



OPERATIONAL SERVICES COMMITTEE AGENDA

April 30, 2024

10:15 AM

Council Chambers, City Hall

ATTENDEES

C. Thiessen, G. Blackmore, G. Berg, J. Clayton

All City of Grande Prairie public meetings of Council are accessible to the public as a live stream broadcast through our website at: [Meeting Webcast / City of Grande Prairie \(cityofgp.com\)](#)

Anyone wishing to attend to speak as a delegate must contact Legislative Services at AgendaAdmin@cityofgp.com to submit their presentations in advance. Delegation requests must be submitted by 12:00 p.m. on April 29.

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. DELEGATIONS
4. REPORTS
 - 4.1 Service Area Update Brian Glavin
 - 4.2 Bylaw C-1472 Special Recreational Services Tax Levy in Pinnacle Ridge Brian Glavin
 - 4.3 Service Club Signage Brian Glavin
5. CORRESPONDENCE
6. OTHER BUSINESS
7. BYLAW & POLICY REVIEW
8. OUTSTANDING ITEMS LIST
9. ADJOURN



ADMINISTRATIVE REPORT

TO: Shane Bourke, City Manager	DATE: April 30, 2024
FROM: Brian Glavin, Chief Operating Officer	MEETING: Operational Services Committee
REPORT WRITER: Wade Nellis, Transportation Director	
SUBJECT: Bylaw C-1472 - Special Recreational Services Tax Levy in Pinnacle Ridge	

RECOMMENDATIONS

That Committee recommend Council give three readings to Special Recreational Services Tax Bylaw C-1472.

PREVIOUS COUNCIL / COMMITTEE DIRECTIONS

May 1, 2023 City Council Meeting

Council gave three readings to the Pinnacle Ridge Special Tax Bylaw C-1459.

April 25, 2023 Financial and Administrative Services Committee Meeting

Danielle Whiteway, Chief Financial Officer, presented Committee with a report addressing Bylaw C-1459 Special Recreational Services Tax Levy in Pinnacle Ridge.

BACKGROUND

Prior to 2010, The City of Grande Prairie funded the operation and maintenance of the Pinnacle pond fountains and front entrance water features for several years after they were turned over from the developer to the City. This funding was not sustainable, and notice was given to the residents that these features would be removed. The residents of Pinnacle Ridge desired to keep the water fountain and entrance water features and thus formed the Pinnacle Ridge Neighbourhood Association in 2010. They gathered approximately 700 signatures in a community petition to generate support for a special tax levy to pay for the fountains and front entrance feature. The amount determined to cover these expenses was \$20/household.

The pump was eventually replaced with a smaller model after continued issues and costs associated with vandalism. The tax amount was reduced to \$12.50 in 2022 to align with the reduced annual operating costs.

ANALYSIS

Relationship to City Council's Areas of Focus / Strategic Priorities

The pinnacle fountains are aligned with Council's priority of Quality of Life, promoting both fierce community pride and active lifestyles.

Environmental Impact

The fountains and water features create minimal noise pollution. The flow of water supplies oxygen to the pond, reducing the growth of algae.

Economic Impact

No identified economic impact.

Social Impact

This entrance water feature promotes community connectivity, as it is a social gathering spot for neighborhood events. Also, the water features generate a source of pride for the neighborhood through demonstrated community engagement and a sense of community ownership.

Relevant Statutes / Master Plans / City Documents

Municipal Government Act requires passing of this Bylaw annually for this special levy.

Risk

Without this special tax levy, the water features identified may not be sustained at the current standard. A lack of sustainable funding could necessitate removal of the infrastructure.

Alternatives (Optional)

- 1.) Give three readings to Bylaw C-1472, the Pinnacle Ridge Special Tax.
- 2.) Direct Administration to identify an alternative 2024 funding source for the Pinnacle features and provide a report to a future Committee meeting.

STAKEHOLDER ENGAGEMENT

Information of this tax levy and the related process was provided through the following methods:

1. Notifications on the City of Grande Prairie's social media channels.
2. A media release through our Corporate Communications department.

Through the above noted steps, residents are invited to attend the Corporate Services Committee meeting on April 30, 2024 and/or the City Council Meeting on May 2, 2024.

BUDGET / FINANCIAL IMPLICATIONS

The operation of the fountain and water features at Pinnacle Ridge has been funded through the "special tax" bylaw the past twelve years.

The past 5 years of costs for the feature:

Year	Cost
2018	\$ 9136.89
2019	\$ 8364.47
2020	\$ 7388.38
2021	\$ 7671.80
2022	\$ 17135.71 (Including pump replacement @ \$8160.00)
2023	\$10,491.59

The annual operating budget for this feature was reduced in 2022 to bring the collected fees more in line with the typical operating costs. There was a slight escalation in costs in 2023 for some minor repairs to the pump, but there is a healthy reserve of \$32,760.04. Based on the actual expenses for 2018-2023, administration recommends retaining the operating budget of \$8,350.00, which can be fully funded by re-approving the \$12.50 special tax for the 668 homes in the identified district.

SUMMARY / CONCLUSION

A special tax levy is a appropriate funding source for the operation and maintenance of water features in Pinnacle Ridge as it supports the desire of the community residents to have specific neighbourhood enhancement features. It is recommended that Committee recommend Council give three readings to approve this Bylaw and cover the expected operating costs for 2024.

ATTACHMENTS

Attachment 1 - Bylaw C-1472

Jane Friesen
45 Pinnacle Lake Drive
Grande Prairie, AB T8W 0A9

April 12, 2024

Grande Prairie Mayor & City Council

10205 98 St

GRANDE PRAIRIE ALBERTA, T8V 2E7

Pinnacle Ridge Water Features Levy

Dear Mayor and Council

As one of the original Pinnacle Ridge residents who walked the neighborhood gathering signatures in support of keeping the 2 water features in the neighborhood I am writing you today and I am still in support of the levy.

We originally wanted to keep the features to enhance the neighbourhood for the residents. Some of our reasons were:

- nice spot for family or wedding photos
- the moving water keeps mosquito habitat under control
- the sound of the water is soothing and helps to drown out some of the highway 40 noise
- esthetically pleasing

The original pond fountain was much bigger and the water shot up higher and it was quite a bit louder as the water cascaded back to the surface of the pond. It also had lights. The water features were one of the reasons that we chose our property in Pinnacle many years ago.

When the fountain needed to be replaced it was with one which is much smaller, and it does not quite have the same impact as the larger one.

As I am writing this letter, I seem to recall that we met with the finance department back when my husband Randy was president of the Pinnacle Neighbourhood Association to discuss the levy and the costs and the contingency fund for replacement of the water features as they age.

At that time, we were informed that the 2 water features were not the only items drawing electricity from the meter. I do not know if the finance department was able to break down what the actual cost of electricity for just the fountain and the water fall at the entrance to Pinnacle.

I imagine that there is a healthy contingency fund available for the next replacement of the pond water feature.

Would it be possible to discuss a larger fountain when it is time to replace the existing one. I think the existing one is now about 8 years old.

In closing I would like to advise you of our total support for the levy.

Kind regards

Jane and Randy Friesen

CITY OF GRANDE PRAIRIE

BYLAW C-1472

**A Bylaw to Authorize a Special Recreational Services Tax
Levied Against Land in Pinnacle Ridge within the City of
Grande Prairie, Alberta for the 2024 Taxation Year**

WHEREAS Section 382 of the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended, authorizes a council to pass a bylaw annually to impose a special tax for a recreational service;

WHEREAS the City of Grande Prairie deems it expedient and proper to provide a bylaw for the levy of a Recreational Services Special Tax to cover the costs of general repair, maintenance and operations of the water features in Pinnacle Ridge;

WHEREAS the operation and maintenance of these features is recurring and ongoing in nature;

WHEREAS funds are required annually to meet these operational and maintenance costs; and

WHEREAS the estimated revenues from the special tax are \$8,350.00 and these revenues will offset the estimated expenditures of \$8,350.00.

NOW THEREFORE, THE MUNICIPAL COUNCIL OF THE CITY OF GRANDE PRAIRIE, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. This Bylaw shall be called the "2024 Special Recreational Services Tax Levy in Pinnacle Ridge" Bylaw.
2. The Chief Administrative Officer is hereby authorized to levy a flat fee of \$12.50 to each parcel of land as indicated in Schedule "A", excluding property that is exempt under Section 351 of the Municipal Government Act.
3. That the special tax be in addition to all other rates and taxes.
4. This Bylaw shall take effect on the date it is passed.

READ a first time this _____ day of _____, 2024.

READ a second time this _____ day of _____, 2024.

READ a third time and finally passed this _____ day of _____, 2024.

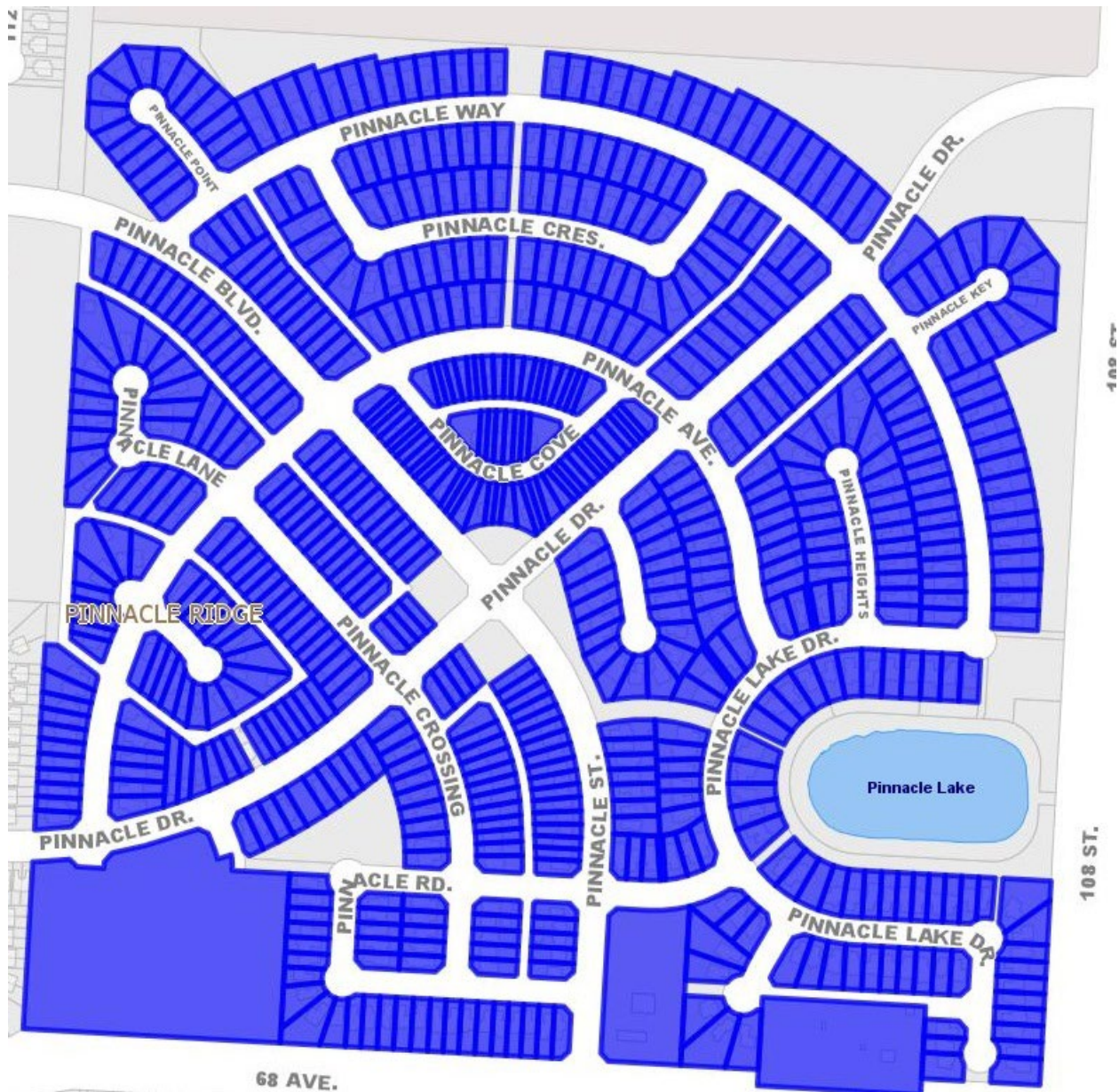
Mayor

City Clerk

Bylaw C-1472

Schedule "A"

Map of Pinnacle Ridge illustrating the properties (in blue) affected by the special tax.





ADMINISTRATIVE REPORT

TO: Shane Bourke, City Manager	DATE: April 30, 2024
FROM: Brian Glavin, Chief Operating Officer	MEETING: Operational Services Committee
REPORT WRITER: Wade Nellis, Transportation Director	
SUBJECT: Service Club Signage	

RECOMMENDATIONS

That Committee recommend Council direct Administration to proceed with the redesign and re-installation of three service club signs at the new city boundaries, with funding to come from the Transportation Department's operating budget.

PREVIOUS COUNCIL / COMMITTEE DIRECTIONS

At the October 3, 2023 Council meeting, the following motion was passed:

"Council direct Administration to bring back a report with opportunities for entrance signs featuring community groups."

BACKGROUND

In the fall of 2023, representatives of the Legion and the Rotary clubs of Grande Prairie presented a request for updated service group signage to Council. The existing service club signs are located at three major entrances to the city. Those locations are:

- Hwy 40 Northbound approaching 68 Avenue
- Hwy 43 Eastbound East of 116 Street
- Hwy 43 Southbound approaching 132 Avenue

Of these three locations, signs are still standing at all except for the Hwy 40 approach, where the sign was removed as part of the recent construction project.

The City Sign Shop installed the existing signage, which consists of four-foot by eight-foot aluminum covered plywood mounted on galvanized steel pipe.

The signs include one-foot by one-foot placards displaying the logos of service clubs. The clubs listed include:

- Lions
- Elks
- Shrine Club
- Scouts Canada
- Rotary Club of Grande Prairie
- Swan City Rotary Club
- Masonic Lodge
- Kinsmen
- Associated Commercial Travelers/United Commercial Travelers

Administration has contacted all the clubs listed to confirm they are still active. Apart from the Shrine Club, all of these entities are still active in the community. The Rotary Clubs of Grande Prairie now promote themselves as a single entity, removing the need to promote both the clubs represented on the current display.

ANALYSIS

Administration reached out to several similar-sized municipalities to obtain information on the type and number of roadside service club signs they have in their communities. The results varied; several had no dedicated signage, while others had steel or concrete structures. These are compiled in the table below, and images are in Attachment B. None of the municipalities contacted have a policy or bylaw defining a service club.

Service Club Signage Jurisdictional Scan			
Municipality	# of Signs	Notes	Image
Leduc	0	No Service Club Signage	
Lethbridge	0	No Service Club Signage	
Red Deer	0	No Service Club Signage	
St. Albert	1	Placards on Illuminated Retaining Wall	Figure 1
Airdrie	1	Decorative/Wayfinding Structure	Figure 2
Brooks	1	Steel Sign on Concrete Pilings	Figure 3
Okotoks	2	Information Signage Style	Figure 4

Due to the expansion of the City boundary over the years, Administration recommends moving the signs to the new boundary. This puts the installation of the signs at:

- Hwy 40 Northbound approaching 60 Ave
- Hwy 43 Eastbound approaching Range Road 65 (airport signals)
- Hwy 43 Southbound approaching 139 Ave

Branding for the new signs will be updated to match the new marketing strategy, and spaces currently allocated to obsolete or consolidated clubs will be reassigned based on consultation with the Service Club group.

Relationship to City Council's Areas of Focus / Strategic Priorities

Service clubs are an important component of our community, and their activities directly contribute Council's overarching priority of Quality of Life and the strategic pillar of an Inclusive, Caring Community.

Environmental Impact

There is no environmental impact associated with this report.

Economic Impact

There is no anticipated economic impact.

Social Impact

Recognition of service clubs provides visibility and recognition for the organizations actively working towards improving social issues in the community.

Relevant Statutes / Master Plans / City Documents

There are no relevant plans or statutes.

Risk

None identified.

Alternatives

Option 1 - Encourage the adoption of alternative service club promotion avenues. The City has a variety of no-cost options available to service clubs, including:

- Grande Prairie guide listing
- Community boards for posters at city facilities
- Listing on the community group section of the city website
- Participation in the Canada Day parade
- Opportunities for booths at city community events (examples include Experience GP, Canada Day, Heritage Day and Earth Day, among others)

Option 2 – Enhanced Signage

Refer to budget deliberations to purchase and install enhanced signage for service club recognition. Based on the jurisdictional scan results, this option's costs would likely be \$70-\$100,000 per sign, depending on the final design and locations.

STAKEHOLDER ENGAGEMENT

In March, Administration attended a meeting with representatives from various service clubs. The service clubs represented by this group include Rotary, Legion, Elks, Lions, and Army Navy and Air Force Veterans. Administration suggested the signage be replaced in a similar format while updating the appearance to match the current City of Grande Prairie brand identity. The group was supportive of this approach.

The Service Club group supported grandfathering the still active clubs and would consult with their members to provide suggestions for any newly available spaces. Based on these preliminary discussions, these would likely be allocated to the Legion and the Army, Navy & Airforce Veterans.

The clubs expressed a desire to have the physical sign indicate where motorists could get more information about the clubs listed. The City maintains a community group webpage <https://cityofgp.com/culture-community/community-groups>. While the service clubs appreciate this outlet, they would prefer a dedicated website section with a unique web address to be included on the redesigned sign should visitors want more information.

BUDGET / FINANCIAL IMPLICATIONS

Costs for the current signs to be replaced with new installations and updated design are estimated at \$1,500 per sign for a total of \$4,500. Internal staff could complete this within the current Transportation Department operational budget.

SUMMARY / CONCLUSION

This initiative aligns with City Council's priorities of enhancing quality of life and fostering an inclusive, caring community. Through consultations with various service clubs and a review of practices in similar municipalities, Administration is proposing a cost-effective solution that involves updating the signage to reflect the current city brand while accommodating the club's desire for visibility and information accessibility. By allocating \$4,500 from the Transportation operating budget, the city can rejuvenate its support for these vital community organizations without significant economic or environmental impacts, thereby affirming its commitment to recognizing and promoting the contributions of service clubs to Grande Prairie's social fabric.

ATTACHMENTS

Attachment 1 – Photos of existing signage.

Attachment 2 – Streetview photos of service club signage in other Alberta municipalities.

Attachment 1 – Existing Grande Prairie Service Club Signage

Location 1 – 100 Street South of 132 Avenue



Location 2 – 100 Avenue East of 115 Street



Attachment 2 - Service Club Signage in Other Municipalities

Figure 1 – St. Albert



Figure 2 – Airdrie



Figure 3 – Brooks



Figure 4 – Okotoks



OPERATIONAL SERVICES COMMITTEE - OUTSTANDING ITEMS LIST - APRIL 30, 2024

ID	Title	Requested on	People Responsible	Item Notes	Expected Report Date
1314	Infrastructure Upgrades - Borstad Hill/Ernie Radbourne Pavilion	3/11/2024	Kristine Donnelly	Council direct Administration to bring back a report, after consultation with the Bear Creek Folk Festival, about potential infrastructure upgrades at Borstad Hill and/or Ernie Radbourne Pavilion to enhance community events, including partnership opportunities.	Q2 2024
1291	Entrance Signs	10/3/2023	Wade Nellis	Council direct Administration to bring back a report with opportunities for entrance signs featuring community groups.	Q2 2024
1230	Design & Construction Standards Review Terms of Reference	11/17/2022	Kristine Donnelly	Committee direct Administration to report back to the appropriate Standing Committee with a Terms of Reference for the Design & Construction Standards Review, within Q1 of 2023. Update November 7/23 - Administration has applied for funding through the Federal Housing Grant.	Q2 2024
1292	Decommissioning of Playgrounds	10/10/2023	Kase DeVries	Committee direct Administration to bring back a report regarding the triggers that would implement the decommissioning of playgrounds within the City.	Q2 2024
4					