



# CITY COUNCIL MEETING AGENDA

May 6, 2024

3:00 PM

Council Chambers, City Hall

ATTENDEES

Mayor J. Clayton, M. O'Connor, W. Bosch, G. Berg, K. O'Toole, W. Pilat, D. Bressey, G. Blackmore,  
C. Thiessen

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*Anyone wishing to attend to speak as a delegate must contact Legislative Services at [AgendaAdmin@cityofgp.com](mailto:AgendaAdmin@cityofgp.com) to submit their presentations in advance. Delegates have the option of attending in person or via remote access.*

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1. CALL TO ORDER

2. NATIONAL ANTHEM

3. LAND ACKNOWLEDGEMENT

4. PROCLAMATION

4.1 Economic Development Week May 6-10

5. ADOPTION OF PREVIOUS COUNCIL MEETING MINUTES

5.1 City Council Meeting

**Recommendation:**

Council adopt the minutes of the City Council meeting held April 22 as presented.

6. ADOPTION OF AGENDA

**Recommendation:**

Council adopt the Agenda as presented.

7. DELEGATIONS

## 8. REPORTS

### 8.1 Proposed Recreation Facility Site Selection

**Recommendation:**

Council identify a preferred site for the proposed recreation facility. Additionally, that Council direct Administration to continue negotiations with the appropriate School Division for the development of the selected site.

### 8.2 Proposed Recreation Facility Update

**Recommendation:**

Council provide direction regarding the specific requirements for the indoor recreation facility.

## 9. COMMITTEE BUSINESS

### 9.1 Public & Protective Services Committee

**Recommendation:**

Council adopt the minutes of the Public & Protective Services Committee meeting held April 30, as presented.

#### 1. Grant Recommendations

**Recommendation:**

Council approve funding allocations as presented in Appendix A.

### 9.2 Financial & Administrative Services Committee

**Recommendation:**

Council adopt the minutes of the Financial & Administrative Services Committee meeting held April 30, as presented.

#### 1. Bylaw Amendment C-1395N - Fees, Rates & Charges Bylaw

**Recommendation:**

Council give three readings to Bylaw C-1395N, being an amendment to the Fees, Rates & Charges Bylaw.

#### 2. Bylaw C-1473 2024 Property Tax Bylaw

**Recommendation:**

Council give three readings to Bylaw C-1473, being the 2024 Property Tax Bylaw.

### 9.3 Operational Services Committee

**Recommendation:**

Council adopt the minutes of the Operational Services Committee meeting held April 30, as presented.

1. Bylaw C-1472 - Special Recreational Services Tax Levy in Pinnacle Ridge

**Recommendation:**

Council give three readings to Bylaw C-1472, being the Special Recreational Services Tax Bylaw.

2. Service Club Signage

**Recommendation:**

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.

9.4 Invest GP Committee

**Recommendation:**

Council adopt the minutes of the Invest GP Committee meeting held April 30, as presented.

9.5 Strategy & Communication Services Committee

**Recommendation:**

Council adopt the minutes of the Strategy & Communication Services Committee meeting held April 30, as presented.

10. CORRESPONDENCE

11. DELEGATION BUSINESS

12. NOTICE OF MOTION

13. UNFINISHED BUSINESS

13.1 Public Engagement Policy 128

**Recommendation:**

Council approve Policy 128, being the Public Engagement Policy.

**Recommendation:**

Council rescind Policy 118, being the Citizen Engagement Policy.

14. RECESS

15. DELEGATIONS

16. PUBLIC HEARINGS

17. DELEGATION BUSINESS

18. COUNCIL MEMBER REPORTS

19. ADJOURNMENT

# PROCLAMATION

## ECONOMIC DEVELOPMENT WEEK

### MAY 6 - 10, 2024

**WHEREAS:** for 50 years, Economic Developers Alberta has been Alberta's leading economic development network, committed to advancing the economic development profession by providing resources, professional development, and networking opportunities; and

**WHEREAS:** communities rely on economic development professionals to promote economic well-being and quality of life; for communities like Grande Prairie that means coordinating activities that create, retain, and expand jobs to facilitate growth, enhance wealth, and provide a stable tax base; and

**WHEREAS:** economic developers stimulate and incubate entrepreneurship to help establish the next generation of new businesses – which is the hallmark of Alberta’s economy – and attract and retain high-quality jobs, develop vibrant communities, and improve the quality of life in their regions; and

**WHEREAS:** economic developers are engaged in a wide variety of settings including rural and urban, local, state, provincial, and federal governments, public-private partnerships, chambers of commerce, universities, and a variety of other institutions.

**NOW THEREFORE:** I, Mayor Jackie Clayton, do hereby proclaim May 6-10, 2024 as “**Economic Development Week**” in the City of Grande Prairie, and remind individuals of the importance of this community celebration which supports the expansion of career opportunities and improving quality of life.

  
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 Mayor Jackie Clayton





**MINUTES OF THE CITY OF GRANDE PRAIRIE  
COUNCIL MEETING**

**April 22, 2024, 3:00 P.M.  
Council Chambers, City Hall**

PRESENT	J. Clayton M. O'Connor W. Bosch G. Berg K. O'Toole W. Pilat D. Bressey G. Blackmore C. Thiessen	Mayor Councillor Councillor Councillor Councillor Councillor Councillor Councillor Councillor
ALSO PRESENT	S. Bourke D. Whiteway B. Glavin D. Lemieux J. MacEachern J. Freeman L. Hanson K. DeVries R. Tarant J. Johnson Z. Patel S. Cajolais P. Cooper	City Manager Chief Financial Officer Chief Operating Officer Chief Public & Protective Services Officer Chief of Staff City Solicitor City Clerk Director of Environment & Parks Director of Intergovernmental Affairs Director of Planning & Development Planner Executive Director of Recreation & Culture Director of Communications

**1. CALL TO ORDER**

The Mayor called the meeting to order at 3:04 p.m.

**2. NATIONAL ANTHEM**

**3. LAND ACKNOWLEDGEMENT**

**4. ADOPTION OF PREVIOUS COUNCIL MEETING MINUTES**

4.1 City Council Meeting

**MOVED** by D. Bressey

Council adopt the minutes of the City Council meeting held April 8, as presented.

**CARRIED (9 to 0)**

**5. ADOPTION OF AGENDA**

**MOVED by M. O'Connor**  
Council adopt the Agenda as presented.

**CARRIED (9 to 0)**

**6. DELEGATIONS**

**7. REPORTS**

7.1 2024 Weed Inspector Appointments

Councillor Bressey declared a conflict on this item; his company has weed removal interests.

**MOVED by C. Thiessen**  
Council:

1. Appoint Barb Welander, Michelle Benning, Emma Kimble, and Mitchel Gorman as Weed Inspectors under the Weed Control Act of Alberta for the 2024 season; and
2. Appoint the Operational Services Committee as an Independent Appeals Panel for 2024.

**CARRIED (8 to 0)**

7.2 Grande Prairie Stompede Sponsorship

**MOVED by K. O'Toole**  
Council approve \$15,000 in sponsorship to the Grande Prairie Stompede; \$10,000 in cash sponsorship, \$5,000 in in-kind sponsorship through transit services.

**CARRIED (9 to 0)**

**8. COMMITTEE BUSINESS**

8.1 Financial & Administrative Services Committee

**MOVED by W. Pilat**  
Council adopt the minutes of the Financial & Administrative Services Committee meeting held April 16, as presented.

**CARRIED (9 to 0)**

8.1.1 Q4 2023 Financial Report

**MOVED** by W. Pilat  
Council:

1. Receive the unaudited financial statements and supporting information for the period ending December 31, 2023, for information; and
2. Approve the transfer of the 2023 operating surplus of \$597,000 to the Financial Stabilization Reserve.

**CARRIED (9 to 0)**

8.1.2 2023 Audited Consolidated Financial Statements

**MOVED** by W. Pilat

Council approve the audited consolidated financial statements of the City of Grande Prairie for the year ended December 31, 2023.

**CARRIED (9 to 0)**

8.1.3 Meeting Highlights

Councillor Pilat presented highlights from the Financial & Administrative Services Committee meeting.

8.2 Public & Protective Services Committee

**MOVED** by M. O'Connor

Council adopt the minutes of the Public & Protective Services Committee meeting held April 16, as presented.

**CARRIED (9 to 0)**

8.2.1 Amendment to Minimum Property Standards Bylaw (Foxtail Amendments)

Councillor Bresseley declared a conflict on this item; his company has weed removal interests.

**MOVED** by M. O'Connor

Council give first reading to Bylaw C-1293B, being an amendment to the Minimum Property Standards Bylaw.

**CARRIED (8 to 0)**

Bylaw C-1293B was read for the first time.

**MOVED** by M. O'Connor

Council give second reading to Bylaw C-1293B.

**CARRIED (8 to 0)**

Bylaw C-1293B was read for the second time.

**MOVED by M. O'Connor**  
Council have third reading of Bylaw C-1293B at this meeting.

**CARRIED (8 to 0)**

**MOVED by M. O'Connor**  
Council give third reading to Bylaw C-1293B, being an amendment to the Minimum Property Standards Bylaw.

**CARRIED (8 to 0)**

Bylaw C-1293B was read for the third time and finally passed.

8.2.2 Outdoor Event Permit Bylaw C-1405 Amendments

**MOVED by M. O'Connor**  
Council give first reading to Bylaw C-1405B, being an amendment to the Outdoor Event Permit Bylaw.

**CARRIED (9 to 0)**

Bylaw C-1405B was read for the first time.

**MOVED by M. O'Connor**  
Council give second reading to Bylaw C-1405B.

**CARRIED (9 to 0)**

Bylaw C-1405B was read for the second time.

**MOVED by M. O'Connor**  
Council have third reading of Bylaw C-1405B at this meeting.

**CARRIED (9 to 0)**

**MOVED by M. O'Connor**  
Council give third reading to Bylaw C-1405B, being an amendment to the Outdoor Event Permit Bylaw.

**CARRIED (9 to 0)**

Bylaw C-1405B was read for the third time and finally passed.

8.2.3 Meeting Highlights

Councillor O'Connor presented highlights from the Public & Protective Services Committee meeting.

8.3 Invest GP Committee

**MOVED by G. Blackmore**  
Council adopt the minutes of the Invest GP Committee meeting held April 16, as presented.

**CARRIED (9 to 0)**



8.3.1 Sidewalk Patio Program Policy 622

**MOVED** by G. Blackmore

Council approve Policy 622, being the Sidewalk Patio Program Policy.

For: (8): Mayor J. Clayton, M. O'Connor, G. Berg, K. O'Toole, W. Pilat, D. Bressey, G. Blackmore, and C. Thiessen

Opposed: (1): W. Bosch

**CARRIED (8 to 1)**

**MOVED** by G. Blackmore

Council direct Administration to draft an amendment to the Fees, Rates, and Charges Bylaw to add an application fee of \$100 for the Sidewalk Patio Program.

**MOVED** by W. Pilat

Council amend the application fee to allow the first year free, and beginning the second year the application fee will be \$1,000 yearly.

For: (1): W. Pilat

Opposed: (8): Mayor J. Clayton, M. O'Connor, W. Bosch, G. Berg, K. O'Toole, D. Bressey, G. Blackmore, and C. Thiessen

**DEFEATED (1 to 8)**

**Vote on Main Motion as Presented.**

For: (8): Mayor J. Clayton, M. O'Connor, G. Berg, K. O'Toole, W. Pilat, D. Bressey, G. Blackmore, and C. Thiessen

Opposed: (1): W. Bosch

**CARRIED (8 to 1)**

8.3.2 Retail Cannabis Hours of Operation - Bylaw C-1393A

**MOVED** by G. Blackmore

Council give first reading to Bylaw C-1393A, being an amendment to the Business License Bylaw.

**CARRIED (9 to 0)**

Bylaw C-1393A was read for the first time.

**MOVED** by G. Blackmore

Council give second reading to Bylaw C-1393A.

**CARRIED (9 to 0)**

Bylaw C-1393A was read for the second time.

**MOVED** by G. Blackmore

Council have third reading of Bylaw C-1393A at this meeting.

**CARRIED (9 to 0)**

**MOVED by G. Blackmore**

Council give third reading to Bylaw C-1393A, being an amendment to the Business License Bylaw.

**CARRIED (9 to 0)**

Bylaw C-1393A was read for the third time and finally passed.

8.3.3 Meeting Highlights

Councillor Blackmore presented highlights from the Invest GP Committee meeting.

8.4 Strategy & Communication Services Committee

**MOVED by K. O'Toole**

Council adopt the minutes of the Strategy & Communication Services Committee meeting held April 16, as presented.

**CARRIED (9 to 0)**

8.4.1 Public Engagement Policy 128

**MOVED by D. Bressey**

Council direct Administration to prepare amendments to Policy 128 that will provide opportunity for Council involvement in exceptional/high priority engagements.

For: (8): Mayor J. Clayton, M. O'Connor, W. Bosch, G. Berg, K. O'Toole, W. Pilat, D. Bressey, and G. Blackmore

Opposed: (1): C. Thiessen

**CARRIED (8 to 1)**

8.5 Operational Services Committee

**MOVED by C. Thiessen**

Council adopt the minutes of the Operational Services Committee meeting held April 16, as presented.

**CARRIED (9 to 0)**

8.5.1 Meeting Highlights

Councillor Thiessen presented highlights from the Operational Services Committee meeting.

**9. CORRESPONDENCE**

9.1 Grande Prairie Downtown Association

**MOVED by G. Blackmore**

Council appoint John Kriska and Don Murray to the Grande Prairie Downtown Association Board for a term ending March 1, 2027.

**CARRIED (9 to 0)**

Council recessed the meeting from 5:09 p.m. to 5:21 p.m.

**10. UNFINISHED BUSINESS**

10.1 2024 Budget Amendments

**MOVED by K. O’Toole**

Council move In Camera to discuss matters protected under Section 24 of the FOIP Act.

**CARRIED (9 to 0)**

**MOVED by K. O’Toole**

Council meeting resume.

**CARRIED (9 to 0)**

**MOVED by G. Blackmore**

Council increase the 2024 budgeted municipal tax levy by \$3,073,823 and amend the 2024 operating and capital budgets as presented in Appendix 1, as amended to include the items listed in Slide #2, Alternative Funding Options (Operating Budget - Recreation Facility \$417,500; Council's Strategic Initiatives Fund \$185,500; 2023 Surplus \$597,000; Financial Stabilization Reserve \$1,000,000).

**MOVED by D. Bressey**

Council amend the motion to remove Financial Stabilization Reserve \$1,000,000.

For: (4): M. O'Connor, K. O’Toole, D. Bressey, and C. Thiessen

Opposed: (5): Mayor J. Clayton, W. Bosch, G. Berg, W. Pilat, and G. Blackmore

**DEFEATED (4 to 5)**

**MOVED by D. Bressey**

Council amend the motion to remove Council's Strategic Initiatives Fund \$185,500 and 2023 Surplus \$597,000.

For: (4): M. O'Connor, K. O’Toole, D. Bressey, and C. Thiessen

Opposed: (5): Mayor J. Clayton, W. Bosch, G. Berg, W. Pilat, and G. Blackmore

**DEFEATED (4 to 5)**

**Vote on Main Motion as Presented.**

For: (7): Mayor J. Clayton, M. O'Connor, W. Bosch, G. Berg, K. O’Toole, W. Pilat, and G. Blackmore

Opposed: (2): D. Bressey, and C. Thiessen

**CARRIED (7 to 2)**

**MOVED by W. Pilat**

Council reduce the 2024 Operating Expenses by \$500,000.

For: (2): W. Pilat, and D. Bressey

Opposed: (7): Mayor J. Clayton, M. O'Connor, W. Bosch, G. Berg, K. O'Toole, G. Blackmore, and C. Thiessen

**DEFEATED (2 to 7)**

**MOVED by G. Blackmore**

Council recover the remainder of required funds from the Stormwater Utility shortfall through municipal taxes.

**CARRIED (9 to 0)**

**11. DELEGATION BUSINESS**

**12. NOTICE OF MOTION**

**13. RECESS**

Council did not recess this meeting.

**14. DELEGATIONS**

**15. PUBLIC HEARINGS**

**16. DELEGATION BUSINESS**

**17. COUNCIL MEMBER REPORTS**

Councillor O'Connor attended the Fire Chief swearing-in ceremony, a City Hall tour with Ecole Louis Riel, the unveiling of the new GPPS vehicles and uniforms, the Mustard Seed grand opening at Cedar Point, the Police Chief swearing-in ceremony, and the Earth Day event. The Vaisakhi Celebration was a great event.

Councillor Berg attended the Fire Chief and Police Chief swearing-in ceremonies. There were 520 pucks painted at the Paint-a-Puck event; these pucks will be arranged in a mural display during the Aboriginal Hockey Championships and will be auctioned or sold after the event with proceeds going to the Grande Prairie Friendship Centre. He attended the National Volunteer Week lunch and the Sexsmith & District Museum Society Fundraiser.

Councillor Pilat attended the Mustard Seed grand opening at Cedar Point. The Grande Prairie Public Library will begin opening longer hours on Sundays beginning in June.

Councillor Blackmore attended the Fire Chief swearing-in ceremony, the Maskwa Monthly Progress meeting, the unveiling of the new GPPS vehicles, the Mustard Seed grand opening at Cedar Point, the Police Chief swearing-in ceremony, and the Flag Raising for Sikh Heritage Month.

Councillor Thiessen attended a Youth Advisory Committee meeting that included presentations from the Grande Prairie Youth Emergency Shelter Society and the Resource Centre for Suicide Prevention. The Community Advisory Board on Housing & Homelessness meeting heard a presentation from the Hearth Social Housing regarding Fletcher House. He attended the Fire Chief and Police Chief swearing-in ceremonies, the Northwest Alberta Sports Excellence Awards, the

Vaisakhi Celebration, and the Mustard Seed grand opening at Cedar Point, and took part in a cooking show on Eastlink TV.

Councillor Bressey attended the unveiling of the new GPPS vehicles and uniforms, several AB Munis meetings, and the Catholic Family Services Spring Fling Gala.

Councillor O'Toole attended the Museum Expansion discussion, an Airshow meeting, the Eagles Hotel California Event at Northwestern Polytechnic, and an Accessibility Committee meeting. The Alberta Bilingual Municipalities Association has accepted a grant from the Province for signage. He took part in a cooking show on Eastlink TV. He attended the Northwest Alberta Sports Excellence Awards, the Fire Chief swearing-in ceremony, the unveiling of the new GPPS vehicles and uniforms, Police Committee and Police Commission meetings, the Mustard Seed grand opening at Cedar Point, the Earth Day event, and the Flag Raising for Sikh Heritage Month.

Councillor Bosch attended a Grande Prairie Local Immigration Partnership meeting and the National Volunteer Week lunch. Congratulations to all nominees and recipients at the Northwest Alberta Sports Excellence Awards. She attended the Fire Chief and Police Chief swearing-in ceremonies, a Grande Prairie Sport Connection Board meeting, the Mustard Seed grand opening at Cedar Point, the Grande Prairie Storm Celebrity Dinner, the Vaisakhi Celebration, and the Home & Garden Show.

Mayor Clayton attended many events already mentioned. She brought greetings at Fire Chief Bossen's retirement event and at the Vaisakhi Celebration and took part in the Paint-a-Puck event. She attended a meeting with Northwestern Polytechnic regarding upcoming opportunities for collaboration, the Fire Chief swearing-in ceremony, an AB Munis Economic Development Committee meeting, the Mustard Seed grand opening at Cedar Point, and the Maskwa Monthly Progress meeting. She brought greetings at the Police Chief swearing-in ceremony, presented the Earth Day Proclamation with Reeve Marshall, and attended the Vaisakhi Celebration.

**18. ADJOURNMENT**

The Mayor declared the meeting adjourned at 6:37 p.m.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk



## ADMINISTRATIVE REPORT

<b>TO:</b> Shane Bourke, City Manager	<b>DATE:</b> May 6, 2024
<b>FROM:</b> Dan Lemieux, Chief Public & Protective Services Officer	<b>MEETING:</b> City Council
<b>REPORT WRITER:</b> Stephanie Cajolais, Recreation & Culture Executive Director	
<b>SUBJECT:</b> Proposed Recreation Facility Site Selection	

### RECOMMENDATIONS

That Council identify a preferred site for the proposed recreation facility. Additionally, that Council direct Administration to continue negotiations with the appropriate School Division for the development of the selected site.

### PREVIOUS COUNCIL / COMMITTEE DIRECTIONS

At the January 23, 2024, Public & Protective Services Committee meeting, the following motion was passed:

“Committee receive the proposed recreation facility public engagement report for information.”

Please refer to Attachment 1 for Council/Committee directions prior to 2024.

### BACKGROUND

On January 9, 2023, Swan City Football Club (Swan City F.C.) presented to City Council to discuss the impact of demolishing the Leisure Centre on sports, including soccer, in Grande Prairie. The club proposed building an air structure or dome facility near the outdoor soccer fields for multiple sports and activities.

Potential sites were introduced at the Public and Protective Services Committee meeting on January 31, 2023, with further information presented on March 28, 2023. On April 3, 2023, City Council approved, in principle, up to \$10 million in debenture funding for an indoor recreation facility. On April 17, 2023, Council selected the Avondale site as the preferred location for the proposed recreation facility.

Over the summer, the City engaged a consulting firm to develop a public engagement program to gather community and sport group perspectives on the project.

In October 2023, various site layouts were presented to Committee and Council. City Council identified two layouts that informed the public engagement program.

From November 20–24, 2023, public engagement sessions were held, showing strong community support for the new facility and its potential to fill gaps in indoor recreation. Key findings from the sessions highlighted the community's support, while also noting concerns about traffic impact, costs, potential loss of outdoor amenities, and access barriers. The engagement report was received by the Public and Protective Services Committee for information in January 2024.

## ANALYSIS

Two potential sites were considered as part of the public engagement program. The following summarizes the key considerations for each site:

Site 4 (located north of the pickleball courts; see Attachment 2)

- This site affects two sport fields used for recreational rugby, football and soccer play, as well as the existing track and field amenities.
- There is no anticipated impact to adjacent residents.
- Facility site design will be more extensive and complex to minimize the impact on the future 105 Street extension and future development opportunities.
- Storm and water servicing available with construction of a stormwater retention pond.
- Sanitary servicing is not readily available; likely necessitating off-site improvements and/or a lift station.

Site 5 (located south of the pickleball courts; see Attachment 3)

- This site impacts the existing ball diamond and practice field.
- Like Site 4, there is no expected impact to adjacent residents.
- Storm and water servicing are available with construction of a stormwater retention pond. Sanitary services may require special considerations due to existing utility depths.

During the Public Engagement Program both site options received support from participants. However, Site 4 received slightly more support (57%) overall, due to the greater distance from residential areas. Respondents also placed a priority on replacing sport amenities lost to the indoor recreation facility's development.

Further collaboration with athletics user groups will be necessary for Site 4, given its impact on existing track and field amenities. It is anticipated that a replacement sport field could be accommodated within the Avondale site, with a potential capital budget request to be submitted for consideration in the 2025 budget.

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

This project aligns with Council's Strategic Priority of Quality of Life and the Focus Area of Active Lifestyle – encouraging and facilitating healthy individual and family lifestyles that are inclusive and affordable to residents.

### **Environmental Impact**

The Recreation & Culture Strategy identified that climate resilient design and systems should be considered when developing new recreation amenities.

Climate change is altering outdoor recreation landscapes. Increasing temperatures lead to more extreme weather conditions such as heat, storms, wildfires, and reduced air quality, disrupting outdoor activities. A new facility will increase opportunities for residents to enjoy and access recreation activities.

### **Economic Impact**

It is anticipated that a facility of this size would have a positive impact on regional sport tourism. An indoor turf recreation facility will bolster sport tourism by attracting regional and provincial competitions.

### **Social Impact**

The social bonds that are created at community recreation centres help build strong, safe, and inclusive communities; promote social interaction and foster civic pride.

### **Relevant Statutes / Master Plans / City Documents**

[Alberta Municipal Government Act](#)

[Avondale High School Sites Area Redevelopment Plan Bylaw C-1407](#) (2021)

[Grande Prairie Area Joint Recreation Master Plan](#) (2016)

[Recreation and Culture Strategy](#) (2024)

### **Risk**

There is a risk that the proposed build may not be considered a regional facility which may impact funding support offered by municipal partners.

There is a risk that unknown engineering challenges for the selected site will result in unexpected future servicing costs or impacts to the development within the ARP.

## **STAKEHOLDER ENGAGEMENT**

In the fall of 2023, RC Strategies conducted public engagement to further understand resident and user groups perspectives regarding the proposed facility. Additionally, discussions with County of Grande Prairie Council regarding the proposed development are ongoing via the Grande Prairie Regional Recreation Committee as well as the Intermunicipal Collaboration Committee.

Internal City departments including Corporate Facility Management, GIS, Information Technology Services, Planning & Development, and Engineering have been consulted in preparing this report.

Members of the community can visit the City's engagement platform at <https://engage.cityofgp.com/recreationfacility> for project information including the results of the public engagement program.

## **BUDGET / FINANCIAL IMPLICATIONS**

In 2021, City Council committed \$100,000 in seed funding for the Swan City Football Club for design fees for a proposed soccer building. These funds remain available to the Club and could be relocated to the proposed recreation facility in collaboration with the Club and by Council resolution.

In 2022, the City of Grande Prairie, the County of Grande Prairie, and Swan City F.C. jointly commissioned a professional architect to determine the feasibility of expanding the Crosslink



County Sportsplex. Workun Garrick Partnership was selected to produce a high-level design concept and capital cost estimate for the project. The expansion of the existing soccer pitch is estimated at \$17.5M, while the addition of a fieldhouse is projected to cost \$21M. Construction costs to complete both surfaces, including the addition of a parking lot, is estimated to cost \$39.4M in 2026.

For comparison, the total capital expenditure for constructing a community gymnasium and change rooms at Mother Teresa School in 2007, including consultant fees, project expenses, and equipment costs, amounted to \$25.4M. The City's contribution to this capital investment stood at \$6.3M.

City Council must authorize a borrowing bylaw outlining the details of the proposed debt. Once the bylaw is approved, the municipality can proceed with issuing debentures to finance the recreation facility. Following this, Administration can engage Procurement Services for a competitive bid process for this project. A high-level estimate in terms of process is outlined below:

- Develop detailed scope of work (3-4 weeks)
- Issue RFX to market (minimum 3 weeks)
- Evaluation (2 weeks)
- Award and contract (2-3 weeks)
- Total – approximately 10-12 weeks.

## SUMMARY / CONCLUSION

To accommodate the growing needs of sport participation, the City explored a variety of structure options for the proposed recreation facility, including a dome or air structure. Two potential sites, Site 4 and 5, were introduced in October and used to guide the public engagement program in November 2023. Both sites received support, with Site 4 garnering slightly more due to its distance from residential areas.

Following identification of a preferred site, Administration will engage the School Division that owns the land to develop an agreement with terms and conditions satisfactory to the City Solicitor and City Manager. Administration will collaborate with both School Divisions regarding access provisions.

To advance the project, Administration recommends that Council identify a preferred site for the proposed recreation facility. Additionally, that Council direct Administration to continue negotiations with the appropriate School Division for the development of the selected site.

## ATTACHMENTS

- Attachment 1 – Previous Council/Committee Directions
- Attachment 2 – Avondale Option 4
- Attachment 3 – Avondale Option 5

At the November 15-17, 2023, Council Committee of Whole Budget Deliberations, the following motions were passed:

“Committee approve additional operational funding to Sports Development, Wellness & Culture for the Recreation Facility as presented.”

“Committee amend the 2024 Capital Budget in the amount of \$10,000,000 for a Recreation Facility, to be funded from Debenture.

At the October 16, 2023, City Council meeting, the following motions were passed:

“Council select preferred site layout(s) from Options 4 & 5 for the proposed recreation facility to guide the public engagement process.”

“Council direct Administration to, during the public engagement process, show a potential extension of the existing parking lot in Option 4 and potential east to west parking in Option 5.”

At the April 17, 2023, City Council meeting, the following motions were passed:

“Council approve the Avondale site as the proposed selection for the soccer dome facility.”

“Council direct Administration to bring back the cost to complete the road out to 116 Avenue, as well as to service the future sites, to the appropriate Standing Committee.”

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

“Council approve in principle funding of up to \$10M, through debenture, for an indoor recreation facility.”

At the March 28, 2023, Public & Protective Services Committee meeting, the following motion was passed:

“Committee recommend Council approve the Smith lands for the indoor recreation facility to enable preparation of more detailed budgeting, design and project planning commencement.”

At the January 31, 2023, Public & Protective Services Committee meeting, the following motions were passed:

“Committee recommend Council endorse the Avondale High School Site for a future indoor multi-use and recreation facility.”

“Committee direct Administration to bring to Council additional detailed information on the items listed in the Framework.”

At the January 9, 2023, City Council meeting, the following motion was passed:

“Council direct Administration to bring a report back to the appropriate Standing Committee on January 31 regarding Option 3 as suggested by the Swan City Football Club, including parking options.”

At the Council Committee of the Whole meeting November 15 to 18, 2022, the following motion was passed:

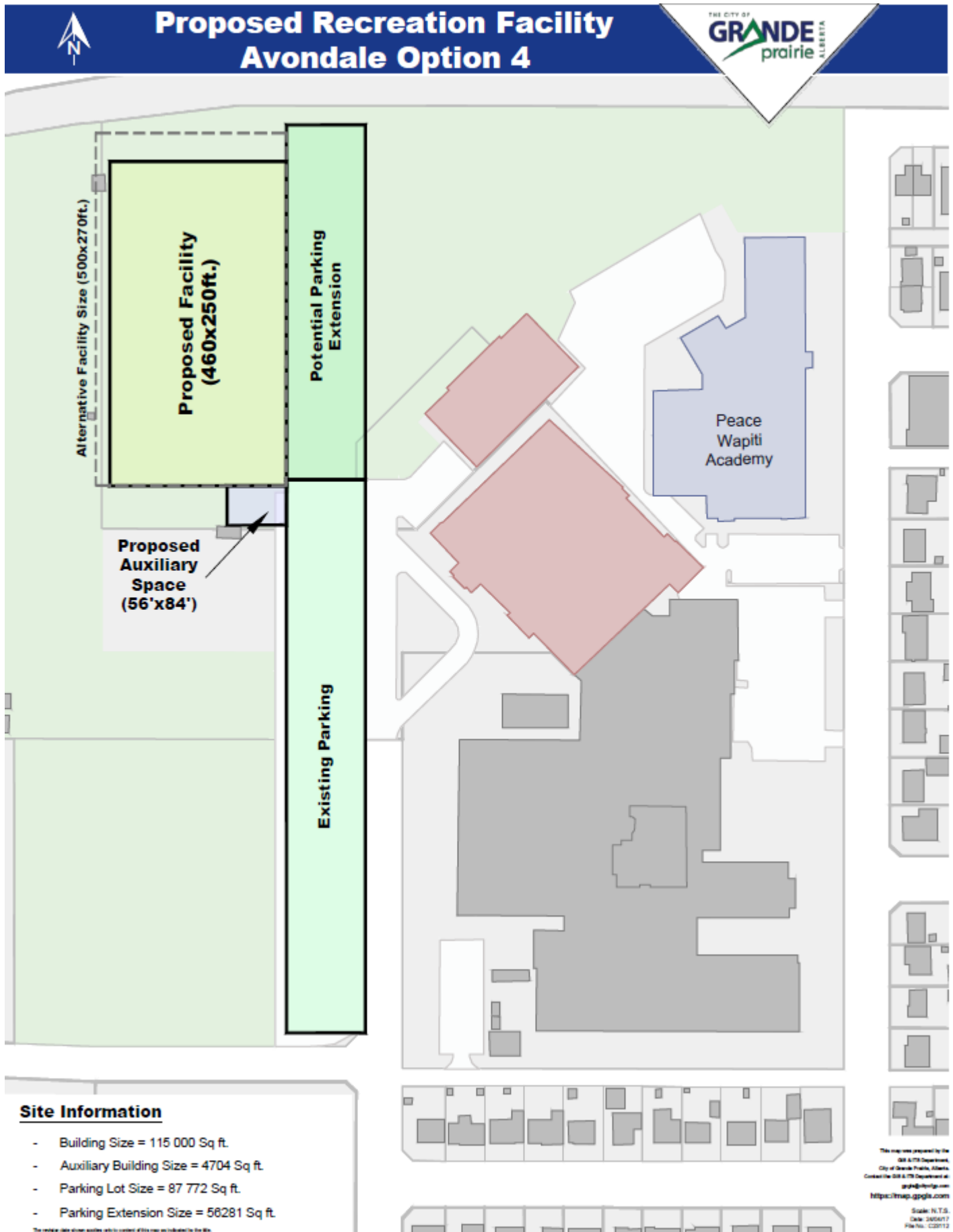
“Committee amend the Capital Budget to include \$10,000,000 unfunded in 2024 for implementation of the Avondale Redevelopment Plan.”

At the February 1, 2022, Community Service Committee meeting, the following motion was passed:

“Committee recommend Council accept the Crosslink County Sportsplex Expansion report as presented and support the project in principle with no financial commitment at this time and refer the project back to the Grande Prairie Regional Recreation Committee for further evaluation.”

At the August 23, 2021, City Council meeting, the following motion was passed:  
“Council proceed with a full demolition of the Leisure Centre, including Pitch 2.”

At the Council Committee of the Whole meeting November 12 to 13, 2020, the following motion was passed:  
“That Committee fund up to \$100,000 for the Indoor Soccer Centre Project contingent on the GP Football Club matching funding from other sources.”



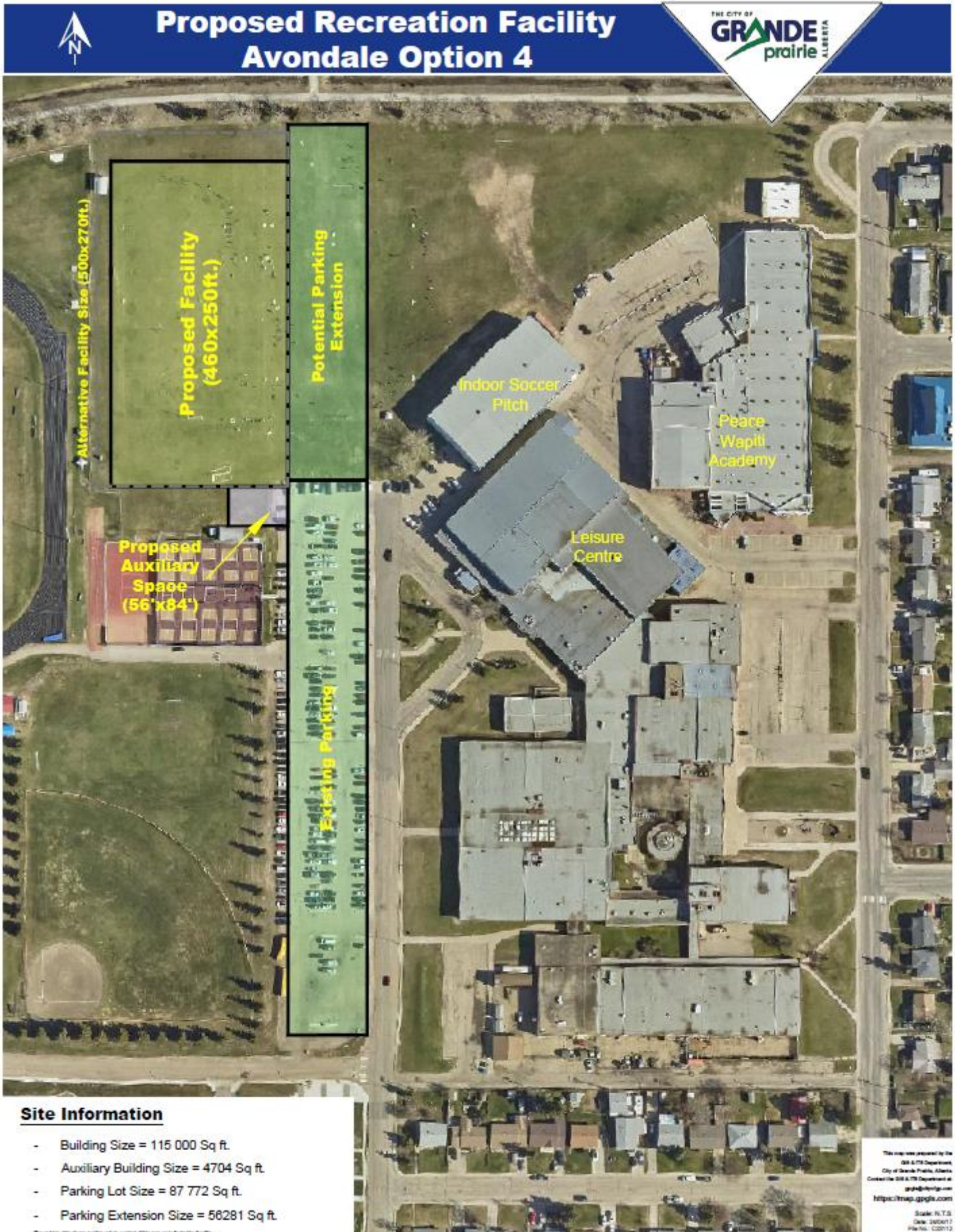
**Site Information**

- Building Size = 115 000 Sq ft.
- Auxiliary Building Size = 4704 Sq ft.
- Parking Lot Size = 87 772 Sq ft.
- Parking Extension Size = 56281 Sq ft.

The vehicle data shown applies only to content of this map as indicated by the title.

This map was prepared by the GIS & ITS Department, City of Grande Prairie, Alberta. Contact the GIS & ITS Department at [gis@cityofgrandeprairie.com](mailto:gis@cityofgrandeprairie.com) or <http://map.gppg.ca>

Scale: N.T.S.  
Date: 2024/07/17  
File No.: C20212

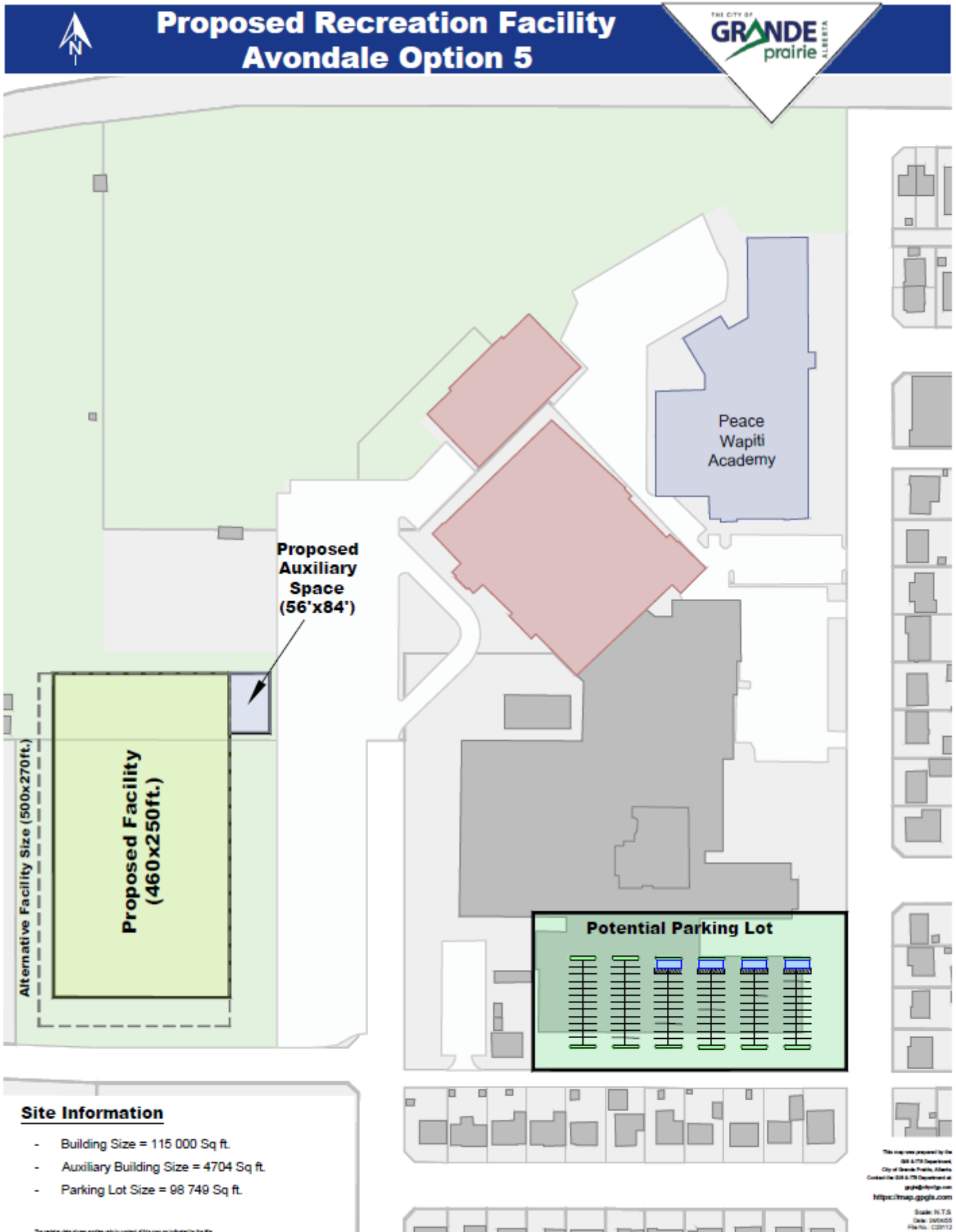


**Site Information**

- Building Size = 115 000 Sq ft.
- Auxiliary Building Size = 4704 Sq ft.
- Parking Lot Size = 87 772 Sq ft.
- Parking Extension Size = 56281 Sq ft.

The vertical data shown applies only to content of this map as indicated by the title.

This map was prepared by the  
GIS & IT Services Department,  
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gis@cityofgrandeprairie.com  
http://maps.gpg.ca  
Scale: N.T.S.  
Date: 2024-01-17  
File No.: C20212



**Site Information**

- Building Size = 115 000 Sq ft.
- Auxiliary Building Size = 4704 Sq ft.
- Parking Lot Size = 98 749 Sq ft.

The entire site does not apply to the current zoning and is indicated by the line.

This map was prepared by the  
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City of Grande Prairie, Alberta.  
Contact the GIS & IT Department at  
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http://map.pppgis.com  
Scale: N.T.S.  
Date: 2/20/25  
File No.: C20112





## ADMINISTRATIVE REPORT

<b>TO:</b> Shane Bourke, City Manager	<b>DATE:</b> May 6, 2024
<b>FROM:</b> Dan Lemieux, Chief Public & Protective Services Officer	<b>MEETING:</b> City Council
<b>REPORT WRITER:</b> Stephanie Cajolais, Recreation & Culture Executive Director	
<b>SUBJECT:</b> Proposed Recreation Facility Update	

### RECOMMENDATIONS

That Council provide direction regarding the specific requirements for the indoor recreation facility.

### PREVIOUS COUNCIL / COMMITTEE DIRECTIONS

At the January 23, 2024, Public & Protective Services Committee meeting, the following motion was passed:

“Committee receive the proposed recreation facility public engagement report for information.”

Please refer to Attachment 1 for Council/Committee directions prior to 2024.

### BACKGROUND

On January 9, 2023, the Swan City Football Club (Swan City F.C.) presented as a delegation to City Council to discuss how the demolition of the Leisure Centre will affect soccer and other sports in Grande Prairie. Swan City F.C. proposed building an air structure or dome facility located near the outdoor soccer fields that could be used for a variety of sports and activities.

Potential sites for the facility were introduced at the Public and Protective Services Committee meeting on January 31, 2023, and additional information was presented on March 28, 2023. On April 3, 2023, City Council passed a motion that approved in principle funding of up to \$10 million from debenture for an indoor recreation facility. On April 17, 2023, City Council selected the Avondale site as the preferred location for the proposed recreation facility.

Over the summer, the City engaged a consulting firm to develop a public engagement program aimed at understanding resident and recreation and sport groups perspectives related to the proposed project. During the summer and fall, the plan for public engagement was developed in conjunction with Committee and Council discussions.



In October 2023, Administration presented various site layouts to Committee and Council. City Council identified two site layouts for the proposed facility which were used to shape the public engagement program.

The public engagement program took place November 20-24, 2023. The proposal for a new recreation facility in Grande Prairie garnered significant support during the public engagement sessions. Key findings highlight strong community backing, acknowledging the facility's potential to address long-standing gaps in indoor recreation. The consensus emphasizes the growing need to accommodate increased sports participation, with various groups highlighting its potential to expand programs. Despite overall support for both site options, concerns over traffic impact, costs, potential loss of outdoor amenities, and access barriers were raised. The engagement report was received by the Public and Protective Services Committee for information in January 2024.

## ANALYSIS

Previous reports concerning the indoor recreation facility are based on the initial proposal for a 135,000 square foot facility featuring a turf surface. The following section presents alternative sizes and potential configurations for consideration.

### **Dome Options** (source: Suppliers)

Below are estimated costs for purchase of a dome package. Note that detailed pricing requires a competitive bid to engage professional services for a cost analysis or a design build option.

Dome options (source: Arizon Companies via Swan City F.C., 2022)

Option 1: 100,000 square foot air structure, 250'x400'x83', estimated cost \$2.7M

Option 2: 115,000 square foot air structure, 250'x460'x83', estimated cost \$3.2M

Option 3: 135,000 square foot air structure, 270'x500'x90', estimated cost \$3.7M

The approximate desired size of facility (135,000 sq. ft.) was used to gather general information relating to dome structures from two separate industry leaders in Canada (all costs approximate).

**Vendor 1:** All projects consist of four development phases which include project design, site construction, dome installation and peripheral projects. The supplier custom designs each dome.

- Small Dome (4 Tennis Courts), 120'x200' (24,000 ft<sup>2</sup>), estimated cost \$912K
- Medium-Sized Dome (Multi-Sport), 200'x300' (60,000 ft<sup>2</sup>), estimated cost \$2.2M
- Large Dome (Full-Sized Dome), 250'x400' (100,000 ft<sup>2</sup>), estimated cost \$3.6M

**Vendor 2:** Supplier will design a dome specific to the needs and geography of the location, while optimizing the site and size of the structure.

- 135,000 sq./ft, 270'x500'x90', estimated cost \$2.3M

There are numerous tennis facilities within dome structures that have a flooring system (surface) that is appropriate for their sport. Vendor 2 indicated that they have developed multisport facilities that consist of multiple flooring surfaces; most often they are a combination of turf and a rubber sport court/track material. The spaces are typically divided by netting, curtains, or a physical wall.

## Structure Options

Administration has reviewed several structure options and completed a high-level comparison, as detailed in Attachment 2. Future development plans should be considered to ensure that the project infrastructure can support the growth and evolving requirements of recreation amenities.

Dome Structure: This facility uses a high tensile fabric membrane and grade beam, with some suppliers offering cable reinforcement systems. Its curved design maximizes space efficiency and can be constructed in about six months. At an estimated cost of \$3 million, this structure type is a competitive option due to its efficient material usage. The structure is durable with an approximate lifespan of 20 years and minimal maintenance needs, though it offers limited adaptability and expansion potential.

Fabric Structure: Utilizing a tensile fabric membrane over a steel structural framework, this option offers innovative designs and flexibility. Supplier indications is that construction can be completed in 6-8 months, providing faster completion times than more traditional construction projects. The estimated cost is around \$8.7 million, making it cost-effective in terms of construction time and materials. With a lifespan exceeding 30 years (and up to 50+ years for the steel frame), it is durable although maintenance will be required over time. It is relatively adaptable, though major modifications may be challenging.

Pre-Engineered Building: Featuring pre-designed steel components such as beams, columns, and panels, allowing for flexibility in customization. Construction can be completed in 9-12 months due to the use of pre-designed components. The estimated cost is around \$16.8 million, providing cost-effectiveness through standardized components. It offers good durability (50-100 years) with low maintenance needs, and it provides adaptability and ease of expansion.

Conventional Construction: This traditional method uses a variety of construction materials and can provide a diverse range of architectural styles and designs. Construction typically takes around 12 months, or longer for more complex structures. Costs vary depending on materials, design, and methods, with an estimated cost of approximately \$22.1 million. Lifespan of the facility is around 100 years, based on materials used, with moderate maintenance needs. It offers the most adaptability and expansion possibilities.

The timelines referenced above are estimates for the construction phase of the facility. The estimated timeline does not account for site preparation or infrastructure work such as water and sewer utilities.

## Utilization

Evaluating utilization in recreation services entails examining community usage of facilities, programs, and spaces. The summary below outlines the key findings; for additional details, please refer to Attachment 3.

School and community gymnasiums experienced a 36% increase in utilization from the previous school year, reaching 6,060 hours, with one quarter of the year remaining. These spaces host volleyball, basketball, soccer, badminton, and other sports and events.

Hansen Lincoln Field usage increased by 8% in 2023, totaling 1,815 hours. Rentals accounted for 30% of total usage, hosting various sport groups and events such as soccer, rugby, and football.

The West Fraser Fieldhouse, located at the Eastlink Centre, recorded 2,693 hours of activity across a variety of sports and City programming. The fieldhouse also provided rental spaces for birthday parties and drop-in activities like pickleball, while maintaining fieldhouse space for spontaneous recreation opportunities.

Crosslink County Sportsplex's Trican Fieldhouse experienced high usage during the soccer season (September 2023–March 2024), hosting sports such as rugby, ultimate frisbee, and soccer. Utilization rates ranged from 76% on weekends to 83% on weekdays.

Soccer participation has significantly increased, particularly in the Northwest Peace Soccer Association, which saw a 20% rise in indoor players from 2021 to 2022. Swan City F.C. also reported an 18.2% increase in indoor player enrollment for the 2023–2024 season.

Overall, facility utilization reflects a diverse range of sports and programs across the region, with increasing participation and demand for space.

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

This project aligns with Council's Strategic Priority of Quality of Life and the Focus Area of Active Lifestyle – encouraging and facilitating healthy individual and family lifestyles that are inclusive and affordable to residents.

### **Environmental Impact**

Construction of any new structure requires an environmental mitigation plan specific to the project and site.

### **Economic Impact**

A new recreation facility can drive economic growth; hosting events can attract visitors, boosting local hospitality and retail sectors.

### **Social Impact**

The social bonds that are created at community recreation centres help build strong, safe, and inclusive communities; promote social interaction and foster civic pride.

### **Relevant Statutes / Master Plans / City Documents**

[Alberta Municipal Government Act](#)

[Avondale High School Sites Area Redevelopment Plan Bylaw C-1407](#) (2021)

[Grande Prairie Area Joint Recreation Master Plan](#) (2016)

[Recreation and Culture Strategy](#) (2024)

### **Risk**

There is a risk that the proposed build may not be considered a regional facility which may impact funding support offered by municipal partners.

### **Alternatives**

1. Direct Administration to plan for a facility size based on Council's specifications.
2. Direct Administration to initiate planning for a specific type of recreation facility structure.
3. Direct Administration to develop plans for a recreation facility featuring a sport court surface.
4. Direct Administration to advance planning for a recreation facility that includes a combination of various flooring surfaces (e.g., turf and sport court).

## STAKEHOLDER ENGAGEMENT

In the fall of 2023, RC Strategies conducted public engagement to further understand resident and user groups perspectives regarding the proposed facility. Administration continues to collaborate with the two school division partners, and both have indicated a willingness to explore partnership opportunities related to facility development. Additionally, discussions with County of Grande Prairie Council regarding the proposed development are ongoing via the Grande Prairie Regional Recreation Committee as well as the Intermunicipal Collaboration Committee.

Internal City departments including Corporate Facility Management, GIS, Information Technology Services, Planning & Development, and Engineering have been consulted in preparing this report.

Members of the community can visit the City's engagement platform at <https://engage.cityofgp.com/recreationfacility> for project information including the results of the public engagement program.

## BUDGET / FINANCIAL IMPLICATIONS

In 2021, City Council committed \$100,000 in seed funding for the Swan City Football Club for design fees for a proposed soccer building. These funds remain available to the Club and could be relocated to the proposed recreation facility in collaboration with the Club and by Council resolution.

In 2022, the City of Grande Prairie, the County of Grande Prairie, and Swan City F.C. jointly commissioned a professional architect to determine the feasibility of expanding the Crosslink County Sportsplex. Workun Garrick Partnership was selected to produce a high-level design concept and capital cost estimate for the project. The expansion of the existing soccer pitch is estimated at \$17.5M, while the addition of a fieldhouse is projected to cost \$21M. Construction costs to complete both surfaces, including the addition of a parking lot, is estimated to cost \$39.4M in 2026.

For comparison, the total capital expenditure for constructing a community gymnasium and change rooms at Mother Teresa School in 2007, including consultant fees, project expenses, and equipment costs, amounted to \$25.4M. The City's contribution to this capital investment stood at \$6.3M.

The information provided by suppliers and internal stakeholders informed the overall project costs associated with the construction of a new indoor recreation facility. During 2024 budget deliberations, City Council approved capital funding of \$10M for the proposed recreation facility.

Vendor cost estimate	\$3M
Other direct development costs	\$5M
Allowance for costs arising from detailed budgeting/design	\$2M
<b>Total Estimate</b>	<b>\$10M</b>

City Council must authorize a borrowing bylaw outlining the details of the proposed debt. Once the bylaw is approved, the municipality can proceed with issuing debentures to finance the recreation facility. Following this, Administration can engage Procurement Services for a competitive bid process for this project. A high-level estimate in terms of process is outlined below:

- Develop detailed scope of work (3-4 weeks)

- Issue RFX to market (minimum 3 weeks)
- Evaluation (2 weeks)
- Award and contract (2-3 weeks)

The estimated timeline for the competitive procurement process is approximately 10-12 weeks.

Unique structure features such as a running track, solar arrays, custom divider netting, or skylight can be added to the proposed facility at additional costs.

High level operational expenses have been forecasted for the City's 2025 operating budget. More detailed budgeting can be undertaken once a facility operating model is identified. Numerous stakeholders have indicated a willingness to operate the facility, including Swan City F.C.

## SUMMARY / CONCLUSION

An objective of the Recreation and Culture Strategy is to provide high-quality sustainable recreation and culture infrastructure. Investment in the proposed sport and recreation facility will contribute to the health and well being of residents and the community, further enhancing the quality of life for Grande Prairie. Administration recommends that Council provide direction regarding the specific requirements for the indoor recreation facility.

## ATTACHMENTS

- Attachment 1 – Previous Council/Committee Directions
- Attachment 2 – Structure Comparison
- Attachment 3 – Utilization Information
- Attachment 4 – 2023-2024 Sample Gym Schedule
- Attachment 5 – SCORES Utilization September 2023-March 2024
- Attachment 6 – Gym Information & 2023-2024 Availability
- Attachment 7 – Swan City Football Club Player Trends

At the November 15-17, 2023, Council Committee of Whole Budget Deliberations, the following motions were passed:

“Committee approve additional operational funding to Sports Development, Wellness & Culture for the Recreation Facility as presented.”

“Committee amend the 2024 Capital Budget in the amount of \$10,000,000 for a Recreation Facility, to be funded from Debenture.

At the October 16, 2023, City Council meeting, the following motions were passed:

“Council select preferred site layout(s) from Options 4 & 5 for the proposed recreation facility to guide the public engagement process.”

“Council direct Administration to, during the public engagement process, show a potential extension of the existing parking lot in Option 4 and potential east to west parking in Option 5.”

At the April 17, 2023, City Council meeting, the following motions were passed:

“Council approve the Avondale site as the proposed selection for the soccer dome facility.”

“Council direct Administration to bring back the cost to complete the road out to 116 Avenue, as well as to service the future sites, to the appropriate Standing Committee.”

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

“Council approve in principle funding of up to \$10M, through debenture, for an indoor recreation facility.”

At the March 28, 2023, Public & Protective Services Committee meeting, the following motion was passed:

“Committee recommend Council approve the Smith lands for the indoor recreation facility to enable preparation of more detailed budgeting, design and project planning commencement.”

At the January 31, 2023, Public & Protective Services Committee meeting, the following motions were passed:

“Committee recommend Council endorse the Avondale High School Site for a future indoor multi-use and recreation facility.”

“Committee direct Administration to bring to Council additional detailed information on the items listed in the Framework.”

At the January 9, 2023, City Council meeting, the following motion was passed:

“Council direct Administration to bring a report back to the appropriate Standing Committee on January 31 regarding Option 3 as suggested by the Swan City Football Club, including parking options.”

At the Council Committee of the Whole meeting November 15 to 18, 2022, the following motion was passed:

“Committee amend the Capital Budget to include \$10,000,000 unfunded in 2024 for implementation of the Avondale Redevelopment Plan.”

At the February 1, 2022, Community Service Committee meeting, the following motion was passed:

“Committee recommend Council accept the Crosslink County Sportsplex Expansion report as presented and support the project in principle with no financial commitment at this time and refer the project back to the Grande Prairie Regional Recreation Committee for further evaluation.”

At the August 23, 2021, City Council meeting, the following motion was passed:  
“Council proceed with a full demolition of the Leisure Centre, including Pitch 2.”

At the Council Committee of the Whole meeting November 12 to 13, 2020, the following motion was passed:  
“That Committee fund up to \$100,000 for the Indoor Soccer Centre Project contingent on the GP Football Club matching funding from other sources.”

	<b>Dome Structure</b>	<b>Fabric Structure</b>	<b>Pre-Engineered Building</b>	<b>Conventional Construction</b>
Construction Materials	Uses a high tensile fabric membrane and grade beam; some vendors use cable reinforcement system	Involves a tensile fabric membrane stretched over a steel structural framework	Features pre-designed components like beams, columns, and panels, often made of steel	Uses a variety of construction materials following traditional construction methods
Architectural Design/Customization	Provides a unique, curved design with efficient use of space	Allows for innovative designs with the flexibility of fabric	Often a simpler design with flexibility in customization	Offers the most diverse range of architectural styles and designs
Installation (does not include design phase)	6 months	6-8 months	9-12 months	12 months
Construction	Can be quicker due to its efficient design	Generally, has a faster construction time compared to traditional builds	Offers relatively fast construction due to use of pre-designed components	Takes longer to construct, especially for complex structures
Approximate Structure Cost*	\$3M	\$8.7M	\$16.8M	\$22.1M
Pricing	Competitive due to efficient use of materials	Cost effective in terms of construction time and materials	Cost effective due to standardized components and faster construction	Costs vary depending on materials, design and construction methods
Lifespan	20 years	30+ years (steel frame is 50+ years)	50-100 years	100 years
Maintenance	Durable and requires minimal maintenance	Durable and maintenance will be needed over time (e.g., roof in 30 years)	Generally durable and can have low maintenance requirements	Durability based on construction materials; moderate maintenance needs
Adaptability & Expansion	Limited adaptability and expansion options	Relatively adaptable but major modifications may be challenging	Offers good adaptability and ease of expansion	Allows for a high degree of adaptability and expansion possibilities

\* Structure cost refers to purchase of structure package or construction of building (price varies by supplier). Structure cost does not include:

- Development costs such as utility infrastructure, servicing, foundation, site preparation etc.
- Unique features such as a recreation amenities, ancillary space, furniture, equipment, etc.



**Utilization** (source: Recreation Management Software)The Leisure Centre (closed December 2022)

In 2022, The Leisure Centre's soccer pitch saw diverse utilization by a variety of sport user groups, including lacrosse, cricket, soccer, tennis, and badminton. Other users included the Celtic Academy, SCORES bookings, and City programming. Throughout the year, the facility accrued a total of 700.25 hours of usage, with Swan City F.C. accounting for 63% of this time. It is important to note that the facility was not used by sport or recreation users from mid-May to mid-September due to an absence of air conditioning within the space.

School and Community Gymnasiums

Gymnasium spaces cater to a diverse range of sport groups, encompassing activities such as volleyball, basketball, soccer, ball hockey, pickleball, and badminton. These spaces are utilized for both rentals as well as hosting tournaments and special events. Attachment 2 provides a sample of the 2023-2024 spring gym schedule.

For the current school year, utilization of school and community gymnasiums has reached 6,060 hours, with one quarter of the year remaining. A breakdown of usage by facility can be found in Attachment 3. This reflects a significant increase of 36% compared to the 4,442 hours recorded for the 2022-2023 school year. School gyms will close for the summer on June 15, 2024. It is noteworthy that gymnasiums within the Composite High School, St. Patrick's Catholic School and Isabel Campbell will be available for external use in September 2024.

Hansen Lincoln Field

The turf field is utilized by sport groups including soccer, rugby, football, and for multi-sport rentals. Total booked hours at the Hansen Lincoln Field in 2023 were 1,815 hours which is an increase of 8% over 2022 usage. In 2023, 30% of hours utilized (538 hours) involved rental of the full turf field for larger bookings and events.

Upcoming sport events to be hosted at Hansen Lincoln Field that are estimated to have a positive economic impact for the community include:

- Peace Country Cowboys Spring Camp (April) & Playoffs (July-August)
- 3D Children's Society Ball Hockey & Soccer Tournament (May)
- Football Camp by RAW Sports (July)
- Nike Football Camp through S25 (July)
- ACAC Soccer Conference Championships (October)
- ASAA Football Provincials (November)

West Fraser Fieldhouse (Eastlink Centre fieldhouse)

Utilization includes rentals by various sport groups including volleyball, soccer, basketball, badminton, and adapted sports. Additionally, the fieldhouse accommodates multi-sport rentals, city programming, birthday party rentals, and scheduled drop-in activities, such as Pickleball. In 2023, a total of 2,693 hours were booked in the fieldhouse for various activities. Notably, one quarter of the fieldhouse is maintained for spontaneous use, except for tournament rentals and community events such as Alberta Winter Games, Family Day festivities etc.

Crosslink County Sportsplex (source: Nustadia Recreation Inc.)

Utilization of the Trican Fieldhouse during the soccer season (September 2023-March 2024) is detailed in Table 1 (below) and includes user groups, programming, rentals, and birthday party bookings. The fieldhouse is utilized by a variety of sport groups including rugby, ball sports, football, ultimate frisbee, lacrosse and soccer. The capacity assumptions are based on the number of prime activity hours. For this purpose, that was defined as 5:00-10:00 pm on weekdays and 9:00 am-10:00 pm on weekends.

Table 1: Trican Fieldhouse Utilization (Crosslink County Sportsplex)

Days	Possible Minutes	Minutes Used	Percentage	Minutes not Used	Hours not Used	Hours/Week or Weekend	Hours/Day
Mon – Fri	38,700	31,965	83%	6,735	112.25	4.16	.83 hrs/day
Sat & Sun	38,220	29,115	76%	9,105	151.75	5.84	2.9 hrs/day
Combined	76,920	61,080	79 %	15,840	264	10	1.42 hrs/day

Soccer Participation

- Soccer is considered the largest participatory sport, and the fastest growing team sport in Canada.
- The Alberta Soccer Association reported a 13.6% increase across the Province in indoor players from 2021 to 2022, from 29,580 to 33,619 (source: <https://albertasoccer.com/annual-reports/>), and a 7.1% increase from 2022 (33,619) to 2023 (36,008).
- Within the Northwest Peace Soccer Association, indoor players increased by 20% from 982 in 2021 to 1182 in 2022.

Program Data (source: Swan City Football Club)

- Swan City F.C. offers a range of soccer programs including Grassroots, Youth Competitive and Adult League. The Club reported an 18.2% increase in indoor player enrollment, increasing from 1008 participants in 2022-23 to 1192 participants in the 2023-2024 season. The number of waitlisted players has surged from 84 last season to 529 for the current season. Please refer to Attachment 5 for player trends and program specifics, provided by Swan City F.C.
- Swan City F.C. is currently allocated 7 hours of full-field and 4.75 hours of half-field pitch time at the Crosslink County Sportsplex. Swan City F.C. has requested additional facility space at the Crosslink County Sportsplex for the fall to meet the needs of their Competitive Program.
- To maximize service delivery and mitigate waitlists, Swan City F.C. has reduced practice time for all programs. For example, practice times for the competitive program were reduced from 1.5 hours to 1 hour and 10 minutes, Grassroots practices were reduced by 15 minutes in length, and warm-up and cool down for the Adult League is not incorporated into the practice time. The Club also utilizes multiple facilities such as school gyms, Hansen Lincoln Field, Crosslink County Sportsplex to accommodate programs.
- Soccer remains one of the most affordable organized sports in Canada.
- The FIFA World Cup is coming to North America in 2026, with Canada, USA, and Mexico serving as hosts, and is expected to further stimulate interest in the sport.
- Present growth within the region is hindered due to limitations of indoor facility availability.

- Within the region, there is limited space suitable for hosting tournaments and competitive events.
- Members of the organization are involved in the sport at a Provincial level to promote sport development and advocate for needs across the region.

2023/2024	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
ALEXANDER FORBES	VBALL	VBALL	VBALL	VBALL	VBALL		VBALL
ASPEN GROVE	MULTI	BBALL	BBALL	BBALL			MULTI - SPORT
AVONDALE		R HOCKEY					
CHARLES SPENCER	N/A	N/A	N/A	N/A	N/A	VBALL/BBALL	VBALL/BBALL
COMP HIGH	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
CRYSTAL PARK	VBALL	VBALL	VBALL	VBALL	SOCCER		VBALL
DEREK TAYLOR	VBALL	VBALL	VBALL	VBALL	VBALL	VBALL	VBALL
E. LOUIS RIEL	VBALL	VBALL	VBALL	VBALL	VBALL		N/A
E. MONTROSE	VBALL	VBALL	VBALL	VBALL	VBALL		VBALL
E. NOUVELLE	VBALL	SOCCER	VBALL	SOCCER	SOCCER		
ST GERARD	VBALL/BBALL	BBALL	BBALL	VBALL/BBALL			N/A
HILLSIDE		R HOCKEY	N/A				
HOLY CROSS	VBALL	BBALL/VBALL	BBALL/VBALL	VBALL	VBALL		N/A
IV MACLIN	VBALL	VBALL	VBALL/BBALL	VBALL	VBALL		VBALL
ISABEL CAMPBELL	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
MAUDE CLIFFORD COMMUNITY GYM	PICKLE/VBALL	BBALL	PICKLE/VBALL	VBALL/BBALL	PICKLE	BBALL	BBALL/VBALL
MAUDE CLIFFORD - PS	VBALL	VBALL	VBALL	VBALL/BBALL	VBALL	BBALL	BBALL/VBALL
MOTHER TERESA COMMUNITY GYM	BADMINTON	VBALL	VBALL	BADMINTON	VBALL	BBALL	PICKLE / BHOKEY
MOTHER TERESA PS	VBALL	VBALL	VBALL	VBALL	VBALL		N/A
PARKSIDE							
RIVERSTONE	VBALL	VBALL	N/A	VBALL	VBALL		VBALL
ROY BICKELL	VBALL	VBALL	VBALL	VBALL	VBALL	VBALL	VBALL
ST CATHERINE	VBALL	VBALL	VBALL	VBALL	VBALL		N/A
ST CLEMENT		BADMINTON	YOUTH GROUP				N/A
ST PATRICK	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	N/A
JPII	N/A	N/A	N/A	N/A	VBALL	BBALL	N/A
ST JOES	N/A	N/A	N/A	N/A			N/A
KATERI	BBALL	BBALL	VBALL	BBALL			N/A
SWANAVON							

\*low ceiling

Gym Location	Total Rental Hrs
Alexander Forbes	350
Aspen Grove	58
Avondale	9
Charles Spencer	323
Composite	0
Crystal Park	192.5
Derek Taylor	284.5
Ecole Nouvelle	286.5
Ecole Louis Riel	209
Hillside	19.5
Holy Cross	153
I.V Macklin	200
Isabel Campbel	0
Maude Clifford	1224.5
Montrose	160
Mother Teresa	1304
Riverstone	257.5
Roy Bickell	329.5
St John Paul II	96.5
St Kateri	208.5
St. Clement	88
St. Gerard	63
St. Joe	50.5
St.Catherine	193.5
<b>Total</b>	<b><u>6060.5</u></b>

School	Weekday	Saturday	Sunday	Not Available	Notes
E. Nouvelle	6pm-10pm	8am-10pm	8am-10pm		large: 2 vball courts (rubber floor not good for bball)
Holy Cross	6PM-10PM	8AM-10PM	N/A	School Sports Mon-Fri 3pm-5pm	Small: 2 vball courts (tight side lines)
Ecole Louis Riel	6PM-10PM	8AM-10PM	N/A		large: 3 vball courts
Mother Teresa	6PM-10PM	8AM-10PM	N/A		large: 2 vball courts
Mother Teresa Community Gym	8AM-10PM	8AM-10PM	8AM-10PM		large: 2 vball courts (tight side lines for bball) - 3 badminton courts
St. Catherine	6PM-10PM	8AM-10PM	N/A	School Sports Mon-Fri 3pm-5pm	large: 2 vball courts
St. Clement	6PM-10PM	8AM-10PM	N/A	School Sports Tues- Thurs 3pm-5pm	small: low ceiling
St. Gerard	7PM-10PM	8AM-10PM	N/A	School Sports Mon-Fri 3pm-7pm	small: 1 vball court
St. John Paul II	Fri Only 6pm-10pm	8AM-10PM	N/A	School Sports Mon- Thurs 3pm-8pm	large: 2 vball courts/2 bball courts (1 court with bleachers)
St. Joseph	N/A	8AM-10PM	N/A	School Sports Mon-Fri 3pm-9pm	large: 2 vball courts (1 court with bleachers)
St. Kateri	6PM-10PM	8AM-10PM	N/A	School Sports Mon-Fri 3pm-530pm	large: 2 vball courts
<b>St. Patrick - CLOSED</b>	<b>CLOSED</b>	<b>CLOSED</b>	<b>CLOSED</b>	<b>CLOSED</b>	<b>CLOSED: New School - warranty period (small 2 Vball)</b>
<b>GPPSD - All Gyms</b>	<b>7PM-10PM</b>	<b>8AM-10PM</b>	<b>8AM-10PM</b>		
Alexander Forbes	7PM-10PM	8AM-10PM	8AM-10PM	School Sports Mon-Fri 3pm-5pm	Large: 2 vball courts
Aspen Grove	7PM-10PM	8AM-10PM	8AM-10PM		Small: low ceiling
Avondale	7PM-10PM	8AM-10PM	8AM-10PM		Small: low ceiling
Charles Spencer	N/A	8AM-10PM	8AM-10PM	School Sports Mon-Fri 3pm-9pm	Large: 2 full size basketball courts (1 court with bleachers) 2 Vball courts
<b>Composite High - CLOSED</b>	<b>CLOSED</b>	<b>CLOSED</b>	<b>CLOSED</b>	<b>CLOSED (school sports Mon-Thurs)</b>	<b>CLOSED: due to flooring damage - requires repairs (2 bball courts/4 vball courts)</b>
Crystal Park	7PM-10PM	8AM-10PM	8AM-10PM	School Sports Mon-Fri 3pm-6:30pm	large: 2 vball courts/1 bball court (not regulation size)
Derek Taylor	7PM-10PM	8AM-10PM	8AM-10PM		large: 2 vball courts
Hillside	7PM-10PM	8AM-10PM	8AM-10PM		Small: low ceiling
IV Macklin	7PM-10PM	8AM-10PM	8AM-10PM		large: 2 vball courts
<b>Isabel Campbell - CLOSED</b>	<b>CLOSED</b>	<b>CLOSED</b>	<b>CLOSED</b>	<b>CLOSED</b>	<b>CLOSED: due to flooring repair - requires repairs (2 vball courts)</b>
Ecole Montrose	7PM-10PM	8AM-10PM	8AM-10PM		large: 2 vball courts
Maude Clifford	7PM-10PM	8AM-10PM	8AM-10PM		large: 2 vball courts
Maude Clifford Community Gym	8AM-10PM	8AM-10PM	8AM-10PM		large: 2 vball courts - wide side lines for bball, 4 badminton court
Parkside	7PM-10PM	8AM-10PM	8AM-10PM	School Sports Mon-Fri 3pm-5pm	Small: low ceiling
Riverstone	7PM-10PM	8AM-10PM	8AM-10PM	School Sports Mon-Fri 3pm-7pm	large: 2 vball courts
Roy Bickell	7PM-10PM	8AM-10PM	8AM-10PM		large: 2 vball courts
Swanavon	7PM-10PM	8AM-10PM	8AM-10PM		Small: low ceiling

**2021 Outdoor**

Grassroots	714	Free Program
Competitive	84	
Adult	154	
<b>Total</b>		
952		

**2021/2022 Indoor**

Grassroots	454
Competitive	65
Adult	228
<b>Total</b>	
747	

**2022 Outdoor**

Grassroots	754	Free Program
Competitive	122	
Adult	141	
<b>Total</b>		
1017		

**2022/2023 Indoor**

Grassroots	614	Waitlist	84
Competitive	97		
Adult	297		
<b>Total</b>			
1008			

**2023 Outdoor**

Grassroots	619	Waitlist	93
Competitive	151		
Adult	175		
<b>Total</b>			
945			

**2023/2024 Indoor**

Grassroots	704	Waitlist	529
Competitive	197		
Adult	291		
<b>Total</b>			
1192			

**Grassroots:** It is challenging to quantify the Grassroots program growth (house league soccer) from 2021 to the present due to the provision of free Grassroots programming during the 2021 and 2022 Outdoor seasons. During these seasons, there were a significant number of registrations, however, roughly 50% of the players did not attend their soccer sessions on a regular basis.

The best indication of growth would be obtained by comparing the 2022-23 Indoor season numbers to the current season (2023-24). There are 90 more players enrolled this season compared to 2022-23 (15% increase). The number of waitlisted players has grown from 84 in the 2022-23 Indoor season to 529 in the current season (530% increase), due in part to the demolition of TLC (Jan 2023). It is worth noting that some players are duplicates due to waitlisting across multiple seasons.

The rate of growth for this program will be determined by facility availability, recruitment/retention of coaches, and continuous improvement of program delivery. It would be reasonable to predict an increase on the number of players in this program by 50% -70% in the next five years provided that the factors mentioned above are met.

**Youth Competitive Program:** The Youth Competitive program (travel teams) has grown consistently season after season and increased from 84 players in Outdoor 2021 to 197 players in the current season (134% increase).

The growth of this program will be directly related to the growth of the Grassroots program. Players begin their soccer journeys in the Grassroots program and transition to the Competitive program once they have acquired the necessary level of skills, maturity, and love for the game. It is anticipated that numbers will increase by 50% -70% in the next five years under the right circumstances.

**Adult League:** Participant numbers have remained consistent over the years. The growth of this program will be directly related to the growth of the youth programs, as players transition from youth to adult soccer.



**MINUTES OF THE CITY OF GRANDE PRAIRIE  
PUBLIC & PROTECTIVE SERVICES COMMITTEE**

**April 30, 2024, 9:00 A.M.  
Council Chambers, City Hall**

MEMBERS PRESENT	M. O'Connor W. Bosch K. O'Toole J. Clayton	Committee Chair Councillor Councillor Mayor
ALSO PRESENT	G. Berg G. Blackmore D. Bressey W. Pilat C. Thiessen S. Bourke M. VanWerkhoven  D. Whiteway B. Glavin J. MacEachern A. Van Beekveld K. Biberdorf  W. Hughes	Councillor Councillor Councillor Councillor Councillor City Manager Chief Public & Protective Services Officer, Acting Chief Financial Officer Chief Operating Officer Chief of Staff Council Committee Coordinator Director of Sports Development, Wellness & Culture Director of Housing & Homeless Initiatives

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**1. CALL TO ORDER**

The meeting was called to order at 9:06 a.m.

**2. LAND ACKNOWLEDGEMENT**

**3. ADOPTION OF AGENDA**

**MOVED** by W. Bosch  
Committee adopt the agenda as presented.

**CARRIED (4 to 0)**

**4. DELEGATIONS**

**4.1 STARS (Glenda Farnden)**

G. Farnden, representative of STARS, provided Committee with an update on the organization's successes and challenges over the past year.



## 5. REPORTS

### 5.1 Service Area Update

M. VanWerkhoven, Acting Chief Public & Protective Services Officer, presented Committee with an update on the current and projected activities planned throughout the service area:

- Cedar Point - The municipal move is complete. Kitchen renovations will begin in May, and outdoor fencing in June.
- Enforcement Services - Requests have been received for increased patrols around the Community Knowledge Campus due to reports of trespassing and other issues.
- Mobile Outreach - A system glitch resulted in an error regarding needle collection efforts in the last committee report, which incorrectly stated that 103 needles were collected. The accurate figure is that 1,579 needles were collected in Q1 2024.
- RCMP - A warning has been issued relating to a new drug recently found in the City, which contains Fluorofentanyl mixed with Bromazepam and has been linked to fatal overdoses.
- Community & Social Development - Administration is supporting the Camp FIRE initiative through the Community Building Youth Futures Initiative. This support underscores the alignment between Camp FIRE's objectives and the outcomes of the CBYF Initiative, further empowering our youth and enriching their developmental journey. Youth Week 2024 will officially launch on May 1 with a proclamation from the Mayor.
- Housing & Homeless Initiatives - The Mustard Seed's grand opening was very well attended. Meetings are taking place with all relevant stakeholders to discuss ongoing encampment strategies and mitigate fire and safety hazards within the Bear Creek Corridor. Administration is providing support to include unhoused community members in the 2024 municipal census.
- Community Knowledge Campus - The seasonal transition of Hansen Lincoln Field has been completed. Rugby season started for school teams and soccer practices are also starting up outside taking advantage of the nice spring weather.
- Sports Development, Wellness & Culture - A sport tourism video was launched during National Tourism Week and is now posted on the City website. The video will be used to support future bidding opportunities. A centralized email was introduced to streamline bookings at City facilities for birthday parties, user groups and meeting rooms; this will be used to book all CKC sites, the Aquatera Outdoor Pool, the Activity and Reception Centre, school and community gyms, ball diamonds, grass sport fields, ice time, and South Bear Creek Pavilion.

### 5.2 Grant Recommendations

K. Biberdorf, Director of Sports Development, Wellness & Culture, presented Committee with funding recommendations from the Community Advisory Committee.

**MOVED** by K. O'Toole

Committee recommend Council approve funding allocations as presented in Appendix A.

**CARRIED (4 to 0)**

5.3 Cedar Point Detailed Budget

W. Hughes, Director of Housing & Homeless Initiatives, presented Committee with information on Cedar Point's budget. This facility introduces a total of 106 social housing units to the community.

**MOVED by K. O'Toole**  
Committee receive this report for information.

**CARRIED (4 to 0)**

6. **CORRESPONDENCE**

7. **OTHER BUSINESS**

8. **BYLAW & POLICY REVIEW**

9. **OUTSTANDING ITEMS LIST**

The Committee reviewed the Public & Protective Services Committee Outstanding Items List for April 30, 2024.

**MOVED by W. Bosch**  
Committee receive the April 30 Outstanding Items List, as amended, for information.

**CARRIED (4 to 0)**

10. **IN CAMERA**

10.1 FOIP Act Section 25 - Economic Interests of a Public Body

**MOVED by K. O'Toole**  
Committee move In Camera to discuss matters protected under Section 25 of the FOIP Act.

**CARRIED (4 to 0)**

**MOVED by K. O'Toole**  
Committee meeting resume.

**CARRIED (4 to 0)**

11. **ADJOURN**

The meeting ended at 11:07 a.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
City Clerk



## ADMINISTRATIVE REPORT

<b>TO:</b> Shane Bourke, City Manager	<b>DATE:</b> April 30, 2024
<b>FROM:</b> Dan Lemieux, Chief Public & Protective Services Officer	<b>MEETING:</b> Public & Protective Services Committee
<b>REPORT WRITER:</b> Sarah Paterson, Community Recreation Manager	
<b>SUBJECT:</b> Grant Recommendations	

### RECOMMENDATIONS

That Committee recommend Council approve funding allocations as presented in Appendix A.

### PREVIOUS COUNCIL / COMMITTEE DIRECTIONS

From the Public & Protective Services Committee (formerly Community Services Committee) meeting held on October 27, 2020:

*“Recommend Council approve the Community Advisory Committee make recommendations to Council on funds dispersed from the Pursuit of Excellence and Arts Development funds.”*

### BACKGROUND

The Pursuit of Excellence fund is designed to provide assistance to athletes, coaches, and sport organizations in the region to achieve "excellence" in their chosen sport. The fund is a legacy of the 1995 Canada Winter Games that were hosted in Grande Prairie and includes partnerships with the County of Grande Prairie and the Community Foundation of Northwestern Alberta. The highest priority will be given to coach education, particularly where that education will take place locally through clinics and conferences. The second priority of the fund is to assist in the training and development of individual athletes, and the third priority is to provide assistance in developing volunteers and officials.

The Arts Development fund is designed to support and encourage the development of local artists and groups involved in the arts. The fund supports programs/projects which foster and promote the enjoyment of visual, literary, and performing arts by local artists, festivals and groups that contribute to the cultural fabric of the community (e.g., exhibitions, displays, preservation of art).

The Sport Hosting Grant is designed to support and encourage the hosting of local Sport Events in the community. Sport Tourism is widely recognized to have significant direct and indirect economic,

social, and health benefits to the community. Eligible events include Provincial, Western Canada, National, or International Sporting Events hosted by registered non-profit organizations.

## ANALYSIS

### Pursuit of Excellence Grants

Six (6) applications were received for Coach Development funding, one (1) application was received for Officials Development funding, five (5) applications were received for Athlete Development funding, four (4) applications were received for Athlete Travel funding, and four (4) applications were received for Clinic Hosting funding. All applicants recommended for funding met the grant criteria. Recommendations were based on the guidelines for each stream, including the maximum funding for coach and officials development of \$1,000 per year, athlete travel of \$1,000 per year and limits based on event location, and athlete development of \$500 per year.

Applicant	Stream	Request	Recommendation
Brad Carriere	Coach Development	\$436.10	\$436.10
Cory Sinclair	Coach Development	\$1,000	\$1,000
Shane Wray	Coach Development	\$1,000	\$1,000
Austin Dunbar	Coach Development	\$1,000	\$800
Preston Ostrom	Coach Development	\$1,000	\$800
Tory Martin	Coach Development	\$1,000	\$800
Robert Tinworth	Officials Development	\$1,000	\$1,000
Alaya Buller	Athlete Development	\$500	\$500
Jeff Buller	Athlete Development	\$500	\$500
Quinn Goldberg	Athlete Development	\$500	\$500
Domink Kwiecien	Athlete Travel & Development	\$1,000	\$1,000
Nikita Tsyruk	Athlete Travel & Development	\$1,000	\$1,000
Aiden Armstrong	Athlete Travel	\$500	\$500
Will Armstrong	Athlete Travel	\$500	\$500
Peace Country Ringette	Clinic Hosting	\$1,000	\$1,000
Peace Country Female Athletic Club	Clinic Hosting	\$1,000	\$1,000
GP Minor Baseball	Clinic Hosting	\$1,000	\$1,000
GP Minor Fastball	Clinic Hosting	\$2,500	\$1,000

### Festival Funding Grant

One (1) application was received after the deadline for Arts & Culture Festival funding. The application meets the grant criteria. The recommendation for less than the requested amount is consistent with amounts received for this event in previous years and helps to ensure that funds remain for the second Festival Funding intake deadline in August.

Applicant	Event	Request	Recommendation
Filipino Association of Grande Prairie & Area	3 <sup>rd</sup> Annual Filipino Cultural & Music Festival	\$14,000	\$7,000

## Sport Hosting Grant

One (1) application was received for Sport Hosting Grant funding. The application meets the grant criteria.

Applicant	Event	Request	Recommendation
Grande Prairie Curling Centre	Curling Alberta Mixed Provincial Championship	\$5,000	\$5,000

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

Quality of Life

### Environmental Impact

Recreation and culture operations should consider environmental impacts and build a culture of stewardship.

### Economic Impact

Recreation and culture services support the growth of sport, culture, tourism, and event economies.

### Social Impact

Recreation and culture services increase social interaction and cohesion for individuals and families, build community pride, and offer welcoming experiences to support inclusive communities.

### Relevant Statutes / Master Plans / City Documents

[Recreation and Culture Strategy](#)

### Risk

There are no anticipated risks.

## STAKEHOLDER ENGAGEMENT

Administration reviewed all applications for completeness. Internal stakeholders and the Community Advisory Committee provided feedback on all funding requests.

## BUDGET / FINANCIAL IMPLICATIONS

The total amount of grant funding available through each funding stream is allocated as part of the 2024 Sports Development, Wellness and Culture Budget. If the recommended grant allocations are approved the remaining funding available through each stream will be as follows:

Funding Stream	Remaining Funds Available for 2024
Arts Development – Festival Funding	\$17,250.00
Pursuit of Excellence	\$28,163.90
Sport Hosting Grant	\$24,000.00

There will be second intakes for applications for Festival Funding (deadline of August 1<sup>st</sup>), Pursuit of Excellence Funding (deadline of August 1<sup>st</sup>) and Sport Hosting Grant Funding (deadline of July 1<sup>st</sup>) in 2024.

**SUMMARY / CONCLUSION**

Administration recommends Arts Development Festival funding in the amounts listed in Appendix A for a total of \$7,000, Pursuit of Excellence funding for a total of \$14,336.10 and Sport Hosting Grant funding for a total of \$5,000.

**ATTACHMENTS**

- Appendix A – Grant Recommendations
- Appendix B – Community Advisory Committee Funding Requests

### **Appendix A: Grant Recommendations**

- Festival Funding to Filipino Association of Grande Prairie & Area in the amount of \$7,000.
- Sport Hosting Grant Funding to the Grande Prairie Curling Centre in the amount of \$5,000.
- Coach Development Funding to Brad Carriere in the amount of \$436.10.
- Coach Development Funding to Cory Sinclair in the amount of \$1,000.
- Coach Development Funding to Shane Wray in the amount of \$1,000.
- Coach Development Funding to Austin Dunbar in the amount of \$800.
- Coach Development Funding to Preston Ostrom in the amount of \$800.
- Coach Development Funding to Tory Martin in the amount of \$800.
- Officials Development Funding to Robert Tinworth in the amount of \$1,000.
- Athlete Development Funding to Alaya Buller in the amount of \$500.
- Athlete Development Funding to Jeff Buller in the amount of \$500.
- Athlete Development Funding to Quinn Goldberg in the amount of \$500.
- Athlete Travel Funding to Aiden Armstrong in the amount of \$500.
- Athlete Travel Funding to Will Armstrong in the amount of \$500.
- Athlete Travel & Development Funding to Dominik Kwiecien in the amount of \$1,000.
- Athlete Travel & Development Funding to Nikita Tsyruk in the amount of \$1,000.
- Clinic Hosting Funding to Peace Country Ringette in the amount of \$1,000.
- Clinic Hosting Funding to Peace Country Female Athletic Club in the amount of \$1,000.
- Clinic Hosting Funding to Grande Prairie Minor Baseball in the amount of \$1,000.
- Clinic Hosting Funding to Grande Prairie Minor Fastball in the amount of \$1,000.

# Community Advisory Committee

**March 21, 2024**

**Pursuit of Excellence**

**&**

**Large Scale Tourism**



# Pursuit of Excellence

## **Coach & Officials Development**

- Funding Coach & Officials development and education is essential and a primary intention of the Pursuit of Excellence fund.
- Funding is available to assist coaches and officials in furthering their expertise in their chosen sport through educational opportunities, certification and training opportunities.
- Coaches and officials are eligible to receive up to \$1,000 per year for coaching development. However, paid coaches and officials are eligible for only 50% of the requested funds while volunteers are eligible for 100% of requested funds. Coaches accepting honorariums are not considered paid coaches.
- Continuing contribution to amateur sport(s) in Grande Prairie should be considered when approving funding.
- The deadline for the applications are February 1<sup>st</sup> and August 1<sup>st</sup>

# Pursuit of Excellence

## Coach and Officials Development Funding Requests \*max \$1,000 per application

Applicant(s)	Affiliation	Sport	Requested	Recommendation	Balance if Awarded \$42,500.00
Brad Carriere	Grande Prairie Minor Baseball	Baseball	\$436.10	436.10	42,063.90
Cory Sinclair	Grande Prairie Minor Baseball	Baseball	\$1000.00	\$1000.00	41,063.90
Shane Wray	Grande Prairie Minor Baseball	Baseball	\$1000.00	\$1000.00	40,063.90
Austin Dunbar	St. Joes Football	Football	\$1000.00	\$800.00	39,263.90
Preston Ostrom	St. Joes Football	Football	\$1000.00	\$800.00	38,463.90
Tory Martin	St. Joes Football	Football	\$1000.00	\$800.00	37,663.90
Robert Tinworth	Wapiti Nordic Ski Club	Cross-Country Skiing	\$1000.00	\$1000.00	36,663.90

# Pursuit of Excellence

## **Athlete Travel & Development**

- The Athlete Travel & Development fund is for assisting training, development, and travel opportunities for individual athletes and teams\*.
- Individual athletes are eligible for up to \$500 each year for training and development in the areas of clinics, specialized training, and membership fees.
- Athletes and teams representing the Province of Alberta who have qualified for National or Championship events are eligible for travel funding. Funding is limited to \$250 in province, \$500 out of province, and \$1,000 internationally per athlete each year.
- The deadline for the applications are February 1<sup>st</sup> and August 1<sup>st</sup>

# Pursuit of Excellence

## Athlete Travel & Development Funding Requests

Applicant(s)	Affiliation	Sport	Stream	Requested	Recommendation	Balance if Awarded \$36,663.90
Alaya Buller	Racquetball Alberta	Racquetball	Development	\$500.00	<b>\$500.00</b>	\$36,163.90
Jeff Buller	Racquetball Alberta	Racquetball	Development	\$500.00	<b>\$500.00</b>	\$35,663.90
Dominik Kwiecien	Grande Prairie Piranhas Swim Club	Swimming	Development	\$500.00	<b>\$500.00</b>	\$35,163.90
			Travel	\$500.00	<b>\$500.00</b>	\$34,663.90
Nikita Tsyruk	Grande Prairie Wrestling Club	Wrestling	Development	\$500.00	<b>\$500.00</b>	\$34,163.90
			Travel	\$500.00	<b>\$500.00</b>	\$33,663.90
Quinn Goldberg	Northern Extreme Freestyle Club	Freestyle Skiing	Development	\$500.00	<b>\$500.00</b>	\$33,163.90
			Travel	\$500.00	<b>\$250.00</b>	
Aiden Armstrong	Wapiti Nordic Ski Club	Cross-Country Skiing	Travel	\$500.00	<b>\$500.00</b>	\$32,663.90
Will Armstrong	Wapiti Nordic Ski Club	Cross-Country Skiing	Travel	\$500.00	<b>\$500.00</b>	\$32,163.90

# Pursuit of Excellence

## Clinic Hosting

- Funding of up to \$1,000 is available to support local training, specialized courses and coach development.
- Application must include a clear description of the clinic, stating main objectives and expected outcomes of the clinic/training objective.
- Budgetary items which will be considered include facility rentals, honorariums, travel, subsistence and accommodation for presenters and clinicians

# Pursuit of Excellence

## Clinic Hosting Funding Requests

Applicant	Sport	Stream	Requested	Recommendation	Balance if Awarded \$32,163.90
Peace Country Ringette	Ringette	Clinic Hosting	\$1,000.00	\$1,000.00	\$31,163.90
Peace Country Female Athletic Club	Hockey	Clinic Hosting	\$1,000.00	\$1,000.00	\$30,163.90
Grande Prairie Minor Baseball	Baseball	Clinic Hosting	\$1,000.00	\$1,000.00	\$29,163.90
Grande Prairie Pirates Minor Fastball	Softball	Clinic Hosting	\$2,500.00	\$1,000.00	\$28,163.90

# Large Scale Tourism

- The purpose of this funding is to attract people to the City of Grande Prairie, grow tourism, promote diversity, encourage new and exciting events.
- Large Scale Tourism Events funding applications will be considered once per year. The deadline for this submission is February 1<sup>st</sup> each year.
- The applications are accepted for festivals and sporting events that have tourism draw of 100km or greater. A minimum of 35% of the attendance to be from outside of Grande Prairie is a requirement.
- Large Scale Tourism Events are usually ticketed, multi-day events with an attendance of more than 2,000 people per day.
- No single application can receive more than 50% of the total budget for the fund each year. In 2024 the Large Scale Tourism fund is \$100,000.

# Large Scale Tourism

## Funding Requests

Applicant	Event	Requested	Recommendation	Balance if Awarded \$100,000.00
Odyssey House	GrandeCon	\$50,000.00	\$50,000.00	\$50,000.00
Rotary Club of Grande Prairie	Grande Prairie Regional Airshow	\$75,000.00	\$50,000.00	\$0



# Late Submissions for Consideration

These submissions were received following our previous Committee meeting, but due to the timing of these events taking place prior to the next intake deadlines, we have decided consider them at this meeting.

# Sport Hosting Grant

- To help support and encourage the hosting of Provincial, Western Canadian, National, or International Sporting Events in Grande Prairie.
- Eligible events must be hosted within the City of Grande Prairie by non-profit organizations and take place over a minimum of two days.
- Organizations are eligible for up to a maximum of \$5,000 for large-scale events and \$1,000 for small-scale events which can be used for operating expenses such as facility rentals, marketing, communications, transportation, security, accommodations, and officials.
- No single sport shall receive more than 20% of the annual budget for the grant.
- Considered twice per year, January 1st & July 1st

# Sport Hosting Grant

**Funding Requests \*max \$5,000 per application**

Applicant	Event	Requested	Recommendation	Balance if Awarded \$29,000.00
Grande Prairie Curling Centre	Curling Alberta Mixed Provincial Championship	\$5,000.00	\$5,000.00	\$24,000.00

# Arts & Culture

## Festival Funding

- Year-round community involvement
- Existing or new public festivals
- Cultural/artistic benefit to the community
- Budget and financials are required
- Funds are supplemental only, they cannot exceed 50% of the event's total budget
- No single grant may exceed \$14,000
- Total funding remaining for Festival Funding = \$24,250

# Arts & Culture

## **Festival Funding Requests** \*max \$14,000 per application

Applicant	Event	Requested	Recommendation	Balance if Awarded \$24,250.00
Filipino Association of Grande Prairie & Area	Filipino Music & Cultural Festival	\$14,000.00	\$7,000.00	\$17,250.00



**MINUTES OF THE CITY OF GRANDE PRAIRIE  
FINANCIAL & ADMINISTRATIVE SERVICES COMMITTEE**

**April 30, 2024, 10:00 A.M.  
Council Chambers, City Hall**

MEMBERS PRESENT	W. Pilat M. O'Connor G. Berg J. Clayton	Committee Chair Councillor Councillor Mayor
ALSO PRESENT	G. Blackmore W. Bosch K. O'Toole S. Bourke D. Whiteway B. Glavin M. VanWerkhoven  J. MacEachern A. Van Beekveld S. Smith	Councillor Councillor Councillor City Manager Chief Financial Officer Chief Operating Officer Chief Public & Protective Services Officer, Acting Chief of Staff Council Committee Coordinator Director of Assessment & Taxation

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**1. CALL TO ORDER**

The meeting was called to order at 11:09 a.m.

**2. ADOPTION OF AGENDA**

**MOVED** by G. Berg

Committee adopt the agenda as presented.

**CARRIED (4 to 0)**

**3. DELEGATIONS**

**4. REPORTS**

4.1 Service Area Update

D. Whiteway, Chief Financial Officer, presented Committee with an update on the current and projected activities planned throughout the service area:

- Assessment & Taxation - Tax notices are expected to be mailed around the May long weekend. Taxes will be due June 28 this year as June 30 falls on a Sunday.
- Finance - Administration is finalizing processes for annual reporting, including submission of the Financial Information Return and 2023 Audited Financial

Statements to Municipal Affairs. Work is underway on grant reporting for the calendar year.

- Procurement - There are currently 8 bids on the market, with 5 more scheduled for release this week. The Spring bike auction (101 bikes) will run from May 2 until May 16.
- GIS & ITS - Administration has updated a satellite imagery photo of City; this is scheduled to be captured in May. A Noxious Weed Spray Application has been completed.

#### 4.2 Fees, Rates & Charges Bylaw Amendment C-1395N

D. Whiteway, Chief Financial Officer, presented Committee with amendments to the Fees, Rates & Charges Bylaw. The proposed amendments add a fee for the Sidewalk Patio Program, along with some housekeeping amendments.

**MOVED by G. Berg**

Committee recommend Council give three readings to Bylaw C-1395N, being an amendment to the Fees, Rates and Charges Bylaw.

**CARRIED (4 to 0)**

**MOVED by J. Clayton**

Committee direct Administration to bring back a report identifying a jurisdictional scan regarding the user fees of recreation facilities, and bring this back in conjunction with budget deliberations.

**CARRIED (4 to 0)**

#### 4.3 2024 Property Tax Bylaw C-1473

S. Smith, Director of Assessment & Taxation, presented Committee with the 2024 Property Tax Bylaw. The Municipal Government Act requires Council to pass a property tax bylaw annually.

**MOVED by M. O'Connor**

Committee recommend Council give three readings to Bylaw C-1473, being the 2024 Property Tax Bylaw.

**CARRIED (4 to 0)**

### 5. **CORRESPONDENCE**

### 6. **OTHER BUSINESS**

### 7. **BYLAW & POLICY REVIEW**

### 8. **OUTSTANDING ITEMS LIST**

The Committee reviewed the Financial & Administrative Services Committee Outstanding Items List for April 30, 2024.

**MOVED** by G. Berg

Committee receive the April 30 Outstanding Items List, as presented, for information.

**CARRIED (4 to 0)**

**9. ADJOURN**

The meeting ended at 11:25 a.m.

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Chair

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City Clerk





## ADMINISTRATIVE REPORT

<b>TO:</b> Shane Bourke, City Manager	<b>DATE:</b> April 30, 2024
<b>FROM:</b> Danielle Whiteway, Chief Financial Officer	<b>MEETING:</b> Financial & Administrative Services Committee
<b>REPORT WRITER:</b> Kristine Kimpe, Financial Business Advisor	
<b>SUBJECT:</b> Bylaw Amendment C-1395N Fees, Rates and Charges Bylaw	

### RECOMMENDATIONS

That the Financial & Administrative Services Committee recommends:

Council gives three readings to Bylaw C-1395N being an amendment to the Fees, Rates and Charges Bylaw.

### PREVIOUS COUNCIL / COMMITTEE DIRECTIONS

At the April 22, 2024, City Council meeting, the following motion was passed:

- “1. Approve Policy 622, being the Sidewalk Patio Program Policy; and
2. Direct Administration to draft an amendment to the Fees, Rates, and Charges Bylaw to add an application fee for the Sidewalk Patio Program.”

### BACKGROUND

At the City Council meeting April 24, 2024, Council approved Policy 622, being the Sidewalk Patio Program policy.

Upon passing of the policy, Council directed Administration to update the Fees, Rates and Charges Bylaw to reflect the approval of the associated fees.

A new fee will be added to reflect Council’s approval of Policy 622 in Schedule “A”, under the “Land” subsection of the “Planning and Development” section.

With the abovementioned changes required in the Fees, Rates and Charges Bylaw, Administration undertook a secondary review of all the rates referenced in the bylaw and noted an opportunity to provide clarity to Schedule “A”, “Low Income Transit” section and Schedule "A" “Transit” section. The changes noted under the “Low Income Transit” section and the “Transit” section are administrative in nature and are being proposed to align with current practice and to provide clarity. There are no proposed changes to the fee amounts for these areas.

## ANALYSIS

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

Policy 622, being the Sidewalk Patio Program Policy, supports Council's Strategic focus on Innovative Efficiency & Economic Readiness - Developing and executing actions that foster a strong and resilient local economy.

### **Environmental Impact**

There are no environmental impacts associated with this report.

### **Economic Impact**

Implementing a sidewalk patio program can stimulate economic growth by revitalizing commercial areas.

### **Social Impact**

A sidewalk patio program can have a positive social impact by creating communal spaces that encourage social interaction, fostering a sense of community among residents and visitors, promoting inclusivity through accessible design, and enhancing the overall quality of life by providing inviting outdoor environments for leisure and connection.

### **Relevant Statutes / Master Plans / City Documents**

Associated bylaw referenced herein.  
Municipal Government Act (MGA)

### **Risk**

Should an amendment of Bylaw C-1395N not pass, the Fees, Rates, and Charges Bylaw would not reflect Council's approval of Policy 622, being the Sidewalk Patio Program Policy, and as such would not technically be able to implement the decision.

No other risks are identified.

### **Alternatives (Optional)**

Direct Administration to bring back alternate recommendations.

## STAKEHOLDER ENGAGEMENT

Consultation with relevant internal departments occurred through Finance's review of the Fees, Rates and Charges Bylaw prior to the proposed amendments.

## BUDGET / FINANCIAL IMPLICATIONS

Minimal budget or financial implications exist. Fees and charges revenue will be considered for inclusion in the annual budget process.

## SUMMARY / CONCLUSION

Administration recommends that Committee and Council approve:

Give three readings to Bylaw C-1395N being an amendment to the Fees, Rates and Charges Bylaw.

**ATTACHMENTS**

Attachment 1 – C-1395N Amendment to the Fees, Rates and Charges Bylaw

Attachment 2 – Draft Bylaw C-1395N with noted amendments to Schedule “A”.

## CITY OF GRANDE PRAIRIE

## BYLAW C-1395N

**A Bylaw to amend Bylaw C-1395  
Being the Fees. Rates and Charges Bylaw**

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

1. Bylaw C-1395 is hereby amended as follows:

1.1 In Schedule "A", delete the "Low Income Transit Program" section in its entirety and replace it with the following:

<b>Low Income Transit Program</b>			
<b>Bus Passes are Sold at 50% Off Regular Cost</b>			
Adult (Age 18 to 59) Monthly Pass – Regular	\$69.00	N	\$69.00
Adult (Age 18 to 59) Monthly Pass – 50% Off	\$34.50	N	\$34.50
NWP Student Monthly Pass – Regular	\$54.00	N	\$54.00
NWP Student Monthly Pass – 50% Off	\$27.00	N	\$27.00
Senior (Age 60+) Monthly Pass – Regular	\$39.00	N	\$39.00
Senior (Age 60+) Monthly Pass – 50% Off	\$19.50	N	\$19.50
<b>Bus Passes at Regular Rate</b>			
Youth (Age 17 and under) Monthly Pass	Free		Free

1.2 In Schedule "A", under the "Land" subsection of the "Planning and Development" section:

a) Add the following between "Annual License" and "Road Closure and/or Disposal":

Sidewalk Patio Application	\$95.24	Y	\$100.00
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1.3 In Schedule "A", under the "Transit" section:

a) In the "Youth" line delete "(Age 6 to 17)" and replace it with "(Age 17 and under)".

b) Delete the "Child (Age 5 and under)" line in its entirety.

c) Delete the "School (Elementary, Junior High and High School Students)" line in its entirety.

d) Delete the "Monthly Pass (Valid 6:00 am to 6:00 pm school days only)" line in its entirety.

**EFFECTIVE DATE**

2. 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

DRAFT

## CITY OF GRANDE PRAIRIE

## OFFICE CONSOLIDATION

## BYLAW C-1395

## A Bylaw to Regulate Fees, Rates and Charges

(As Amended by Bylaw C-1395A, C-1395B, C-1395C, C-1395D, C-1395E, C-1395F, C-1395G, C-1395H, C-1395I, C-1395J, C-1395K, C-1395L and C-1395M)

**WHEREAS** pursuant to Section 7 of the *Municipal Government Act* (“Act”), RSA 2000, Chapter M-26, Grande Prairie City Council may pass bylaws for municipal purposes respecting services provided by or on behalf of a municipality;

**AND WHEREAS** pursuant to Section 8 the Act provides for a municipality to pass bylaws to establish fees for licences, permits and approvals on behalf of the municipality.

**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 Fees, Rates and Charges Bylaw”.
2. That the Fees, Rates and Charges be established by this Bylaw as attached Schedule “A” and form part of this Bylaw.
3. Method of payment for Fees, Rates and Charges to be at the discretion of the City of Grande Prairie.
4. This Bylaw shall be reviewed annually by City Council for amendments with an effective date being January 1<sup>st</sup> of each year.
5. This Bylaw shall take effect on July 1, 2019.

**READ** a first time this 6 day of June, 2019.

**READ** a second time this 6 day of June, 2019.

**READ** a third time and finally passed this 6 day of June, 2019.

“B. Given” (signed) \_\_\_\_\_  
Mayor

“S. Walker” (signed) \_\_\_\_\_  
Corporate Services Director

## BYLAW C-1395M

## SCHEDULE "A"

(As Amended by Bylaw C-1395A-Aug 26, 2019, C-1395B-Dec 2, 2019, C-1395C-Nov 30, 2020, C-1395D-Nov 30, 2020, C-1395E-Mar 8, 2021, C-1395F-May 3, 2021, C-1395G-May 17, 2021, C-1395H-Dec 13, 2021, C-1395I-Mar 7, 2022, C-1395J-Nov 28, 2022, C-1395K-Apr 3 2023, C-1395L-July 24, 2023 and C-1395M-December 11, 2023)

(GST has been included in some of the Rate on this Schedule, as required under the Excise Tax Act)

(Note: **Community/Sport Partner** means an individual or community group located in and around the City who has entered into an agreement with the City for the use of City owned facility(ies) for the purpose of delivering recreation and culture programs and services.

**Non-profit organizations** has the same meaning as defined in Section 241(f) of the Municipal Government Act.)

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Assessment and Taxation</b>			
<b>Charges for Information, Services and Documents</b>			
Tax Certificate	\$40.00	N	\$40.00
Property Tax Information to Lending Institutions	\$20.00	N	\$20.00
Staff Assisted Tax Search	\$20.00	N	\$20.00
Tax Recovery Notification (property)	\$100.00	N	\$100.00
Tax Recovery Notification (designated manufactured homes, Business Improvement Area Accounts)	Actual cost	N	Actual cost
Current Assessment Detail Request (Owner Only)	Free		Free
Access to Summary of Assessment	\$75.00 per hour \$25.00 Minimum charge	N	\$75.00 per hour \$25.00 Minimum charge
Access to Assessment Records	\$75.00 per hour \$25.00 Minimum charge	N	\$75.00 per hour \$25.00 Minimum charge
Other Assessment and/or Tax Information	\$75.00 per hour	N	\$75.00 per hour
Property Tax Payment Online Service Fee (E-Services Only)	2.25%	N	2.25%
<b>Assessment Review Board Appeal Filing Fee</b>			
The fee will be refunded if the Assessment Review Board makes a decision in favour of the complainant			
Residential	\$50.00	N	\$50.00
Farmland	\$50.00	N	\$50.00
Business Improvement Area	\$50.00	N	\$50.00
Multi-Family	\$650.00	N	\$650.00
Non-Residential	\$650.00	N	\$650.00
Machinery & Equipment	\$650.00	N	\$650.00
<b>Bylaw Enforcement Services</b>			
Administrative services not specified (assessed on an individual case by case basis)	Minimum \$52.50 per hour or portion thereof	N	Minimum \$52.50 per hour or portion thereof
TRAVIS	\$25.00	Y	\$26.25
Special Permit for Dangerous Goods	\$105.00	N	\$105.00

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Bylaw Enforcement Services</b>			
<b>Animal License</b>			
Dog License	\$55.00	N	\$55.00
Dog License (Spayed/Neutered)	\$30.00	N	\$30.00
Cat License	\$35.00	N	\$35.00
Cat License (Spayed/Neutered)	\$17.00	N	\$17.00
Nuisance Animal License	\$110.00	N	\$110.00
Vicious Animal License	\$525.00	N	\$525.00
Replacement License Tag	\$11.00	N	\$11.00
Impoundment Fees	\$26.25 per day	N	\$26.25 per day
Cat Trap Rental	\$10.50	N	\$10.50
Cat Trap Refundable Deposit	\$52.50	N	\$52.50
Request for Disposal of an Animal	\$158.00	N	\$158.00
<b>Vehicle for Hire License and Permits</b>			
Administration Fee	\$52.50	N	\$52.50
Chauffeur Permit	\$105.00	N	\$105.00
Chauffeur Permit Replacement	\$52.50	N	\$52.50
Dispatch License - Application and Renewal	\$210.00	N	\$210.00
Vehicle Permit - Includes one inspection	\$105.00 per vehicle	N	\$105.00 per vehicle
Vehicle for Hire Permit Transfer	\$52.25 per vehicle	N	\$52.25 per vehicle
Vehicle for Hire Re-inspection	\$52.50	N	\$52.50
<b>Community Knowledge Campus</b>			
<b>Miscellaneous</b>			
Security (per guard)	\$27.50 per hour	Y	\$28.88 per hour
<b>Multiplex Aquatics and Wellness (Eastlink Centre)</b>			
<b>Drop-In Admissions</b>			
Under 3 years	Free		Free
Child (Age 3 to 12)	\$5.71	Y	\$6.00
Youth (Age 13 to 17)	\$7.62	Y	\$8.00
Student (ID required)	\$7.62	Y	\$8.00
Adult (Age 18 to 59)	\$10.48	Y	\$11.00
Senior (Age 60+)	\$7.62	Y	\$8.00
Family	\$23.33	Y	\$24.50
Playcare (1 hour)	\$4.76	Y	\$5.00
Playcare (1.5 hours)	\$7.14	Y	\$7.50
Playcare (No-Show)	\$4.76	Y	\$5.00
Walking Track Special Program	\$1.90	Y	\$2.00
Group Rate (10+ people) 10% discount off Total		*Conditions Apply*	



Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Multiplex Aquatics and Wellness (Eastlink Centre)</b>			
<b>Memberships</b>			
<b>Child (Age 3 to 12)</b>			
10 Punch Pass	\$51.43	Y	\$54.00
1 Month Pass	\$30.00	Y	\$31.50
1 Month Grande Access Pass	\$36.00	Y	\$37.80
Annual Membership, paid monthly	\$27.14	Y	\$28.50
Annual Grande Access Pass, paid monthly	\$32.57	Y	\$34.20
Annual Pre-Paid Pass	\$295.48	Y	\$310.25
Annual Grande Access Pre-Paid Pass	\$354.57	Y	\$372.30
<b>Youth (Age 13 to 17)</b>			
10 Punch Pass	\$68.57	Y	\$72.00
1 Month Pass	\$41.43	Y	\$43.50
1 Month Grande Access Pass	\$49.71	Y	\$52.20
Annual Membership, paid monthly	\$37.62	Y	\$39.50
Annual Grande Access Pass, paid monthly	\$45.14	Y	\$47.40
Annual Pre-Paid Pass	\$409.29	Y	\$429.75
Annual Grande Access Pre-Paid Pass	\$491.14	Y	\$515.70
<b>Student (ID Required)</b>			
10 Punch Pass	\$68.57	Y	\$72.00
1 Month Pass	\$41.43	Y	\$43.50
1 Month Grande Access Pass	\$49.71	Y	\$52.20
Annual Membership, paid monthly	\$37.62	Y	\$39.50
Annual Grande Access Pass, paid monthly	\$45.14	Y	\$47.40
Annual Pre-Paid Pass	\$409.29	Y	\$429.75
Annual Grande Access Pre-Paid Pass	\$491.14	Y	\$515.70
<b>Adult (Age 18 to 59)</b>			
10 Punch Pass	\$94.29	Y	\$99.00
1 Month Pass	\$63.81	Y	\$67.00
1 Month Grande Access Pass	\$76.57	Y	\$80.40
Annual Membership, paid monthly	\$57.86	Y	\$60.75
Annual Grande Access Pass, paid monthly	\$69.43	Y	\$72.90
Annual Pre-Paid Pass	\$631.19	Y	\$662.75
Annual Grande Access Pre-Paid Pass	\$757.43	Y	\$795.30
<b>Senior (Age 60+)</b>			
10 Punch Pass	\$68.57	Y	\$72.00
1 Month Pass	\$41.43	Y	\$43.50
1 Month Grande Access Pass	\$49.71	Y	\$52.20
Annual Membership, paid monthly	\$37.62	Y	\$39.50
Annual Grande Access Pass, paid monthly	\$45.14	Y	\$47.40
Annual Pre-Paid Pass	\$409.29	Y	\$429.75
Annual Grande Access Pre-Paid Pass	\$491.14	Y	\$515.70

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Multiplex Aquatics and Wellness (Eastlink Centre)</b>			
<b>Memberships</b>			
<b>Family</b>			
10 Punch Pass	\$210.00	Y	\$220.50
1 Month Pass	\$127.38	Y	\$133.75
1 Month Grande Access Pass	\$152.86	Y	\$160.50
Annual Membership, paid monthly	\$115.71	Y	\$121.50
Annual Grande Access Pass, paid monthly	\$138.86	Y	\$145.80
Annual Pre-Paid Pass	\$1,262.38	Y	\$1,325.50
Annual Grande Access Pre-Paid Pass	\$1,514.86	Y	\$1,590.60
<b>Pool Rental - (All rental rates double for Statutory Holidays)</b>			
Sport Partner - 25m Lane	\$16.95 per hour	Y	\$17.80 per hour
Sport Partner - 50m Lane	\$24.40 per hour	Y	\$25.62 per hour
Non Profit - 25m Lane	\$22.90 per hour	Y	\$24.05 per hour
Non Profit - 50m Lane	\$46.80 per hour	Y	\$49.14 per hour
Profit - 25m Lane	\$30.90 per hour	Y	\$32.45 per hour
Profit - 50m Lane	\$53.25 per hour	Y	\$55.91 per hour
Flowrider (private rental)	\$102.00 per hour	Y	\$107.10 per hour
<b>Program Rates</b>			
City Schools - Lessons (in accordance with SCORES Agreement)	Staff Costs only	Y	Staff Costs, plus GST
Other Schools - Lessons (does not include additional Instructors)	\$240.65 per day	Y	\$252.68 per day
Swim Lessons (curriculum based)	\$69.00 per lesson set	N	\$69.00 per lesson set
Private Swim Lessons	\$210.00 per lesson set	N	\$210.00 per lesson set
Junior Lifeguard Club	\$209.52 per season	Y	\$220.00 per season
Lifeguard Certification Courses (curriculum based)	\$183.81-\$519.05 per course	Y	\$193.00-\$545.00 per course
Practice Physical Abilities Requirement Evaluation (PARE)	\$40.00 per test	Y	\$42.00 per test
PARE Test	\$140.00 per test	Y	\$147.00 per test
Fitness Programs	\$90.00-\$215.00 per program	Y	\$94.50-\$225.75 per program
<b>Room Rental - (All rental rates double for Statutory Holidays)</b>			
Fitness/Multipurpose Room - Sport Partner	\$80.40 per hour	Y	\$84.42 per hour
Fitness/Multipurpose Room - Non-Profit	\$100.60 per hour	Y	\$105.63 per hour
Fitness/Multipurpose Room - Profit	\$120.80 per hour	Y	\$126.84 per hour
Fitness/Multipurpose Room (½ Room) - Sport Partner	\$60.00 per hour	Y	\$63.00 per hour
Fitness/Multipurpose Room (½ Room) - Non-Profit	\$70.30 per hour	Y	\$73.82 per hour
Fitness/Multipurpose Room (½ Room) - Profit	\$80.40 per hour	Y	\$84.42 per hour

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Multiplex Aquatics and Wellness (Eastlink Centre)</b>			
<b>Room Rental - (All rental rates double for Statutory Holidays)</b>			
Fitness Studio - Sport Partner	\$80.40 per hour	Y	\$84.42 per hour
Fitness Studio - Non-Profit	\$80.40 per hour	Y	\$84.52 per hour
Fitness Studio - Profit	\$120.00 per hour	Y	\$126.00 per hour
West Multipurpose Room - Sport Partner	\$40.40 per hour	Y	\$42.42 per hour
West Multipurpose Room - Non-Profit	\$60.60 per hour	Y	\$63.63 per hour
West Multipurpose Room - Profit	\$80.80 per hour	Y	\$84.84 per hour
East Multipurpose Room - Sport Partner	\$28.60 per hour	Y	\$30.03 per hour
East Multipurpose Room - Non-Profit	\$48.60 per hour	Y	\$51.03 per hour
East Multipurpose Room - Profit	\$68.60 per hour	Y	\$72.03 per hour
Equipment Rate	\$47.62	Y	\$50.00
Cooking Classroom - Sport Partner	\$28.60 per hour	Y	\$30.03 per hour
Cooking Classroom - Non-Profit	\$48.60 per hour	Y	\$51.03 per hour
Cooking Classroom - Profit	\$68.60 per hour	Y	\$72.03 per hour
Meeting Room/Classroom (on deck) - Sport Partner	\$28.60 per hour	Y	\$30.03 per hour
Meeting Room/Classroom (on deck) - Non-Profit	\$48.60 per hour	Y	\$51.03 per hour
Meeting Room/Classroom (on deck) - Profit	\$68.80 per hour	Y	\$72.03 per hour
Meeting Room/Timing Room (on deck) - Sport Partner	\$20.00 per hour	Y	\$21.00 per hour
Meeting Room/Timing Room (on deck) - Non-Profit	\$30.00 per hour	Y	\$31.50 per hour
Meeting Room/Timing Room (on deck) - Profit	\$40.00 per hour	Y	\$42.00 per hour
Large Meeting Room - Sport Partner/Community Partner	\$24.28 per hour	Y	\$25.49 per hour
Large Meeting Room - Non-Profit	\$41.25 per hour	Y	\$43.31 per hour
Large Meeting Room - Profit	\$58.22 per hour	Y	\$61.13 per hour
The Strip (Fieldhouse) - Sport Partner	\$17.75 per hour	Y	\$18.64 per hour
The Strip (Fieldhouse) - Non-Profit	\$24.20 per hour	Y	\$25.41 per hour
The Strip (Fieldhouse) - Profit	\$32.35 per hour	Y	\$33.97 per hour
Fieldhouse (½ service) - Sport Partner	\$61.45 per hour	Y	\$64.52 per hour
Fieldhouse (½ service) - Non-Profit	\$92.20 per hour	Y	\$96.81 per hour
Fieldhouse (½ service) - Profit	\$122.90 per hour	Y	\$129.05 per hour
Fieldhouse (¼ service) - Sport Partner	\$30.70 per hour	Y	\$32.24 per hour
Fieldhouse (¼ service) - Non-Profit	\$46.05 per hour	Y	\$48.35 per hour
Fieldhouse (¼ service) - Profit	\$61.45 per hour	Y	\$64.52 per hour
Fieldhouse locker/dressing rooms	\$25.00 per day	Y	\$26.25 per day
Fieldhouse (½ service) - Full Day - Sport Partner	\$737.37 per day	Y	\$774.24 per day
Fieldhouse (½ service) - Full Day - Non-Profit	\$1,106.40 per day	Y	\$1,161.72 per day
Fieldhouse (½ service) - Full Day - Profit	\$1,474.86 per day	Y	\$1,548.60 per day
Fieldhouse (¼ service) - Full Day - Sport Partner	\$368.46 per day	Y	\$386.88 per day
Fieldhouse (¼ service) - Full Day - Non-Profit	\$552.57 per day	Y	\$580.20 per day
Fieldhouse (¼ service) - Full Day - Profit	\$737.37 per day	Y	\$774.24 per day

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Multiplex Aquatics and Wellness (Eastlink Centre)</b>			
<b>Room Rental - (All rental rates double for Statutory Holidays)</b>			
Running Track/Lane - Sport Partner	\$19.25 per hour	Y	\$20.21 per hour
Running Track/Lane - Non-Profit	\$28.90 per hour	Y	\$30.35 per hour
Running Track/Lane - Profit	\$38.45 per hour	Y	\$40.37 per hour
North Concourse - Sport Partner	Free		Free
North Concourse - Non-Profit	\$117.56 per hour	Y	\$123.44 per hour
North Concourse - Profit	\$235.12 per hour	Y	\$246.88 per hour
South Concourse (Synrgy180™, Turf, Combat Corner) - Sport Partner	Free		Free
South Concourse (Synrgy180™, Turf, Combat Corner) - Non-Profit	\$200.00 per hour	Y	\$210.00 per hour
South Concourse (Synrgy180™, Turf, Combat Corner) - Profit	\$400.00 per hour	Y	\$420.00 per hour
<b>Squash, Racquetball and Wallyball</b>			
Indoor Courts	\$25.00 per hour	Y	\$26.25 per hour
Indoor Courts (for 12+ hours per court)	\$300.00 per day	Y	\$315.00 per day
<b>Community Kiosk</b>			
Non-Profit	Free		Free
Profit	\$31.60 per hour	Y	\$33.18 per hour
Profit	\$126.60 per day	Y	\$132.93 per day
<b>Bleacher Rental</b>			
Non-Profit	\$24.55 per set/per day	Y	\$25.78 per set/per day
Profit	\$47.00 per set/per day	Y	\$49.35 per set/per day
<b>Outdoor Pool</b>			
<b>Drop-In Admissions</b>			
Under 3 years	Free		Free
Child (Age 3 to 12)	\$4.29	Y	\$4.50
Youth (Age 13 to 17)	\$6.19	Y	\$6.50
Student (ID required)	\$6.19	Y	\$6.50
Adult (Age 18 to 59)	\$8.10	Y	\$8.51
Senior (Age 60+)	\$6.19	Y	\$6.50
Family	\$20.95	Y	\$22.00
Group Rate (10+ people) 10% discount off Total *Conditions Apply*			
Shared Space - City Schools (in accordance with SCORES Agreement)	Group Rate as above to a maximum of \$244.00	Y	\$256.20

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Outdoor Pool</b>			
<b>Drop-In Admissions</b>			
Shared Space - Other Schools/Non Profit Community Groups	Group Rate as above to a maximum of \$333.33	Y	\$350.00
Shared Space - Profit	Group Rate as above to a maximum of \$532.48	Y	\$550.10
<b>Memberships 10 Punch Pass</b>			
Under 3 years	Free		Free
Child (Age 3 to 12)	\$38.62	Y	\$40.55
Youth (Age 13 to 17)	\$55.71	Y	\$58.50
Student (ID required)	\$55.71	Y	\$58.50
Adult (Age 18 to 59)	\$72.90	Y	\$76.55
Senior (Age 60+)	\$55.71	Y	\$58.50
Family	\$188.57	Y	\$198.00
<b>Pool Rental</b>			
Whole Pool (Sport Partner)	\$244.00 per hour	Y	\$256.20 per hour
Whole Pool (Non-Profit)	\$333.33 per hour	Y	\$350.00 per hour
Whole Pool (Profit)	\$532.48 per hour	Y	\$550.10 per hour
Whole Pool (Private-up to 260 Swimmers)	\$468.00 per hour	Y	\$491.40 per hour
<b>Twin Ice Arenas</b>			
<b>Drop-In Admissions</b>			
Under 3 years	Free		Free
Child (Age 3 to 12)	\$4.86	Y	\$5.10
Youth (Age 13 to 17)	\$6.10	Y	\$6.41
Student (ID Required)	\$6.10	Y	\$6.41
Adult (Age 18 to 59)	\$7.52	Y	\$7.90
Senior (Age 60+)	\$6.10	Y	\$6.41
Family	\$18.00	Y	\$18.90
Group Rate (10+ people) 10% discount off Total *Conditions Apply*			
<b>5 Punch Pass</b>			
Child (Age 3 to 12)	\$21.86	Y	\$22.95
Youth (Age 13 to 17)	\$27.33	Y	\$28.70
Student (ID Required)	\$27.33	Y	\$28.70
Adult (Age 18 to 59)	\$33.90	Y	\$35.60
Senior (Age 60+)	\$27.33	Y	\$28.70
Family	\$80.86	Y	\$84.90

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Twin Ice Arenas</b>			
Figure Skating Punch card (10 punches)	\$171.43	Y	\$180.00
Figure Skating Drop in Program	\$19.05	Y	\$20.00
Skate Rental Youth (Age 17 and under)	\$3.00	Y	\$3.15
Skate Rental Adult (Age 18+)	\$6.00	Y	\$6.30
Skate Sharpening	\$6.00	Y	\$6.30
<b>Ice Rental</b>			
Group, Adult (Age 18+) Prime Time	\$216.34 per hour	Y	\$227.16 per hour
Group, Adult (Age 18+) Non-Prime	\$134.95 per hour	Y	\$141.70 per hour
Group, Youth (Age 17 and under) Non-Prime (in accordance with SCORES Agreement)	\$81.90 per hour	Y	\$86.00 per hour
Group, Non-Adult (April 1 each year)	\$134.95 per hour	Y	\$141.70 per hour
Group, Junior Hockey A & B (April 1 each year)	\$168.30 per hour	Y	\$176.72 per hour
<b>Ice Rental - Sell Off Ice Times</b>			
Group, Adult (Age 18+) Prime Time	\$173.07 per hour	Y	\$181.72 per hour
Group, Adult (Age 18+) Non-Prime	\$107.95 per hour	Y	\$113.35 per hour
<b>Statutory Holidays</b>			
Adult (Age 18+) Prime Time	\$432.69 per hour	Y	\$454.32 per hour
Junior Hockey A & B	\$353.44 per hour	Y	\$371.11 per hour
Non-Prime & Youth (Age 17 and under)	\$269.90 per hour	Y	\$282.39 per hour
Locker/dressing room	\$25.00 per day	Y	\$26.25 per day
Drop-In (5 people or less)	\$66.80 per hour	Y	\$70.14 per hour
Drop-In (6 people or more)	\$66.80 per hour + \$10.00 per person (to a maximum of non-adult rate)	Y	\$70.14 per hour + \$10.50 per person (to a maximum of non-adult rate)
City Schools (in accordance with SCORES Agreement)	Staff Costs only	Y	Staff Costs, plus GST
Other Schools	\$134.95 per hour	Y	\$141.70 per hour
All Groups (May-August)	\$134.95 per hour	Y	\$141.70 per hour
<b>Arena - No Ice</b>			
Youth (Age 17 and under)	\$81.90 per hour	Y	\$86.00 per hour
Junior A & B	\$86.10 per hour	Y	\$90.41 per hour
Adult (Age 18+)	\$90.30 per hour	Y	\$94.82 per hour
<b>Speed Skating Oval</b>			
Snow Removal	\$75.00 per removal	Y	\$78.75 per removal
Lights	\$50.00 per hour	Y	\$52.50 per hour
<b>Meeting Room Rentals</b>			
<b>Sport Partner</b>			
Large meeting room (full room)	\$40.02 per hour	Y	\$42.02 per hour
Large meeting room (half room)	\$20.01 per hour	Y	\$21.01 per hour

<b>Service Area - Facility</b>	<b>Fees, Rates, Charges</b>	<b>GST Applicable</b>	<b>Fees with Applicable GST</b>
<b>Twin Ice Arenas</b>			
<b>Meeting Room Rentals</b>			
<b>Sport Partner</b>			
Small meeting room	\$20.01 per hour	Y	\$21.01 per hour
Small or Large meeting room (half room)	\$114.04 per day	Y	\$119.74 per day
Large meeting room (full room)	\$228.08 per day	Y	\$239.48 per day
<b>Non-Profit</b>			
Large meeting room (full room)	\$76.30 per hour	Y	\$80.12 per hour
Large meeting room (half room)	\$38.15 per hour	Y	\$40.06 per hour
Small meeting room	\$38.15 per hour	Y	\$40.06 per hour
Small or Large meeting room (half room)	\$219.30 per day	Y	\$230.27 per day
Large meeting room (full room)	\$438.60 per day	Y	\$460.54 per day
<b>Profit</b>			
Large meeting room (full room)	\$90.90 per hour	Y	\$95.44 per hour
Large meeting room (half room)	\$45.45 per hour	Y	\$47.72 per hour
Small meeting room	\$45.45 per hour	Y	\$47.72 per hour
Small or Large meeting room (half room)	\$260.10 per day	Y	\$273.11 per day
Large meeting room (full room)	\$520.20 per day	Y	\$546.22 per day
<b>Meeting Room Rentals</b>			
Hockey Legends Lounge Un-Licensed	\$40.05 per hour	Y	\$42.05 per hour
Hockey Legends Lounge Un-Licensed	\$229.60 per day	Y	\$241.08 per day
Hockey Legends Lounge Licensed	\$60.05 per hour	Y	\$63.05 per hour
Hockey Legends Lounge Licensed	\$360.70 per day	Y	\$378.74 per day
<b>Synthetic Turf and Grandstands</b>			
<b>Field Rental</b>			
Full Field - Sport Partner	\$55.00 per hour	Y	\$57.75 per hour
Full Field - Non-Profit	\$65.00 per hour	Y	\$68.25 per hour
Full Field - Profit	\$75.00 per hour	Y	\$78.75 per hour
Half Field - Sport Partner	\$27.50 per hour	Y	\$28.88 per hour
Half Field - Non-Profit	\$32.50 per hour	Y	\$34.13 per hour
Half Field - Profit	\$37.50 per hour	Y	\$39.38 per hour
<b>Grandstand Rental</b>			
Grandstand meeting room	\$25.00 per hour	Y	\$26.25 per hour
Grandstand meeting room	\$125.00 per day	Y	\$131.25 per day
Locker/dressing rooms	\$25.00 per day	Y	\$26.25 per day
Referee room	\$25.00 per day	Y	\$26.25 per day
Media room	\$25.00 per day	Y	\$26.25 per day
Concourse (included with field rental and grandstand rental)	\$200.00 per day	Y	\$210.00 per day
Snow Removal	\$600.00 per removal	Y	\$630.00 per removal

<b>Service Area - Facility</b>	<b>Fees, Rates, Charges</b>	<b>GST Applicable</b>	<b>Fees with Applicable GST</b>
<b>Twin Ice Arenas</b>			
<b>Grandstand Rental</b>			
Lights	\$50.00 per hour	Y	\$52.50 per hour
Security After Hours Open & Closing Fee	\$25.00 per booking		\$26.25 per booking
Cleaning/Grounds Maintenance Charge	\$75.00 per event	Y	\$78.75 per event
Custodial Staff (per person)	\$37.00 per hour	Y	\$38.85 per hour
<b>Community Services - Miscellaneous</b>			
Music Licensing - Entandem	As per applicable Tariffs	Y	As per applicable Tariffs, plus GST
Lawn Bowling BBQ Rental	\$10.00 per booking	Y	\$10.50 per booking
Special Event (with liquor) Clean Up	\$50.00 per day	Y	\$52.50 per day
<b>Community Social Development</b>			
<b>Home Support (Based on Client Monthly Income)</b>			
Up to \$900.00	\$8.00 per hour	N	\$8.00 per hour
\$901.00 to \$1,000.00	\$10.00 per hour	N	\$10.00 per hour
\$1,001.00 to \$1,200.00	\$10.50-\$11.00 per hour	N	\$10.50-\$11.00 per hour
\$1,201.00 to \$1,500.00	\$11.50 per hour	N	\$11.50 per hour
\$1,501.00 to \$1,800.00	\$12.00 per hour	N	\$12.00 per hour
\$1,801.00 to \$2,000.00	\$12.50 per hour	N	\$12.50 per hour
\$2,001.00 to \$2,300.00	\$13.00 per hour	N	\$13.00 per hour
\$2,301.00 to \$2,700.00	\$13.50 per hour	N	\$13.50 per hour
\$2,701.00 to \$3,000.00	\$14.00 per hour	N	\$14.00 per hour
\$3,001.00 to \$3,300.00	\$14.50 per hour	N	\$14.50 per hour
\$3,301.00 to \$3,500.00	\$15.00 per hour	N	\$15.00 per hour
\$3,501.00 to \$4,000.00	\$16.00 per hour	N	\$16.00 per hour
\$4,001.00 to \$4,500.00	\$17.00 per hour	N	\$17.00 per hour
\$4,501.00 to \$5,000.00	\$18.00 per hour	N	\$18.00 per hour
\$5,001.00 to \$5,500.00	\$19.00 per hour	N	\$19.00 per hour
\$5,501.00 to \$6,000.00	\$20.00 per hour	N	\$20.00 per hour
\$6,001.00 to \$7,000.00	\$24.00 per hour	N	\$24.00 per hour
Over \$7,000.00	\$29.00 per hour	N	\$29.00 per hour
Transportation	\$18.00 Flat rate	N	\$18.00 Flat rate
<b>Low Income Transit Program</b>			
<b>Bus Passes are sold at 50% Off Regular Cost</b>			
<u>Adult (Age 18 to 59) Monthly Pass – Regular</u>	<u>\$69.00</u>	<u>N</u>	<u>\$69.00</u>
<u>Adult (Age 18 to 59) Monthly Pass – 50% Off</u>	<u>\$34.50</u>	<u>N</u>	<u>\$34.50</u>
<u>NWP Student Monthly Pass – Regular</u>	<u>\$54.00</u>	<u>N</u>	<u>\$54.00</u>
<u>Youth (Age 6 to 17) &amp; NWP Student Monthly Pass – 50% Off</u>	<u>\$27.00</u>	<u>N</u>	<u>\$27.00</u>



<b>Senior (Age 60+) Monthly Pass – Regular</b>	<b>\$39.00</b>	<b>N</b>	<b>\$39.00</b>
<b>Senior (Age 60+) Monthly Pass – 50% Off</b>	<b>\$19.50</b>	<b>N</b>	<b>\$19.50</b>
<b>Service Area - Facility</b>	<b>Fees, Rates, Charges</b>	<b>GST Applicable</b>	<b>Fees with Applicable GST</b>
<b>Low Income Transit Program</b>			
<b>Bus Passes at Regular Rate</b>			
<b>Adult (Age 18 to 59) Monthly Pass</b>	<b>\$69.00</b>	<b>N</b>	<b>\$69.00</b>
<b>Youth (Age 6 to 17) &amp; NWP Student Monthly Pass</b>	<b>\$54.00</b>	<b>N</b>	<b>\$54.00</b>
<b>Senior (Age 60+) Monthly Pass</b>	<b>\$39.00</b>	<b>N</b>	<b>\$39.00</b>
<b>Child/Youth (Age 5/17 and under) Monthly Pass</b>	<b>Free</b>		<b>Free</b>
<b>School Monthly Pass</b>	<b>\$30.00</b>	<b>N</b>	<b>\$30.00</b>
<b>SUPERPASS – 10 Rides</b>			
<b>Adult (Age 18 to 59)</b>	<b>\$22.00</b>	<b>N</b>	<b>\$22.00</b>
<b>Youth (Age 6 to 17) &amp; NWP Student</b>	<b>\$17.00</b>	<b>N</b>	<b>\$17.00</b>
<b>Senior (Age 60+)</b>	<b>\$17.00</b>	<b>N</b>	<b>\$17.00</b>
<b>Child (Age 5 and under)</b>	<b>Free</b>		<b>Free</b>
<b>SUPERPASS – 20 Rides</b>			
<b>Adult (Age 18 to 59)</b>	<b>\$44.00</b>	<b>N</b>	<b>\$44.00</b>
<b>Youth (Age 6 to 17) &amp; NWP Student</b>	<b>\$34.00</b>	<b>N</b>	<b>\$34.00</b>
<b>Senior (Age 60+)</b>	<b>\$34.00</b>	<b>N</b>	<b>\$34.00</b>
<b>Child (Age 5 and under)</b>	<b>Free</b>		<b>Free</b>
<b>SUPERPASS – 30 Rides</b>			
<b>Adult (Age 18 to 59)</b>	<b>\$66.00</b>	<b>N</b>	<b>\$66.00</b>
<b>Youth (Age 6 to 17) &amp; NWP Student</b>	<b>\$51.00</b>	<b>N</b>	<b>\$51.00</b>
<b>Senior (Age 60+)</b>	<b>\$51.00</b>	<b>N</b>	<b>\$51.00</b>
<b>Child (Age 5 and under)</b>	<b>Free</b>		<b>Free</b>
<b>Dave Barr Community Centre</b>			
<b>Ice Rentals</b>			
<b>Group, Adult (Age 18+) Prime Time</b>	<b>\$216.34 per hour</b>	<b>Y</b>	<b>\$227.16 per hour</b>
<b>Group, Adult (Age 18+) Non-Prime</b>	<b>\$134.95 per hour</b>	<b>Y</b>	<b>\$141.70 per hour</b>
<b>Group, Youth (Age 17 and under) Non-Prime (in accordance with SCORES Agreement)</b>	<b>\$81.90 per hour</b>	<b>Y</b>	<b>\$86.00 per hour</b>
<b>Group, Non-Adult (April 1 each year)</b>	<b>\$134.95 per hour</b>	<b>Y</b>	<b>\$141.70 per hour</b>
<b>Group, Junior Hockey A &amp; B (April 1 each year)</b>	<b>\$168.30 per hour</b>	<b>Y</b>	<b>\$177.72 per hour</b>
<b>Ice Rentals - Sell Off Ice Time</b>			

Group, Adult (Age 18+) Prime Time	\$173.07 per hour	Y	\$181.72 per hour
Group, Adult (Age 18+) Non-Prime	\$107.95 per hour	Y	\$113.35 per hour
<b>Statutory Holidays</b>			
Adult (Age 18+) Prime Time	\$432.69 per hour	Y	\$454.32 per hour
Junior Hockey A & B	\$353.44 per hour	Y	\$371.11 per hour
Non-Prime & Youth (Age 17 and under)	\$269.90 per hour	Y	\$283.39 per hour

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<b>Service Area - Facility</b>	<b>Fees, Rates, Charges</b>	<b>GST Applicable</b>	<b>Fees with Applicable GST</b>
<b>Dave Barr Community Centre</b>			
<b>Statutory Holidays</b>			
Drop-In (5 people or less)	\$66.80 per hour	Y	\$70.14 per hour
Drop-In (6 people or more)	\$66.80 per hour + \$10.00 per person (to a maximum of non-adult rate)	Y	\$70.14 per hour + \$10.50 per person (to a maximum of non-adult rate)
City Schools (in accordance with SCORES Agreement)	Staff Costs only	Y	Staff Costs, plus GST
Other Schools	\$134.95 per hour	Y	\$141.70 per hour
All Groups (May-August)	\$134.95 per hour	Y	\$141.70 per hour
<b>Arena - No Ice (Community Sport Event)</b>			
Youth (Age 17 and under)	\$81.90 per hour	Y	\$86.00 per hour
Junior A & B	\$86.10 per hour	Y	\$90.41 per hour
Adult (Age 18+)	\$90.30 per hour	Y	\$94.82 per hour
Drop-In Admission for Spring/Summer Programs	\$5.00 per person	Y	\$5.25 per person
10 Punch Pass	\$45.00	Y	\$47.25
<b>Dry Floor Space Rental</b>			
<b>Non Profit</b>			
Rental	\$1,000.00 per half day	Y	\$1,050.00 per half day
Rental	\$1,200.00 per day	Y	\$1,260.00 per day
<b>Profit</b>			
Rental	\$1,200.00 per half day	Y	\$1,260.00 per half day
Rental	\$1,500.00 per day	Y	\$1,575.00 per day
<b>Miscellaneous</b>			
Locker/dressing rooms	\$25.00 per day	Y	\$26.25 per day
Custodial Staff (per person)	\$37.00 per hour	Y	\$38.85 per hour
Security (per guard)	\$27.50 per hour	Y	\$28.88 per hour
Event Host/Guest Services (per person) *required for all events held outside of business hours	\$27.50 per hour	Y	\$28.88 per hour
Banquet Chair	\$1.00 per chair	Y	\$1.05 per chair
8' x 3' Rectangle Table	\$10.00 per table	Y	\$10.50 per table
Audio	\$85.00 per event	Y	\$89.25 per event
Pipe & Drape	\$4.25 per foot	Y	\$4.46 per foot
Bike Barricades	\$8.00 each	Y	\$8.40 each

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Engineering Services</b>			
<b>Servicing Agreements</b>			
Servicing Agreements	\$5,000.00 or \$500 per gross ha - whichever is greater	N	\$5,000.00 or \$500 per gross ha - whichever is greater
Servicing Agreement Amendments and Infrastructure Agreements	\$2,000.00	N	\$2,000.00
Servicing Agreement - Re-inspection	\$100.00 per hour (Minimum 1 hour)	N	\$100.00 per hour (Minimum 1 hour)
<b>Storm Basins</b>			
Woody Channel Storm Basin	Fee per Ha of development, based on Woody Channel as-built cost	N	Fee per Ha of development, based on Woody Channel as-built cost
Industrial (North)	\$3,675.09/ha	N	\$3,675.09/ha
Cobblestone, Creekside, Riverstone (West)	\$3,102.78/ha	N	\$3,102.78/ha
Cobblestone East, Riverstone (West)	\$2,660.61/ha	N	\$2,660.61/ha
Eagle Estates (If Density Increases), Countryside North	\$3,965.21/ha	N	\$3,965.21/ha
Industrial (South)	\$1,937.06/ha	N	\$1,937.06/ha
Signature Falls	\$5,423.24/ha	N	\$5,423.24/ha
<b>Utility Alignment Permits</b>			
Category I - (less than 50 m with limited circulation)	Municipal Access Agreement or \$700.00	N	Municipal Access Agreement or \$700.00
Category II - (less than 50 m with full circulation)	Municipal Access Agreement or \$1,400.00	N	Municipal Access Agreement or \$1,400.00
Category III - (greater than 50 m with full circulation)	Municipal Access Agreement or \$1,900.00 plus \$3.00 per metre	N	Municipal Access Agreement or \$1,900.00 plus \$3.00 per metre
<b>Connection Permits/Agreements</b>			
Driveway Construction	\$500.00	N	\$500.00
Storm Service Connection	\$500.00	N	\$500.00
Excavation	\$100.00	N	\$100.00
Barricade	Free		Free
<b>Pavement Degradation</b>			
Age of Street in years since last paved as determined by the City	Fee Per Square Metre of Excavation (Calculations will be made using a minimum width of 1 metre)	N	Fee Per Square Metre of Excavation (Calculations will be made using a minimum width of 1 metre)

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Engineering Services</b>			
<b>Pavement Degradation</b>			
0-5 Years	\$70.00	N	\$70.00
6-10 Years	\$50.00	N	\$50.00
11-15 Years	\$40.00	N	\$40.00
16-20 Years	\$30.00	N	\$30.00
21 Years or greater	\$20.00	N	\$20.00
<b>Miscellaneous</b>			
File Searches	\$50.00 per 30 minutes (\$50.00 minimum)	N	\$50.00 per 30 minutes (\$50.00 minimum)
Document Purchase (Available online for no charge)	\$1.00 per page or \$20.00 + \$6.00 per plot page	Y	\$1.00 per page or \$20.00 + \$6.00 per plot page, plus GST
<b>Lot Grading Permits</b>			
Residential (single detached)	\$80.00	N	\$80.00
Residential (semi-detached/duplex)	\$80.00	N	\$80.00
Commercial/Industrial/Institutional	\$220.00/ha (\$220.00 minimum \$1,100.00 maximum)	N	\$220.00/ha (\$220.00 minimum, \$1,100.00 maximum)
<b>Environmental Services</b>			
Composting with worms	\$20.00 per class	Y	\$21.00 per class
Environmental Response	Actual Cost	Y	Actual Cost, plus GST
<b>Events and Entertainment</b>			
<b>Bonnetts Energy Centre</b>			
<b>Box Office</b>			
Postage (basic Canada Post letter)	\$3.00 per order	Y	\$3.15 per order
Postage (U.S. orders)	\$4.00 per order	Y	\$4.20 per order
Will Call	\$2.00 per order	Y	\$2.10 per order
Order Charge (in-person & over the phone)	Waive online fee		Waive online fee
Facility Charge (all tickets except Storm Hockey)	5% of ticket price, maximum of \$2.50 per ticket	Y	5% of ticket price, maximum of \$2.50 per ticket, plus GST
Facility Charge (Storm Hockey)	\$1.00 per ticket	Y	\$1.05 per ticket
Service Charge	10%-12% of ticket price	Y	10%-12% of ticket price, plus GST
Set-up	\$75.00 per event	Y	\$78.75 per event
Ad Recovery	\$40.00 per event	Y	\$42.00 per event
E-Blast	\$100.00 per event	Y	\$105.00 per event
Graphic	\$40.00 per event	Y	\$42.00 per event

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Events and Entertainment</b>			
<b>Bonnetts Energy Centre</b>			
<b>Ice Rental</b>			
Group, Adult (Age 18+) Prime Time	\$216.34 per hour	Y	\$227.16 per hour
Group, Adult (Age 18+) Non-Prime	\$134.95 per hour	Y	\$141.70 per hour
Group, Youth (Age 17 and under) Non-Prime (in accordance with SCORES Agreement)	\$81.90 per hour	Y	\$86.00 per hour
Group, Non-Adult (April 1 each year)	\$134.95 per hour	Y	\$141.70 per hour
Group, Junior Hockey A & B (April 1 each year)	\$168.30 per hour	Y	\$176.72 per hour
<b>Ice Rental - Sell Off Ice Time</b>			
Group, Adult (Age 18+) Prime Time	\$173.07 per hour	Y	\$181.72 per hour
Group, Adult (Age 18+) Non-Prime	\$107.95 per hour	Y	\$113.35 per hour
<b>Statutory Holidays</b>			
Adult (Age 18+) Prime Time	\$432.69 per hour	Y	\$454.32 per hour
Junior Hockey A & B	\$353.44 per hour	Y	\$371.11 per hour
Non-Prime & Youth (Age 17 and under)	\$269.90 per hour	Y	\$283.39 per hour
Drop-In (5 people or less)	\$66.80 per hour	Y	\$70.14 per hour
Drop-In (6 people or more)	\$66.80 per hour + \$10.00 per person (to a maximum of non-adult rate)	Y	\$70.14 per hour + \$10.50 per person (to a maximum of non-adult rate)
City Schools (in accordance with SCORES Agreement)	Staff Costs Only	Y	Staff Costs, plus GST
Other Schools	\$134.95 per hour	Y	\$141.70 per hour
All Groups (May-August)	\$134.95 per hour	Y	\$141.70 per hour
<b>Arena - No Ice (Community Sport Event)</b>			
Youth (Age 17 and under)	\$81.90 per hour	Y	\$86.00 per hour
Junior A & B	\$86.10 per hour	Y	\$90.41 per hour
Adult (Age 18+)	\$90.30 per hour	Y	\$94.82 per hour
<b>Montrose Cultural Centre</b>			
<b>Teresa Sargent Hall</b>			
Rental	\$110.00 per hour (minimum 2 hour rental)	Y	\$115.50 per hour (minimum 2 hour rental)
<b>Non-Profit</b>			
Rental	\$485.00 per half day	Y	\$509.25 per half day
Rental	\$665.00 per day	Y	\$698.25 per day
<b>Profit</b>			
Rental	\$585.00 per half day	Y	\$614.25 per half day
Rental	\$765.00 per day	Y	\$803.25 per day

<b>Service Area - Facility</b>	<b>Fees, Rates, Charges</b>	<b>GST Applicable</b>	<b>Fees with Applicable GST</b>
<b>Montrose Cultural Centre</b>			
<b>Mamawe Concourse</b>			
Non-Profit	\$358.00 per day	Y	\$404.25 per day
Profit	\$485.00 per day	Y	\$509.25 per day
Mamawe Patio (included with Teresa Sargent Hall or Mamawe Concourse Rental)	\$200.00 per day	Y	\$210.00 per day
<b>Montrose Cultural Centre Green Space</b>			
Non-Profit	\$358.00 per day	Y	\$404.25 per day
Profit	\$485.00 per day	Y	\$509.25 per day
<b>Miscellaneous</b>			
Cleaning/Ground Maintenance Charge	\$75.00 per event	Y	\$78.75 per event
Custodial Staff (per person)	\$37.00 per hour	Y	\$38.85 per hour
Security (per guard)	\$27.50 per hour	Y	\$28.88 per hour
Event Host/Guest Services (per person) *required for all events held outside of business hours	\$27.50 per hour	Y	\$28.88 per hour
220 Amp Power	\$1.05 per amp	Y	\$1.10 per amp
60" Round Table	\$15.00 per table	Y	\$15.75 per table
8' x 3' Rectangle Table	\$10.00 per table	Y	\$10.50 per table
Banquet Chair	\$1.00 per chair	Y	\$1.05 per chair
Stage riser (5 pieces maximum)	\$25.00 per piece	Y	\$26.25 per piece
Audio	\$125.00 per event	Y	\$131.25 per event
Multimedia Projector	\$30.00 per event	Y	\$31.50 per event
Pipe & Drape	\$4.25 per foot	Y	\$4.46 per foot
<b>Finance</b>			
Interest charge on overdue general accounts	1.5% per month	N	1.5% per month
Non-Sufficient Funds (NSF) charge	\$50.00	N	\$50.00
<b>Fire Department</b>			
<b>Fire Inspection Services</b>			
Occupancy Load Certificate Approval/Calculation	\$125.00	Y	\$131.25
Occupancy Load Certificate Replacement Fee	\$60.00	Y	\$63.00
QMP non-compliance - first (1 <sup>st</sup> ) Inspection	\$300.00	Y	\$315.00
QMP non-compliance - second (2 <sup>nd</sup> ) Inspection	\$600.00	Y	\$630.00
QMP non-compliance - third (3 <sup>rd</sup> ) Inspection	\$1,000.00	Y	\$1,050.00
Non-QMP and/or After Hours Inspection	\$225.00	Y	\$236.25
File Search/Summary Report	\$125.00 per address, per hour or portion thereof	N	\$125.00 per address, per hour or portion thereof

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Fire Department</b>			
<b>Fire Inspection Services</b>			
Costs related to the Fire Inspection/Investigation	\$125.00 per Member, per hour or portion thereof	Y	\$131.25 per Member, per hour or portion thereof
Safety Codes Officer - Fire for Standby	\$125.00 per hour or portion thereof	Y	\$131.25 per hour or portion thereof
<b>Fireworks Permit</b>			
Permits related to Display Fireworks and Pyrotechnic Special Effects:			
Permit for use of Display Fireworks*	\$100.00 per permit, per event	N	\$100.00 per permit, per event
Permit for the use of Pyrotechnic Special Effects*	\$200.00 per permit, per event	N	\$200.00 per permit, per event
Permits related to Consumer Fireworks:			
Permit to purchase Consumer Fireworks	\$40.00	N	\$40.00
Permit to display Consumer Fireworks*	\$20.00	N	\$20.00
Permit to sell Consumer Fireworks	\$150.00	N	\$150.00
* Non-Profit organizations will be exempt from the permit fee for the use of Display Fireworks and Pyrotechnic Special Effects			
<b>Open Air Burning Permit</b>			
Single event - not longer than twenty-four (24) hours	\$30.00	N	\$30.00
Multiple day event - more than twenty-four (24) hours	\$50.00 + \$5.00 per day	N	\$50.00 + \$5.00 per day
Recreational Open Burning Permit, per twelve (12) month period (includes residential fire pits and burn barrels)	\$10.00	N	\$10.00
<b>Fire Rescue</b>			
Fire Rescue Response to False Alarms:			
For the first (1 <sup>st</sup> ) response related to malfunctioning Fire Safety Installations or other safety monitoring devices, at the same premises responded to during a twelve (12) month period	Free		Free
Second (2 <sup>nd</sup> ) response to a False Alarm during a twelve (12) month period	\$300.00	N	\$300.00
Third (3 <sup>rd</sup> ) response to a False Alarm during a twelve (12) month period	\$500.00	N	\$500.00
Fourth (4 <sup>th</sup> ) and each subsequent response to a False Alarm during a twelve (12) month period	\$750.00	N	\$750.00
Security Alarm Response	\$500.00 per occurrence	N	\$500.00 per occurrence



Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Fire Department</b>			
<b>Fire Rescue</b>			
Engine, Tender, Rescue, Ladder	\$500.00 per Apparatus, per hour or portion thereof	N	\$500.00 per Apparatus, per hour or portion thereof
Cost related to operational staffing	\$125.00 per Member, per hour or portion thereof	N	\$125.00 per Member, per hour or portion thereof
Utility Vehicle, Squad, Brush Truck, Trailer, Fire Prevention Vehicle, Mobile Command Post, 4 x 4 Mobile Pump, and any other unspecified Apparatus	\$350.00 per Apparatus, per hour or portion thereof	N	\$350.00 per Apparatus, per hour or portion thereof
Responses to Motor Vehicle Collisions and Fires on Provincial Highway	Alberta Transportation Rate		Alberta Transportation Rate
<b>Dangerous Goods Apparatus</b>			
For the first hour or portion thereof, plus expenses, and a 15% handling charge for all materials and supplies	\$1,200.00 per Apparatus	N	\$1,200.00 per Apparatus
For each subsequent hour or portion thereof, plus expenses, and a 15% handling charge for all materials and supplies	\$700.00 per Apparatus	N	\$700.00 per Apparatus
Costs related to operational staffing	\$125.00 per Member, per hour or portion thereof	N	\$125.00 per Member, per hour or portion thereof
Costs related to dispatch, monitoring and response management	\$125.00 Per Member, per hour or portion thereof	N	\$125.00 Per Member, per hour or portion thereof
<b>Fire Department Administration</b>			
Request for the Administrative Service of a Member (including Witness Interviews)			
Plus: expenses	\$160.00 (2 hour minimum charge) per Member, per hour or portion thereof	Y	\$160.00 (2 hour minimum charge) per Member, per hour or portion thereof, plus GST
Plus: thereafter	\$90.00 per Member, per hour or portion thereof	Y	\$90.00 per Member, per hour or portion thereof, plus GST
Plus: actual expenses incurred	Actual cost	Y	Actual cost, plus GST

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Fire Department</b>			
<b>Reports</b>			
Requested copies of Grande Prairie Fire Department Run Reports, Dangerous Goods Reports, or Patient Care Reports, related to a specific incident, including letters of summary, audio recordings, transcripts, and all services associated with providing the requested information:			
a) per report, for research and preparation	\$160.00 up to 2 hours	N	\$160.00 up to 2 hours
b) Plus: thereafter	\$90.00 per hour or portion thereof	N	\$90.00 per hour or portion thereof
<b>Fleet</b>			
External Agencies	\$138.00 per hour	Y	\$144.90 per hour
<b>GIS</b>			
<b>Data Searches</b>	\$25.00 per hour	Y	\$26.25 per hour
As-Built or other Construction Information	\$50.00 per hour	Y	\$52.50 per hour
Custom Drafting Work	\$50.00 per hour	Y	\$52.50 per hour
<b>Materials</b>			
Clear Film for Overlay			
a) Width of 36"	\$3.00 per linear foot	Y	\$3.15 per linear foot
b) Width of 60"	\$5.00 per linear foot	Y	\$5.25 per linear foot
<b>Printing and Scanning</b>			
Color Printing Plotting			
a) 36" x 48"	\$30.00	Y	\$31.50
b) 48" x 50"	\$30.00	Y	\$31.50
c) Custom Plotting	based on output and size	Y	based on output and size, plus GST
d) Scan to File, 11" x 17"	\$10.00	Y	\$10.50
<b>Hard Copy Mapbooks</b>			
Storm System	\$75.00	Y	\$78.75
Address Sheet	\$75.00	Y	\$78.75
48" x 52" Available Street Map (Urban Service Area)	\$30.00	Y	\$31.50
<b>48" x 52" Maps</b>			
a) Contour	\$35.00	Y	\$36.75
b) Development Phase	\$35.00	Y	\$36.75
c) Land Use Bylaw Map (Zoning)	\$35.00	Y	\$36.75
d) Neighbourhood Names	\$35.00	Y	\$36.75

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>GIS</b>			
<b>48" x 52" Maps</b>			
e) Street Map with Rural Service Area	\$35.00	Y	\$36.75
f) Traffic Bylaw - Truck Routes	\$35.00	Y	\$36.75
g) Traffic Bylaw - Speed Limits	\$35.00	Y	\$36.75
h) Traffic Bylaw - Dangerous Goods Routes	\$35.00	Y	\$36.75
<b>Ortho Photo</b>			
a) 36" x 38"	\$100.00	Y	\$105.00
b) 36" x 48"	\$100.00	Y	\$105.00
c) 48" x 52"	\$150.00	Y	\$157.00
<b>Digital Data</b>			
PDF of any single hard copy map sheet available above	\$50.00	Y	\$52.50
<b>Other Miscellaneous Digital Data</b>			
As-Built Records - Hard copy (standard sheet size 2 ft x 3 ft)	\$1.00 per square foot, plus one time \$26.50 data search fee	Y	\$1.00 per square foot, plus one time \$26.50 data search fee, plus GST
As-Built Records - PDF Digital Sheet Copy	\$6.00 per sheet, plus one time \$26.50 data search fee	Y	\$6.00 per sheet, plus one time \$26.50 data search fee, plus GST
<b>Inspection Services</b>			
<b>Commercial Permits</b>			
<b>Permits are Subject to Safety Code Levy (SCL) as determined by the Safety Codes Council</b>			
<b>Commercial Building Permit (HVAC included)</b>			
Commercial, Industrial, Institutional, Multi-Family Additions, Alternations, Re-Construction Swimming Pools Above or Below Grade	\$8.00/\$1,000.00 C.C. to a minimum of \$100.00	N	\$8.00/\$1,000.00 C.C. to a minimum of \$100.00
Occupancy Certificate	\$50.00	N	\$50.00
Change of Use, Mobile Cooking Unit	\$100.00	N	\$100.00
Demolition (including farm buildings) Disconnect	\$150.00	N	\$150.00
Temporary Tent or Stage	\$100.00	N	\$100.00
Standalone HVAC/Ventilation System (Roof Top Unit)	\$100.00	N	\$100.00
Alternative Solution Proposal Review	\$200.00	Y	\$210.00

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Inspection Services</b>			
<b>Commercial Plumbing Permit</b>			
Commercial, Industrial, Institutional and Multi-Family Alteration/Renovation and Additions	\$15.00/fixture to a minimum of \$150.00	N	\$15.00/fixture to a minimum of \$150.00
Temporary Plumbing Permit	\$100.00	N	\$100.00
Mobile Cooking Unit	\$100.00	N	\$100.00
Hydronic Heating	\$150.00	N	\$150.00
<b>Private Sewage Treatment System (PSTS) Permit</b>			
PSTS	\$150.00	N	\$150.00
Temporary PSTS	\$100.00	N	\$100.00
<b>Commercial Gas Permit</b>			
Commercial, Industrial, Institutional, Multi-Family Additions, Alterations (Unit Heater, Fireplace and Barbeque install included in fee if indicated on permit application and complete at time of final inspection)	\$150.00 equal to or less than 400k BTU's \$300.00 more than 400k BTU's	N	\$150.00 equal to or less than 400k BTU's \$300.00 more than 400k BTU's
Other Fees not included in above: a) Gas Fireplace, Barbeque, Unit Heater, Furnace, Propane Tank over 454 Litres, Gas Pressurization Re-test, Roof Top/Furnace Replacement, Mobile Cooking Unit	\$100.00 per system	N	\$100.00 per system
b) Propane Refill Centre	\$150.00 per system	N	\$150.00 per system
Temporary Heat	\$100.00/gas meter set or tank source	N	\$100.00/gas meter set or tank source
<b>Commercial Electrical Permit</b>			
Annual Electrical Maintenance	\$200.00	N	\$200.00
Temporary Power - Meter Set or Portable Generator over 10k Watts	\$100.00	N	\$100.00
Mobile Cooking Unit	\$100.00	N	\$100.00
<b>All other Electrical Fees are as follows: Value is determined by materials and labour</b>			
<b>Installation</b>			
\$0.00 to 5,000.00	\$100.00	N	\$100.00
\$5,000.01 - \$20,000.00	\$235.00	N	\$235.00
\$20,000.01 - \$35,000.00	\$350.00	N	\$350.00
\$35,000.01 - \$50,000.00	\$400.00	N	\$400.00
\$50,000.01 - \$65,000.00	\$450.00	N	\$450.00

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Inspection Services</b>			
<b>All other Electrical Fees are as follows: Value is determined by materials and labour</b>			
<b>Installation</b>			
\$65,000.01 - \$80,000.00	\$500.00	N	\$500.00
\$80,000.01 - \$100,000.00	\$600.00	N	\$600.00
\$100,000.01 and up	Fees Established at \$6.00/\$1,000.00 of materials and labour installations	N	Fees Established at \$6.00/\$1,000.00 of materials and labour installations
<b>Commercial General</b>			
a) Property File Search			
i) Non-refundable file search	\$25.00	N	\$25.00
ii) Documents retrieved from file search	\$25.00	N	\$25.00
iii) Other than above	\$50.00 per hour	N	\$50.00 per hour
b) Refund for cancelled permit where no inspections occurred			
i) Application processed, no permit issued	Full permit fee refund	Y	Full permit fee refund
ii) Application processed, preliminary reviews conducted or permit issued	Cost of original fee less 50%	Y	Cost of original fee less 50%, plus GST
c) General Administration			
d) Transfer of a General Building Contractors Permit	\$100.00	Y	\$105.00
e) Inspections/per discipline (after hours or weekends)	\$200.00	Y	\$210.00
<b>Residential Permits</b>			
<b>Permits are Subject to Safety Code Levy (SCL) as determined by the Safety Codes Council</b>			
<b>Residential Building Permit (HVAC included)</b>			
Single Family Dwelling, Duplex, Semi-detached, Triplex, Fourplex, Garage Suite, Additions - includes covered decks (Deck, Solid Fuel Burning Appliance and Hot Tub included in fee if indicated on permit application and complete at time of final inspection)	\$4.50/\$1,000.00 C.C. to a minimum of \$100.00 Based on Prevailing Market Value \$180.00/sq. ft. of floor area	N	\$4.50/\$1,000.00 C.C. to a minimum of \$100.00 Based on Prevailing Market Value \$180.00/sq. ft. of floor area
Alterations, Fire Damaged Buildings, Secondary Suites, Below Grade Swimming Pools	\$4.50/\$1,000.00 C.C. to a minimum of \$100.00 Based on \$90.00/sq. ft. of floor area	N	\$4.50/\$1,000.00 C.C. to a minimum of \$100.00 Based on \$90.00/sq. ft. of floor area
Basement, Deck, Garage, Hot Tub, Retaining Wall, Manufactured/Modular Home, Shed, Solid Fuel Burning Appliance, Swimming Pool, HVAC System	\$100.00 each	N	\$100.00 each

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Inspection Services</b>			
<b>Residential Permits</b>			
<b>Permits are Subject to Safety Code Levy (SCL) as determined by the Safety Codes Council</b>			
<b>Residential Building Permit (HVAC included)</b>			
Demolition/Disconnect	\$100.00	N	\$100.00
Occupancy Certificate	\$50.00	N	\$50.00
<b>Residential Plumbing Permit</b>			
Single Dwelling, Duplex, Semi-detached, Triplex, Fourplex, Garage Suite	\$150.00 per dwelling unit	N	\$150.00 per dwelling unit
Alteration/Renovation and Additions	\$15.00 per fixture to a minimum of \$100.00	N	\$15.00 per fixture to a minimum of \$100.00
Manufactured/Modular Homes, Secondary Suites, Basements	\$100.00	N	\$100.00
Hydronic Heating	\$150.00	N	\$150.00
<b>Residential Private Sewage Treatment System (PSTS) Permit</b>			
PSTS	\$150.00	N	\$150.00
Temporary PSTS	\$100.00	N	\$100.00
<b>Residential Gas Permit</b>			
Single Family Dwelling, Duplex, Semi-detached, Triplex, Fourplex, Garage Suite (Unit Heater, Air Conditioner, Fireplace and Barbeque install included in fee if indicated on permit application and complete at time of final inspection)	\$150.00/dwelling equal to or less than 400k BTU's \$300.00/dwelling more than 400k BTU's	N	\$150.00/dwelling equal to or less than 400k BTU's \$300.00/dwelling more than 400k BTU's
Secondary Suites	\$100.00	N	\$100.00
Additions, Alterations, Manufactured/Modular Homes	\$100.00	N	\$100.00
Barbeque, Furnace, Furnace Replacement, Fireplace, Pressurization Re-test, Unit Heater, Propane Tank over 454 Litres	\$100.00 each	N	\$100.00 each
Temporary Heat	\$100.00	N	\$100.00
<b>Residential Electrical Permit</b>			
Single Family Dwelling, Duplex, Semi-detached, Triplex, Fourplex, Garage Suite (Unit Heater, Air Conditioner, Fireplace, and Hot Tub installs included in fee if indicated on permit application and complete at time of final inspection)	\$235.00 per dwelling unit	N	\$235.00 per dwelling unit
Secondary Suites	\$100.00	N	\$100.00
Additions, Alterations, Manufactured/Modular Homes	\$100.00	N	\$100.00

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Inspection Services</b>			
<b>Residential Electrical Permit</b>			
Air Conditioning, Basement, Garage/Shed, Hot Tub, Swimming Pool, Unit Heater	\$100.00 each	N	\$100.00 each
Temporary Power	\$100.00	N	\$100.00
<b>Residential General</b>			
a) Property File Search			
i) Non-refundable file search processing	\$25.00	N	\$25.00
ii) Documents retrieved from file search	\$25.00	N	\$25.00
iii) Other than above	\$50.00 per hour	N	\$50.00 per hour
b) Refund for cancelled permits where no inspections occurred			
i) Application processed, no permit issued	Full permit fee Refund	Y	Full permit fee Refund
ii) Application processed, preliminary reviews conducted or permit issued	Cost of original fee less 50%	Y	Cost of original fee less 50%, plus GST
c) General Administration	\$50.00 per hour	Y	\$52.50 per hour
d) Transfer of a General Building Contractors Permit	\$100.00	Y	\$105.00
e) Compliance Assessment	\$200.00	Y	\$210.00
f) Inspections/per discipline (after hours or weekends)	\$200.00	Y	\$210.00
<b>Green Built Incentives</b>			
Solar Panel: PV Powered solar electricity Solar water/space heating	\$100.00 fee waived Excludes Safety Code Levy	N	\$100.00 fee waived Excludes Safety Code Levy
Note: Standalone solar array system must be approved and inspected prior to disconnecting from the utility			
Wind Energy: Wind Turbines, to mechanically use air flow through turbines to generate power for electricity	\$100.00 fee waived Excludes Safety Code Levy	N	\$100.00 fee waived Excludes Safety Code Levy
Grey Water Re-Use: A mechanical system installed to re-use greywater	\$100.00 fee waived Excludes Safety Code Levy	N	\$100.00 fee waived Excludes Safety Code Levy
<b>Legislative Services</b>			
Photocopying Charge (for the organization)	\$1.00 per page	Y	\$1.05 per page
Subdivision Development Appeal Board Application Fee	\$350.00	Y	\$367.50

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Parks Operations and Cemetery</b>			
<b>Internment</b>			
<b>Standard</b>			
Lot	\$660.00	Y	\$693.00
Opening/Closing	\$770.00	Y	\$808.50
Perpetual Care	\$770.00	Y	\$808.50
Install Vault	\$150.00	Y	\$157.50
Administration	\$100.00	Y	\$105.00
<b>Infant/Standard</b>			
Lot	\$660.00	Y	\$693.00
Opening/Closing	\$440.00	Y	\$462.00
Perpetual Care	\$770.00	Y	\$808.50
Administration	\$100.00	Y	\$105.00
<b>Infant Lot/Infant Section</b>			
Lot	\$330.00	Y	\$346.50
Opening/Closing	\$440.00	Y	\$462.00
Perpetual Care	\$440.00	Y	\$462.00
Administration	\$100.00	Y	\$105.00
<b>Veterans (Field of Honour)</b>			
Lot	\$300.00	Y	\$315.00
Opening/Closing	\$770.00	Y	\$808.50
Perpetual Care	\$770.00	Y	\$808.50
Install Vault	\$150.00	Y	\$157.50
Administration	\$100.00	Y	\$105.00
<b>Indigent</b>			
Lot	\$300.00	Y	\$315.00
Opening/Closing	\$770.00	Y	\$808.50
Perpetual Care	\$385.00	Y	\$404.25
Install Vault	\$150.00	Y	\$157.50
Administration	\$100.00	Y	\$105.00
<b>Columbarium (Private)</b>			
Perpetual Care	\$440.00	Y	\$462.00
Administration	\$100.00	Y	\$105.00
<b>Inter Ashes in Existing Lot</b>			
Opening/Closing	\$385.00	Y	\$404.25
Administration	\$100.00	Y	\$105.00
<b>Cremation</b>			
Lot	\$440.00	Y	\$462.00
Opening/Closing	\$385.00	Y	\$404.25



Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Parks Operations and Cemetery</b>			
<b>Internment</b>			
<b>Cremation</b>			
Perpetual Care	\$440.00	Y	\$462.00
Administration	\$100.00	Y	\$105.00
<b>Ossuary (Per Cremins)</b>			
Perpetual Care	\$330.00	Y	\$346.50
Administration	\$100.00	Y	\$105.00
<b>Field Garden in Ground Cremation</b>			
Lot	\$550.00	Y	\$577.50
Opening/Closing	\$385.00	Y	\$404.25
Perpetual Care	\$440.00	Y	\$462.00
Administration	\$100.00	Y	\$105.00
<b>Field Garden Above Ground Niche Monument</b>			
Lot	\$550.00	Y	\$577.50
Perpetual Care	\$440.00	Y	\$462.00
Administration	\$100.00	Y	\$105.00
<b>Disinterment Standard Lot (including surcharges listed below)</b>			
Opening/Closing	\$3,000.00	Y	\$3,150.00
Administration	\$100.00	Y	\$105.00
<b>Disinterment Child &amp; Standard Lot</b>			
Opening/Closing	\$2,000.00	Y	\$2,100.00
Administration	\$100.00	Y	\$105.00
<b>Disinterment Cremation &amp; Child Cremation</b>			
Opening/Closing	\$1,000.00	Y	\$1,050.00
Administration	\$100.00	Y	\$105.00
<b>Field Garden Columbarium (City Owned)</b>			
Niche	\$2,612.50	Y	\$2,743.13
Opening/Closing	Included		Included
Perpetual Care	\$440.00	Y	\$462.00
Engrave Niche Front	Included		Included
Administration	\$100.00	Y	\$105.00
<b>Surcharges</b>			
Double Depth	\$400.00	Y	\$462.00
Disinterment	Vacuum Truck costs current rate	Y	Vacuum Truck costs current rate, plus GST
Oversize Urn - Must fit 20" diameter hole	\$110.00 per hour	Y	\$115.50 per hour

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Parks Operations and Cemetery</b>			
<b>Weekends and Holidays</b>			
Full Interment	\$660.00	Y	\$693.00
Cremation	\$330.00	Y	\$346.50
<b>Late Arrival</b>	\$82.50 per half hour	Y	\$86.63 per half hour
<b>After Hours Funeral - after 3:00 p.m.</b>			
Full Interment	\$330.00 per hour	Y	\$346.50 per hour
Cremation	\$165.00 per hour	Y	\$173.25 per hour
<b>Monument Installation</b>	\$75.00	Y	\$78.75
<b>Transfer of Cemetery Lot</b>	\$100.00	Y	\$105.00
<b>Memorial Tree and Bench Program</b>			
Bench - New	\$1,600.00	Y	\$1,680.00
Bench - Renewal (Plaque only, installed on existing bench)	\$300.00	Y	\$315.00
Memorial Tree	\$1,200.00	Y	\$1,260.00
Private Tree Work	\$275.00 per hour	Y	\$288.75 per hour
<b>Tree Compensation</b>			
Caliper 4" or less	\$1,000.00	Y	\$1,050.00
Caliper greater than 4" to 8"	\$2,000.00	Y	\$2,100.00
Caliper greater than 8" to 12"	\$3,000.00	Y	\$3,150.00
Caliper greater than 12"	Assessment and valuation to be completed by Qualified Tree Appraiser recognised by the City	Y	Assessment and valuation to be completed by Qualified Tree Appraiser recognised by the City, plus GST
Labour for removal and disposal by City	\$275.00 per hour	Y	\$288.75 per hour
Current Edition of Canadian Nursery Landscape Association standard used to establish caliper ( <a href="http://www.canadanursery.com">www.canadanursery.com</a> ). Permit from Engineering required for work on City property			
<b>Boulevard Use Permit</b>			
Commercial Sales Events	\$750.00	Y	\$787.50 per event
Public Notification Signs	\$250.00 per site/per year	Y	\$262.50 per site/per year

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Planning and Development</b>			
<b>Residential Development Permit Applications</b>			
New Single Detached Dwelling	\$150.00	N	\$150.00
New Semi-Detached and Duplex Dwelling	\$150.00 per unit	N	\$150.00 per unit
Multi-Attached Dwellings and Apartment Buildings	\$150.00 per unit	N	\$150.00 per unit
Raised Deck	\$75.00	N	\$75.00
Residential Accessory Building	\$75.00	N	\$75.00
Addition to Existing Dwelling	\$150.00	N	\$150.00
Variance in excess of 1% of any measurable standard	\$400.00	N	\$400.00
Secondary Suite (in addition to fee for a new detached dwelling)	\$150.00	N	\$150.00
Home Business (includes Discretionary Use fee)	\$300.00	N	\$300.00
Discretionary Use fee (excluding Home Business)	\$400.00	N	\$400.00
<b>Commercial/Industrial/Institutional Development Permit Applications</b>			
New Development	\$550.00 + \$75.00 per \$100,000.00 of project cost (no maximum limit)	N	\$550.00 + \$75.00 per \$100,000.00 of project cost (no maximum limit)
Addition to existing building	\$250.00 + \$75.00 per \$100,000.00 of project cost (no maximum limit)	N	\$250.00 + \$75.00 per \$100,000.00 of project cost (no maximum limit)
Accessory Building/Use	\$200.00	N	\$200.00
Change of Use (Permitted Use)	\$400.00	N	\$400.00
Change of Use (Discretionary Use)	\$800.00	N	\$800.00
Temporary Development/Use	\$400.00	N	\$400.00
Storage Yard	\$500.00	N	\$500.00
Parking Lot	\$500.00	N	\$500.00
Variance in excess of 1% of any measurable standard	\$600.00	N	\$600.00
<b>Sign Permit Applications (per sign)</b>			
Permanent Signs (freestanding, etc.)	\$300.00	N	\$300.00
Fascia Signs	\$100.00	N	\$100.00
Billboards	\$600.00	N	\$600.00
Temporary Signs	\$60.00	N	\$60.00
Entrance Feature Signs (Private Land Only)	\$200.00	N	\$200.00
Variance in excess of 1% of any measurable standard	\$600.00	N	\$600.00

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Planning and Development</b>			
<b>Compliance/Zoning Certificates</b>			
<b>Residential - one (1) to four (4) units</b>			
a) Regular Service	\$150.00	N	\$150.00
b) Rush Service	\$300.00	N	\$300.00
<b>Commercial/Industrial/Residential &gt; four (4) units</b>			
a) Regular Service	\$300.00	N	\$300.00
b) Rush Service	\$600.00	N	\$600.00
Zoning Certificate/Municipal Approval Letter	\$100.00	N	\$100.00
<b>Planning Applications</b>			
Municipal Development Plan (MDP) Amendment (Map and/or Text)*	\$4,000.00	Y	\$4,200.00
Area Structure Plan (ASP) - New	\$5,000.00	Y	\$5,250.00
Area Structure Plan - Map or Map and Text Amendment*	\$4,000.00	Y	\$4,200.00
Area Structure Plan - Text Amendment only*	\$3,000.00	Y	\$3,150.00
Area Redevelopment Plan (ARP) - Map or Map and Text Amendment*	\$4,000.00	Y	\$4,200.00
Area Redevelopment Plan - Text Amendment only*	\$3,000.00	Y	\$3,150.00
Outline Plan (OP) - New	\$100.00 per ha or \$5,000.00- whichever is greater	Y	\$100.00 per ha or \$5,000.00- whichever is greater, plus GST
Outline Plan - Map or Map and Text Amendment*	\$4,000.00	Y	\$4,200.00
Outline Plan - Text Amendment only*	\$3,000.00	Y	\$3,150.00
Land Use Bylaw - Map or Map and Text Amendment*	\$4,000.00	Y	\$4,200.00
Land Use Bylaw - Text Amendment only	\$3,000.00	Y	\$3,150.00
Land Use Bylaw - Direct Control - New District	\$5,000.00	Y	\$5,250.00
Land Use Bylaw - Direct Control - Amendment	\$4,000.00	Y	\$4,200.00
*where an application involves a proposal to amend more than one (1) of the following major documents (MDP, ASP, ARP, OP, LUB), the full fee will be charged for the item with the highest fee and all other items will be charged half of the fee stated above.			
<b>Subdivision Applications</b>			
Subdivision Application (includes Bareland Condominium Plans and new buildings to be condominiumized)	\$500.00 plus \$150.00 per lot (excluding MR and PUL)	N	\$500.00 plus \$150.00 per lot (excluding MR and PUL)
Subdivision Endorsement	\$150.00 per lot	N	\$150.00 per lot
Condominium Certificate (existing apartment buildings)	\$40.00 per unit	N	\$40.00 per unit

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Planning and Development</b>			
<b>Subdivision Applications</b>			
Subdivision Time Extension, Endorsement or Registration	\$500.00 per request	N	\$500.00 per request
Modification to Tentative Plan of Subdivision requiring re-circulation	50% of application fee	N	50% of application fee
Modification to Tentative Plan of Subdivision requiring re-advertising and re-circulation	100% of application fee	N	100% of application fee
Preparation of Instrument	100% of legal fee + 10%	N	100% of legal fee + 10%
<b>Addressing</b>			
Addressing for development	\$25.00 per update	N	\$25.00 per update
Correction of address, including site visits	\$50.00 per occupied building	N	\$50.00 per occupied building
Application for non essential address change	\$250.00	N	\$250.00
Honorary Roadway Naming	\$1,000.00 plus actual installation cost	N	\$1,000.00 plus actual installation cost
Rural Service Area (RSA) sign	Actual installation cost	N	Actual installation cost
<b>Miscellaneous</b>			
Development Permit Conditions Agreement	\$500.00	Y	\$525.00
Submission of Revised Plans	50% of original fee	Y	50% of original fee, plus GST
Development Permit Time Extension	\$500.00 or original permit fee, whichever is less	Y	\$500.00 or original permit fee, whichever is less, plus GST
Entry Feature Agreements for features on public lands	\$500.00	Y	\$525.00
Document Purchase (Available online for no charge)	Free (online only)		Free (online only)
a) Land Use Bylaw	\$200.00	Y	\$210.00
b) IDP, MDP, ASPs, OPs, ARPs, etc.	\$20.00	Y	\$21.00
c) Other (Master Plans, Historical Plans, etc.)	\$1.00 per page	Y	\$1.05 per page
d) Plotter Copies	\$20.00 + \$6.00 per page	Y	\$21.00 + \$6.30 per page
Environmental File Search	\$300.00	N	\$300.00
File Searches (includes RPRs, Development Permits, etc.)			
a) Non-refundable file search processing	\$25.00	N	\$25.00
b) Documents retrieved from file search	\$25.00	N	\$25.00
c) Other than above	\$50.00 per hour	N	\$50.00 per hour

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Planning and Development</b>			
<b>Miscellaneous</b>			
Re-inspection	\$100.00	Y	\$105.00
Application for Telecommunications and Broadcasting System Attestation Letter	\$1,000.00	Y	\$1,050.00
ASP Preparation	\$61.48 per ha	Y	\$64.55 per ha
Unauthorized Development or any development that is undertaken not in accordance with an approved development permit	Double the original and/or required permit fee	N	Double the original and/or required permit fee
<b>Business Licence</b>			
Resident Business Licence	Free		Free
Non-Resident Business Licence	\$525.00	N	\$525.00
Home Occupation	\$200.00	N	\$200.00
3-Day Temporary Licence	\$75.00	N	\$75.00
3-Month Temporary Licence	\$175.00	N	\$175.00
Private Child Care Provider	\$105.00	N	\$105.00
Direct Seller's Permit	\$75.00	N	\$75.00
Late Renewal Fee per Month	\$50.00	N	\$50.00
Replacement of Business Licence Certificate or Permit	\$40.00	N	\$40.00
Transfer of Licence	\$10.50	N	\$10.50
<b>Land</b>			
<b>Applications</b>			
Easement or Utility Right-of-Way	\$840.00	N	\$840.00
Encroachment	\$525.00	N	\$525.00
Fee Recovery (Appraisals, Legal Fees, Land Title, Survey)	Actual cost	N	Actual cost
Municipal Reserve Disposal	\$3,150.00	N	\$3,150.00
Public Land Disposal	\$1,575.00	N	\$1,575.00
License Agreement	\$1,575.00	N	\$1,575.00
Annual License	\$1,050.00	N	\$1,050.00
<b>Sidewalk Patio Application</b>	<b>\$95.24</b>	<b>Y</b>	<b>\$100.00</b>
Road Closure and/or Disposal	\$3,150.00	N	\$3,150.00
A-Board Permit	\$63.00	N	\$63.00
<b>RCMP</b>			
<b>Police Information Check (Criminal Record Check)</b>			
Standard Application	\$55.00	N	\$55.00
Student Application	\$15.00	N	\$15.00
Volunteer Application (must have agency letter)	\$10.00	N	\$10.00
Additional work that requires substantial, in-depth work	\$50.00 per hour	N	\$50.00 per hour

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>RCMP</b>			
<b>Fingerprinting Services</b>			
Livescan Electronic Submission for Civil Application (submission to Ottawa)	\$50.00 (includes \$25.00 Receiver General charge)	Y	\$51.25 (includes \$25.00 Receiver General charge)
Ink Fingerprinting for Civil Application (no submission to Ottawa)	\$25.00	Y	\$26.25
<b>Insurance Letter Requests</b>			
Request for access to information regarding Motor Vehicle Collisions via insurance companies	\$45.75 (includes \$15.75 Receiver General charge)	N	\$45.75 (includes \$15.75 Receiver General charge)
<b>Services</b>			
Photographs (for twenty (20) or less in digital format)	\$25.00	Y	\$26.25
Operational Staffing for special events, per RCMP personnel, per hour or portion thereof	\$125.00	Y	\$131.25
Administrative services not specified (assessed on an individual case by case basis)	Minimum \$50.00 per hour or portion thereof	Y	Minimum \$50.00 per hour or portion thereof, plus GST
<b>Sports Development, Wellness and Culture</b>			
<b>Ernie Radbourne Pavilion</b>			
<b>Non-Profit</b>			
Auditorium & Meeting Room	\$37.15 per hour	Y	\$39.01 per hour
Auditorium & Meeting Room	\$148.50 per half day	Y	\$155.93 per half day
Auditorium & Meeting Room	\$297.15 per full day	Y	\$312.01 per full day
<b>Community Partner</b>			
Auditorium & Meeting Room	\$33.45 per hour	Y	\$35.12 per hour
Auditorium & Meeting Room	\$133.65 per half day	Y	\$140.33 per half day
Auditorium & Meeting Room	\$267.45 per full day	Y	\$280.82 per full day
Auditorium & Meeting Room - Half Rate	\$16.75 per hour	Y	\$17.59 per hour
<b>Profit</b>			
Auditorium & Meeting Room	\$44.75 per hour	Y	\$46.99 per hour
Auditorium & Meeting Room	\$179.00 per half day	Y	\$187.95 per half day
Auditorium & Meeting Room	\$358.00 per full day	Y	\$375.90 per full day

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Sports Development, Wellness and Culture</b>			
<b>Profit</b>			
Event and meeting access to Pavilion outside normal operating hours	Staff Costs only	Y	Staff Costs, plus GST
<b>Ernie Radbourne Pavilion Programs</b>			
Snowshoes	\$4.00 per pair	Y	\$4.20 per pair
<b>Amphitheatre</b>			
Stage Rental	\$35.00 per day	Y	\$36.75 per day
Power	\$12.00 per hour	Y	\$12.60 per hour
Power	\$60.00 per day	Y	\$63.00 per day
<b>Rental and/or Miscellaneous</b>			
City School Gymnasiums (in accordance with SCORES Agreement)	Staff Costs only	Y	Staff Costs, plus GST
City School Gymnasiums (in accordance with SCORES Agreement) Custodial Staff (per person)	\$37.00 per hour	Y	\$38.85 per hour
City School Gymnasiums (in accordance with SCORES Agreement) Tournament Cleaning (per K-8 School)	\$115.00 per day	Y	\$120.75 per day
City School Gymnasiums (in accordance with SCORES Agreement) Tournament Cleaning (per High School)	\$225.00 per day	Y	\$236.25 per day
City School Gymnasiums Youth (under 18)	\$27.50 per hour	Y	\$28.88 per hour
City School Gymnasiums Adult (Age 18+)	\$47.25 per hour	Y	\$49.61 per hour
Equipment replacement surcharge	\$5.00 per hour	Y	\$5.25 per hour
Community Gym Birthday Party (2 hours) maximum 20 people (for Maude Clifford and Mother Teresa Schools)	\$105.00 per booking	Y	\$110.25 per booking
Community Gym 10 Punch Pass	\$45.00	Y	\$47.25
<b>Recreation and Sports Programs at various locations</b>			
School Programs - Curriculum Based	\$30.00 per program	N	\$30.00 per program
Non-ticketed Community Events	\$2.00-\$5.00 per person	Y	\$2.00-\$5.00 per person, plus GST
Ticketed Community Events	\$20.00-\$30.00 per person	Y	\$20.00-\$30.00 per person, plus GST
Playground Based Seasonal Camp	\$120.00 - \$140.00 per week	N	\$120.00 - \$140.00 per week
PD Day Program	\$40.00 per day	N	\$40.00 per day
Swim and Play Camp	\$195.00 per week	N	\$195.00 per week
School Programs - Curriculum Based Online	\$15.00 per program	N	\$15.00 per program



Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Sports Development, Wellness and Culture</b>			
<b>Recreation and Sports Programs at various locations</b>			
Outdoor Pool Sport and Swim Camp	\$195.00 per week	N	\$195.00 per week
Adventure Camp	\$150.00 per week	N	\$150.00 per week
Half Day Camp	\$90.00 per week	N	\$90.00 per week
30 Minute Recreation Program	\$5.15 per class	N	\$5.15 per class
45 Minute Recreation Program	\$7.50 per class	N	\$7.50 per class
1 Hour Recreation Program	\$10.00 per class	N	\$10.00 per class
1.5 Hour Recreation Program	\$15.00 per class	N	\$15.00 per class
2 Hour Recreation Program	\$20.00 per class	N	\$20.00 per class
After School Program	\$50.00 per week	N	\$50.00 per week
Drop-In Admission	\$5.00 per person	Y	\$5.25 per person
Online Sessions	\$10.00 per hour	N	\$10.00 per hour
Cooking Programs	\$20.00 per class	N	\$20.00 per class
Note: GST is applicable on courses provided to individuals with an average age over 14 years old			
<b>Food Truck Parking Permit (City-Owned Property)</b>			
Profit	\$14.30 per day	Y	\$15.02 per day
Profit	\$54.75 per week	Y	\$57.49 per week
Profit	\$119.05 per month	Y	\$125.00 per month
City operated special event	\$100.00 per event	Y	\$105.00 per event
Cancellation Fee (less than 48 hours notice)	\$50.00 per reservation	Y	\$52.50 per reservation
<b>Outdoor Sport Fields &amp; Legion Track</b>			
<b>Grass Fields</b>			
Non-Profit	\$21.25 per hour	Y	\$22.31 per hour
Profit	\$35.00 per hour	Y	\$36.75 per hour
<b>Media Room Rental</b>			
Power	\$25.00 per day	Y	\$26.25 per day
Power	\$12.00 per hour	Y	\$12.60 per hour
Power	\$60.00 per day	Y	\$63.00 per day
<b>Legion Track</b>			
Non-Profit	\$21.25 per hour	Y	\$22.31 per hour
Profit	\$35.00 per hour	Y	\$36.75 per hour
Dressing Room Rental	\$85.00 per booking	Y	\$89.25 per booking
<b>Outdoor Event Permit</b>			
Non-Profit	Free		Free
Profit	\$250.00 per event	Y	\$262.50 per event

<b>Service Area - Facility</b>	<b>Fees, Rates, Charges</b>	<b>GST Applicable</b>	<b>Fees with Applicable GST</b>
<b>Sports Development, Wellness and Culture</b>			
<b>Outdoor Event Permit</b>			
Drone Use	\$50.00	Y	\$52.50
Rush Fee for Late Application (less than 60 days notice)	\$100.00 per event	Y	\$105.00 per event
<b>Parade Float Fee</b>			
Non-Profit	Free	Y	Free
Profit	\$50.00 per float	Y	\$52.50 per float
<b>Park Use Permit</b>			
Non-Profit	Free		Free
Profit	\$35.00 per day	Y	\$36.75 per day
Profit	\$50.00 per week	Y	\$52.50 per week
Profit	\$150.00 per month	Y	\$157.50 per month
<b>Grande Prairie Activity and Reception Centre</b>			
<b>Drop-In Admission</b>			
Under 3 years	Free		Free
Individual	\$5.00	Y	\$5.25
10 Punch Pass	\$45.00	Y	\$47.25
Family (4 or more people from the same household)	\$15.00	Y	\$15.75
<b>Multi-Use Court Rental</b>			
Non-Profit	\$70.00 per hour	Y	\$73.50 per hour
Community Partner	\$80.00 per hour	Y	\$84.00 per hour
Profit	\$95.00 per hour	Y	\$99.75 per hour
Equipment replacement surcharge	\$5.00 per hour	Y	\$5.25 per hour
Cage locker rental	\$25.00 per month	Y	\$26.25 per month
<b>Bleacher Rental</b>			
Non-Profit	Free		Free
Community Partner	Free		Free
Profit	\$14.30 per day	Y	\$15.02 per day
<b>Meeting Room Rental</b>			
Non-Profit	\$37.15 per hour	Y	\$39.01 per hour
Community Partner	Free		Free
Profit	\$44.75 per hour	Y	\$46.99 per hour
<b>Grande Prairie Museum</b>			
Grande Prairie Museum Admission	Free		Free
McQueen Church (2 hour maximum)	\$150.00 per ceremony	Y	\$157.50 per ceremony

<b>Service Area - Facility</b>	<b>Fees, Rates, Charges</b>	<b>GST Applicable</b>	<b>Fees with Applicable GST</b>
<b>Grande Prairie Museum</b>			
Event and meeting access to Museum outside normal operating hours	Staff Costs only	Y	Staff Costs, plus GST
<b>Non-Profit</b>			
Community Room	\$37.15 per hour	Y	\$39.01 per hour
Community Room	\$148.50 per half day	Y	\$155.93 per half day
Community Room	\$297.15 per full day	Y	\$312.01 per full day
<b>Community Partner</b>			
Community Room	\$33.45 per hour	Y	\$35.12 per hour
Community Room	\$133.65 per half day	Y	\$140.33 per half day
Community Room	\$267.45 per full day	Y	\$280.82 per full day
<b>Profit</b>			
Community Room	\$44.75 per hour	Y	\$46.99 per hour
Community Room	\$179.00 per half day	Y	\$187.95 per half day
Community Room	\$358.00 per full day	Y	\$375.90 per full day
<b>Miscellaneous</b>			
Forbes Admission	Free		Free
Lawn Bowling Facility/Picnic Shelter	\$35.00 per hour	Y	\$36.75 per hour
After hours open/close	\$25.00 per day	Y	\$26.25 per day
Facility cleaning	\$60.00 per day	Y	\$63.00 per day
<b>South Bear Creek</b>			
<b>Ball Diamonds</b>			
Class A Diamonds - Youth	\$71.23 (2 hours)	Y	\$74.79 (2 hours)
Class A Diamonds - Non-Profit	\$83.80 (2 hours)	Y	\$87.99 (2 hours)
Class A Diamonds - Profit	\$99.75 (2 hours)	Y	\$104.74 (2 hours)
Class B Diamonds - Youth	\$59/93 (2 hours)	Y	\$62.93 (2 hours)
Class B Diamonds - Non-Profit	\$70.50 (2 hours)	Y	\$74.03 (2 hours)
Class B Diamonds - Profit	\$84.00 (2 hours)	Y	\$88.20 (2 hours)
Class C Diamonds - Youth	\$34.47 (2 hours)	Y	\$36.19 (2 hours)
Class C - Non-Profit	\$40.55 (2 hours)	Y	\$42.58 (2 hours)
Class C - Profit	\$48.30 (2 hours)	Y	\$50.72 (2 hours)
Class D - Youth	\$19.51 (2 hours)	Y	\$20.49 (2 hours)
Class D - Non-Profit	\$22.95 (2 hours)	Y	\$24.10 (2 hours)
Class D - Profit	\$27.30 (2 hours)	Y	\$28.67 (2 hours)

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>South Bear Creek</b>			
<b>Tournaments</b>			
All Diamonds	\$2,047.50	Y	\$2,149.88
10 Diamonds	\$1,995.00	Y	\$2,094.75
9 Diamonds	\$1,935.15	Y	\$2,031.91
8 Diamonds	\$1,877.10	Y	\$1,970.95
7 Diamonds	\$1,820.78	Y	\$1,911.82
6 Diamonds	\$1,766.16	Y	\$1,854.47
5 Diamonds	\$1,713.18	Y	\$1,798.84
4 Diamonds	\$1,661.78	Y	\$1,744.87
3 Diamonds	\$1,611.92	Y	\$1,692.52
Statutory Holiday	\$538.56 per day	Y	\$565.49 per day
<b>South Bear Creek Pavilion</b>			
<b>Non-Profit</b>			
Rental	\$39.25 per hour	Y	\$41.21 per hour
Rental	\$225.75 per day	Y	\$237.04 per day
Rental	\$404.76 per tournament	Y	\$425.00 per tournament
<b>Sport Partner</b>			
Rental	\$35.35 per hour	Y	\$37.12 per hour
Rental	\$203.23 per day	Y	\$213.39 per day
Rental	\$364.29 per tournament	Y	\$382.50 per tournament
<b>Profit</b>			
Rental	\$46.75 per hour	Y	\$49.09 per hour
Rental	\$267.75 per day	Y	\$281.14 per day
Rental	\$476.19 per tournament	Y	\$500.00 per tournament
Picnic Area	\$35.00 per hour	Y	\$36.75 per hour
Picnic Area	\$210.00 per day	Y	\$220.50 per day
Pavilion & Picnic Area	\$358.10 per day	Y	\$376.01 per day
<b>Transit</b>			
<b>Fare Category</b>			
<b>Adult (Age 18 to 59)</b>			
Cash One-Way	\$3.00	N	\$3.00
Adult Day Pass - unlimited travel for one day	\$7.00	N	\$7.00
Adult Weekend Pass - unlimited travel all weekend	\$10.00	N	\$10.00
SUPERPASS - 10 Rides	\$22.00	N	\$22.00
SUPERPASS - 20 Rides	\$44.00	N	\$44.00

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Transit</b>			
<b>Fare Category</b>			
<b>Adult (Age 18 to 59)</b>			
SUPERPASS - 30 Rides	\$66.00	N	\$66.00
Monthly Pass (Local)	\$69.00	N	\$69.00
<b>Youth (Age 6 to 17), (Age 17 and under)</b>			
	Free		Free
<b>NWP (Students)</b>			
Cash One-Way	\$2.50	N	\$2.50
Day Pass - unlimited travel for one day	\$6.00	N	\$6.00
Weekend Pass - unlimited travel all weekend	\$8.00	N	\$8.00
SUPERPASS - 10 Rides	\$17.00	N	\$17.00
SUPERPASS - 20 Rides	\$34.00	N	\$34.00
SUPERPASS - 30 Rides	\$51.00	N	\$51.00
Monthly Pass (Local)	\$54.00	N	\$54.00
<b>Child (Age 5 and under)</b>			
	Ride free when accompanied by a paying Adult. Maximum four (4) children per Adult	N	Ride free when accompanied by a paying Adult. Maximum four (4) children per Adult
<b>Seniors (Age 60+)</b>			
Cash One-Way	\$2.50	N	\$2.50
Senior Day Pass - unlimited travel for one day	\$6.00	N	\$6.00
Senior Weekend Pass - unlimited travel all weekend	\$8.00	N	\$8.00
SUPERPASS - 10 Rides	\$17.00	N	\$17.00
SUPERPASS - 20 Rides	\$34.00	N	\$34.00
SUPERPASS - 30 Rides	\$51.00	N	\$51.00
Monthly Pass (Local)	\$39.00	N	\$39.00
<b>School (Elementary, Junior High and High School Students)</b>			
Monthly Pass (Valid 6:00 am to 6:00 pm school days only)	\$30.00	N	\$30.00
<b>Charter</b>			
Non-Profit	\$100.00 per hour	Y	\$105.00 per hour
Regular/Standard	\$130.00 per hour	Y	\$136.50 per hour
<b>Other</b>			
SUPERPASS Card - Initial Fee	\$5.00	Y	\$5.25
SUPERPASS Card - Replacement Fee	\$5.00	Y	\$5.25
CNIB	Free		Free
AISH	\$10.00 per month	N	\$10.00 per month

<b>Service Area - Facility</b>	<b>Fees, Rates, Charges</b>	<b>GST Applicable</b>	<b>Fees with Applicable GST</b>
<b>Transportation</b>			
Road repair/cleanup	\$125.00 per hour	N	\$125.00 per hour
Clean up of fluids	\$125.00 per hour	N	\$125.00 per hour
Move traffic signals during regular work hours	\$900.00/base rate + \$350.00 per hour	N	\$900.00/base rate + \$350.00 per hour
Move traffic signals outside of regular work hours	\$1,750.00/base rate + \$600.00 per hour	N	\$1,750.00/base rate + \$600.00 per hour
Move traffic signals on weekends/holidays	\$2,500.00/base rate + \$600.00 per hour	N	\$2,500.00/base rate + \$600.00 per hour
Existing Traffic counts per intersection	\$100.00	Y	\$105.00
New Traffic counts per intersection	As quoted	Y	As quoted, plus GST
Signal timing per intersection	\$100.00	Y	\$105.00
Storm Water Access Permit	\$250.00	N	\$250.00
Dust Suppression Residential Cost/Share	\$4.40 per meter	Y	\$4.40 per meter, plus GST
Dust Suppression Commercial Industrial	\$6.60 per meter	Y	\$6.60 per meter, plus GST



## ADMINISTRATIVE REPORT

<b>TO:</b> Shane Bourke, City Manager	<b>DATE:</b> April 30, 2024
<b>FROM:</b> Danielle Whiteway, Chief Financial Officer	<b>MEETING:</b> Financial & Administrative Services Committee
<b>REPORT WRITER:</b> Scott Smith, Director Assessment and Taxation	
<b>SUBJECT:</b> 2024 Property Tax Bylaw C-1473	

### RECOMMENDATIONS

That the Financial and Administrative Services Committee recommend Council give three readings to Property Tax Bylaw C-1473.

### PREVIOUS COUNCIL / COMMITTEE DIRECTIONS

Council Committee of the Whole met on November 15<sup>th</sup> to November 17<sup>th</sup>, 2023 to finalize the 2024 Operating and Capital Budgets.

On November 17<sup>th</sup>, 2023, Council approved the 2024 operating and capital budgets with a proposed increase of 3.28% for the 2024 average tax amount.

On April 22, 2024, Council amended the 2024 operating and capital budgets due to the cancellation of the Stormwater utility, and increased the required tax amount by an additional \$874,000 which would equate to a 3.97% tax base increase versus the original 3.28%.

### BACKGROUND

Annually, as required by the Municipal Government Act (the "Act"), Council passes a Property Tax Bylaw to set the rates required and collect the necessary tax from the municipality as determined during annual budget deliberations.

### ANALYSIS

The residential assessment base has increased due to the new assessments that were produced to reflect a July 1, 2023 market valuation. An average residential property has increased approximately 2.8% in market value. The commercial tax base has been reduced by approximately 0.8% due to new assessments that were produced to reflect a July 1, 2023 market valuation. The tax rates will be adjusted to account for any market adjustment in assessments.

The municipal tax base will be increasing by 3.97% to generate \$131 million which will be used to provide municipal services.

The 2024 education tax levy is increasing from \$30.0 million to \$30.1 million, which is an increase of approximately 0.3%

The 2024 Grande Spirit requisition is increasing from \$561,600 to \$983,006, which is an increase of approximately 75%.

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

The tax base provides the funds that allows Council and Administration to address the Focus Areas and Strategic Priorities.

### **Environmental Impact**

There is no environmental impact associated with this recommendation.

### **Economic Impact**

The average residential property will see an overall increase of approximately 3.26% once the school and Grande Spirit requisitions are factored in.

The average non-residential property will see an overall increase of approximately 3.70% once the school and Grande Spirit requisitions are factored in.

### **Social Impact**

There is no social impact associated with this recommendation.

### **Relevant Statutes / Master Plans / City Documents**

The Municipal Government Act, Section 353(1), requires each council to pass a property tax bylaw annually. Section 353(2) authorizes council to impose a tax in respect of property in the municipality to raise revenue to be used toward the payment of expenditures, transfers and requisitions.

### **Risk**

The Council of the City of Grande Prairie is ultimately responsible for imposing property tax and setting the rate at which that tax will be levied.

### **Alternatives (Optional)**

Council may direct Administration to adjust the municipal tax impact to some other percentage.



## STAKEHOLDER ENGAGEMENT

Bylaw C-1473 requires three readings to be passed into law. The property tax notices are scheduled to be sent to property owners mid to late May 2024. Each notice will contain the impact of the approved property tax bylaw to each property. Again this year, an additional pamphlet will be included with the notices, containing information on the City's approved budget and how property taxes are expended by the City to deliver services. A full 2024 Budget Report is also posted on the City's website.

## BUDGET / FINANCIAL IMPLICATIONS

Municipalities depend on property tax to provide services and amenities to its residents. In 2024 property taxes will generate the shortfall of revenue required to operate the City of Grande Prairie.

## SUMMARY / CONCLUSION

The Act requires Council to pass a property tax bylaw annually. A municipal property tax increase of 3.97% will provide sufficient funding for the 2024 operating and capital budgets.

The average total residential tax increase is approximately \$129 but will vary from property to property depending on how each individual property's assessment changed.

Bylaw C-1473 sets the tax rates for each assessment class and is attached to this report. Three readings are required to implement the proposed bylaw. Property tax notices will be mailed mid to late May and payment is due by June 28, 2024.

## ATTACHMENTS

Bylaw C-1473

Schedule B: 2024 Municipal Tax Adjustment  
2024 Total Tax Adjustment

Schedule C: 2024 Residential Impacts  
2024 Non-residential Impacts

## CITY OF GRANDE PRAIRIE

## BYLAW C-1473

**A Bylaw to Authorize the Rates of Taxation to be Levied  
Against Assessable Property within the City of  
Grande Prairie, Alberta for the 2024 Taxation Year**

**WHEREAS** section 353 of the *Municipal Government Act*, RSA 2000, c. M-26 provides that each council must pass a property tax bylaw annually;

**WHEREAS** the City of Grande Prairie has prepared and adopted detailed estimates of the municipal revenue and expenditures as required;

**WHEREAS** City Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the *Municipal Government Act*; and

**WHEREAS** the [Classification of Assessed Property Bylaw C-1027](#) identifies classes and sub-classes of property.

**NOW THEREFORE UNDER THE AUTHORITY OF THE MUNICIPAL GOVERNMENT ACT, THE COUNCIL OF THE CITY OF GRANDE PRAIRIE, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED ENACTS AS FOLLOWS:**

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the City of Grande Prairie:

	<b>Tax Levy</b>	<b>Assessment</b>	<b>Tax Mill Rate</b>
<b>General Municipal</b>			
a) Low Density Residential	\$67,956,149	6,751,527,410	10.0653
b) Low Density Residential-Annexed 2016	\$467,619	114,753,200	4.0750
c) Farmland	\$14,605	1,451,050	10.0653
d) Farmland-Annexed 2016	\$19,130	2,234,550	8.5609
e) Other Residential	\$4,216,176	418,882,290	10.0653
f) Non-Residential	\$56,371,101	3,014,432,880	18.7004
g) Non-Residential-Annexed 2016	\$1,428,740	105,201,360	13.5810
h) Machinery & Equipment	\$789,176	42,201,040	18.7004
i) Machinery & Equipment-Annexed 2016	\$74,204	5,463,800	13.5810
<b>TOTAL</b>	<b>\$131,336,900</b>	<b>10,456,147,580</b>	

	Tax Levy	Assessment	Tax Rate
<b>ASFF</b>			
Residential	\$16,487,487	6,541,615,111	2.5204
Non-Residential	\$10,430,247	2,698,850,323	3.8647
<b>TOTAL</b>	<b>\$26,917,734</b>	<b>9,240,465,434</b>	
<b>Opted Out School Boards</b>			
Residential	\$1,844,675	731,897,589	2.5204
Non-Residential	\$1,468,475	379,971,207	3.8647
<b>TOTAL</b>	<b>\$3,313,149</b>	<b>1,111,868,796</b>	
<b>Grande Spirit Foundation</b>	<b>\$989,368</b>	<b>10,414,402,080</b>	0.0950
<b>Designated Industrial Property Requisition</b>	<b>\$17,999</b>	<b>235,283,420</b>	0.0765

2. That all 2024 City of Grande Prairie property taxes and business taxes shall be due and payable on or before June 28, 2024.
3. That pursuant to the [Tax Penalties and Discounts Bylaw C-1138](#), a penalty will be charged to all current taxes outstanding, as of the close of business, June 28, 2024.
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

## Schedule B

**City of Grande Prairie  
2024 Municipal Tax Adjustment**

**Residential - Average House**

2023 Assessment	\$ 312,800
2024 Assessment	\$ 321,500
% Change	2.78%

2023 Municipal Taxes	\$ 3,120
2024 Municipal Taxes	\$ 3,236

**Non-Residential - Average Commercial/Industrial**

2023 Assessment	\$ 1,636,400
2024 Assessment	\$ 1,623,300
% Change	-0.80%

2023 Municipal Taxes	\$ 29,077
2024 Municipal Taxes	\$ 30,356

**City of Grande Prairie  
2024 Total Tax Adjustment**

**Residential - Average House**

2023 Assessment	\$ 312,800
2024 Assessment	\$ 321,500
% Change	2.78%

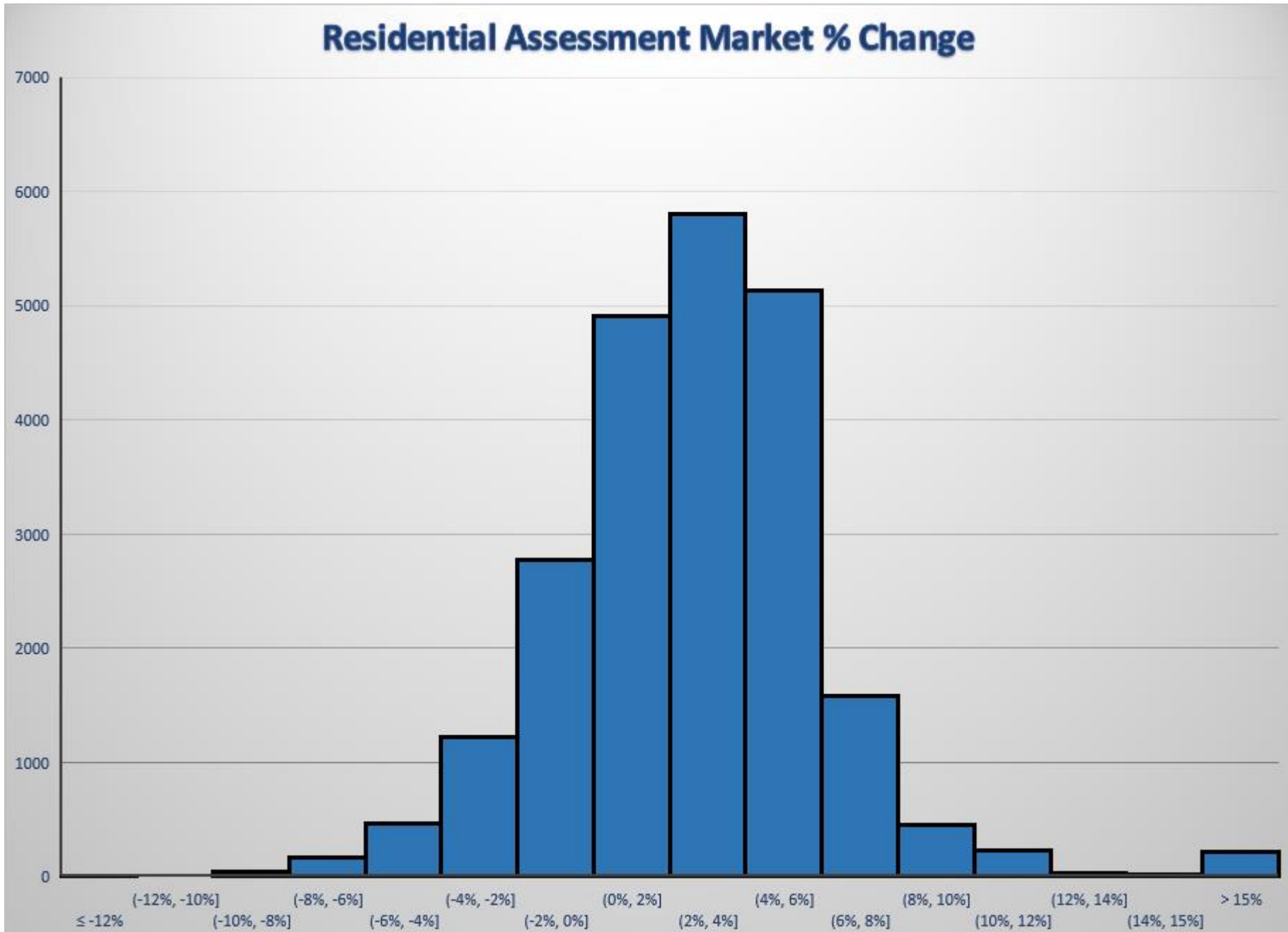
2023 Total Taxes	\$ 3,948
2024 Total Taxes	\$ 4,077

**Non-Residential - Average Commercial/Industrial**

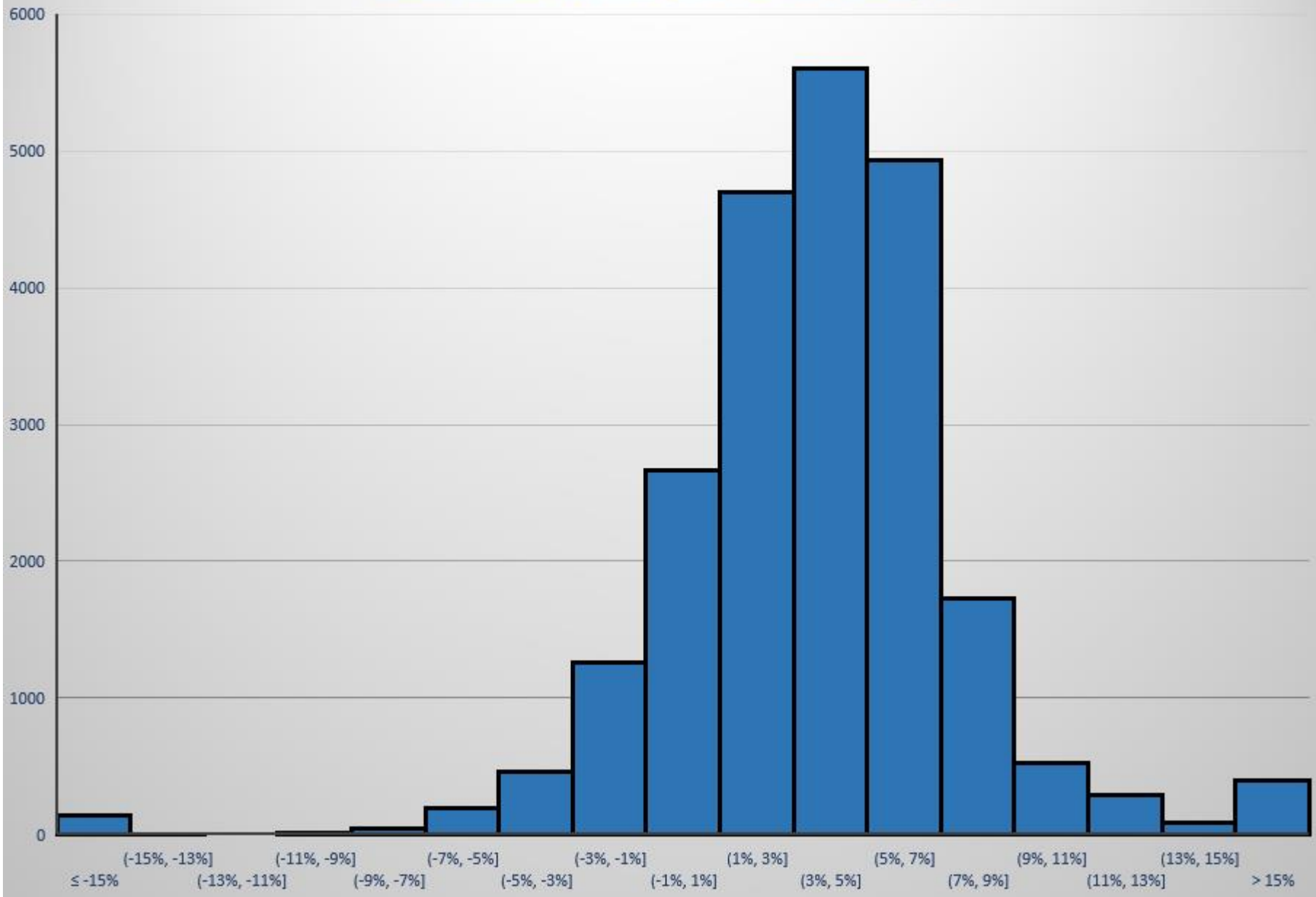
2023 Assessment	\$ 1,636,400
2024 Assessment	\$ 1,623,300
% Change	-0.80%

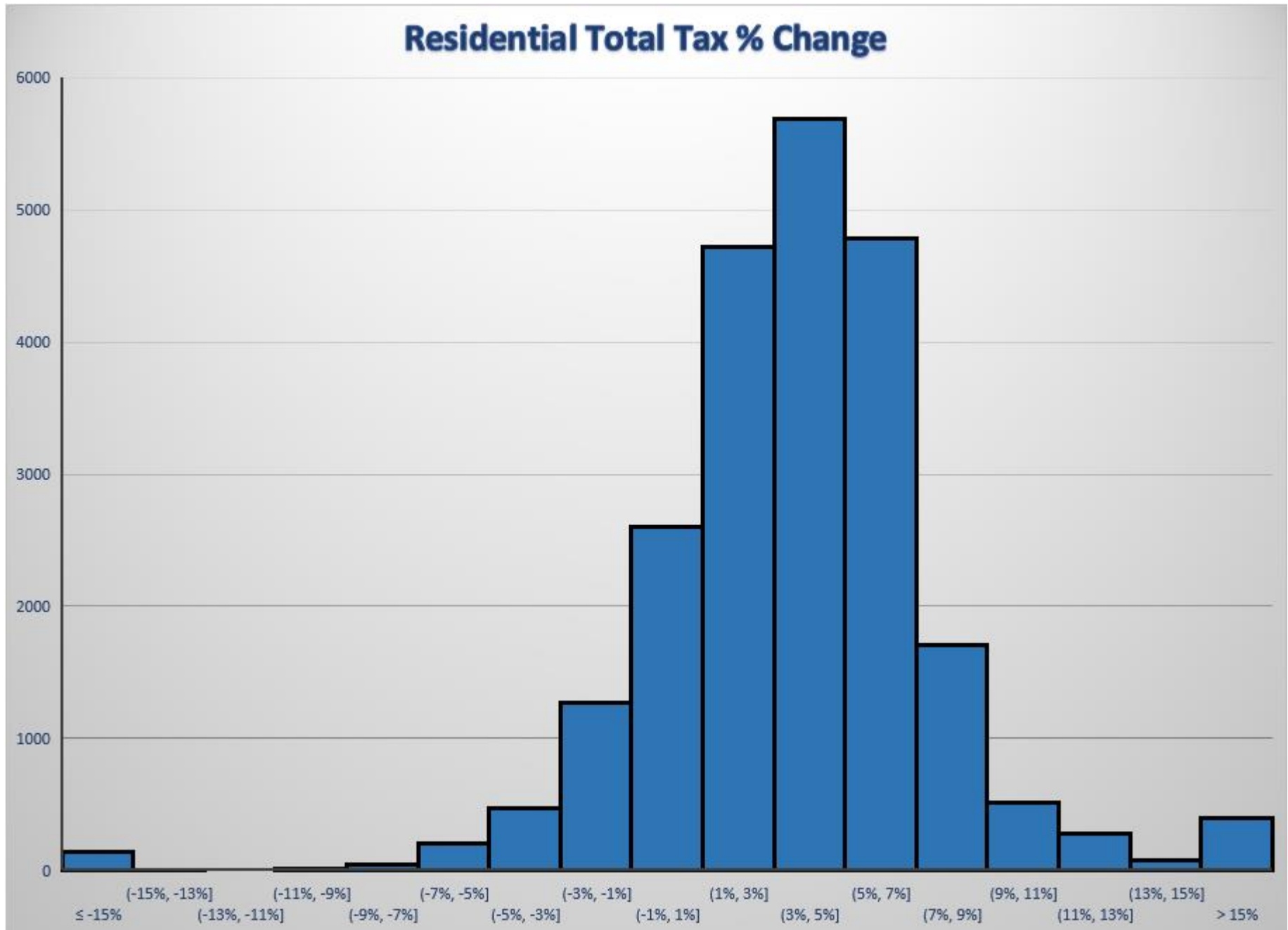
2023 Total Taxes	\$ 35,473
2024 Total Taxes	\$ 36,784

Schedule C

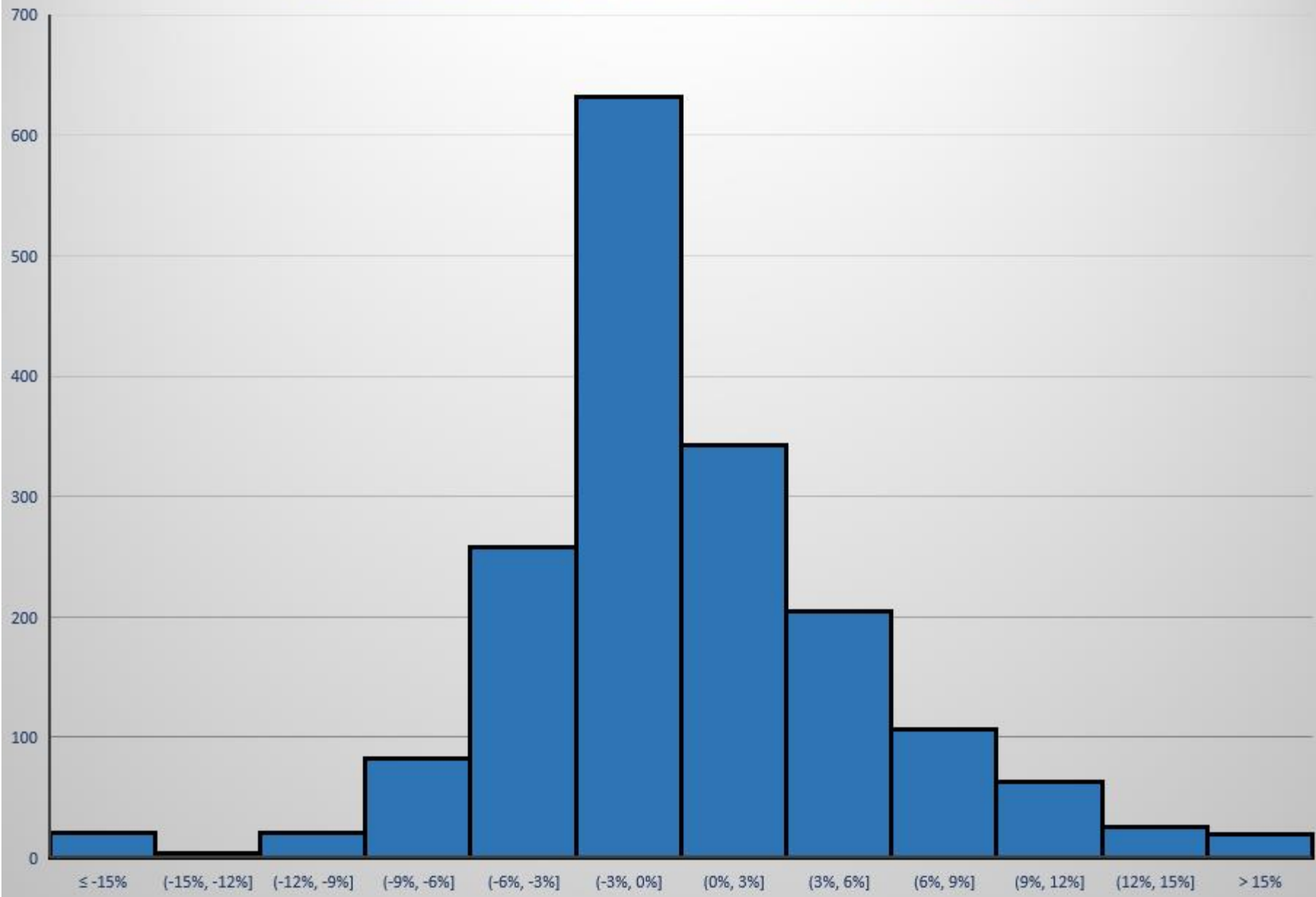


### Residential Municipal Tax % Change



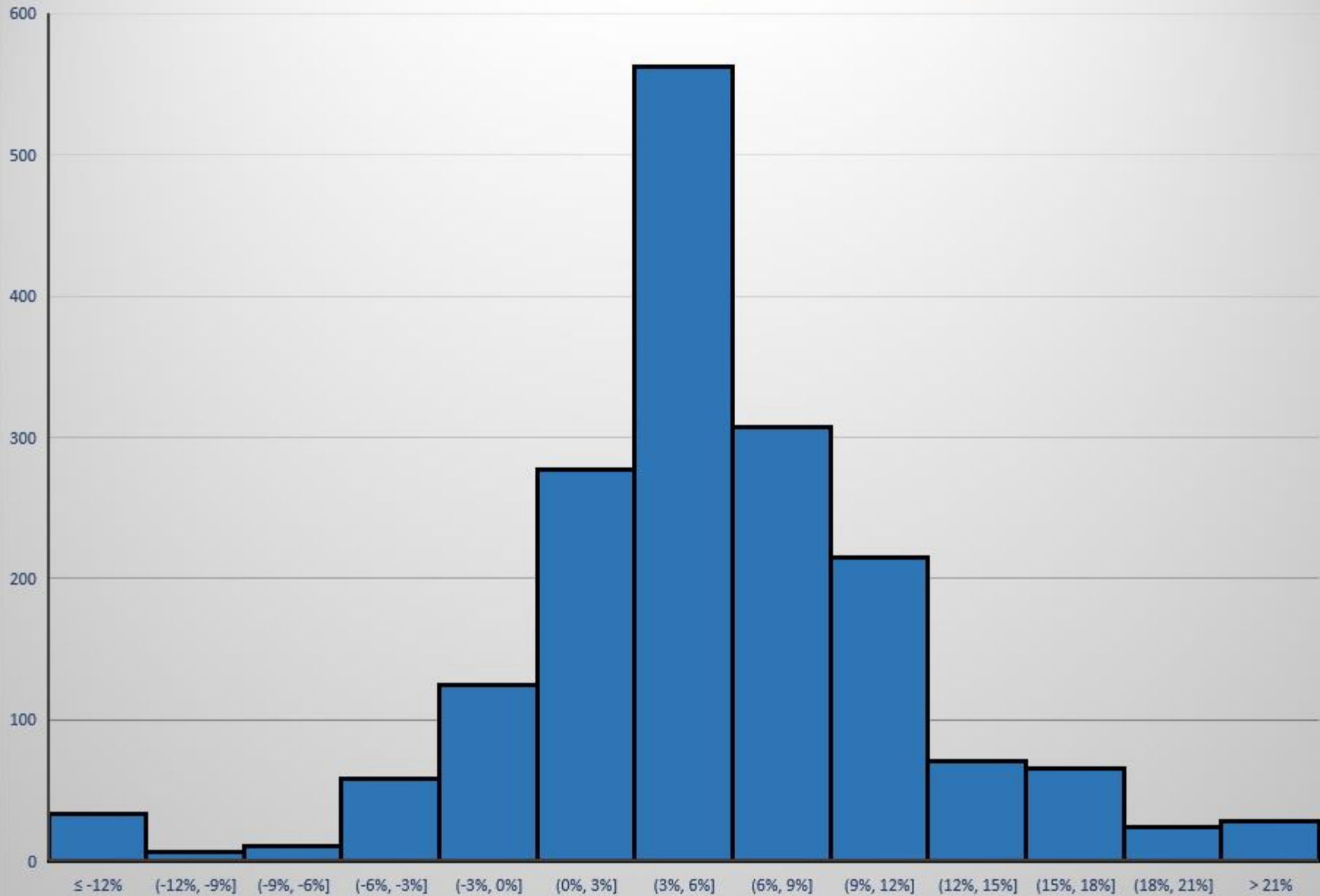


### Non-Residential Assessment Market % Change

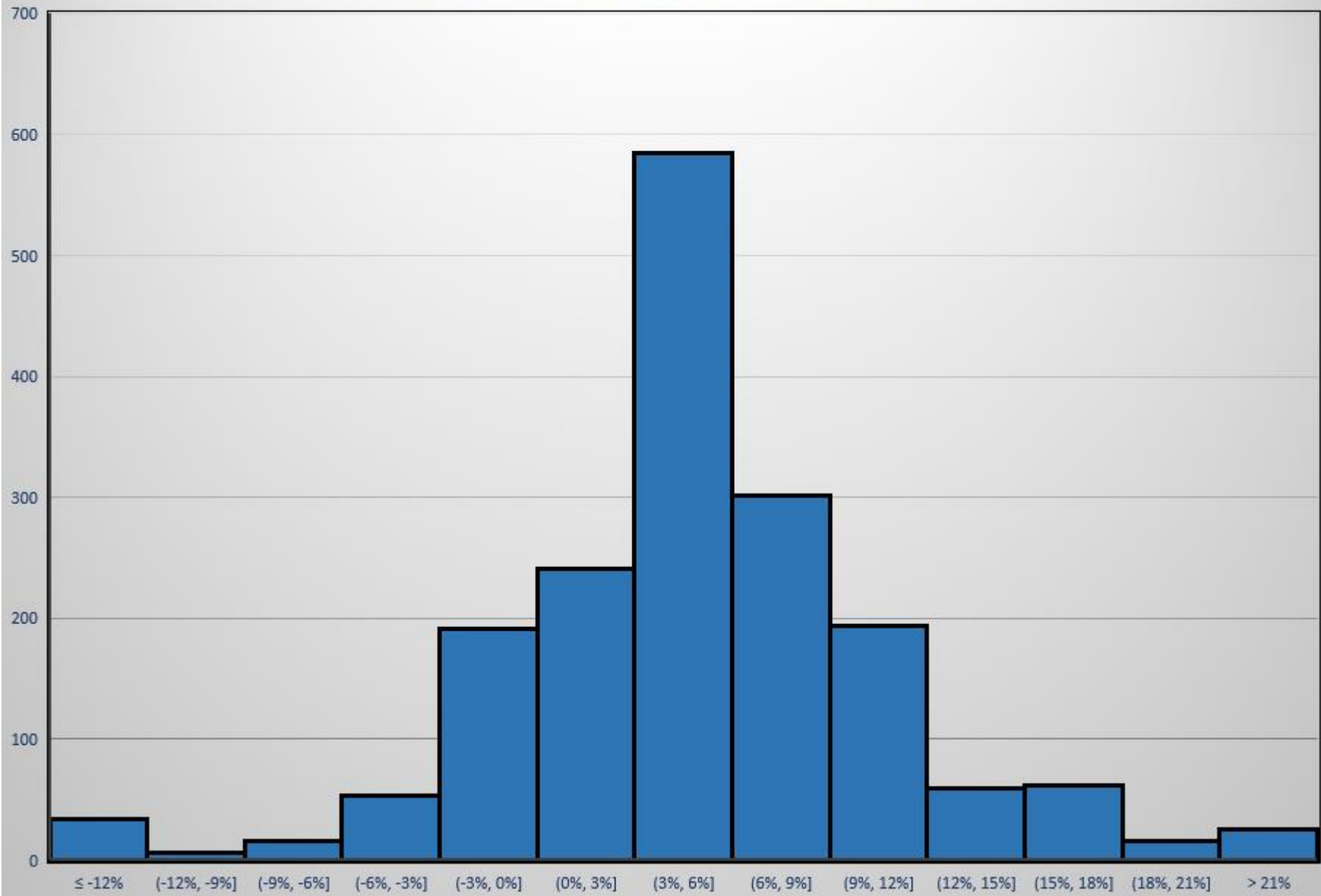




### Non-Residential Municipal Tax % Change



### Non-Residential Total Tax % Change





**MINUTES OF THE CITY OF GRANDE PRAIRIE  
OPERATIONAL SERVICES COMMITTEE**

**April 30, 2024, 10:15 A.M.  
Council Chambers, City Hall**

MEMBERS PRESENT	C. Thiessen	Committee Chair
	G. Blackmore	Councillor
	G. Berg	Councillor
	J. Clayton	Mayor
ALSO PRESENT	W. Bosch	Councillor
	M. O'Connor	Councillor
	K. O'Toole	Councillor
	S. Bourke	City Manager
	B. Glavin	Chief Operating Officer
	D. Whiteway	Chief Financial Officer
	M. VanWerkhoven	Chief Public & Protective Services Officer, Acting
	J. MacEachern	Chief of Staff
	A. Van Beekveld	Council Committee Coordinator
	W. Nellis	Director of Transportation

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**1. CALL TO ORDER**

The meeting was called to order at 11:29 a.m.

**2. ADOPTION OF AGENDA**

**MOVED** by G. Berg

Committee adopt the agenda as presented.

**CARRIED (4 to 0)**

**3. DELEGATIONS**

**4. REPORTS**

4.1 Service Area Update

B. Glavin, Chief Operating Officer, presented Committee with an update on the current and projected activities planned throughout the service area:

- Engineering - The Bridge Repair and Maintenance Program Tender has been posted. The following Tenders/RFQ's have closed: Trail Rehabilitation Program; Asphalt Crack Sealing; and Traffic Signal pole and City Sign pylon Inspection Program. Construction crews will begin work tomorrow to replace the Culvert on Lakeland Drive between 95 Street and 123 Avenue.

- Facilities & Energy - Outdoor features seasonal repairs will be completed in May to be ready for the June opening of the Aquatera Outdoor Pool.
- Transit - The heated shelters are being shipped. Garbage cans will be installed at our highest utilized stops. Administration is working to create timetables to be installed in our schedule holders at the stops with the highest ridership.
- Parks & Environment - Seasonal staff will begin this week. Administration conducted spill response training with many internal and external attendees.
- Transportation - The first round of arterial street sweeping is complete. Gravel and dust control are underway.

#### 4.2 Bylaw C-1472 Special Recreational Services Tax Levy in Pinnacle Ridge

W. Nellis, Director of Transportation, presented Committee with Special Recreational Services Tax Bylaw C-1472. This levy is an 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.

**MOVED by G. Blackmore**

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

**CARRIED (4 to 0)**

#### 4.3 Service Club Signage

W. Nellis, Director of Transportation, presented Committee with information regarding potential service club signage within the City.

**MOVED by G. Berg**

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.

For: (3): C. Thiessen, G. Berg, and J. Clayton

Opposed: (1): G. Blackmore

**CARRIED (3 to 1)**

### 5. **CORRESPONDENCE**

### 6. **OTHER BUSINESS**

### 7. **BYLAW & POLICY REVIEW**

### 8. **OUTSTANDING ITEMS LIST**

The Committee reviewed the Operational Services Committee Outstanding Items List for April 30, 2024.

**MOVED by G. Blackmore**

Committee receive the April 30 Outstanding Items List, as amended, for information.

**CARRIED (4 to 0)**

**9. ADJOURN**

The meeting ended at 11:58 a.m.

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Chair

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City Clerk



## ADMINISTRATIVE REPORT

<b>TO:</b> Shane Bourke, City Manager	<b>DATE:</b> April 30, 2024
<b>FROM:</b> Brian Glavin, Chief Operating Officer	<b>MEETING:</b> Operational Services Committee
<b>REPORT WRITER:</b> Wade Nellis, Transportation Director	
<b>SUBJECT:</b> 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.

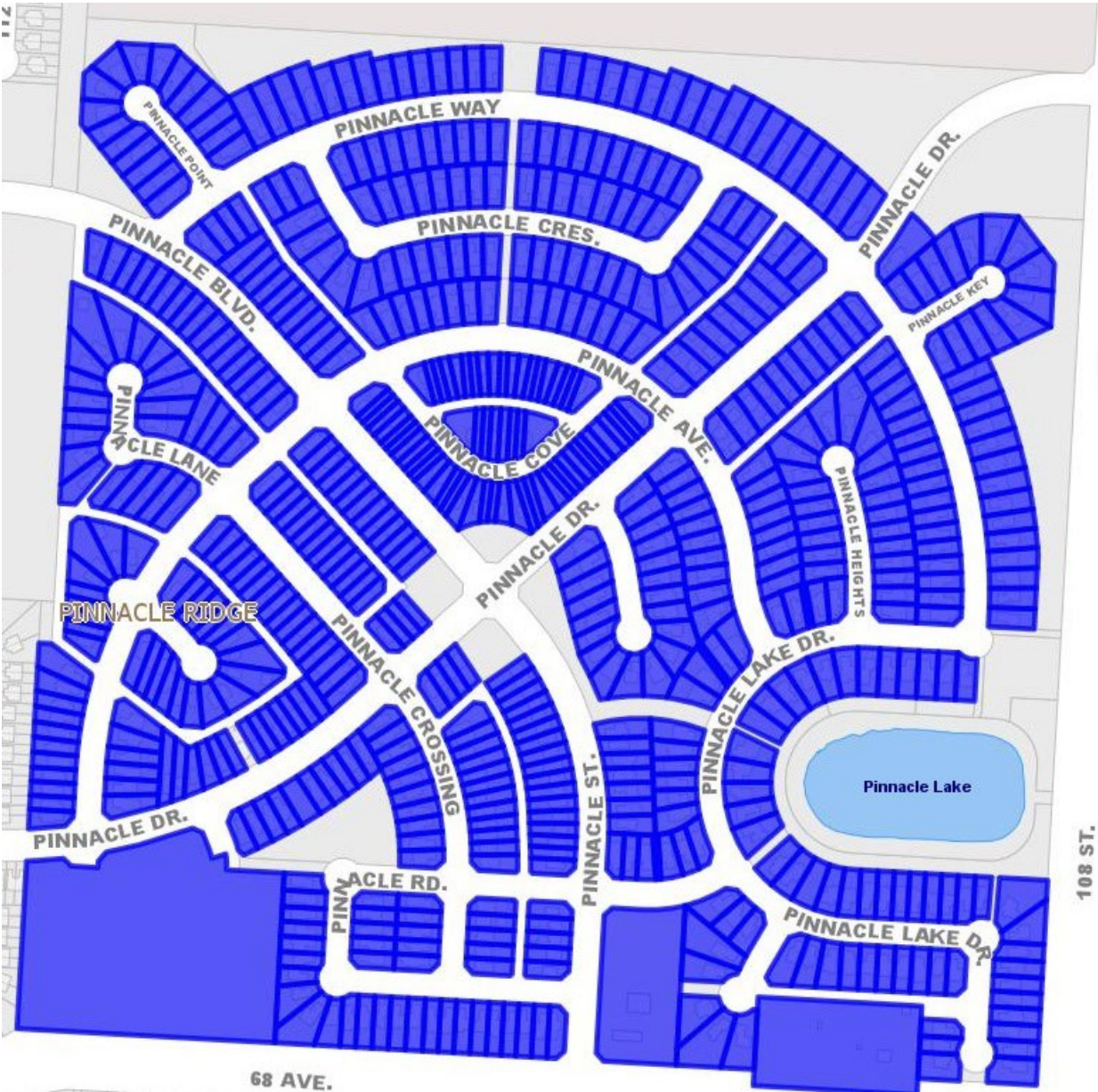
\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

Bylaw C-1472

Schedule "A"

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





## ADMINISTRATIVE REPORT

<b>TO:</b> Shane Bourke, City Manager	<b>DATE:</b> April 30, 2024
<b>FROM:</b> Brian Glavin, Chief Operating Officer	<b>MEETING:</b> Operational Services Committee
<b>REPORT WRITER:</b> Wade Nellis, Transportation Director	
<b>SUBJECT:</b> 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.

<b>Service Club Signage Jurisdictional Scan</b>			
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





**MINUTES OF THE CITY OF GRANDE PRAIRIE  
INVEST GP COMMITTEE**

**April 30, 2024, 10:45 A.M.  
Council Chambers, City Hall**

MEMBERS PRESENT	G. Blackmore D. Bressey W. Pilat J. Clayton	Committee Chair Councillor Councillor Mayor
ALSO PRESENT	W. Bosch K. O'Toole S. Bourke D. Whiteway B. Glavin M. VanWerkhoven  J. MacEachern A. Van Beekveld C. Ridgeway K. Biberdorf	Councillor Councillor City Manager Chief Financial Officer Chief Operating Officer Chief Public & Protective Services Officer, Acting Chief of Staff Council Committee Coordinator Director of Events & Entertainment Director of Sports Development, Wellness & Culture

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**1. CALL TO ORDER**

The meeting was called to order at 12:04 p.m.

**2. ADOPTION OF AGENDA**

**MOVED** by W. Pilat

Committee adopt the agenda as presented.

**CARRIED (4 to 0)**

**3. DELEGATIONS**

**4. REPORTS**

4.1 Service Area Update

J. MacEachern, Chief of Staff, presented Committee with an update on the current and projected activities planned throughout the service area:

- Economic Development - During the month of April, 13 commercial and 10 home-based businesses opened in the City. Employer applications previously qualified under the Rural Renewal Stream Program are being reviewed to meet new Provincial regulatory requirements; in the last two weeks, 9 employer applications were received and 18 endorsement letters were processed. Administration attended

the Canadian Hydrogen Convention, connecting with industry and business leaders and start up companies to discuss local potential for the development of hydrogen in the region. The City had a booth at the Chamber Spring Trade Show, connecting with businesses and sharing information about our programs and supports. Administration joined Northwestern Polytechnic at their announcement on April 26 regarding the Rural Medical Education Program Training Centre.

- Investment Attraction - The City will have a booth at the Peace Region Energy Show May 15-16; this event is important in bringing together oil and gas companies, retailers and enabling sectors in the region to build connections and strengthen our energy sector.
- Events & Entertainment - The Box Office has acquired two new ticketing contracts: Hythe Motor Speedway with four weekends and the Grande Prairie Regional Airshow. Upcoming events include: Grande Prairie Composite High School Graduation May 17; Mini Pops Kids May 24; Dinosaur World Live May 26; Stompede Bust Out May 28; Rainbow Bright Teen Dance May 31; Party in White June 1; Queen Tribute June 3; John Paul II High School and St. Joseph's High School graduations June 6 & 7; Grande Gathering Gala June 15; Charles Spencer High School Graduation June 26; and Canada Day July 1.

#### 4.2 The Bowes Utilization

C. Ridgeway, Director of Events & Entertainment, presented Committee with information regarding utilization of The Bowes at Bonnetts Energy Centre. The steady increase in multi-day events demonstrates the versatility and popularity of the venue.

K. Biberdorf, Director of Sports Development, Wellness & Culture, was present to provide additional information and answer questions.

**MOVED by W. Pilat**

Committee direct Administration to bring back information regarding a pilot program in the Bowes, including what user groups could be involved and potential costs.

**CARRIED (4 to 0)**

#### 5. **CORRESPONDENCE**

#### 6. **OTHER BUSINESS**

#### 7. **BYLAW & POLICY REVIEW**

#### 8. **OUTSTANDING ITEMS LIST**

The Committee reviewed the Invest GP Committee Outstanding Items List for April 30, 2024.

**MOVED by D. Bressey**

Committee receive the April 30 Outstanding Items List, as amended, for information.

**CARRIED (4 to 0)**

**9. ADJOURN**

The meeting ended at 12:25 p.m.

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Chair

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City Clerk



**MINUTES OF THE CITY OF GRANDE PRAIRIE  
STRATEGY & COMMUNICATION SERVICES COMMITTEE**

**April 30, 2024, 11:00 A.M.  
Council Chambers, City Hall**

MEMBERS PRESENT	K. O'Toole C. Thiessen W. Bosch J. Clayton	Committee Chair Councillor Councillor Mayor
ALSO PRESENT	D. Bressey S. Bourke J. MacEachern D. Whiteway B. Glavin M. VanWerkhoven  A. Van Beekveld R. Tarant	Councillor City Manager Chief of Staff Chief Financial Officer Chief Operating Officer Chief Public & Protective Services Officer, Acting Council Committee Coordinator Director of Intergovernmental Affairs

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**1. CALL TO ORDER**

The meeting was called to order at 12:28 p.m.

**2. ADOPTION OF AGENDA**

**MOVED** by C. Thiessen  
Committee adopt the agenda as presented.

**CARRIED (4 to 0)**

**3. DELEGATIONS**

**4. REPORTS**

4.1 Service Area Update

J. MacEachern, Chief of Staff, presented Committee with an update on the current and projected activities planned throughout the service area:

- Executive Services & Strategy - Administration has been busy arranging school visits to City Hall.
- City Clerk - Census Enumerators will be canvassing the City to place individual PIN door knockers on every residential dwelling across the City over the next week. Residents can use their unique PIN to complete the 2024 Municipal Census online.
- Corporate Communications - Work continues on the Resident Satisfaction Survey, which is expected to go live on May 13.



- Intergovernmental Affairs - The province recently introduced new legislation; Administration is researching to discover the impacts this will have on the City.
- Corporate Marketing - Thanks to a collaboration between several City departments, Administration saved over \$13,000 in printing for the National Aboriginal Hockey Championships rink boards. Census marketing has begun including the production of door hangers with unique PINS/codes; residents who fill out their census within published timelines will be entered to win grocery gift cards. The City hosted a booth at the Spring Home and Garden show, showcasing several events and departments. The City co-hosted an Earth Day event with the County on April 20; this event had their highest attendance to date.

4.2 Local Government Fiscal Framework Advocacy

R. Tarant, Director of Intergovernmental Affairs, presented Committee with information regarding advocacy for the LGFF Capital Fiscal formula.

**MOVED** by C. Thiessen

Committee direct the Mayor to write a letter to the provincial government requesting changes to how LGFF allocations are determined.

**CARRIED (4 to 0)**

**5. CORRESPONDENCE**

**6. OTHER BUSINESS**

**7. BYLAW & POLICY REVIEW**

**8. OUTSTANDING ITEMS LIST**

The Committee reviewed the Strategy & Communication Services Committee Outstanding Items List for April 30, 2024.

**MOVED** by W. Bosch

Committee receive the April 30 Outstanding Items List, as presented, for information.

**CARRIED (4 to 0)**

**9. ADJOURN**

The meeting ended at 12:42 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
City Clerk



# COUNCIL POLICY

## Public Engagement

<b>Policy Title</b>	Public Engagement		
<b>Policy Number</b>	128	<b>Approved Date</b>	Click or tap to enter a date.
<b>Section</b>	Administration	<b>Last Revised</b>	Click or tap to enter a date.
<b>Department</b>	Corporate Communication	<b>Last Reviewed</b>	Click or tap to enter a date.
<b>Mayor Signature</b>		<b>Signature Date</b>	Click or tap to enter a date.

### 1. Policy Statement

The City of Grande Prairie (City) recognizes that decisions are improved by engaging the Public and stakeholder groups of diverse backgrounds. We are committed to transparent and inclusive processes that are responsive, accountable, and within the capacity of the City to achieve.

### 2. Reason For Policy

The purpose of this policy is to establish the foundation for conducting Public Engagement that supports City decision making. This policy shall:

- 2.1. Align with City Council's desire to engage with the Public.
- 2.2. Support City Council's decision making by ensuring consistent reporting on input from the Public and stakeholders.
- 2.3. Establish a consistent approach to identify and seek advice on matters that impact the local Indigenous community.
- 2.4. Ensure the City strives for Public Engagement that is representative of Grande Prairie's demographics and prioritizes Equitable and Inclusive Public Engagement process.
- 2.5. Ensure consistent and clear practices for involvement and information sharing.
- 2.6. Ensure an appropriate level of Public Engagement based on assessed community impact and benefit.
- 2.7. Identify the parameters and resources for Public Engagement.
- 2.8. Ensure adherence to the General Principles of this policy.



# COUNCIL POLICY

## Public Engagement

### 3. Definitions

“**City**” means the municipal corporation of The City of Grande Prairie, having authority under the Municipal Government Act RSA 2000 C. M-26 and other applicable legislation. Where context requires City also means the area included within the municipal boundaries of the City.

“**Equitable**” means just and fairness to all parties, creating opportunities for all to participate.

“**Inclusive**” means welcoming and accommodating people of all backgrounds, including race, gender, sexuality, physical or cognitive ability.

“**Indigenous Peoples**” means First Nations, Métis and Inuit peoples. These are the original inhabitants of the land that is now Canada.

“**Indigenous Ways of Knowing**” means recognizing the beautiful complexity and diversity of Indigenous ways of learning and teaching. Many people continue to generalize Indigenous experience and lived realities. The intent of the phrase is to help educate people about the vast variety of knowledge that exists across diverse Indigenous communities.

“**Involvement**” means the term used to cover the continuum of phases for engaging the Public in municipal issues. The continuum includes informing, consulting, involving, collaborating and empowering as the different stages of involvement.

“**Public**” means the most general and inclusive term for participants of public processes in the municipal context. This term includes residents, not-for-profit, community and corporate organizations.

“**Public Engagement**” means the process of involving the public in decisions and initiatives that affect them, including policies, plans, strategies, programs and services. The goal is to ensure outcomes are more informed and reflective of stakeholder concerns and values.

“**Spectrum of Engagement**” means the Spectrum of Public Participation is an internationally recognized model developed to help clarify the role of the public in planning and decision making, and how much influence the community has over planning or decision-making processes. The model identifies five (5) levels of community engagement.

### 4. General Principles

Public Engagement supports decision making by identifying different perspectives and opinions from the Public that impacts City projects and policies. The City is committed to Public Engagement activities that are founded on the following principles:

- 4.1. Involve those who will be affected such as the Public, stakeholders, community groups and the Indigenous community.
- 4.2. Ensure processes are well designed, open, Inclusive and respectful.
- 4.3. Provide timely and valuable information on how to participate.



# COUNCIL POLICY

## Public Engagement

- 4.4. Provide transparency on how Public input will influence the decision making.
- 4.5. Address how the feedback will be compiled and analyzed.
- 4.6. Encourage opportunities for Council participation at Public Engagement events.
- 4.7. Identify how to include the local and traditional culture of Indigenous People.
- 4.8. Address barriers to provide Equitable and Inclusive accessibility.

### 5. Public Engagement Process

City Administration will develop and follow this process when implementing a Public Engagement project:

- 5.1. Develop all necessary processes and tools that support the implementation of the Public Engagement Policy.
- 5.2. Develop engagement plans to effectively increase the Indigenous communities' input on initiatives that will largely impact the community members.
- 5.3. Identify the appropriate level of Public Engagement for each project to achieve effective and consistent processes.
- 5.4. Implement the Public Engagement strategies and processes.
- 5.5. Utilize emerging technologies and marketing strategies to increase public awareness of Public Engagement opportunities.
- 5.6. Ensure in person and online consultation is equitable and inclusive.
- 5.7. Inform Council when a Public Engagement project has launched and provide Council with the necessary information and resources about the project.
- 5.8. Involve Council in the planning process for high priority Public Engagement projects.
- 5.9. Update Council quarterly on upcoming Public Engagement activities.

### 6. Reporting and Evaluation

- 6.1. Information obtained from Public Engagement processes will be reviewed by the City and made available to the Public.
- 6.2. Reports to Council shall include the following:
  - a) A summary of the input obtained.
  - b) An overview of the Public Engagement plan and how it was developed.
  - c) An assessment of the effectiveness of the plan based on the level of Public Engagement including key metrics.



# COUNCIL POLICY

## Public Engagement

- d) Recommendations for future Public Engagement plans if identified.

## 7. Spectrum of Engagement

- 7.1. The Public Engagement Spectrum in [Schedule A](#) will be used by the City to determine the most feasible level of involvement prior to making a commitment to achieving any level of Public Engagement on a project or initiative. When it comes to Indigenous cultural initiatives the City will work with Indigenous community leaders to reinforce cultural congruences with Indigenous Ways of Knowing.

## 8. Responsibilities

- 8.1. City Council will review and approve any revisions to this Policy.
- 8.2. City Manager will review and approve any procedures related to this Policy.
- 8.3. City Administration will carry out the policy based on established procedures.

## 9. Legislative Authority

For greater certainty, this Public Engagement Policy is the City of Grande Prairie's 'public participation policy' for the purposes of Section 216.1 of the *Municipal Government Act, RSA 2000, Chapter M-26*.

## 10. Version History

Action	Date	Description
New policy	Click or tap to enter a date.	Replaces Policy 118 being the Citizen Engagement ( <i>activateGP</i> ) policy.



# COUNCIL POLICY

## Public Engagement

### SCHEDULE A: SPECTRUM OF ENGAGEMENT

	<b>Inform</b>	<b>Consult</b>	<b>Involve</b>	<b>Collaborate</b>	<b>Empower</b>
<b>Public Participation Goal</b>	To provide the Public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain Public feedback on analysis, alternatives, and/or decisions.	To work directly with the public throughout the process to ensure that Public concerns and aspirations are consistently understood and considered.	To partner with the Public in each aspect of the decision including the development of alternatives and identification of the preferred solution.	To place final decision-making in the hands of the Public.
<b>Promise to the Public</b>	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how Public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how Public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decision to the maximum extent possible.	We will implement what you decide.

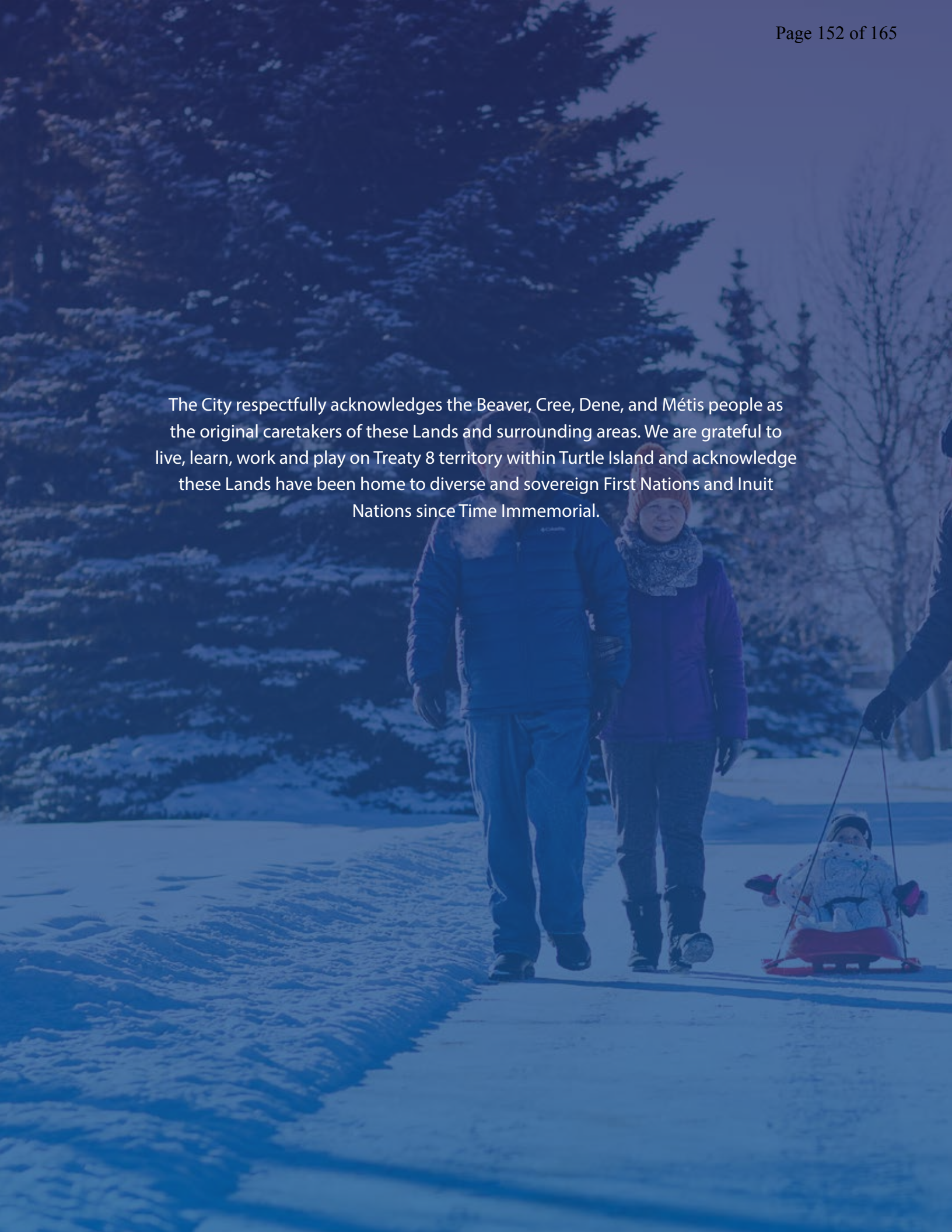
*Adapted from the International Association for Public Participation's (IAP2) spectrum*



# Public Engagement Framework

April 2024

The City respectfully acknowledges the Beaver, Cree, Dene, and Métis people as the original caretakers of these Lands and surrounding areas. We are grateful to live, learn, work and play on Treaty 8 territory within Turtle Island and acknowledge these Lands have been home to diverse and sovereign First Nations and Inuit Nations since Time Immemorial.







What is public engagement?	<b>04</b>
Why public engagement?	<b>06</b>
General Principles	<b>07</b>
Who is involved in public engagement?	<b>08</b>
When do we use public engagement?	<b>08</b>
How is public engagement carried out?	<b>09</b>
The Public Engagement Spectrum	<b>10</b>







# What is **public engagement**?



Public engagement is about connecting with residents and involving them in problem-solving or decision making to gather their input to make sustainable decisions.

Public engagement provides opportunities for residents to share their thoughts and feedback and for City Council to hear different perspectives to help them make informed decisions.

To encourage meaningful public engagement, the International Association for Public Participation says that when the City is making a decision we should:

<b>01</b>		Involve residents who will be affected.
<b>02</b>		Ensure the public's contribution will influence the decision.
<b>03</b>		Ensure sustainable decisions are made by recognizing and communicating the needs and interests of all participants, including decision makers.
<b>04</b>		Involve people affected by or interested in a decision.
<b>05</b>		Ask participants how they would like to participate.
<b>06</b>		Provide participants with the information they need to participate.
<b>07</b>		Communicate to participants how their input affected the decision.

These objectives can be achieved in many ways. In some cases, public engagement requires a higher level of planning and participation. In other situations, sharing information may be all that is needed.



# Why public engagement?

Local governments affect all residents daily in numerous ways. By providing programs, services, infrastructure and facilities, local government is the basis for much of the activity in the community.

They are the closest level of government to the people they represent. That means they are best positioned to enable residents to participate in decision-making and problem-solving.

Engaging with the public is a key value of City Council, which aims to create purposeful relationships that build a strong, connected community.

### **Why is it important?**

Effective public engagement facilitates understanding and encourages the public to provide meaningful input into the decision-making process. This brings many benefits such as:

- Keeps residents informed about what is happening in their community.
- Raises awareness about City decision-making processes and how it works.
- Gathers input from various community groups and diverse perspectives.
- Creates new ideas or solutions that may have not been explored.
- Allows Council and City staff to connect with residents about topics that are important to them.
- Ensures that input is received from all voices to help inform the decision.
- Increases trust in local government.



# General Principles

## The City of Grande Prairie recognizes and follows the general principles when conducting public engagement:

- Involve those who will be affected such as the public, stakeholders, community groups and the Indigenous community.
- Ensure processes are well designed, open, inclusive and respectful.
- Provide timely and valuable information on how to participate.
- Provide transparency on how public input will influence decision making.
- Address how feedback will be compiled and analyzed.
- Encourage opportunities for Council participation at Public Engagement events.
- Identify how to include the local and traditional culture of Indigenous People.
- Address barriers to provide equitable and inclusive accessibility.

## In addition to these general principles, the City promises to:

- Have reliable information that is readily available to the residents of Grande Prairie.
- Ensure processes are well designed, open, inclusive and respectful.
- Exchange views, and through discussion, create learning opportunities for Council, staff and residents.
- Operate in an accountable and transparent manner.
- Listen to and respect the voice of residents and ensure each concern receives a response.
- Guarantee there is a real opportunity to influence policy outcome.
- Provide our staff with the necessary training and tools to host considered, informative and responsive engagement activities.

## Who is involved in public engagement?

The City actively involves and engages with members of the community throughout the engagement process.

In most circumstances, engagements may require discussions with select stakeholders, which are individuals or groups of individuals of an organization with an interest in the outcome of a decision. Internal stakeholders may also be engaged and include individuals who work for or with the decision-making organization.

Stakeholders can be identified by determining which individuals or groups will be affected by a problem or opportunity being addressed.












## When do we use public engagement?

Public engagement is required when residents' quality of life is affected, legislation requires it or when City management or City Council requests it.

Public engagement is not required when the decision has already been made.

## How is public engagement **carried out**?

City of Grande Prairie staff will follow this process when implementing an engagement plan:

<b>01</b>		Evaluate the purpose of the engagement.
<b>02</b>		Define objectives and identify the level of engagement.
<b>03</b>		Identify those with a stake in the process.
<b>04</b>		Select the scope, size and sample.
<b>05</b>		Review the time and cost factors.
<b>06</b>		Select the appropriate engagement tools.
<b>07</b>		Provide Council with information about the engagement.
<b>08</b>		Promote engagement opportunities and grow public participation.
<b>09</b>		Implement the public engagement opportunities.
<b>10</b>		Analyze the results.
<b>11</b>		Report back results to Council and share with participants.

# Spectrum of Public Participation

	01 inform	02 consult	03 involve	04 collaborate	05 empower
Public Engagement Goal	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives, and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and identification of the preferred solution.	To place final decision making in the hands of the public.
Promise to the Public	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decision to the maximum extent possible.	We will implement what you decide.
Example Techniques	<ul style="list-style-type: none"> <li>• Information sharing through engage platform</li> <li>• Public information sessions</li> <li>• Awareness campaigns</li> <li>• Information kiosks</li> <li>• Newsletters/mailouts</li> </ul>	<ul style="list-style-type: none"> <li>• Open houses/Town halls</li> <li>• Webinars</li> <li>• Focus groups</li> <li>• Stakeholder interviews</li> <li>• Surveys</li> <li>• Feedback forms</li> <li>• Public hearings</li> </ul>	<ul style="list-style-type: none"> <li>• Workshops</li> <li>• Polling</li> </ul>	<ul style="list-style-type: none"> <li>• Advisory committees</li> <li>• Participatory decision-making</li> </ul>	<ul style="list-style-type: none"> <li>• Delegated decision</li> <li>• Referendums</li> </ul>

Modeled by the International Association for Public Participation (IAP2)

Increasing Level of Public Impact





THE CITY OF  
**GRANDE**  
prairie





# POLICY

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<b>POLICY NO:</b>	118	<b>APPROVAL DATE:</b>	January 21, 2013
<b>TITLE:</b>	Citizen Engagement ( <i>activateGP</i> )	<b>REVISION DATE:</b>	
<b>SECTION:</b>	Administration	<b>PAGE 1 OF 3</b>	
<b>DEPARTMENT:</b>	Marketing and Communications		

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## POLICY STATEMENT

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City Council and Administration recognize that decisions are improved by engaging citizens and other stakeholder groups, where appropriate. We are committed to transparent and inclusive processes that are responsive, accountable, and within the capacity of the municipality to achieve.

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## REASON FOR POLICY

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The Citizen Engagement Policy directs the development of engagement processes for stakeholders, both internal and external.

Developing a Citizen Engagement Framework was identified in Council's 2012-2014 Strategic Business Plan, to improve the effectiveness of the City's efforts to encourage resident involvement. Our Citizen Engagement initiative is branded as ***activateGP***.

A review of international best practices in stakeholder engagement was completed. As well, City Administration has met with numerous stakeholder groups and undertook a four-month survey to gather feedback about why people become involved in their community while identifying barriers to participation.

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## DEFINITIONS

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**Citizen Engagement:** The process of involving the public in decisions and initiatives that affect them, including policies, plans, strategies, programs and services. The goal is to ensure outcomes are more informed and reflective of stakeholder concerns and values.

**Public:** The most general and inclusive term for participants of public processes in the municipal context. This term includes individuals, not-for-profit, community and corporate organizations.

**Involvement:** The term used to cover the continuum of phases for engaging the public in municipal issues. The continuum includes Informing, Consulting, Involving, Collaborating and Empowering as the different stages of involvement.

**ActivateGP:** The name given to the City of Grande Prairie's Citizen Engagement program that seeks to create a more positive relationship between the public and the City of Grande Prairie by strengthening communication, identifying and overcoming challenges and barriers to participation and creating more impactful ways for involvement.

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The [activateGP guide to citizen engagement](#) outlines the many ways residents can involve themselves with the City of Grande Prairie. It uses the Citizen Engagement Spectrum to organize the opportunities into an easy to read inventory.

**Citizen Engagement Spectrum:** Five strategic levels of involvement and associated promises related to reaching and involving citizens and other stakeholders, in specific engagement initiatives regarding planning, policy and projects.

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## **RESPONSIBILITIES**

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The City of Grande Prairie places a high priority on appropriately informing and involving citizens and other stakeholders early on and throughout the process, where the decisions affect their lives.

Council and Administration will accept and abide by the Core Values and Promises to the Public, incorporating them into everyday business planning and practices.

### **Core Values for Meaningful Citizen Engagement:**

1. We should involve citizens who will be affected.
2. The public's contribution will influence the decision.
3. Sustainable decisions are made by recognizing and communicating the needs and interests of all participants, including decision makers.
4. Decision makers seek out and involve people affected by or interested in a decision.
5. Decision makers ask participants how they would like to participate.
6. Participants are given information they need to participate.
7. Decision makers communicate to participants how their input affected the decision.

### **Promises to the Public:**

1. Have reliable information that is readily available to the residents of Grande Prairie.
2. Ensure processes are well designed, open, inclusive and respectful.
3. Exchange views, and through discussion, create learning opportunities for ourselves and our residents.
4. Operate in an accountable and transparent manner.
5. Listen to and respect the voice of citizens and ensure each concern receives a response.
6. Guarantee there is a real opportunity to influence policy outcome.
7. Provide our staff with the necessary training and tools to host considered, informative and responsive citizen engagement activities.

The Citizen Engagement Spectrum will be used by the organization to determine the most feasible level of involvement prior to making a commitment to achieving any level of engagement on a project or initiative.

In some cases citizen engagement requires a higher level of planning, participation and feedback. In others, sharing information may fulfil the needs of the public and the City.

Staff will ensure, to their best knowledge and ability, that each engagement initiative is organized in a way that meets the needs of both the public and the organization.

Administration is committed to an on going and long-term obligation of increasing the organizational capacity for citizen engagement. This includes partnerships with local school systems and other organizations to develop a stronger understanding of local government. Training programs for staff are a key component of ensuring citizen engagement becomes a meaningful commitment from the City of Grande Prairie.

City Administration is encouraged to use this 10-step process:

1. Evaluate the purpose of the engagement.
2. Define the objectives and identify the level of engagement.
3. Identify those with a stake in the process.
4. Select the scope, size, and sample.
5. Review the time and cost factors.
6. Select the appropriate engagement tools.
7. Promote.
8. Implement the initiative.
9. Analyze the results.
10. Respond to the participants.

**The Citizen Engagement Spectrum<sup>1</sup>:**

	<b>Inform</b>	<b>Consult</b>	<b>Involve</b>	<b>Collaborate</b>	<b>Empower</b>
<b>Public Participation Goal</b>	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives, and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and identification of the preferred solution.	To place final decision-making in the hands of the public.
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<sup>1</sup> Adapted from the International Association for Public Participation's (IAP2) spectrum: [www.iap2.com](http://www.iap2.com)