

# Council Policy

Policy Name: Local Improvement  
Department Name: Assessment  
Policy No.: SER-040  
Effective Date: April 21, 1987

Review Date:

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## **STATEMENT:**

The City of Fort McMurray will impose a special frontage or a special local benefit assessment for any work authorized as a local improvement in accordance with part four (4) of the Municipal Taxation Act.

## **PURPOSE AND OBJECTIVE:**

The objective of this policy is to:

1. Provide guidelines to be followed in the implementation of local improvements.
2. Establish authorities/responsibilities of the various City departments in the implementation process of local improvements.

## **PROCEDURES:**

### **1. Definitions**

- 1.1. Local Improvements - Works undertaken by the City as described in section 149 (1) of the Municipal Taxation Act as amended to February 15, 1982.
- 1.2. Special Assessment By-Law - A by-law fixing a Special Frontage Assessment or a Special Local Benefit Assessment relating to local improvements and includes a special assessment when calculated on a uniform unit rate (Section 151 and 154 of the Municipal Taxation Act).
- 1.3. Uniform Rate Assessment By-Law - A by-law fixing a uniform rate based on estimated average cost throughout the municipality as outlined in the Municipal Taxation Act Section 155.

### **2. Responsibilities**

- 2.1. City Council to:
  - 2.1.1. Adopt the policy and amendments thereto.
  - 2.1.2. Approve projects to be undertaken in the upcoming year as local improvement projects.
  - 2.1.3. Pass the Debenture By-Law for funding the local improvements.
  - 2.1.4. Award contracts for local improvement projects.

- 2.1.5. Pass Unit Rate By-Law.
- 2.2. Department Heads to:
  - 2.2.1. Ratify and recommend projects to be undertaken as local improvements.
  - 2.2.2. Recommend tender awards for approval.
- 2.3. City Clerk to:
  - 2.3.1. Cause notice of Council's intention to undertake a local improvement as per Section 157 of the Municipal Taxation Amendment Act.
  - 2.3.2. Determine sufficiency of a petition for or against a local improvement immediately after the time has expired for filing of the petition.
- 2.4. Manager of Engineering & Public Works or his designate to:
  - 2.4.1. Prepare local improvement program based on petitions and requests received.
  - 2.4.2. Prepare preliminary designs and estimates for proposed local improvements.
  - 2.4.3. Prepare local improvement report and submit to Department Heads for approval.
  - 2.4.4. Prepare detailed design for approved local improvement projects.
  - 2.4.5. Prepare tender package and forward to Materials Management Division
  - 2.4.6. Supervise construction of local improvement projects.
  - 2.4.7. Prepare construction status/financial summary for cost assessments to benefiting property owners and forward to Treasury.
  - 2.4.8. Prepare project status report for submission to Department Heads..
  - 2.4.9. Ultimately prepare and maintain a Unit Rates By-Law for local improvements for approval by Council.
- 2.5. City Treasurer to:
  - 2.5.1. Prepare Debenture By-Law for Council approval.
  - 2.5.2. Make application and obtain approval from Local Authorities Board for local improvements.
  - 2.5.3. Process local improvement assessment to benefiting land owners for preparation of tax roll.

- 2.5.4. Close out account at project completion.
- 2.6. Materials Management Division to:
  - 2.6.1. Provide advice/review to Manager of Engineering and Public Works in preparation of local improvement contracts.
  - 2.6.2. Tender local improvements in accordance with Contract Policy (PUR-010).
- 2.7. City Assessor to:
  - 2.7.1. Provide information on ownership of property impacted by local improvement.
  - 2.7.2. Provide frontage and other property details to Manager of Engineering & Public Works for local improvement assessment purposes.

### **3. General Procedures**

- 3.1. City Clerk will determine sufficiency of owner initiated petitions and/or requests for local improvements to determine if they can be assessed as local improvements in accordance with the Municipal Taxation Act, by September of each year.
- 3.2. Manager of Engineering & Public Works will prepare the annual local improvement forecast consisting of local improvements initiated by public petition and City initiated local improvements by November of each year.
- 3.3. Manager of Engineering & Public Works will prepare local improvement report for upcoming year and forward to City Council for approval in December of each year.
- 3.4. City Council will approve local improvement program in January of each year.
- 3.5. City Clerk will notify affected property owners of intent to proceed with City initiated local improvements and will receive petitions against the local improvements as per Section 157 of the Municipal Taxation Act.
- 3.6. City Clerk will determine sufficiency of petitions against City initiated local improvements after twenty-one (21) days of notification of intent to determine validity of petition.
- 3.7. Manager of Engineering & Public Works will prepare report for Council approval for local improvements in March, indicating results of petitions and recommending approval for proceeding with local improvements not defeated by petition.
- 3.8. City Treasurer will prepare Debenture By-Laws for approval by City Council.
- 3.9. City Council will approve Debenture By-Laws.
- 3.10. City Treasurer will apply for Local Authorities Board Order.

- 3.11. Manager of Engineering & Public Works will commence with detail design of local improvements.
- 3.12. Materials Management Division will call tender on local improvements in May in accordance with Contract Policy (PUR-010).
- 3.13. City Treasurer will obtain Local Authority Board approval for debenturing projects.
- 3.14. Manager of Engineering & Public Works and Materials Management Division will evaluate tenders and report to City Council for award of tender in May/June.
- 3.15. City Council will award tenders for local improvement projects.
- 3.16. Manager of Engineering & Public Works will proceed with construction of local improvements.
- 3.17. City Council will award tenders for local improvement projects.
- 3.18. Manager of Engineering & Public Works will proceed with construction of local improvements.
- 3.19. Manager of Engineering & Public Works will submit monthly progress reports to Council.
- 3.20. Manager of Engineering & Public Works will prepare construction status/financial summary of local improvement projects upon completion of projects.
- 3.21. City Treasurer will assess local improvement assessment against benefiting land owners and provide notice of proposed special assessment to each person registered or assessed as owner of a parcel of land to be charged thereby in accordance with the Municipal Taxation Act.

**APPROVAL, MANAGEMENT AND REFERENCES:**

This policy shall be reviewed in three (3) years from its effective date to determine its effectiveness and appropriateness. This policy may be assessed before that time as necessary to reflect organizational change.

Approving Authority: City Council  
Approval Date: April 21, 1987

Revision Approval Dates:  
Review Due:

Policy Manager: Director, Assessment  
Department Contact: Manager, Assessment

Legal References:  
Cross References: