



CITY OF FORT SASKATCHEWAN AGENDA

Regular Council Meeting Tuesday, September 12, 2017 – 6:00 P.M. Council Chambers – City Hall

- 6:00 P.M.**
1. **Call to Order** Mayor Katchur
 2. **Approval of Minutes of August 22, 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. **Unfinished Business**
 - 4.1 Landscaping Completion Requirements Janel Smith-Duguid (attachment)
 5. **New Business**
 - 5.1 Budgeting Policy Jeremy Emann (attachment)
 - 5.2 Curling Facility Update Grant Schaffer (attachment)
 - 5.3 Cancel October 10, 2017 Regular Council Meeting Brenda Molter (attachment)
 - 5.4 Draft Property Tax Policy Presentation John Dance (attachment)
 - 5.5 April – June 2017 Quarterly Report Troy Fleming / Jeremy Emann (attachment)
 6. **Bylaws**
 - 6.1 Bylaw C16-17 - Amend Land Use Bylaw C10-13 – Redistricting Part of NW, SW 24-54-23 W4M from UR - Urban Reserve to R3- Small Lot Residential District, and RC - Comprehensively Planned Residential District, - Windsor Pointe, Stage 2 – 1st reading Matthew Siddons (attachment)
 7. **Notice of Motions**
 - 7.1 Council Per Diems Coun. Garritsen (attachment)

7.2 Community Garage Sale Board

Coun. Bossert
(attachment)

8. **Points of Interest**

9. **Councillor Inquiries**

10. **In-Camera**

10.1 Intergovernmental Update

Janel Smith-Duguid
(verbal)

Under the Authority of FOIP, Section 21(1), Disclosure Harmful to Intergovernmental Relations

10.2 April – June 2017 City Manager's Confidential Report

Troy Fleming
(verbal)

Under the Authority of FOIP, Section 27(1), Privileged Information

11. **Adjournment**



**CITY OF FORT SASKATCHEWAN
MINUTES
REGULAR COUNCIL
Tuesday, August 22, 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, City Manager
John Dance, General Manager, Corporate Services
Brenda Rauckman, General Manager, Community & Protective Services
Janel Smith-Duguid, Acting General Manager, Infrastructure & Planning
Brenda Molter, Director, Legislative Services
Jeremy Emann, Chief Financial Officer
Barb Shuman, Director, Recreation Services
Dean McCartney, Acting Director, Planning & Development
Shawna McNeil, Finance Customer Service Coordinator
Wendy Kinsella, Director, Corporate Communications
Reade Beaudoin, Digital Media Coordinator
Sheryl Exley, Recording Secretary

1. Call to Order

Mayor Katchur called the August 22, 2017 regular Council meeting to order at 6:00 p.m.

2. Approval of Minutes of July 10, 2017 Regular Council Meeting

R159-17 MOVED BY Councillor Blizzard that the minutes of the July 10, 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

Nancy Roberts from the Heartland Roller Derby Association was in attendance to support the proposed Fort Saskatchewan Skateboard Park expansion project.

4. Presentation

4.1 Fort Saskatchewan Skateboarding Society Update on Fundraising

Joseph Weipert, President, Fort Saskatchewan Skateboarding Society was in attendance to provide an update on the proposed Fort Saskatchewan Skateboard Park expansion project and the Society's fundraising efforts to date. Mr. Weipert advised that the Fort Saskatchewan Skateboarding Society is requesting financial assistance from the City to fund the balance needed for the project.

R160-17

MOVED BY Councillor Garritsen that Council fund the balance of the construction cost for a Skateboard Park in the amount of \$161,561.00 from the Capital Projects Reserve.

In Favour: Gale Katchur, Frank Garritsen

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

DEFEATED

5. Unfinished Business

None.

8. New Business

8.1 City Naming Registry

Presented by: Brenda Molter, Director, Legislative Services

R161-17

MOVED BY Councillor Hennig that Council approve the inclusion of the name, Helmuth Ritter, to the City Naming Registry.

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

CARRIED UNANIMOUSLY

R162-17

MOVED BY Councillor Hennig that Council approve the naming of the new Fire Hall located on Southridge Boulevard as the Helmuth Ritter Fire Hall, once it is constructed.

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

CARRIED UNANIMOUSLY

Mayor Katchur called a short recess at 6:57 p.m.

The regular Council meeting reconvened at 7:01 p.m.

6. Public Hearing

6.1 Bylaw C15-17 – Amend Land Use Bylaw C10-13

Presented by: Dean McCartney, Acting Director, Planning & Development

Mayor Katchur opened the Public Hearing at 7:02 p.m.

A Public Hearing was held to hear any submissions for and against Bylaw C15-17, which amends Land Use Bylaw C10-13. Bylaw C15-17 received first reading at the July 10, 2017 regular Council meeting.

Mayor Katchur asked if anyone in attendance wished to speak in favour or against Bylaw C15-17.

There were no submissions.

Mayor Katchur closed Public Hearing at 7:33 p.m.

7. Business Arising from Public Hearing

7.1 Bylaw C15-17 – Amend Land Use Bylaw C10-13 – 2nd & 3rd reading

Presented by: Dean McCartney, Acting Director, Planning & Development

R163-17

MOVED BY Councillor Blizzard that Council amend Bylaw C15-17, which amends Schedule “A” of Land Use Bylaw C10-13, by deleting the following under Part 5 – Residential Land Use Districts:

5.5 Building and Structure Projections in Residential Land Use Districts

5.5.2 A Room-Enhancing Cantilever may not project into any setback areas, except :

- (a) project up to a maximum of 0.6m (2.0ft) in to a front flanking yard setback area, provided that the width of any single room-enhancing cantilever does not exceed 3.0m (10.0ft) and that the cumulative total of all room-enhancing cantilevers does not cover more than 50% of the front flanking building facade.

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

CARRIED UNANIMOUSLY

R164-17

MOVED BY Councillor Blizzard that Council amend Bylaw C15-17, which amends Schedule "A" of Land Use Bylaw C10-13, by adding the following under Part 5 – Residential Land Use Districts:

5.5 Building and Structure Projections in Residential Land Use Districts:

5.5.2 A Room-Enhancing Cantilever may not project into any setback areas, except:

- (a) Subject to the approval of the Development Authority, a Room-Enhancing Cantilever may project up to a maximum of 0.6m (2.0ft) in to a front flanking yard setback area, provided that the width of any single room-enhancing cantilever does not exceed 3.0m (10.0ft) and that the cumulative total of all room-enhancing cantilevers does not cover more than 50% of the front flanking building facade.

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

CARRIED UNANIMOUSLY

R165-17

MOVED BY Councillor Blizzard that Council amend Bylaw C15-17, which amends Schedule "A" of Land Use Bylaw C10-13, by deleting the following under Part 6 – Commercial Land Use Districts:

6.9 C1 – Neighbourhood Retail and Service District

6.9.2 (a) C1 Permitted

- Sign, Channel Letter
- Vehicle sales, leasing and rental facility (limited)

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

CARRIED UNANIMOUSLY

R166-17

MOVED BY Councillor Blizzard that Council amend Bylaw C15-17, which amends Schedule "A" of Land Use Bylaw C10-13, by adding the following under Part 6 – Commercial Land Use Districts:

6.9 C1 – Neighbourhood Retail and Service District

6.9.2 (a) C1 Permitted

- Eating and Drinking Establishment (limited)
- Sign, Channel Letter

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

CARRIED UNANIMOUSLY

R167-17 MOVED BY Councillor Blizzard that Council amend Bylaw C15-17, which amends Schedule "A" of Land Use Bylaw C10-13, by deleting Surveillance Suite under the IM – Medium Industrial District, 7.9.2 (b) IM Discretionary Uses.

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

CARRIED UNANIMOUSLY

R168-17 MOVED BY Councillor Blizzard that Bylaw C15-17 be given second reading, as amended, which is a bylaw to amend Land Use Bylaw C10-13.

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

CARRIED UNANIMOUSLY

R169-17 MOVED BY Councillor Blizzard that Bylaw C15-17 be given third reading, which is a bylaw to amend Land Use Bylaw C10-13. Birgit Blizzard

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

CARRIED UNANIMOUSLY

8. New Business

8.2 Request for Waiver of 2017 Property Tax Late Penalty – Tax Roll #4184000

Presented by Jeremy Emann, Chief Financial Officer and Shawna McNeil, Finance Customer Service Coordinator

R170-17 MOVED BY Councillor Sperling that Council grant the request to waive the \$136.72 late payment penalty associated with property tax roll #4184000.

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

Against: Stew Hennig

CARRIED

8.3 Council Direction – Former Dr. Turner Lodge Correspondence

Presented by: Brenda Molter, Director, Legislative Services

R171-17 MOVED BY Councillor Hennig that Council authorize the Mayor to sign the correspondence on behalf of Council to the Province of Alberta, Seniors and Housing Division, as included in the August 22, 2017 Council agenda, relating to the former Dr. Turner Lodge.

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

CARRIED UNANIMOUSLY

9. Bylaws

None.

10. Notice of Motions

10.1 Councillor Garritsen gave notice that he will introduce the following motion at the September 12, 2017 regular Council meeting:

"That Council direct Administration to post all Council per diems retroactively on the City's website from the start of the current term in October 2013."

10.2 Councillor Bossert gave notice that he will introduce the following motion at the September 12, 2017 regular Council meeting:

"That Council direct Administration to investigate the feasibility and possible locations for installing a fixed community garage sale board, and further that this information be presented to Council at the September 26, 2017 regular Council meeting."

11. Points of Interest

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

12. Councillor Inquiries

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

13. Adjournment

The regular Council meeting of August 22, 2017 adjourned at 8:14 p.m.

Mayor

Director, Legislative Services

CITY OF FORT SASKATCHEWAN

Landscaping Completion Requirements

Motion:

That Council direct Administration to bring forward an amendment to the definition of 'Landscaping' in Land Use Bylaw C10-13 to:

LANDSCAPING means the preservation or modification of the natural features of a site through the placement or addition of any or a combination of the following:

- (a) Soft landscaping elements **consisting of vegetation** such as trees, shrubs, plants, **gardens**, lawns and ornamental plantings;
- (b) Decorative hard surfacing elements such as bricks, pavers, shale, crushed rock or other suitable materials, excluding monolithic concrete and asphalt, in the form of patios, walkways and paths; and
- (c) Architectural elements such as decorating fencing, walls and sculptures.

Purpose:

The purpose of this report is to provide Council with information on options to ensure landscaping following residential development is completed in an appropriate period of time and to facilitate possible increases to minimum landscaping standards.

Background:

At the July 10, 2017 regular Council meeting, Council passed the motion:

That Administration be directed to present Council with a report outlining options for the municipality to ensure landscaping following residential development is completed in an appropriate period of time.

Topic Identification/Outcome:

The Land Use Bylaw definition for landscaping currently states:

LANDSCAPING means *the preservation or modification of the natural features of a site* through the placement or addition of any or a combination of the following:

- (a) Soft landscaping elements such as trees, shrubs, plants, lawns and ornamental plantings;
- (b) Decorative hard surfacing elements such as bricks, pavers, shale, crushed rock or other suitable materials, excluding monolithic concrete and asphalt, in the form of patios, walkways and paths; and

(c) Architectural elements such as decorating fencing, walls and sculptures.

Leaving a yard as bare dirt falls within this definition for landscaping. As such, bare dirt is currently considered acceptable as long as no noxious weeds, as defined in the Community Standards Bylaw, are prevalent. A simple amendment to the Landscaping definition could make bare dirt unacceptable:

LANDSCAPING means the preservation or modification of the natural features of a site through the placement or addition of any or a combination of the following:

- (a) Soft landscaping elements **consisting of vegetation** such as trees, shrubs, plants, **gardens**, lawns and ornamental plantings;
- (b) Decorative hard surfacing elements such as bricks, pavers, shale, crushed rock or other suitable materials, excluding monolithic concrete and asphalt, in the form of patios, walkways and paths; and
- (c) Architectural elements such as decorating fencing, walls and sculptures.

Council has the ability to make dirt unacceptable through this amendment. Following the amendment, landscaping completion would be required within 24 months of issuance of the Development Permit, as per existing regulations within the Land Use Bylaw. Prior to increasing the standard, the following should be taken into consideration:

1. Necessity

An average 300 houses (not including apartment dwellings) are constructed in Fort Saskatchewan every year. On average, 6 requests to address incomplete landscaping are submitted each year. As such, approximately 98% of new houses are landscaped prior to a request for municipal intervention.

Because most homeowners desire an aesthetically pleasing lot, the majority of landscaping is completed on a voluntary basis. When individual motivation is below the architectural standards, a landscaping deposit required by the developer is used to ensure the work is complete. Increasing the municipal standards for landscaping requirements may address circumstances where personal motivation and subsequently the developer's deposit fails to result in timely completion.

2. Flexibility

The preferred method for landscaping, especially in the front yard, generally consists of grass and decorative plantings. However, alternative landscaping, such as xeriscaping, artificial turf, and decorative gardening, is a growing trend. Amending the regulations to prohibit dirt could unintentionally limit homeowner choices.

3. Affordability

Shelter is a costly necessity. Ideally, funds are available with minimal to no interruption from start to finish throughout construction. However, a municipal requirement to complete landscaping within a specific timeframe could restrict a homeowner's ability to

direct funds to the area of highest need. This could be a substantial impact, particularly for those on the cusp of affordable homeownership.

Should Council wish to increase the landscaping requirements, an amendment to the Land Use Bylaw would be brought forward following the municipal election.

Prepared by:	Janel Smith-Duguid Acting General Manager, Infrastructure & Planning Services	Date: September 5, 2017
Approved by:	Troy Fleming, City Manager	Date: September 6, 2017
Submitted to:	City Council	Date: September 12, 2017

CITY OF FORT SASKATCHEWAN

Operating and Capital Budgets Policy FIN-024-C

Motion:

That Council adopt Operating and Capital Budgets Policy FIN-024-C.

Purpose:

To present Operating and Capital Budgets Policy FIN-024-C for adoption by Council.

Background:

The adoption of the City's operating and capital budgets are among the most critical policy decisions made by Council. The City's annual budget process allows the City to prioritize projects, programs and services based on anticipated revenues and expenses, and allocate the resources to fund them. To date, the City has operated in the absence of a formal policy which guides the preparation of operating and capital budgets.

At the June 27, 2017 regular Council meeting, a report on the Project Management Department's processes and procedures as they relate to capital project management was presented to Council as information. Council directed Administration to develop a Major Capital Project Budget Policy to be presented to Council for approval at the September 12, 2017 regular Council meeting.

At the July 10, 2017 regular Council meeting, a report on historical staff surpluses and possible mitigation strategies was presented to Council as information. Further to this, Administration advised that a Budget Policy was being developed to establish principles and guidelines for the preparation of budgets, to support the management of revenues and expenses, and to control operating budget surpluses. The Policy was expected to be presented to Council for approval at the September 12, 2017 regular Council meeting.

For ease of administration and implementation, both policies have been combined under Operating and Capital Budgets Policy FIN-024-C.

This Policy establishes principles and guidelines for the preparation of operating and capital budgets in accordance with the *Municipal Government Act*.

Highlights:

In addition to general guidance regarding the preparation and adoption of operating and capital budgets, the Policy includes:

- Mitigation strategies to reduce staff surpluses such as provisions for staff vacancies and salary grade level variances, budgeting new staff positions to start April 1, and budgeting new staff positions to start at mid-point salary grade levels;
- A two-step Council approval process for all major capital projects that require design work to be completed to determine a Class 3 or better cost estimate;
- Debt management and property tax strategy guidelines.

Plans/Standards/Legislation:

The *Municipal Government Act* requires that each municipal council adopt an operating budget and a capital budget for each calendar year.

Internal Impacts:

Adoption of Operating and Capital Budgets Policy FIN-024-C will require minimal staff training and resources, as the Policy largely reflects the City's existing practices which should mitigate any short-term impacts.

Attachments:

Operating and Capital Budgets Policy FIN-024-C

File No.:

Prepared by:	Jeremy Emann Chief Financial Officer	Date: September 5, 2017
Approved by:	John Dance General Manager, Corporate Services	Date: September 5, 2017
Reviewed by:	Troy Fleming City Manager	Date: September 6, 2017
Submitted to:	City Council	Date: September 12, 2017

OPERATING AND CAPITAL BUDGETS

Date Issued: September 12, 2017

Mandated by: City Council

Current Revision: September 12, 2017

Cross Reference:

- Tangible Capital Assets Policy FIN-018-C
- Financial Reserves Policy FIN-021-C
- Allocation of Operating Budget Surplus Policy FIN-022-C

Next Review: January 1, 2019

Responsibility: Chief Financial Officer

PURPOSE

This Policy establishes principles and guidelines for the preparation of operating and capital budgets.

POLICY

The City shall develop and adopt operating and capital budgets in an accountable, open and transparent manner that takes into consideration Council's strategic priorities, anticipated revenues and expenses, and the short and long-term impacts to the City.

This Policy establishes principles for the preparation of operating and capital budgets in accordance with the *Municipal Government Act*. In some cases these principles will stand alone, while in others the principles will be further supported by separate policies established by Council.

DEFINITIONS

Annual Budget Process - shall mean the yearly development of the City's operating and capital budgets for review and deliberation by Council in November, and adoption by Council in December.

Base Budget - shall mean the previous year's approved operating budget adjusted for one-time revenues and expenses.

Capital Budget - shall mean the long-term financial plan for the proposed acquisition and financing of tangible capital assets, more commonly referred to as the 10 Year Capital Plan.

Capital Expenditure / Project - shall mean any expenditure, other than a major capital project, in excess of \$10,000 incurred to acquire, construct or improve a tangible capital asset used in the provision of municipal services.

City - shall mean the City of Fort Saskatchewan.

Council - shall mean the municipal Council of the City of Fort Saskatchewan.

Estimate Class - shall mean a cost estimate classification as defined by the American Society for Testing and Materials (ASTM) within its standard ASTM E2516-11. Estimate classes 1 through 5 define the accuracy range of an estimate, with 1 being the most accurate and 5 being the least accurate.

Major Capital Project - shall mean the construction of a tangible capital asset with total projected costs in excess of \$500,000.

Operating Budget - shall mean the financial plan for the purchase and financing of the City's day-to-day operations and includes expenses such as salaries, wages and benefits, and materials, supplies and utilities. After all own-source revenues have been accounted for, property taxes are levied to balance this budget.

Operating Plan Request - shall mean a proposed adjustment to the base budget that is recommended by Administration and presented to Council for deliberation.

Tangible Capital Assets - shall mean land, buildings, water and sewer systems, roads, infrastructure, machinery, vehicles, and equipment that has been purchased, constructed or contributed to the City and provides long-term benefits.

Utility Operations - shall mean a component of the operating budget that includes water distribution, wastewater collection and solid waste services with these specific services provided on a user pay basis, ensuring that users pay the full cost of utility services.

GUIDING PRINCIPLES

The adoption of the City's operating and capital budgets are among the most critical policy decisions made by Council. The annual budget process allows the City to prioritize projects, programs and services based on anticipated revenues and expenses, and allocate the resources to fund them.

Operating Budget:

1. Budget Requirement

Operating budgets shall be prepared annually on a rolling four-year basis. Council will adopt year one of the operating budget and will accept the remaining three-year financial plan operating forecasts as information.

2. Base Budget

Operating budgets shall be developed based on the principle of sustaining established and Council approved programs and service levels. As such, the previous year's approved operating budget will be used as the starting point for development of the current year's operating budget.

3. Balanced Budget

- a. The City shall adopt a balanced budget with operating revenues equal to operating expenditures. Under limited circumstances, the approved operating budget may be amended to reflect approved Council motions.

- b. Any year end operating budget surpluses shall be allocated in accordance with Allocation of Operating Budget Surplus Policy FIN-022-C.

4. Multi-Year Approach

- a. The City shall incorporate a multi-year approach to the annual budget process. This approach reinforces the commitment to sustain a financially viable municipality, and communicates the City's short and long-term plans to residents, businesses, and other stakeholders.
- b. Operating budgets and financial plan operating forecasts shall include the operating impacts of approved capital projects and capital projects proposed within the 10 Year Capital Plan.

5. Budget Reallocations

Reallocations to the base budget shall be permitted in the preparation of operating budgets provided that the net effect on revenues and/or expenses is zero, and there is no net increase to budgeted salaries, wages and benefits. Budget reallocations do not require separate approval by Council.

6. Capital Funding

- a. Annual capital funding shall consist of a base funding amount within the approved operating budget that supports the 10 Year Capital Plan through funding of new, one-time capital expenditures.
- b. Operating budgets shall provide adequate capital funding to support the lifecycle maintenance and replacement of the City's tangible capital assets over the long-term in accordance with Financial Reserves Policy FIN-021-C.

7. New Permanent Staff Positions

- a. As part of the annual budget process, Administration shall present requests for new permanent staff positions as operating plan requests to Council. Only under unique circumstances will Council consider these types of plan requests over the course of the budget year.
- b. Operating plan requests for new permanent staff positions shall be:
 - i. budgeted based on a start date of April 1, or the actual start date if known, and
 - ii. budgeted at an initial midpoint salary grade level, or equivalent, as defined within the relevant collective agreement, or the actual salary grade level if known.
- c. In addition to direct staffing costs, operating plan requests for new permanent staff positions shall include any related equipment costs (e.g. office equipment, computers, cell phones, etc.) required by the position.

8. Current Staff Positions

The operating budget shall include provisions for staff vacancies and salary grade levels based on actual historic staff vacancy trends and salary grade levels. These provisions shall be determined annually and applied at the corporate level.

9. Revenues

a. Revenue Estimates

Operating revenues shall be estimated conservatively using an objective, analytical approach based on actual historic trends, predictive statistical analysis and professional judgment.

b. Revenue Diversification

Revenue diversification is an important consideration in the preparation of operating budgets, since the City has limited revenue raising tools available. After property taxes, user fees, fines and penalties are the most significant source of own-source revenue. A consistent and planned approach to the setting of user fees, fines and penalties shall be taken to protect this vital revenue source.

- i. The City shall charge fees for services where applicable and cost effective to do so. These fees shall be listed in the Fees & Charges Bylaw.
- ii. The City shall charge fines and penalties as permitted through policy, bylaw or other legislation.
- iii. The City shall endeavor to maximize cost recovery where applicable and cost effective to do so. Also, consideration shall be given to user affordability and regional competitiveness.
- iv. The City shall continuously pursue new and diverse revenues so as to limit the dependence on one, or only a few sources of revenue in order to maintain approved service levels.

c. Grant Revenue

The City shall continuously pursue federal, provincial and private operating grants, but will strictly limit financial support of these programs to avoid commitments which continue beyond funding availability.

d. One-Time and Unpredictable Revenues

One-time and unpredictable revenues, such as proceeds on sale of property, shall not be relied upon to fund ongoing expenditures, rather they shall be applied to:

- i. reserves in accordance with Financial Reserves Policy FIN-021-C; and/or
- ii. one-time expenditures; and/or
- iii. repayment of outstanding debt.

e. Unconditional New Operating Revenues

When the City creates or receives a new, stable, lasting and unconditional revenue source, Administration shall present an operating plan request to Council that recommends either:

- i. new programs or services; and/or
- ii. changes to existing programs or services; and/or
- iii. reductions to the property tax levy; and/or
- iv. additional debt repayment; and/or
- v. increases in reserve allocations.

10. Expenses

Operating expense projections shall be estimated using an objective, analytical approach based on actual historic trends, predictive statistical analysis and professional judgment.

11. Utility Operations

Utility operations shall be funded on a user pay basis such that users pay the full costs of utility services at rates established and approved by Council annually.

Capital Budget:

12. Budget Requirement

Capital budgets shall be prepared annually on a rolling ten-year basis. Council will give Administration approval to execute on year one of the 10 Year Capital Plan and will accept the remaining years as information. Under limited circumstances, the approved capital budget may be amended to reflect approved Council motions.

13. Capital Project Thresholds

Capital budgets shall only include capital projects with total projected costs in excess of \$10,000 in accordance with Tangible Capital Assets Policy FIN-018-C.

14. Asset Management

The City shall operate under an asset management framework, which includes the compilation and maintenance of a full tangible capital asset inventory that includes a condition based assessment and lifecycle plans to support the maintenance and replacement of tangible capital assets.

15. Multi-Year Capital Projects

- a. Capital projects with a completion timeframe of more than one budget year shall be identified as multi-year capital projects within the 10 Year Capital Plan.

- b. The total cost of a multi-year capital project shall be considered and deliberated by Council as part of the current year's capital budget.

16. Major Capital Projects

Where a major capital project requires design work to be completed to determine a Class 3 or better estimate, the project shall be approved by Council in 2 phases:

- a. Under phase 1, Council will approve 50% of the design money for the project based on a Class 5 estimate. The design process is started, refining the scope and project definition leading to a Class 2 or better estimate.
- b. Under phase 2, Council will approve the remainder of the design and construction budgets based on a Class 2 or better estimate.

17. Capital Financing

Several financing sources are available to fund capital projects including, but not limited to, federal and provincial grants, capital reserves, long-term debt and annual capital funding.

- a. Each capital project identified within the 10 Year Capital Plan shall include a planned capital financing source.
- b. Capital financing sources shall be reviewed annually to ensure that the allocation of funds are appropriate and that capital grants have been fully utilized.
- c. The future impacts of proposed capital projects on property tax rates, reserves, debt limits and debt service limits shall be included as part of the capital budget, or presented separately, where applicable.

18. Changes in Scope

Over the course of the budget year, there may be opportunities to change the scope of an approved capital project due to higher or lower than expected revenue or costs. The original scope of an approved capital project shall only be changed subject to Council approval.

Debt Management:

The City recognizes that debt management is an important long-term planning tool for reaching and achieving the City's objective of sustaining a financially viable municipality. The City also recognizes that excessive debt reduces the City's flexibility and its ability to respond effectively to unforeseen challenges.

- 19. Long-term debt shall be used to finance the purchase or construction of tangible capital assets having long term benefits. This asset category generally includes land, buildings, recreational facilities, water and sewer systems, and other major infrastructure, and excludes machinery, vehicles and equipment.
- 20. The use of long-term debt to finance long-term capital projects mitigates cost increases that could arise from the deferral of these projects, and ensures that long-term capital project costs are fairly and equitably distributed across generations that benefit from the underlying assets.

21. Long-term debt shall not be used to fund operating expenditures.

Property Tax Strategy:

The City relies on property taxes as an essential source of revenue to fund programs and infrastructure to support residents, businesses and industry.

22. The setting of property tax rates requires judgment on the part of Council with multiple factors to consider, balancing the interests of the overall community to distribute the tax burden fairly and equitably, while maintaining an affordable environment for residents, businesses and industry.
23. The property tax rates and corresponding annual tax increases / decreases established for budget purposes are reflective of estimates of assessment growth and market value changes.
24. The property tax bylaw finalizes assessment growth and market value changes for property tax rates and corresponding annual tax increases / decreases established at the time of bylaw adoption.

AUTHORITY / RESPONSIBILITY TO IMPLEMENT

1. The City Manager is responsible for administrative compliance and monitoring of this Policy.
2. The City Manager may delegate responsibility to the Chief Financial Officer to establish and administer compliance with this Policy, and for compliance with City Bylaws, the *Municipal Government Act*, and other applicable legislation.

CITY OF FORT SASKATCHEWAN

Curling Club Revitalization Project – Update

Purpose:

The purpose of this report is to provide Council with an update on the status and progress of the Curling Club Revitalization Project.

Background:

During the 2016 Budget process Council approved a \$2.5 million project to revitalize the Curling Club. In 2016 work began on the replacement of the ice plant and code upgrades required as a result of the replacement. At the same time the remaining upgrades and options were developed for Council consideration during the 2017 Budget process.

Three additional options were presented to Council for the revitalization of the Curling Club. Budget was approved to add additional space, replace the kitchen, and to reconfigure the space. This scope change added an additional \$2.5 million to the project budget for a total budget of \$5.0 million.

In late 2016, work began on the detailed design of the space, with consultation with the Curling Club. A Construction Manager (CM) was brought on to help refine the design and look for cost savings. Once the curling season had ended, the CM began the hazardous material abatement and demolition of the interior of the space.

With the hazardous material abatement complete and the ceilings stripped out, the design team was able to determine that their assumptions about the roof structure were not correct and that additional structural roof upgrades would be required. In consultation with the Curling Club it was decided on June 21 that the best course of action would be to replace the entire roof of the off-ice areas knowing that this would result in a two month delay to the project, pushing completion to late February 2018.

During the last two months while redesign of the roof was ongoing and steel orders have been placed, the project has continued to move forward. The piles and foundations for the addition have been installed, the water service has been upgraded and some interior work has been completed. The demolition of the exterior wall and roof is being staged to coincide with the arrival of the steel to minimize the time the structure is exposed to the elements.

With the delay in construction for the roof replacement, the contractor has committed to having the main floor viewing area available to the Club for the start of the season. As well, trailers are being rented to provide washrooms and clubhouse space for the Curling Club to use until construction is complete.

Financial Implications:

The project is progressing well. The structure has been opened up and the conditions have been accounted for. The roof replacement consumed a large portion of the contingency (\$300,000). There is \$135,000 remaining in the contingency, which is tight but anticipated to be adequate to complete the project.

Attachments:

Project Financial Summary

File No.:

Prepared by:	Grant Schaffer Director Project Management	Date: September 5, 2017
Approved by:	Janel Smith-Duguid General Manager, Infrastructure & Planning Services	Date: September 5, 2017
Reviewed by:	Troy Fleming City Manager	Date: September 5, 2017
Submitted to:	City Council	Date: September 12, 2017

Project 16030 Curling Rink Revitalization

Manager Farebrother

Category / Account		Original Budget	Budget Revisions	Current Budget	Amount Committed	Anticipated Commitments	Project Total	Variance	Amount Spent
100 Consultant Services									
100	General	\$ 455,000	\$ 0	\$ 455,000	\$ 447,610	\$ 0	\$ 447,610	\$ 7,390	\$ 364,474
Subtotal 100 Consultant Services		\$ 455,000	\$ 0	\$ 455,000	\$ 447,610	\$ 0	\$ 447,610	\$ 7,390	\$ 364,474
200 Buildings									
200	General	\$ 1,505,793	\$ 2,500,000	\$ 4,005,793	\$ 3,818,554	\$ 60,000	\$ 3,878,554	\$ 127,239	\$ 1,435,038
Subtotal 200 Buildings		\$ 1,505,793	\$ 2,500,000	\$ 4,005,793	\$ 3,818,554	\$ 60,000	\$ 3,878,554	\$ 127,239	\$ 1,435,038
500 Land Improvements									
500	General	\$ 1,530	\$ 0	\$ 1,530	\$ 1,530	\$ 0	\$ 1,530	\$ 0	\$ 0
Subtotal 500 Land Improvements		\$ 1,530	\$ 0	\$ 1,530	\$ 1,530	\$ 0	\$ 1,530	\$ 0	\$ 0
700 Machinery & Equip									
700	General	\$ 537,677	\$ 0	\$ 537,677	\$ 537,677	\$ 0	\$ 537,677	\$ 0	\$ 0
Subtotal 700 Machinery & Equip		\$ 537,677	\$ 0	\$ 537,677	\$ 537,677	\$ 0	\$ 537,677	\$ 0	\$ 0
Project Totals		\$ 2,500,000	\$ 2,500,000	\$ 5,000,000	\$ 4,805,371	\$ 60,000	\$ 4,865,371	\$ 134,629	\$ 1,799,512

CITY OF FORT SASKATCHEWAN

Cancellation of October 10, 2017 Regular Council Meeting

Motion:

That Council cancel the Tuesday, October 10, 2017 regular Council meeting.

Purpose:

The purpose of this report is to put forward a request to cancel the Tuesday, October 10, 2017 regular Council meeting.

Background:

Due to the proximity of this meeting to the upcoming Municipal Election scheduled for October 16, 2017, a recommendation is presented that the October 10, 2017 regular Council meeting be cancelled. Any routine business would then be dealt with following the election.

A notice advertising the cancellation of the regular Council meeting would be published in the local newspaper.

Recommendation:

That Council cancel the Tuesday, October 10, 2017 regular Council meeting.

File No.:

Prepared by:	Sheryl Exley Legislative Officer	Date: August 28, 2017
Approved by:	Brenda Molter Director, Legislative Services	Date: September 5, 2017
Approved by:	Troy Fleming City Manager	Date: September 6, 2017
Submitted to:	City Council	Date: September 12, 2017

CITY OF FORT SASKATCHEWAN
Draft Property Tax Policy Presentation

Topic Identification:

A Draft Property Tax Policy is being presented to Council for their review and feedback.

The City relies on property taxes as an essential source of revenue to fund programs and infrastructure to support residents, business and industry. The setting of property taxes requires judgement on the part of Council with multiple factors to consider balancing the interests of the overall community to distribute the tax burden fairly and equitably while maintaining an affordable environment for residents, business and industry. The draft Property Tax Policy provides consistent standards, principles and key factors to consider in the setting of property tax rates and will serve as a guideline to follow in making decisions best for Fort Saskatchewan.

Action Required:

Council has undertaken significant discussions on property taxation at meetings of Council and throughout Budget Deliberations. Taxation and assessment are complex subjects and applying Council's experiences with several years of property tax decisions are invaluable in drafting the City's Property Tax Policy. Council feedback on the draft policy will be utilized for refinement of the Property Tax policy.

Consultation will continue with the Fort Saskatchewan Chamber of Commerce to collaborate, consult and share information as progress is made on the property tax policy.

Administration will present the Policy for Council consideration and adoption at a future meeting.

Attachments:

Draft Property Tax Policy

File No.:

Prepared by:	John Dance General Manager, Corporate Services	Date: September 5, 2017
Approved by:	Troy Fleming City Manager	Date: September 6, 2017
Submitted to:	City Council	Date: September 12, 2017

PROPERTY TAX

Date Issued:

Mandated by: City Council

Current Revision:

Cross Reference:

Next Review: January 1, 2020

Responsibility: City Manager

PURPOSE

A major objective of the City is to be a financially sustainable organization that can provide quality services and support the City's long term capital plan. The City recognizes that an important component for reaching and maintaining this objective is a property tax strategy. This Policy provides consistent standards, principles, and key factors to consider when setting property tax rates to achieve the City's strategic building objectives.

POLICY

The City relies on property taxes as its primary source of revenue to fund the programs and infrastructure that support our residents, business, and industry. The setting of property tax rates requires judgement on the part of Council with multiple factors to consider; balancing the interests of the overall community; distributing the tax burden fairly and equitably, and maintaining an affordable environment for residents, business and industry.

DEFINITIONS

Assessment classes – shall mean one of four classes: residential, non-residential, farm land and machinery and equipment under current Alberta legislation.

Assessment growth – shall mean new construction that adds value to a property; can take the form of new buildings or improvements to existing property, new subdivisions, or machinery and equipment.

City – shall mean the City of Fort Saskatchewan.

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

Equitable - shall mean fair and impartial distribution in reference to tax burden being shared among property owners.

Market value - shall mean the price a pre-existing property might reasonably sell for to a willing buyer after appropriate time and exposure on the open market.

Property tax increase/decrease - shall mean annual changes in property taxes from the previous year expressed as a percentage.

Property tax split – shall mean the relevant contribution of non-residential to residential municipal property taxation expressed in percentage; where machinery and equipment class is legislatively included with non-residential and farm land by choice is included with residential.

Requisitions- shall mean taxes required to be collected by the City on behalf of the Government of Alberta for education as well as on behalf of the Heartland Housing Foundation

Taxation - shall mean the process of applying a tax rate to an assessed value to determine the taxes owing.

Tax burden – shall mean the economic costs or losses resulting from imposition of a tax.

Tax rate – shall mean the percentage of assessed value at which each property is taxed; can be expressed as a mill rate by multiplying the resulting tax rate x 1000.

Tax rate ratio – shall mean the ratio of municipal non-residential to residential tax rates and the differences in the tax rates applied to different classes based on ratios with the residential tax rate being the lowest as base or 1.0.

Tax Rate Bylaw –shall mean the bylaw established by council which finalizes assessment growth/market value change and requisitions and allows for the collection of property taxes; is distinguished from budget approval preliminary tax increase/decrease established by council in November or December which estimates assessment growth/market value change.

GUIDING PRINCIPLES

1. A long term tax rate perspective will be taken, considering multi- year operating, capital expenditures, and tax rate smoothing strategies, particularly for implementation of expanded services to avoid the impact of large tax increases.
2. The generally accepted principles of taxation shall form the foundation of decision making in terms of tax distribution: fairness and equity; predictability and stability; competitiveness; sustainability of revenues raised; simplicity; transparency; and efficiency of the tax system
3. The City shall endeavor to maintain and expand the non-residential assessment base (unweighted by tax rate) to be at more than 40% of the overall assessment base.
4. A floating/variable tax split approach will be utilized based on prior year's taxation and growth in assessment classes. The primary focus for the setting of tax rates will be the tax rate impacts and the property tax increase/decrease for assessment classes.
5. The City shall endeavor to achieve and maintain a tax rate ratio competitive in the economic region with flexibility to strategically adjust in response to changing circumstances, emerging issues, and achievement of the City's strategic building objectives.
6. The tax rates and property tax increase/decrease established at budget are reflective of estimates of assessment growth and market value change. The Tax Rate Bylaw finalizes assessment growth and market value change for tax rates and property tax increase/decrease. The Tax Rate Bylaw shall be prepared in accordance with the approved budget and requisitions.

7. Supplementary assessments, through annual bylaw, will be utilized to allow assessment to improvements added to land after the December 31st condition date for collection of property taxes for a portion of the current year.
8. Actual additional assessment revenue growth for the Tax Rate Bylaw, beyond estimates made at budget, shall be initially allocated to the Financial Stabilization Reserve and then transferred from reserves to be considered as part of following year's budget deliberations. Actual assessment revenue for the Tax Rate Bylaw, less than estimates made at budget, shall utilize Financial Stabilization Reserve to make up for any shortfall.
9. Separate tax rate levy lines will be utilized for the Dow Centennial Centre and will be considered for other major City projects.
10. The City shall consider future changes to provincial legislation relative to assessment and property taxes with changes approved by Council.

FACTORS TO CONSIDER FOR THE SETTING OF PROPERTY TAX RATES

- Impacts arising from the annual budget
- Tax rates for assessment classes
- Tax rate ratio
- Property tax increase/decrease for assessment classes
- Assessment growth and market value changes for assessment classes
- Assessment bases; both unweighted and weighted by tax rates
- Prior year tax rates for assessment classes as well as future years forecasted tax rates integrating tax smoothing strategies
- Property tax split and relevant contribution of assessment classes
- Comparators and regional competitiveness relative to tax rates and tax rate ratio for assessment classes. Comparators will be cities within the region (plus towns of Beaumont and Stony Plain) and Alberta Industrial Heartland communities. The city shall strategically position tax rates and tax rate ratio recognizing taxation levels are a function of taxable assessment base, budget, requisitions, and relative market value levels
- Implications of future assessment ratios through municipal boundary expansions

AUTHORITY / RESPONSIBILITY TO IMPLEMENT

The City Manager is responsible for administrative compliance with this Policy, and Council is responsible for compliance by its members, City Bylaws, the Municipal Government Act, and other applicable legislation.

CITY OF FORT SASKATCHEWAN

April – June 2017 Quarterly Report

Purpose:

This report provides an update on financial and operational highlights during the April – June 2017 Quarter.

Strategic Plan Status:

As outlined during the Budget process, the status of the Strategic Plan implementation will be included as part of the Budget process. An update will be provided mid-year, separate from the Quarterly Report.

Next Steps:

The Quarterly Report will be shared with the public through the City's website and a copy of the Report will be supplied to the media.

Attachment:

April – June 2017 Quarterly Report.

File No.:

Approved by:	John Dance General Manager, Corporate Services	Date: September 11, 2017
	Brenda Rauckman General Manager, Community & Protective Services	Date: September 11, 2017
	Janel Smith-Duguid Acting General Manager, Infrastructure & Planning Services	Date: September 11, 2017
Reviewed by:	Troy Fleming City Manager	Date: September 11, 2017
Submitted to:	City Council	Date: September 12, 2017

Quarterly Report

JUNE 2017

FINANCIAL REPORT

Rounded to the nearest thousand dollars, except where otherwise stated.

This unaudited financial report and the attached management report present the financial and operating results of the City of Fort Saskatchewan ("City") for the six months ended June 30, 2017 and are prepared in accordance to council motion 4-17.

Net Operating Variances From Budget	Six months ended June 30, 2017			Forecast for 2017		
	General Operations	Utility Operations	Total	General Operations	Utility Operations	Total
<i>Expressed in \$000s</i>						
Operating Revenue	(508)	(14)	(522)	(1,499)	(10)	(1,509)
Operating Expenses	1,680	169	1,849	1,719	169	1,888
Other Items	(75)	190	115	252	141	393
Operating Budget Surplus (Deficit)	1,097	345	1,442	472	300	772

YEAR TO DATE

In the first six months of 2017, the City had a total operating surplus variance of \$1,442,000, including \$1,097,000 surplus from general operations and a \$345,000 surplus from utility operations. Significant drivers for the year to date surplus from operations include:

Surplus Variances	Deficit Variances
<ul style="list-style-type: none">Staffing Surplus - \$726,000RCMP Contract - \$311,000Traffic Safety Program deferred - \$250,000Investment revenue - \$153,000Facility utility costs - \$132,000	<ul style="list-style-type: none">Traffic fine revenue, net - \$736,000Light turning permits - \$171,000

2017 FORECAST

The City is forecasting a \$772,000 surplus for 2017 including \$472,000 from General Operations and \$300,000 from Utility Operations. Traffic fine revenue, net of processing costs, is expected to be \$1,489,000 below budget, while labour, utility, and insurance costs are forecast to be \$786,000, \$237,000, and \$151,000 below budget in 2017. The RCMP is also expected to be \$264,000 below budget for the year.

CAPITAL PROJECTS

The 2017 Capital Program includes 67 capital projects. As at June 30, 2017, the City has completed 17 projects, while 46 are underway, and four have been delayed.

FINANCIAL POSITION

At June 30, 2017, the City's cash and investment balances were up compared to June 30, 2016. Cash balances are always highest in June when property taxes are due. Long term debt was \$41,366,000, down from \$42,727,000 at December 31, 2016.

The City is forecasting uncommitted reserve balances to be \$6,180,000 below optimal balances at the end of the year.



CITY OF
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FINANCIAL RESULTS FROM OPERATIONS

GENERAL OPERATIONS

Expressed in \$000s	Six months ended June 30, 2017			Year ended December 31, 2017		
	Budget	Actuals	Variance	Budget	Forecast	Variance
Operating Revenue						
Net Municipal Taxes	43,125	43,191	66	43,185	43,255	70
Sales, Rentals and User Charges	2,374	2,535	161	4,691	4,768	77
Fines and Penalties	1,774	852	(922)	4,602	2,809	(1,793)
Licenses and Permits	882	822	(60)	1,777	1,400	(377)
Government Transfers - Operating	1,238	1,177	(61)	1,569	1,639	70
Investment Income	265	417	152	694	979	285
Other Revenue	57	213	156	99	268	169
Total Operating Revenue	49,715	49,207	(508)	56,617	55,118	(1,499)
Operating Expenses						
Salaries, Wages, and Benefits	12,144	11,574	570	24,943	24,297	646
Contracted and General Services	5,138	4,643	495	11,429	10,857	572
Materials Supplies, and Utilities	2,631	2,492	139	5,430	5,242	188
Purchases from other Governments	2,442	2,044	398	4,756	4,473	283
Transfers to Individuals and Organizations	343	323	20	1,650	1,613	37
Interest and Bank Charges	795	725	70	1,450	1,434	16
Other Expenses	154	166	(12)	328	351	(23)
Total Operating Expenses	23,647	21,967	(1,680)	49,986	48,267	(1,719)
Surplus (Deficit) from Operations	26,068	27,240	1,172	6,631	6,851	220
Other Items						
Net Operating Transfers (to) from Reserves	(4,338)	(4,563)	(225)	(4,404)	(4,233)	171
Repayment of Debenture Principal	(1,218)	(1,068)	150	(2,227)	(2,146)	81
Net Other Items	(5,556)	(5,631)	(75)	(6,631)	(6,379)	252
Operating Budget Surplus (Deficit)	20,512	21,609	1,097	-	472	472

In the first half of 2017, the City had a year-to-date operating budget surplus that was \$1,097,000 greater than budgeted. The surplus is forecast to drop to \$472,000 for the year.

OPERATING REVENUE

Revenues were \$508,000 below budget in the first half of 2017. Traffic fine revenue was down \$922,000 in the period while user charges, investment income, and donation receipts were higher than budget. Revenues are forecast to be \$1,499,000 below budget for 2017 due to lower fine and permit revenue. Investment income is expected to continue to exceed budget for the remainder of the year.

OPERATING EXPENSES

Lower than planned operating expenses in the first half of 2017 helped to offset the decline in revenue. Year to date, the City was \$1,680,000 below budget on expenses. Lower than budgeted expenses were the result of the following:

- The surplus in salaries, wages, and benefits of \$570,000 in the first half of 2017 was predominantly the result of staff turnover in the Office of the City Manager, Protective Services, Infrastructure Management, and Project Management departments, coupled with new hires not being at the top of their pay scale or receiving full benefits. The majority of vacant positions have now been filled, therefore the City is forecasting a staffing surplus of \$646,000 for 2017.
- The City had a \$495,000 surplus in contracted and general services in the first half of 2017. Traffic fine processing costs were down \$196,000 year to date and are forecast to be down \$333,000 for 2017, which helps to offset the lower than expected fine revenue noted above. To mitigate the impact of the fine revenue deficit, the City has reduced spending on a number of 2017 initiatives, including cutting 2017 Traffic Safety Program (\$250,000). Lower than budgeted insurance premiums (forecasting \$48,000 surplus) and snow clearing costs (forecast \$151,000 surplus) for 2017 are also expected to contribute to forecast surplus from budget of \$572,000.
- Utility costs were \$132,000 below budget in the first half of 2017 and are forecast to be \$237,000 under budget for the year, contributing to an overall \$188,000 surplus in materials, supplies, and utilities forecasted for 2017.
- Purchases from other governments were \$398,000 below budget in the first half of 2017 due to lower than planned RCMP staffing levels and lower assessment charges.

OTHER ITEMS

Net operating transfers to reserves were greater than budgeted in the first half of 2017 due to additional transfers to reserves related to the receipt of a donation from the Special Transportation Services Society that was transferred to the Transportation Assistance Reserve, as well as timing differences between when transfers occurred.

Repayment of debenture principal are lower than budgeted in 2017 because the final debenture for the new RCMP building was pulled later than originally planned.



DEPARTMENT OPERATING RESULTS

Expressed in \$000s	Six months ended June 30, 2017			Year ended December 31, 2017		
	Budget	Actuals	Variance	Budget	Forecast	Variance
Elected Officials						
Mayor	(64)	(58)	6	(132)	(126)	6
Council	(148)	(130)	18	(312)	(292)	20
Total Elected Officials	(212)	(188)	24	(444)	(418)	26
City Manager Division						
Office of the City Manager (a)	(978)	(834)	144	(1,962)	(1,798)	164
Legislative Services Department	(529)	(583)	(54)	(1,062)	(1,091)	(29)
Total City Manager Division	(1,507)	(1,417)	90	(3,024)	(2,889)	135
Corporate Services Division						
Corporate Communications	(464)	(428)	36	(817)	(813)	4
Financial Services Department (b)	41,263	41,619	356	40,911	41,330	419
People Services Department	(629)	(619)	10	(1,462)	(1,452)	10
Information Technology Department	(1,314)	(1,345)	(31)	(2,245)	(2,248)	(3)
Total Corporate Services Division	38,856	39,227	371	36,387	36,817	430
Community & Protective Services Division						
Culture Services Department	(626)	(637)	(11)	(2,513)	(2,520)	(7)
Family & Community Support Services Department	(332)	(256)	76	(703)	(617)	86
Fire Services Department	(1,210)	(1,152)	58	(2,096)	(2,023)	73
Protective Services Department (c)	(2,342)	(2,404)	(62)	(3,748)	(4,386)	(638)
Recreation Department (d)	(3,612)	(3,452)	160	(6,416)	(6,188)	228
Total Community & Protective Services Division	(8,122)	(7,901)	221	(15,476)	(15,734)	(258)
Infrastructure & Planning Division						
Economic Development Department	(242)	(161)	81	(557)	(556)	1
Infrastructure Management Department	(3,672)	(3,672)	-	(7,903)	(7,859)	44
Planning & Development Department (e)	(348)	(376)	(28)	(940)	(1,045)	(105)
Project Management Department (f)	(4,241)	(3,903)	338	(8,043)	(7,844)	199
Total Infrastructure & Planning Division	(8,503)	(8,112)	391	(17,443)	(17,304)	139
Operating Budget Surplus (Deficit)	20,512	21,609	1,097	-	472	472



- (a) The City Manager position was vacant for most of the first half of 2017, resulting in a \$121,000 surplus variance from lower labour and other operating costs during the transition period. The Office of the City Manager is forecasting a \$164,000 surplus variance for 2017, primarily resulting from the change in City Manager.
- (b) Financial Services experienced a \$356,000 surplus in the first half of 2017 and are expected to have a \$419,000 surplus for the year.
 - (i) Investment income was \$152,000 higher than budget in the first half due to investment balances and return on investments being higher than planned. This trend is expected to continue for the remainder of 2017 resulting in a \$285,000 surplus for 2017.
 - (ii) Assessment service costs were \$94,000 below budget in the first half of 2017 and are \$88,000 lower than in the same period of 2016. The year to date variance was due to a decline in the number of building permits issued in the current period as well as a change in the timing of expense recognition to accommodate monthly variance analysis. The City is forecasting that assessment service costs will be \$16,000 below budget for the year due to the decline in building permits.

- (c) Protective Services had a \$62,000 deficit in the first half of 2017 and is forecasting a \$638,000 deficit for the year.
 - (i) Traffic fines revenue was \$932,000 below budget in the first half of 2017 and are forecast to be \$1,822,000 below budget for 2017. Ticket processing costs were also down \$196,000 in the first half of 2017 and are forecast to be \$333,000 below budget for the year, resulting in a net deficit of \$736,000 year to date and forecast deficit of \$1,489,000 for 2017.

In 2016, the City received approval for the wording of affidavits along with permission by the Crown to use the new Intersection Safety Devices.

In March 2017, as part of the provincial review of Intersection Safety Devices, the Province reviewed the use of the City's new ISD locations and the wording of the affidavits. The province determined it was important and necessary to update the affidavits and introduce independent testing of the camera systems by Community Peace Officers. While work to revise or introduce new processes was underway, Fort Saskatchewan

ISD based enforcement was discontinued. The local Crown Prosecutor arranged to cancel pending court cases.

The results of the collaboration between Fort Saskatchewan and the Province has been identified as the new standard for ISD based enforcement in Alberta.

- (ii) In order to help mitigate the impact of the loss of traffic fine revenue, protective services has not spent \$108,000 budgeted year to date for a traffic safety program and intends to defer the \$250,000 program for 2017.
- (iii) Protective services had a staffing surplus of \$213,000 in the first half of 2017 and is forecasting a \$243,000 staffing surplus for the year. The staffing surplus is the result of staff turnover and new hires not receiving full benefits and or being at the top of the pay grid.
- (iv) The RCMP contract was \$311,000 below budget for the first half of 2017 and is forecast to be \$264,000 under budget for the year due to a number of regular members being temporarily reassigned for parts of the year.

- (d) Recreation Services was \$160,000 under budget in the first half of 2017 and is forecast to be \$228,000 below budget for the year:
- (i) A staffing deficit of \$95,000 in the first half of 2017 was the result of higher than expected activity at the Dow Centennial Centre and programs running earlier in the year than budgeted. However, forecast \$89,000 savings in staff benefits resulting from employing more part-time and casual staff, and using more overtime than budgeted, are expected to eliminate this variance by year end;
- (ii) The Gymnastics Feasibility Study came in \$60,000 below budget, including \$46,000 that was to be funded from reserves;
- (iii) Insurance for the Dow Centennial Centre was \$79,000 below budget for the first half of 2017, and are expected to be \$39,000 lower for the year; and
- (iv) The reserve funded tourism hosing grant is expected to be underutilized by \$71,000.
- (e) A soft construction season is forecast to result in Planning and Development being \$105,000 below budget. Services fees are expected to be 50% below budget for the year while permits are expected to be 15% below budget in 2017.
- (f) Project Management was \$338,000 under budget in the first half of 2017 and is forecast to be \$199,000 under budget for the year. Debenture payments were below budget. Staffing and utilities surpluses also contributed to the department's surplus in the first half of the year.

UTILITY OPERATIONS

Expressed in \$000s	Six months ended June 30, 2017			Year ended December 31, 2017		
	Budget	Actuals	Variance	Budget	Forecast	Variance
Sales, Rentals and User Charges	8,052	8,041	(11)	16,908	16,901	(7)
Fines and Penalties	25	22	(3)	40	37	(3)
Total Operating Revenue	8,077	8,063	(14)	16,948	16,938	(10)
Operating Expenses						
Salaries, Wages, and Benefits	1,052	896	156	2,107	1,967	140
Contracted and General Services	504	456	48	1,268	1,255	13
Materials Supplies, and Utilities	312	315	(3)	674	633	41
Purchases from other Governments	4,838	4,903	(65)	9,624	9,664	(40)
Transfers to Individuals and Organizations	-	6	(6)	-	12	(12)
Interest and Bank Charges	103	78	25	206	193	13
Other Expenses	14	-	14	42	28	14
Total Operating Expenses	6,823	6,654	(169)	13,921	13,752	(169)
Surplus (Deficit) from Operations	1,254	1,409	155	3,027	3,186	159
Other Items						
Net Operating Transfers (to) from Reserves	(2,063)	(2,004)	59	(2,179)	(2,154)	25
Repayment of Debenture Principal	(424)	(293)	131	(848)	(732)	116
Net Other Items	(2,487)	(2,297)	190	(3,027)	(2,886)	141
Operating Budget Surplus (Deficit)	(1,233)	(888)	345	-	300	300

Utility operations had a \$345,000 variance from budget in the first half of 2017 and is forecast to have a \$300,000 for 2017. The surplus is the result of routine staff turnover and delays in pulling the debentures to fund the 2016 and 2017 sewer reline projects. Debentures will be pulled when the annual sewer reline program is complete.

CAPITAL PROJECTS

The 2017 Capital Program includes 36 new projects and 31 projects that were carried forward from 2016. As at June 30, 2017, the City has completed 17 projects, while 45 are underway, one has been cancelled and four have been delayed. The capital programs are summarized below. Additional project level details are attached in Appendix 2.

Expressed in \$000s	As at June 30, 2017		Capital Forecast	
	Approved Expenditure	Expenditure to date	Remaining Expenditure	Surplus (Deficit)
General Administration	1,655	532	1,018	105
Police/Bylaw	12,389	11,898	376	115
Fire	4,483	4,270	213	-
Common Services & Equipment Pool	998	335	607	56
Roads & Transportation	13,420	6,126	7,136	158
Recreation Services	21,324	8,557	12,110	657
Culture Facilities & Programs	1,707	874	833	-
Utility Rate Funded Projects	5,617	1,180	3,237	1,200
Levy Funded Projects	14,316	8,616	5,700	-
	75,909	42,388	31,230	2,291

HIGH PERFORMANCE SPORTS FIELD

Building construction is underway. Access road is paved. Turf installation is scheduled to be completed in August.

CURLING RINK

The interior demolition has been completed. Piles and foundation have also been completed. Roof and Exterior Wall demo to be completed in August. New water service is complete.

NEIGHBOURHOOD / LOCAL ROAD REHAB

Projects have been selected and would begin early September (Local Road Rehab). Underground utilities are nearing completion; surface work would begin right after (Neighbourhood Rehab).

RIVER VALLEY TRAIL SYSTEM

The construction of the bridge and trail has been put on hold until the Highway 15 bridge expansion plan has been finalised. Trail staircases however would be constructed by the end of the summer.

SEWER SERVICE RE-LINE

With the tender prices the City received for the 2016 project (which was tendered in 2017), it was realised that the City was able to complete the scope of work earmarked for 2017's program.



FINANCIAL POSITION HIGHLIGHTS

CASH AND INVESTMENTS

The City holds funds expected to be used in the next twelve months in its operating accounts or high interest savings accounts. Funds expected to be needed over longer time horizons are invested in Guaranteed Investment Certificates to earn a greater return on investment.

As at June 30, 2017, the City had the following investments:

	Friday, June 30, 2017		Thursday, June 30, 2016	
	\$000s	Return %	\$000s	Return %
Operating Accounts	43,387	0.95%	45,667	0.95%
High Interest Notice of Demand Accounts	-	n/a	7,500	1.40%
Guaranteed Investment Certificates	42,686	1.77%	26,800	1.66%
Total	86,073	1.36%	79,967	1.23%

Operating account balances are typically highest at the end of June due to the receipt of property taxes which are invested in July. Subsequent to the period, the City held excess operating funds in high interest notice of demand accounts earning interest at rates ranging from 1.40% to 1.85%, and Guaranteed Investment Certificates are earning between 1.85% and 2.00% per annum.

LONG TERM DEBT

The City borrows money from the Alberta Capital Finance Authority to fund the construction of capital projects. The total debt outstanding as at June 30, 2017 is \$41,366,000, which has been borrowed for the following projects.

Projects	Expressed in \$000s	Balance at June 30, 2017	Balance at December 31, 2016	Fully Repaid
Westpark Reservoir		631	631	Friday, October 16, 2020
Dow Centennial Centre		6,318	6,722	Friday, December 15, 2023
Sewer Service Reline		4,264	4,527	Tuesday, December 15, 2026
City Hall		13,282	13,607	Friday, December 16, 2033
100 Avenue Rehab		5,996	6,133	Saturday, September 15, 2035
RCMP Building		10,875	11,107	Monday, December 15, 2036
Total Debt Outstanding		41,366	42,727	

In the first half of 2017, the City paid \$1,360,000 in principal and \$758,000 in interest to service its debt.

Council has authorized the issue of \$2,400,000 in new debenture to fund the 2016 and 2017 sewer service reline projects. The City expects to issue a \$1,200,000 debenture to fund the 2016 project in December 2017. The City believes that the debenture for the 2017 project is no longer required because favourable prices received for the 2016 projects allowed both the 2016 and 2017 projects to be completed with.

RESERVES

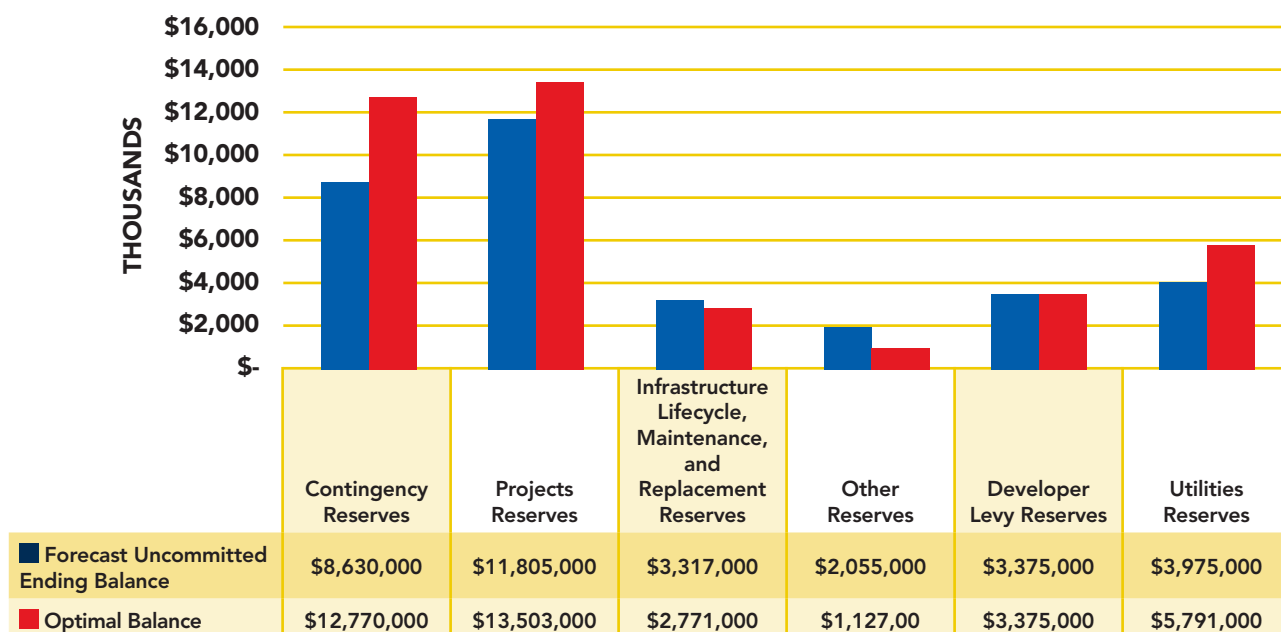
The City continues to maintain a balance between reserve funds, tax revenue, and debt financing. An important component of maintaining this balance is effective management of reserves. Council approved Financial Reserves Policy FIN-021-C on July 10, 2017 which provides consistent standards and guidelines for the management of existing reserves and the establishment of new reserves.

The Policy directs the establishment of reserves and reserve funding on an ongoing basis to ensure future funding requirements, stabilize fluctuations in operating and capital activities, provide contingency funding, and to reduce the need for debt financing.

The Policy includes a detailed reserve report for each reserve that includes an optimal balance formula which

is calculated to ensure that the respective balances are not depleted to the degree that those balances are no longer available to serve their intended purposes. The following graph compares the 2017 forecast uncommitted ending balances to the optimal balances by reserve category.

Optimal Reserve Balance Comparison
Forecast to December 31, 2017



Appendix

MANAGEMENT REPORT 2017 Q2

Grouped by Corporate Strategic Goal, this management report includes relevant actions within the Strategic Plan, key work plan projects and operational highlights. Council is provided quarterly reporting in order to support the oversight of the City: to support decision making; ensure accountability; and to provide transparent communication to the public.

GOAL ONE

POSITION FOR GROWTH. ENSURE THE LONG TERM SUSTAINABILITY OF OUR COMMUNITY AS A PREFERRED LOCATION TO LIVE, WORK AND PLAY; AS A REGIONAL SERVICE CENTRE; AND AS A GATEWAY TO ALBERTA'S INDUSTRIAL HEARTLAND.

- A municipal census was published June 2017 with a current population of 25,533, a 3.9% increase over 2017. A final report with detailed information will be available at the end of August.
- The City has made a submission to the Alberta Electoral Boundaries Commission relative to the proposed electoral boundary of Fort Saskatchewan-St. Paul, with the primary concern being the vast size of the proposed electoral division.
- In March, the province announced budget funding for the construction of a new twinned Highway 15 Bridge. Expected start is 2019 with a two to three year construction period after start. Draft engineering plans, for discussion purposes only, have recently been released by the Province for the twinning of the bridge as well as the overall transportation network involving the intersection of Highways 15, 37 and 825.
- The Infrastructure Management Department has consolidated roads and utilities operations under one business unit. An Infrastructure Strategies Unit has been created and will focus on implementation of Council priorities such as the water metre radio reader project, new residential waste/organic program, drainage study, as well as infrastructure management projects such as the JEG site master plan and water infrastructure modernization.
- The Land Use Bylaw Refresh will come before Council in July/ August and is intended to provide clarification for some regulations and address development trends.
- A parking study was completed by ISL Engineering and provides recommendations for downtown parking, commercial areas and new neighborhoods. A full copy is available through the Planning & Development Department.
- The Northeast River Crossing study is continuing. A second round of public engagement with options is planned for November.
- The Capital Region Board is transitioning to be more reflective of the capital region's needs, with reduced member municipalities from 24 to 13 including Fort Saskatchewan as a member.
- A Cemetery Master Plan was approved by Council as a guiding document for the next 25 years, along with an update to the Cemetery Bylaw.



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GOAL TWO

STRONG, DIVERSE ECONOMY. PROMOTE THE DEVELOPMENT OF ECONOMIC OPPORTUNITIES AND ATTRACTIONS AND DIVERSIFICATION OF THE INDUSTRIAL AND COMMERCIAL TAX BASE.

- Council committed to participation in the Edmonton Economic Development Entity, facilitated by the Capital Region Board, to promote investment in the metro region. The motion approved by Council provided a financial commitment of up to \$300,000 over a 3-year period to help fund this initiative. As the costs will now be shared by 15 municipalities, the actual amount required by the City is estimated to be \$74,200 over a 3-year period, further demonstrating the value in collaboration.
- May 8-13th was Economic Development week which included a campaign by the City and Chamber of Commerce to visit 400 local businesses (excluding home based and industrial facilities) in a single day to express our appreciation for being part of the community.
- In June a site selector's forum was held with regional partners to highlight the opportunities that exist for development in the region.
- As part of the Business Retention Strategy, the Economic Development department hosted a round-table discussion with representatives from the local business community, the provincial government and City departments to talk about issues and challenges the businesses face, and how we can work better together to overcome them. A number of recommendations will be incorporated into the City's work plans moving forward.
- The City, through the Greater Edmonton Economic Development Team, co-hosted the Business Retention and Expansion International (BREI) Annual Conference in June with delegates from across North America attending.



GOAL THREE

VIBRANT AND THRIVING COMMUNITY. VIBRANT AND THRIVING COMMUNITY. CONTINUE TO IMPROVE AND ENHANCE OUR SERVICES AND FACILITIES THROUGH QUALITY LAND DEVELOPMENT TO FOSTER A LIVEABLE AND SAFE COMMUNITY.

- The Shell Theatre is wrapping up their 2016-17 season. It was a phenomenal year with over 230 days booked at the theatre and strong cost recovery figures for shows and rentals.
- The sheep grazing program celebrates its 25th anniversary with commemorative t-shirts available at the Fort Heritage Precinct.
- The Legacy Park Family Festival was held June 3rd.
- The "Acres of Dreams" statue was unveiled June 15th and was followed by citizenship ceremony for 20 new Canadians.
- The Fort Saskatchewan Transit marketing campaign "We're Routing for You" won a Canadian Urban Transit Association Leadership Award for Marketing and Communications in May. Transit ridership increased in April and May over 2016 for both local and commuter service. A Transit advertising program was also initiated in May.
- The Curling Rink project is continuing to move forward and is scheduled to be complete in 2018.
- Washrooms at the Fort Heritage Precinct are complete.
- A Gymnastics Feasibility Study was reviewed by Council in June which included assessment and options of current and future demands for gymnastics in the community.
- New recreation software through IntelliLeisure will be utilized for program registration and other citizen facing applications early in 2018.
- The City is participating in an ongoing conversation with Heartland Housing Foundation relative to a sub-regional housing registry aimed at increasing accessible and affordable housing within the community.
- The second community garden is now complete with all of the garden beds rented. The site utilizes run off recycled storm water reducing the demands on water trucks. A contest for painting the garden shed with a sign/mural will provide an opportunity to celebrate a young artist in the community.
- The annual senior's tea was held June 6th; the theme this year was "celebrate where you are".
- The water meter radio reader installation project commenced with planned installation of 3000 transmitters over the old walk-route metres in 2017/2018, which will enhance the City's metre reading infrastructure and assist with the transition to monthly utility billing in 2018.
- The 2017 toxic round up was a success with 293 vehicles dropping off over 2600 kg of electronics, as well as paint and other hazardous household waste.
- Elk Island Catholic School Board is looking to change Saint John Paul II from a high school to a middle school (Grade 5-8) for September 2018.
- For the first six months of 2017 the fire department was requested to attend 192 incidents which reflected a 5% reduction in incidents compared to 2016. Incidents include fires, collisions, hazardous materials, medical and other. The fire department saw an increase in 2017 over 2016 of non-emergency services including inspections, educational sessions, occupancy load permits and construction safety plans.
- Two Fort Saskatchewan firefighters were recently recognized for unprecedented years of service; Helmuth Ritter for 50 years and Walter Thomas for 70 years of service.
- In May a second fire station report was reviewed by Council which included proposed timelines and scenarios for future design and construction.
- Protective Services held a successful youth safety bike rodeo in May with 103 youth attending.
- Fort Saskatchewan RCMP initiated an Integrated Intelligence Working Group with Edmonton Police Services and Strathcona County RCMP to plan joint operations and share intelligence on prolific offenders.
- In addition to regular policing, the RCMP continued initiatives to best meet the policing priorities approved by Council: reducing crime frequency and severity, improving traffic safety, reducing substance abuse and youth engagement.

GOAL FOUR

EXCELLENCE IN GOVERNMENT. EXCELLENCE IN GOVERNMENT. BE BEST IN CLASS SUSTAINABLE MUNICIPALITY THAT DELIVERS HIGH QUALITY, OPEN, AND TRANSPARENT SERVICES AND COMMUNICATION.

- The Aquatic Vote education campaign was launched in April with multiple communication strategies. All information directs citizens to visit fortsask.ca for details on the question and project.
- The City booth at the Chamber of Commerce Trade Fair in April was a great success and showcased the history of Fort Saskatchewan, the celebration of 25 years of the sheep grazing program, information on City services, and highlighted the Aquatic Vote.
- A new micro website, designed by our webmaster and precinct staff, for the Heritage Precinct school programs was launched in June.
- A number of financial and governance policies and bylaws were adopted by Council including: Financial Reserves Policy, Allocation of Operating Budget Surplus Policy, Procurement Policy, Council Remuneration and Expense Policy, Elections Bylaw, Elections Signage Bylaw, Election Campaign Provisions Policy, Sponsorship, Naming Rights and Advertising Policy (and supporting Sponsorship, Naming Rights & Advertising Strategy).
- Quarter two financial reporting will see the transition to analysis of actuals to budget of monthly income and expenses, reported on quarterly basis, enhancing the City's variance reporting, cash flow management and budgeting processes.
- PwC completed the City's annual external financial audit and presented the 2016 Audited Consolidated Financial Statements to Council in April.
- Supervisory and corporate-wide training included sessions on employment law/performance management, as well as workplace violence prevention through Alberta Municipal Health & Safety.
- The Dow Centennial Centre arena has moved to new technology for cold water arena flooding which will result in electricity and natural gas savings for the City.
- Council approved transition, in the fall, to a new electronic meeting management and video streaming system for Council meetings which will improve overall functionality for public, Council and administration.
- Through Council direction, a project management process review was undertaken which indicated current construction management processes follow best practices, however gaps exist in capital budgeting processes which will be addressed through a future major capital project budgeting policy. (Fall 2017)
- In response to a number of concerns expressed by residents, the City has been working with electricity and natural gas distributors to have them accurately reflect wording in their billing statements to residents.



Appendix 2

CAPITAL PROJECTS BREAKDOWN

AS OF JUNE 30, 2017 (UNAUDITED)

			a	b	c	a-b-c		
Project ID and Description	Year	LTD Budget	Total Expenditure To Date	Estimated Remaining Cost to Complete	Estimated Surplus (Overrun)	Estimated Completion Date	Comments	
Operating								
General Administration (12)								
Carry Forwards								
16-018	Computer Hardware/ Software New Acquisitions	2016	195,000	156,637	38,363	-	Dec-17	Installation of the new recreation software, IntelliLeisure, will begin in September
16-021	City Hall Space Development	2016	450,000	-	450,000	-	Dec-18	This is a placeholder. Additional funds would be needed in the future to complete the project
16-033	Project Management Software	2016	100,000	66,726	38,275	(5,001)	Oct-17	Full workflow to be completed. Custom reports yet to be implemented
2017								
17-010	City Hall Exterior Steps	2017	60,000	-	60,000	-	Oct-17	Seeking out additional quotes for bids
17-023	Computer Equipment Replacement	2017	180,900	111,594	69,306	1	Dec-17	Project on schedule and within budget
17-024	Computer Network Infrastructure	2017	296,550	90,980	175,000	30,570	Jun-18	Will need to carry over \$30,000 for website redesign. This is a Communications project originally planned for 2017 but won't happen until 2018. IT network infrastructure upgrades will be complete by Dec 2017.
17-028	Computer Hardware/ Software New Acquisitions	2017	367,350	105,568	182,000	79,782	Apr-18	Some of the \$122,500 Recreation Software replacement budget will need to be carried over to finish the IntelliLeisure implementation but won't have the exact numbers until we receive the scope of work and time line to complete the project. Will have more details in Q3.
17-048	Council Chambers Upgrades	2017	5,000	-	5,000	-	Sep-17	Project expected to be completed by the fall
Sub-total			1,654,800	531,504	1,017,944	105,352		



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Police/Bylaw								
Carry Forwards								
13-022	RCMP Building Construction	2013	12,000,000	11,831,594	168,406	-	Complete	Project complete. Waiting on final invoice from the RCMP (Towers)
16-036	New Intersection Safety Device Camera Installation	2016	222,500	24,982		197,518	Complete	Negotiated installation at no cost as part of extended agreement. Surplus would be used to cover shortfall in Animal Control Kennel pending review
2017								
17-032	Animal Control Kennel Building	2017	100,000	-	180,000	(80,000)	Dec-17	Early design work indicates the construction costs may be greater than the approved budget. Project is currently under review
17-033	Municipal Enforcement Patrol Vehicle	2017	66,000	40,800	28,000	(2,800)	Aug-17	Vehicle custom modification (upfit) is underway. MegaTech revised the cost to upfit
Sub-total			12,388,500	11,897,376	376,406	114,718		

Fire								
Carry Forwards								
16-052	Land, New Fire Station	2016	4,408,000	4,269,983	138,017	-	Complete	Project complete. Surplus to be used to service adjacent lots per purchase agreement
2017								
17-012	Breathing Air Compressor	2017	75,000	-	75,000	-	Dec-17	Project delayed due to staff changes
Sub-total			4,483,000	4,269,983	213,017	-		



Project ID and Description		Year	LTD Budget	Total Expenditure To Date	Estimated Remaining Cost to Complete	Estimated Surplus (Overrun)	Estimated Completion Date	Comments
Common Services & Equipment Pool								
2017								
17-004	Equipment Replace - 3/4 Chevy	2017	35,000	38,486	-	(3,486)	Complete	Project Complete
17-005	Equipment Replace - Cavalier	2017	32,000	29,331		2,669	Complete	Project Complete
17-006	Front Mount Mower Replacement	2017	90,000	87,575		2,425	Complete	Project Complete
17-007	Qtr Ton Truck Replacement	2017	25,000	-	25,000	-	Sep-17	Truck has been ordered. Delivery pending
17-008	Small Mower Replacement	2017	68,000	63,857		4,143	Complete	Project Complete
17-009	Equipment Replace - Backhoe	2017	150,000	-	150,000	-	Dec-17	Machine specifications are being finalised
17-015	Replace Bobcat Skidsteers	2017	101,000	51,483		49,517	Complete	Project Complete
17-025	Replace Case Loader	2017	225,000.00	-	225,000	-	Dec-17	Design specifications are being developed
17-027	Replace Freightliner & Attachments	2017	200,000	-	200,000	-	Jun-18	Machine specifications are being finalised
17-049	Replace Unit 75 Utility	2017	32,000	25,190	6,810	-	Complete	Project Complete
17-050	Replace Unit 103 Turf Vacuum	2017	40,000	39,526		474	Complete	Project Complete
Sub-total			998,000	335,449	606,810	55,742		



Roads & Transportation								
Carry Forwards								
14-031	Transit Park & Ride	2014	3,400,000	1,497,590	1,902,410	-	Oct-17	Construction is underway and on schedule
15-020	Replace Fuel Tank	2015	320,000	310,179		9,821	Complete	Project Complete
15-025	86 Ave/ Southfort Dr Widening	2015	2,400,000	2,231,739	20,000	148,261	Complete	Project complete. Final Acceptance Certificate (FAC) inspections and record drawings still to come
16-017	Local Road Rehabilitation	2016	2,600,000	1,920,756		679,244	Complete	Project complete. Surplus will be used in 2017's program
16-031	Access Road & Parking West River's Edge	2016	100,000	-	100,000	-	Sep-17	Lights on the access road would be installed late this summer/early fall depending on schedule from FORTIS
16-053	Northern Transfer Station	2016	0	50,289	(50,289)	-	Complete	This project was not initially in the capital budget. 75% of the project is going to be funded by the govt (Fed/ Prov). Bus lane addition has been completed. Heated shelter to be installed in spring 2017
16-054	Bus Stops	2016	0	63,192	(63,192)	-	Complete	This project was not initially in the capital budget. 75% of the project is going to be funded by the govt (Fed/ Prov). Waiting for spring 2017 to complete remaining asphalt pads and install shelters
2017								
17-019	Local Road Rehabilitation	2017	2,600,000.00	4,597	3,274,647	(679,244)	Dec-17	Projects have been selected and would begin in September
17-020	Neighbourhood Rehabilitation	2017	2,000,000.00	47,253	1,952,747	-	Dec-17	Underground utilities are nearing completion. Surface work to begin right after
Sub-total			13,420,000	6,125,594	7,136,323	158,082		



Project ID and Description		Year	LTD Budget	Total Expenditure To Date	Estimated Remaining Cost to Complete	Estimated Surplus (Overrun)	Estimated Completion Date	Comments
Recreation Services								
Carry Forwards								
12-025	River Valley Trail System	2012	4,210,000	2,881,515	750,000	578,485	Sep-17	Bridge and trail along highway have been put on hold until highway alignment is confirmed. Staircase will be constructed in the summer.
15-034	Conversion of Pointe Aux Pins to Multi-Use Trail	2015	300,000	-	300,000	-	Sep-17	Project underway. Contractors are working towards Construction Certificate Completion (CCC) status
16-026	New Dog Park at West River's Edge	2016	600,000	500,540	25,000	74,460	Aug-17	Work is being done to improve dog park entrance
16-029	Skateboard/BMX Park	2016	465,000	26,918	438,082	-	Sep-18	Detailed design will be completed. Construction pending fund raising from the Skateboard Society
16-030	Curling Rink Revitalization	2016	5,000,000	1,609,090	3,390,910	-	Sep-18	Interior demolition complete. Redesign work is being done on the roof structure
16-032	High Performance Sports Field & Amenities	2016	9,221,283	3,381,273	5,840,010	-	Oct-17	Building construction is still underway. Graveling of parking lot scheduled to be complete in July. Installation for turf expected in August
16-051	West River's Edge Dock	2016	66,000	66,000	-	-	Complete	Project Complete. Cheque received from Lions Club
2017								
17-001	Dow Centennial Centre Wi-Fi	2017	147,350	90,832	56,518	-	Sep-17	On schedule
17-013	Play Area Lifecycle - Kinsmen	2017	130,000	-	130,000	-	Sep-17	On schedule
17-014	Harbour Pool Universal Change Room	2017	1,030,000	-	1,030,000	-	Jun-18	Construction managers are being interviewed in July. Work to begin after contract is awarded
17-017	Light Mixing Console Replacement	2017	21,100	-	21,100	-	Sep-17	On schedule
17-038	DCC Ice Compressor Replacement	2017	50,000	-	44,858	5,142	Complete	Project Complete.
17-044	Ball Diamond Backstop and Fence	2017	23,000	-	23,000	-	Sep-17	Project on schedule
17-045	West River's Edge Dock	2017	15,500	-	15,500	-	Completed	Project Complete. Waiting on final invoices
17-047	Viewing Deck and Interpretive Signage Original Fort	2017	45,000	-	45,000	-	Sep-17	On schedule
Sub-total			21,324,233	8,556,168	12,109,978	658,087		

Cultural Facilities & Programs								
Carry Forwards								
14-040	River Valley Enhancements	2014	195,000	73,993	121,007	-	Oct-18	Project on hold as a result of work being done on highway alignment
16-001	Canada 150 Grant Fort Heritage Precinct Access	2016	415,200	129,767	285,433	-	Sep-17	Project is ongoing
16-002	Fort Heritage Precinct Site Enhancements	2016	750,000	670,197	79,803	-	Sep-17	Project is ongoing
2017								
17-026	Upgrade NWMP Fort Palisade Walls	2017	180,000	-	180,000	-	Nov-17	Design specifications are being finalised
17-042	Theatre Dimmer System	2017	80,000	-	80,000	-	Sep-17	On schedule
17-051	Shell Theatre House Lighting	2017	87,412	-	87,412	-	Sep-17	On schedule
Sub-total			1,707,612	873,957	833,655	-		
Total			55,976,145	32,590,032	22,294,133	1,091,981		



Project ID and Description		Year	LTD Budget	Total Expenditure To Date	Estimated Remaining Cost to Complete	Estimated Surplus (Overrun)	Estimated Completion Date	Comments
Utility								
Water Supply & Distribution								
Carry Forwards								
16-037	Water Meters - Radio Upgrades & Lifecycle Replace	2016	710,000	61,591	648,409	-	Aug-18	Project has been awarded to Corix. Work is underway
16-039	Transfer Station - Office Replacement	2016	75,000	-	75,000	-	Oct-18	Project on hold pending review of transfer station site and public works yard
Sub-total			785,000	61,591	723,409	-		
Sewage Collection								
Carry Forwards								
15-032	Sewer Service Relines	2015	1,200,000	911,168	288,832	-	Dec-17	IVIS (vendor) will be wrapping up the completion of 12 laterals
16-020	Sewer Service Relines	2016	1,200,000	206,971	993,029	-	Dec-17	Mainline work is complete. Sewer lateral tender has been awarded. Notices have gone out to affected residents, work started early July
2017								
17-021	Sewer Service Relines	2017	1,200,000	-		1,200,000	Cancelled	Project Cancelled. The tender prices received from 2016's reline project can be used to complete thescope of work earmarked for 2017's program
17-022	Sump Pump Retrofit Program	2017	300,000	-	300,000	-	Nov-17	Construction is underway
17-039	Solid Waste Cart Purchase	2017	932,400	-	932,400	-	May-18	Request For Proposal (RFP) under review, order will be issued September 2017 with delivery for spring 2018
Sub-total			4,832,400	1,118,139	2,514,261	1,200,000		
Total			5,617,400	1,179,730	3,237,670	1,200,000		
City Project Grand Total								
			61,593,545	33,769,762	25,531,803	2,291,981		

Levy Funded Projects								
Carry Forwards								
08-020	Southfort Highway Access - Westpark	2008	6,002,983	5,652,780	350,203	-	Aug-17	Final lift of asphalt is complete. Waiting for invoices
13-009	Medium Industrial Secondary Water Supply	2013	2,863,396	2,783,468	79,928	-	Jul-17	FAC inspection scheduled for July
15-014	Southfort Meadows - Park Amenity	2015	650,000	-	650,000	-	Dec-18	Waiting on the developer to build the park. The development stopped as there were no lots being built
16-050	Intersection Upgrades - 119 street & Hwy 15 (Design)	2016	250,000	61,170	188,830	-	Oct-18	Design is complete. Waiting on development to start construction
2017								
17-002	Southfort Drive Widening - Allard Way to South Greenfield	2017	4,250,000	119,193	4,130,807	-	Jul-18	Construction is underway
17-030	Traffic Lights on 94 Street	2017	300,000	-	300,000	-	Jul-18	RFP for design set to be sent out
Total Levy Funded Projects			14,316,379	8,616,611	5,699,768	-		

City and Developer Projects							
Grand Total		75,909,924	42,386,373	31,231,571	2,291,981		



CITY OF FORT SASKATCHEWAN

Bylaw C16-17 - Amend Land Use Bylaw C10-13 – Redistricting Part of NW, SW 24-54-23 W4M from UR - Urban Reserve to R3 - Small Lot Residential District, and RC - Comprehensively Planned Residential District, - Windsor Pointe, Stage 2

Motion:

That Council give first reading to Bylaw C16-17 to amend Land Use Bylaw C10-13 by redistricting part of NW, SW 24-54-23 W4M from UR - Urban Reserve to R3 - Small Lot Residential District, and RC - Comprehensively Planned Residential District.

Purpose:

To present Council with information regarding the redistricting application for Windsor Pointe Stage 2 and to request consideration of first reading of the associated bylaw.

Background:

Windsor Pointe is located in the southwest corner of Westpark and is the last neighborhood to be developed in the area. The Windsor Pointe neighbourhood is approximately 25.38 ha (62.71 ac) in size and at full build out it will accommodate an estimated 1,455 residents. A redistricting application for Stage 1 was approved by Council on April 11, 2017.

In August 2017, Landrex Inc. submitted a redistricting application to rezone lands for Stage 2. The lands proposed for redistricting are 3.10 ha (7.66 ac) in size, and are located west of Windsor Pointe Stage 1.

The subject lands are currently zoned as Urban Reserve which means they have been identified for future development. This Bylaw amendment would redistrict the lands to R3 (Small Lot Residential) and RC (Comprehensively Planned Residential) Districts. The R3 District allows for single-detached dwellings. The RC District allows for single-detached and semi-detached (two dwellings attached side by side) dwellings. An associated subdivision application for 33 single-detached lots, and 18 semi-detached lots is currently under review.

The Windsor Outline Plan identifies the location of the lane product in the south east portion of the neighbourhood, recognizing the limited opportunity to provide this product in the rest of the Plan area. Stage 2 is one of the few areas in Windsor Pointe that allows for cul-de-sac development with front attached garages and rear lane accessed garages, providing a mix of housing products and a varied streetscape.

As information for Council, even though the proposed R3 district allows front attached garages, through the engineering design approvals rear detached garages will be required where a lane is available to maximize use of the infrastructure. Ensuring maximized use of the lane assists the City from an ongoing maintenance perspective, in that:

- Rear lanes help in parking congestion, particularly in cul-de-sacs.
- Rear lanes allow for more street oriented development. Buildings with porches, balconies, and windows that face streets, parks and plazas help put more 'eyes on the street' and enhance safety in the neighbourhoods;

- Rear garages allow for adequate snow storage in the front yard, especially in the cul-de-sac developments; and
- Rear garages in a cul-de-sac assist with waste storage.

Plans/Standards/Legislation

The lands are designated as “Developing Community Area (DCA)” in the City’s *Municipal Development Plan*. The lands are designated as “Low Density Residential” in the *Westpark Area Structure Plan*. Further details regarding applicable policies can be found under Appendix B.

Should Council give first reading to Bylaw C16-17, a Public Hearing will be scheduled as per *Municipal Government Act*. Affected landowners will be notified by mail, and an advertisement will be published in the local paper for two consecutive weeks prior to the Hearing. The target date for the Public Hearing is September 26, 2017 and will be held in Council Chambers at 6:00 p.m.

Financial Implications:

Analysis on the financial considerations will be examined and outlined in the Public Hearing Report to Council.

Attachments:

1. Bylaw C16-17
2. Schedule A to Bylaw C16-17
3. Appendix A - Aerial Map
4. Appendix B - Related Policies
5. Appendix C - R3- Small Lot Residential District Regulations
6. Appendix D - RC- Comprehensively Planned Residential District Regulations
7. Appendix E - Westpark Area Structure Plan- Land Use Concept Map
8. Appendix F - Windsor Pointe Outline Plan- Land Use Concept Plan

File No.: Bylaw C16-17

Prepared by:	Matthew Siddons Current Planner, Planning & Development	Date: August 31, 2017
Approved by:	Janel Smith-Duguid Acting General Manager, Infrastructure & Planning Services	Date: September 5, 2017
Reviewed by:	Troy Fleming City Manager	Date: September 6, 2017
Submitted to:	City Council	Date: September 12, 2017



CITY OF FORT SASKATCHEWAN

A BYLAW OF THE CITY OF FORT SASKATCHEWAN IN THE PROVINCE OF ALBERTA TO AMEND BYLAW C10-13, LAND USE BYLAW

BYLAW C16-17

WHEREAS the *Municipal Government Act*, R.S.A.,2000, c.M-26 as amended or repealed and replaced from time to time, provides that a municipality has the power to amend the Land Use Bylaw;

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

1. That Appendix A, Land Use District Map covering part of NW, SW 24-54-23 W4M be amended to redistrict from UR (Urban Reserve District) to R3 (Small Lot Residential District), and RC (Comprehensively Planned Residential District), as shown on the attached Schedule "A".
2. This Bylaw is cited as the Amendment to Land Use Bylaw C10-13, as amended, repealed and/or replaced from time to time.
3. If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, the invalid portion must be severed and the remainder of the Bylaw is deemed valid.
4. This Bylaw becomes effective upon third and final reading.

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

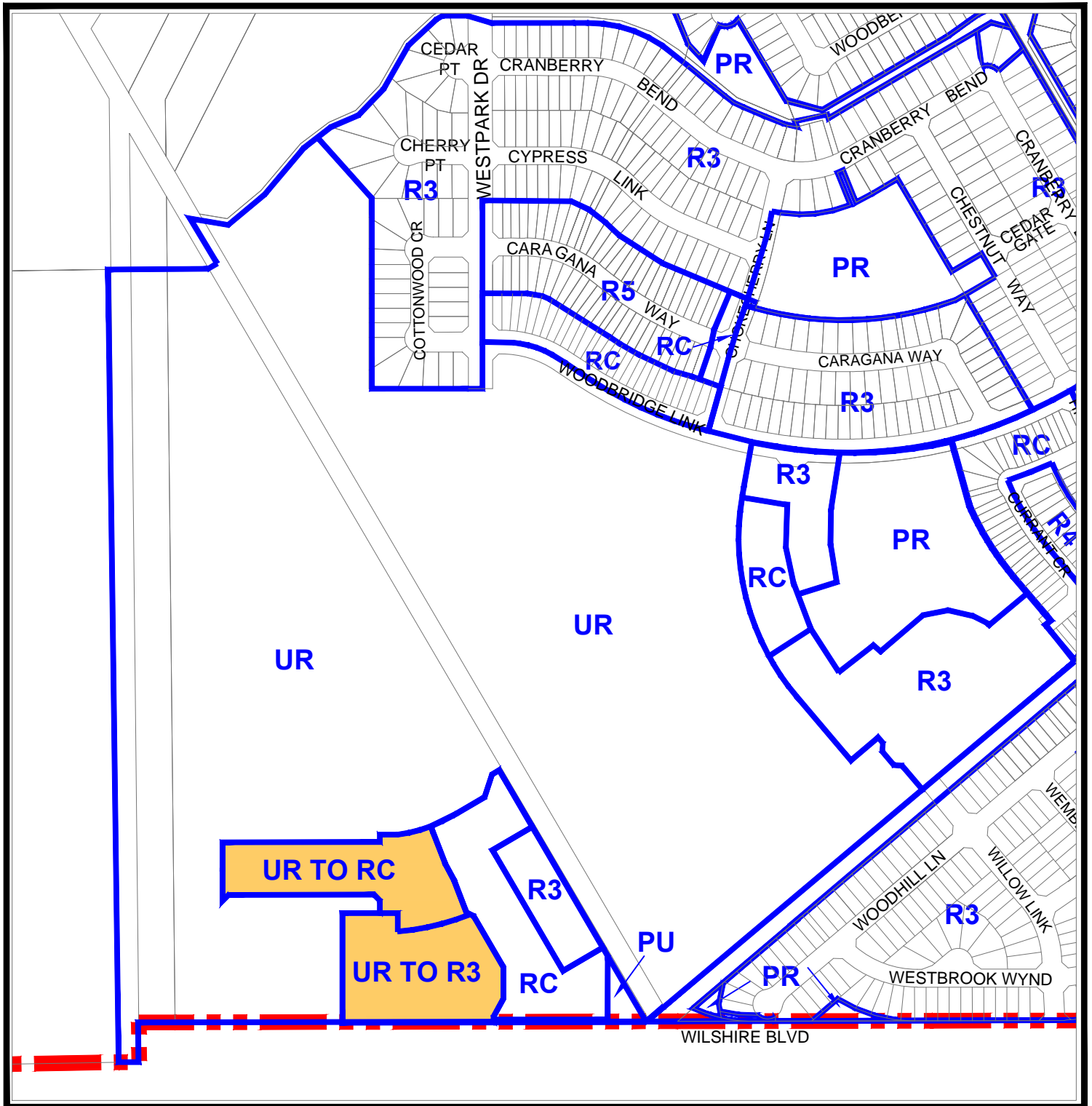
MAYOR

DIRECTOR, LEGISLATIVE SERVICES

DATE SIGNED: _____

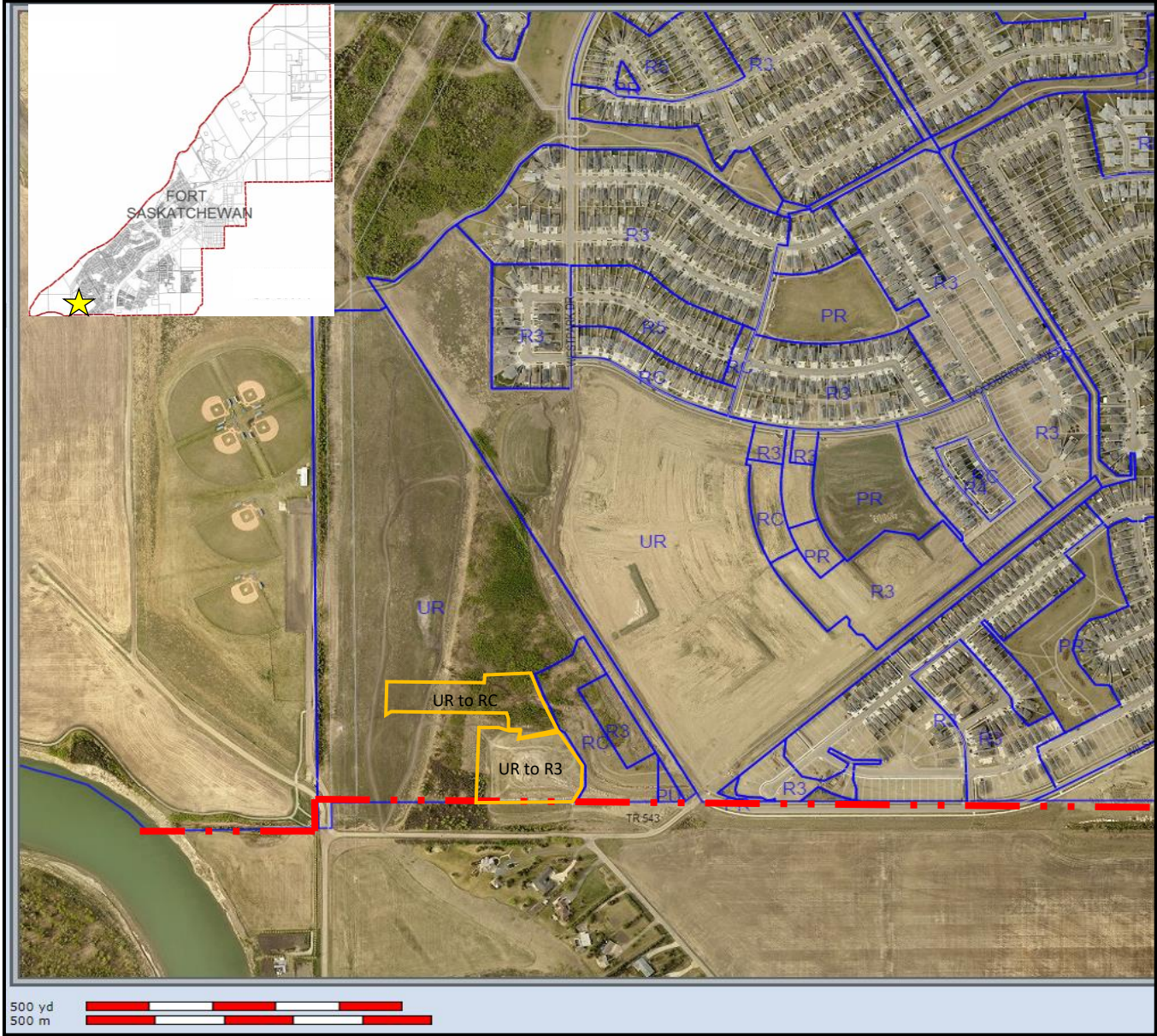
Bylaw C16-17

Schedule "A"



SUBJECT AREA

APPENDIX A



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 the information shown.



RELATED POLICIES- BYLAW C16-17

LAND USE BYLAW – BYLAW C10-13

Part 4- General Regulations for all Land Use Districts	
4.2	Access to Sites
4.2.1	Access/Egress locations and curb crossings require the approval of the City. The Development Authority, in consultation with appropriate City Departments, may determine the most suitable access and egress point onto a public road for any development and/or subdivision application. A Curb Cut Permit is required from Engineering staff for modifications to or closure of an existing crossing.
Part 5- Residential Land Use Districts	
5.1	Access to Residential Sites
5.1.1	Not more than one access shall be permitted per residential site, unless otherwise provided for in a specific Land Use District.
5.1.2	Where permitted, secondary Access to a residential site shall be at the discretion of the Development Authority, in consultation with appropriate City Departments, and in conformity with all applicable Engineering Standards.
5.1.3	The location of the access point on residential corner sites shall be at the discretion of the Development Authority; however, in the R2 – Medium Lot Residential District, access shall not be permitted from a front flanking yard.
5.1.4	Except in the R1 – Large Lot Residential District, where a detached garage in the rear yard has vehicular access from a lane, vehicular access from the front of the site shall not be permitted.

MUNICIPAL DEVELOPMENT PLAN – BYLAW C16-10

6.4 Developing Community Area (DCA)	
6.4.7	Reinforce the development of complete neighbourhood units by encouraging a range of dwelling unit types and densities, along with supporting services, in each residential neighbourhood within the Developing Community Area.
7.1 Urban Structure and Placemaking Policies	
7.1.3	Through implementation of area structure plans, encourage multiple connections to the existing street network and create a permeable network of internal streets.
7.1.4	Recognizing the role that streets and parks play as a key feature of the public realm, encourage building and housing development that face public streets and parks, rather than turning its back on the public realm.
9.1 Diverse Housing Options	
9.1.1	Encourage a range of housing types within all areas of Fort Saskatchewan, with close access to neighbourhood services and amenities.

WESTPARK AREA STRCUTURE PLAN – BYLAW C8-13

4.2.2 Residential Policies	
	<ul style="list-style-type: none">• Provide a variety of lot sizes and housing forms to provide choice and accommodate all residents in the community
6.4.2 Transportation Policies	
	<ul style="list-style-type: none">• Encourage alternative configuration development that may include off-site parking, rear sidewalk corridors, and/or other layouts that reduce infrastructure requirements and long-term maintenance.• Prohibit front driveway access to arterial and major collector roadways. Front drive access from minor collector roads may be permitted on a limited basis.• Where possible and considered necessary by the City, dwellings with front access shall face dwellings with rear access to allow one side of the street to be used for off-site parking and snow storage, especially in developments that are primarily semi-detached and multi-attached dwelling.

5.17 R3 – Small Lot Residential District

5.17.1 R3 Purpose

This District is generally intended to accommodate single detached dwellings and accessory uses on small lots.

5.17.2 R3 Permitted and Discretionary Uses

(a) R3 Permitted	(b) R3 Discretionary
<ul style="list-style-type: none"> - Home Office - Secondary Suite Dwelling - Single Detached Dwelling - Swimming Pool - ¹Accessory development to any use listed in subsection 5.17.2(a) 	<ul style="list-style-type: none"> - Bed and Breakfast - Community Garden - Day Care Facility (limited) - Group Home (limited) - Home Business - Show Home - Temporary Sales Centre - ²Accessory development to any use listed in subsection 5.17.2(b)

5.17.3 R3 Site Subdivision Regulations

	Interior Site	Corner Site
a) Site Area	374.0m ² (4,024.0ft ²) minimum	435.2m ² (4,684.6ft ²) minimum
b) Site Width	11.6m (38.0ft) minimum	11.8m (38.7ft) minimum
c) Site Depth	34.0 (111.6ft) minimum	

¹ C19-15

² C19-15

5.17.4 R3 Site Development Regulations

	Interior Site	Corner Site	
a) Front Yard Setback	6.0m (19.7ft) minimum 7.0m (23.0ft) maximum	Front	6.0m (19.7ft) minimum 7.0m (23.0ft) maximum
		Flanking	3.0m (9.8ft) minimum 4.5m (14.8ft) maximum
b) Rear Yard Setback	8.0m(26.2ft) minimum ¹ 6.0m (19.6ft) minimum where a garage or carport is attached to the principal building and is accessed from a lane at the rear of the site		
c) Side Yard Setback	1.5m (4.9ft) minimum		
d) Principal Building Height	Two and one half (2 ½) storeys not to exceed 10.0m (32.8ft) maximum		
e) Site Coverage	45% maximum for principal building over one storey, excluding decks		
	50% maximum for principal building of one storey, excluding decks		
	50% maximum for all buildings and structures where principal building is over one storey 55% maximum for all buildings and structures where principal building is one storey		
f) Density	Maximum of one dwelling unit per site, plus one secondary suite dwelling where permitted		

5.17.5 Additional Development Regulations for R3:

- (a) All development and uses within this Land Use District are subject to the applicable provisions of Part 4 – General Regulations for all Land Use Districts, Sections 5.1 to 5.13 of Part 5 – Residential Land Use Districts, Part 11 – Parking and Loading, and Part 12 – Signs;

¹ C19-14

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

¹ C19-14

² C19-14

³ C19-14

5.21 RC – Comprehensively Planned Residential District

¹²5.21.1 RC Purpose

The purpose of this District is to accommodate a range and an appropriate distribution of dwelling forms that provides for more efficient utilization of land in new neighbourhoods, while encouraging diversity of built form within a low-density residential setting. A range of housing types consist of low density housing including multi-attached housing under certain conditions.

5.21.2 RC Permitted and Discretionary Uses

(a) RC Permitted	(b) RC Discretionary
<ul style="list-style-type: none"> - Duplex Dwelling - Home Office - Identification Sign - Multi-Attached Dwelling - Secondary Suite Dwelling - Semi-Detached Dwelling - Single Detached Dwelling - ³Accessory development to any use listed in subsection 5.21.2(a) 	<ul style="list-style-type: none"> - Bed and Breakfast - Community Garden - Day Care Facility (limited) - Group Home (limited) - Home Business - Show Home - Temporary Sales Centre - ⁴Accessory development to any use listed in subsection 5.21.2(b)

5.21.3 RC Site Subdivision Regulations for Single Detached Dwellings and Duplex Dwellings

	Interior Site	Corner Site
Site Area	309.4m ² (3,330.4ft ²)minimum	342.4m ² (3,685.6ft ²)minimum
Site Width	9.1m (29.9ft) minimum	10.6m (34.8ft) minimum
Site Depth	34.0m (111.5ft) minimum	

¹ C19-14

² C19-15

³ C19-15

⁴ C19-15

5.21.4 RC Site Subdivision Regulations for Semi-Detached Dwellings

	Interior Site	Corner Site
a) Site Area	238.0m ² (2,561.8ft ²) minimum	271.0m ² (2,917.0ft ²) minimum
b) Site Width	7.3m (24.0ft) minimum	9.1m (29.9ft) minimum
c) Site Depth	34.0m (111.5ft) minimum	

5.21.5 RC Site Development Regulations for Single Detached, Duplex and Semi-Detached Dwellings

	Interior or Corner Site	
a) Front Yard Setback	Front Yard*	3.0m (9.8ft) minimum with a lane
		¹ 4.5m (14.7ft) maximum with a lane
		*Where a semi-detached dwelling has front vehicular access to one unit and rear vehicular access via a lane to the other unit, the front yard setback for the unit with lane access may be increased to a maximum of 7.0m (23.0ft)
	Flanking Yard	6.0m (19.7ft) minimum without a lane
		7.0m (23.0ft) maximum without a lane
b) Rear Yard Setback	8.0m (26.2ft) minimum	3.0m (9.8ft) minimum on a corner site
		4.5m (14.8ft) maximum on a corner site
c) Side Yard Setback	² 1.5m (4.9ft) minimum	

¹ C19-14

² C19-14

5.21.5 RC Site Development Regulations for Single Detached, Duplex and Semi-Detached Dwellings

	Interior or Corner Site
a) Principal Building Height	<p>For single detached and duplex dwellings: Two and one half (2 ½) storeys not to exceed 10.0m (32.8ft) maximum</p> <p>For semi-detached dwellings: Three storeys not to exceed 11.0m (39.4ft) maximum. A maximum differential of one storey shall be allowed between adjacent sites.</p>
b) Site Coverage	<p>45% maximum for principal building over one storey, excluding decks</p> <p>50% maximum for principal building of one storey, excluding decks</p> <p>52% maximum for all buildings and structures where principal building is over one storey</p> <p>57% maximum for all buildings and structures where principal building is one storey</p>
c) Density	<p>For single detached dwellings: maximum of one dwelling unit per site, plus one secondary dwelling unit where permitted</p> <p>For semi-detached dwellings: maximum of one dwelling unit per site</p> <p>For duplex dwellings: maximum of two dwelling units per site</p>

5.21.6 RC Site Subdivision Regulations for Multi-Attached Dwellings

	Interior Site	Corner Site
a) Site Area	187.0m ² (2,011.9ft ²) minimum	271.0m ² (2,917.0ft ²) minimum
b) Site Width	¹ 6.1m (20.0ft) minimum for an Internal unit ² 7.3m (24.0ft) minimum for an End unit	8.5m (27.9ft) minimum
c) Site Depth	34.0m (111.5ft) minimum	

5.21.7 RC Site Development Regulations for Multi-Attached Dwellings

	Interior or Corner Site	
a) Front Yard Setback	Front Yard**	3.0m (9.8ft) minimum with a lane 4.5m (14.8ft) maximum with a lane **Where a multi-attached dwelling has front vehicular access to one or more dwelling units and rear vehicular access via a lane to other units, the front yard setback for units with lane access may be increased to a maximum of 9.0m (29.5ft)
		6.0m (19.7ft) minimum without a lane 7.0m (23.0ft) maximum without a lane
	Flanking Yard	3.0m (9.8ft) minimum on a corner site 4.5m (14.8ft) maximum on a corner site

¹ C19-15

² C19-15

b) Rear Yard Setback	8.0m (26.2ft) minimum
	6.0m (19.6ft) minimum where a garage or carport is attached to the principal building and is accessed from a lane at the rear of the site
c) Side Yard Setback	¹ 1.5m (4.9ft) minimum
d) Principal Building Height	Three storeys not to exceed 11.0m (36.1ft) maximum. A maximum differential of one storey shall be allowed between adjacent sites.
e) Site Coverage	45% maximum for principal building
	52% maximum for all buildings and structures
f) Density	Maximum of one dwelling unit per site

5.21.9 Additional Development Regulations for RC

- (a) All development and uses within this Land Use District are subject to the applicable provisions of Part 4 – General Regulations for all Land Use Districts, Sections 5.1 to 5.13 of Part 5 – Residential Land Use Districts, Part 11 – Parking and Loading, and Part 12 – Signs; and
- (b) No vehicular access to the street shall be permitted from the front yard when a rear lane is provided.

5.21.10 Additional Subdivision and Development Regulations for Multi-Attached Dwellings

- (a) Groupings of Multi-Attached Developments shall be integrated with lower density dwelling forms to maintain a low-density residential character;
- (b) Multi-Attached Dwellings shall not exceed four (4) units per building; and
- (c) There shall be no more than three (3) Multi-Attached Buildings in succession. For the purposes of this subsection, buildings of Multi-Attached Dwellings shall be considered to be in succession if side property lines are separated by a lane.
- (d) Subsections 5.21.9 (b) and (c) shall not apply if sites on which Multi-Attached Dwellings are proposed abuts a site designated as commercial, medium density, high density, or institutional land use districts.

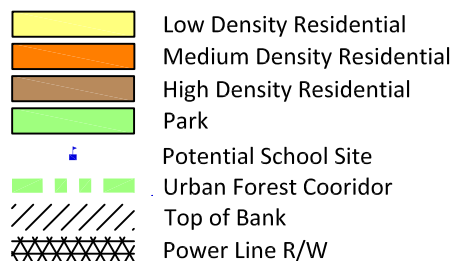
¹ C19-14

¹²5.21.11 Side Yard Setback Exceptions

- (a) Notwithstanding the above site development regulations, where a dwelling constructed prior to the adoption of this Bylaw (as amended) has a 1.2m (3.9ft) minimum side yard setback, it shall be considered to be in conformity with the Land Use Bylaw; and
- (b) Notwithstanding the above site development regulations, where a dwelling is to be constructed on a site located in a subdivision with an application received and deemed complete prior to the adoption of this Bylaw (as amended), it may be constructed with a 1.2m (3.9ft) side yard.

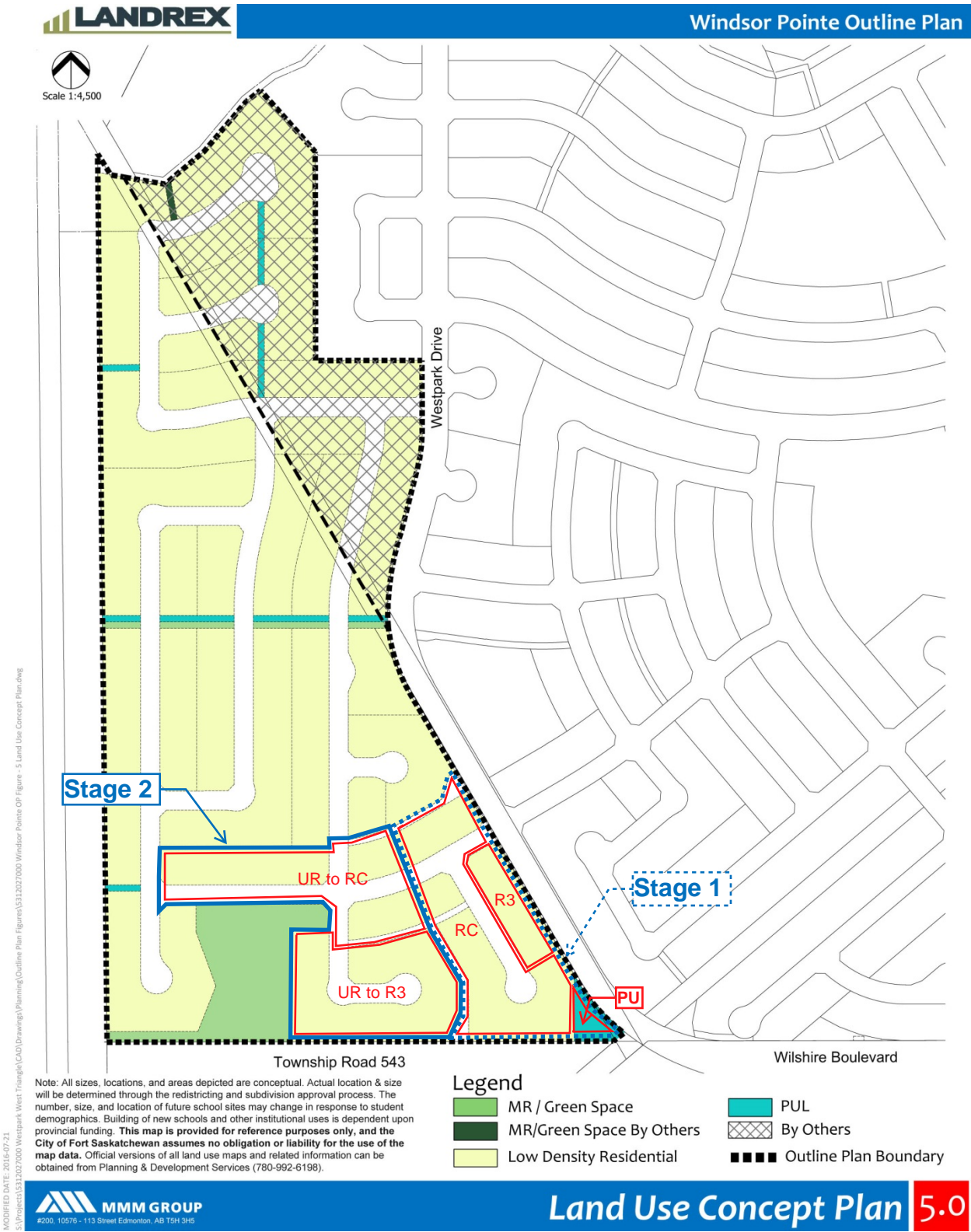
¹ C19-14

² C19-15



July 8 2014

Land Use Concept Plan 5.0



CITY OF FORT SASKATCHEWAN

Notice of Motion – Council Per Diems

Motion:

That Council direct Administration to post all Council per diems retroactively on the City's website from the start of the current term in October 2013.

Purpose:

To present a notice of motion to determine Council's level of support for posting Council per diems retroactively.

Background:

At the August 22, 2017 regular Council meeting, Councillor Garritsen presented a notice of motion requesting Administration to post all Council per diems retroactively on the City's website from the start of the current term in October 2013.

At the June 11, 2013 regular Council meeting, Council approved a motion to direct Administration to post on-line the Mayor and Councillors' expenses, along with receipts of each expenditure incurred by members of Council on the City of Fort Saskatchewan's website, retroactive to January 1, 2013. The expenditures posted on-line would also include the Mayor and Councillors' travel and expenses, conferences and workshops, and promotions fund.

Council amended the motion to also include that the Mayor and Councillors, on a monthly basis, post on the website the per diems and expenses incurred as an appointed elected official to the City's external boards/committees/commissions.

At the June 13, 2017 regular Council meeting, the Council Remuneration and Expenses Policy was adopted, subsequently followed by the approval of the associated Procedure. The Procedure indicates that all Council member per diems and expenses will be posted on the City's website. However, at the time there was no specific direction made to post this information retroactively.

Prepared by:	Sheryl Exley, Legislative Officer	Date: August 28, 2017
Approved by:	Brenda Molter Director, Legislative Services	Date: September 5, 2017
Approved by:	Troy Fleming, City Manager	Date: September 6, 2017
Submitted to:	City Council	Date: September 12, 2017

CITY OF FORT SASKATCHEWAN

Notice of Motion – Community Garage Sale Board

Motion:

That Council direct Administration to investigate the feasibility and possible locations for installing a fixed community garage sale board, and further that this information be presented to Council at the September 26, 2017 Council Meeting.

Purpose:

That Council provides direction on the motion to request installation of a fixed community garage sale board.

Background:

Every year, garage sales occur in neighborhoods throughout the City. Due to the increasing number of garage sales, concern may occur that garage sale signs lead to littering and unsightly premises.

Several municipalities in the Capital Region, including Fort Saskatchewan, have restrictions on where garage sale signs can be located within the community, and include timelines for how long they may be permitted. Some municipalities use a community garage sale board to consolidate the garage sale advertising.

During a regular Council meeting in February 2014, an inquiry regarding the feasibility of a implementing a community garage sale board was put forward. Administration reached out to a number of municipalities to inquire about experiences with the community garage sale board. Ultimately Administration recommended not pursuing a board based on the following findings:

- None of the municipalities noticed a decrease in garage sale sign placement throughout the community or a change in garage sale advertisement practices with the installation of the community garage sale board. Residents still felt the need to place directional garage sale signs;
- Message boards can become very unsightly if not managed. Continuous monitoring and removal of old postings requires resources;
- Municipalities that use community sign boards either:
 - o Have no regulations relating to postings (staff periodically check the boards for removals); or
 - o Require submission to Administration for review. Many advertise only specific items (e.g., local fundraisers, community events, yard sales, etc.);
- Other options, such as the Internet and social media websites, are more accessible and convenient. Many local newspapers also contain special sections that advertise garage sales in the spring and summer months;
- While no quantifiable data is available, it is generally felt that while they do receive a fair amount of poster traffic, community boards are not viewed by a significant amount of people within the community;

- Many of the municipalities use bylaws to regulate garage sale signage. The Community Standards Bylaw would be an effective tool should greater control of signage be desired.

Communities researched included:

- | | | |
|-----------------|--------------------|-----------------|
| - Athabasca, AB | - Lamont, AB | - Coppell, TX |
| - Brooks, AB | - Leduc, AB | - Dartmouth, MA |
| - Camrose, AB | - Oyen, AB | - Hobbs, NM |
| - Canmore, AB | - Three Hills, AB | - Mundy, MI |
| - Coaldale, AB | - Spruce Grove, AB | - Superior, CO |
| - Cold Lake, AB | - Hampton, NB | |
| - Grimshaw, AB | - Nanaimo, BC | |

Prepared by:	Taran Samra Development Technician	Date: September 6, 2017
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Reviewed by:	Janel Smith-Duguid Acting General Manager, Infrastructure & Planning Services	Date: September 6, 2017
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Approved by:	Troy Fleming City Manager	Date: September 6, 2017
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Submitted to:	City Council	Date: September 12, 2017
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