



FINANCIAL & ADMINISTRATIVE SERVICES COMMITTEE AGENDA

April 29, 2025

9:45 AM

Council Chambers, City Hall

ATTENDEES

G. Berg, C. Thiessen, D. Bressey, J. Clayton

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

Anyone wishing to attend to speak as a delegate must contact Legislative Services at AgendaAdmin@cityofgp.com to submit their presentations in advance. Delegation requests must be submitted by 12:00 p.m. on April 28.

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. DELEGATIONS

4. REPORTS

4.1 Service Area Update

Danielle Whiteway

4.2 2025 Property Tax Bylaw C-1486

Danielle Whiteway

4.3 Bylaw C-1478 - Borrowing Bylaw for Montrose Cultural Centre

Danielle Whiteway

5. CORRESPONDENCE

6. OTHER BUSINESS

7. BYLAW & POLICY REVIEW

8. OUTSTANDING ITEMS LIST

9. ADJOURN

ADMINISTRATIVE REPORT

TO: Shane Bourke, City Manager	DATE: April 29, 2025
FROM: Danielle Whiteway, Chief Financial Officer	MEETING: Financial & Administrative Services Committee
REPORT WRITER: Scott Smith, Director of Assessment and Taxation	
SUBJECT: 2025 Property Tax Bylaw C-1486	

RECOMMENDATIONS

That the Financial and Administrative Services Committee recommends Council give three readings to Property Tax Bylaw C-1486.

PREVIOUS COUNCIL / COMMITTEE DIRECTIONS

Council Committee of the Whole met on November 13th to November 15th, 2024 to finalize the 2025 Operating and Capital Budgets.

On November 15th, 2024, Council approved the 2025 operating and capital budgets with a proposed increase of 2.28% for the 2025 average tax amount.

BACKGROUND

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

ANALYSIS

The residential assessment base has increased due to the new assessments that were produced to reflect a July 1, 2024 market valuation. An average residential property has increased approximately 5.85% in market value. The commercial tax base has been reduced by approximately 1.4% due to new assessments that were produced to reflect a July 1, 2024 market valuation. The tax rates will be adjusted to account for any market adjustment in assessments.

The municipal tax base will be increasing by 2.28% to generate \$134.6 million which will be used to provide municipal services.

The Province of Alberta's education requisition for the entire province is increasing from \$2.74 billion to \$3.12 Billion, which is an approximate 14% increase. The City of Grande Prairie's share is increasing from \$30.1 million to \$32.8 million, representing an approximate 9% increase. With a 9% increase, the City of Grande Prairie had one of the lowest education tax increases in the province, with most municipalities experiencing an increase above 10%. The education tax, which the City of Grande Prairie collects on behalf of the Province of Alberta, represents approximately 21% of a residential property owner's tax bill. Once the education tax increase is combined with the municipal increase of 2.28%, an average residential property owner will be facing an approximate 3.64% total tax increase.

The 2025 Grande Spirit requisition is increasing from \$993,006 to \$1,028,002, which is an increase of approximately 3.5%.

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

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

Environmental Impact

There is no environmental impact associated with this recommendation.

Economic Impact

The average residential property will see an overall increase of approximately 3.64% once the school and Grande Spirit requisitions are factored in.

The average non-residential property will see an overall increase of approximately 3.09% once the school and Grande Spirit requisitions are factored in.

Social Impact

There is no social impact associated with this recommendation.

Relevant Statutes / Master Plans / City Documents

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

Risk

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

Alternatives (Optional)

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

STAKEHOLDER ENGAGEMENT

Bylaw C-1486 requires three readings to be passed into law. The property tax notices are scheduled to be sent to property owners earlier this year, around May 13th, to avoid possible postal strike disruption, which could begin on May 22nd. Each notice will contain the impact of the approved property tax bylaw on each property. Again this year, an additional pamphlet will be included with the notices, containing information on the City's approved budget and how the City expends property taxes to deliver services. A full 2025 Budget Report is also posted on the City's website.

BUDGET / FINANCIAL IMPLICATIONS

Municipalities depend on property tax to provide services and amenities to its residents. In 2025 property taxes will generate the shortfall of revenue required to operate the City of Grande Prairie.

SUMMARY / CONCLUSION

The Act requires Council to pass a property tax bylaw annually. A municipal property tax increase of 2.28% will provide sufficient funding for the 2025 operating and capital budgets.

The average total annual residential tax increase is approximately \$152, but will vary from property to property depending on how each individual property's assessment changed.

Bylaw C-1486 sets the tax rates for each assessment class and is attached to this report. Three readings are required to implement the proposed bylaw. Property tax notices will be mailed on approximately May 13th and payment is due by June 30, 2025.

ATTACHMENTS

Bylaw C-1486

Schedule B: 2025 Municipal Tax Adjustment
2025 Total Tax Adjustment

Schedule C: 2025 Residential Impacts
2025 Non-residential Impacts

CITY OF GRANDE PRAIRIE

BYLAW C-1486

**A Bylaw to Authorize the Rates of Taxation to be Levied
Against Assessable Property within the City of
Grande Prairie, Alberta for the 2025 Taxation Year**

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

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

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

WHEREAS the Classification of Assessed Property Bylaw C-1027 identifies classes and sub-classes of property.

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

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

	Tax Levy	Assessment	Tax Mill Rate
General Municipal			
a) Low Density Residential	\$70,143,663	7,212,122,690	9.7258
b) Low Density Residential-Annexed 2016	\$504,371	120,282,990	4.1932
c) Farmland	\$14,113	1,451,050	9.7258
d) Farmland-Annexed 2016	\$19,685	2,234,650	8.8092
e) Other Residential	\$4,081,987	419,707,110	9.7258
f) Non-Residential	\$57,476,943	2,962,988,640	19.3983
g) Non-Residential-Annexed 2016	\$1,481,220	105,992,230	13.9748
h) Machinery & Equipment	\$860,519	44,360,550	19.3983
i) Machinery & Equipment-Annexed 2016	\$79,430	5,683,770	13.9748
TOTAL	\$134,661,931	10,874,823,680	

	Tax Levy	Assessment	Tax Rate
ASFF			
Residential	\$18,125,979	6,979,315,024	2.5971
Non-Residential	\$11,083,758	2,639,869,935	4.1986
TOTAL	\$29,209,737	9,619,184,959	
Opted Out School Boards			
Residential	\$1,979,711	762,277,666	2.5971
Non-Residential	\$1,627,556	387,642,635	4.1986
TOTAL	\$3,607,267	1,149,920,301	
Grande Spirit Foundation	\$1,030,421	10,835,127,490	0.0951
Designated Industrial Property Requisition	\$17,314	246,988,150S	0.0701

2. That all 2025 City of Grande Prairie property taxes and business taxes shall be due and payable on or before June 30, 2025.
3. That pursuant to the **Tax Penalties and Discounts Bylaw C-1138**, a penalty will be charged to all current taxes outstanding, as of the close of business, June 30, 2025.
4. 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

Schedule B

**City of Grande Prairie
2025 Municipal Tax Adjustment**

Residential - Average House

2024 Assessment	\$ 330,700
2025 Assessment	\$ 350,000
% Change	5.85%

2024 Municipal Taxes	\$ 3,329
2025 Municipal Taxes	\$ 3,404
	2.28%

Non-Residential - Average Commercial/Industrial

2024 Assessment	\$ 848,900
2025 Assessment	\$ 837,000
% Change	-1.40%

2024 Municipal Taxes	\$ 15,875
2025 Municipal Taxes	\$ 16,236
	2.28%

**City of Grande Prairie
2025 Total Tax Adjustment**

Residential - Average House

2024 Assessment	\$ 330,700
2025 Assessment	\$ 350,000
% Change	5.85%

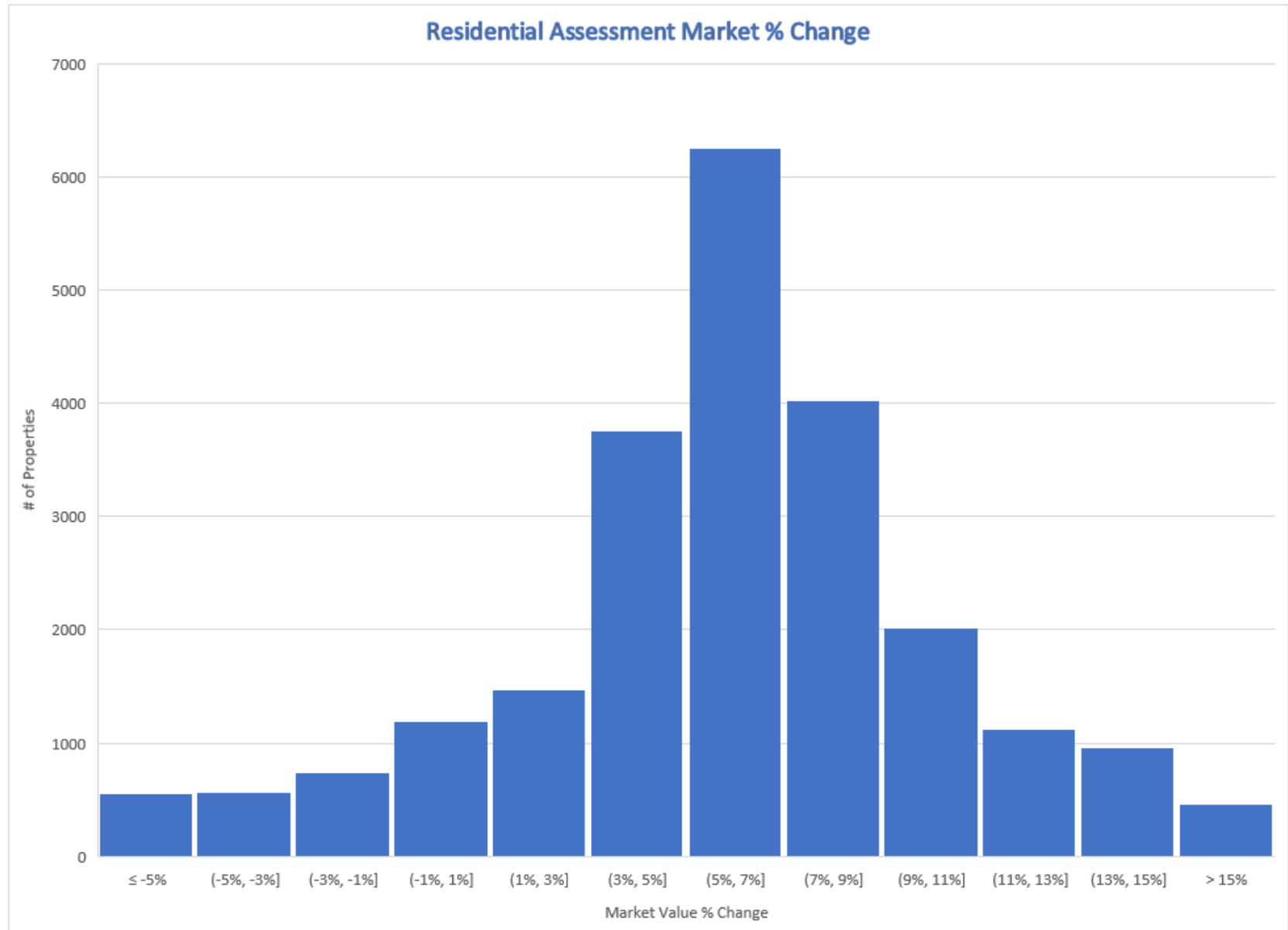
2024 Total Taxes	\$ 4,194
2025 Total Taxes	\$ 4,346
	3.64%

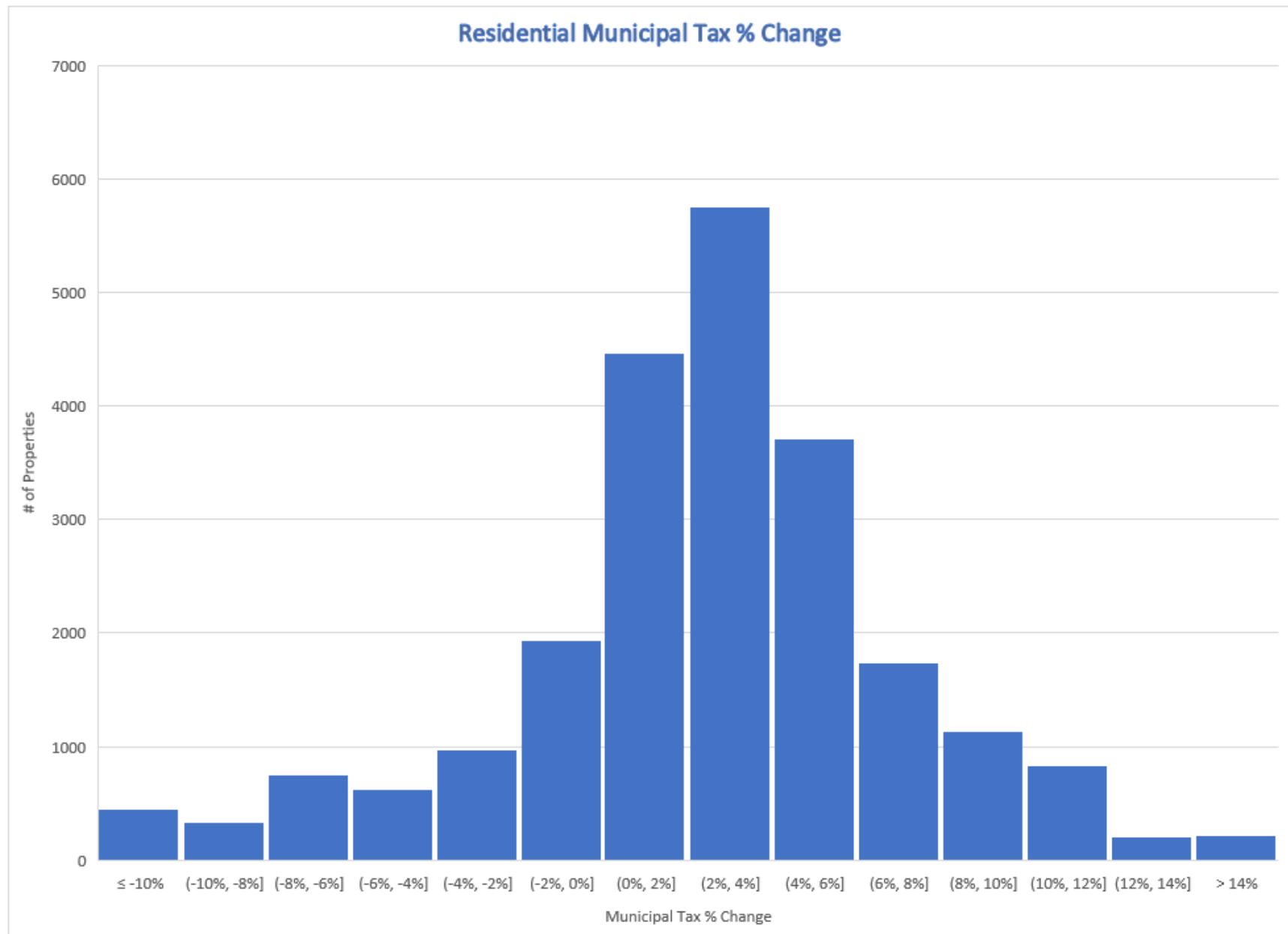
Non-Residential - Average Commercial/Industrial

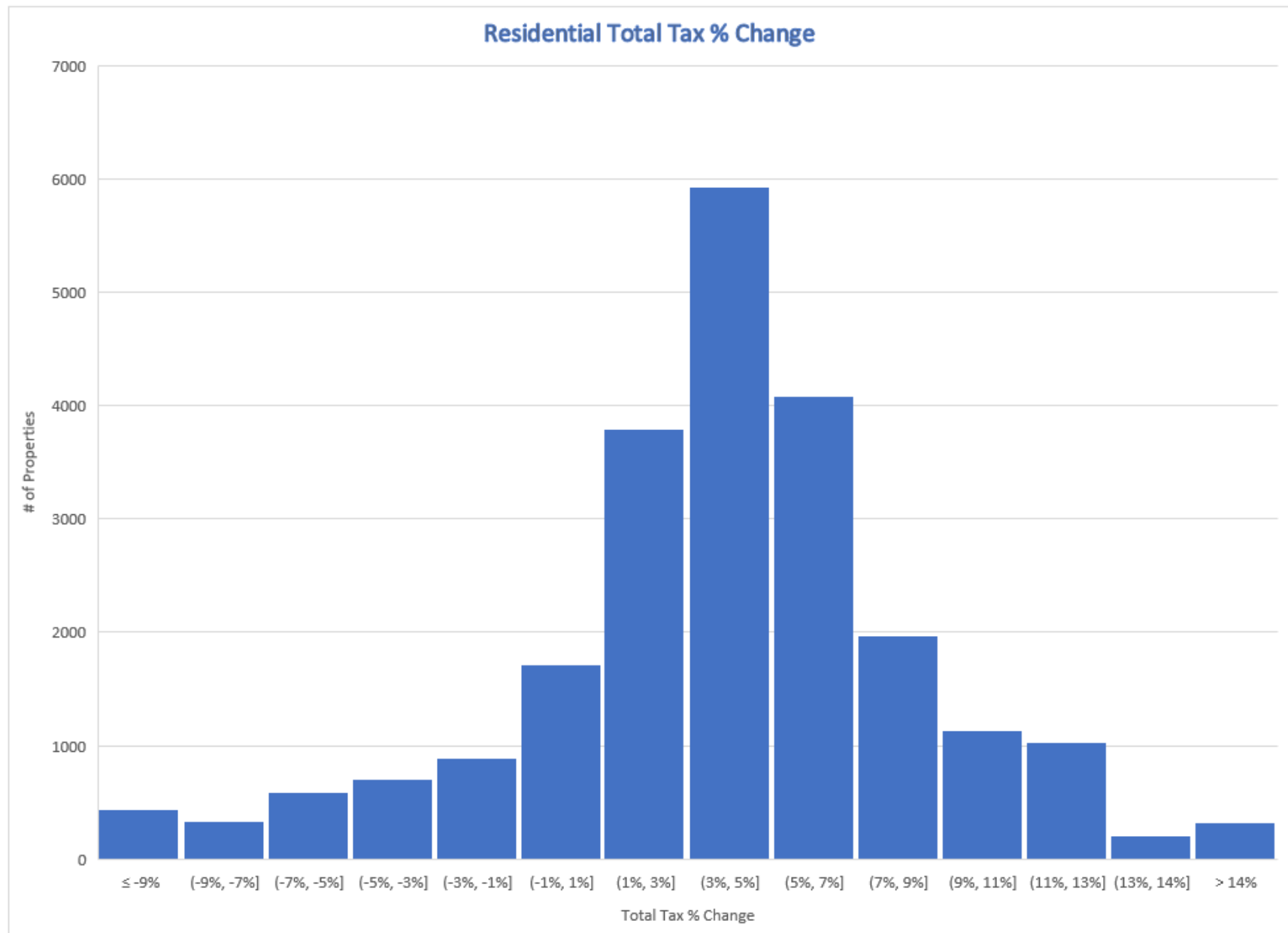
2024 Assessment	\$ 848,900
2025 Assessment	\$ 837,000
% Change	-1.40%

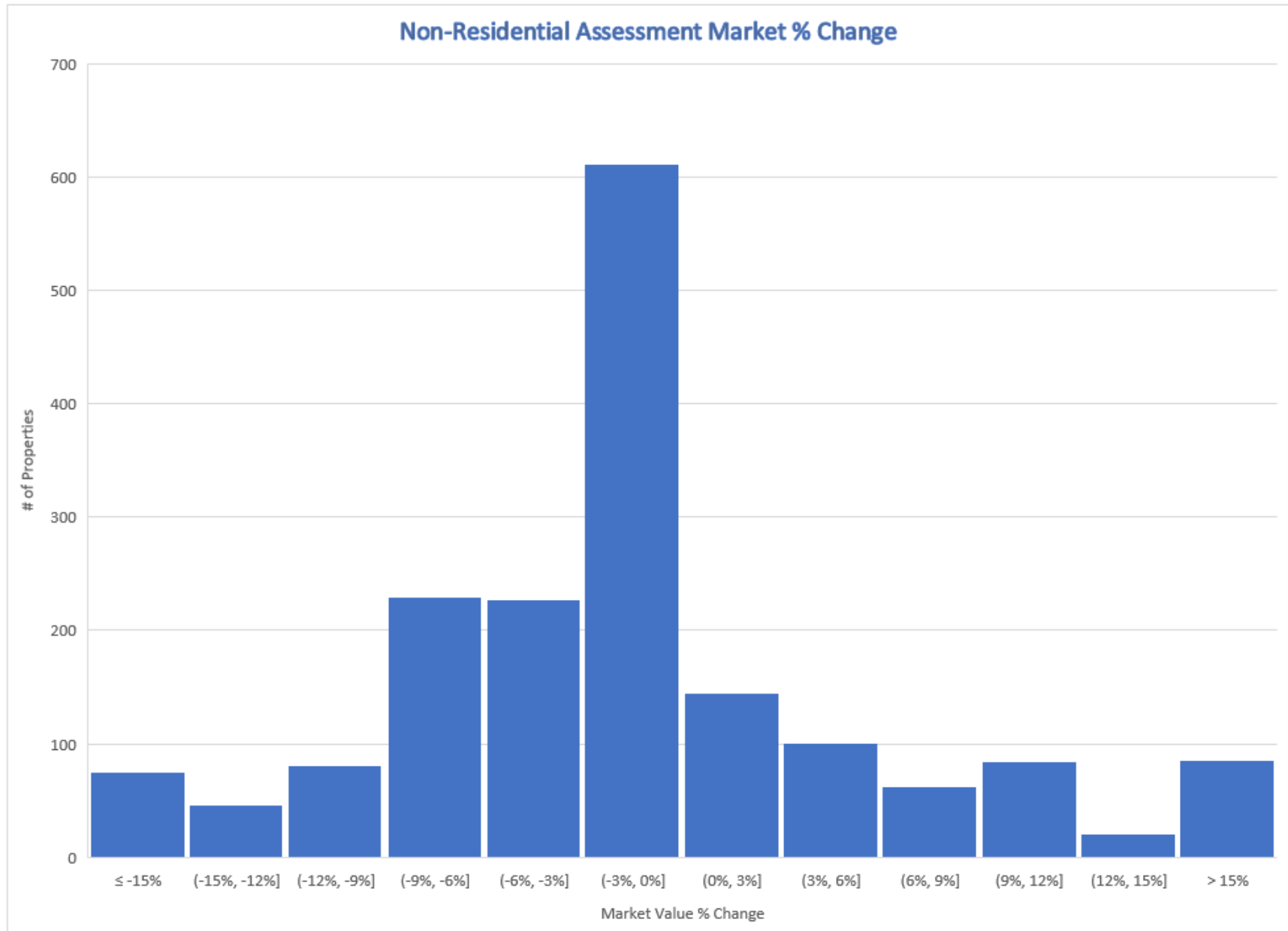
2024 Total Taxes	\$ 19,236
2025 Total Taxes	\$ 19,830
	3.09%

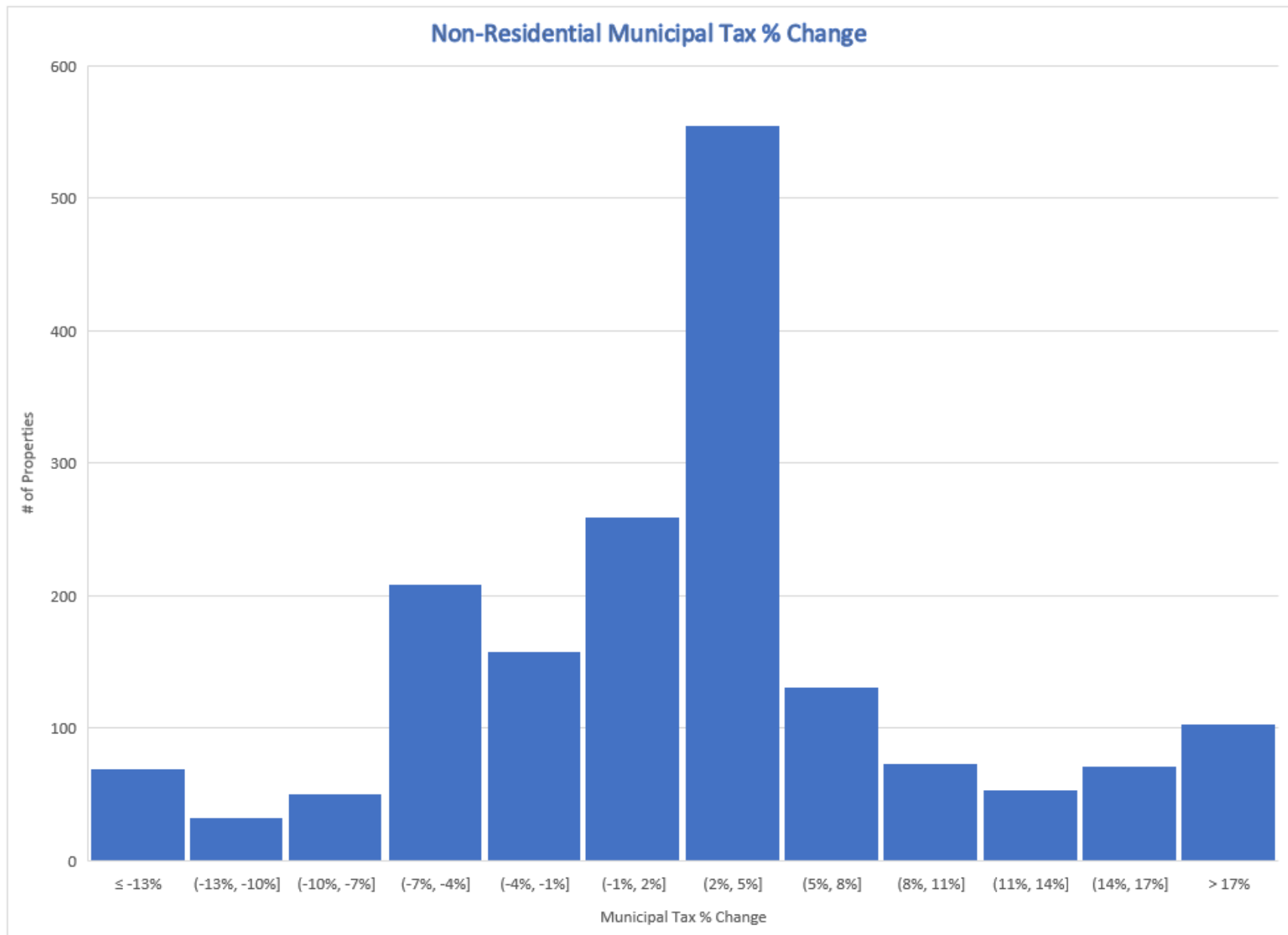
SCHEDULE C

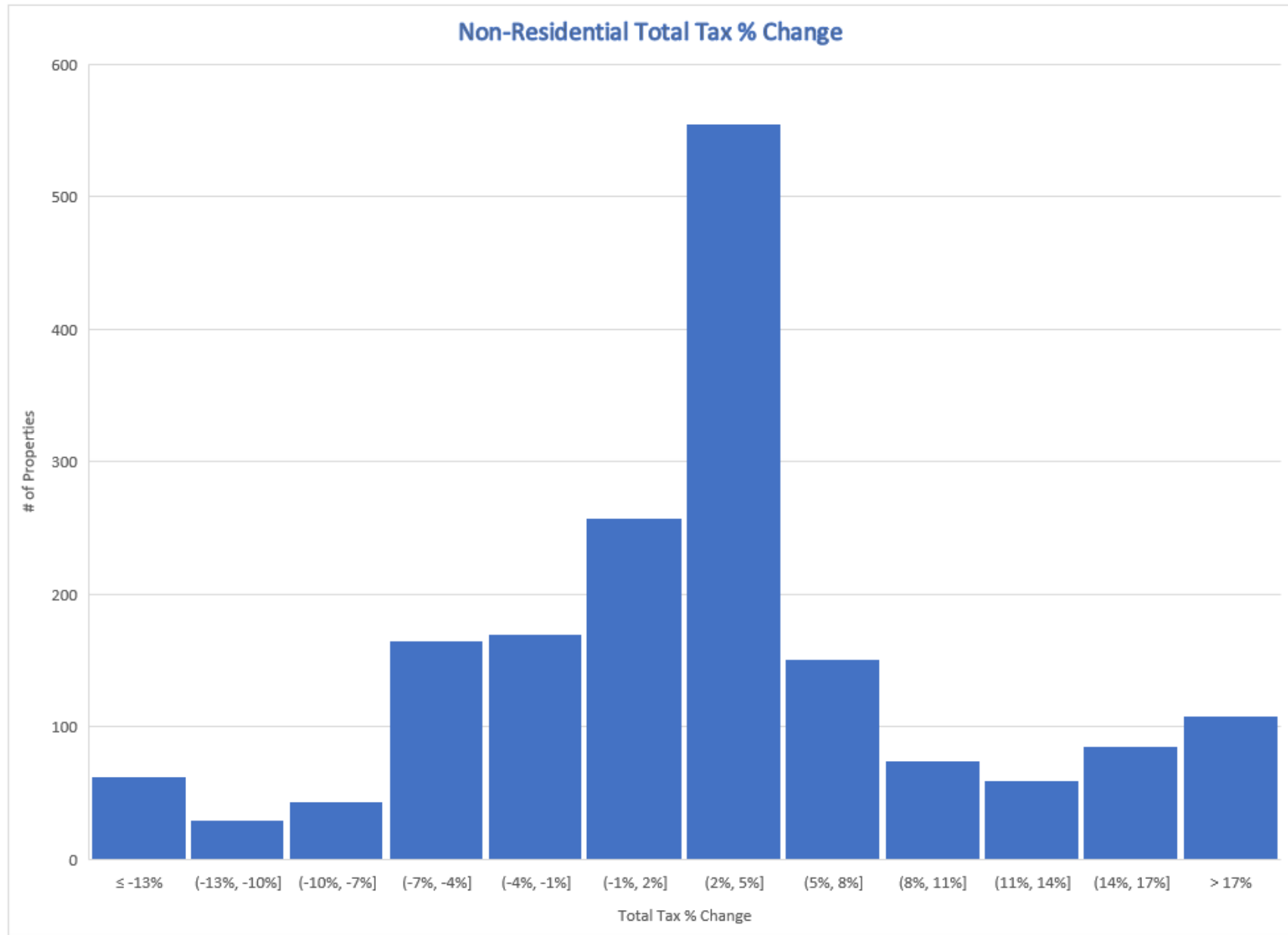












ADMINISTRATIVE REPORT

TO: Shane Bourke, City Manager	DATE: April 29, 2025
FROM: Danielle Whiteway, Chief Financial Officer	MEETING: Financial & Administrative Services Committee
REPORT WRITER: Alex Shepherd, Manager of Assets	
SUBJECT: Bylaw C-1478 - Borrowing Bylaw (Montrose Cultural Centre)	

RECOMMENDATIONS

That Committee recommend Council give first reading to Bylaw C-1478 as presented.

PREVIOUS COUNCIL / COMMITTEE DIRECTIONS

In the 2024 Mid-Year Capital Requests, the Montrose Cultural Centre Deficiencies project was identified, and brought forward for funding on July 23, 2024 and approved by Council on July 29, 2024 during a regular Council meeting.

BACKGROUND

The Montrose Cultural Centre (MCC) remediation project, addressing deficiencies from the original construction, has commenced. Phase 1 is currently underway, with funding for phases 2 and 3 to be incorporated from the approved mid-year capital requests. Phase 2, focusing on the library's electrical system, lighting, and building envelope, is projected for completion in 2025. Phase 3, which addresses the art gallery's building envelope, ventilation system, and Teresa Sargent Hall's structural floor, is projected for completion in 2027.

Phase 2 - \$1,102,000.00

Phase 3 - \$2,245,000.00

Requiring a borrowing bylaw, funded via debt for \$3,347,000.00.

ANALYSIS

A project of this magnitude and with a long useful life (depending on structure choice is more appropriate to be funded by way of debt. Annual debt payments will be estimated and incorporated in the 2026-2030 operating budget and will be paid over a 25-year term.

Debt Limitations

As of Q4 2024, the City's remaining debt limit as per Policy 350 was \$110,187,918.00 and debt servicing available was \$8,134,595. The debt limit already included budgeted (but not yet finalized) borrowings for Maskwa Medical, MCC Remediation (Phases II & III) and the Indoor Recreation

Facility, as those projects required internal funding. The debt servicing at Q3 does not include anticipated payments for the Indoor Recreation Facility, however the \$7,212,289 more than covers the required annual servicing expected of **\$237,000**. There is sufficient capacity for the City to borrow for this project, both in debt limit and debt servicing.

Loan Amount	3,347,000
Annual Interest Rate	4.96%
Loan Term	25 Years
Annual Payment	\$237,000

This is the best estimate for annual payments overall

Borrowing bylaws are required to be advertised under section 251(3) of the Municipal Government Act (MGA) subsequent to first reading by Council. When the bylaw has been advertised for two consecutive weeks and a petition for a vote has not been received within 15 days of the last advertised date, the bylaw is eligible to return to Council for second and third readings.

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

Infrastructure – Ensure existing and new infrastructure meets the future needs of the community.

Environmental Impact

None identified in this report.

Economic Impact

The MCC has many events that are hosted within the Hall, and library programs. It would be an economic risk to have this facility unable to provide programming and events. The borrowing bylaw will reduce the City's available debt servicing limit.

Social Impact

The impact of having the MCC closed, can have a significant social impact due to lost social services in the library.

Relevant Statutes / Master Plans / City Documents

Section 251 – Borrowing Bylaw of the Municipal Government Act

Risk

None Identified.

Alternatives (Optional)

There are no other funding sources available as an alternative.

STAKEHOLDER ENGAGEMENT

The Borrowing Bylaw, as required by the MGA, will be advertised publicly for 14 days on the City's website. There will be an additional 15 days available for petitions after the ending date of advertisement.

BUDGET / FINANCIAL IMPLICATIONS

Debt servicing costs for the loan are incorporated into the 2025 operating budget. With the current timelines, it is anticipated this project will start in the Summer of 2025. The Borrowing Bylaw will have a total amount of \$3,347,000.00 with interest, to be paid over 25 years via the operating budget. Administration reviews and adjusts operating budgets annually for presentation to Council, so any required changes will be incorporated into future budgets.

SUMMARY / CONCLUSION

The MCC Deficiencies project is approved to be funded via debt, through borrowing bylaw C-1478. This project addresses the electrical, lighting systems, ventilation system and structural floor issues addressed, while also working on the building envelopes of the library and art gallery.

Administration recommends proceeding with a borrowing bylaw C-1478 of \$3,347,000.00 over 25 years to fund the remainder of this project.

ATTACHMENTS

A – Bylaw C-1478 Montrose Cultural Centre Deficiencies Project

CITY OF GRANDE PRAIRIE**BYLAW C-1478**

**A Bylaw of the City of Grande Prairie, in the Province of Alberta
authorizing the Council to incur indebtedness by the
issuance of debenture(s) in the maximum amount of \$3,347,000.00
for the purpose of the Montrose Cultural Centre Deficiencies Project**

WHEREAS:

The Council of the City of Grande Prairie has decided to issue a bylaw pursuant to Section 258 of the *Municipal Government Act* to authorize the financing, undertaking and completion of the Montrose Cultural Centre Deficiencies Project.

Plans and specifications have been prepared and the total cost of the project is estimated to be \$3,347,000.00.

In order to complete the project it will be necessary for the City of Grande Prairie to borrow the sum of \$3,347,000.00, for a period not to exceed twenty-five (25) years, from the Alberta Capital Finance Authority (ACFA) or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this Bylaw.

The estimated lifetime of the project financed under this Bylaw is equal to, or in excess of twenty-five (25) years.

The principal amount of the outstanding debt of the City of Grande Prairie at December 31, 2024 is \$138,565,262 and no part of the principal or interest is in arrears.

All required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Province of Alberta.

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF GRANDE PRAIRIE, DULY ASSEMBLED,
ENACTS AS FOLLOWS:**

1. That for the purpose of the Montrose Cultural Centre Deficiencies Project, the sum of Three Million Three Hundred Forty-Seven Thousand Dollars (\$3,347,000.00) be borrowed from the ACFA or another authorized financial institution by way of debenture on the credit and security of the City of Grande Prairie at large, of which amount the full sum of \$3,347,000.00 is to be paid by the City of Grande Prairie at large.
2. The proper officers of the City, namely the Mayor and Chief Financial Officer are hereby authorized to execute and deliver to the lender on behalf of the City such documents, instruments and agreements, including credit agreements and commitment letters as may be required by the lender for the City to avail and evidence the City's loans and credit in the amount and for purpose as authorized by this Bylaw and any such document, instrument or agreement shall be conclusively deemed to be authorized by this Bylaw and binding on the City.

3. The City of Grande Prairie shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest instalments not to exceed twenty-five (25) years calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution on the date of the borrowing, and not to exceed ten (10) percent.
4. The City of Grande Prairie shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the City of Grande Prairie.
6. The net amount borrowed under the Bylaw shall be applied only to the project specified by this Bylaw.
7. This Bylaw shall take effect on the date it is passed.

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

FINANCIAL & ADMINISTRATIVE SERVICES COMMITTEE - OUTSTANDING ITEMS LIST - APRIL 29, 2025

ID	Title	Requested on	People Responsible	Item Notes	Expected Report Date
1359	Downtown Business Improvement Area	4/21/2025	Scott Smith	Council direct Administration to bring information back to a future Council Committee of the Whole meeting with information on how BIA's are being operated in other mid-sized cities in Alberta, and what it would look like if the BIA was dissolved.	Q2 2025
1					