



Request for Decision

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| Title | Proposed Policy for Exemption of Development Application Fees for Recognized Community Associations |
| Proposed Motion | That Council approve Exemption of Development Application Fees for Recognized Community Associations Policy. |
| Administrative Recommendation | That Council approves the policy (ply_SER_Exemption_of_Development_Application_Fees_for_Recognized_Community_Associations_Policy_2016) as presented. |
| Previous Council Direction | February 23, 2016 - Motion 060/16: That Administration be directed to develop a policy to address potential rebates to non-profit organizations paying permit application fees. |
| Report | Background <ul style="list-style-type: none">• Council’s above-mentioned decision stems from a request made by the West Sturgeon Agricultural Society to be exempted from \$17,704 paid in the preceding two years as application fees for Development and Building permit applications.• Council acknowledged that the requests to refund fees paid goes back to 2014/2015 and fees paid by other non-profit organizations in the past could set a precedent for reimbursement as well, since there is currently no policy or guidance as to when these reimbursements should be back dated (County could be liable for a number of significant and unforeseen expenses stemming from the past.).• It is prudent that such a policy be adopted to enable Council to be consistent and treat all non-profit organizations alike. Proposed policy <ul style="list-style-type: none">• Proposed “Exemption of Development Application Fees for Recognized Community Associations Policy” makes provision for the following:<ul style="list-style-type: none">○ The acknowledgement of a Recognized Community Association (RCA) as being the form of non-profit organization that should be exempt from Development Permit application fees as well as Sturgeon County’s percentage of Safety Code application fees.○ Backdating the proposed policy to January 1, 2016.○ Requiring the Manager of Current Planning & Development Services to administer the policy when accepting development and building permit applications. |

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| | <ul style="list-style-type: none"> • The Community Services department keeps a list of RCA's and recognizes these associations as independent, registered (ie: Under the Alberta Societies Act), and volunteer not-for-profit organizations operating facilities and amenities within the geographic boundary of Sturgeon County with a mandate to provide programming and services to the general public. • Compared to other non-profit organizations such as government authorities and school boards, Administration recommends that only RCA's should be exempt from the application fees given their volunteer operational basis and benefit to the broader community. <p><u>External Communication</u></p> <ul style="list-style-type: none"> • Besides obtaining input from Legislative Services on the wording of the proposed policy, the proposed policy was circulated to the Manager of Community Services. <p><u>Relevant Policy/Legislation/Practices:</u></p> <p>Sturgeon County Strategic Plan 2012 - 2021 Focus Area: Strong Local Governance and Regional Leadership Goal 1.1.1 Policies and directives are in place to review Council and Administration processes. <i>Societies Act, RSA 2000 c S-14</i></p> |
| Implication | <p><u>Strategic Alignment:</u></p> <p>Sturgeon County Strategic Plan 2012 - 2021 Focus Area: Strong Local Governance and Regional Leadership Goal 1.1.1 Policies and directives are in place to review Council and Administration processes.</p> <p>Consistent with legislation which allows Council to set policies and procedures.</p> <p><u>Organizational:</u></p> <p>The new policy will provide more clarity to the public with regard to the exemption of application fees and exclude future requests for reimbursements.</p> <p><u>Financial:</u></p> <p>This policy will impact future revenues for Current Planning and Development Services, the extent which will need to be tracked, monitored and reported during annual budget process.</p> |
| Alternatives Considered | <p>Council could refer the proposed Policy back to Administration for further refinement or amendments.</p> <p>Council could choose not to approve the proposed Policy.</p> |
| Implications of Alternatives | <p><u>Strategic Alignment:</u></p> <ul style="list-style-type: none"> • Goal 6.1.2 Operational Excellence : |

Not supporting approval of the proposed policy may see continued continue inconsistent recommendations and decision making rather than ensuring operating systems and practices that support effective engagement and professional interaction with stakeholders.

Organizational:

- All reimbursement applications will continue to be referred to Council for decision making. This does not represent the most efficient process for this service level.

Financial:

- The status quo will remain.

Follow up Action

Administration to implement the policy and monitor the extent of exemptions.

Attachment(s)

1. Draft Exemption of Development Application Fees for Recognized Community Associations Policy.

**Report Reviewed
by:**



Clayton Kittlitz, Manager Current Planning & Development Services



Stephane Labonne, General Manager of Integrated Growth



Peter Tarnawsky, County Commissioner – CAO

Strategic Alignment Checklist

Vision: Sturgeon County: a diverse, active community that pioneers opportunities and promotes initiative while embracing rural lifestyles.

Mission: Provide quality, cost effective services and infrastructure to meet the diverse needs of the Sturgeon County community, while improving competitiveness and sustainability.

| Focus Areas | Not consistent | N/A | Consistent |
|---|--------------------------|-------------------------------------|-------------------------------------|
| Strong Local Governance and Regional Leadership | | | |
| <i>We promote consistent and accountable leadership through collaborative and transparent processes (Strategic Plan, pg. 27 MDP)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <i>Consistent with neighborhood role (see MDP), master plans,, policies</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <i>Considers fiscal stability and sustainability</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <i>Has a positive impact on regional and sub-regional cooperation</i> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Respect the Natural Environment | | | |
| <i>We acknowledge the importance of a healthy environment and will minimize and monitor our impact on ecosystems (Strategic Plan, pg. 27 MDP)</i> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <i>Compliance with Provincial and Federal regulations and/or legislation</i> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <i>Ensure effective environmental risk management</i> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Community Identity & Spirit | | | |
| <i>We will build upon our strengths, where together we will create an inclusive, caring community (Strategic Plan, (Strategic Plan, pg. 27 MDP)</i> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <i>Promotes and/or enhances residents' identification with Sturgeon County</i> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <i>Enhances service provision through community partnerships</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <i>Supports Sturgeon County's cultural history</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Planned Growth and Prosperity | | | |
| <i>We encourage varied and integrated enterprises that enhance our strong economic base, while balancing the needs of the community and natural environment. (Strategic Plan, pg. 27 MDP)</i> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <i>Does the proposal align with the Integrated Regional Growth Strategy (map/policies) pg. 26 MDP</i> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <i>Considers cumulative costs and long-term funding implications</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <i>Targets growth around current or planned infrastructure</i> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Maintain and Enhance Strong Communities | | | |
| <i>We are committed to a safe, secure community, where our residents are respected and provided with access to opportunities. (Strategic Plan, pg. 27 MDP)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <i>Positive impact on residents' quality of life</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <i>Supports and promotes volunteer efforts</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <i>Provides programs and services that are accessible to all residents</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Operational Excellence | | | |
| <i>We have the organizational capability to deliver consistent and defined levels of service to all stakeholders in a professional, efficient, and cost effective manner</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <i>Staff have the knowledge, skills, resources and capability to perform their jobs</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <i>Streamlines operational processes and policies</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <i>Promotes engagement and professional interaction with stakeholders</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <i>Considers a cost-structure which allows Sturgeon County to remain competitive within a regional, national and global context</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |