

March 24, 2025

3:00 PM

Council Chambers, City Hall

ATTENDEES

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

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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. ADOPTION OF PREVIOUS COUNCIL MEETING MINUTES

4.1 City Council Meeting

**Recommendation:**

Council adopt the minutes of the City Council meeting held March 10, as presented.

5. ADOPTION OF AGENDA

**Recommendation:**

Council adopt the Agenda as presented.

6. DELEGATIONS

6.1 Alberta Forest Products Association

## 7. REPORTS

### 7.1 Large Multi-Family Development Grant

**Recommendation:**

Council approve amendments to Policy 357 - Development Incentive Grants Program, as presented.

### 7.2 2025 Advocacy Priorities

**Recommendation:**

Council approve the 2025 Council Advocacy Priority list:

Key Advocacy Priorities - Electricity Distribution Costs; 911 Levy; Northwestern Polytechnic Support; Seniors Housing and Long-Term Care; and Economic Corridors

Other Advocacy Priorities - Medical First Response Funding; Health Care Supports; and Dedicated Regional Funding.

**Recommendation:**

Council direct Administration to prepare resolutions for the 2025 Alberta Municipalities Fall Convention for submission before June 30, 2025, for:

1. Dedicated Regional Service Centre Funding, identifying key services provided in regional hubs that benefit the wider region and require additional funding to support sustainable service delivery; and

2. Electricity Distribution.

### 7.3 RCMP Retroactive Salary Payment - Release of Funds

**Recommendation:**

Council approve the release of the RCMP retro payment of \$3,937,332.95, previously approved to be funded through the Future Expenditures Reserve.

## 8. COMMITTEE BUSINESS

### 8.1 Council Committee of the Whole

**Recommendation:**

Council adopt the minutes of the Council Committee of the Whole meeting held March 12, as presented.

### 8.2 Public & Protective Services Committee

**Recommendation:**

Council adopt the minutes of the Public & Protective Services Committee meeting held March 18, as presented.

### 8.3 Operational Services Committee

#### **Recommendation:**

Council adopt the minutes of the Operational Services Committee meeting held March 18, as presented.

#### 1. Bylaw C-1464A - Road Closure Bylaw Amendment

#### **Recommendation:**

Council give three readings to Bylaw C-1464A, being an amendment to a Road Closure Bylaw.

### 8.4 Investment & Strategy Committee

#### **Recommendation:**

Council adopt the minutes of the Investment & Strategy Committee meeting held March 18, as presented.

#### 1. 2022-2025 Strategic Priorities Progress Update Q4 2024

#### **Recommendation:**

Council receive the Q4 2024 Strategic Priorities Progress Update for information.

### 8.5 Financial & Administrative Services Committee

#### **Recommendation:**

Council adopt the minutes of the Financial & Administrative Services Committee meeting held March 18, as presented.

#### 1. Bylaw C-1395P - Amendment to the Fees, Rates & Charges Bylaw

#### **Recommendation:**

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

## 9. **CORRESPONDENCE**

### 9.1 Grande Prairie Public Library

## 10. **DELEGATION BUSINESS**

## 11. **NOTICE OF MOTION**

## 12. **RECESS**

## 13. **DELEGATIONS**

## 14. **UNFINISHED BUSINESS**

## 15. PUBLIC HEARINGS

### 15.1 Land Use Bylaw Amendment C-1260-189

1. Call to Order
2. Introduction by Administration  
The proposed Land Use Bylaw amendments are housekeeping in nature and aim to improve clarity and ensure consistency.
3. Presentations/ Submissions
4. Close Public Hearing
5. Business Arising from the Hearing

**Recommendation:**

Council give three readings to Bylaw C-1260-189, being an amendment to the Land Use Bylaw.

### 15.2 Land Use Bylaw Amendment C-1260-198

1. Call to Order
2. Introduction by Administration  
The proposed amendments will introduce small-scale residential opportunities within CL, CT, and CG Commercial Districts by allowing "Mixed-Use Apartment (up to 2 units)" as a discretionary use.
3. Presentations/ Submissions
4. Close Public Hearing
5. Business Arising from the Hearing

**Recommendation:**

Council give three readings to Bylaw C-1260-198, being an amendment to the Land Use Bylaw.

## 16. DELEGATION BUSINESS

## 17. COUNCIL MEMBER REPORTS

## 18. ADJOURNMENT





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

**March 10, 2025, 3:00 P.M.  
Council Chambers, City Hall**

<b>PRESENT</b>	W. Pilat	Deputy Mayor
	J. Clayton (virtual)	Mayor
	M. O'Connor	Councillor
	G. Berg	Councillor
	K. O'Toole	Councillor
	D. Bressey	Councillor
	C. Thiessen	Councillor
	G. Blackmore	Councillor
<b>ALSO PRESENT</b>	S. Bourke	City Manager
	C. Nestibo	Chief Financial Officer, Acting
	B. Glavin	Chief Operating Officer
	D. Lemieux	Chief Public & Protective Services Officer
	R. Tarant	Chief Strategy Officer, Acting
	J. Freeman (virtual)	City Solicitor
	A. Van Beekveld	Council Committee Coordinator
	K. Biberdorf	Director of Community Connections
	A. Downing	Manager of Planning & Development Permitting
	Z. Patel	Planner

**1. CALL TO ORDER**

The Deputy Mayor called the meeting to order at 3:00 p.m.

**2. NATIONAL ANTHEM**

**3. LAND ACKNOWLEDGEMENT**

**4. CAO ADDRESS**

4.1 Resignation of Wendy Bosch

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

5.1 City Council Meeting

**MOVED** by G. Blackmore

Council adopt the minutes of the City Council meeting held February 24, as presented.

**CARRIED (8 to 0)**

**6. ADOPTION OF AGENDA**

**MOVED by M. O'Connor**

Council adopt the Agenda with the addition of Item 10.2 - Correspondence - Aquatera Utilities Inc.

**CARRIED (8 to 0)**

**7. DELEGATIONS**

**8. REPORTS**

**8.1 Deputy Mayor and Board & Committee Appointments March 2025 - October 2025**

**MOVED by C. Thiessen**

Council approve the Deputy Mayor and Committee appointments for March - October 2025, as presented.

**CARRIED (8 to 0)**

**9. COMMITTEE BUSINESS**

**9.1 Investment & Strategy Committee**

**MOVED by D. Bressey**

Council adopt the minutes of the Investment & Strategy Committee meeting held March 4, as presented.

**CARRIED (8 to 0)**

**9.1.1 Grant Recommendations**

**MOVED by D. Bressey**

Council approve funding allocations as presented in Appendix A.

**CARRIED (8 to 0)**

**9.1.2 2025 Large Scale Tourism Grant Recommendations**

**MOVED by D. Bressey**

Council approve allocation of the 2025 Large Scale Tourism Grant Funding in the amount of \$50,000 to the 2025 GrandeCon Event.

**CARRIED (8 to 0)**

**MOVED by D. Bressey**

Council approve allocation of the 2025 Large Scale Tourism Grant Funding in the amount of \$50,000 to the 2025 Grande Prairie Traditional Pow Wow.

For: (7): Mayor J. Clayton, M. O'Connor, G. Berg, K. O'Toole, D. Bressey, C. Thiessen, and G. Blackmore

Opposed: (1): W. Pilat

**CARRIED (7 to 1)**

**MOVED by Mayor J. Clayton**

Council direct Administration to work with the Grande Prairie Traditional Pow Wow organization and bring information regarding the 2026 event to Council before the end of 2025.

**CARRIED (8 to 0)**

9.1.3 Development Incentives and Grants Program Update

**MOVED by D. Bressey**

Council receive the Development Incentives and Grants Program Update for information.

**CARRIED (8 to 0)**

9.1.4 Amendment to Policy 357 - Development Incentives and Grants Program

**MOVED by D. Bressey**

Council approve amendments to Policy 357 - Development Incentives and Grants Program, as presented.

**CARRIED (8 to 0)**

**MOVED by D. Bressey**

Council increase the budget for the Municipal Fee Rebate program from \$700,000 to \$1,000,000, transferring \$300,000 from the Economic Recovery Fund.

**CARRIED (8 to 0)**

**MOVED by G. Blackmore**

Council direct Administration to bring back a report with options for taxation on buildings with 100 units or more while they are under construction, and that any permits in the queue as of March 1, 2025, will be subject to any of these potential new options.

**CARRIED (8 to 0)**

9.1.5 Meeting Highlights

Councillor Bressey provided highlights from the Investment & Strategy Committee meeting.

9.2 Public & Protective Services Committee

**MOVED by G. Blackmore**

Council adopt the minutes of the Public & Protective Services Committee meeting held March 4, as presented.

**CARRIED (8 to 0)**

9.2.1 Aging Well Together - 2025 Priorities & Goals

**MOVED by G. Blackmore**

Council adopt the Aging Well Together Action Plan as presented.

**CARRIED (8 to 0)**

**MOVED by D. Bressey**

Council direct Administration to bring a report back to the appropriate Standing Committee regarding working with applicable agencies to automatically enroll seniors who qualify into our Recreation Access and Transit programs.

**CARRIED (8 to 0)**

9.2.2 Wildfire Mitigation Plans and Projects Update

**MOVED by G. Blackmore**

Council support the City's grant application to Phase 2 of the Forest Resource Improvement Association of Alberta (FRIAA)'s Community Fireguard Program.

**CARRIED (8 to 0)**

9.2.3 Meeting Highlights

Councillor Blackmore provided highlights from the Public & Protective Services Committee meeting.

9.3 Financial & Administrative Services Committee

**MOVED by G. Berg**

Council adopt the minutes of the Financial & Administrative Services Committee meeting held March 4, as presented.

**CARRIED (8 to 0)**

9.3.1 Bylaw C-1474 - Indoor Recreation Facility Borrowing Bylaw

**MOVED by G. Berg**

Council give first reading to Borrowing Bylaw C-1474, as presented.

**CARRIED (8 to 0)**

Bylaw C-1474 was read for the first time.

9.3.2 Meeting Highlights

Councillor Berg provided highlights from the Financial & Administrative Services Committee meeting.

9.4 Operational Services Committee

**MOVED by M. O'Connor**

Council adopt the minutes of the Operational Services Committee meeting held March 4, as presented.

**CARRIED (8 to 0)**

9.4.1 Residential Snow Removal

**MOVED by M. O'Connor**

Council reduce the trigger for Residential Snow Removal to 10cm.

**CARRIED (8 to 0)**

9.4.2 Meeting Highlights

Councillor O'Connor provided highlights from the Operational Services Committee meeting.

**10. CORRESPONDENCE**

10.1 Grande Prairie Downtown Association

**MOVED by G. Blackmore**

Council appoint:

1. Dianne Laurin to the Grande Prairie Downtown Association Board for a term ending March 1, 2026; and
2. Catherine Ridgeway, Kendra Davis, and Marius Hodas to the Grande Prairie Downtown Association Board for terms ending March 1, 2028.

**CARRIED (8 to 0)**

10.2 Aquatera Utilities Inc.

**MOVED by G. Berg**

Council direct the Mayor to sign the Unanimous Consent for discretionary dividends, as requested by Aquatera Utilities Inc., on behalf of the City of Grande Prairie.

**CARRIED (8 to 0)**

**11. DELEGATION BUSINESS**

**12. NOTICE OF MOTION**

**13. RECESS**

The meeting recessed from 4:20 p.m. to 6:00 p.m.

**14. DELEGATIONS (6:00 PM)**

14.1 Brent Zimmerman

Brent Zimmerman, resident, was present to discuss early tax payment incentives in the City.

**15. UNFINISHED BUSINESS**

**16. PUBLIC HEARINGS**

**16.1 Land Use Bylaw Amendment C-1260-196**

**16.1.1 Call to Order**

The Public Hearing was called to order at 6:12 p.m.

**16.1.2 Introduction by Administration**

A. Downing, Manager of Planning & Development Permitting, and Z. Patel, Planner, presented Council with amendments to the Land Use Bylaw. The proposed amendments will rezone the subject land to Small Lot Residential district and Combined Residential district.

**16.1.3 Presentations/ Submissions**

Michael Fredrickson, representative of Helix Engineering and the applicant, was present to speak in support of the proposed amendments.

**16.1.4 Close Public Hearing**

The Public Hearing closed at 6:17 p.m.

**16.1.5 Business Arising from the Hearing**

**MOVED by C. Thiessen**

Council give first reading to Bylaw C-1260-196, being an amendment to the Land Use Bylaw.

**CARRIED (8 to 0)**

Bylaw C-1260-196 was read for the first time.

**MOVED by C. Thiessen**

Council give second reading to Bylaw C-1260-196.

**CARRIED (8 to 0)**

Bylaw C-1260-196 was read for the second time.

**MOVED by C. Thiessen**

Council have third reading of Bylaw C-1260-196 at this meeting.

**CARRIED (8 to 0)**

**MOVED by C. Thiessen**

Council give third reading to Bylaw C-1260-196, being an amendment to the Land Use Bylaw.

**CARRIED (8 to 0)**

Bylaw C-1260-196 was read for the third time and finally passed.

**17. DELEGATION BUSINESS****17.1 Brent Zimmerman**

**MOVED by D. Bressey**

Council receive the delegation presentation for information.

For: (6): W. Pilat, Mayor J. Clayton, G. Berg, K. O'Toole, D. Bressey, and G. Blackmore

Opposed: (2): M. O'Connor, and C. Thiessen

**CARRIED (6 to 2)**

**18. COUNCIL MEMBER REPORTS**

Councillor O'Connor highlighted the Grande Prairie Downtown Association AGM, the Evening with Grande Prairie event, the Technical Search & Rescue Vehicle Unveiling, the 2025 Bear Creek Folk Festival Lineup Reveal, the 10-Year Anniversary Gala for the Pregnancy Care Centre, the Breaking Bread for Iftar event, and the AB Munis Spring Caucus.

Councillor Berg highlighted the Bear Creek Folk Festival Lineup Reveal, the Evening with Grande Prairie event, the AB Munis Spring Caucus, and the Black History Month Gala.

Councillor O'Toole noted that Apex Security recently celebrated their 20-year anniversary in the City. He highlighted the Women of Influence Awards, Grande Prairie Storm hockey games, the Big Brothers Big Sisters Ultimate Escape, the Technical Search & Rescue Vehicle Unveiling, and the 2025 Bear Creek Folk Festival Lineup Reveal.

Councillor Thiessen highlighted the Water Management in Alberta's Boreal Conference, the Women of Influence Awards, the 10-Year Anniversary Gala for the Pregnancy Care Centre, the Evening with Grande Prairie event, the Breaking Bread for Iftar event, and the Candlelight Unveiling of the Women of War Memorial.

Councillor Blackmore highlighted the Airport Commission meeting, the Evening with Grande Prairie event, the 2025 Bear Creek Folk Festival Lineup Reveal, the Economic Development Strategic Planning & Advisory Committee meeting, the AB Munis Spring Caucus, the Women of Influence Awards, and the Candlelight Unveiling of the Women of War Memorial.

Councillor Bressey highlighted the Healthcare Task Force meeting regarding Physician Attraction, the Golden Age Centre's 50-Year Anniversary event, the AB Munis Spring Caucus, and the AB Munis Board Meeting.

Mayor Clayton highlighted the Water Management in Alberta's Boreal Conference, the Provincial Budget announcement, the Evening with Grande Prairie event, a meeting with Ambassadors from the Special Olympics, the Technical Search & Rescue Vehicle Unveiling, the Black History Month Gala, the Community Rail Advocacy Alliance meeting, a meeting regarding electricity distribution, the Women of Influence Awards, the AB Munis Spring Caucus, the Healthcare Task Force meeting regarding Physician Attraction, and the recognition dinner for the Alde family as Farm Family of the Year.

Deputy Mayor Pilat highlighted the Grande Prairie Local Immigration Partnership meeting, the Evening with Grande Prairie event, and the AB Munis Spring Caucus.

**19. ADJOURNMENT**

The Deputy Mayor declared the meeting adjourned at 7:08 p.m.

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Deputy Mayor

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Council Committee Coordinator





## Delegation Request

### Meeting Information

**This form is requesting to provide information to be addressed in:** City Council Afternoon Session (Begins at 3:00pm)

**Meeting Type:** In Person (Council Chambers)

**Requested Date of Appearance:** February 24, 2025

### Contact Information

**Name:** Rory Koska

**Address:** [REDACTED]

**City:** Edmonton

**Province:** AB

**Postal Code:** [REDACTED]

**Phone:** [REDACTED]

**Email:** [REDACTED]

**How would you like to be addressed? (ie. Title or preferred pronouns)**

**Are you speaking on behalf of a group or community association?:** Yes

**If yes, what is the name of the group you represent:** Alberta Forest Products Association

**Are you authorized to speak on behalf of this group:** Yes

### Topic of Discussion

**Have you spoken to an employee of the City regarding your topic?:** No

**If yes, what was the last department you have spoken to?:**

**Is this is a request for funding?:** No

**If yes, have you submitted your request through the appropriate City department?:**

**Is this an agenda item at the meeting?:** No

**If yes, please define agenda item:**

**Please describe your topic in three sentences or less:**

Forestry producers in Alberta are facing incredibly difficult trade circumstances. In addition to President Trump's tariffs, softwood lumber duties are projected to increase to approximately 30% beginning in the fall of 2025. The industry is looking for support from communities to enhance competitiveness, improve supply chains, and promote the use of Alberta forest products at home.

**What outcome would you like to see as a result of this meeting?**

We are asking municipalities to write letters of support, make phone calls, and conduct advocacy with both the provincial and federal governments

*Please note that your name, comments, and additional submission material will be made publicly available in the Council agenda, and meetings will be livestreamed and posted for public viewing. Your personal email address and/or phone number will not be included in the public record.*

*Comments and materials that are disrespectful or do not contain required information may not be included.*

**I have read and understand the above statement: true**

*Submitted Thu Feb 06 18:03:14 GMT 2025*

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## ADMINISTRATIVE REPORT

<b>TO:</b> Shane Bourke, City Manager	<b>DATE:</b> March 24, 2025
<b>FROM:</b> Danielle Whiteway, Chief Financial Officer	<b>MEETING:</b> City Council
<b>REPORT WRITER:</b> Rory Tarant, Interim Director, Invest Grande Prairie	
<b>SUBJECT:</b> Large Multi-Family Development Grant	

### RECOMMENDATIONS

That Council approve amendments to Policy 357 – Development Incentive Grants, as presented with the inclusion of a program to rebate property taxes during the construction of large multi-family developments.

### PREVIOUS COUNCIL / COMMITTEE DIRECTIONS

At the March 10, 2025 City Council meeting, the following motion was passed:

That Council direct Administration to bring back a report with options for taxation on buildings with 100 units or more while they are under construction, and that any permits in the queue as of Mar. 1, 2025, will be subject to any of these potential new options.

### BACKGROUND

In June 2021, Council approved the creation of the Development Incentives and Grants (DIG) Program in order to stimulate construction activity in the city. Since its creation, Council has adapted the program to respond to changing development needs. DIG is regularly assessed for community alignment and effectiveness.

### ANALYSIS

In the past two years, the City's rental vacancy rate has dropped to the lowest levels seen in the past ten years and now hovers around 2% (see chart below). This has created housing challenges for the community with limited rental housing availability. While there has been a noticeable increase in year over year housing starts, the community has not seen significant investment in larger, rental apartments which would address the greatest housing gaps in the community. One of the greatest challenges for having these types of housing units built is that residential building costs have risen 70-80% in the past five years, far outstripping rates of inflation.

To address the cost barriers, various orders of government have implemented program and incentivize the building of purpose-built rental units. See the table below which identifies the supports available to proponents building market-rent apartments in Grande Prairie:

<b>Program</b>	<b>Description</b>
GST/HST rebate for purpose-built rental housing (PBRH)	The Government of Canada provides a 100% rebate of the Goods and Services Tax (GST) on new purpose-built rental housing (PBRH). Eligibility includes: the residential units must form part of a multiple unit residential complex that has at least 4 residential units, each containing private kitchen facilities, a private bath and a private living area. This rebate would be equivalent to \$800K to \$1M for a 100-unit apartment.
Apartment Construction Loan Program	Offered through the Canadian Mortgage and Housing Corporation (CMHC), it offers favourable financial terms to builders with lower interest rates than can typically be obtained through private markets, greater flexibility with loan structures and longer amortization periods. Eligibility includes: At least 5 rental units, a loan size of at least \$1 million, and must respond to a need for rental supply.
Aquatera Infrastructure Charge Waiver	Aquatera implemented a two-year relief on infrastructure charges for connection to Aquatera's infrastructure for new construction of multifamily developments. Multifamily residence applications received until December 31, 2025 will qualify for the program. Eligibility includes: apartment buildings, duplexes, multi and semi-attached dwellings, residential condominiums, and secondary suites. The waiver for a 100-unit apartment building would equate to approx. \$170K.
City of Grande Prairie Municipal Fee Rebate	Provides a full rebate of development and building permit fees upon occupancy. Rebate would be equivalent to \$250K - \$300K for a 100-unit apartment.

At the Mar. 10, 2025 Council meeting, Council expressed a desire to provide further support for the building of apartment buildings with 100 or more units in the form of a tax reduction during construction. On January 1, 2025 provincial legislation came into effect which allows municipalities to offer tax exemptions on residential properties which now enables the City to entertain implementing this kind of program. For context, in 2025 a 100-unit apartment building would be levied approx. \$200K in annual municipal property taxes.

Administration has explored options for the development of a program and is recommending the following parameters be established under Policy 357 for the development of a Large Multi-family Development Grant:

#### 1. Grant Program

It is recommended that Council adopt a grant program similar to what was developed with the New Business Development and Business Retention & Expansion Grants. Grant programs give the City more flexibility in their design and given templates for these programs exist, it could implement much sooner. Under a grant program, the property owner would still pay annual municipal property taxes, but then would receive an annual grant which would be equivalent to the agreed upon proportion of their yearly property taxes as per the conditions of the program. Under the new

legislation, it is possible to offer a straight tax exemption as opposed to a grant program. However, there would be further legal review warranted which would extend implementation timelines. Page 71

## 2. Length of Large Multi-family Development Grant

It is recommended that the grant program extend from issuance of the building permit to either building occupancy or a two-year period, whichever comes first. The two-year maximum is recommended to encourage quicker building times and prevent applicants from delaying project.

## 3. Amount of Large Multi-family Development Grant

It is recommended that taxes be granted back to applicant at 100% of the new municipal taxes paid for the prescribed period. It is recommended that a cap of \$500K be placed on the program and that it be funded through general tax.

## 4. Size of Apartment

As per Council's motion, it is recommended that the grant would only be available to projects with 100 or more units. 100 units is determined to be of the appropriate size and scale to have a meaningful impact on the City's housing supply and thus warrant the additional support.

## 5. Grant Stacking

It is recommended that an applicant would be permitted to apply for both the Municipal Fee Rebate and the Large Multi-family Development Grant. However, if a builder has received another incentive from the City (such as land at reduced or no cost), it is recommended that the applicant be ineligible for grant stacking.

## 6. Program End Date

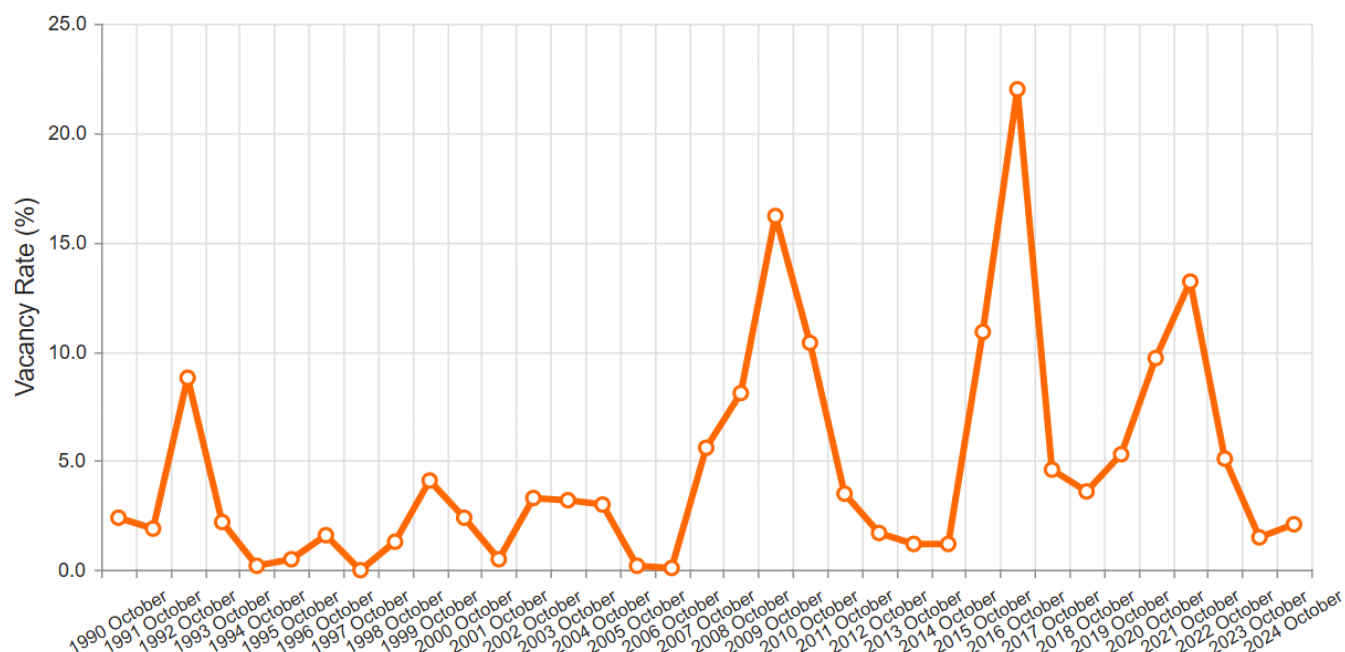
It is recommended that the Large Multi-family Development Grant have a program end date of Dec. 31, 2025 in alignment with other similar DIG programs.

## **Municipal Fee Rebate Program Change**

In addition to the Large Multi-family Development Grant program, administration also explored another opportunity for further support for the building of 100+ unit apartments.

The Municipal Fee Rebate program was established to provide a rebate on fees once occupancy was achieved. For smaller projects, this typically means that fees are returned within a year. For larger multi-year projects, rebates may not be paid out for 2-3 years under the current procedure. There is an opportunity to rebate a portion of the fees sooner. It is recommended that 50% of municipal fees be rebated upon a successful framing inspection. This change would come at no additional cost to the City and would help builders with project cash flow.

## City of Grande Prairie Rental Vacancy Rates 1990-2024



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

Aligns with Council's Innovative Efficiencies & Economic Readiness strategic priority - Developing and executing actions that foster a strong and resilient local economy.

### **Environmental Impact**

Encouraging the development of more compact, multi-family housing reduces the amount of infrastructure required per resident which in turn reduces the environmental impact.

### **Economic Impact**

A grant program could incentive the building of new housing units which are needed in Grande Prairie. Greater availability of housing assists in growing the City's workforce capacity.

### **Social Impact**

Increasing the number of units available for rent/purchase in the community would help address housing supply challenges ensuring more families are able to find housing.

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

No relevant statutes.

### **Risk**

Risk of defaulting on an approved project will be mitigated by the development of funding agreements which will ensure program conditions are being met.

### **Alternatives**

Length of Large Multi-family Development Grant

- a. From building permit until occupancy – no maximum time period specified.
- b. From building permit until specified term (ie. 2 years from building permit approval)

- c. From building permit until one year after occupancy. This could be modeled after CHMC's Construction Loan program which has special financing terms during the "course of construction" which does not end until a project has reached "stabilization", which is defined as one year after occupancy.

#### Amount of Large Multi-family Development Grant

- a. Grant program could be structured so that the value of the grant reduces as a percentage of total municipal taxes paid each year (ie. Year one -100%, Year two - 75%, etc.)
- b. Alternative funding from Financial Stabilization Reserve

## STAKEHOLDER ENGAGEMENT

Internal City departments were consulted on the implementation of the recommended program. The Economic Development Advisory Council was provided an opportunity to have input on further incentives for multi-family development.

## BUDGET / FINANCIAL IMPLICATIONS

If the program is fully subscribed, up to \$500K will be granted to eligible applicants. The amount granted back to applicants will be offset by tax revenue derived from the projects.

## SUMMARY / CONCLUSION

In response to Council's request to explore options for the development of a tax exemption program, Administration is recommending that a Large Multi-family Development Grant program be created to help further incentivize these development types.

## ATTACHMENTS

Policy 357 – Draft  
Policy 357 – Marked Up  
Procedure 357-2 – Draft  
Procedure 357-2 – Marked Up



## COUNCIL POLICY

### Development Incentives and Grants (DIG) Program

Policy Title	Development Incentive Grants (DIG) Program		
Policy Number	357	Approved Date	2021/06/14
Department	Economic Development	Last Amended	2025/03/10
Mayor Signature		Last Reviewed	2025/03/10
		Signature Date	

#### 1. Policy Statement

- 1.1. The City of Grande Prairie (City) is committed to supporting business development and investments that create jobs, stimulate the local economy and expand a diversified tax base.
- 1.2. The Development Incentives and Grants (DIG) Program provides financial assistance through grants designed to stimulate business development, building activity and continued local employment in the construction industry by encouraging reinvestment in buildings and property throughout the City and the construction of Multi-Unit Residential projects.

#### 2. Purpose

- 2.1. The purpose of this council policy (policy) is to encourage Industrial and Commercial investment attraction and to stimulate building activity through residential development.

#### 3. Definitions

In this policy:

- 3.1. **"Adaptive Reuse"** means the renovation and reuse of pre-existing structures for new purposes.
- 3.2. **"Apartment Building"** means a building comprising three (3) or more Dwelling Units having shared entrances, in which the Dwellings are arranged in any horizontal or vertical configuration, and which does not conform to the definition of any other residential use.
- 3.3. **"Business Retention and Expansion Grant"** means a grant to an existing business/property owner for construction enabling expanded business opportunity including new construction, infill or Adaptive Reuse of existing buildings.
- 3.4. **"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.





## COUNCIL POLICY

### Development Incentives and Grants (DIG) Program

- 3.5. **"Commercial"** means a building or property used or intended to be used, in whole or in part, for Commercial Purposes.
- 3.6. **"Commercial Purposes"** means those permitted uses or discretionary uses approved through a City development permit within Commercial land use districts as defined by the [Land Use Bylaw C-1260](#), excluding permanent living accommodation, government-owned businesses/properties and facilities intended for religious assembly or the not for profit delivery of community, educational, health, and/or recreation services.
- 3.7. **"Demolition"** means the removal or partial removal of a building structure, requiring a Demolition permit. This must conform to the City's Inspection Services' Demolition permit requirements.
- 3.8. **"Development Incentives and Grants Program"** or "DIG Program" means the:
- a. New Business Development Grant;
  - b. Business Retention and Expansion Grant;
  - c. Municipal Fee Rebate;
  - d. Large Multi-family Development Grant; and
  - e. Fibre Optics Infrastructure Fee Rebate.
- 3.9. **"Duplex"** means a development consisting of a building containing only two (2) Dwellings, with one (1) Dwelling placed over the other in whole or in part, or with back-to-back orientation. Each Dwelling has an individual and separate access.
- 3.10. **"Dwelling Unit"** or **"Dwelling"** means a complete building or self-contained portion of a building used by a household, containing sleeping, cooking and sanitary facilities intended as a permanent residence and having an independent entrance either directly from the outside of the building or through a common area inside the building.
- 3.11. **"Engineering Services Fees"** means all fees relating to eligible developments for engineering permits, lot grading permits or alignment fees as outlined in the [Fees, Rates and Charges Bylaw C-1395](#), excluding any fees collected as deposits and development levies.
- 3.12. **"Fibre Optics Infrastructure Fee Rebate"** means a grant to provide a fee rebate for the alignment fees as outlined in the [Fees, Rates and Charges Bylaw C-1395](#), for fibre alignment projects initiated between July 1, 2024, and December 31, 2025.
- 3.13. **"Incremental Assessed Value"** means the increase in the assessed value of property subsequent to improvements. For example, if preconstruction taxable assessment was One Million (\$1,000,000.00) Dollars and post-construction taxable assessment was Five Million (\$5,000,000.00) Dollars the Incremental Assessed Value would be Four Million (\$4,000,000.00) Dollars.
- 3.14. **"Industrial"** means a building or property used or intended to be used, in whole or in part, for those permitted uses or discretionary uses approved through a City development permit, within the business industrial, general industrial, heavy industrial or rural industrial land use districts as defined by the [Land Use Bylaw C-1260](#).
- 3.15. **"Inspection Services Permit Fees"** means all fees relating to eligible developments for building, electrical, plumbing, or gas permits, occupancy certificate, or any miscellaneous permit fees as outlined in the [Fees, Rates and Charges Bylaw C-1395](#).



## **COUNCIL POLICY**

### **Development Incentives and Grants (DIG) Program**

- 3.16. "Mixed-Use Apartment Building"** means a vertical apartment-style building including commercial, retail, or institutional use(s) and three (3) or more Dwelling Units (or "Dwelling Unit, supported" if listed in the applicable district), and having:
- a. The same land use district for all uses within the building;
  - b. Only residential uses located above the second floor;
  - c. Commercial, retail, or institutional uses located with street-side frontage (facing and visible from the street); and
  - d. Dwelling units and commercial, retail, and institutional uses which may have shared building entrance or access and facilities (e.g. service entrances, parking areas, ground floor hallways, elevators, stairwells, shared main building entry). However, Dwelling Units entry or access shall not be through a commercial, retail, or institutional development.
  - e. For the purpose of this Policy, Mixed-Use Apartment Buildings must have greater than 75% of the building square footage dedicated to residential uses.
- 3.17. "Multi-Attached Dwelling"** means a residential building containing three (3) or more Dwelling Units separated by common walls and located either on a single site or each unit on a separate individual lot, each Dwelling Unit having at least one (1) separate entrance. This definition applies to forms of housing that include, but are not limited to, townhouses, street-oriented townhouses, row houses, triplexes and fourplexes.
- 3.18. "Multi-Unit Residential"** means for the purpose of this grant, a residential building containing two (2) or more Dwelling Units, including a Duplex, Secondary Suite, Semi-Detached Dwelling, Multi-Attached Dwelling, Apartment Building or Mixed-Use Apartment Building as defined in the City's [Land Use Bylaw C-1260](#).
- 3.19. "Municipal Fee Rebate"** means a grant to a residential builder to offset Engineering Services Fees, Inspection Permit Services Fees, and Planning & Development Fees in respect of an eligible project.
- 3.20. "New Business Development Grant"** means a grant to a property owner for a large scale Commercial or Industrial development.
- 3.21. "Planning & Development Fees"** means all fees relating to eligible development permits, compliance/zoning certificates, land use bylaw amendments, planning applications and miscellaneous fees as outlined in the [Fees, Rates and Charges Bylaw C-1395](#).
- 3.22. "Single Detached Dwelling"** means a building containing one (1) Dwelling Unit but does not include a manufactured home.
- 3.23. "Secondary Suite"** means a Dwelling Unit located within, and accessory to, a Single Detached Dwelling or Semi-Detached Dwelling.
- 3.24. "Semi-Detached Dwelling"** means two (2) Dwelling Units joined side by side with a common wall and each Dwelling Unit has one (1) or more separate entrances.



## **COUNCIL POLICY**

### **Development Incentives and Grants (DIG) Program**

#### **4. General Principles**

**4.1.** The following financial incentives are applicable to Industrial and Commercial properties within the City through the DIG Program:

**4.1.1.** New Business Development Grant:

- a.** For new large-scale Commercial or Industrial developments with a taxable assessment increase of over Eighteen Million (\$18,000,000.00) Dollars, an annual grant in the form of a rebate, equal to one hundred percent (100%) of the general municipal tax portion of the municipal property tax increase associated with the Incremental Assessed Value of the property in the first year, decreasing by ten percent (10%) annually for nine (9) additional years. For clarity, the rebate amount for an eligible annual New Business Development Grant is calculated as follows:

Year	1	2	3	4	5	6	7	8	9	10	11
Grant Amount	100%	90%	80%	70%	60%	50%	40%	30%	20%	10%	0%

**4.1.2.** Business Retention and Expansion Grant:

- a.** For the expansion of existing Commercial or Industrial businesses through addition or renovation with a minimum taxable assessment increase of One Million (\$1,000,000.00) Dollars and which increases assessed value by a minimum of twenty-five percent (25%); or for Commercial or Industrial Demolition, infill, rehabilitation or Adaptive Reuse of vacant or under-utilized land/buildings with a minimum taxable assessment increase of One Million (\$1,000,000.00) Dollars and which increases assessed value by a minimum of twenty-five percent (25%); an annual grant in the form of a rebate equal to one hundred percent (100%) of the general municipal tax portion of the municipal property tax increase associated with the Incremental Assessed Value of the property in the first year, decreasing by twenty-five percent (25%) annually for three (3) additional years. For clarity, the rebate amount for an eligible annual Business Retention and Expansion Grant is as follows:

Year	1	2	3	4	5
Grant Amount	100%	75%	50%	25%	0%

**4.2.** The following financial incentive is applicable to Multi-Unit Residential projects within the City through the DIG Program:

**4.2.1.** Municipal Fee Rebate:

- a.** A grant equal to the City imposed portions of all Inspection Services Permit Fees, Engineering Services Fees and Planning & Development Fees for any Multi-Unit Residential construction projects. In the case of Mixed-Use Apartment Buildings, residential uses must equal greater than 75% of the building's total square footage. In the case of a Multi-Unit



## **COUNCIL POLICY**

### **Development Incentives and Grants (DIG) Program**

Residential project resulting in the creation of one-hundred (100) or more new Dwelling Units, 50% of the Municipal Fee Rebate will be payable to the applicant upon a successful framing inspection of the project and the remaining 50% will be payable upon the issuance of a final occupancy certificate for the project, subject to all other requirements under the funding agreement, between the City and the applicant. Amounts remitted to other levels of government, charged as a result of a penalty or relating to construction not approved under this Policy remain the applicant's responsibility and will not be rebated; and

- b. Land Use Bylaw Amendment Fees as outlined in the **Fees, Rates and Charges Bylaw C-1395**, may be rebated one hundred percent (100%) for an approved application and fifty percent (50%) for applications not approved.
- c. Renovations or additions may qualify under this program where a minimum of one (1) new Dwelling Unit is added to the property.

#### **4.2.2. Large Multi-family Development Grant:**

- a. For a new Multi-Unit Residential project which results in the creation of one-hundred (100) or more new Dwelling Units, an applicant may be eligible to receive a temporary annual grant in the form of a prorated rebate, equal to one hundred percent (100%) of the general municipal tax portion of the municipal property tax increase associated with the Incremental Assessed Value of the property between the date on which the building permit for the project is issued and the earlier of:
  - i. the date on which the final occupancy certificate for the project is issued, AND
  - ii. the second anniversary of the of the date on which the building permit for the project was issued.

- 4.3. The following financial incentive is applicable to fibre optic alignments on City-owned land initiated between July 1, 2024, and December 31, 2025:

#### **4.3.1. Fibre Optics Infrastructure Fee Rebate:**

- a. An applicant may be eligible to receive a one-time grant in the form of a rebate in an amount of up to a 100% rebate on Development Services Fees for fibre alignment permit applications submitted between July 1, 2024 and December 31, 2025.

- 4.4. All applications must be submitted to the program coordinator and will be available on a first-come, first-served basis.
- 4.5. All funding under the DIG Project is subject to the execution of a written funding agreement between the City and the applicant, and the applicant's faithful satisfaction of the requirements therein.
- 4.6. All development must conform to the City's **Land Use Bylaw C-1260**.



## COUNCIL POLICY

### Development Incentives and Grants (DIG) Program

#### 5. Related Information

- 5.1. The intake for the DIG Program will close when either all allocated funds have been assigned or by December 31, 2025, whichever occurs first. The intake may also be closed at any time at the discretion of City Council.

#### 6. Responsibilities

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

#### 7. Legislative Authority & Other Reference

- 7.1. [Bylaw C-1260](#) Land Use Bylaw  
 7.2. [Bylaw C-1395](#) Fees, Rates and Charges Bylaw C-1395

#### 8. Version History

Action	Date	Description
New Policy	2021/06/14	
Revision	2024/06/17	Changing new residential to Multi-Unit Residential. Changes to Municipal Fee Rebate. Removal of Business Revitalization Grant and Residential Infill Grant. Change to section 5 from a repeal to an intake closing. Added definitions for Apartment Building, City, Dwelling Units, Mixed Use, Secondary suites, and Semi-Detached Dwellings. Removal of definitions not in use after updates.
Revision	2025/03/10	Adjustment to the definition for Engineering Services Fees. New "Fibre Optics Infrastructure Fee Rebate" definition. 4.1.1 New Business Development Grant changed from 25 million to 18 million. 4.5 added for the Fibre Optics Infrastructure Fee Rebate.
Revision		Added "Large Multi-family Development Grant", which required changes to 3.8 and 4.2.1, as well as the addition of 4.2.2. Added "Fibre Optics Infrastructure Fee Rebate" to 3.8. Updated 3.19. Added



**COUNCIL POLICY**

Development Incentives and Grants (DIG) Program

		"municipal property tax increase associated with the" to 4.1.1 and 4.1.2. Moved 4.5 on fibre optic alignments to 4.3 and updated 4.3.1.a. Added 4.5 on the funding agreement. Removed "Policy" from 5.1.
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## COUNCIL POLICY

### Development Incentives and Grants (DIG) Program

Policy Title	Development Incentive Grants (DIG) Program		
Policy Number	357	Approved Date	2021/06/14
Department	Economic Development	Last Amended	2025/03/10
Mayor Signature		Last Reviewed	2025/03/10
		Signature Date	

#### 1. Policy Statement

- 1.1. The City of Grande Prairie (City) is committed to supporting business development and investments that create jobs, stimulate the local economy and expand a diversified tax base.
- 1.2. The Development Incentives and Grants (DIG) Program provides financial assistance through grants designed to stimulate business development, building activity and continued local employment in the construction industry by encouraging reinvestment in buildings and property throughout the City and the construction of Multi-Unit Residential projects.

#### 2. Purpose

- 2.1. The purpose of this council policy (policy) is to encourage Industrial and Commercial investment attraction and to stimulate building activity through residential development.

#### 3. Definitions

In this policy:

- 3.1. **"Adaptive Reuse"** means the renovation and reuse of pre-existing structures for new purposes.
- 3.2. **"Apartment Building"** means a building comprising three (3) or more Dwelling Units having shared entrances, in which the Dwellings are arranged in any horizontal or vertical configuration, and which does not conform to the definition of any other residential use.
- 3.3. **"Business Retention and Expansion Grant"** means a grant to an existing business/property owner for construction enabling expanded business opportunity including new construction, infill or Adaptive Reuse of existing buildings.
- 3.4. **"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.





## COUNCIL POLICY

### Development Incentives and Grants (DIG) Program

- 3.5. **"Commercial"** means a building or property used or intended to be used, in whole or in part, for Commercial Purposes.
- 3.6. **"Commercial Purposes"** means those permitted uses or discretionary uses approved through a City development permit within Commercial land use districts as defined by the Land Use Bylaw C-1260, excluding permanent living accommodation, government-owned businesses/properties and facilities intended for religious assembly or the not for profit delivery of community, educational, health, and/or recreation services.
- 3.7. **"Demolition"** means the removal or partial removal of a building structure, requiring a Demolition permit. This must conform to the City's Inspection Services' Demolition permit requirements.
- 3.8. **"Development Incentives and Grants (DIG) Program" or "DIG Program"** means the: ~~financial support available under the DIG Program that includes~~
- a. New Business Development Grant;
  - b. Business Retention and Expansion Grant; ~~and~~
  - c. ~~Municipal Fee Rebate;~~
  - d. ~~Large Multi-family Development Grant; and~~
  - e. ~~Fibre Optics Infrastructure Fee Rebate.~~
- 3.9. **"Duplex"** means a development consisting of a building containing only two (2) Dwellings, with one (1) Dwelling placed over the other in whole or in part, or with back-to-back orientation. Each Dwelling has an individual and separate access.
- 3.10. **"Dwelling Unit" or "Dwelling"** means a complete building or self-contained portion of a building used by a household, containing sleeping, cooking and sanitary facilities intended as a permanent residence and having an independent entrance either directly from the outside of the building or through a common area inside the building.
- 3.11. **"Engineering Services Fees"** means all fees relating to eligible developments for engineering permits, lot grading permits or alignment fees as outlined in the Fees, Rates and Charges Bylaw C-1395, excluding any fees collected as deposits and development levies.
- 3.12. **"Fibre Optics Infrastructure Fee Rebate"** means a grant to provide a fee rebate for the alignment fees as outlined in the Fees, Rates and Charges Bylaw C-1395, for fibre alignment projects initiated between July 1, 2024, and December 31, 2025.
- 3.13. **"Incremental Assessed Value"** means the increase in the assessed value of property subsequent to improvements. For example, if preconstruction taxable assessment was One Million (\$1,000,000.00) Dollars and post-construction taxable assessment was Five Million (\$5,000,000.00) Dollars the Incremental Assessed Value would be Four Million (\$4,000,000.00) Dollars.
- 3.14. **"Industrial"** means a building or property used or intended to be used, in whole or in part, for those permitted uses or discretionary uses approved through a City development permit, within the business industrial, general industrial, heavy industrial or rural industrial land use districts as defined by the Land Use Bylaw C-1260.





## COUNCIL POLICY

### Development Incentives and Grants (DIG) Program

- 3.15. "Inspection Services Permit Fees"** means all fees relating to eligible developments for building, electrical, plumbing, or gas permits, occupancy certificate, or any miscellaneous permit fees as outlined in the [Fees, Rates and Charges Bylaw C-1395](#).
- 3.16. "Mixed-Use Apartment Building"** means a vertical apartment-style building including commercial, retail, or institutional use(s) and three (3) or more Dwelling Units (or "Dwelling Unit, supported" if listed in the applicable district), and having:
- a. The same land use district for all uses within the building;
  - b. Only residential uses located above the second floor;
  - c. Commercial, retail, or institutional uses located with street-side frontage (facing and visible from the street); and
  - d. Dwelling units and commercial, retail, and institutional uses which may have shared building entrance or access and facilities (e.g. service entrances, parking areas, ground floor hallways, elevators, stairwells, shared main building entry). However, Dwelling Units entry or access shall not be through a commercial, retail, or institutional development.
  - e. For the purpose of this Policy, Mixed-Use Apartment Buildings must have greater than 75% of the building square footage dedicated to residential uses.
- 3.17. "Multi-Attached Dwelling"** means a residential building containing three (3) or more Dwelling Units separated by common walls and located either on a single site or each unit on a separate individual lot, each Dwelling Unit having at least one (1) separate entrance. This definition applies to forms of housing that include, but are not limited to, townhouses, street-oriented townhouses, row houses, triplexes and fourplexes.
- 3.18. "Multi-Unit Residential"** means for the purpose of this grant, a residential building containing two (2) or more Dwelling Units, including a Duplex, Secondary Suite, Semi-Detached Dwelling, Multi-Attached Dwelling, Apartment Building or Mixed-Use Apartment Building as defined in the City's [Land Use Bylaw C-1260](#).
- 3.19. "Municipal Fee Rebate"** means a grant to a residential builder to offset ~~fees paid to the City~~ Engineering [Services Fees](#), Inspection [Permit Services Fees](#), and [Planning & Development Fees](#) ~~Planning departments in respect of an eligible project.~~
- 3.20. "New Business Development Grant"** means a grant to a property owner for a large scale Commercial or Industrial development.
- 3.21. "Planning & Development Fees"** means all fees relating to eligible development permits, compliance/zoning certificates, land use bylaw amendments, planning applications and miscellaneous fees as outlined in the Fees, Rates and Charges Bylaw C-1395.
- 3.22. "Single Detached Dwelling"** means a building containing one (1) Dwelling Unit but does not include a manufactured home.
- 3.23. "Secondary Suite"** means a Dwelling Unit located within, and accessory to, a Single Detached Dwelling or Semi-Detached Dwelling.
- 3.24. "Semi-Detached Dwelling"** means two (2) Dwelling Units joined side by side with a common wall and each Dwelling Unit has one (1) or more separate entrances.



## COUNCIL POLICY

### Development Incentives and Grants (DIG) Program

#### 4. General Principles

4.1. The following financial incentives are applicable to Industrial and Commercial properties within the City through the DIG Program:

##### 4.1.1. New Business Development Grant:

- a. For new large-scale Commercial or Industrial developments with a taxable assessment increase of over Eighteen Million (\$18,000,000.00) Dollars, an annual grant in the form of a rebate, equal to one hundred percent (100%) of the general municipal tax portion of the **municipal property tax increase associated with the** Incremental Assessed Value of the property in the first year, decreasing by ten percent (10%) annually for nine (9) additional years. For clarity, the rebate amount for an eligible annual New Business Development Grant is calculated as follows:

Year	1	2	3	4	5	6	7	8	9	10	11
Grant Amount	100%	90%	80%	70%	60%	50%	40%	30%	20%	10%	0%

##### 4.1.2. Business Retention and Expansion Grant:

- a. For the expansion of existing Commercial or Industrial businesses through addition or renovation with a minimum taxable assessment increase of One Million (\$1,000,000.00) Dollars and which increases assessed value by a minimum of twenty-five percent (25%); or for Commercial or Industrial Demolition, infill, rehabilitation or Adaptive Reuse of vacant or under-utilized land/buildings with a minimum taxable assessment increase of One Million (\$1,000,000.00) Dollars and which increases assessed value by a minimum of twenty-five percent (25%); an annual grant in the form of a rebate equal to one hundred percent (100%) of the general municipal tax portion of the **municipal property tax increase associated with the** Incremental Assessed Value of the property in the first year, decreasing by twenty-five percent (25%) annually for three (3) additional years. For clarity, the rebate amount for an eligible annual Business Retention and Expansion Grant is as follows:

Year	1	2	3	4	5
Grant Amount	100%	75%	50%	25%	0%

4.2. The following financial incentive is applicable to Multi-Unit Residential projects within the City through the DIG Program:

##### 4.2.1. Municipal Fee Rebate:

- a. A grant equal to the City imposed portions of all Inspection Services Permit Fees, Engineering Services Fees and Planning & Development Fees for any Multi-Unit Residential construction projects. In the case of Mixed-Use Apartment Buildings, residential uses must equal greater than 75% of the building's total square footage. **In the case of a Multi-Unit**



## COUNCIL POLICY

### Development Incentives and Grants (DIG) Program

- Residential project resulting in the creation of one-hundred (100) or more new Dwelling Units, 50% of the Municipal Fee Rebate will be payable to the applicant upon a successful framing inspection of the project and the remaining 50% will be payable upon the issuance of a final occupancy certificate for the project, subject to all other requirements under the funding agreement, between the City and the applicant. Amounts remitted to other levels of government, charged as a result of a penalty or relating to construction not approved under this Policy remain the applicant's responsibility and will not be rebatedpayable; and
- b. Land Use Bylaw Amendment Fees as outlined in the **Fees, Rates and Charges Bylaw C-1395**, may be rebated one hundred percent (100%) for an approved application and fifty percent (50%) for applications not approved.
  - c. Renovations or additions may qualify under this program where a minimum of one (1) new Dwelling Unit is added to the property.

#### **4.2.2. Large Multi-family Development Grant:**

- a. For a new Multi-Unit Residential project which results in the creation of one-hundred (100) or more new Dwelling Units, an applicant may be eligible to receive a temporary annual grant in the form of a prorated rebate, equal to one hundred percent (100%) of the general municipal tax portion of the municipal property tax increase associated with the Incremental Assessed Value of the property between the date on which the building permit for the project is issued and the earlier of:
  - i. the date on which the final occupancy certificate for the project is issued, AND
  - ii. the second anniversary of the date on which the building permit for the project was issued.

#### **4.3. The following financial incentive is applicable to fibre optic alignments on City-owned land initiated between July 1, 2024, and December 31, 2025:**

##### **4.3.1. Fibre Optics Infrastructure Fee Rebate:**

- a. An applicant may be eligible to receive a one-time grant in the form of a rebate in an amount of up to a 100% rebate on Development Services Fees for fibre alignment permit applications submitted between July 1, 2024 and December 31, 2025.

#### **4.4. All applications must be submitted to the program coordinator and will be available on a first-come, first-served basis.**

#### **4.3.4.5. All funding under the DIG Project is subject to the execution of a written funding agreement between the City and the applicant, and the applicant's faithful satisfaction of the requirements therein.**

#### **4.4.4.6. All development must conform to the City's **Land Use Bylaw C-1260**.**

#### **4.5.1.1. The following financial incentive is applicable to fibre optic alignments on City-owned land initiated between July 1, 2024, and December 31, 2025:**

##### **4.5.1.1.1. Fibre Optics Infrastructure Fee Rebate:**



## COUNCIL POLICY

### Development Incentives and Grants (DIG) Program

~~a. allowing for up to a 100% rebate on municipal fees for fibre alignment permit applications submitted between July 1, 2024, and December 31, 2025. A grant equal to the City imposed portions of all Inspection Services Permit Fees, Engineering Services Fees and Planning & Development Fees for any new fibre-optics projects.~~

#### 5. Related Information

- 5.1. The intake for the DIG Program ~~Policy~~ will close when either all allocated funds have been assigned or by December 31, 2025, whichever occurs first. The intake may also be closed at any time at the discretion of City Council.

#### 6. Responsibilities

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

#### 7. Legislative Authority & Other Reference

- 7.1. Bylaw C-1260 Land Use Bylaw  
 7.2. Bylaw C-1395 Fees, Rates and Charges Bylaw C-1395

#### 8. Version History

Action	Date	Description
New Policy	2021/06/14	
Revision	2024/06/17	Changing new residential to Multi-Unit Residential. Changes to Municipal Fee Rebate. Removal of Business Revitalization Grant and Residential Infill Grant. Change to section 5 from a repeal to an intake closing. Added definitions for Apartment Building, City, Dwelling Units, Mixed Use, Secondary suites, and Semi-Detached Dwellings. Removal of definitions not in use after updates.
Revision	2025/03/10	Adjustment to the definition for Engineering Services Fees. New "Fibre Optics Infrastructure Fee Rebate" definition. 4.1.1 New Business



## COUNCIL POLICY

### Development Incentives and Grants (DIG) Program

		Development Grant changed from 25 million to 18 million. 4.5 added for the Fibre Optics Infrastructure Fee Rebate.
<u>Revision</u>		<u>Added "Large Multi-family Development Grant", which required changes to 3.8 and 4.2.1, as well as the addition of 4.2.2. Added "Fibre Optics Infrastructure Fee Rebate" to 3.8. Updated 3.19. Added "municipal property tax increase associated with the" to 4.1.1 and 4.1.2. Moved 4.5 on fibre optic alignments to 4.3 and updated 4.3.1.a. Added 4.5 on the funding agreement. Removed "Policy" from 5.1.</u>

DRAFT



# CITY PROCEDURE

## Development Incentives and Grants Program

Procedure Title	Development Incentives and Grants Program		
Procedure Number	357-2	Approved Date	2024-10-03
Department	Economic Development	Last Amended	
City Manager Signature		Last Reviewed	
		Signature Date	

### 1. Definitions

The definitions in the [Development Incentive Grants \(DIG\) Program Policy 357](#) apply to this Procedure. In addition, in this Procedure,

- 1.1. **"Applicant"** means the owner of the Property or the owner's authorized representative.
- 1.2. **"Application"** means application to participate in one of the Development Incentive Grants (DIG) Program streams indicated in this Procedure, submitted in the form prescribed by the Grant Coordinator.
- 1.3. **"Committee"** means the DIG Program Review Committee.
- 1.4. **"Development"** has the same meaning as it does in the City's [Land Use Bylaw C-1260](#).
- 1.5. **"Fibre Optic Alignment Project"** means a fiber optic project with the City of Grande Prairie to install fiber optic cables to improve communication and internet services.
- 1.6. **"Funding Agreement"** means a written agreement with the City containing terms and conditions satisfactory to the City in respect of the Project, [Policy 357](#) and this Procedure.
- 1.7. **"Grant Coordinator"** means DIG Program Grant Coordinator.
- 1.8. **"Notice of Conditional Approval"** means a written notice provided to the Applicant by the Grant Coordinator in respect of the Applicant's Application and confirming that the Application is conditionally approved, subject to the terms and conditions in such notice and subject to the execution of a written Funding Agreement in respect of the Application.
- 1.9. **"Project"** means the project or work described in an Application in respect of a Property.
- 1.10. **"Property"** means the property within the City that is the subject of the Application.



# **CITY PROCEDURE**

## **Development Incentives and Grants Program**

### **2. DIG Program – Maximum Total Amounts**

2.1. Unless otherwise approved by Council:

- 2.1.1. The maximum total amount awarded to all eligible and approved Applicants under the New Business Development Grant and Business Retention and Expansion Grant will not exceed \$9,200,000.00.
- 2.1.2. The maximum total amount awarded to all eligible and approved Applicants under the Municipal Fee Rebate will not exceed \$1,000,000.00.
- 2.1.3. The maximum total amount awarded to all eligible and approved Applicants under the Large Multi-family Development Grant will not exceed \$1,000,000.00.

### **3. DIG Program – Grant and Rebate Streams**

3.1. The DIG Program is made up of the following five independent grant and rebate streams, each of which must be separately applied for (each an Application):

#### **3.1.1. New Business Development Grant**

- a. Funding provided under this stream is limited to only the municipal portion of the tax increase associated with the Incremental Assessed Value of the Property as a result of the Project. Education property taxes, Grande Spirit Foundation levy and taxes on the original assessed value will not be rebated to the Applicant. The Incremental Assessed Value will be calculated on the basis of the assessed value of the Property as of December 31st of the year during which the calculation is performed.

#### **3.1.2. Business Retention and Expansion Grant**

- a. Funding provided under this stream is limited to only the municipal portion of the tax increase associated with the Incremental Assessed Value of the Property as a result of the Project. Education property taxes, Grande Spirit Foundation levy and taxes on the original assessed value will not be rebated to the Applicant. The Incremental Assessed Value will be calculated on the basis of the assessed value of the Property as of December 31st of the year during which the calculation is performed.

#### **3.1.3. Municipal Fee Rebate**

- a. Funding provided under this stream is limited to the City-imposed portions of all Inspection Services Permit Fees, Engineering Services Fees, and Planning & Development Fees for eligible Multi-Unit Residential construction projects. Any fees or other amounts incurred prior to June 17, 2024 are not eligible to be reimbursed under the Municipal Fee Rebate. Any fees or other amounts remitted to other levels of government, charged as a result of a penalty or relating to construction not approved





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under [Policy 357](#) and this Procedure are not eligible to be reimbursed under the Municipal Fee Rebate.

#### 3.1.4. Large Multi-Family Development Grant

- a. Funding provided under this stream is limited to a temporary annual grant in the form of a prorated rebate, equal to one hundred percent (100%) of the general municipal tax portion of the municipal property tax increase associated with the Incremental Assessed Value of the property between the date on which the building permit for the Project is issued and the earlier of:
  - i. the date on which the final occupancy certificate for the Project is issued, AND
  - ii. the second anniversary of the date on which the building permit for the Project was issued.
- b. Education property taxes, Grande Spirit Foundation levy and taxes on the original assessed value will not be rebated to the Applicant.
- c. The Incremental Assessed Value will be calculated on the basis of the assessed value of the Property as of December 31st of the year during which the calculation is performed.

#### 3.1.5. Fibre Optics Infrastructure Fee Rebate

- a. Funding provided under this stream is limited to Planning & Development Fees for eligible Fibre Optic Alignment Projects. Any Planning & Development Fees incurred prior to July 1, 2024, are not eligible to be reimbursed under the Fibre Optic Infrastructure Fee Rebate. Any fees or other amounts remitted to other levels of government, charged as a result of a penalty or relating to construction not approved under [Policy 357](#) and this Procedure are not eligible to be reimbursed under the Fibre Optic Infrastructure Fee Rebate.

- 3.2. Council or the Committee may close the DIG Program, or any of its constituent grants or rebates, to new applications at any time without notice, for any or no reason.
- 3.3. The submission or conditional acceptance of an Application does not constitute an agreement with the City and does not require the City to enter into any Funding Agreement with any Applicant.
- 3.4. No more than one (1) grant or rebate within the DIG Program shall be provided in respect of any one (1) Project, except that:
  - 3.4.1. A Project which has already been provided with a Municipal Fee Rebate for a Land Use Bylaw amendment fee may subsequently be provided with a Municipal Fee Rebate in respect of the Inspection Services Permit Fees, Engineering Services Fees and other Planning & Development Fees for that Project, subject to all required Funding Agreements; and





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- 3.4.2.** A Project which has already been provided with a Municipal Fee Rebate in respect of the Inspection Services Permit Fees, Engineering Services Fees and other Planning & Development Fees for that Project, may also be provided with a Large Multi-Family Development Grant, subject to all required Funding Agreements.
- 3.5.** Applications for a grant or rebate within the DIG Program will be reviewed by the Committee based on the order in which they are received by the Grant Coordinator
- 3.6.** Conditional funding allocations may be made based on the order in which Funding Agreements are executed, as well as the value of each such Funding Agreement.
- 3.7.** Any Application which, in the opinion of the Committee, is incomplete or not signed will not be considered for DIG Program funding.
- 3.8.** If the Committee determines that an Application contains incomplete or inaccurate information, the Committee may at any time refuse the Application, revoke any conditional approval of the Application, terminate any Funding Agreement associated with the Application, or require the repayment of any DIG Program funding provided.
  - 3.8.1.** The Committee may refuse any Application where the Committee determines the Application outlines a Project which is ineligible, the funding stream applied for no longer contains the requested funds, or any requirement herein has not been satisfied by the Applicant.
  - 3.8.2.** The Committee may conditionally approve any eligible Application which satisfies the requirements herein, which conditional approval shall be conditional on the Applicant entering into a Funding Agreement with the City, and such other conditions as the Committee may specify in writing.

## **4. Eligibility Criteria**

### **4.1. New Business Development Grant**

- 4.1.1.** A person is ineligible to receive funding under the New Business Development Grant unless all the following requirements have been met to the satisfaction of the Committee:
  - a.** The person has submitted a New Business Development Grant Application and such Application is received by the Grant Coordinator by not later than December 31, 2025;
  - b.** The New Business Development Grant has not been fully subscribed at the time of the Application;
  - c.** The Applicant is the owner of the Property which is the subject of the Application, or the owner's authorized representative;
  - d.** The Application:
    - i.** Is completed and signed by the Applicant;



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- ii. Outlines a Project in respect of a Property within the City, which Project is a new large-scale Commercial or Industrial Development that, in opinion of the Committee, is likely to result in an increase in the Incremental Assessed Value of the Property by not less than Twenty-Five Million (\$25,000,000) Dollars;
- iii. Includes a site plan for the Project that indicates the location of all existing and proposed structures and their context;
- iv. Includes drawings that show the proposed design and basic elevations of the Project; and
- v. Includes a complete description of the Project including the proposed uses, employment created, and benefits to the City and economy;
- e. The Property has not received any City-provided financial or gift-in-kind support for any reason within the five (5) years preceding the submission date of the Application;
- f. The Applicant has provided responses satisfactory to the Committee in respect of all requests by the Committee for any additional information with respect to the Application, Project or Property;
- g. The Application has been conditionally approved by the Committee as set out in a Notice of Conditional Approval, which conditional approval is conditional on the Applicant entering into a Funding Agreement with the City in respect of the Project and the New Business Development Grant funding;
- h. The Applicant has entered into the Funding Agreement by not later than the deadline set out in the Notice of Conditional Approval;
- i. The Development of the Project has not commenced prior to the effective date of the Funding Agreement;
- j. The Development of the Project is completed by not later than the deadline set out in the Funding Agreement;
- k. The Applicant has complied with the requirements of the Funding Agreement, and all other requirements, including such requirements as may be specified in writing from time to time by the Committee;
- l. The Project, upon completion, results in a minimum Twenty-Five Million (\$25,000,000) Dollars increase in the Incremental Assessed Value of the Property;
- m. The Applicant has paid in full all taxes levied and all amounts owing to the City in respect of the Property for the then current year, and has submitted a request in writing to the City for the payment of the amounts payable to the Applicant under the Funding Agreement for the then current year; and



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### **Development Incentives and Grants Program**

- n. The Applicant is not in default of any taxes, fees, charges, fines, or other amounts owing to the City and is not engaged in civil litigation or commercial arbitration with the City.

#### **4.2. Business Retention and Expansion Grant**

**4.2.1.** A person is ineligible to receive funding under the Business Retention and Expansion Grant unless all the following requirements have been met to the satisfaction of the Committee:

- a. The person has submitted a Business Retention and Expansion Grant Application and such Application is received by the Grant Coordinator by not later than December 31, 2025;
- b. The Business Retention and Expansion Grant has not been fully subscribed at the time of the Application;
- c. The Applicant is the owner of the Property which is the subject of the Application, or the owner's authorized representative;
- d. The Application:
  - i. Is completed and signed by the Applicant;
  - ii. Outlines a Project in respect of a Property within the City, which Property is, in the opinion of the Committee, a vacant or under-utilized Commercial or Industrial parcel which was developed at least twenty (20) years prior to the date on which the Application was submitted to the City;
  - iii. Includes a site plan for the Project that indicates the location of all existing and proposed structures and their context;
  - iv. Includes drawings that show the proposed design and basic elevations of the Project; and
  - v. Includes a complete description of the Project including the proposed uses, employment created, and benefits to the City and economy;
- e. The Property has not received any City-provided financial or gift-in-kind support for any reason within the five (5) years preceding the submission date of the Application;
- f. The Project does not require further extension of infrastructure to the Property, as determined by the Committee;
- g. The Project is a Commercial or Industrial Development which, in the opinion of the Committee, is likely to result in an increase in:



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- i. A minimum One Million (\$1,000,000) Dollars increase in the Incremental Assessed Value of the Property; and
  - ii. A minimum twenty-five percent (25%) increase in the taxable assessed value of Property;
- h. The Applicant has provided responses satisfactory to the Committee in respect of all requests by the Committee for any additional information with respect to the Application, Project, or Property;
- i. The Application has been conditionally approved by the Committee as set out in a Notice of Conditional Approval, which conditional approval is conditional on the Applicant entering into a Funding Agreement with the City in respect of the Project and the Business Retention and Expansion Grant funding;
- j. The Applicant has entered into the Funding Agreement by not later than the deadline set out in the Notice of Conditional Approval;
- k. The Development of the Project has not commenced prior to the effective date of the Funding Agreement;
- l. The Development of the Project is completed by not later than the deadline set out in the Funding Agreement;
- m. The Applicant has complied with the requirements of the Funding Agreement, and all other requirements, including such requirements as may be specified in writing from time to time by the Committee;
- n. The Project, upon completion, results in an increase in:
  - i. A minimum One Million (\$1,000,000) Dollars increase in the Incremental Assessed Value of the Property; and
  - ii. A minimum twenty-five percent (25%) increase in the taxable assessed value of Property;
- o. The Applicant has paid in full all taxes levied and all amounts owing to the City in respect of the Property for the then current year, and has submitted a request in writing to the City for the payment of the amounts payable to the Applicant under the Funding Agreement for the then current year; and
- p. The Applicant is not in default of any taxes, fees, charges, fines, or other amounts owing to the City and is not engaged in civil litigation or commercial arbitration with the City.



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#### **4.3. Municipal Fee Rebate**

- 4.3.1.** A person is ineligible to receive funding under the Municipal Fee Rebate unless all the following requirements have been met to the satisfaction of the Committee:
- a.** The person has submitted a Municipal Fee Rebate Application and such Application is received by the Grant Coordinator by not later than December 31, 2025;
  - b.** The Municipal Fee Rebate has not been fully subscribed at the time of the Application;
  - c.** The Applicant is the owner of the Property which is the subject of the Application, or the owner's authorized representative;
  - d.** The Application:
    - i.** Is completed and signed by the Applicant;
    - ii.** Outlines a Project in respect of a Property for a Multi-Unit Residential Development which will result in an increase of a minimum of one (1) new Dwelling Unit on the Property, such that the Property will contain not less than two (2) Dwelling Units in total;
    - iii.** Is submitted together with development permit application, building permit application, and lot grading permit application for the Project, except if:
      - 1.** the Project is to create a Secondary Suite, in which case the Application must be submitted together with a development permit application for the Project, or
      - 2.** the Property requires a Land Use Bylaw amendment in order to allow for the Project's Multi-Unit Residential Development, in which case the Application must be submitted together with a Land Use Bylaw amendment package for the Project;
  - e.** The Property has not received any City-provided financial or gift-in-kind support for any reason within the five (5) years preceding the submission date of the Application, except that:
    - i.** A Property which has already been provided with a Municipal Fee Rebate for a Land Use Bylaw amendment fee which was required for the Project may subsequently be provided with a Municipal Fee Rebate in respect of the Inspection Services Permit Fees, Engineering Services Fees, and other Planning & Development Fees for that Project, subject to all required Funding Agreements; and
    - ii.** A Project which has already been provided with a Municipal Fee Rebate in respect of the Inspection Services Permit Fees, Engineering Services Fees, and



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other Planning & Development Fees for that Project, may also be provided with a Large Multi-Family Development Grant, subject to all required Funding Agreements;

- f. The Applicant has provided responses satisfactory to the Committee in respect of all requests by the Committee for any additional information with respect to the Application, Project, or Property;
- g. The Application has been conditionally approved by the Committee as set out in a Notice of Conditional Approval, which conditional approval is conditional on the Applicant entering into a Funding Agreement with the City in respect of the Project and the Municipal Fee Rebate funding;
- h. The Applicant has entered into the Funding Agreement by not later than the deadline set out in the Notice of Conditional Approval;
- i. The Development of the Project has not commenced prior to the effective date of the Funding Agreement, except as otherwise authorized by the Grant Coordinator in writing;
- j. The Applicant and the owner of the Property (i.e., if the Applicant is not the owner) are not in default of any taxes, fees, charges, fines, or other amounts owing to the City and are not engaged in civil litigation or commercial arbitration with the City; and
- k. The following additional requirements are also met, except where the Funding Agreement is solely for a Municipal Fee Rebate for a Land Use Bylaw amendment fee:
  - i. The Development of the Project is completed by not later than the deadline set out in the Funding Agreement;
  - ii. The Applicant has complied with the requirements of the Funding Agreement, and all other requirements, including such requirements as may be specified in writing from time to time by the Committee;
  - iii. The Project results in an increase of a minimum of one (1) new Dwelling Unit on the Property, and, following completion, the Property contains not less than two (2) Dwelling Units in total; and
  - iv. The Applicant has paid in full all Inspection Services Permit Fees, Engineering Services Fees and Planning & Development Fees owing to the City in respect of the Project and the Applicant has submitted a request in writing to the City for the Municipal Fee Rebate in accordance with the Funding Agreement.



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#### **4.4. Large Multi-Family Development Grant**

- 4.4.1.** A person is ineligible to receive funding under the Large Multi-Family Development Grant unless all the following requirements have been met to the satisfaction of the Committee:
- a.** The person has submitted a Large Multi-Family Development Grant Application and such Application is received by the Grant Coordinator by not later than December 31, 2025;
  - b.** The Large Multi-Family Development Grant has not been fully subscribed at the time of the Application;
  - c.** The Applicant is the owner of the Property which is the subject of the Application, or the owner's authorized representative;
  - d.** The Application:
    - i.** Is completed and signed by the Applicant;
    - ii.** Outlines a Project in respect of a Property for a Multi-Unit Residential Development which will result in a minimum of one-hundred (100) new Dwelling Units on the Property, such that the Property will contain not less than one-hundred (100) new Dwelling Units in total;
    - iii.** Is submitted together with development permit application, building permit application, and lot grading permit application for the Project.
  - e.** The Property has not received any City-provided financial or gift-in-kind support for any reason within the five (5) years preceding the submission date of the Application, with the exception of the Municipal Fee Rebate.
  - f.** The Applicant has provided responses satisfactory to the Committee in respect of all requests by the Committee for any additional information with respect to the Application, Project, or Property;
  - g.** The Application has been conditionally approved by the Committee as set out in a Notice of Conditional Approval, which conditional approval is conditional on the Applicant entering into a Funding Agreement with the City in respect of the Project and the Large Multi-Family Development Grant;
  - h.** The Applicant has entered into the Funding Agreement by not later than the deadline set out in the Notice of Conditional Approval;
  - i.** The Development of the Project has not commenced prior to the effective date of the Funding Agreement, except as otherwise authorized by the Grant Coordinator in writing;
  - j.** The Development of the Project is completed by not later than the deadline set out in the Funding Agreement;





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- k. The Applicant has complied with the requirements of the Funding Agreement, and all other requirements, including such requirements as may be specified in writing from time to time by the Committee;
- l. The Project results in an increase of a minimum of one hundred (100) new Dwelling Units on the Property, and, following completion, the Property contains not less than one hundred (100) new Dwelling Units in total;
- m. The Applicant has paid in full all Inspection Services Permit Fees, Engineering Services Fees and Planning & Development Fees owing to the City in respect of the Project and the Applicant has submitted a request in writing to the City for the Multi-Family Development Grant in accordance with the Funding Agreement; and
- n. The Applicant is not in default of any taxes, fees, charges, fines, or other amounts owing to the City and is not engaged in civil litigation or commercial arbitration with the City.

#### **4.5. Fibre Optics Infrastructure Fee Rebate**

- 4.5.1.** A company is ineligible to receive funding under the Fibre Optics Infrastructure Fee Rebate unless all the following requirements have been met to the satisfaction of the Committee:
- a. The person has submitted a Fibre Optics Infrastructure Fee Rebate Application and such Application is received by the Grant Coordinator by not later than December 31, 2025;
  - b. The Applicant is the authorized representative of the fibre optics company
  - c. The Application:
    - i. Is completed and signed by the Applicant;
    - ii. Includes written confirmation from the Engineering Services Inspector that the new fiber optic installation has been completed in accordance with the Alignment and Engineering permit requirements and construction standards.
  - d. The Fibre Optic Alignment Project has not received any City-provided financial or gift-in-kind support for any reason within the five (5) years preceding the submission date of the Application;
  - e. The Applicant has provided responses satisfactory to the Committee in respect of all requests by the Committee for any additional information with respect to the Application or Fibre Optic Infrastructure Project;
  - f. The Application has been conditionally approved by the Committee as set out in a Notice of Conditional Approval, which conditional approval is conditional on the





## **CITY PROCEDURE**

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Applicant entering into a Funding Agreement with the City in respect of the Fibre Optic Infrastructure Project and the Fibre Optics Infrastructure Fee Rebate funding;

- g. The Applicant has entered into the Funding Agreement by not later than the deadline set out in the Notice of Conditional Approval;
- h. The Development of the Project is completed by not later than the deadline set out in the Funding Agreement;
- i. The Applicant has complied with the requirements of the Funding Agreement, and all other requirements, including such requirements as may be specified in writing from time to time by the Committee;
- j. The Applicant has paid in full all Inspection Services Permit Fees, Engineering Services Fees and Planning & Development Fees owing to the City in respect of the Fibre Optic Infrastructure Project and the Applicant has submitted a request in writing to the City for the Fibre Optics Infrastructure Fee Rebate in accordance with the Funding Agreement; and
- k. The Applicant is not in default of any taxes, fees, charges, fines, or other amounts owing to the City and is not engaged in civil litigation or commercial arbitration with the City.

#### **5. Request for Exemption**

- 5.1. The owner of a Project, or their authorized representative, may request an exemption from any of the eligibility criteria in this Procedure. To do so, they must submit a written request to the City Manager of Grande Prairie, along with all relevant supporting information. The City Manager may ask for additional information regarding the request. The deadline for submitting an exemption request is November 29, 2025.
- 5.2. After reviewing the request and supporting information, the City Manager may, at their sole discretion, refuse or conditionally grant the request. The City Manager's decision is final.
- 5.3. If the request is conditionally granted, the company representative must submit an Application, receive a Notice of Conditional Approval, and enter into a Funding Agreement with the City regarding an eligible Project in respect of their Property. They must also fulfill any other requirements specified in writing by the City Manager.

#### **6. Administrative Review Process**

- 6.1. Applicants may request to the review of a decision made by the Committee or Grant Coordinator by submitting, in writing, a request for such review within fourteen (14) calendar days of the date that the applicable decision was issued.



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- 6.2. The Committee or Grant Coordinator, as applicable, will review the request and prepare a written response.
- 6.3. The City Manager will review the request and the response and, at their discretion, request additional information from the Applicant, Committee or Grant Coordinator.
- 6.4. The City Manager will issue a decision in writing which will uphold, uphold with conditions, overturn, or overturn with conditions, the decision of the Committee or Grant Coordinator.
- 6.5. The decision of the City Manager is final and binding.

## 7. References and Related Documents:

- 7.1. [Bylaw C-1260](#) Land Use
- 7.2. [Council Policy 357](#) Development Incentive Grants (DIG) Program
- 7.3. [Business Retention and Expansion Grant Application Form](#)
- 7.4. [Major Development Application Package](#)
- 7.5. [Municipal Fee Rebate Application Form](#)
- 7.6. [New Business Development Application Form](#)
- 7.7. [Residential Development Application Package](#)

## 8. Version History

Action	Date	Description
New Procedure	2024-10-03	Replaces 357-1 Development Incentives and Grants Program Procedure
Revision		Added a definition for Fibre Optic Alignment Project. Changed the amount in 2.1.2 and added 2.1.3. Added sections 3.1.4. Edited 3.4 and added 3.4.1 and 3.4.2. Added 4.3.1.i and ii. Added 4.3.1.j and k and moved the remaining 4 points under k. Added 4.4 and 4.5. In 5.1 changed "Property" to "Project". In 5.1 and 5.3 changed property owner to "Applicant". Added owner of the Property to 6.3.



# CITY PROCEDURE

## Development Incentives and Grants Program

Procedure Title	Development Incentives and Grants Program		
Procedure Number	357-2	Approved Date	2024-10-03
Department	Economic Development	Last Amended	
City Manager Signature		Last Reviewed	
		Signature Date	

### 1. Definitions

The definitions in the [Development Incentive Grants \(DIG\) Program Policy 357](#) apply to this Procedure. In addition, in this Procedure,

- 1.1. **"Applicant"** means the owner of the Property or the owner's authorized representative.
- 1.2. **"Application"** means application to participate in one of the Development Incentive Grants (DIG) Program streams indicated in this Procedure, submitted in the form prescribed by the Grant Coordinator.
- 1.3. **"Committee"** means the DIG Program Review Committee.
- 1.4. **"Development"** has the same meaning as it does in the City's [Land Use Bylaw C-1260](#).
- 1.5. **"Fibre Optic Alignment Project"** means a fiber optic project with the City of Grande Prairie to install fiber optic cables to improve communication and internet services.
- 1.6. **"Funding Agreement"** means a written agreement with the City containing terms and conditions satisfactory to the City in respect of the Project, [Policy 357](#) and this Procedure.
- 1.7. **"Grant Coordinator"** means DIG Program Grant Coordinator.
- 1.8. **"Notice of Conditional Approval"** means a written notice provided to the Applicant by the Grant Coordinator in respect of the Applicant's Application and confirming that the Application is conditionally approved, subject to the terms and conditions in such notice and subject to the execution of a written Funding Agreement in respect of the Application.
- 1.9. **"Project"** means the project or work described in an Application in respect of a Property.
- 1.10. **"Property"** means the property within the City that is the subject of the Application.



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## Development Incentives and Grants Program

### 2. DIG Program – Maximum Total Amounts

2.1. Unless otherwise approved by Council:

2.1.1. The maximum total amount awarded to all eligible and approved Applicants under the New Business Development Grant and Business Retention and Expansion Grant will not exceed \$9,200,000.00.

2.1.2. The maximum total amount awarded to all eligible and approved Applicants under the Municipal Fee Rebate will not exceed ~~\$700,000.00~~ \$1,000,000.00

2.1.2-2.1.3. The maximum total amount awarded to all eligible and approved Applicants under the Large Multi-family Development Grant will not exceed \$1,000,000.00.

### 3. DIG Program – Grant and Rebate Streams

3.1. The DIG Program is made up of the following ~~three~~ five independent grant and rebate streams, each of which must be separately applied for (each an Application):

#### 3.1.1. New Business Development Grant

- a. Funding provided under this stream is limited to only the municipal portion of the tax increase associated with the Incremental Assessed Value of the Property as a result of the Project. Education property taxes, Grande Spirit Foundation levy and taxes on the original assessed value will not be rebated to the Applicant. The Incremental Assessed Value will be calculated on the basis of the assessed value of the Property as of December 31st of the year during which the calculation is performed.

#### 3.1.2. Business Retention and Expansion Grant

- a. Funding provided under this stream is limited to only the municipal portion of the tax increase associated with the Incremental Assessed Value of the Property as a result of the Project. Education property taxes, Grande Spirit Foundation levy and taxes on the original assessed value will not be rebated to the Applicant. The Incremental Assessed Value will be calculated on the basis of the assessed value of the Property as of December 31st of the year during which the calculation is performed.

#### 3.1.3. Municipal Fee Rebate

- a. Funding provided under this stream is limited to the City-imposed portions of all Inspection Services Permit Fees, Engineering Services Fees, and Planning & Development Fees for eligible Multi-Unit Residential construction projects. Any fees or other amounts incurred prior to June 17, 2024 are not eligible to be reimbursed under the Municipal Fee Rebate. Any fees or other amounts remitted to other levels of government, charged as a result of a penalty or relating to construction not approved



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under **Policy 357** and this Procedure are not eligible to be reimbursed under the Municipal Fee Rebate.

#### **3.1.4. Fibre Optics Infrastructure Fee Rebate**

- a.** Funding provided under this stream is limited to Planning & Development Fees for eligible Fibre Optic Alignment Projects. Any Planning & Development Fees incurred prior to July 1, 2024, are not eligible to be reimbursed under the Fibre Optic Infrastructure Fee Rebate. Any fees or other amounts remitted to other levels of government, charged as a result of a penalty or relating to construction not approved under **Policy 357** and this Procedure are not eligible to be reimbursed under the Fibre Optic Infrastructure Fee Rebate.

#### **3.1.4.—**

- 3.2.** Council or the Committee may close the DIG Program, or any of its constituent grants or rebates, to new applications at any time without notice, for any or no reason.
- 3.3.** The submission or conditional acceptance of an Application does not constitute an agreement with the City and does not require the City to enter into any Funding Agreement with any Applicant.
- 3.4.** ~~An Applicant shall not be eligible to receive DIG Program funding from No~~ more than one (1) grant or rebate within the DIG Program ~~shall be provided~~ in respect of any one (1) Project, ~~except that:~~
  - 3.4.1.** ~~A Project which has already been provided with a Municipal Fee Rebate for a Land Use Bylaw amendment fee may subsequently be provided with a Municipal Fee Rebate in respect of the Inspection Services Permit Fees, Engineering Services Fees and other Planning & Development Fees for that Project, subject to all required Funding Agreements; and~~
  - 3.4.3.4.2.** ~~A Project which has already been provided with a Municipal Fee Rebate in respect of the Inspection Services Permit Fees, Engineering Services Fees and other Planning & Development Fees for that Project, may also be provided with a Large Multi-Family Development Grant, subject to all required Funding Agreements.~~
- 3.5.** Applications for a grant or rebate within the DIG Program will be reviewed by the Committee based on the order in which they are received by the Grant Coordinator
- 3.6.** Conditional funding allocations may be made based on the order in which Funding Agreements are executed, as well as the value of each such Funding Agreement.
- 3.7.** Any Application which, in the opinion of the Committee, is incomplete or not signed will not be considered for DIG Program funding.
- 3.8.** If the Committee determines that an Application contains incomplete or inaccurate information, the Committee may at any time refuse the Application, revoke any conditional approval of the



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## Development Incentives and Grants Program

Application, terminate any Funding Agreement associated with the Application, or require the repayment of any DIG Program funding provided.

- 3.8.1. The Committee may refuse any Application where the Committee determines the Application outlines a Project which is ineligible, the funding stream applied for no longer contains the requested funds, or any requirement herein has not been satisfied by the Applicant.
- 3.8.2. The Committee may conditionally approve any eligible Application which satisfies the requirements herein, which conditional approval shall be conditional on the Applicant entering into a Funding Agreement with the City, and such other conditions as the Committee may specify in writing.

### 4. Eligibility Criteria

#### 4.1. New Business Development Grant

- 4.1.1. A person is ineligible to receive funding under the New Business Development Grant unless all the following requirements have been met to the satisfaction of the Committee:
  - a. The person has submitted a New Business Development Grant Application and such Application is received by the Grant Coordinator by not later than December 31, 2025;
  - b. The New Business Development Grant has not been fully subscribed at the time of the Application;
  - c. The Applicant is the owner of the Property which is the subject of the Application, or the owner's authorized representative;
  - d. The Application:
    - i. Is completed and signed by the Applicant;
    - ii. Outlines a Project in respect of a Property within the City, which Project is a new large-scale Commercial or Industrial Development that, in opinion of the Committee, is likely to result in an increase in the Incremental Assessed Value of the Property by not less than Twenty-Five Million (\$25,000,000) Dollars;
    - iii. Includes a site plan for the Project that indicates the location of all existing and proposed structures and their context;
    - iv. Includes drawings that show the proposed design and basic elevations of the Project; and
    - v. Includes a complete description of the Project including the proposed uses, employment created, and benefits to the City and economy;
  - e. The Property has not received any City-provided financial or gift-in-kind support for any reason within the five (5) years preceding the submission date of the Application;





## **CITY PROCEDURE**

### **Development Incentives and Grants Program**

- f. The Applicant has provided responses satisfactory to the Committee in respect of all requests by the Committee for any additional information with respect to the Application, Project or Property;
- g. The Application has been conditionally approved by the Committee as set out in a Notice of Conditional Approval, which conditional approval is conditional on the Applicant entering into a Funding Agreement with the City in respect of the Project and the New Business Development Grant funding;
- h. The Applicant has entered into the Funding Agreement by not later than the deadline set out in the Notice of Conditional Approval;
- i. The Development of the Project has not commenced prior to the effective date of the Funding Agreement;
- j. The Development of the Project is completed by not later than the deadline set out in the Funding Agreement;
- k. The Applicant has complied with the requirements of the Funding Agreement, and all other requirements, including such requirements as may be specified in writing from time to time by the Committee;
- l. The Project, upon completion, results in a minimum Twenty-Five Million (\$25,000,000) Dollars increase in the Incremental Assessed Value of the Property;
- m. The Applicant has paid in full all taxes levied and all amounts owing to the City in respect of the Property for the then current year, and has submitted a request in writing to the City for the payment of the amounts payable to the Applicant under the Funding Agreement for the then current year; and
- n. The Applicant is not in default of any taxes, fees, charges, fines, or other amounts owing to the City and is not engaged in civil litigation or commercial arbitration with the City.

#### **4.2. Business Retention and Expansion Grant**

**4.2.1.** A person is ineligible to receive funding under the Business Retention and Expansion Grant unless all the following requirements have been met to the satisfaction of the Committee:

- a. The person has submitted a Business Retention and Expansion Grant Application and such Application is received by the Grant Coordinator by not later than December 31, 2025;
- b. The Business Retention and Expansion Grant has not been fully subscribed at the time of the Application;



## **CITY PROCEDURE**

### **Development Incentives and Grants Program**

- c. The Applicant is the owner of the Property which is the subject of the Application, or the owner's authorized representative;
- d. The Application:
  - i. Is completed and signed by the Applicant;
  - ii. Outlines a Project in respect of a Property within the City, which Property is, in the opinion of the Committee, a vacant or under-utilized Commercial or Industrial parcel which was developed at least twenty (20) years prior to the date on which the Application was submitted to the City;
  - iii. Includes a site plan for the Project that indicates the location of all existing and proposed structures and their context;
  - iv. Includes drawings that show the proposed design and basic elevations of the Project; and
  - v. Includes a complete description of the Project including the proposed uses, employment created, and benefits to the City and economy;
- e. The Property has not received any City-provided financial or gift-in-kind support for any reason within the five (5) years preceding the submission date of the Application;
- f. The Project does not require further extension of infrastructure to the Property, as determined by the Committee;
- g. The Project is a Commercial or Industrial Development which, in the opinion of the Committee, is likely to result in an increase in:
  - i. A minimum One Million (\$1,000,000) Dollars increase in the Incremental Assessed Value of the Property; and
  - ii. A minimum twenty-five percent (25%) increase in the taxable assessed value of Property;
- h. The Applicant has provided responses satisfactory to the Committee in respect of all requests by the Committee for any additional information with respect to the Application, Project, or Property;
- i. The Application has been conditionally approved by the Committee as set out in a Notice of Conditional Approval, which conditional approval is conditional on the Applicant entering into a Funding Agreement with the City in respect of the Project and the Business Retention and Expansion Grant funding;
- j. The Applicant has entered into the Funding Agreement by not later than the deadline set out in the Notice of Conditional Approval;





## **CITY PROCEDURE**

### **Development Incentives and Grants Program**

- k. The Development of the Project has not commenced prior to the effective date of the Funding Agreement;
- l. The Development of the Project is completed by not later than the deadline set out in the Funding Agreement;
- m. The Applicant has complied with the requirements of the Funding Agreement, and all other requirements, including such requirements as may be specified in writing from time to time by the Committee;
- n. The Project, upon completion, results in an increase in:
  - i. A minimum One Million (\$1,000,000) Dollars increase in the Incremental Assessed Value of the Property; and
  - ii. A minimum twenty-five percent (25%) increase in the taxable assessed value of Property;
- o. The Applicant has paid in full all taxes levied and all amounts owing to the City in respect of the Property for the then current year, and has submitted a request in writing to the City for the payment of the amounts payable to the Applicant under the Funding Agreement for the then current year; and
- p. The Applicant is not in default of any taxes, fees, charges, fines, or other amounts owing to the City and is not engaged in civil litigation or commercial arbitration with the City.

#### **4.3. Municipal Fee Rebate**

- 4.3.1.** A person is ineligible to receive funding under the Municipal Fee Rebate unless all the following requirements have been met to the satisfaction of the Committee:
- a. The person has submitted a Municipal Fee Rebate Application and such Application is received by the Grant Coordinator by not later than December 31, 2025;
  - b. The Municipal Fee Rebate has not been fully subscribed at the time of the Application;
  - c. The Applicant is the owner of the Property which is the subject of the Application, or the owner's authorized representative;
  - d. The Application:
    - i. Is completed and signed by the Applicant;
    - ii. Outlines a Project in respect of a Property for a Multi-Unit Residential Development which will result in an increase of a minimum of one (1) new



## CITY PROCEDURE

### Development Incentives and Grants Program

Dwelling Unit on the Property, such that the Property will contain not less than two (2) Dwelling Units in total;

- iii. Is submitted together with development permit application, building permit application, and lot grading permit application for the Project, except if:
  - 1. the Project is to create a Secondary Suite, in which case the Application must be submitted together with a development permit application for the Project, or
  - 2. the Property requires a Land Use Bylaw amendment in order to allow for the Project's Multi-Unit Residential Development, in which case the Application must be submitted together with a Land Use Bylaw amendment package for the Project;

e. The Property has not received any City-provided financial or gift-in-kind support for any reason within the five (5) years preceding the submission date of the Application; except that:

i. A Property which has already been provided with a Municipal Fee Rebate for a Land Use Bylaw amendment fee which was required for the Project may subsequently be provided with a Municipal Fee Rebate in respect of the Inspection Services Permit Fees, Engineering Services Fees, and other Planning & Development Fees for that Project, subject to all required Funding Agreements; and

e.ii. A Project which has already been provided with a Municipal Fee Rebate in respect of the Inspection Services Permit Fees, Engineering Services Fees, and other Planning & Development Fees for that Project, may also be provided with a Large Multi-Family Development Grant, subject to all required Funding Agreements;

- f. The Applicant has provided responses satisfactory to the Committee in respect of all requests by the Committee for any additional information with respect to the Application, Project, or Property;
- g. The Application has been conditionally approved by the Committee as set out in a Notice of Conditional Approval, which conditional approval is conditional on the Applicant entering into a Funding Agreement with the City in respect of the Project and the Municipal Fee Rebate funding;
- h. The Applicant has entered into the Funding Agreement by not later than the deadline set out in the Notice of Conditional Approval;



## CITY PROCEDURE

### Development Incentives and Grants Program

- i. The Development of the Project has not commenced prior to the effective date of the Funding Agreement, except as otherwise authorized by the Grant Coordinator in writing;
- ~~j. The Applicant and the owner of the Property (i.e., if the Applicant is not the owner) are not in default of any taxes, fees, charges, fines, or other amounts owing to the City and are not engaged in civil litigation or commercial arbitration with the City; and~~
- ~~k. The following additional requirements are also met, except where the Funding Agreement is solely for a Municipal Fee Rebate for a Land Use Bylaw amendment fee:~~
  - ~~j.i. The Development of the Project is completed by not later than the deadline set out in the Funding Agreement;~~
  - ~~k.ii. The Applicant has complied with the requirements of the Funding Agreement, and all other requirements, including such requirements as may be specified in writing from time to time by the Committee;~~
  - ~~l.iii. The Project results in an increase of a minimum of one (1) new Dwelling Unit on the Property, and, following completion, the Property contains not less than two (2) Dwelling Units in total; and~~
  - ~~m.iv. The Applicant has paid in full all Inspection Services Permit Fees, Engineering Services Fees and Planning & Development Fees owing to the City in respect of the Project and the Applicant has submitted a request in writing to the City for the Municipal Fee Rebate in accordance with the Funding Agreement; and~~
  - ~~n. The Applicant is not in default of any taxes, fees, charges, fines, or other amounts owing to the City and is not engaged in civil litigation or commercial arbitration with the City.~~

#### 4.4. Large Multi-Family Development Grant

- 4.4.1. A person is ineligible to receive funding under the Large Multi-Family Development Grant unless all the following requirements have been met to the satisfaction of the Committee:
  - a. The person has submitted a Large Multi-Family Development Grant Application and such Application is received by the Grant Coordinator by not later than December 31, 2025;
  - b. The Large Multi-Family Development Grant has not been fully subscribed at the time of the Application;
  - c. The Applicant is the owner of the Property which is the subject of the Application, or the owner's authorized representative;



## CITY PROCEDURE

### Development Incentives and Grants Program

- d. The Application:
  - i. Is completed and signed by the Applicant;
  - ii. Outlines a Project in respect of a Property for a Multi-Unit Residential Development which will result in a minimum of one-hundred (100) new Dwelling Units on the Property, such that the Property will contain not less than one-hundred (100) new Dwelling Units in total;
  - iii. Is submitted together with development permit application, building permit application, and lot grading permit application for the Project.
- e. The Property has not received any City-provided financial or gift-in-kind support for any reason within the five (5) years preceding the submission date of the Application, with the exception of the Municipal Fee Rebate.
- f. The Applicant has provided responses satisfactory to the Committee in respect of all requests by the Committee for any additional information with respect to the Application, Project, or Property;
- g. The Application has been conditionally approved by the Committee as set out in a Notice of Conditional Approval, which conditional approval is conditional on the Applicant entering into a Funding Agreement with the City in respect of the Project and the Large Multi-Family Development Grant;
- h. The Applicant has entered into the Funding Agreement by not later than the deadline set out in the Notice of Conditional Approval;
- i. The Development of the Project has not commenced prior to the effective date of the Funding Agreement, except as otherwise authorized by the Grant Coordinator in writing;
- j. The Development of the Project is completed by not later than the deadline set out in the Funding Agreement;
- k. The Applicant has complied with the requirements of the Funding Agreement, and all other requirements, including such requirements as may be specified in writing from time to time by the Committee;
- l. The Project results in an increase of a minimum of one hundred (100) new Dwelling Units on the Property, and, following completion, the Property contains not less than one hundred (100) new Dwelling Units in total;
- m. The Applicant has paid in full all Inspection Services Permit Fees, Engineering Services Fees and Planning & Development Fees owing to the City in respect of the Project and the Applicant has submitted a request in writing to the City for the Multi-Family Development Grant in accordance with the Funding Agreement; and



## CITY PROCEDURE

### Development Incentives and Grants Program

- n. The Applicant is not in default of any taxes, fees, charges, fines, or other amounts owing to the City and is not engaged in civil litigation or commercial arbitration with the City.

#### **4.5. Fibre Optics Infrastructure Fee Rebate**

4.5.1. A company is ineligible to receive funding under the Fibre Optics Infrastructure Fee Rebate unless all the following requirements have been met to the satisfaction of the Committee:

- a. The person has submitted a Fibre Optics Infrastructure Fee Rebate Application and such Application is received by the Grant Coordinator by not later than December 31, 2025;
- b. The Applicant is the authorized representative of the fibre optics company
- c. The Application:
  - i. Is completed and signed by the Applicant;
  - ii. Includes written confirmation from the Engineering Services Inspector that the new fiber optic installation has been completed in accordance with the Alignment and Engineering permit requirements and construction standards.
- d. The Fibre Optic Alignment Project has not received any City-provided financial or gift-in-kind support for any reason within the five (5) years preceding the submission date of the Application;
- e. The Applicant has provided responses satisfactory to the Committee in respect of all requests by the Committee for any additional information with respect to the Application or Fibre Optic Infrastructure Project;
- f. The Application has been conditionally approved by the Committee as set out in a Notice of Conditional Approval, which conditional approval is conditional on the Applicant entering into a Funding Agreement with the City in respect of the Fibre Optic Infrastructure Project and the Fibre Optics Infrastructure Fee Rebate funding;
- g. The Applicant has entered into the Funding Agreement by not later than the deadline set out in the Notice of Conditional Approval;
- h. The Development of the Project is completed by not later than the deadline set out in the Funding Agreement;
- i. The Applicant has complied with the requirements of the Funding Agreement, and all other requirements, including such requirements as may be specified in writing from time to time by the Committee;
- j. The Applicant has paid in full all Inspection Services Permit Fees, Engineering Services Fees and Planning & Development Fees owing to the City in respect of the



# CITY PROCEDURE

## Development Incentives and Grants Program

Fibre Optic Infrastructure Project and the Applicant has submitted a request in writing to the City for the Fibre Optics Infrastructure Fee Rebate in accordance with the Funding Agreement; and

4.4.k. The Applicant is not in default of any taxes, fees, charges, fines, or other amounts owing to the City and is not engaged in civil litigation or commercial arbitration with the City.

### 5. Request for Exemption

- 5.1. ~~The owner of a Property, or their authorized representative~~An Applicant, may request an exemption from any of the eligibility criteria in this Procedure. To do so, they must submit a written request to the City Manager of Grande Prairie, along with all relevant supporting information. The City Manager may ask for additional information regarding the request. The deadline for submitting an exemption request is November 29, 2025.
- 5.2. After reviewing the request and supporting information, the City Manager may, at their sole discretion, refuse or conditionally grant the request. The City Manager's decision is final.
- 5.3. If the request is conditionally granted, the ~~Property owner~~Applicant must submit an Application, receive a Notice of Conditional Approval, and enter into a Funding Agreement with the City regarding an eligible Project in respect of their Property. They must also fulfill any other requirements specified in writing by the City Manager.

### 6. Administrative Review Process

- 6.1. ~~An~~ Applicants may request to the review of a decision made by the Committee or Grant Coordinator by submitting, in writing, a request for such review within fourteen (14) calendar days of the date that the applicable decision was issued.
- 6.2. The Committee or Grant Coordinator, as applicable, will review the request and prepare a written response.
- 6.3. The City Manager will review the request and the response and, at their discretion, request additional information from the Applicant, the owner of the Property (i.e., if the Applicant is not the owner), Committee or Grant Coordinator.
- 6.4. The City Manager will issue a decision in writing which will uphold, uphold with conditions, overturn, or overturn with conditions, the decision of the Committee or Grant Coordinator.
- 6.5. The decision of the City Manager is final and binding.

### 7. References and Related Documents:

- 7.1. Bylaw C-1260 Land Use
- 7.2. Council Policy 357 Development Incentive Grants (DIG) Program





# CITY PROCEDURE

## Development Incentives and Grants Program

- 7.3. [Business Retention and Expansion Grant Application Form](#)
- 7.4. [Major Development Application Package](#)
- 7.5. [Municipal Fee Rebate Application Form](#)
- 7.6. [New Business Development Application Form](#)
- 7.7. [Residential Development Application Package](#)

### 8. Version History

Action	Date	Description
New Procedure	2024-10-03	Replaces 357-1 Development Incentives and Grants Program Procedure
Revision		<a href="#"><u>Added a definition for Fibre Optic Alignment Project. Changed the amount in 2.1.2 and added 2.1.3. Added sections 3.1.4. Edited 3.4 and added 3.4.1 and 3.4.2. Added 4.3.1.i and ii. Added 4.3.1.j and k and moved the remaining 4 points under k. Added 4.4 and 4.5. In 5.1 changed "Property" to "Project". In 5.1 and 5.3 changed property owner to "Applicant". Added owner of the Property to 6.3.</u></a>

## ADMINISTRATIVE REPORT

<b>TO:</b> Shane Bourke, City Manager	<b>DATE:</b> March 24, 2025
<b>FROM:</b> Danielle Whiteway, Chief Financial Officer	<b>MEETING:</b> Council Meeting
<b>REPORT WRITER:</b> Kim Pinnock, Director, Legislative and Executive Services	
<b>SUBJECT:</b> 2025 Advocacy Priorities	

## RECOMMENDATIONS

1. That Council approve the 2025 Council Advocacy Priority list:

### Key Advocacy Priorities

- Electricity Distribution Costs
- 911 Levy
- Northwestern Polytechnic Support
- Seniors Housing and Long-Term Care
- Economic Corridors
  - Highway 40X Connector
  - Improved Rail Service
  - Air Service

### Other Advocacy Priorities

- Medical First Response Funding
- Health Care Supports
- Dedicated Regional Funding:
  - Family and Community Support Services (FCSS)
  - Rural Preventative Programming and Addictions Recovery
  - Housing and Homelessness
  - Recreation, Arts & Culture Infrastructure
  - Enhanced Transportation Connectivity

2. That Council direct Administration to prepare a resolution for the 2025 Alberta Municipalities Fall Convention for submission before June 30, 2025, for: a) dedicated Regional Service Centre Funding, identifying key services provided in regional hubs that benefit the wider region and require additional funding to support sustainable service delivery and b) Electricity Distribution.



## PREVIOUS COUNCIL / COMMITTEE DIRECTIONS

### **MOVED by G. Blackmore**

Council approve the 2024 Advocacy Priority List:

Key Advocacy Priorities - Electricity Distribution Costs; Health Care Supports; Medical First Response Funding; Northwestern Polytechnic Support; and Provincial and Federal Funding for Housing Needs. Other Advocacy Priorities - Improved Rail Service; Provincial Changes to Automated Traffic Enforcement; and Immigration Biometric Scanning.

## BACKGROUND

Since 2021, City Council has published an annual list of its advocacy priorities. These priorities outline the actions Council would like other orders of government to take to improve the lives of City residents.

2023 and 2024 Advocacy priorities are identified below:

2023	2024
Electricity Distribution Costs	Electricity Distribution Costs
Attraction and Retention of Health Care Professionals	Attraction and Retention of Health Care Professionals
Provincial Support for Industrial Attraction Grant Programs	Improved Rail Service
Improved Rail Service	Provincial and Federal Funding for Housing Needs
Daycare Shortages	Northwestern Polytechnic Advocacy Support
Provincial and Federal Funding for Housing Needs	Provincial Changes to Automatic Traffic Enforcement
Local Government Funding Framework	Immigration Biometric Scanning

Throughout 2024 and early 2025, many initiatives were undertaken to relay the City's advocacy priorities to municipal neighbours, the Province and the federal government. Successes through action taken by the provincial and federal government on Council's advocacy initiatives include:

- The Government of Canada informed the city that Biometric Services would be offered at the Service Canada location in Grande Prairie starting in March 2025.
- The Government of Alberta appointed Shannon Davis as a Justice of the Court of King's Bench of Alberta. Justice Davis will serve as the second justice in Grande Prairie.
- The City continued to advocate for support for health care, and was pleased to see the Northern Alberta Medical Program, a partnership between the University of Alberta and Northwestern Polytechnic officially launched, with plans to welcome 30 medical students to the Grande Prairie campus in August, 2025.

On February 27, 2025, the Province released Budget 2025 identifying the following items, that if passed, impact City advocacy priorities:

- \$1M is allocated to support the design phase of the Skilled Trades Expansion Project at Northwestern Polytechnic.
- Grants in Place of Taxes (GIPOT) allocation will be increased from 50% to 75%, resulting in an increase from \$38M to \$57M. 2026/27 will see GIPOT restored to 100%. Largely due to

advocacy from Alberta Municipalities and member municipalities. Local impact realized an increase of \$125K in 2025, \$250K in 2026.

- As part of the \$126M allocated over three years in last year's announcement, \$44M will be used for the Physician Training Expansion Program in 2025 increasing access to medical education with the intent of increasing the number of family medicine and generalist physicians in regional and rural communities across Alberta.
- Increase in funding for Physician Compensation and Development, includes \$15M annually for recruitment and retention of physicians who practice full time in underserved areas.
- Affordable Housing Partnership Program will increase from \$62M to \$157M.
- An additional \$7M for 911 call centres offset by the 911 levy.
- The Family Justice Strategy is being expanded to Grande Prairie and five base court locations surrounding Edmonton.

In March, the City was informed that we were unsuccessful in our application for the Phase II Housing Accelerator Fund intake. The incentive program administered by the Canada Mortgage and Housing Corporation (CMHC) aims to increase supply of housing across Canada. The City's application had requested \$13.6M in funding from the \$400M Phase II fund. Securing affordable housing for all residents continues to be a priority for Council and will be advanced through additional focus on seniors housing and regional services funding for housing and homelessness.

## ANALYSIS

Evaluating the pressures facing the city, it is recommended that the following items be maintained or adopted as Council's new advocacy priorities for 2025:

### Key Advocacy Priorities

- **Electricity Distribution Costs:** Alberta's electricity distribution system is facilitated through various service areas which are serviced by different companies. The ATCO service area, in which Grande Prairie is located, sees the highest electricity distribution rates in the province with annual residential charges averaging over \$1,274 per household in 2025. This compares to an average between \$379-\$390 in the larger urban centres. Continue advocacy for more equitable electricity distribution across the province.
- **Northwestern Polytechnic Advocacy Support:** Continue to support and advocate for post secondary priorities identified by NWP to meet the education and training needs of residents and businesses. Priorities to be confirmed once NWP Board of Governors approves their 2025 Advocacy Priorities later this spring.

**Economic Corridors:** Increasing efficiencies in the regional transportation network to enhance connectivity, enabling economic growth and investment and improve safety. Advocacy will focus on construction of the Highway 40X connector, improved rail and air service.

- **Seniors Housing and Long-Term Care:** Grande Prairie's population is growing. The 2024 Municipal Census demonstrated that residents continue to stay and age in-place. Advocate that adequate funding is provided for seniors housing and appropriate long-term care options are available to residents.

- **Medical First Response Funding:** Request that the Province provide sustainable funding for Fire Medical Response services provided by the Grande Prairie Fire Department and other municipal departments across the province.
- **Health Care Supports:** Advocate for attraction and retention of health care professionals through provincial funding and supports, including operational funding for a fully functioning cardiac care unit, a catheterization lab at the Grande Prairie Regional Hospital and continued funding for local health care training.
- **Dedicated Regional Service Funding:** A suite of services is provided by Grande Prairie as a regional hub and requires ongoing advocacy to secure funding for Family and Community Support Services (FCSS), Rural Preventative Programming and Addictions Recovery, Housing and Homelessness, Recreation, Arts & Culture Infrastructure and Enhanced Transportation Connectivity.

## Resolutions

In 2021, the City submitted a resolution to garner support for a dedicated funding stream for municipalities who serve as regional service centres. Regional service centres provide a suite of services to residents and the surrounding region, from health care and addictions supports, to recreation and culture. Regional service centres serve as key hubs for passenger and industry transportation through rail, air and road networks.

Administration will work with Alberta Municipalities to update a resolution for dedicated Regional Service Centre Funding for consideration at the 2025 Fall Convention, including a focus on sustainable funding that reflects the important services that regional hubs provide to both the local community and the wider region. Additionally, Administration will update and re-submit the Electricity Distribution resolution, working with fellow municipalities for support.

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

Aligns with Council's Engaging Relationships strategic priority: Developing and nurturing key relationships with stakeholders and other levels of government; supporting economic readiness and ensuring quality of life for all residents.

## Environmental Impact

No impacts identified.

## Economic Impact

Reducing utility costs and improving economic corridors will support investment attraction and retention efforts and support workforce development through local post-secondary training and programming.

## Social Impact

Improving housing, health care and education outcomes for residents improves local quality of life and ensures adequate services to support residents in all stages and circumstances of life.

## Relevant Statutes / Master Plans / City Documents

None identified.

**Risk**

Failing to have an advocacy priority list established would result in a less strategic and coordinated approach to the City's advocacy efforts.

**Alternatives (Optional)**

<b>STAKEHOLDER ENGAGEMENT</b>
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The City continues to engage with ATCO Electric, Northwestern Polytechnic, and several local and regional stakeholders in developing the advocacy priorities.

<b>BUDGET / FINANCIAL IMPLICATIONS</b>
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No impacts identified.

<b>SUMMARY / CONCLUSION</b>
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Establishing an annual list of advocacy priorities provides clear direction to both Council and Administration, ensuring a strategic and consistent approach when engaging with other levels of government. This structured framework helps align advocacy efforts with the municipality's key objectives, maximizing the potential for positive outcomes. It is recommended that Council adopt the six (6) primary and two (2) secondary advocacy priorities outlined in this report as the official 2025 advocacy priorities.

Additionally, it is recommended that Council support Administration's preparation of the resolutions detailed within this report to be brought forward to the 2025 Alberta Municipalities Fall Convention to emphasize the need for dedicated funding that reflects the essential services regional hubs provide, benefiting both local communities and the broader region and equitable electricity distribution in the north.

<b>ATTACHMENTS</b>
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None.

## ADMINISTRATIVE REPORT

<b>TO:</b> Shane Bourke, City Manager	<b>DATE:</b> March 24, 2025
<b>FROM:</b> Danielle Whiteway, Chief Financial Officer	<b>MEETING:</b> City Council Meeting
<b>REPORT WRITER:</b> Chelsea Nestibo, Director, Financial Management	
<b>SUBJECT:</b> RCMP Retroactive Salary Payment - Release of Funds	

### RECOMMENDATIONS

Administration recommends that Council approve the release of the RCMP retro payment of \$3,937,332.95, previously approved to be funded through the Future Expenditures Reserve.

### PREVIOUS COUNCIL / COMMITTEE DIRECTIONS

At the City of Grande Prairie Council Meeting on June 12, 2023, the following motion was passed: *“Council approve the deferral of payment for the RCMP retroactive salary obligation until March 2025.”*

At the City of Grande Prairie Council Meeting on August 24, 2020, the following motion was passed:

*“Council allocate \$3M of unallocated funds in the Future Expenditures Reserve to be restricted for the eventual retroactive payment of RCMP salary increase from 2016-2022, and that release of this payment be approved at a future City Council meeting.”*

### BACKGROUND

The Government of Canada signed the first collective agreement regarding the Royal Canadian Mounted Police (RCMP) regular members and reservists with the National Police Federation on August 6, 2021. This agreement resulted in a retroactive salary cost increase for the period of January 1, 2017 through March 31, 2022. Over the past few years, the City of Grande Prairie has allocated funds for the anticipated obligation resulting from the settlement of union negotiations.

In 2023, the City was given the option to pay the full retroactive amount, pay a portion of the amount due, or defer the entire payment until March 2025. As there were no financial consequences to deferral, Council approved the deferral.

### ANALYSIS

In order to meet our current obligation and avoid interest or other charges, the outstanding balance of \$3,937,332.95 will need to be paid prior to March 31, 2025. Council motion from August 24,

2020, as noted above, requires release of the payment to be approved prior to settling the obligation. Page 66 of 171

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

Innovative & Economic Readiness

**Environmental Impact**

No environmental impacts identified.

**Economic Impact**

No economic impacts identified.

**Social Impact**

No social impacts identified.

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

None identified.

**Risk**

The City may incur interest or penalties on any outstanding balance after March 31, 2025.

**STAKEHOLDER ENGAGEMENT**

At the direction of Council, the City deferred payment and signed an agreement with the contract management secretariat to confirm extending the repayment term to March 31, 2025.

No other external stakeholder engagement related to this report.

**BUDGET / FINANCIAL IMPLICATIONS**

The City has planned appropriately to ensure sufficient funds are earmarked to settle the obligation related to retroactive RCMP salaries, via the Future Expenditures Reserve.

**SUMMARY / CONCLUSION**

Administration is seeking approval to release funds earmarked for payment of the RCMP retroactive salaries, due March 31, 2025.

**ATTACHMENTS**

N/A



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

**March 12, 2025, 1:30 P.M.  
Council Chambers, City Hall**

PRESENT	J. Clayton	Mayor
	G. Berg	Councillor
	G. Blackmore	Councillor
	D. Bressey	Councillor
	M. O'Connor	Councillor
	K. O'Toole	Councillor
	W. Pilat	Councillor
	C. Thiessen	Councillor
ALSO PRESENT	S. Bourke	City Manager
	C. Nestibo	Chief Financial Officer, Acting
	B. Glavin	Chief Operating Officer
	D. Lemieux	Chief Public & Protective Services Officer
	R. Tarant	Chief Strategy Officer, Acting
	A. Van Beekveld	Council Committee Coordinator
	K. Pinnock	Director of Legislative & Executive Services

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**1. CALL TO ORDER**

The meeting was called to order at 1:33 p.m.

**2. LAND ACKNOWLEDGEMENT**

**3. REPORTS**

**3.1 Grant Update - Verbal**

K. Pinnock, Director of Legislative & Executive Services, presented Committee with an update on the City's recent grant applications.

**4. IN CAMERA**

**MOVED** by K. O'Toole

Committee move In Camera to discuss matters protected under Sections 24 and 21 of the FOIP Act.

**CARRIED (8 to 0)**

**4.1 FOIP Act Section 24 - Advice from Officials**

**4.2 FOIP Act Section 21 - Intergovernmental Relations**

**MOVED by** D. Bressey  
Committee meeting resume.

**CARRIED (8 to 0)**

**5. ADJOURN MEETING**

The meeting adjourned at 3:35 p.m.

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Mayor

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Council Committee Coordinator





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

**March 18, 2025, 9:00 A.M.  
Council Chambers, City Hall**

MEMBERS PRESENT	C. Thiessen	Committee Chair
	G. Blackmore	Councillor
	G. Berg	Councillor
	J. Clayton (virtual)	Mayor
ALSO PRESENT	D. Bressey (virtual)	Councillor
	M. O'Connor (virtual)	Councillor
	K. O'Toole (virtual)	Councillor
	S. Bourke	City Manager
	C. Ridgeway	Chief Public & Protective Services Officer, Acting
	D. Whiteway	Chief Financial Officer
	B. Glavin	Chief Operating Officer
	A. Van Beekveld	Council Committee Coordinator

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**1. CALL TO ORDER**

The meeting was called to order at 9:00 a.m.

**2. LAND ACKNOWLEDGEMENT**

**3. ADOPTION OF AGENDA**

**MOVED by G. Berg**  
Committee adopt the agenda as presented.

**CARRIED (4 to 0)**

**4. DELEGATIONS**

**5. REPORTS**

**5.1 Service Area Update**

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

- Enforcement Services - Three Enforcement officers are currently enrolled in the Peace Officer Induction Program, which allows officers to take on additional roles or responsibilities and increases their ability to address diverse community needs.
- Mobile Outreach - January statistics: 1,246 dispatches; 299 unique individuals supported; 839 needles collected; 6 individuals relocated to home communities/natural supports; 17 case worker active clients; and 17 individuals

referred to housing supports. February statistics: 994 dispatches; 267 unique individuals supported; 719 needles collected; 3 individuals relocated to home communities/natural supports; 23 case worker active clients; 18 individuals referred to housing supports.

- RCMP - A large sum of cash was found in a clothing donation at Value Village around September 25, 2024; the RCMP is seeking the public's assistance to reunite the cash with its rightful owner.
- Recreation - Winter swim lessons have wrapped up, with over eleven hundred participants. A new Learn-to-Tri-Swim program was launched, aimed at enhancing stroke refinement and technique in preparation for this summer's triathlon. The spring Aquatics Schedule has been released, featuring expanded Toddler Time on Fridays as part of the regular schedule. Additionally, the Spring Break Schedule includes a specialized Schools Out public swim schedule along with new and exciting Aquafit classes. As part of the Member Experience Campaign March 17-22, members are invited to bring a friend for free to select fitness classes.
- Events & Programming - Spring Break Camps are now official sold out and waitlists are being created. Grande Prairie Storm playoffs will begin March 21. State of the City: A Grander Conversation, featuring a panel discussion with community leaders, will be held March 25 at Montrose Cultural Centre.
- Housing & Community Development - Helping Hands has officially become a member of Food Banks Alberta and has been designated as the regional hub for monthly food shipments. This partnership comes at no cost to Helping Hands and lowers administrative costs for regional members.

## 5.2 Grande Prairie Police Commission and Grande Prairie Police Service Updates

Dan Wong and Chief Dwayne Lakusta, representatives of the Grande Prairie Police Commission, presented Committee with an update on the Police Commission and Grande Prairie Police Service.

**MOVED by G. Blackmore**

Committee receive this report for information.

**CARRIED (4 to 0)**

## 5.3 Grande Prairie Policing Committee and Grande Prairie RCMP Updates

Dan Wong, representative of the Grande Prairie Policing Committee, and Superintendent Steve McLeod, Officer in Charge, presented Committee with an update on the Policing Committee and RCMP.

**MOVED by G. Berg**

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 March 18, 2025.

**MOVED by** G. Blackmore

Committee receive the March 18 Outstanding Items List, as amended, for information.

**CARRIED (4 to 0)**

**10. ADJOURN**

The meeting ended at 9:42 a.m.

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Chair

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Council Committee Coordinator



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

**March 18, 2025, 9:45 A.M.  
Council Chambers, City Hall**

MEMBERS PRESENT	W. Pilat (virtual)	Committee Chair
	M. O'Connor (virtual)	Councillor
	K. O'Toole (virtual)	Councillor
	J. Clayton (virtual)	Mayor
ALSO PRESENT	G. Berg	Councillor
	G. Blackmore	Councillor
	D. Bressey (virtual)	Councillor
	C. Thiessen	Councillor
	S. Bourke	City Manager
	B. Glavin	Chief Operating Officer
	D. Whiteway	Chief Financial Officer
	C. Ridgeway	Chief Public & Protective Services Officer, Acting
	A. Van Beekveld	Council Committee Coordinator
	A. Downing	Manager of Planning & Development Permitting
	A. Colter	Manager of Development Engineering
	R. Hutchinson	Traffic Engineering Supervisor

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**1. CALL TO ORDER**

The meeting was called to order at 9:46 a.m.

**2. ADOPTION OF AGENDA**

**MOVED** by K. O'Toole  
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 & Transportation Services - Residential snow removal was activated March 14, with current conditions allowing crews to move faster than usual. Crews are actively plowing and hauling windrows from Priority 2 and 3 streets. Water trucks are continuing to open catch basins and culverts to prepare for the spring

melt. The following have now been posted: Request for Tender for Road Overlay Phase 1; and Request for Proposal for 2025/2026 Road Rehabilitation and Drainage, along with other work on Old Hwy 43. The following have now closed: Request for Tender for Road Rehabilitation Phase 3, for Full Depth Reclamation in several areas around the city.

- Corporate Facility Management - Administration hosted a Community Energy Improvement Program engagement session for the GP Real Estate Board, with over 60 realtors in attendance. The Exterior Door Replacement project for Bonnetts Energy Centre has been awarded. Request for Proposals are now open for the City on 99 Facility Redesign and the Air Supported Recreation Facility project.
- Development Services - Administration is updating the Sidewalk Patio Program to include Sidewalk Displays and A-Board signs. There will be no fee for businesses to apply; only an application form and proof of insurance will be required.

#### 4.2 Request for Waiver of Fees - Maskwa Medical Center

A. Downing, Manager of Planning & Development Permitting, presented Committee with a request to waive fees for Maskwa Medical Center's non-profit areas.

**MOVED by M. O'Connor**

Committee approve the request to waive a portion of the fees for Maskwa Medical Center in accordance with Policy 607, Request for Waiver of Fees, Levies and Securities, with the addition of the potential fourth floor.

**CARRIED (4 to 0)**

#### 4.3 Bylaw C-1464A - Road Closure Bylaw Amendment

A. Colter, Manager of Development Engineering, presented Committee with proposed amendments to a Road Closure Bylaw, as requested by Land Titles.

**MOVED by K. O'Toole**

Committee recommend Council give three readings to Bylaw C-1464A, being an amendment to a Road Closure Bylaw.

**CARRIED (4 to 0)**

#### 4.4 Traffic Speeds and Road Safety

R. Hutchinson, Traffic Engineering Supervisor, presented Committee with information regarding traffic speeds and road safety in the City.

Councillor Pilat left the meeting at 10:13 a.m.; Councillor O'Connor assumed the role of Chair.

**MOVED by M. O'Connor**

Committee receive this report for information.

**CARRIED (3 to 0)**

## 5. CORRESPONDENCE

**6. OTHER BUSINESS**

Councillor O'Connor initiated a discussion on asphalt depth on several roads within the City.

Councillor Pilat returned at 10:16 a.m. and resumed the role of Chair.

**7. BYLAW & POLICY REVIEW**

**8. OUTSTANDING ITEMS LIST**

The Committee reviewed the Operational Services Committee Outstanding Items List for March 18, 2025.

**MOVED** by J. Clayton

Committee receive the March 18 Outstanding Items List, as amended, for information.

**CARRIED (4 to 0)**

**9. ADJOURN**

The meeting ended at 10:20 a.m.

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Chair

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Council Committee Coordinator

## ADMINISTRATIVE REPORT

<b>TO:</b> Shane Bourke, City Manager	<b>DATE:</b> March 18, 2025
<b>FROM:</b> Brian Glavin, Chief Operating Officer	<b>MEETING:</b> Operational Services Committee
<b>REPORT WRITER:</b> Ashley Colter, Development Engineering Manager	
<b>SUBJECT:</b> Bylaw C-1464A – Revising Bylaw Road Closure	

### RECOMMENDATIONS

That Committee recommend that Council give three readings to Bylaw C-1464A, being an amendment to a Road Closure Bylaw.

### PREVIOUS COUNCIL / COMMITTEE DIRECTIONS

On June 12, 2023 Council passed Bylaw C-1464.

### BACKGROUND

Bylaw C-1464 closed a portion of the of the service road allowance, Plan 3823NY, within NE 22-71-6 W6 to facilitate a land swap between the City of Grande Prairie and Prairie Trucking Ltd. The Road Closure Area will be consolidated with the adjacent properties located at 9916 108 Street and 9708 108 Street. This land swap allowed for the completion of a capital improvement project that removed the service road and installed a pedestrian pathway adjacent to 108 Street.

Land titles returned the road closure application to the City, requesting minor housekeeping revisions prior to their acceptance.

### ANALYSIS

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

This road closure allowed for the installation of a public pathway, aligning with Council's Strategic Area of Focus: Safety – Developing a community where residents feel safe.

#### **Environmental Impact**

There are no identified environmental impacts.

**Economic Impact**

There are no identified economic impacts.

**Social Impact**

The construction of a pathway improved pedestrian connectivity.

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

Municipal Government Act  
Bylaw C-1464

**Risk**

There are no risks associated with the approval of this revising bylaw.

<b>STAKEHOLDER ENGAGEMENT</b>
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No stakeholder engagement is required for this revising bylaw. Bylaw C-1464 was advertised as per the MGA requirements and public hearing was conducted.

<b>BUDGET / FINANCIAL IMPLICATIONS</b>
--

There are no budget or financial impacts associated with this revising bylaw.

<b>SUMMARY / CONCLUSION</b>
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Council passed Bylaw C-1464 in June of 2023, which was required to complete capital improvements along 108 Street on a portion of roadway that was not required for road purposed. Land titles has requested minor changes to the road closure bylaw that are provided for in the proposed revising bylaw.

<b>ATTACHMENTS</b>
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Attachment 1 – Draft Bylaw C-1464A  
Attachment 2 – Certificate of Revision



## CITY OF GRANDE PRAIRIE

## BYLAW C-1464A

## A Bylaw to revise Bylaw C-1464

## being a Bylaw to Close Government Road Allowance

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

1. Bylaw C-1464 is hereby revised as follows:
  - 1.1 In the first paragraph of the preamble, delete "road" and replace it with "roads".
  - 1.2 In the preamble delete "PART OF SERVICE ROAD PLAN 3823NY WITHIN NE 22-71-6-W6 EXCEPTING THEREOUT ALL MINES AND MINERALS" in its entirety and replace with:  

"ALL THAT PORTION OF THE SERVICE ROAD AS SHOWN ON LOT 17A BLOCK 1 PLAN 252\_\_\_\_, EXCEPTING THEREOUT ALL MINES AND MINERALS AND

ALL THAT PORTION OF THE SERVICE ROAD AS SHOWN ON LOT 18A BLOCK 1 PLAN 252\_\_\_\_, EXCEPTING THEREOUT ALL MINES AND MINERALS."
  - 1.3 Delete section 1 in its entirety and replace it with the following:
    - "1. All that portion of the service road as shown on lot 17A block 1 plan 252\_\_\_\_, as described in Schedule "A", excepting thereout all mines and minerals is hereby closed.
    2. All that portion of the service road as shown on lot 18A block 1 plan 252\_\_\_\_, as described in Schedule "B", excepting thereout all mines and minerals is hereby closed."
  - 1.4 Renumber section 2 from "2" to "3".
  - 1.5 Delete schedules "A" and "B" in their entirety and replace with schedules "A" and "B" attached.

**EFFECTIVE DATE**

2. This Bylaw shall come into force and effect when it receives third reading and is duly signed.

**READ** a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**READ** a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

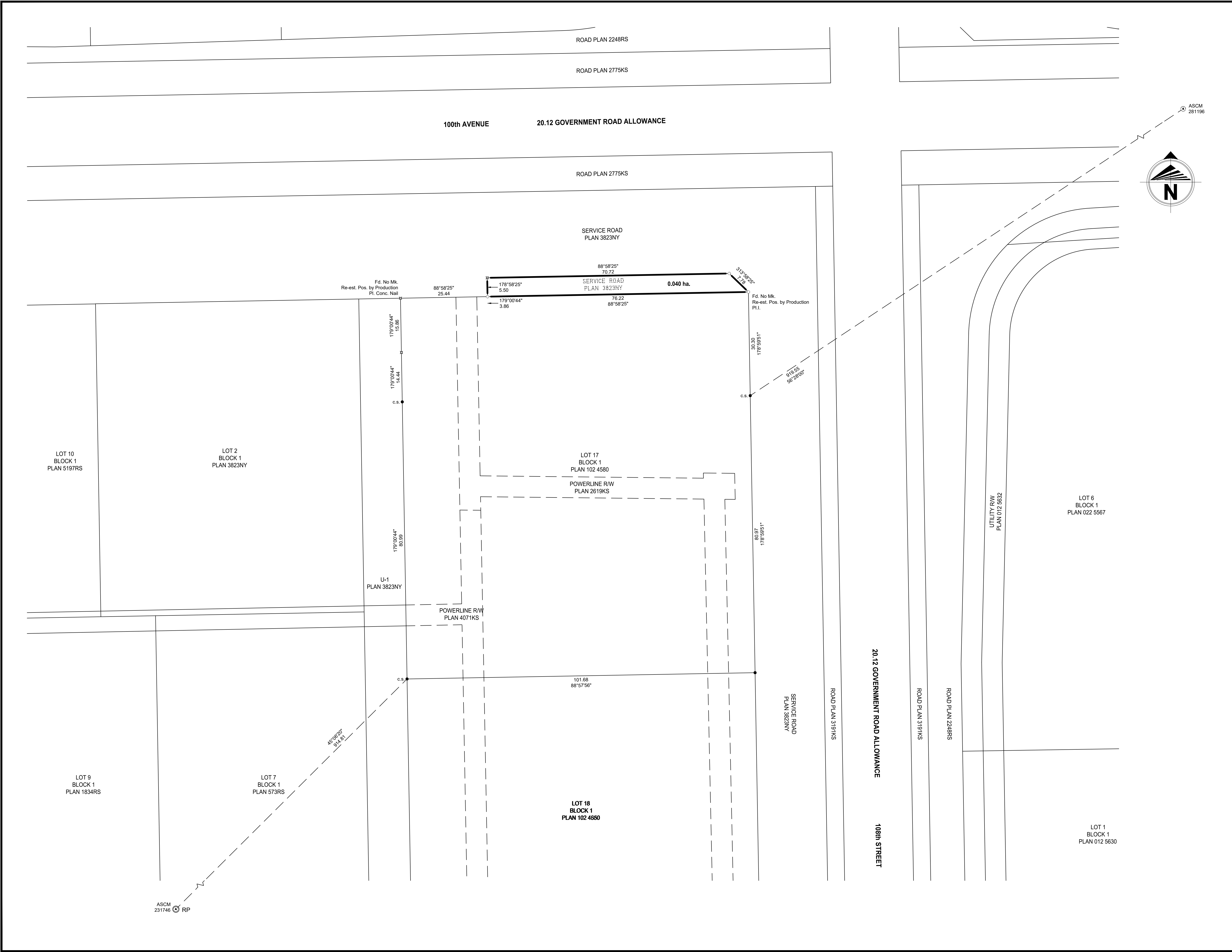
**READ** a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

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Mayor

---

City Clerk



REGISTRAR, NORTH ALBERTA LAND REGISTRATION DISTRICT

PLAN No. \_\_\_\_\_  
ENTERED AND REGISTERED ON \_\_\_\_\_  
INSTRUMENT No. \_\_\_\_\_  
A.D. REGISTRAR \_\_\_\_\_

CITY OF GRANDE PRAIRIE

PLAN SHOWING  
ROAD CLOSURE  
OF PART OF  
SERVICE ROAD PLAN 3823NY  
TO BE CONSOLIDATED WITH  
LOT 17, BLOCK 1, PLAN 102 4580  
ALL WITHIN THE  
N.E. 1/4 SEC. 22, TWP. 71, RGE. 6, W.6M.

SCALE: 1:500  
0 25 50 METRES

**LEGEND**  
ALBERTA SURVEY CONTROL MARKERS (ASCM) SHOWN THUS:   
STATUTORY IRON POSTS FOUND SHOWN THUS:   
STATUTORY IRON POSTS PLACED SHOWN THUS:   
CONCRETE NAIL PLACED IN ASPHALT SHOWN THUS:   
GEO-REFERENCE POINT SHOWN THUS:   
LANDS DEALT WITH BY THIS PLAN BOUNDED THUS:   
ALL IRON SURVEY POSTS PLACED ARE STAMPED 'P077'  
DISTANCES ARE IN METRES AND DECIMALS THEREOF  
ALL DISTANCES ARE FROM POST TO POST UNLESS SHOWN OTHERWISE  
BEARINGS ARE 3TM 120°, NAD83, DERIVED FROM GNSS OBSERVATIONS  
GEO-REFERENCE POINT IS ASCM 231746 AND IS A PUBLISHED 3TM 120°  
NAD83 (ORIGINAL) COORDINATE  
N. 6115445.257, E. 74370.474  
COMBINED SCALE FACTOR 0.999867

ABBREVIATIONS			
A.L.S.	Alberta Land Surveyor	Mp.	marker post
ASCM	Alberta Survey Control Marker	MR	municipal reserve
ARC	arc length	N	north
Bdy.	Boundary	P.	standard brass cap
calc.	calculated	Pit	4 pits
ck.m.	check measured	Pl.	placed
conc.	concrete	Pos.	position
cor.	corner	Prop.	proportion
C. of T.	Certificate of Title	PUL	public utility lot
c.s.	countersunk	R	radius
E	east	Res.	restored
ER	environmental reserve	Re-est.	re-established
Est.	established	Range	range
Fd.	found	R/W	right of way
ha.	hectare	S	south
i.	statutory iron post	Sec.	section
L.P.	lead plug	Twp.	township
M.	mound or meridian	W	west
Mk.	mark	Wit.	witness
Mkd	marked		

**SURVEYOR**  
NAME: BRUCE C. E. TATTRIE, A.L.S.  
DATES OF SURVEY:  
FROM AUGUST 26, 2021 TO NOVEMBER 30, 2021  
IN ACCORDANCE WITH THE PROVISIONS  
OF THE SURVEYS ACT.

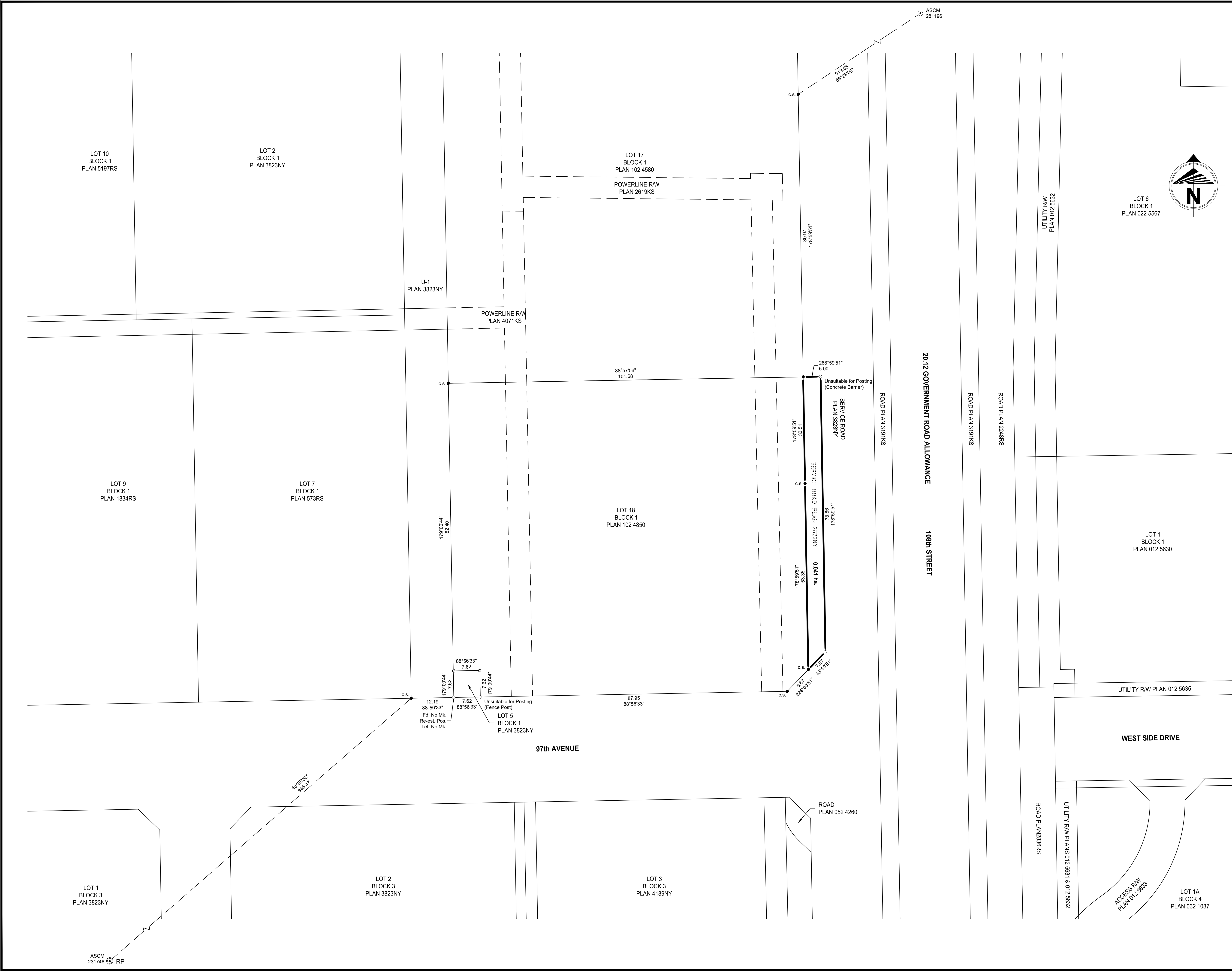


**REGISTERED OWNER**  
SIDE ASSET MANAGEMENT LTD.

**SUBDIVISION AUTHORITY**  
CITY OF GRANDE PRAIRIE  
  
FILE No.

**Beirsto & Associates**  
ENGINEERING & SURVEY  
10940 - 92 AVENUE  
GRANDE PRAIRIE, AB T8V 6B5  
PH. 780 532 4919 TF. 1 855 879 5973 FX. 780 532 4739

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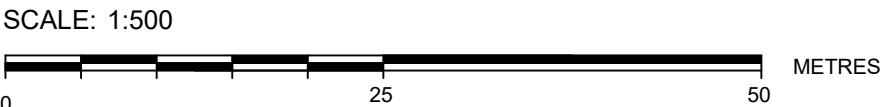


REGISTRAR, NORTH ALBERTA LAND REGISTRATION DISTRICT

**PLAN No.** \_\_\_\_\_  
**ENTERED AND REGISTERED ON** \_\_\_\_\_  
**INSTRUMENT No.** \_\_\_\_\_  
**A.D. REGISTRAR** \_\_\_\_\_

**CITY OF GRANDE PRAIRIE**

**PLAN SHOWING  
ROAD CLOSURE**  
OF PART OF  
SERVICE ROAD PLAN 3823NY  
TO BE CONSOLIDATED WITH  
LOT 18, BLOCK 1, PLAN 102 4580  
ALL WITHIN THE  
N.E. 1/4 SEC. 22, TWP. 71, RGE. 6, W.6M.



**LEGEND**

ALBERTA SURVEY CONTROL MARKERS (ASCM) SHOWN THUS:   
STATUTORY IRON POSTS FOUND SHOWN THUS:   
STATUTORY IRON POSTS PLACED SHOWN THUS:   
CONCRETE NAIL PLACED IN ASPHALT SHOWN THUS:   
NON-MONUMENTED POSITION SHOWN THUS:   
GEO-REFERENCE POINT SHOWN THUS:   
LANDS DEALT WITH BY THIS PLAN BOUNDED THUS:   
ALL IRON SURVEY POSTS PLACED ARE STAMPED 'P077'  
DISTANCES ARE IN METRES AND DECIMALS THEREOF  
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GEO-REFERENCE POINT IS ASCM 231746 AND IS A PUBLISHED 3TM 120°  
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N. 6115445.257, E. 74370.474  
COMBINED SCALE FACTOR 0.999867

**ABBREVIATIONS**

A.L.S.	Alberta Land Surveyor	Mp.	marker post
ASCM	Alberta Survey Control Marker	MR	municipal reserve
ARC	arc length	N	north
Bdy.	Boundary	P.	standard brass cap
calc.	calculated	Pit	4 pits
ck.m.	check measured	Pl.	placed
conc.	concrete	Pos.	position
cor.	corner	Prop.	proportion
C. of T.	Certificate of Title	PUL	public utility lot
c.s.	countersunk	R.	radius
E	east	Res.	restored
ER	environmental reserve	Re-est.	re-established
Est.	established	Rge.	range
Fd.	found	R/W	right of way
ha.	hectare	S	south
i.	statutory iron post	Sec.	section
L.P.	lead plug	Twp.	township
M.	mound or meridian	W	west
Mk	mark	Wit.	witness
Mkd	marked		

**SURVEYOR**

NAME: BRUCE C. E. TATTRIE, A.L.S.  
DATES OF SURVEY:  
FROM AUGUST 26, 2021 TO NOVEMBER 30, 2021  
IN ACCORDANCE WITH THE PROVISIONS  
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**REGISTERED OWNER**

SIDE ASSET MANAGEMENT LTD.

**SUBDIVISION AUTHORITY**

CITY OF GRANDE PRAIRIE

FILE No.

**Beirsto & Associates**  
ENGINEERING & SURVEY

10940 - 92 AVENUE  
GRANDE PRAIRIE, AB T8V 6B5  
PH. 780 532 4919 TF. 1 855 879 5973 FX. 780 532 4739



P 780-538-0300 or 311  
A P.O. Bag 4000  
10205 - 98 Street  
Grande Prairie, AB T8V 6V3

I, Shane Burke, City Manager, of the City of Grande Prairie, do hereby certify that the proposed revisions in Bylaw C-1464A were prepared in accordance with section 63 of the *Municipal Government Act*, RSA 2000 c M-26.

February 26, 2025

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Date

Shane Bourke

Digitally signed by Shane  
Bourke  
Date: 2025.02.26 09:39:41  
-07'00'

Shane Burke  
City Manager  
City of Grande Prairie



## MINUTES OF THE CITY OF GRANDE PRAIRIE INVESTMENT AND STRATEGY COMMITTEE

**March 18, 2025, 10:15 A.M.  
Council Chambers, City Hall**

MEMBERS PRESENT	G. Blackmore	Deputy Chair
	D. Bressey (virtual)	Committee Chair
	M. O'Connor (virtual)	Councillor
	J. Clayton (virtual)	Mayor
ALSO PRESENT	G. Berg	Councillor
	C. Thiessen	Councillor
	S. Bourke	City Manager
	D. Whiteway	Chief Financial Officer
	B. Glavin	Chief Operating Officer
	C. Ridgeway	Chief Public & Protective Services Officer, Acting
	A. Van Beekveld	Council Committee Coordinator
	C. Bilodeau	Director of City Manager's Office
	K. Biberdorf (virtual)	Director of Community Connections

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### 1. CALL TO ORDER

The meeting was called to order at 10:23 a.m.

### 2. ADOPTION OF AGENDA

**MOVED** by M. O'Connor  
Committee adopt the agenda as presented.

**CARRIED (4 to 0)**

### 3. DELEGATIONS

#### 3.1 APG Property Group

Greg Podolski and Andrzej Podolski, representatives of APG Property Group, were present to discuss proposed tax incentives within the City.

### 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:

- Community Connections - A new museum exhibit "120 Years of Strong and Free" has opened; this exhibit celebrates Alberta's 120<sup>th</sup> anniversary and highlights the history of settlement in the Peace Region. It includes many hands-on activities for

children and a wide assortment of Alberta memorabilia and souvenirs. Administration is attending the Sport Event Congress in Calgary this week, where they will meet with national sport organizations to identify future sport hosting opportunities for the City.

- Invest Grande Prairie - Apex Security is celebrating 20 years of business in the City. Administration attended the World Agri-Tech Conference to strengthen connections and explore investment opportunities in Agri-Tech. Between March 3-13, 7 new commercial and 2 new home-based business licenses were issued. Administration participated in the Alberta Health Refocus engagement session held in Grande Prairie regarding the Province's health care reorganization. The City is hosting an industry-focused mixer on March 25, bringing together businesses in energy, forestry, and agriculture.
- Communications - Recent announcements include: Residential Snow Clearing; Community Group Funding Applications; State of the City Event; Aging Well Together; and Women of Influence Awards.
- Legislative & Executive Services - New information regarding election workers has been added to the website; the City encourages everyone to consider participating as an election worker. Administration participated in the AB Munis Spring Leaders Caucus and Mid-Sized Cities Mayors Caucus events in Edmonton. The 2025 State of the City Event is happening on March 25; ticket sales are extended until March 20.

#### 4.2 2022-2025 Strategic Priorities Progress Update Q4 2024

C. Bilodeau, Director of City Manager's Office, presented Committee with the Q4 2024 update on Council's Strategic Priorities.

**MOVED** by D. Bressey

Committee recommend Council receive this report for information, as amended.

**CARRIED (4 to 0)**

## 5. **CORRESPONDENCE**

## 6. **OTHER BUSINESS**

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

### 7.1 Policy 206 Rescindment

D. Whiteway, Chief Financial Officer, presented Committee with information regarding the rescindment of Policy 206 - Policy on the Arts.

**MOVED** by M. O'Connor

Committee recommend Council rescind Policy 206 - Policy on the Arts.

For: (2): G. Blackmore, and M. O'Connor

Opposed: (2): D. Bressey, and J. Clayton

**DEFEATED (2 to 2)**

**MOVED by D. Bressey**

Committee direct Administration to bring forward revisions to Policy 206 that reflect current practices and policy frameworks.

**CARRIED (4 to 0)**

**8. OUTSTANDING ITEMS LIST**

The Committee reviewed the Investment & Strategy Committee Outstanding Items List for March 18, 2025.

**MOVED by D. Bressey**

Committee receive the March 18 Outstanding Items List, as presented, for information.

**CARRIED (4 to 0)**

**9. ADJOURN**

The meeting ended at 10:57 a.m.

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Deputy Chair

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Council Committee Coordinator

## ADMINISTRATIVE REPORT

<b>TO:</b> Shane Bourke, City Manager	<b>DATE:</b> March 18, 2025
<b>FROM:</b> Danielle Whiteway, Chief Financial Officer	<b>MEETING:</b> Investment & Strategy Committee
<b>REPORT WRITER:</b> Candace Bilodeau, Director, City Manager's Office	
<b>SUBJECT:</b> 2022-2025 Strategic Priorities Progress Update Q4 2024	

### RECOMMENDATIONS

That Committee recommend Council receive this report for information.

### PREVIOUS COUNCIL / COMMITTEE DIRECTIONS

At the May 2, 2022, City Council meeting, Council adopted the City of Grande Prairie's Strategic Plan 2022-2025.

At the March 11, 2024, City Council meeting, Council approved the 2024 Council Advocacy Priorities to include the following:

- Electricity Distribution Costs
- Health Care Supports
- Medical First Response Funding
- Northwestern Polytechnic Support
- Provincial and Federal Funding for Housing Needs

Other Advocacy Priorities include:

- Improved Rail Service
- Provincial Changes to Automated Traffic Enforcement (ATE)
- Immigration Biometric Scanning

### BACKGROUND

Strategic planning is an essential component of municipal operations. The City of Grande Prairie's Strategic Plan 2022-2025 (the Strategic Plan) provides a structured framework which defines four strategic priorities. The strategic priorities include Quality of Life, Innovative Efficiencies & Economic Readiness, Inclusive Caring Community, and Engaging Relationships.



Each strategic priority outlines specific projects, initiatives, and advocacy items that Council has identified to meet the current and long-term vision for the City of Grande Prairie. The City of Grande Prairie Strategic Plan 2022-2025 Progress Update Q4 2024 (Q4 Progress Update) highlights Council and Administration's work towards meeting the City's priorities.

## ANALYSIS

Each quarter, departments report their progress on each item included in the Strategic Plan. The Q4 Progress Update includes information on next steps, project completion target (year), project status and percentage of completion for each project and initiative identified within the Strategic Plan.

### **Projects and initiatives newly completed within Q4 2024:**

- New Intermunicipal Development Plan (IDP)

### **Projects and initiatives completed prior to Q4 2024:**

#### **Quality of Life**

- Livable Neighbourhood: Land Use Policy
- Outdoor Space Enhancement
- Neighbourhood Amenities
- Recreation & Culture Strategy
- Bike Park at Crystal Lake
- Current State of Policing Assessment

#### **Engaging Relationships**

- Polytechnical Liaison: Training Needs Gap
- Branding & Image Strategy

#### **Inclusive & Caring Community**

- Accessibility, Mobility, and Connectivity: Review
- Coordinated System of Care: Action Plan
- Affordable Housing Action Plan
- Truth and Reconciliation Report
- Public Security Unit Proposal
- Rent Affordability Options
- Transit Redesign Implementation

#### **Innovative Efficiencies & Economic Readiness**

- Benefit Driven Procurement
- Attraction/Retention of Healthcare Professionals: Strategy
- Comparative Energy: Study Review
- Municipal Development Plan (MDP)
- Hughes Lake Servicing Strategy
- Labour Market Study: Recommendations
- Business Incentive: Assessment and Options
- Stormwater Utility Model: Implementation
- Beautification and Entrance Landscaping Project: Proposal
- Road Structure Review

- Bear Creek: Slope Stability Study
- Sport Tourism Function: Business Case
- Cyber Security Strategy
- Enterprise Resource Planning System Implementation
- Land Inventory: Gap Analysis

Progress will continue to be tracked and reported publicly on a quarterly basis. Once approved, the quarterly progress updates will be publicly available on the City of Grande Prairie's website.

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

This report highlights progress towards meeting Council's Strategic Priorities laid out in the City of Grande Prairie's Strategic Plan 2022-2025.

### **Environmental Impact**

There are no environmental impacts associated with this report.

### **Economic Impact**

There are no economic impacts associated with this report.

### **Social Impact**

The City of Grande Prairie's Strategic Plan 2022-2025 sets the current and long long-term vision for the community. The projects, initiatives and advocacy items identified by Council within the strategic priorities ensure Grande Prairie remains an exceptional place to live.

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

[The City of Grande Prairie's Strategic Plan 2022-2025](#)

[The City of Grande Prairie's 2023 Annual Report](#)

[Strategic Plan Progress Report 2024 Q1](#)

[Strategic Plan Progress Report 2024 Q2](#)

[Strategic Plan Progress Report 2024 Q3](#)

### **Risk**

There is no risk associated with this report.

### **Alternatives (Optional)**

## **STAKEHOLDER ENGAGEMENT**

Departments provide project, initiative, and advocacy item progress updates on a quarterly basis.

## **BUDGET / FINANCIAL IMPLICATIONS**

There are no budgetary or financial implications associated with this report.

Council and Administration continue to work towards completing the projects, initiatives and advocacy items identified in the City of Grande Prairie's Strategic Plan 2022-2025. Progress updates are reported to Council on a quarterly basis.

**ATTACHMENTS**

The City of Grande Prairie Strategic Plan 2022-2025 Progress Update Q4 2024

# STRATEGIC PLAN 2022–2025

Status Update



Q4 2024

CITY OF  
**GRANDE**  
prairie

# CONTENTS

- 02** Contents
- 03** Celebrating Success
- 05** Strategic Priority: Quality of Life
- 07** Strategic Priority: Engaging Relationships
- 08** Strategic Priority: Inclusive & Caring Community
- 10** Strategic Priority: Innovative Efficiencies & Economic Readiness

Council's 2022–2025 Strategic Plan outlines projects and initiatives that align with four strategic pillars consisting of Quality of Life, Innovative Efficiencies & Economic Readiness, Inclusive & Caring Community, and Engaging Relationships. Many successes have occurred to-date, including:



### Regional Collaboration Success: City and County of Grande Prairie

The City and County of Grande Prairie continue to make significant strides in regional collaboration, ensuring long-term growth, sustainability, and shared prosperity. Two major milestones achieved in Q4 highlight this commitment: the adoption of the updated **Intermunicipal Development Plan (IDP)** and the successful approval of the **Recreation and Culture Cost Sharing Agreement**.



### Intermunicipal Development Plan (IDP) Adoption

The updated IDP represents a major step forward in coordinated land use and infrastructure planning, fostering sustainable development while aligning with the shared vision of both municipalities. Adopted as Bylaw C-1479, this plan was shaped through extensive public engagement and introduces key improvements, including:

- **Unified Vision & Land Use Concepts** – A cohesive framework to guide future development.
- **Streamlined Approvals** – A two-tier Area Structure Plan process and reduced document review timelines (from 30 to 14 days).
- **Refined Referral Areas** – Focused planning near municipal boundaries for better coordination.
- **Stronger Infrastructure Requirements** – Mandatory municipal servicing for high-intensity subdivisions.
- **Enhanced Dispute Resolution** – Alignment with the Intermunicipal Collaboration Framework to facilitate efficient conflict resolution.

This updated IDP ensures that growth near municipal boundaries is well-planned and strategically managed, reinforcing the region's commitment to sustainable development, economic prosperity, and environmental stewardship.



## Recreation and Culture Cost Sharing Agreement

The City and County have also strengthened their partnership through a long-term funding agreement for key recreational and cultural facilities, enhancing accessibility and sustainability. This agreement guarantees continued investment in vital community spaces and services, including:

- **Sustainable Funding** – The County will contribute \$2.76 million annually, with adjustments over the four-year term.
- **Retroactive Support** – A one-time \$4.6 million contribution (spread over four years) to assist with prior facility investments.
- **Regional Facility Support** – Guaranteed funding for major community hubs such as Eastlink Centre, Bonnetts Energy Centre, Evergreen Park, and the County Sportsplex.
- **Cultural Investments** – Continued financial support for the Grande Prairie Library Board and the Art Gallery of Grande Prairie, ensuring the vibrancy of arts and culture programming.

This agreement reinforces the commitment of both municipalities to providing accessible, high-quality recreational and cultural opportunities for residents. By working together, the City and County are investing in a stronger, more connected community, ensuring long-term benefits for current and future generations.



## Strengthening Regional Partnerships

These collaborative initiatives reflect a shared dedication to responsible planning, sustainable growth, and enhanced quality of life for all residents. The City and County of Grande Prairie will continue to build on this momentum, fostering partnerships that drive regional success and community well-being.

For additional details on various other projects and initiatives achieved in 2023, please view our [2023 Annual Report](#).





# STRATEGIC PRIORITY: QUALITY OF LIFE



Active Lifestyle



Fierce Community Pride



Safety

Projects and Initiatives	Next Step	Project Completion Target (Year)	Status	% Progress
Liveable Neighbourhood: Land Use Policy	MDP was adopted in Q1.	2024	✓	●
Winter City Strategy	Strategy to be presented in Q3.	2025	●	◐
Outdoor Space Enhancement	Several outdoor enhancements funded in 2024. Additional projects being evaluated for 2025 capital budget.	2024	✓	●
Covered Outdoor Spaces	Remained unfunded at the 2025 budget deliberations. Deferred until funded.		●	○
Neighbourhood Amenities	Neighbourhood amenities assessment complete. Implementation of new amenities ongoing.	2023	✓	●
Establish Grande Prairie Police Service	Preparing for deployment of marked vehicles into police operations. Second recruit class processing is in progress, with training set to begin in late Q1 2025.	2027	●	◐
Recreation & Culture Strategy	Strategy is complete. Opportunities are being explored in preparation of the 2025 budget.	2024	✓	●
Field House: Request	Ongoing collaboration with local school divisions on gymnasium use, with the field house request remaining a standing item on the Intermunicipal Collaboration Committee agenda.	2025	●	◐



Completed



In Progress / On Track



On Hold / Delayed



Not Started





## STRATEGIC PRIORITY: QUALITY OF LIFE



Active Lifestyle



Fierce Community Pride



Safety

### Advocacy Initiatives Related to Quality of Life\*

Medical First Response Funding

Provincial Changes to Automated Traffic Enforcement

\*For additional advocacy initiatives undertaken by the City, visit: [cityofgp.com/city-government/mayor-city-council/advocacy-priorities](https://cityofgp.com/city-government/mayor-city-council/advocacy-priorities)

### Guiding Documents

- [Police Commission Bylaw C-1455](#)
- [Grande Prairie Area Joint Recreation Master Plan](#)
- [Parks and Open Space Master Plan](#)
- [Municipal Development Plan Bylaw C-1237](#)
- [Neighbourhood Association Policy 217](#)
- [City of Grande Prairie Recreation and Culture Strategy](#)

✓ Completed

● In Progress / On Track

● On Hold / Delayed

● Not Started



## STRATEGIC PRIORITY: ENGAGING RELATIONSHIPS



Reputation Management



Brand, Marketing &  
Communication



Culture & Pride

Projects and Initiatives	Next Step	Project Completion Target (Year)	Status	% Progress
Explore Entertainment & Recreation District Concept	The feasibility study will be referred to 2026 budget deliberations.	2026		
Polytechnical Liaison: Training Needs Gap	Invest GP meets weekly with NWP, supporting the Work Integrated Learning Platform launch. Invest GP will continue to support NWP's advocacy efforts.	2024		
Branding & Image Strategy	Strategy is complete. Visual identity and brand refresh rollout will be phased.	2024		

### Advocacy Initiatives Related to Engaging Relationships\*

Northwestern Polytechnic Advocacy Support

\*For additional advocacy initiatives undertaken by the City, visit: [cityofgp.com/city-government/mayor-city-council/advocacy-priorities](https://cityofgp.com/city-government/mayor-city-council/advocacy-priorities)

### Guiding Documents

■ Crystal Centre Expansion Master Plan



Completed



In Progress / On Track



On Hold / Delayed



Not Started



# STRATEGIC PRIORITY: INCLUSIVE & CARING COMMUNITY



**Multicultural**



**Youth to Seniors**



**Housing**

Projects and Initiatives	Next Step	Project Completion Target (Year)	Status	% Progress
Housing Strategy	Continue advancing the Housing Strategy Initiative through advocacy and by seeking opportunities pertaining to affordable housing.	2025		
Accessibility, Mobility and Connectivity: Review	Report presented and approved.	2024		
Seniors Strategy	Action plan (Aging Well Together Priorities) to be presented in Q1.	2025		
Coordinated Care Campus / Permanent Supportive Housing Project	Phase 4 renovations began on the kitchen. Third floor occupancy will occur in Q1.	2025		
Coordinated System of Care: Action Plan	Referral pathways are updated.	2024		
Affordable Housing Action Plan	Assess actions from the affordable housing action plan.	2023		
Truth & Reconciliation: Report	Complete a framework for municipal action based on the Truth and Reconciliation Calls to Action.	2023		

**Completed**

**In Progress / On Track**

**On Hold / Delayed**

**Not Started**



# STRATEGIC PRIORITY: INCLUSIVE & CARING COMMUNITY



Multicultural



Youth to Seniors



Housing

## Advocacy Initiatives Related to Inclusive & Caring Community\*

Provincial and Federal Funding for Housing Needs

Health Care Supports

\*For additional advocacy initiatives undertaken by the City, visit: [cityofgp.com/city-government/mayor-city-council/advocacy-priorities](https://cityofgp.com/city-government/mayor-city-council/advocacy-priorities)

## Guiding Documents

- Municipal Development Plan Bylaw C-1237
- Grande Prairie Transportation Master Plan
- Homelessness Strategy for Grande Prairie
- Social Sustainability Framework
- Affordable Housing Action Plan
- Design and Construction Standards

✓ Completed

● In Progress / On Track

● On Hold / Delayed

● Not Started



# STRATEGIC PRIORITY: INNOVATIVE EFFICIENCIES & ECONOMIC READINESS


**Strategic Growth**

**Innovation Development**

**Attraction**

Projects and Initiatives	Next Step	Project Completion Target (Year)	Status	% Progress
Corporate Asset Maturity Strategy	Procedures are currently being drafted for full policy implementation.	2025		
Benefit Driven Procurement (Social Procurement)	Analyze and assess the benefits and impacts of Benefit Driven Procurement.	2024		
New Intermunicipal Development Plan (IDP)	The new IDP has been adopted as Bylaws by both the City of Grande Prairie and the County of Grande Prairie.	2024		
Attraction/Retention of Health Care Professionals: Strategy	Report presented and approved.	2024		
Comparative Energy: Study Review	Review and analyze study, and prepare options for Council consideration.	2024		
Municipal Development Plan (MDP)	MDP was approved.	2024		
Hughes Lake Servicing Strategy	Assess and evaluate options for Hughes Lake and elsewhere, for Council consideration.	2023		
Labour Market Study: Recommendations	Complete and evaluate Labour Market Analysis and present options for Council consideration. With GP Chamber and Regional Partners. Polytechnical Liaison – Training needs gap.	2023		


**Completed**

**In Progress / On Track**

**On Hold / Delayed**

**Not Started**



# STRATEGIC PRIORITY: INNOVATIVE EFFICIENCIES & ECONOMIC READINESS



## Strategic Growth



## Innovation Development



## Attraction

Projects and Initiatives	Next Step	Project Completion Target (Year)	Status	% Progress
Business incentive: Assessment and Options	Council approved changes to existing grant programs and additional incentives were approved.	2024	✓	●
Stormwater Utility Model: Implementation	Utility models were presented and engagement sessions took place in Q1. Stormwater utility charge will not go forward at this time.	2024	✓	●
Beautification and Entrance Landscaping Projects: Proposal	Evaluate existing beautification programs such as annual flower and tree installations to determine efficacy of focus areas, and to determine what Parks-related improvements can be accomplished for entrance features, including organic rehabilitation.	2023	✓	●
Road Structure Review	Comprehensive review and assessment of pavement structure to obtain options to improve performance.	2023	✓	●
Bear Creek Corridor: Slope Stability Study	Presented to Council in Q3.	2024	✓	●
Tourism Strategy: City Expectations	Support organization with the onboarding and orientation of newly hired Executive Director and administration.	2025	●	●
Sport Tourism Function: Business Case	Develop a business case for an enhancement of Sport Tourism.	2024	✓	●



Completed



In Progress / On Track



On Hold / Delayed



Not Started



# STRATEGIC PRIORITY: INNOVATIVE EFFICIENCIES & ECONOMIC READINESS



**Strategic Growth**



**Innovation Development**



**Attraction**

## Advocacy Initiatives Related to Innovative Efficiencies & Economic Readiness\*

Electricity Distribution and Transmission Costs: Reduction

Improved Rail Service

Immigration Biometric Scanning

\*For additional advocacy initiatives undertaken by the City, visit: [cityofgp.com/city-government/mayor-city-council/advocacy-priorities](https://cityofgp.com/city-government/mayor-city-council/advocacy-priorities)

## Guiding Documents

- |  |   |
|--|---|
| ■ <a href="#">Industrial Attraction Strategy</a>               | ■ <a href="#">Grande Prairie Transportation Master Plan</a> |
| ■ <a href="#">Intermunicipal Development Plan Bylaw C-1248</a> | ■ <a href="#">Design and Construction Standards</a>         |
| ■ <a href="#">Municipal Development Plan Bylaw C-1237</a>      | ■ <a href="#">Storm Drainage Master Plan</a>                |
| ■ <a href="#">Hughes Lake Area Structure Plan Bylaw C-1367</a> | ■ <a href="#">Parks and Open Space Master Plan</a>          |



**Completed**



**In Progress / On Track**



**On Hold / Delayed**



**Not Started**

[cityofgp.com](http://cityofgp.com)







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

**March 18, 2025, 10:30 A.M.  
Council Chambers, City Hall**

MEMBERS PRESENT	G. Berg	Committee Chair
	C. Thiessen	Councillor
	D. Bressey (virtual)	Councillor
	J. Clayton (virtual)	Mayor
ALSO PRESENT	G. Blackmore	Councillor
	M. O'Connor (virtual)	Councillor
	S. Bourke	City Manager
	D. Whiteway	Chief Financial Officer
	B. Glavin	Chief Operating Officer
	C. Ridgeway	Chief Public & Protective Services Officer, Acting
	A. Van Beekveld	Council Committee Coordinator

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**1. CALL TO ORDER**

The meeting was called to order at 11:00 a.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**

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

- Financial Management - The external auditors wrapped up onsite field work last week and will continue working through processes with Administration to wrap up the audit over the next few weeks. Draft statements will be presented to Committee next month.
- Taxation & Assessment - The tax sale was held last week; two properties, believed to be abandoned, were available for auction but did not sell. Administration is working on next steps for these properties.
- Procurement & Supply Chain Management - Current bids include: Supply & Delivery of Gravel for Road Surfacing; Road Overlay Phase 1; Supply & Delivery

of Concrete Mix; Supply & Delivery of Traffic Paint; Facility Design & Construction Supervision for IECC Project at City on 99; and Air Supported Recreation Facility.

- Geographical & Information Technology Services - Administration is working on the migration of City staff to the new GPPS network environment and support of the GPPS network and infrastructure requirements. Technology support is ongoing for the implementation of the Integrated Emergency Communication Centre. Administration continues to revise and update the spring and summer seasonal mapping requirements for various corporate department operations.

**5. CORRESPONDENCE**

**6. OTHER BUSINESS**

**7. BYLAW & POLICY REVIEW**

**7.1 Bylaw C-1395P - Fees, Rates & Charges Bylaw Amendment**

D. Whiteway, Chief Financial Officer, presented Committee with proposed amendments to the Fees, Rates & Charges Bylaw.

**MOVED by C. Thiessen**

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

**CARRIED (4 to 0)**

**8. OUTSTANDING ITEMS LIST**

The Committee reviewed the Financial & Administrative Services Committee Outstanding Items List for March 18, 2025.

**MOVED by C. Thiessen**

Committee receive the March 18 Outstanding Items List, as amended, for information.

**CARRIED (4 to 0)**

**9. ADJOURN**

The meeting ended at 11:10 a.m.

---

Chair

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Council Committee Coordinator

## ADMINISTRATIVE REPORT

<b>TO:</b> Shane Bourke, City Manager	<b>DATE:</b> March 18, 2025
<b>FROM:</b> Danielle Whiteway, Chief Financial Officer	<b>MEETING:</b> Financial & Administrative Services Committee
<b>REPORT WRITER:</b> Blair Warr, Financial Business Advisor	
<b>SUBJECT:</b> Bylaw C-1395P - Amendment to the Fees, Rates and Charges Bylaw	

### RECOMMENDATIONS

That the Financial & Administrative Services Committee recommend Council give three readings to Bylaw C-1395P, being an amendment to the Fees, Rates and Charges Bylaw.

### PREVIOUS COUNCIL / COMMITTEE DIRECTIONS

At the November 13-15, 2024 CCW Budget Deliberations, the following motion was passed:

“Committee approve Additional Initiative “Proposed Emergency Response Recovery Projections”, with a Q2 2025 start date, and direct Administration to provide a report back to the appropriate Standing Committee with further information.”

### BACKGROUND

As per Committee’s motion, the Fees, Rates and Charges Bylaw must be updated to include the Emergency Response Recovery that was approved to commence in Q2 of 2025. This amendment is to include these recovery costs for the Fire Departments service on vehicle fire and motor vehicle collisions.

### ANALYSIS

Motor vehicle incident response recovery is a common practice both provincially and with local municipalities. Implementing a process for emergency response recovery would require hiring a subject matter expert or contracting an adjuster/insurance professional to adjudicate with the insurance companies. Billing for structure fires is not a common practice provincially and is not recommended by Administration.

Additionally, other adjustments have been made to align the Fees, Rates and Charges Bylaw with the updated organizational structure and housekeeping items to align the bylaw with current organizational practices.

Housekeeping items include:

Inspection Services – To align commercial general refunds for cancelled permits with residential rates for cancelled permits.

Planning and Development – To align file searches with Inspections Services file search fee.

Planning and Development – Remove A-Board Permit fee as it is no longer collected.

Sports Development, Wellness and Culture – Additional description for excessive cleaning at City school gymnasiums.

Sports Development, Wellness and Culture – Correct hourly rates for multi-use court rental, as community partner and non-profit rates were previously reversed in the bylaw.

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

The Fire Department's Emergency Response Recovery proposal supports Council's Strategic focus on Innovative Efficiency & Economic Readiness – recovering organizational costs from vehicle fire and motor vehicle collisions.

### **Environmental Impact**

There are no environmental impacts associated with this report.

### **Economic Impact**

Recovering organizational costs from vehicle fire and motor vehicle collisions.

### **Social Impact**

There are no social impacts associated with this report.

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

Associated bylaw referenced herein.

Municipal Government Act (MGA)

### **Risk**

Should an amendment of Bylaw C-1395P not pass, the Fees, Rates, and Charges Bylaw would not reflect Council's approval of the Fire Departments Emergency Response Recovery.

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**

Fees and charges revenue changes were included in the approved 2025-2028 operating budget.

Administration recommends that Committee and Council approve:

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

**ATTACHMENTS**

Attachment 1 – Bylaw C-1395P Fees, Rates and Charges Amendment – Draft

Attachment 2 – Bylaw C-1395P – Markup

**CITY OF GRANDE PRAIRIE**

**BYLAW C-1395P**

**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 Delete Schedule "A" in its entirety and replace with the attached Schedule "A".

**EFFECTIVE DATE**

2. This Bylaw shall come into force and effect when it receives third reading and is duly signed.

**READ** a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**READ** a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**READ** a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Mayor

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

(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.)

<b>Service Area - Facility</b>	<b>Fees, Rates, Charges</b>	<b>GST Applicable</b>	<b>Fees with Applicable GST</b>
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## **Assessment and Taxation**

### **Charges for Information, Services and Documents**

Tax Certificate	\$40.00	N	\$40.00
Property Tax Information to Lending Institutions	\$25.00	N	\$25.00
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	\$350.00	N	\$350.00
Current Assessment Detail Request (Owner Only)	Free		Free
Access to Summary of Assessment	\$75.00 per hour \$30.00 Minimum charge	N	\$75.00 per hour \$30.00 Minimum charge
Access to Assessment Records	\$75.00 per hour \$30.00 Minimum charge	N	\$75.00 per hour \$30.00 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%

### **Assessment Review Board Appeal Filing Fee**

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

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
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### Bylaw Enforcement Services

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

### Animal License

Dog License	\$60.00	N	\$60.00
Dog License (Spayed/Neutered)	\$30.00	N	\$30.00
Cat License	\$45.00	N	\$45.00
Cat License (Spayed/Neutered)	\$20.00	N	\$20.00
Nuisance Animal License	\$120.00	N	\$120.00
Vicious Animal License	\$525.00	N	\$525.00
Replacement License Tag	\$12.00	N	\$12.00
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

### Vehicle for Hire License and Permits

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	\$300.00	N	\$300.00
Vehicle Permit - Includes one inspection	\$110.00 per vehicle	N	\$110.00 per vehicle
Vehicle for Hire Permit Transfer	\$55.00 per vehicle	N	\$55.00 per vehicle
Vehicle for Hire Re-inspection	\$55.00	N	\$55.00
Livestock Exemption Application	\$250.00	N	\$250.00
Livestock Exemption Permit Renewal	\$150.00	N	\$150.00
Animal Limit Exemption Application	\$250.00	N	\$250.00
Animal Limit Exemption Permit Renewal	\$150.00	N	\$150.00

### Community Knowledge Campus

#### Multiplex Aquatics and Wellness (Eastlink Centre)

##### Drop-In Admissions

Under 3 years	Free		Free
Child (Age 3 to 12)	\$5.94	Y	\$6.24
Youth (Age 13 to 17)	\$7.92	Y	\$8.32
Student (ID required)	\$7.92	Y	\$8.32
Adult (Age 18 to 59)	\$10.90	Y	\$11.44



Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Community Knowledge Campus</b>			
<b>Multiplex Aquatics and Wellness (Eastlink Centre)</b>			
<b>Drop-In Admissions</b>			
Senior (Age 60+)	\$7.92	Y	\$8.32
Family	\$24.26	Y	\$25.48
Playcare (1 hour)	\$4.86	Y	\$5.10
Playcare (1.5 hours)	\$7.28	Y	\$7.65
Playcare (No-Show)	\$4.86	Y	\$5.10
Walking Track Special Program	\$1.90	Y	\$2.00
Group Rate (10+ people) 10% discount off Total *Conditions Apply*			
<b>Memberships</b>			
<b>Child (Age 3 to 12)</b>			
10 Punch Pass	\$53.49	Y	\$56.16
1 Month Pass	\$31.20	Y	\$32.76
1 Month Grande Access Pass	\$37.44	Y	\$39.31
Annual Membership, paid monthly	\$28.23	Y	\$29.64
Annual Grande Access Pass, paid monthly	\$33.87	Y	\$35.57
Annual Pre-Paid Pass	\$307.30	Y	\$322.66
Annual Grande Access Pre-Paid Pass	\$368.75	Y	\$387.19
<b>Youth (Age 13 to 17)</b>			
10 Punch Pass	\$71.31	Y	\$74.88
1 Month Pass	\$43.09	Y	\$45.24
1 Month Grande Access Pass	\$51.70	Y	\$54.28
Annual Membership, paid monthly	\$39.12	Y	\$41.08
Annual Grande Access Pass, paid monthly	\$46.95	Y	\$49.29
Annual Pre-Paid Pass	\$425.66	Y	\$446.94
Annual Grande Access Pre-Paid Pass	\$510.79	Y	\$536.32
<b>Student (ID Required)</b>			
10 Punch Pass	\$71.31	Y	\$74.88
1 Month Pass	\$43.09	Y	\$45.24
1 Month Grande Access Pass	\$51.70	Y	\$54.28
Annual Membership, paid monthly	\$39.12	Y	\$41.08
Annual Grande Access Pass, paid monthly	\$46.95	Y	\$49.29
Annual Pre-Paid Pass	\$425.66	Y	\$446.94
Annual Grande Access Pre-Paid Pass	\$510.79	Y	\$536.32

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Community Knowledge Campus</b>			
<b>Multiplex Aquatics and Wellness (Eastlink Centre)</b>			
<b>Memberships</b>			
<b>Adult (Age 18 to 59)</b>			
10 Punch Pass	\$98.06	Y	\$102.96
1 Month Pass	\$66.36	Y	\$69.68
1 Month Grande Access Pass	\$79.63	Y	\$83.61
Annual Membership, paid monthly	\$60.17	Y	\$63.18
Annual Grande Access Pass, paid monthly	\$72.21	Y	\$75.82
Annual Pre-Paid Pass	\$656.44	Y	\$689.26
Annual Grande Access Pre-Paid Pass	\$787.73	Y	\$827.11
<b>Senior (Age 60+)</b>			
10 Punch Pass	\$71.31	Y	\$74.88
1 Month Pass	\$43.09	Y	\$45.24
1 Month Grande Access Pass	\$51.70	Y	\$54.28
Annual Membership, paid monthly	\$39.12	Y	\$41.08
Annual Grande Access Pass, paid monthly	\$46.95	Y	\$49.29
Annual Pre-Paid Pass	\$425.66	Y	\$446.94
Annual Grande Access Pre-Paid Pass	\$510.79	Y	\$536.32
<b>Family</b>			
10 Punch Pass	\$218.40	Y	\$229.32
1 Month Pass	\$132.48	Y	\$139.10
1 Month Grande Access Pass	\$158.97	Y	\$166.92
Annual Membership, paid monthly	\$120.34	Y	\$126.36
Annual Grande Access Pass, paid monthly	\$144.41	Y	\$151.64
Annual Pre-Paid Pass	\$1,312.88	Y	\$1,378.52
Annual Grande Access Pre-Paid Pass	\$1,575.45	Y	\$1,654.23
<b>Pool Rental - (All rental rates double for Statutory Holidays)</b>			
Sport Partner - 25m Lane	\$17.63 per hour	Y	\$18.51 per hour
Sport Partner - 50m Lane	\$25.38 per hour	Y	\$26.64 per hour
Non Profit - 25m Lane	\$23.82 per hour	Y	\$25.01 per hour
Non Profit - 50m Lane	\$48.67 per hour	Y	\$51.11 per hour
Profit - 25m Lane	\$32.14 per hour	Y	\$33.74 per hour
Profit - 50m Lane	\$55.38 per hour	Y	\$58.15 per hour

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
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## Community Knowledge Campus

### Multiplex Aquatics and Wellness (Eastlink Centre)

#### Pool Rental - (All rental rates double for Statutory Holidays)

Flowrider (private rental)	\$208.60 per hour (up to 6 people)	Y	\$219.00 per hour (up to 6 people)
Learn to Flowride (private rental with instruction)	\$225.80 per hour (up to 6 people)	Y	\$237.00 per hour (up to 6 people)
Display Board Timekeeping (Sport-In-The-Box) for competitive swim meet use	\$476.19 per day	Y	\$500 per day

#### Program Rates

City Schools - Lessons (in accordance with SCORES Agreement)	Staff Costs only	Y	Staff Costs, plus GST
Other Schools - Lessons (does not include additional Instructors)	\$250.28 per day	Y	\$262.79 per day
Parent and Tot, Preschool and Swimmer 1-2	\$73.00 per session	N	\$73.00 per session
Swimmer 3-6	\$84.00 per lesson set	N	\$84.00 per lesson set
Adult 1-3	\$84.00 per lesson set	Y	\$88.20 per lesson set
Canadian Swim Patrol	\$105.00 per lesson set	N	\$105.00 per lesson set
Private Swim Lessons	\$270.00 per lesson set / 6 sessions	Y	\$283.50 per lesson set / 6 sessions
Private Swim Single Lessons	\$45.00 per lesson	Y	\$47.25 per lesson
Swim Assessment	\$25.00 per assessment	Y	\$26.25 per assessment
Junior Lifeguard Club	\$209.52 per season	Y	\$220.00 per season
Bronze Star	\$155.00 per course	N	\$155.00 per course
Bronze Medallion	\$200.00 per course	Y	\$210.00 per course
Bronze Cross	\$203.80 per course	Y	\$214.00 per course
Intermediate First Aid with CPR-C and AED	\$160.00 per course	Y	\$168.00 per course
Intermediate First Aid Recertification	\$118.00 per course	Y	\$123.90 per course
National Lifeguard	\$517.75 per course	Y	\$545.00 per course
National Lifeguard Recertification	\$89.00 per course	Y	\$93.45 per course
Swim Instructor	\$333.00 per course	Y	\$350.00 per course
LSI (Lifesaving Instructor)	\$238 per course	Y	\$250.00 per course

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
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## Community Knowledge Campus

### Multiplex Aquatics and Wellness (Eastlink Centre)

#### Program Rates

Practice Physical Abilities Requirement Evaluation (PARE)	\$41.60 per test	Y	\$43.68 per test
PARE Test	\$145.60 per test	Y	\$152.88 per test
Fitness Programs	\$93.60 - \$223.60 per program	Y	\$98.28 - \$234.78 per program

#### Room Rental - (All rental rates double for Statutory Holidays)

Fitness/Multipurpose Room - Sport Partner	\$83.62 per hour	Y	\$87.80 per hour
Fitness/Multipurpose Room - Non-Profit	\$104.62 per hour	Y	\$109.86 per hour
Fitness/Multipurpose Room - Profit	\$125.63 per hour	Y	\$131.91 per hour
Fitness/Multipurpose Room (½ Room) - Sport Partner	\$62.40 per hour	Y	\$65.52 per hour
Fitness/Multipurpose Room (½ Room) - Non-Profit	\$73.11 per hour	Y	\$76.77 per hour
Fitness/Multipurpose Room (½ Room) - Profit	\$83.62 per hour	Y	\$87.80 per hour
Fitness Studio - Sport Partner	\$83.62 per hour	Y	\$87.80 per hour
Fitness Studio - Non-Profit	\$83.62 per hour	Y	\$87.80 per hour
Fitness Studio - Profit	\$124.80 per hour	Y	\$131.04 per hour
West Multipurpose Room - Sport Partner	\$42.02 per hour	Y	\$44.12 per hour
West Multipurpose Room - Non-Profit	\$63.02 per hour	Y	\$66.18 per hour
West Multipurpose Room - Profit	\$84.03 per hour	Y	\$88.23 per hour
East Multipurpose Room - Sport Partner	\$29.74 per hour	Y	\$31.23 per hour
East Multipurpose Room - Non-Profit	\$50.54 per hour	Y	\$53.07 per hour
East Multipurpose Room - Profit	\$71.34 per hour	Y	\$74.91 per hour
Equipment Rate	\$49.52 per hour	Y	\$52.00 per hour
Cooking Classroom - Sport Partner	\$29.74 per hour	Y	\$31.23 per hour
Cooking Classroom - Non-Profit	\$50.54 per hour	Y	\$53.07 per hour
Cooking Classroom - Profit	\$71.34 per hour	Y	\$74.91 per hour
Meeting Room/Classroom (on deck) - Sport Partner	\$29.74 per hour	Y	\$31.23 per hour
Meeting Room/Classroom (on deck) - Non-Profit	\$50.54 per hour	Y	\$53.07 per hour
Meeting Room/Classroom (on deck) - Profit	\$71.55 per hour	Y	\$74.23 per hour
Meeting Room/Timing Room (on deck) - Sport Partner	\$20.80 per hour	Y	\$21.84 per hour
Meeting Room/Timing Room (on deck) - Non-Profit	\$31.20 per hour	Y	\$32.54 per hour
Meeting Room/Timing Room (on deck) - Profit	\$41.60 per hour	Y	\$43.68 per hour

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Community Knowledge Campus</b>			
<b>Multiplex Aquatics and Wellness (Eastlink Centre)</b>			
<b>Room Rental - (All rental rates double for Statutory Holidays)</b>			
Birthday Party – Fieldhouse 1 hour + 1 hour Party Room (30 people)	\$187.20 per hour	Y	\$196.56 per hour
Birthday Party – Pool unlimited + 1 hour Party Room (30 people)	\$250 per hour	Y	\$262.50 per hour
Large Meeting Room - Sport Partner/Community Partner	\$25.45 per hour	Y	\$26.72 per hour
Large Meeting Room - Non-Profit	\$42.90 per hour	Y	\$45.05 per hour
Large Meeting Room - Profit	\$60.55 per hour	Y	\$63.58 per hour
The Strip (Fieldhouse) - Sport Partner	\$18.46 per hour	Y	\$19.38 per hour
The Strip (Fieldhouse) - Non-Profit	\$25.17 per hour	Y	\$26.43 per hour
The Strip (Fieldhouse) - Profit	\$33.64 per hour	Y	\$35.33 per hour
Fieldhouse (½ service) - Sport Partner	\$63.91 per hour	Y	\$67.10 per hour
Fieldhouse (½ service) - Non-Profit	\$95.89 per hour	Y	\$100.68 per hour
Fieldhouse (½ service) - Profit	\$127.82 per hour	Y	\$134.21 per hour
Fieldhouse (¼ service) - Sport Partner	\$31.93 per hour	Y	\$33.52 per hour
Fieldhouse (¼ service) - Non-Profit	\$47.89 per hour	Y	\$50.29 per hour
Fieldhouse (¼ service) - Profit	\$63.91 per hour	Y	\$67.10 per hour
Fieldhouse locker/dressing rooms	\$26.00 per day	Y	\$27.30 per day
Fieldhouse (½ service) - Full Day - Sport Partner	\$766.86 per day	Y	\$805.21 per day
Fieldhouse (½ service) - Full Day - Non-Profit	\$1,150.66 per day	Y	\$1,208.19 per day
Fieldhouse (½ service) - Full Day - Profit	\$1,533.85 per day	Y	\$1,610.55 per day
Fieldhouse (¼ service) - Full Day - Sport Partner	\$383.20 per day	Y	\$402.36 per day
Fieldhouse (¼ service) - Full Day - Non-Profit	\$574.67 per day	Y	\$603.41 per day
Fieldhouse (¼ service) - Full Day - Profit	\$766.86 per day	Y	\$805.21 per day
Running Track/Lane - Sport Partner	\$20.02 per hour	Y	\$21.02 per hour
Running Track/Lane - Non-Profit	\$30.06 per hour	Y	\$31.56 per hour
Running Track/Lane - Profit	\$39.99 per hour	Y	\$41.99 per hour
North Concourse - Sport Partner	Free		Free
North Concourse - Non-Profit	\$122.26 per hour	Y	\$128.38 per hour
North Concourse - Profit	\$244.52 per hour	Y	\$256.75 per hour
South Concourse (Synrgy180™, Turf, Combat Corner) - Sport Partner	Free		Free
South Concourse (Synrgy180™, Turf, Combat Corner) - Non-Profit	\$208.00 per hour	Y	\$218.40 per hour
South Concourse (Synrgy180™, Turf, Combat Corner) - Profit	\$416.00 per hour	Y	\$436.80 per hour

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Community Knowledge Campus</b>			
<b>Multiplex Aquatics and Wellness (Eastlink Centre)</b>			
<b>Squash, Racquetball and Wallyball</b>			
Indoor Courts	\$26.00 per hour	Y	\$27.30 per hour
Indoor Courts (for 12+ hours per court)	\$312.00 per day	Y	\$327.60 per day
<b>Community Kiosk</b>			
Non-Profit	Free		Free
Profit	\$32.86 per hour	Y	\$34.51 per hour
Profit	\$131.66 per day	Y	\$138.25 per day
<b>Bleacher Rental</b>			
Non-Profit	\$25.53 per set/per day	Y	\$26.81 per set/per day
Profit	\$48.88 per set/per day	Y	\$51.32 per set/per day
<b>Outdoor Pool</b>			
<b>Drop-In Admissions</b>			
Under 3 years	Free		Free
Child (Age 3 to 12)	\$4.38	Y	\$4.59
Youth (Age 13 to 17)	\$6.31	Y	\$6.63
Student (ID required)	\$6.31	Y	\$6.63
Adult (Age 18 to 59)	\$8.26	Y	\$8.68
Senior (Age 60+)	\$6.31	Y	\$6.63
Family	\$21.37	Y	\$22.44
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 \$248.88	Y	\$261.32
Shared Space - Other Schools/Non Profit Community Groups	Group Rate as above to a maximum of \$340.00	Y	\$357.00
Shared Space - Profit	Group Rate as above to a maximum of \$543.13	Y	\$570.29

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Community Knowledge Campus</b>			
<b>Outdoor Pool</b>			
<b>Memberships 10 Punch Pass</b>			
Under 3 years	Free		Free
Child (Age 3 to 12)	\$39.39	Y	\$41.36
Youth (Age 13 to 17)	\$56.82	Y	\$59.67
Student (ID required)	\$56.82	Y	\$59.67
Adult (Age 18 to 59)	\$74.36	Y	\$78.08
Senior (Age 60+)	\$56.82	Y	\$59.67
Family	\$192.34	Y	\$201.96
<b>Pool Rental</b>			
Whole Pool (Sport Partner)	\$253.76 per hour	Y	\$266.45 per hour
Whole Pool (Non-Profit)	\$346.66 per hour	Y	\$364.00 per hour
Whole Pool (Profit)	\$553.78 per hour	Y	\$581.47 per hour
Whole Pool (Private-up to 260 Swimmers)	\$486.70 per hour	Y	\$511.06 per hour
<b>Twin Ice Arenas</b>			
<b>Drop-In Admissions</b>			
Under 3 years	Free		Free
Child (Age 3 to 12)	\$4.96	Y	\$5.21
Youth (Age 13 to 17)	\$6.22	Y	\$6.53
Student (ID Required)	\$6.22	Y	\$6.53
Adult (Age 18 to 59)	\$7.67	Y	\$8.05
Senior (Age 60+)	\$6.22	Y	\$6.53
Family	\$18.36	Y	\$19.28
Group Rate (10+ people) 10% discount off Total *Conditions Apply*			
<b>5 Punch Pass</b>			
Child (Age 3 to 12)	\$22.30	Y	\$23.41
Youth (Age 13 to 17)	\$27.88	Y	\$29.27
Student (ID Required)	\$27.88	Y	\$29.27
Adult (Age 18 to 59)	\$34.58	Y	\$36.31
Senior (Age 60+)	\$27.88	Y	\$29.27
Family	\$82.48	Y	\$86.60
Figure Skating Punch card (10 punches)	\$174.86	Y	\$183.60
Figure Skating Drop in Program	\$19.43	Y	\$20.40
Skate Rental Youth (Age 17 and under)	\$3.06	Y	\$3.21
Skate Rental Adult (Age 18+)	\$6.12	Y	\$6.43
Skate Sharpening	\$6.12	Y	\$6.43

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
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## Community Knowledge Campus

### Twin Ice Arenas

#### Ice Rental

Group, Adult (Age 18+) Prime Time	\$225.99 per hour	Y	\$237.29 per hour
Group, Adult (Age 18+) Non-Prime	\$154.17 per hour	Y	\$161.88 per hour
Group, Youth (Age 17 and under) Non-Prime (in accordance with SCORES Agreement)	\$134.95 per hour	Y	\$141.70 per hour
Group, Youth (Age 17 and under) (April 1 each year)	\$141.70 per hour	Y	\$148.79 per hour
Group, Junior Hockey A & B (April 1 each year)	\$176.72 per hour	Y	\$185.56 per hour

#### Ice Rental - Sell Off Ice Times

Group, Adult (Age 18+) Prime Time	\$179.99 per hour	Y	\$188.99 per hour
Group, Adult (Age 18+) Non-Prime	\$112.27 per hour	Y	\$117.88 per hour

#### Statutory Holidays

Adult (Age 18+) Prime Time	\$451.98 per hour	Y	\$474.58 per hour
Junior Hockey A & B	\$353.44 per hour	Y	\$371.11 per hour
Youth (Age 17 and under)	\$283.40 per hour	Y	\$297.57 per hour
Locker/dressing room	\$26.00 per day	Y	\$27.30 per day
Drop-In (5 people or less)	\$69.47 per hour	Y	\$72.95 per hour
Drop-In (6 people or more)	\$69.47 per hour + \$10.40 per person (to a maximum of non-adult rate)	Y	\$72.95 per hour + \$10.92 per person (to a maximum of non-adult rate)
PreCity Schools (in accordance with SCORES Agreement)	Staff Costs only	Y	Staff Costs, plus GST
Other Schools	\$140.35 per hour	Y	\$147.37 per hour
All Groups (May-August)	\$140.35 per hour	Y	\$147.37 per hour

#### Arena - No Ice (Community Sport Event)

Youth (Age 17 and under)	\$85.18 per hour	Y	\$89.43 per hour
Junior A & B	\$89.54 per hour	Y	\$94.02 per hour
Adult (Age 18+)	\$93.91 per hour	Y	\$98.61 per hour

#### Speed Skating Oval

Snow Removal	\$78.00 per removal	Y	\$81.90 per removal
Lights	\$52.00 per hour	Y	\$54.60 per hour



Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Community Knowledge Campus</b>			
<b>Twin Ice Arenas</b>			
<b>Meeting Room Rentals</b>			
<b>Sport Partner</b>			
Large meeting room (full room)	\$41.62 per hour	Y	\$43.70 per hour
Large meeting room (half room)	\$20.81 per hour	Y	\$21.85 per hour
Small meeting room	\$20.81 per hour	Y	\$21.85 per hour
Small or Large meeting room (half room)	\$118.60 per day	Y	\$124.53 per day
Large meeting room (full room)	\$237.20 per day	Y	\$249.06 per day
<b>Non-Profit</b>			
Large meeting room (full room)	\$79.35 per hour	Y	\$83.32 per hour
Large meeting room (half room)	\$39.68 per hour	Y	\$41.66 per hour
Small meeting room	\$39.68 per hour	Y	\$41.66 per hour
Small or Large meeting room (half room)	\$228.07 per day	Y	\$239.48 per day
Large meeting room (full room)	\$456.14 per day	Y	\$478.95 per day
<b>Profit</b>			
Large meeting room (full room)	\$94.54 per hour	Y	\$99.26 per hour
Large meeting room (half room)	\$47.27 per hour	Y	\$49.63 per hour
Small meeting room	\$47.27 per hour	Y	\$49.63 per hour
Small or Large meeting room (half room)	\$270.50 per day	Y	\$284.03 per day
Large meeting room (full room)	\$541.01 per day	Y	\$568.06 per day
<b>Hockey Legends Lounge</b>			
Hockey Legends Lounge Un-Licensed	\$41.65 per hour	Y	\$43.73 per hour
Hockey Legends Lounge Un-Licensed	\$238.78 per day	Y	\$250.72 per day
Hockey Legends Lounge Licensed	\$62.45 per hour	Y	\$65.57 per hour
Hockey Legends Lounge Licensed	\$375.13 per day	Y	\$393.88 per day
<b>Synthetic Turf and Grandstands</b>			
<b>Field Rental</b>			
Full Field - Sport Partner	\$57.20 per hour	Y	\$60.06 per hour
Full Field - Non-Profit	\$67.60 per hour	Y	\$70.98 per hour
Full Field - Profit	\$78.00 per hour	Y	\$81.90 per hour
Half Field - Sport Partner	\$28.60 per hour	Y	\$30.03 per hour
Half Field - Non-Profit	\$33.80 per hour	Y	\$35.49 per hour
Half Field - Profit	\$39.00 per hour	Y	\$40.95 per hour

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Community Knowledge Campus</b>			
<b>Synthetic Turf and Grandstands</b>			
<b>Grandstand Rental</b>			
Grandstand meeting room	\$26.00 per hour	Y	\$27.30 per hour
Grandstand meeting room	\$130.00 per day	Y	\$136.50 per day
Locker/dressing rooms	\$26.00 per day	Y	\$27.30 per day
Referee room	\$26.00 per day	Y	\$27.30 per day
Media room	\$26.00 per day	Y	\$27.30 per day
Concourse (included with field rental and grandstand rental)	\$208.00 per day	Y	\$218.40 per day
Snow Removal	\$624.00 per removal	Y	\$655.20 per removal
Lights	\$52.00 per hour	Y	\$54.60 per hour
<b>Miscellaneous</b>			
Security After Hours Open & Closing Fee	\$28.60 per booking	Y	\$30.03 per booking
Cleaning/Grounds Maintenance Charge	\$75.00 per event	Y	\$78.75 per event
Logistics Staff/Guest Services (per person) * required for all events held outside of business hours	\$28.60 per hour	Y	\$30.03 per hour
Custodial Staff (per person)	\$38.48 per hour	Y	\$40.40 per hour
Music Licensing - Entandem	As per applicable Tariffs	Y	As per applicable Tariffs, plus GST
Games Rental	\$10.40 per game per booking	Y	\$10.92 per game per booking
Special Event Clean Up	\$52.00 per day	Y	\$54.60 per day
Locker/Dressing Rooms	\$26.00 per day	Y	\$27.30 per day
Custodial Staff (per person)	\$38.48 per hour	Y	\$40.40 per hour
Security (per guard)	\$28.60 per hour	Y	\$30.03 per hour
Chair	\$1.04 per chair	Y	\$1.09 per chair
8' x 3' Rectangle Table	\$10.40 per table	Y	\$10.92 per table
Audio	\$88.40 per event	Y	\$92.82 per event
Pipe & Drape	\$4.42 per foot	Y	\$4.64 per foot
Bike Barricades	\$8.32 each	Y	\$8.74 each

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
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### Community Social Development

#### Home Support (Based on Client Monthly Income)

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

#### Low Income Transit Program

Bus Passes are sold at 50% Off Regular Cost

Adult (Age 18 to 59) Monthly Pass – Regular	\$72.00	N	\$72.00
Adult (Age 18 to 59) Monthly Pass – 50% Off	\$36.00	N	\$36.00
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

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
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### Dave Barr Community Centre

#### Ice Rentals

Group, Adult (Age 18+) Prime Time	\$225.99 per hour	Y	\$237.29 per hour
Group, Adult (Age 18+) Non-Prime	\$154.17 per hour	Y	\$161.88 per hour
Group, Youth (Age 17 and under) Non-Prime (in accordance with SCORES Agreement)	\$134.95 per hour	Y	\$141.70 per hour
Group, Youth (Age 17 and under) (April 1 each year)	\$141.70 per hour	Y	\$148.79 per hour
Group, Junior Hockey A & B (April 1 each year)	\$176.72 per hour	Y	\$185.56 per hour

#### Ice Rentals - Sell Off Ice Time

Group, Adult (Age 18+) Prime Time	\$179.99 per hour	Y	\$188.99 per hour
Group, Adult (Age 18+) Non-Prime	\$112.27 per hour	Y	\$117.88 per hour

#### Statutory Holidays

Adult (Age 18+) Prime Time	\$451.98 per hour	Y	\$474.58 per hour
Junior Hockey A & B	\$353.44 per hour	Y	\$371.11 per hour
Youth (Age 17 and under)	\$283.40 per hour	Y	\$297.57 per hour

Drop-In (5 people or less)	\$69.47 per hour	Y	\$72.95 per hour
Drop-In (6 people or more)	\$69.47 per hour + \$10.40 per person (to a maximum of non-adult rate)	Y	\$72.95 per hour + \$10.92 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	\$140.35 per hour	Y	\$147.37 per hour
All Groups (May-August)	\$140.35 per hour	Y	\$147.37 per hour

#### Arena - No Ice (Community Sport Event)

Youth (Age 17 and under)	\$85.18 per hour	Y	\$89.43 per hour
Junior A & B	\$89.54 per hour	Y	\$94.02 per hour
Adult (Age 18+)	\$93.91 per hour	Y	\$98.61 per hour
Drop-In Admission for Spring/Summer Programs	\$5.19 per person	Y	\$5.45 per person
10 Punch Pass	\$46.81	Y	\$49.15

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
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## Dave Barr Community Centre

### Dry Floor Space Rental

#### Non Profit

Rental	\$1,040.00 per half day	Y	\$1,092.00 per half day
Rental	\$1,248.00 per day	Y	\$1,310.40 per day

#### Profit

Rental	\$1,248.00 per half day	Y	\$1,310.40 per half day
Rental	\$1,560.00 per day	Y	\$1,638.00 per day

### Miscellaneous

Locker/dressing rooms	\$26.00 per day	Y	\$27.30 per day
Custodial Staff (per person)	\$38.48 per hour	Y	\$40.40 per hour
Security (per guard)	\$28.60 per hour	Y	\$30.03 per hour
Event Host/Guest Services (per person) *required for all events held outside of business hours	\$28.60 per hour	Y	\$30.03 per hour
Banquet Chair	\$1.04 per chair	Y	\$1.09 per chair
8' x 3' Rectangle Table	\$10.40 per table	Y	\$10.92 per table
Audio	\$88.40 per event	Y	\$92.82 per event
Pipe & Drape	\$4.42 per foot	Y	\$4.64 per foot
Bike Barricades	\$8.32 each	Y	\$8.74 each

## Development Services

### Development Engineering

#### Development Agreements

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
Re-inspection	\$100.00 per hour (Minimum 1 hour)	N	\$100.00 per hour (Minimum 1 hour)

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Development Services</b>			
<b>Development Engineering</b>			
<b>Woody Channel Storm Basin</b>	Fee per Ha of development, based on Woody Channel as-built cost		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
<b>Engineering Permit</b>			
Driveway Construction	\$500.00	N	\$500.00
<b>Inspection Services</b>			
<b>Commercial Permits</b>			
Permits are Subject to Safety Code Levy (SCL) as determined by the Safety Codes Council			
<b>Commercial Building Permit (HVAC included)</b>			
Commercial, Industrial, Institutional, Multi-Family Additions, Alternations, Re-Construction Swimming Pools Above or Below Grade	\$8.50/\$1,000.00 C.C. to a minimum of \$150.00	N	\$8.50/\$1,000.00 C.C. to a minimum of \$150.00
Occupancy Certificate	\$50.00	N	\$50.00
Mobile Cooking Unit	\$100.00	N	\$100.00
Demolition (including farm buildings), Change of Use, HVAC (including hydronic heating)	\$150.00	N	\$150.00
Temporary Tent or Stage	\$100.00	N	\$100.00
Alternative Solution Proposal Review	\$200.00	Y	\$210.00
<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
Mobile Cooking Unit	\$100.00	N	\$100.00
<b>Private Sewage Treatment System (PSTS) Permit</b>			
PSTS	\$150.00	N	\$150.00

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
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## Development Services

### Inspection Services

#### Commercial Permits

Permits are Subject to Safety Code Levy (SCL) as determined by the Safety Codes Council

#### Commercial Gas Permit

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)	Up to 400,000 BTU's: \$150.00	N	Up to 400,000 BTU's: \$150.00
	400,000 to 1,000,000 BTUs: \$300.00		400,000 to 1,000,000 BTUs: \$300.00
	Over 1,000,000 BTUs: \$300 + \$8 per 100,000 BTUs or part there of over 1,000,000		Over 1,000,000 BTUs: \$300 + \$8 per 100,000 BTUs or part there of over 1,000,000
Other Fees not included in above: Propane Tank over 454 Litres, Gas Pressurization Re-test, Roof Top/Furnace Replacement	\$150.00 per system	N	\$150.00 per system
Mobile Cooking Unit	\$100.00	N	\$100.00
Propane Refill Centre	\$150.00	N	\$150.00

#### Commercial Electrical Permit

Annual Electrical Maintenance	\$200.00	N	\$200.00
Temporary Power - Meter Set or Portable Generator over 10k Watts	\$150.00	N	\$150.00
Mobile Cooking Unit	\$100.00	N	\$100.00

All other Electrical Fees are as follows: Value is determined by materials and labour

#### Installation

\$0.00 to 5,000.00	\$150.00	N	\$150.00
\$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
\$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

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Development Services</b>			
<b>Inspection Services</b>			
<b>Commercial Permits</b>			
Permits are Subject to Safety Code Levy (SCL) as determined by the Safety Codes Council			
<b>Commercial General</b>			
a) Property File Search			
i. Non-refundable file search	\$30.00	N	\$30.00
ii. Documents retrieved from file search	\$30.00	N	\$30.00
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 less \$50.00 processing	Y	Full permit fee refund less \$52.50 processing
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) Inspections/per discipline (after hours or weekends)	\$150.00 per hour, minimum 2 hours	Y	\$157.50 per hour, minimum 2 hours
<b>Residential Permits</b>			
Permits are Subject to Safety Code Levy (SCL) as determined by the Safety Codes Council			
<b>Residential Building Permit (HVAC included)</b>			
Single Family Dwelling, Duplex, Semi-detached, Triplex or Fourplex. Includes: Covered Deck, Deck, Attached Garage, Solid Fuel Burning Appliance and Hot Tub included in fee if indicated on permit application and complete at time of final inspection	\$4.75/\$1,000.00 C.C. to a minimum of \$100.00 Based on Prevailing Market Value \$180.00/sq. ft. of floor area	N	\$4.75/\$1,000.00 C.C. to a minimum of \$100.00 Based on Prevailing Market Value \$180.00/sq. ft. of floor area
Alterations, Additions, Fire Damaged Buildings, Secondary Suites, Below Grade Swimming Pools, Deck, Garage (attached or detached)	\$0.55/sq. ft., \$120.00 minimum	N	\$0.55/sq. ft., \$120.00 minimum
Basement, Hot Tub, Retaining Wall, Manufactured/Modular Home, Shed, Solid Fuel Burning Appliance, Above Ground Swimming Pool, HVAC System	\$100.00 each	N	\$100.00 each
Demolition	\$150.00	N	\$150.00
Occupancy Certificate	\$50.00	N	\$50.00



Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Development Services</b>			
<b>Inspection Services</b>			
<b>Residential Permits</b>			
Permits are Subject to Safety Code Levy (SCL) as determined by the Safety Codes Council			
<b>Residential Plumbing Permit</b>			
Single Dwelling, Duplex, Semi-detached, Triplex, Fourplex, Garage Suite, Secondary Suites	\$175.00 per dwelling unit	N	\$175.00 per dwelling unit
Manufactured/Modular Homes, Basements, Alteration/Renovation and Additions	\$100.00	N	\$100.00
<b>Residential Private Sewage Treatment System (PSTS) Permit</b>			
PSTS	\$150.00	N	\$150.00
<b>Residential Gas Permit</b>			
Single Family Dwelling, Duplex, Semi-detached, Triplex, Fourplex, Garage Suite, Secondary Suites  All gas appliances installations included in fee if indicated with BTU load on permit application and complete at time of final inspection. Future outlets shall have a BTU load indicated on permit application.	Up to 400,000 BTU's: \$150.00	N	Up to 400,000 BTU's: \$150.00
	400,000 to 1,000,000 BTUs: \$300.00		400,000 to 1,000,000 BTUs: \$300.00
	Over 1,000,000 BTUs: \$300.00 + \$8.00 per 100,000 BTUs or part there of over 1,000,000		Over 1,000,000 BTUs: \$300.00 + \$8.00 per 100,000 BTUs or part there of over 1,000,000
Manufactured/Modular Homes	\$100.00	N	\$100.00
Barbeque, Furnace, Furnace Replacement, Fireplace, Pressurization Re-test, Unit Heater, Propane Tank over 454 Litres	First appliance: \$100.00 + \$25.00 for each additional appliance	N	First appliance: \$100.00 + \$25.00 for each additional appliance
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	\$150.00	N	\$150.00
Additions, Alterations, Basement, Manufactured/Modular Homes	\$100.00	N	\$100.00

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Development Services</b>			
<b>Inspection Services</b>			
<b>Commercial Permits</b>			
Permits are Subject to Safety Code Levy (SCL) as determined by the Safety Codes Council			
<b>Residential Electrical Permit</b>			
Air Conditioning, Basement, Garage/Shed, Hot Tub, Swimming Pool, Unit Heater	First appliance: \$100.00 + \$25.00 for each additional appliance	N	First appliance: \$100.00 + \$25.00 for each additional appliance
Temporary Power	\$100.00	N	\$100.00
<b>Residential General</b>			
a) Property File Search			
i. Non-refundable file search processing	\$30.00	N	\$30.00
ii. Documents retrieved from file search	\$30.00	N	\$30.00
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 less \$50.00 processing charge	Y	Full permit fee refund less \$52.50 processing charge
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>			
Residential Solar Panel: PV Powered solar electricity (Electrical Permit required for upgrading electrical panel) 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			

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
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## Development Services

### Inspection Services

#### Green Built Incentives

Wind Energy: Residential Wind Turbines, to mechanically use air flow through turbines to generate power for electricity (Electrical Permit required for upgrading electrical panel)	\$100.00 fee waived  Excludes Safety Code Levy	N	\$100.00 fee waived  Excludes Safety Code Levy
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### Planning & Development

#### Residential Development Permit Applications

New Single Detached Dwelling	\$200.00	N	\$200.00
New Semi-Detached and Duplex Dwelling	\$200.00 per unit	N	\$200.00 per unit
Multi-Attached Dwellings and Apartment Buildings	\$200.00 per unit	N	\$200.00 per unit
Raised Deck	\$100.00	N	\$100.00
Residential Accessory Building	\$100.00	N	\$100.00
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)	\$200.00	N	\$200.00
Home Business (includes Discretionary Use fee)	\$300.00	N	\$300.00
Discretionary Use fee (excluding Home Business)	\$400.00	N	\$400.00

#### Commercial/Industrial/Institutional Development Permit Applications

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

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Development Services</b>			
<b>Planning &amp; Development</b>			
<b>Commercial/Industrial/Institutional Development Permit Applications</b>			
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.)	\$350.00	N	\$350.00
Fascia Signs	\$150.00	N	\$150.00
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
<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

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Development Services</b>			
<b>Planning &amp; Development</b>			
<b>Planning Applications</b>			
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	\$200.00 per lot	N	\$200.00 per lot
Condominium Certificate (existing apartment buildings)	\$40.00 per unit	N	\$40.00 per unit
Subdivision Time Extension, Endorsement or Registration	\$650.00 per request	N	\$650.00 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>			
Preparation of Instrument	100% of legal fee + 10%	N	100% of legal fee + 10%
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

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
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## Development Services

### Planning & Development

#### Addressing

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

#### Miscellaneous

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	\$30.00	N	\$30.00
b) Documents retrieved from file search	\$30.00	N	\$30.00
c) Other than above	\$50.00 per hour	N	\$50.00 per hour
Re-inspection	\$100.00	Y	\$105.00
Application for Telecommunications and Broadcasting System Attestation Letter	\$1,250.00	Y	\$1,312.50
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

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
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## Development Services

### Business Licence

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

## Land

### Applications

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
Sidewalk Patio Application (Bylaw C-1395N – May 6, 2024)	\$95.24	Y	\$100.00
Road Closure and/or Disposal	\$3,150.00	N	\$3,150.00
Expropriation Letter	\$100.00	N	\$100.00

## Engineering & Transportation Services

### Engineering Services

#### Utility Line Assignment

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

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Engineering &amp; Transportation Services</b>			
<b>Engineering Services</b>			
<b>Utility Line Assignment</b>			
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>Engineering Permit</b>			
Storm Service Connection	\$500.00	N	\$500.00
Excavation	\$100.00	N	\$100.00
Barricade	Free		Free
<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>Transportation</b>			
Road repair/cleanup	Actual Cost	N	Actual Cost
Move traffic signals during regular work hours	\$1,250.00/base rate + \$500.00 per hour	N	\$1,250.00/base rate + \$500.00 per hour
Move traffic signals outside of regular work hours	\$1,750.00/base rate + \$750.00 per hour	N	\$1,750.00/base rate + \$750.00 per hour
Move traffic signals on weekends/holidays	\$3,000.00/base rate + \$750.00 per hour	N	\$3,000.00/base rate + \$750.00 per hour
New Traffic counts per intersection	As Quoted	Y	As Quoted, plus GST
Traffic Signal Operation Report	\$300.00	Y	\$315.00
Special Event Support and Traffic Control	Actual Cost	Y	Actual Cost, plus GST
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



Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
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## Engineering & Transportation Services

### Transportation

Dust Suppression Commercial Industrial	\$6.60 per meter	Y	\$6.60 per meter, plus GST
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## Environment & Parks

### Environment

Composting with worms	\$20.00 per bin	Y	\$21.00 per bin
Environmental Response	Actual Cost	Y	Actual Cost, plus GST

### Cemetery

#### Internment

##### Standard

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

##### Infant/Standard

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

##### Infant Lot/Infant Section

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

### Veterans (Field of Honour)

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

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Environment &amp; Parks</b>			
<b>Cemetery</b>			
<b>Internment</b>			
<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
Perpetual Care	\$440.00	Y	\$462.00
Administration	\$100.00	Y	\$105.00
<b>Ossuary (Per Cremains)</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

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Environment &amp; Parks</b>			
<b>Cemetery</b>			
<b>Internment</b>			
<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
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
<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

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
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## Environment & Parks

### Memorial Tree and Bench Program

Bench - New	\$2,000.00	Y	\$2,100.00
Bench - Renewal (Plaque only, installed on existing bench)	\$300.00	Y	\$315.00
Memorial Tree	\$1,200.00	Y	\$1,260.00

### Tree Compensation

Caliper 4" or less	\$1,100.00	Y	\$1,155.00
Caliper greater than 4" to 8"	\$2,200.00	Y	\$2,310.00
Caliper greater than 8" to 12"	\$3,300.00	Y	\$3,465.00
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	\$300.00 per hour, 1 hour minimum	Y	\$315.00 per hour, 1 hour minimum

Current Edition of Canadian Nursery Landscape Association standard used to establish caliper ([www.canadanursery.com](http://www.canadanursery.com)). Permit from Engineering required for work on City property.

### Boulevard Use Permit

Commercial Sales Events	\$825.00	Y	\$866.25 per event
Public Notification Signs	\$275.00 per site/per year	Y	\$288.75 per site/per year

### Sanitation Services

Park or Public Land Clean-up	\$100.00 per hour, 1 hour minimum	Y	\$105.00 per hour, 1 hour minimum

### Administrative Services

Administrative Fee	\$40.00 per hour, 1 hour minimum	Y	\$42.00 per hour, 1 hour minimum

### Park Barrier Fee

Post Installation	\$250.00 per post	Y	\$262.50 per post
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Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
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## Events and Entertainment

### Bonnetts Energy Centre

#### Box Office

Will Call	\$2.85 per order	Y	\$3.00 per order
Order Charge (in-person & over the phone)	\$2.85 per order		\$3.00 per order
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

#### Ice Rental

Group, Adult (Age 18+) Prime Time	\$225.99 per hour	Y	\$237.29 per hour
Group, Adult (Age 18+) Non-Prime	\$154.17 per hour	Y	\$161.88 per hour
Group, Youth (Age 17 and under) Non-Prime (in accordance with SCORES Agreement)	\$134.95 per hour	Y	\$141.70 per hour
Group, Non-Adult (April 1 each year)	\$141.70 per hour	Y	\$148.77 per hour
Group, Junior Hockey A & B (April 1 each year)	\$176.72 per hour	Y	\$185.56 per hour

#### Statutory Holidays

Adult (Age 18+) Prime Time	\$451.98 per hour	Y	\$474.58 per hour
Junior Hockey A & B	\$353.44 per hour	Y	\$371.11 per hour
Youth (Age 17 and under)	\$283.40 per hour	Y	\$297.57 per hour
Drop-In (5 people or less)	\$69.47 per hour	Y	\$72.95 per hour
Drop-In (6 people or more)	\$69.47 per hour + \$10.40 per person (to a maximum of non-adult rate)	Y	\$72.95 per hour + \$10.92 per person (to a maximum of non-adult rate)

#### Arena - No Ice (Community Sport Event)

Youth (Age 17 and under)	\$85.18 per hour	Y	\$89.43 per hour
Junior A & B	\$89.54 per hour	Y	\$94.02 per hour
Adult (Age 18+)	\$93.91 per hour	Y	\$98.61 per hour

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
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## Events and Entertainment

### Food Truck Parking Permit (City-Owned Property)

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

### Outdoor Event Permit

Non-Profit	\$50.00 per event	Y	\$52.50 per event
Profit	\$275.00 per event	Y	\$288.75 per event
Barricade Fee	\$200.00 per event	Y	\$210.00 per event
Garbage and Recycling Fee	\$100.00 per event	Y	\$105.00 per event

## Montrose Cultural Centre

### Teresa Sargent Hall

Rental	\$110.00 per hour (minimum 2 hour rental)	Y	\$115.50 per hour (minimum 2 hour rental)
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#### Non-Profit

Rental	\$485.00 per half day	Y	\$509.25 per half day
Rental	\$665.00 per day	Y	\$698.25 per day

#### Profit

Rental	\$585.00 per half day	Y	\$614.25 per half day
Rental	\$765.00 per day	Y	\$803.25 per day

### Mamawe Concourse

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

## Montrose Cultural Centre Green Space

Non-Profit	\$358.00 per day	Y	\$404.25 per day
Profit	\$485.00 per day	Y	\$509.25 per day

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
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## Events and Entertainment

### Montrose Cultural Centre

#### Miscellaneous

Security (per guard) *required for all events held outside of business hours and events where liquor is served	\$38.00 per hour	Y	\$29.90 per hour
Guest Services (per person) *required for all events held outside of business hours	\$30.00 per hour	Y	\$31.50 per hour
Inventory Rate	\$300.00 per event	Y	\$315.00 per event

## Finance

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

## Fire Department

### Fire Inspection Services

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
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

## Fireworks Permit

### 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

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
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## Fire Department

### Fireworks Permit

#### 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

### Open Air Burning Permit

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

### Fire Department Services

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

### False Alarm Response

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



Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
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## Fire Department

### False Alarm Response

Security Alarm Response	\$500.00 per occurrence	N	\$500.00 per occurrence
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### Dangerous Goods Apparatus

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

### Fire Department Administration

#### 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

### Reports

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

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
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**Fleet**

External Agencies	\$138.00 per hour	Y	\$144.90 per hour
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**GIS**

Data Searches	\$50.00 per hour	Y	\$52.50 per hour
As-Built or other Construction Information	\$50.00 per hour	Y	\$52.50 per hour
Custom Drafting Work	\$60.00 per hour	Y	\$63.00 per hour

**Materials**

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

**Printing and Scanning****Color Printing Plotting**

a) 36" x 48"	\$35.00	Y	\$36.75
b) 48" x 50"	\$35.00	Y	\$36.75
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

**Hard Copy Mapbooks**

Storm System	\$80.00	Y	\$84.00
Address Sheet	\$80.00	Y	\$84.00
48" x 52" Available Street Map (Urban Service Area)	\$35.00	Y	\$36.74

**Printing and Scanning****48" x 52" Maps**

a) Contour	\$40.00	Y	\$42.00
b) Development Phase	\$40.00	Y	\$42.00
c) Land Use Bylaw Map (Zoning)	\$40.00	Y	\$42.00
d) Neighbourhood Names	\$40.00	Y	\$42.00
e) Street Map with Rural Service Area	\$40.00	Y	\$42.00
f) Traffic Bylaw - Truck Routes	\$40.00	Y	\$42.00
g) Traffic Bylaw - Speed Limits	\$40.00	Y	\$42.00
h) Traffic Bylaw - Dangerous Goods Routes	\$40.00	Y	\$42.00

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
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**GIS****Printing and Scanning****Ortho Photo**

a) 36" x 38"	\$105.00	Y	\$110.25
b) 36" x 48"	\$105.00	Y	\$110.25
c) 48" x 52"	\$155.00	Y	\$162.75

**Digital Data**

PDF of any single hard copy map sheet available above	\$55.00	Y	\$57.75
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**Other Miscellaneous Digital Data**

As-Built Records - Hard copy (standard sheet size 2 ft x 3 ft)	\$1.00 per square foot, plus one time \$52.50 data search fee	Y	\$1.00 per square foot, plus one time \$52.50 data search fee, plus GST
As-Built Records - PDF Digital Sheet Copy	\$1.00 per sheet, plus one time \$52.50 data search fee	Y	\$1.00 per sheet, plus one time \$52.50 data search fee, plus GST

**Legislative Services**

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

**General Appeal Board Filing Fee**

The fee will be refunded if the General Appeal Board makes a decision in favour of the complainant

Appeal of License Decision, Remedial Order, and other appeals as set out in bylaws or policies of the City authorizing appeal to the Board.	\$100.00	Y	\$105.00
Appeal of a Weed Control Notice	\$500.00	Y	\$525.00
Appeal of an Agricultural Pest Notice	\$100.00	Y	\$105.00

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
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**RCMP****Police Information Check (Criminal Record Check)**

Standard Application	\$75.00	N	\$75.00
Student Application	\$40.00	N	\$40.00
Volunteer Application (must have agency letter)	\$10.00	N	\$10.00
Additional work that requires substantial, in-depth work	\$52.50 per hour	N	\$52.50 per hour

**Fingerprinting Services**

Livescan Electronic Submission for Civil Application (submission to Ottawa)	\$75.00 + \$ 25.00 (Receiver General) = \$100.00	N	\$75.00 + \$ 25.00 (Receiver General) = \$100.00
Ink Fingerprinting for Civil Application (no submission to Ottawa)	\$50.00	N	\$50.00

**Insurance Letter Requests**

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)
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**Services**

Photographs (for twenty (20) or less in digital format)	\$25.00	N	\$25.00
Operational Staffing for special events, per RCMP personnel, per hour or portion thereof	\$125.00	N	\$125.00
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

**Sports Development, Wellness and Culture****Ernie Radbourne Pavilion****Non-Profit**

Auditorium or Meeting Room	\$38.67 per hour	Y	\$40.60 per hour
Auditorium or Meeting Room	\$154.48 per half day	Y	\$162.20 per half day
Auditorium or Meeting Room	\$309.05 per full day	Y	\$324.50 per full day

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Sports Development, Wellness and Culture</b>			
<b>Ernie Radbourne Pavilion</b>			
<b>Community Partner</b>			
Auditorium or Meeting Room	\$34.76 per hour	Y	\$36.50 per hour
Auditorium or Meeting Room	\$139.00 per half day	Y	\$145.95 per half day
Auditorium or Meeting Room	\$278.14 per full day	Y	\$292.05 per full day
Auditorium or Meeting Room - Half Rate	\$17.43 per hour	Y	\$18.30 per hour
<b>Profit</b>			
Auditorium or Meeting Room	\$46.48 per hour	Y	\$48.80 per hour
Auditorium or Meeting Room	\$186.19 per half day	Y	\$195.50 per half day
Auditorium or Meeting Room	\$372.33 per full day	Y	\$390.95 per full day
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	\$4.76 per pair	Y	\$5.00 per pair
<b>Amphitheatre</b>			
Stage Rental	\$36.43 per day	Y	\$38.25 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) Excessive Cleaning	\$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)	\$28.57 per hour	Y	\$30.00 per hour
City School Gymnasiums Adult (Age 18+)	\$49.14 per hour	Y	\$51.60 per hour
Equipment replacement surcharge	\$5.24 per hour	Y	\$5.50 per hour

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
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## Sports Development, Wellness and Culture

### Rental and/or Miscellaneous

Community Gym Birthday Party (2 hours) Maximum 20 people (for Maude Clifford and Mother Teresa Schools)	\$109.05 per booking	Y	\$114.50 per booking
Community Gym 10 Punch Pass	\$47.62	Y	\$50.00

### Recreation and Sports Programs at Various Locations

School Programs - Curriculum Based	\$42.60 per program	N	\$42.60 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	\$175.00 - \$200.00 per week	N	\$175.00 - \$200.00 per week
PD Day Program	\$60.00 per day	N	\$60.00 per day
Swim and Play Camp	\$260.00 per week	N	\$260.00 per week
School Programs - Curriculum Based Online	\$21.30 per program	N	\$21.30 per program
Outdoor Pool Sport and Swim Camp	\$260.00 per week	N	\$260.00 per week
Cooking Day Camp	\$260.00 per week	N	\$260.00 per week
Adventure Camp	\$225.00 per week	N	\$225.00 per week
Half Day Camp	\$130.00 per week	N	\$130.00 per week
30 Minute Recreation Program	\$7.30 per class	N	\$7.30 per class
45 Minute Recreation Program	\$10.65 per class	N	\$10.65 per class
1 Hour Recreation Program	\$14.20 per class	N	\$14.20 per class
1.5 Hour Recreation Program	\$21.30 per class	N	\$21.30 per class
2 Hour Recreation Program	\$28.40 per class	N	\$28.40 per class
First Aid Programming	179.00 per class	N	179.00 per class
After School Program	\$71.00 per week	N	\$71.00 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	\$40.00 per class	N	\$40.00 per class

Note: GST is applicable on courses provided to individuals with an average age over 14 years old

### Outdoor Sport Fields & Legion Track

#### Grass Fields

Non-Profit	\$23.81 per hour	Y	\$25.00 per hour
Profit	\$38.09 per hour	Y	\$40.00 per hour

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Sports Development, Wellness and Culture</b>			
<b>Legion Track</b>			
Media Room Rental	\$28.57 per day	Y	\$30.00 per day
Power	\$12.00 per hour	Y	\$12.60 per hour
Power	\$60.00 per day	Y	\$63.00 per day
Non-Profit	\$23.81 per hour	Y	\$25.00 per hour
Profit	\$38.09 per hour	Y	\$40.00 per hour
Dressing Room Rental	\$88.57 per booking	Y	\$93.00 per booking
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		Free
Profit	\$50.00 per float	Y	\$52.50 per float
<b>Park Use Permit</b>			
Non-Profit	Free		Free
Profit	\$36.43 day	Y	\$38.25 per day
Profit	\$52.00 week	Y	\$54.60 per week
Profit	\$156.00 per month	Y	\$163.80 per month
<b>Grande Prairie Activity Reception Centre</b>			
<b>Drop-in Admission</b>			
Under 3 years	Free		Free
Individual	\$5.00	Y	\$5.25
10 Punch Pass	\$47.62	Y	\$50.00
10 Punch Pass - Family	\$135.00	Y	\$141.75
Family (4 or more people from the same household)	\$15.00	Y	\$15.75
<b>Multi-Use Court Rental</b>			
Community Partner	\$72.86 per hour	Y	\$76.50 per hour
Non-Profit	\$83.24 per hour	Y	\$87.40 per hour
Profit	\$98.81 per hour	Y	\$103.75 per hour
Group Rate during Community drop in time - Partial Court (A, B, or C)	\$60.00 per hour prime	Y	\$63.00 per hour

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Sports Development, Wellness and Culture</b>			
<b>Multi-Use Court Rental</b>			
Group Rate during Community drop in time - Partial Court (A, B, or C)	\$45.00 per hour prime	Y	\$47.25 per hour
Equipment replacement surcharge	\$5.24 per hour	Y	\$5.50 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	\$15.00 per day	Y	\$15.75 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)	\$156.19 per ceremony	Y	\$164.00 per ceremony
Event and meeting access to Museum outside normal operating hours	Staff Costs only	Y	Staff Costs, plus GST
<b>Non-Profit</b>			
Community Room	\$38.67 per hour	Y	\$40.60 per hour
Community Room	\$154.48 per half day	Y	\$162.20 per half day
Community Room	\$309.05 per full day	Y	\$324.50 per full day
<b>Community Partner</b>			
Community Room	\$34.76 per hour	Y	\$36.50 per hour
Community Room	\$139.00 per half day	Y	\$145.95 per half day
Community Room	\$278.14 per full day	Y	\$292.05 per full day



Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Sports Development, Wellness and Culture</b>			
<b>Grande Prairie Museum</b>			
<b>Profit</b>			
Community Room	\$46.48 per hour	Y	\$48.80 per hour
Community Room	\$186.19 per half day	Y	\$195.50 per half day
Community Room	\$372.33 per full day	Y	\$390.95 per full day
<b>Miscellaneous</b>			
Forbes Admission	Free		Free
Lawn Bowling Equipment Rental	\$4.76 per set	Y	\$5.00 per set
Lawn Bowling Facility/Picnic Shelter	\$40.00 per hour	Y	\$42.00 per hour
After hours open/close	\$27.50 per day	Y	\$28.88 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	\$74.09 (2 hours)	Y	\$77.80 (2 hours)
Class A Diamonds - Non-Profit	\$87.14 (2 hours)	Y	\$91.50 (2 hours)
Class A Diamonds - Profit	\$103.81 (2 hours)	Y	\$109.00 (2 hours)
Class B Diamonds - Youth	\$62.38 (2 hours)	Y	\$65.50 (2 hours)
Class B Diamonds - Non-Profit	\$73.33 (2 hours)	Y	\$77.00 (2 hours)
Class B Diamonds - Profit	\$87.38 (2 hours)	Y	\$91.75 (2 hours)
Class C Diamonds - Youth	\$35.86 (2 hours)	Y	\$37.65 (2 hours)
Class C - Non-Profit	\$42.57 (2 hours)	Y	\$44.70 (2 hours)
Class C - Profit	\$50.24 (2 hours)	Y	\$52.75 (2 hours)
Class D - Youth	\$20.48 (2 hours)	Y	\$21.50 (2 hours)
Class D - Non-Profit	\$23.90 (2 hours)	Y	\$25.10 (2 hours)
Class D - Profit	\$28.38 (2 hours)	Y	\$29.80 (2 hours)
<b>Tournaments</b>			
All Diamonds	\$2,129.52	Y	\$2,236.00
10 Diamonds	\$2,075.24	Y	\$2,179.00
9 Diamonds	\$2,012.38	Y	\$2,113.00
8 Diamonds	\$1,952.38	Y	\$2,050.00
7 Diamonds	\$1,893.33	Y	\$1,988.00
6 Diamonds	\$1,837.14	Y	\$1,929.00
5 Diamonds	\$1,781.90	Y	\$1,871.00
4 Diamonds	\$1,728.57	Y	\$1,815.00

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
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## Sports Development, Wellness and Culture

### South Bear Creek

#### Tournaments

3 Diamonds	\$1,676.19	Y	\$1,760.00
Statutory Holiday	Tournament rate + \$560.00 per day	Y	Tournament rate + \$588.00 per day

### South Bear Creek Pavilion

#### Non-Profit

Rental	\$40.80 per hour	Y	\$42.84 per hour
Rental	\$234.75 per day	Y	\$246.49 per day
Rental	\$420.95 per tournament	Y	\$442.00 per tournament

#### Sport Partner

Rental	\$36.76 per hour	Y	\$38.60 per hour
Rental	\$211.33 per day	Y	\$221.90 per day
Rental	\$380.95 per tournament	Y	\$400.00 per tournament

#### Profit

Rental	\$48.62 per hour	Y	\$51.05 per hour
Rental	\$278.48 per day	Y	\$292.40 per day
Rental	\$495.24 per tournament	Y	\$520.00 per tournament

Picnic Area	\$36.43 per hour	Y	\$38.25 per hour
Picnic Area	\$218.38 per day	Y	\$229.30 per day
Pavilion & Picnic Area	\$372.43 per day	Y	\$391.05 per day

## Transit

### Fare Category

#### Adult (Age 18 to 59)

Cash One-Way	\$3.25	N	\$3.25
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	\$24.00	N	\$24.00
SUPERPASS - 20 Rides	\$46.00	N	\$46.00
SUPERPASS - 30 Rides	\$68.00	N	\$68.00
Monthly Pass (Local)	\$72.00	N	\$72.00

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Transit</b>			
<b>Fare Category</b>			
Youth (Age 17 and under)	Free		Free
<b>NWP (Students)</b>			
Cash One-Way	\$3.00	N	\$3.00
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	\$20.00	N	\$20.00
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>Seniors (Age 60+)</b>			
Cash One-Way	\$3.00	N	\$3.00
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	\$20.00	N	\$20.00
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>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>Grande Prairie Accessible Transit (GPAT)</b>			
Cash One-Way	\$3.25	N	\$3.25
SUPERPASS - 20 Rides	\$46.00	N	\$46.00
SUPERPASS - Monthly	\$72.00	N	\$72.00

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Fire Department</b>			
<b>Fireworks Permit</b>			
<b>Permits related to Consumer Fireworks:</b>			
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 <del>Rescue</del>Department Services</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
<b>False Alarm Response</b>			
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

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Fire Department</b>			
<b>False Alarm Response</b>			
Security Alarm Response	\$500.00 per occurrence	N	\$500.00 per occurrence
<b>Motor Vehicle Response</b>			
<del>Responses to Motor Vehicle Collisions and Fires on Provincial Highway</del>	<del>Alberta Transportation Rate</del>		<del>Alberta Transportation Rate</del>
<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
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## Inspection Services

### Commercial Permits

Permits are Subject to Safety Code Levy (SCL) as determined by the Safety Codes Council

#### Commercial General

##### a) Property File Search

i.	Non-refundable file search	\$30.00	N	\$30.00
ii.	Documents retrieved from file search	\$30.00	N	\$30.00
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 Full permit fee refund less \$50.00 processing	Y	Full permit fee refund Full permit fee refund less \$52.50 processing
ii.	Application processed, preliminary reviews conducted or permit issued	Full permit fee refund less \$50.00 processing Cost of original fee less 50%	Y	Full permit fee refund less \$52.50 processing Cost of original fee less 50%
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)	Inspections/per discipline (after hours or weekends)	\$150.00 per hour, minimum 2 hours	Y	\$157.50 per hour, minimum 2 hours

### Residential Permits

Permits are Subject to Safety Code Levy (SCL) as determined by the Safety Codes Council

#### Residential Building Permit (HVAC included)

Single Family Dwelling, Duplex, Semi-detached, Triplex or Fourplex. Includes: Covered Deck, Deck, Attached Garage, Solid Fuel Burning Appliance and Hot Tub included in fee if indicated on permit application and complete at time of final inspection	\$4.75/\$1,000.00 C.C. to a minimum of \$100.00 Based on Prevailing Market Value \$180.00/sq. ft. of floor area	N	\$4.75/\$1,000.00 C.C. to a minimum of \$100.00 Based on Prevailing Market Value \$180.00/sq. ft. of floor area
Alterations, Additions, Fire Damaged Buildings, Secondary Suites, Below Grade Swimming Pools, Deck, Garage (attached or detached)	\$0.55/sq. ft., \$120.00 minimum	N	\$0.55/sq. ft., \$120.00 minimum

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
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## Planning and Development

### File Searches (includes RPRs, Development Permits, etc.)

a) Non-refundable file search processing	<del>\$25.00</del> 30.00	N	<del>\$25.00</del> 30.00
b) Documents retrieved from file search	<del>\$25.00</del> 30.00	N	<del>\$25.00</del> 30.00
c) Other than above	\$50.00 per hour	N	\$50.00 per hour
Re-inspection	\$100.00	Y	\$105.00
Application for Telecommunications and Broadcasting System Attestation Letter	\$1,250.00	Y	\$1,312.50
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

## Business Licence

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

## Land

### Applications

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

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
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## Land

### Applications

Sidewalk Patio Application (Bylaw C-1395N – May 6, 2024)	\$95.24	Y	\$100.00
Road Closure and/or Disposal	\$3,150.00	N	\$3,150.00
<del>A-Board Permit</del>	<del>\$63.00</del>	<del>N</del>	<del>\$63.00</del>
Expropriation Letter	\$100.00	N	\$100.00

## RCMP

### Police Information Check (Criminal Record Check)

Standard Application	\$75.00	N	\$75.00
Student Application	\$40.00	N	\$40.00
Volunteer Application (must have agency letter)	\$10.00	N	\$10.00
Additional work that requires substantial, in-depth work	\$52.50 per hour	N	\$52.50 per hour

### Fingerprinting Services

Livescan Electronic Submission for Civil Application (submission to Ottawa)	\$75.00 + \$ 25.00 (Receiver General) = \$100.00	N	\$75.00 + \$ 25.00 (Receiver General) = \$100.00
Ink Fingerprinting for Civil Application (no submission to Ottawa)	\$50.00	N	\$50.00

### Insurance Letter Requests

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)
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### Services

Photographs (for twenty (20) or less in digital format)	\$25.00	N	\$25.00
Operational Staffing for special events, per RCMP personnel, per hour or portion thereof	\$125.00	N	\$125.00
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



Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
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## Sports Development, Wellness and Culture

### Rental and/or Miscellaneous

City School Gymnasiums (in accordance with SCORES Agreement)	Staff Costs only	Y	Staff Costs, plus GST
City School Gymnasiums (in accordance with SCORES Agreement) <del>Custodial Staff (per person)</del> Excessive Cleaning	\$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)	\$28.57 per hour	Y	\$30.00 per hour
City School Gymnasiums Adult (Age 18+)	\$49.14 per hour	Y	\$51.60 per hour
Equipment replacement surcharge	\$5.24 per hour	Y	\$5.50 per hour
Community Gym Birthday Party (2 hours) Maximum 20 people (for Maude Clifford and Mother Teresa Schools)	\$109.05 per booking	Y	\$114.50 per booking
Community Gym 10 Punch Pass	\$47.62	Y	\$50.00

### Recreation and Sports Programs at Various Locations

School Programs - Curriculum Based	\$42.60 per program	N	\$42.60 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	\$175.00 - \$200.00 per week	N	\$175.00 - \$200.00 per week
PD Day Program	\$60.00 per day	N	\$60.00 per day
Swim and Play Camp	\$260.00 per week	N	\$260.00 per week
School Programs - Curriculum Based Online	\$21.30 per program	N	\$21.30 per program
Outdoor Pool Sport and Swim Camp	\$260.00 per week	N	\$260.00 per week
Cooking Day Camp	\$260.00 per week	N	\$260.00 per week
Adventure Camp	\$225.00 per week	N	\$225.00 per week
Half Day Camp	\$130.00 per week	N	\$130.00 per week
30 Minute Recreation Program	\$7.30 per class	N	\$7.30 per class
45 Minute Recreation Program	\$10.65 per class	N	\$10.65 per class
1 Hour Recreation Program	\$14.20 per class	N	\$14.20 per class

Service Area - Facility	Fees, Rates, Charges	GST Applicable	Fees with Applicable GST
<b>Sports Development, Wellness and Culture</b>			
<b>Grande Prairie Activity Reception Centre</b>			
<b>Drop-in Admission</b>			
Under 3 years	Free		Free
Individual	\$5.00	Y	\$5.25
10 Punch Pass	\$47.62	Y	\$50.00
10 Punch Pass - Family	\$135.00	Y	\$141.75
Family (4 or more people from the same household)	\$15.00	Y	\$15.75
<b>Multi-Use Court Rental</b>			
Non-ProfitCommunity Partner	\$72.86 per hour	Y	\$76.50 per hour
Community PartnerNon-Profit	\$83.24 per hour	Y	\$87.40 per hour
Profit	\$98.81 per hour	Y	\$103.75 per hour
Group Rate during Community drop in time - Partial Court (A, B, or C)	\$60.00 per hour prime	Y	\$63.00 per hour
Group Rate during Community drop in time - Partial Court (A, B, or C)	\$45.00 per hour prime	Y	\$47.25 per hour
Equipment replacement surcharge	\$5.24 per hour	Y	\$5.50 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	\$15.00 per day	Y	\$15.75 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)	\$156.19 per ceremony	Y	\$164.00 per ceremony
Event and meeting access to Museum outside normal operating hours	Staff Costs only	Y	Staff Costs, plus GST



RECEIVED  
FEB 26 2025

Mayor Jackie Clayton and Council  
City of Grande Prairie  
P.O. Bag 4000  
Grande Prairie, AB T8V 6V3

February 25, 2025

Dear Mayor Clayton and City of Grande Prairie Councillors,

On behalf of the Grande Prairie Public Library, I am pleased to share with you our 2024 annual report, which reflects the tremendous progress we've made with your continued support.

Our community's engagement with library services has grown substantially, from an increase in digital resource use to in-person visits. This increase demonstrates the growing value the library holds in the lives of the growing number of people we serve, providing not only books and resources but also essential programs, services, and a space for connection.

Attached to this letter, you will find an infographic that visually summarizes key highlights, including:

- A 6% increase in the number of in-person library visits for a total of 214,206 visits through our doors
- An 86% increase in the number of library program attendees, including nearly 9,000 children's program attendees
- More than half a million items circulated to Grande Prairie Public Library cardholders (416,866 physical items circulated and 87,615 e-materials)
- Nearly 28,000 questions answered by library staff, a 9% increase over the previous year
- Nearly 24,000 library cardholders, of which 12,216 are active cardholders, an increase of 14% compared to the previous year

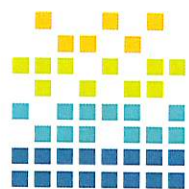
Funding from the City of Grande Prairie has played a key role in these accomplishments, and we are deeply grateful for your ongoing commitment to fostering literacy, learning, and community development in Grande Prairie. We look forward to another year of success building on the momentum we've created together. If you have any questions or would like to discuss the report in further detail, please don't hesitate to reach out.

Thank you once again for your invaluable support.

Sincerely,

Hailey McCullough  
Director





# GRANDE PRAIRIE PUBLIC LIBRARY

## 2024 Year in Review



**23,590**  
cardholders

**504,481**  
items were  
borrowed



**214,206**  
in-person  
visitors

**135,000**  
website  
visits



gppl.ca



**120,085**  
items in the  
collection

**64**  
staff superstars



**51,087**  
staffing hours

**28 FTE**



**27,971**  
questions  
answered

**35,544**  
computer  
sessions

**90,522**  
WiFi sessions



**1,348**  
programs  
offered



**33,857**  
program  
participants

## ADMINISTRATIVE REPORT

<b>TO:</b> Shane Bourke, City Manager	<b>DATE:</b> March 24, 2025
<b>FROM:</b> Brian Glavin, Chief Operating Officer	<b>MEETING:</b> City Council
<b>REPORT WRITER:</b> Zeel Patel, Planner	
<b>SUBJECT:</b> Land Use Bylaw Amendment C-1260-189 Housekeeping Amendments.	

### RECOMMENDATIONS

That Council gives three readings to Bylaw C-1260-189, being an amendment to the Land Use Bylaw.

### PREVIOUS COUNCIL / COMMITTEE DIRECTIONS

There are no previous Council or Committee directions on this Land Use Bylaw amendment.

### BACKGROUND

Since adopting the Land Use Bylaw C-1260 (LUB) in September 2013, Administration has periodically prepared housekeeping amendments to the bylaw. Council adopted the most recent housekeeping bylaw, Bylaw C-1260-165, in April 2023.

Administration has initiated these bylaw amendments to update LUB regulations and remove outdated policy sections. These changes ensure the bylaw remains accurate, clear, and consistent for effective implementation and enforcement. The proposed modifications are minor and considered to be of a housekeeping nature to correct errors and clarify specific policies in the LUB without altering its overall intent.

### ANALYSIS

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

The proposed amendment conforms to the following Strategic Plan Area of Focus:

Innovation – cultivating and developing an excellent administration and local governance to develop and grow a meaningful and prosperous social and economic community.

#### **Environmental Impact**

None foreseen.

#### **Economic Impact**

None foreseen.

#### **Social Impact**

None foreseen.

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

### **Land Use Bylaw**

The proposed Bylaw 1260-189 is a housekeeping amendment to the Land Use Bylaw (LUB) designed to correct errors, improve clarity, and ensure consistent application and enforcement. It removes outdated policies and does not change the overall intent of the LUB.

### **Key Changes in this Amendment include:**

- **Section 52:** A new subsection specifies the duration for which dumpsters can remain on-site.
- **Section 57A:** Updated to clarify that permanent structures are not permitted on utility right-of-ways or easements.
- **Section 5.2 of Schedule B:** Revised to require sign owners to turn off malfunctioning electronic signs.
- **Section 102A.11:** Corrects a schedule reference to improve the LUB's consistency.
- **Section 95.2:** Moves "Restaurant & Drinking Establishment, Major" from discretionary use to permitted uses.
- **Other Updates:** Refer to Attachment – "Summary of Changes" for additional proposed revisions.

### **Risk**

No risks anticipated.

## **STAKEHOLDER ENGAGEMENT**

The public hearing for this LUB amendment was advertised per the MGA and the LUB requirements. The advertisement involved posting a public hearing notice on the City's Public Hearings and Notices webpage. The amendment is not site-specific; therefore, notification to property owners was not applicable, and no signs were placed on any site.

No comments or concerns were received as of the date this report was written.

## **BUDGET / FINANCIAL IMPLICATIONS**

There are no budget implications.

## **SUMMARY / CONCLUSION**

The proposed amendment is housekeeping in nature; therefore, it does not increase any existing restrictions nor introduce new ones; neither does it affect any individual property owners or businesses or alter the overall intent of the Land Use Bylaw. Instead, it improves clarity and ensures consistency in its implementation and enforcement.

## **ATTACHMENTS**

Bylaw C-1260-189  
Summary of changes

## CITY OF GRANDE PRAIRIE

## BYLAW C-1260-189

## A Bylaw to amend Bylaw C-1260

## Being the Land Use Bylaw

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

1. Bylaw C-1260 is hereby amended as follows:

1.1 In Section 10 Definitions:

a) Delete the definition for "COMMITTEE" in its entirety and replace it with the following:

"**COMMITTEE** means the standing committee of Council that is designated as the Development Authority in accordance with the Procedure Bylaw C-1299. The designated Development Authority may be subject to change as determined by the Procedure Bylaw C-1299."

b) In the "Community Outreach Facility" definition, delete "centers" and replace it with "centres".

1.2 In Section 52, add the following:

"52.10 Despite Section 52.1, dumpsters used for construction debris, renovation materials, and other items directly related to a renovation or construction project may be permitted provided it is not located on the site for more than 60 days."

1.3 In Section 57A, in the heading after "Servicing", add "and Easements".

1.4 In Section 57A, add the following:

"57A.2 No permanent buildings or structures shall be located on or over any utility right-of-way or easement, or drainage right-of-way or easement."

1.5 Delete Section 70.4 in its entirety.

1.6 Delete Section 82.4(i) in its entirety.

1.7 Delete Section 91.1 in its entirety and replace it with the following:

"91.1 Purpose

To provide for the development of commercial, residential, institutional, cultural and related uses in the City's central business district in accordance with the Downtown Enhancement Area Redevelopment Plan Bylaw C-1130."

1.8 In section 92.2, 92.3, 93.2, 96.3, 97.2, 98.2, 104.4.3.3, 104.4.9.3 and 104.4.11.3 delete "Center" and replace it with "Centre".

1.9 In Section 95.2, add the following:

"Restaurant & Drinking Establishment, Major"

1.10 In Section 95.3, delete "Restaurant & Drinking Establishment, Major".

1.11 Delete Section 95.4e in its entirety and replace it with the following:

e)	Building Height: (Maximum)	12 Storeys for hotels and 6 Storeys for all other commercial uses (maximum)
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1.12 In section 99.3, add the following:

"Shipping/Storage Container"

1.13 In Section 101.3.1 delete "Any other use deemed appropriate by Council" and replace it with "Any other use deemed appropriate by Committee".

1.14 Delete Section 102A.11 delete "Schedule J" and replace it with "Schedule L".

1.15 In Schedule "B" "Signs", Section 5.2, add the following:

"p) The sign's owner must ensure that any malfunctioning sign is turned off to prevent flickering screen and/or glitchy graphics."

## EFFECTIVE DATE

2. This Bylaw shall come into force and effect when it receives third reading and is duly signed.

**READ** a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**READ** a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**READ** a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Mayor

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



## **Summary of changes**

<p>1. Committee Definition: Clerical correction to ensure consistency in terminology and avoid referencing a specific committee.</p> <p><i>COMMITTEE means the standing committee of Council that is designated as the Development Authority in accordance with the Procedure Bylaw. The designated Development Authority may be subject to change as determined by the Procedure Bylaw.</i></p>
<p>2. Add the following to Section 52 (Objects Prohibited or Restricted in Yards) to clarify duration of dumpster placement in residential areas for temporary use during renovation work: <i>Dumpsters used for construction debris, renovation materials, and other items directly related to a renovation or construction project, provided they are not on-site for more than 60 days.</i></p>
<p>3. Rename Section 57A to “Servicing &amp; Easements” and clarify that structures cannot be developed on Utility right-of-way and easements.</p>
<p>4. In Section 70, 'Parking for Non-Residential Uses,' delete 70.4, which states, <i>'If a parking area is located on a site immediately adjacent to a Residential District, the parking lot shall be designed as required by Section 68,'</i> as this clause is redundant since Section 68 of the bylaw applies regardless.</p>
<p>5. In the RR (Restricted Residential) District, remove the minimum lot width requirement of 13.4m for a 3-car garage, as it is redundant given the district's minimum lot width of 14m.</p>
<p>6. In the CC (Central Commercial) District, purpose statement insert comma between "residential" and "institutional" to improve clarity.</p>
<p>7. In the CA (Commercial Arterial) District,</p> <ul style="list-style-type: none"> <li>• Remove “Restaurant &amp; Drinking Establishment, Major” from Discretionary Uses and add to Permitted Uses. - It was deemed as an oversight as there is no risk associated with this use as a permitted use.</li> <li>• Simplify height regulations in Site Standards to improve clarity and ease of interpretation by setting a maximum of 6 storeys for all other commercial uses, ensuring consistency.</li> </ul>
<p>8. In the entire LUB, correct the spelling error of ‘Centre’; where 'Centre' was misspelled as 'Center'.</p>

9. In IH (Heavy Industrial) District add the 'Shipping/Storage Container' use as a discretionary use. - It was an oversight as there is no risk to allowing this use in this district.
10. In the Muskoseepi Park District, update 'any other use deemed appropriate by Council' to 'any other use deemed appropriate by Committee' for consistency with the section title, 'Discretionary Use Committee,' to accurately reflect the decision-making authority.
11. In Section 102A.11, 'Farmsteads, Abandoned Farmsteads, and Fragmented Parcels' is being corrected to reference the correct Schedule 'L'.
12. In Schedule B 'Signs': Adding a new regulation to ensure malfunctioning electronic Signs are turned off.

## ADMINISTRATIVE REPORT

<b>TO:</b> Shane Bourke, City Manager	<b>DATE:</b> March 24, 2025
<b>FROM:</b> Brian Glavin, Chief Operating Officer	<b>MEETING:</b> City Council
<b>REPORT WRITER:</b> Zeel Patel, Planner	
<b>SUBJECT:</b> Land Use Bylaw Amendment C-1260-198 Adding the use Mixed Use Apartments- Up to 2 units in CL, CG & CT districts	

### RECOMMENDATIONS

That Council gives three readings to Bylaw C-1260-198, being an amendment to the Land Use Bylaw.

### PREVIOUS COUNCIL / COMMITTEE DIRECTIONS

There are no previous Council or Committee directions on this Land Use Bylaw amendment.

### BACKGROUND

Administration is proposing an amendment to the Land Use Bylaw to add the use "Mixed-Use Apartment (up to 2 units)" to three Commercial Districts – CL- Local Commercial, CT- Commercial Transition and CG- General Commercial as a Discretionary Use.

### ANALYSIS

The proposed amendment aligns with broader urban planning goals that promote mixed-use development, encouraging a blend of residential and commercial uses to enhance community vibrancy. The inclusion of up to two residential units in commercial zones can contribute to increased housing availability, particularly in areas where residential options are limited. Additionally, this change can help support local businesses by fostering a live-work environment and increasing foot traffic within commercial areas.

From a zoning perspective, making "Mixed-Use Apartment (up to 2 units)" a discretionary use ensures that each application will be evaluated on a case-by-case basis. This allows for appropriate considerations regarding compatibility with existing businesses, parking availability, and other land use bylaw regulations.

It is important to note that mixed-use apartment buildings with three or more units are already a permitted use in CL, CT and CG Districts. Allowing mixed-use apartments with up to two units as a discretionary use presents minimal risk, as it aligns with existing land use patterns. A similar approach is taken in the CC-Commercial Central District, where mixed-use apartments with three or more units are a permitted use, while those with up to two units require discretionary approval. Smaller-scale residential developments are reviewed for their potential impact while aligning with the city's goal of promoting a denser urban core and enhancing the vibrancy of the area. In certain locations, up to two units of mixed-use development may be appropriate.

More details are available in the Land Use Bylaw section of this report.

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

The proposed amendment conforms to the following Strategic Plan Area of Focus:

Innovation – cultivating and developing an excellent administration and local governance to develop and grow a meaningful and prosperous social and economic community.

### **Environmental Impact**

None foreseen.

### **Economic Impact**

Encourages local economic growth by increasing foot traffic in commercial areas. Creates opportunities for small-scale landlords and businesses.

### **Social Impact**

It fosters a dynamic environment where residential and commercial spaces coexist, enhancing convenience and community engagement.

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

#### **Land Use Bylaw**

City Administration is proposing to add "**Mixed-Use Apartment Building (up to 2 units)**" as a Discretionary Use in the following commercial districts:

- CL – Local Commercial District
- CT – Commercial Transition District
- CG – General Commercial District

#### **Background**

The Land Use Bylaw defines two types of Mixed-Use Apartment Buildings:

1. Mixed-Use Apartment Building (up to 2 units)
2. Mixed-Use Apartment Building (3 or more units)

The table below shows where these uses are currently allowed and where the proposed change would apply (highlighted in **yellow**):

District	Mixed-Use Apartment (3+ units)	Mixed-Use Apartment (up to 2 units)	
	Current	Current	Proposed
<b>CC Central Commercial</b>	P	D	
<b>CG</b>	P		D

<b>General Commercial</b>			
<b>CT Commercial Transition</b>	P		D
<b>CL Local Commercial</b>	P		D

**Permitted (P):** The use will be approved if it meets all bylaw requirements.

**Discretionary (D):** The use may be approved after a review of factors such as location suitability and compatibility with surrounding uses.

#### **Applicable Definitions:**

**MIXED USE APARTMENT BUILDING, UP TO TWO (2) UNITS** means a commercial, retail, or institutional use and up to two (2) dwelling units (or “dwelling unit, supported” if listed in the applicable district). Commercial, retail, or institutional uses shall be located primarily on the ground floor but may also occupy other portions of the building. The apartment(s) may have shared or separate entrance facilities; however, access to any apartment shall not be through the commercial, retail, or institutional space. On the ground floor, the residential uses shall not occupy the primary frontage; these spaces shall be reserved for the commercial, retail, or institutional uses.

**MIXED USE APARTMENT BUILDING** means a vertical apartment-style building including commercial, retail, or institutional use(s) and three (3) or more dwelling units (or “dwelling unit, supported” if listed in the applicable district), and having:

1. The same land use district for all uses within the building;
2. Only residential uses located above the second floor;
3. Commercial, retail, or institutional uses located with street-side frontage (facing and visible from the street); and
4. Dwelling units and commercial, retail, and institutional uses which may have shared building entrance or access and facilities (e.g. service entrances, parking areas, ground floor hallways, elevators, stairwells, shared main building entry). However, dwelling units’ entry or access shall not be through a commercial, retail, or institutional development.

#### **Risk**

No risks anticipated.

## **STAKEHOLDER ENGAGEMENT**

The public hearing for this LUB amendment was advertised per the MGA and the LUB requirements. The advertisement involved posting a public hearing notice on the City's Public Hearings and Notices webpage. The amendment is not site-specific; therefore, notification to property owners was not applicable, and no signs were placed on any site.

No comments or concerns were received as of the date this report was written.

## **BUDGET / FINANCIAL IMPLICATIONS**

There are no budget implications.

## **SUMMARY / CONCLUSION**

The proposed amendment to the Land Use Bylaw seeks to introduce small-scale residential opportunities within CL, CT, and CG Commercial Districts by allowing "Mixed-Use Apartment (up to 2 units)" as a discretionary use.

## **ATTACHMENTS**

Bylaw C-1260-198

**CITY OF GRANDE PRAIRIE**

**BYLAW C-1260-198**

**A Bylaw to amend Bylaw C-1260**

**Being the Land Use Bylaw**

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

1. Bylaw C-1260 is hereby amended as follows:

1.1 Under subsection 92.3, 93.3 and 96.3 add "Mixed Use Apartment Building, Up to 2 Units".

**EFFECTIVE DATE**

2. This Bylaw shall come into force and effect when it receives third reading and is duly signed.

**READ** a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**READ** a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

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