



## **CITY OF FORT SASKATCHEWAN AGENDA**

### **Regular Council Meeting Tuesday, September 26, 2017 - 6:00 PM Council Chambers – City Hall**

**1. Call to Order**

Mayor  
Katchur

**2. Approval of Minutes**

(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 Free Access to Transfer Station for Local Non-Profit Groups**

Richard  
Gagnon  
(attachment)

**5. Public Hearing**

Open Public Hearing

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

Close Public Hearing

Matthew  
Siddons  
(verbal)

**6. Business Arising from Public Hearing**

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

Matthew  
Siddons  
(attachment)

**7. New Business**

7.1 Financial and Management Reporting Policy

Jeremy  
Emann /  
Clayton  
Northey  
(attachment)

**8. Bylaws**

**9. Notice of Motion**

**10. Points of Interest**

**11. Councillor Inquiries**

**12. Adjournment**



**CITY OF FORT SASKATCHEWAN**  
**MINUTES**  
**REGULAR COUNCIL**  
**Tuesday, September 12, 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  
Grant Schaffer, Director, Project Management  
Brad Ward, Director, Protective Services  
Matthew Siddons, Current Planner  
Reade Beaudoin, Acting Director, Corporate Communications  
Leo Urrutia, Corporate Marketing Coordinator  
Sheryl Exley, Recording Secretary

**1. Call to Order**

Mayor Katchur called the September 12, 2017 regular Council meeting to order at 6:00 p.m.

**2. Approval of Minutes of August 22, 2017 Regular Council Meeting**

**R172-17**      MOVED BY Councillor Hennig that the minutes of the August 22, 2017 regular Council meeting be adopted as presented.

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

CARRIED UNANIMOUSLY

**3. Delegations**

Howard Johnson, business owner and resident spoke regarding the City's proposed Budgeting Policy and expressed a concern over the City's finances.

#### **4. Unfinished Business**

##### **4.1 Landscaping Completion Requirements**

Presented by: Janel Smith-Duguid, Acting General Manager, Infrastructure & Planning

**R173-17**

MOVED BY Councillor Bossert 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.

**R174-17**

MOVED BY Councillor Bossert that Council amend Council Resolution #173-17 to include an additional regulation to ensure that landscaping is completed within 30 months from rough grade.

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

CARRIED UNANIMOUSLY

Council Resolution #173-17 was voted on, as amended; and

CARRIED UNANIMOUSLY

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

#### **5. New Business**

##### **5.1 Budgeting Policy**

Presented by: Jeremy Emann, Chief Financial Officer

**R175-17**

MOVED BY Councillor Randhawa that Council adopt Operating and Capital Budgets Policy FIN-024-C.

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

CARRIED UNANIMOUSLY

Mayor Katchur called a short recess at 7:08 p.m.

The regular Council meeting reconvened at 7:15 p.m.

## 5.2 Curling Facility Update

Grant Schaffer, Director, Project Management provided Council with an update on the status and progress of the Curling Club Revitalization Project.

## 5.3 Cancel October 10, 2017 Regular Council Meeting

Presented by: Brenda Molter, Director, Legislative Services

**R176-17**

MOVED BY Councillor Blizzard that Council cancel the Tuesday, October 10, 2017 regular Council meeting.

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

Against: (None)

Absent: (None)

CARRIED

## 5.4 Draft Property Tax Policy Presentation

John Dance, General Manager, Corporate Services provided Council information on a draft Property Tax Policy.

## 5.5 April – June 2017 Quarterly Report

Tory Fleming, City Manager and Jeremy Emann, Chief Financial Officer provided Council with an update on the financial and operational highlights of the City during the April - June 2017 quarter.

## 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 – 1<sup>st</sup> reading

Presented by: Matthew Siddons, Current Planner

**R177-17**

MOVED BY Councillor Sperling 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.

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

CARRIED UNANIMOUSLY

## **7. Notice of Motions**

### **7.1 Council Per Diems**

**R178-17**

MOVED BY Councillor Garritsen 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.

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

Against: Ed Sperling

CARRIED

### **7.2 Community Garage Sale Board**

Councillor Bossert withdrew his notice of motion to direct Administration to investigate the feasibility and possible locations for installing a fixed community garage sale board.

### **7.3 Water Leak Adjustment Program**

Mayor Katchur gave notice that she will introduce the following motion at the September 26, 2017 regular Council Meeting:

"That Council direct Administration to investigate the feasibility of implementing a Water Leak Adjustment Program and further that this information be presented to Council prior to the end of the fourth quarter of 2017."

Under Meeting Procedures Bylaw C1-16, Section 14.5, Mayor Katchur vacated the Chair at 8:28 p.m.

Deputy Mayor Sheldon Bossert assumed the Chair.

**R179-17**

MOVED BY Mayor Katchur that Council waive the notification period for the notice of motion as per Section 3.4 of Procedures Bylaw C1-16, and vote on the motion to investigate the feasibility of implementing a Water leak Adjustment Program at the September 12, 2017 Council meeting.

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

Against: Sheldon Bossert

CARRIED

**R180-17**

MOVED BY Mayor Katchur that Council direct Administration to investigate the feasibility of implementing a Water Leak Adjustment Program and further that this information be presented to Council prior to the end of the fourth quarter of 2017.

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

Against: Arjun Randhawa, Sheldon Bossert, Ed Sperling

CARRIED

Mayor Katchur reassumed the Chair at 8:56 p.m.

## **8. Points of Interest**

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

## **9. Councillor Inquiries**

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

## **10. In-Camera**

MOVED BY Councillor Garritsen that Council move in-camera at 9:02 p.m. to discuss an Intergovernmental Update, which falls under the authority of the *Freedom of Information and Protection of Privacy Act* (FOIP), Section 21(1), Disclosure Harmful to Intergovernmental Relations and to discuss the April – June 2017 City Manager's Confidential Report, which falls under FOIP, Section 27(1), Privileged Information.

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

CARRIED UNANIMOUSLY

MOVED BY Councillor Hennig that Council return to open session at 9:15 p.m.

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

CARRIED UNANIMOUSLY

**11. Adjournment**

The regular Council meeting of September 12, 2017 adjourned at 9:16 p.m.

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Mayor

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Director, Legislative Services



## **CITY OF FORT SASKATCHEWAN**

### **Providing Free Access to the Waste Transfer Station For Fort Saskatchewan Not-For-Profit Societies & Organizations**

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#### **Purpose:**

The purpose of this report is to provide Council with information on granting registered Fort Saskatchewan non-profit societies and organizations with a card/pass, authorizing free access to waste disposal privileges at the Fort Saskatchewan Waste Transfer Station.

#### **Background:**

At the June 27, 2017 Regular Council Meeting, Council passed the following motion:

*That Administration be directed to present Council with a report for the implementation of granting registered Fort Saskatchewan non-profit societies and organizations a card/pass which authorizes free access to waste disposal privileges at the Fort Saskatchewan Waste Transfer Station.*

The report was developed during the summer and is attached as Appendix A. Overall the report concludes that:

A review of regional comparators shows that other municipalities do not provide free access to waste stations for their not-for-profit groups. In Fort Saskatchewan, two non-profit groups have in the past received this privilege: Twice but Nice and the local Food Bank.

A policy is a good option to help formalize the process for providing free access. A policy would define the intent of the program and the criteria on how a group can qualify for and access the program. The policy would also address the amount and type of waste eligible.

The implementation of a program for free access to the Waste Transfer Station through a policy would require the following steps to be completed in 2018:

- Approval by Council and direction to implement the program.
- Development of a policy and associated procedures. The documents will address criteria for program eligibility and how free-of-charge waste disposal privileges can be accessed by users.
- Creation of the forms and card system associated with the program.
- Promotion of the program with eligible groups.

Alternatively, Council can direct Administration to simply issue access cards to not-for-profit groups which would allow for the immediate implementation of the program with minimal cost and resources required. Choosing such an option is the most efficient way forward but does not mitigate the risks, such as minimizing abuse of the system and does not put parameters around which groups should qualify for the program.

#### **Topic Identification/Outcome:**

Developing a policy to guide free access to the Waste Transfer Station would benefit local not-for-profits societies and organizations and the City. This policy would provide clear criteria as to who is provided free access and what amount and type of waste are accepted. This would reduce the potential for confusion during implementation and the potential for abuse of the free access, which was noted as a concern from the not-for-profits as it could result in revoked access for all. Furthermore, implementing criteria at the onset allows for modifications if needed. Implementing criteria after unlimited access has been granted is very challenging.

The development of the policy and procedures will be done internally. If Council wishes to proceed, Administration's recommendation is to proceed with this option. Should Council wish to proceed with granting free access to not-for-profit societies and organizations without a policy, they may do so by putting forward the motion listed as Alternative 2.

**Financial Implications:**

Financial impacts are estimated as follows:

- Moderate on-going cost estimate of \$6,500 annually would be equivalent to \$0.05 utility rate increase per household per month.
- A high cost estimate of \$18,000 annually and equivalent to \$0.14 utility rate increase per household per month.

**Alternatives:**

1. That Council direct Administration to develop a policy and associated procedures providing registered Fort Saskatchewan non-profit societies and organizations with free access to waste disposal at the Fort Saskatchewan Waste Transfer Station.
2. That Council direct Administration to implement a free Waste Transfer Station access for registered Fort Saskatchewan non-profit societies, without any restrictions, prior to the end of 2017.
3. That Council direct Administration to maintain status quo and not extend free Waste Transfer Station access to all registered Fort Saskatchewan non-profit societies, except for Twice but Nice and the Food Bank.

**Recommendation:**

That Council direct Administration to maintain status quo and not extend free Waste Transfer Station access to all registered Fort Saskatchewan non-profit societies.

**Attachment:**

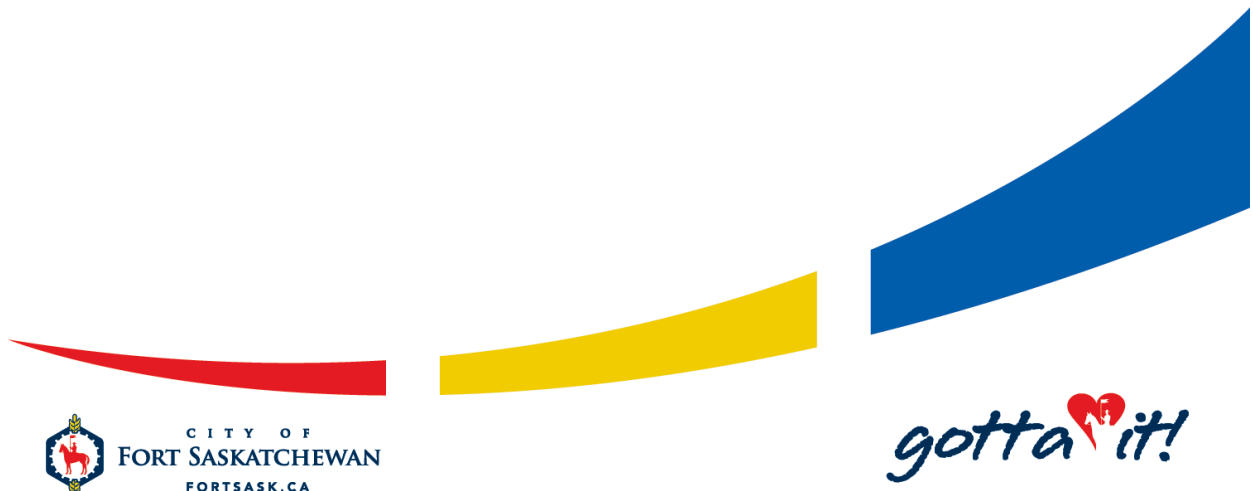
Appendix A: Report – Providing Free Access to the Waste Transfer Station for Fort Saskatchewan Not-For-Profit Societies & Organizations

Prepared by:	Richard Gagnon Director, Infrastructure Management	Date: September 8, 2017
Approved by:	Janel Smith-Duguid Acting General Manager, Infrastructure & Planning	Date: September 18, 2017
Reviewed by:	Troy Fleming City Manager	Date: September 20, 2017
Submitted to:	City Council	Date: September 26, 2017

# City of Fort Saskatchewan Council Report

## Providing Free Access to the Waste Transfer Station for Fort Saskatchewan Not-For-Profit Societies & Organizations

Prepared by:  
Infrastructure Management  
September, 2017



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## Executive Summary

City Council directed Administration to provide a report addressing free access to the Waste Transfer Station for Fort Saskatchewan not-for-profit societies and organizations, using a card/pass system.

A review of regional comparators shows that other municipalities do not provide free access to waste stations for their not-for-profit groups. In Fort Saskatchewan, two non-profit groups have received this privilege: Twice but Nice and the local Food Bank.

If Council wishes to provide all local not-for-profit groups with free access to the Waste Transfer Station, access should be regulated by a policy defining the intent of the program and the criteria on how a group can qualify for and access the program. The policy would also address amount and type of waste eligible.

The implementation of a program for free access to the Waste Transfer Station will require the following steps to be completed in 2018:

- Approval by Council and direction to implement the program.
- Development of a policy and associated procedures. The documents will address criteria for program eligibility and how free-of-charge waste disposal privileges can be accessed by users.
- Creation of the forms and card system associated with the program.
- Promotion of the program with eligible groups.

Financial impacts are estimated as follows:

- Moderate on-going cost estimate of \$6,500 annually would be equivalent to about \$0.05 per household per month.
- A high cost estimate of \$18,000 annually would be less than 1% of the solid waste program budget and equivalent to about \$0.14 per household per month.

From a big picture perspective, this decision should be considered beyond simply the perspective of the Waste Transfer Station. This has potential impacts on the City's philosophies on how much support is provided to not-for-profit groups in the community. Do we want to provide services from more of a "user pay" perspective or do we want to provide more subsidization from the general population towards specific individuals and groups?

## **1 Introduction**

At the June 27 Regular Council Meeting, City Council directed Administration to provide a report on the implementation of granting registered Fort Saskatchewan non-profit societies and organizations a card/pass, authorizing free access to waste disposal privileges at the Fort Saskatchewan Waste Transfer Station.

This report provides high level information on regional comparators, community groups who will benefit from this privilege, benefits and concerns, program implementation, operations and costs.

## **2 Regional Comparators Review**

Comparators include Parkland County, Strathcona County, St. Albert, Stony Plain, Spruce Grove and Edmonton.

Edmonton provides discounts to non-profit groups but does not waive fees. This discount is not advertised.

St. Albert only accepts bagged waste with pre-paid tags. No discount or waiver is provided to any group for purchase of the tag. Stony Plain does not accept any waste and has no user charges to access to the recycle depot.

Parkland County, Strathcona County and Spruce Grove charge on-site for waste disposal at the time of drop-off. No waivers are granted for any group. Parkland County indicated they had discontinued the practice of waiving fees for community groups due to individual members taking advantage of the waiver for their personal benefit.

## **3 Organizations Who Could Access this Privilege**

### **3.1 Current Situation**

Fort Saskatchewan's Waste Transfer Station site was initially developed about 25 years ago as a no-charge service. As the site developed and user fees were introduced, local organizations disposing of surplus donations (Twice-but-Nice and the local food bank) were informally grandfathered into a no-charge status.

### **3.2 Potential Users**

Provincial legislation governs the registration of non-profit groups. Alberta legislation defines a society or non-profit company as an organization of people for a purpose other than the operation of a for-profit business. A non-profit may be formed for a variety of reasons, ranging from carrying out a charitable mission to providing a structure for a group, sharing a common recreational interest.

Community Services maintains an inventory of local community groups. About 160 groups are listed, including hobby clubs, schools, churches, sports associations, support groups and service organizations. About 45% of the groups are recreational in nature, including craft guilds and organized sports. Approximately 35% are religious, educational or special interest in nature; such as churches, preschools, community watch, animal rescue and business associations. The remaining 20% includes support groups and service clubs such as the Food Bank, Twice-but-Nice, Families First, Boys & Girls Club, Lions Club and Rotary Club.

All non-profit groups generate waste. The waste profile of the non-profit sector is equally as diverse as the spectrum of interests that the sector serves. Some organizations are quite small and their

waste may be as simple as coffee cups and expired meeting minutes. Their waste would typically be disposed of at member households or at whichever facility hosts their regular meetings.

Many groups will occasionally generate surplus bulky items, such as worn equipment (e.g., old nets, a broken game table, etc.), debris from renovations or miscellaneous things such as decorations from a parade float. Many groups may also end-up with surplus materials from fund-raising events. Where this waste cannot be discarded along with a member's household waste or at a host facility, these items will generally be brought to a Waste Transfer Station.

Some groups have more complicated needs, such as a non-profit, based out of a permanent facility with staff, volunteers, and clients. These groups have a steady stream of regular garbage. Disposal is typically done through a dumpster at the facility and could also be brought to a Waste Transfer Station. Costs for a dumpster may be included in the facility operations budget, in the same manner as the costs of power and water.

Non-profit groups that operate from a permanent location include schools (and some pre-schools), churches, the Legion, Families First, Boys & Girls Club, Pioneer House, Food Bank, Twice-but-Nice, Primary Care Network, Robin Hood Association, Rivercrest Care Centre and Dr. Turner Lodge.

Some groups are tasked with the disposal of unsolicited and unusable donations. Well-meaning residents donate games, toys, furniture, clothing and food for those in need. However, for a variety of reasons, not all donations can be used. Twice-but-Nice, Food Gatherers Society, Furniture Bank and groups supporting youth and families are impacted by unusable donations.

These impacted groups provide guidelines for desired items and screen donations as much as possible. When items cannot be used or sold, considerable efforts are made to divert items to other non-profits and recycle. The remaining material is brought to a Waste Transfer Station as a last resort.

## **4 Program Overview**

### **4.1 Eligibility**

Based on the June 27 Council motion, any Fort Saskatchewan group registered and in good-standing as a non-profit organization under Alberta legislation would be eligible to drop waste for free, at the Waste Transfer Station.

At a minimum, an eligible group would be required to have a valid:

- a) Alberta non-profit registration number;
- b) Fort Saskatchewan Business License and any necessary permits; and
- c) Fort Saskatchewan address.

The motion of Council does not specify limitations on the source, type or volume of waste that could be dropped off. Criteria for the source and volume of waste would need to be set to provide clarification and mitigate abuse of privilege. Suggested minimum criteria is waste that:

- a) results from the programs and activities of an eligible group;
- b) is brought to the Waste Transfer Station by volunteers, staff or contractors holding a valid pass; and
- c) excludes:
  - i. any personal waste from any of the group's members, staff, or volunteers; and



- ii. any waste not normally accepted at the Waste Transfer Station.

Controls by the City, such as requiring a waste profile from a participating group and providing activity reports back to the group, may assist in ensuring the privilege is used appropriately.

For clarity, free access would not include costs for collecting the waste or bringing it to the station, costs for any waste brought to any other disposal site and would not include rebates or refunds for any waste services already paid for to the City or any other agency.

Group eligibility would be captured in a policy.

## **4.2 Limitation**

If a Waste Transfer Station access program is implemented, all organizations meeting the basic criteria noted above would be eligible. Eligibility could be limited through the development of a policy.

For example, through a policy, access could be limited strictly to groups providing a humanitarian service and the amount and type of waste deemed acceptable could be controlled. Program exclusion could include other government institutions (e.g., hospital, court, jail, and schools). Based on waste volume and project intent, a construction project led by a non-profit group could be also be excluded from eligibility.

The following waste could be made ineligible:

- a) personal waste from any of the group's members, staff, volunteers or clients;
- b) domestic waste (e.g., kitchen and bathroom garbage) generated by members, staff, volunteers or clients as a result of meetings, meal, and regular group activity;
- c) waste generated as a result of fund raising efforts or ticketed events where revenue offset costs;
- d) waste not normally accepted at the Waste Transfer Station.

Development of a policy would require further discussion and stakeholder involvement to consider the intent of the program and the impact of potential policy options.

## **4.2 Financial Impacts**

As waste is a utility service, the cost to dispose of the waste brought to the station by non-profit groups would be at the expense of utility ratepayers and other Waste Transfer Station customers. This would be reflected in slight adjustment to the fees and charges.

Current use by the non-profit sector including the local Food Bank, and Twice but Nice, has been monitored over the last year. It is estimated that the City experiences a revenue loss of \$1,500 or less annually.

An increase in revenue loss could be anticipated, depending on the level of expanded access by other groups. If reasonable criteria are set to regulate the type and volume of waste dropped-off by the non-profit sector, lost revenue should remain less than \$5,000 annually. This estimate assumes an annual total of 200m<sup>3</sup> of general waste and 40 bulky items (1 or 2 heaping trucks weekly and 3 or 4 furniture items monthly).

Unrestricted waste drop-off could have unexpected impacts and increase costs and lost revenue more considerably. A scenario with 550m<sup>3</sup> of general waste and 150 bulky items annually (3 heaping trucks and 2 or 3 furniture items weekly plus a monthly event with 5 heaping trucks) would result in \$14,000 in lost revenue each year.

A basic printed card/pass system and tracking, through readily available software, would have low direct costs for program set-up.

Indirect costs include staff time spent setting-up accounts and providing administration. Administrative costs are estimated at \$1,000 to \$2,800 annually (5 staff hours monthly). There will be minimal control and no enforcement. Policy and procedures will be developed internally.

In summary, on an on-going basis, a moderate cost estimate of \$6,500 annually (including staff impacts) would be equivalent to a rate increase of \$0.05 per household per month. A high cost estimate of \$18,000 annually and equivalent to \$0.14 rate increase per household per month.

## **5 Benefits and Concerns of the Program**

### **5.1 Benefits**

Non-profit organizations typically rely heavily on donated funds, grants and volunteer efforts. Grants are often only be applied to specific purposes and donors often expect funds to be used toward program delivery. Operational budgets are therefore usually modest. Free access to the Waste Transfer Station would mitigate disposal costs by diverting funds that could be used toward beneficial activity to their membership and ultimately the community.

### **5.2 Concerns**

Complete waiver of fees for all non-profit groups would allow any volume of waste, from any source to be dropped off by any group at no charge. Without restriction or guidelines, non-profit groups could unintentionally become a vehicle to dispose of any unwanted items.

The City is working on reducing waste disposal through the new curb side residential waste program scheduled for spring 2018. After implementation of service level changes to accommodate the new organics program, City wide, residents will become responsible for managing surplus waste that does not fit into their cart. Providing non-profit groups unlimited access to the Waste Transfer Station without criteria of who and what is accepted would contrast with the citywide efforts to reduce waste.

Non-profit groups could get involved in a major construction projects, and bring associated waste to be disposed at no fees at the Waste Station. This may create pressure on Waste Station capacity to handle construction waste.

Objectives to manage the City's resources wisely, control cost and reduce waste are not compatible with allowing any sector completely unrestricted access to the Waste Transfer Station. Carefully considered criteria for volumes of eligible waste and alternative disposal options must be considered to balance the objective of the program.

Many questions arise, and a few of them include:

- Would the City consider reimbursing waste disposal fees when non-profit groups are operating from a building (e.g. churches, preschools) and have already a waste management contractor in place?
- Would a not-for-profit group created to specifically remove waste from properties and take advantage of the no waste disposal fee be eligible for free disposal?
- Would not for profit group that receive grants or lease rebates from the City be eligible for free disposal?

- Would a special event created under the umbrella of a not-for-profit group to fundraise for a specific cause be eligible for free disposal?
- Could the waste of a major construction projects led by a not-for-profit group be eligible for free disposal?

## **6 Implementation and Operation Overview**

### **6.1 Policy Development**

Policy development is recommended to provide clarity and consistency in applying the program rules. The policy would set definitions, provide criteria for eligibility and specify any exclusions. Policy would also be needed to set penalties for misusing any privilege granted (e.g., reimbursement of waived fees, pass revoked for a year, etc.).

### **6.2 Application and Set-up**

Interested groups would not automatically be granted free access. They would be required to apply to the City for an access card/pass. The application would be evaluated under the criteria set in a policy. As a result, the privilege of free access to the Waste Transfer Station could be granted or denied.

An application form would be used to gather pertinent information, to confirm group eligibility. Application forms would be designed to be simple to complete for non-profit group and easy to process by City administration.

As part of the application, the group would provide a “waste profile”. The profile would provide a general description of the type of waste that would be brought in as well as volume and frequency. The profile could be updated for special projects or changes in the group’s operations. The profile would help mitigate disposal of ineligible waste and help the City with operations planning.

For on-going operation, passes would renew annually. This would ensure information stays updated and prevent indefinite access, should program criteria or a group’s status changes. For one-time specific projects, passes would have an expiry date.

### **6.3 Issuing Cards & Usage Tracking**

The City of Edmonton issues pass cards to qualified charitable groups. When a card is presented, the Waste Transfer Station attendant calculates the fee. Charges are applied to an account and the charity is invoiced.

A similar system could be used in Fort Saskatchewan. Eligible groups would receive a numbered pass card (multiple cards could be issued if necessary). The card would include contact information for the group and the expiry date. A printed and laminated paper card would be sufficient.

To help reduce misuse, card numbers would be tracked in a spreadsheet and any card reported lost or stolen would be flagged. Each group would be responsible for advising who is authorized to use the pass for that group and to advise of any substitutions in users.

Experience and consultation with the non-profit sector would suggest that most drop-offs are not spontaneous. Rather, groups coordinate their drop-offs around other activities or form a routine. As such, groups would be encouraged to have a representative call the Waste Transfer Station

ahead of time to discuss their project or to discuss their general schedule. This extra step reduces the opportunity for misuse by a pass holder, suddenly dropping in with ineligible waste.

Best practice would be to account for the waived fees by entering the equivalent value of a transaction into the point-of-sale system as a charge to a clearing account. Some additional set-up or customization may be necessary in order to track the individual usage of each group. At a minimum, the transaction data would be recorded and tracked separately on a spreadsheet.

A usage report would be sent to each group, at least annually, for book-keeping purposes. The report would account for in-kind contributions and maintain the personal accountability of their pass holders.

#### **6.4 Program Change or Termination**

If the program was not working as desired for the City or stakeholders or if revenue shortfall began to exceed expectation, policy could be changed to increase or decrease access, add fees or cancel the program. If a group became ineligible due to a program change, their pass would be terminated and they would be ineligible for renewal the next year.

### **7 Other Approaches to Support Community Groups**

Other methods to provide support to the non-profit sector, while limiting revenue shortfall or costs to the City could include:

- provide a grant program to help community groups offset waste disposal cost at the Transfer Station;
- provide a discount, instead of free disposal, on waste streams such as furniture and equipment;
- network with the private sector to find sponsors or companies willing to offer cash donation or in-kind services directly to a non-profit group to help absorb costs of waste disposal; or
- provide a regular 'non-profit round-up event', coordinated by the City.

### **8 Philosophical Considerations**

Anytime a service is provided to a segment of the community for free or at a discount, resources are being directed from the broader community towards specific groups or individuals. Ultimately Council needs to consider this anytime a decision is made to provide a subsidy. Is this subsidy in the broader interests of the population? Does it reflect the priorities of the community? Will this have impacts on other city services with respect to requests for subsidization?

In a sense, providing a subsidy to not-for-profit groups is similar to donating property taxes (or utility fees) to that group. This is appropriate in circumstances where Council deems the group to provide an essential service to the community and the subsidy is required for the group to maintain their existence. Ideally all not-for-profit groups would ensure that annual budgets account for all associated operating costs rather than require subsidization through the City, although in some cases this simply is not feasible. Council must create limitations on the subsidies provided for City services in order to ensure that taxes and fees levied on the community are reasonable and reflect the right balance of a "user pay" environment.

## **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**

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#### **Motion:**

That Council give second and third readings 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 second and third readings of the associated bylaw.

#### **Background:**

At the September 12, 2017 regular meeting, Council approved first reading to Bylaw C16-17 for Windsor Pointe, Stage 2. 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.

#### **Existing and Proposed Servicing**

Westpark Drive will be extended to serve as the main collector road for Windsor Pointe. This would be the last phase in the completion of Westpark Drive. In accordance with the Windsor Pointe Outline Plan, Westpark Drive will be completed at a build out of 150 lots in Windsor Pointe.

The sanitary sewer line has already been constructed, and follows the proposed route of Westpark Drive. The sanitary line connects from Westpark Drive in the north to Woodhill Lane in the south. Both water and storm water lines are present in the Wilshire Boulevard right-of-way. New development in Windsor Pointe can connect to the existing water and storm water lines along Wilshire Boulevard.

The 28.28 ha (69.89 ac) parcel of land directly east of Windsor Pointe between Woodbridge Boulevard and Wilshire Boulevard is part of Forest Ridge being developed by Qualico. Currently 7.68 ha (18.98 ac) of this site have been redistricted, and are approved for subdivision.

### Lane Access

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.

City policies support the use of rear lanes and garages for parking and waste collection. 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.

### **Community Feedback:**

The Public Hearing for Bylaw C16-17 was advertised as per the requirements of the *Municipal Government Act*. Landowners within 100 meters of the site received a notification in the mail. In addition, an advertisement was published in the local newspaper for 2 consecutive weeks prior to the hearing.

At the time of writing this report, no comments from the public had been received.

### **Financial Implications:**

The developer will be required to pay levies based on applicable rates. The City would be responsible for future maintenance of the roads and standard municipal operations (waste pickup, fire, policing, snow removal, utilities and related infrastructure.)

### **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

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File No.: Bylaw C16-17

Prepared by:	Matthew Siddons Current Planner, Planning & Development	Date: September 14, 2017
Approved by:	Janel Smith-Duguid Acting General Manager, Infrastructure & Planning Services	Date: September 18, 2017
Reviewed by:	Troy Fleming City Manager	Date: September 20, 2017
Submitted to:	City Council	Date: September 26, 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 12<sup>th</sup> day of September 2017.

READ a second time this day of 2017.

READ a third time and passed this day of 2017.

\_\_\_\_\_  
MAYOR

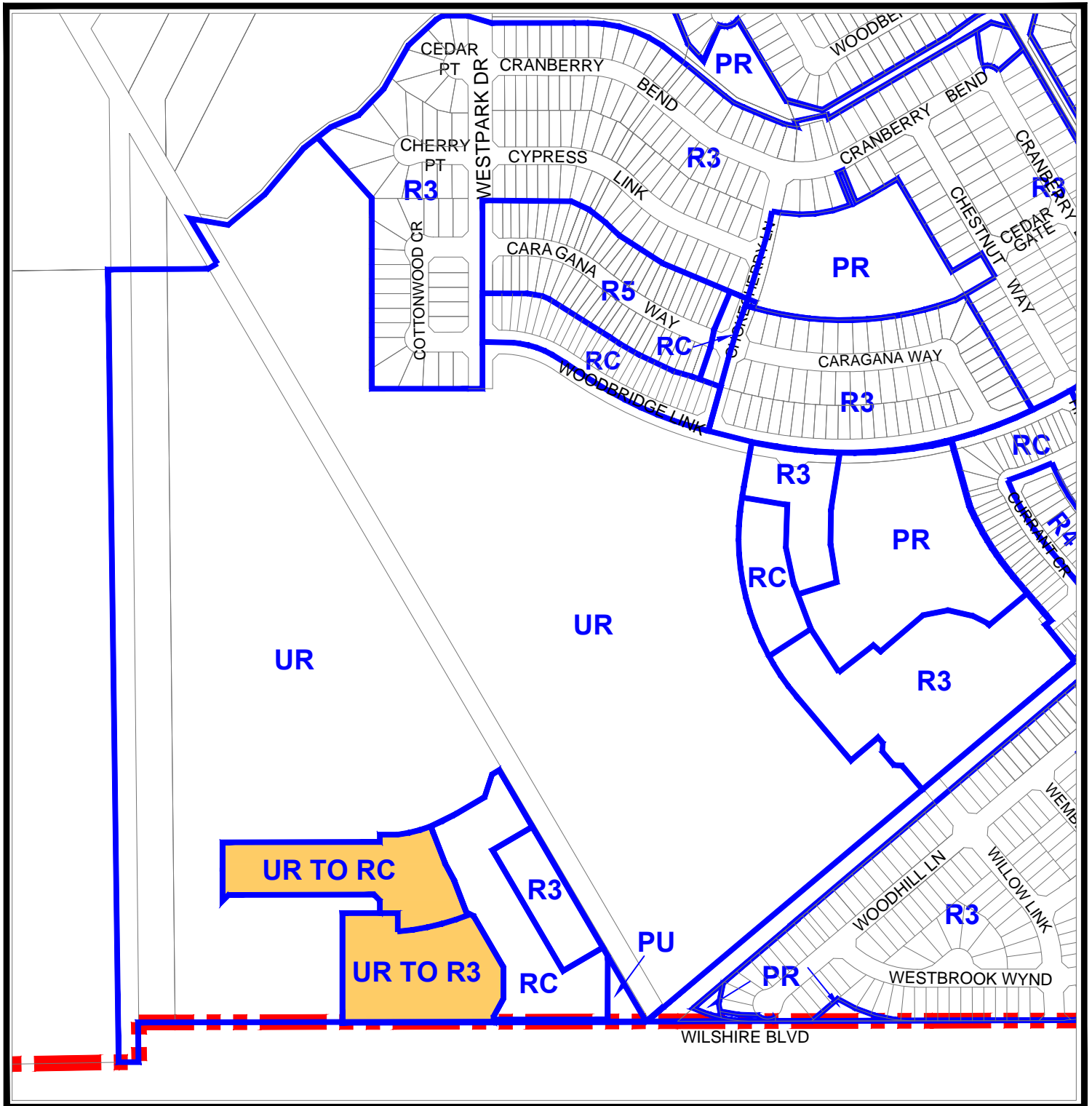
\_\_\_\_\_  
DIRECTOR, LEGISLATIVE SERVICES

DATE SIGNED: \_\_\_\_\_



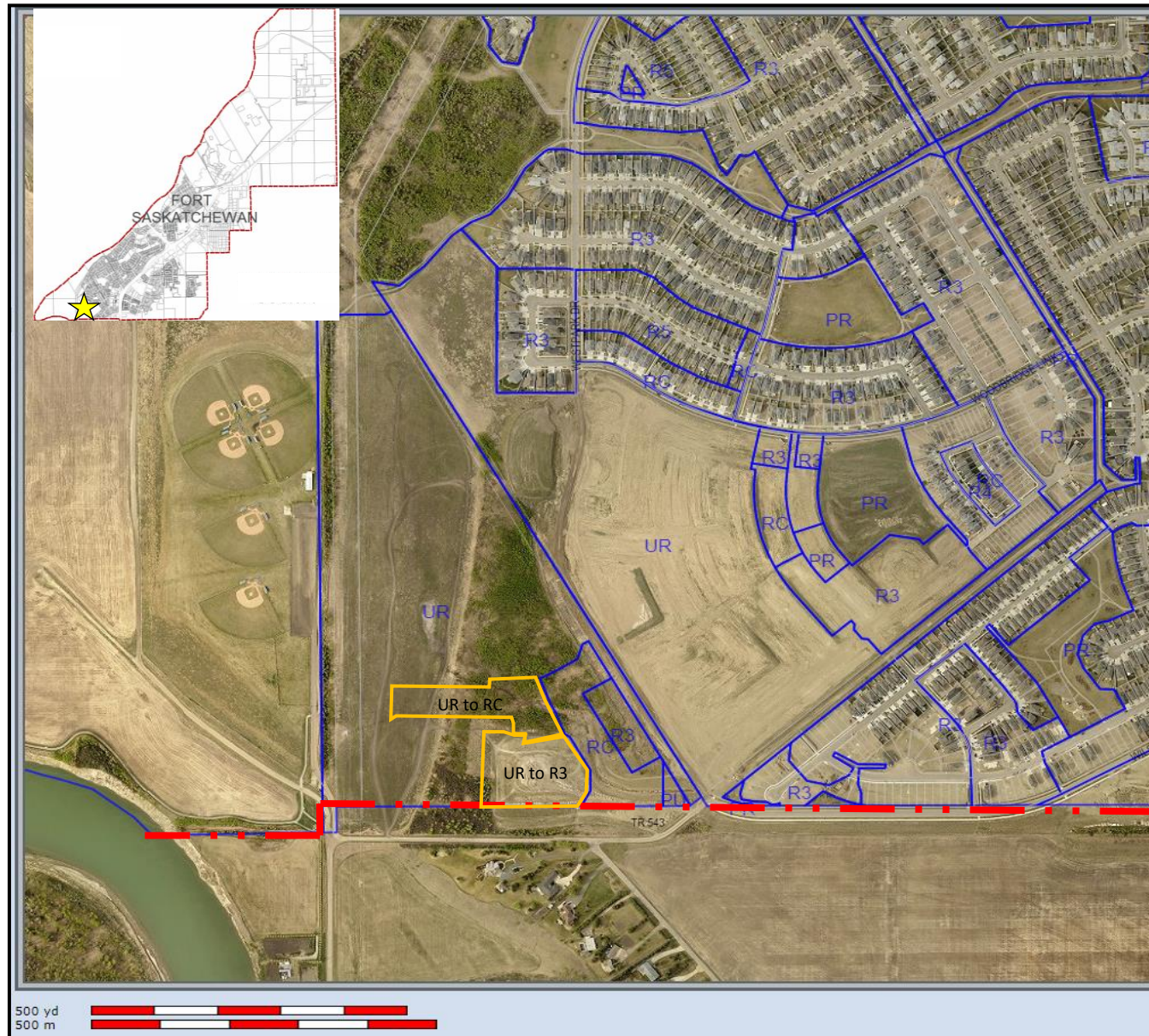
# Bylaw C16-17

## 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

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### LAND USE BYLAW – BYLAW C10-13

Part 4- General Regulations for all Land Use Districts	
<b>4.2</b>	<b>Access to Sites</b>
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	
<b>5.1</b>	<b>Access to Residential Sites</b>
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.
11.0 Infrastructure and Resource Management	
Strategy	Use infrastructure efficiently and promote conservation of natural resources.
Direction	

## WESTPARK AREA STRCUTURE PLAN – BYLAW C8-13

4.2.2 Residential Policies	
	<ul style="list-style-type: none"> <li>• Provide a variety of lot sizes and housing forms to provide choice and accommodate all residents in the community</li> </ul>
6.4.2 Transportation Policies	
	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Prohibit front driveway access to arterial and major collector roadways. Front drive access from minor collector roads may be permitted on a limited basis.</li> <li>• 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.</li> </ul>



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

### 5.17.3 R3 Site Subdivision Regulations

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

<sup>1</sup> C19-15

<sup>2</sup> C19-15

#### 5.17.4 R3 Site Development Regulations

	Interior Site	Corner Site	
<b>a) Front Yard Setback</b>	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>b) Rear Yard Setback</b>	8.0m(26.2ft) minimum  <sup>1</sup> 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		
<b>c) Side Yard Setback</b>	1.5m (4.9ft) minimum		
<b>d) Principal Building Height</b>	Two and one half (2 ½) storeys not to exceed 10.0m (32.8ft) maximum		
<b>e) Site Coverage</b>	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		
<b>f) Density</b>	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;

<sup>1</sup> C19-14

- (b) <sup>1</sup> 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) <sup>2</sup> 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) <sup>3</sup> 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.

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<sup>1</sup> C19-14

<sup>2</sup> C19-14

<sup>3</sup> C19-14

## 5.21 RC – Comprehensively Planned Residential District

### <sup>12</sup>5.21.1 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"> <li>- Duplex Dwelling</li> <li>- Home Office</li> <li>- Identification Sign</li> <li>- Multi-Attached Dwelling</li> <li>- Secondary Suite Dwelling</li> <li>- Semi-Detached Dwelling</li> <li>- Single Detached Dwelling</li> <li>- <sup>3</sup>Accessory development to any use listed in subsection 5.21.2(a)</li> </ul>	<ul style="list-style-type: none"> <li>- Bed and Breakfast</li> <li>- Community Garden</li> <li>- Day Care Facility (limited)</li> <li>- Group Home (limited)</li> <li>- Home Business</li> <li>- Show Home</li> <li>- Temporary Sales Centre</li> <li>- <sup>4</sup>Accessory development to any use listed in subsection 5.21.2(b)</li> </ul>

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

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

<sup>1</sup> C19-14

<sup>2</sup> C19-15

<sup>3</sup> C19-15

<sup>4</sup> C19-15



#### 5.21.4 RC Site Subdivision Regulations for Semi-Detached Dwellings

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

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

	Interior or Corner Site	
<b>a) Front Yard Setback</b>	Front Yard*	3.0m (9.8ft) minimum with a lane
		<sup>1</sup> 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>b) Rear Yard Setback</b>	8.0m (26.2ft) minimum	3.0m (9.8ft) minimum on a corner site
		4.5m (14.8ft) maximum on a corner site
<b>c) Side Yard Setback</b>	<sup>2</sup> 1.5m (4.9ft) minimum	

<sup>1</sup> C19-14

<sup>2</sup> C19-14

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

	Interior or Corner Site
<b>a) Principal Building Height</b>	<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>b) Site Coverage</b>	<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>
<b>c) Density</b>	<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
<b>a) Site Area</b>	187.0m <sup>2</sup> (2,011.9ft <sup>2</sup> ) minimum	271.0m <sup>2</sup> (2,917.0ft <sup>2</sup> ) minimum
<b>b) Site Width</b>	<sup>1</sup> 6.1m (20.0ft) minimum for an Internal unit  <sup>2</sup> 7.3m (24.0ft) minimum for an End unit	8.5m (27.9ft) minimum
<b>c) Site Depth</b>	34.0m (111.5ft) minimum	

### 5.21.7 RC Site Development Regulations for Multi-Attached Dwellings

	Interior or Corner Site	
<b>a) Front Yard Setback</b>	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

<sup>1</sup> C19-15

<sup>2</sup> C19-15

<b>b) Rear Yard Setback</b>	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
<b>c) Side Yard Setback</b>	<sup>1</sup> 1.5m (4.9ft) minimum
<b>d) Principal Building Height</b>	Three storeys not to exceed 11.0m (36.1ft) maximum. A maximum differential of one storey shall be allowed between adjacent sites.
<b>e) Site Coverage</b>	45% maximum for principal building
	52% maximum for all buildings and structures
<b>f) Density</b>	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.

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<sup>1</sup> C19-14

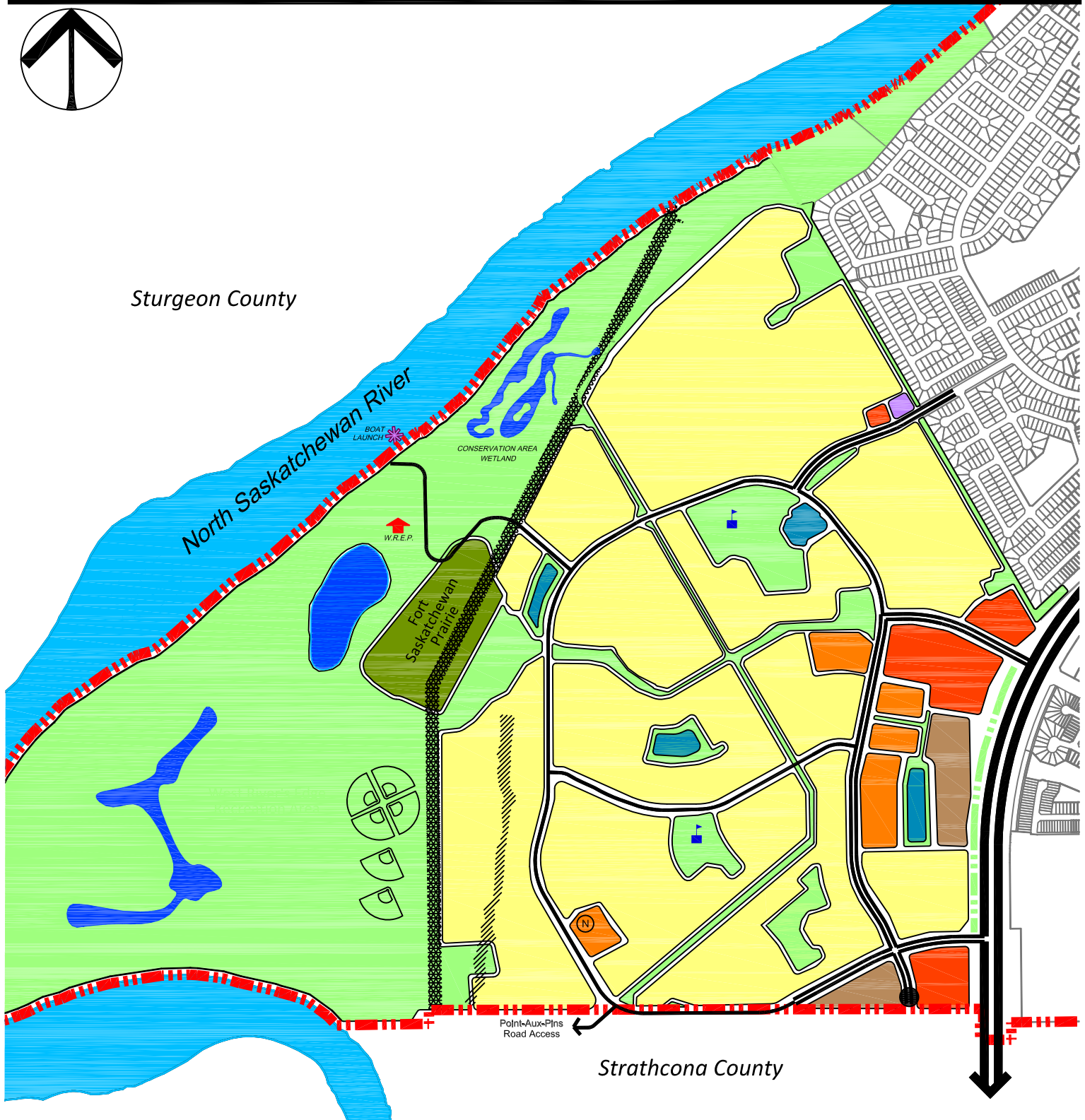
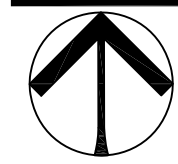
#### <sup>12</sup>5.21.11 Side Yard Setback Exceptions

- (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.

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<sup>1</sup> C19-14

<sup>2</sup> C19-15



## Land Use Concept

### City of Fort Saskatchewan

#### Westpark Area Structure Plan

Municipal Boundary  
 West River's Edge Pavillion (W.R.E.P.)

Low Density Residential  
 Medium Density Residential  
 High Density Residential  
 Park  
 Potential School Site  
 Urban Forest Corridor  
 Top of Bank  
 Power Line R/W

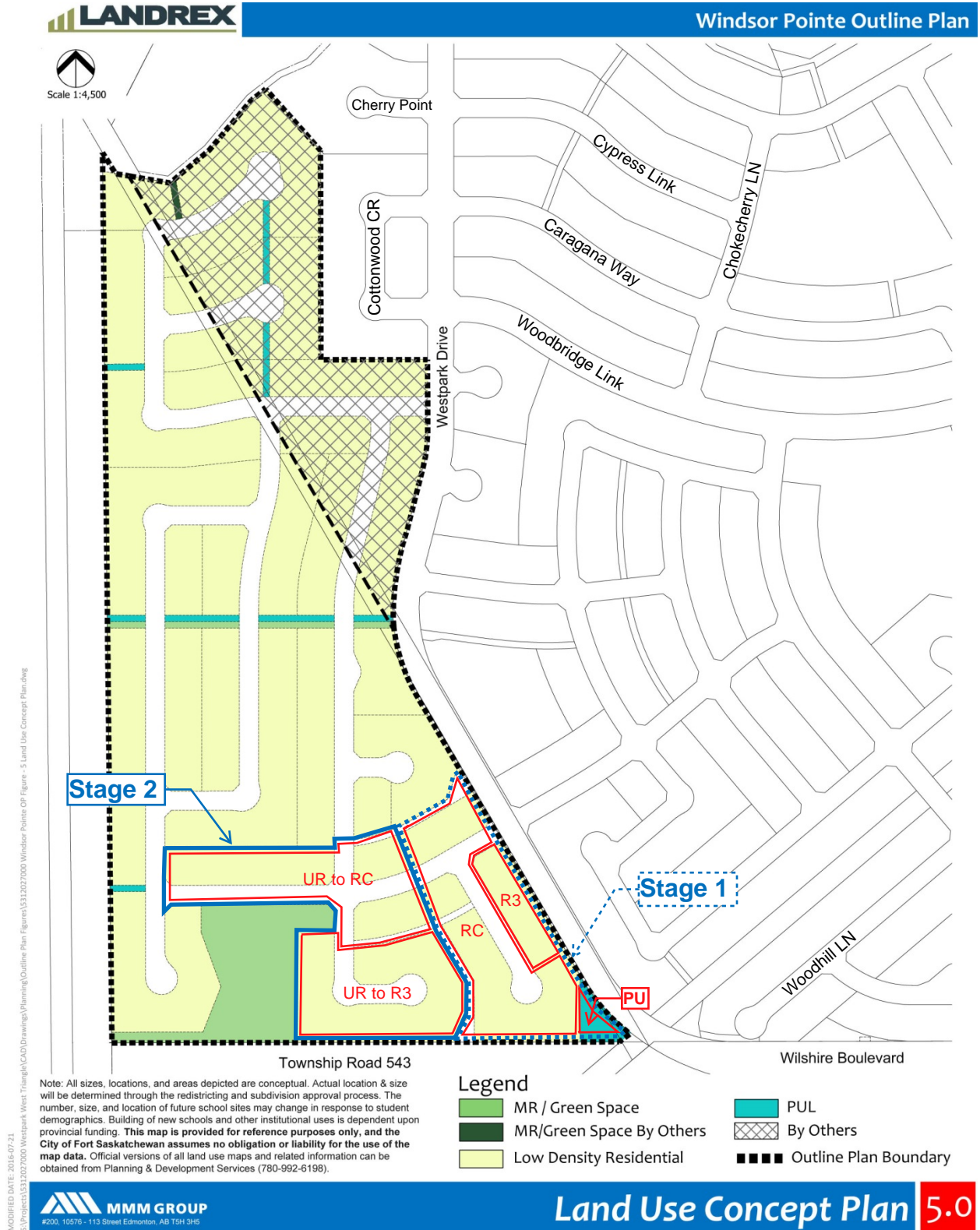
Storm Water Management Facility  
 Fort Saskatchewan Prairies Reserve  
 Commercial  
 Neighborhood Service  
 Institutional  
 Freeway  
 Arterial  
 Collector

Note: All size, locations, and areas depicted are conceptual. Actual location & size will be determined through the outline plan and subdivision approval process. The number, size, and location of future school sites may change in response to student demographics. Building of new schools and other institutional uses is dependant upon provincial funding.





## Land Use Concept Plan 5.0



## **CITY OF FORT SASKATCHEWAN**

### ***Management and Financial Reporting Policy FIN-025-C***

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#### **Motion:**

That Council adopt Management and Financial Reporting Policy FIN-025-C.

#### **Purpose:**

To present Management and Financial Reporting Policy FIN-025-C for adoption by Council.

#### **Background:**

Regular reporting of the City's financial affairs and key initiatives increases public interaction and communication with the community on issues affecting the City. Policy FIN-025-C establishes quarterly and annual reporting requirements to support Council's oversight of the City's resources, support decision making, and ensure accountability.

The adoption of Policy FIN-025-C supports the City's Strategic Plan goal of "Excellence in Government" and the objective to review and update financial procedures. This Policy builds upon the work to transition to a new quarterly variance report process, implemented for the second quarter resulting from Council resolution R4-17.

The development of a financial reporting policy was one of the recommendations in the governance review report for which Council directed Administration to create an implementation plan in council resolution R47-17.

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

The *Municipal Government Act*:

- requires that council obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer;
- requires that the chief administrative officer ensure that the actual revenues and expenditures of the municipality compared with the estimates in the operating or capital budget approved by council are reported to council as often as council directs;
- establishes requirements for annual financial statements and auditor's reports.

#### **Internal Impacts:**

Adoption of Policy FIN-025-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.

#### **Recommendation:**

That Council adopt Management and Financial Reporting Policy FIN-025-C.



**Attachments:**

Management and Financial Reporting Policy FIN-025-C

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Prepared by:	Clayton Northey Manager, Accounting & Reporting	Date: September 21, 2017
Approved by:	Jeremy Emann Chief Financial Officer	Date: September 21, 2017
Approved by:	John Dance General Manager, Corporate Services	Date: September 21, 2017
Reviewed by:	Troy Fleming City Manager	Date: September 21, 2017
Submitted to:	City Council	Date: September 26, 2017

## MANAGEMENT AND FINANCIAL REPORTING

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Date Issued: XXXXX

Mandated by: City Council

Current Revision: XX.XXX.XX

Cross Reference:  
• XXXXX

Next Review: XX.XXX.19

Responsibility: City Manager

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### PURPOSE

Regular reporting of the City's financial affairs and key initiatives supports increased public interaction and communication with the community on issues affecting the City.

### POLICY

In accordance with Sections 153 (d) and 208 (1) k of the MGA, Council shall be provided with quarterly reports and annual reports in order to support the oversight of the City's resources; to support decision making; ensure accountability; and to provide transparent communication to the public.

### DEFINITIONS

*City* – shall mean the City of Fort Saskatchewan.

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

*MGA* – shall mean the *Municipal Government Act*

### GUIDING PRINCIPLES

#### Quarterly Reports

Council shall receive, as information, an unaudited quarterly report at a regular Council meeting for each three months ending March 31<sup>st</sup>, six months ending June 30<sup>th</sup>, and nine months ending September 30<sup>th</sup>.

The quarterly reports shall include:

1. Analysis of year to date unconsolidated financial operating results compared to budgets approved by Council;
2. Forecast financial operating results compared to budgets approved by Council;
3. Analysis of capital projects;
4. Assessment of the City's financial position; and
5. Update on progress of corporate goals and initiatives included in the City's Strategic Plan, status of key operational work plan projects, and operational highlights.

The quarterly reports will be provided to Council on or before the 60<sup>th</sup> day following the end of each quarter, and shall be presented at the next regular Council meeting held thereafter.

### **Annual Report**

Council shall receive, as information, an annual report at a regular Council meeting for each year ending December 31<sup>st</sup>.

The annual report will include:

1. Audited consolidated financial statements;
2. Auditors' report on the financial statements;
3. Analysis of annual unconsolidated financial operating results compared to budgets approved by Council;
4. Analysis of capital projects; and
5. Update on progress of corporate goals and initiatives included in the strategic plan, status of key operational work plan projects, and operational highlights.

Council will receive the annual report at a public Council meeting on or before May 1<sup>st</sup> of the year following the year for which the annual report has been prepared.

### **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 MGA, and other applicable legislation.