



Municipalities that receive funding under the MSP are required to reduce red tape. This template has been developed to provide guidance about the province's expectations for municipalities to reduce red tape to further advance our shared objective of returning our economy to prosperity.

The requirement to reduce red tape is not related to individual MSP projects. Municipalities may reduce red tape in ways that are entirely unrelated to MSP projects.

What is Red Tape?

The Government of Alberta defines red tape as unnecessary time and resources spent by citizens and businesses to comply with regulatory and administrative requirements imposed by legislation; regulations; and associated policies, forms and guides. More specifically for the purposes of the MSP, red tape reduction means actions taken in support of the following objectives:

- Make it easier to start up a new business in your community.
- Streamline processes and shorten timelines for development and subdivision permit approvals.
- Make your community a more attractive destination for new investment and/or tourism.

What do municipalities need to do?

Municipalities are required to make measurable progress in at least one of these areas, develop a red tape reduction plan, and report it to Municipal Affairs using this form by February 1, 2021. For the 2020 report only, if no progress was made in 2020, municipalities must still complete the section indicating their plans to meet this commitment in 2021.

Municipal Affairs will review the submitted plan and determine whether it is sufficient based on the actions identified and the circumstances of the municipality. Please include any information Municipal Affairs should be aware of when reviewing your plan. The 2020 Red Tape Reduction Report must be approved by the Minister before the 2021 MSP payment will be released. Municipalities will undertake their plan and must report on concrete progress using a separate form by February 1, 2022.

The actions listed below are examples of ways that local governments may choose to reduce red tape, but municipalities are not limited to these examples. Based on your local circumstances, you can develop any plan or action that achieves one or more of the objectives cited above. You are encouraged to take as many steps as reasonable to enhance the environment in your community for local investment.

Submission

Summary:

- Complete this form, and ensure it is approved at the appropriate level within the municipality.
 - You are required to indicate how your municipality intends to reduce red tape in 2021.
- E-mail the completed form to ma.municipalstimulus@gov.ab.ca by February 1, 2021 by clicking on the "Submit to E-mail" button below.
- Take action to reduce red tape.
- Report on the concrete progress you have made to reduce red tape using the 2021 Red Tape Reduction Report Template, and submit it to Municipal Affairs by February 1, 2022.

This template, the MSP program guidelines, and other program resources are available at www.alberta.ca/municipal-stimulus-program.aspx.

If you have any questions regarding this template or the MSP, please e-mail ma.municipalstimulus@gov.ab.ca.

About this Form

Adobe Acrobat or Adobe Reader can be used to complete this form. Open the form in Acrobat or Adobe Reader, and fill out the form electronically. When you are finished, click "Save Form" to save a copy of the form for your records. Press the "Submit to E-mail" button to send the completed form as an attachment to ma.municipalstimulus@gov.ab.ca. Scanned copies of the form will not be accepted.

Please note that you must use the text boxes to elaborate on your plans or the report will not be considered sufficient.

Municipality Name	RYCROFT
Date	Dec 10, 2020

1. Please indicate any steps your municipality has taken to reduce red tape in 2020. Please note that MSP funding is NOT conditional on reducing red tape in 2020, though any steps you have taken to reduce red tape should be noted. Use "+" and "-" buttons beside each objective to see example actions.

a) Make it easier to start up a new business.

Please elaborate on your response, including metrics and performance targets..

The Village of Rycroft, along with our neighbouring municipalities the Town of Spirit River and the MD of Spirit River, updated their Municipal Development Plan, Intermunicipal Development Plan, and Land Use Bylaw in December 2019. Staff are familiar with documents and ready to assist any potential interested party in opening up a business. Council updated the Business Bylaw 221-20 in October 2020. Business license fees were reviewed in the Master Rates Bylaw 216-19 in November 2020 and remained unchanged with annual fees in most categories \$25 for a resident, and \$50 for a non-resident.

b) Streamline processes and shorten timelines for development and permit approvals.

Please elaborate on your response, including metrics and performance targets.

The Village processed 9 development permits and 4 demolition permits in 2020. The Village takes pride that all permits were processed within a week of receiving them, with our limited staffing. Prompt meetings and communications are standard.

c) Make your municipality a more attractive destination for new investment and/or tourism.

Please elaborate on your response, including metrics and performance targets.

The Village has concentrated on enforcing its Unsightly Premises Bylaw over the past few years, and this has resulted in the removal of derelict buildings and the cleaning up of properties. The paving of the downtown area in 2018/19 has cleaned up the Village and made it more attractive. We see a number of properties changing hands with new residents, as Rycroft becomes a more attractive community. We see existing businesses making improvements, such as at the Highway 2 and 49 intersection, where this year the Shell gas Station installed a new canopy and expanded its convenience store, and the Centex gas station upgrading its parking lot. Also, the downtown Rycroft Hotel renovated its lounge area, and added a convenience store and movie theatre. We updated our webpage and subscribe to Townfolio to keep updated statistics available such as demographics, labour force, taxation etc. available to those interested in locating in Rycroft <https://rycroft.ca/about/>. We are active participants in the regional EDO/CAO meetings organized by Kammie Currie, Regional Economic Development Specialist for the Province.

2. How do you plan to measurably reduce red tape in 2021? Please check all that apply. Please note that a refund of MSP funding may be required if there is insufficient progress in reducing red tape in 2021. Use "+" and "-" buttons beside each objective to see example actions.

a) Make it easier to start up a new business.

Implement incentives to encourage new businesses.

Streamline or speed up processes for obtaining a business licence.

Review the process for establishing a business and eliminate any unnecessary municipal requirements.

Work with neighbouring municipalities to establish common business licensing systems, or recognize business licences from other Alberta municipalities.

- Establish a paperless process for business licence applications, and/or an option for electronic payment of application fees.
- Create a section on the municipality's website providing information on how to start a business, including municipal licensing requirements and application forms, process documents, and/or other guidance documents.
- Review and evaluate municipal regulatory requirements to limit and mitigate unintended impacts on small business.
- Work with neighbouring municipalities to coordinate bylaws for weight restrictions, noise restrictions, dust abatement requirements, or other factors that impact commercial/industrial activity.
- Consult with a local post-secondary institution about how to help students establish new businesses after graduation.
- Other (Please specify briefly)

b) Streamline processes and shorten timelines for development and permit approvals.



- Establish internal targets for issuing subdivision application decisions that are faster than legislated timelines.
- Establish internal targets for issuing development permit decisions that are faster than legislated timelines.
- Prepare process summaries and checklists of required materials for subdivision and development permit applications.
- Update the municipal website to clearly communicate subdivision and development permit approval processes.
- Establish an online application process for subdivision and development applications.
- Establish an electronic payment system for subdivision and development permit applications.

Other (Please specify briefly)

c) Make your municipality a more attractive destination for new investment and/or tourism.



- Implement incentives for new investment or tourism, such as new property tax incentives now allowed under the *Municipal Government Act*.
- Develop an action plan to reduce red tape with clearly defined objectives, actions, and targets, and make it available on the municipality's website.
- Partner with neighbouring municipalities to promote investment and economic development opportunities at a regional level.
- Develop and implement asset management policies, plans, and strategies to ensure infrastructure supports long-term economic growth.
- Develop measures of economic activity supported by municipal capital assets (such as roads) and incorporate into asset management plans.
- Assess how the community's long-term plans align with and support Alberta's long-term economic strategies.

Other (Please specify briefly)

d) How do you intend to measure the results of your actions? Include a brief description of your action(s), baseline data (your current state) and quantitative targets. For example:

- We plan to review our processes for approving business licenses. Currently it takes a new business with a complete application approximately 4 weeks to obtain a license. We hope through our process review to bring that down to 2 weeks.
- We partner with two neighbouring municipalities to network with businesses and share economic development opportunities in our region. We intend to expand this group to include one more municipality.

We keep going on the path we started 4 years ago with Council in improving Rycroft in anyway possible to make it more attractive to businesses and residents alike. To be reviewed and evaluated annually at the Strategic Planning and Budget meetings.

3. Is there anything else you wish to share about your municipality's efforts to reduce red tape, or your municipality's unique circumstances regarding red tape reduction?

Certification



As a representative of the above municipality, I have been authorized to submit this red tape reduction report on behalf of the municipality.

Print Name

Telephone Number

The personal information you are providing on this form is being collected to support the administration of the Municipal Stimulus Program and is authorized under section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. The personal information will be managed in accordance with the privacy provisions of the FOIP Act.

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