal allowance, unless the flight is delayed.
10. **Equipment:**
- 10.1 While in office, Members will be provided with a tablet device to assist with carrying out their duties.
- 10.2 Any equipment provided to Members remain the property of the City, and shall be returned when the individual is no longer an elected official for the City.
- 10.3 Should a Member wish to use their own smartphone for Council business, a monthly allocation of up to \$100 may be expensed from their Phone, Cell, Fax & Internet GL budget, upon completion of an expense claim and submission of receipts.
11. **Benefits:**
- 11.1 Members may participate in the City's benefit programs, where eligible. Benefits include, but are not limited to:
- a. extended health;
 - b. dental;
 - 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 available to all City employees.

**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)

ADMINISTRATIVE POLICY

**FIN-012-A**

EMPLOYEE BUSINESS EXPENSE

Date Issued: _____, 2017

Mandated by: City Manager

Current Revision: _____, 2017

Cross Reference:

- Employee Business Expense Procedure
FIN-012-A

Next Review: _____, 2020

Responsibility: Chief Financial Officer

PURPOSE

To provide direction for payment and reimbursement of reasonable expenses incurred while on authorized City of Fort Saskatchewan business.

POLICY

Employees shall be reimbursed for business expenses necessarily incurred in the performance of their duties. Employees are neither asked to subsidize the cost of the City, nor invited to indulge themselves at public expense.

DEFINITIONS

Business Expense – shall mean an expense incurred to acquire goods or services necessary for the provision of municipal services.

Chief Financial Officer – shall mean the person who is appointed to the position by the City Manager.

City – shall mean the City of Fort Saskatchewan.

Employee(s) – shall mean an individual or individuals who are employed with the City of Fort Saskatchewan.

GUIDING PRINCIPLES

1. In order for an expense to be eligible for reimbursement:
 - a. It must be necessary to the performance of the employee's duties in conducting the business of the City;
 - b. The amount of the expense must be reasonable given the nature of the expense, neither subsidizing the City's cost, not an indulgence of the employee; and

- c. The employee must have prior authorization to incur the expense on behalf of the City.
2. Employees shall receive payment of expenses in accordance with the processes outlined in Employee Business Expense Procedure FIN-012-A.
3. When travel is authorized, the most direct, practical, and cost effective route and mode of transportation should be used.

AUTHORITY / RESPONSIBILITY TO IMPLEMENT

The City Manager delegates responsibility for this Policy, the development of procedures to enact it, and ensuring the uniform application of this Policy within the organization in accordance with legislative requirements to the Chief Financial Officer

1. The appropriate supervisor for each employee shall review and ensure eligible expenses in accordance with this Policy and Administrative Procedure FIN-012-A are approved.

EMPLOYEE BUSINESS EXPENSE

Date Issued: _____, 2017

Responsibility: Chief Financial Officer

Current Revision: _____, 2017

Cross Reference:

- Employee Business Expense Policy
FIN-012-A
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PURPOSE

To provide processes and direction on the payment and reimbursement of eligible and reasonable expenses incurred by City employees while on authorized City of Fort Saskatchewan business.

DEFINITIONS

Chief Financial Officer – shall mean the person who is appointed to the position by the City Manager.

City – shall mean the City of Fort Saskatchewan.

City Boundary – shall mean the area within the City's corporate limits.

City Manager – shall mean the Chief Administrative Officer for the City.

Employees – shall mean individuals who are employed with the City of Fort Saskatchewan

Per Diem – shall mean an allowance available to employees to reimburse for the cost of food and beverages while away on City business.

Workplace – shall mean the location at, or from which an employee ordinarily performs the duties of their position. In the case of an employee whose require travel from place to place on an ongoing basis, their workplace is deemed to be the building where their administrative matters are conducted.

1. General Provisions:

- 1.1 Within overall department budgets, funds made available for employees shall be used for training, development, and associated eligible expenses that will benefit the employee in their current role or in a future role at the City.
- 1.2 Whenever possible, employees provided with a corporate credit card shall use the card to cover expenses incurred by them.
- 1.3 Supervisors may use their corporate credit card to pay for expenses such as registrations, travel, and expenses that would be personally incurred by one of their staff.
- 1.4 An expense claims form (available on MyFort) shall be completed and submitted to the employee's supervisor, along with supporting documentation for all eligible expenses.

2. Expenses:

- 2.1 Eligible expenses include costs associated with meals not provided, per diems, transportation, mileage, and accommodation, pursuant to this Procedure.
- 2.2 An employee's supervisor shall review and approve all expenses. In the absence of the supervisor, another City employee with appropriate signing authority may review and approve the employee's expenses.
- 2.3 The City Manager's expenses shall be authorized by the Mayor, or in their absence, the Deputy Mayor.
- 2.4 Employees shall complete an expense claim for any expense reimbursements, in accordance with this Procedure.
- 2.5 Expense claims shall be submitted by City employees or representatives to Accounts Payable within 5 days following the end of the month for reimbursement. All expense claims must be accompanied by original receipts which detail the expenses.
- 2.6 Where applicable, gratuities for eligible meals and transportation fares shall not exceed 15% on the expense.
- 2.7 Where it is determined that an employee has submitted a false or incorrect expense claim, the reimbursement shall immediately be repaid to the City, and disciplinary action may be taken against the individual.
- 2.8 No expenses shall be submitted or approved that contain Alcohol, tobacco, marihuana or similar items.

3. Travel:

- 3.1 Employees travelling on City business shall be entitled to reimbursement for transportation, accommodation, meals, and miscellaneous travel costs.
- 3.2 Where possible and practical, employees shall share transportation methods to reduce costs.
- 3.3 The most economical means (i.e., economy or coach) of vehicle, air, bus, or train transport shall be approved, taking into account the net cost to the City. When determining the most economical means of transportation the supervisor may take into account cost, purpose of the travel, travel time required, timing of travel options and other factors relevant to the individual situation.
 - a. When unable to use the most economical means, the employee must obtain prior approval from their supervisor. If the employee chooses to upgrade the level of transportation, the employee shall be responsible for any additional costs.
- 3.4 Where an employee chooses to use a method of transportation other than one of the prescribed methods noted in Section 3.3 and has obtained approval from their supervisor to do so, the employee shall be reimbursed or paid an allowance as though the most economical means had been used.

- 3.5 An employee may, with consent of 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 strictly for City business.
- 3.6 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.

3.7 Private Vehicle Use:

- a. Expenses incurred by City employees or representatives shall be submitted to their supervisor through the expense claim form located on MyFort.
- b. Employees shall be reimbursed for actual distance traveled from the employee's workplace or principal residence, as appropriate, to their destination for City work which they have incurred, based on the Government of Alberta mileage rates.
 - i. Detailed documentation of the distance traveled may be required.
- c. An employee authorized to use their personal vehicle for travel will receive the lower of a reimbursement equal to the economy return airfare, if applicable, or the actual distance 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 distance travelled will be reimbursed.
- d. An employee using their personal vehicle while conducting City business shall carry at least one million (\$1,000,000) dollars of public liability and property damage insurance. In the event of an accident, the insurance deductible will be the responsibility of the employee.
- e. Fines for moving violations incurred while conducting City business are the responsibility of the employee and are not eligible for reimbursement.
- f. Vehicle rental fees for travel to areas outside the City boundary may be claimed when such rental is deemed to be economical/practical.
- g. Claims where travel is from an employee's residence to the workplace shall not be an eligible expense.

4. Accommodation:

- 4.1 Eligible expenses include commercial accommodations for conferences, meetings, or other events, when necessary.
- 4.2 Accommodation expenses shall be reimbursed at the approved event rate, government rate, or other economical accommodation in the locale of the event.
- 4.3 Costs associated with any personal entertainment, such as movies and in-room items or services are not eligible for reimbursement. In-room meals may be eligible for expense, in accordance with this Procedure.
- 4.4 Where private arrangements for accommodation are made and commercial accommodations are not used, a daily allowance based on Government of Alberta rates may be claimed.

5. **Meals:**

- 5.1 When travelling on City related business, an employee may claim either the actual cost of the meal or the per diem. The actual cost of the meal is the amount shown on the receipt, excluding alcoholic beverages, plus a gratuity not to exceed 15% of the meal cost.
- 5.2 The maximum reimbursement for food and beverages cannot exceed \$100 per day, with the cost of one single meal not exceeding \$50, plus taxes and gratuities.
- 5.3 Per diems are based on Government of Alberta meal allowance rates.
- 5.4 When an employee attends a conference, meeting, or other event where a meal has been provided, the employee shall not claim a per diem.
- 5.5 Expense claims for meals shall be submitted with a detailed receipt.
- 5.6 When a employee is travelling on City related business, the employee may be reimbursed for the following per diems :
 - a. Breakfast – if departure or return time is earlier than 7:30 a.m.;
 - b. Lunch – if the departure time is earlier or later than 1:00 p.m.; and
 - c. Dinner – if the departure or return time is later than 6:30 p.m.
- 5.7 When employees submit expense claims for City related beverage/meal meetings (excluding alcoholic beverages), the names of those in attendance and the purpose of the meeting shall be recorded on the receipt.
- 5.8 If a meal is included in the cost of airfare, an employee shall not claim a per diem or meal expense unless the flight is delayed.

6. **Professional Development:**

- 6.1 Professional Development budgets shall be individually set by each department. Department Directors should be consulted regarding funds available.
- 6.2 Pursuant to this Procedure, eligible professional development expenses include:
 - a. registration costs for attendance at conferences, seminars, workshops, meetings, or other related events;
 - b. Formal educational opportunities at accredited institutions; and
 - c. costs for transportation, accommodation, and meals which are not included in the registration.
- 6.3 Costs incurred when travelling for professional development and meetings beyond the City boundaries will be reimbursed in accordance with this Procedure.
- 6.4 Unexpended funds shall not be carried over from the current budget to a future budget allocation.

CITY OF FORT SASKATCHEWAN

Alberta Junior 'A' Hockey League Team Relocation to Fort Saskatchewan

Motion:

That Council delay the decision on the request from the Friends of the Traders until after the results of the Aquatic Vote on October 16, 2017 are known.

Purpose:

To present a request from the Friends of the Traders for the City of Fort Saskatchewan to explore the feasibility of being a host community for an Alberta Junior 'A' Hockey League (AJHL) team, which includes corresponding facility improvements over a multi-year timeline.

Background:

The AJHL is a developmental league in Canada for student-athletes striving to capitalize on their athletic and academic abilities. These athletes have the potential to play for post-secondary institutes in the National Collegiate Athletic Association.

Some of the benefits of hosting an AJHL franchise are:

- sport tourism;
- enhanced community recognition;
- sports entertainment;
- teams give back to the community; and
- civic pride.

The Fort Saskatchewan Traders were founded in 1976-77. After 3 decades, the Traders relocated to St. Albert for the 2007-08 season and then to Whitecourt in 2012.

The AJHL League and team owners have an expectation that host communities will be able to meet certain requirements in order to host a team. Some of these requirements are:

1. a multi-year lease with the option to renew;
2. exclusive home team locker room;
3. coach's office;
4. off-ice training and conditioning rooms;
5. medical/trainer's room;
6. box office;
7. club cost recovery opportunities through sponsorship and advertising;
8. high ranking in ice allocation process (as per AJHL rules);
9. subsidized ice rental rates;
10. suitable scoreboard;
11. audio/visual equipment;
12. 500 parking stalls;
13. retail merchandising space;
14. 1,500 seats;
15. two skyboxes;
16. ice time for 40 home games, 14 practices; and
17. ice available for camps in April, July and August.

Further information on the AJHL League can be found in Appendix A.

Other comparable sized municipalities are Cochrane, Okotoks, Leduc and Spruce Grove. The number of ice surfaces for these communities range from three (3) to four (4).

Location	Population	Number of Arenas	Arenas per Capita
City of Fort Saskatchewan	25,533	3	1 : 8,511
City of Spruce Grove	34,070	4	1 : 8,518
City of Leduc	29,990	3	1 : 9,997
Town of Cochrane	25,853	3	1 : 8,618
Town of Okotoks	28,016	3	1 : 9,339

The three primary areas analyzed by Administration focused on:

1. the impacts to current stakeholders through the ice allocation process and facility leases;
2. the potential financial operating impacts to the City; and
3. the potential impacts to the capital budget.

Stakeholder Impacts:

Impacted stakeholder groups were contacted by both representatives supporting a Junior 'A' team and by the City. City representatives discussed the impacts of hosting an AJHL team including the required changes to the ice schedule and impacts to facility spaces.

Overall, current user groups are supportive of the City hosting an AJHL team and seem ready to make the sacrifices necessary to incorporate them into the user group mix. The groups felt that in the short-term (a season or two at the most), the game schedules for the Junior 'A', Junior 'B', Chiefs and minor sports could be accommodated. In addition, user groups believe that an AJHL team would be good for the development of ice sports within the community. Letters of support are provided in Appendix B.

For the long-term, user groups stated verbally that consideration would be needed for an additional sheet of ice within the community because the addition of an AJHL team would leave no space for program growth. There was a request to have commitments on capital investment (renovations to the JRC and twinning the ice at the DCC) including a plan with timelines for implementation.

Concerns were also raised regarding the financial impacts of sharing the revenue generation opportunities to a higher level hockey team. There is a possibility that existing revenue streams for current teams could be impacted.

Operating Budget Impacts:

If an AJHL team was to relocate to Fort Saskatchewan, there would be a number of impacts across the organization to accommodate the needs of the team and League. The requirement to modify ice schedules to accommodate the AJHL team will create a higher workload for the Bookings Group and there will be time required to negotiate lease and sponsorship agreements. Additional arena staffing will be required during game nights, which is a typical standard for municipalities who host AJHL teams.

Operating Budget impacts depending on ice fee rate charged to the Junior 'A' team:

Ice Fee Rate	Operating Revenue	Operating Expenses	Net Deficit
Minor user group rate	\$22,375.85	\$67,883.42	-\$45,507.57
Non local junior rate	\$27,970.63	\$67,883.42	-\$39,912.79
Adult rate	\$38,354.32	\$67,883.42	-\$29,529.10

This analysis does not consider potential costs or revenues associated with dedicated dressing rooms, offices, or training rooms that may be included within a lease as those costs are currently not charged to existing facility tenants.

If the City does decide to move ahead with the relocation and undertake the renovation of the JRC and/or the construction of a fourth sheet of ice, additional operating costs will be incurred and the operating model for the recreation ice arenas will need to be revisited. The total amount of these additional operating costs is estimated to be \$0.7M for the JRC and \$1.1M for a fourth sheet of ice.

There may be opportunities to look at recovering these costs through partnerships with the Junior 'A' team, Hawks, and Chiefs in the sale of sponsorships and advertising. Currently, the City of Fort Saskatchewan is collecting less than \$5,000 through the sales of advertising and facility sponsorships. At the present time, the Chiefs and Hawks are able to keep a majority of the associated revenues. The AJHL states that some clubs have the ability to raise up to \$220,000 in revenues through the sales of sponsorships and advertising. It is important to note that this may have an impact on other not-for-profit groups within the community who require fundraising as a part of their revenue streams.

Capital Budget Impacts:

The most significant impact to welcoming an AJHL team to the community will be to the capital budget. The representatives from the Junior 'A' team have expressed the need for the JRC to be upgraded including a revitalization of current spaces along with the addition of dedicated square footage for dressing rooms and training spaces. User groups have expressed a belief that the addition of an AJHL team will create the need to add a fourth ice surface to the community within a shorter timeframe than the one proposed in the Recreation Facility and Parks Master Plan Update (RFPMP), which had an arena being added to the DCC in 2020 at a cost of \$14M.

At this point no public consultation or conceptual design work has been undertaken specific to the JRC renovation required by the AJHL. In 2010, the City commissioned a study to look at the revitalization of the JRC. That study was updated in 2015 through the RFPMP process. The estimated costs of a full revitalization as proposed in the RFPMP was approximately \$13.2M.

If the JRC Revitalization (\$13.2M) and second arena at the DCC (\$14M) are required in the next 3 years, the projects would be funded through a funding combination of Future Facility Operating Reserves, MSI, and debenture borrowing. Further details are provided in Appendix C.

Even with approval of the full scope, the City will remain significantly lower than the legislated debt limits by taking on these additional debentures. The biggest impact of undertaking these projects now will be the incorporation of the debenture payments into the ongoing operating budget.

Project	Start Year	New Ongoing Costs
JRC Renovation Debenture Payment	2020	\$635,000 (20 year payment)
New JRC Operating Costs (approx.)	2021	\$67,000
New Arena at DCC Debenture Payment	2020	\$940,000 (20 year payment)
New DCC Operating Costs (approx.)	2021	\$120,000
New Aquatics Centre Debenture Payment	2019	\$1,510,500 (20 year payment)
New Aquatics Operating Costs (approx.)	2021	\$2,585,000

Key Considerations:

The following is a summary of key considerations associated with the Friends of the Traders request:

- Long-term planning – At the present time, the City has a long-term plan in place that prioritizes our capital projects through the Recreation Facility and Parks Master Plan. This plan was put together with a significant amount of public consultation and stakeholder input and resulted in an aquatics facility (the community will vote on this project on October 16, 2017) being the next major priority beyond the projects currently approved by Council.
- Decision risks - Capital cost and operating cost impacts are all analyzed based on conceptual level estimates.
- Incremental benefits to what currently exists within the City – At the present time the City hosts a Junior 'B' level hockey program, a senior men's hockey program and two other higher level teams. All teams are relatively well received by the City and the community has shown it can support the programs, although the existing teams have noted they are not at ideal sponsorship levels. It is not known if the community can support an additional team.
- Project risks vs. past history of success – The decision to negotiate a lease with an AJHL team comes with certain risk factors that all must be measured against the fact that the City was previously a host to an AJHL team that struggled with attendance and finances. It is not known if a different ownership group and a larger population will change those circumstances.
- Programming risk - There is no guarantee a team will stay in Fort Saskatchewan in the long-term. The AJHL Commission also has the final decision for granting a team permission to relocate.
- Community fundraising impacts – It is believed that the significant fundraising needs of an AJHL franchise may impact the fundraising needs of other not-for-profit organizations within the City.

Alternatives:

Administration is seeking direction for responding to the Friends of the Traders request. Alternatives for Council consideration include:

1. That Council delay the decision on the request from the Friends of the Traders until after the results of the Aquatic Vote on October 16, 2017 are known.
2. That Council support the feasibility of an AJHL team relocating to Fort Saskatchewan, pending final results of the associated costs and upon further approval, Administration will provide Council with a cost analysis report.
3. That Council decline the request from the Friends of the Traders to relocate an AJHL team to Fort Saskatchewan.

Recommendation:

Administration recommends that Council delay the decision on the request from the Friends of the Traders until after the results of the Aquatic Vote on October 16, 2017 are known.

Attachments:

1. Appendix A - AJHL and Fort Saskatchewan Traders Overview
2. Appendix B - User Groups Support Letters
3. Appendix C – JRC Redevelopment PreDesign Cost Opinion

Prepared by:	Barb Shuman Director, Recreation Services	Date: June 6, 2017
Approved by:	Jeremy Emann Chief Financial Officer	Date: June 7, 2017
Approved by:	Brenda Rauckman General Manager, Community and Protective Services	Date: June 7, 2017
Reviewed by:	Troy Fleming Acting City Manager	Date: June 8, 2017
Submitted to:	City Council	Date: June 13, 2017

APPENDIX A

Alberta Junior Hockey League and Fort Saskatchewan Traders Overview

Alberta Junior Hockey League

Website link – [AJHL | Home](#)

The Alberta Junior Hockey League was founded in 1963 with the intent to allow junior players the opportunity to play in Alberta. The franchises have relied upon the efforts of volunteers to keep the teams operational and to provide an opportunity for young hockey players to play Junior "A" hockey close to home in Alberta.

The Alberta Junior Hockey League is a developmental League in Canada for student-athletes striving to capitalize on their athletic and academic abilities. These athletes have the potential to play in for postsecondary institutes in the National Collegiate Athletic Association.

By 2016, the AJHL was comprised of 16 teams, divided into North and South Divisions. The below table shows an overview of communities, population, years in the AJHL, number of local players on the roster, attendance stats, ticket price and if they also have a Jr B or Jr C team.

Team – North Division	AJHL history	Local Players	Attendance 2015-16	Price of Ticket	Has Jr B Team	Has Jr C Team
Bonnyville Pontiacs	1991-92	1 (R)	843	\$10-\$14 \$220-\$299 (S)	No	No
Drayton Valley Thunder	1998-99	1+ 1 (R)	527	\$8-\$13 \$125-\$325 (S)	No	No
Fort Mac Oil Barons	1981-82	2 + 1 (R)	1,220	\$12-\$15 \$210-\$340 (S)	No	No
Grand Prairie Storm	1996-97	2+ 3 (R)	1,002	\$12-\$15 \$149-\$339 (S)	JDA Kings	No
Lloydminster Bobcats	1988-89 2005-06 – name changed from Blazers	4+ 3 (R)	1,222	\$8-\$15 \$115-\$275 (S)	Bandits	No
Sherwood Park Crusader	1978	5 + 2 (R)	559	\$8-\$15 \$115-\$309 (S)	Knights	Renegades
Spruce Grove Saints	1974-1978 2004-05- relocated from St Albert	1 + 1 (R)	754	\$8-\$13 \$175-\$300	Regals	No



Team – North Division	AJHL history	Local Players	Attendance 2015-16	Price of Ticket	Has Jr B Team	Has Jr C Team
Whitecourt Wolverines	2012-13 2007 – relocated from Fort Sask to St Albert (Steel) 1976-2007 – Traders from Fort Saskatchewan	1 (R)	748	\$8-\$14 \$150-\$315	Folded Fort Sask Hawks	No
Team – South Division	AJHL history	Local Players	Attendance 2015-16	Price of Ticket	Has Jr B Team	Has Jr C Team
Brooks Bandits	1999	None	1,394	\$5-\$15 \$125-\$360 (S)	No	No
Calgary Canuck	1971-72	13 + 9 (R)	217	\$8-\$12 \$200 (S)	8 Jr B's in League	11 Jr C's in League
Calgary Mustangs	1972-78 – Crowsnest Pass teams – Devils, Panthers and Chinooks 1978-91 – Calgary Chinooks, Spurs and Royals Team folded 2010 – Calgary Mustangs	13	230	\$10-\$15 No info(S)	8 Jr B's in League	11 Jr C's in League
Camrose Kodiaks	1997	3 + 2 (R)	1,179	\$8-\$13 \$80-\$290 (S)	No	No
Canmore Eagles	1995 – Bow Valley Eagles 2001-02 – name change to Eagles	2 + 1 (R)	454	\$8-\$15 \$159-\$329 (S)	No	No



Team – South Division	AJHL history	Local Players	Attendance 2015-16	Price of Ticket	Has Jr B Team	Has Jr C Team
Drumheller Dragons	1971-72 – Falcons 1975-1976 – Team folded 1979-1983 – revived and folded again 2003-04 – Drumheller Dragons	None	564	\$8-\$13 \$198-\$330 (S)	No	No
Okotoks Oilers	2005-06- started as Oilers 2003-04 – relocated from Crowsnest Pass 1998-99 - Crowsnest Pass - Timberwolves	1 (R)	660	\$5-\$15 \$120-\$295 (S)	Bisons	No
Olds Grizzlies	1981-82 – relocated to Olds 1974-75 – Taber Golden Suns	1	525	\$6-\$13 \$150-\$330 (S)	No	No

R – Reserve player

S – Season ticket price

There is currently 1 player and 2 reserve players from Fort Saskatchewan playing in the AJHL.

Some of the benefits of having an AJHL in the community are:

- Promotes the Town or City and has a positive economic benefit
- Promotes local players on the team
- Spring board for local and Alberta players to launch a career in hockey or to play hockey in the NCAA league while getting a postsecondary education.
- Promotes a strong connection to the community with programs such as mentorship with minor hockey, reading and writing programs in school, assisting with other community events that benefit local not for profit groups.

**Fort Saskatchewan Senior AAA
Community Hockey Club**

179 Westwood Lane
Fort Saskatchewan, AB
T8L 4N8
Phone (780) 916-6638



DATE: NOVEMBER 16,2016

To Whom It May Concern:

I was able to meet with Earl Reid and Patrick LaForge last week concerning the interest of bringing Junior A hockey back to Fort Saskatchewan. After the onset of that meeting The Fort Sask Senior Chiefs feel that it is beneficial to bring a Junior A program back to Fort Saskatchewan, and we look forward to working together with that program.

Thanks,

Scott Chartrand



November 18, 2016

Fort Saskatchewan Adult Hockey League
Fort Adult Hockey
9805 81 Street
Fort Saskatchewan AB T8L 3K9

To Whom It May Concern,

The Fort Saskatchewan Adult Hockey League* wishes to add our support to reestablishing an Alberta Junior A Hockey Team in Fort Saskatchewan.

Sincerely,

Scott Parker
FSAHL President
Call/text: 780-264-9567
scottparker@fortadulthockey.com

*Member of the Canadian Adult Recreational Hockey Association



**FORT SASKATCHEWAN
NOYEN CONSTRUCTION LTD. HAWKS
JUNIOR 'B' HOCKEY CLUB**
**Box 20013, 9360 Southfort Drive
Fort Saskatchewan, AB T8L 4C8**

To whom it may concern,

On behalf of the Fort Saskatchewan Noyen Construction Jr. B Hawks hockey club it is our pleasure to offer a letter support to those working to establish an AJHL hockey team in the City of Fort Saskatchewan.

The Fort Saskatchewan Jr. B hockey club is an original founding member of the Capital Junior Hockey League. Founded in 1972, it is a club that knows all too well the importance of community support. Much of the success of our team lies squarely on the shoulders of local businesses for their sponsorship as well as fans for their dedication. We have no doubt that a local AJHL team will be rewarded with the same support and enthusiasm shown to us.

In conclusion the Jr. B Hawks would fully support the organizing committee as they seek to expand the AJHL into the City of Fort Saskatchewan. We look forward to seeing what our community can do for you and what the team can do for our community.

Sincerely,

Glorie Veenstra, Secretary
Fort Saskatchewan Noyen Construction Jr. B Hawks



PO Box 3071
Fort Saskatchewan, Alberta
T8L 2T1
Phone 780-998-1835
fsmh@telus.net

Fort Saskatchewan Minor Hockey

November 16, 2016

To Whom it May Concern:

Fort Saskatchewan Minor Hockey would like to express our support of a Junior A hockey team in the AJHL returning to Fort Saskatchewan. With nearly 700 minor hockey players registered in our programs, we believe a local Junior A team will continue to help us to grow our program. This would also be an excellent opportunity for minor hockey to work with the AJHL to continue to develop players to play the highest level of hockey possible.

We understand that there is a continued shortage of ice available in our community. This would be our main concern with the Junior A team making its home in Fort Saskatchewan. However, in discussions with the organizing committee, we understand the team would be practicing from 3:30 – 4:30 in the afternoons. This ice slot is currently not being used by minor hockey. We feel there is enough available weekend ice to accommodate all home games for the Junior A team. Further, as per the City of Fort Saskatchewan's ice user policy, Minor Hockey would continue to have priority over a Junior program.

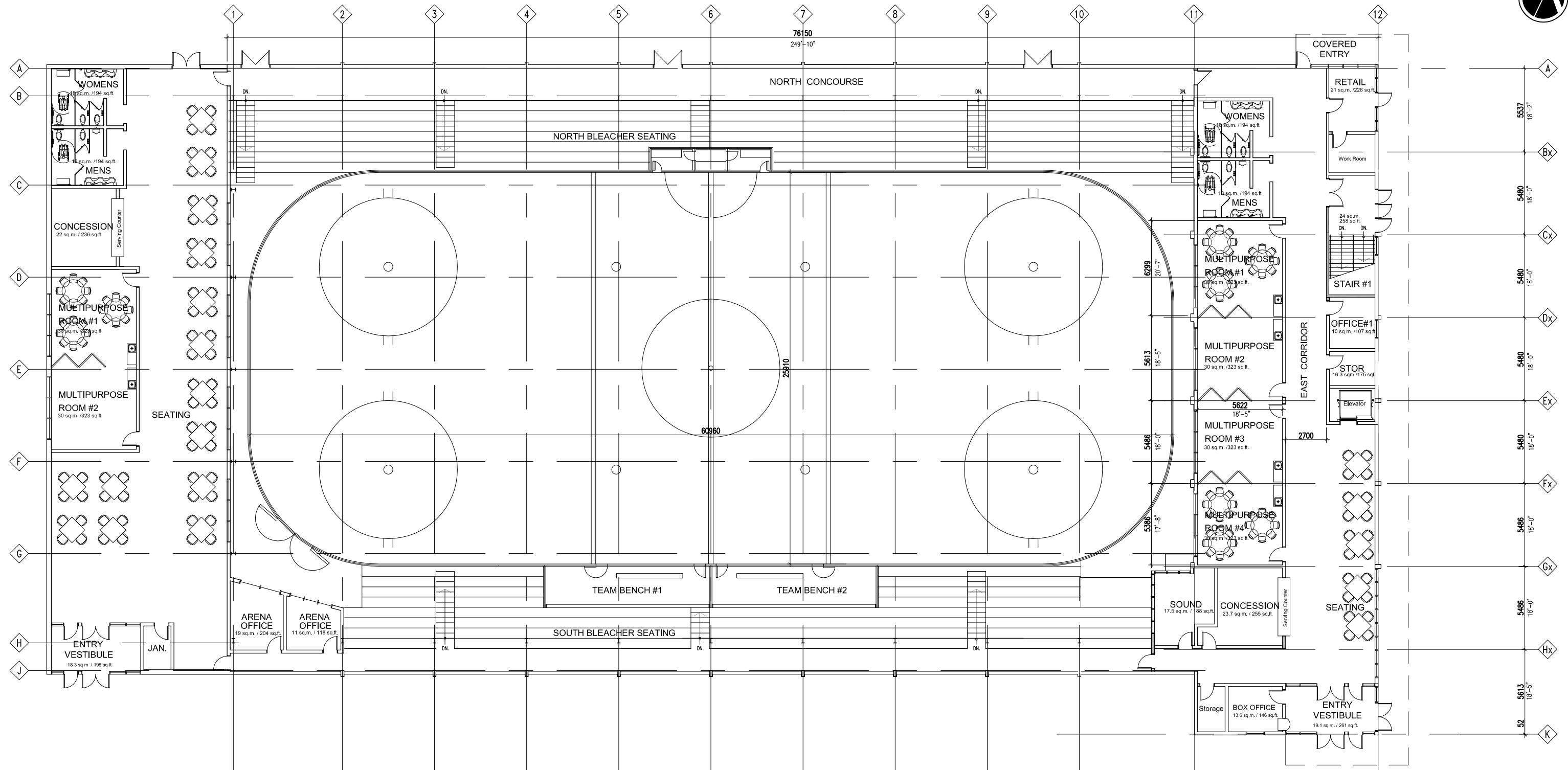
FSMH is excited about the community being home to a Junior A program once again. We will be working with the organizing committee to assist where we can with promoting the team. Again, this is an opportunity for minor hockey to work with the Junior A team to build a relationship that will continue to grow and improve all hockey programs in our community.

If you have any questions, or would like additional information, on our support for the Junior A team in Fort Saskatchewan, please do not hesitate to contact me.

Sincerely,

Brett Cox
President
Fort Saskatchewan Minor Hockey

PreDesign Cost Opinion						
		Main and Bsmt renovation	Scope	Unit rate	Units (ft2)	Budget
			Demolition	\$45.00	10,376.00	\$466,920.00
			Architectural:			
			Basement	\$110.00	5,295.00	\$582,450.00
			Main Floor	\$110.00	5,700.00	\$627,000.00
			Mechancial			
			Basement	\$50.00	5,295.00	\$264,750.00
			Main Floor	\$50.00	5,700.00	\$285,000.00
			Electrical			
			Basement	\$35.00	5,295.00	\$185,325.00
			Main Floor	\$35.00	5,700.00	\$199,500.00
			Renovation Total Cost	\$251.63	10,376.00	\$2,610,945.00
		West Addition				
			Architectural	\$115.00	10,995.00	\$1,264,425.00
			Structural	\$100.00	10,995.00	\$1,099,500.00
			Mechancial	\$70.00	10,995.00	\$769,650.00
			Electrical	\$40.00	10,995.00	\$439,800.00
			Total Addition Cost	\$325.00	10,995.00	\$3,573,375.00
		Site improvements			\$500,000	\$500,000.00
		CONSTRUCTION BUDGET				\$6,684,320.00
		Design Contingency		10.00%		\$668,432.00
		Construction Contingency		10.00%		\$735,275.20
		TOTAL CONSTRUCTION BUDGET				\$8,088,027.20
		Project Soft Costs		15.00%		\$1,213,204.08
		TOTAL PROJECT BUDGET				\$10,036,506.48



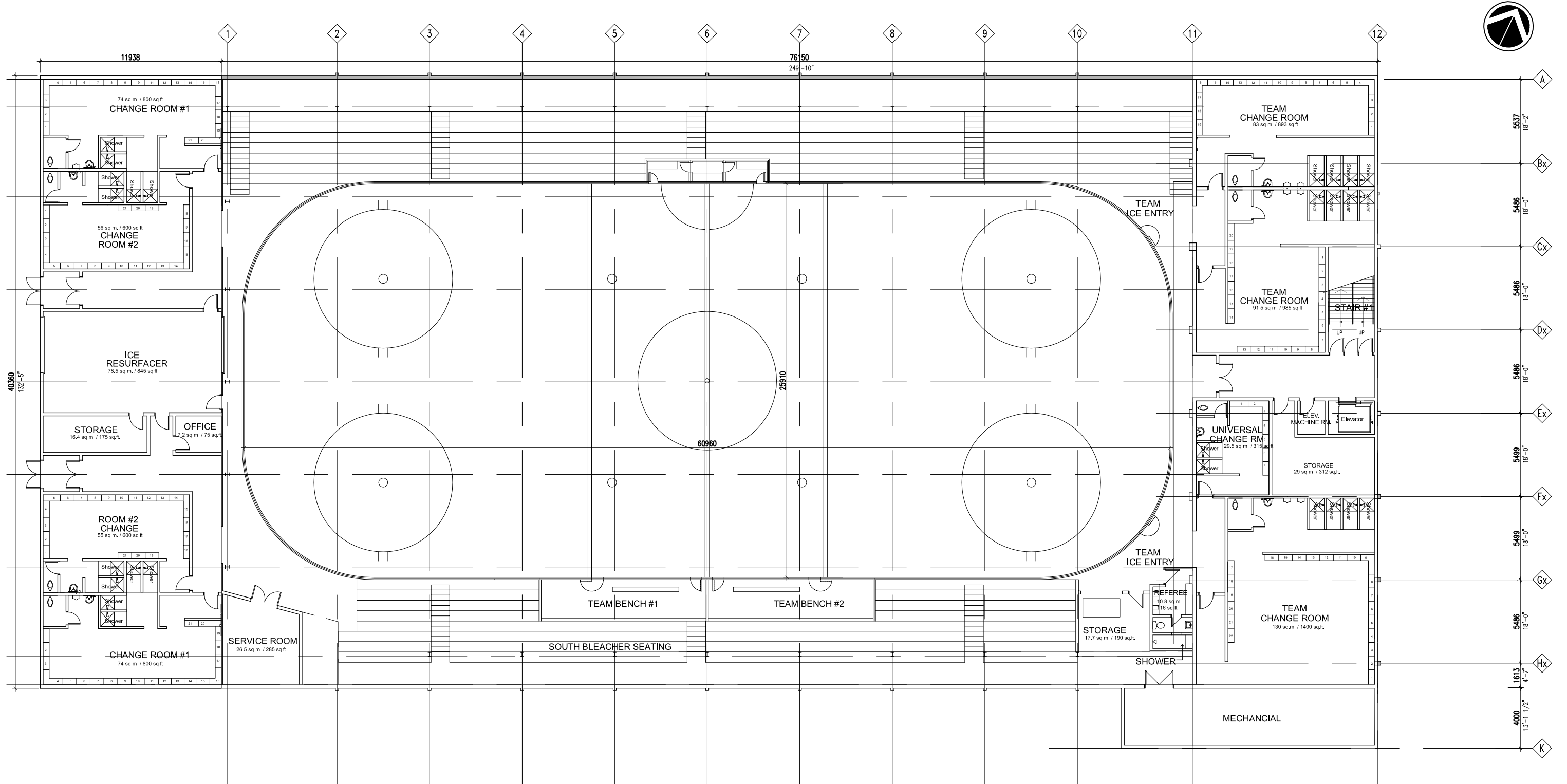
New West Addition 482 sq.m. / 5188 sq.ft
Modernization 530 sq.m. / 5700 sq.ft

FORT SASKATCHEWAN- JRC REDEVELOPMENT

MAIN FLOOR PLAN— Revised Concept Design— Phased Construction

October 08, 2015

SCALE 1: 250



New West Addition 482 sq.m. / 5188 sq.f.t
 Modernization 492 sq.m. / 5295 sq.f.t

FORT SASKATCHEWAN- JRC REDEVELOPMENT

LOWER FLOOR PLAN– Revised Concept Design – Phased Construction

CITY OF FORT SASKATCHEWAN

Deferral of Off-Site Levy Payments for Fort Industrial Estates Stage 6

Motion:

That Council direct Administration to amend Development Agreement DA-2009-02, Schedule F-5, clause 4(b) from December 31, 2016 to December 31, 2018, which approves a deferral of off-site levy payments in accordance with Bylaw C1-14 3(h)(iv).

Purpose:

For Council to consider extending deferred levy payments in Fort Industrial Estates Stage 6 until December 31, 2018.

Background:

Development Agreement DA-2009-02 covers the Light Industrial Area in Fort Saskatchewan that is currently being developed by TAG Developments (formerly Trans America Group). The area is located south of Highway 15, bound in the west by East Gate Business Park and in the east by Strathcona County. The Development Agreement was first endorsed on September 2, 2009 with six subsequent addendums.

In 2010, the developer began preparing the Stage 3 Development Agreement addendum. At the time, Off-Site Levy Bylaw C33-07 required that all levy payments were to be provided in two installments; the first payment of 50% was due upon signing, and the second 50% installment was due one year later. The developer submitted a request to Council that the Off-Site Levy Bylaw be amended to include a clause that levy payments for industrial areas be deferred until the time of lot sale. This request was approved by Council on May 11, 2010.

In July 2010, Council approved a deferral request for Fort Industrial Estates Stage 3 (DA-2008-02; Addendum 2), allowing 100% of the levy payment to be deferred until the time of lot sale. As a protective measure for the City's interests, caveats were registered on Title prohibiting lot sales until after levy payments had been received.

In June 2014, Council approved a second deferral request allowing 100% of the levy payments to be deferred until the time of lot sale or the date of December 31, 2016, whichever came first.

On May 18, 2017 TAG Developments submitted a letter asking to extend the deferred levy payment until the time of lot sale or December 31, 2018 (Appendix B).

Plans/Standards/Legislation:

TAG's request is in line with current Off-Site Levy Bylaw C1-14. The Bylaw contains the following clauses on the application of the levy:

- 3(h)(iii) the deferred portion of the Off-Site Levy shall be a maximum of FIFTY (50%) PERCENT of the Off-Site Levy payable, and the maximum period for deferral shall be one (1) year from the date of entry into the Development Agreement; or*
- 3(h)(iv) any other form of payment deferral for the Light/Medium Industrial Development Area as approved by Council.*

Outcome:

There are a number of reasons to grant and not grant deferral of an off-site levy payment. These reasons include:

Reasons to grant a deferral:

- 1) Potential to use the deferred payment to promote Fort Saskatchewan's industrial district:
 - The deferral could promote economic investment and Fort Saskatchewan's business friendly approach. TAG has expressed the intent to use the deferred funds to develop show suites to market the lots to potential investors considering Fort Saskatchewan.
- 2) Balance the cost of developing the large parcels necessary for industrial development:
 - Off-site levies are charged on the developable area of the subdivision. Because industrial parcels are large, the off-site levies owing are greater than typical residential developments.
- 3) Balance the risk associated with slower land absorption:
 - Light and medium industrial land absorption is generally slower than commercial and residential. The residential approach of securing a percentage of deposits prior to subdivision does not work for industrial. Nor does the commercial approach of securing an anchor tenant first. As such, industrial developers subdivide based on greater speculation, which increase the risk but is necessary for attracting users. Deferring the levy payment until lot sale decreases this risk.

Reasons to not grant a deferral:

- 1) Not a recommended practice by off-site levy bylaw development experts:
 - Legal counsel and professionals that assist in developing off-site levy bylaws recommend off-site levies be paid in full at the time of subdivision endorsement or issuance of a development permit. Deferring payment to a later date exposes the municipality to risk, which could require legal action and/or a stop work order, both of which are time consuming and costly.
- 2) Increases the City's administrative cost:
 - The deviation from standard practice requires additional tracking from multiple departments, consuming staffing resources that increase in complexity with each deferral.
- 3) Impacts to the Off-Site Levy Reserve:
 - The levy reserve is shorted interest that would have accrued if payments were received up front or on time. Should other industrial developers move to Fort Saskatchewan the shortfall would be shared amongst all contributors to the levy through regular updates to the Off-Site Levy Bylaw.
 - Delayed contributions to the Levy Reserve could result in insufficient funding being available for infrastructure projects when needed. The infrastructure costs would need to be up fronted by a developer or the City, which could reduce the City's debt capacity, pose additional potential risk, and or discourage development by not providing needed infrastructure.

Administrative Recommendation:

Administration is recommending this request for an off-site levy deferral be approved by Council as the final deferral. The deviation from the standard practice increases the administrative tracking cost with each request. The City is exposed to risk that industry professionals advise against. Furthermore, the delays required to sort through the request place a burden on the Reserve that could impact other industrial developers. Recognizing the long-term impacts of

the deferral, the short-term reality is providing time to absorb the outstanding costs into business operations would assist the developer. The approach of allowing the deferral as a final deferral aids the developer, but positions Administration to manage the outstanding deferrals as an anomaly instead of as an adjustment in practice.

Administration recommends this deferral be provided as the last deferral.

Alternatives:

1. Council may direct Administration to defer the levy payment to the requested December 31, 2018 date by passing the motion listed above.
2. Council may direct Administration to defer the levy payment to a date of Council's choosing.

Financial Implications:

There are currently outstanding charges owed on the deferred levy payment. A deferred levy payment of \$730,934.00 was due on December 31, 2016.

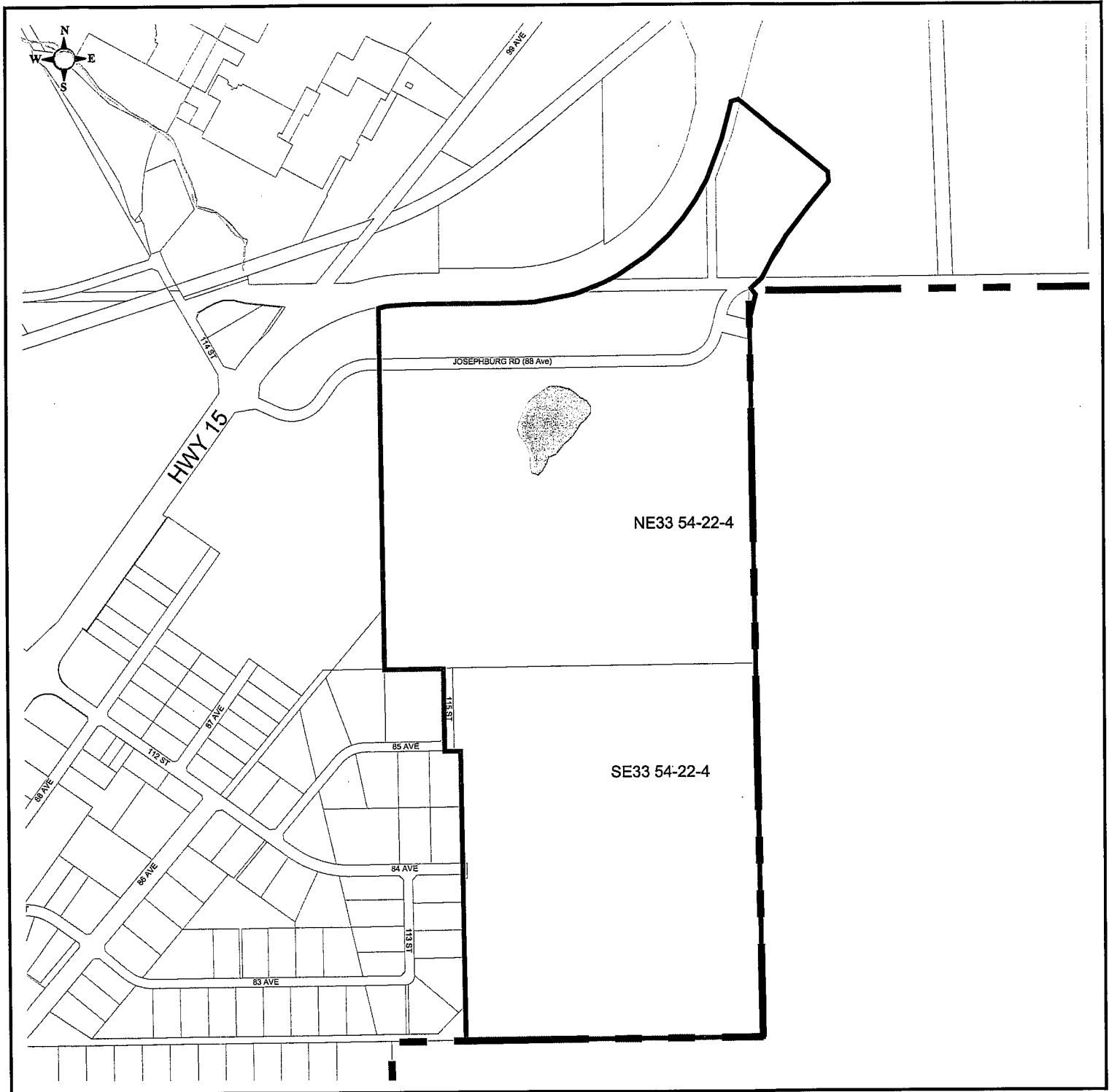
Attachments:

1. Appendix A - DA-2009-02 Schedule "A" – Development Area
2. Appendix B - Request for Extension of Deferred Levies
3. Appendix C – Location Map

File No.: Deferral of Levy payments in Fort Industrial Estates Stage 6 Development

Prepared by:	Dean McCartney Acting Director, Planning & Development	Date: June 1, 2017
Reviewed by:	Janel Smith-Duguid Director, Special Projects	Date: June 6, 2017
Reviewed by:	Jeremy Emann Chief Financial Officer	Date: June 6, 2017
Reviewed by:	Troy Fleming Acting City Manager	Date: June 7, 2017
Submitted to:	City Council	Date: June 13, 2017

Schedule "A" Development Area



 Subject Area



1603, 10104 – 103 Avenue
Edmonton, AB T5J 0H8
PH 780-486-3919
FX 780-484-6227
www.tag.ca

May 18, 2017

10005 102 Street
Fort Saskatchewan, AB
T8L 2C5

Attention: Mr. Dean McCartney, Interim Director of Planning & Development

Re: Request for extension of Deferred Levies Payments

Dear Dean:

Further to our letter of June 4, 2014 please accept this as an official request to defer levie payments in our Fort Industrial Estates Stage 6 Development.

To date, we have sold 2 lots in this stage representing 4.60 ha of the 18.15 ha subdivision. To this extent, we request an extension of the deferred levie payment agreement from December 31, 2016 to December 31, 2018 which will allow us to ensure continued capital investment in the area.

We request the same terms apply whereby the proportionate levie amount for each lot be paid to the City once TAG Developments sells the lots and upon the transfer of title to each lot purchaser. The municipality will remain secured by having the Development Agreement registered on title until all monies associated with that lot are paid to the City, at which time the City will provide a discharge of the Development Agreement registered on title of the particular lot.

This extension will give us the opportunity to continue to market these lots for sale and use these funds to invest into our Heartland buildings by constructing show suites. This will give us the opportunity to showcase office space in Fort Saskatchewan in an effort to attract new businesses to the industrial park.

We look forward to reviewing this proposal with you. Please do not hesitate to contact me if you have any questions.

Sincerely,
TAG DEVELOPMENTS LTD.

A handwritten signature in black ink, appearing to read "Mark Tanasichuk", is written over a horizontal line.

Mark Tanasichuk
VICE PRESIDENT DEVELOPMENT

APPENDIX C



 **Subject Area**

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

CITY OF FORT SASKATCHEWAN

Confidential Land Matter

Motions:

1. That Council discuss a confidential land matter in-camera which falls under an exception to disclosure in Section 23(1) of the *Freedom of Information and Protection of Privacy Act* (FOIP) relating to the purchase or lease of land.
2. That Council approve the recommendation (Alternative #3) put forward in the confidential in-camera report presented at the June 13, 2017 Council meeting, regarding land matters.

Purpose:

For Council to provide direction as per the in-camera land matter presented on June 13, 2017.

Background:

At the May 23, 2017 regular Council meeting, Councillor Hennig presented a notice of motion that Council discuss in-camera, which falls under an exception to disclosure in Section 23(1) of the *Freedom of Information and Protection of Privacy Act* (FOIP) relating to the purchase or lease of land.

This matter will be made public when appropriate.

File No.:

Prepared by:	Sheryl Exley Legislative Officer	Date: June 7, 2017
Approved by:	Brenda Molter Director, Legislative Services	Date: June 7, 2017
Reviewed by:	Troy Fleming Acting City Manager	Date: June 7, 2017
Submitted to:	City Council	Date: June 13, 2017

CITY OF FORT SASKATCHEWAN

High Performance Sports Field Naming Rights

Motion:

That Council approve a Fort Saskatchewan based company, as sponsor for naming rights for the High Performance Sports Field, as per the report presented during the June 13, 2017 in-camera Council meeting.

Purpose:

For Council to provide direction as per the in-camera discussion on the High Performance Sports Field Naming Rights matter, presented to Council on June 13, 2017.

Background:

This matter is considered confidential within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act* and will be made public when appropriate.

Prepared by:	Barb Shuman Director, Recreation Services	Date: June 7, 2017
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Approved by:	Brenda Rauckman General Manager, Community & Protective Services	Date: June 7, 2017
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Reviewed by:	Troy Fleming Acting City Manager	Date: June 8, 2017
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Submitted to:	City Council	Date: June 13, 2017
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CITY OF FORT SASKATCHEWAN

Notice of Motion – Procedure Bylaw C1-16

Motion:

That Council direct Administration to bring back amendments to Procedure Bylaw C1-16, Section 12.7 to state: During a Council meeting the Chair shall invite members of the public to speak to any matter that is considered relevant to the City of Fort Saskatchewan. The speaker shall be granted a maximum of five minutes to speak to an item, followed by clarifying questions of Council. In the event that all persons who expressed an interest to speak cannot be heard within the allotted thirty minutes at the beginning of the Council meeting they will be invited to attend the next Council meeting. Dialogue that pertains to a public hearing shall only be heard during the public hearing portion of the Council meeting.

Purpose:

To present a notice of motion requesting that appropriate amendments to Procedure Bylaw C1-16 be prepared for Council approval, permitting citizens to speak to any matter at a Council meeting.

Background:

At the May 23, 2017 regular Council meeting, Councillor Sperling presented a notice of motion requesting that Council's Procedure Bylaw C1-16 be amended to allow citizens an opportunity to speak under the Delegations section, on any item they wish for a maximum of 5 minutes.

Currently, Bylaw C1-16 provides opportunities for the public to speak to Council through the following methods:

1. During the Delegations portion of the meeting, the public may address Council for up to 5 minutes, relating to any item included on the Council agenda.
2. Individuals or groups could register to make a presentation to Council. This is done through receipt of a written request to speak to Council. The request must indicate the intent of their presentation, whether they would like to provide Council with information or make a request from Council which requires a decision.
3. A member of Council may make a notice of motion to bring an item forward for Council consideration. This would enable the public to speak to the matter should Council support the request and the item be placed on a future agenda.

Benefits of the proposed Bylaw amendment.

- Speakers would no longer have to register in advance, which streamlines the process for those who wish to address Council.
- Reduces staff time required for the preparation of a meeting agenda.

Benefits of the current process requiring registered presentations:

- Presentation material would be included on a Council agenda. Agendas are prepared and made public on the Thursday prior to the Council meeting. This allows for Council, Administration, media, and citizens to be aware of any items being presented at the meeting, and allows time for preparation.
- Including information on the agenda which is made public prior to the meeting, provides an awareness for residents who may also wish to attend the meeting to speak to the matter.

In August 2012, a procedural change was made to eliminate the Public Question Period from the Council meeting agendas. The purpose of the change was for Council agendas to reflect the business of Council, to streamline the meetings, and to focus on items of business which require Council decision. This practice is intended to provide structure, efficiency, predictability, and clarity when the public is making a presentation to Council.

Prepared by:	Brenda Molter, Director, Legislative Services	Date: June 7, 2017
Approved by:	Troy Fleming, Acting City Manager	Date: June 7, 2017
Submitted to:	City Council	Date: June 13, 2017