



COMMITTEE OF THE WHOLE MEETING AGENDA

Monday, March 20, 2023, 6 p.m.

3rd Floor - Council Chambers

315 Jespersen Ave

Spruce Grove, AB T7X 3E8

			Pages
1.	<u>CALL TO ORDER</u>		
2.	<u>AGENDA</u>		
3.	<u>PRESENTATIONS</u>		
3.1	Outstanding Achievement Presentation - Justin Lawrence	David Wolanski	2
4.	<u>DELEGATIONS</u>		
4.1	Council Delegation - Youth Advisory Committee - 2023 Work Plan	Justin Draper	5
4.2	Public Delegation - Parkland Food Bank	Scott Rodda	19
5.	<u>BYLAWS</u>		
5.1	C-1238-23 - Community Standards Appeal Committee Bylaw	Lindsay O'Mara	24
6.	<u>BUSINESS ITEMS</u>		
6.1	Spruce Up Spruce Grove	Deborah Comfort	44
6.2	Trail and Sidewalk Connection Program	Mark Hussey	55
6.3	Community Standards Bylaw and Urban Farming Consultation Plan	Wendy Boje, Corey Levasseur	58
6.4	Community Hub Update - March 20, 2023	Scott Rodda	99
7.	<u>CLOSED SESSION</u>		
8.	<u>BUSINESS ARISING FROM CLOSED SESSION</u>		
9.	<u>ADJOURNMENT</u>		



REQUEST FOR DECISION

MEETING DATE: March 20, 2023

TITLE: Outstanding Achievement Presentation - Justin Lawrence

DIVISION: Community & Protective Services

SUMMARY:

In keeping with Policy 6,014 Outstanding Achievement, this presentation will recognize the efforts of Justin Lawrence at a national level at the Canadian Football League 109th Grey Cup Championship that was held in Regina, Saskatchewan on November 20, 2022.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

The Outstanding Achievement Recognition Policy was developed to bring municipal recognition to Spruce Grove individuals, teams, groups, and organizations who have accomplished outstanding achievements in the fields of athletics, fine arts, academics, or cultural services at a provincial, national, or international level.

Justin's decorated football career began in grade five when he joined the Spruce Grove Cougars atom football team, playing with them throughout junior high, then team north bantam bowl before playing for the Spruce Grove Panthers at Spruce Grove Composite High School for the next three seasons.

While in high school Justin also played Team Alberta U18s twice in the Canada Cup tournament. In Texas, while playing for Team Canada for the International Bowl, he was invited to play for Team Canada U20 in Kuwait in the International Federation of American Football (IFAF) World Championship.

Justin went on to play the next four years at the University of Alberta receiving Canada West All-Star three times and 1st Team All-Canadian. In 2018, he was drafted to the Calgary Stampeders in the 5th round, 39th overall, and won his first Grey Cup in his first season of play. He continued to play with the Stampeders for three seasons before he signed with the Toronto Argonauts in 2022. He finished the 2022 season receiving the Eastern All-Star recognition as well as winning his second Grey Cup.

Congratulations is extended to Justin on his amazing achievements and dedication to his sport.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a



Outstanding Achievement Recognition Application Form

The Outstanding Achievement Recognition Program has been established to bring Municipal recognition to Spruce Grove individuals/ teams/ groups and organizations who have accomplished outstanding achievements in the fields of athletics, fine arts, academics, and cultural activities. It provides and opportunity to celebrate the achievements, as a community, with pride.

Please direct inquires and application to:
City of Spruce Grove, Community & Protective Services Division
315 Jespersen Avenue, Spruce Grove, AB, T7X 3E8

1. **NAME OF INDIVIDUAL OR GROUP TO BE RECOGNIZED:**

Justin Lawrence

(If application is to be made for a group, use page 2 of this document)

Address: _____

Phone: (Home) _____ (Work) _____

2. **FOR TEAMS, PLEASE LIST:**

a) # of local participants (Spruce Grove Residents) 1

b) # of non local participants _____

3. **TYPES OF COMPETITION/ EVENT:**

Visual Arts Performing Arts Literary Arts Athletics Academics
 Other _____
(List type)

4. **NAME OF COMPETITION/ EVENT:** 109th Grey Cup

5. **LEVEL:** Provincial National International Invitational _____
(List type)

6. **NAME OF ORGANIZATION WHICH SANCTIONS/RECOGNIZES EVENT:**
Canadian Football League Phone: _____

7. **PLACEMENT/AWARD RECEIVED:** Grey Cup Championship

8. **DATE RECEIVED:** November 20, 2022 **LOCATION:** Regina, SK

9. **CONTACT FOR FURTHER INFORMATION:** _____

Address: _____

Phone: (Home) _____ (Work) _____

E-mail Address: _____

Date: _____



REQUEST FOR DECISION

MEETING DATE: March 20, 2023

TITLE: Council Delegation - Youth Advisory Committee - 2023 Work Plan

DIVISION: Corporate Services

SUMMARY:

To present the Youth Advisory Committee's 2023 Work Plan, and to recommend that the Committee of the Whole review the Work Plan and recommend the Work Plan to Council for approval.

PROPOSED MOTION:

THAT the Committee of the Whole recommend Council approve the 2023 Youth Advisory Committee Work Plan.

BACKGROUND / ANALYSIS:

The Youth Advisory Committee (YAC) is required under C-1208-22 - Youth Advisory Committee Bylaw to develop an annual work plan that identifies key priorities and goals based on its mandate.

Under the bylaw, the YAC has been tasked with engaging with youth in the community to represent a youth perspective on a variety of municipal issues and provide recommendations to Council on these issues. Specifically, the Committee is asked to:

- coordinate youth specific initiatives that profile local youth issues;
- develop and maintain relationships with individuals and organizations addressing issues or opportunities relating to youth;
- research and provide input into policy proposals for Council's consideration in reference to matters that directly impact youth in the community;
- receive direction from Council on work or reports Council requires on youth matters;

- provide a youth lens on youth-oriented City policies, programs or services; and
- engage with Administration and other organizations supporting youth initiatives and other municipalities.

At their meeting of March 2, 2023, the YAC reviewed and approved their 2023 Work Plan. Based on interest from YAC members and input from Administration, the following items have been prioritized by the YAC as items to receive further documentation/information, presentations, discussion:

1. Creating social spaces for youth;
2. Exploring opportunities for youth-oriented activities and events;
3. Connecting with and protecting the environment;
4. Building a community that supports vulnerable people and people in need, and has opportunities for all residents to feel connected to their community; and
5. Supporting local arts, culture, and small businesses.

In addition, the YAC has made connections between the priorities they have identified in their Work Plan, and goals in the City of Spruce Grove Strategic Plan. Through these connections, as well as through other opportunities that may arise throughout the year, the YAC will aim to represent a youth perspective on a variety of municipal issues as directed under the bylaw.

OPTIONS / ALTERNATIVES:

The Committee of the Whole may provide feedback that the YAC revise their Work Plan to add or remove items.

CONSULTATION / ENGAGEMENT:

The YAC will look for opportunities to engage youth in the community, consistent with the duties outlined in the bylaw, to gain insight into items identified in the Work Plan.

The YAC will also look for opportunities to engage with Council throughout their term, both through working with the two Council members of the YAC, as well as attending events with Council, providing input into items at Council's request, and other opportunities for partnership that may arise.

IMPLEMENTATION / COMMUNICATION:

The Administrative Liaison for the YAC will work with Administration to suggest opportunities based on the mandate identified in the bylaw for the YAC to work towards progress on items identified in their Work Plan.

At the end of their term, the YAC will prepare a report of the work they have accomplished throughout their term and present that report to Council.

IMPACTS:

The YAC will coordinate initiatives, participate in events, review policies and make recommendations on items related to youth in Spruce Grove in alignment with the items identified in the Work Plan.

FINANCIAL IMPLICATIONS:

n/a

Youth Advisory Committee 2023 Work Plan

Awareness and Understanding

As the Youth Advisory Committee (YAC) is new to the City, it will be important for Committee members to spend a significant portion of their work in the first part of the year gaining an understanding of a wide array of issues and background information that will provide a strong foundation for recommendations to Council. Additionally, the Committee will spend time exploring issues that are important to them and learning about the work of Council and Administration.

The YAC has been tasked with engaging with youth in the community to accurately represent a youth perspective on a variety of municipal issues and provide recommendations to Council on these issues. Specifically, the Committee will:

- coordinate youth specific initiatives that profile local youth issues,
- develop and maintain relationships with individuals and organizations addressing issues or opportunities relating to youth,
- research and provide input into policy proposals for Council's consideration in reference to matters that directly impact youth in the community,
- receive direction from Council on work or reports Council requires on youth matters,
- provide a youth lens on youth-oriented City policies, programs or services,
- engage with Administration and other organizations supporting youth initiatives and other municipalities.

The following list has been prioritized by the YAC as items to receive further documentation/information, presentations, discussion:

1. Creating social spaces for youth
2. Exploring opportunities for youth-oriented activities and events
3. Connecting with and protecting the environment
4. Building a community that supports vulnerable people and people in need, and has opportunities for all residents to feel connected to their community
5. Supporting local arts, culture, and small businesses

Review and Analysis

This section of the work plan lays out the items that could be reviewed and analyzed for possible recommendations and/or considerations. This was formulated with suggestions from

administration (things they have heard from Council, the community, or desire input on themselves), Committee Council member(s), and the Committee members. Throughout their term, the Youth Advisory Committee will review and consider these options, as well as other opportunities that may arise, to work to achieve their mandate.

1. Creating social spaces for youth
 - a. Work to advance Strategic Plan goal 3 B.1: Explore how outdoor municipal space could be leveraged to deliver recreation programming or spontaneous, community driven activities with a focus on affordability and increased opportunities.
 - b. Work to advance Strategic Plan goal 3 B.2: Explore how indoor municipal space, as well as public institutions such as schools, could be leveraged to deliver recreation programming with a focus on affordability and increased opportunities.
2. Exploring opportunities for youth-oriented activities and events
 - a. Work to advance Strategic Plan goal 3 A.2: Provide additional accessible recreation programming opportunities for youth.
 - b. Provide input into Strategic Plan goal 4.A.1: Determine new culture programming for residents that provide diverse culture experiences while leverage existing spaces.
3. Connecting with and protecting the environment
 - a. Participate in the Spruce Up Spruce Grove initiative
 - b. Work to advance Strategic Plan goal 7 B.1: Review recommendations from the City's Climate Change Action Plan and develop a subsequent implementation plan for specific recommendations.
 - c. Work to advance Strategic Plan goal 8 C.2: Develop an education program for residents about local climate change impacts.
4. Building a community that supports vulnerable people and people in need, and has opportunities for all residents to feel connected to their community
 - a. Work to advance Strategic Plan goal 1 A.2: Work with local organizations that focus on addressing inequities in the community and understanding the needs of underrepresented and equity deserving groups.
 - b. Work to advance Strategic Plan goal 1.C: Provide opportunities for residents to actively engage in the governance and future of their city.
 - c. Suggest opportunities for the City to increase representation of diverse cultures and identities in municipal events, facilities, and policies.
5. Supporting local arts, culture, and small businesses
 - a. Work to advance Strategic Plan goal 4 A: Leverage existing infrastructure spaces to incorporate culture experiences and artifacts.
 - b. Provide input into Strategic Plan goal 4 A.5: Develop a new Public Art Policy

As issues arise, and where the Committee has time, there will be additional input and feedback sought where necessary as it relates to the mandate of the Committee.

Youth Advisory Committee 2023 Work Plan

Who are the Youth Advisory Committee Members?

- Cara Nicholls, Chair
- Rowan Johnson, Vice Chair
- Addysen Pura
- Callie Chandler
- Dylan Yee
- Havana Sinclair
- Jasmeet Pujji
- Joaquin Tabulog
- Sierra Manning
- Councillor Danielle Carter
- Councillor Dave Oldham

What is the Youth Advisory Committee?

- C-1208-22 - Youth Advisory Committee (YAC) was established by Council in summer 2022.
- The YAC is an opportunity for youth to engage in the community to accurately represent a youth perspective on a variety of municipal issues and provide recommendations to Council on these issues.

Youth Advisory Committee Mandate

Specifically, the Committee will:

- coordinate youth specific initiatives that profile local youth issues
- develop and maintain relationships with individuals and organizations addressing issues or opportunities relating to youth
- research and provide input into policy proposals for Council's consideration in reference to matters that directly impact youth in the community
- receive direction from Council on work or reports Council requires on youth matters
- provide a youth lens on youth-oriented City policies, programs or services
- engage with Administration and other organizations supporting youth initiatives and other municipalities



Youth Advisory Committee - Work Plan

- Committee members will spend time exploring issues that are important to them and learning about the work of Council and Administration.

Youth Advisory Committee - 2023 Work Plan

The Work Plan outlines the following priorities:

1. Creating social spaces for youth
2. Exploring opportunities for youth-oriented activities and events
3. Connecting with and protecting the environment
4. Building a community that supports vulnerable people and people in need, and has opportunities for all residents to feel connected to their community
5. Supporting local arts, culture, and small businesses

Youth Advisory Committee - 2023 Work Plan

- The YAC has made connections between the priorities identified in the Work Plan, and the Spruce Grove Strategic Plan.
- As issues arise, and where the Committee has time, there will be additional input and feedback sought where necessary as it relates to the mandate of the Committee.

Questions?





REQUEST FOR DECISION

MEETING DATE: March 20, 2023

TITLE: Public Delegation - Parkland Food Bank

DIVISION: Community & Protective Services

SUMMARY:

Sheri Ratsoy, Executive Director of the Parkland Food Bank Society will be presenting the Parkland Food Bank land and building proposal.

PROPOSED MOTION:

THAT Committee direct Administration to bring a report and possible recommendations back to Council regarding the Parkland Food Bank's land and building proposal.

BACKGROUND / ANALYSIS:

At the Regular Council meeting of August 15, 2022, the Parkland Food Bank presented a facility needs assessment and construction feasibility report.

The Parkland Food Bank is seeking the following:

1. The City help them identify a 3-acre parcel of land that would be suitable for this project, that the City would donate to the Parkland Food Bank; and
2. The City purchase the Parkland Food Bank's current building immediately, based on the Building Allocation amount per the Market Value Estimate completed by the City in 2022.
 - a. Until such time as a new facility is ready to be occupied, the Parkland Food Bank's ask is to lease the current facility at a nominal rate of \$1/year. During this time the City will be able to determine the fate of the site.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

The cost of the building is not currently contemplated in the approved 10-year capital plan. Should Council decide to proceed with this option, Administration will include the capital funding pressure in an overall update to the 10-year capital plan that it intends to bring to Council in June 2023 for approval.

Any opportunity to regionally cost share Parkland Food Bank capital costs would reduce the capital funding pressure to the City of Spruce Grove.

PARKLAND FOOD BANK

PROPERTY REQUEST

FOR CITY OF SPRUCE GROVE COUNCIL AND ADMINISTRATION

OUR ASK

As the City of Spruce Grove (City) is aware, the food bank is stretched beyond its current location's capacity. Parkland Food Bank Society (PFB) would like to submit the following request regarding moving from the City property at 105 Madison Cr. to allow the food bank to build a facility accommodating today's growth together with anticipated needs over the next 20 years.

1. We are asking the City to help us identify a 3-acre parcel of land that would be suitable for this project, that the City would donate to PFB; and
2. We are asking the City to purchase our current building right away, based on the Building Allocation amount per the Market Value Estimate completed by the City in 2022.
 - a. Until such time as a new facility is ready to be occupied, we would ask to lease the current facility at a nominal rate \$1/year. During this time the City will be able to determine the fate of the site.

BRIEF HISTORY

In 1996 The City generously leased the land at 105 Madison Cr. for PFB to build a food bank serving the Tri-Region. Our first phase of the facility was built in 1997 with a substantial addition in 2015.

Not only has PFB taken care of general maintenance of the property, but has also made improvements that both the City and Horizon Players' have benefited from over the years. The parking lot has been expanded, improved, and maintained at food bank expense, which has given the City better access to service the drainage pond on the property. PFB has also taken care of parking lot security, protecting the City and the Horizon Players' property.

Unfortunately hunger and poverty continues to affect families of the Tri-Region and the food bank is once again needing to expand. After completing our feasibility study in 2022, we recognize that the Madison Cr. property is too small to meet the growing needs and the best course of action moving forward would be to build a new facility on new property.

PFB has seen a 372% increase in Monthly Hamper use (a total of 99,169 Monthly Hampers) since constructing our facility in 1997, and a 93% increase in Monthly Hampers since our expansion in 2015. Historically 50% of the households we assist are residents of Spruce Grove. Approximately 173,000 kg of

food was distributed to Spruce Grove residents in 2022 through our Monthly Hamper program and as these trends continue, we estimate more than doubling this amount providing over 375,000 kg of food to Spruce Grove residents in 2030.

THE OPPORTUNITY

Our goals are the following:

- **Goal #1: Build a new food bank facility that can meet the needs of the growing Tri-Region. Not only by providing hampers directly from our facility but could create additional programming such as a mobile pantry to provide access further into the region and supporting other food-based initiatives in the community.**
- **Goal #2: Provide space for a Community Services Hub where community members facing financial difficulties can access multiple services at a single location. Fast and easy access to assistance not only shortens the depth and amount of time families spend in emergent need, but reduces the anxiety and stress of the process ultimately reducing the risk of extreme poverty such as homelessness.**
- **Goal #3: Explore opportunities to add additional services to a Community Hub that do not currently exist in the Tri-Region, supporting the regions' rapidly increasing homeless population. (Such as Free shower and laundry facilities, etc.).**

OUR PLAN

To achieve our goals, we have the following immediate objectives we need to meet:

- **Need #1: PFB needs to find a 3-acre property that would be suitable to build a new food bank facility.**
- **Need #2: PFB needs to access the equity of our current facility to help us pay for planning and initial costs.**

Parkland Food Bank has developed the following plan that will get us the facility we need:

- **Phase 1** – Partner with the City to find a suitable piece of land for the food bank and negotiate a plan for both parties to benefit from the sale of the Madison Cr. property.
- **Phase 2** – Once land has been obtained, PFB can move into the design, cost, and capital campaign for the new facility. Capital campaign would include community fundraising and grants (provincial, federal, Food Banks Canada, Corporate and private foundations). The campaign will also include an ask for support from the City of Spruce Grove, Town of Stony Plain and Parkland County based on usage of their community members and interest in shared facility for programming. *(See Individuals fed by Community Chart)*
- **Phase 3** – Move from the current facility on Madison Cr. into the new facility!

Individuals fed by Community		
Municipality	PFB Individuals Served	% Of 2022 Municipality Population
City of Spruce Grove	49%	5%
Town of Stony Plain	25%	6%
Parkland County	21%	3%
Paul First Nation	5%	18%

Timeline for Execution

Key project dates are outlined below. Dates are best-guess estimates and are subject to change until an agreement is executed.


Description	Start Date	End Date	Duration
Project Start	1/12/23		
Submit Request to City Council	1/16/23		
Receive Answer from City Council	2/27/23		
Phase 1 Complete	6/1/23		

CONCLUSION

We look forward to working with the City of Spruce Grove and supporting your efforts to improve the lives of all your residents by reducing barriers to community supports and increasing access to emergency food supplies. We are confident that we can meet the challenges ahead and stand ready to partner with you.

If you have questions on this proposal, feel free to contact Sheri at your convenience by email at sheri@parklandfoodbank.org or by phone at 780-571-8715. We will be in touch with you in the next weeks to arrange a follow-up conversation on this request.

Thank you for your consideration,



Sheri Ratsy
Executive Director, Parkland Food Bank Society



REQUEST FOR DECISION

MEETING DATE: March 20, 2023

TITLE: C-1238-23 - Community Standards Appeal Committee Bylaw

DIVISION: Corporate Services

SUMMARY:

Municipal Government Act Orders issued under the *Municipal Government Act* (MGA) may be appealed by affected parties. Under the MGA, appeals can be heard by Council or can be delegated by Council to a Council Committee comprised of all public members. Upon review of best practices, it is recommended that a Council Committee comprised of all public members be established to mitigate potential conflict between Council’s legislative duties and the adjudicative duties required when sitting as a quasi-judicial body. Under the MGA, a Council Committee must be established by bylaw.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

Municipal Government Act Orders

A Municipal Government Act Order (“Order”) is a written Order issued under sections 545 and 546 of the MGA, which requires a person responsible for the contravention of a bylaw or a provincial enactment that the municipality is authorized to enforce, to remedy the contravention if the circumstances so require.

Section 545 outlines the use of an order to remedy a contravention under any bylaw or a provincial enactment that the municipality is authorized to enforce; whereas section 546 outlines the use of an order to specifically remedy a dangerous or unsightly property regardless

of whether there is a bylaw or other enactment in place regulating such property. In the event of non-compliance, the municipality is authorized to pursue an action or measure to rectify the contravention at the expense of the person who is non-compliant.

Right to Appeal

Pursuant to section 547 of the MGA, a person who received a written Order under sections 545 or 546 may by written notice request Council to review the Order. In the case of an Order under section 545, the written notice and appeal fee must be received by the City within 14 days after the Order is issued. In the case of an Order under section 546, the written notice and appeal fee must be received by the City within seven (7) days after the Order is issued. After reviewing the Order, Council or a Council Committee may confirm, vary, substitute, or cancel the Order.

Quasi-Judicial Hearing Principles

The review by Council of an Order decision is completed by way of a quasi-judicial hearing. Quasi-judicial hearings are overseen by a quasi-judicial body (also known as administrative tribunals) and are governed by administrative law and the principles of natural justice. The most basic concept of administrative law is that the processes used to reach decisions must be, and be seen to be, fair in order to be valid. The principles of natural justice hold that during a hearing an individual has the right to be heard, the right to an unbiased decision-maker, and a decision must be from the person(s) who heard the appeal.

At the foundation of quasi-judicial hearings is the appeal process; there is an appellant and a respondent, and the role of the quasi-judicial body is to adjudicate in favour of one party or the other based on the evidence provided.

Council vs. Council Committee

Although section 547 of the MGA refers to Council reviewing an Order, under section 145 of the MGA, Council may establish a Council Committee to carry out functions of Council on Council's behalf. The Council Committee could be comprised entirely of Councillors, a combination of Councillors and public members, or entirely of public members.

The main advantage to having an all-public member quasi-judicial Council Committee is to avoid the potential conflict between Councillor's legislative role as Council and an adjudicative role as a quasi-judicial body. Since Council passes the regulations outlined in the bylaws upon which Orders are issued, it poses a conflict if they are then the body adjudicating on any appeals. By having the Committee be an all-public member Committee, it also conforms with

the practice implemented for the Subdivision and Development Appeal Board (SDAB), the other City quasi-judicial body.

The main disadvantage to having an all-public member quasi-judicial Council Committee is that in the City of Spruce Grove context, historically, appeals of Orders have been infrequent and sporadic. The recruitment of public members for a Council Committee is time-consuming, and it is possible a full term of such a Council Committee could expire without ever having to sit. In order to mitigate this issue, it will be recommended to Council that SDAB members also be appointed to this Committee. In the event of an appeal, we will have members trained in administrative law principles who have experience with quasi-judicial hearings sitting in the wings.

Although the City is currently in the process of reviewing our bylaws that deal with community standards and looking to amalgamate these into one Community Standards Bylaw, the proposed Community Standards Appeal Committee Bylaw can be established in advance of the passage of the Community Standards Bylaw. The Committee would review Orders based on the current bylaws until the Community Standards Bylaw is passed.

OPTIONS / ALTERNATIVES:

Appeals of Orders can continue to be adjudicated by Council, but this would continue the conflict between Council's legislative duties and the adjudicative duties required when sitting as a quasi-judicial body.

CONSULTATION / ENGAGEMENT:

The City Clerk's Office researched how many other municipalities have established public only Council Committees to adjudicate on appeals. Based on this research, at least five other municipalities have such a committee - Edmonton, Calgary, Strathcona County, Red Deer, Regional Municipality of Wood Buffalo, and many others have all public member committees for other quasi-judicial bodies (i.e., SDAB). Removing Council from quasi-judicial bodies is an ongoing trend.

Legal counsel reviewed the bylaw and had no concerns.

IMPLEMENTATION / COMMUNICATION:

The SDAB members were consulted at the SDAB November 2, 2022 Organizational Meeting to see if they are agreeable to let their names stand for appointment to the Community Standards Appeal Committee. All agreed to let their name stand. The Committee members can be appointed at a meeting shortly following the meeting in which the bylaw is passed. It is anticipated the readings of the bylaw will occur in April - May 2023.

IMPACTS:

The bylaw will formally establish the Community Standards Appeal Committee, allowing for public members to be appointed to mitigate the potential conflict that exists between Council's legislative role and the adjudicative role required of members of the Committee.

FINANCIAL IMPLICATIONS:

Currently, under C-909-15 - Nuisances, Unsightly and Untidy Property Bylaw an appeal fee of an Order under this bylaw is \$100 for residential property and \$200 for business property. An appeal is used for quasi-judicial bodies to account for the administrative time and resources required to facilitate the hearing and to discourage frivolous appeals. Upon review and drafting of an amalgamated Community Standards Bylaw the appeal fee will be reviewed to confirm it conforms with appeal fees of other City quasi-judicial bodies and of other municipalities' quasi-judicial bodies.

THE CITY OF SPRUCE GROVE

BYLAW C-1238-23

COMMUNITY STANDARDS APPEAL COMMITTEE BYLAW

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000 cM-26 and amendments thereto, a council may pass bylaws in relation to the establishment and functions of council committees, and to the procedures to be followed by council committees;

AND WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000 cM-26 and amendments thereto, a person who has received an order under section 545 and 546 may request Council review the order;

AND WHEREAS, the *Municipal Government Act*, RSA 2000 cM-26 and amendments thereto, authorizes a council to delegate its powers, duties or functions to a council committee, including its duty to decide appeals imposed on it by this or another enactment or bylaw;

AND WHEREAS, Council wishes to establish a council committee to review orders under section 547 of the *Municipal Government Act*, RSA 2000 cM-26 and amendments thereto;

NOW THEREFORE, the Council for the City of Spruce Grove, duly assembled, hereby enacts as follows:

1. BYLAW TITLE

1.1 This bylaw is called the “Community Standards Appeal Committee Bylaw”.

2. DEFINITIONS

2.1 “Act” means the *Municipal Government Act*, R.S.A. 2000 c M-26, as amended.

2.2 “Appeal” means review of an MGA Order pursuant to section 547 of the MGA.

2.3 “Appellant” means a person who has submitted a Notice of Appeal.

- 2.4 “City” means the municipal corporation of the City of Spruce Grove in the Province of Alberta.
- 2.5 “City Manager” means the administrative head of the City of Spruce Grove.
- 2.6 “Clerk” means the City Manager or designate to act as a clerk.
- 2.7 “Closed Session” means a portion of the Committee meeting that is conducted in the absence of the public as per the Act.
- 2.8 “Committee” means the Community Standards Appeal Committee.
- 2.9 “Council” means the Council of the City of Spruce Grove elected pursuant to the *Local Authorities Election Act*, R.S.A. 2000 c L-21, as amended.
- 2.10 “MGA Order” means an order or decision issued a person pursuant to sections 545 and 546 of the Act.
- 2.11 “Mayor” means the City’s chief elected official.
- 2.12 “Notice of Appeal” means a written request, in a form acceptable to the Clerk, seeking adjudication of an Appeal.
- 2.13 “Public Member” means an individual appointed to the Committee.

3. ESTABLISHMENT, MANDATE AND TERMS OF REFERENCE

- 3.1 A council committee is hereby established and shall be referred to as the Community Standards Appeal Committee.
- 3.2 The Committee is delegated the powers, duties, and functions to hear and adjudicate Appeals.

4. MEMBERSHIP

- 4.1 The Committee shall be comprised of no less than three (3) Public Members.

4.2 The individuals that comprise the Subdivision and Development Appeal Board shall be appointed as Public Members of the Committee, provided that the individuals agree to the appointment.

4.3 Public Members shall not be:

- (a) members of Council;
- (b) the Mayor, including as an ex-officio member; or
- (c) current employees of the City.

5. **TERM**

5.1 The term of office for all Public Members shall be not more than three (3) years.

5.2 A Public Member may serve more than one (1) term but in no event shall a Public Member serve more than three (3) consecutive terms.

5.3 Council shall be at liberty to remove and replace any Public Member at any time prior to the expiry date of the Public Member's term, and any Public Member may resign at any time upon sending written notice to the Clerk.

5.4 In the event of a vacancy, Council may by resolution, appoint a new Public Member to serve for the remainder of the vacating Public Member's term.

6. **QUORUM**

6.1 A quorum at any hearing shall be three (3) Public Members.

6.2 No more than seven (7) Public Members shall sit at a hearing.

7. **ORGANIZATIONAL MEETING**

7.1 An annual organizational meeting shall be held at the beginning of each year.

8. CHAIR AND VICE-CHAIR

- 8.1 The Public Members shall elect from its membership on an annual basis a Chair and Vice-Chair during the annual organizational meeting.
- 8.2 The Chair and Vice-Chair may be re-elected for successive years as Chair and Vice-Chair.
- 8.3 In the event of absence or inability of the Chair to preside at a hearing, the Vice-Chair shall preside.
- 8.4 In the absence or inability of both the Chair and Vice-Chair to preside at a meeting, the Members present, in constituting a quorum, shall elect one of its Public Members to preside as Chair for that meeting.

9. RULES OF PROCEDURE

- 9.1 For those procedural matters not covered in the Act or the regulations thereto, this bylaw, or any other bylaw of the City, the Committee shall determine the procedures for the conduct of hearings.

10. FUNCTIONS AND DUTIES

- 10.1 The hearing shall be held within thirty (30) calendar days of the receipt of the Notice of Appeal and the appeal fee by the Clerk.
- 10.2 The Chair shall be responsible for the conduct of the hearing.
- 10.3 Once the hearing is closed, the Committee shall not hear or consider any additional verbal or written evidence.
- 10.4 After hearing the appeal, the Committee may go into Closed Session in order to deliberate provided that one of the exceptions to disclosure set out in the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c F-25, as amended applies. In arriving at its decision, the majority vote of those Public Members present shall constitute the decision of the Committee.
- 10.5 In the event of a tie vote of the Committee, an appeal shall be deemed to be denied.

- 10.6 A decision of the Committee is not final until notification of the decision is given in writing. Notification of the decision on Appeal of an MGA Order and shall be provided within 15 business days of the date on which the decision of the Committee is made.
- 10.7 A Public Member who, for any reason, is unable to attend the whole of the hearing of an appeal shall not participate in the Committee's deliberations or the decision made by the Committee on that appeal.
- 10.8 If a Public Member has a pecuniary interest in any matter before the Committee, the Public Member shall declare the pecuniary interest to the Committee and shall abstain from discussion or voting upon such matter, and such abstention shall be recorded in the minutes.

11. CLERK OF THE BOARD

- 11.1 The position of a Designated Officer for the limited purpose of carrying out the functions of the Community Standards Appeal Committee Clerk is hereby established.
- 11.2 The City Manager or designate shall be the Clerk of the Committee.

12. SIGNING AUTHORITY

- 12.1 An order, decision, approval, notice, or other thing made or given by the Committee may be signed on behalf of the Committee by the Clerk.
- 12.2 The Clerk shall not sign an order, approval or decision made by the Committee unless the order, approval or decision has been first approved in writing:
- (a) by the Chair or other Public Member who presided over the hearing to which the order, approval or decision relates; or
 - (b) in the absence or inability to act of the person who chaired or presided over such hearing, any other Public Member who was present at such hearing.

13. SEVERABILITY

13.1 Every provision of this bylaw is independent of all other provisions and if any provision is declared invalid by a Court, then the invalid provisions shall be severed and the remainder provisions shall remain valid and enforceable.

14. EFFECTIVE DATE

14.1 This bylaw comes into effect when it receives third reading and is duly signed.

First Reading Carried [Click here to enter a date.](#)

Second Reading Carried [Click here to enter a date.](#)

Third Reading Carried [Click here to enter a date.](#)

Date Signed

Mayor

City Clerk

Proposed C-1238-23 Community Standards Appeal Committee Bylaw

Background

- Municipal Government Act Orders issued under the *Municipal Government Act* (MGA) may be appealed by affected parties
- Under the MGA the appeals can be heard by Council or can be delegated by Council to a Council Committee

What are Municipal Government Act Orders?

- A written Order issued under sections 545 and 546 of the MGA which requires a person responsible for the contravention of a bylaw or a provincial enactment that the municipality is authorized to enforce and to remedy the contravention if the circumstances so require
- Section 545 outlines the use of an order to remedy a contravention under any bylaw or a provincial enactment that the municipality is authorized to enforce
- Section 546 outlines the use of an order to specifically remedy a contravention dangerous to public safety or property regardless if there is a bylaw or other enactment in place regulating such property

Right to Appeal

- Order under s. 545 - written Notice of Appeal and appeal fee must be received by City within 14 days of receipt of Order
- Order under s. 546 - written Notice of Appeal and appeal fee must be received by City within 7 days of receipt of Order
- Council or a Council Committee may confirm, vary, substitute or cancel Order

Quasi-Judicial Hearing Principles

- Review of an Order completed by way of quasi-judicial hearing
- Hearing governed by principles of natural justice:
 - Right to be heard (appellant, respondent, affected parties)
 - Right to unbiased decision-maker
 - Decision must be from the representation of the entity that heard the appeal

Council vs. Council Committee

- MGA refers to Council reviewing an Order
- Under section 145 of the MGA Council may establish a Council Committee to carry out functions of Council on Council's behalf.

Advantage of Council Committee

- Council passes the regulations outlined in the bylaws upon which Orders are issued; it poses a conflict if they are then the body adjudicating on any appeals
- Avoids conflict between Councillor's legislative role as Council and an adjudicative role as a quasi-judicial body
- All-public member Council Committee conforms with the practice implemented for the SDAB, the other City quasi-judicial body

Disadvantage of Council Committee

- Appeals of Orders have been infrequent and sporadic
- Recruitment for a Council Committee is time-consuming, and it is possible a full term of such a Council Committee could expire without ever having to sit
- Recommended that SDAB members also be appointed to this Committee
 - Trained in administrative law principles
 - Experience with quasi-judicial hearings
 - Sitting in the wings in the event an appeal is filed

Implementation

- SDAB members would be officially appointed to the Council Committee after third reading is given to the bylaw
- The Committee would sit when appeals are filed

Questions?





REQUEST FOR DECISION

MEETING DATE: March 20, 2023

TITLE: Spruce Up Spruce Grove

DIVISION: Community & Protective Services

SUMMARY:

This revised, community-wide, self-directed, volunteer cleanup program encourages residents, groups, schools and/or businesses to 'Spruce Up' their community. It addresses limitations of the previous program structure and better aligns with City Council's Strategic Plan by encouraging community connections and environmental sustainability and promoting citizenry and preservation of our neighbourhood green spaces.

PROPOSED MOTION:

No motion required.

BACKGROUND / ANALYSIS:

Historically, the community cleanup program participation opportunities were promoted and provided through the Community Service Partnership Program (CSPP). This is a grant-like program that provides opportunities for community organizations to receive funds by supporting various City initiatives or events. Participation in the community clean-up program was limited to a small number of registered Societies, to clean up a specific area and receive a set 'fee-for-service'. The use of the CSPP for this program:

- limited the opportunity for individuals and informal community groups to engage in the community cleanup program;
- was difficult to ensure the amount/quality of work being done (e.g., some groups would only have minimal volunteers participating, some groups would do an area after the City crews had already cleaned the area, some groups would clean an area with minimal effort and results, etc.)

The CSPP remains, however it will no longer be utilized for this initiative, but rather initiatives where City staff are able to support the group's participation such as Canada Day and other events.

Transitioning from the CSPP to a community-wide initiative will encourage all residents to participate. Anticipated outcomes such as increased sense of pride, ownership, and connection to the City of Spruce Grove's green spaces is anticipated. The revised 'Spruce Up Spruce Grove' program will focus on promoting city-wide participation, inclusion, accessibility, as well as environmental stewardship, and creating community connections. Financial resources, similar to past years, will be invested into the program. These resources will be used to encourage participation through a Kickoff Party, prize incentives and giveaways, program supplies, and communication plans. Opportunities for internal and external partners to collaborate, connect and engage will also be part of the program.

Program Length: April 26 - May 31, 2023 (5-week program)
Kick Off BBQ on May 7, 2023 (12:00 - 2:00pm) in Central Park

Program Location: Clean up locations include parks, school yards, green spaces, trails

Participation Incentives:

- Door Prizes (entered to win in 4 categories: school classes, community groups, businesses & public groups), thank-you certificate, volunteer reference letter (upon request)
- Free community hotdog BBQ & engagement prizes at Kickoff Party

Strategic Vision:

- Community Connections
- Environmental Sustainability

Related Themes:

Community Connections: "We are working towards building a thriving community where residents feel a sense of belonging, diversity is celebrated, and opportunities to connect are created."

Environmental Sustainability:

"Is about working together to protect, and enhance the environment not only for residents today, but also for future generations." "Growing forward together in harmony with nature means that our natural areas are enhanced, the urban forest, park and trail system is healthy and growing..." "...and providing opportunities to participate in climate focused programs."

***Goal 9:** Proactive policies, strategies, and practices to ensure the environment is sustained and natural areas are enhanced.*

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

The Recreation and Culture department will lead the implementation of this program with the support of Public Works - Parks and Communications. Other internal and external partners will be invited to engage, be advocates for, and participate in, the Kickoff Party (such as Environment and Transit, Economic and Business Development, Community Social Development, Protective Services, City Council, and identified Community Groups, etc.).

The City's Youth Advisory Committee has also been engaged in the program and the Spruce Up, Spruce Grove initiative has been added to their 2023 Work Plan under Priority #3. They have also made the following motions regarding the program:

- THAT the Spruce Up Spruce Grove Youth Advisory Committee invite members to attend the 'Spruce Up Spruce Grove' Kickoff Party.
- THAT the Administrative Liaison work with the Community and Protective Services to develop a 'Spruce Up Spruce Grove' activity for Youth Advisory Committee members to attend.

The City's Senior Environmental Advisor is enthusiastically in support of the program.

IMPLEMENTATION / COMMUNICATION:

This new program will require branding, a communication awareness campaign, and tactics from the Communications department. Celebration and showcasing public participation in the program are also anticipated.

The Kickoff Party event will take place on May 7, in Central Park, with participation and information provided to the community by different departments and partners. Information related to environmental stewardship (recycling, compost, garbage, water usage, etc.), neighbourhood block parties, upcoming programs, and events (Canada Day, summer playground programs, etc.) will be available, as well as an opportunity for City Council to consider participating with the community at the event.

The removal of the Spruce Up Spruce Grove from the CPSS program will allow for resources to be provided to not-for-profit groups for other City initiatives, such as events. As CPSS is fundamentally a grant program, it is currently being included in the review of the Community Grant Program, ensuring community not-for-profit groups will still have opportunities to receive a fee for services.

IMPACTS:

The anticipated impacts and intent for this program will encourage participants to feel a sense of belonging, pride, and connection to the City of Spruce Grove.

Outcomes:

- The public is aware of the new 'Spruce Up Spruce Grove' Program.
- Participants demonstrate ownership of neighbourhood spaces.
- Parks staff report improved the condition of the natural environment.
- An increased number of community groups participate in the program.
- Participants are informed of other City and community services/programs.
- Parks staff report less garbage in community green spaces in the spring.

FINANCIAL IMPLICATIONS:

This program change will change the focus of the historic expenditures of previous Spruce Up the Grove program by focusing more on overall incentives and prizes versus the fee-for-service concept. Estimated total budget for this year is \$6,300 and is included in the approved 2023 operating budget.

Spruce Up Spruce Grove



Overview

- History and Focus
- Program Highlights
- Kickoff Party - May 7



History & Focus

- Program Renewal
- City Wide Participation, Inclusion and Accessibility
- Community Engagement
- Sense of Pride, Ownership and Connection
- Inspiring City Wide Participation

Program Highlights

- **Program Length: April 26 - May 31 (5-weeks)**
Kick Off BBQ May 7 in Central Park
- **Locations:** Parks, School Yards, Green Spaces & Trails
- **Participation Incentives:** Prizes, thank you certificate, volunteer reference letter & free community hotdog BBQ
 - 4 categories:
 - School Classes
 - Community Groups
 - Business
 - General Public Groups

Kickoff Party & Free Community BBQ

- Connect, Engage and Participate
- Information and Awareness Engagement Opportunities



Community Connections Environmental Sustainability



Thank you!



REQUEST FOR DECISION

MEETING DATE: March 20, 2023

TITLE: Trail and Sidewalk Connections Program

DIVISION: Planning & Infrastructure

SUMMARY:

During the Corporate Plan meeting on December 5, 2022, Council requested that Administration bring to Council an approach to address trail and sidewalk connections to better support pedestrian accessibility and walkability within the City, and that the approach include budget and recommended prioritization.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

The City has been completing missing pedestrian links since 2015. When the program was initially developed it was aimed at missing trails and sidewalks. These trail links were identified by staff, and sometimes residents, and were usually located in areas where developers missed linking the trails network together with some of the older neighbourhoods.

By 2018, most of these links within the trail network had been completed and the work slowly wrapped up. In order to continue to improve connectivity within the City, the Engineering department renamed the program to the "Pedestrian Walkways - Parks and Open Spaces Rehabilitation Program". This program now looked at trails, sidewalks, and bus stop connections throughout the City.

The program identified areas within the City that required additional connections either to existing trails, sidewalks, or to bus stop locations. The locations are placed on a list and work is completed based on the following needs:

1. Safety to the public;
2. Existing sidewalk and trail locations;
3. Usage;
4. Underground utilities; and
5. Right of Way (ROW) available to build the connection.

The program is budgeted bi-yearly with \$175,000 available for work in 2023, and \$200,000 available in 2025 (to show the funding through 2025).

Areas that have been identified for review and preliminary work are as follows:

- McLeod Avenue - Brebner Place heading west to the bus stop west of the church;
- Hillside Drive - Grove Drive to Haney Landing;
- East side of Jubilee Park entrance from Grove Drive to parking lot;
- Jennifer Heil Way - east and west sides from Dalton Link to Grove Drive with the east side being the priority;
- Spruce Ridge Road/Spring Gate/Tri Leisure Way - delineate the walkway (painting);
- McLeod Avenue - Nelson roundabout to Canadian Tire;
- McLeod Avenue and Oatway Street intersection;
- Highway 16a and Century Road - no existing sidewalk, lack of available space/grade concerns/high pressure line;
- Century Road - down to the Campground (future consideration - urban upgrades);
- McLeod Avenue and Century Road (South crossing) - needs to be reviewed;
- Jennifer Heil Way and Nelson Drive/Tri-Leisure - to connect the path to the south-east side;
- Calahoo Road to Mohr Avenue - upgrades - possibility to complete with the work in the City Centre;
- Century Road and Kings Link - median upgrades 2025;
- Walmart and RCMP - future consideration.

The following have been prioritized with estimates:

2023

McLeod Avenue/Oatway Street - \$70,000

Spring Gate/Tri-Leisure Way - \$5,000

McLeod Avenue - Brebner Place heading west to the bus stop west of the church - \$90,200

2025

McLeod Avenue - West Sobey's access, east to Nelson Drive roundabout - \$80,000

McLeod Avenue - Nelson roundabout to existing bus stop near mall - \$120,000

(both these locations in 2025 have space issues and utilities that need to be worked out)

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

Public will be notified of any work begin completed in the area.

IMPLEMENTATION / COMMUNICATION:

The work identified for each project will be completed that year. If there are some additional complex issues with a project, then preliminary work may need to be started earlier in order to have everything ready to go by the funding year.

IMPACTS:

Completion of each project increases the safety of pedestrians and the ease of which they can maneuver around the City without travelling on roads or uneven ground.

FINANCIAL IMPLICATIONS:

This program is funded in the approved 2023-2032 Long Term Capital Plan every two years as follows:

- 2023 - \$175,000
- 2025 - \$200,000
- 2027 - \$200,000
- 2029 - \$220,000
- 2031 - \$220,000



REQUEST FOR DECISION

MEETING DATE: March 20, 2023

TITLE: Community Standards Bylaw and Urban Farming Consultation Plan

DIVISION: Planning & Infrastructure

SUMMARY:

- To present a plan to consult community members on minimum standards informed by Committee’s input on each of the 16 topics in the Community Standards Bylaw (CSB) as well as urban farming (hen and beekeeping).
 - Feedback is also requested from the Committee on the definition of recreational vehicles and the maximum number allowable.
-

PROPOSED MOTION:

THAT the Committee recommend to Council the approval of the Community Standards Bylaw and Urban Farming Consultation Plan.

THAT the Committee recommend to Council that a maximum of \$10,000 be allocated from the City Manager’s contingency budget to cover the cost of the consultation process.

BACKGROUND / ANALYSIS:

During the February 21, 2023 Committee of the Whole (COW) meeting, members provided feedback on the minimum standards for 18 CSB topics. The following recommendations were also made:

- The Committee recommended not including the topic of “repair of motor vehicles” in the CSB.
- As amendments were recently made to the City’s Traffic Bylaw in 2022, the Committee recommended that the existing legislation on “motor vehicle/off highway vehicle noise” remains the same.

Now that the Committee has provided policy input on their desired topics, the first phase of the CSB project (Assessment and Preliminary Direction Setting) has been completed. The next phase is to consult with the public to gather feedback on the minimum standards informed by the Committee's input on each of the topics (see Attachment 2).

At the January 16, 2023 COW meeting, members recommended leveraging the consultation process for CSB to gather feedback from the public on hen and/or beekeeping practices. While there will be a few questions about urban farming in the proposed online survey, the focus will primarily be on the CSB topics.

With the recommendations made by Committee (above), the total number of topics (including urban farming) that will be consulted on is 18. The topics are as follows (grouped by theme):

Public Behaviour

1. Liquor
2. Camping
3. Graffiti Prevention and Abatement
4. Charity Collection Sites
5. Panhandling
6. Urination/Defecation/Human Waste
7. Causing a Disturbance

Property Maintenance/Neighbour Relations

8. Nuisance Property (including appliances, maintenance of business properties, utility boxes and pet waste clean-up)
9. Landscape Obstructions
10. Vegetation/Weeds/Trees and Grass
11. Boulevards
12. Recreational Vehicles
13. Construction Waste/Building Materials
14. Garbage/Waste

Noise Control

15. Prohibited Noise and Decibel Limits

Smoking and Cannabis

16. Smoking and Cannabis Restrictions in Public Spaces and Cannabis Odour

Urban Farming

17. Hen keeping
18. Beekeeping

Question for Committee Regarding Recreational Vehicles (RV)

At the February 21 COW meeting, members requested that Administration conduct research into what other jurisdictions in Alberta have with respect to the maximum number of RVs that are permitted per property. Bylaws were examined of the following jurisdictions:

- Beaumont
- Calgary
- Edmonton
- St. Albert
- Strathcona County
- Stony Plain

The only jurisdiction that makes mention of a specific number of RVs (1) is Stony Plain:

With respect to Recreational Vehicles on a premise or Property within a Residential District a Person owns or Occupies:

a) a Recreational Vehicle Parking Space is allowed and does not require a development permit if it is contained solely in the flankage, rear and side yards and does not encroach in the flankage or side yard set backs ([Stony Plain CSB](#), s3.2.4a)

*A recreational vehicle parking space is designed to accommodate the parking of **one** RV.*

An RV is defined as a “temporary accommodation for recreation/travel purposes and includes but is not limited to campers, tent trailers, fifth wheel travel trailers and motorhomes” ([Stony Plain CSB](#), s.2.36.0, 2.37.0).

Spruce Grove

The City’s current definition of RV is “a wheeled or wheel-less structure intended to be moved from one point to another; designed to provide temporary living quarters or used as a form of recreation or transportation, which may or may not be a motor vehicle itself. Typical examples are travel trailers, motorhomes, boats, campers, snowmobiles and all terrain vehicles.” [Spruce Grove Land Use Bylaw - Definitions.](#)

Options:

1. Amend RV definition to include a maximum number for each type of RV (such as only one trailer, one motorhome allowed); or
2. Do not implement a cap on maximum number of RVs and keep definition of RV the same. (Snowmobiles will still be removed from the definition as per the recommendation provided at the February 21 COW meeting. Standalone definitions can be developed for snowmobiles and snowmobile trailers).

Administration does not recommend implementing a cap on the maximum number of RVs. The City has a more expansive definition of RVs than Stony Plain does. Most owners have a different number of types of RVs and it may be challenging for the City to “grandfather” any new cap restrictions. Most jurisdictions do not have a cap on the number of allowable RVs.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

The goal of the public consultation is to provide timely and accessible opportunities to gather feedback from community residents on the minimum standards informed by Committee’s input on the 16 CSB topics as well as urban hen and beekeeping practices.

The proposed consultation will use a blend of tactics including:

Community Events

According to the [RMA/AUMA Public Engagement Guide](#), the role of a Council member can include attending, promoting and encouraging public participation in consultation activities.

The role of Administration is to support public consultation communication and activities. With this in mind, Administration recommends leveraging upcoming high attendance community events and activities as part of the consultation process.

A Consultation Toolkit (noted further in this RFD) will be provided to Council members that can be used to consult with the public on the CSB.

Staff from Administration will be partnered with Council members to provide support, as needed, at any of the events and locations. Examples include Horizon Stage, Tri-Leisure Centre (TLC), the library, summer camp start-ups, E-round ups at the Eco Station and Spring Cleanup. A session will be scheduled at Elks Hall pending availability.

Committee's feedback would be appreciated on any additional community events or venues that will be considered as part of the consultation process. It is recommended that the events take place between May and mid-July to coincide with the posting of the online survey.

Event booths

Information booths, staffed by Administration (with Council members possibly in attendance) will be set up at upcoming events such as Canada Day. The primary purpose will be to provide community members with information on the CSB and post cards to encourage completion of the online survey.

Online survey

An online survey, hosted through the City's *Connect Spruce Grove* website, will be launched on May 15 to obtain community feedback on the 16 CSB topics as well as hen and beekeeping practices. The survey will run from May 15 to July 9. It will be promoted on the City's webpage, the City's social media channels and postcards.

Consultation Toolkit

Administration is preparing a set of tools to support Council as they consult with the community. These include:

CSB Webpage

Community consultation will begin with the launch of the landing page of the CSB project in early May which will inform the community of the purpose of the CSB and its development. Information will also be available to provide context for the survey questions on urban farming, but the core focus of the consultation will be on CSB.

Online Survey (see above)

Key Messages

Key messages will be developed for Council members and Administration on the CSB themes and topics as well as on urban farming.

Utility Bills

Information about the consultation process will be included with utility bills going out to City businesses and residents.

Postcards

A postcard will be created for members of Council to distribute in person that includes a link to the CSB webpage and QR code for the online survey.

Social Media Content

Content will be developed for members of Council to share on their social media channels.

Next Steps

Once the consultation has concluded, the feedback will be summarized in a What We Heard report. Administration will return to COW in September with the following:

Community Standards Bylaw Project

- What Was Heard report from public consultation;
- Bylaw topics that can be “lifted and moved” (CSB 2.0);
- Policy implications;
- Financial implications; and
- Administration’s recommended options (including enforcement penalties).

Urban Farming Project

- What Was Heard on hen and beekeeping;
- Implementation and resourcing plans; and
- Administration’s recommendations for bylaw amendments to enable the desired licensing practices.

Administration had earlier indicated it would bring back the two project packages for consideration in August COW. However, since consultation is happening during the summer months, Administration is recommending posting the online survey for a longer period of time to allow community members ample time to complete it. The revised timeline from the August COW to the September COW will allow Administration time to summarize all the consultation feedback and use it to inform the development of the briefing packages for the two projects.

IMPACTS:

This will be the City’s first CSB and will provide a “one stop shop” for City residents to find information on community standards.

The 2022-2025 Strategic Plan contains an objective to develop an urban agriculture strategy, which includes exploration of an urban farming policy. The consultation will form a preliminary step to determining support and need for hen and/or beekeeping licensing in the City.

FINANCIAL IMPLICATIONS:

The cost of the consultation is estimated to be a maximum of \$10,000. Any staff overtime costs will be absorbed in salary budgets.

Financial implications of implementing the CSB, hen and beekeeping licensing programs will be brought forward to COW for consideration in September.

COMMUNITY STANDARDS BYLAW (INCLUDES URBAN FARMING) CONSULTATION PLAN

Consultation Objectives:

- To provide timely, accessible consultation opportunities to gather public feedback on the minimum standards informed by Council on each of the 16 CSB topics and urban hen and beekeeping practices.

Background on the CSB:

- This will be the City's first CSB.
- A CSB will serve to regulate and enable activities that relate to the safety, health and welfare of residents on private and public property.
- Development of a CSB will create a "one-stop shop" for City residents to find information on community standards without having to consult multiple bylaws.

Background on Urban Farming (Hen and Beekeeping):

- The 2022-2025 Strategic Plan contains an objective to develop an urban agriculture strategy, which includes exploration of an urban farming policy.
- While the City does not currently permit hen and beekeeping practices, there has been interest from residents in allowing them.

Key Messages:

- Public consultation on the proposed content of the CSB is an essential step to ensuring the bylaw meets the needs of the community.
- The purpose of the consultation process is to gather feedback on 16 topics in the proposed bylaw that fall into four themes:
 - Public Behaviour,
 - Property Maintenance and Neighbour Relations,
 - Noise Control, and
 - Smoking and Cannabis.
- Feedback will also be solicited on the desire for urban hen and beekeeping practices in the City.
- The feedback will inform the development of the CSB and impact discussions on the future of licensing for hen and/or beekeeping practices in the City.

Audiences:

City of Spruce Grove residents, businesses, community organizations, charity organizations, for-profit organizations, building developers, commercial property owners, utility companies.

Level of Engagement:

There are [five standard levels](#) of public engagement to scale based on specific needs:

1. **Inform:** provide general information to the public for awareness.
2. **Consult:** seek significant public and stakeholder feedback to guide strategic policies and programs.
3. **Involve:** engage in two-way conversations to collect and respond to public and stakeholder feedback.

4. **Collaborate:** deeply involve stakeholders in the two-way process of building new plans, strategies, policies and programs
5. **Empower:** delegate decision-making to public or stakeholders

For COSG’s purposes, the recommended approach is a blend of consult and involve. This approach facilitates timely engagement on a larger scope of policy changes while providing the most efficient use of resources.

Roles and Responsibilities:

According to the [RMA/AUMA Public Engagement Guide](#), there are two primary approaches to public consultation: **government** vs. **administrative governance**. Each has a unique role to play in the consult/involve framework for policy feedback.

Role of Elected Officials	Role of Administration
<ul style="list-style-type: none"> • Identify decisions that will benefit from public consultation, either directed by Council or by reviewing recommendations from Administration. • Respect and support governance models that include members of the public in decision making. • Promote and encourage public participation in consultation opportunities. • Attend and observe, without contributing to or influencing, public consultation activities. • Review and consider public input as part of the decision-making process. • Recognize and understand that meeting with advocates or lobbyists can impede public faith in the legitimacy and transparency of public consultation and its role in the decision-making process. • Support increasing the capacity of the municipality to advance its public consultation competencies. 	<ul style="list-style-type: none"> • According to the municipality’s public engagement policy (see Attachment 3), identify decisions that will benefit from public input. • According to the public engagement system, lead the: <ul style="list-style-type: none"> ○ Public consultation strategy/plan. ○ Public consultation implementation, including activities, reporting, and activities related evaluation. ○ Systemic evaluation. • Collaborate with the project team to ensure that they have the right public input to support the municipality’s decision-making process. • Support the project and public consultation-related communications, learning and development, and community and stakeholder relations requirements.

The recommended approach is a blend of both elected official and administration tools and tactics that respect the specific roles and strengths of both to provide the most complete and comprehensive consultation framework.

Types of Consultation:

Tactics	Benefits	Strategic Considerations
Online Survey	<ul style="list-style-type: none"> • Wide audience reach • Does not require additional resources 	Does not provide face-to-face contact with residents
Event Booths Information booths will be set up at upcoming events to encourage people to complete the survey	<ul style="list-style-type: none"> • Creates greater awareness of the consultation process 	While the primary purpose is to drive people to the website to complete the survey, a staff person would be required to record/answer any questions and collect any feedback that is provided.
Community Events Council members will be partnered with staff from Administration to inform community members about the purpose of the consultation and where the survey can be found.	<ul style="list-style-type: none"> • Creates greater awareness of the consultation process • Provides face-to-face contact between members of Council and community members 	<ul style="list-style-type: none"> • Requires resources, as these will require planning, coordination and staffing • Less predictability

Council Toolkit Overview:

As part of the process to support Council in consulting with the community on the Community Standards Bylaw, a toolkit is being developed. Components of this toolkit include:

- Key Messages for Council
- Project webpage that will inform the community of the purpose of the CSB and its development.
- An online survey for residents hosted on the *Connect Spruce Grove* website that will be marketed throughout the community using social media and at Council events.
- An insert with information on the consultation process will be provided with utility bills going to City residents.
- A postcard for members of Council to distribute in person that includes a link to the survey webpage.
- Social media content that Council members can share on their social media channels.

High Level Timeline:

Date	Tool/Tactic	Purpose
March 20	Committee of the Whole - Presentation of Consultation Plan	To review and discuss the Consultation Plan.
Early May	Launch project webpage	Landing page for project which will eventually include link to the survey.
Early May	Printing of post cards	QR code to the survey will be included.
June	Inserts will be sent out to residents with utility bills	The inserts will have information on the consultation process.
May 15 to July 7	Online Survey	Bang the Table platform (Connect Spruce Grove). Link to the survey will also be added to the project webpage.
May to July 7	Set up event booths, attend community events including a session at Elks Hall	To inform community members about the consultation process on the bylaw and provide them with the address to the survey.
Mid-July	What We Heard Report	To distill findings into a simple report.
September 18	Committee of the Whole	Present consultation results to Committee.

Budget:

The cost of the consultation process is estimated to be a maximum of \$10,000. Any staff overtime costs will be absorbed in salary budgets.

Attachment 2: Survey Content on CSB and Urban Farming

Ref. #	Topics	Stakeholders	Summary of Minimum Standards That Will Be Consulted On ¹
Public Behavior			
1	Liquor	Residents	<p><i>Current Standard (existing City legislation)</i></p> <ul style="list-style-type: none"> No consumption of liquor in an open space area without a permit. Spruce Grove Open Space Bylaw, s. 11.3). <p><i>Additional Standard (as recommended by Committee)</i></p> <ul style="list-style-type: none"> A pilot project where consumption of liquor is permitted in a designated site like Jubilee Park with restrictions (only allowed between 11 am and 9 pm, not allowed in the children’s playground or spray park) should be considered.
2	Camping	Residents	<p><i>Current Standard (existing City legislation)</i></p> <ul style="list-style-type: none"> No camping in an open space area without a permit. Spruce Grove Open Space Bylaw, s. 19 <p><i>Additional Standards (as recommended by Committee)</i></p> <ul style="list-style-type: none"> Camping includes staying overnight in a vehicle, tent trailer, or any other temporary or portable shelter, or under the open sky. (Red Deer Parks and Public Facilities Bylaw) Camping is not allowed on private land for longer than 7 days in a row.
3	Graffiti Prevention and Abatement (NEW)	Residents, business owners, utility box owners	<p><i>There is no existing City legislation on this topic.</i></p> <p><i>New Standards (as recommended by Committee)</i></p> <ul style="list-style-type: none"> Graffiti means words, letters, symbols, marks, figures, drawings, inscriptions, writings or stickers that are applied, etched, sprayed, painted, drawn, stained, scribbled or scratched on a surface without the consent of the property owner, and does not include anything authorized by law. Beaumont CSB Graffiti is not allowed on any building, structure, vegetation or thing.

¹ These minimum standards were recommended by Committee members during the Feb. 21 Committee of the Whole meeting.

Attachment 2: Survey Content on CSB and Urban Farming

Ref. #	Topics	Stakeholders	Summary of Minimum Standards That Will Be Consulted On ¹
			<ul style="list-style-type: none"> • An owner cannot have graffiti on any building, structure, fence or vegetation that is visible from any surrounding areas. • If a property is defaced by graffiti, it must be removed within 21 days by the property owner.
4	Charity Collection Sites (NEW)	Residents, charity organizations, for profit organizations	<p><i>There is no existing City legislation on this topic.</i></p> <p><i>New Standards (as recommended by Committee)</i></p> <ul style="list-style-type: none"> • Safety measures must be taken with donation bins to prevent people from being trapped inside. • An organization must have a permit to operate a donation bin. • The owner of a donation bin is responsible to make sure the bin and surrounding area is kept tidy (e.g., no messy or overflowing bins).
5	Panhandling (NEW)	Residents, business owners, community groups	<p><i>There is no existing City legislation on this topic.</i></p> <p><i>New Standard (as recommended by Committee)</i></p> <ul style="list-style-type: none"> • Panhandling is not allowed.
6	Urination/Defecation (NEW)	Residents, business owners	<p><i>There is no existing City legislation on this topic.</i></p> <p><i>New Standard (as recommended by Committee)</i></p> <ul style="list-style-type: none"> • Public urination/defecation is not allowed except in a facility designated for such use.

Attachment 2: Survey Content on CSB and Urban Farming

Ref. #	Topics	Stakeholders	Summary of Minimum Standards That Will Be Consulted On ¹
7	Causing a Disturbance	Residents	<p><i>Current Standard (existing City legislation)</i></p> <ul style="list-style-type: none"> • Nobody can disturb others by fighting, using insulting or obscene language or commit any disorderly or lewd conduct in public areas. <p><i>Additional Standard (as recommended by Committee)</i></p> <ul style="list-style-type: none"> • Addition of “swearing” in the statement above.
Property Maintenance/Neighbour Relations			
8	Nuisance/Unsightly Properties	Residents, business owners, community groups, commercial property owners, utility box owners	<p><i>Current Standards (existing City legislation)</i></p> <ul style="list-style-type: none"> • Spruce Grove Nuisance Unsightly and Untidy Properties Bylaw, s. 1.13-1.14) • Spruce Grove Land Use Bylaw, s.52A <p><i>Additional Standards (as recommended by Committee)</i></p> <p><i>Unsightly Properties</i></p> <ul style="list-style-type: none"> • An unsightly or untidy property means that because of its condition or the accumulation of refuse, debris, materials or other items, it is detrimental to the use or enjoyment of the surrounding area or neighbouring properties. • Property owners should not allow the accumulation of items such as <ul style="list-style-type: none"> ○ Loose or bagged garbage, ○ Bottles, cans, boxes or packaging materials, ○ Household furniture or other household goods, ○ Automobile parts, ○ Parts of disassembled machinery, equipment or ○ Yard waste, including grass, tree and hedge cuttings, leaves. • Property owners must ensure all buildings, fences and infrastructure (such as parking lots and utility boxes) are safe and do not show signs of serious disregard for general maintenance, upkeep or repair.

Attachment 2: Survey Content on CSB and Urban Farming

Ref. #	Topics	Stakeholders	Summary of Minimum Standards That Will Be Consulted On ¹
			<ul style="list-style-type: none"> • “Serious disregard for general maintenance, upkeep or repair” includes but is not limited to damage, deterioration, rust, rot, presence of pests, inappropriate infiltration of air, water or moisture into a building due to peeling, unpainted or untreated surfaces, missing shingles or other roofing materials, broken or missing windows or doors, or other hold or opening in the building. • If a building that is normally intended for human habitation is unoccupied, any door or window opening may be covered with a solid piece of wood that follows specific standards (e.g., specific thickness, coated in protective finish). <p><i>Pet Waste</i></p> <ul style="list-style-type: none"> • No property owner or occupant of a property shall have or allow in or on the property, the accumulation of animal feces. <p><i>Appliances</i></p> <ul style="list-style-type: none"> • An unused appliance cannot be placed outdoors on an owner’s property unless it is being temporarily stored there while awaiting a move or disposal. • While temporarily storing an unused appliance outdoors, safety measures must be taken to prevent opening and/or closing. • Unused appliances that are placed outdoors temporarily must be removed within 14 days or less.
9	Landscape Obstructions	Residents, business owners, commercial property owners	<p><i>Current Standards (existing City legislation)</i></p> <ul style="list-style-type: none"> • Spruce Grove Traffic Bylaw, ss.1.27, 8.1-8.2 • Spruce Grove Land Use Bylaw, s.50(2) <p><i>Additional Standard (as recommended by Committee)</i></p> <ul style="list-style-type: none"> • Property owners must ensure that trees, shrubs, hedges and/or other vegetation do not block the use of a back alley.

Attachment 2: Survey Content on CSB and Urban Farming

Ref. #	Topics	Stakeholders	Summary of Minimum Standards That Will Be Consulted On ¹
10	Vegetation/Weeds/Trees/Grass	Residents, business owners, commercial property owners	<p><i>Current Standards (existing City legislation)</i></p> <ul style="list-style-type: none"> • Spruce Grove Nuisance, Unsightly and Untidy Property Bylaw. • Spruce Grove Tree Protection Bylaw, ss.6.1-6.6 <p><i>Additional Standards (as recommended by Committee)</i></p> <ul style="list-style-type: none"> • Property owners must not allow trees, shrubs, hedges or other vegetation to grow onto neighbouring properties. <p><i>Naturalized Yards (as per City of Edmonton website)</i></p> <ul style="list-style-type: none"> • A natural yard is an ecologically inspired landscaping approach that creates a more natural looking landscape than a turf-dominated yard. • These yards emphasize native plant species, support local wildlife and avoid chemical use where possible. • A natural yard is not created by not mowing an existing lawn or by allowing 'nature' to do what it will with bare soil areas. This will result in a weedy yard, not a natural yard. • Native plants do not just grow on their own; natural yards will not thrive if not carefully planned. • Poor aesthetics have the potential for neighbour complaints. • The City of Spruce Grove requires residents to keep their grass to a maximum height of 15 cm. • These standards apply equally to front, side and backyards.

Attachment 2: Survey Content on CSB and Urban Farming

Ref. #	Topics	Stakeholders	Summary of Minimum Standards That Will Be Consulted On ¹
11	Boulevards	Residents, business owners, commercial property owners	<p><i>Current Standards (existing City legislation)</i></p> <ul style="list-style-type: none"> • Spruce Grove Land Use Bylaw, s.15 • Spruce Grove Traffic Bylaw, ss. 8.2(d)(e), 8.23 • Tree Protection Bylaw, ss.3.1-3.2 <p><i>Additional Standards (as recommended by Committee)</i></p> <ul style="list-style-type: none"> • Property owners who wish to place a sidewalk in their boulevard must have a permit. • Property owners who wish to extend the driveway across a boulevard must have a permit. • Grass in the boulevard must be kept to a maximum of 15 cm in length. • Only City owned trees and shrubs are allowed in boulevards. <p><i>Boulevard Gardens</i></p> <ul style="list-style-type: none"> • Property owners should be allowed to garden the strip of land between the sidewalk and the road. • To ensure safe and accessible spaces for everyone, a permit would be required for a boulevard garden.

Attachment 2: Survey Content on CSB and Urban Farming

Ref. #	Topics	Stakeholders	Summary of Minimum Standards That Will Be Consulted On ¹
12	Recreational Vehicles	Residents	<p><i>Current Standards (existing City legislation)</i></p> <ul style="list-style-type: none"> • Spruce Grove Land Use Bylaw, Definitions, s. 47 • Spruce Grove Traffic Bylaw, s. 4.15 • City of Spruce Grove RV Parking Website <p><i>Additional Standards (as recommended by Committee)</i></p> <ul style="list-style-type: none"> • Current City bylaw indicates that recreational vehicles (RV) cannot be parked on side streets, street side, front yards or driveways except between May 1 to October 31 in any year. Committee recommends revising the start date from May 1 to April 15. • A RV can be parked on a roadway immediately beside the owner or operator’s residence and for no more than 72 hours in a row. • After 72 hours, a RV must be moved off the city street for at least 48 hours in a row before it may be parked again on the roadway beside an owner or operator’s residence. • A RV on a private property cannot be occupied as a temporary dwelling. A temporary dwelling is a place where a person lives for limited period of time (no more than 7 days in a row) and is not a permanent residence. • Snowmobiles are excluded from the definition of a RV. Summer restrictions will be put into place. For example, snowmobiles on trailers can be parked in residential area, hitched to a vehicle when parked on roadways from October 15 through to April 1. <p>*Content to be updated pending Committee feedback on definition and maximum number of allowable vehicles.</p>

Attachment 2: Survey Content on CSB and Urban Farming

Ref. #	Topics	Stakeholders	Summary of Minimum Standards That Will Be Consulted On ¹
13	Construction Waste/Building Materials	Residents, building developers, business owners, commercial property owners	<p><i>Current Standards (existing City legislation)</i></p> <ul style="list-style-type: none"> • Spruce Grove Construction Site Cleanliness Bylaw <p><i>Additional Standards (as recommended by Committee)</i></p> <ul style="list-style-type: none"> • Property owners must ensure construction materials are stored neatly and garbage must be placed in waste bins. • Property owners must ensure there is not an excessive accumulation of materials, including but not limited to loose building or construction materials, any accumulation of construction-related garbage or refuse, or any untidy work or storage areas on land. • Property owners should ensure that construction does not prevent safe access to and use of sidewalks and driveways.
14	Garbage/Waste	Residents, business owners, commercial property owners	<p><i>Current Standards (existing City legislation)</i></p> <ul style="list-style-type: none"> • Spruce Grove Municipal Utility Services Bylaw, s. 7.4(a)(i-x) <p><i>Additional Standards (as recommended by Committee)</i></p> <ul style="list-style-type: none"> • Garbage and organic waste can be set out for collection a maximum of 24 hours before Collection Day and removed at the end of Collection Day. • Garbage bins must not be stored on public property.
Noise Control			
15	Prohibited Noise and Decibel Limits	Residents, business owners	<p><i>Current Standards (existing City legislation)</i></p> <ul style="list-style-type: none"> • Spruce Grove Noise Control Bylaw <p><i>Additional Standards (as recommended by Committee)</i></p> <ul style="list-style-type: none"> • Nobody is allowed to make noises that disturb other people. • In determining what sound is likely to disturb others, consideration may be given to, but is not limited to, the following criteria:

Attachment 2: Survey Content on CSB and Urban Farming

Ref. #	Topics	Stakeholders	Summary of Minimum Standards That Will Be Consulted On ¹
			<ul style="list-style-type: none"> ○ type, volume, and duration of the sound; ○ time of day and day of week; and ○ nature and use of the surrounding area. <ul style="list-style-type: none"> ● A Person shall not cause or permit any construction activity on Property they Own or Occupy before 7 a.m. or after 9 p.m. on a Weekday or before 9 a.m. or after 9 p.m. on a Weekend or Holiday. ● A Person shall not collect, cause, or permit the collection of garbage with a Motor Vehicle on or adjacent to any residential property before 7 a.m. or after 9 p.m. on a Weekday or before 9 a.m. or after 9 p.m. on a Weekend or Holiday. <p><i>Decibel Limits</i></p> <ul style="list-style-type: none"> ● Limits on how loud noises can be (decibel limits) are needed such as: <p><i>Daytime Decibel Limits – Residential</i></p> <ul style="list-style-type: none"> ● Nobody shall create sound exceeding 65 decibels as measured from the property line of a residential property between 7 a.m. and 10 p.m. Exceptions include: <ul style="list-style-type: none"> ○ 70 decibels lasting a total period of time not exceeding two hours in any one day. ○ 75 decibels lasting a total period of time not exceeding one hour in any one day. ○ 80 decibels lasting a total period of time not exceeding 30 minutes in any one day. ○ 85 decibels lasting a total period of time not exceeding 15 minutes in any one day. <p><i>Overnight Decibel Limits – Residential</i></p>

Attachment 2: Survey Content on CSB and Urban Farming

Ref. #	Topics	Stakeholders	Summary of Minimum Standards That Will Be Consulted On ¹
			<ul style="list-style-type: none"> • Nobody shall create sound exceeding 50 decibels as measured from the property line of a residential property before 7 a.m. or after 10 p.m. <p><i>Daytime Decibel Limits – Non-Residential</i></p> <ul style="list-style-type: none"> • Nobody shall create sound exceeding 75 decibels as measured from the property line of a non-residential property between 7 a.m. and 10 p.m. Exceptions include: <ul style="list-style-type: none"> ○ 80 decibels for a total period of time not exceeding two hours in any one day. ○ 85 decibels for a total period of time not exceeding one hour in any one day. <p><i>Overnight Decibel Limits – Non-Residential</i></p> <ul style="list-style-type: none"> • Nobody shall create sound exceeding 60 decibels as measured from the property line of a non-residential property before 7 a.m. or after 10 p.m.
<i>Smoking and Cannabis</i>			
16	Smoking and Cannabis Restrictions in Public Spaces and Cannabis Odour	Residents	<p><i>Current Standards (existing City legislation)</i></p> <ul style="list-style-type: none"> • Consumption of cannabis is prohibited in all forms. If a person has a medical document, they are exempt, but are subject to the Smoking Bylaw. Spruce Grove Consumption of Cannabis in a Public Place Bylaw • Spruce Grove Smoking Bylaw <p><i>Additional Standards (as recommended by Committee)</i></p> <p><i>Cannabis Odour</i></p> <ul style="list-style-type: none"> • Nobody should engage in an activity that creates an odour, emission, smoke, vapour or dust or airborne matter that is reasonably likely to disturb another person.

Attachment 2: Survey Content on CSB and Urban Farming

Ref. #	Topics	Stakeholders	Summary of Minimum Standards That Will Be Consulted On ¹
			<ul style="list-style-type: none"> • Nobody shall cause or allow property they own or occupy to be used so that any odour, emission, smoke, vapour, dust or airborne matter is reasonably likely to disturb another person. • In determining whether something is reasonably likely to disturb, the following may be considered but is not limited to: <ul style="list-style-type: none"> ○ Time, frequency, duration, ○ Time of day and day of the week, ○ Weather and ambient conditions, ○ Distance to neighbouring properties, ○ The nature and use of surrounding area and ○ The effects of the matter in question.
Urban Farming			
17	Hen keeping (NEW)	Residents	<p><i>There is no existing City legislation on this topic.</i></p> <ul style="list-style-type: none"> • People should be allowed to have a hen coop on the property they reside on as long as specific requirements are followed (e.g., completion of an accredited urban hen keeping course, approved site plan that includes a minimum two-week notification period for neighbours to provide feedback to the City etc.). A license would be required.
18	Beekeeping (NEW)	Residents	<p><i>There is no existing City legislation on this topic.</i></p> <ul style="list-style-type: none"> • People should be allowed to have a bee colony on the property they reside on as long as specific requirements are followed (e.g., completion of an accredited urban beekeeping course, approved site plan that includes a minimum two-week notification period for neighbours to provide feedback to the City). A license would be required.

Attachment 2: Survey Content on CSB and Urban Farming

Community Standards Bylaw (CSB) & Urban Farming Consultation Plan

Background

- During the January 16 COW meeting, Committee recommended leveraging the consultation process for the CSB to gather feedback on urban hen and beekeeping.
- Members provided feedback on the minimum standards of 18 topics during the February 21 COW meeting.

Purpose

- To present a plan to consult with the public on the minimum standards informed by Committee's input on each of the 16 topics in the CSB as well as urban farming (hen and beekeeping).

Public Behaviour

1. Liquor
2. Camping
3. Graffiti Prevention and Abatement
4. Charity Collection Sites
5. Panhandling
6. Urination/Defecation and Human Waste
7. Causing a Disturbance

Property Maintenance/Neighbour Relations

8. Nuisance Property (includes Appliances)
9. Landscape Obstructions
10. Vegetation/Weeds/Trees and Grass
11. Boulevards
12. Recreational Vehicles
13. Constructions Waste/Building Materials
14. Garbage/Waste

Noise Control /Smoking and Cannabis

- 15. Prohibited Noise and Decibel Limits
- 16. Smoking and Cannabis Restrictions in Public Spaces and Cannabis Odour

Urban Farming

- 17. Hen keeping
- 18. Beekeeping

Recreational Vehicles (RV)

COSG Definition of RV

- Examples are travel trailers, motorhomes, boats, campers, snowmobiles and all terrain vehicles.

Jurisdictional Comparisons

- Most do not specify a maximum number.
- Stony Plain - A RV parking space is allowed on residential property and is designed to accommodate one vehicle.

Recreational Vehicles

Option 1: Amend RV definition to include a maximum number for each type.

Option 2: Do not implement cap on maximum number of vehicles and keep RV definition the same. (Snowmobiles will still be removed as per recommendation at Feb. 21 COW. Stand-alone definitions of snowmobile and snowmobile trailer will be developed.)

Administration is proceeding on the basis of option 2.

Key Tactics (May 15 to July 9)

- Online Survey
- Event Booths
- Community Events

Committee Question:

Are there any other community opportunities that should be considered?

Consultation Toolkit

- Key messages on CSB and urban farming
- Launch of project website in early May
- Online survey runs from May 15 to July 9
- Inserts with utility bills
- Post cards with QR code to online survey
- Social media content to promote consultation

NEXT STEPS

Phase 3: Community Standards Bylaw Development (September COW)

- Once the public consultation process has been completed, Administration will report back to Committee on:
 - What was heard from the consultation,
 - Bylaw topics that can be “lifted and moved” (CSB 2.0)
 - Policy implications
 - Financial implications
 - Recommended options (including enforcement penalties)

Urban Farming Project (September COW)

- What Was Heard on hen and beekeeping,
- Implementation and resourcing plans, and
- Administration's recommendations for bylaw amendments to enable the desired licensing practices.

Questions?



	CORPORATE POLICY PUBLIC PARTICIPATION	Policy No: CP-1010-18
		Approved By: Council
		Effective Date: June 11, 2018
		Resolution No.: 145-18
		Division/Department: City Manager's Office – Corporate Communications

PUBLIC PARTICIPATION POLICY

POLICY STATEMENT

The City of Spruce Grove values public participation as an important tool in terms of contributing to the decision making process for City Council and Administration.

1. PURPOSE

- 1.1 This public participation policy will establish the foundation for the City's public participation approach on how to involve stakeholders in the decision making process.
- 1.2 This policy is supplementary to and does not modify or replace statutory requirements through the *Municipal Government Act*, RSA 2000 c.M-26.

2. DEFINITIONS

- 2.1 "City" means the municipal corporation of the City of Spruce Grove in the Province of Alberta.
- 2.2 "Public participation" refers to opportunities for residents and/or key stakeholders to be involved in the decision making process. Public participation processes can include, but are not limited to, information sharing, surveys, open houses, focus groups, and/or workshops.
- 2.3 "Stakeholder" means a person or group of people that has an interest in or will be affected by any policy, program, service and/or project to be implemented.
- 2.4 "The public" means residents and/or stakeholders of the City of Spruce Grove.

	CORPORATE POLICY PUBLIC PARTICIPATION	Policy No: CP-1010-18
		Approved By: Council
		Effective Date: June 11, 2018
		Resolution No.: 145-18
		Division/Department: City Manager's Office – Corporate Communications

3. RESPONSIBILITIES

3.1 City Council

- (a) Approve and adopt the policy;
- (b) Consider public input received through public participation processes as part of their decision-making process; and
- (c) Promote public participation opportunities to stakeholders and/or residents;

3.2 City Administration

- (a) Provide timely, accurate and accessible information for the public;
- (b) Recommend and deliver appropriate levels of public participation for both emerging and ongoing policies, programs, services and projects;
- (c) Act as a liaison between the public and City Council, ensuring that both parties are aware of current and future public participation opportunities;
- (d) Inform residents and/or stakeholders of the outcomes of public participation activities including how feedback was used in the decision making process;
- (e) Develop public participation processes and tools and ensure allocation of the appropriate amount of resources to conduct public participation activities; and
- (f) Make reasonable efforts to reach, involve and hear from our residents and/or stakeholders.

	CORPORATE POLICY PUBLIC PARTICIPATION	Policy No: CP-1010-18
		Approved By: Council
		Effective Date: June 11, 2018
		Resolution No.: 145-18
		Division/Department: City Manager's Office – Corporate Communications

3.3 Public

- (a) Seek out opportunities for public participation and provide meaningful feedback when encouraged;
- (b) Promote public participation processes with fellow residents and/or stakeholders; and
- (c) Ask questions deemed necessary during participation processes.

4. PUBLIC PARTICIPATION APPROACH

4.1 The City will offer public participation in the following situations:

- (a) to inform a decision or action;
- (b) to help identify community needs and aspirations;
- (c) when there is a high risk of an initiative impacting the community; and
- (d) when required by law, policy or agreement.

4.2 The City will communicate to the community its public participation opportunities and processes, including how information will be used and how decisions are made.

4.3 The City will provide results of public participation activities publicly, unless materials contain sensitive or confidential information.

4.4 The City will, where possible, use a variety of public participation processes to ensure that each participation activity gathers the feedback necessary for the City to make an informed decision.

4.5 The City will use a public participation spectrum to determine and recommend appropriate levels of public participation for initiatives. The

	CORPORATE POLICY PUBLIC PARTICIPATION	Policy No: CP-1010-18
		Approved By: Council
		Effective Date: June 11, 2018
		Resolution No.: 145-18
		Division/Department: City Manager's Office – Corporate Communications

levels represent increasing degrees to which the public can impact a decision or outcome. More than one level on the spectrum may be used for any particular public participation process.

- 4.6 The City will organize at least one statistically representative resident survey, at least every two (2) years, to obtain the community's overall perceptions of quality of life, satisfaction with programs and services, and gather feedback on topical matters.
- 4.7 The policy will be updated at a minimum, every four (4) years or as required by Provincial legislation.

RELATED DOCUMENTS

City of Spruce Grove Public Participation Spectrum

<p>APPROVAL</p> <p>Mayor: <u>Original signed by Stuart Houston</u> Date: <u>June 13, 2018</u></p>



REQUEST FOR DECISION

MEETING DATE: March 20, 2023

TITLE: Community Hub Update - March 20, 2023

DIVISION: Community & Protective Services

SUMMARY:

To provide an update to Committee of the Whole on the Community Hub as approved by Council on August 22, 2022.

PROPOSED MOTION:

THAT Committee direct Administration to investigate alternative locations for a combined temporary Community Hub and Late Night Café (Winter Emergency Shelter) and report back to Council with options and costs for both capital and operating considerations.

THAT Committee direct Administration to further analyze and report back to Council on a more permanent supportive housing facility, including options on location, models, partners and cost implications.

BACKGROUND / ANALYSIS:

Council approved the creation of the Community Hub on August 22, 2022 and the required resources to support the initiative. As identified and approved by Council the intent of the community space / hub was to provide a safe place to connect with others, a sense of belonging to community, and timely resources. Namely, access to food security, financial aid, addictions and mental health supports, connections through community phone/computer, and support to access other community services (community dinners/meals, housing supports). The Community Hub opened on October 4, 2022 and was considered temporary in nature to June of 2023 as additional options were explored and presented to Council for consideration.

Council received an update on this initiative at the January 9, 2023 Regular Council meeting.

As indicated in the January 9 update to Council, the Community Hub has seen its fair share of both challenges and successes. The Hub was chosen for its current location based on a number of factors (facility owned by the City mitigated cost of retaining other space; current zoning - Government Services - allowed for this type of service; proximity to Late Night Café; proximity to a known residence of many unsheltered; central in location; not immediately beside a school or high density residential; and the location allowed for time sensitive and cost-efficient implementation).

Since its inception, the hours and resources provided have changed in response to various issues, challenges, and opportunities. Staffing has increased, community partners supporting service delivery has increased and so too has the number of users of the service. The number of community partners and individuals offering support has also been impressive since January.

There are many examples of community support including a recent instance of a local realtor hiring a few of the unsheltered for a labor job; sharing after how impressed they were.

Several issues were identified on the January 9 Council presentation and since through direct communication from residents and businesses. Likewise, and of note though, there have been many communications and behaviors of gratitude received as well.

In summary, concerns around safety, lack of programming, perceived image of the Community Hub, and the location were expressed; following are some of the actions that have been taken since that time.

Issue: Safety

Strategies undertaken:

- Increased policing and enforcement services in the immediate area;
- Meetings occurred with policing and enforcement to better understand scope and limitations of applicable laws, policies, and rights of the unsheltered;
- Additional staff were secured in the Grant Fuhr arena;
- A Licensed Practical Nurse (LPN) from Boyle Street provided a 90-minute presentation to Community Hub staff, staff from IS, Community Hub volunteers and staff from Community Social Development (CSD) on recognizing an overdose and how to manage higher risk individuals safely; and
- Working on developing and leveraging an outreach program with potential partners, ability to respond in real time to incidents in community. Expectation will be that this is a component of any model going forward.

Issue: Lack of formal programming in space

Strategies undertaken:

- Bredin provides weekly support to several unsheltered to help upgrade their trade certificates or obtain recertification/activation and provided a formal workshop whereby 6 residents attended;
- The Primary Care Network (PCN) Telehealth was launched on Thursday afternoons from 2:00 - 4:00 p.m. Residents are filling the time slots to gain medical care through the Nurse Practitioner;
- Narcotics Anonymous started weekly support groups on January 16;
- Negotiations and agreements are being established with Our Collective Journey to provide addiction coaching supports and services; and
- Court specific support that connects clients with legal resources, as well as eliminates any potential barriers to addressing legal issues (court reminders, transportation arrangements).

Issue: Perceived image of the Community Hub (internal and external)

Strategies undertaken:

- Increased expectations and responsibility of users in the space to take more active part in maintaining the space with more pride;
- Providing more guidance and enforcement of personal belongings in the space and outside of the Community Hub.
- Comprehensive messaging and updates to Community Hub on City's website undertaken

Issue: Passionate desire to move and find better solutions

Strategies undertaken:

- Have investigated for lease, for sale, and vacant lands in Spruce Grove and area to determine possible sites, for immediate and longer-term solutions; and
- Have met, spoke with, received presentations, and set up tours with several organizations and individuals. Researched models, funding mechanisms, and potential partners in government.

In addition to the actual location not being ideal, the current physical space of the Community Hub is not conducive to the range of supports and resources required either. The layout of the space limits programming capabilities, involvement of additional community partners, doesn't align to proper safety mitigating factors and is insufficient in terms of other factors such as co-existing with the Late Night Café for example.

Administration continues to work towards long term solutions and intends on bringing those forward to Council for consideration and this will include options with respect to models, service delivery, and funding implications.

In some regards it has been the perfect storm in terms of contributing factors that has led to the numbers of unsheltered, at risk and provisionally sheltered; not the least of which has included COVID, the economy and the lack of affordable housing. Individual trauma, loss, abuse, and addictions mirror what is known as the common pathways to homelessness (systemic, structural, relationship).

The housing continuum shown provides illustration to the various models that can help address homelessness in the short and longer term.



Research supports that investment in supportive housing has the best return on investment (ROI), helps alleviate homelessness, provides a more sustainable and integrated model of intervention, and offers the best granting/partner opportunities. Supportive housing is built on the premise that the resources to aid in success are a part of the delivery model, if not co-located then at minimum, are readily available to assist with the challenges residents often have (medical, addiction, mental health, etc.).

There are many examples of shelters, pods, pallet housing, detox centres, multi-faceted facilities, and transitional, supportive and subsidized housing. It is not Administration's advice that a shelter or multi-faceted facility be the chosen approach; nor is it for a specialized facility such as a detox centre.

Supportive housing and community housing that provides longer term solutions, that address not only the immediate need of the unsheltered but that of the at risk and provisionally sheltered, along with those living in core need, is the preferred model.

Recognizing it will take a period of time to secure land, partnerships, funding and an operating partner, it is necessary for some transitional resources and subsequently why the first motion is to continue the Late Night Café and the Community Hub, albeit in an alternative location as the most appropriate avenue.

Administration considers this a three phase approach among the two motions presented:

- Phase One: Relocate the Community Hub in a timely and expedited manner;
- Phase Two: Consider integration of the Late Night Café for the 2023-2024 winter months potentially operated by a third party; and,
- Phase Three: Secure the necessary funding, partners and location to implement supportive and subsidized (community/social) housing.

OPTIONS / ALTERNATIVES:

The City recognizes the benefits of the services provided out of the Community Hub and know they truly make a difference to those experiencing homelessness; it is also understood, the impact the location has had on residents, schools and businesses. As such, Committee could give additional direction to Administration to come back to Council with a recommendation on closing the Community Hub sooner than the planned date of June 30, 2023.

CONSULTATION / ENGAGEMENT:

Administration will work closely with the committee of the Late Night Café to deliver on the motions contained in this Request for Decision.

Administration continues to respond to all verbal and written comments, concerns, and communications received. Administration is also actively meeting with various service providers to consider models and approaches that would align well to Spruce Grove.

IMPLEMENTATION / COMMUNICATION:

Communication briefings have been created for various audiences and information has been posted on the City's website and will be updated as necessary.

IMPACTS:

Administration being directed to investigate alternative locations for the operation of the Community Hub and Late Night Café will help alleviate concerns from residents in the area and provide more suitable space for the resources required to support the unsheltered.

FINANCIAL IMPLICATIONS:

The current service delivery model is sustainable until June of 2023 and other financial implications of alternative options will be provided in the next update to Council.

Community Hub and Homelessness

Request for Decision

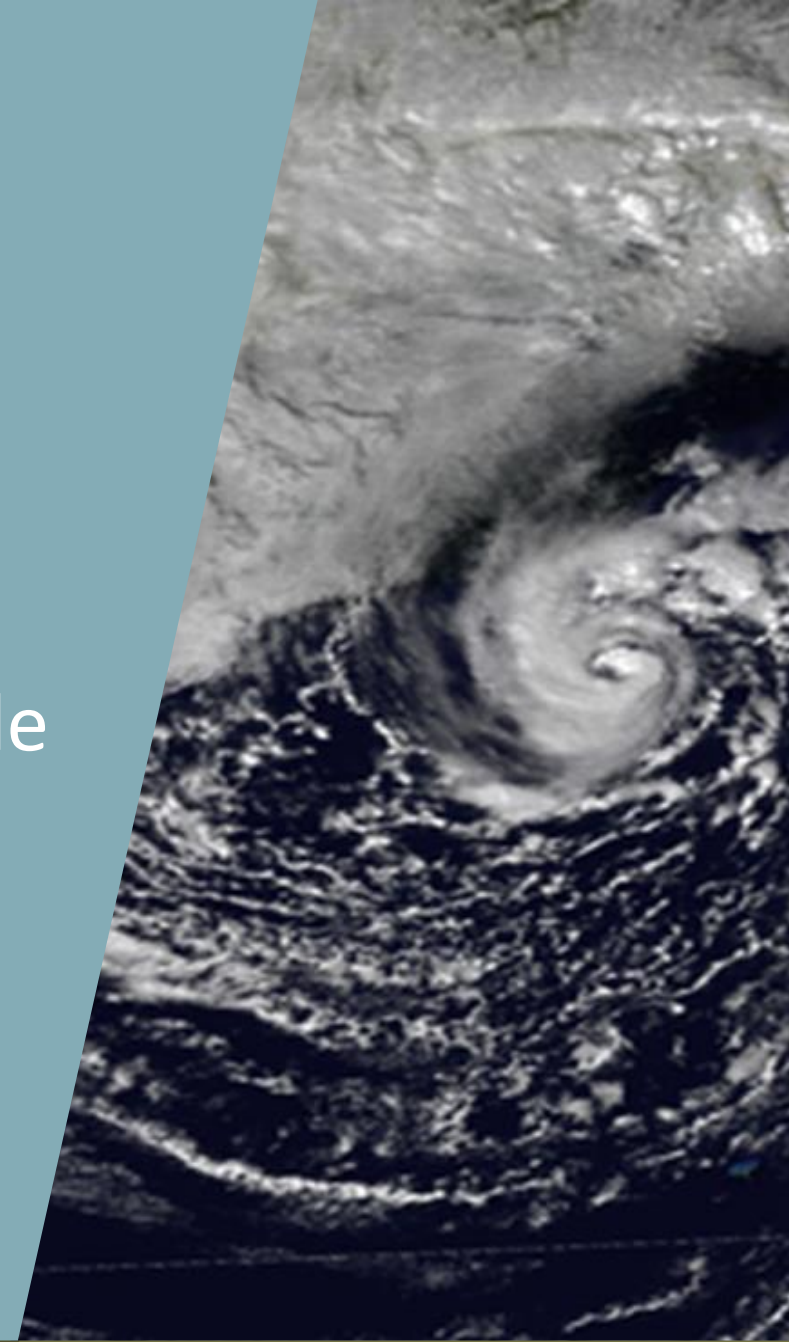
March 20, 2023



THE PERFECT STORM

THE PERFECT STORM

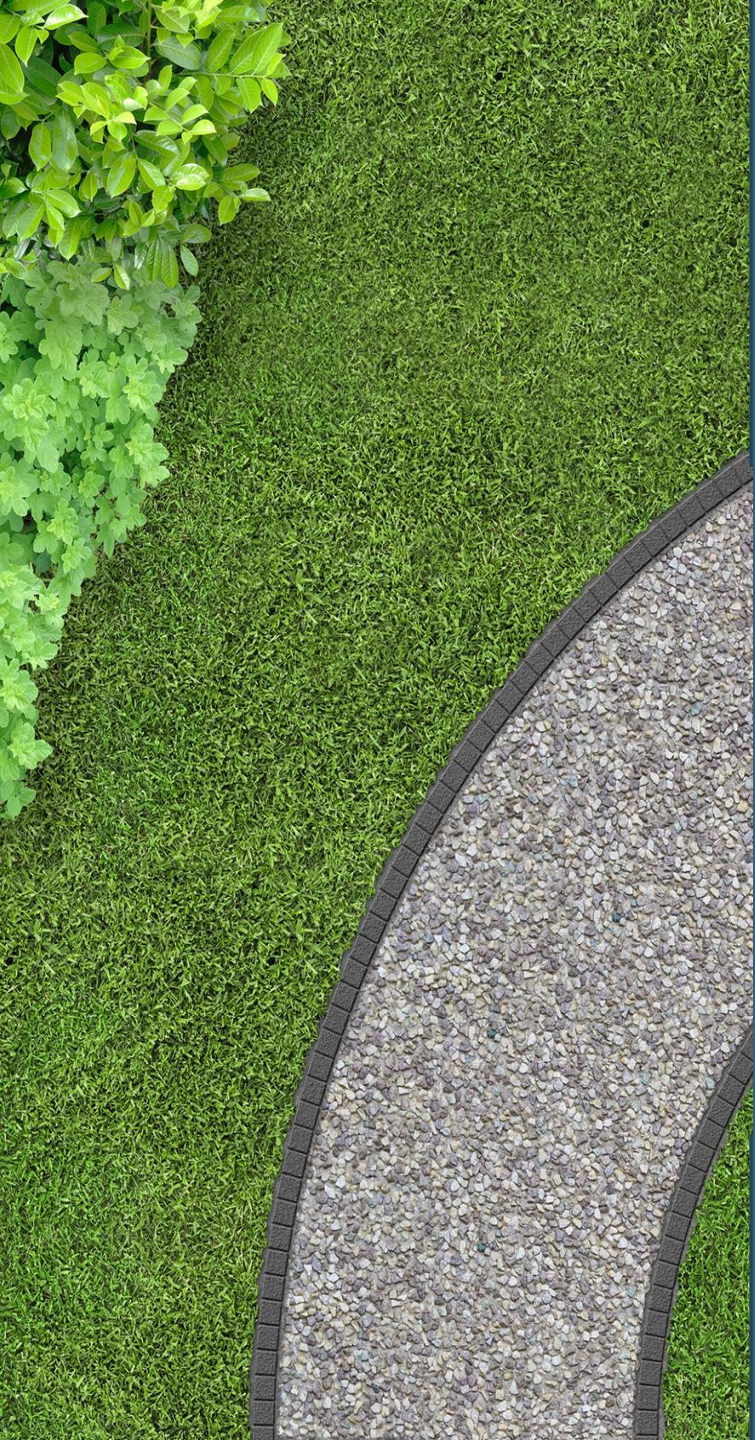
- 1% Vacancy Rate
- COVID
- Basic Needs
- Lack of Affordable Housing Stock
- Economy



PATHWAYS

TO

HOMELINESS



- **SYSTEMIC**
 - access to public services, discharge/transition from institutions
- **STRUCTURAL**
 - lack of housing, poverty
- **RELATIONSHIPS**
 - abuse, trauma, addictions, racism



- 92 unique users
 - 70 unsheltered
 - 37 unsheltered
 - 17 provisionally sheltered
 - 16 at-risk of homelessness
- 60% Chronically unsheltered
- Demographic
 - 62% between 35-54 years old
 - 70% male
 - 80% Spruce Grove residents

HOUSING CONTINUUM

- Jail - \$4,333
- Hospital - \$10,900
- Shelters - \$1,900+
- High utilization of medical services, police, mental health/addiction supports

- 64% are less likely to require ambulance services
- 94% remained housed after one year
- Return on Investment (ROI) \$1 nets \$4 to \$5

- 50% less stays in hospital
- 82% less likely to have no income
- 84% reported improved well-being
- Police interaction down 46%

Absolute Homelessness

Emergency Shelter

Transitional Housing

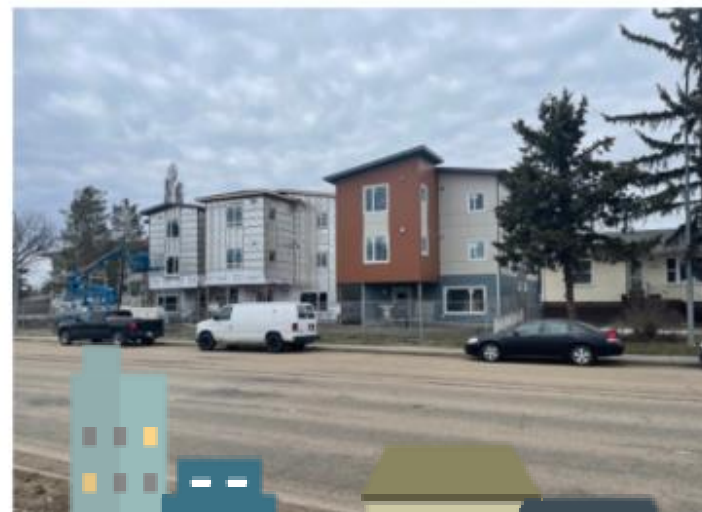
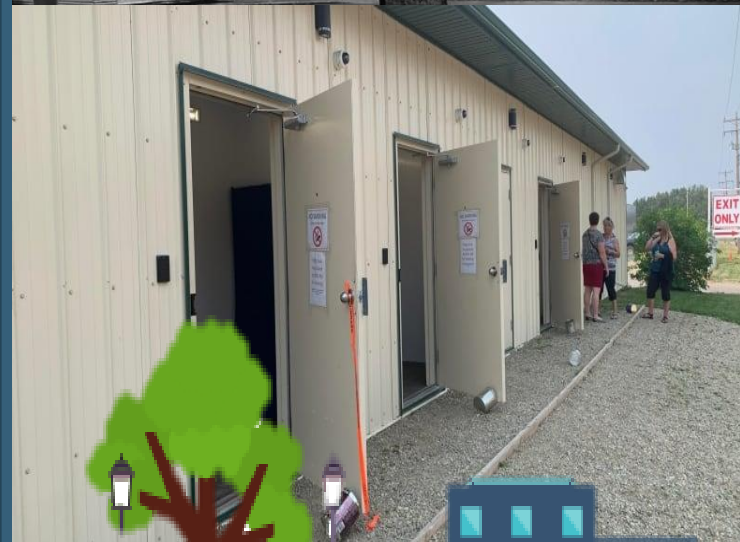
Supportive Housing

Social Housing

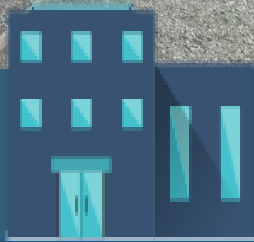
Private Market Rental

Home Ownership

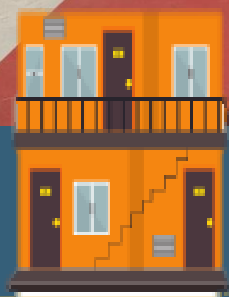
HOUSING CONTINUUM



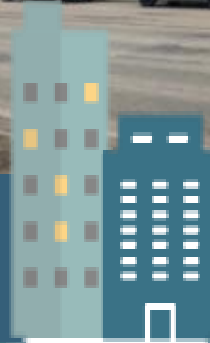
Absolute
Homelessness



Emergency
Shelter



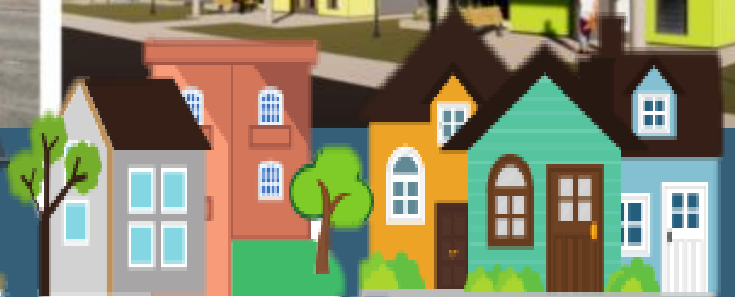
Transitional
Housing



Supportive
Housing



Social
Housing



Private Market
Rental



Home
Ownership

CONSIDERATIONS

CONSIDERATIONS

- Responsibility of Federal, Provincial, Municipal Governments
- Role of Community and Non-Profit Sector
- Return on Investment (ROI)
- Social Disorder
- Mobile / Outreach / Wrap-Around
- Location
- Synergies with other groups, organizations and opportunities



COUNCIL STRATEGIC PLAN

Facilitate access to supports for residents who are unsheltered, homeless or at risk for homelessness.

PHASES

PHASE ONE

Determine a different location that better serves the residents using the Community Hub

PHASE TWO

Look to merge the Community Hub and Late Night Café (Emergency Shelter) for the winter of 2023/2024 in the new location

PHASE THREE

Determine the model, location, partner and financial implications of supportive housing.

Community Social Development

780-962-7583
csd@sprucegrove.org

