

July 22, 2025

9:00 AM

Council Chambers, City Hall

ATTENDEES

D. Bressey, M. O'Connor, G. Blackmore, 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 July 21.

1. CALL TO ORDER
2. LAND ACKNOWLEDGEMENT
3. ADOPTION OF AGENDA
4. DELEGATIONS
 - 4.1 Nitehawk Year-Round Adventure Park
 - 4.2 Grande Prairie Public Library
 - 4.3 Peace Library System
5. REPORTS
 - 5.1 Service Area Update
 - 5.2 Legion Field Design Update
 - 5.3 2024 Municipal Census Neighbourhood Growth
6. CORRESPONDENCE
7. OTHER BUSINESS
8. BYLAW & POLICY REVIEW
9. OUTSTANDING ITEMS LIST
10. ADJOURN

Patricia Bailey

Patricia Bailey

Patricia Bailey



Delegation Request

Meeting Information

This form is requesting to provide information to be addressed in: Committee Meeting Investment & Strategy
Meeting Type: In Person (Council Chambers)
Requested Date of Appearance: July 22, 2025

Contact Information

Name: Johnathan Clarkson
Address: [REDACTED] **City:** Grande Prairie
Province: AB **Postal Code:** [REDACTED]
Phone: [REDACTED] **Email:** johnathan@gonitehawk.com

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: Nitehawk Year-Round Adventure Park
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?: Yes
If yes, what was the last department you have spoken to?: Community Connections

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:

2024 Community Group Funding Annual Report

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

Report received for information.

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 Wed Jul 09 19:07:26 GMT 2025

Section 1: Funding Information

Organization's Name:	Grande Prairie Ski Club o/a: Nitehawk Year-Round Adventure Park
Amount of Funding Received from the City of Grande Prairie Community Group Funding in 2024:	107,125 + 112,500
Summary of how the grant funding was used by your organization in 2024:	

Municipal Grant funding in 2024 allowed Nitehawk to complete critical upgrades, including major servicing of our Snowcat, 9 new HKD Snowmaking Guns with hoses and hydrants, and a new Kubota Utility Vehicle. Funding also supported snowmobile fleet upgrades, new fuel vault tanks, erosion control savings, staff accommodation lease payments, chalet heating and electrical upgrades, website improvements, and ski lift improvements.

What key results did your organization achieve in 2024 that contributed to Council's Strategic Priorities?

In 2024, Nitehawk advanced "Quality of Life" by providing safe, accessible, and affordable recreation that encourages active living and community pride. We supported "Economic Readiness" through tourism-focused upgrades, promoted an "Inclusive & Caring Community" by offering welcoming experiences for all ages and abilities, and strengthened "Engaging Relationships" through partnerships with local businesses and organizations.

1. Provide allocation estimates on how the City's operating funding was used by your organization in 2024

0	%	Program or Services:
0	%	Staffing Costs (salaries, benefits, etc.):
59.12	%	Equipment & Supplies: 59.12
40.91	%	Other (please specify): Erosion Control, Equipment Maintenance, & Staff Housing Lease
100.03	%	Total % Spent

2. Gift in Kind (GIK) Contributions Expected This Year

Examples of GIK: insurance, rent/lease payments, maintenance including security monitoring, snow removal, and other services provided, sponsorship/memberships/donations for prize baskets, staff/administrative support to your organization, etc.

GIK Provided By	Type of GIK	Value (\$ Amount)

COMMUNITY GROUP GRANT

Funding Form

Section 1: Funding Information (Continued)

3. Summary of Estimated Projected Annual Revenue Streams and Sources

Note: Please fill in the boxes below to show your organization's revenue/funding stream(s) in 2024

Revenue Streams	Year 1 Revenue (\$)	Explanation of Funding Source
Government — City of Grande Prairie	107,125 + 112,500	Capital + Operating
Government — Other Municipal	296,375 + 337,500	MD of Greenview & County GP Capital + Operating
Government — Federal	0	
Government — Provincial	0	
Fundraising	60,869.52	Comedy Nite, Ski Swap - Net Revenue
Gift in Kind		
Sponsorship	52,472.68	Donations and Signage Sales
Other Internally Generated		
Other		
Total	\$ 919,842.20	

4. Summary of Successes & Challenges

Summary of successes in 2024 in your organization:

In 2024, Nitehawk hosted key events like the U12 Provincial Alpine Race, ASA Grom Games, Freestyle Club Comp, and Try-It Days. We welcomed 32 schools, expanded lessons, and saw record rounds at Bear Paw Par 3. Snowmaking was completed by Dec. 18 with all terrain open for Christmas and increased Aquatera Tube Zone visits and party bookings.

Summary of challenges in 2024 in your organization:

Nitehawk faced challenges including 10 days of cold weather closures impacting winter operations, and a prolonged highway closure/construction cutting off direct access for RV Park and Bike Park guests during June, July and August. We also continue to manage rising insurance and utility costs, and are working on succession planning to deal with a shortage of local ski, snowboard & bike instructors to assist with school programs & camps.

This personal information is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP Act), and will be used to administer the applications brought forward for consideration for funding from the City of Grande Prairie. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act. Please forward any questions or concerns to FOIP@cityofgp.com.



Delegation Request

Meeting Information

This form is requesting to provide information to be addressed in: Committee Meeting Public & Protective Services

Meeting Type: In Person (Council Chambers)

Requested Date of Appearance: July 22, 2025

Contact Information

Name: Hailey McCullough

Address: 9839 103 Avenue

Province: AB

Phone:

City: Grande Prairie

Postal Code: T8V 6M7

Email: hmccullough@gppl.ca

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

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

If yes, what is the name of the group you represent: Grande Prairie Public Library

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?: Yes

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

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:

I would like to provide the Public and Protective Services Committee with a review of GPPL's 2024, including statistics, and how our funding from the City was utilized and how our key results align with the City's strategic priorities.

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

I would like the Committee to learn about how the funding we receive from the City is being utilized at the Library and all of the good we're able to accomplish with the City's support, both financially and in other ways.

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

AB Library Statistics

Survey Report - This tab contains the Alberta Public Library Survey. It is to be filled in with current information, up to and including the Board Governance - Board Members section. All municipal and intermunicipal library boards are required to complete this report.

Annual Report - This tab contains fields to capture statistical data for the reporting year for each library service point the board operates. If the board does not operate a service point, the Annual Report fields will not be visible. Urban library boards with multiple branches in the same city are excluded from this and can report aggregate data.

Survey Report

The Alberta Public Library Survey captures current year information.

This information is used in the *Alberta Public Library Directory*, which is produced by the Public Library Services Branch and is available at <https://open.alberta.ca/publications/6656702>.

Approval

The Survey and Annual Report is filed by the library board pursuant to the Libraries Regulation. By approving, the board accepts the report, certifies its essential accuracy and transmits it to Alberta Municipal Affairs, Public Library Services Branch (PLSB), in accordance with the above regulation. Personal information contained in the report will not be disclosed except for use by Alberta Municipal Affairs.

The completed Survey and Annual Report must be approved by the library board via resolution *before* it is submitted to PLSB. PLSB reserves the right to request a copy of the meeting minutes to demonstrate board approval.

	Date report approved by library board

Library Board

The legal name of the library board.

	Name of library board
	City of Grande Prairie Library Board

Name of Library

Provide the name of the library operated by the library board.

	Name of library
	Grande Prairie Public Library

Library Phone, Email, Website

Report the current main phone number for the library, the general email address for reaching library staff and the URL for the library's website.

	Library phone	Library email	Library website
	780-532-3580	info@gppl.ca	www.gppl.ca

Library Address

Report the current address of the library.

	Street address	P.O. box	City/town, etc.	Province	Postal code
	101 9839 103 Avenue		Grande Prairie	Alberta	T8V 6M7

Contacts

Library Manager: Provide the name and work email of the person charged with the management of the daily operations of the library.

Respondent: If a person other than the library manager prepares this report, please provide their name and email. The respondent might be a library staff person, a member of the board, or any person charged with filling in the data. This information is not included in the Directory.

	Name	Email
Library Manager	Hailey McCullough	hmccullough@gppl.ca
Respondent (if different than above)		

Board Governance - Board Members

Provide the full names, contact information, and term expiry date for all current board members (i.e. members at the time of filling in this report). Indicate the board chair by entering their information in the first line of the table. While names of board members are public information, phone numbers and email addresses are strictly for the use of Public Library Services Branch and are not made available to the public.

Please note that the library board term expiry date must reflect the individual's appointment as made by municipal council and must be provided for all board members, including those members who are also councillors. The board term expiry date should not reflect the individual's date of recruitment, the date of their first board meeting, the date they were elected chair (or any other officer position), or any other date.

The *Libraries Act* requires all board members to be appointed by municipal council. Appointments are made by council resolution and therefore will be recorded in council meeting minutes. When an appointment is made, the municipality may also provide documentation (e.g. a letter) that includes the relevant information (i.e. resolution number, date of appointment, and the term length/expiry date).

Please see the *Appointments to the Municipal Library Board* or *Appointments to the Intermunicipal Library Board* fact sheets (<https://www.alberta.ca/public-library-board-development.aspx>) for more information.

If you are unsure about board member appointments and term expiry dates, contact your municipality for more information. If there is no record of appointments by council for some or all board members, please contact Public Library Services Branch at libraries@gov.ab.ca or 780-427-4871 for support.

	Name	Phone	Email	Library board term expiry (year/month/day)	Councillor?
Chair	Erica Fisher			2025-12-31	No
Board Member 1	Grant Berg		gberg@cityofgp.com	2025-10-20	Yes
Board Member 2	Leanne Beaupre		lbeaupre@countyp.ab.ca	2025-10-30	Yes
Board Member 3	Simon Bossen			2025-12-31	No
Board Member 4	Darren Francis			2026-12-31	No
Board Member 5	Lisa Kerkhof			2026-12-31	No
Board Member 6	Shawn Seitz			2026-12-31	No
Board Member 7	Shashi Goel			2027-12-31	No
Board Member 8	Dan Lemieux			2026-12-31	No
Board Member 9	Melissa Erickson			2027-12-31	

Annual Report

This is the Annual Report portion of the report. Please fill in the data for the reporting year (i.e. the previous calendar year) unless otherwise indicated.

Board Governance

Provide the actual dates (e.g. Jan 28, Feb 13) of board meetings held during the reporting year. All library boards are required by the Libraries Act to meet at least once every four months (Part 5, Section 33(1)).

Provide the amount of time board members volunteered on library board business during the reporting year, e.g. board meetings, committee meetings (a 2 hour board meeting with 5 members in attendance would equal 10 volunteer hours).

Any volunteer work *in the library* by board members should be recorded in the *Personnel - Volunteers* section.

	Dates of board meetings held (e.g. Jan 28, Feb 13)	Board volunteer hours
	Jan 9, Feb 13, Mar 12, Apr 9, May 14, Jun 11, Sept 10, Oct 8, Nov 12	226

Library Hours

Report the total number of hours the library was open to the public for the reporting year. If you are reporting for multiple libraries, please provide the total hours for all locations combined.

Do not include administrative days, where there may be staff in the library but no library users.

There are two possible calculations:

- 1. Actual count of hours open per year.
- 2. Estimate:
 - If the library hours were the same all year: 50 x total hours per week
 - If summer hours differed from regular hours: [(50 - # summer weeks) x total regular hours per week] + (# summer weeks x total summer hours per week)

	Total hours open during reporting year
	3,041

Personnel

Paid and unpaid staff that worked in the library during the reporting year.

Staff

Report total number of employees and the total hours worked in the reporting year (paid leaves such as vacation or sick days can be included). You may need to get this figure from the individual or agency that does your staff payroll.

Include all paid staff (full- and part-time) who were employed by the library board during the reporting year whether they were paid directly by the board or paid through the municipality.

Do not count the number of positions, count the total number of individual persons that worked in the library during the reporting year. Each person should only be counted once. For those that have multiple credentials (i.e. both an MLIS and Library Technician diploma), please count them by the credential required by the position they are in. Do not include individuals who provided service through a contract, such as custodial staff or bookkeeping.

	Total # of employees	Total hours/year
MLIS or equivalent	7	10,169.00
Library technician	7	8,599.00
All other credentials (e.g. high school, Library Operations Certificate, diploma, other university degree)	50	32,319.00
Total	64	51,087.00

Volunteers

Report the number of volunteers (i.e., those who worked without payment from any agency) that assisted with library activities, and the total number of volunteer hours for the reporting year. If a board member volunteered at the library to provide programming, fundraising, outreach or operations (e.g. shelving books), record those hours here.

Do not include volunteer hours contributed by board members on library business (e.g. board meetings, committee meetings, etc.). Record those hours in *Board Governance > Board volunteer hours*.

Do not include volunteer activities of Friends groups. Friends groups are separate organizations and have their own reporting mechanisms.

	Total # of volunteers	Total volunteer hours contributed
	383	1,132.00

Collections

Report only items that have been acquired as part of the library collection. Count the total library collection, not just items added during the reporting year.

Collection management

Report the number of print and non-print items acquired and withdrawn during the reporting year. Do not include e-content.

	Items acquired	Items withdrawn
Print items	9,035	8,129
Non-print items	1,125	2,277
Total	10,160	10,406

Print and non-print items

Report the total number of print and non-print items in the library collection. Include both catalogued and uncatalogued items. Do not include electronic equipment for loan or e-content as they are captured in the following sections.

Print items: include physical books and issues of periodicals.

Non-print items: include physical items such as audiobooks (e.g. books on CD), music (e.g. CDs), videos/movies (e.g. DVDs), videogames (e.g. Xbox, PlayStation), kits (e.g. CD/book combinations) and objects (e.g. baking pans, tools, snowshoes).

	Total print items (including issues of periodicals)	Total non-print items	Total print and non-print items
	103,277	16,808	120,085

Electronic equipment for loan

Report the number of electronic equipment items available for loan by patrons. These are items that are available for use inside or outside of the library. This may need to be a manual count if the items are not held in the ILS (e.g. Polaris/Workflows).

	Wireless hotspots	Mobile devices (e.g. laptops, chromebooks, e-readers, tablets)	Total electronic equipment
	42	55	97

E-content

If your library board licenses any e-content resources such as e-books, e-audiobooks, online magazine subscriptions, movies, games or databases, include the items in this section.

Only count e-content licensed by your library board. Do not count e-content licensed and purchased by a library system (if applicable) or the Public Library Services Branch (PLSB), as those statistics are captured outside of this report. However, for library boards that are a member of a system and have contributed funding towards system level e-content purchasing (e.g. the system has licensed items paid with money contributed by your board), you may count the items purchased with your contributed funds in the reporting year. Please contact your system for this information.

For library boards that are not part of a library system, include any licenses brokered by The Alberta Library (TAL).

	E-books	E-audiobooks	All other e-content combined	Total e-content items
	n.a.	n.a.	¹ 3	3

Total collections

Total library collection.

	Total physical collection	Total e-content collection	Total library collection
	120,182	3	120,185

Library board contributions

If your library board contributed money to your library system for licensing e-content (e.g. e-books, e-audiobooks or e-magazines) during the reporting year, please indicate the dollar amount contributed. This is above and beyond any annual allotment funds that may be required by the library system for purchasing.

	Library board contribution
	\$23,932.00

Circulation

This section captures how many items were circulated (physical and virtually) to library users during the reporting year.

Circulation

Report number of circulations during the reporting year. Include all items that were signed out for use and item renewals.

For electronic equipment and/or objects (e.g. mobile devices, snowshoes): Report the number of circulations captured either through the ILS (e.g. Polaris/Workflows) or manually by staff if the items are not in the ILS.

For e-content (e.g. e-books and e-audio and all others): the numbers may only reflect a portion of total circulations, as it depends on how the e-content platform is configured. Please consult with your library system.

Do not include items that were sent to other libraries (those are captured in the *Interlibrary loan* section).

	Total print	Total non-print	Total electronic equipment	E-books	E-audiobooks	All other e-content combined	Total Circulation
	351,661	64,130	1,075	0	0	0	416,866

Interlibrary loan

Interlibrary loan (ILL) is the loan of a library item (or items) from the collection of one library to another library in order to fill a request for a patron. This includes items that are sent to other libraries within your library system. Providing a substitute for the requested item (e.g. a photocopy) is also considered to be an interlibrary loan.

	ILL borrowed	ILL lent
Within Alberta (including within your library system)	71,273	51,766
Outside of Alberta	5	40
Total	71,278	51,806

In library use

Report the number of physical items used within the library during the reporting year, but not circulated.

There are two possible calculations for each:

1. Actual count of items used within the library for an annual total.
2. Typical week estimate: count the number of items used during one week and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	Print and non-print items
	36,508

Library Access

This section will cover the ways that library users access the library and the range of services available to them.

Cardholders

Report the number of active cardholders during the reporting year.

An active cardholder is a user whose card was used at some point during the reporting year to access physical and/or virtual library resources and services. This includes virtual borrowing activity as well as authentication to access electronic resources. Cardholders can include people who are residents (i.e., people whose municipal taxes directly support the library board operating the library | fund the library) and non-residents. However, do not include ME Libraries users as that data is captured outside of this report.

	Total active cardholders
	12,216

Visits

Report the number of in-person and virtual visits (i.e. website visits) to the library during the reporting year.

There are two possible calculations for each:

1. Actual count of visits for an annual total.
2. Typical week estimate: count the number of visits and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	In-person visits	Website visits
	214,206	135,000

Information Services

Report the number of information technology assistance and reference transactions during the reporting year. Information technology assistance transactions are reported separately from reference transactions.

A reference transaction is an in-person or virtual encounter in which library staff recommend, interpret, evaluate and/or use information resources to help a library user meet particular information needs. It includes readers advisory. It does NOT include directional or administrative questions, such as "Where is the washroom?" or "When does the library close?"

An informal technology assistance transaction is an occasion where library staff help or train a library user on technology in the library. It includes unscheduled individual instruction and assistance in things such as how to use email, demonstrating a URL or how to print a document. Do not include any pre-planned, coordinated events (i.e., library programs) where technology training is delivered. These are captured in Programs > Digital literacy programs.

There are two possible calculations for each:

- 1. Actual count of transactions for an annual total.
- 2. Typical week estimate: count the number of transactions during one week and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	Total informal technology assistance transactions	Total reference transactions
	4,313	27,971

Examination Services

If examination services were provided at the library (e.g., proctoring/invigilating, or exam administration), please report the number of exams held at the library during the reporting year. If an individual sits for more than one exam at the library, count the number of exams taken, not the individual.

	Total number of exams
	160

Meeting space

Meeting space is defined as any area within the library that may be reserved by an individual or group for a use that is not part of the library's regular programming. The space may or may not be physically isolated (e.g., a separate room with a door); however, during the reserved time, the space is solely for the use of the party who made the reservation. The library may or may not charge a fee for use of the space but some form of reservation in advance (e.g., booking through library staff or software) is required.

Do not include regular walk-in use of library facilities.

	Meeting space bookings
	311

Public Workstations

Public workstations are desktop computers owned by the library board available for public use. This can include computers in computer labs used for public instruction. Generally, public workstations are positioned in a static location in the library. Count public workstations with internet access separately from workstations without internet access. Workstations without internet access include those dedicated to games, word processing, children's literacy, etc.

Do not count laptops or other mobile devices made available for public use inside or outside the library. Instead, count those under *Collections > electronic equipment for loan*.

	Public workstations with internet access	Public workstations without internet access	Total public workstations
	54	n.a.	54

Public workstation and wi-fi sessions

Report the number of sessions conducted by users at any of the available public workstations or on the library's wireless connection, regardless of the length of the session. If a user logs on more than once, count each log-on separately.

Count public workstation sessions and public wi-fi sessions separately.

There are two possible calculations for each:

1. Actual count of sessions for an annual total.
2. Typical week estimate: count the number of sessions during one week and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	Number of public workstation sessions	Number of wi-fi sessions
	35,544	90,552

Facility

Provide Information on the building the library was housed in during the reporting year.

Facility ownership

Library facilities can be owned by a variety of agents. Most often, a building that houses a public library is owned by one of the following:

- Municipality
- Band or Settlement
- School board (when a library is housed in a school)
- Library board
- Society or other charitable group
- Private business or company
- Private owner (individual)

Report what category the owner of the facility that houses the library falls under. If your library board operates multiple service points in various facilities, please select all that apply.

If there was a change in facility owner during the reporting year, please report the current owner and note the change in the appropriate facility status field below.

	Facility ownership
	Municipality

Facility size

A service point is a physical location where users can directly access library materials and services. This includes mobile libraries (e.g. bookmobiles).

Report the total area in square metres of the library service point(s) being captured in this report for the reporting year. Include all areas used for library purposes, e.g. shelves, workroom, study area, computer labs. Do not include areas used solely for janitorial, custodial, and mechanical storage or service. Do not include auditoria, art gallery space, coffee shops, and commercial space.

In order to convert a measurement of square feet to square metres, multiply square footage by 0.09.

	Library Area (Sq. Meters)
	3,884.1

Facility status

These fields are to report on the status of the library facility(ies) during the reporting year.

	Yes or no	Please provide a brief explanation (if applicable)
Did the library move locations (temporarily or permanently) during the reporting year?	No	
Did a new service point open or an existing one permanently close during the reporting year?	No	
Did the library close for renovations at any point during the reporting year?	No	

Programs

A library program (in-person or virtual) is a pre-planned, coordinated event that:

- meets a community need;
- is hosted/presented by the public library;
- is set for a designated time and place;
- has a defined purpose;
- has library resources (staff time, money, etc.) dedicated to it - i.e. is budgeted for; and
- may involve a registration process and/or some promotion of the event.

Do not include programs that are delivered by external organizations in the library unless library staff are involved with the planning and development of the program as per above.

For hybrid programs (i.e. participants can choose to attend in-person or virtually) count the program in the category that best reflects how the program was being delivered and report the corresponding total number of participants (whether they attended virtually or in-person). For example, if the program presenter/facilitator delivered the program in-person, count it as an in-person program and include the total number of participants combined, whether they attended in-person or virtually.

In-person programs

Report the total number of in-person program sessions and participants for each age category. Do not include data for digital literacy or outreach programs as they are counted separately in the sections following.

Please note that a session is one instance of a program being offered. A program may consist of multiple sessions offered at different times. If a program consists of multiple sessions, ensure you are counting each session and not just the overall program.

Participants should also be counted on a per session basis. If an individual attends multiple sessions, even in a case where the sessions are connected (e.g. part of a series), they should be counted each time. For example: if a program was offered in 5 sessions, with 20 participants each time, you would count 100 participants.

For public libraries housed in schools, only count class visits if public library staff have planned a program to coincide with the visit.

	Total # of in-person sessions	Total # of participants
Children's	549	8,887
Young adult	67	1,051
Adult	455	7,592
Multigenerational	133	6,467
Total	1,204	23,997

Digital literacy programs

Report the total number of in-person sessions and participants for digital literacy programs (all age categories combined).

A **digital literacy program** is defined as any program where the primary purpose is for participants to build skills related to the use of various forms of technology (e.g. computers, mobile devices), accessing/creating/using information in a digital environment, or communicating via digital means.

Do not count any informal technology assistance or instruction, as this is counted as a type of reference transaction in the Information Services category.

	Total # of digital literacy sessions	Total # of participants
	48	219

Outreach programs

Report the total number of in-person sessions and participants for outreach programs (all age categories combined).

An **outreach program** is a program run by library staff and/or library volunteers that does not take place within the library or on library grounds.

	Total # of outreach sessions	Total # of participants
	59	7,311

Virtual programs

Report the total number of virtual program sessions and participants (all age categories combined). A virtual program is defined as any program that is delivered remotely using technology (e.g. via telephone, video conferencing software, or other digital platforms). Virtual programs may be delivered in either a synchronous (e.g. delivered live via Zoom) or asynchronous (e.g. video hosted on YouTube) format and are counted together for the purpose of this report. Please see the definitions below to ensure virtual program sessions and participants are reported as accurately as possible.

Synchronous virtual programs

Synchronous virtual programs are those where participants access the program at a specified time and the delivery is controlled by the program presenter/host. Some or all of the content may be pre-recorded but the presenter/host is present at the time of delivery and may interact with participants in some way.

Sessions: Count the total number of synchronous virtual program sessions offered across all platforms.

Participants: For each session, count the highest number of participants at any point during the session (i.e. the peak number of participants).

Asynchronous virtual programs

Asynchronous virtual programs are those where participants access the program at any time without the presence of a program presenter/host. Depending on the platform, there may be some interactive elements but access to the content is controlled entirely by the participant.

Sessions: Count each video/module/program once. Only count videos/modules/programs that were accessible during the reporting year.

Participants: Count the total number of times the program was accessed (regardless of whether or not it was completed or accessed multiple times by the same individual). How access is captured will vary by platform. For example, for videos hosted on YouTube or similar, you should count the total number of views during the reporting period. For any programs that have been available across multiple reporting years (e.g. video available in 2021, 2022, and 2023), you may need to use analytics available in the platform (or do your own calculations) to ensure you only count the number of participants during the current reporting year.

	Total # of virtual sessions	Total # of participants
	0	0

Take-home programs

Report the total number of take-home program sessions and participants (all age categories combined).

A **take-home program** is defined as any program that is planned and designed by library staff but is completed independently by the participant(s) at home or off-site. Take-home programs require the distribution of library-compiled "kits" (name may vary by library, e.g., "take and make") which include, at a minimum, the instructions and materials necessary to complete the program. Other library kits (e.g., book club kits) do not count as take-home programs. Take-home programs should demonstrate all elements of a traditional library program—e.g., planned and designed by library staff, has library prepared materials (instructions, worksheets, resource lists, etc.), has a defined purpose/learning objective, is available for a defined period of time.

Take-home program sessions: count each instance of a take-home program being offered. If the same program is offered multiple times (e.g., once a month), count each instance as a session.

Take-home program participants: count only the number of program kits taken by patrons. Do not count the number of kits created or the number of registrations, if registration was required.

	Total # of take-home sessions	Total # of participants
	37	2,330

Total programs

Total sessions and participants in the reporting year for in-person, digital literacy, outreach, virtual and take-home programs combined.

	Total number of sessions	Total number of participants
	1,348	33,857

Library Trends

Each year this question will change to capture current trends in Alberta's public libraries.

Does your current plan of service focus on any service responses specifically for seniors? The Plan of Service is a strategic plan that allows a board to connect with the community it serves and give direction to library service so that it aligns with local needs. The most important part of the planning process is the needs assessment—where the board engages with library users and non-users to find out what the most pressing needs are in the community and determines what role the library can play in addressing those needs. The final Plan of Service document includes goals and objectives the library will work to achieve over a set period of time.

Select the answer from the choices below. If you wish to provide additional information please use the notes field.

	Does your current Plan of Service focus on any service responses specifically for seniors?
	Unsure, we are in the process of doing a new plan of service

Accomplishments & Comments

Summarize the major achievements of your library board for the reporting year and/or provide any comments your board has about public library service delivery.

Please do not paste in text from a Word document as LibPAS is not compatible with Word formatting.

	Accomplishments & comments
	<p>2024 Highlights</p> <p>COLLECTIONS Interfiling Project Complete In 2024, staff completed the interfiling project that was started in late 2023. Staff interfiled GPPL's Biography collection into the general Non-fiction collection. This has made browsing the collection easier for patrons.</p> <p>Book Club in a Bag GPPL introduced a new collection in 2024 - Book Club in a Bag. This collection contains several themed bags that contain multiple copies of a single title, available to borrow for local book clubs. This has been a very successful addition to GPPL's collection, and has become a valuable resource to our patrons.</p> <p>Lucky Day Loans In June GPPL launched the Lucky Day collection. This collection allows GPPL patrons to access items that have long holds lists sooner. The items have a 7-day loan period, and get swapped out every three months with new titles.</p> <p>TECHNOLOGY New Computer Reservation and Print Solution In 2024, GPPL was able to make the switch to a new computer reservation and print solution (My PC and Papercut). This has allowed for easier printing, faxing, and photocopying for patrons. Patrons can now print in color and have the ability to print from any device.</p> <p>TELUS Learn to Tech Grant GPPL received a \$10,000 grant from TELUS to to purchase new programming laptops. This has allowed us to run more technology programs for children and youth.</p> <p>New HRMS/Payroll System GPPL switched to Criterion, a new HRMS and payroll system that allows for more accessibility and provides a suite of useful features for employees. The new system allows employees to enter their timesheets from an app if they choose, and also provides options for tracking performance reviews, training, disciplinary action, and more.</p> <p>PROGRAMS, PROJECTS, & SERVICES</p> <p>Library Tours In 2024, Children's & Teen Services staff ran 84 tours with a total of 1,662 participants. Demand for tours continues to increase year over year, and we expect this number to continue to grow.</p> <p>Letters to Santa During the Canada Post strike, GPPL partnered with Santa to collect letters from local children. Staff answered 661 letters to Santa, and the project was even featured on Global News nationally!</p> <p>Children's Department Redesign The Children's Area at GPPL saw a fun redesign that removed old shelving and introduced new fun and interactive seating and shelving in the picture book section.</p> <p>Black History Month GPPL was honoured</p>

to have been involved with the planning and facilitation of Grande Prairie's first Black History Month Gala. This was a fun and vibrant event that celebrated Black culture and the Black experience and included performances from several talented speakers and artists. 1,000 Books Before Kindergarten Program In 2024, the Children's & Teen Services Department brought back the 1,000 Books Before Kindergarten program to help promote early literacy with our youngest of patrons. CUSTOMER SERVICES Sunday Hours Expansion In June, GPPL expanded Sunday hours so that the library is open at 11 AM on Sundays rather than 1 PM. This change was made to better serve the community and has allowed for Sunday visitors to be more spread out. Community Votes Grande Prairie Once again, GPPL was fortunate to have been nominated in multiple Community Votes categories and managed to place in each one. The following were awarded: Platinum: Child Play Places and Children's Activities Gold: Non-Profit and Community Groups Silver: Indoor Playground Bronze: Family Entertainment Top Pick: Community Organization Exams GPPL is now set up to proctor Canadian Adult Education Credential (CAEC) exams. As need for exam proctoring services continues to grow, we anticipate this will become a much requested service. STAFFING Staffing Changes Once again, we saw numerous staffing changes in 2024. Hailey McCullough was officially hired as GPPL's Director. Our Head of Customer Services moved into the position of Head of Adult Services, and our Community Outreach Librarian moved into the Head of Customer Services role. We also welcomed a new Teen Services Librarian and a new Community Outreach Librarian to our team, as well as a new Children's Programmer to temporarily fill in for a staff member on maternity leave.

¹, Databases that we pay for independently: TumbleBooks, Gale Courses, Learning Express(0-2025-01-08)



	2024	2023	Change
Staffing and Volunteers			
Board Volunteer Hours	226	392	-42%
Number of Employees	64	55	16.4%
Number of Employee Hours	51,087	41,328	23.6%
Number of Volunteers	383	460	-16.7%
Number of Volunteer Hours	1,132	1,152	-1.7%
Collections			
Items Acquired	10,160	14,461	-29.7%
Items Withdrawn	10,406	10,183	2.2%
Total Physical Collection	120,185	124,445	-3.4%
Library Board Contributions	\$23,932	\$35,723.04	-33%
Circulation			
Total Number of Items Checked Out	504,481	495,016	1.9%
Interlibrary Loans - Borrowed	71,278	60,570	17.7%
Interlibrary Loans - Loaned	51,806	55,394	-6.5%



	2024	2023	Change
Cardholders & Visitors			
Active Cardholders	12,216	10,728	13.9%
In-Person Visits	214,206	201,591	6.3%
Website Visits	135,000	138,000	-2.1%
Library Services			
Reference Transactions	27,971	25,623	9.2%
Exams	160	467	-65.7%
Meeting Space Bookings	311	321	-3.1%
Public Computer Sessions	35,544	35,327	0.6%
WiFi Sessions	90,552	51,592	75.5%
Programs			
Number of Children's Program Participants	8,887	2,941	202%
Number of Young Adult Program Participants	1,051	220	377.7%
Number of Adult Program Participants	7,592	7,923	-4.1%
Number of Multigenerational Program Participants	6,467	4,905	31.8%
Total Number of Program Participants	23,997	18,251	31.5%



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



GRANDE PRAIRIE PUBLIC LIBRARY

Year In Review 2024

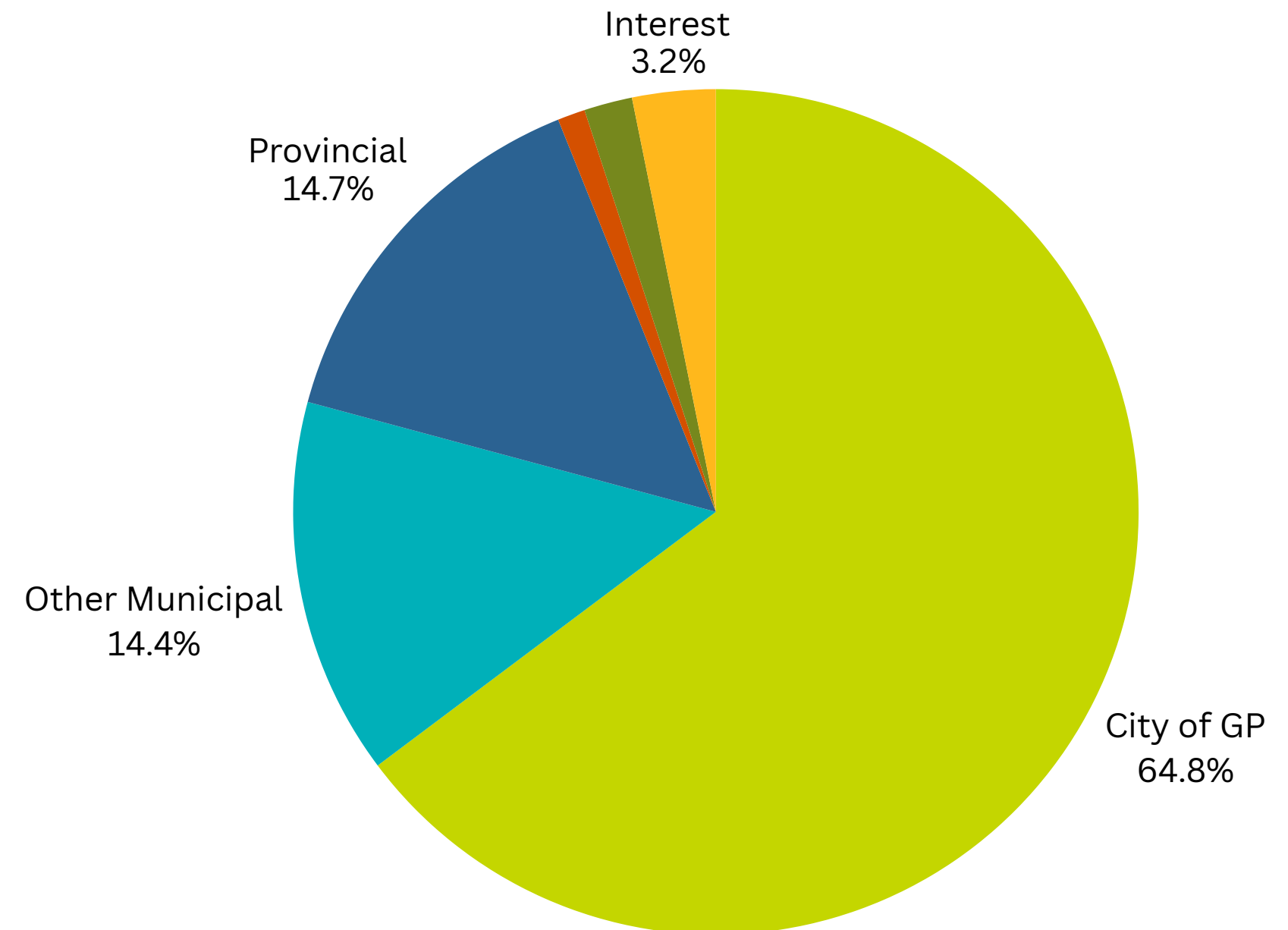
**Presented to the City of Grande Prairie's
Investment and Strategy Committee**

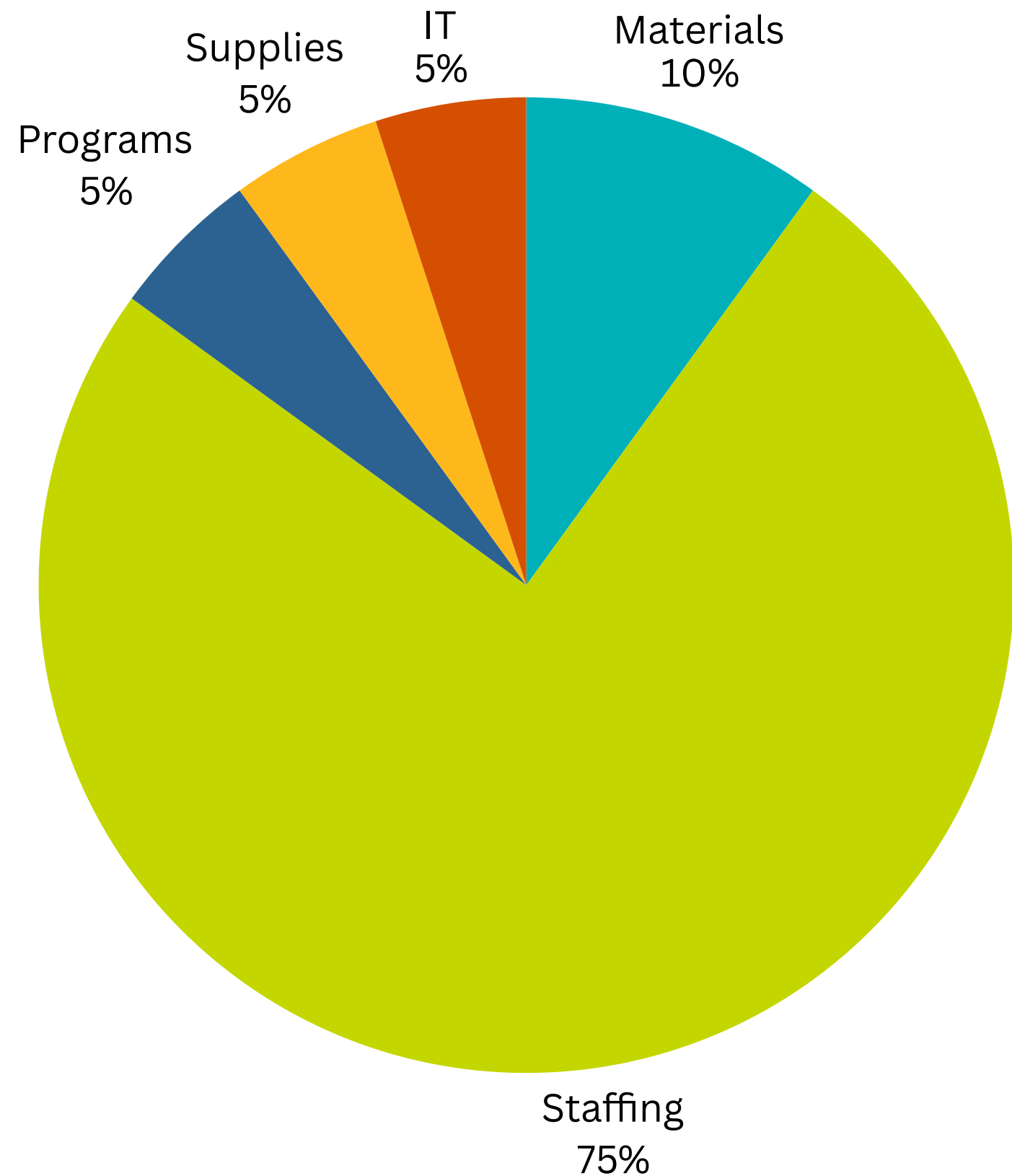


How GPPL Was Funded

2024

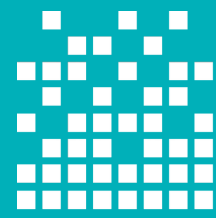
- **Amount allocated: \$1,756,755**
- **Significant Gift In Kind from the City:**
 - **Building, custodial/security staff, and utilities (value of \$1,328,395)**
- **Received a 5% increase in operational funding from the City in 2024 (\$83,655)**
- **Other primary sources of funding include:**
 - **the County of Grande Prairie**
 - **the MD of Greenview**
 - **the Government of Alberta**
 - **internal revenue (donations, services, interest)**





How Funding Was Utilized

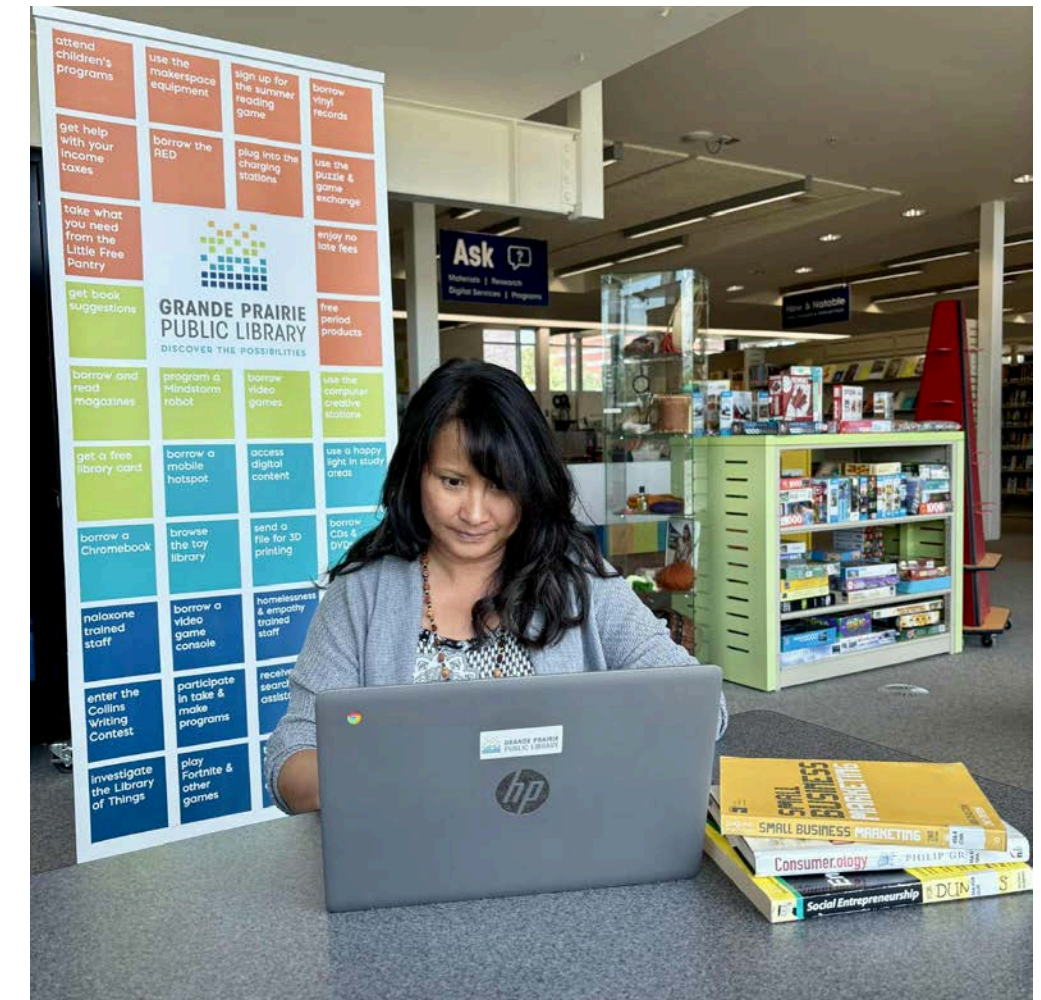
- **Staffing** - employed approximately 28 FTE positions
- **Materials** - purchased over 10,000 items for the Library's collection, which contributed to an overall circulation of over half a million items
- **Programs** - offered over 1300 mostly free programs to nearly 39,000 participants



Key Results

Innovative Efficiencies & Economic Readiness

- **Attracts residents through developed economic and social benefits, including:**
 - **Online databases (courses, videos, and more!)**
 - **Space to study, meet, or focus on work**
 - **Specialized services and resources**

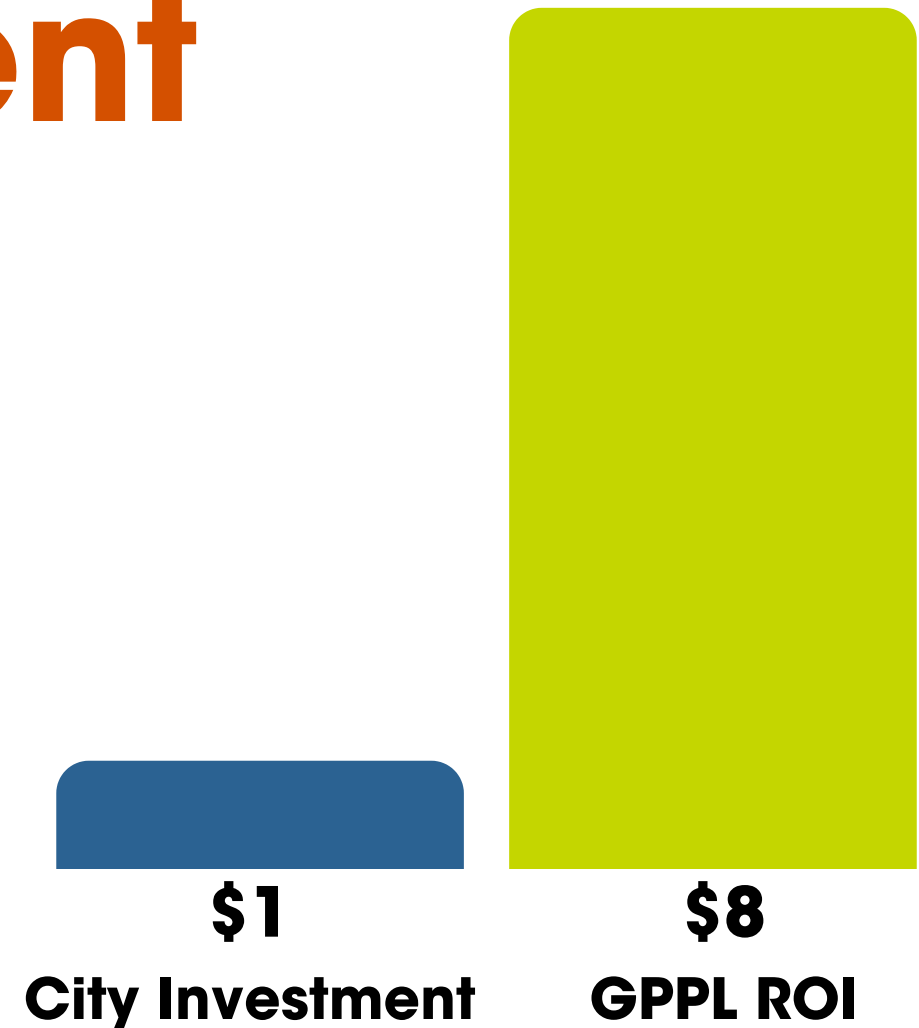


GPPL provides local entrepreneurs with all the necessary tools to start a business



Return on Investment

For every \$1 invested by the City of Grande Prairie, GPPL returned approximately \$8



BREAKDOWN OF VALUE

Circulation: 504,481 items borrowed = \$12.6M

Computer & Wi-Fi Access: 126,066 sessions = \$630K

Programs: 33,857 attendees = \$338K

Reference Help: 27,971 questions = \$420K

**City Investment:
\$1,756,755**

**Total Estimated Community Value:
\$14,000,435**



Key Results

Inclusive & Caring Community

- **Fosters inclusivity with a variety of community members from youth to seniors through diverse opportunities, such as:**
 - **Tiny Talks, Hair Braiding, Indigenous Talking Sticks, and more**
 - **Spice of the Month Kits, Puzzle Races, Chess Club, Toastmasters, and more**
 - **Pride Carnival, Canada Day Parade, Youth Expo, and more**



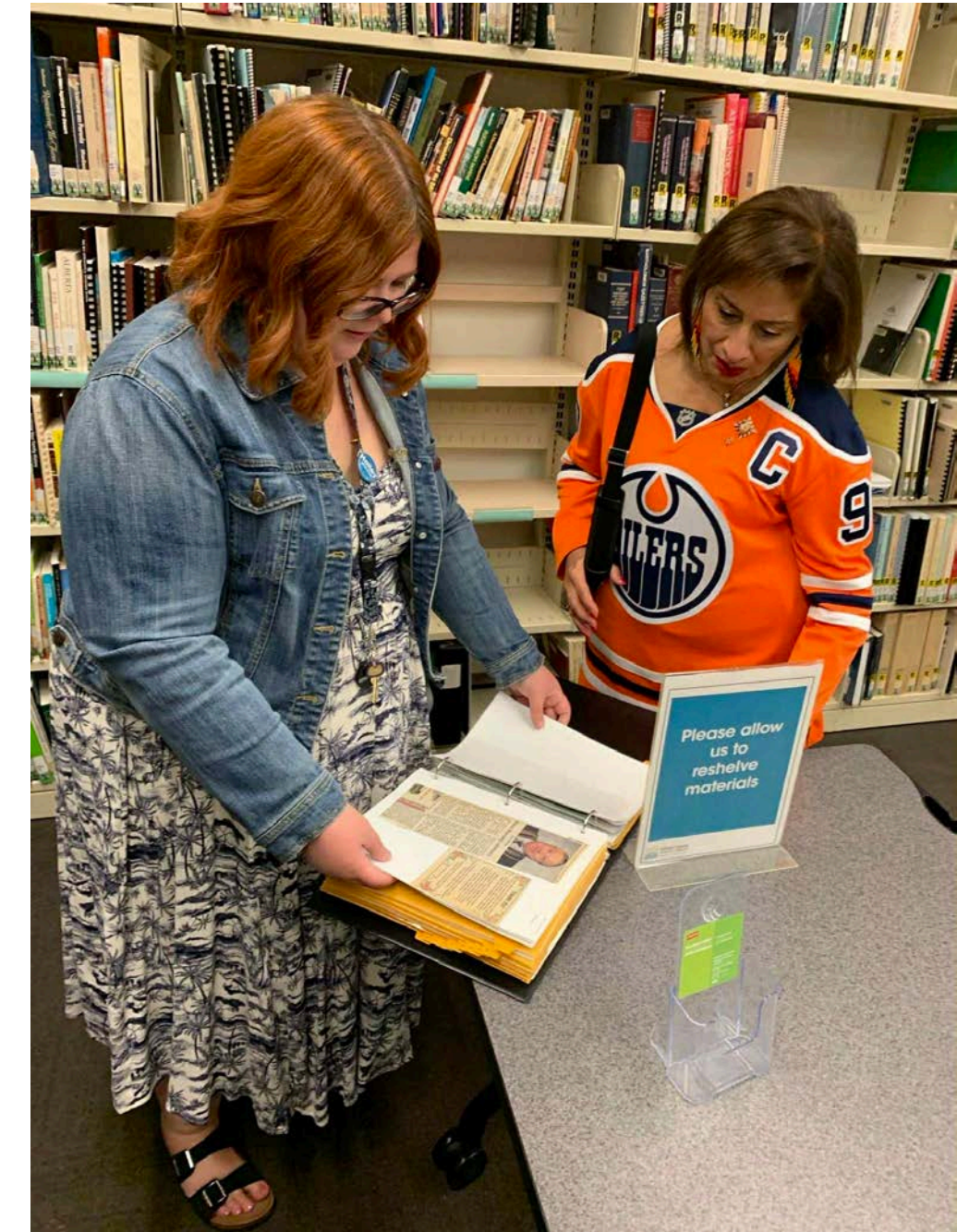
GPPL's Noon Year's Eve Party



Key Results

Engaging Relationships

- **Cultivating Community Partnerships**
 - Collaborated with over 60 local organizations to co-host events, share resources, and expand impact
- **Strengthening Ties with Stakeholders**
 - Worked more closely with the City to align services with shared goals
- **Establishing Trustworthy Reputation**
 - GPPL is often one of the first places new residents connect with, making it a vital hub for building relationships and trust across demographics



Giving the Honourable Lieutenant Governor Salma Lakhani a tour of the Library



Successes

2024

- **Letters to Santa Initiative**
- **\$10,000 TELUS Learn to Tech Grant**
- **1,000 Books Before Kindergarten Milestone**
- **Increases in a number of key areas, including:**
 - **Number of in-person visitors up 6.3% (214,206)**
 - **Number of items circulated up 2% (504,481)**
 - **Number of active cardholders up 14% (12,216)**





Challenges

2024

- **Team Transitions & Staff Development**

- High staff turnover in 2023 led to several new full-time team members starting in 2024. Supporting onboarding, rebuilding team dynamics, and creating a strong, collaborative work environment became a major focus.

- **Safety and Security**

- An increase in disruptive behaviour and a break-in highlighted the need for strong safety protocols. With support from City security, we're focused on ensuring staff are prepared and patrons feel safe.



GPPL Staff on Halloween 2024



Thank You!



Delegation Request

Meeting Information

This form is requesting to provide information to be addressed in: Committee Meeting Investment & Strategy
Meeting Type: In Person (Council Chambers)
Requested Date of Appearance: July 22, 2025

Contact Information

Name: Louisa Robison
Address: 8301 110 STREET
Province: AB
Phone: 7805384656
City: Grande Prairie
Postal Code: T8W 6T2
Email: lrobison@peacelibrarysystem.ab.ca

How would you like to be addressed? (ie. Title or preferred pronouns) Ms, she/her

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

If yes, what is the name of the group you represent: Libraries

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?: Yes

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

Is this is a request for funding?: No

If yes, have you submitted your request through the appropriate City department?: No

Is this an agenda item at the meeting?: Yes

If yes, please define agenda item: Presentation for information

Please describe your topic in three sentences or less:

Presentation of the 2024 annual report for Peace Library System.

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

Continued relationship between the Peace Library System and City of Grande Prairie.

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 Wed May 21 15:42:29 GMT 2025



Peace Library System

Update to the CITY OF GRANDE PRAIRIE
www.peacelibrarysystem.ab.ca

PLS at a Glance

- Established June 1986
- Official Population: 174,216
- Members: 37 municipalities and 1 Métis settlement
- Serving: 46 public libraries and 34 schools
- Headquarters: Grande Prairie
- Staff: 18 with specialized training
- Chair: Carolyn Kolebaba, Northern Sunrise County
- CEO: Louisa Robison

ROI: \$1=\$7.28 / Benefit: \$4,650,131.46

Population:	67,699	Technology cost avoidance:	
Appropriation:	\$452,229.32	• IT Support and Maintenance:	\$500,000
Allotment:	\$186,172.25	• Website hosting:	\$4,800
Total:	\$638,401.57	• Supernet:	\$25,000
Direct return:	\$152,322.57	Resource sharing cost avoidance:	
		• Interlibrary Loan:	\$995,362
		• Digital Borrowing:	\$2,628,450
		• Print Acquisitions:	\$859,059
		• Non-print Acquisitions:	\$8,990
		• ILL postage:	\$121,881
		• Tech Services:	\$122,117
		Marketing:	\$800
		Training:	\$500

2024 Membership Fees

Population: 67,699

- Population figures used are from Municipal Affairs Population Estimates

Appropriation: \$ 452,229.32

- This is the amount the City pays for membership

Allotment: \$ 186,172.25

- This is the amount the Library Board pays for materials purchasing

Total: \$ 638,401.57

- Billed separately to the City and the Library Board

Direct return: \$ 152,322.57 – used for buying resources

Technology

Technology cost avoidance:

- IT Support and Maintenance, going it alone~ \$500,000
- Website hosting, basic service, retail ~ \$4800
- SuperNet, paid by the Province of Alberta ~ \$850
 - But if you had to pay a retail provider, up to \$25000/year and no connection to the library catalogue software

Resource Sharing

Resource sharing cost avoidance:

- Interlibrary Loan: \$995,362
 - In 2024, GPPL brought in 40,627 physical items
- Digital Borrowing: \$2,628,450
 - In 2024, GPPL delivered 87,615 digital items to their patrons
- Print Acquisitions: \$89,059
 - In 2024, GPPL bought 9,566 physical books
- Non-print Acquisitions: \$8,990
 - In 2024, GPPL bought 1,124 non print items

Training and Marketing

- Training: \$500
 - The cost of one externally provided professional development course
- Marketing: \$800
 - The cost of one consultation with a professional marketing firm

PLS Services

Library Collections

- Centralized ordering
- Cost-savings through bulk purchases
- Selection lists
- Cataloguing services
- Specialized collections
- Collection development assistance
- Weeding assistance

IT Services & Support

- Shared costs
- Automated circulation
- Regional IT network & Help Desk
- Tech training
- Coordinated purchasing
- Internet service
- Wireless & Website support

Access to Resources

- Provincial borrowing card
- Request items from across the province
- Choose from over 30 million items
- Information 24/7
- eBooks and other eResources
- Interlibrary Loan
- Delivery Service
- ILL Postage Reimbursement

Training & Programs

- Help with library management
- Professional librarians
- On-site visits
- Workshops & webinars
- Digital media training
- Program support
- Training tools on PLS website
- Library board orientations

Alberta Mid-Sized Libraries

- Grande Prairie Public Library
- St. Albert Public Library
- Wood Buffalo Public Library (Fort McMurray)
- Strathcona County Public Library (Sherwood Park)
- Red Deer Public Library
- Medicine Hat Public Library
- Airdrie Public Library
- Lethbridge Public Library

Alberta Mid-Sized Libraries (system members)

Name	Population 2025	Municipal Funding	System Fee
GPPL	70,385	\$1.84M	\$638,401 PLS
Medicine Hat	63,271	\$2.6M	\$640,302 SLS
Airdrie	85,505	\$3.0M	\$948,250 MLS
Lethbridge	106,550	\$6.7M	\$1,207,211 CARLS

Alberta Mid-Sized Libraries

Name	Population 2025	Total Funding
GPPL	70,385	\$2.48M
Medicine Hat	63,271	\$3.24M
Airdrie	85,505	\$3.95M
Lethbridge	106,550	\$7.9M
Red Deer	100,844	\$3.95M
St. Albert	72,316	\$4.7M
Strathcona County	109,339	\$11.4M

ADMINISTRATIVE REPORT

TO: Shane Bourke, City Manager	DATE: July 22, 2025
FROM: Patricia Bailey, Chief Strategy Officer	MEETING: Investment and Strategy Committee
REPORT WRITER: Chenoa Esau, Community Connections Manager	
SUBJECT: Legion Field Design Update	

RECOMMENDATIONS

That Committee receive this report for information.

PREVIOUS COUNCIL / COMMITTEE DIRECTIONS

On April 11, 2023, the Public and Protective Services Committee directed Administration to work with the school boards and Peace Country Wolves and bring back information to Committee on an updated design for the jumping terrain.

BACKGROUND

The Legion Field facility consists of an outdoor running track, football field, locker rooms and washrooms. The scoreboard, lights, and media tower were previously owned by the Football Booster Club prior to their dissolution and were assumed by the City in 2021.

The facility hosts numerous events in the spring and summer months, including a number of track meets for schools within the City and region, as well as club practices. The interior field is used for football and soccer practices.

The project was on hold until further direction on the site location for the proposed indoor recreation facility, which is now confirmed and the Legion Field project has resumed.

ANALYSIS

The changerooms and washrooms are in relatively good condition, installed in 2000 for the Alberta Summer Games. The scoreboard was installed in 2001, with lights installed in 2004 and both still in good working condition. The track was last resurfaced in 2012, with a typical life cycle of 10 years.

A number of improvements to the site have been requested by user groups, and evaluated based on overall needs of all users, consideration for budget, and the space surrounding the existing facility.

- **Jumping Terrain** – The high jump and javelin areas will be designated within the multi-use court space, with potential expansion to accommodate drop-in recreational activities such as basketball and school programming. The long jump will be relocated to the south field, adjacent to the walking path.
- **Media Tower Repairs** – The media tower 3rd floor is currently inaccessible due to damage to the wood exterior stairs. The facility was initially constructed in 1992 and requires significant upgrades to meet code and safety requirements.
- **Fencing** – Improve site functionality and accessibility by relocating and repositioning the fencing to align with the revised layout of the jumping terrain and multi-use areas.
- **Track resurfacing** – As assessment of the track condition was conducted in April 2024, with a recommendation of resurfacing within ~ 1- 4 years to maintain the integrity of the track. 2024 estimate for this project was \$255,000.
- **Turf Infield** – User groups identified upgrading the existing sod to turf, to eliminate concerns with the existing irrigation system, however, this is not within current budget or the intent of the original project, so is not recommended at this time. The field is not a regulation size football field as the track surface impedes all 4 corners of the field.

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

Quality of life, Economic Readiness

Environmental Impact

None.

Economic Impact

Upgrades to the facility will enhance the City’s ability to host sport tourism events at a Provincial level.

Social Impact

This project enhances access to outdoor recreation opportunities, particularly for school aged youth, and strengthens community connections through sport.

Relevant Statutes / Master Plans / City Documents

Recreation and Culture Strategy (2024)

Risk

There is risk of the amenities further deteriorating if the project does not proceed, and this is the only certified athletics facility in northwestern Alberta.

STAKEHOLDER ENGAGEMENT

A targeted stakeholder engagement session was held in early May to gather input and ensure the project reflects the needs of key user groups. Participants included representatives from local school divisions, football clubs, physical education teachers, and the Wapiti Striders Track Club. The session provided an opportunity for stakeholders to share their perspectives on current facility usage, identify safety concerns and infrastructure gaps, and discuss future programming potential. Feedback from this session directly informed the updated design elements, including the reconfiguration of jumping areas and considerations for multi-use recreational space.

BUDGET / FINANCIAL IMPLICATIONS

The 2022 and 2023 Capital Budgets allocated \$1.22 million toward improvements at Legion Field. This funding supports repairs to the media tower, replacement of the long jump runway, expansion of the high jump radius, resurfacing of the high jump court area, and repositioning of perimeter fencing to accommodate the updated site layout.

The timing of the track resurfacing will be assessed by Administration over the course of this season. A 2024 assessment estimated the remaining useful life of the track as 1-4 years. The track's rehabilitation is currently in the capital plan for 2028 for \$255,000. If assessments of the track indicate a more urgent need for rehabilitation, Administration will bring forward an accelerated timeline for Council's consideration.

Although initial upgrades were scheduled for 2024, the project was paused due to uncertainty about the adjacent indoor recreation facility (the "dome") location. Now that the dome siting has been confirmed, the Legion Field improvements have resumed.

The facility is showing signs of wear consistent with its age and high usage. For example, components of the jumping terrain are in need of realignment to better support safe use by multiple disciplines, including high jump and javelin. The media tower, constructed in 1992, currently has limited access to the upper floors due to aging exterior stairs. This affects functionality for larger events, as the tower provides access to the score clock and public address system used for calling races and coordinating heats.

Previously maintained by the Football Booster Club, the media tower and scoreboard were transferred to City ownership in 2021 after the booster club dissolved. The scoreboard (2001) and lighting (2004) remain functional, but the tower now requires accessibility upgrades.

The proposed budget of \$1.22 million, drawn from 2022 and 2023 Capital Budgets, consolidates key infrastructure needs. This includes repairs originally approved separately—such as media tower upgrades—into a single integrated project for operational efficiency. Several enhancement requests from athletics user groups were evaluated and ultimately removed to keep the scope focused on essential needs.

Legion Field remains the only certified track and field facility in northwestern Alberta and is vital for hosting sanctioned events, including Alberta Schools' Athletic Association (ASAA) provincials. While the intent was to complete upgrades before hosting Special Olympics events, the dome project delay pushed timelines. Temporary adaptations are being made for current events, but a full upgrade is needed for long-term viability.

An RFP is planned for Fall 2025, with construction targeted for Spring 2026. Parks and Engineering have been involved throughout the planning process to ensure alignment with broader infrastructure and site design requirements.

SUMMARY / CONCLUSION

Assessing the track resurfacing project in the Fall provides an opportunity to align this critical upgrade with ongoing improvements at Legion Field, maximizing efficiency and minimizing disruption to users. Given the facility's regional significance as the only certified athletics track in northwestern Alberta, timely investment is essential to maintain safety standards, extend the lifespan of the infrastructure, and support continued access for school, club, and community use.

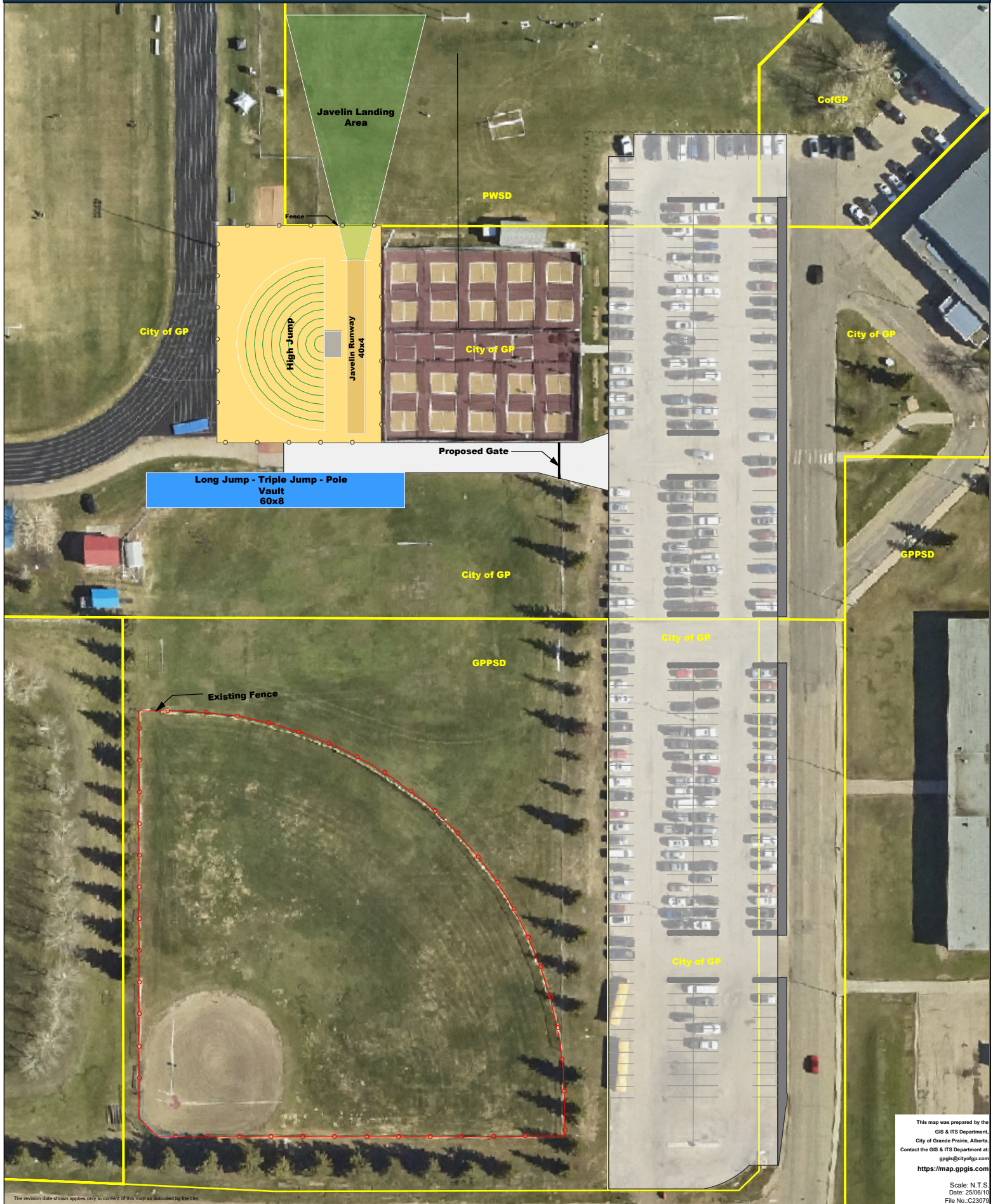
Coordinated upgrades will also enhance the City’s ability to attract and host sport tourism events, supporting strategic goals related to quality of life, youth development, and economic readiness.

ATTACHMENTS

Attachment A – Site Map



Proposed Track and Field Site Plan



ADMINISTRATIVE REPORT

TO: Shane Bourke, City Manager	DATE: July 22, 2025
FROM: Patricia Bailey, Chief Strategy Officer	MEETING: Investment & Strategy Committee
REPORT WRITER: Rory Tarant, Invest Grande Prairie Interim Director	
SUBJECT: 2024 Municipal Census Neighbourhood Growth	

RECOMMENDATIONS

That this report be received for information.

PREVIOUS COUNCIL / COMMITTEE DIRECTIONS

Investment & Strategy Committee Feb. 4, 2025

Committee direct Administration to bring a report back detailing neighbourhood growth between the 2018 Census and 2024 Census.

BACKGROUND

The 2024 City of Grande Prairie Municipal Census was conducted May 1 to July 31, 2024 to gather accurate and up-to-date information about the City's population, housing characteristics and community trends. The data collected helps the City better understand current demographics and growth patterns, enabling City administrators and elected officials to create informed strategies to address community priorities.

ANALYSIS

An analysis of neighbourhood growth compared populations in the 2018 Municipal Census with populations in the 2024 Municipal Census (See Table 1). The total City population increased by 1,217 in this time. As expected, most growth occurred in newer areas of the City. However, one notable exception was the Central Business District. This downtown neighbourhood saw a 22.5% increase in population due to a couple multi-family developments coming online between the two census years. The ten fastest growing neighbourhoods are listed below:

Top 10 Fastest Growing Neighbourhoods

Neighbourhoods	2018 Census Total	2024 Census Total	Difference	Growth Rate
Kensington	0	391	391	N/A
Arbour Hills	77	339	262	77.3%
Stone Ridge	106	195	89	45.6%
Westgate East	859	1,269	410	32.3%
Copperwood	343	504	161	31.9%
Central Business District	765	987	222	22.5%
Crystal Landing	1,071	1,292	221	17.1%
Riverstone	1,134	1,352	218	16.1%
Northridge	2,010	2,292	282	12.3%
Signature Falls	1,011	1,140	129	11.3%

The neighbourhood analysis indicates that some areas are showing signs of population decline. This is evidenced the greatest in the City's northeast in neighbourhoods such as Crystal Lake Estates and Crystal Ridge. These neighbourhoods have seen declines in population of between 4 and 12%. The declines are likely due to an "empty nester" effect whereby as children age into adults, they move out reducing the average size of each household.

Both Crystal Lake Estates and Crystal Ridge are in the top ten neighbourhoods with the highest proportion of seniors (approx. 15%).

Generally, most neighbourhoods did not experience a significant population decline or increase. 23 out of the 43 neighbourhoods (53%) experienced a population change of less than 5%.

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

Aligns with Council's Quality of Life focus area.

Environmental Impact

No adverse environmental impacts have been identified.

Economic Impact

Understanding the changes in population at the neighbourhood level assists economic development efforts as developers make investment decisions based on population movement.

Social Impact

The neighbourhood population data can be used by social agencies to understand the changing demographics in the City as they plan for future service delivery.

Relevant Statutes / Master Plans / City Documents

2018 Municipal Census
2024 Municipal Census

Risk

There were changes in provincial census regulations between the 2018 and 2024 censuses. Thus, slightly different methodologies may affect the comparability of the two datasets.

STAKEHOLDER ENGAGEMENT

Internal stakeholders were contacted to assist in the data analysis.

BUDGET / FINANCIAL IMPLICATIONS

No budget implications.

SUMMARY / CONCLUSION

The 2024 City of Grande Prairie Municipal Census, conducted from May to July, gathered updated data on population, housing, and community trends to inform City planning. Since 2018, the City's population grew by 1,217, with most growth occurring in newer neighbourhoods such as Kensington, Arbour Hills, and Westgate East. Notably, the Central Business District saw a 22.5% population increase due to new multi-family developments. Meanwhile, areas like Crystal Lake Estates and Crystal Ridge experienced population declines of 4–12%, likely from an “empty nester” effect as households shrink. Overall, 53% of neighbourhoods saw minimal population change (less than 5%).

ATTACHMENTS

Table 1: Neighbourhood Population Comparison 2018-24

Table 1: Neighbourhood Population Comparison 2018-24

Neighbourhoods	2018 Census Total	2024 Census Total	Difference
Arbour Hills	77	339	262
Avondale	2,982	2,935	-47
Central Business District	765	987	222
Cobblestone	1,935	2,111	176
College Park	787	601	-186
Copperwood	343	504	161
Country Club Estates	1,712	1,691	-21
Country Club West	1,030	993	-37
Countryside North	1,424	1,373	-51
Countryside South	1,728	1,700	-28
Creekside	871	766	-105
Crystal Heights	2,398	2,438	40
Crystal Lake Estates	4,054	3,606	-448
Crystal Landing	1,071	1,292	221
Crystal Ridge	2,940	2,817	-123
Gateway	1,401	1,389	-12
Highland Park	3,511	3,521	10
Hillside	2,413	2,450	37
Ivy Lake Estates	801	807	6
Kensington	0	391	391
Lakeland	952	857	-95
Meadowview	165	124	-41
Mission Heights	4,129	4,159	30
Mountview	2,456	2,341	-115
Northridge	2,010	2,292	282
O'Brien Lake	1,929	2,040	111
Other	454	466	12
Patterson Place	2,927	3,018	91
Pinnacle Ridge	3,859	3,611	-248
Riverstone	1,134	1,352	218
Royal Oaks	2,484	2,672	188
Signature Falls	1,011	1,140	129
Smith	1,884	1,804	-80
South Patterson Place	3,936	3,924	-12
Southview	728	636	-92
Stone Ridge	106	195	89
Summerside	563	629	66
Swan City	126	121	-5
Swanavon	909	898	-11
Trumpeter Village	482	461	-21
VLA Montrose	564	563	-1
Westgate East	859	1,269	410
Westpointe	3,180	3,024	-156

INVESTMENT & STRATEGY COMMITTEE - OUTSTANDING ITEMS LIST - JULY 22, 2025

ID	Title	Requested on	People Responsible	Item Notes	Expected Report Date
1349	Options to Express Broad Support	12/16/2024	Kim Pinnock	Council direct Administration to report back to the appropriate Standing Committee with options for an alternative process for residents wishing to express broad support for a request to Council.	Q2 2025
1264	Peace Country Wolves Athletic Club - Legion Track and Field	4/11/2023	Katie Biberdorf	Committee direct Administration to work with the school boards and Peace Country Wolves and bring back information to Committee on an updated design for the jumping terrain.	Q2 2025
1372	Grande Prairie Airport Economic Framework	6/23/2025	Rory Tarant	Committee direct Administration to bring a report back to a future Council Committee of the Whole meeting on costing to service the lands in the AN-1, AN-2, AC-2, and AS-1 areas on page 13 of the Framework.	Q3 2025
1353	Rural Renewal Stream	2/24/2025	Rory Tarant	Council direct Administration to bring back a report in Q2 2025 on the status of the Rural Renewal Stream identifying opportunities and challenges for the continuation of the program.	Q3 2025
1352	Neighbourhood Growth	2/4/2025	Rory Tarant	Committee direct Administration to bring a report back detailing neighbourhood growth between the 2018 and 2024 Census.	Q3 2025
1358	Policy 206 Amendments	3/18/2025	Katie Biberdorf	Committee direct Administration to bring forward revisions to Policy 206 (Policy of the Arts) that reflect current practices and policy frameworks.	Q3 2025
1375	Driving Range Space at South Bear Creek	6/24/2025	Katie Biberdorf	Committee direct Administration to work with Nitehawk after receipt of the environmental, geotechnical, and geophysical assessment, and allow them opportunity to supply a design and cost estimates for driving range space, and report back to the appropriate Standing Committee before fall budget deliberations.	Q4 2025
1376	South Bear Creek Driving Range Land	6/24/2025	Katie Biberdorf	Committee direct Administration to explore other potential options for this land and report back to the appropriate Standing Committee.	Q4 2025

1373	Urban Indigenous Reserves	6/23/2025	Patricia Bailey	Committee direct Administration to report back to the appropriate Standing Committee with high level information regarding urban indigenous reserves and their potential economic development advantages.	Q4 2025
1354	2026 Grande Prairie Traditional Pow Wow	3/10/2025	Katie Biberdorf	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.	Q4 2025
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