



## REGULAR COUNCIL MEETING AGENDA

Monday, April 22, 2024, 6 p.m.

3rd Floor - Council Chambers

315 Jespersen Ave

Spruce Grove, AB T7X 3E8

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## REQUEST FOR DECISION

**MEETING DATE:** April 22, 2024

**TITLE:** Consent Agenda - April 22, 2024

**DIVISION:** Strategic and Communication Services

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### SUMMARY:

All matters of business contained in the Consent Agenda are routine in nature and are voted on collectively. A particular matter of business may be removed from the Consent Agenda for debate or a separate vote. Each matter of business contained in the Consent Agenda has a corresponding agenda report and the approved recommendation is recorded separately in the minutes.

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### PROPOSED MOTION:

THAT the recommendations contained in the following reports be approved:

- Item 4.1 Minutes - April 8, 2024 Regular Council Meeting and April 15, 2024 Governance and Priorities Committee Meeting
- Item 10.3 C-1278-23 - Pioneer Lands Area Structure Plan Amendment - Westwind Medium Density Residential - First Reading
- Item 10.4 C-1282-24 - Land Use Bylaw Amendment - Redistricting - Harvest Ridge Stage 21 - First Reading
- Item 10.5 C-1294-24 - Redistricting and DC.17 Westwind Multi-Unit Residential - First Reading
- Item 10.6 C-1312-24 - Community Standards Bylaw - First Reading
- Item 10.7 C-1300-24 - Land Use Bylaw Amendment - Recreational Vehicle and All-Terrain Vehicle - First Reading
- Item 10.8 Bylaw Amendments and Repeals to Effect the Community Standards Bylaw:
  - C-1322-24 - Open Space Area Bylaw Amendment - First Reading
  - C-1323-24 - Traffic Bylaw Amendment - First Reading
  - C-1321-24 - Development Fees and Fines Bylaw Amendment - First Reading
  - C-1324-24 - 2024 Fees and Charges Bylaw Amendment - First Reading

C-1319-24 - Omnibus Community Standards Repealing Bylaw - First Reading  
Item 10.12 C-1320-24 - 2024 Property Tax and Supplementary Property Tax Bylaw - First Reading

**BACKGROUND / ANALYSIS:**

n/a

**OPTIONS / ALTERNATIVES:**

n/a

**CONSULTATION / ENGAGEMENT:**

n/a

**IMPLEMENTATION / COMMUNICATION:**

n/a

**IMPACTS:**

n/a

**FINANCIAL IMPLICATIONS:**

n/a



## REQUEST FOR DECISION

**MEETING DATE:** April 22, 2024

**TITLE:** Minutes - April 8, 2024 Regular Council Meeting and April 15, 2024 Governance and Priorities Committee Meeting

**DIVISION:** Strategic and Communication Services

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### **SUMMARY:**

The minutes of the previous Regular Council Meeting, Special Council Meeting, Organizational Council Meeting, and/or Governance and Priorities Committee are placed on the agenda for approval.

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### **PROPOSED MOTION:**

THAT the April 8, 2024 Regular Council Meeting and April 15, Governance and Priorities Committee Meeting minutes be approved as presented.

### **BACKGROUND / ANALYSIS:**

n/a

### **OPTIONS / ALTERNATIVES:**

n/a

### **CONSULTATION / ENGAGEMENT:**

n/a

### **IMPLEMENTATION / COMMUNICATION:**

n/a

**IMPACTS:**

n/a

**FINANCIAL IMPLICATIONS:**

n/a

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**THE CITY OF SPRUCE GROVE**

**Minutes of the Regular Meeting of Council**

**April 8, 2024, 6 p.m.**

**3rd Floor - Council Chambers**

**315 Jespersen Ave**

**Spruce Grove, AB T7X 3E8**

**Members Present:**

Mayor Acker  
Councillor Carter  
Councillor Gillett  
Councillor Houston  
Councillor MacDonald  
Councillor Oldham  
Councillor Stevenson

**Also in Attendance:**

Dean Screpnek, City Manager  
David Wolanski, General Manager of Community and Protective Services  
Mark Hussey, Acting General Manager of Sustainable Growth and Development Services and Director of Engineering  
Wendy Boje, General Manager of Strategic and Communication Services and Acting General Manager of Corporate Services  
Anthony Lemphers, Chief Financial Officer  
Marlin Degrand, Manager of Enforcement Services  
David Towle, Senior Municipal Planner  
Francine Pitcher, Controller - Accounting Treasury  
Gita Sud, Policy Analyst  
Lindsay O'Mara, City Clerk  
Karie Nothof, Recording Secretary

1. **CALL TO ORDER**

Mayor Acker called the meeting to order at 6 p.m. and acknowledged that City Council meets on the traditional land of Treaty 6 territory.

Councillor Houston proclaimed April 14 - 20, 2024 as National Volunteer Week.

2. **AGENDA**

**Resolution:** RCM-082-24

**Moved by:** Councillor Houston

THAT the agenda be adopted as presented.

**Unanimously Carried**

3. **CONSENT AGENDA**

3.1 **Consent Agenda - April 8, 2024**

**Resolution:** RCM-083-24

**Moved by:** Councillor MacDonald

THAT the recommendations contained in the following reports be approved:

Item 4.1 Minutes - March 25, 2024 Regular Council Meeting

Item 10.1 C-1293-24 - Land Use Bylaw Amendment - Redistricting and DC.10  
- Prescott Direct Control District Amendment - First Reading

Item 10.2 C-1295-24 - Land Use Bylaw Amendment - Redistricting - Fenwyck  
Stage 4 - First Reading

Item 10.4 C-1310-24 - 2024 Business Improvement Area Tax Bylaw - First  
Reading

Item 10.5 C-1311-24 - 2024 Business Improvement Area Tax Rate Bylaw -  
First Reading

**Unanimously Carried**

**4. MINUTES**

4.1 Minutes - March 25, 2024 Regular Council Meeting

The following motion was approved on the Consent Agenda:

THAT the March 25, 2024 Regular Council Meeting minutes be approved as presented.

**5. PUBLIC HEARINGS**

5.1 C-1296-24 - Land Use Bylaw Amendment - Redistricting - Fenwyck Stage 7 - Public Hearing and Second Reading

Mayor Acker called the Public Hearing to order at 6:05 p.m. on C-1296-24 - Land Use Bylaw Amendment - Redistricting - Fenwyck Stage 7.

David Towle, Senior Municipal Planner, presented on C-1296-24 - Land Use Bylaw Amendment - Redistricting - Fenwyck Stage 7.

Eric Sehn, Select Engineering Consultants, and Dustin Berube, Avillia Developments, attended to speak to C-1296-24 - Land Use Bylaw Amendment - Redistricting - Fenwyck Stage 7.

There were no written or other verbal submissions received.

Council thanked everyone for attending and speaking to this Public Hearing.

Mayor Acker declared the Public Hearing closed at 6:20 p.m.

**Resolution:** RCM-084-24

**Moved by:** Councillor Gillett

THAT second reading be given to C-1296-24 - Land Use Bylaw Amendment - Redistricting - Fenwyck Stage 7.

**Unanimously Carried**

**6. PUBLIC INPUT SESSION**

There were no statements made or questions asked of Council.

**7. COUNCIL PRESENTATIONS**

There were no Council Presentations on the agenda.



8. **DELEGATIONS**

There were no Delegations on the agenda.

9. **ADMINISTRATIVE UPDATES**

There were no Administrative Updates on the agenda.

10. **BYLAWS**

10.1 **C-1293-24 Land Use Bylaw Amendment - Redistricting and DC.10 Prescott Direct Control District Amendment - First Reading**

The following motion was approved on the Consent Agenda:

THAT first reading be given to C-1293-24- Land Use Bylaw Amendment - Redistricting and Text Amendment to DC.10 Prescott Direct Control District.

10.2 **C-1295-24 - Land Use Bylaw Amendment - Redistricting - Fenwyck Stage 4 - First Reading**

The following motion was approved on the Consent Agenda:

THAT first reading be given to C-1295-24 - Land Use Bylaw Amendment - Redistricting - Fenwyck Stage 4.

10.3 **C-1309-24 - Responsible Pet Ownership Bylaw - Third Reading**

Marlin Degrand, Manager of Enforcement Services, presented on C-1309-24 - Responsible Pet Ownership Bylaw.

Council thanked Marlin Degrand for the presentation.

**Resolution:** RCM-085-24

**Moved by:** Councillor Stevenson

THAT third reading be given to C-1309-24 - Responsible Pet Ownership Bylaw, as amended.

**Unanimously Carried**

10.4 **C-1310-24 - 2024 Business Improvement Area Tax Bylaw - First and Second Reading**

Anthony Lemphers, Chief Financial Officer, presented on C-1310-24 - 2024 Business Improvement Area Tax Bylaw.

Council thanked Anthony Lemphers for the presentation.

The following motion was approved on the Consent Agenda:

THAT first reading be given to C-1310-24 - 2024 Business Improvement Area Tax Bylaw.

**Resolution:** RCM-086-24

**Moved by:** Councillor Carter

THAT second reading be given to C-1310-24 - 2024 Business Improvement Area Tax Bylaw.

**Unanimously Carried**

10.5 C-1311-24 - 2024 Business Improvement Area Tax Rate Bylaw - First and Second Reading

Anthony Lemphers, Chief Financial Officer, presented on C-1311-24 - 2024 Business Improvement Area Tax Rate Bylaw.

Council thanked Anthony Lemphers for the presentation.

The following motion was approved on the Consent Agenda:

THAT first reading be given to C-1311-24 - 2024 Business Improvement Area Tax Rate Bylaw.

**Resolution:** RCM-087-24

**Moved by:** Councillor MacDonald

THAT second reading be given to C-1311-24 - 2024 Business Improvement Area Tax Rate Bylaw.

**Unanimously Carried**

**11. BUSINESS ITEMS**

11.1 Clean Energy Improvement Program for Residential Properties - Rebate and Innovations

Francine Pitcher, Controller - Accounting and Treasury, and Gita Sud, Policy Analyst, presented on the Clean Energy Improvement Program for Residential Properties - Rebate and Innovations.

Council thanked Francine Pitcher and Gita Sud for the presentation.

**Resolution:** RCM-088-24

**Moved by:** Councillor Carter

THAT the inclusion of a rebate of 10 per cent of total project financing for the residential stream in the Community Efficiency Financing full application be approved.

**Unanimously Carried**

**Resolution:** RCM-089-24

**Moved by:** Councillor Oldham

THAT the inclusion of a capacity building innovation for an energy coach for the residential stream in the Community Efficiency Financing full application be approved.

**Unanimously Carried**

**Resolution:** RCM-090-24

**Moved by:** Councillor Gillett

THAT the inclusion of a deeper retrofit innovation by reserving 20 per cent of the total project financing for the residential stream for homes built in 2000 and earlier in the Community Efficiency Financing full application be approved.

**Unanimously Carried**

Mayor Acker called a recess at 7:34 p.m.

Mayor Acker reconvened the meeting at 7:41 p.m.

11.2 Alberta Municipalities Submission - Funding for Accessible School Playgrounds

Wendy Boje, General Manager of Strategic and Communications Services, presented on Alberta Municipalities Submission - Funding for Accessible School Playgrounds.

Council thanked Wendy Boje for the presentation.

**Resolution:** RCM-091-24

**Moved by:** Councillor Carter

THAT the City of Spruce Grove put forward the resolution attached to this Request for Decision to be considered by Alberta Municipalities at the 2024 annual convention advocating to the Government of Alberta to increase capital funding for all new, replacement, or renovated public schools with K - 9 programming to enable the construction of accessible playgrounds to ensure that students with disabilities have equal development opportunities.

**Unanimously Carried**

11.3 2024 Spring Budget Adjustment and 2023 Surplus Reserve Transfers

Anthony Lemphers, Chief Financial Officer, presented on the 2024 Spring Budget Adjustment and 2023 Surplus Reserve Transfers.

Council thanked Anthony Lemphers for the presentation.

**Resolution:** RCM-092-24

**Moved by:** Councillor Stevenson

THAT the 2024 ongoing spring budget adjustments of \$883,000 in the Municipal budget and \$200,000 one-time adjustment in the Utility budget, as presented in Attachment 1, be approved.

**Unanimously Carried**

**Resolution:** RCM-093-24

**Moved by:** Councillor MacDonald

THAT the transfer of \$4,280,700 from the 2023 Year End surplus to restricted reserves, as presented in Attachment 1, be approved.

**Unanimously Carried**

**Resolution:** RCM-094-24

**Moved by:** Councillor Gillett

THAT the remaining 2023 surplus be allocated to the one-time spring budget adjustments, as presented in Attachment 1, in the amount of \$814,300.

**Unanimously Carried**

**Resolution:** RCM-095-24

**Moved by:** Councillor Oldham

THAT the 2024 final operating budget be amended to include additional operating revenues of \$1,107,270, additional operating expenses of \$2,121,570, and additional net transfer from reserves of \$1,014,300, as presented in Attachment 1, resulting in a final 2024 operating budget with operating revenues of \$114,788,270, operating expenses of \$108,794,178 and net transfer to reserves of \$10,696,908.

**Unanimously Carried**

**12. COUNCILLOR REPORTS**

**12.1 Councillor Reports - April 8, 2024**

Councillors provided written updates on internal and external boards and committees they are a part of.

**13. INFORMATION ITEMS**

**13.1 Various Boards and Committee Meeting Minutes and Reports - April 8, 2024**

The minutes from ARROW Utilities were provided to Council for review.

**14. NOTICES OF MOTION**

There were no Notices of Motion provided.

**15. CLOSED SESSION**

There was no Closed Session on the agenda.

**16. BUSINESS ARISING FROM CLOSED SESSION**

There was no Business Arising from Closed Session.

17. **ADJOURNMENT**

**Resolution:** RCM-096-24

**Moved by:** Councillor Gillett

THAT the Regular Council meeting adjourn at 8:04 p.m.

**Unanimously Carried**

\_\_\_\_\_  
Jeff Acker, Mayor

\_\_\_\_\_  
Karie Nothof, Recording Secretary

\_\_\_\_\_  
Date Signed

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**THE CITY OF SPRUCE GROVE**

**Minutes of the Governance and Priorities Committee**

**April 15, 2024, 6 p.m.**

**3rd Floor - Council Chambers**

**315 Jespersen Ave**

**Spruce Grove, AB T7X 3E8**

**Members Present:**

Mayor Acker  
Councillor Carter  
Councillor Gillett  
Councillor Houston  
Councillor Oldham  
Councillor MacDonald  
Councillor Stevenson

**Also in Attendance:**

Dean Screpnek, City Manager  
David Wolanski, General Manager of Community and Protective Services  
Mark Hussey, Acting General Manager of Sustainable Growth and Development Services  
Wendy Boje, General Manager of Strategic and Communication Services  
Zeeshan Hasan, General Manager of Corporate Services  
Anthony Lemphers, Director of Finance  
Carol Bergum, Director of Planning and Development  
Deborah Comfort, Director of Recreation and Culture  
Dave Walker, Director of Economic and Business Development  
Rae-Lynne Spila, Acting Director of Engineering  
Scott Rodda, Director of Community Social Development

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Marlin Degrand, Manager of Enforcement Services  
Jennifer Maskoske, Deputy City Clerk  
Lori Kustra, Supervisor of Development  
Karen Majeau, Senior Development Officer  
Kathy Van Wyk, Planning and Development Coordinator  
Lindsay O'Mara, City Clerk  
Karie Nothof, Recording Secretary

**1. CALL TO ORDER**

Mayor Acker called the meeting to order at 6 p.m. and acknowledged that Committee meets on the traditional land of Treaty 6 territory.

Councillor Oldham proclaimed April 22 - 26, 2024 as Hydrogen Week.

1.1 Introduction - General Manager of Corporate Services - Zeeshan Hasan

Dean Screpnek, City Manager, introduced the new General Manager of Corporate Services, Zeeshan Hasan.

**2. AGENDA**

**Resolution:** GPC-012-24

**Moved by:** Councillor Houston

That the agenda be adopted as presented.

**Unanimously Carried**

**3. PRESENTATIONS**

There were no Presentations on the agenda.

**4. DELEGATIONS**

There were no Delegations on the agenda.



5. **ADMINISTRATIVE UPDATES**

5.1 **2024 Capital Projects - Engineering Update**

Rae-Lynne Spila, Acting Director of Engineering, provided an update on the 2024 Capital Projects - Engineering Update.

Committee thanked Rae-Lynne Spila for the presentation.

5.2 **2023 Protective Services Annual Report**

Chad Priebe, Fire Chief, and Marlin Degrand, Manager of Enforcement Services, provided an update on the 2023 Protective Services Annual Report.

Committee thanked Chad Priebe and Marlin Degrand for the presentation.

Mayor Acker called a recess at 7:16 p.m.

Mayor Acker reconvened the meeting at 7:23 p.m.

6. **BYLAWS**

6.1 **C-1281-23 - Election Sign Bylaw**

Jennifer Maskoske, Deputy City Clerk, presented on C-1281-23 - Election Sign Bylaw.

Committee thanked Jennifer Maskoske for the presentation.

Mayor Acker called a recess at 8:02 p.m.

Mayor Acker reconvened the meeting at 8:08 p.m.

**Resolution:** GPC-013-24

**Moved by:** Councillor Stevenson

That administration be directed to amend C-1281-23 - Elections Sign Bylaw so that the permitted election sign distance of the same candidate be 30m in both medians and boulevards.

**Unanimously Carried**

**Resolution:** GPC-014-24

**Moved by:** Councillor Gillett

THAT administration be directed to amend the C-1281-23 - Election Sign Bylaw to allow up to 1m signs on private property 60 days in advance of the election day.

In Favour: Mayor Acker, Councillor Carter, Councillor Gillett, Councillor Houston, Councillor Oldham, and Councillor Stevenson

Opposed: Councillor MacDonald

**Carried**

**Resolution:** GPC-015-24

**Moved by:** Councillor MacDonald

THAT administration be directed to amend C-1281-23 - Election Sign Bylaw so that upon nomination day/election writ day signage be allowed over 1m on private buildings, fences, and non-residential areas and in a standing form.

**Unanimously Carried**

6.2 C-1313-24 - Hens Bylaw and Program

Lee Ann Beaubien, Planner II, Kathy Van Wyk, Planning and Development Coordinator, and Carol Bergum, Director of Planning and Development, presented on C-1313-24 - Hens Bylaw and Hen Program.

Committee thanked Lee Ann Beaubien, Kathy Van Wyk, and Carol Bergum for the presentation.

**Resolution:** GPC-016-24

**Moved by:** Councillor Stevenson

THAT Committee recommend to Council to implement a pilot project for two years for the Hens Program.

**Unanimously Carried**

7. **BUSINESS ITEMS**

There were no Business Items on the agenda.

8. **CLOSED SESSION**

**Resolution:** GPC-017-24

**Moved by:** Councillor MacDonald

THAT Committee go into Closed Session at 9:26 p.m. under the following section(s) of the *Freedom of Information and Protection of Privacy Act*:

**Item 8.1 - Economic Development Update**

Section 25: Disclosure harmful to economic and other interests of a public body

**Item 8.2 - Re-Imagined Central Park**

Section 24; Advice from officials

Section 25: Disclosure harmful to economic and other interests of a public body

**Unanimously Carried**

8.1 **Economic Development Update**

The following persons were also in Closed Session to provide information or administrative support for item 8.1 Economic Development Update:

Dean Screpnek, David Wolanski, Mark Hussey, Wendy Boje, Zeeshan Hasan, and Dave Walker.

8.2 **Re-Imagined Central Park**

The following persons were also in Closed Session to provide information or administrative support for item 8.2 Re-Imagined Central Park:

Dean Screpnek, David Wolanski, Mark Hussey, Wendy Boje, Zeeshan Hasan, Deb Comfort, and Rae-Lynne Spila.

8.3 Return to Open Session - April 15, 2024

**Resolution:** GPC-018-24

**Moved by:** Councillor Oldham

THAT Council move out of Closed Session at 10:18 p.m.

**Unanimously Carried**

9. **BUSINESS ARISING FROM CLOSED SESSION**

There was no Business Arising from Closed Session.

10. **ADJOURNMENT**

**Resolution:** GPC-019-24

**Moved by:** Councillor Gillett

THAT the Governance and Priorities Committee meeting adjourn at 10:20 p.m.

**Unanimously Carried**

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Jeff Acker, Mayor

\_\_\_\_\_  
Karie Nothof, Recording Secretary

\_\_\_\_\_  
Date Signed



## REQUEST FOR DECISION

**MEETING DATE:** April 22, 2024

**TITLE:** C-1293-24 - Land Use Bylaw Amendment - DC.10 Prescott Direct Control District Text Amendment and Redistricting - Public Hearing and Second Reading

**DIVISION:** Sustainable Growth and Development Services

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### **SUMMARY:**

Bylaw C-1293-24, a proposed Land Use Bylaw text amendment to DC.10 Prescott Direct Control District and redistricting approximately 1.04 hectares of land from UR - Urban Reserve District to DC.10 Prescott Direct Control District, is being brought forward for consideration by Council. The proposed redistricting will allow the development of approximately 24 Row Housing lots with Secondary Suites.

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### **PROPOSED MOTION:**

THAT second reading be given to C-1293-24- Land Use Bylaw Amendment - DC.10 Prescott Direct Control District Text Amendment and Redistricting.

### **BACKGROUND / ANALYSIS:**

Arcadis, on behalf of Maclab Development Group, has applied to amend the DC.10 Prescott Direct Control District to reduce the site width minimum requirements for internal Row Housing residential lots from 5.5m to 5.4m, and redistrict approximately 1.04 hectares of Lot 100, Block 100, Plan 212 0987 from UR - Urban Reserve District to DC.10 Prescott Direct Control District. The subject site is located along Pacific Drive in the Prescott neighbourhood.

If approved, the proposed redistricting will enable the development of 24 Row Housing residential units with Secondary Suites. In addition to the parking requirements for Row Housing, each unit at a minimum shall provide one additional stall to satisfy the requirement

for additional parking to support a Secondary Suite. Home Occupation, Minor would be permitted in the primary unit.

#### Municipal Development Plan

*Your Bright Future: Municipal Development Plan, 2010-2020 (MDP)* is the City's primary statutory plan. The proposed amendment is consistent with the land use policies of the MDP and with Figure 8 Future Land Use. The amendment is also supported by Policy 5.2.2.1 which support increasing residential densities while providing a variety of housing types to create diverse streetscapes in neighbourhoods and increase diversity of housing stock.

#### Pioneer Lands Area Structure Plan

The amendment area is within the Pioneer Lands Area Structure Plan (Bylaw C-686-08) as most amended by Bylaw C-1285-23, and the proposed redistricting is consistent with its policies and Land Use Concept that identify the lands for “Low to Medium Density Residential” land use.

#### Land Use Bylaw

The proposed text amendment to DC.10 Prescott Direct Control District is to allow for a reduction in the site width minimum requirements for internal Row Housing units from 5.5m to 5.4m. The proposed redistricting to DC.10 District is required to permit the development of Secondary Suites in row housing units and ensure provision of additional parking. The proposed development is serviced by a lane and will not impact any on-street parking capacity.

### **OPTIONS / ALTERNATIVES:**

Bylaw C-1293-24 is being presented at a Public Hearing. Should Council feel they need further information to make a decision, they may choose to adjourn the public hearing for continuance at a later date. If Council chooses this option, second reading of this bylaw will be rescheduled.

This bylaw is also being brought forward for consideration of second reading. Upon closing of the Public Hearing and based on information provided at the Public Hearing, discussion and consideration of changes to the bylaw may be made. Alternatively, Council may defeat the motion for second reading and choose to defeat this bylaw.

### **CONSULTATION / ENGAGEMENT:**

This application was circulated to relevant City departments for their comments and has received no objections. Additionally, a notice was mailed directly to landowners within 30m of the subject lands and published on the City's website.

A statutory Public Hearing, advertised per the requirements of the *Municipal Government Act*, must be held prior to consideration of second reading. Advertising of the Public Hearing was placed in the Spruce Grove Examiner on April 12, 2024, and uploaded to the City website on April 9, 2024, per the Advertising Bylaw and the *Municipal Government Act* requirements.

**IMPLEMENTATION / COMMUNICATION:**

If approved, the Land Use Bylaw's DC.10 Prescott Direct Control District and land use map will be updated and published on the City's website.

**IMPACTS:**

Approval of this bylaw will enable the development of 24 Row Housing units with Secondary Suites in Stage 10 of the Prescott neighbourhood.

**FINANCIAL IMPLICATIONS:**

n/a

**THE CITY OF SPRUCE GROVE**

**BYLAW C-1293-24**

**LAND USE BYLAW AMENDMENT – DC.10 PRESCOTT DIRECT CONTROL DISTRICT**

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000 cM-26, a municipality shall pass a land use bylaw and may amend the land use bylaw;

AND WHEREAS, the City of Spruce Grove wishes to amend Bylaw C-824-12, the Land Use Bylaw;

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

1. Bylaw C-824-12 is amended as follows:

1.1 By deleting the following in strikethrough and adding the following in bold:

SECTION 150 DC.10 – Prescott Direct Control District

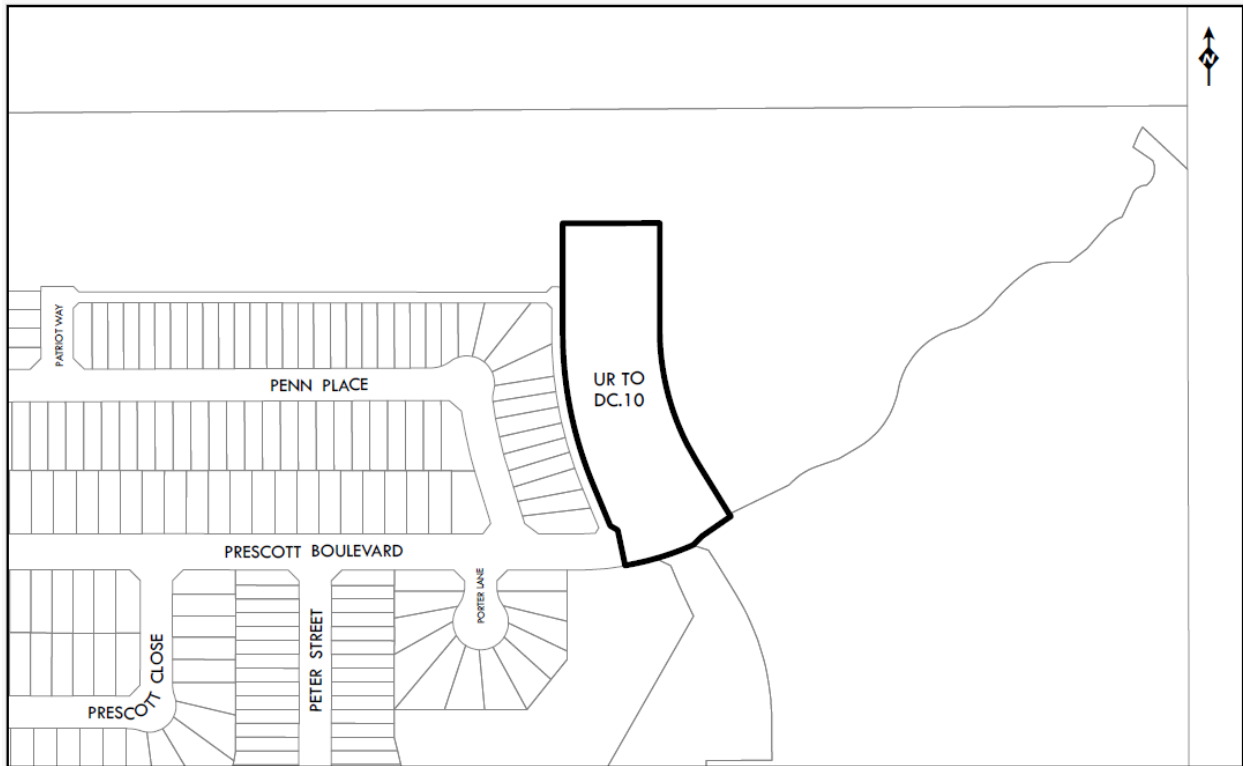
(2) DEVELOPMENT REGULATIONS

	<b>Site Standard</b>	
Site Width (Minimum):	<ul style="list-style-type: none"><li>Row Housing, Street Oriented (internal unit)</li><li>Row Housing, Street Oriented (end unit)</li></ul>	<ul style="list-style-type: none"><li>5.5 <del>4</del> m</li><li>6.7 m</li></ul>

2. Bylaw C-824-12, Schedule A City of Spruce Grove Land Use Bylaw Map, is amended as follows:

2.1 To redistrict portion of Lot 100, Block 100, Plan 212 0987 from UR - Urban Reserve District to DC.10 – Prescott Direct Control District, as shown on the map below:





3. This amending bylaw shall be consolidated into Bylaw C-824-12.
4. This bylaw shall come into force and effect when it receives third reading and is duly signed.

First Reading Carried                      8 April 2024

Public Hearing                                      [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

## SECTION 150 DC.10 – PRESCOTT DIRECT CONTROL DISTRICT

### (1) GENERAL PURPOSE

The purpose of this District is to allow Row Housing, Street Oriented with Secondary Suites, while maintaining the low-rise built form character of the Neighbourhood.

Permitted Uses	Discretionary Uses
<ul style="list-style-type: none"> <li>• Accessory Buildings</li> <li>• Home Occupation, Minor</li> <li>• Row Housing, Street Oriented</li> <li>• Secondary Suite</li> </ul>	<ul style="list-style-type: none"> <li>• Show Home</li> <li>• Sales Centre</li> </ul>

(Bylaw C-1269-23, Feb. 12, 2024)

### (2) DEVELOPMENT REGULATIONS

In addition to the Regulations contained in Part 6 General Regulations, Part 7 Special Regulations, Part 8 Parking Regulations, Part 9 Landscaping Regulations, and Part 10 Sign Regulations, the following regulations shall apply to all Development in this District.

	Site Standard	
Site Width (Minimum):	<ul style="list-style-type: none"> <li>• Row Housing, Street Oriented (internal unit)</li> <li>• Row Housing, Street Oriented (end unit)</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 4 m</li> <li>• 6.7 m</li> </ul>
Site Depth (Minimum):	<ul style="list-style-type: none"> <li>• Row Housing, Street Oriented</li> </ul>	<ul style="list-style-type: none"> <li>• 30.0 m</li> </ul>
Front Yard Setback (Minimum):	<ul style="list-style-type: none"> <li>• Principal Building</li> </ul>	<ul style="list-style-type: none"> <li>• 3.0 m</li> </ul>
Side Yard Setback (Minimum):	<ul style="list-style-type: none"> <li>• Row Housing, Street Oriented</li> <li>• Row Housing, Street Oriented Abutting a Street</li> </ul>	<ul style="list-style-type: none"> <li>• 1.2 m</li> <li>• 3.0 m</li> </ul>
Rear Yard Setback (Minimum):	<ul style="list-style-type: none"> <li>• Garage as an Accessory Building accessed from an Alley (setback excluding any corner cuts)</li> <li>• Principal Building</li> </ul>	<ul style="list-style-type: none"> <li>• 6.0 m</li> <li>• 14.0 m</li> </ul>
Height (Maximum):	<ul style="list-style-type: none"> <li>• Three storeys not exceeding 12.0 m</li> </ul>	
Density:	<ul style="list-style-type: none"> <li>• 25 units per net hectare (minimum)</li> </ul>	
Site Coverage (Maximum):	<ul style="list-style-type: none"> <li>• 50% for end units; 57% for internal Dwelling units with no Side Yard. In cases where the garage is not an integral part of the principal dwelling, the Dwelling shall not exceed 40%</li> </ul>	

	<b>Site Standard</b>
	coverage with the total site coverage at 57%
Amenity Area (Minimum):	<ul style="list-style-type: none"> <li>• 7.5 m<sup>2</sup> per Dwelling for Row Housing for private outdoor Amenity Area</li> </ul>

(3) ADDITIONAL REGULATIONS

- (a) Notwithstanding the Front Yard and Side Yard requirements in (2), in the case of corner sites, the Development Officer shall determine the Setback for the additional Front Yard or Street Side Yard in accordance with Section 29 of this Bylaw and take into account the context of the Site and orientation of other Developments and Buildings on Adjacent Sites, the block face, and within the neighbourhood.
- (b) Row Housing, Street Oriented shall be developed:
  - (i) On its own block face;
  - (ii) With each dwelling individually defined through a combination of architectural features that may include variations in the rooflines, projection or recession of the facade, porches or entrance features, building materials, or other treatments;
  - (iii) With the facades of a principal building abutting the front lot line and flanking side lot line on corner sites, using consistent building materials and architectural features; and
  - (iv) Cross lot drainage easements may be required for surface drainage and roof leader drainage to accommodate center units.
- (c) Garage as an Accessory Building shall be constructed at the same time as the Principal Building.

(4) ISSUANCE OF DEVELOPMENT PERMIT

- (a) Council shall delegate authority to a Development Officer to make decisions on Development Permit Applications pursuant to this Direct Control District.



# Location Aerial

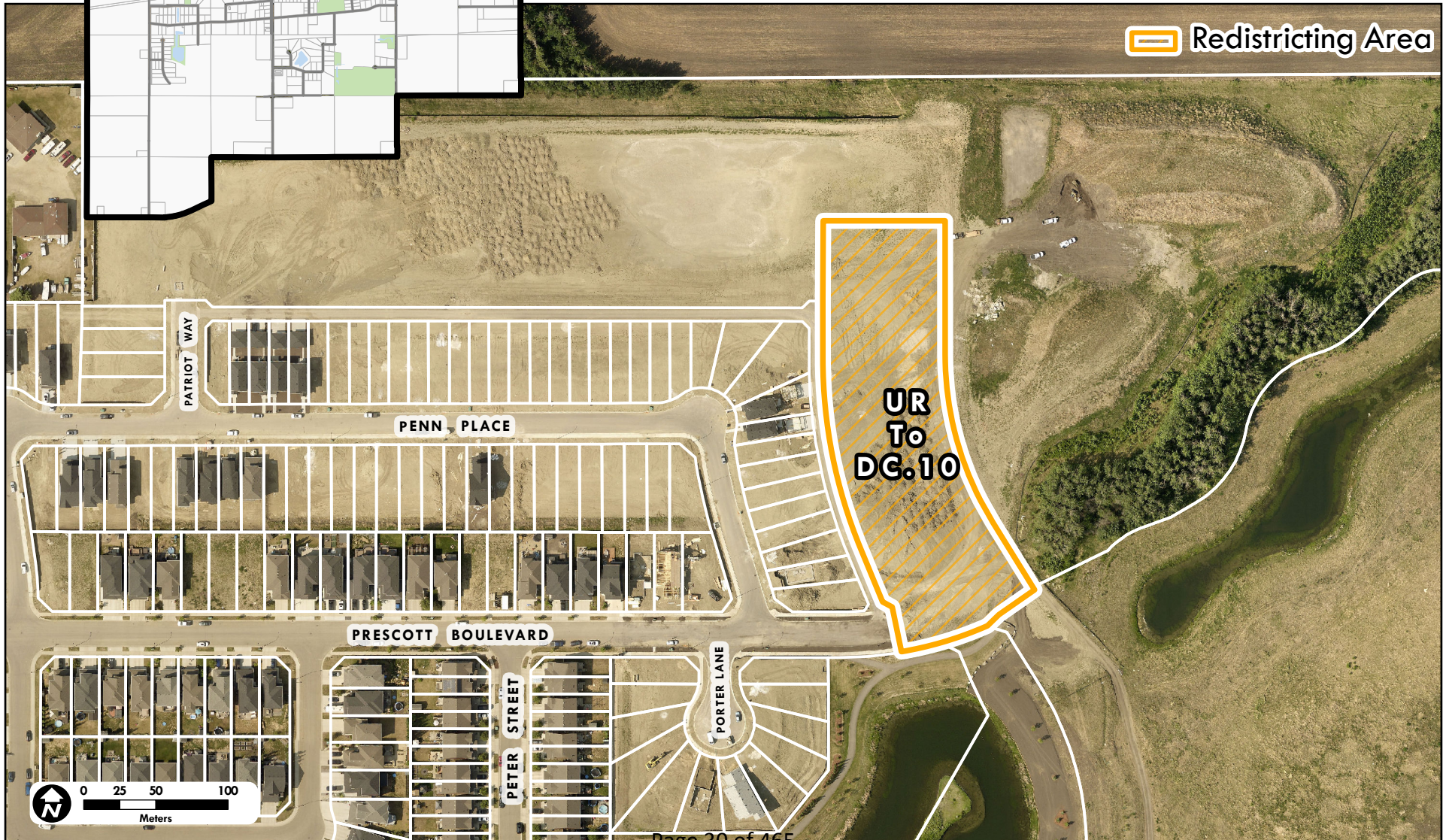
## C-1293-24

Land Use Redistricting

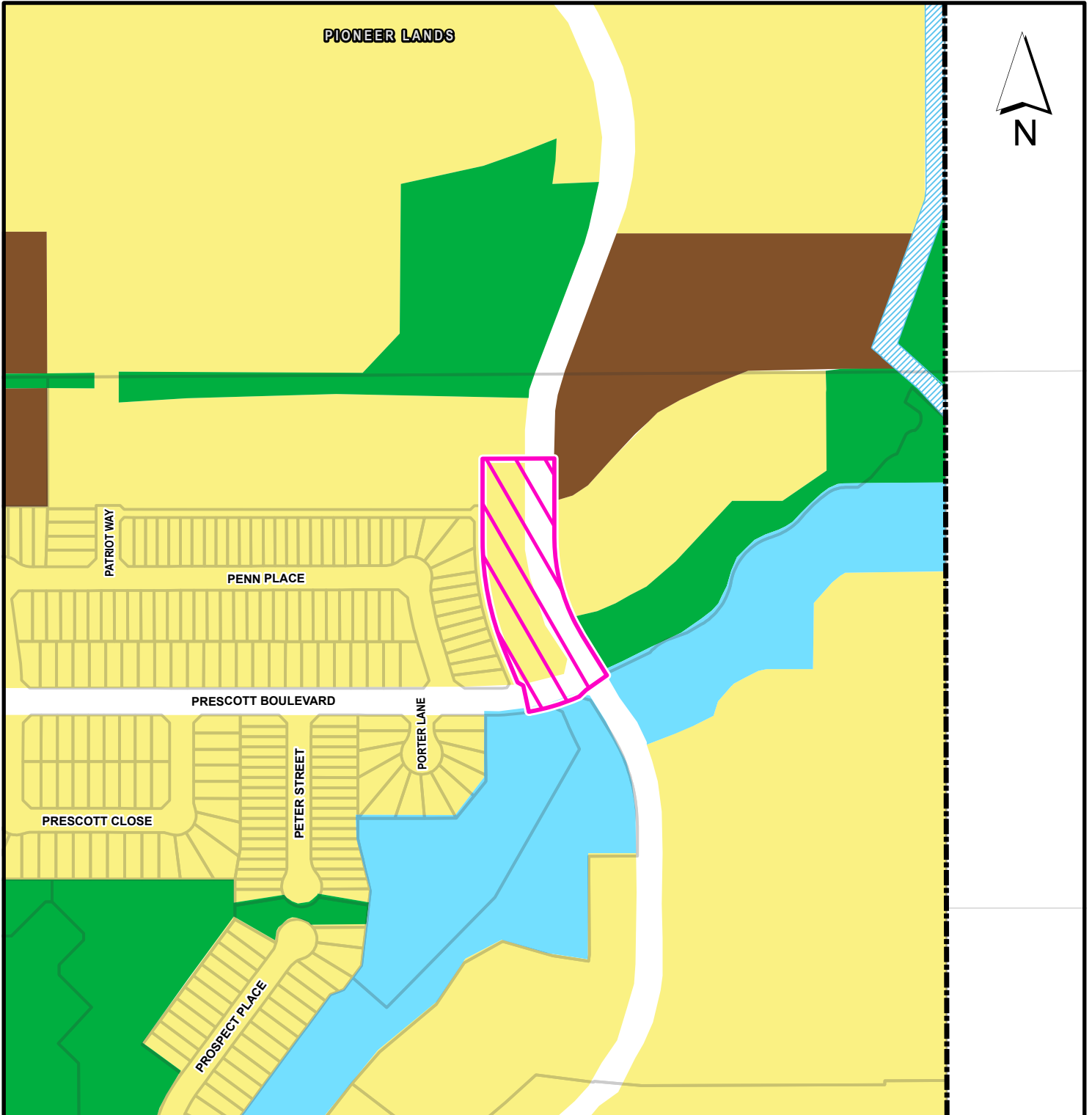
Prescott 10



 Redistricting Area







Legend

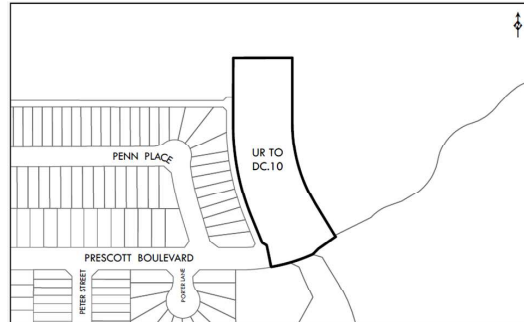
Pioneer Lands Area Structure Plan

- Low to Medium Density Residential
- Parks / Open Space / MR
- Stormwater Management
- Medium to High Density Residential
- Public Utility Lot

# NOTICE OF **PUBLIC HEARING**

## **BYLAW C-1293-24 – LAND USE BYLAW AMENDMENT – DC.10 PRESCOTT DIRECT CONTROL DISTRICT TEXT AMENDMENT AND REDISTRICTING**

It is City Council's intention to hold a Public Hearing as part of their consideration of Bylaw C-1293-24, a proposed Land Use Bylaw text amendment to DC10. Prescott Direct Control District to reduce the minimum site width for internal Row Housing residential lots from 5.5 m to 5.4 m and to redistrict approximately 1.04 hectares of land in Lot 100, Block 100, Plan 212 0987 from UR - Urban Reserve District to DC.10 Prescott Direct Control District. The proposed redistricting will allow the development of approximately 24 Row Housing residential lots with Secondary Suites.



### **REPRESENTATION**

If you or someone you represent is affected by the proposed bylaw, you may address Council at the public hearing by attending the meeting in-person or by participating virtually. The Public Hearing is to be held:

**Monday, April 22, 2024 at 6:00 p.m.**

**In-Person:** Those wishing to address Council in person may attend:

Council Chambers, City Hall,  
315 Jespersen Avenue

**Virtual:** The Public Hearing may be viewed online at: [www.sprucegrove.org/LiveCouncil](http://www.sprucegrove.org/LiveCouncil)

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Copies of the proposed bylaw amendment(s) are available upon request from the Planning and Development Department by calling or emailing the case planner as noted below.

### **QUESTIONS?**

Please call or email Lee Ann Beaubien, Planner II,  
at 780 962 2611 ext. 592, [lbeaubien@sprucegrove.org](mailto:lbeaubien@sprucegrove.org)

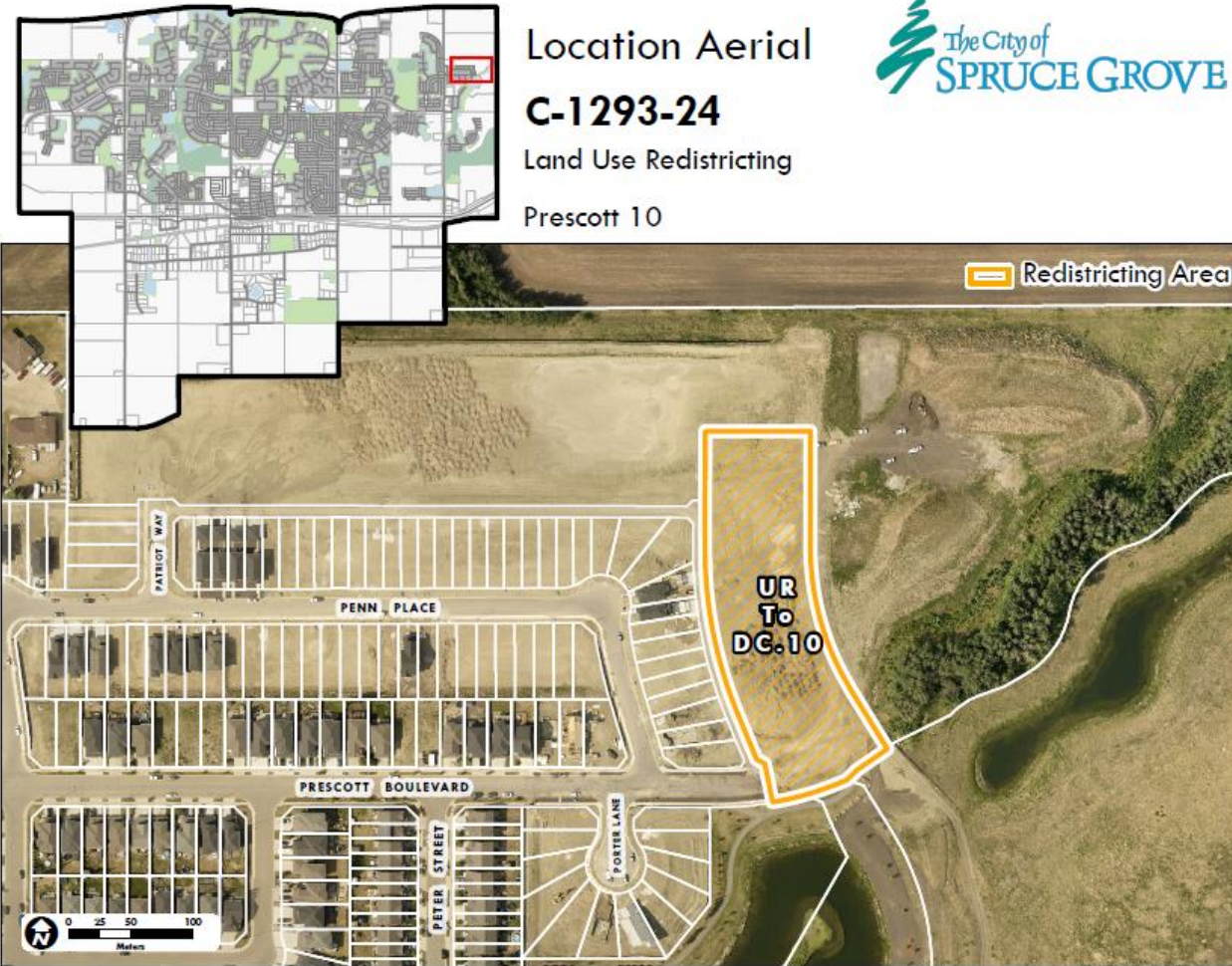
# Bylaw C-1293-24 Land Use Bylaw Amendment **DC.10 Prescott Direct Control District Text Amendment and Redistricting**

City of Spruce Grove  
Public Hearing and Second  
Reading

Bylaw C-1293-24

April 22, 2024

# Location

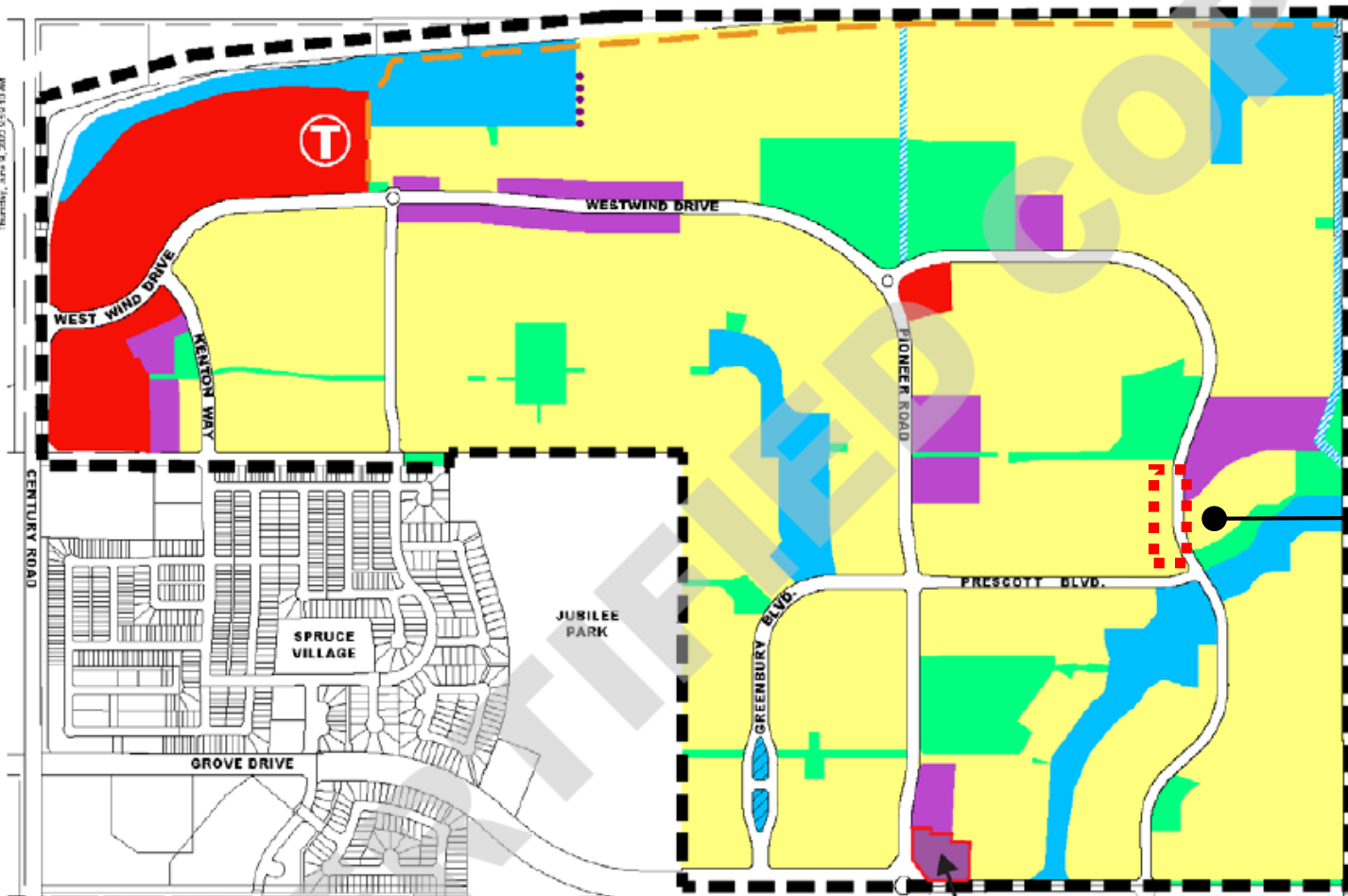


- **Prescott Stage 10**
  - Intended Land Use:
    - Residential




# Pioneer Lands Area Structure Plan

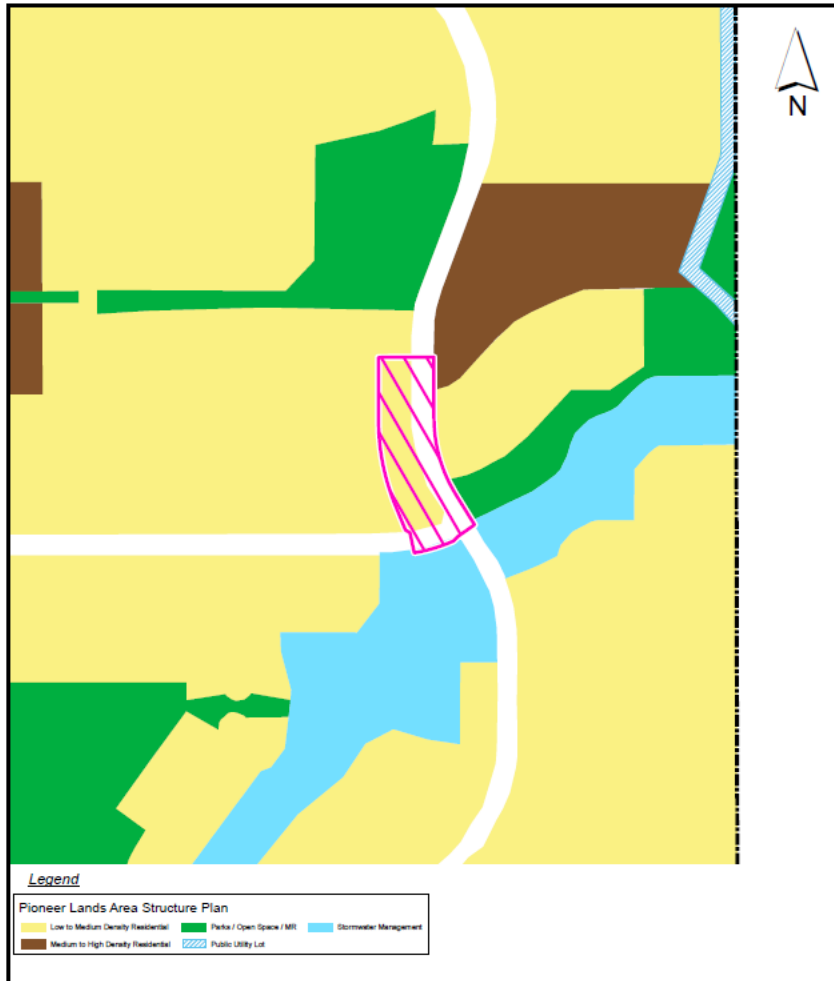
- **Prescott Stage 10**
  - Intended Land Use:
    - Residential



# Pioneer Lands Area Structure Plan



ASP Overview  
Site of Proposed Redistricting C-1293-24  
Prescott 10 



- **Land Use Concept**
  - Mixed Low to Medium Density Residential.



# DC.10 - Prescott Direct Control District

## ➤ Purpose of District

- To allow Row Housing, Street Oriented with Secondary Suites, while maintaining the low-rise built form character of the Neighbourhood .

Permitted Uses	Discretionary Uses
<ul style="list-style-type: none"><li>• Accessory Buildings</li><li>• Home Occupation, Minor</li><li>• Row Housing, Street Oriented</li><li>• Secondary Suite</li></ul>	<ul style="list-style-type: none"><li>• Show Home</li><li>• Sales Centre</li></ul>

(Bylaw C-1269-23, Feb. 12, 2024)

# Proposed Amendment

## (2) Development Regulations

	Site Standard	
Site Width (Minimum):	<ul style="list-style-type: none"> <li>Row Housing, Street Oriented (internal unit)</li> <li>Row Housing, Street Oriented (end unit)</li> </ul>	<ul style="list-style-type: none"> <li>5.5 4 m</li> <li>6.7 m</li> </ul>
Site Depth (Minimum):	<ul style="list-style-type: none"> <li>Row Housing, Street Oriented</li> </ul>	<ul style="list-style-type: none"> <li>30.0 m</li> </ul>
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Density:	<ul style="list-style-type: none"> <li>25 units per net hectare (minimum)</li> </ul>	
Site Coverage (Maximum):	<ul style="list-style-type: none"> <li>50% for end units; 57% for internal Dwelling units with no Side Yard. In cases where the garage is not an integral part of the principal dwelling, the Dwelling shall not exceed 40% coverage with the total site coverage at 57%.</li> </ul>	
Amenity Area (Minimum):	<ul style="list-style-type: none"> <li>7.5 m<sup>2</sup> per Dwelling for Row Housing for private outdoor Amenity Area</li> </ul>	

## Text Amendment to the DC.10 Prescott

- Reduce the site width requirements for internal Row Housing residential lots from 5.5 m to 5.4 m.

# Proposed Amendment

## Legal Description:

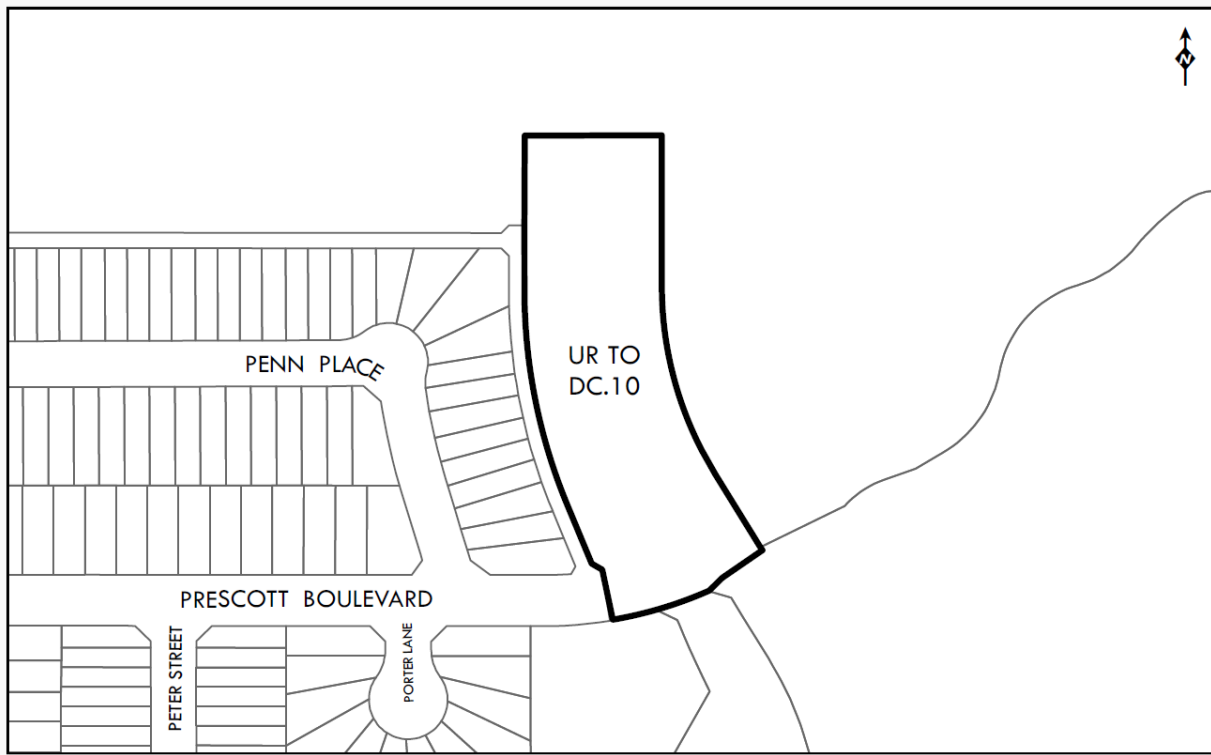
Lot 100, Block 100, Plan 212 0987

Amendment Area: 1.04 ha

## Proposed amendment

From: UR - Urban Reserve

To: DC.10 Prescott Direct Control District



# Thank you

## Questions and Comments



# Prescott Stage 10 Direct Control Row Housing

**April 22, 2024**



# Overall Site Plan

24 Units arranged into Tri-plexes

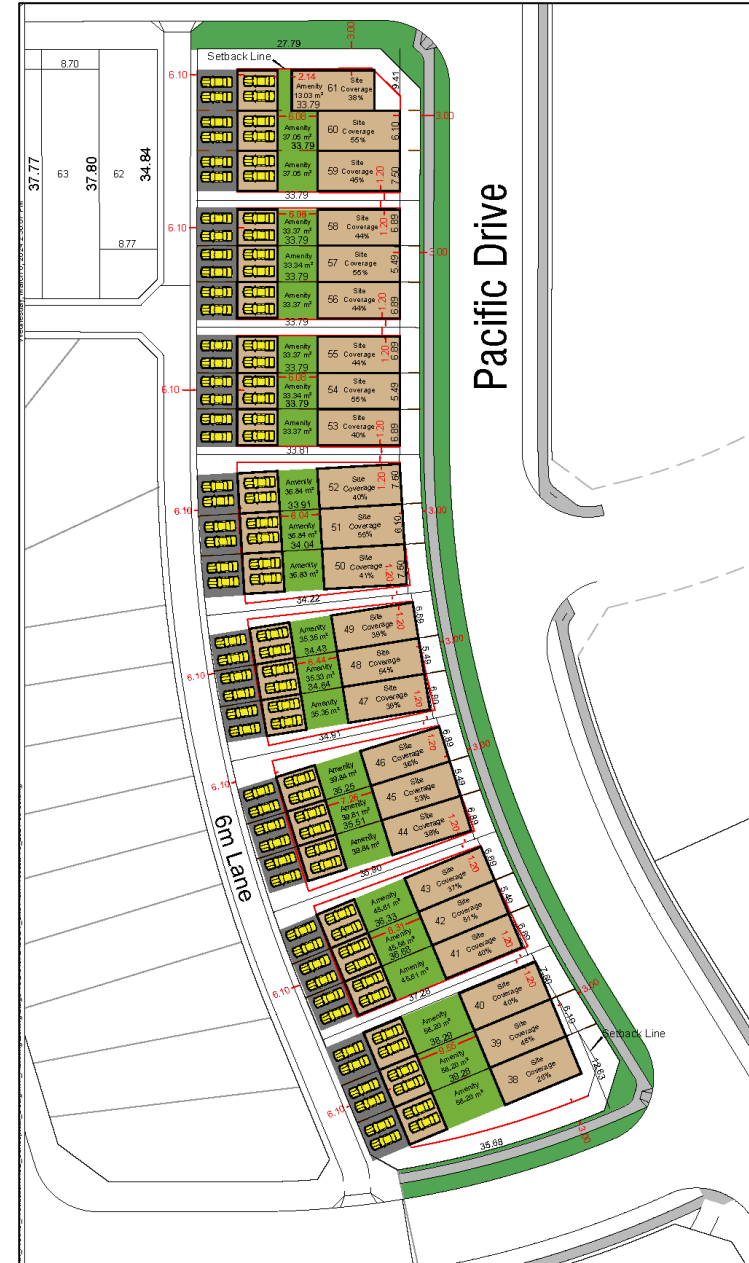
Building form includes secondary suites

Detached two car garage with driveway is oriented to rear lane

Builder is currently developing this type of unit in the Fenwyck neighbourhood



Rowhousing product under construction in Fenwyck



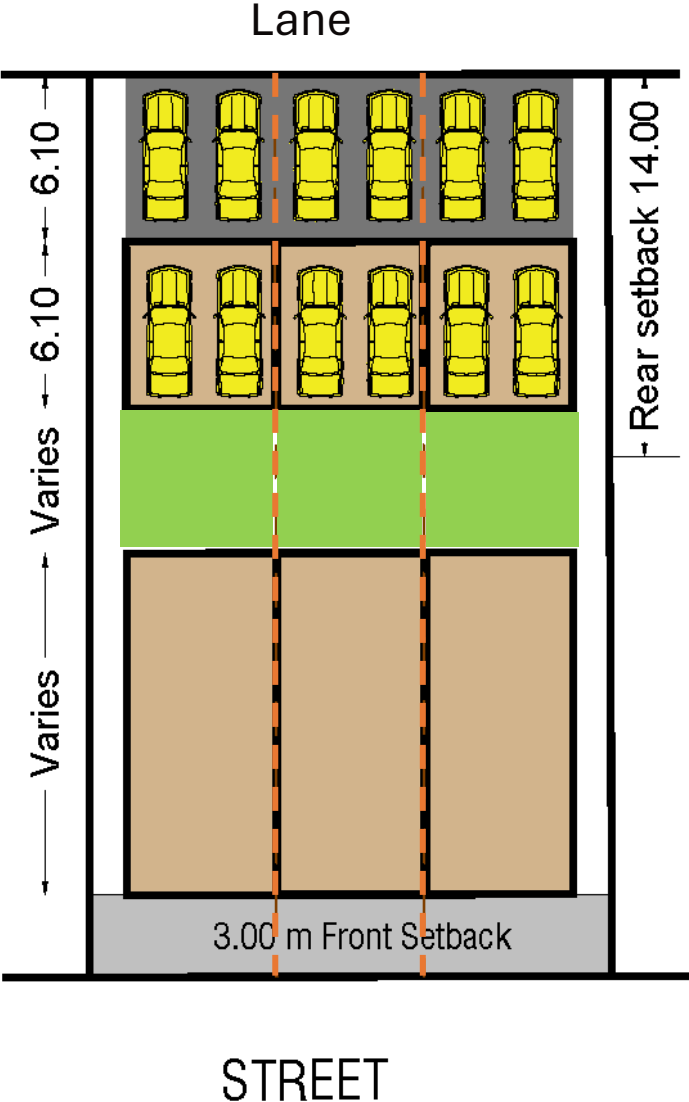


# Unit/Lot Arrangement

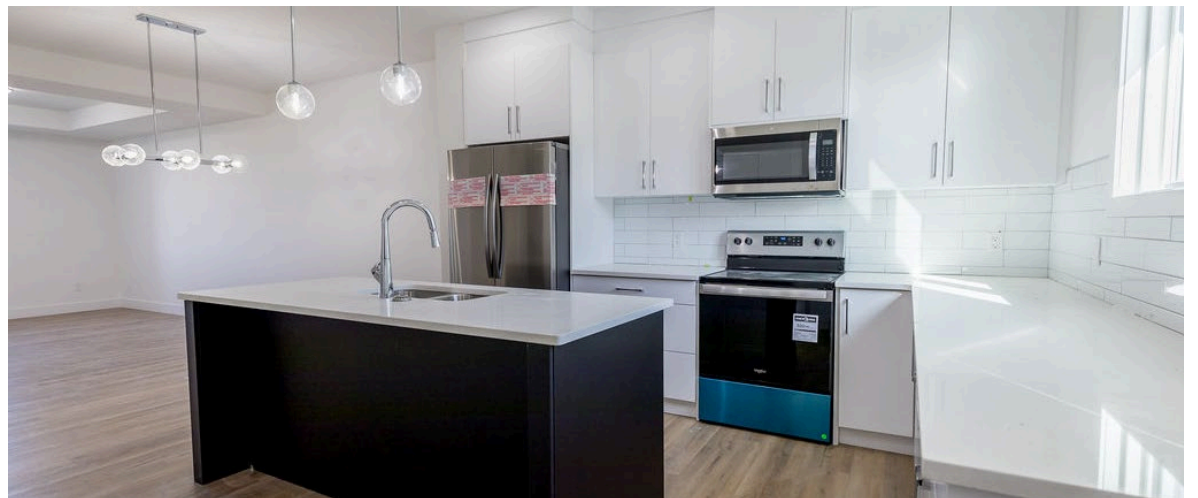
Private amenity space at rear of unit

4 parking stalls provided per unit (two in detached garage and two on parking pad)

Landscape front yard setback



# Building Images



# Thank You



(1) GENERAL PURPOSE

The purpose of this District is to allow Row Housing, Street Oriented with Secondary Suites, while maintaining the low-rise built form character of the Neighbourhood.

Permitted Uses	Discretionary Uses
<ul style="list-style-type: none"> <li>• Accessory Buildings</li> <li>• Home Occupation, Minor</li> <li>• Row Housing, Street Oriented</li> <li>• Secondary Suite</li> </ul>	<ul style="list-style-type: none"> <li>• Show Home</li> <li>• Sales Centre</li> </ul>

(Bylaw C-1269-23, Feb. 12, 2024)

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	Site Standard
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(b) Row Housing, Street Oriented shall be developed:

- (i) On its own block face;
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- (iv) Cross lot drainage easements may be required for surface drainage and roof leader drainage to accommodate center units.

(c) Garage as an Accessory Building shall be constructed at the same time as the Principal Building.

(4) ISSUANCE OF DEVELOPMENT PERMIT

- (i) Council shall delegate authority to a Development Officer to make decisions on Development Permit Applications pursuant to this Direct Control District.



## REQUEST FOR DECISION

**MEETING DATE:** April 22, 2024

**TITLE:** C-1295-24 - Land Use Bylaw Amendment - Redistricting - Fenwyck Stage 4 - Second and Third Reading

**DIVISION:** Sustainable Growth and Development Services

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### **SUMMARY:**

Bylaw C-1295-24, a proposed Land Use Bylaw amendment for redistricting approximately 1.6 ha of land from UR - Urban Reserve District to R1 - Mixed Low to Medium Density Residential District, and P1 - Parks and Recreation District, is being brought forward for consideration by Council. The proposed redistricting is consistent with the East Pioneer Area Structure Plan and will enable the development of Stage 4 in the Fenwyck Neighbourhood.

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### **PROPOSED MOTION:**

THAT second reading be given to C-1295-24 - Land Use Bylaw Amendment - Redistricting - Fenwyck Stage 4.

THAT third reading be given to C-1295-24 - Land Use Bylaw Amendment - Redistricting - Fenwyck Stage 4.

### **BACKGROUND / ANALYSIS:**

The proposed bylaw will redistrict approximately 1.6 ha of Lot 1, Block A, Plan 172 3519 in the Fenwyck neighbourhood. This subject area is currently districted UR - Urban Reserve. A 1.48 ha area is proposed to be redistricted from UR - Urban Reserve District to R1 - Mixed Low to Medium Density Residential District, and 0.15 ha area from UR - Urban Reserve to P1 - Parks and Recreation District. The proposed redistricting will enable the subdivision and development of approximately 21 single detached lots, one public utility lot, and two municipal reserve lots that will form part of a future linear greenway.

### Municipal Development Plan

*Your Bright Future: Municipal Development Plan, 2010-2020 (MDP)* is the City's primary statutory plan. The proposed residential and open space redistricting is consistent with the policies of the MDP and Figure 8 Future Land Use that identify the subject area for residential land use.

### East Pioneer Area Structure Plan

The amendment area is within the East Pioneer Area Structure Plan, Bylaw C-843-13, and the proposed redistricting is in general compliance with the policies and Land Use Concept that identify the area for "Low to Medium Density Residential" and "Park/Open Space". The area being designated as municipal reserve forms part of a linear park network connecting the Fenwyck neighbourhood to the Pioneer Lands Area Structure Plan neighbourhood to the north and the East Pioneer Natural Area to the east.

### Land Use Bylaw

The subject land is currently districted UR - Urban Reserve. The redistricting of the land is required for subdivision and development to occur. The proposed districting will provide for development as follows:

- R1 - Mixed Low to Medium Density Residential District area will be used to accommodate approximately 21 single detached residential lots
- P1 - Parks and Recreation District area is intended to provide for a greenway pedestrian connection and a public utility lot required for drainage purposes.

### Development Agreement

As per Corporate Policy 7,005, a completed and signed development agreement is required prior to consideration of third reading.

## **OPTIONS / ALTERNATIVES:**

Bylaw C-1295-24 is being presented at a Public Hearing. Should Council feel they need further information to make a decision, they may choose to adjourn the public hearing for continuance at a later date. If Council chooses this option, second reading of this bylaw will be rescheduled.

This bylaw is also being brought forward for consideration of second and third reading. Upon closing of the Public Hearing and based on information provided at the Public Hearing, discussion and consideration of changes to the bylaw may be made. Alternatively, Council may defeat the motion for second reading and choose to defeat this bylaw or a Councillor may make the following motion if they wish to defer third reading to the next Council meeting:

*THAT third reading for C-1295-24 - Redistricting - Fenwyck Stage 4 be deferred to the May 13, 2024 Regular Council Meeting.*

**CONSULTATION / ENGAGEMENT:**

This application was circulated to relevant City departments for their comments and has received no objections. Additionally, a notice was mailed directly to landowners within 30m of the subject lands and published on the City's website.

A statutory Public Hearing, advertised per the requirements of the *Municipal Government Act*, will be held prior to consideration of second reading. Advertising of the Public Hearing was placed in the Spruce Grove Examiner on April 12, 2024, and uploaded to the City website on April 9, 2024, as per the Advertising Bylaw thereby satisfying the requirements of the *Municipal Government Act*.

**IMPLEMENTATION / COMMUNICATION:**

If approved, the Land Use Bylaw map will be updated per Bylaw C-1295-24 and be published on the City's website.

**IMPACTS:**

Approval of this bylaw will enable the development of Stage 4 in the Fenwyck neighbourhood.

**FINANCIAL IMPLICATIONS:**

n/a



**THE CITY OF SPRUCE GROVE**

**BYLAW C-1295-24**

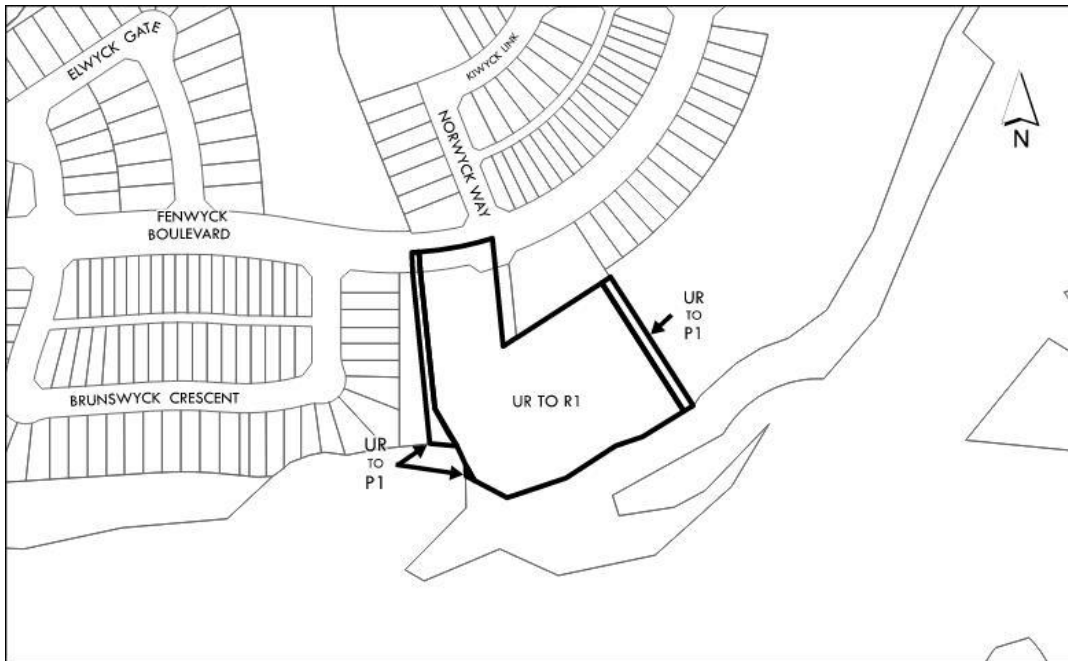
**LAND USE BYLAW AMENDMENT – FENWYCK STAGE 4**

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000 cM-26, a municipality shall pass a land use bylaw and may amend the land use bylaw;

AND WHEREAS, the City of Spruce Grove wishes to amend Bylaw C-824-12, the Land Use Bylaw;

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

1. Bylaw C-824-12, Schedule A: City of Spruce Grove Land Use Bylaw Map, is amended as follows:
  - 1.1 To redistrict a portion of Lot 1, Block A, Plan 172 3519 from UR – Urban Reserve District to R1 – Mixed Low to Medium Density Residential District, and P1 – Parks and Recreation District, as shown on the map below:





2. This amending bylaw shall be consolidated into Bylaw C-824-12.
3. This bylaw shall come into force and effect when it receives third reading and is duly signed.

First Reading Carried                      8 April 2024

Public Hearing                                      [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

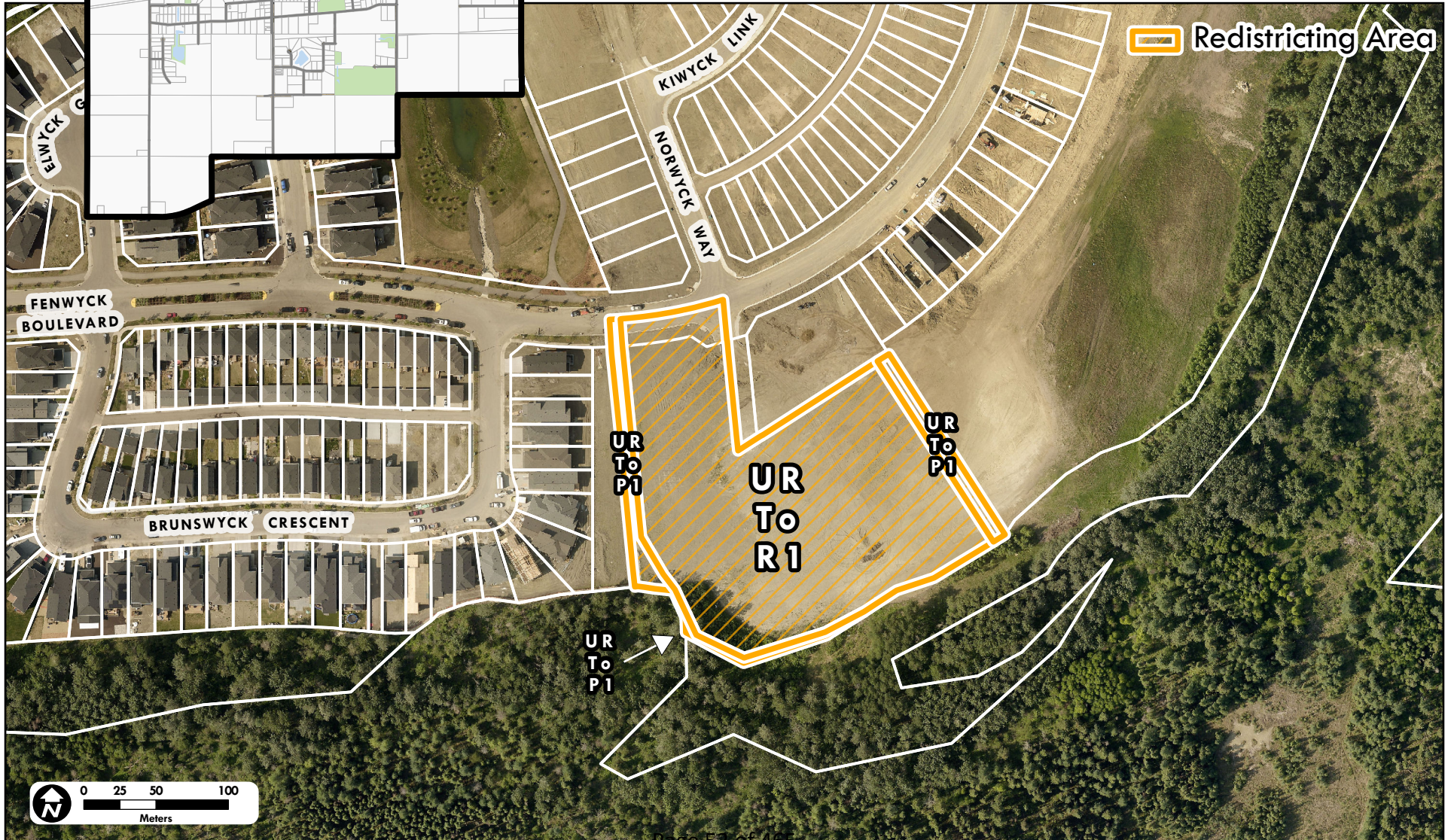


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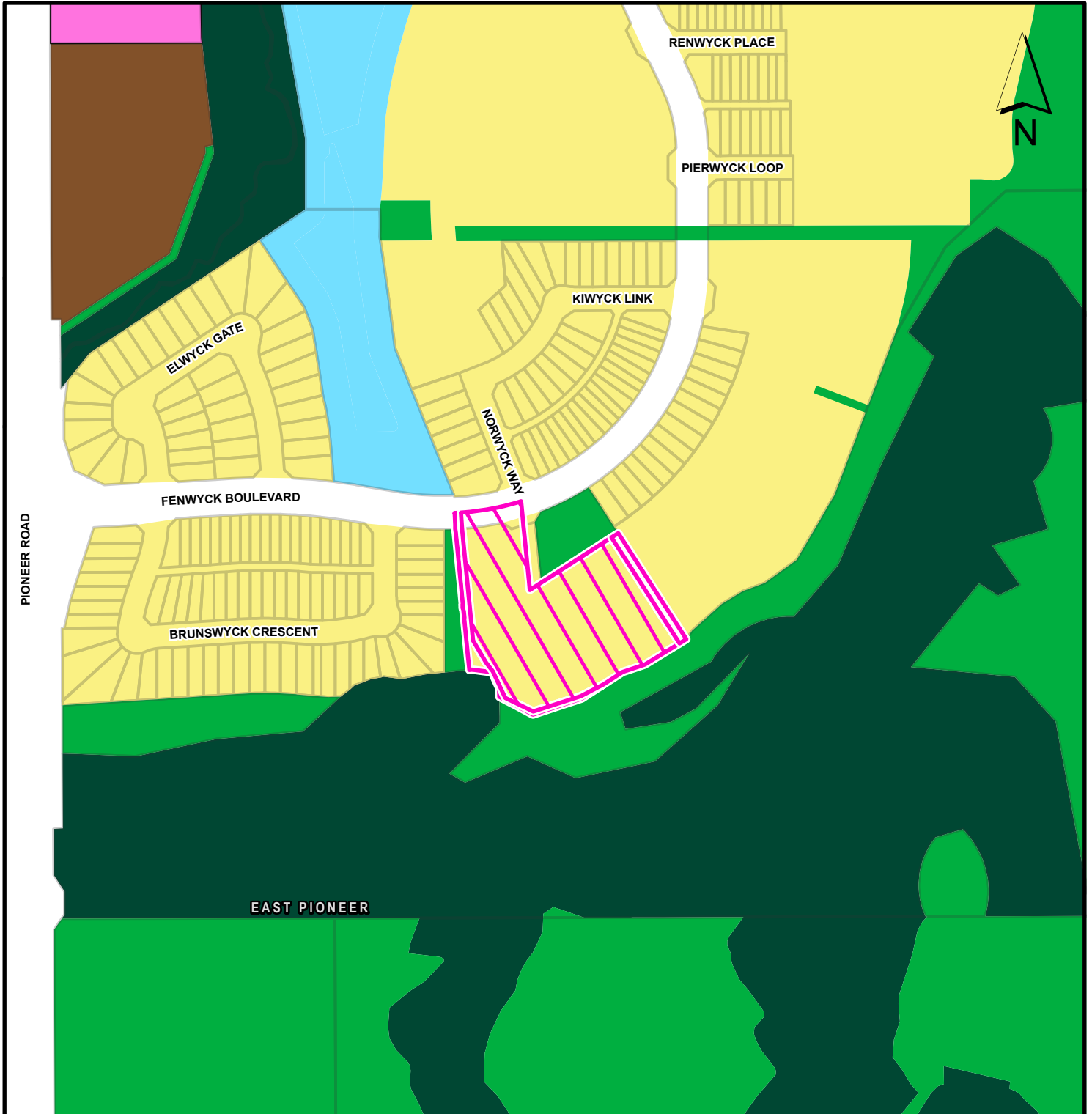
## C-1295-24

Land Use Redistricting







Fenwyck Stage 4







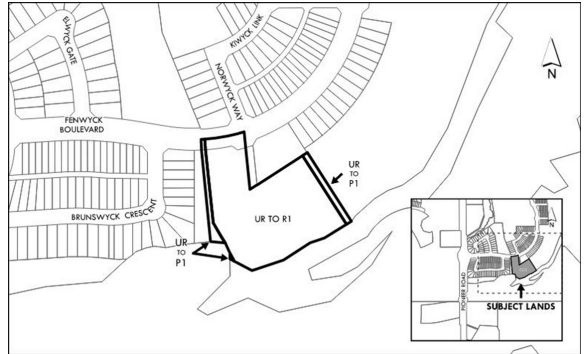
Legend

East Pioneer Area Structure Plan			
	Environmental Reserve		Stormwater Management
	Low to Medium Density Residential		Medium to High Density Residential
	Parks / Open Space / MR		Mixed Commercial/Residential

# NOTICE OF PUBLIC HEARING

## BYLAW C-1295-24 – LAND USE BYLAW AMENDMENT – REDISTRICTING – FENWYCK STAGE 4

It is City Council's intention to hold a public hearing as part of their consideration of Bylaw C-1295-24 – Land Use Bylaw Amendment – Redistricting – Fenwyck Stage 4. The proposed bylaw will redistrict approximately 1.6 ha of Lot 1, Block A, Plan 172 3519 in the Fenwyck neighbourhood. This subject area is currently districted UR - Urban Reserve. A 0.15 ha area is being redistricted from UR - Urban Reserve District to P1 - Parks and Recreation District, and 1.48 ha area is proposed to be redistricted from UR - Urban Reserve District to R1 - Mixed Low to Medium Density Residential District.



### REPRESENTATION

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Written submissions will be received by the City Clerk by mail at City Hall, 315 Jespersen Avenue, Spruce Grove, AB, T7X 3E8, or by email to [cityclerk@sprucegrove.org](mailto:cityclerk@sprucegrove.org), until noon on Wednesday, April 17, 2024. These must be signed, dated, and contain your civic address. Written submissions received by this date/time will be included as part of the council meeting agenda package.

Copies of the proposed bylaw amendment(s) are available upon request from the Planning and Development Department by calling or emailing the case planner as noted below.

### QUESTIONS?

Please call or email David Towle, Senior Planner,  
at 780-962-7601 or [dtowle@sprucegrove.org](mailto:dtowle@sprucegrove.org)

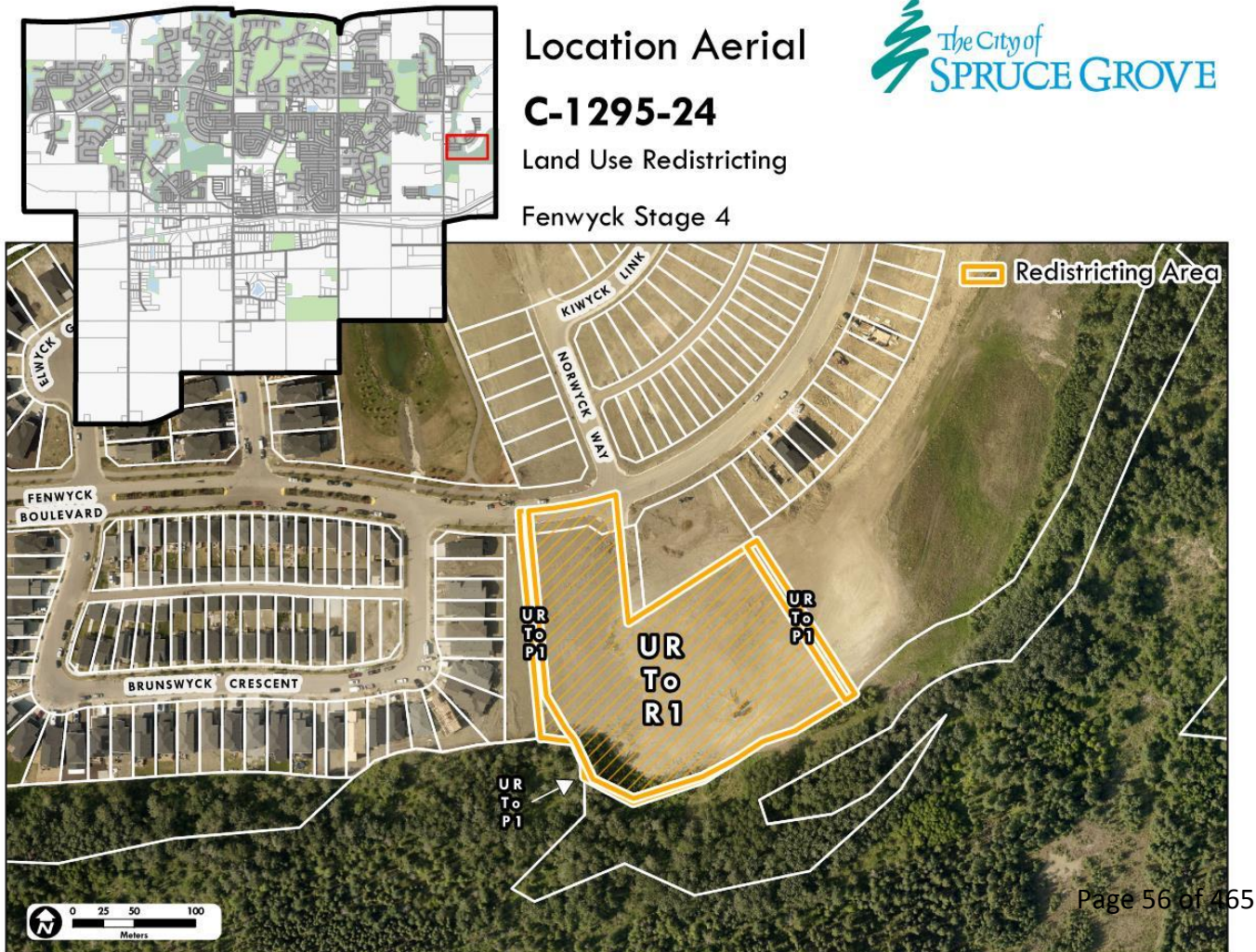
# Bylaw C-1295-24 Land Use Bylaw Amendment **Fenwyck Stage 4**

City of Spruce Grove  
Public Hearing  
April 22, 2024

# Location

## ➤ Fenwyck Stage 4

- Intended Land Use:
  - Low to Medium Density Residential
  - Park / Trail





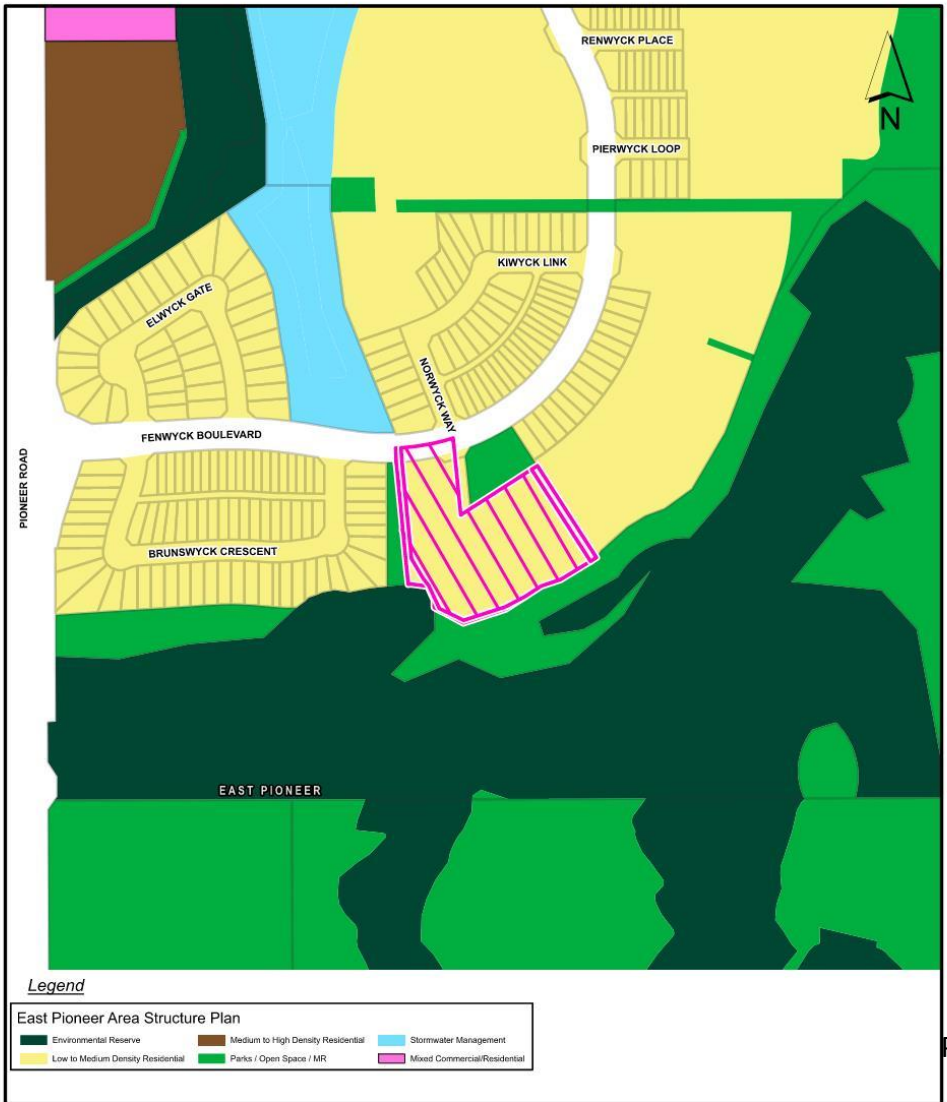
# East Pioneer Area Structure Plan



ASP Overview

Site of Proposed Redistricting C-1295-24

Fenwyck 4 



- **Land Use Concept**
  - Mixed Low to Medium Density Residential
  - Park / Open Space



# Proposed Amendment

## Legal Description:

Lot 1, Block A, Plan 172 3519

**Amendment Area: 1.63 ha**

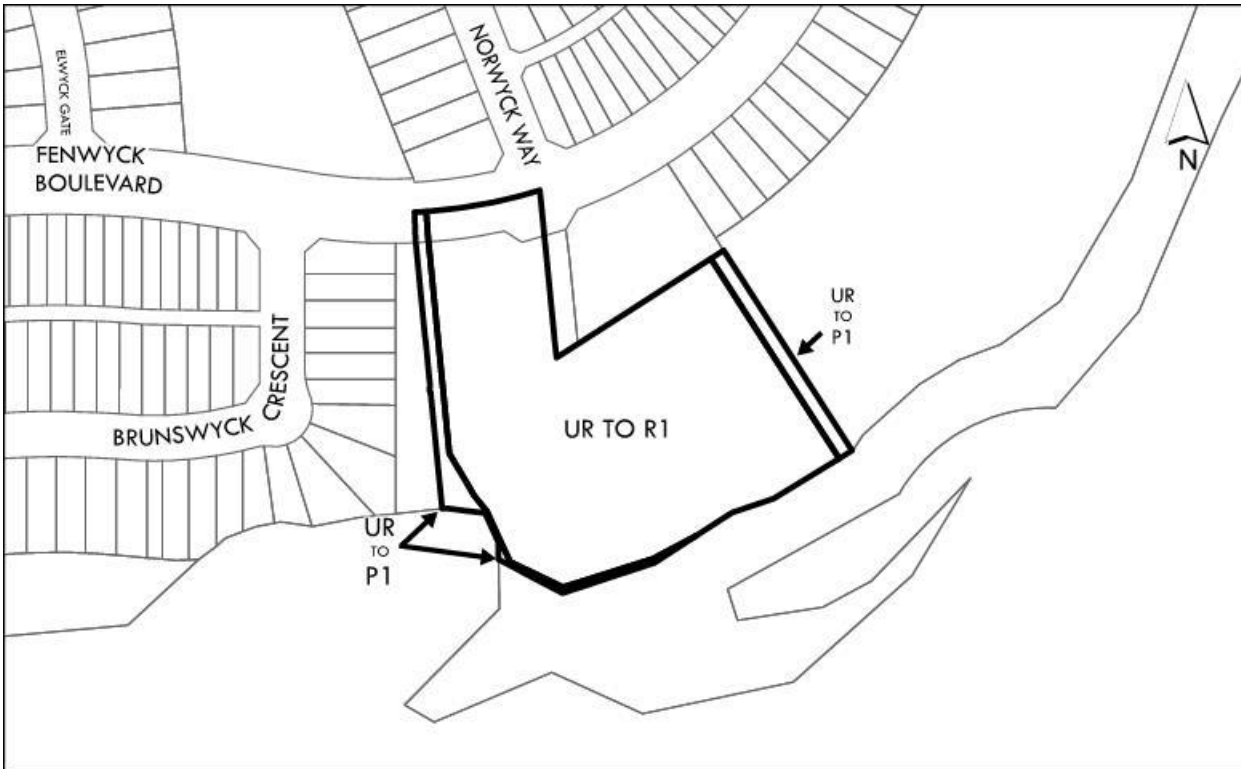
## Proposed amendment

From: UR - Urban Reserve

To:

R1 - Mixed Low to Medium Density Residential District (1.48 ha)

P1 - Parks and Recreation District (0.15 ha)





# Thank you

## Questions and Comments



## REQUEST FOR DECISION

**MEETING DATE:** April 22, 2024

**TITLE:** Council Delegation - Metrix Group - 2023 Audited Consolidated Financial Statements

**DIVISION:** Corporate Services

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### **SUMMARY:**

Council approval is required for the 2023 audited City of Spruce Grove consolidated financial statements, as prepared by Administration, and audited by Metrix Group LLP.

Metrix Group LLP will also present to Council their findings and recommendations from the audit.

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### **PROPOSED MOTION:**

THAT the audited consolidated financial statements of the City of Spruce Grove for the year ended December 31, 2023 be approved as presented.

### **BACKGROUND / ANALYSIS:**

The consolidated financial statements include the operations of the City of Spruce Grove, the Spruce Grove Library Board, and the City's proportionate share of the TransAlta Tri-Leisure Centre. The financial statements have been prepared by Administration, which is responsible for their accuracy, objectivity, and completeness. The consolidated financial statements represent the financial position of the City of Spruce Grove (the "City") on December 31, 2023, as well as the results of its financial operations, changes in net debt, and changes in financial position for the year.

Metrix Group LLP, the City's independent auditors, have audited the consolidated financial statements and they have indicated they will express an unqualified opinion on the financial statements as presented. Metrix Group will present to Council an explanation of the Auditor's

Report, their Audit Findings Report, and answer any questions about their audit. Administration will be available to answer questions about the financial statements.

At the time of writing of this Request for Decision, Metrix Group had some final procedures outstanding, as noted in their attached presentation. When they present the results of their audit, they will speak to the finalization of those procedures.

**OPTIONS / ALTERNATIVES:**

Should Council have any matters they wish to discuss in confidence with the auditors prior to voting on the recommended motion, Council can opt to pass the following motion and go into closed session:

THAT Council go into Closed Session under Section 24 of the *Freedom of Information and Protection of Privacy Act*, respecting advice from officials.

**CONSULTATION / ENGAGEMENT:**

n/a

**IMPLEMENTATION / COMMUNICATION:**

The *Municipal Government Act* (MGA) requires the City to publish the financial statements and submit a copy to the Minister of Municipal Affairs no later than May 1, 2024. A copy of these financial statements will be posted on the City’s website, and in the 2023 Annual Report which will be posted no later than June 30, 2024.

**IMPACTS:**

n/a

**FINANCIAL IMPLICATIONS:**

The City’s annual consolidated surplus for accounting purposes includes the City of Spruce Grove, the Spruce Grove Library Board, and the TransAlta Tri-Leisure Centre.

The amount of surplus that is available to the City for budgeting purposes is determined by making several adjustments for items that are not reflected for accounting purposes (i.e., add back amortization expense, deduct principal repayments, and adjust for transfers to/from reserve).

The result of these adjustments leads to a City Municipal surplus of \$5.492 million.

Some of this surplus is allocated for previously approved items, which must be considered in order to arrive at the unallocated Municipal Surplus of \$397, as follows:

	<u>(\$ thousands)</u>
City Municipal Surplus for budgeting purposes	\$5,492
Less:	
2023 Approved Year End Surplus Restricted Reserve Transfers	(\$4,281)
2023 Approved One-Time items funded from 2023 Year-End Surplus	<u>(\$814)</u>
Unallocated 2024 Municipal Surplus	<u>\$397</u>

The largest factors contributing to the Municipal Surplus are as follows (the amounts below explain \$5,476K of the \$5,492K Municipal Surplus. There are other variances that have not been listed below):

**Revenue variances**

- **Government Transfers** - \$814K higher than budgeted mainly due to increased Transit cost share revenue, MSI Operating funding doubling, and federal funding in support of the Community Outreach Program.
- **Licenses and permits** - \$1,195K higher than budgeted due to major institutional and multi-family development permits, significant industrial improvements, and the permit closure initiative.
- **Investment income** - \$506K higher than budgeted resulting from rising interest rates having positive impacts on high interest savings in conjunction with negotiating higher interest rate earned on the city's general operating bank balance.

**Expense variances**

- **Salaries and wages** - \$1,482K lower than budgeted due to vacancies
- **Contracted and general services** - \$2,710 lower than budgeted due to some work not being completed and carried forward to 2024, some costs coming in lower than budgeted (e.g., snow and ice control, which is part of reserve transfers, and some work being discontinued.
- **Principal repayment on long-term debt** - (\$441K) higher than budgeted
- **Transfers to Government Agencies** - (\$790K) higher than budgeted as the TransAlta Tri-Leisure Centre contribution for capital, and the contribution to the Parkland Pickleheads, were both treated as an operating expense for financial statement purposes.



**METRIX GROUP** LLP

CHARTERED PROFESSIONAL  
ACCOUNTANTS

# CITY OF SPRUCE GROVE

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## Audit Findings Report

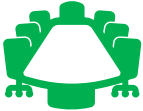




For the year-ended December 31, 2023

April 22, 2024

# REPORT CONTENTS

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The infographic consists of five circular nodes arranged in a pentagonal pattern. Each node contains an icon, a title, and a page number. The nodes are: 1. Top-left: Green circle with a meeting icon, 'EXECUTIVE SUMMARY', page 3. 2. Top-middle: Red circle with a lightbulb icon, 'AUDIT RESULTS', page 5. 3. Top-right: Purple circle with a magnifying glass icon, 'CONTROL ENVIRONMENT AND OTHER OBSERVATIONS', page 9. 4. Bottom-left: Blue circle with a calculator icon, 'MISSTATEMENTS', page 14. 5. Bottom-right: Black circle with a paperclip icon, 'APPENDICES', page 16.

 <b>EXECUTIVE SUMMARY</b> 3	 <b>AUDIT RESULTS</b> 5	 <b>CONTROL ENVIRONMENT AND OTHER OBSERVATIONS</b> 9
 <b>MISSTATEMENTS</b> 14	 <b>APPENDICES</b> 16	



# EXECUTIVE SUMMARY

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## Purpose of this report

The purpose of this report is to communicate clearly with you the findings of our audit of the City of Spruce Grove (the “City”) for the year ended December 31, 2023. This communication is to summarize the result of our procedures and provide comments on any significant matters, including misstatements accounting policies, estimates, and other matters, that we have identified.

### Finalizing the audit

As of April 22, 2024, we have substantially completed the audit of the City’s financial statement with the exception of:

- Completing our subsequent events procedures.
- Obtaining the signed management representation letter.
- Completing our required communication to Council.
- Obtaining evidence of Council’s approval of the financial statements.

We will update Council on significant matters, if any, arising from the completion of the audit, including the completion of the procedures above.

### Changes from the audit plan

There have been no other significant changes to our audit plan from what was communicated in our Audit Planning Report previously presented to you.

### Materiality

The auditors’ determination of materiality is a matter of professional judgement and is affected by the auditors’ perception of the financial information needs of users of the financial statements.

Materiality for the 2023 audit was set at \$3,220,000 (3% of operating expenses) with a trivial threshold of \$161,000. We anticipate that management will record any adjustments that we propose that are of a non-trivial nature. Please refer to summary of adjusted and uncorrected misstatements for misstatements identified.

### Significant difficulties encountered during the audit

We encountered no significant difficulties during our audit that should be brought to the attention of Council.

## Engagement team

Team member	Role	Experience
<b>Jeff Alliston, CPA, CA</b> Engagement Partner	<p>As the engagement partner, Jeff will have the responsibility of leading the audit and will be responsible for the quality and timeliness of the audit.</p> <p>Jeff will also be available throughout the audit process and will attend the Council meeting with management and present the financial statements.</p>	<p>Jeff holds over 15 years of public sector auditing experience working with municipalities of all types and sizes. He has also delivered many presentations on public sector topics and is also a member of the Emerging Issues Task Force as administered by the Government Finance Officers Association – Alberta Chapter.</p>
<b>Danny On, CPA</b> Senior Manager	<p>Danny will lead the team as the engagement senior manager.</p> <p>Danny will be responsible for planning and reporting the audit.</p>	<p>Danny has over five years of providing assurance services to clients. Prior to joining Metrix in 2019, Danny completed his auditing experience with a national firm and has spent a year as an internal auditor with a federally regulated financial institution.</p>
<b>Clare McCourt, CPA</b> Manager	<p>As manager of the engagement, Clare will be responsible for planning, executing, and reporting.</p>	<p>Clare joined Metrix in 2019 and has since developed a specialization in public sector entities and not-for-profit organizations. Clare obtained her Chartered Professional Accountant designation in 2022.</p>

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# AUDIT RESULTS

The following is a summary of our audit focus including risks identified, our procedures performed in response, and our findings.

<b>Management override of controls</b>		
<b>Risk</b>	<b>Our Response</b>	<b>Findings</b>
<p>Management is in a unique position to perpetrate financial statement fraud through the manipulation of accounting records. Under Canadian assurance standards, there is a presumed fraud risk related to management’s ability to override internal controls. This risk is not rebuttable.</p>	<p>Using data analytics, we have identified journal entries that exhibit characteristics which may be indicative of possible control override. We have assessed the business rationale of the transactions taking into consideration estimates applied, application of accounting policies, evidence of potential management bias.</p>	<p>We have identified a control deficiency in the financial reporting process – please refer to the <i>Control Environment and Other Observations</i> section below.</p> <p>No other significant findings have been identified.</p>
<b>Revenue recognition (including deferred revenue and government transfers)</b>		
<b>Risk</b>	<b>Our Response</b>	<b>Findings</b>
<p>Grant funding subject to external funder restrictions (e.g., Government of Alberta) has been prematurely recognized as revenue.</p>	<ul style="list-style-type: none"> <li>- We have obtained an understanding of the processes and controls in place regarding revenues received.</li> <li>- We inspected significant agreements and other source documentation for funding purpose and restrictions.</li> <li>- We have assessed significant revenue transactions for compliance with external restrictions.</li> <li>- We have performed a search for unrecorded revenue to assess completeness of government transfers recognized.</li> <li>- We have assessed the completeness and existence of deferred revenue recorded.</li> </ul>	<p>We have identified one uncorrected adjustment – see <i>Misstatements</i> section below for additional discussion.</p> <p>No other significant findings have been identified.</p>

<b>Sales and user fees</b>		
<b>Risk</b>	<b>Our Response</b>	<b>Findings</b>
User fees recorded are not complete or the incorrect rate is being used.	<ul style="list-style-type: none"> <li>- We have obtained an understanding of the processes and controls in place over utilities revenue.</li> <li>- We will perform substantive analytical procedures to assess the accuracy and completeness of the revenues recorded.</li> </ul>	No significant findings have been identified.
<b>Operating expenses</b> (including accounts payable and accrued liabilities)		
<b>Risk</b>	<b>Our Response</b>	<b>Findings</b>
Expenses have not been recorded in the correct reporting period, either due to premature recognition or missing accruals, or do not exist.	<ul style="list-style-type: none"> <li>- We have obtained an understanding of the processes and controls in place over procurement and payment.</li> <li>- We have inquired with management and reviewed subsequent Council minutes for significant transactions not recorded.</li> <li>- We have tested a sample of expenses recorded, including significant transactions.</li> <li>- We have performed a search for unrecorded liabilities.</li> <li>- We have examined accrued liabilities for accuracy and cut-off.</li> </ul>	No significant findings have been identified.
<b>Salaries, wages and benefits</b> (including employee benefit obligations)		
<b>Risk</b>	<b>Our Response</b>	<b>Findings</b>
Employees have been paid at a rate inconsistent with their employee contract.	<ul style="list-style-type: none"> <li>- We have obtained an understanding over the processes and controls in place over payroll and human resource activities.</li> <li>- We have performed substantive analytical procedures over salaries, wages and benefits.</li> </ul>	No significant findings have been identified.

<b>Cash and investments</b> (including investment income)		
<b>Risk</b>	<b>Our Response</b>	<b>Findings</b>
<p>There is an inherent risk of fraud related to cash and investments.</p> <p>Cash and investments are material balances to the City.</p> <p>PS 3041 – Portfolio Investments, and PS 3450 – Financial Instruments are being implemented.</p>	<ul style="list-style-type: none"> <li>- We have obtained an understanding of processes and controls surrounding cash and investment activities.</li> <li>- We have obtained third party evidence over the City’s bank balances.</li> <li>- We have tested significant reconciling items in the bank reconciliation.</li> <li>- We have assessed the classification of financial instruments recorded as cash.</li> <li>- We have assessed the measurement basis of investment instruments held.</li> <li>- We will assess the disclosure presented against the requirements under PSAS.</li> </ul>	<p>There was a change related to the valuation of investments in response to the implementation of PS 1201 – Financial Statement Presentation and PS 3450 – Financial Instruments Implementation. Please refer to the <i>Control Environment and Other Observations and Restatement</i> sections below.</p> <p>No significant findings have been identified.</p>
<b>Receivable balances</b> (including Taxes, Trade, and Other Governments)		
<b>Risk</b>	<b>Our Response</b>	<b>Findings</b>
<p>There exists the risk that the amounts outstanding will not be collectible.</p> <p>There exists the risk that receivables have been overstated.</p> <p>There exists the risk that receivables outstanding at year-end have not been accrued.</p>	<ul style="list-style-type: none"> <li>- We have obtained an understanding of the policies and procedures regarding collection and provisions.</li> <li>- We have reviewed management’s assessment of the collectability of receivable balances.</li> <li>- We have performed a search for unrecorded receivables to assess completeness of receivables outstanding at year-end.</li> <li>- We have coordinated with procedures performed over deferred revenue and revenue.</li> </ul>	<p>No significant findings have been identified.</p>

Tangible capital assets (“TCA”)		
Risk	Our Response	Findings
<p>There exists the risk that TCA has been expensed rather than capitalized or has been recorded incorrectly. Conversely, there exists the risk that expenditures that are not capital in nature have been capitalized.</p> <p>The valuation of TCA is subject to management’s estimate which may be complex and subject to change.</p>	<ul style="list-style-type: none"> <li>- We have obtained an understanding of how contributed tangible capital assets are recorded.</li> <li>- We have reviewed the amortization policy.</li> <li>- We have performed substantive tests of details over additions and disposals.</li> <li>- We have re-calculated amortization expense and gains / losses on the disposal of TCA.</li> <li>- We have inquired with management about indicators of impairment.</li> <li>- We have coordinated with procedures performed over deferred revenue.</li> <li>- We have assessed the completeness of contributed tangible capital assets.</li> </ul>	<p>This balance was restated in the year as part of the implementation of PS 3280 – Asset Retirement Obligations. Please refer to the <i>Control Environment and Other Observations</i> and <i>Restatement</i> sections below.</p> <p>No significant findings have been identified.</p> <p>Additionally, we have identified other matters. Please refer to the <i>Control Environment and Other Observations</i> section below.</p>
Asset retirement obligations (“ARO”)		
Risk	Our Response	Findings
<p>PS 3280, Asset Retirement Obligations, is being implemented for the first year with AROs being estimates subject to management bias.</p>	<ul style="list-style-type: none"> <li>- We have assessed the completeness of assets identified with an ARO.</li> <li>- We have assessed the reasonability of inputs used in calculating the estimate.</li> <li>- We have verified the mathematical accuracy of the liability calculated.</li> </ul>	<p>This balance was restated in the year as part of the implementation of PS 3280 – Asset Retirement Obligations. Please refer to the <i>Control Environment and Other Observations</i> and <i>Restatement</i> sections below.</p> <p>No significant findings have been identified.</p>



## CONTROL ENVIRONMENT AND OTHER OBSERVATIONS

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Our objective is to communicate appropriately to Council any significant deficiencies in internal control that we have identified during the audit and that, in our professional judgement, are of sufficient importance to merit being reported to those charged with governance.

The audit findings contained in this report did not have a material effect on the City's consolidated financial statements, and as such, our audit report is without reservation with respect to these matters.

### Significant Deficiencies of Internal Controls

Other than the matter discussed below, we have not identified any control deficiencies that we have determined to be significant to internal controls over financial reporting.

#### *Financial Reporting Process - Manual Journal Entries and Segregation of Duties*

In our review of the City's financial reporting processes, we noted personnel who are responsible for both preparing and posting manual journal entries. Review of manual journal entries posted does not occur prior to posting. Rather, manual journal entries posted are reviewed as part of the month-end process. At month-end, a listing of all manual journal entries is generated. The accounting supervisor will review these entries for support to assess the validity and accuracy of the entries recorded with an emphasis on journal entries greater than \$500,000. This review process is not documented. Moreover, we have identified an instance where personnel are responsible for both accounts receivable and accounts payable duties.

Having appropriate authorization and segregation of duties controls is to mitigate risk of fraud and error. A person with the ability to prepare and post journal entries without appropriate oversight poses a significant risk (of fraud and error) to the accuracy and integrity of financial records. The ability to prepare and post journal entries without proper controls (i.e., secondary review) opens the door to potential errors (i.e., mistakes not being identified in a timely manner) or fraud (i.e., manipulation of financial data).

We recommend that a review of the financial reporting process be completed and where possible, the delegation of duties is shared amongst personnel such that one individual is not preparing and posting entries and is not responsible for duties that are incompatible (e.g., preparing AR and AP entries). Where this is not feasible, we would recommend implementing a review process such that a secondary review of the manual journal entries posted are completed in a timely manner.

We noted that while a review control exists, the precision of the control (emphasis placed on threshold of \$500,000) and the timeliness of the control performance (at month-end), may continue to present a significant risk of error or fraud. Significant errors, individually or in aggregate of multiple transactions, may not be identified either due to a lower value of transactions recorded or due to the timeliness of review. We recommend that the threshold for review and the timing of the review be evaluated, in conjunction with any other process changes implemented, to ensure the precision of the review is sufficient.

Last, we noted that the performance of the review is not documented. Having appropriate documentation is a crucial part of the control's performance. Documentation of review provides an audit trail to allow management to monitor and assess the operating efficiency of the review process. A lack of documentation inhibits management's ability to monitor the timeliness of the review completed (if completed) and if there are any deficiencies that may exist in the review process.

We recommend that review of journal entries be documented.

It should be noted, we did not identify any manual journal entries that contained significant errors or were indicative of fraud or misconduct. All manual journal entries tested were noted to have an appropriate purpose and could be supported by appropriate documentation from management. No matters of concerns were identified resulting from our audit procedures.

**Management's Response:**

While no instances of fraud or misconduct were identified during the audit, Management agrees the current practice has a risk of fraud and error. Management will implement an improved review process so that a secondary review of manual journal entries is completed in a timely manner, and that the review process is documented.

**Significant Qualitative Aspects of Accounting Policies**

Management is responsible for determining significant accounting policies. The choice of different accounting policy alternatives can have a significant effect on the financial position and results of the City. The application of those policies often involved significant estimates and judgements by management.

Other than the policy changes described below, there have been no other initial selections of, or changes to, significant accounting policies and practices that we would like to bring to your attention.

We are of the opinion that the significant accounting policies and the financial disclosures made by management do not materially misstate the financial statements taken as a whole.

*PS 3280 – Asset Retirement Obligations Implementation*

In 2023, the City adopted PS 3280 Asset Retirement Obligations. Asset retirement obligations are legal obligations associated with the retirement of tangible capital assets. Effective January 1, 2022, the City recognized the following to conform to the new standard:

- Asset retirement obligations where the event giving rise to the obligation (i.e. acquisition, construction, development or normal use) occurred on or after January 1, 2023;
- Asset retirement obligations where the event giving rise to the obligation arose prior to January 1, 2023 and the obligation has not been previously recognized; and
- Asset retirement obligations where the event giving rise to the obligation arose prior to January 1, 2023 and the previously recognized obligation requires adjustment in applying the standard.

The City has applied the standard using the modified retroactive approach with restatement of prior year comparative information. Note 1 in the financial statements describes the adoption of the new accounting standard for the year-ended December 31, 2023. See the Restatement section for information about the impact on the prior period.

*PS 1201 – Financial Statement Presentation and PS 3450 – Financial Instruments Implementation*

In 2023, the City adopted PS 1201 – Financial Statement Presentation and PS 3450 – Financial Instruments. The impact of this standard is as follows:

- The carrying value of financial instruments included in investments and derivative contracts are measured at fair value. Prior to January 1, 2023, these financial instruments were measured at cost or not recognized.
- Additional financial statement note disclosures are required.
- Unrealized gains and losses are recorded in the new statement of remeasurement gains and losses. Prior to January 1, 2023, these unrealized gains and losses were not recognized in the financial statements.

The financial impact to January 1, 2023 balances (in thousands) are as follows:

- Decrease to investments of \$1,075.
- Increase to financial contracts receivable of \$1,866.
- Increase to financial contracts payable of \$1,514.
- Increase to accumulated remeasurement losses of \$722.

The City has applied the standard prospectively, with no restatement of prior year comparative information. Note 1 in the financial statements describes the adoption of the new accounting standard for the year-ended December 31, 2023. See the Restatement section for information about the impact on the prior period.

## **Significant Qualitative Aspects of Accounting Estimates**

Management is required to disclose the assumptions it makes about the future, and other major sources of measurement uncertainty, that have a significant risk of resulting in a material misstatement to the financial statements.

Significant estimates relate to the allowance for doubtful accounts, valuation of tangible capital assets, the useful lives and related amortization of tangible capital assets, asset retirement obligations, environmental liabilities, and contingent liabilities.

Overall, we are satisfied with the reasonability of accounting estimates.

## **Management Letter**

We will be submitting a letter to the City's management on other matters that we feel should be brought to their attention.

## **Other Matters**

We have identified other matters that we would like to bring to your attention.

### *Tangible Capital Assets Listing*

The City is currently using Microsoft Excel to manually track tangible capital assets ("TCA") as opposed to using an asset management system. Recording all TCA transactions through an excel file increases the risk of error and misstatement in the financial statements. The use of an excel file places reliance on many manual review processes and controls. Significant manual processes include entering additions and disposals into the file correctly, applying the appropriate assumptions (i.e., useful lives), and calculating amortization correctly (i.e., ensuring formulas are consistently applied). As more manual processes are involved, the risk of misstatement in the financial record increases. We have identified discrepancies in the balances calculated in the excel file. As the discrepancies are not significant, our opinion has not been modified in respect to differences identified.



Additionally, due to turnover in the Finance Department, information about certain assets included in the excel file has been lost. As the excel file is not integrated with the City's accounting software, any adjustments to TCA requires a manual journal entry. We have identified various discrepancies that have required significant effort to reconcile the balances presented in the financial statements and those recorded in the excel file.

Consistent with previous audit findings, we recommend that the City look into implementing an asset module program.

**Management's Response:**

Management agrees that the use of Microsoft Excel to manually track tangible capital assets increases the risk of error and misstatement. In 2024, Management will begin the transition from the use of Microsoft Excel to using the city's accounting system (Microsoft Dynamics GP) to track tangible capital asset transactions and balances.



# MISSTATEMENTS

## Adjusted Misstatements

Audit adjustments have been recorded in order for the City to comply with reporting requirements under Canadian public sector accounting standards.

Increase (decrease) from opening balances				
Differences noted	Assets	Liabilities	Accumulated Surplus	Annual Surplus
3 audit adjustments (2022 – 1).	\$ (17,232,674)	\$ (17,264,716)	\$ 10,143	\$ 22,898
<b>Total Adjusted Differences (Income Effect)</b>				<b>\$ 22,898</b>

## Uncorrected Misstatements

In accordance with Canadian auditing standards, we are required to request that all uncorrected misstatements be corrected. We have requested this of management.

Management has decided not to correct certain misstatements and has provided representation that the uncorrected misstatements, individually and in aggregate, are not material to the financial statements – please refer to **Appendix 2** for the management representation letter.

The total unrecorded misstatements noted during the audit amounted to a \$539,310 under-statement of the City's surplus for the year ended December 31, 2023.

Misstatements (continued)

Amount of over (under) misstatement				
Description	Assets	Liabilities	Surplus	Accumulated Surplus
To adjust opening accumulated surplus and current surplus for the overstatement of prior year developer levy revenue.	\$ -	\$ -	\$ (539,310)	\$ -
<b>Total unrecorded misstatements</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (539,310)</b>	<b>\$ -</b>

After considering both quantitative and qualitative factors with respect to the uncorrected misstatements accumulated during the audit, we agree with management that the uncorrected misstatements are not material to the financial statements. Accordingly, our auditors' opinion has not been modified with respect to the uncorrected misstatements presented.

## Restatements

Due to the implementation of PS 3280 – Asset Retirement Obligations (see Control Environment and Other Observations section), the City has restated fiscal year 2022 balances.

The net effect on the financial statements (in thousands) has been to adjust the December 31, 2022 balances as follows:

- Increase to net book value of tangible capital asset by \$54.
- Increase to asset retirement obligations of \$506.
- Increase to amortization expense by \$3.
- Increase to accretion expense of \$25.
- Decrease to annual surplus of \$28.
- Decrease to opening accumulated surplus by \$424.



# APPENDICES

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- **Appendix 1 – Required communications**
- **Appendix 2 – Management representation letter**
- **Appendix 3 – Draft auditor’s report**
- **Appendix 4 – New and revised accounting standards**

## Appendix 1 – Required communications

### Independence

We have been engaged to audit the financial statement of the City for the year ending December 31, 2023.

We believe that it is important that we communicate at least annually with you regarding all relationships between the City and our firm that, in our professional judgement, may reasonably be thought to bear on our independence.

In determining which relationships to report, these standards require us to consider relevant rules and related interpretations prescribed by the Chartered Professional Accountants of Alberta and applicable legislation, covering such matters as:

- (a) Holding a financial interest, either directly or indirectly, in a client;
- (b) Holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client.
- (c) Personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- (d) Economic dependence on a client; and
- (e) Provision of services in addition to the audit engagement.

We are not aware of any relationships between the City and ourselves that, in our professional judgement, may reasonably be thought to bear on our independence that have occurred from January 1, 2023 to April 22, 2024.

### Management representation

Management's representations are integral to the audit evidence we will gather. Prior to the release of our independent auditors' report, we will require management's representations in writing to support the content of our report. Please refer to **Appendix 2**.

## Appendix 2 – Management representation letter

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April 22, 2024

Metrix Group LLP  
12840 St. Albert Trail  
Edmonton Alberta T5L 4H6

Attention: Jeff Alliston, CPA, CA

Dear Sir:

Re: Client's representation letter

This representation letter is provided in connection with your audit of the consolidated financial statements of City of Spruce Grove for the year ended December 31, 2023 for the purpose of expressing an opinion as to whether the consolidated financial statements are presented fairly, in all material respects, in accordance with Canadian public sector accounting standards (PSAS).

In making the representations outlined below, we took the time necessary to appropriately inform ourselves on the subject matter through inquiries of entity personnel with relevant knowledge and experience, and, where appropriate, by inspecting supporting documentation.

We confirm that (to the best of our knowledge and belief):

### **Financial Statements**

We have fulfilled our responsibilities as set out in the terms of the audit engagement dated January 22, 2024 for:

- a) Preparing and fairly presenting the consolidated financial statements in accordance with PSAS;
- b) Providing you with:
  - i) Access to all information of which we are aware that is relevant to the preparation of the consolidated financial statements, such as:
    - Accounting records, supporting data and other relevant documentation,
    - Minutes of Council meetings or summaries of actions taken for which minutes have not yet been prepared, and
    - Information on any other matters, of which we are aware, that is relevant to the preparation of the consolidated financial statements;
  - ii) Additional information that you have requested from us for the purpose of the audit; and
  - iii) Unrestricted access to persons within the entity from whom you determine it necessary to obtain audit evidence.
- c) Providing you with complete responses to all inquiries made to us by you during the engagement.
- d) Ensuring that all transactions have been recorded in the accounting records and are reflected in the consolidated financial statements; and
- e) Designing and implementing such internal control as we determined is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error. We have also communicated to you any deficiencies in the design and implementation or the maintenance of internal control over financial reporting of which management is aware.

(continued)

## **Fraud and Non Compliance**

We have disclosed to you:

- a. All of our knowledge in relation to actual, alleged or suspected fraud affecting the entity's consolidated financial statements involving:
  - i. Management;
  - ii. Employees who have significant roles in internal control; or
  - iii. Others where the fraud could have a material effect on the consolidated financial statements;
- b. All of our knowledge in relation to allegations of fraud or suspected fraud communicated by employees, former employees, analysts, regulators or others;
- c. All known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements that should be considered when preparing the consolidated financial statements;
- d. All known, actual, or possible litigation and claims that should be considered when preparing the consolidated financial statements; and
- e. The results of our risk assessments regarding possible fraud or error in the consolidated financial statements.

## **Related Parties**

We have disclosed to you the identity of all of the Company's related-party relationships and transactions of which we are aware. All related-party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of PSAS.

## **Estimates**

We acknowledge our responsibility for determining the accounting estimates required for the preparation of the consolidated financial statements in accordance with PSAS. Those estimates reflect our judgment based on our knowledge and experience of past and current events, and on our assumptions about conditions we expect to exist and courses of action we expect to take. We confirm that the methods, significant assumptions and the data used by us in making accounting estimates and related financial statement disclosures, including those measured at fair value, are appropriate to achieve recognition, measurement or disclosure that is in accordance with PSAS.

## **Subsequent Events**

All events subsequent to the date of the consolidated financial statements and for which PSAS requires adjustment or disclosure have been adjusted or disclosed.

## **Commitments and Contingencies**

All relevant commitments, contingent liabilities/assets or guarantees (written or oral) have been appropriately accounted for and disclosed in the consolidated financial statements in accordance with the requirements of PSAS. This includes liabilities arising from contract terms, illegal acts or possible illegal acts, and environmental matters that would have an impact on the consolidated financial statements.

## **Adjustments**

We have reviewed, approved and recorded all of your proposed adjustments to our accounting records. This includes journal entries, changes to account coding, classification of certain transactions and preparation of, or changes to, certain accounting records.

## **Misstatements**

The effects of uncorrected misstatements are immaterial, individually and in aggregate, to the consolidated financial statements as a whole. A list of the uncorrected misstatements, including the reasons why they were not corrected, is attached to this letter.



Acknowledged and agreed on behalf of City of Spruce Grove by:

\_\_\_\_\_  
Dean Screpnek, CPA, CMA, CLGM  
City Manager

\_\_\_\_\_  
Anthony Lemphers, CPA, CGA, BBA  
Director, Finance

\_\_\_\_\_  
April 22, 2024  
Date signed

\_\_\_\_\_  
April 22, 2024  
Date signed

DRAFT

**City of Spruce Grove**  
 Year End: December 31, 2023  
 Unrecorded journal entries  
 Date: 1/1/2023 To 12/31/2023

Number	Date	Name	Account No	Reference	Annotation	Debit	Credit	Recurrence	Misstatement
UJE01	12/31/2023	DEVELOPER CONTRIBUTIONS - ROADS	1-810-30-72-01-00	GG1-1			539,309.73		
UJE01	12/31/2023	ACCUM SURPLUS - UNRESTRICTED	4-900-10-52-04-00	GG1-1		539,309.73			
To adjust opening accumulated surplus for the overstatement of FY2022 developer levy revenue.									
						<b>539,309.73</b>	<b>539,309.73</b>		

**Net Income (Loss)      54,117,351.26**

DRAFT

## Appendix 3 – Draft auditors’ report

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## INDEPENDENT AUDITORS' REPORT

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To the Mayor and Council of the City of Spruce Grove

### *Opinion*

We have audited the accompanying consolidated financial statements of the City of Spruce Grove (the "City"), which comprise the consolidated statement of financial position as at December 31, 2023, and the consolidated statements of operations and accumulated surplus, remeasurement gains and losses, changes in net debt, and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the City as at December 31, 2023, and the results of its operations, remeasurement gains and losses, changes in net debt, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Consolidated Financial Statements* section of our report. We are independent of the City in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### *Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements*

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the City's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the City or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the City's financial reporting process.

### *Auditors' Responsibilities for the Audit of the Consolidated Financial Statements*

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but it is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect

(continues)



a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control.
- Evaluate the appropriateness of accounting policies and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the City's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the City to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities with the City or business activities within the group to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Edmonton, Alberta  
April 22, 2024

## Appendix 4 – New and revised accounting standards

Standard	Summary	Effective Date
<b>PS 3160 Public Private Partnerships</b>	This section will establish standards on how to account for public private partnership agreements, specifically recognition and measurement of infrastructure assets and the corresponding financial liability.	Fiscal years beginning on or after April 1, 2023. Early adoption is permitted.
<b>PS 3400 Revenue</b>	This section will be updated to provide additional guidance regarding the timing of revenue recognition along with additional disclosure requirements.	Fiscal years beginning on or after April 1, 2023. Early adoption is permitted.
<b>PSG-8 Purchased Intangibles</b>	This guideline explains the scope of intangible assets now allowed to be recognized in financial statements.	Fiscal years beginning on or after April 1, 2023. Early adoption is <i>encouraged</i> .
<b>PS 1202 Financial Statement Presentation</b>	This standard sets out general and specific requirements for the presentation of information in general purpose financial statements. The financial statement principles are based on the concepts in the Conceptual Framework for Financial Reporting in the Public Sector.	Fiscal years beginning on or after April 1, 2026. Early adoption is permitted.



Consolidated Financial Statements of

**The City of Spruce Grove**

For the Year Ended December 31, 2023

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## **MANAGEMENT'S REPORT**

The consolidated financial statements of the City of Spruce Grove (the "City") are the responsibility of management and have been prepared in accordance with Canadian Public Sector Accounting Standards. The consolidated financial statements include amounts that are based on the best estimates and judgements of management. Management has determined such amounts on a reasonable basis to ensure that the consolidated financial statements are presented fairly, in all material aspects.

Management maintains systems of accounting and administrative controls to provide reasonable assurance that the transactions are appropriately authorized, accurately recorded, that assets are properly accounted for and safeguarded and that the consolidated financial statements reliably report the City's operating and financial results.

City Council has approved the information contained in the consolidated financial statements.

Metrix Group LLP has been appointed by City Council to provide an independent audit opinion on the consolidated financial statements.

Anthony Lemphers, CPA, CGA, BBA  
Director, Finance

Dean Screpnek, CPA, CMA, CLGM  
City Manager

April 22, 2024  
Spruce Grove, AB

**CITY OF SPRUCE GROVE**  
**CONSOLIDATED STATEMENT OF FINANCIAL POSITION**

December 31, 2023  
(in thousands of dollars)

	2023	2022 <i>Restated</i> (Note 1)
<b>Financial Assets</b>		
Cash and Cash Equivalents (Note 2)	\$ 14,761	\$ 8,408
Accounts Receivable (Note 3)	16,049	17,574
Investments (Note 4)	29,996	60,203
Land Held for Resale (Note 5)	2,196	868
	<b>63,002</b>	<b>87,053</b>
<b>Liabilities</b>		
Accounts Payable and Accrued Liabilities (Note 6)	28,626	19,777
Deferred Revenue (Note 7)	12,720	33,815
Liability for Contaminated Sites (Note 8)	971	1,181
Asset Retirement Obligations (Note 9)	531	506
Long-Term Debt (Note 11)	39,257	38,111
	<b>82,105</b>	<b>93,390</b>
<b>Net Debt</b>	<b>(19,103)</b>	<b>(6,337)</b>
<b>Non-Financial Assets</b>		
Inventory and Prepaid Expenses	1,490	1,345
Tangible Capital Assets (Note 13)	634,127	570,539
	<b>635,617</b>	<b>571,884</b>
<b>Accumulated Surplus (Note 14)</b>	<b>\$ 616,514</b>	<b>\$ 565,547</b>
<b>Accumulated Surplus consists of:</b>		
Accumulated surplus from operations	\$ 619,128	\$ 565,547
Accumulated remeasurement losses	(2,614)	-
	<b>\$ 616,514</b>	<b>\$ 565,547</b>

The accompanying notes are an integral part of these consolidated financial statements.

ON BEHALF OF THE COUNCIL

\_\_\_\_\_ MAYOR

\_\_\_\_\_ COUNCILLOR

**CITY OF SPRUCE GROVE**  
**CONSOLIDATED STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS**

For the Year Ended December 31, 2023

(in thousands of dollars)

	2023 Budget (Note 30)	2023 Actual	2022 Actual Restated (Note 1)
<b>Revenue</b>			
Property Taxes (Schedule 1)	\$ 49,230	\$ 49,247	\$ 45,235
Sales and User Fees	30,052	30,825	28,562
Franchise Fees (Note 28)	8,045	7,738	7,444
Government Transfers - Operating (Schedule 2)	5,058	4,663	4,009
Licenses and Permits	1,845	3,038	2,321
Sales to Other Governments	2,721	2,779	2,718
Rentals	2,584	2,685	2,306
Other	783	2,259	841
Fines	2,501	2,030	2,938
Investment Income	668	1,232	618
Penalties	795	816	795
	<u>104,282</u>	<u>107,312</u>	<u>97,787</u>
<b>Expenses</b>			
Transportation and Roadway Services	36,164	30,888	29,747
Utilities	22,804	23,861	22,610
Protective Services	22,628	21,840	20,828
General Government	17,932	16,474	16,159
Community Services	14,824	16,165	13,630
Development Services	4,314	4,188	3,728
	<u>118,666</u>	<u>113,416</u>	<u>106,702</u>
<b>Annual Deficit before the Undernoted</b>	<u>(14,384)</u>	<u>(6,104)</u>	<u>(8,915)</u>
Government Transfers - Capital (Schedule 2)	29,790	31,635	12,585
Contributed Tangible Capital Assets (Note 13)	18,375	27,461	6,060
Gain (Loss) on Disposal of Tangible Capital Assets	516	409	(162)
Developer Contribution and Levies	1,961	180	5,030
	<u>50,642</u>	<u>59,685</u>	<u>23,513</u>
<b>Annual Surplus (Deficit)</b>	<u>36,258</u>	<u>53,581</u>	<u>14,598</u>
<b>Accumulated Surplus, Opening As Previously Stated</b>	-	565,999	551,373
Change in accounting policies (Note 1)	-	(452)	(424)
<b>Accumulated Surplus, Opening As Restated</b>	-	565,547	550,949
<b>Accumulated Surplus, Closing</b>	<u>\$ -</u>	<u>\$ 619,128</u>	<u>\$ 565,547</u>

The accompanying notes are an integral part of these consolidated financial statements.

**CITY OF SPRUCE GROVE**  
**CONSOLIDATED STATEMENT OF CHANGES IN NET DEBT**

For the Year Ended December 31, 2023

(in thousands of dollars)

	2023 Budget (Note 30)	2023 Actual	2022 Actual Restated (Note 1)
<b>Annual Surplus</b>	\$ 36,258	\$ 53,581	\$ 14,598
<b>Inventory and Prepaid Expenses</b>			
Acquisition	-	(1,490)	(1,345)
Consumption	-	1,345	1,229
<b>Change in Inventory and Prepaid Expenses</b>	-	(145)	(116)
<b>Tangible Capital Assets</b>			
Contributed	(18,375)	(27,461)	(6,060)
Purchased	(81,155)	(56,533)	(21,279)
Proceeds on Disposal	-	561	143
(Gain) Loss on Disposal	(516)	(409)	162
Tangible Capital Assets transferred to Land Held for Sale	-	915	-
Amortization	20,194	19,339	17,805
	(79,852)	(63,588)	(9,229)
<b>Other</b>			
Change in Accumulated Remeasurement Loss	-	(2,614)	-
<b>Change in Net Debt</b>	(43,594)	(12,766)	5,253
Net Debt, Opening	(6,337)	(6,337)	(11,590)
<b>Net Debt, Closing</b>	\$ (49,931)	\$ (19,103)	\$ (6,337)

The accompanying notes are an integral part of these consolidated financial statements.

**CITY OF SPRUCE GROVE**  
**CONSOLIDATED STATEMENT OF REMEASUREMENT GAINS AND LOSSES**

For the Year Ended December 31, 2023

(in thousands of dollars)

	<b>2023 Actual</b>
<b>Accumulated remeasurement losses, beginning of year</b>	\$ -
Unrealized gain (loss) from adoption of PS 3450:	
Investments designated at fair value	(1,075)
Financial contracts	353
Amounts reclassified to consolidated statement of operations:	
Investments designated at fair value	4
Unrealized gain (loss) attributable to:	
Investments designated at fair value	718
Financial contracts	(2,614)
<b>Net change for the year</b>	<b>(2,614)</b>
<b>Accumulated remeasurement losses, end of year</b>	<b>\$ (2,614)</b>

The accompanying notes are an integral part of these consolidated financial statements.

**CITY OF SPRUCE GROVE**  
**CONSOLIDATED STATEMENT OF CASH FLOWS**

For the Year Ended December 31, 2023

(in thousands of dollars)

	2023	2022
<b>Cash Provided by (Used For):</b>		
<b>Operating Activities</b>		
Annual Surplus	\$ 53,581	\$ 14,598
<b>Items not involving cash:</b>		
Amortization of Tangible Capital Assets	19,339	17,805
Loss (Gain) on Disposal of Tangible Capital Assets	(409)	162
Contributed Tangible Capital Assets	(27,461)	(6,060)
Asset Retirement Obligation Accretion	25	25
<b>Change in non-cash working capital balances:</b>		
Decrease/(Increase) in Accounts Receivable	2,861	(833)
Increase in Accounts Payable and Accrued Liabilities	5,253	565
(Decrease)/Increase in Deferred Revenue	(21,095)	2,750
Decrease in Liability for Contaminated Sites	(210)	(27)
Increase in Inventory and Prepaid Expenses	(145)	(116)
Decrease/(Increase) in Land Held for Sale	(1,328)	878
	<b>30,411</b>	<b>29,747</b>
<b>Capital Activities</b>		
Acquisition of Tangible Capital Assets	(56,533)	(21,279)
Proceeds on Disposal of Tangible Capital Assets	561	143
Transfer of Land Held of Sale	915	-
	<b>(55,057)</b>	<b>(21,136)</b>
<b>Investing Activities</b>		
Purchased Investments	(4,002)	(35,385)
Proceeds on Disposal of Investments	33,855	14,526
	<b>29,853</b>	<b>(20,859)</b>
<b>Financing Activities</b>		
Long-term Debt Issued	4,600	2,400
Long-term Debt Repaid	(3,454)	(2,924)
	<b>1,146</b>	<b>(524)</b>
<b>Increase (Decrease) in Cash and Cash Equivalents</b>	<b>6,353</b>	<b>(12,772)</b>
Cash and Cash Equivalents, Opening	8,408	21,180
<b>Cash and Cash Equivalents, Closing (Note 2)</b>	<b>\$ 14,761</b>	<b>\$ 8,408</b>

The accompanying notes are an integral part of these consolidated financial statements.

**CITY OF SPRUCE GROVE**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**

For the Year Ended December 31, 2023  
(in thousands of dollars)

The City of Spruce Grove (the City) is a municipality in the Province of Alberta, Canada and operates under the provisions of the *Municipal Government Act*.

**1. Significant Accounting Policies**

The consolidated financial statements of the City of Spruce Grove are the representations of management prepared in accordance with Canadian Public Sector Accounting Standards. Significant accounting policies adopted by the City are as follows:

**a. Reporting Entity**

The consolidated financial statements reflect the assets, liabilities, revenues, expenses, and accumulated surplus of the reporting entity. The reporting entity is comprised of all organizations which are owned or controlled by the City, and are, therefore, accountable for the administration of their financial affairs and resources.

The reporting entity includes all divisions and departments that comprise City operations, the City of Spruce Grove Library Board and the TransAlta Tri Leisure Centre. Inter-organizational transactions and balances between these entities have been eliminated.

The City is associated with various other boards, commissions and other organizations that are not part of the government reporting entity.

Property taxes levied include requisitions for education and seniors housing organizations that are not part of the government reporting entity. The consolidated financial statements exclude any trusts under administration for the benefit of external parties.

**b. Valuation of Financial Assets and Liabilities**

The City's financial assets and liabilities are generally measured as follows:

<b>Financial Statement Component</b>	<b>Measurement</b>
Cash and cash equivalents	Cost
Investments	Fair value and amortized cost
Accounts receivable	Lower of cost and net recoverable value
Inventories of supplies	Lower of cost and replacement cost
Accounts payable and accrued liabilities	Cost
Asset retirement obligations	Cost or present value
Long-term debt	Amortized Cost
Derivatives	Fair value

Unrealized gains and losses from changes in the fair value of financial assets and liabilities are recognized in the consolidated statement of remeasurement gains and losses.

**CITY OF SPRUCE GROVE**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**

For the Year Ended December 31, 2023

(in thousands of dollars)

**1. Significant Accounting Policies (continued)**

**b. Valuation of Financial Assets and Liabilities (continued)**

All financial assets are assessed annually for impairment. Impairment losses are recognized in the consolidated statement of operations. A write-down of a financial asset to reflect a loss that is other than temporary in value is not reversed for a subsequent increase in value.

For financial assets and liabilities measured using amortized cost, the effective interest rate method is used to determine interest revenue or expense. Transaction costs are expensed as they are incurred.

**i. Cash and Cash Equivalents**

Cash and cash equivalents consist of cash on hand and cash equivalents that are highly liquid. Cash and cash equivalents are held for the purpose of meeting short-term cash commitments rather than for investment purposes.

**ii. Investments**

Investments consist of authorized investments pursuant to provisions of the Municipal Government Act and comprise financial instruments issued by the Canadian government and Schedule I, II, and III banks as well as asset backed securities. All investments are in accordance with the Investment Policy approved by Council.

Investments with original maturity dates of more than 90 days are classified as investments on the consolidated statement of financial position.

Investment income is reported as revenue in the period earned. When required by agreement or legislation, investment income earned on deferred revenue is added to the deferred revenue balance. Discounts and premiums arising on the purchase of investments are amortized over the term of the investment. Should there be a loss in value that is not considered temporary, the respective investment is written down to recognize the loss.

**iii. Land Held for Resale**

Land held for resale is recorded at the lower of cost or net realizable value. Cost includes amounts for acquisition, land improvements, sales commission and interest. Interest is capitalized whenever external debt is issued to finance the acquisition of land held for resale. Repayments of interest from third parties reduces the amount of capitalized interest.



**CITY OF SPRUCE GROVE**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**

For the Year Ended December 31, 2023  
(in thousands of dollars)

**1. Significant Accounting Policies (continued)**

**b. Valuation of Financial Assets and Liabilities (continued)**

**iv. Derivatives**

The City uses derivative financial instruments consisting of bank interest rate swap agreements to manage its interest rate exposure. The City specifically designates these agreements as hedges of debt instruments and recognizes interest differentials as adjustments to interest expense in the period the differentials occur. Under interest rate swap agreements, the City agrees with other parties to exchange, at specific intervals, the difference between fixed-rate and variable-rate interest amounts calculated by reference to an agreed-upon notional principal amount.

The fair value of the interest rate swap agreements is estimated using quotes from counterparties and represents the cash requirement if the existing agreements had been settled at year end.

**c. Non-Financial Assets**

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They are not intended for sale in the ordinary course of operations.

**i. Tangible Capital Assets**

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the tangible capital assets. The cost, less residual value of tangible capital assets, excluding land, is amortized on a straight line basis over their estimated useful life as follows:

Asset	Useful Life in Years
Engineered Structures	20 - 75
Machinery & Equipment	4 - 20
Buildings	25 - 50
Vehicles	8 - 25
Land Improvements	15 - 25
Leasehold Improvements	Life of the Lease

Amortization is charged in the year of acquisition and no amortization is charged in the year of disposal. Construction in progress is not amortized until the asset is available for productive use.

**ii. Contributions of Tangible Capital Assets**

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and are recorded as revenue.

**CITY OF SPRUCE GROVE**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**

For the Year Ended December 31, 2023

(in thousands of dollars)

**1. Significant Accounting Policies (continued)**

**c. Non-Financial Assets (continued)**

**iii. Leases**

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases.

At the inception of a capital lease, an asset and an obligation are recorded at an amount equal to the lesser of the present value of the minimum lease payments and the property's fair value at the beginning of the lease. Assets recorded under capital leases are amortized on a straight-line basis over the term of the lease that is the estimated useful lives of the assets. The imputed interest is charged against income. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

**iv. Works of Art and Cultural and Historic Assets**

Works of art and cultural and historic assets are not recorded as tangible capital assets and are not amortized.

**v. Inventory**

Inventory is comprised of supplies held for consumption and is recorded at the lower of cost and replacement cost.

**d. Revenue Recognition**

**i. Revenue**

Revenues are recognized in the period in which they are earned and measurable. Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

**ii. Tax Revenue**

Tax revenues are recognized when the tax has been authorized by bylaw and the taxable event has occurred.

Requisition over-levies and under-levies arise from the difference between the actual tax levy made to cover each requisition and the actual amount requisitioned. Where the actual levy differs from the requisition, the requisition tax rate is adjusted in the subsequent year.

**CITY OF SPRUCE GROVE**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**

For the Year Ended December 31, 2023

(in thousands of dollars)

**1. Significant Accounting Policies (continued)**

**d. Revenue Recognition (continued)**

**iii. Developer Contributions**

Developer contributions are recognized as revenue in the period they are used for the purpose specified.

**iv. Developer Offsite Levies**

Offsite levies are collected from developers upon the execution of a development agreement as per the offsite levy bylaw. These funds are restricted to fund the construction of specific infrastructure and are recognized as revenue once the infrastructure has been built and the City has provided a construction completion certificate.

**v. Government Transfers**

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. These transfers are not the result of an exchange transaction, and are not expected to be repaid in the future, or the result of a direct financial return. Revenue is recognized in the period when events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

**e. Expenses**

Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

**f. Liability for Contaminated Sites**

A liability for remediation of a contaminated site is recognized at the financial statement date, when:

- an environmental standard exists;
- contaminations exceed the environmental standard;
- the municipality owns the land; or is directly responsible; or accepts responsibility;
- it is expected that future economic benefits will be given up; and
- the liability can be reasonably estimated.

The liability is estimated to cover remediation, post remediation operation, maintenance and monitoring costs based on information available at the financial statement date.

In some cases, environmental standards are created by internal policy and voluntary compliance with such environmental standards may create a liability.

**CITY OF SPRUCE GROVE**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**

For the Year Ended December 31, 2023

(in thousands of dollars)

**1. Significant Accounting Policies (continued)**

**g. Asset Retirement Obligations**

Asset retirement obligations are legal obligations associated with the retirement of tangible capital assets. Asset retirement activities include all activities related to an asset retirement obligation. These may include, but are not limited to:

- decommissioning or dismantling a tangible capital asset that was acquired, constructed or developed;
- remediation of contamination of a tangible capital asset created by its normal use;
- post-retirement activities such as monitoring; and
- constructing other tangible capital assets to perform post-retirement activities.

Asset retirement obligations are initially measured at the later of the date of acquisition or legislative obligation. When a liability for an asset retirement obligation is recognized, the asset retirement costs are added to the carrying amount of the related tangible capital asset in productive use and are amortized over the estimated useful life of the related tangible capital asset. Asset retirement costs related to unrecognized tangible capital assets or for tangible capital assets no longer in productive use are expensed in the consolidated statement of operations

When the future retirement date is unknown, the asset retirement obligation is measured at the current estimated cost to settle or otherwise extinguish the liability. When the future retirement date is known, a present value technique is used to measure the liability. Subsequent to the initial measurement, the asset retirement obligation is adjusted to reflect the passage of time and is recognized as an accretion expense in the consolidated statement of operations.

These liabilities reflect the City's best estimate, as of December 31, 2023, of the amount required to retire tangible capital assets. Estimates are made by management using professional judgment, similar contractor costs, and third-party quotes, and are subsequently re-measured taking into account any new information and the appropriateness of assumptions used

**h. Use of Estimates and Measurement Uncertainty**

The preparation of the consolidated financial statements of the City requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, disclosure of contingent assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenue and expenses during the period. Where measurement uncertainty exists, the consolidated financial statements have been prepared within reasonable limits of materiality. Actual results may differ from those estimates.

Estimates have been used to determine provisions for accrued liabilities, asset retirement obligations, liability of contaminated sites, useful lives of tangible capital assets, fair values of contributed tangible capital assets, and provisions made for allowances for doubtful receivable accounts.

In addition, developer contributions and offsite levies utilize forecasted development costs, staging and financing requirements.

**CITY OF SPRUCE GROVE**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**

For the Year Ended December 31, 2023

(in thousands of dollars)

**1. Significant Accounting Policies (continued)**

**i. Changes in Accounting Policies - Prospective**

Effective January 1, 2023, the City has adopted Canadian public sector accounting standards PS 1201 Financial Statement Presentations, PS 2601 Foreign Currency Translation, PS 3041 Portfolio Investments and PS 3450 Financial Instruments required for government organizations beginning on or after April 1, 2022. The new standards have been applied prospectively. Comparative results have not been restated. The changes to the City's financial statements from previous years are as follows:

1. The carrying value of financial instruments included in investments and derivative contracts are measured at fair value to correspond with how they are evaluated and managed. Prior to January 1, 2023, these financial instruments were recorded at cost or not recognized.
2. Disclosure of the hierarchy of inputs used in the determination of fair value for investments are reported according to the following levels:
  - Level 1: Fair value is based on quoted prices in an active market.
  - Level 2: Fair value is based on model-based valuation methods for which all significant assumptions are observable in the market or quoted prices for similar but not identical assets.
  - Level 3: Fair value is based on valuation methods where inputs that are based on non-observable market data have a significant impact on the valuation.
3. Unrealized gains and losses are recorded in the new statement of remeasurement gains and losses. Prior to January 1, 2023, unrealized gains and losses were not recorded in the financial statements. This change to January 1, 2023 opening balances are as follows:
  - Decrease to investments by \$1,075
  - Increase to financial contracts receivable by \$1,867;
  - Increase to financial contracts payable by \$1,514;
  - Increase to accumulated remeasurement losses by \$722.

**j. Changes in Accounting Policies - Modified Retroactive**

Effective January 1, 2023, the City adopted Canadian public sector accounting standard PS 3280 Asset Retirement Obligations, and applied the standard using the modified retroactive approach with restatement of prior year comparative information.

On the effective date of the PS 3280 standard, the City recognized the following to conform to the new standard:

- asset retirement obligations;
- asset retirement cost capitalized as an increase to the carrying amount of the related tangible capital assets in productive use;
- accumulated amortization on the capitalized cost; and
- adjustment to the opening balance of the accumulated surplus.

**CITY OF SPRUCE GROVE**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**

For the Year Ended December 31, 2023

(in thousands of dollars)

**1. Significant Accounting Policies (continued)**

**j. Changes in Accounting Policies - Modified Retroactive (continued)**

The effects of this change are as follows:

	<b>2022</b>		
	<b>As Previously Reported</b>	<b>Adjustments</b>	<b>As Restated</b>
<b>Consolidated Statement of Financial Position</b>			
Asset Retirement Obligations (Note 9)	\$ -	\$ 506	\$ 506
Tangible Capital Assets (Note 13)	570,485	54	570,539
Accumulated Surplus (Note 14)	565,999	(452)	565,547
<b>Consolidated Statement of Operations</b>			
Amortization	17,802	3	17,805
Accretion	-	25	25
Annual Surplus	14,626	(28)	14,598
Accumulated Surplus, Beginning of year	551,373	(424)	550,949
Accumulated Surplus, End of year (Note 14)	565,999	(452)	565,547
<b>Consolidated Statement of Changes in Net Debt</b>			
Annual Surplus	14,626	(28)	14,598
Amortization	17,802	3	17,805
Net debt, Beginning of year	(11,109)	(481)	(11,590)
Net debt, End of year	(5,831)	(506)	(6,337)
<b>Consolidated Statement of Cash Flows</b>			
Annual Surplus	14,626	(28)	14,598
Amortization of Tangible Capital Assets	17,802	3	17,805
Increase in Asset Retirement Obligations	-	25	25

**CITY OF SPRUCE GROVE**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**

For the Year Ended December 31, 2023

(in thousands of dollars)

**1. Significant Accounting Policies (continued)**

**k. Future Accounting Standard Pronouncements**

The following summarizes upcoming changes to public sector accounting standards issued by the Public Sector Accounting Standards Board. In 2024, the City will continue to assess the impact and prepare for the adoption of these standards.

Standard	Name	Effective Date
PS 3400	Revenue	April 1, 2023
PSG-8	Purchased Intangibles	April 1, 2023
PS 3160	Public Private Partnerships	April 1, 2023
PS 1202	Financial Statement Presentation	April 1, 2026

**2. Cash and Cash Equivalents**

	2023	2022
Cash	\$ 14,761	\$ 7,613
Cash Equivalents	-	795
	<b>\$ 14,761</b>	<b>\$ 8,408</b>

**3. Accounts Receivable**

	2023	2022
<b>Property Taxes</b>		
Current Taxes and Grants in Place of Taxes	\$ 1,843	\$ 1,776
Arrears	589	534
	<b>2,432</b>	<b>2,310</b>
<b>Other</b>		
Trade and Other	3,318	3,456
Local Improvements	2,789	3,093
Utility	2,788	2,503
Developer Contributions and Levies	2,133	5,079
Financial Contracts	1,335	-
Government Transfers	684	663
Goods and Services Tax	464	245
Interest Receivable	346	431
Allowance for Doubtful Accounts	(240)	(206)
	<b>13,617</b>	<b>15,264</b>
	<b>\$ 16,049</b>	<b>\$ 17,574</b>

**CITY OF SPRUCE GROVE**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**

For the Year Ended December 31, 2023

(in thousands of dollars)

**4. Investments**

	<b>2023</b>	2022
Investments - amortized cost	<b>\$ 17,231</b>	\$ 60,203
Investments - fair valued	<b>12,765</b>	-
<b>Total</b>	<b>\$ 29,996</b>	\$ 60,203

The composition of investments measured at amortized costs is as follows:

	<b>Amortized Cost 2023</b>	<b>Market Value 2023</b>	Amortized Cost 2022	Market Value 2022
Bonds	<b>\$ 16,738</b>	<b>\$ 15,418</b>	\$ 16,558	\$ 14,642
GICs	<b>466</b>	<b>466</b>	51	51
Other	<b>27</b>	<b>27</b>	30,351	30,395
Notes	<b>-</b>	<b>-</b>	13,243	12,167
	<b>\$ 17,231</b>	<b>\$ 15,911</b>	\$ 60,203	\$ 57,255

Investments in bonds have effective interest rates of 1.29% to 3.55% (2022 - 1.29% to 2.93%) with maturity dates from March 2024 to August 2033. Other investments include a callable interest savings account with an effective rate of 5.55% (2022 - 4.80%).

The composition of investments measured at fair value is as follows

	<b>2023</b>				2022			
	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Total</b>	Level 1	Level 2	Level 3	Total
Principal protected notes	<b>\$ -</b>	<b>\$ 12,765</b>	<b>\$ -</b>	<b>\$ 12,765</b>	\$ -	\$ -	\$ -	-

Fair values are those derived from:

- Level 1: Fair value is based on quoted prices in an active market.
- Level 2: Fair value is based on model-based valuation methods for which all significant assumptions are observable in the market or quoted prices for similar but not identical assets.
- Level 3: Fair value is based on valuation methods where inputs that are based on non-observable market data have a significant impact on the valuation



**CITY OF SPRUCE GROVE**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**

For the Year Ended December 31, 2023  
(in thousands of dollars)

**5. Land Held for Resale**

The City holds an interest in lands in the amount of \$2,196 (2022 - \$868) representing the costs related to the Westwind land assembly and site servicing costs undertaken by the City to prepare an 18 acre industrial site owned by the City for future development. The City entered into an option agreement with the developer to dispose of the assembled land in parcels that was set to expire on March 21, 2025. In August 2022, the City entered into an amended agreement with the developer to purchase the Westwind lands for the development of an ice arena complex, public recreation and transit facilities along with related amenities.

In 2023 interest on long-term debt associated with the assembled land in the amount of \$15 (2022 - \$16) was capitalized.

**6. Accounts Payable and Accrued Liabilities**

	<b>2023</b>	<b>2022</b>
Trade and Accrued Liabilities	<b>\$ 12,434</b>	<b>\$ 11,704</b>
Wages and Benefits	<b>4,053</b>	4,009
Holdbacks	<b>4,051</b>	486
Financial Contracts	<b>3,596</b>	-
Developer Commitments	<b>2,249</b>	2,030
Deposits	<b>2,214</b>	1,514
Debenture Interest	<b>29</b>	34
	<b>\$ 28,626</b>	<b>\$ 19,777</b>

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**CITY OF SPRUCE GROVE**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**

For the Year Ended December 31, 2023  
(in thousands of dollars)

**7. Deferred Revenue**

	2022	Amount Received and Receivable	Interest and Other	Amounts Recognized	2023
<b>Developer Contributions</b>					
Administration	\$ 224	\$ 18	\$ -	\$ -	\$ 242
Neighborhood Parks	1,260	48	60	(22)	1,346
Municipal Reserve	541	-	(110)	-	431
Cash in Lieu of Municipal Reserve	1,811	-	87	-	1,898
District and Regional Parks	-	105	-	(105)	-
Downtown Redevelopment	3	-	-	(3)	-
Land Acquisition	3	1	-	-	4
Developer Default	-	25	-	(25)	-
	<b>3,842</b>	<b>197</b>	<b>37</b>	<b>(155)</b>	<b>3,921</b>
<b>Developer Levies</b>					
Water	-	38	-	(38)	-
Transportation	-	529	-	(529)	-
Recreation	-	30	-	-	30
Library	-	8	-	-	8
	<b>-</b>	<b>605</b>	<b>-</b>	<b>(567)</b>	<b>38</b>
<b>Developer Contributions and Levies</b>	<b>3,842</b>	<b>802</b>	<b>37</b>	<b>(722)</b>	<b>3,959</b>
<b>Government Transfers - Capital</b>					
Municipal Sustainability Initiative	23,981	3,894	859	(23,083)	5,651
Canada Community-Building Fund	3,504	2,239	94	(5,150)	687
GreenTrip	73	999	1	(1,039)	34
Government Transfers - Capital - Other	57	2,345	2	(2,363)	41
	<b>27,615</b>	<b>9,477</b>	<b>956</b>	<b>(31,635)</b>	<b>6,413</b>
<b>Government Transfers - Operating</b>					
RCMP Policing	-	701	-	(701)	-
Family & Community Support Services	-	868	-	(868)	-
Municipal Sustainability Initiative	-	519	-	(519)	-
Government Transfers - Operating - Other	292	2,374	-	(2,575)	91
	<b>292</b>	<b>4,462</b>	<b>-</b>	<b>(4,663)</b>	<b>91</b>
<b>Other Revenue</b>					
Sponsorships	451	654	-	(681)	424
Property Taxes	359	13,430	-	(13,386)	403
User Fees	1,082	6,777	-	(6,617)	1,242
Cash in Lieu of Parking	174	2	12	-	188
	<b>2,066</b>	<b>20,863</b>	<b>12</b>	<b>(20,684)</b>	<b>2,257</b>
	<b>\$ 33,815</b>	<b>\$ 35,604</b>	<b>\$ 1,005</b>	<b>\$ 57,704</b>	<b>\$ 12,720</b>

**CITY OF SPRUCE GROVE**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**

For the Year Ended December 31, 2023

(in thousands of dollars)

**8. Liability for Contaminated Sites**

	<b>2023</b>	<b>2022</b>
Historic Public Works Yard - salt impacted soil	\$ 72	\$ 108
Pioneer Cemetery - salt impacted soil	899	1,073
	<b>\$ 971</b>	<b>\$ 1,181</b>

The fair value of the liability for contaminated sites is estimated using the expected cash flow approach that reflects a range of possible outcomes discounted using the consumer price index. Subsequent to the initial measurement, the obligation will be adjusted at the end of each year to reflect the passage of time and changes in the estimated future cash flows underlying the obligation. Changes in the obligation are recognized in the consolidated statement of operations and accumulated surplus.

The estimated undiscounted future remediation expenditures are \$971 and a discount rate of 6.95% (2022 - 3.00%) has been used. The City started assessment in 2023 required to develop a Risk Management Plan (RMP) to demonstrate that impacts will not cause adverse environmental effects if left in place. The RMP will require approval by Alberta Environment and Protected Areas (APEA). If accepted, the RMP will require on-going monitoring and reporting of groundwater quality to APEA for approximately 20 years.

**9. Asset Retirement Obligations**

	<b>2023</b>	<b>2022</b> <i>Restated</i> <i>(Note 1)</i>
<b>Balance, beginning of year</b>	\$ 506	\$ 481
Accretion expense	25	25
<b>Balance, end of year</b>	<b>\$ 531</b>	<b>\$ 506</b>

Tangible capital assets with associated retirement obligations include buildings and engineered structures.

The City has asset retirement obligations to remove various hazardous materials including, asbestos, lead, mercury, and mold from various buildings under its control. Regulations require the City to handle and dispose of these materials in a prescribed manner when it is disturbed, such as when the building undergoes renovations or is demolished. Although the timing of the removal is conditional on the building undergoing renovations or being demolished, regulations create an existing obligation for the Town to remove the materials when the asset retirement activities occur.

Asset retirement obligations of \$531 (2022 - \$506) are measured using a present value technique. The present value was calculated using estimated total undiscounted cash flow amounting to \$1,694 (2022 - \$1,694), a discount rate of 5.25% (2022 - 5.00%) with retirement and reclamation activities expected to be settled between 2034 and 2070.

**CITY OF SPRUCE GROVE**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**

For the Year Ended December 31, 2023

(in thousands of dollars)

**10. Derivatives**

The City has entered into interest rate swap agreements with Canadian Imperial Bank of Canada ("CIBC") to manage volatility of interest rates. As at December 31, 2023, the City held contracts for settlement between July 2024 and June 2050, with a notional amounts ranging from \$698 to \$25,704 (2022- \$2,400 to \$25,704). The fair value of outstanding contracts receivable is \$1,335 and of contracts payable is \$3,596.

**11. Long-Term Debt**

	2023	2022
<b>Province of Alberta</b>		
Industrial Watermain	\$ 1,885	\$ 1,979
Protective Services Facility	4,308	4,668
Public Works Facility	3,933	4,123
Local Improvements	2,596	2,947
Storm Upgrades	1,848	1,940
Library	173	340
Agrena	104	304
	<b>14,847</b>	<b>16,301</b>
<b>CIBC</b>		
Development	10,893	11,157
RCMP Facility	6,933	7,375
City Centre ARP	2,360	2,400
Industrial Watermain	3,900	-
	<b>24,086</b>	<b>20,932</b>
<b>Other</b>		
Capital Lease Obligations	324	426
Westwind Land Assembly	-	452
	<b>324</b>	<b>878</b>
	<b>\$ 39,257</b>	<b>\$ 38,111</b>

**CITY OF SPRUCE GROVE**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**

For the Year Ended December 31, 2023  
(in thousands of dollars)

**11. Long-Term Debt (continued)**

The required repayments for the Province of Alberta debt and expected repayments for all other debt are as follows:

	Principal	Interest	Total
2024	\$ 2,849	\$ 1,261	\$ 4,110
2025	2,910	1,127	4,037
2026	2,945	1,039	3,984
2027	2,871	950	3,821
2028	2,905	862	3,767
Subsequent	24,453	4,429	28,882
	<u>\$ 38,933</u>	<u>\$ 9,668</u>	<u>\$ 48,601</u>

Debt repayable to the Province of Alberta bears interest at rates ranging from 1.88% to 4.44% per annum (2022 - 1.88% to 4.44%) and matures in periods 2024 to 2040. This debt is issued on the credit and security of the City.

Infrastructure loan facilities with the Canadian Imperial Bank of Canada ("CIBC") for Development and the RCMP Facility have fixed terms of 15 to 25 years, effective interest rates ranging from 2.5% to prime rate (2022 - 1.88% to 6.00%) and maturity dates of July 2034 to November 2048 and are repayable upon demand.

The Westwind Land Assembly loan was repaid to Versabank in 2023.

Interest on long-term debt amounted to \$1,133 (2022 - \$1,153). The City's interest expense for the year is \$1,118 (2022 - \$1,137) while the remaining \$15 (2022 - \$16) relates to Westwind lands and was capitalized as part of land held for resale during the year. The City's total cash payment for interest in 2023 is \$1,132 (2022 - \$1,164).

**CITY OF SPRUCE GROVE**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**

For the Year Ended December 31, 2023  
(in thousands of dollars)

**11. Long-Term Debt (continued)**

Capital lease obligations are included in the long-term debt balances. The City has entered into lease agreements to acquire printers and solar panels which have been financed by a capital lease with Meridian OneCap and Enmax Generation respectively. The liability recorded under the capital leases represents the minimum lease payments payable net of imputed interest at an average rates ranging from 3% to 5.75% per annum.

The City's obligation under capital leases consists of:

	<b>2023</b>	<b>2022</b>
Minimum lease payments payable	\$ 381	\$ 454
Less: Portion representing interest to be recorded over the remaining term of the leases	(57)	(68)
<b>Total leases</b>	324	386
Less: current portion	(62)	(62)
<b>Long-term portion</b>	<b>\$ 262</b>	<b>\$ 324</b>

Future minimum annual lease payments payable under the capital leases are as follows:

	Principal	Interest	Total
2024	\$ 35	\$ 9	\$ 44
2025	25	8	33
2026	25	8	33
2027	26	7	33
2028	27	6	33
Subsequent	186	19	205
	<b>\$ 324</b>	<b>\$ 57</b>	<b>\$ 381</b>

**CITY OF SPRUCE GROVE**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**

For the Year Ended December 31, 2023

(in thousands of dollars)

**12. Debt Limits**

Section 276 (2) of the Municipal Government Act requires that debt and debt limits are defined by Alberta Regulation 255/200 for the City be disclosed as follows:

	2023	2022
<b>Total Debt Limit</b>		
(1.5 times revenue, as defined in the regulation)	<b>\$ 161,852</b>	\$ 153,983
Total Debt	<b>(39,257)</b>	(38,111)
<b>Amount of Debt Limit Unused</b>	<b>122,595</b>	115,872
<b>Debt Servicing Limit</b>		
(0.25 times revenue, as defined in the regulation)	<b>26,975</b>	25,664
Debt Servicing	<b>(4,110)</b>	(4,061)
<b>Amount of Debt Servicing Limit Unused</b>	<b>\$ 22,865</b>	\$ 21,603

Revenue as defined in Alberta Regulation 255/2000 is calculated using the total revenue for the reporting year less capital government transfers and contributed tangible capital assets recognized in the year. The City has a financial policy that requires maintaining debt to a maximum of 50% of the above provincial debt limit. As of December 31, 2023 the City is in compliance with this internal debt limit.

**CITY OF SPRUCE GROVE**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
For the Year Ended December 31, 2023  
(in thousands of dollars)

**13. Tangible Capital Assets**

<b>2023</b>	Land	Land Improvements	Leasehold Improvements	Buildings	Engineered Structures	Machinery & Equipment	Vehicles	Construction in Progress	<b>2023</b>
<b>Cost</b>									
Balance, Opening	\$ 172,925	\$ 27,115	\$ 1,005	\$ 104,553	\$ 444,125	\$ 29,605	\$ 11,905	\$ 20,574	<b>\$ 811,807</b>
Acquired	-	575	-	1,128	18,721	2,760	1,499	31,850	<b>56,533</b>
Contributed	15,676	-	-	-	11,759	26	-	-	<b>27,461</b>
Disposals	-	-	-	-	(1,270)	(492)	(631)	-	<b>(2,393)</b>
Transfers	86	2,010	-	73	7,110	605	565	(10,449)	-
Transfer of Land Held for Sale	-	-	-	-	-	-	-	(915)	<b>(915)</b>
<b>Balance, Closing</b>	<b>188,687</b>	<b>29,700</b>	<b>1,005</b>	<b>105,754</b>	<b>480,445</b>	<b>32,504</b>	<b>13,338</b>	<b>41,060</b>	<b>892,493</b>
<b>Accumulated Amortization</b>									
Balance, Opening	-	14,646	916	24,444	175,969	19,784	5,509	-	<b>241,268</b>
Amortization	-	1,406	11	2,178	12,774	2,156	814	-	<b>19,339</b>
Disposals	-	-	-	-	(1,267)	(343)	(631)	-	<b>(2,241)</b>
<b>Balance, Closing</b>	<b>-</b>	<b>16,052</b>	<b>927</b>	<b>26,622</b>	<b>187,476</b>	<b>21,597</b>	<b>5,692</b>	<b>-</b>	<b>258,366</b>
<b>Net Book Value, Closing</b>	<b>\$ 188,687</b>	<b>\$ 13,648</b>	<b>\$ 78</b>	<b>\$ 79,132</b>	<b>\$ 292,969</b>	<b>\$ 10,907</b>	<b>\$ 7,646</b>	<b>\$ 41,060</b>	<b>\$ 634,127</b>



**CITY OF SPRUCE GROVE**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
For the Year Ended December 31, 2023  
(in thousands of dollars)

**13. Tangible Capital Assets (continued)**

	2022								
2022	Land	Land Improvements	Leasehold Improvements	Buildings	Engineered Structures	Machinery & Equipment	Vehicles	Construction in Progress	<i>Restated</i> (Note 1)
<b>Cost</b>									
Balance, Opening	\$ 171,244	\$ 26,383	\$ 1,005	\$ 104,254	\$ 437,658	\$ 28,326	\$ 11,679	\$ 5,443	\$ <b>785,992</b>
Restatement (Note 1)	-	-	-	112	3	-	-	-	<b>115</b>
<b>Balance (Restated), Opening</b>	<b>171,244</b>	<b>26,383</b>	<b>1,005</b>	<b>104,366</b>	<b>437,661</b>	<b>28,326</b>	<b>11,679</b>	<b>5,443</b>	<b>786,107</b>
Acquired	-	459	-	108	3,322	1,537	186	15,667	<b>21,279</b>
Contributed	1,681	14	-	-	4,337	28	-	-	<b>6,060</b>
Disposals	-	-	-	-	(1,195)	(444)	-	-	<b>(1,639)</b>
Transfers	-	259	-	79	-	158	40	(536)	-
<b>Balance, Closing</b>	<b>172,925</b>	<b>27,115</b>	<b>1,005</b>	<b>104,553</b>	<b>444,125</b>	<b>29,605</b>	<b>11,905</b>	<b>20,574</b>	<b>811,807</b>
<b>Accumulated Amortization</b>									
Balance, Opening	-	13,369	905	22,237	165,341	18,074	4,813	-	<b>224,739</b>
Restatement (Note 1)	-	-	-	56	2	-	-	-	<b>58</b>
<b>Balance (Restated), Opening</b>	<b>-</b>	<b>13,369</b>	<b>905</b>	<b>22,293</b>	<b>165,343</b>	<b>18,074</b>	<b>4,813</b>	<b>-</b>	<b>224,797</b>
Amortization	-	1,277	11	2,151	11,609	2,061	696	-	<b>17,805</b>
Disposals	-	-	-	-	(983)	(351)	-	-	<b>(1,334)</b>
<b>Balance, Closing</b>	<b>-</b>	<b>14,646</b>	<b>916</b>	<b>24,444</b>	<b>175,969</b>	<b>19,784</b>	<b>5,509</b>	<b>-</b>	<b>241,268</b>
<b>Net Book Value, Closing</b>	<b>\$ 172,925</b>	<b>\$ 12,469</b>	<b>\$ 89</b>	<b>\$ 80,109</b>	<b>\$ 268,156</b>	<b>\$ 9,821</b>	<b>\$ 6,396</b>	<b>\$ 20,574</b>	<b>\$ 570,539</b>

**CITY OF SPRUCE GROVE**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**

For the Year Ended December 31, 2023  
(in thousands of dollars)

**13. Tangible Capital Assets (continued)**

**a. Contributed Tangible Capital Assets**

Contributed tangible capital assets have been recognized at fair value at the date of contribution. Contributed tangible capital assets consisting of land, land improvements, roads, stormwater, water and sanitary sewer infrastructure received during the year have a value of \$27,461 (2022 - \$6,060).

**b. Cultural and Historical Tangible Capital Assets**

The City owns original artworks that are on permanent display at City Center. The artworks were purchased by the City and have significant cultural and historical value in perpetuity.

**14. Accumulated Surplus**

	2023	2022 <i>Restated</i> (Note 1)
Municipal	\$ 28,679	\$ 35,146
Utility	7,498	7,588
Developer Deficit	(14,171)	(12,638)
<b>Segmented Surplus Total</b>	<b>22,006</b>	30,096
Equity in Tangible Capital Assets	597,122	535,451
Accumulated Remeasurement Loss	(2,614)	-
	<b>\$ 616,514</b>	\$ 565,547

**15. Developer Deficit**

	2022	Transfer In	Transfer Out	2023
Transportation	\$ (2,950)	\$ 1,229	\$ (2,463)	\$ (4,184)
Sanitary Sewer	(6,908)	-	(247)	(7,155)
Water	(1,015)	38	(140)	(1,117)
District and Regional Parks	(1,765)	105	(55)	(1,715)
	<b>\$ (12,638)</b>	<b>\$ 1,372</b>	<b>\$ (2,905)</b>	<b>\$ (14,171)</b>

The City paid for certain transportation and water infrastructure projects on behalf of developers and financed this development with long-term debt in order to advance the construction of these projects. The developer deficits are expected to be repaid with proceeds from future offsite levies. Long-term debt in the amount of \$10,893 (2022 - \$11,158) was taken out by the City as offsite developer fund balances are currently insufficient to pay for future development's share of these project costs.

**CITY OF SPRUCE GROVE**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**

For the Year Ended December 31, 2023

(in thousands of dollars)

**16. Segmented Disclosure**

Segmented information has been identified based upon lines of service provided by the City. City services are provided by departments and their activities are reported by functional area in the body of the financial statements. Allocation methodologies are employed in the preparation of the segmented financial information. User charges and other revenue have been allocated to the segment based upon the segment that generated that revenue. Government transfers have been allocated to the segment based upon the purpose for which the transfer was made. Development charges and developer levies are allocated to the segment for which the transfer was made. Certain lines of service that have been separately disclosed in the segmented information, along with the services they provide are as follows:

**a. General Government**

General government is comprised of Council and General Administration. Council makes decisions regarding delivery and service levels on behalf of the municipality in order to balance the needs and wants of City residents in a financially responsible manner. General Administration is responsible for the administration of the municipality as a whole.

**b. Protective Services**

Protective Services is comprised of Safe City – Enforcement Services, Police and Fire. Safe City – Enforcement Services provides enforcement in the areas of Provincial Acts and Municipal Bylaws; developing proactive educational safe city programs; and management of the Automated Traffic Enforcement contract. Fire is responsible to provide fire suppression services; fire prevention programs; training and education related to prevention; detection or extinguishment of fires; and advanced life support to Alberta Health Services 24/7.

**c. Transportation and Roadway Services**

Transportation and Roadway Services is comprised of the Engineering Services and the Public Works departments. They are responsible for the planning, development and maintenance of roadway systems.

**d. Utilities**

The City is responsible for environmental programs such as the engineering, operation and maintenance of Water, Sanitary Sewer and Stormwater networks and facilities and Solid Waste Management .

**e. Community Services**

Community Services provides recreational and cultural services, activities which promote the health and well being of its citizens, and activities related to parks and cemetery maintenance and operation.

**f. Development Services**

Development Services is comprised of Planning and Development Services and Economic Development. Planning and Development Service manages long term planning, current planning and subdivision, development permits and safety code disciplines. Economic Development is responsible for facilitating programs and services intended to help local businesses prosper and grow, and attract new business and investment in the City.

**CITY OF SPRUCE GROVE**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**

For the Year Ended December 31, 2023  
(in thousands of dollars)

**16. Segmented Disclosure (continued)**

2023	General Government	Protective Services	Transportation & Roadway Services	Utilities	Community Services	Development Services	Total	Budget (Note 30)
<b>Revenue</b>								
Property Taxes	\$ 49,247	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 49,247	\$ 49,230
Sales and User Fees	175	1,169	830	26,018	2,436	197	30,825	30,052
Sales to Other Governments	-	2,779	-	-	-	-	2,779	2,721
Franchise Fees	7,738	-	-	-	-	-	7,738	8,045
Fines	-	2,029	-	-	-	1	2,030	2,501
Government Transfers - Operating	17	709	1,262	-	2,139	536	4,663	5,058
Licenses and Permits	-	152	116	-	-	2,770	3,038	1,845
Rentals	-	647	95	-	1,941	2	2,685	2,584
Penalties	681	-	7	128	-	-	816	795
Other	126	14	443	4	468	1,204	2,259	783
Investment Income	1,070	-	10	-	71	81	1,232	668
	59,054	7,499	2,763	26,150	7,055	4,791	107,312	104,282
<b>Expenses</b>								
Salaries, Wages & Benefits	10,299	11,059	8,184	2,221	8,890	2,639	43,292	44,641
Contracted & General Services	5,043	1,273	5,470	3,977	3,585	1,152	20,500	24,009
Materials, Goods & Supplies	101	876	3,409	495	1,719	94	6,694	6,825
Purchases from Other Governments	-	7,550	2,648	10,869	-	-	21,067	20,346
Transfers to Government, Agencies & Other Organizations	8	11	10	-	698	68	795	415
Bank Charges	88	-	-	-	6	114	208	206
Interest on Long-Term Debt	2	-	765	251	20	80	1,118	1,595
Other	341	-	-	8	29	-	378	435
Amortization	590	1,070	10,399	6,039	1,200	41	19,339	20,194
Accretion	2	1	3	1	18	-	25	-
	16,474	21,840	30,888	23,861	16,165	4,188	113,416	118,666
<b>Annual Surplus (Deficit) before Undernoted</b>								
	42,580	(14,341)	(28,125)	2,289	(9,110)	603	(6,104)	(14,384)
Government Transfers - Capital	101	203	11,341	-	19,990	-	31,635	29,987
Contributed Tangible Capital Assets	-	-	3,707	8,051	26	15,677	27,461	18,375
Gain on Disposal of Tangible Capital Assets	-	-	259	-	-	150	409	516
Developer Contribution and Levies	25	-	161	(6)	-	-	180	1,961
	126	203	15,468	8,045	20,016	15,827	59,685	50,839
<b>Annual Surplus (Deficit)</b>	<b>\$ 42,706</b>	<b>\$ (14,138)</b>	<b>\$ (12,657)</b>	<b>\$ 10,334</b>	<b>\$ 10,906</b>	<b>\$ 16,430</b>	<b>\$ 53,581</b>	<b>\$ 36,455</b>

**CITY OF SPRUCE GROVE**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**

For the Year Ended December 31, 2023  
(in thousands of dollars)

**16. Segmented Disclosure (continued)**

2022	General Government	Protective Services	Transportation & Roadway Services	Utilities	Community Services	Development Services	Total (Restated) (Note 1)
<b>Revenue</b>							
Property Taxes	\$ 45,235	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,235
Sales and User Fees	180	1,228	621	23,895	2,119	519	28,562
Sales to Other Governments	-	2,718	-	-	-	-	2,718
Franchise Fees	7,444	-	-	-	-	-	7,444
Fines	-	2,938	-	-	-	-	2,938
Government Transfers - Operating	42	700	1,238	-	1,989	40	4,009
Licenses and Permits	-	100	113	-	-	2,108	2,321
Rentals	-	631	99	-	1,575	1	2,306
Penalties	672	-	-	123	-	-	795
Other	56	28	179	75	370	133	841
Investment Income	501	-	14	-	17	86	618
	54,130	8,343	2,264	24,093	6,070	2,887	97,787
<b>Expenses</b>							
Salaries, Wages & Benefits	9,259	10,574	7,887	2,162	7,375	2,555	39,812
Contracted & General Services	5,663	1,963	6,110	4,152	3,312	960	22,160
Materials, Goods & Supplies	172	874	3,211	377	1,512	14	6,160
Purchases from Other Governments	-	6,393	2,155	10,331	-	-	18,879
Transfers to Government, Agencies & Other Organizations	1	9	-	-	130	10	150
Bank Charges	112	-	-	-	5	60	177
Interest on Long-Term Debt	4	-	868	139	37	89	1,137
Other	350	-	-	14	33	-	397
Amortization	596	1,014	9,513	5,434	1,208	40	17,805
Accretion	2	1	3	1	18	-	25
	16,159	20,828	29,747	22,610	13,630	3,728	106,702
<b>Annual Surplus (Deficit) before Undernoted</b>							
	37,971	(12,485)	(27,483)	1,483	(7,560)	(841)	(8,915)
Loss on Disposal of Tangible Capital Assets	-	-	(162)	-	-	-	(162)
Government Transfers - Capital	59	-	12,075	393	58	-	12,585
Contributed Tangible Capital Assets	-	-	442	3,910	27	1,681	6,060
Developer Contribution and Levies	116	-	4,146	768	-	-	5,030
	175	-	16,501	5,071	85	1,681	23,513
<b>Annual Surplus (Deficit)</b>	<b>\$ 38,146</b>	<b>\$ (12,485)</b>	<b>\$ (10,982)</b>	<b>\$ 6,554</b>	<b>\$ (7,475)</b>	<b>\$ 840</b>	<b>\$ 14,598</b>

**CITY OF SPRUCE GROVE**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**

For the Year Ended December 31, 2023

(in thousands of dollars)

**17. Salary and Benefits Disclosure**

Disclosure of salaries and benefits for municipal officials and the chief administrative officer is required by Alberta Regulation 313/2000. This information is not presented in thousands of dollars.

	<b>2023</b>	<b>2023</b>	2022	2022
	<b>Salaries</b>	<b>Benefits</b>	Salaries	Benefits
Mayor Acker	\$ 118,801	\$ 18,672	\$ 112,902	\$ 18,243
Councillor Carter	68,107	14,582	63,339	14,340
Councillor Gillett	69,529	14,606	63,601	14,343
Councillor Houston	67,263	14,459	67,575	10,881
Councillor MacDonald	60,122	11,751	62,834	11,993
Councillor Oldham	62,484	14,228	63,584	14,374
Councillor Stevenson	67,461	11,823	66,094	11,288
	<b>513,767</b>	<b>100,121</b>	499,929	95,462
City Manager	<b>260,581</b>	<b>48,697</b>	244,692	49,923
	<b>\$ 774,348</b>	<b>\$ 148,818</b>	\$ 744,621	\$ 145,385

Salaries include remuneration and per diem paid to elected officials, including a basic honorarium, and a meeting per diem. Benefits include the employer's share of all benefits paid on behalf of elected officials and include Canada Pension Plan, health care, extended health care, dental, group life, accidental death and dismemberment insurance, dependent life insurance, a home office expense allowance, car allowance, and WCB coverage. Employees are also eligible for Employment Insurance, Long Term Disability, Local Authorities Pension Plan, APEX Plus Pension Plan and memberships to the TransAlta Tri Leisure Centre. Council is eligible for a matching RRSP contribution of up to 4% of their annual salary.

Councillors also serve on a number of external Committees/Boards for which they receive remuneration directly from those organizations and which are not included in the above Salary and Benefits Disclosure.

**18. Local Authorities Pension Plan**

Employees of the City participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Public Sector Pension Plans Act. LAPP is financed by employer and employee contributions and by investment earnings of the LAPP fund.

The City is required to make current service contributions to LAPP of 8.45% (2022 - 8.45%) of eligible pensionable earnings up to the year's maximum pension earnings and 12.23% (2022 - 12.80%) on pensionable earnings above this amount. Employees are required to make current service contributions of 7.45% (2022 - 7.45%) of pensionable salary up to the year's maximum pensionable earnings and 11.23% (2022 - 11.80%) on pensionable salary above this amount. Contributions for current service are recorded as expenses in the year in which they become due.

**CITY OF SPRUCE GROVE**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**

For the Year Ended December 31, 2023

(in thousands of dollars)

**18. Local Authorities Pension Plan (continued)**

Total current service contributions by the City to LAPP in 2023 were \$2,634 (2022 - \$2,329). Total current service contributions by the employees of the City to LAPP in 2023 were \$2,359 (2022 - \$2,091). Total optional service contributions by the City to LAPP in 2023 were \$46 (2022 - \$62).

City employees are able to buy back their first year of service within five years from their start date with LAPP. The City is obligated to pay the employer portion of any prior service buy-back. In 2023, the City's potential liability for optional service buy-back is \$35 (2022 - \$58).

At December 31, 2022, LAPP disclosed a surplus of \$12.7 billion (2021 - \$11.9 billion)

**19. APEX Supplementary Pension Plan**

The APEX supplementary pension plan, and Alberta Urban Municipality Association (AUMA) sponsored defined benefit pension plan covered under the provisions of the Alberta Employment Pensions Plans Act commenced on January 1, 2003 and provides supplementary pension benefits to a prescribed class of employees (approximately 124 beneficiaries). The plan supplements the Local Authorities Pension Plan.

The prescribed class of employees and the City make contributions. Employees and the City are required to make current service contributions to APEX of 2.42% and 2.96% respectively of pensionable earnings up to \$175 (2022 - \$171).

Total current service contributions by the City to APEX in 2023 were \$409 (2022 - \$450). Total current service contributions by the employees of the City in 2023 were \$335 (2022 - \$305).

**20. TransAlta Tri Leisure Centre**

The City, Parkland County and the Town of Stony Plain jointly developed, constructed, and are now operating the TransAlta Tri Leisure Centre (TLC). The building is jointly owned by the City, Parkland County and the Town of Stony Plain. The City's proportionate share of the building is 42.0% (2022 - 42.0%).

The Tri-Municipal Leisure Facility Corporation (the Corporation) operates and manages the TLC. The City, Parkland County and Town of Stony Plain provide annual contributions for a total of \$2,945 (2022 - \$2,454) to support the operations of the TLC, with the City's proportionate share being 51.8% - (2022 - 49.5%).

**CITY OF SPRUCE GROVE**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**

For the Year Ended December 31, 2023

(in thousands of dollars)

**20. TransAlta Tri Leisure Centre (continued)**

The City's proportionate share (51.8%) of the financial position and operations of the TLC is as follows:

	2023	2022
<b>Financial Position</b>		
Total Financial Assets	\$ 917	\$ 753
Liabilities	(691)	(456)
<b>Net Financial Assets</b>	226	297
Non Financial Assets	973	867
<b>Accumulated Surplus</b>	1,199	1,164
<b>Operations</b>		
Revenues	3,331	3,871
Expenses	(4,777)	(3,991)
<b>Annual Deficit</b>	\$ (1,446)	\$ (120)

**21. Related Parties**

Transactions with related parties are included within these consolidated financial statements.

Related parties include key management personnel which the City has determined to include the Mayor, Council and members of the City's senior leadership team. In the normal course of operations, key management personnel incur various costs on behalf of the City. Such transactions between the City and key management personnel are recorded at a value similar to that which would have been arrived at if the parties were unrelated.

**22. Alberta Municipal Insurance Exchange**

The City is a member of the Alberta Municipal Insurance Exchange (MUNIX). Under the terms of the membership, the City could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

**23. Developer Agreements**

Developers have entered into agreements with the City and are committed to installing and constructing certain works to serve the development of lands within the City. The City has taken security from the developers in the form of letters of credit in the amount of \$19,697 to secure the performance by the developers under the agreements.



**CITY OF SPRUCE GROVE**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**

For the Year Ended December 31, 2023

(in thousands of dollars)

**24. Financial Instruments**

**Market price risk**

Market price risk is the risk that the value of a financial instrument will fluctuate as a result of changes in market prices, whether those changes are caused by factors specific to the individual security, its issuer or general market factors affecting all securities.

All material risks that affect the market value of the City's investments in fixed income are adequately explained in credit and interest rate risk below.

**Credit risk**

Counterparty credit risk is the risk of loss arising from the failure of a counterparty, debtor or issuer to fully honour its financial obligations with the City. The City is exposed to credit risk on investments and has established an investment policy in compliance with the MGA to limit investments with required minimum credit quality standards. The City's exposure, based on the risk rating of money market holdings and bonds, has not changed significantly year over year.

Credit risk arises from the possibility that taxpayers and entities to which the City provides services may experience financial difficulty and be unable to fulfil their obligations. The large number of diversity of taxpayers and customers minimizes the credit risk. Management has established a provision for receivables and assesses it annually to address any new concerns that may arise

**Interest rate risk**

Interest rate risk is the risk that the City earnings will be affected by the fluctuation and degree of volatility in interest rates. This risk is managed by investment policies that limit the term to maturity of certain fixed income instruments.

The City uses interest rate swap agreements to manage its interest rate exposure. The City specifically designates these agreements as hedges of debt instruments and recognizes interest differentials as adjustments to interest expense in the period the differentials occur. Under interest rate swap agreements, the City agrees with other parties to exchange, at specific intervals, the difference between fixed-rate and floating-rate interest amounts calculated by reference to an agreed-upon notional principal amount. The fair value of the interest rate swap agreements is estimated using quotes from counterparties and represents the cash requirement if the existing agreements had been settled at year end.

**Liquidity Risk**

Liquidity risk is the risk that the City will encounter difficulty in meeting obligations associated with its financial liabilities.

The City has a revolving credit facility with CIBC for \$5 million that bears interest at prime less 0.25%, which has not been drawn upon as of December 31, 2023. The City believes, based on its assessment of future cash flows, it will have access to sufficient capital through internally generated cash flows, external sources and the undrawn credit facility to meet current spending forecasts. Management continues to monitor the City's liquidity position on a regular basis.

**CITY OF SPRUCE GROVE**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**

For the Year Ended December 31, 2023  
(in thousands of dollars)

**25. Contractual Rights**

Contractual rights are rights of the City to economic resources from contracts or agreements that will result in both assets and revenues in the future when the terms of those contracts or agreements are met.

The City has ongoing leases and contracts that will be received or receivable for each of the next five years and thereafter are as follows:

Year	Leases and Contracts
2024	\$ 1,063
2025	1,040
2026	1,011
2027	1,011
2028	1,011
Thereafter	9,570
	\$ 14,706

**26. Contractual Obligations**

As at December 31, 2023, authorized costs for capital projects and transfers committed through a purchase order or other contractual agreement, but not yet expended, amounts to \$47,302.

The City has ongoing operating leases for facilities. The future minimum payments are as follows:

Year	Basic Rent
2024	\$ 157
2025	157
2026	157
2027	157
2028	157
Thereafter	715
	\$ 1,500

**CITY OF SPRUCE GROVE**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**

For the Year Ended December 31, 2023  
(in thousands of dollars)

**27. Contingent Liabilities**

The City is defendant in various lawsuits as at December 31, 2023. Where the occurrence of future events is considered likely to result in a loss with respect to an existing condition, and the amount of the loss can be reasonably estimated, amounts have been included within accrued liabilities. Where the resulting losses, if any, cannot be determined or the occurrence of future events is unknown, amounts have not been recorded.

**28. Franchise Agreements**

Disclosure of utility franchise agreement annual revenues as required by Alberta Regulation 313/2000 is as follows:

	<b>2023</b>	2022
Atco Gas	\$ 3,174	\$ 3,054
Fortis Alberta Inc.	<b>4,564</b>	4,390
	<b>\$ 7,738</b>	\$ 7,444

**29. Comparative Information**

Certain other comparative information has been reclassified to conform with the consolidated financial statement presentation adopted for the current year.

**30. Budget**

City Council approved the 2023 - 2025 Corporate Plan on December 5, 2022, which formally approved the interim budget for operating revenue and expenses and capital revenue and expenditures for 2023. The operating budget information presented in these consolidated financial statements is based on the final operating budget for revenues and expenses approved by Council as part of the 2023 Spring Budget Adjustment process on April 11, 2023. The capital budget presented in these consolidated financial statements is based on the final capital budget for revenues and expenditures approved by Council on September 25, 2023.

**CITY OF SPRUCE GROVE**  
**SCHEDULE 1 - PROPERTY TAXES**  
For the Year Ended December 31, 2023  
(in thousands of dollars)

	2023 Budget (Note 30)	<b>2023 Actual</b>	2022 Actual
<b>Property Taxes</b>			
Residential	\$ 51,274	\$ <b>51,322</b>	\$ 47,775
Non-Residential			
Commercial	12,254	<b>12,387</b>	11,611
Industrial	3,013	<b>2,976</b>	2,729
Linear	444	<b>462</b>	402
Agricultural	24	<b>22</b>	21
	<u>67,009</u>	<u><b>67,169</b></u>	<u>62,538</u>
<b>Less Requisitions</b>			
Alberta Education	14,879	<b>15,020</b>	14,509
Evergreen Catholic Schools	2,466	<b>2,436</b>	2,370
Meridian Foundation	431	<b>462</b>	420
Designated Industrial Property	3	<b>4</b>	4
	<u>17,779</u>	<u><b>17,922</b></u>	<u>17,303</u>
	<u>\$ 49,230</u>	<u>\$ <b>49,247</b></u>	<u>\$ 45,235</u>

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**CITY OF SPRUCE GROVE**  
**SCHEDULE 2 - GOVERNMENT TRANSFERS**

For the Year Ended December 31, 2023

(in thousands of dollars)

	2023 Budget (Note 30)	<b>2023 Actual</b>	2022 Actual
<b>Government Transfers - Capital</b>			
Canada Community Building Fund	\$ 5,150	<b>\$ 5,150</b>	\$ 2,769
Municipal Sustainability Initiative	21,330	<b>23,083</b>	6,849
GreenTrip	1,420	<b>1,039</b>	781
Other	1,890	<b>2,363</b>	2,186
	<u>29,790</u>	<u><b>31,635</b></u>	<u>12,585</u>
<b>Government Transfers - Operating</b>			
Municipal Sustainability Initiative	260	<b>519</b>	260
RCMP Policing	720	<b>701</b>	701
Family & Community Support Services	713	<b>868</b>	857
Other	3,365	<b>2,575</b>	2,191
	<u>5,058</u>	<u><b>4,663</b></u>	<u>4,009</u>
	<u>\$ 34,848</u>	<u><b>\$ 36,298</b></u>	<u>\$ 16,594</u>

DRAFT

**CITY OF SPRUCE GROVE**  
**SCHEDULE 3 - EXPENSES BY DEPARTMENT**

For the Year Ended December 31, 2023

(in thousands of dollars)

	2023 Budget (Note 30)	2023 Actual	2022 Restated (Note 1)
<b>General Government</b>			
City Clerk	\$ 605	\$ 616	\$ 439
City Manager	757	760	646
Corporate Communications	1,406	1,185	1,082
Corporate Services Administration	467	348	370
Council	850	761	748
Finance	2,785	2,806	2,619
Human Resources	2,250	2,317	1,961
Information Systems	6,825	5,605	6,495
Integrated Planning and Strategic Services	1,987	1,987	1,799
Policy	-	89	-
	<b>17,932</b>	<b>16,474</b>	<b>16,159</b>
<b>Protective Services</b>			
Fire	11,801	11,455	11,073
Municipal Enforcement	1,589	1,576	1,445
Safe City	1,434	665	1,342
Police	7,804	8,144	6,968
	<b>22,628</b>	<b>21,840</b>	<b>20,828</b>
<b>Transportation and Roadway Services</b>			
Engineering	3,905	2,202	2,140
Facilities and Fleet Management	8,093	6,724	6,415
Planning and Infrastructure Administration	595	538	502
Public Works	20,035	18,236	18,221
Environment and Transit	3,536	3,188	2,469
	<b>36,164</b>	<b>30,888</b>	<b>29,747</b>
<b>Utilities</b>			
Stormwater	1,816	2,856	2,620
Wastewater	3,486	3,065	3,241
Sanitary Sewer	5,607	5,986	5,477
Water	11,895	11,954	11,272
	<b>22,804</b>	<b>23,861</b>	<b>22,610</b>
<b>Community Services</b>			
Agrena/Sports Park	2,583	2,756	2,225
Community and Protective Services Administration	560	653	562
Community Social Development	-	-	761
Culture	103	101	818
Family and Community Support Services	2,518	2,553	1,240
Leisure Centre	4,641	5,135	4,268
Library	1,797	1,916	1,861
Recreation	2,622	3,051	1,895
	<b>14,824</b>	<b>16,165</b>	<b>13,630</b>
<b>Development Services</b>			
Economic and Business Development	1,145	1,230	1,001
Planning and Development	3,169	2,958	2,727
	<b>4,314</b>	<b>4,188</b>	<b>3,728</b>
	<b>\$ 118,666</b>	<b>\$ 113,416</b>	<b>\$ 106,702</b>



## REQUEST FOR DECISION

**MEETING DATE:** April 22, 2024

**TITLE:** C-1230-22 - Land Use Bylaw Amendment - Redistricting - Tonewood Stage 11 - Third Reading

**DIVISION:** Sustainable Growth & Development Services

---

### **SUMMARY:**

Bylaw C-1230-22, a Land Use Bylaw amendment redistricting approximately 2.9 ha of land within Lot 5, Block 1, Plan 172 3540 from UR - Urban Reserve District to R1 - Mixed Low to Medium Density Residential District, and P1 - Parks and Recreation District, is being brought forward for consideration by Council. The proposed redistricting is consistent with the East Pioneer Area Structure Plan and will enable development of Tonewood Stage 11.

If approved, the proposed bylaw will allow Administration to approve subdivisions and consider development permits for developments in Tonewood Stage 11.

---

### **PROPOSED MOTION:**

THAT third reading be given to C-1230-22 - Land Use Bylaw Amendment - Tonewood Stage 11, as amended.

### **BACKGROUND / ANALYSIS:**

This Bylaw C-1230-22 at second reading included a 5.4 ha future school site, and this school site has been removed from this bylaw for third reading. This school site was originally added at the request of the Parkland School Division as there was potential imminent funding for the school. In the time since second reading of Bylaw C-1230-22, the funding for this school site was not received and there is no longer urgency for its dedication. The school site will be included within a future Tonewood Stage 12 application.

The proposed bylaw, as amended, will redistrict approximately 2.9 ha of Lot 5, Block 1, Plan 172 3540 in the Tonewood neighbourhood. This subject area is currently districted UR - Urban Reserve. A 1.8 ha area is proposed to be redistricted from UR - Urban Reserve District to R1 - Mixed Low to Medium Density Residential District, and 1.1 ha of land from UR - Urban Reserve to P1 - Parks and Recreation District. The proposed redistricting will enable the subdivision and development of approximately 34 single detached residential lots, and one public utility lot for a stormwater management facility.

#### Municipal Development Plan

*Your Bright Future: Municipal Development Plan, 2010-2020 (MDP)* is the City's primary statutory plan. The proposed residential and open space redistricting is consistent with the policies of the MDP and Figure 8 Future Land Use that identify the subject area for residential land use.

#### East Pioneer Area Structure Plan

The amendment area is within the East Pioneer Area Structure Plan (Bylaw C-843-13) and the proposed redistricting is in general compliance with the policies and Land Use Concept that identify the area for "Low to Medium Density Residential", and "Stormwater Management Facility."

#### Land Use Bylaw

The subject land is currently districted UR - Urban Reserve. The redistricting of the land is required for subdivision and development to occur. The proposed R1 - Mixed Low to Medium Density Residential district accommodates a range of low to medium density dwellings while the proposed P1 - Parks and Recreation District area is intended to provide for a stormwater management facility.

#### Development Agreement

As per Corporate Policy 7,005, a completed and signed development agreement is required prior to consideration of third reading. The development agreement has been completed and the Bylaw is ready for consideration of third reading.

### **OPTIONS / ALTERNATIVES:**

Following second reading on May 23, 2023, Administration was waiting for the developer to sign the development agreement prior to the bylaw coming forward for third reading. A signed development agreement has now been received and as per Corporate Policy 7,005 the bylaw is now being brought forward for consideration of third reading.

Alternatively, Council may defeat the motion for third reading and choose to defeat the bylaw.



**CONSULTATION / ENGAGEMENT:**

A statutory Public Hearing, advertised per the requirements of the *Municipal Government Act*, was held May 23, 2023, prior to consideration of second reading. Additionally, notice was mailed directly to landowners within 30m of the subject lands. The notice was also published on the City's website.

**IMPLEMENTATION / COMMUNICATION:**

If Bylaw C-1230-22 is approved, the Land Use Bylaw will be updated with the map change and be published on the City's website.

**IMPACTS:**

Approval of this bylaw will enable the development of Stage 11 in the Tonewood neighbourhood.

**FINANCIAL IMPLICATIONS:**

n/a

**THE CITY OF SPRUCE GROVE**

**BYLAW C-1230-22**

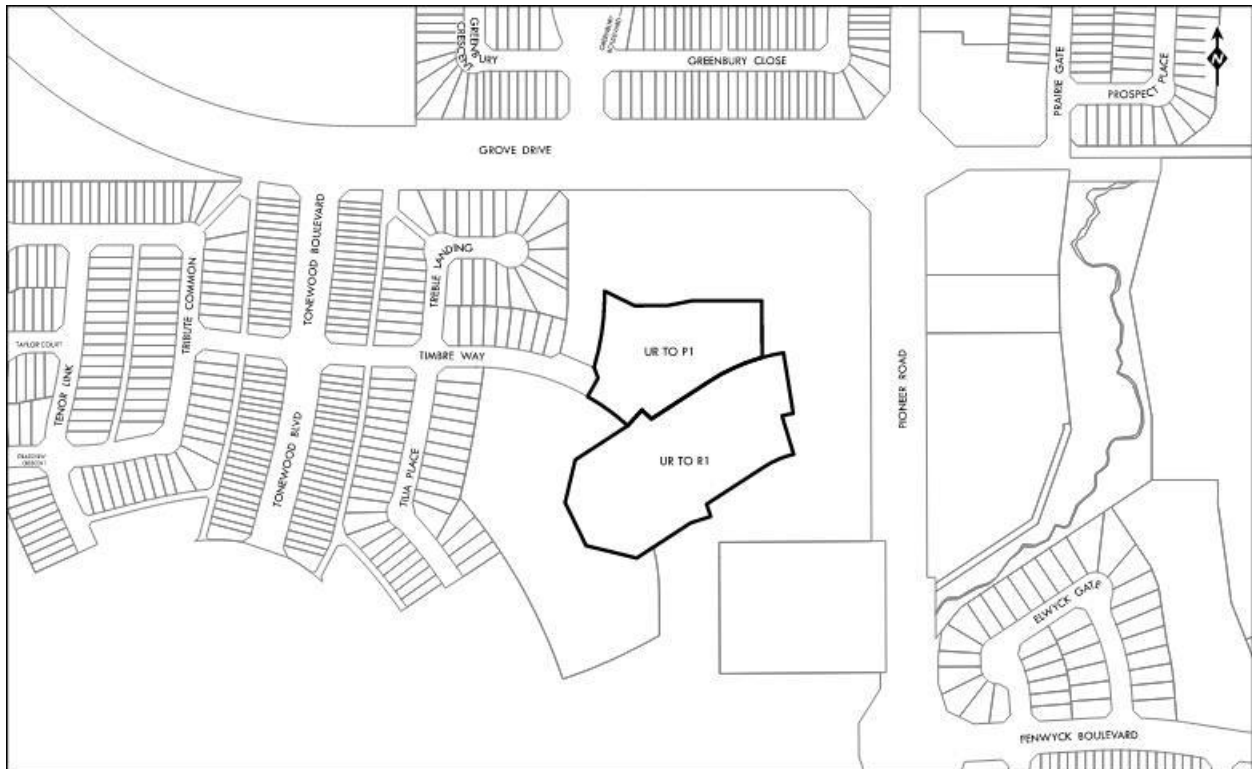
**LAND USE BYLAW AMENDMENT - TONEWOOD STAGE 11**

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000 cM-26, as amended, a municipality shall pass a land use bylaw and may amend the land use bylaw;

AND WHEREAS, the City of Spruce Grove wishes to amend Bylaw C-824-12, the Land Use Bylaw;

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

1. Bylaw C-824-12, Schedule A: City of Spruce Grove Land Use Bylaw Map, is amended as follows:
  - 1.1 To redistrict a portion of Lot 5, Block 1, Plan 172 3540 from UR - Urban Reserve District to R1 - Mixed Low to Medium Density Residential District, and P1 - Parks and Recreation District, as shown on the map below:



2. This amending bylaw shall be consolidated into Bylaw C-824-12.
3. This bylaw shall come into force and effect when it receives third reading and is duly signed.

First Reading Carried                      27 March 2023

Public Hearing                                23 May 2023

Second Reading Carried                  23 May 2023

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

Date Signed

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Mayor

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City Clerk

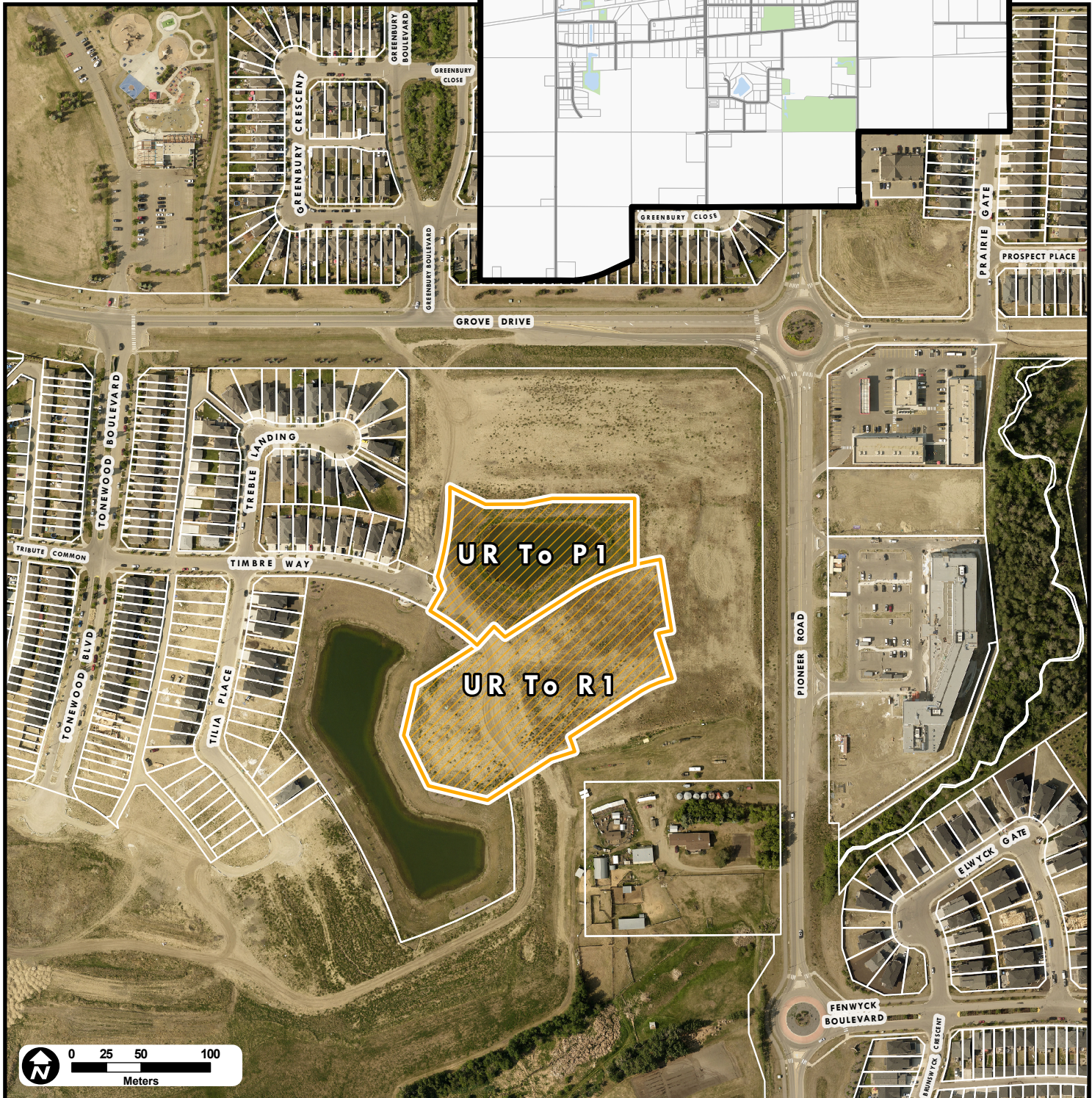


# Location Aerial

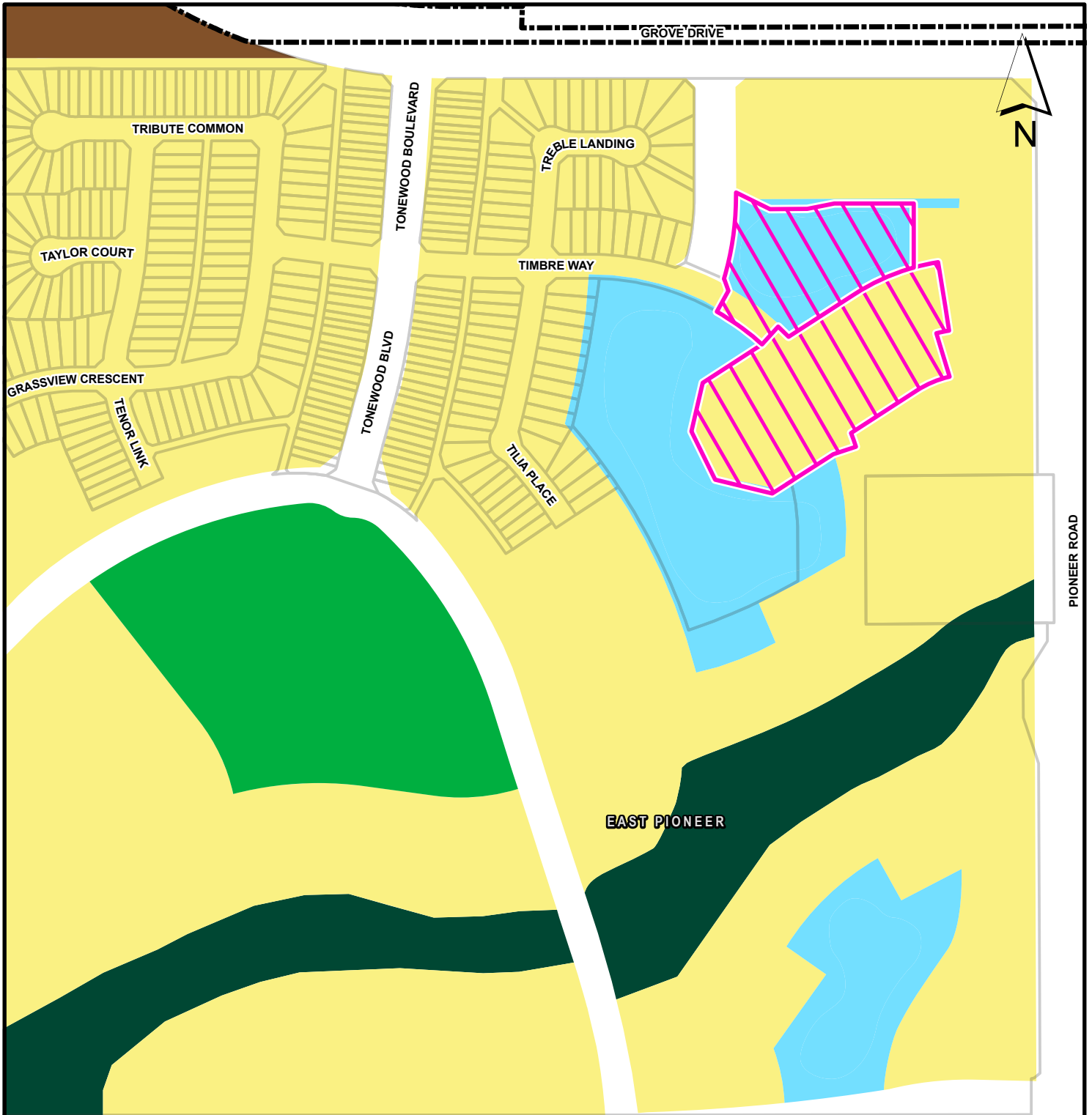
C-1230-22

Land Use Redistricting

Tonewood 11







Legend

East Pioneer Area Structure Plan & Spruce Village Area Structure Plan & Pioneer Lands Area Structure Plan		
	Environmental Reserve	
	Low to Medium Density Residential	
	Medium to High Density Residential	
	Parks / Open Space / MR	

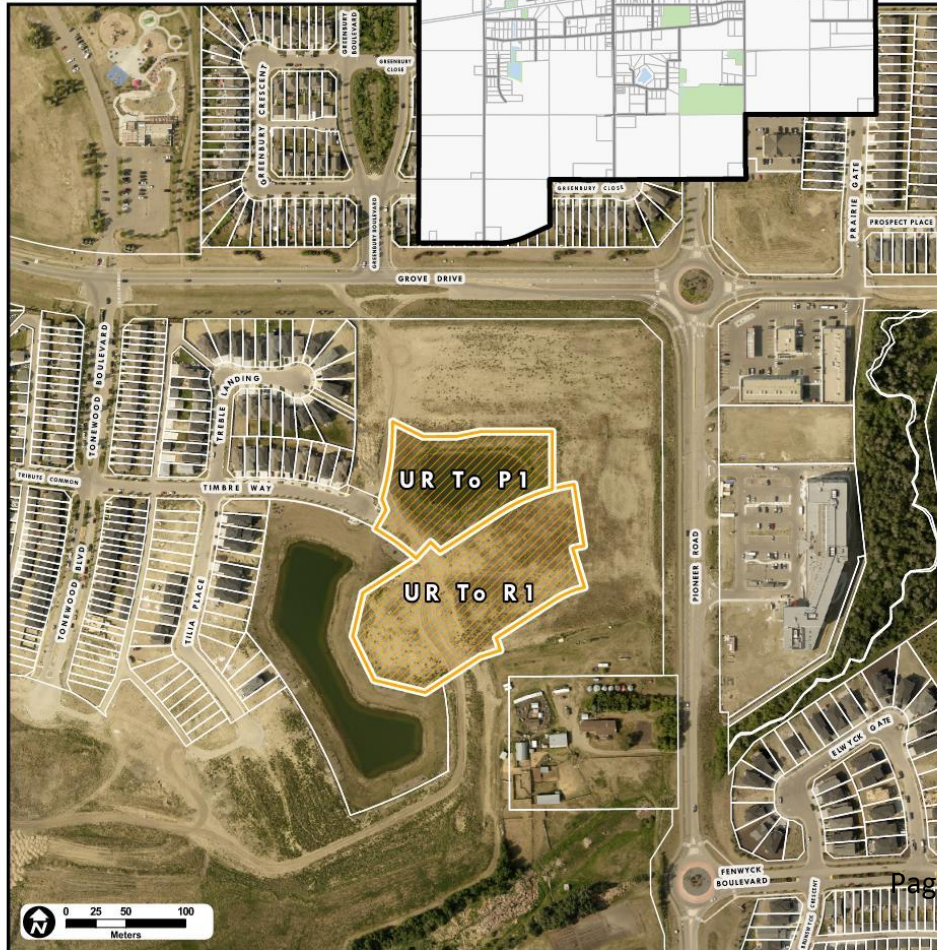
# Bylaw C-1230-22 Land Use Bylaw Amendment **Tonewood Stage 11**

City of Spruce Grove  
Third Reading  
March 25, 2024

# Location



Location Aerial  
C-1230-22  
Land Use Redistricting  
Tonewood 11



## **Tonewood Stage 11**

- Intended Land Use:
  - Residential
  - Stormwater Management Facility





# Proposed Amendment

## Legal Description:

Lot 5, Block 1, Plan 172 3540

**Amendment Area: 2.9 ha**

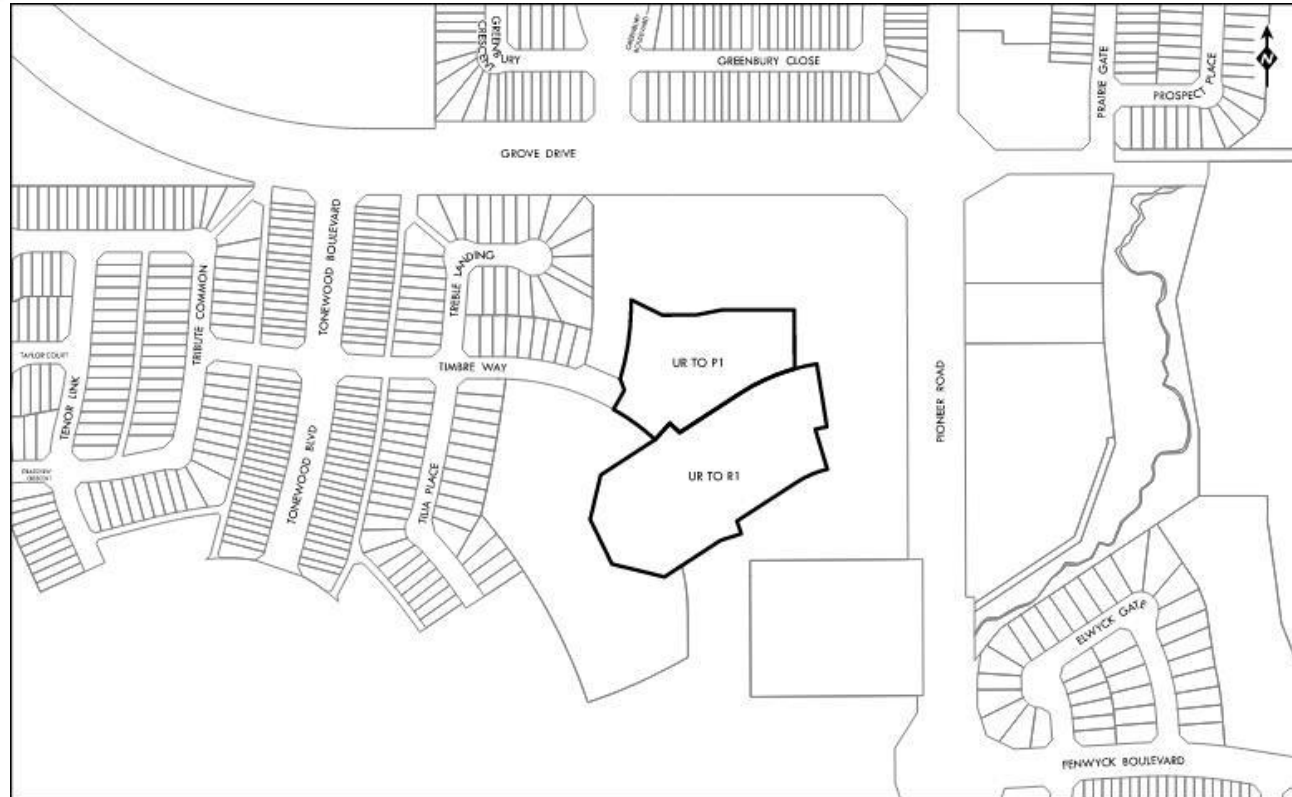
## Proposed amendment

From: UR - Urban Reserve

To:

R1 - Mixed Low to Medium Density Residential District (1.8 ha)

P1 - Parks and Recreation District (1.1 ha)






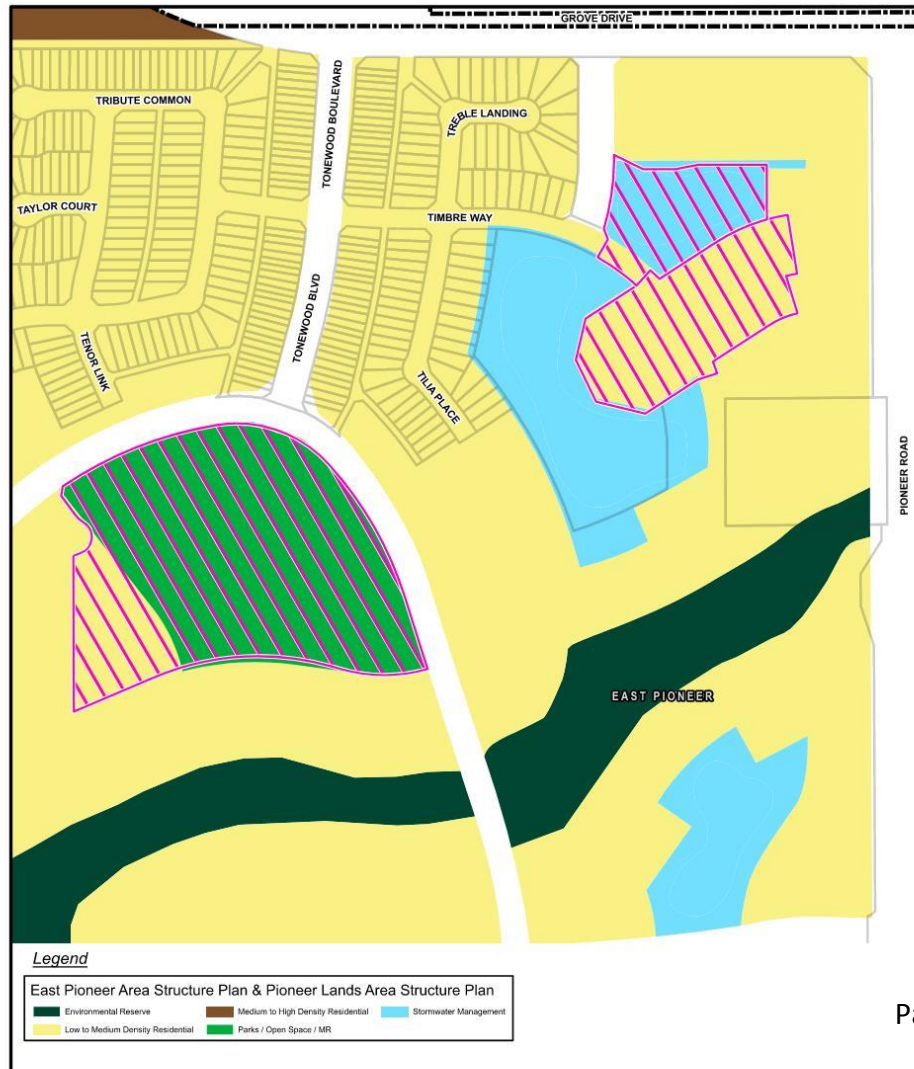
# Thank you

## Questions and Comments

# Amended Bylaw C-1230-22



ASP Overview  
Site of Proposed Redistricting C-1230-22  
Tonewood 11 



## Tonewood Stage 11

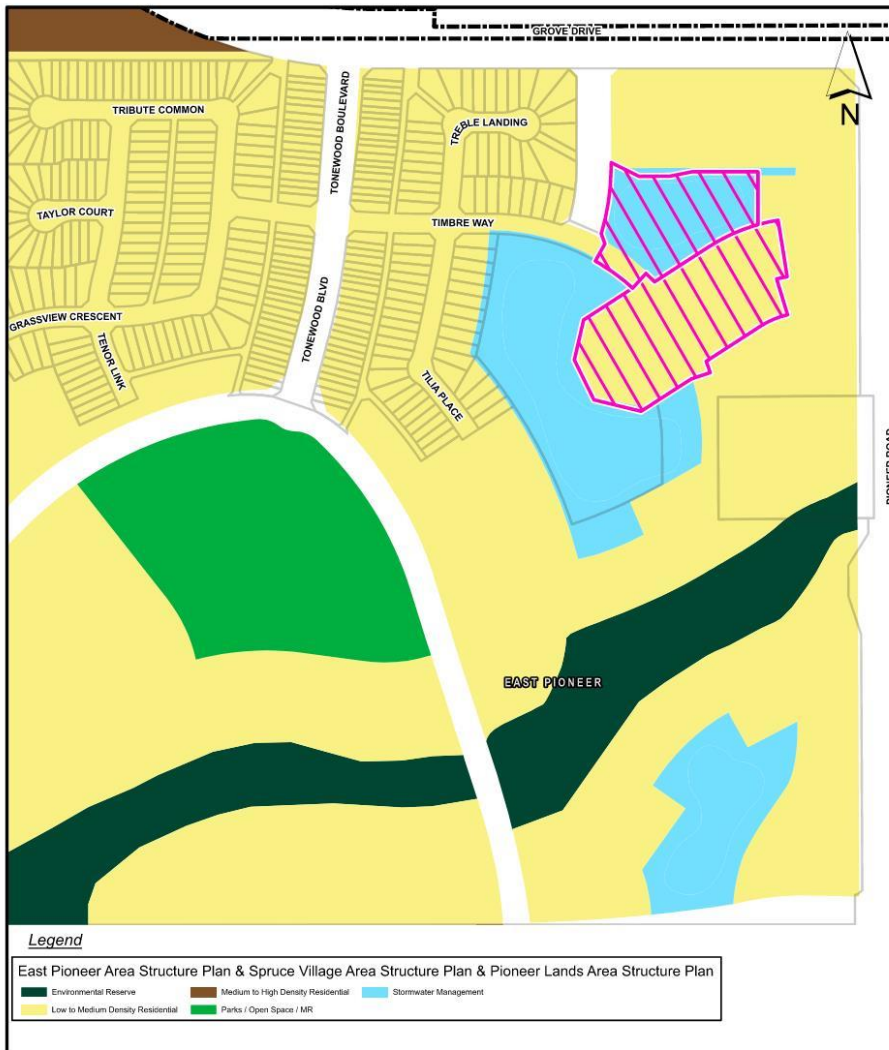
- The future School Site has been removed from the original bylaw.
- The School Site will be included within the upcoming Tonewood Stage 12 redistricting and subdivision.



# East Pioneer Area Structure Plan



ASP Overview  
Site of Proposed Redistricting C-1230-22  
Tonewood 11 



- **Land Use Concept**
  - Mixed Low to Medium Density Residential.
  - Stormwater Management





## REQUEST FOR DECISION

**MEETING DATE:** April 22, 2024

**TITLE:** C-1236-22 - Land Use Bylaw Amendment - Redistricting -  
Copperhaven Stage 8 - Third Reading

**DIVISION:** Sustainable Growth and Development Services

---

### **SUMMARY:**

Bylaw C-1236-22, a Land Use Bylaw amendment proposing to redistrict approximately 1.50 ha of land from UR - Urban Reserve District to R1 - Mixed Low to Medium Density Residential District, is being brought forward for consideration by Council. The proposed redistricting is consistent with the West Area Structure Plan and will enable the development of 28 single family residential lots in the Copperhaven neighbourhood.

If approved, the proposed bylaw will allow Administration to approve subdivisions and consider development permits for Copperhaven Stage 8.

---

### **PROPOSED MOTION:**

THAT third reading be given to C-1236-22 - Land Use Bylaw Amendment - Redistricting - Copperhaven Stage 8.

### **BACKGROUND / ANALYSIS:**

The proposed bylaw proposes to redistrict approximately 1.50 ha of Lot 4, Block 1, Plan 052 2540. This area is currently districted UR - Urban Reserve, and it is proposed to be redistricted to R1 - Mixed Low to Medium Density Residential District.

#### Municipal Development Plan:

Your Bright Future: Municipal Development Plan, 2010-2020 (MDP) is the City's primary statutory plan. The proposed residential land use is consistent with the policy of the MDP and with Figure 8: *Future Land Use Map* that shows the subject land for Residential.

West Area Structure Plan:

The West Area Structure Plan (Bylaw C-979-16) was most recently amended with Bylaw C-818-12 in November 2016. The proposed redistricting is consistent with the policy and Land Use Concept that identifies the subject lands for Mixed Low to Medium Density Residential.

Land Use Bylaw:

The subject land is currently districted UR - Urban Reserve. The redesignation of the land is required to permit subdivision and development to occur. The R1 - Mixed Low to Medium Density Residential District accommodates a range of low to medium density dwelling types.

Development Agreement:

As per Corporate Policy 7,005, a completed and signed development agreement is required prior to consideration of third reading. Following second reading on May 8, 2023, Administration was waiting for the developer to sign a development agreement that now been received allowing consideration of third reading.

**OPTIONS / ALTERNATIVES:**

Council may direct Administration to make amendments to the bylaw or defeat the motion for third reading and choose to defeat this bylaw.

**CONSULTATION / ENGAGEMENT:**

A statutory Public Hearing, advertised per the requirements of the *Municipal Government Act*, was held prior to consideration of second reading. Advertising of the Public Hearing was placed in the Spruce Grove Examiner on April 21 and 28, 2023 as per the requirements of the *Municipal Government Act*. Additionally, notice was mailed directly to landowners within 30m of the subject lands. The notice was also published on the City's website.

**IMPLEMENTATION / COMMUNICATION:**

If Bylaw C-1236-22 is approved, the Land Use Bylaw will be updated with the map change and be published on the City's website.

**IMPACTS:**

Approval of this bylaw will enable development of Stage 8 in the Copperhaven Neighbourhood.

**FINANCIAL IMPLICATIONS:**

n/a

**THE CITY OF SPRUCE GROVE**

**BYLAW C-1236-22**

**LAND USE BYLAW AMENDMENT – COPPERHAVEN STAGE 8**

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000 cM-26, a municipality shall pass a land use bylaw and may amend the land use bylaw;

AND WHEREAS, the City of Spruce Grove wishes to amend Bylaw C-824-12, the Land Use Bylaw;

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

1. Bylaw C-824-12, Schedule A: City of Spruce Grove Land Use Bylaw Map, is amended as follows:
  - 1.1 To redistrict a portion of Lot 4, Block 1, Plan 052 2540 from UR – Urban Reserve District to R1 – Mixed Low to Medium Density Residential District, as shown on the map below:



2. This amending bylaw shall be consolidated into Bylaw C-824-12.
3. This bylaw shall come into force and effect when it receives third reading and is duly signed.

First Reading Carried                      11 April 2023

Public Hearing                                8 May 2023

Second Reading Carried                    8 May 2023

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

Date Signed

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Mayor

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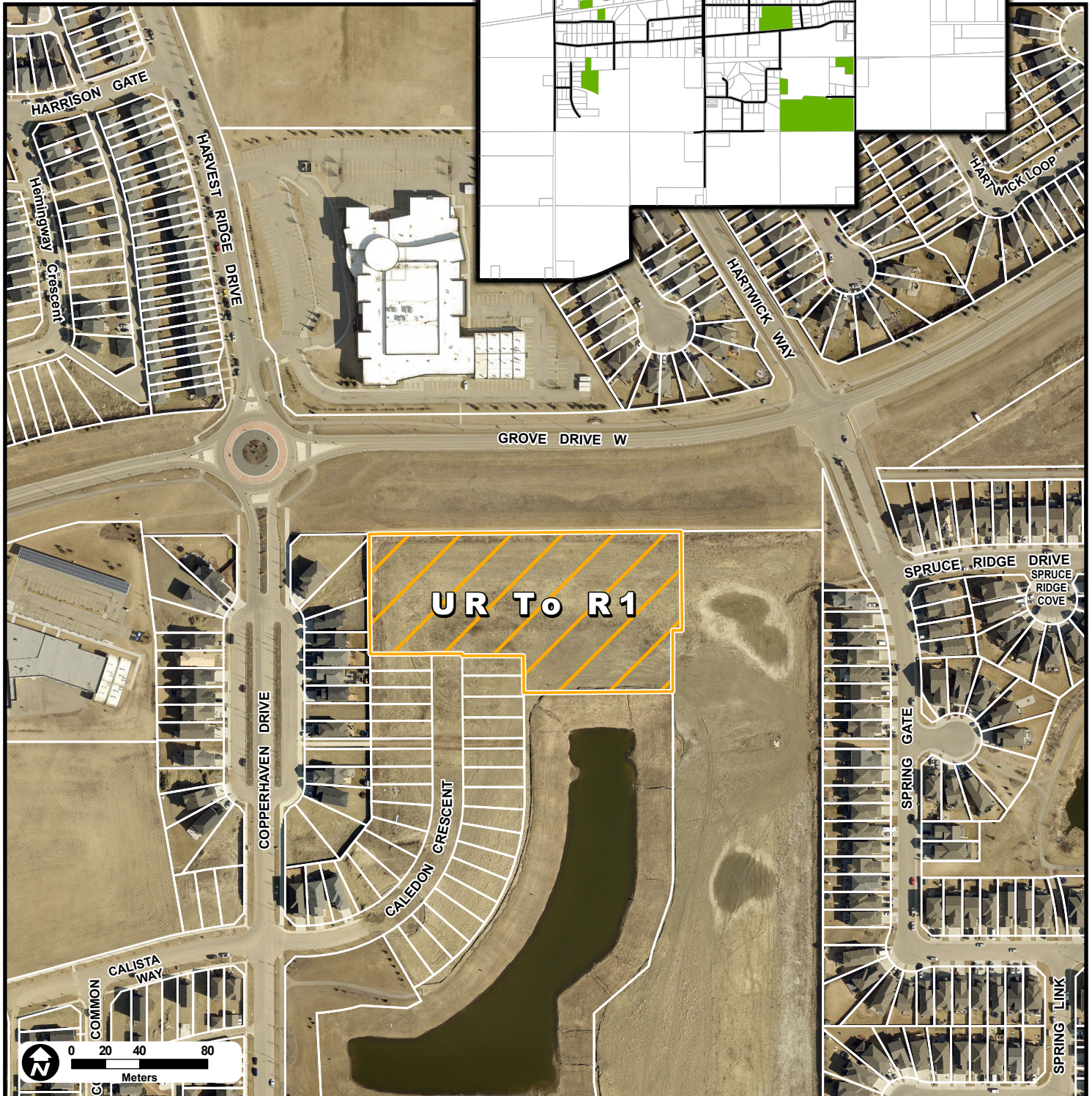
City Clerk



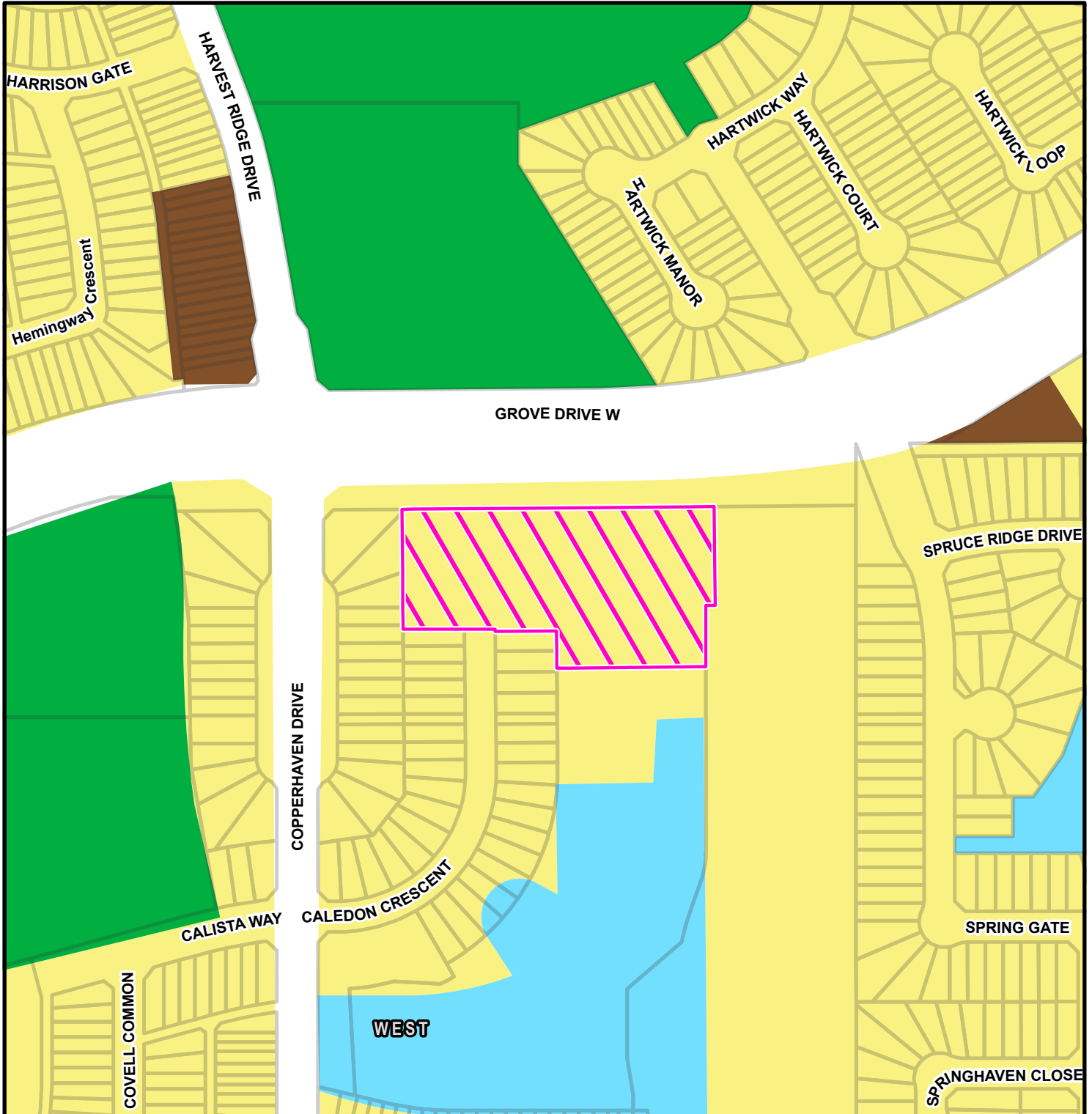
# Location Aerial

C-1236-22

Proposed Redistricting  
Copperhaven Stage 8











Legend

West Area Structure Plan

- |  |                                    |   |                         |
|--|------------------------------------|---|-------------------------|
|  | Low to Medium Density Residential  |  | Parks / Open Space / MR |
|  | Medium to High Density Residential |  | Stormwater Management   |

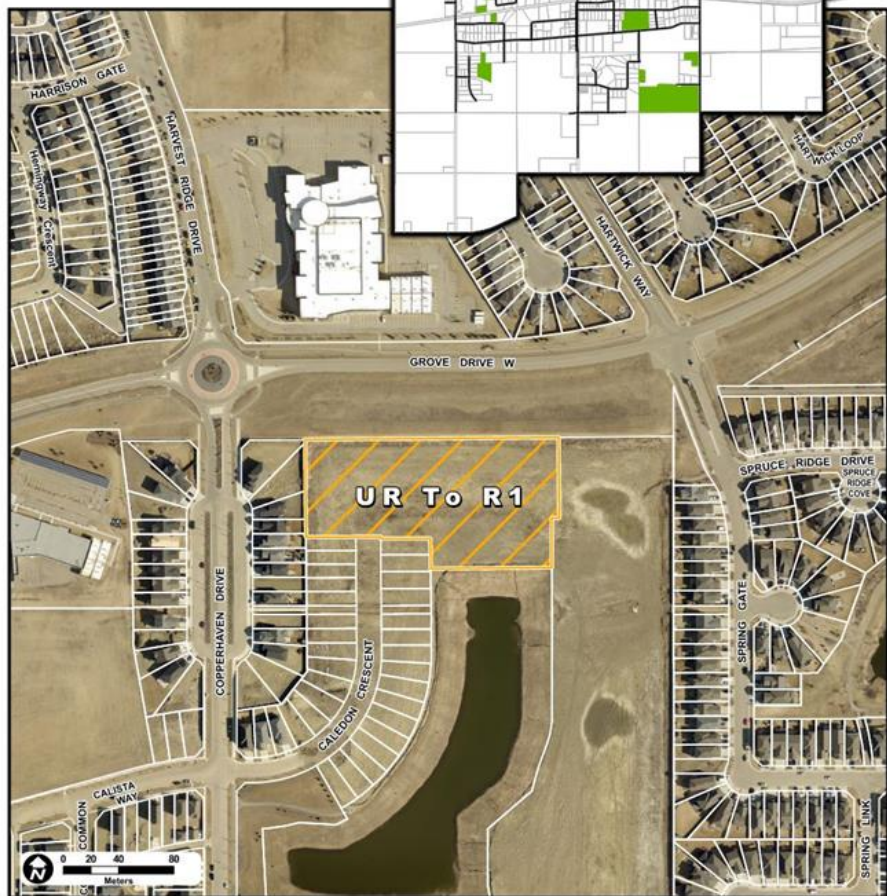
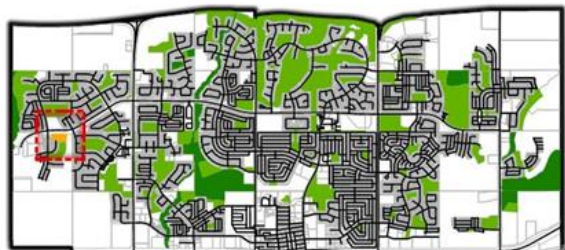
# Bylaw C-1236-22 Land Use Bylaw Amendment **Copperhaven Stage 8**

City of Spruce Grove  
Third Reading  
Bylaw C-1236-22  
April 22, 2024

# Location



Location Aerial  
C-1236-22  
Proposed Redistricting  
Copperhaven Stage 8



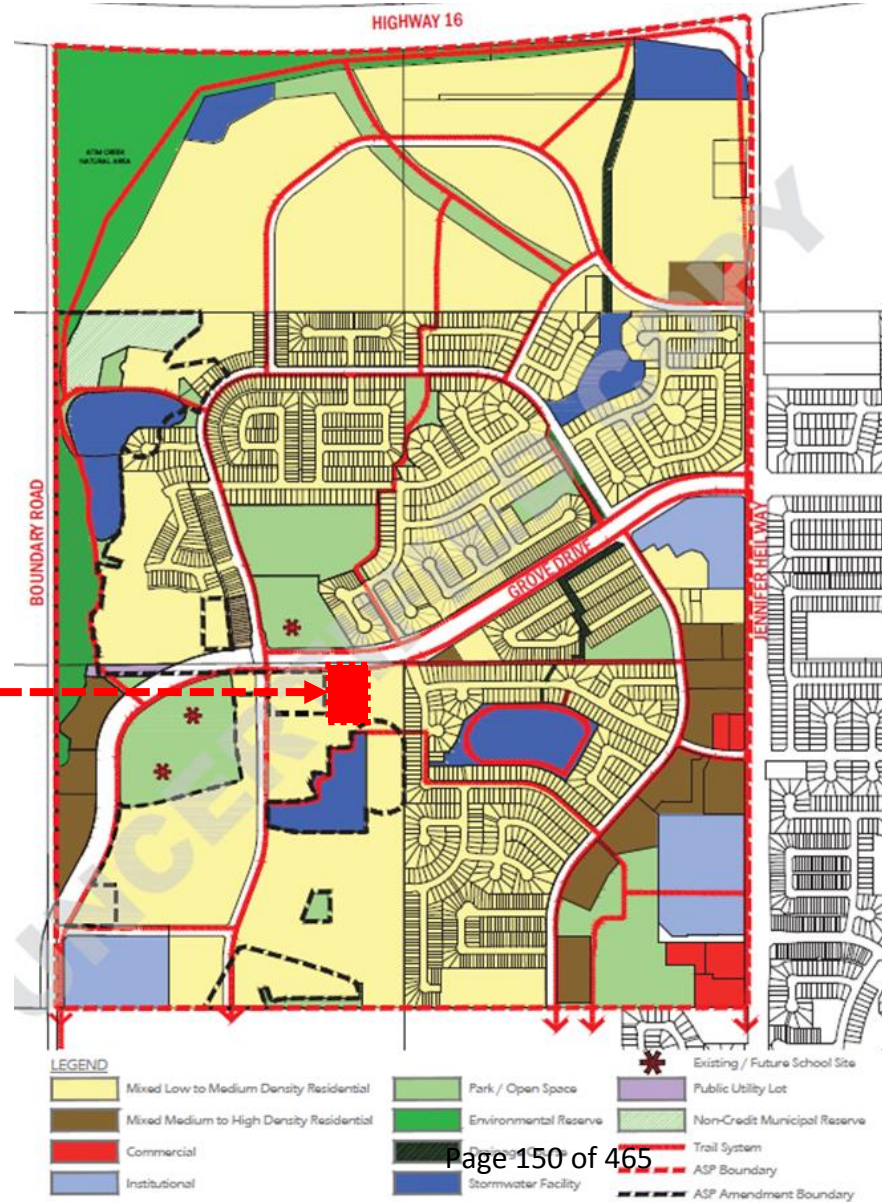
- **Copperhaven Stage 8**
  - Intended Land Use:
    - Residential





# West Area Structure Plan

Amendment Area

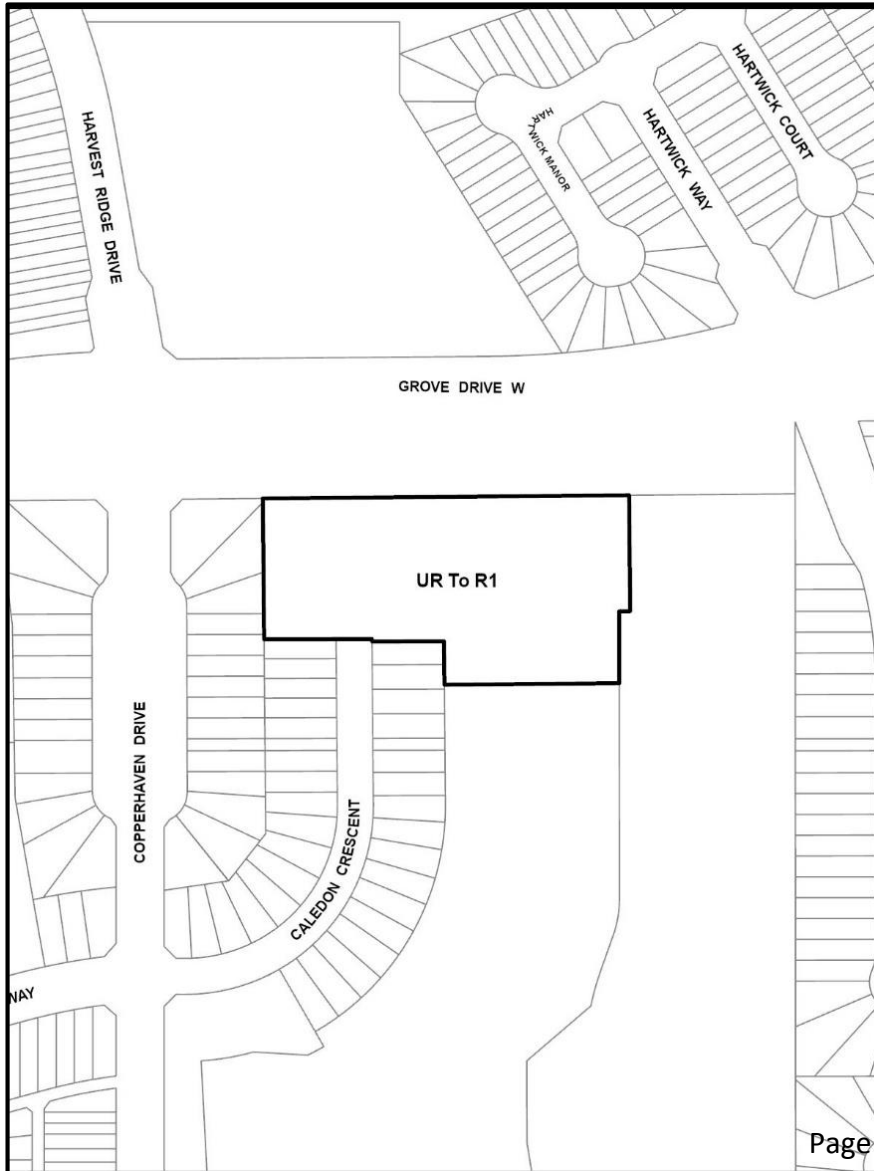


# West Area Structure Plan



- » Land Use Concept
- » Mixed Low to Medium Density Residential

# Proposed Amendment



## Legal Description:

Lot 4, Block 1, Plan 052 2540

Amendment Area: 1.5 ha

## Proposed amendment

From: UR - Urban Reserve

To: R1 - Mixed Low to Medium  
Density Residential District.



# Thank you

## Questions and Comments





## REQUEST FOR DECISION

**MEETING DATE:** April 22, 2024

**TITLE:** C-1278-23 - Pioneer Lands Area Structure Plan Amendment - Westwind Medium Density Residential - First Reading

**DIVISION:** Sustainable Growth and Development Services

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### SUMMARY:

Bylaw C-1278-23, a proposed amendment to Bylaw C-686-08 - Pioneer Lands Area Structure Plan, is being brought forward for consideration by Council. The purpose of the amendment is to redesignate a 0.65 ha future Commercial area to Medium to High Density Residential use in the Westwind area immediately west of the future transit station.

The proposed changes are in compliance with the policy framework of the City's Municipal Development Plan (MDP) and the Edmonton Metropolitan Region Growth Plan (EMRGP).

---

### PROPOSED MOTION:

THAT first reading be given to Bylaw C-1278-23 - Pioneer Lands Area Structure Plan Amendment - Westwind Medium Density Residential.

### BACKGROUND / ANALYSIS:

The proposed bylaw will amend the area structure plan by updating the development concept and land use statistics to reflect the conversion of a 0.65 ha area, currently identified as Commercial, to Medium to High Density Residential. The subject area is located west of the future transit station within a portion of Lot 5, Block 7, Plan 232 0404 which is north of Westwind Drive and south of Highway 16.

The approved residential development area within the Pioneer Lands Area Structure Plan is approximately 54.6 per cent of the Gross Developable Area, with a planned yield of 12,787 residents and 4,413 residential units, and an overall density of 28.7 units per net residential



hectare. The proposed amendment has minimal effect on the area structure plan statistics, increasing the projected residential units by 44 to 4,457, raising the overall density slightly to 28.9 units per net residential hectare, and a population yield of 12,895.

The proposed redesignation provides additional residential land for a higher density housing development which meets several policies and objectives within the Municipal Development Plan as well as the Edmonton Metropolitan Region Growth Plan.

#### Municipal Development Plan

*Your Bright Future: Municipal Development Plan, 2010-2020 (MDP)* is the City's primary statutory plan.

The proposed change to increase the percentage of Medium to High Density residential is supported by MDP policy 5.2.2.1, which advocate for increasing housing types and densities in neighbourhoods and promoting diversity in the housing stock.

The proposed location of the Medium to High Density residential in proximity to the future transit station, civic center, and is supported by policy 5.2.2.4, which calls for focusing higher density residential in proximity to amenities, transit, and gathering places.

The conversion of the subject lands for residential use is also supported by policy 5.4.1.2 which identifies the need for medium to high density residential development in the Westwind Lands.

Although the proposed amendment converts the area to a residential land use, the associated redistricting, C-1294-24 - DC.17 - Westwind Multi-Unit Residential Direct Control District, has both a residential and commercial component (hotel). As such, it has been considered in compliance with the Vehicle Oriented Commercial use identified on Figure 8 Future Land Use.

#### Edmonton Metropolitan Region Board (EMRB)

The proposed amendment to the ASP maintains the density targets of 25 - 30 units per hectare as approved under the *Edmonton Metropolitan Region Growth Plan*. The increase in Medium to High Density helps raise the overall ASP density from 28.7 to 28.9 units per net hectare, demonstrating that the plan is striving to meet the new density targets of the EMRGP.

#### **OPTIONS / ALTERNATIVES:**

This bylaw is being brought forward for consideration of first reading. Discussion and consideration of changes to the bylaw may be made at future readings.

#### **CONSULTATION / ENGAGEMENT:**

This application was circulated to relevant City departments for their comments. A public open house was held by the applicant on January 4, 2024 to present the proposed area structure

plan amendment and the associated direct control district C-1294-24. A summary of the open house has been attached to this RFD as the What We Heard Report.

A statutory public hearing, advertised per the requirements of the *Municipal Government Act*, will be held prior to consideration of second reading.

### **IMPLEMENTATION / COMMUNICATION:**

If approved, the existing Pioneer Lands Area Structure Plan, as amended, will be further updated by the information included in Bylaw C-1278-23, and be published on the City's website.

### **IMPACTS:**

The proposed amendment to the Pioneer Lands Area Structure Plan, if approved, will result in a slight increase in the residential density. The location of the proposed medium to high density residential area will provide more options for affordable and diverse forms of housing in close proximity to the future transit station and civic centre.

### **FINANCIAL IMPLICATIONS:**

A conditional sale agreement is in place with the proponent to acquire the site. This agreement will be brought to Council for final approval if third reading is granted to proposed bylaws C-1278-23 - Pioneer Lands Area Structure Plan Amendment - Westwind Medium Density Residential and C-1294-24 - Land Use Bylaw Amendment - Redistricting and DC.17 Westwind Multi-Unit Residential.

**THE CITY OF SPRUCE GROVE**

**BYLAW C-1278-23**

**PIONEER LANDS AREA STRUCTURE PLAN AMENDMENT -  
WESTWIND MEDIUM DENSITY RESIDENTIAL**

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000 cM-26, a municipality may adopt and may amend an area structure plan;

AND WHEREAS, the City of Spruce Grove wishes to amend Bylaw C-686-08, the Pioneer Lands Area Structure Plan;

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

1. Bylaw C-686-08, the Pioneer Lands Area Structure Plan, be amended as outlined in Schedule 1 which is attached to and forms part of this Bylaw.
2. This amending bylaw shall be consolidated into Bylaw C-686-08.
3. This bylaw shall come into force and effect when it receives third reading and is duly signed.

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

Public Hearing [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

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Mayor

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City Clerk

City of Spruce Grove

PIONEER LANDS  
AREA STRUCTURE PLAN AMENDMENT

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**E1NS**

Prepared by: EINS Development Consulting Ltd.

Date: April 2, 2024

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## 1.0 Introduction

### 1.1. Purpose

The purpose of this report is to amend Bylaw C-686-06, the Pioneer Lands Area Structure Plan (ASP), to redesignate a 0.65 ha parcel, located at Lot 6 Block 7, Plan 232 0404 from Commercial to Medium to High Density Residential.

The vision for the Pioneer Lands Area Structure Plan (ASP) is to create a sustainable residential community that is well-integrated within the regional commercial centre, providing opportunities for vibrant streetscapes and links to open spaces. This proposed redistricting aligns with this vision by rationally allowing affordable Medium to High Density Residential uses on site.

This amendment has been prepared on behalf of the City of Spruce Grove, who are the registered owners of the subject property legally designated as Lot 6, Block 7, Plan 232 0404. There is a concurrent subdivision application to create this parcel which will be sold to a developer for the purpose of developing affordable housing.

### 1.2 Amendment Location

The proposed ASP amendment area encompasses approximately 0.65 hectares in the northwest portion of the Pioneer Lands ASP, currently designated as Commercial. The parcel is located within a portion of Lot 6, Block 7, Plan 232 0404 which is north of Westwind Drive and south of Highway 16.

### 1.3 Background

The Pioneer Lands ASP was first approved in 2009 as Bylaw C-686-08 to structure the development of 294 hectares of land in Spruce Grove's northeast. Since adoption in 2009, the ASP has been amended seven times to accommodate changing community needs and development dynamics.

- The first amendment to the ASP was approved on June 28, 2010 as Bylaw C-745-10, which reconfigured the collector road and land uses for Phase 1 of Greenbury.
- A second amendment to the ASP was approved on November 14, 2011 as Bylaw C-797-11, which created a "Special Study Area" to add a major commercial and mixed use component in the northwest portion of the plan area.
- A third amendment was approved on March 25, 2013 as Bylaw C-837-13, which updated the development concept as a result of more detailed review of land uses and adjusted the mixed-use designation in the Westwind Village neighbourhood.
- A fourth amendment to the ASP was approved on October 19, 2015 as Bylaw C-932-15, which updated the overall concept plan to reflect detailed planning and engineering resulting in several amendments in the Prescott, Kenton, Greenbury and Westwind neighbourhoods.
- A fifth amendment was approved on April 24, 2019 as Bylaw C-1062-18, which updated parts of the Greenbury and Westwind neighbourhoods to redesignate two 0.8 ha parcels and relocate a transit station in the Westwind commercial area.
- A sixth amendment was approved on August 22, 2022 as Bylaw C-1185-22, which updated parts of the of the Westwind neighbourhood to reflect several redesignations of land on various different parcels.
- A seventh amendment was approved on August 22, 2022 as Bylaw C-1201-22, which updated part of the Prescott neighbourhood to reflect a redesignation of land on a 0.869 ha parcel of land.
- An eighth amendment was approved on March 11, 2024 as Bylaw C-1285-23, which updated part of the Greenbury neighbourhood to reflect several redesignations of land on various different parcels.

The approved development concept for the Pioneer Lands ASP is included as Figure 1 – Approved Development Concept.

## 2.0 Proposed Amendment

### 2.1 Amendment Overview

This proposed amendment to the Pioneer Lands ASP remains consistent with the vision and guidelines approved in previous amendments by expanding land available in the ASP for compact residential development with vibrant streetscapes, logically extending the Medium to High Density Residential designated area.

This amendment to the Pioneer Lands ASP proposes the following change:

- Redesignating a 0.65 ha parcel in the northwest portion of the ASP, which fronts onto Westwind Drive to the south, from Commercial to Medium to High Density Residential.

The approved Pioneer Lands ASP Development Concept is included as **Figure 1**, and proposed land use changes introduced by this amendment are illustrated on **Figure 2**. Updated land use statistics resulting from this proposed amendment are presented in **Table 1** (existing) and **Table 2** (proposed).

## 3.0 Amendment Rationale

### 3.1 Land Use

This proposed amendment continues to adhere to the vision and guiding principles established for the ASP area that relate to creating a smart, green, compact community. Specifically, this amendment expands opportunities for providing a variety of housing types and densities within the ASP area while also remaining consistent with transportation, servicing, and the broader policy context applicable to the parcel and Plan area.

The 0.65 ha parcel is proposed to be redesignated from Commercial to Medium to High Density Residential, extending the approved land use designation to the east of the parcel along Westwind Drive. This extension of the Medium to High Density Residential to the subject site is consistent with the City of Spruce Grove's Municipal Development Plan's goal of integrating various housing typologies at the neighbourhood level. The proposed redesignation site has excellent access to existing roadways and is located next to a future transit facility.

### 3.2 Residential

The approved residential development concept for the Pioneer Lands ASP is approximately 54.6% of the Gross Developable Area, with a planned yield of 12,787 residents and 4,413 residential units, with an overall density of 28.7 units per net residential hectare. The proposed amendment has minimal effect on the overall density of the approved ASP, raising it to 28.9 units per hectare, 4,457 units, and a population of 12,895. The proposed redesignation provides additional residential land for affordable housing development which meets several policies and objectives within the Spruce Groves MDP, Your Bright Future, as well as the Edmonton Metropolitan Region Growth Plan.

### 3.3 Commercial

The proposed redesignation reduces Commercial land in the ASP area by 0.65 ha. The subject site is surrounded by commercially designated lands that have yet to be developed to the north and to the west. There is only a 0.3 percent reduction in commercial land because of this redesignation and will have a minimal impact on the overall amount of commercial land in the area.

### 3.4 Open Space, Transportation and Servicing

This proposed amendment does not include any changes to the overall open space, transportation, or servicing plans. The lands are well serviced and connected to existing transportation networks as well as future transit.

### 3.5 Land Use Statistics

The approved density of the Pioneer Lands ASP is 28.7 units per net residential hectare. This amendment proposes redesignating 0.65 ha of Commercial land to Medium to High Density Residential, which results in a 0.2 unit per net residential hectare increase, yielding approximately 28.9 units per net residential hectare. Updated land use statistics are presented in Table 2 on the following page.



**Table 1: Approved Land Use Statistics**

Land Use	GDA (ha)	% of GDA	Units/ha	Units	Pop/Unit	Pop.
Low to Medium Density Residential	140.27	49.8	25	3,507	3.0	10,520
Medium to High Density Residential	13.53	4.8	67	907	2.5	2,266
<b>Total Residential</b>	<b>153.80</b>	<b>54.6</b>	<b>28.7</b>	<b>4,413</b>		<b>12,787</b>
Westwind Commercial	17.65	6.3				
Neighbourhood Commercial	0.78	0.3				
Parks and Recreation (MR)*	24.03	8.5				
Stormwater Management Facilities	23.06	8.2				
Public Utility Lot	0.86	0.3				
Local Road and Lanes	42.37	15.0				
Collector Roads	19.06	6.8				
<b>Total Non Residential</b>	<b>127.81</b>	<b>45.4</b>				
<b>Gross Developable Area</b>	<b>281.61</b>	<b>100.0</b>				
Pipeline	1.24					
Arterial Road (Grove Dr.)	1.35					
<b>Total Gross Area</b>	<b>284.20</b>					

**Table 2: Proposed Land Use Statistics**

Land Use	GDA (ha)	% of GDA	Units/ha	Units	Pop/Unit	Pop.
Low to Medium Density Residential	140.27	49.8	25	3,507	3.0	10,520
Medium to High Density Residential	14.18	5.0	67	950	2.5	2,375
<b>Total Residential</b>	<b>154.45</b>	<b>54.8</b>	<b>28.9</b>	<b>4,457</b>		<b>12,895</b>
Westwind Commercial	17	6.0				
Neighbourhood Commercial	0.78	0.3				
Parks and Recreation (MR)	24.03	8.5				
Stormwater Management Facilities	23.06	8.2				
Public Utility Lot	0.86	0.3				
Local Road and Lanes	42.37	15.0				
Collector Roads	19.06	6.8				
<b>Total Non Residential</b>	<b>127.16</b>	<b>45.2</b>				
<b>Gross Developable Area</b>	<b>281.61</b>	<b>100.0</b>				
Pipeline	1.24					
Arterial Road (Grove Dr.)	1.35					
<b>Total Gross Area</b>	<b>284.20</b>					

### 4.0 Policy Context

This section provides supporting rationale for the proposed changes described in Section 3. This amendment continues to achieve the broad objectives established within Spruce Grove’s MDP, Your Bright Future, the Edmonton Metropolitan Region Board (EMRB) Growth Plan, and Spruce Grove’s Land Use Bylaw.

#### 4.1 Edmonton Metropolitan Region Growth Plan

The Edmonton Metropolitan Region Growth Plan (EMRGP) provides a comprehensive and integrated policy framework for planning for growth tailored to the regional context. The EMRGP provides guidance on how to grow in a responsible manner through compact and contiguous development. The proposed amendment aligns strongly with the following objectives and policies within the EMRGP, which are outlined in Table 3 below.

**Table 3: Edmonton Metropolitan Region Growth Plan Conformance**

POLICY OR OBJECTIVE	AMENDMENT COMPLIANCE
<b>Schedule 6: Minimum Greenfield Residential Density = 35 du/nrha</b>	The proposed amendment increases the total units per hectare by 0.2 ha which will help Pioneer Lands meet the density targets outlined in the EMRGP.
<b>Objective 3.1 Plan and develop complete communities within each policy tier to accommodate people’s daily needs for living at all ages</b>	There is a future transit station, commercial lands, and existing road network nearby the proposed amendment which will result in a more complete community where people’s daily needs are met.
<b>Objective 3.2 Plan for and promote a range of housing options.</b>  <b>Objective 3.3 Plan for and promote market affordable and non-market housing to address core housing need.</b>	By redesignating the 0.65 ha of land from Commercial to Medium to High Density Residential, this amendment will help plan for promote housing diversity and affordable housing options to help address a wider range of housing needs in the area.

#### 4.2 Your Bright Future

Spruce Grove’s MDP, Your Bright Future, establishes a vision for what Spruce Grove could be by 2040. The MDP is focused on increasing housing diversity, preserving green spaces, promoting job growth, and long-term sustainability. This proposed amendment aligns strongly with goals and policies articulated in the MDP, which are outlined in Table 4 below.

**Table 4: Spruce Grove’s MDP Conformance**

POLICY OR GOAL	AMENDMENT COMPLIANCE
<b>5.2.2.1 Integrate a variety of housing types and densities to create diverse streetscapes in neighbourhoods and increase diversity in the housing stock.</b>  <b>7.8.1.1 Provide greater selection in housing densities and types throughout the community.</b>	The amendment expands the total area of land available for housing and provides additional density and diversity of housing by redesignating 0.65 ha of land from Commercial to Medium to High Density Residential. The higher density housing provided will be affordable to provide greater selection within the community as the other Medium to High Density Residential in the

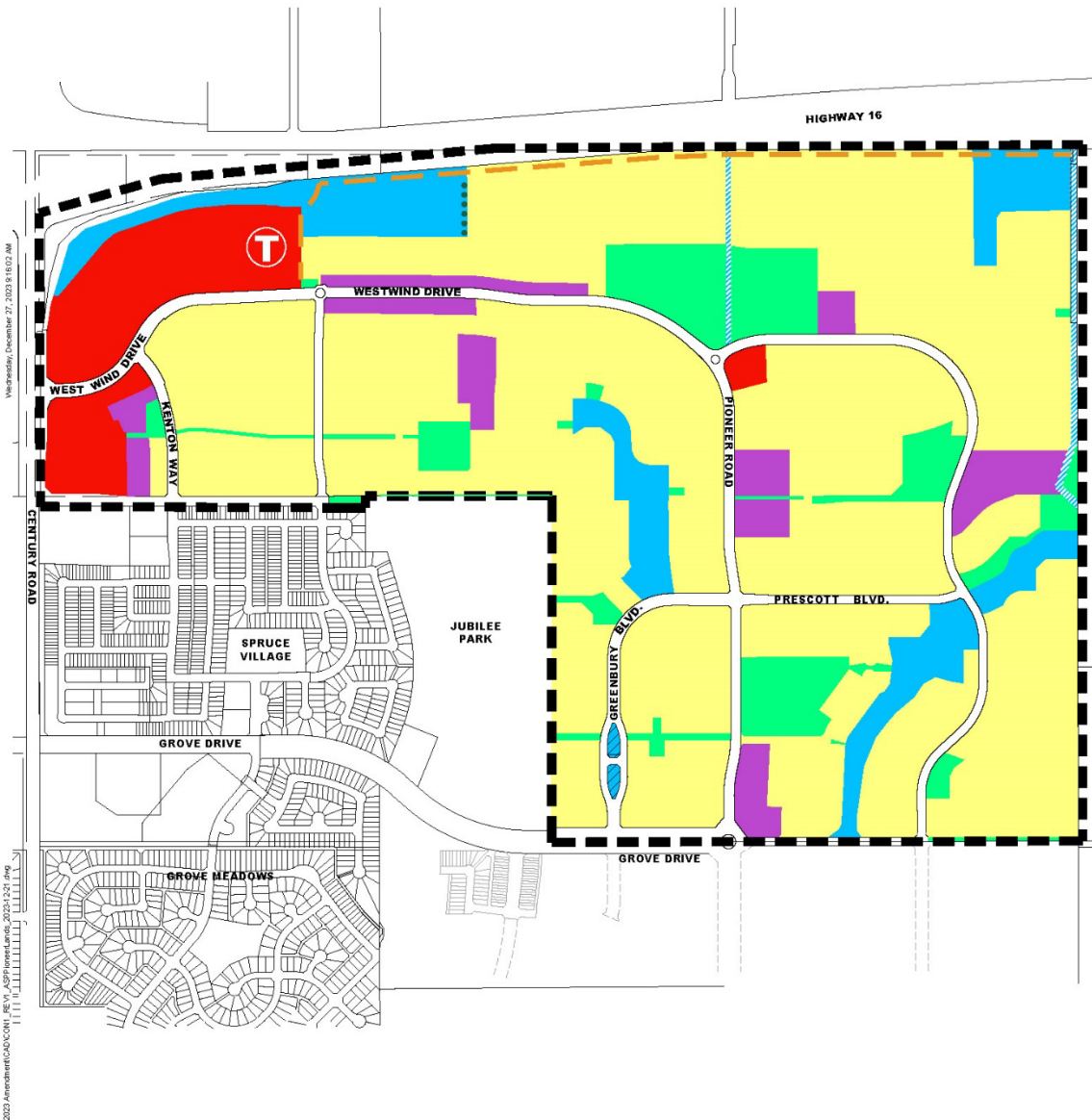
	Westwind neighbourhood has been developed in the form of townhomes.
<b>7.8.1.2 Integrate affordable and market rental and ownership housing by locating affordable and market units within the same area of a neighbourhood and/or by including both types of units in the same projects.</b>	The affordable housing in this amendment is located within the same neighbourhood as market rental townhomes along Kenton Way to ensure proper integration.
<b>7.8.1.3 Locate affordable housing in close proximity to amenities, open space, and transit routes (existing or future).</b>	The redesignation to Medium to High Density Residential in this amendment will be in close proximity to open space to the southeast, future commercial development to the north and west, and a future transit stop to the east.
<b>7.8.1.6 Work in partnership with for-profit and not-for-profit developers, community organizations, and other levels of government to increase the diversity and availability of affordable housing units.</b>	This amendment is being done in partnership with a for-profit developer to increase the availability of affordable housing units and increase to diversity of housing units in the area.
<b>Goal 7 Spruce Grove is affordable to residents and businesses, has a diverse tax base and offers a range of commercial services, light to-medium industrial activities, and employment options.</b>	There will be additional housing options which will provide a more diverse tax base and more affordable housing as a result of this plan amendment.

4.3 City of Spruce Grove Land Use Bylaw C-824-12

The City of Spruce Grove’s Land Use Bylaw C-824-12 outlines zoning regulations and land use standards needed to control land development. This proposed ASP amendment complies with regulations contained in Bylaw C-824-12 and a separate redistricting application will be submitted for the subject site and a direct control district will be created.

5.0 Figures

5.1 Approved Land Development Concept



J:\117859\_01mty\FUS 3 Drawing\GIS\Planning\document\ASPP\2023\_AnsAndRef\CAD\CAD0011\_1819\_01\ASPP\StructurePlan\_2023\_01\_21.dwg  
 Wednesday, December 27, 2023 9:18:07 AM

**LEGEND**

- |                                    |                          |                           |
|------------------------------------|--------------------------|---------------------------|
| Commercial                         | Park/Open Space          | ASP Boundary              |
| Medium to High Density Residential | Berm                     | Transit Station           |
| Low to Medium Density Residential  | Median PUL               | Storm Management Facility |
| Storm Management Facility          | Public Utility Lot (PUL) | Street Frontage           |

ALL AREAS AND DIMENSIONS HAVE BEEN ROUNDED;  
 LOT INFORMATION IS PRELIMINARY AND SUBJECT TO CHANGE,  
 AND SHOULD BE CONFIRMED WITH A REGISTERED PLAN.

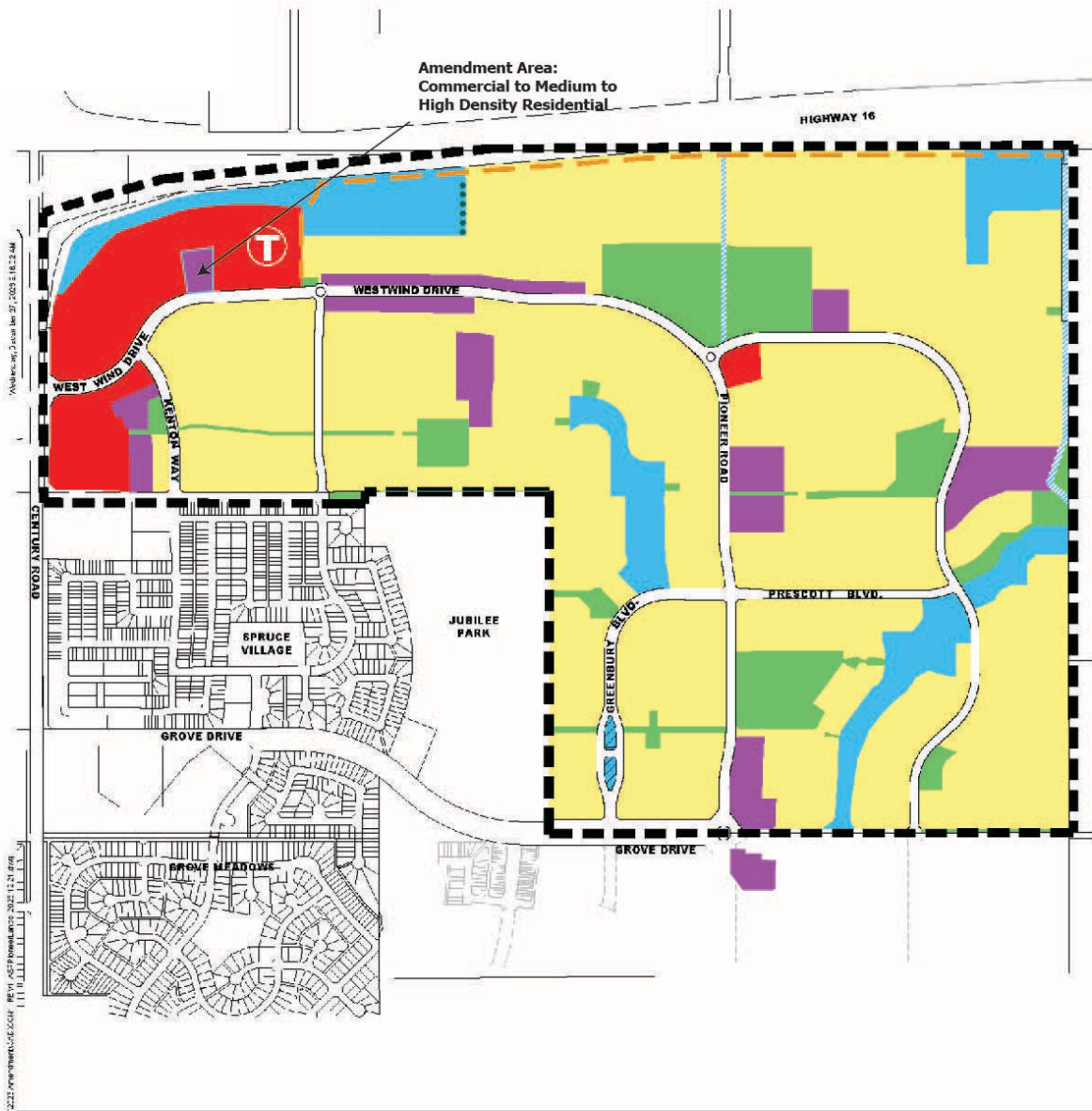
**ARCADIS**  
 ARCADIS PROFESSIONAL SERVICES (CANADA) INC  
 arcadis.com  
 300 - 10 120 103 Avenue  
 Edmonton AB T5J 3R6 Canada  
 tel 780 428 4000 fax 780 426 3256

**PIONEER LANDS AREA STRUCTURE PLAN**  
 Figure 2 - Proposed Development Concept

DATE: December 27, 2023  
 DESIGNED BY: MR  
 DRAWN BY: MR GS  
 CHECKED BY: MR  
 SCALE: NTS  
 JOB NUMBER: 136565



5.2 Proposed Land Development Concept



**LEGEND**

Commercial	Park/Open Space	ASP Boundary	ASP Amendment Area
Medium to High Density Residential	Berm	Transit Station	
Low to Medium Density Residential	Median PUL	Storm Management Facility	
Storm Management Facility	Public Utility Lot (PUL)	Street Frontage	

ALL AREAS AND LINE DOTS HAVE BEEN FORMED FOR INFORMATION PURPOSES ONLY AND SUBJECT TO CHANGE. ALL AREAS ARE SUBJECT TO A REVISIONS LIST.

	<p><b>EINS Development Consulting Ltd.</b> www.eins.ca</p>	<p>Pioneer Lands Area Structure Plan Proposed Amendment Concept Plan</p>	
<p>Date: August 30th, 2023 Drawn By: JA Checked by: RE Scale: NTS</p>			

CITY OF SPRUCE GROVE  
PROPOSED AMENDMENT TO PIONEER LANDS ASP

**PUBLIC OPEN HOUSE – WHAT WE HEARD REPORT**

Prepared by: Eins Development Consulting Ltd.

Date: January 19, 2024

**E1NS**



**INTRODUCTION**

The City of Spruce Grove values public participation as being an important tool in supporting informed decision-making processes for both Council and Administration. To uphold the City’s commitment to public participation and to meet Policy 4.6 of the City’s *Area Structure Plan Policy*,<sup>1</sup> Eins Development Consulting Ltd. and Gardner Architecture held a public open house on Thursday January 4, 2024, at the Tri-Wellness Professional Building to consult with and gather feedback from the public about amendments to the City of Spruce Grove’s Pioneer Lands Area Structure Plan<sup>2</sup> proposed by Eins Consulting.

The purpose of the open house was to provide attendees with information on the proposed amendments, including the changing of land uses, possible developments, and a timeline for the project. A list of registered property owners, provided by the City of Spruce Grove, were notified of the event by mail on December 15, 2023 (see Appendix A). Notice of the event was also advertised in print in the Spruce Grove Examiner on Friday December 15, 2023, Friday December 22, 2023, and Friday December 29, 2023 (see Appendix B). Those interested in participating in the event were invited to contact Andrew Olsen, Junior Planner at Eins Development Consulting Ltd.

**NOTICE OVERVIEW**

Notices were sent out to 122 residents within proximity of the ASP Amendment Area on December 15, 2023, inviting them to attend the open house and providing them with details of the event and the proposed ASP Amendment. Residents were also encouraged to submit feedback via email, mail, or phone by January 18, 2024. Over the course of the feedback period, 2 phone calls were received from nearby residents prior to the Open House.

**PHONE CALL SUMMARY**

There were two residents that reached out with questions via phone call during the feedback period. One resident inquired about where the ASP Amendment Area was in relation to Myshak Metro Ballpark. The resident’s question was answered via email with a map and description showing the location of ASP Amendment Area in relation to Myshak Metro Ballpark which is currently under construction. The second resident asked for further clarification as to where the ASP Amendment Area was located. An email was sent with a map showing the location of the ASP Area and invited the resident to attend the upcoming open house. Neither resident had any further questions or feedback related to the proposed ASP Amendment.

**EVENT OVERVIEW**

The event was held in the main lobby at the Tri-Wellness Professional Building located at 7 Tri-Leisure Way South Avenue in Spruce Grove. The event took place on January 4, 2024, between 5pm and 7pm. During the duration of the event, 14 members of the public showed up to the open house. In addition, a planner from the City of Spruce Grove showed up to the event around 5.15pm. Ryan Eidick and Andrew Olsen of Eins Development Consulting Ltd. and Terry Williams (developer) and

<sup>1</sup> <https://www.sprucegrove.org/media/2043/policy-7-000-area-structure-plan-revised.pdf>

<sup>2</sup> <https://www.sprucegrove.org/media/2049/pioneer-lands-area-structure-plan.pdf>





Eins Development Consulting Ltd.

7409 111 Street NW  
Edmonton, AB

T6G 0E6

Ben Gardner of Gardner Architecture were present at the event to gather feedback from the public and answer any questions.

There were 5 boards up for display that were designed to inform the attendees about the ASP Amendment and Redistricting (see Appendix C). Andrew Olsen got attendees to register on the sign-in sheet upon entering the event and provided guests with a drink ticket to redeem at El Taco Loco which is attached to the main lobby of the Tri-Wellness Professional Building. Guests were then invited to view the engagement boards and ask any questions to any of the representatives from Gardner Architecture or Eins Consulting. Guests were also given feedback forms to fill out as an additional way attendees could provide suggestions, concerns, and improvements (Appendix E). Food that was provided by El Taco Loco was served to attendees through the duration of the open house. The event concluded at 7pm and all feedback forms that were handed out were collected back.

### **FEEDBACK SUMMARY**

Overall, the feedback received from the open house was very positive with many of the attendees supporting the additional multi-unit housing as well as the overall design of the building. Some attendees highlighted the need for affordable housing in Spruce Grove and wanted to see a mix of short-term and long-term rentals in the development. Additionally, many of the attendees noted that the transition between the multi-unit housing and the civic centre was suitable. The 12 completed feedback forms can be found below (see Appendix E).

### **CONCLUSION**

In conclusion, we feel that the feedback received at the open house event on January 4, 2024, and absence of feedback by mail or email, indicates that the residents of Spruce Grove generally support the proposed ASP amendments.

Should there be anything requiring clarification regarding the information presented above, please do not hesitate to contact me directly by phone or email.

Regards,

Andrew Olsen  
Junior Planner, Eins Consulting  
587.984.8711  
[andrew@eins.ca](mailto:andrew@eins.ca)





Eins Development Consulting Ltd.

7409 111 Street NW  
Edmonton, AB

T6G 0E6

**Appendix A**

Letter Mailed to Surrounding Property Owners



Eins Development Consulting Ltd.  
7409 – 111 Street NW  
Edmonton, AB  
T6G 0E6  
[www.eins.ca](http://www.eins.ca)

December 15, 2023

RE: Proposed Pioneer Lands ASP Amendment – Lot 5, Block 7, Plan 232 0404

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Dear Neighbour,

This letter is to inform you about an upcoming amendment to the Pioneer Lands Area Structure Plan (ASP) for the above noted property and invite you to an upcoming open house and collect any preliminary feedback you may have. Eins Development Consulting has been engaged to submit a Redistricting and Area Structure Plan (ASP) amendment application for the above noted property.

The site in question is proposed to be redistricted from SE – Sports and Entertainment District to DC – Direct Control District. This proposed change will require an ASP amendment to the Pioneer Lands ASP to change the designation from Commercial to Medium to High Density Residential. This application is proposed with the intention of accommodating apartment housing at this location.

We would like to invite you to attend an in-person open house that will be held on Thursday, January 4, 2024, from 5pm to 7pm at the Tri-Wellness Building: 7 Tri Leisure Way, Spruce Grove. There will be light snacks and refreshments provided. The purpose of this event is to further inform you of the details of this project and the overall application process and gather feedback from the community and affected parties. Additionally, feedback can also be sent by mail, email, or by phone, and will be collected until January 18, 2023. There will also be additional opportunities to participate and provide feedback to the City of Spruce Grove in the future.

Regards,

Andrew Olsen  
Junior Planner, Eins Consulting  
587.984.8711  
[andrew@eins.ca](mailto:andrew@eins.ca)

## Appendix B

### Spruce Grove Examiner Advertisement

## **NOTICE OF OPEN HOUSE**

### **Proposed Redistricting & Amendment to Pioneer Lands ASP for Lot 6, Block 7, Plan 232 0404**

**Thursday, January 4, 2024**

**5:00 - 7:00 PM**

You are invited to attend an open house to learn more about a proposed rezoning and ASP amendment to the Pioneer Lands Area Structure Plan.

The site in question will be redistricted from SE to DC and the ASP will be amended to change the designation from Commercial to Medium to High Density Residential to accommodate apartment housing.

Come share your thoughts and learn more about the proposed rezoning and ASP amendment.



Open House will be held at the Tri-Wellness  
Building: 7 Tri Leisure Way, Spruce Grove

For more information please contact  
Ryan Eidick at [ryan@eins.ca](mailto:ryan@eins.ca)

# E1NS



## REQUEST FOR DECISION

**MEETING DATE:** April 22, 2024

**TITLE:** C-1282-23 - Land Use Bylaw Amendment - Redistricting - Harvest Ridge Stage 21 - First Reading

**DIVISION:** Sustainable Growth and Development Services

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### **SUMMARY:**

Bylaw C-1282-23, a proposed Land Use Bylaw amendment for redistricting approximately 1.53 ha of land from UR - Urban Reserve District to R1 - Mixed Low to Medium Density Residential District, is being brought forward for consideration by Council. The proposed redistricting is consistent with the West Area Structure Plan, and will enable the development of Stage 21 in the Harvest Ridge neighbourhood.

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### **PROPOSED MOTION:**

THAT first reading be given to Bylaw C-1282-23 - Land Use Bylaw Amendment - Harvest Ridge Stage 21.

### **BACKGROUND / ANALYSIS:**

The proposed bylaw will redistrict approximately 1.53 ha of SW ¼ Section 8; Township 53; Range 27; W4M. The subject area is located along Hilton Cove in the Harvest Ridge neighbourhood. The area is currently districted UR - Urban Reserve District and proposed to be redistricted to R1 - Mixed Low to Medium Density Residential District. The proposed redistricting will enable the subdivision and development of approximately 38 Semi-Detached residential lots.

#### Municipal Development Plan

*Your Bright Future: Municipal Development Plan, 2010-2020 (MDP)* is the City's primary statutory plan. The proposed residential redistricting is consistent with the policies of the MDP and with Figure 8 Future Land Use that identify the subject site for residential land use.

### West Area Structure Plan

The amendment area is within the West Area Structure Plan (Bylaw C-818-12), and the proposed redistricting is consistent with its policies and Development Concept that identify it for “Mixed Low to Medium Density Residential” land use. The subject area is located along a cul-de-sac on Hilton Cove and will provide low density residential options in the form of Semi-Detached residential lots.

### Land Use Bylaw

The subject land is currently districted UR - Urban Reserve, and redistricting of the land is required for subdivision and development to occur. The proposed R1 Mixed Low to Medium Density Residential District accommodates a range of low to medium density dwellings and will support the development of Semi-Detached dwellings in the subject area.

### Development Agreement

As per Corporate Policy 7,005, a completed and signed development agreement is required prior to consideration of third reading.

### **OPTIONS / ALTERNATIVES:**

This bylaw is being brought forward for consideration of first reading. Discussion and consideration of changes to the bylaw may be made at future readings.

### **CONSULTATION / ENGAGEMENT:**

This application was circulated to relevant City departments for their comments. A statutory public hearing, advertised per the requirements of the *Municipal Government Act*, will be held prior to consideration of second reading.

### **IMPLEMENTATION / COMMUNICATION:**

If approved, the Land Use Bylaw map will be updated per Bylaw C-1282-23 and be published on the City's website.

### **IMPACTS:**

Approval will enable the development of Stage 21 in the Harvest Ridge neighbourhood.

### **FINANCIAL IMPLICATIONS:**

n/a

**THE CITY OF SPRUCE GROVE**

**BYLAW C-1282-23**

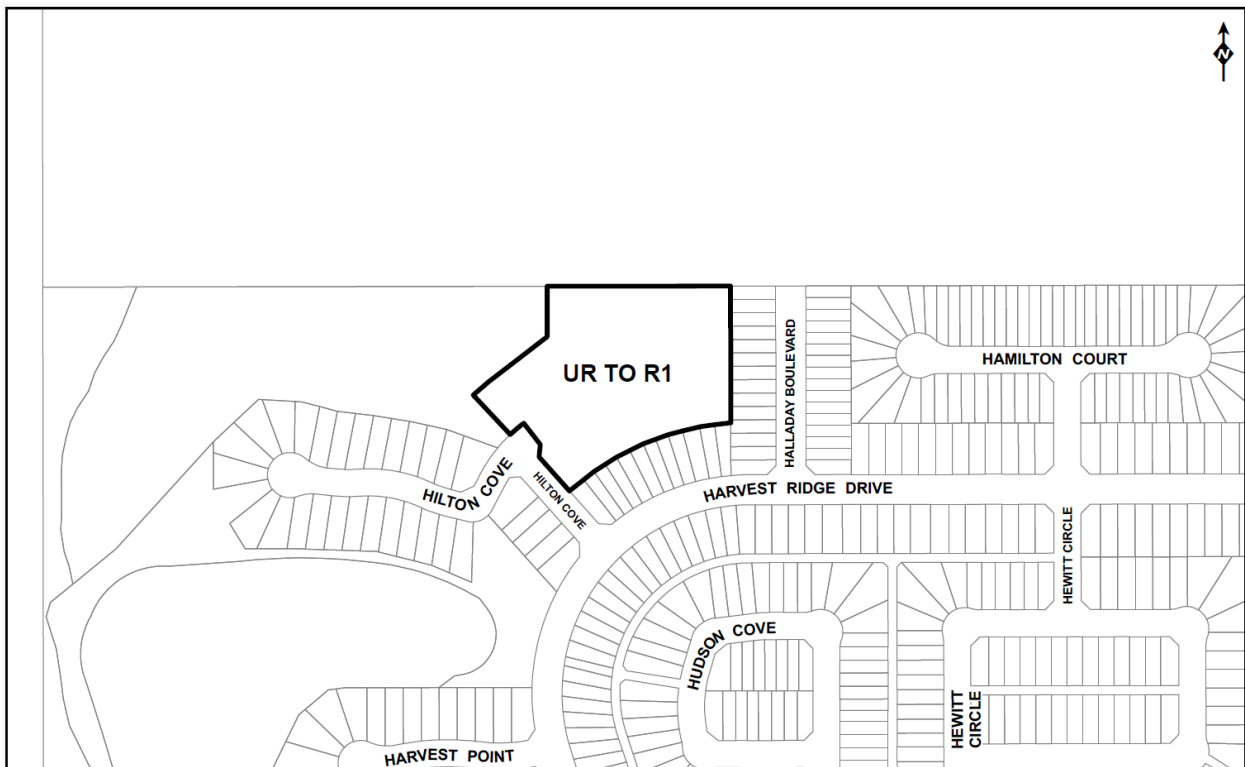
**LAND USE BYLAW AMENDMENT – HARVEST RIDGE STAGE 21**

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000 cM-26, a municipality shall pass a land use bylaw and may amend the land use bylaw;

AND WHEREAS, the City of Spruce Grove wishes to amend Bylaw C-824-12, the Land Use Bylaw;

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

1. Bylaw C-824-12, Schedule A: City of Spruce Grove Land Use Bylaw Map, is amended as follows:
  - 1.1 To redistrict a portion of SW ¼ Section 8 Township 53 Range 27 W4M from UR – Urban Reserve District to R1 – Mixed Low to Medium District, as shown on the map below:



2. This amending bylaw shall be consolidated into Bylaw C-824-12.
3. This bylaw shall come into force and effect when it receives third reading and is duly signed.

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

Public Hearing [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

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Mayor

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City Clerk

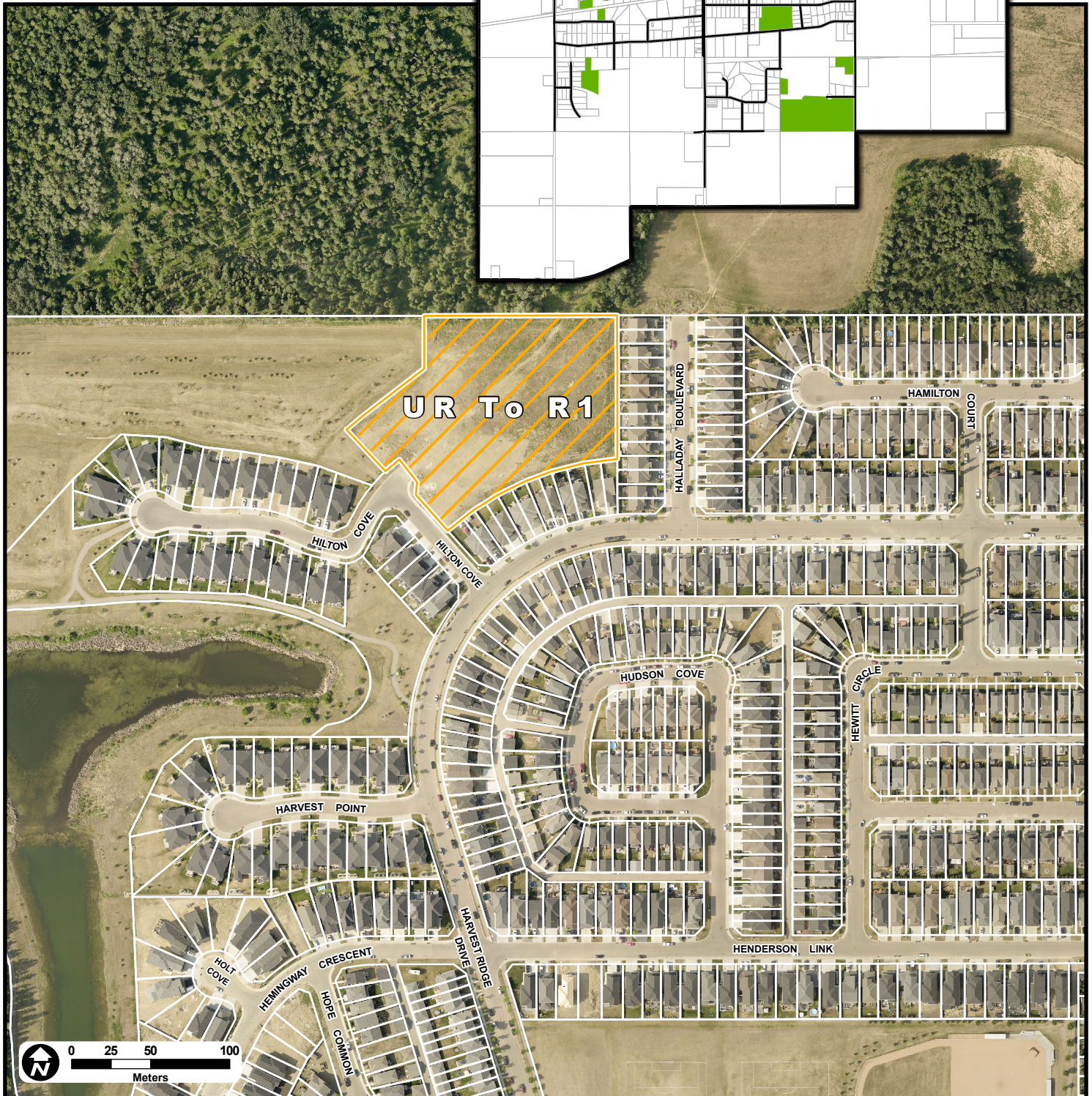
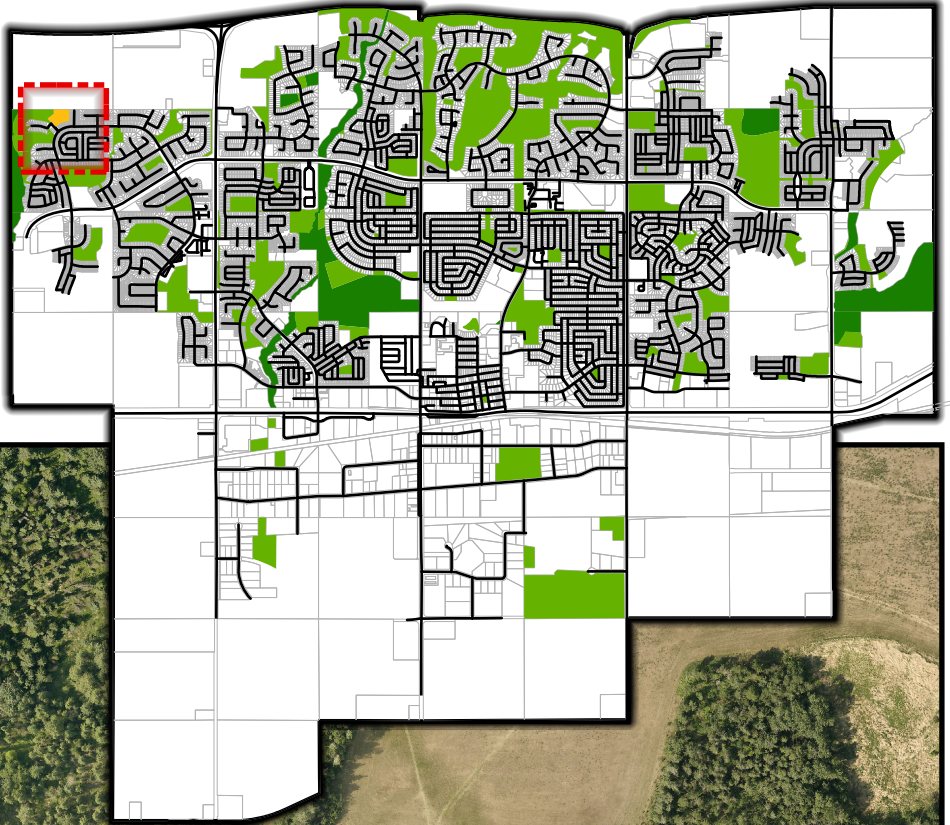


# Location Aerial

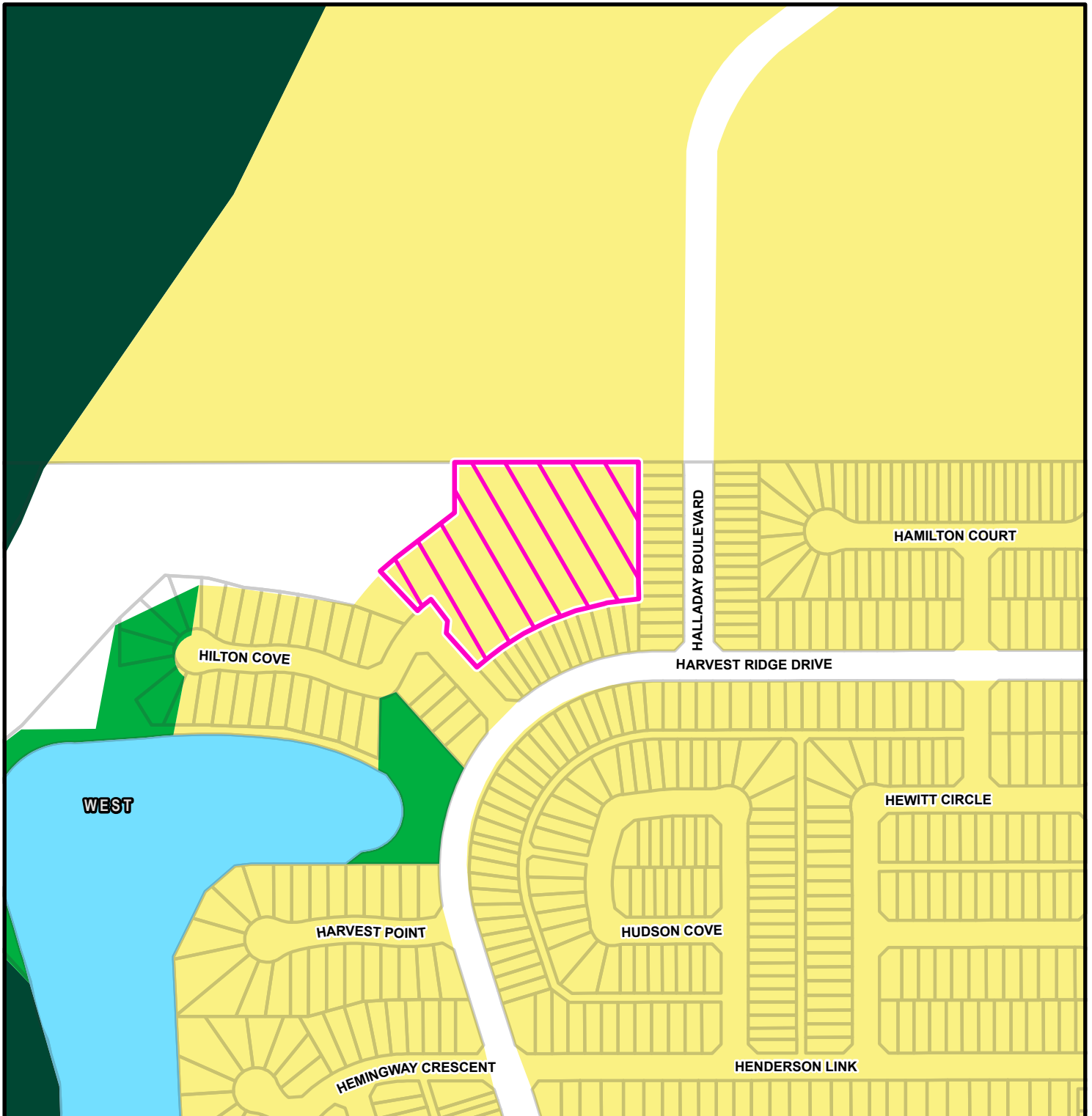
C-1282-23

Land Use Redistricting

Harvest Ridge Stage 21







Legend

West Area Structure Plan

- Environmental Reserve
- Parks / Open Space / MR
- Low to Medium Density Residential
- Stormwater Management





## REQUEST FOR DECISION

**MEETING DATE:** April 22, 2024

**TITLE:** C-1294-24 - Land Use Bylaw Amendment - Redistricting and DC.17 Westwind Multi-Unit Residential - First Reading

**DIVISION:** Sustainable Growth and Development Services

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### SUMMARY:

The proposed bylaw will establish a direct control district to provide for a multi-unit residential development intended for short term rentals. The 0.65 ha subject area is located west of the future transit station within a portion of Lot 5, Block 7, Plan 232 0404, north of Westwind Drive and south of Highway 16. The use of the direct control district has been requested to accommodate specific requirements not considered in standard districts of the Land Use Bylaw; these include permitted uses for the development and the identification of a minimum and maximum unit density for the site.

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### PROPOSED MOTION:

THAT first reading be given to Bylaw C-1294-24 - Land Use Bylaw Amendment - Redistricting and DC.17 Westwind Multi-Unit Residential.

### BACKGROUND / ANALYSIS:

The proposed bylaw will:

1. create a new Direct Control District within the Westwind neighbourhood; and
2. redistrict a 0.65 ha portion of Lot 5, Block 7, Plan 232 0404.

#### *New Direct Control District*

The proposed DC.17 - Westwind Multi-Unit Residential Direct Control District provides for development of a multi-unit dwelling with site specific development restrictions to help integrate with the future Civic Centre and Transit Station to the east of the site. The site-specific regulation of the proposed Direct Control District provides for development as follows:

- multi-unit dwellings, with a range of units between 118 and 124 in total
- hotel and associated uses
- a built form with a maximum height of five storeys not exceeding 21.0 m
- regulation to avoid potential conflict with Transit Station access
- a minimum on-site parking requirement of 160 stalls
- signage regulation appropriate to the site and location

### *Redistricting*

The associated redistricting addressed by this bylaw encompasses a 0.65 ha portion of Lot 5, Block 7, Plan 232 0404 which is currently districted SE - Sports and Entertainment District and is being redistricted to DC.17 - Westwind Multi-Unit Residential Direct Control District. This redistricting area is located north of Westwind Drive and south of Highway 16, to the west of the future Civic Centre and Transit Station.

### Municipal Development Plan

*Your Bright Future: Municipal Development Plan, 2010-2020 (MDP)* is the City's primary statutory plan.

The proposed redistricting would increase the number of multi-unit residential dwellings within the Westwind neighbourhood. This is supported by MDP policy 5.2.2.1, which advocates for increasing housing types and densities in neighbourhoods and promoting diversity in the housing stock.

The proposed location of the direct control district to allow multi-unit residential dwellings in proximity to the future transit station and civic center is supported by policy 5.2.2.4, which calls for focusing higher density residential in proximity to amenities, transit, and gathering places.

The conversion of the subject lands for residential / hotel use is also supported by policy 5.4.1.2 which identifies the need for medium to high density residential development in the Westwind Lands.

Although the proposed redistricting has both a residential and commercial component (hotel) and has been considered in compliance with the Vehicle Oriented Commercial use identified on Figure 8 Future Land Use, this land use should be reviewed in the development of the new Municipal Development Plan.

### Pioneer Lands Area Structure Plan

The application is not in compliance with the approve area structure plan (ASP) as the subject lands are currently identified for Commercial use on the Development Concept. An amendment to the ASP has been submitted and is being considered by Council as Bylaw C-1278-23. This amendment proposes the conversion of the subject 0.65 ha area from Commercial to Medium to High Density Residential use.

If proposed C-1278-23 - Pioneer Lands Area Structure Plan Amendment - Westwind Medium Density Residential is approved, the proposed redistricting and direct control district would be in compliance with the ASP. A full report on the proposed ASP amendment has been included in the RFD for Bylaw C-1278-23 on the April 22, 2024 Council Agenda.

#### Land Use Bylaw

As per Section 132(2)(b)(i) of the Land Use Bylaw this proposed development is being contemplated through a Direct Control District with regard for the policies and objectives of statutory plans and compatibility with the scale and character of surrounding Development; and Section 132(2)(b)(iii) as it proposes site specific development regulation not contemplated or adequately regulated through another District. The site-specific regulation is intended to identify a site density and to better integrate the development with the future Civic Centre and Transit Station.

#### **OPTIONS / ALTERNATIVES:**

This bylaw is being brought forward for consideration of first reading. Discussion and consideration of changes to the bylaw may be made at future readings.

#### **CONSULTATION / ENGAGEMENT:**

This application was circulated to relevant City departments for their comments. A public open house was held on January 4, 2024 to present both the direct control district C-1294-24 and the associated proposed area structure plan amendment C-1278-23. A summary of this meeting has been included within the RFD for C-1278-23.

A statutory public hearing, advertised per the requirements of the *Municipal Government Act*, will be held prior to consideration of second reading.

#### **IMPLEMENTATION / COMMUNICATION:**

If approved, the Land Use Bylaw will be updated per Bylaw C-1294-24 and be published on the City's website.

#### **IMPACTS:**

Approval of this bylaw will enable the City to consider a development permit application for a multi-unit dwelling development on a 0.65 ha portion of Lot 5, Block 7, Plan 232 0404.

**FINANCIAL IMPLICATIONS:**

A conditional sale agreement is in place with the proponent to acquire the site from the City. This agreement will be brought to Council for final approval if third reading is granted to proposed bylaws C-1278-23 and C-1294-24.

**THE CITY OF SPRUCE GROVE**

**BYLAW C-1294-24**

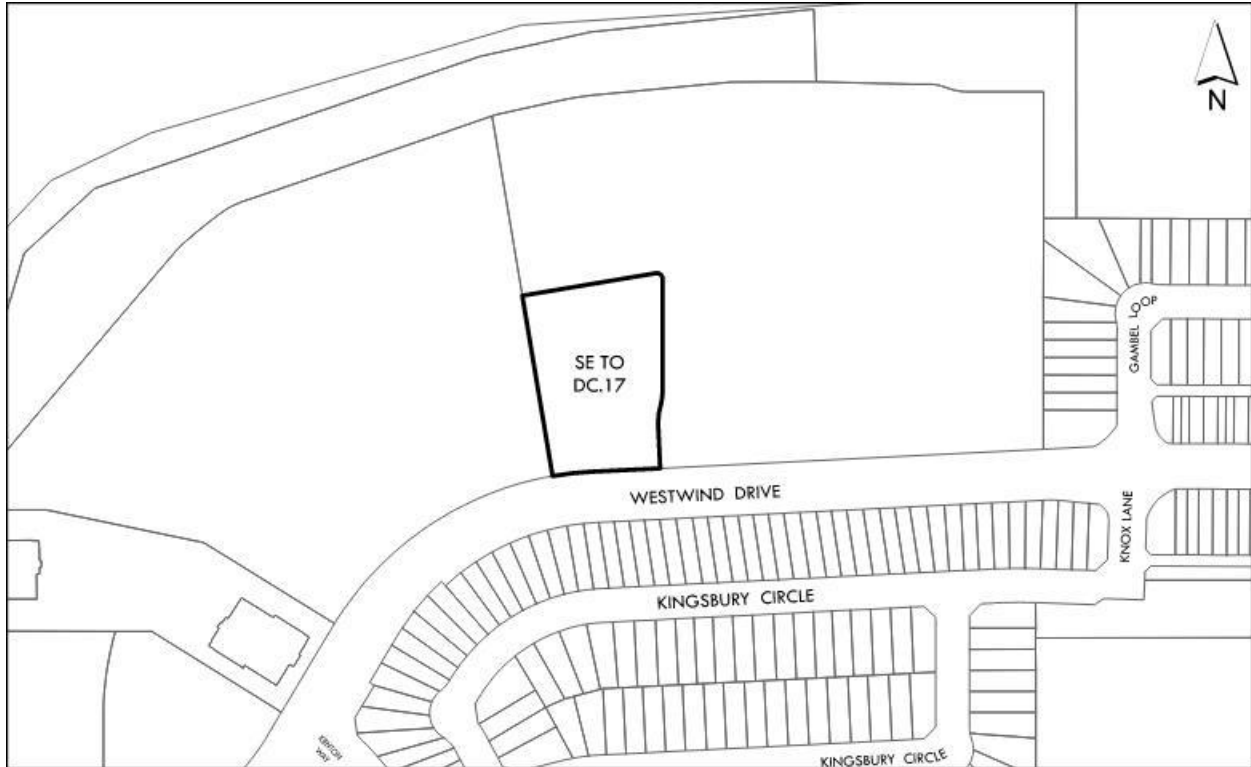
**LAND USE BYLAW AMENDMENT – DC.17 WESTWIND MULTI-UNIT RESIDENTIAL  
DIRECT CONTROL DISTRICT**

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000 cM-26, a municipality shall pass a land use bylaw and may amend the land use bylaw;

AND WHEREAS, the City of Spruce Grove wishes to amend Bylaw C-824-12, the Land Use Bylaw;

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

1. Bylaw C-824-12 is amended as follows:
  - 1.1 The document entitled “SECTION 157 DC.17 – WESTWIND MULTI-UNIT RESIDENTIAL DIRECT CONTROL DISTRICT”, attached hereto as Schedule “1” to this bylaw, is hereby adopted.
2. Bylaw C-824-12, Schedule A City of Spruce Grove Land Use Bylaw Map, is amended as follows:
  - 2.1 To redistrict part of Lot 5, Block 7, Plan 232 0404 from SE – Sports and Entertainment District to DC.17 – Westwind Multi-Unit Residential Direct Control District, as shown on the map below:



3. This amending bylaw shall be consolidated into Bylaw C-824-12.
4. This bylaw shall come into force and effect when it receives third reading and is duly signed.

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

Public Hearing [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

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Mayor

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City Clerk

## Schedule “1”

### SECTION 157 – DC.17 WESTWIND MULTIFAMILY DIRECT CONTROL DISTRICT

#### (1) GENERAL PURPOSE

The purpose of this District is to accommodate a mix of medium to high density Dwelling types. The District is intended to emphasize complementary interface of Development with the Spruce Grove Civic Centre.

Permitted Uses	Discretionary Uses
<ul style="list-style-type: none"> <li>Multi-Unit Dwellings</li> <li>Hotel</li> </ul>	<ul style="list-style-type: none"> <li>Accessory Uses</li> </ul>

#### (2) DEVELOPMENT REGULATIONS

In addition to the Regulations contained in Part 6 General Regulations, Part 7 Special Regulations, Part 8 Parking Regulations (Excepting Section 85 Number of Parking Stalls), Part 9 Landscaping Regulations, and Part 10 Sign Regulations (Excepting Sections 106 and 108), the following regulations shall apply to all Development in this District.

	Site Standard	
Front Yard Setback (South) (Minimum):	Principal Building	2.8 m
Side Yard Setback (East) (Minimum):	Principal Building	2.8 m
Side Yard Setback (West) (Minimum):	Principal Building	2.8 m
Rear Yard Setback (North) (Minimum):	Principal Building	2.8 m
Height (Maximum):	Five Storeys not exceeding 21.0 m	
Density:	118 units (minimum) 124 units (maximum)	
Site Coverage (Maximum):		50%
Amenity Area (Minimum):	6.5 m <sup>2</sup> per Dwelling for Multi-Unit Dwellings	
Parking	Required total stalls provided Proportion of provided that is guest parking	160 10%

(3) ADDITIONAL REGULATIONS

- (a) Amenity Area may consist of private Amenity Area and common Amenity Area. Private Amenity Area may consist of patios, balconies, or seasonal enclosures. The common Amenity Area may consist of a single, distinct area or be divided into multiple areas. The Amenity Area shall include outdoor open space that provides adequate area for unstructured passive or active recreation to the satisfaction of the Development Officer, as well as two or more of the following:
- (i) Benches, picnic tables, or other seating;
  - (ii) A Patio;
  - (iii) Courtyards;
  - (iv) Gardens; or
  - (v) Other recreational or amenity uses that would meet the needs of the residents for the specific Development under consideration.
- (b) Fascia Signs are permitted as follows:
- (i) The maximum coverage area of a Fascia Sign shall be 5 percent for each Building face.
  - (ii) The Building face is defined by the lower and upper limits of the Building wall.
  - (iii) A Fascia Sign shall not extend above the eave line of any Building elevation.
  - (iv) A Fascia Sign exceeding a Height of 1.5 m and with a Sign Area greater than 10 m<sup>2</sup> shall be limited to individual letters or shapes. The letters or shapes shall be either fixed directly to the Building without a sign-backing panel or mounted by an architecturally compatible method, to the satisfaction of a Development Officer.
- (c) Freestanding Signs are permitted as follows:
- (i) The maximum area for Freestanding Signs is 10 m<sup>2</sup>.
  - (ii) The minimum setback to any portion of a Freestanding Sign shall be 0.75 m from the property line with no encroachment into any utility rights of way.
  - (iii) The maximum height of Freestanding Signs shall be 2.5 m.
  - (iv) Shall have a low-profile landscaped area of 1.0 m around the base of the Sign. The Landscaping shall not interfere with the visibility of the Sign Copy or traffic.



- (v) Shall not interfere with traffic lines-of-sight or pedestrian movement.
  - (d) Accessory food and beverage facilities associated with the Hotel use shall not include Eating and Drinking Establishments
  - (e) Site access from the east shall be a minimum of 51 m north of the Westwind Drive right-of-way, to the satisfaction of the Development Officer.
  - (f) Home Offices shall be permitted, provided:
    - (i) No individual other than the resident of the Dwelling is employed there;
    - (ii) The business does not generate any pedestrian or vehicular traffic;
    - (iii) There are no On-Site Signs or advertisements;
    - (iv) No outdoor storage of materials, goods or finished products for business purposes; and
    - (v) The business is operated as an Accessory Use and does not change the residential character or appearance of the Dwelling.
- (4) ISSUANCE OF DEVELOPMENT PERMIT
- Council shall delegate authority to a Development Officer to make decisions on Development Permit Applications pursuant to this Direct Control District.



# Location Aerial

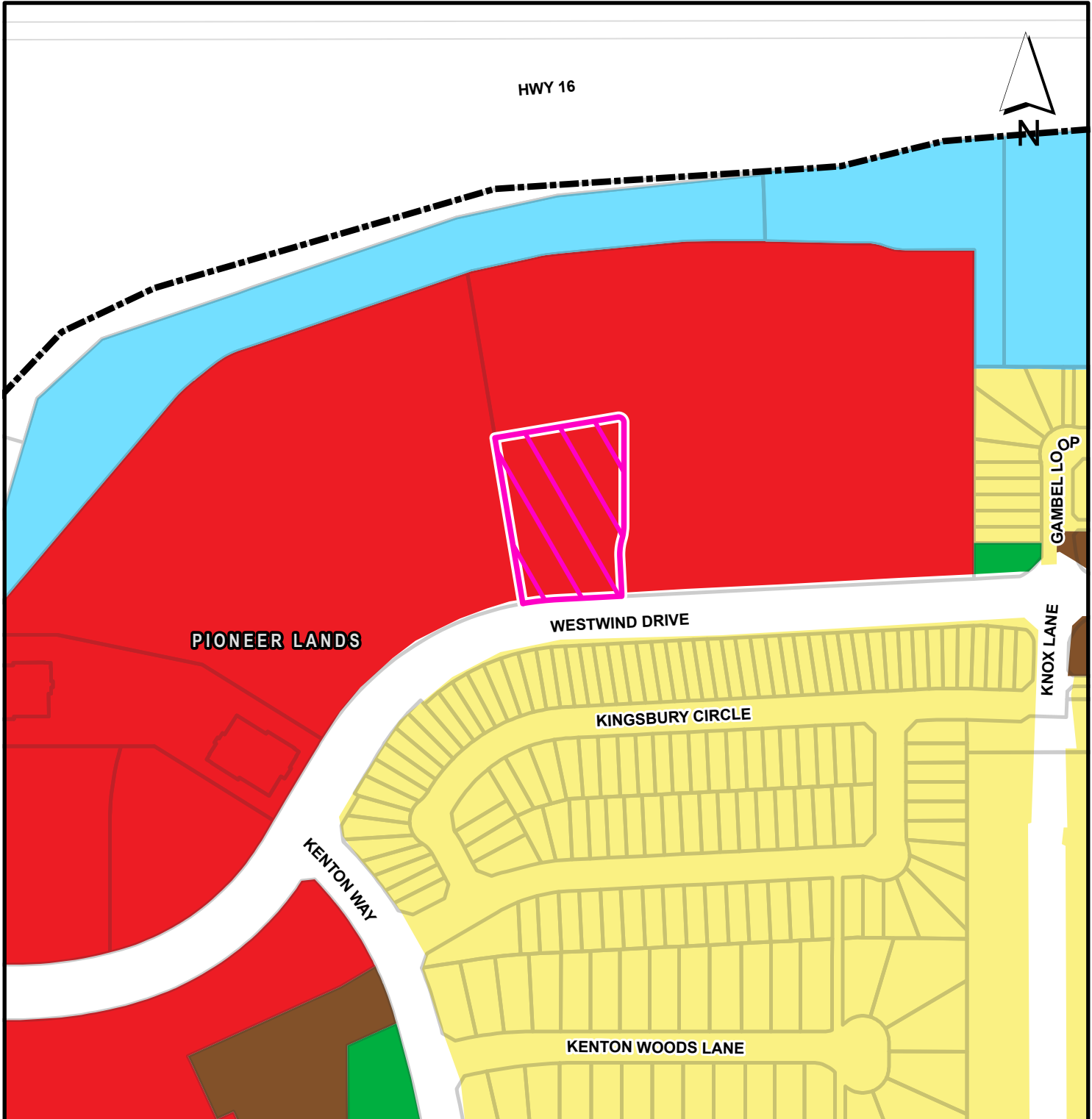
## C-1294-24

Land Use Redistricting

Westwind Multi-Family DC







Legend

Pioneer Lands Area Structure Plan		
<span style="color: red;">■</span>	Commercial	<span style="color: lightblue;">■</span> Stormwater Management
<span style="color: yellow;">■</span>	Low to Medium Density Residential	<span style="color: green;">■</span> Parks / Open Space / MR
<span style="color: brown;">■</span>	Medium to High Density Residential	



## REQUEST FOR DECISION

**MEETING DATE:** April 22, 2024

**TITLE:** C-1312-24 - Community Standards Bylaw - First and Second Reading

**DIVISION:** Sustainable Growth and Development Services

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### **SUMMARY:**

Presentation of C-1312-24 - Community Standards Bylaw (CSB) for first and second reading. The CSB was presented at the March 18, 2024 Governance and Priorities Committee (GPC) meeting and amendments have been made to the CSB based on GPC's feedback.

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### **PROPOSED MOTION:**

THAT first reading be given to C-1312-24 - Community Standards Bylaw

THAT second reading be given to C-1312-24 - Community Standards Bylaw

### **BACKGROUND / ANALYSIS:**

During the March 18, 2024 Governance and Priorities Committee (GPC) meeting, Administration presented the proposed CSB. GPC provided feedback to increase clarity and consistency of some standards. Administration has addressed this feedback in the proposed CSB (see Attachments 1 and 2).

#### ***Question from GPC Regarding Restrictions on Vegetation Overhang Height***

GPC requested that Administration conduct research into what other jurisdictions in Alberta have with respect to restrictions on tree and/or branch heights above a sidewalk/roadway. The bylaws of seven jurisdictions were reviewed (Beaumont, Calgary, Edmonton, Red Deer, St. Albert, Stony Plain and Strathcona County) (see Attachment 3).

Spruce Grove is in alignment with six other jurisdictions in not having specific height restrictions for vegetation. The surveyed bylaws all generally state that trees, shrubs and other vegetation should not encroach upon/obstruct sidewalks or impair visibility for safe traffic flow.

Of the seven jurisdictions reviewed, only Red Deer had specific height restrictions:

*A person must ensure trees, hedges, or shrubs growing on property the person owns or occupies are pruned so branches do not project:*

- a) *Over a Sidewalk at an elevation of less than 2.25 metres; or*
- b) *Over a Roadway, including Alley, at an elevation of less than 4.12 metres. ([Red Deer Traffic Bylaw](#), s.68-69)*

Options:

1. Amend the CSB to include height restrictions for vegetation over a sidewalk or roadway like that of Red Deer.
2. Do not amend the CSB and do not include height restrictions for vegetation.

Administration recommends option #2. Enforcement Services has advised it is able to address complaints using existing City legislation. If a height restriction is imposed, enforcement officers may not be able to direct the pruning of vegetation which falls within the specified height limit, but which might still impede visibility for safe traffic flow or public use of sidewalks/roadways. The practice of not specifying height restrictions is also in alignment with what the majority of the surveyed jurisdictions have done.

### **Amendments to CSB After March 18 GPC Meeting**

#### ***Question from Committee Regarding Garbage Containment on Construction Sites***

Administration was asked to examine the City's requirements around garbage containment on construction sites to ensure consistency of approach with all builders.

Currently, builders have the following options in the [Construction Site Cleanliness Bylaw](#), s.3.2:

- (a) Must have a garbage container on-site for the duration of construction
- (b) Ability to have alternative means of containment or removal
- (c) Ability to have a shared garbage bin among construction sites in close proximity

Research was conducted on the bylaws of six jurisdictions (Beaumont, Edmonton, Leduc, St. Albert, Stony Plain and Strathcona County) (see Attachment 4). Strathcona and Beaumont require one garbage container on site. None of the jurisdictions examined addressed the sharing of containers between sites. The other jurisdictions were silent on garbage containment.

Options:

1. Keep (a), remove (b) and (c)
2. Keep (a) and (c), remove (b)

Administration recommends Option #1 which requires a garbage container on site with no option to share or use an alternative means of removal/containment. This option streamlines operational processes as it decreases the number of City staff that would normally be involved in the verification, approval and reporting of selection of garbage containment. This option most cleanly achieves the goal of consistency in approach.

The bylaw has been drafted to reflect Administration's recommendation (option #1) but can be changed pending discussion with Council.

### **Other CSB Amendments**

1. The definition of "Boulevard" has been updated to remove a reference to it being part of a sidewalk (see Attachment 2, s.2.3). The same definition in the *Traffic Bylaw* has also been amended to ensure consistency.
2. Fines for offences related to construction site cleanliness have been moved to the CSB from the *Development Fees and Fines Bylaw* in line with best practices and for ease of reference (see Schedule A in Attachment 2). As previously discussed with GPC, some of these fines have been raised to pose a greater deterrence.

### **OPTIONS / ALTERNATIVES:**

Council may direct Administration to make further amendments.

### **CONSULTATION / ENGAGEMENT:**

Public consultation on the proposed standards of the CSB took place over a nine-week period between May 7 and July 9, 2023. Members of Council and Administration attended several community events, information sessions, and committee meetings to raise awareness of the consultation and encourage residents to complete the survey. In total, 1,204 responses were received.

### **IMPLEMENTATION / COMMUNICATION:**

At the GPC meeting on March 18, 2024, Administration recommended amendments and repeals to a number of existing City bylaws to effect the CSB. These proposed amendments and repeals are scheduled for discussion at the same Council meeting as the first and second reading of the CSB. As these are all linked, if the CSB is not approved at this time, these proposed amendments and repeals will not proceed.

The third readings of the CSB and proposed bylaw amendments and repeals are scheduled for the May 13 Council meeting.

The implementation date of the CSB is July 1, 2024. A robust communications plan is being developed to ensure that all affected parties including residents, businesses, community organizations, building developers, utility companies are aware of the new changes introduced by the CSB.

### **IMPACTS:**

The CSB will serve to regulate and enable activities that relate to the safety, health and welfare of residents, businesses, community organizations, building developers, commercial property owners, and utility companies on private and public property. It will provide a “one stop shop” for the community to find information on community standards.

### **FINANCIAL IMPLICATIONS:**

As discussed during the March 18, 2024 GPC meeting, it is anticipated that to complete the work required in 2024/25, the following will be required:

Planning & Development and Engineering Departments:

- A one-time start-up cost of \$50,000 to support system enhancements; and
- A temporary FTE for 18 months to support the development of permitting / licence processes for boulevard gardens, driveway extensions, and other related permitting activities that may be addressed as the CSB is implemented. The estimated cost is \$150,000.

These amounts were approved as part of the 2024 Spring Budget Adjustment on April 8, 2024.

Enforcement Services:

The intent of the CSB regarding enforcement is to maintain the current level of service, namely, some proactive enforcement where necessary but mainly focused on a reactive or complaint basis.

Enforcement Services has already reported high levels of compliance with previous bylaws; however, the CSB will only serve to allow for greater tools and clarity on continuing or increasing compliance with the provisions of the bylaw. As such, Enforcement Services is not recommending additional resources as a result of the CSB coming into effect.

**CSB Changes Requested by the Governance and Priorities Committee (GPC) During March 18 Meeting**

COMMUNITY STANDARDS BYLAW (CSB) TOPIC	CHANGES REQUESTED BY GPC	ACTION(S) TAKEN BY ADMINISTRATION <sup>1</sup>
Causing a Disturbance	<p>Provide clarity/reword section 8.1(d) of the CSB to indicate the intent is to address actions that would cause injury, damage or intimidate another. For example, this section would not be used to address throwing a frisbee.</p> <p>Provide clarity on section 8.1(e) of the CSB to indicate the intent is to address actions that result in injury or harm to wildlife.</p>	<p>Section 8.1 of the CSB now states:</p> <p>(d) <i>throwing or propelling an object, or acting in <del>any other</del> way that is reasonably likely to cause injury to or intimidate another person or cause damage to property; or</i></p> <p>(e) <i>interfering with Wildlife <u>in a way that is reasonably likely to cause injury or harm.</u></i></p>
Nuisance and Unsightly Properties	<p>Provide clarity on what “excessive accumulation” refers to in section 9.5 of the CSB.</p> <p>The drafter will look at linkages between sections 9.4 and 9.5 to strengthen and bring clarity.</p>	<ul style="list-style-type: none"> <li>Section 9.4 of the CSB remains unchanged as the original intent is not to allow accumulation of anything that produces odour/emission likely to disturb another, material likely to attract wildlife and animal remains/animal feces.</li> <li>Section 9.5 of the CSB now states: <i>A person shall not have or allow <u>excessive accumulation of the following on any Property which they own or occupy such <del>that the accumulation is visible to a person outside the Property that it poses a Nuisance:</del></u></i></li> </ul>

<sup>1</sup> Please refer to Attachment 2 – Proposed Community Standards Bylaw to see the changes



COMMUNITY STANDARDS BYLAW (CSB) TOPIC	CHANGES REQUESTED BY GPC	ACTION(S) TAKEN BY ADMINISTRATION <sup>1</sup>
Nuisance and Unsightly Properties (continued)	The definition of “Uninhabitable” includes human occupation but section 9.9 does not.	<ul style="list-style-type: none"> <li>Section 9.9 of the CSB now states: <i>If a Building normally intended for human habitation <u>or occupation</u> is Uninhabitable, the owner of the Building shall ensure ...</i></li> </ul>
Landscape Obstructions	Conduct research to see if other jurisdictions have standards/restrictions for heights of trees/branches above sidewalk	<p>Research was completed on seven other jurisdictions on this topic (see Attachment 3).</p> <p>See RFD for Administration’s recommendation.</p>
Prohibited Noise and Decibel Limits	Provide clarity into how the City addresses “excessive noise” from events that have approved event permits.	<p>City event permits currently contain noise limit conditions that are required to be followed.</p> <p>This section was revised to provide clarity. Section 12.14 of the CSB now states:</p> <p><i>Nothing in Part III – Noise Control prohibits:</i></p> <p><i>(b) production of certain sounds on whatever conditions the City Manager deems appropriate, where the City Manager has issued a permit allowing the same, provided that any such permit shall be produced to a Peace Officer upon demand, <u>and the event is being carried out in accordance with any conditions outlined for the event by the City.</u></i></p>

COMMUNITY STANDARDS BYLAW (CSB) TOPIC	CHANGES REQUESTED BY GPC	ACTION(S) TAKEN BY ADMINISTRATION <sup>1</sup>
CSB Communication Plan	Ensure the CSB Communications Plan contains info about: <ul style="list-style-type: none"> <li>• Graffiti Abatement Fund</li> <li>• Recreational vehicle and all-terrain vehicle parking</li> <li>• Info of what to do if weeds (clover) is spreading from neighbour's yard</li> </ul>	<ul style="list-style-type: none"> <li>• The Communication Plan for the CSB will ensure the information will be included.</li> </ul>

**THE CITY OF SPRUCE GROVE**

**BYLAW C-1312-24**

**COMMUNITY STANDARDS BYLAW**

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000 c M-26, as amended, a Council may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property, and to create offences and impose fines and penalties;

AND WHEREAS the *Municipal Government Act* states that the development and maintenance of safe and viable communities is one of the purposes of a municipality;

AND WHEREAS the *Municipal Government Act* authorizes a Council to pass bylaws for municipal purposes respecting the enforcement of bylaws made under the *Municipal Government Act* or any other enactment; and

AND WHEREAS the City of Spruce Grove wishes to regulate or prohibit particular activities, industries, businesses, or other things; and

AND WHEREAS Council deems it desirable for all regulations which affect community standards to be located, as much as possible, in one bylaw;

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

**1. BYLAW TITLE**

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

**2. DEFINITIONS**

2.1 “Accessory Building” means a Building separate from and subordinate to the principal Building and the use of which is incidental to the use of the principal Building. An Accessory Building is located on the same site as the principal Building, but they are not attached by a roof and floor or foundation.

- 2.2 “Alley” means a narrow Highway intended chiefly to give access to the rear of Buildings and parcels of land.
- 2.3 “Boulevard” means that part of a Highway that:
- (a) is not a Roadway; and
  - (b) is not especially adapted to the use of or ordinarily used by Pedestrians and includes the landscaped road allowance adjacent to a Roadway.
- 2.4 “Boulevard Garden” means a garden with plants cultivated in the strip of land between the Sidewalk and the Roadway.
- 2.5 “Building” includes any structure constructed or placed on, in, over or under land but does not include a Roadway, Sidewalk or bridge forming part of the Roadway.
- 2.6 “Camp” or “Camping” means the locating of, erecting of, or use of a Tent, trailer, motor home, truck camper, lean-to, a Vehicle or part of a Vehicle, a portable cabin, storage shed, or any other similar temporary structure for the provision of sleeping or human occupation.
- 2.7 “Camping Unit” means a Tent, trailer, fifth wheel, truck camper, motor home, camperized van, or other recreational unit used as a shelter while persons Camp or in conjunction with Camping.
- 2.8 “Cannabis” has the meaning given to it in the *Cannabis Act*, SC 2018, c 16, as amended.
- 2.9 “City Manager” means the administrative head of the City of Spruce Grove.
- 2.10 “City of Spruce Grove” or “City” means the municipal corporation of the City of Spruce Grove in the Province of Alberta, or where the context so requires, the area contained within the boundaries of the City of Spruce Grove.

- 2.11 “Construction Site” means a site on which construction or development is occurring for which a development permit and/or a building permit have/has been issued.
- 2.12 “Electronic Smoking Device” means an electronic device that can be used to deliver a vapour, emission or aerosol to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo or pipe.
- 2.13 “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, or which are detrimental to the use and enjoyment of the surrounding area or neighboring properties notwithstanding that the Property owner has consented to their application or presence. For the purposes of this definition, detrimental to the surrounding area or neighbouring properties includes but is not limited to any condition which could reasonably be expected to cause a decline in market value of property in the surrounding area.
- 2.14 “Highway” means any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, Alley, square, bridge, causeway, trestleway, or other place or any part of any of them, whether publicly or privately owned, that the public is ordinarily entitled or allowed to use for the passage or parking of Vehicles, and includes:
- (a) a Sidewalk (including Boulevard adjacent to the Sidewalk);
  - (b) if a ditch lies adjacent to or parallel with the Roadway, the ditch; and
  - (c) if a Highway right of way is contained between fences or between a fence and one side of the Roadway, all land between the fences, or all the land between the fence and the edge of the Roadway, as the case may be.
- 2.15 “Indecent Act” means sexual or lewd activity in a Public Place.
- 2.16 “Mobility Aid” means a device used to facilitate the transport, in a normal seated orientation, of a person with a physical disability.

- 2.17 “Motor Vehicle” means a Vehicle propelled by any power other than muscular power but does not include a bicycle, a power bicycle, a moped, an aircraft, an implement of husbandry, or a vehicle that runs only on rails.
- 2.18 “Naturalized Yard” means a residential yard or part of a residential yard within which, in the sole opinion of a Peace Officer, there has been practiced a method of distribution and maintenance of plant species native to the geographic area of the City of Spruce Grove that simulates the growth of plants in the natural environment, and which does not include any Noxious Weeds or Prohibited Noxious Weeds.
- 2.19 “Noxious Weeds” means plants designated as noxious weeds in the Schedule of the *Weed Control Regulation*, Alta Reg 19/2010, as amended.
- 2.20 “Nuisance” means any use of, condition of, or activity on Property which unreasonably interferes with a person’s use and enjoyment of Property, demonstrates a disregard for the general maintenance and upkeep of Property, is detrimental to the surrounding area, or is likely to produce a material annoyance, inconvenience or discomfort to persons, and includes but is not limited to:
- (a) excessive accumulation of material, including but not limited to building materials, appliances, household goods, boxes, tires, vehicle parts, garbage or refuse, whether of any apparent value or not;
  - (b) loose litter, garbage, construction debris or refuse whether located in a storage area, collection area or elsewhere on the land;
  - (c) damaged, dismantled or derelict Vehicles or Motor Vehicles, whether insured or registered, or not;
  - (d) smelly or messy compost heaps;
  - (e) grass or weeds higher than 15 centimeters, except in the case of a Naturalized Yard;
  - (f) production of excessive dust, dirt or smoke;
  - (g) production of any generally offensive odours;

- (h) any open structure or container placed in, on or over land which exposes any surrounding area to automotive fluids, including but not limited to engine oil, brake fluid or antifreeze;
- (i) use of any pesticide or herbicide which has significant detrimental or environmental effects on surrounding areas;
- (j) any tree, shrub, other type of vegetation or any structure:
  - (i) that obstructs any Sidewalk adjacent to the land or Alley;
  - (ii) that encroaches onto or covers any Sidewalk or neighbouring properties;
  - (iii) that impairs the visibility required for safe traffic flow at any intersection adjacent to the land or access to the land; or
  - (iv) that has any rot or other deterioration;
- (k) the failure to destroy Prohibited Noxious Weeds, control Noxious Weeds, or prevent the spread or scattering of weeds;
- (l) a Building that is damaged, rotting or deteriorating;
- (m) missing, broken or damaged fencing;
- (n) deteriorating surface infrastructure, including but not limited to pavement, curbs, sidewalks, and the existence of potholes;
- (o) inappropriate infiltration of air, moisture, or water into a Building due to peeling, unpainted or untreated surfaces, missing shingles or other roofing materials, broken or missing windows or doors, or any other hole or opening in the Building;
- (p) any publicly accessible excavation, ditch, drain or standing water that could pose a danger to the public;
- (q) any construction project or activity not completed within five (5) years of the date the Building permit for the project or activity was issued by the City or, if no permit was issued or required, within five (5) years of starting the construction project or activity; and

- (r) any conditions likely to attract wild animals, pests, other vermin, or domestic animals not associated with the subject Property.
- 2.21 “Order” means an order issued pursuant to s. 545 and s. 546 of the *Municipal Government Act*, R.S.A. 2000, c M-26, as amended.
- 2.22 “Panhandling” means to ask for a gratuitous donation of money, food, or goods of any kind, whether by spoken or printed word, or bodily gesture, but does not include the solicitation of charitable donations allowed or authorized pursuant to the *Charitable Fund-Raising Act*, R.S.A. 2000, c C-9, as amended, or any other legislation permitting the solicitation of charitable donations.
- 2.23 “Peace Officer” means any sworn member of the Royal Canadian Mounted Police, a Peace Officer or Community Peace Officer appointed under the *Peace Officer Act*, S.A. 2006, c P-3.5, as amended, and employed by the City, or a Bylaw Enforcement Officer employed by the City.
- 2.24 “Pedestrian” means a person afoot, a person in or on a Mobility Aid, and users of inline skates, roller skates, skateboards and non-motorized scooters.
- 2.25 “Prohibited Noxious Weeds” means plants designated as prohibited noxious weeds in the Schedule of the *Weed Control Regulation*, Alta Reg 19/2010, as amended.
- 2.26 “Property” includes land and Buildings.
- 2.27 “Public Place” means any Property, whether publicly or privately owned, to which members of the public have access as of right or by expressed or implied invitation, whether on payment of any fee or not.
- 2.28 “Roadway” means that part of Highway intended for use by vehicular traffic.
- 2.29 “Safety Codes Officer” means a person designated as a safety codes officer pursuant to the *Safety Codes Act*, R.S.A. 2000, c S-1, as amended.



- 2.30 “Sidewalk” means that part of a Highway especially adapted to the use of or ordinarily used by Pedestrians and includes that part of a Highway between the curb line, or where there is no curb line, the edge of the Roadway, and the adjacent property line, whether or not it is paved or improved.
- 2.31 “Smoke” or “Smoking” means:
- (a) inhaling or exhaling the smoke produced by burning or heating Cannabis; or
  - (b) holding or otherwise having control of any device or thing containing lit or heated Cannabis.
- 2.32 “Sound Level” means the sound pressure measured in decibels using the “A” weighted network of a Sound Level Meter with fast response.
- 2.33 “Sound Level Meter” means any Type 2 or better integrating instrument (as established by the standards of the American National Standards Institute “A.N.S.I.”) that measures Sound Levels.
- 2.34 “Temporary Shelter” means a structure, improvement, shield, or cover that protects people or things and includes a lean-to or other shelter made of cardboard, tarpaulin, plastics, metal, logs, brush, branches, or other materials or things, whether commercially manufactured or hand-made.
- 2.35 “Tent” means a portable or moveable shelter, partially or fully enclosed, partially or wholly assembled or constructed out of canvas, cardboard, cloth, synthetic material, plastic, metal, wood, or like materials suitable to provide temporary accommodation for one or more persons, whether or not the said shelter is designed or intended to provide such accommodation, or whether commercially manufactured or hand-made.
- 2.36 “Turfgrass” means various grass species that are grown as a ground cover to form a lawn.
- 2.37 “Uninhabitable” means a condition or state in which a Building is not suitable or safe for human habitation or occupation. This may include Buildings that have been damaged by fire, flood or other natural disasters and/or no longer in receipt of utility services. This does not include new homes under construction.

2.38 “Unsightly” or “Untidy” means:

- (a) Property that, because of its condition or the accumulation of refuse, debris, materials, or other items, is detrimental to the use and enjoyment of the surrounding area or neighboring properties;
- (b) In respect of a Building, includes a structure whose exterior shows signs of significant physical deterioration, serious disregard for general maintenance, upkeep, or repair, or which constitutes a Nuisance; or
- (c) In respect of land, includes land that shows signs of a serious disregard for general maintenance or upkeep, or which constitutes a Nuisance.

2.39 “Vape” or “Vaping” means:

- (a) Inhaling or exhaling the vapour, emissions or aerosol produced by an Electronic Smoking Device or similar device containing Cannabis; or
- (b) Holding or otherwise having control of an Electronic Smoking Device that is producing vapour, emissions or aerosol from Cannabis.

2.40 “Vehicle” means a device in, upon or by which a person or thing may be transported or drawn upon a Highway.

2.41 “Violation Ticket” means a ticket issued pursuant to Part II or Part III of the *Provincial Offences Procedure Act*, R.S.A. 2000, c P-34, as amended.

2.42 “Wildlife” means non-domesticated animals, or an animal that is wild by nature and living in its natural habitat, but does not include feral cats and birds.

## **PART I – PUBLIC BEHAVIOURS**

### **3 CAMPING**

- 3.1 No person shall reside or Camp in any Public Place in the City unless special permission has been granted in writing, subject to conditions, by the City Manager or their designate.
- 3.2 No person shall reside or Camp in any Accessory Building, Camping Unit, Temporary Shelter, or Tent, on private Property for a period longer than seven (7) consecutive days or exceeding twenty-one (21) total days in a calendar year, unless special permission has been granted in writing, subject to conditions by the City Manager or their designate.

#### **4. GRAFFITI ABATEMENT**

- 4.1 No person shall place Graffiti or cause Graffiti to be placed on a Building, structure, Vehicle, or vegetation if the Graffiti is visible from any surrounding Property.
- 4.2 An owner of Property shall not permit Graffiti to be placed on any Building, structure, Vehicle, or vegetation on said Property, such that the Graffiti is visible from any surrounding Property or Roadway.
- 4.3 Every person who owns or occupies Property shall ensure that Graffiti placed on said Property is removed, painted over, or otherwise permanently blocked from public view within the time period specified in a notice to remove the Graffiti issued by a Peace Officer.

#### **5. PANHANDLING**

- 5.1 A person shall not engage in Panhandling.

#### **6. URINATION/DEFECATION**

- 6.1 A person shall not urinate or defecate in a Public Place or on private Property except in a facility designated and intended for such use.

#### **7. CANNABIS**

- 7.1 A person must not Smoke, Vape or consume Cannabis in any Public Place.

- 7.2 Section 7.1 does not apply to a person Smoking, Vaping or consuming Cannabis that they lawfully possess pursuant to a medical document issued pursuant to the *Access to Cannabis for Medical Purposes Regulations*, SOR/2016-230.
- 7.3 A person referred to in section 7.2 must, on demand of any Peace Officer, produce a copy of the person's medical document.
- 7.4 A person referred to in section 7.2 is subject to the City of Spruce Grove's Smoking Bylaw, as amended.

## **8. CAUSING A DISTURBANCE**

- 8.1 No person located in a Public Place shall disturb the peace and enjoyment of other persons by:
- (a) screaming, shouting, or using loud, abusive or obscene language;
  - (b) being intoxicated by alcohol or another drug or substance;
  - (c) performing an Indecent Act;
  - (d) throwing or propelling an object, or acting in a way that is reasonably likely to cause injury to or intimidate another person or cause damage to property; or
  - (e) interfering with Wildlife in a way that is reasonably likely to cause injury or harm.

## **PART II – PROPERTY MAINTENANCE**

### **9. NUISANCE AND UNSIGHTLY PROPERTIES**

#### **NUISANCE**

- 9.1 A person shall not cause or permit a Nuisance to exist on Property they own or occupy.

- 9.2 A person who causes a Nuisance or permits Property they own or occupy to be used so as to cause a Nuisance shall, as soon as practicable, abate the Nuisance and cause to be abated the activity which causes the Nuisance.

### **UNSIGHTLY OR UNTIDY PROPERTIES**

- 9.3 A person shall not allow Property which they own or occupy to be or to become Unsightly or Untidy.
- 9.4 No owner or occupant of Property shall have or allow in or on the Property, the accumulation of:
- (a) anything that produces an odour, emission, smoke, vapour, dust or other airborne matter that is reasonably likely to disturb another individual;
  - (b) any material likely to attract animals, pests, or Wildlife; or
  - (c) animal remains, parts of animal remains or animal feces.
- 9.5 A person shall not have or allow excessive accumulation of the following on any Property which they own or occupy such that it poses a Nuisance:
- (a) refuse, loose garbage or bagged garbage;
  - (b) bottles, cans, boxes, or packaging materials;
  - (c) household furniture or other household goods;
  - (d) automobile parts, derelict or inoperable Vehicles;
  - (e) parts of or disassembled machinery, equipment or appliances; or
  - (f) yard waste, including grass, tree and hedge cuttings, leaves and other refuse.
- 9.6 No person shall cause, permit or allow for the storage, repair, cleaning, maintenance, collection or servicing of mechanical equipment including but not limited to bulldozers, graders, backhoes, pay loaders, cranes, tractors, semi-trailers, or similar heavy equipment within a residential area.

## **BUILDINGS, STRUCTURES, AND LAND**

- 9.7 A person shall not cause or permit a Nuisance to exist in respect of any Property they own or occupy.
- 9.8 No person shall cause or permit refuse, metal or wood to accumulate in any open structure attached to any Building within the City except in containers, bins, drawers, shelves and areas provided for temporary storage. No storage shall be allowed in the front or side yard of any Property in a residential area.

## **UNOCCUPIED AND UNINHABITABLE BUILDINGS**

- 9.9 If a Building normally intended for human habitation or occupation is Uninhabitable, the owner of the Building shall ensure that any door or window opening in the Building is covered with a solid piece of wood, which shall be:
- (a) installed from the exterior and fitted within the frame of the opening in a watertight manner;
  - (b) of a thickness sufficient to prevent unauthorized entry into the Building;
  - (c) secured in a manner sufficient to prevent unauthorized entry into the Building; and
  - (d) coated with an opaque protective finish in a manner that is not detrimental to the surrounding area.

## **REFRIGERATORS AND FREEZERS**

- 9.10 A person shall not permit a refrigerator, freezer, or other similar appliance to be placed or kept outside an enclosed Building on land they own or occupy.

## **10. BOULEVARDS AND ALLEYS**

- 10.1 The owner of private Property shall not cause or allow a Nuisance within a section of an Alley that abuts their private Property.
- 10.2 The owner of private Property shall provide ongoing maintenance of the Turfgrass within a Boulevard that abuts their private Property, unless the Boulevard is part of an arterial Roadway, by:
  - (a) keeping Turfgrass to a maximum height of 15 cm;
  - (b) removing any accumulation of fallen leaves or other debris; and
  - (c) keeping Boulevards free of landscape developments including but not limited to rocks, shrubs, concrete, rubber, plastic, wood, metal, or any such thing other than Turfgrass unless a permit is obtained for the development and maintenance of a Boulevard Garden.

## **11. CONSTRUCTION WASTE AND BUILDING MATERIALS**

- 11.1 For any Construction Site, all construction materials and excavated materials related to the construction or renovation in question shall be confined to the lot on which the Construction Site is located.
- 11.2 For any Construction Site, a garbage container is required to be present for the duration of construction and:
  - (a) construction materials must be stored neatly, and all garbage must be placed in garbage containers; and
  - (b) a garbage container shall not be filled beyond eighty percent (80%) capacity, by volume.
- 11.3 The following shall not be present at a Construction Site:
  - (a) an excessive accumulation of materials, including but not limited to excavated materials or loose building or construction materials;
  - (b) any accumulation of construction-related garbage or debris; or
  - (c) any untidy work or storage areas on a City Highway or on public land.
- 11.4 No hazardous materials shall be deposited in any garbage container or into the storm sewer or sanitary sewer system.

- 11.5 No material, including excess concrete, gravel or clay, shall be washed down the storm sewer, dumped onto adjacent lots, public land or a City Highway, or stored anywhere outside the construction site, without prior authorization from the City.
- 11.6 Construction must not block or prevent public access to Sidewalks and driveways.
- 11.7 Construction equipment and machinery shall not be parked or stored on public lands or on a City Highway.
- 11.8 Unless otherwise authorized by the Safety Codes Officer once backfilling operations are complete, a gravel pad shall be created as a staging area for equipment. Alternatively, a poured driveway may be used as a staging and storage area.
- 11.9 At the discretion of the Safety Codes Officer, a temporary fence or other barrier may be required on a Construction Site.
- 11.10 Where there is a difference in elevation between lots where construction or landscaping is occurring, appropriate measures, such as a temporary silt barrier or dam, shall be erected on the higher lot to prevent drainage onto the lot or lots below until construction and landscaping, pursuant to City standards, is complete.
- 11.11 At any Construction Site, appropriate temporary barriers shall be placed around an excavation to prevent unauthorized entry or dumping.

### **PART III – NOISE CONTROL**

#### **12. PROHIBITED NOISE**

- 12.1 A person shall not cause or permit any sound that is reasonably likely to annoy or disturb the peace of any other person.
- 12.2 A person shall not cause or permit Property or goods they own or occupy, including any Vehicle or equipment, to be used such that any sound coming from the Property or goods is reasonably likely to annoy or disturb the peace of any other person.
- 12.3 A person may be found guilty of a contravention of this section



whether or not the decibel level:

- (a) is measured; or
- (b) if measured, exceeds any limit prescribed in this Bylaw.

12.4 In determining what sound is reasonably likely to annoy or disturb the peace of any person the following criteria may be considered:

- (a) type, volume, and duration of the sound;
- (b) time of day and day of week;
  - (i) nature and use of the surrounding area;
  - (ii) decibel level, if measured; and
  - (iii) any other relevant factor.

#### **DAYTIME DECIBEL LIMIT – RESIDENTIAL**

12.5 A person shall not cause or permit any sound exceeding a Sound Level of 65 decibels, as measured at the property line of a parcel zoned for residential use, between 7:00 a.m. and 10:00 p.m.

12.6 A person shall not cause or permit Property or goods they own or occupy, including any Vehicle or equipment, to be used such that any sound coming from the Property or goods exceeds a Sound Level of 65 decibels, as measured at the property line of a parcel zoned for residential use, between 7:00 a.m. and 10:00 p.m.

#### **DAYTIME DECIBEL LIMIT – NON-RESIDENTIAL**

12.7 A person shall not cause or permit any sound exceeding a Sound Level of 75 decibels, as measured at the property line of a parcel zoned for use other than residential, between 7:00 a.m. and 10:00 p.m.

12.8 A person shall not cause or permit Property or goods they own or occupy, including any Vehicle or equipment, to be used such that any sound coming from the Property or goods exceeds a Sound Level of 75 decibels, as measured at the property line of a parcel zoned for use other than residential, between 7:00 a.m. and 10:00 p.m.

#### **OVERNIGHT DECIBEL LIMIT – RESIDENTIAL**

12.9 A person shall not cause or permit any sound exceeding a Sound Level of 50 decibels, as measured at the property line of a parcel zoned for residential use, before 7:00 am. or after 10:00 p.m.

12.10 A person shall not cause or permit Property or goods they own or occupy, including any Vehicle or equipment, to be used such that any sound coming from the Property or goods exceeds a Sound Level of 50 decibels, as measured at the property line of a parcel zoned for residential use, before 7:00 a.m. or after 10:00 p.m.

### **OVERNIGHT DECIBEL LEVEL – NON-RESIDENTIAL**

12.11 A person shall not cause or permit any sound exceeding a Sound Level of 60 decibels, as measured at the property line of a parcel zoned for use other than residential, before 7:00 a.m. or after 10:00 p.m.

12.12 A person shall not cause or permit Property or goods they own or occupy, including any Vehicle or equipment, to be used such that any sound coming from the Property or goods exceeds a Sound Level of 60 decibels, as measured at the property line of a parcel zoned for use other than residential, before 7:00 a.m. or after 10:00 pm.

### **MOTOR VEHICLES**

12.13 If a Motor Vehicle is the cause of any sound that contravenes a provision of this Bylaw the owner of that Motor Vehicle is liable for the contravention.

### **EXCEPTIONS AND COMPLIANCE**

12.14 Nothing in Part III – Noise Control prohibits:

- (a) the City, its agents or employees, from managing the accumulation of snow and ice on Highways and on City Property; or
- (b) production of certain sounds on whatever conditions the City Manager deems appropriate, where the City Manager has issued a permit allowing the same, provided that any such permit shall be produced to a Peace Officer upon demand, and the event is being carried out in accordance with any conditions outlined for the event by the City.

12.15 A Peace Officer may direct any person who has caused or made

excessive noise, or any person who owns Property or goods from which excessive noise has originated, to abate or eliminate the excessive noise. Such a direction may be either verbal or written.

- 12.16 Where a person engages in an activity that is not specifically prohibited by any enactment, including this Bylaw, and which involves making a sound that may annoy or disturb the peace of any other person, the person shall do so in such a manner as to create as little sound as is practicable in the circumstances.
- 12.17 Part III – Noise Control does not apply to Community Events for which the City has issued a permit, or to:
- (a) work carried out by the City or its agents, contractors, servants or employees, acting within the scope of the agency, contract, or employment, as the case may be; or
  - (b) work carried out by any person on any land zoned as M-1 industrial pursuant to the City's Land Use Bylaw, as amended, if the sound is generated pursuant to the work done in the normal manner of carrying out such work.

## **PART IV – ODOURS AND EMISSIONS**

### **13. EXCESSIVE ODOURS AND EMISSIONS**

- 13.1 A person shall not engage in any activity that creates odour, emission, smoke, vapour, dust or other airborne matter that is reasonably likely to disturb another person.
- 13.2 A person shall not cause or permit Property they own or occupy to be used so that any odour, emission, vapour, dust or other airborne matter from the Property is reasonably likely to disturb another person.
- 13.3 In determining if any odour, emission, smoke, vapour, dust or other airborne matter is reasonably likely to disturb any person, the following criteria may be considered:
- (a) in the case of a firepit, an approved permit issued by Spruce Grove Fire Services;

- (b) the type, frequency, intensity or duration of the odour, emission, smoke, vapour, dust or other airborne matter;
- (c) the time of day and day of the week;
- (d) the weather and ambient conditions;
- (e) the proximity to neighbouring properties;
- (f) the nature and use of the surrounding area;
- (g) the effects of the odour, emission, smoke, vapour, dust or other airborne matter; and
- (h) any other relevant factor.

## **PART V – ENFORCEMENT**

### **14. OFFENCE**

14.1 Any person who contravenes any provision of this Bylaw is guilty of an offence and liable upon summary conviction to a specific penalty as set out in Schedule “A” attached hereto and forming part of this Bylaw, or if no penalty is specified in Schedule “A”, a penalty of:

- (a) \$250 for a first offence within 12 months;
- (b) \$500 for a second offence within 12 months; or
- (c) \$1000 for a third or subsequent offence within 12 months.

### **15. VIOLATION TICKET**

15.1 Notwithstanding anything else in this bylaw, a Peace Officer is hereby authorized and empowered to immediately issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act*, R.S.A. 2000, c P-34, as amended, to any person who the Peace Officer has reasonable grounds to believe has contravened any provision of this bylaw.

15.2 If a Violation Ticket is issued in respect of an offence, the Violation Ticket may;

- (a) specify the fine amount established by this bylaw for the offence; or
- (b) require a person to appear in court without the alternative of making a voluntary payment.

15.3 Notwithstanding anything else in this bylaw, where a person is issued a Violation Ticket requiring them to appear in court without the alternative of making a voluntary payment, the person shall be liable to a penalty of up to \$10,000, and in no event shall such penalty be lower than the applicable penalty set out in section 14 or Schedule "A" of this bylaw.

## **16. CONTINUING OFFENCE**

16.1 In the case of an offence that is of a continuing nature, a contravention of a provision of this bylaw constitutes a separate offence in respect of each day, or part of a day, on which it continues and a person guilty of such an offence is liable to a fine in an amount not less than that established by this Bylaw for each such day.

## **17. VICARIOUS LIABILITY**

17.1 For the purposes of this bylaw, an act or omission by an employee or agent of a person is deemed also to be an act or omission of the person if the act or omission occurred during the employee's employment with the person, or during the agent exercising the powers or performing the duties on behalf of the person under their agency relationship.

## **18. CORPORATIONS AND PARTNERSHIPS**

18.1 When a corporation commits an offence under this bylaw, every principal, director, manager, employee, or agent of the corporation who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence whether or not the corporation has been prosecuted for the offence.

18.2 If a partner in a partnership is guilty of an offence under this bylaw, each partner in that partnership who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence.

**19. OBSTRUCTION**

19.1 A person shall not obstruct or hinder any person in the exercise or performance of the person's powers pursuant to this bylaw.

**PART VI – GENERAL**

**20. POWERS OF THE CITY MANAGER**

20.1 Without restricting any other power, duty or function granted by this bylaw, the City Manager may:

- (a) carry out any inspections to determine compliance with this bylaw;
- (b) take any steps or carry out any actions required to enforce this bylaw;
- (c) establish investigation and enforcement procedures with respect to residential, commercial, industrial or other types of property; and such procedures may differ depending on the type of property in question;
- (d) establish areas where activities restricted by this bylaw are permitted;
- (e) establish forms for the purposes of this bylaw;
- (f) issue permits with such terms and conditions as are deemed appropriate;
- (g) establish the criteria to be met for a permit pursuant to this bylaw; and
- (h) delegate any powers, duties or functions under this bylaw to an employee of the City.

**21. PERMITS**

21.1 A person to whom a permit has been issued pursuant to this bylaw, and any person carrying out an activity otherwise regulated, restricted, or prohibited by this bylaw pursuant to such permit, shall comply with any terms or conditions forming part of the permit.

- 21.2 A person shall not make any false or misleading statement or provide any false or misleading information to obtain a permit pursuant to this bylaw.
- 21.3 If any term or condition of a permit issued pursuant to this bylaw is contravened, or if a false or misleading statement or false or misleading information was provided to obtain the permit, the City Manager may immediately cancel the permit.
- 21.4 The onus of proving a permit has been issued in relation to any activity otherwise regulated, restricted, or prohibited by this bylaw is on the person alleging the existence of such a permit on a balance of probabilities.
- 21.5 A copy of a record of the City, certified by the City Manager as a true copy of the original, shall be admitted in evidence as *prima facie* proof of the facts stated in the record without proof of the appointment or signature of the person signing it.

**22. SEVERABILITY**

- 22.1 Every provision of this bylaw is independent of all other provisions and if any provision of this bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this bylaw shall remain valid and enforceable.

**23. LIABILITY**

- 23.1 The City, a Peace Officer, or any person who inspects property under this bylaw or any person who performs work on behalf of the City is not liable for any damages caused by the inspection, the work, or disposing or anything referred to in an Order.

**PART VII – EFFECTIVE DATE AND REPEAL**

**24. EFFECTIVE DATE**

- 24.1 This bylaw shall come into force and effect on July 1, 2024.

**25. REPEAL OF BYLAWS**

- 25.1 The following bylaws are hereby repealed:

- (a) C-909-15 - Nuisances, Unsightly and Untidy Property Bylaw;
- (b) C-976-16 - Construction Site Cleanliness Bylaw;
- (c) C-908-15 - Noise Control Bylaw; and
- (d) C-1047-18 - Consumption of Cannabis in Public Places Bylaw.

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

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Mayor

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City Clerk



**SCHEDULE “A”**

**SPECIFIED PENALTIES**

<b>OFFENCE</b>	<b>SECTION(S)</b>	<b>PENALTY</b>
Cause/permit Graffiti to be placed on a Building, structure, or Vehicle	4.1	<ul style="list-style-type: none"> <li>• \$500 for 1<sup>st</sup> offence within 12 months</li> <li>• \$1,000 for 2<sup>nd</sup> offence within 12 months</li> <li>• \$2,000 for 3<sup>rd</sup> and subsequent offence within 12 months</li> </ul>
Improper storage of construction material and/or equipment	11.1 to 11.11	<ul style="list-style-type: none"> <li>• \$1,000 for 1<sup>st</sup> offence within 12 months</li> <li>• \$2,000 for 2<sup>nd</sup> offence within 12 months</li> <li>• \$5,000 for 3<sup>rd</sup> and subsequent offence within 12 months</li> </ul>
Improper storage/removal of garbage	11.1 to 11.11	<ul style="list-style-type: none"> <li>• \$1,000 for 1<sup>st</sup> offence within 12 months</li> <li>• \$2,000 for 2<sup>nd</sup> offence within 12 months</li> <li>• \$5,000 for 3<sup>rd</sup> and subsequent offence within 12 months</li> </ul>
Litter	11.1 to 11.11	<ul style="list-style-type: none"> <li>• \$1,000 for 1<sup>st</sup> offence within 12 months</li> <li>• \$2,000 for 2<sup>nd</sup> offence within 12 months</li> <li>• \$5,000 for 3<sup>rd</sup> and subsequent offence within 12 months</li> </ul>
Drainage onto adjacent lots	11.1 to 11.11	<ul style="list-style-type: none"> <li>• \$1,000 for 1<sup>st</sup> offence within 12 months</li> <li>• \$2,000 for 2<sup>nd</sup> offence within 12 months</li> <li>• \$5,000 for 3<sup>rd</sup> and subsequent offence within 12 months</li> </ul>

Interference with off-site drainage	11.1 to 11.11	<ul style="list-style-type: none"> <li>• \$1,000 for 1<sup>st</sup> offence within 12 months</li> <li>• \$2,000 for 2<sup>nd</sup> offence within 12 months</li> <li>• \$5,000 for 3<sup>rd</sup> and subsequent offence within 12 months</li> </ul>
Improper storage and/or disposal of hazardous material	11.1 to 11.11	<ul style="list-style-type: none"> <li>• \$1,000 for 1<sup>st</sup> offence within 12 months</li> <li>• \$5,000 for second offence within 12 months</li> <li>• \$5,000 for 3<sup>rd</sup> and subsequent offence within 12 months</li> </ul>
Hazardous excavation, drain, ditch or depression	11.1 to 11.11	<ul style="list-style-type: none"> <li>• \$1,000 for 1<sup>st</sup> offence within 12 months</li> <li>• \$5,000 for second offence within 12 months</li> <li>• \$5,000 for 3<sup>rd</sup> and subsequent offence within 12 months</li> </ul>
Disposal of hazardous or other material into the storm sewer and/or sanitary sewer system	11.1 to 11.11	<ul style="list-style-type: none"> <li>• \$1,000 for 1<sup>st</sup> offence within 12 months</li> <li>• \$5,000 for second offence within 12 months</li> <li>• \$5,000 for 3<sup>rd</sup> and subsequent offence within 12 months</li> </ul>
Cause/permit sound above daytime decibel limits in a residential setting	12.5 and 12.6	<ul style="list-style-type: none"> <li>• \$500 for 1<sup>st</sup> offence within 12 months</li> <li>• \$1,000 for 2<sup>nd</sup> offence within 12 months</li> <li>• \$2,000 for 3<sup>rd</sup> and subsequent offence within 12 months</li> </ul>
Cause/permit sound above daytime decibel limits in a non-residential setting	12.7 and 12.8	<ul style="list-style-type: none"> <li>• \$500 for 1<sup>st</sup> offence within 12 months</li> <li>• \$1,000 for 2<sup>nd</sup> offence within 12 months</li> <li>• \$2,000 for 3<sup>rd</sup> and subsequent offence within 12 months</li> </ul>

Cause/permit sound above overnight decibel limits in a residential setting	12.9 and 12.10	<ul style="list-style-type: none"> <li>• \$500 for 1<sup>st</sup> offence within 12 months</li> <li>• \$1,000 for 2<sup>nd</sup> offence within 12 months</li> <li>• \$2,000 for 3<sup>rd</sup> and subsequent offence within 12 months</li> </ul>
Cause/permit sound above overnight decibel limits in a non-residential setting	12.11 and 12.12	<ul style="list-style-type: none"> <li>• \$500 for 1<sup>st</sup> offence within 12 months</li> <li>• \$1,000 for 2<sup>nd</sup> offence within 12 months</li> <li>• \$2,000 for 3<sup>rd</sup> and subsequent offence within 12 months</li> </ul>
Obstruction or hindrance of any person in the exercise or performance of the person's powers pursuant to this Bylaw	19.1	<ul style="list-style-type: none"> <li>• \$500 for 1<sup>st</sup> offence within 12 months</li> <li>• \$1,000 for 2<sup>nd</sup> offence within 12 months</li> <li>• \$2,000 for 3<sup>rd</sup> and subsequent offence within 12 months</li> </ul>

**Jurisdictional Scan – Height of Vegetation Overhang on Sidewalk/Roadway**

Jurisdiction	Bylaw Section(s)
Spruce Grove	<p><i>Traffic Bylaw</i></p> <p>No Person shall allow trees, hedges, shrubs or other vegetative growth on Private Property owned by them within five (5) metres of a Highway Intersection, whether planted before or after the date of the passing of this bylaw, to grow to such a height, overhang or breadth that they interfere with good visibility for safe traffic flow.</p> <p>No Person shall allow trees, hedges, shrubs or other vegetative growth on Private Property owned by them whether planted before or after the date of the passing of this bylaw, to grow to such a height, overhang or breadth that they interfere with the safe and convenient use of a Highway, public Sidewalk or public Pathway. (<a href="#">Spruce Grove Traffic Bylaw</a>, s.8.2(a-b))</p> <p><i>Proposed Community Standards Bylaw</i></p> <p>The definition of nuisance includes: any tree, shrub, other type of vegetation or any structure:</p> <ul style="list-style-type: none"> <li>(i) that obstructs any Sidewalk adjacent to the land or Alley;</li> <li>(ii) that encroaches onto or covers any Sidewalk or neighbouring properties;</li> <li>(iii) that impairs the visibility required for safe traffic flow at any intersection adjacent to the land or access to the land; or</li> <li>(iv) that has any rot or other deterioration;</li> </ul> <p>(<i>Community Standards Bylaw</i> s. 2.20(j))</p>
Beaumont	<p>Beaumont’s definition of Nuisance includes any tree, shrub, other type of vegetation or any structure:</p> <ul style="list-style-type: none"> <li>(1) that obstructs any Sidewalk adjacent to the land;</li> <li>(2) that encroaches onto or covers any Sidewalk;</li> <li>(3) that impairs the visibility required for safe traffic flow at any intersection adjacent to the land or access to the land; or</li> <li>(4) that has any rot or other deterioration;</li> <li>(5) the failure to destroy prohibited weeds, control noxious weeds, or prevent the spread or scattering of nuisance weeds (<a href="#">Beaumont CSB</a> (s. 23(x))</li> </ul>

Calgary	<p>The owner or occupant of any private property adjacent to a street or walkway, shall not allow any hedge, shrub or tree which may overhang from such property to interfere with pedestrian or vehicular traffic lawfully using such street or walkway. (<a href="#">Calgary Streets Bylaw</a> , s.68(6))</p> <p>A person shall not permit any hedge, tree or shrub, whenever planted, on property owned or occupied by him located within a triangle formed on a corner site by the two curb lines adjoining an intersection, including a lane intersection, and two points located 7.5 metres from the said corner where the curb lines meet, herein referred to as the “corner visibility triangle”, to grow or remain at a height greater than 750 millimetres. (<a href="#">Calgary Traffic Bylaw</a> , s. 54(1))</p>
Edmonton	<p>Edmonton’s definition of nuisance includes any tree, shrub, other type of vegetation or any structure:</p> <ul style="list-style-type: none"> <li>i. that interferes or could interfere with any public work or utility;</li> <li>ii. that obstructs any sidewalk adjacent to the land; or</li> <li>iii. that impairs the visibility required for safe traffic flow at any intersection adjacent to the land (<a href="#">Edmonton CSB</a>, s. 6 (2) (g))</li> </ul>
Red Deer	<p>A person must not permit any tree, hedge, shrub, fence or any other structure on property the person owns or occupies to:</p> <ul style="list-style-type: none"> <li>a) Obstruct a Traffic Control Device;</li> <li>b) Obstruct an adjacent Boulevard;</li> <li>c) Interfere with a public utility; or</li> <li>d) Impair visibility required for safe traffic flow at any adjacent intersection.</li> </ul> <p>A person must ensure trees, hedges, or shrubs growing on property the person owns or occupies are pruned so branches do not project:</p> <ul style="list-style-type: none"> <li>a) Over a Sidewalk at an elevation of less than 2.25 metres; or</li> <li>b) Over a Roadway, including Alley, at an elevation of less than 4.12 metres. (<a href="#">Red Deer Traffic Bylaw</a>, s.68-69)</li> </ul>
St. Albert	<p>St. Albert’s definition of an obstruction means an encroachment, excavation, structure or other obstacle, including a tree, shrub or hedge that</p> <ul style="list-style-type: none"> <li>i. interferes with or prevents the vision, passage, maintenance or use of public places by vehicles or pedestrians; or</li> <li>ii. interferes with or prevents the proper operation of a public work. (<a href="#">St. Albert Traffic Bylaw</a>, s. qq)</li> </ul>

<p>Stony Plain</p>	<p>Stony Plain’s definition of a nuisance includes:  Any tree, shrub, other type of vegetation or any structure;  i. That interferes or could interfere with any public work or utility;  ii. That obstructs any sidewalk adjacent to the land; or  iii. That impairs the visibility required for safe vehicle and pedestrian traffic flow at any intersection adjacent to the land.  (<a href="#">Stony Plain Community Standards Bylaw</a> , s.3.2.2.(h))</p>
<p>Strathcona County</p>	<p>The owner of a property must ensure that trees, shrubs and other vegetation are trimmed so as not to become a safety hazard.</p> <p>The owner of a property must ensure that trees, shrubs and other vegetation on the property do not interfere with:</p> <ul style="list-style-type: none"> <li>a) The County’s public utility works, including sewer and water pipes;</li> <li>b) Pedestrian or vehicular traffic on a street or sidewalk;</li> <li>c) Motorists’ or pedestrians’ views of directional signs or traffic control devices; and</li> <li>d) The sightlines of motorists or pedestrians, including sightlines around corners. (<b>Strathcona CSB</b>, s. 39-40)</li> </ul>

**Jurisdictional Scan – Garbage Containment on Construction Sites**

Jurisdiction	Related Clauses in Bylaw
<p><b>Spruce Grove</b></p>	<p>The <i>Construction Site Cleanliness Bylaw</i> currently allows for the following:</p> <p><i>For any Construction Site, a garbage container is required to be present for the duration of construction, the type of which shall be approved by the City at the time of development permit application, and:</i></p> <ul style="list-style-type: none"> <li><i>(a) construction materials must be stored neatly, and all garbage must be placed in garbage containers;</i></li> <li><i>(b) notwithstanding the above, an alternative means of garbage containment or removal may be used pursuant to a written authorization from the Safety Codes Officer and presented to a Peace Officer upon demand;</i></li> <li><i>(c) notwithstanding the above, a garbage container may be shared between or among construction sites pursuant to written authorization from the Safety Codes Officer;</i></li> <li><i>(d) a garbage container shall not be filled beyond eighty percent (80%) capacity, by volume.</i></li> </ul> <p><a href="#">(Spruce Grove Construction Site Cleanliness Bylaw , s.3.2)</a></p>
<p><b>Beaumont</b></p>	<p>Beaumont requires a waste container on each construction site.</p> <p><i>Each construction site shall have a waste container to ensure that waste construction materials are placed in the container to prevent the material from being blown away from the construction site.</i></p> <p><a href="#">(Beaumont CSB, s.40)</a></p>
<p><b>Edmonton</b></p>	<p>Edmonton does not have specific standards regarding garbage containment on construction sites.</p> <p>It defines loose building/construction materials and any accumulation of construction-related garbage or refuse, or untidy work or storage areas as “nuisance.”</p> <p><a href="#">(Edmonton CSB, s. 6(2))</a></p>
<p><b>Leduc</b></p>	<p>Leduc does not have specific standards regarding garbage containment on construction sites.</p> <p><i>For the purpose of greater certainty a nuisance, in respect of land, means land that shows signs of a serious disregard for general maintenance and upkeep, whether or not it is detrimental to the surrounding area, some examples of which include:</i></p>

	<p><i>b) Any loose litter, garbage, construction debris or refuse whether located in the storage area, collection area or elsewhere in the land (<a href="#">Leduc CSB</a>, s9(1)(b))</i></p>
<b>St. Albert</b>	<p>St. Albert does not have specific standards regarding garbage containment on construction sites.</p> <p>Its definition of “nuisance” includes excessive accumulation including but not limited to construction equipment/machinery, building materials, any loose litter, garbage or refuse whether located in storage area, collection area or elsewhere on the land (<a href="#">St. Albert CSB</a> , s.5(1)(2))</p>
<b>Stony Plain</b>	<p>Stony Plain indicates that construction materials must be removed or contained and secured. Storage is not allowed without written permission.</p> <p><i>An owner of a premises or property under construction shall ensure that building materials or debris on the premises or property are removed or contained and secured in such a manner that prevents such building materials or debris from being blown off or scattered from the premises or property.</i></p> <p><i>An owner of a premises or property under construction or renovation shall not pile or store any building materials or debris related to the construction or renovation on the street, sidewalk, or any premises or property owned by the municipality or other landowners without written permission to do so.</i></p> <p>(<a href="#">Stony Plain CSB</a>, s.3.3.1, 3.3.4)</p>
<b>Strathcona County</b>	<p>Strathcona County requires a waste container on a construction site:</p> <p><i>The owner of a property where construction is occurring must ensure there is a waste container where waste building materials must be kept prior to removal from the property.</i></p> <p><i>Each waste container on a construction site must be designed for and used in a manner that prevents the waste building materials from being blown around and off the property.</i></p> <p>(<a href="#">Strathcona County CSB</a> ,s.32-33)</p>



# **C-1312-24 - Community Standards Bylaw (First and Second Reading)**

April 22, 2024 Council Meeting

# Purpose

- Seek feedback on the topics of:
  - Vegetation overhang on sidewalks/roadways
  - Garbage containment on construction sites
- Present the proposed Community Standards Bylaw (CSB) for first and second reading

# Changes Requested to CSB by GPC (Att. 1 and 2)

- Causing a Disturbance
  - Clarity around “actions likely to cause injury, damage or intimidate” and “interference with wildlife”
- Nuisance and Unsightly Properties
  - Consistency around “excessive accumulation” and “unhabitable” buildings
- Landscape Obstructions
  - Jurisdictional research on height restrictions for vegetation above sidewalk/roadways

# Changes Requested to CSB by GPC (Att. 1 and 2)

- Prohibited Noise and Decibel Limits
  - Clarity around how City addresses “excessive noise” from events with approved event permits
- Communication Plan needs to include info about:
  - Graffiti abatement fund
  - Recreational vehicle and all-terrain vehicle parking
  - Spread of weeds from neighbour’s yard

# Vegetation Overhang Standards (Att. 3)

- Researched bylaws of 7 jurisdictions
- The City is consistent with 6 jurisdictions - no height restrictions.

- Red Deer's Traffic Bylaw (s. 68-69) states:

*A person must ensure trees, hedges, or shrubs growing on property the person owns or occupies are pruned so branches do not project:*

- a) Over a Sidewalk at an elevation of less than 2.25 metres; or*
- b) Over a Roadway, including Alley, at an elevation of less than 4.12 metres.*

# Vegetation Overhang Standards (Att. 3)

## Question for Council:

- Is there a desire to add standards to address vegetation overhang above sidewalks/roadways like that of Red Deer?

Administration does not recommend the addition of restrictions.

# Garbage Containment - Construction Sites (Att. 4)

- Goal: achieve consistency of approach

The City's *Construction Site Cleanliness Bylaw* has these options:

- (a) Must have a garbage container on-site for the duration of construction
- (b) Ability to have alternative means of containment or removal
- (c) Ability to have a shared garbage bin among construction sites in close proximity

# Garbage Containment - Construction Sites (Att. 4)

Researched bylaws of 6 jurisdictions:

- Strathcona and Beaumont require a garbage container on-site
- None addressed sharing of containers between sites
- Other jurisdictions were silent on garbage containment



# Garbage Containment - Construction Sites (Att. 4)

## Question for Council:

What is the desired option regarding garbage containment?

### *Option 1: (Administration Recommended)*

- Must have a garbage container on site
- Elimination of ability to have alternative means of containment/removal
- Elimination of ability to share garbage bin among nearby sites

### • *Option 2:*

- Must have garbage container on site, ability to share garbage bin
- Elimination of ability to have alternative means of containment/removal

# Other CSB Changes

- Updated definition of “boulevard”
- Schedule A has been amended
  - Fines for construction site cleanliness have been moved to CSB from *Development Fees and Fines Bylaw*.

# Financial Implications

2024/25

## ***Planning & Development and Engineering Departments***

- A one-time start up cost of \$50,000 to support system enhancements
- A temporary FTE for 18 months. The estimated cost is \$150,000.

These amounts were included in the Spring Budget Adjustment request on April 8, 2024.

## ***Community and Protective Services***

- As the intent is to maintain current levels of service initiated mainly on a reactive or complaint basis, Enforcement Services is not recommending additional resources as a result of the CSB.

# Next Steps

- May 13 Council Meeting
  - Third reading of the CSB
  - Third reading of amendments and repeals of existing bylaws to effect CSB standards

Implementation of CSB is planned for July 1, 2024

# Questions?





## REQUEST FOR DECISION

**MEETING DATE:** April 22, 2024

**TITLE:** C-1300-24 - Land Use Bylaw Amendment -Recreational Vehicle and All-Terrain Vehicle Restrictions - First Reading

**DIVISION:** Sustainable Growth and Development Services

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### **SUMMARY:**

Proposed Bylaw C-1300-24, a Land Use Bylaw text amendment to C-824-12 - Land Use Bylaw, is being brought forward for first reading to add a definition for all-terrain vehicles, remove snowmobiles and all-terrain vehicles from the definition for recreational vehicles, and extend the annual on-site parking restriction dates for recreational vehicles and all-terrain vehicles.

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### **PROPOSED MOTION:**

THAT first reading be given to C-1300-24 -Land Use Bylaw Amendment -Recreational Vehicle and All-Terrain Vehicle Restrictions.

### **BACKGROUND / ANALYSIS:**

The Community Standards Bylaw (CSB) project identified several proposed standards and recommendations that are more appropriately addressed through other City bylaws, including the Land Use Bylaw. C-1300-24 - Land Use Bylaw Amendment -Recreational Vehicle and All-Terrain Vehicle Restrictions and C-1312-24 Community Standards Bylaw are coming forward simultaneously for first reading on April 22, 2024.

Bylaw C-1300-24 addresses recommendations from the CSB project to extend on-site parking timeframes for recreational vehicles to accommodate hunting season and to allow parking of snowmobiles in the winter months. The proposed changes apply to the parking of all-terrain vehicles and recreational vehicles on private, residential property (i.e., in yards of homes and in front driveways), and include:

- removing snowmobiles and all-terrain vehicles from the definition of recreational vehicles;
- adding a definition for all-terrain vehicles, which includes snowmobiles;
- clarifying when a Development Permit is not required for all-terrain vehicles and recreational vehicles; and
- extending the parking timeframes for all-terrain vehicles and recreational vehicles, as summarized below in Table 1.

***Table 1 - Proposed Changes to All-Terrain Vehicle and Recreational Vehicle On-Site Parking***

Vehicle Type	Current Parking Regulation	Proposed Parking Regulation
Recreational vehicles, including motor homes, boats, campers and travel trailers.	May 1 to October 31	April 15 to November 30
All-Terrain vehicles with wheels, such as quads and dirt bikes.	May 1 to October 31	Year round
All-Terrain vehicles such as snowmobiles or those with tracks.	May 1 to October 31	November 15 to April 15

**OPTIONS / ALTERNATIVES:**

This bylaw is being brought forward for consideration of first reading. Discussion and consideration of changes to the bylaw may be made at future readings.

**CONSULTATION / ENGAGEMENT:**

Public consultation on the proposed CSB occurred between May 7 and July 9, 2023, with more than 1,200 responses collected. The topics of recreational vehicle parking and snowmobiles was included in the survey. Some support was received for removal of snowmobile from the definition of recreational vehicles to allow for more parking options during the winter season, and the addition of summer restrictions for snowmobiles.

An open house to collect community feedback on the proposed Land Use Bylaw amendments for recreational vehicle and all-terrain vehicle parking was held on April 3, 2024. The open house was advertised on the City’s event webpage. A *What We Heard Report* has been drafted that summarizes the results of the Open House, and other received comments.

A statutory public hearing, advertised per the requirements of the *Municipal Government Act*, will be held prior to consideration of second reading.

**IMPLEMENTATION / COMMUNICATION:**

If approved, the Land Use Bylaw will be updated as per Bylaw C-1300-24 and published on the City's website.

**IMPACTS:**

Approval of this bylaw will extend the parking timeframes for recreational vehicles and all-terrain vehicles (including snowmobiles) beside homes and on front driveways.

**FINANCIAL IMPLICATIONS:**

n/a



**THE CITY OF SPRUCE GROVE**

**BYLAW C-1300-24**

**LAND USE BYLAW AMENDMENT – RECREATIONAL VEHICLE AND ALL-TERRAIN  
VEHICLE RESTRICTIONS**

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000 cM-26, a municipality shall pass a land use bylaw and may amend the Land Use Bylaw;

AND WHEREAS, the City of Spruce Grove wishes to amend Bylaw C-824-12, the Land Use Bylaw;

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

1. Bylaw C-824-12 is amended as follows:

1.1 By deleting the following in strikethrough and adding the following in bold:

SECTION 7 DEFINITIONS

**ALL-TERRAIN VEHICLE**

**A wheeled or tracked motor vehicle designed for travel primarily on unprepared surfaces and used for recreational uses. Typical examples include snowmobiles, dirt bikes, quads and side by sides.**

**RECREATIONAL VEHICLE**

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, motor homes, boats, **and** campers, ~~snowmobiles and all-terrain vehicles.~~

1.2 By adding the following in bold:

SECTION 11 WHERE A DEVELOPMENT PERMIT IS NOT REQUIRED

**(x) All-Terrain Vehicles and Recreational Vehicles in compliance with Section 47 of the Land Use Bylaw.**

- 1.3 By deleting the following in strikethrough and adding the following in bold:

SECTION 47 RESTRICTED OBJECTS IN YARDS

(1) A Recreational Vehicle shall not be permitted in: a **Yard, Side; Yard, Street Side;** or a **Yard, Front Yard driveway** ~~or the driveway~~ of a Site in any residential District except from ~~May 1~~ **April 15** to ~~October 31~~ **November 30** in any year.

**(2) All -Terrain Vehicles with tracks, including snowmobiles, shall not be permitted in: a Yard, Side; Yard, Street Side; or a Yard, Front driveway of a Site in any residential District except from November 15 to April 15.**

2. This amending bylaw shall be consolidated into Bylaw C-824-12.
3. This bylaw shall come into force and effect on July 1, 2024.

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

Public Hearing Held [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

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Mayor

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City Clerk



## **City of Spruce Grove**

### **Land Use Bylaw**

**Effective Date: January 1, 2013**

Last Update: March 13, 2024

## SECTION 7 DEFINITIONS

- (1) In this Bylaw, and any amendments made hereto, the definitions set out in the following Section shall be used.

### ALL-TERRAIN VEHICLE

A wheeled or tracked motor vehicle designed for travel primarily on unprepared surfaces and used for recreational uses. Typical examples include snowmobiles, dirt bikes, quads and side by sides.

### RECREATIONAL VEHICLE

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, motor homes, boats, and campers, ~~and snowmobiles and all-terrain vehicles.~~

(Bylaw C-1104-19, May 29, 2020)

## SECTION 11 WHERE A DEVELOPMENT PERMIT IS NOT REQUIRED

- (1) A Development Permit is not required in respect of the following Developments which shall nonetheless comply with the provisions of this Bylaw and must be carried out or performed in accordance with all other applicable legislation, ~~regulations~~ regulations, and bylaws:

(x) All-Terrain Vehicles and Recreational Vehicles in compliance with Section 47 of the Land Use Bylaw.

## SECTION 47 RESTRICTED OBJECTS IN YARDS

- ~~(1)~~ (1)—A Recreational Vehicle shall not be permitted in: a Yard, Side; Yard, Street Side; ~~Side;~~ ~~Side;~~ or a Yard, Front ~~Yard~~ driveway ~~or the driveway~~ of a Site in any residential District except from ~~May 1~~ April 15 to October 31 November 30 in any year.
- ~~(2)~~ (2)—All -Terrain Vehicles with tracks, including snowmobiles, shall not be permitted in: a Yard, Side; Yard, Street Side; or a Yard, Front driveway of a Site in any residential District except from November 15 to April 15.



## Recreational Vehicle and All-Terrain Vehicle Restrictions Open House

*Bylaw C-1300-24 Land Use Bylaw Amendment for Recreational and All-Terrain Vehicle Restrictions*

### What We Heard

April 3, 2024



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## INTRODUCTION

The Community Standards Bylaw Project identified several proposed standards and recommendations, with some more appropriately addressed through other City bylaws. One of the recommendations was to extend and seasonally tailor the parking timeframe for recreational vehicles and all-terrain vehicles on private properties under the Land Use Bylaw.

To build on the results of the Community Standards Bylaw survey (May 7 to July 9, 2023), which included questions about recreational vehicle and snowmobile parking (summarized in Appendix 1), Administration conducted an open house on April 3, 2024. The purpose of the open house was to gather feedback on the proposed amendments to the Land Use Bylaw for the parking of all-terrain vehicles and recreational vehicles on private property (beside homes and in front driveways), including:

- Adding a definition for All-Terrain Vehicles.
- Removing snowmobiles and all-terrain vehicles from the definition of Recreational Vehicles.
- Clarifying when a Development Permit is not required for all-terrain vehicles and recreational vehicles.
- Extending the parking timeframes for all-terrain vehicles and recreational vehicles, as summarized below in Table 1.

*Table 1 - Proposed changes to All-Terrain Vehicles and Recreational Vehicle parking*

Vehicle Type	Current Parking Regulation	Proposed Parking Regulation
Recreational Vehicles, including motor homes, boats, campers, and travel trailers.	May 1 to October 31	April 15 to November 30
All-Terrain Vehicles with wheels, such as quads and dirt bikes.	May 1 to October 31	Year round
All-Terrain Vehicles such as snowmobiles or those with tracks.	May 1 to October 31	November 15 to April 15

## OPEN HOUSE SUMMARY

The City held an open house on April 3, 2024, at the Pioneer Centre from 4:30 to 6:30. The open house was advertised on the City's events webpage.

The open house included information boards, handouts, and a feedback form about the proposed Land Use Bylaw changes to recreational vehicle and all-terrain vehicle parking. Thirteen residents attended the open house. Input received from the discussion and feedback forms submitted are summarized below.

### Strong support

Question #1: Allowing Recreational Vehicles, including motor homes, boats, campers, and travel trailers to be parked from April 15 to November 30 on front driveways and beside homes (on private property).

- 9 participants provided responses to this question.
  - 8 participants supported this proposed change, with 5 recommending moving the parking timeframe earlier for recreational vehicles from April 15 to April 1 or earlier.
    - 1 respondent indicated that moving the date forward to April 1 would allow snowbirds to come home and empty and clean up their recreational vehicle for summer use. This respondent also recommended allowing recreational vehicles to be parked in the winter months to prepare for southern trips.
    - 1 respondent indicated that moving the date forward to April 1 would allow them to bring their recreational vehicle home from their work site earlier in the year.
  - 1 participant did not support this change, indicating that camping season doesn't usually start until May, and ends by October 31.

### Reduced Support

Question #2: Allowing All-Terrain Vehicles with wheels, such as quads and dirt bikes to be parked year-round on front driveways and beside homes (on private property).

- 10 participants provided responses to this question.
  - 5 participants indicated no concern with this proposed change.
  - 1 participant indicated no major concerns unless the property becomes unsightly.
  - 1 participant recommended having a maximum number of all-terrain vehicles that can be parked on front driveways and beside homes.
  - 3 participant indicated significant concerns with this proposed regulation, citing unsightly properties, added pressure to on-street parking, and reduced property values.

### Reduced Support

Question #3: Allowing All-Terrain Vehicles such as snowmobiles, or those with tracks to be parked on front driveways and beside homes (on private property) from November 15 to April 15.

- 9 participants provided responses to this question.
  - 4 participants indicated no concern with this proposed change.
  - 1 participant indicated no major concerns unless the property becomes unsightly.
  - 2 participants indicated this proposed change is not applicable to them.
  - 2 participants indicated significant concerns with this proposed regulation, citing unsightly properties, and added pressure to on-street parking.

### Additional feedback

- 1 participant indicated that it doesn't make sense why a recreational vehicle can be parked on a street as a licensed vehicle but cannot be parked on a driveway before May 1.
- 1 participant recommend changing the Traffic Bylaw to allow unhooked trailers to stay on the street if they are secured in place. This would allow residents to obtain a part or switch their vehicle without having to move their trailer and disrupt the neighbourhood.
- 1 participant recommended amending the Traffic Bylaw to allow trailers to be parked unattached in front of a home if they are secured. This helps resident who need to obtain parts, repairs etc.



- 1 participant indicated that the City of Spruce Grove should follow the direction of Stony Plain where recreational vehicles can only be parked on the street for 48 hours before being required to be parked off street for 72 hours.
- 4 emailed responses were received in advance of the open house. One email stated non support for the proposed changes, citing concerns with recreational vehicles overhanging the driveway, obstructing oncoming traffic, and leading to more homeowners parking on the street further increasing congestion. One email received stated support for the proposed changes to allow for more time to prepare for camping season. Two emails received requested further information about the proposed changes.

## Summary

Overall, open house participants were supportive of the proposed changes to recreational vehicle parking, with reduced support for the parking of all-terrain vehicles, including snowmobiles.

## APPENDIX 1: COMMUNITY STANDARDS BYLAW WHAT WE HEARD REPORT

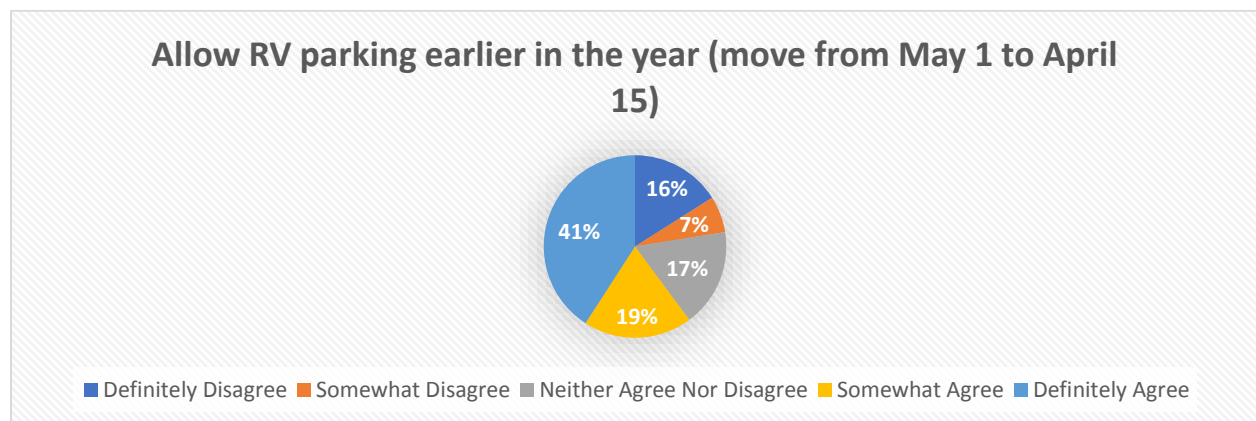
The following is the results from the Community Standards Bylaw What We Heard Report related to Recreational Vehicles and snowmobiles.

### Topic 12: Recreational Vehicles (RVs)

#### RV parking earlier in the year

A definition of recreational vehicles<sup>1</sup> was provided. The survey question noted that current City bylaws indicate an RV cannot be parked on side streets, street side, front yards or driveways EXCEPT between May 1 to October 31 in any year. Respondents were asked to rate their level of agreement with the proposed standard to begin the exception earlier in the year, on April 15.

*1,179 responses were received on this question.*



<sup>1</sup> A recreational vehicle is a “wheeled or wheel-less structure 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 include travel trailers, motor homes, boats, snowmobiles and all terrain vehicles.”

### Open-ended question responses

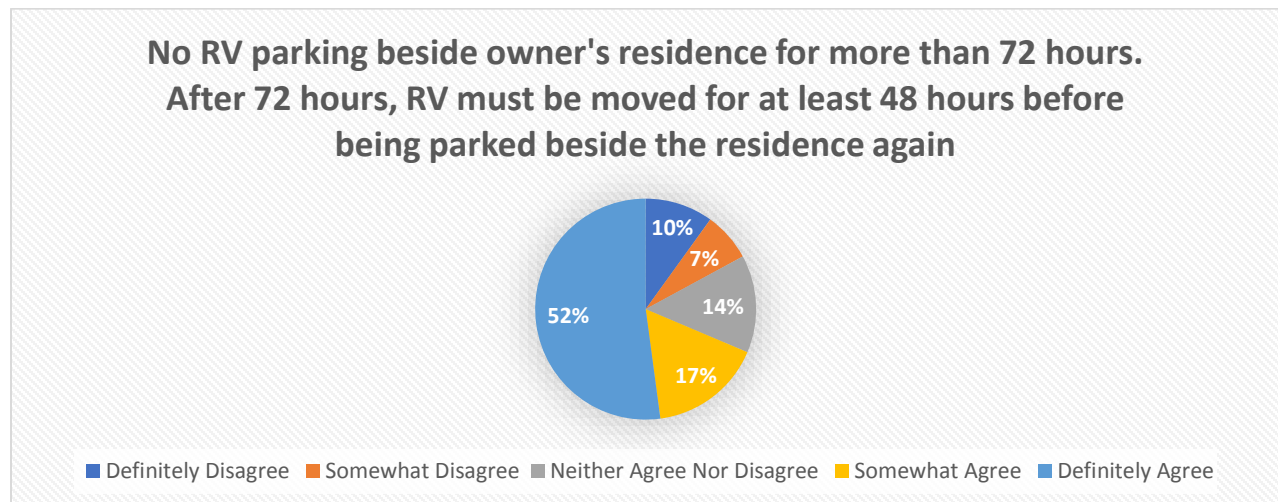
247 comments were received on this standard. Most of the comments were NOT supportive, citing concerns about the lack of neighbourhood street parking, RVs blocking safe passage, line of sight and contributing to overcrowding. This is especially an issue in newer neighbourhoods where there isn't a lot of street parking space. Others cited concerns about RVs getting in the way of road clean-up (street sweeping, snow removal).

Those that voiced support indicated that camping season is starting earlier due to the climate warming so the bylaw should reflect that. Others appreciated having the extra time to be able to get their RVs ready for the season.

### Length of time for RV parking

Respondents were asked to rate their level of agreement with the proposed standards:

- An 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, an 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.



### Open-ended question responses

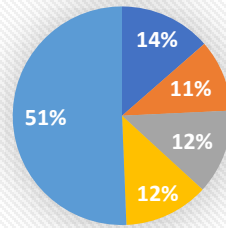
242 comments were received. The majority of the comments reflected concerns with the proposed timeline of 72 hours, in that it is either too short or too long. Several welcomed the standard as a tool to address neighbours who are already parking their RVs beside their residences for a lengthy period of time.

### Use of an RV as a temporary dwelling

Respondents were asked to rate their level of agreement with the proposed standard:

- An 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.

### A RV on private property cannot be used as a temporary dwelling



■ Definitely Disagree ■ Somewhat Disagree ■ Neither Agree Nor Disagree ■ Somewhat Agree ■ Definitely Agree

#### Open-ended question responses

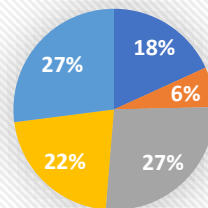
226 comments were received. Responses were mixed. Those who did not support this standard indicated a temporary RV stay is sometimes necessary (such as during the pandemic, evacuation orders, house renovations etc.). Many respondents indicated they often have family members visiting who stay in RVs on their property and would like it to continue.

#### Snowmobiles

Respondents were asked to rate their level of agreement with the proposed standards:

- Snowmobiles could be removed from the definition of a RV to allow for parking options during the winter season. 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.

### Removal of snowmobile from RV definition and addition of summer restrictions



■ Definitely Disagree ■ Somewhat Disagree ■ Neither Agree Nor Disagree ■ Somewhat Agree ■ Definitely Agree

#### Open-ended question responses

193 comments were received. The majority of the comments did not support this standard as parking options are limited in neighbourhoods and allowing more vehicles on driveways would lead to more congestion. A few comments wanted to see a timeline attached to the summer restrictions (72 hours).



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## APPENDIX 3: OPEN HOUSE FEEDBACK FORMS



**Please provide feedback on the proposed changes to the Land Use Bylaw.**

1. Allowing Recreational Vehicles, including motor homes, boats, campers, and travel trailers to be parked from April 15 to November 30 on front driveways and beside homes (on private property).

April 1st same as City of Edmonton & Town of Stony Plain.  
This will allow Snow Birds to Come Home Empty, Clean and Prepare for the Summer use. After living in RV for Month.  
Also Allow Snow Birds to Park RV on driveway in winter months to load for the South Trip.

2. Allowing All-Terrain Vehicles with wheels, such as quads and dirt bikes to be parked year-round on front driveways and beside homes (on private property).

OK

3. Allowing All-Terrain Vehicles such as snowmobiles or those with tracks to be parked on front driveways and beside homes (on private property) from November 15 to April 15.

OK

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**Please provide feedback on the proposed changes to the Land Use Bylaw.**

1. Allowing Recreational Vehicles, including motor homes, boats, campers, and travel trailers to be parked from April 15 to November 30 on front driveways and beside homes (on private property).

*-Camping season doesn't usually start until May so I'm not sure why there is a need to extend the time earlier into April. Similarly, most camping ends by Halloween, so extending to November 30 seems extensive.*

2. Allowing All-Terrain Vehicles with wheels, such as quads and dirt bikes to be parked year-round on front driveways and beside homes (on private property).

*-no major concern unless property becomes unsightly.*

3. Allowing All-Terrain Vehicles such as snowmobiles or those with tracks to be parked on front driveways and beside homes (on private property) from November 15 to April 15.

*-no major concern unless the storage becomes unsightly.*

---

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**Please provide feedback on the proposed changes to the Land Use Bylaw.**

1. Allowing Recreational Vehicles, including motor homes, boats, campers, and travel trailers to be parked from April 15 to November 30 on front driveways and beside homes (on private property).

I agree with extending the dates:

April 1 to ~~Nov~~ Nov 30 would be better

- currently allowed to park motorhome on the street ~~for~~ as a licensed vehicle - but cannot park on own driveway before May 1 (doesn't make sense!!)

2. Allowing All-Terrain Vehicles with wheels, such as quads and dirt bikes to be parked year-round on front driveways and beside homes (on private property).

Indifferent - no effect to me

3. Allowing All-Terrain Vehicles such as snowmobiles or those with tracks to be parked on front driveways and beside homes (on private property) from November 15 to April 15.

Indifferent - no effect to me.

---

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**Please provide feedback on the proposed changes to the Land Use Bylaw.**

1. Allowing Recreational Vehicles, including motor homes, boats, campers, and travel trailers to be parked from April 15 to November 30 on front driveways and beside homes (on private property).

*Support the earlier April 15<sup>th</sup> date  
Neutral on the November 30<sup>th</sup> date*

2. Allowing All-Terrain Vehicles with wheels, such as quads and dirt bikes to be parked year-round on front driveways and beside homes (on private property).

*Do not support this in principle, ~~however~~<sup>and</sup> concerned this would put pressure on street parking. Also, concerned this would allow residents to avoid storage costs and could negatively affect neighbours*

3. Allowing All-Terrain Vehicles such as snowmobiles or those with tracks to be parked on front driveways and beside homes (on private property) from November 15 to April 15.

*Concerned this will put pressure on street parking*

---

*Also/  
would like the city to follow the direction provided by Stony Plain where recreational vehicles can only be parked on street for 48 hours before being required to be parked off-street for 72 hours*

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Please provide feedback on the proposed changes to the Land Use Bylaw.

- 1. Allowing Recreational Vehicles, including motor homes, boats, campers, and travel trailers to be parked from April 15 to November 30 on front driveways and beside homes (on private property).

I agree with extending the dates  
I suggest April 1st instead of the 15th - less confusing

- 2. Allowing All-Terrain Vehicles with wheels, such as quads and dirt bikes to be parked year-round on front driveways and beside homes (on private property).

Agreed

- 3. Allowing All-Terrain Vehicles such as snowmobiles or those with tracks to be parked on front driveways and beside homes (on private property) from November 15 to April 15.

Agreed

With the current bylaw I am allowed to park my motorhome as a licensed vehicle on the street. But I cannot put it on my driveway before May 1st

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**Please provide feedback on the proposed changes to the Land Use Bylaw.**

1. Allowing Recreational Vehicles, including motor homes, boats, campers, and travel trailers to be parked from April 15 to November 30 on front driveways and beside homes (on private property).

like the proposed extension and good with above ~

2. Allowing All-Terrain Vehicles with wheels, such as quads and dirt bikes to be parked year-round on front driveways and beside homes (on private property).

side of homes, ✓

3. Allowing All-Terrain Vehicles such as snowmobiles or those with tracks to be parked on front driveways and beside homes (on private property) from November 15 to April 15.

Side of homes, ✓

---

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**Please provide feedback on the proposed changes to the Land Use Bylaw.**

1. Allowing Recreational Vehicles, including motor homes, boats, campers, and travel trailers to be parked from April 15 to November 30 on front driveways and beside homes (on private property).

- it's a good time frame to allow us to use our RV and have it accessible.

2. Allowing All-Terrain Vehicles with wheels, such as quads and dirt bikes to be parked year-round on front driveways and beside homes (on private property).

- it might be beneficial to have a maximum specified.

3. Allowing All-Terrain Vehicles such as snowmobiles or those with tracks to be parked on front driveways and beside homes (on private property) from November 15 to April 15.

- N/A. to us.

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**Please provide feedback on the proposed changes to the Land Use Bylaw.**

1. Allowing Recreational Vehicles, including motor homes, boats, campers, and travel trailers to be parked from April 15 to November 30 on front driveways and beside homes (on private property).

2. Allowing All-Terrain Vehicles with wheels, such as quads and dirt bikes to be parked year-round on front driveways and beside homes (on private property).

NO DRIVEWAYS WILL BECOME UNSITELY WITH QUADS, DIRT BIKES, ETC.

3. Allowing All-Terrain Vehicles such as snowmobiles or those with tracks to be parked on front driveways and beside homes (on private property) from November 15 to April 15.

NO SAME REASON AS ABOVE FOR ALL TERRAIN VEHICLES.

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**Please provide feedback on the proposed changes to the Land Use Bylaw.**

1. Allowing Recreational Vehicles, including motor homes, boats, campers, and travel trailers to be parked from April 15 to November 30 on front driveways and beside homes (on private property).  
*SPRING IS IN MARCH, At least put the start date to April.*
2. Allowing All-Terrain Vehicles with wheels, such as quads and dirt bikes to be parked year-round on front driveways and beside homes (on private property).  
*My concern is that this will allow people to have junk parked in their front yard, depreciating the value of the neighbourhood.*
3. Allowing All-Terrain Vehicles such as snowmobiles or those with tracks to be parked on front driveways and beside homes (on private property) from November 15 to April 15.

~~OTHER CONCERN~~

~~— Amend TRAFFIC BYLAW TO ALLOW TRAILERS TO BE PARKED UNATTACHED IN FRONT OF MY HOME IF I NEED TO LEAVE TO GET PARTS, REPAIRS, ETC.\* PERHAPS INCLUDE USE OF CHOCKS TO PREVENT ROLLING.~~

~~\* Currently I cannot leave the trailer unattended so if I HAVE TO GO SOMEPLACE FOR A QUICK ERRAND, I HAVE TO TAKE THE TRAILER BACK~~

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⇒ to Storage, unhook it, go run my errands, then  
go back to the Storage yard to hook up the  
TRAILER AGAIN and then take it back to my  
Home so I can continue preparing to  
leave.



Please provide feedback on the proposed changes to the Land Use Bylaw.

1. Allowing Recreational Vehicles, including motor homes, boats, campers, and travel trailers to be parked from April 15 to November 30 on front driveways and beside homes (on private property).

I'm in support of this extension. And would support it being opened up to April 1st. Many use recreation homes for work living and would benefit from being able to bring it home sooner for the year.

2. Allowing All-Terrain Vehicles with wheels, such as quads and dirt bikes to be parked year-round on front driveways and beside homes (on private property).

No Concerns

3. Allowing All-Terrain Vehicles such as snowmobiles or those with tracks to be parked on front driveways and beside homes (on private property) from November 15 to April 15.

No Concerns.

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Additionally changes that would benefit the Camping Community would be to change the parking bylaw. Allowing a safe way to secure an unhocked trailer on the street. If there were specific tools and rules in place allowing us to safely hobble our trailer on a street so that we could leave for reasons of obtaining parts or switching vehicles. This would minimize

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the amount of movement we have with our trailers in our communities.

This would benefit the traffic we disturb while parking units.

And the concerns neighbours have with the trailers moving in and out.

Eliminating this hassle for trailer owners would also benefit the neighbours in the communities the a regularly being parked in.



## REQUEST FOR DECISION

**MEETING DATE:** April 22, 2024

**TITLE:** Bylaw Amendments and Repeals to Effect the Community Standards Bylaw (CSB) - First and Second Readings

**DIVISION:** Sustainable Growth and Development Services

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### **SUMMARY:**

Presentation of amendments to and repeals of existing City bylaws to effect proposed C-1312-24 - Community Standards Bylaw.

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### **PROPOSED MOTION:**

THAT first reading be given to C-1322-24 - Open Space Area Bylaw Amendment.

THAT second reading be given to C-1322-24 - Open Space Area Bylaw Amendment.

THAT first reading be given to C-1323-24 - Traffic Bylaw Amendment.

THAT second reading be given to C-1323-24 - Traffic Bylaw Amendment.

THAT first reading be given to C-1321-24 - Development Fees and Fines Bylaw Amendment.

THAT second reading be given to C-1321-24 - Development Fees and Fines Bylaw Amendment.

THAT first reading be given to C-1324-24 - 2024 Fees and Charges Bylaw Amendment.

THAT second reading be given to C-1324-24 - 2024 Fees and Charges Bylaw Amendment.

THAT first reading be given to C-1319-24 - Omnibus Community Standards Repealing Bylaw.

THAT second reading be given to C-1319-24 - Omnibus Community Standards Repealing Bylaw.

### **BACKGROUND / ANALYSIS:**

During the March 18, 2024 Governance and Priorities (GPC) meeting, Administration presented the proposed Community Standards Bylaw (CSB). Most of the sixteen topics and desired standards have been drafted into the proposed CSB.

During the meeting, Administration also recommended amending current City bylaws to address a few CSB topics instead of adding them to the CSB for ease of reference and consistency of presentation of the information. These recommendations were made to ensure that similar topics stay together in one bylaw.

### ***Bylaw Amendments***

The recommend amendments are as follows:

1. Open Space Area Bylaw (Attachments 1 and 2)
  - New sections and definitions have been added to:
    - provide clarity on the activity of camping;
    - allow for a pilot program for liquor consumption by adults in designated picnic areas between 11 a.m. and 9 p.m.; and
    - expand and add clarity regarding situations considered as “causing a disturbance.”
2. Traffic Bylaw (Attachments 3 and 4)
  - The definition of “boulevard” was revised to match the definition in the CSB; and
  - A section was added to indicate driveway extensions are not permitted unless permits are obtained.
3. Development Fees and Fines Bylaw (Attachments 5 and 6)
  - Schedule H, which details fees for Infrastructure Use, has been revised to include the following:
    - Addition of permit fee for boulevard gardens (3 year permit) for \$60;
    - Addition of permit fee for driveway extension for \$175
    - Addition of re-inspection fee for driveway extensions (same price as application fee + GST)
  - Schedule N, which outlined the penalties and fines associated for violations of the *Construction Site Cleanliness Bylaw*, has been removed. These fines have been moved to the proposed CSB where construction site cleanliness will now be addressed.

4. 2024 Fees and Charges Bylaw (Attachments 7 and 8)
  - Schedule F has been added to show fees for notice of appeals. These fees have been moved from the *Nuisances, Unsightly and Untidy Property Bylaw* (which has been recommended for repeal).
  - Administration recommends updating the fee for appeal of a municipal order to \$200 to align with the City's Subdivision and Development Appeal Board (SDAB) appeal fees (also \$200).
  - Previously, the fee for appeal of a municipal order was \$100 for a residential property and \$200 for a business property. The City does not currently differentiate between property type for SDAB appeal fees. Doing away with this distinction and charging a flat fee of \$200 would create greater consistency.
  
5. Land Use Bylaw (LUB)
  - As discussed during the March 18 GPC meeting, amendments have been proposed to the LUB to effect the following CSB standards related to recreational vehicle (RV) parking on private, residential property (e.g., in yards and in front driveways):
    - Removing snowmobiles and all-terrain vehicles (ATV) from the definition of RVs;
    - Adding a definition for ATVs that includes snowmobiles;
    - ATVs with tracks (such as snowmobiles) can park between November 15 and April 15;
    - ATVs with wheels (quads and dirt bikes) can park year-round; and
    - Extending RV parking timeframes to allow for the start of hunting season.
      - With this change, RVs can park between April 15 and November 30 instead of May 1 to October 31 (as it is currently).
  - These amendments have been addressed in greater detail in at first reading of the Land Use Bylaw that is included in the same Council package.

### ***Bylaw Repeals***

The content of the following four bylaws has been moved to the CSB to eliminate duplication (see Attachment 9).

1. Consumption of Cannabis in a Public Place Bylaw
2. Construction Site Cleanliness Bylaw
3. Noise Control Bylaw
4. Nuisances, Unsightly, and Untidy Property Bylaw

### **CONSULTATION / ENGAGEMENT:**

Public consultation on the proposed standards of the CSB took place over a nine-week period between May 7 and July 9, 2023. Members of City Council and City staff attended several community events, information sessions, and committee meetings to raise awareness of the

consultation and encourage residents to complete the survey. In total, 1,204 responses were received.

**IMPLEMENTATION / COMMUNICATION:**

The proposed bylaw amendments and repeals are scheduled for discussion at the same Council meeting as the first and second readings of the CSB on April 22. The amendments and repeals are dependent on the approval of the CSB. If the CSB is not approved at this time, these proposed amendments and repeals will not proceed.

The third reading of the CSB is scheduled for the May 13 Council meeting. The third reading of the amendments and repeals of the proposed bylaws are also scheduled for the same meeting.

The proposed coming into force dates of the CSB and various impacted amendments is July 1, 2024.

**IMPACTS:**

The CSB will serve to regulate and enable activities that relate to the safety, health and welfare of residents, businesses, community organizations, building developers, commercial property owners, and utility companies on private and public property. It will provide a “one stop shop” for the community to find information on community standards.

**FINANCIAL IMPLICATIONS:**

n/a

**THE CITY OF SPRUCE GROVE**

**BYLAW C-1322-24**

**OPEN SPACE AREA BYLAW AMENDMENT**

WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000, c M-26, as amended a council may pass bylaws, respecting all matters pertaining to people, activities and things in, on or near a public place or place that is open to the public;

AND WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000, c M-26, as amended, a council has the power to amend enacted bylaws;

AND WHEREAS, the City of Spruce Grove wishes to amend Bylaw C-1061-18;

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

1. Bylaw C-1061-18 is amended as follows:

1.1 By adding the definition of “Camp” or “Camping” after section 2.4, as follows:

2.4.1 “Camp” or “Camping” means the locating of, erecting of, or use of a Tent, trailer, motor home, truck and camper, lean-to, a vehicle or part of a vehicle, a portable cabin, storage shed, or any other similar temporary structure for the provision of sleeping or human occupation.

1.2 By adding the definition of “Designated Picnic Area” after section 2.7, as follows:

2.7.1 “Designated Picnic Area” means any park area identified through signage approved by the City Manager as a designated picnic area where alcoholic beverages may be consumed.

1.3 By adding the definition of “Indecent Act” after section 2.14, as follows:

2.14.1 “Indecent Act” means sexual or lewd activity in a Public Place.

1.4 By adding the definition of “Public Place” after section 2.27, as follows:

2.27.1 “Public Place” means any property, whether publicly or privately owned, to which members of the public have access as of right or by expressed or implied invitation, whether on payment of any fee or not.

1.5 By adding the definition of “Tent” after section 2.33, as follows:

2.33.1 “Tent” means a portable or moveable shelter, partially or fully enclosed, partially or wholly assembled or constructed out of canvas, cardboard, cloth, synthetic material, plastic, metal, wood, or like materials suitable to provide temporary accommodation for one or more Persons, whether or not the said shelter is designed or intended to provide such accommodation, or whether commercially manufactured or hand-made.

1.6 By adding the definition of “Wildlife” after section 2.35, as follows:

2.35.1 “Wildlife” means non-domesticated animals, or an animal that is wild by nature and living in its natural habitat, but does not include feral cats and birds.

1.7 By deleting section 11.2 in its entirety and replacing with the following:

11.2. No Person located in a Public Place shall disturb the peace and enjoyment of other Persons by:

- (a) screaming, shouting, or using loud, abusive or obscene language;
- (b) being intoxicated by alcohol or another drug or substance;
- (c) performing an Indecent Act;
- (d) throwing or propelling an object, or acting in a way that is reasonably likely to cause injury to or intimidate another Person or cause damage to property; or
- (e) interfering with Wildlife in a way that is reasonably likely to cause injury or harm.

1.8 By adding the following section after section 11.3 as follows:

11.3.1 A Person may consume alcoholic beverages at a Designated Picnic Area in accordance with any applicable provisions of the *Gaming*,

*Liquor and Cannabis Act* and any applicable rules made under this bylaw.

11.3.2 Adults of legal drinking age are only permitted to consume alcoholic beverages at a Designated Picnic Area between the hours of 11:00 a.m. and 9 p.m. Alcohol consumption will not be allowed in areas outside of the Designated Picnic Area.

2. This amending bylaw shall be consolidated into C-1061-18.
3. This bylaw shall come into force and effect on July 1, 2024.

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



**THE CITY OF SPRUCE GROVE**

**BYLAW C-1322-24**

**OPEN SPACE AREA BYLAW**

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000, cM-26, and amendments thereto, a council may pass bylaws respecting all matters pertaining to people, activities and things in, on or near a public place or place that is open to the public;

AND WHEREAS, Council wishes to pass a bylaw to regulate and control the use and operation of Open Space Areas within the City of Spruce Grove;

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 “Open Space Area Bylaw”.

**2. DEFINITIONS**

2.1 “Activity” means the actions or behaviours of a Person in an Open Space Area. These actions or behaviours may be planned and organized or spontaneous in nature and refers to anything taking place in an Open Space Area.

2.2 “Athletic Facility” means an outdoor playing surface or structure owned or operated by the City, and made available to the public by a formal agreement, Open Space Permit, or drop in spontaneous use. This may include, but is not limited to:

- (a) cycling facilities;
- (b) Skate parks;
- (c) courts used for volleyball, tennis, basketball, pickleball;
- (d) fields used for soccer, football, baseball, rugby, disk sports, track and field, cricket, lacrosse; and
- (e) outdoor rinks, boarded and leisure ice surfaces.

- 2.3 “Bicycle” means any cycle propelled by human muscular power on which a Person may ride regardless of the number of wheels that the cycle may have.
- 2.4 “Business Activity” means any Activity where the primary purpose is making a profit.
- 2.4.1 “Camp” or “Camping” means the locating of, erecting of, or use of a Tent, trailer, motor home, truck and camper, lean-to, a vehicle or part of a vehicle, a portable cabin, storage shed, or any other similar temporary structure for the provision of sleeping or human occupation.
- 2.5 “City” means the municipal corporation of the City of Spruce Grove in the Province of Alberta.
- 2.6 “City Manager” means the administrative head of the City of Spruce Grove.
- 2.7 “Council” means the municipal Council of the City elected pursuant to the *Local Authorities Election Act*, RSA 2000 cL-21.
- 2.7.1 “Designated Picnic Area” means any park area identified through signage approved by the City Manager as a designated picnic area where alcoholic beverages may be consumed.
- 2.8 “Development” means any building, improvement, structure, vegetation or equipment constructed, planted or placed on, in, over or under land.
- 2.9 “Education Authority” means the Parkland School Division No. 70 and/or the Evergreen Catholic Separate Regional Division No.2.
- 2.10 “Event” means any organized Activity being held in an Open Space Area that has the potential to impact or displace spontaneous use. This may include, but is not limited to runs, walks, bikes or motorized rides, festivals, fairs, Parades, Processions and Special Events, information or awareness sessions, commemorative services, games, leisure activities, sport tournaments, public or farmers markets. An Event may be organized by the City or by a group or individual.
- 2.11 “Explosive” means any device or material able to or likely to shatter violently, burst apart or react violently in a chemical nature including incendiary devices and firecrackers.
- 2.12 “Firearms” means any firearm or imitation firearm, including but not limited to air guns, airsoft guns, sling shots, bows, crossbows, or catapults.

- 2.13 “Fireworks” means a combustible or Explosive used for producing a striking display of light and/or a loud noise, and is often, but not always used as a celebration. This also includes any pyrotechnic displays.
- 2.14 “Household Refuse” means any domestic garbage, waste, material, or any other substance needing to be disposed of that originated from a residence or business.

2.14.1 “Indecent Act” means sexual or lewd activity in a Public Place.

- 2.15 “Loiter” means to stand or wait around idly or without apparent reasonable purpose, or in a manner that impedes or interferes with the enjoyment of an Open Space Area by others.
- 2.16 “Mobility Aid” means a device used to facilitate the transport, in a normal seated orientation, of a Person with a physical disability.
- 2.17 “Municipal Ticket” means a tag or similar document issued by the City pursuant to the *Municipal Government Act*, RSA 2000, cM-26, as amended, for the purposes of notifying a Person that an offence has been committed for which a prosecution may follow.
- 2.18 “Natural Area” means City owned or managed land that is either left in its naturally occurring state or is landscaped and maintained in a manner that attempts to return it to, or emulate, a naturally occurring state for reasons due to aesthetic, environmental, economic or practical considerations.
- 2.19 “Open Space Area” means any of the following:
- (a) any land in the City which is owned, developed, used, leased, controlled or managed by the City as a public park, Athletic Facility, Natural Area, playground or recreational area, including, without restricting the generality of the foregoing, all lands in the City which are jointly controlled or managed by the City and an Education Authority for any of the purposes previously described;
  - (b) any reserve land acquired by the City through the subdivision process or otherwise;
  - (c) any land used as a highway buffer strip, whether on a permanent or temporary basis;
  - (d) any land designated by resolution of Council as an Open Space Area for the purposes of this bylaw;
  - (e) any land developed by the City as part of a Pathway system;

- (f) any land developed by the City as a part of its storm water drainage system, including, but not limited to, Storm Water Management Facilities, naturalized ponds, bio swales, ditches, and drainage channels;
  - (g) any land owned, developed, used, leased or managed by the City as an off-leash dog park;
  - (h) all exterior areas including lawns, plazas, landscaped areas and parking areas of all City owned or operated facilities that are made available for the public to use for a recreational or social purpose; and
  - (i) any Public Utility Lot.
- 2.20 “Open Space Permit” means the written permission, in a form approved by the City Manager, to undertake an Activity on an Open Space Area that is otherwise regulated, restricted or prohibited by this bylaw. This would include rental contracts, lease agreements, licenses, written permission, Event approvals or any other form of permission required.
- 2.21 “Parade, Procession or Special Event” means any gathering or march in an Open Space Area organized for the purpose of entertainment of spectators, display, inspection, or for the promotion of a cause or a purpose, which has the potential to block, obstruct, impede, hinder or interfere with the free flow of other Persons in the Open Space Area.
- 2.22 “Pathway” means any constructed and maintained multiple-use trail.
- 2.23 “Pathway User” means any Person travelling on a Pathway and shall include, but is not limited to Persons walking or jogging, or Persons using Mobility Aids, Bicycles, Power Bicycle, Scooters, Roller Blades, Skateboards, Sleds, Toboggans, Skis or Similar Device.
- 2.24 “Peace Officer” means a member of the Royal Canadian Mounted Police, a Peace Officer appointed under the *Peace Officer Act*, SA 2006 cP-3.5, as amended, or a bylaw enforcement officer appointed under the *Municipal Government Act*, RSA 2000, cM-26, as amended.
- 2.25 “Permit Holder” means the Person that has applied for and received an Open Space Permit and/or is responsible for the Activity associated with the Open Space Permit.
- 2.26 “Person” means any individual, corporation, society, association, partnership, firm or other legal entity.

2.27 “Power Bicycle” means a power-assisted bicycle under the Motor Vehicle Safety Regulations (Canada) (C.R.C., c. 1038)

2.27.1 “Public Place” means any property, whether publicly or privately owned, to which members of the public have access as of right or by expressed or implied invitation, whether on payment of any fee or not.

2.28 “Public Utility Lot” means land that is used to provide public utilities and is made available for public access.

2.29 “Second and Subsequent Offence” means a continuation or contravention of the same offence for each day the said offence is committed, or in the case of a specified time period, the time period equal to the original posted allowed time.

2.30 “Sign” means a poster, device, structure or fixture intended for advertising or calling attention to any Person, matter, object or event.

2.31 “Skate” means skateboarding, inline skating, ice skating or roller skating.

2.32 “Stormwater” means surface runoff such as rainwater and melted snow and ice and uncontaminated water when discharged to the storm sewer system from foundation, roof and underground drains, weeping tile, and groundwater.

2.33 “Stormwater Management Facility” means any storm sewer, ditch, culvert, catch basin, manhole, channel, inlet, outfall, main, pond, or depression created to divert or collect and manage Stormwater quantity and/or quality on public or private property.

2.33.1 “Tent” means a portable or moveable shelter, partially or fully enclosed, partially or wholly assembled or constructed out of canvas, cardboard, cloth, synthetic material, plastic, metal, wood, or like materials suitable to provide temporary accommodation for one or more Persons, whether or not the said shelter is designed or intended to provide such accommodation, or whether commercially manufactured or hand-made.

2.34 “Vegetation” means all trees, shrubs, plants, flowers and grasses, and all ground cover, in any Open Space Area.

2.35 “Violation Ticket” means a ticket issued pursuant to Part II or Part III of the *Provincial Offences Procedure Act*, RSA 2000, cP-34, as amended.

2.35.1 “Wildlife” means non-domesticated animals, or an animal that is wild by nature and living in its natural habitat, but does not include feral cats and birds.

### **3. APPLICATION**

- 3.1 This bylaw shall apply to all Open Space Areas within the City of Spruce Grove, subject however, to the exceptions provided in any statute of the Province of Alberta or any agreement entered into by the City affecting any Open Space Area or part thereof.

### **4. PUBLIC ACCESS**

- 4.1 Open Space Areas are provided by the City and in some cases are made available for the use, enjoyment and benefit of all Persons under the general conditions contained within this bylaw.
- 4.2 The City Manager may establish hours of operation for Open Space Areas.
- 4.3 The City Manager may temporarily close an Open Space Area or any part thereof to public use.

### **5. AUTHORITY**

- 5.1 The City Manager shall have general supervision, and charge and control of the management, operations and Developments within all Open Space Areas in accordance with policies adopted by Council.
- 5.2 The City Manager has the authority at any time to develop rules and regulations that affect Activities in Open Space Areas. These may include closures or permission for Events and Activities.
- 5.3 The City Manager, a Peace Officer, or any other Person authorized by Council to enforce this bylaw, may remove or have removed from an Open Space Area any Person that violates any provision of this bylaw.

### **6. OPEN SPACE PERMITS**

- 6.1 Persons may carry out any Activity, including a Business Activity in an Open Space Area otherwise restricted or prohibited by this bylaw provided that:
- (a) an Open Space Permit has been issued and payment, if required, is received by the City for such an Activity;
  - (b) the Permit Holder conforms to the terms and conditions as described in their Open Space Permit;

- (c) the Activity is confined to the area designated by the City for such Activity;
- (d) the Permit Holder acquires any other permits or approvals required to conduct the Activity in advance of the Activity; and
- (e) the Open Space Permit is available for inspection at the request of a Peace Officer during the Activity allowed under said Open Space Permit;
- (f) the Permit Holder does not contravene any term or condition contained in an Open Space Permit issued as per this bylaw.

6.2 A Person shall not make any false or misleading statement or provide any false or misleading information to obtain a Permit pursuant to this bylaw.

6.3 When considering any request for an Open Space Permit or permission to carry out any Activity in an Open Space Area, the City Manager shall have regard to:

- (a) the protection and preservation of Open Space Areas including any Developments;
- (b) the health, safety and well-being of Persons in the Open Space Areas;
- (c) the peaceful enjoyment of Open Space Areas by members of the public; and
- (d) any other factors they deem relevant or in the best interests of the City,

and may in the City Manager's sole discretion refuse to issue an Open Space Permit, or issue an Open Space Permit with or without conditions, provided that the City Manager does not deny or refuse a request solely on the basis of the content of any speech, written materials or other expressive Activity being proposed, as long as that expression complies with all applicable laws.

## **7. ADMISSIONS**

7.1 No Person shall enter any part of an Open Space Area to which access is prohibited by either Sign or by notice provided on the City webpage or City media site.

7.2 No Person shall charge for services, entry, Activity or programs or for admission to an Open Space Area unless they have an Open Space Permit, and then only in accordance with the Open Space Permit.

7.3 No Person shall interfere with or disrupt an Activity for which an Open Space Permit has been issued.

## **8. BUSINESS ACTIVITIES**

8.1 In an Open Space Area, unless a Person has obtained an Open Space Permit, no Person shall:

- (a) place or erect any Signs or hand out any brochures for the purposes of advertising;
- (b) use any public address system for advertising; or
- (c) conduct any Business Activities.

## **9. PUBLIC GATHERINGS**

9.1 In an Open Space Area, unless a Person has obtained an Open Space Permit, no Person shall:

- (a) take part in any Parade, Procession or Special Event;
- (b) make a public address or take part in a demonstration; or
- (c) operate any amplifying system or loudspeaker.

## **10. EVENTS**

10.1 Any Person wishing to host or organize an Event in any Open Space Area must receive an Open Space Permit.

10.2 The City Manager may in the City Manager's sole discretion refuse to issue an Open Space Permit, or issue an Open Space Permit with or without conditions deny an Open Space Permit, or cancel an Event.

10.3 All organized sports or other Activities that require exclusive use of an Athletic Facility requires an Open Space Permit.



10.4 The City Manager may restrict use or close Athletic Facilities to both organized sports and the general public for safety of participants, protection of the Athletic Facility, maintenance, construction, repairs or Events.

## 11. CONDUCT

11.1 No Person shall in any way obstruct the free use or enjoyment of an Open Space Area by any other Person or Persons.

~~11.2 No Person shall disturb others by fighting, using insulting or obscene language or commit any disorderly or lascivious conduct of any kind while in any Open Space Area or engage in any Activity which is likely to lead to a breach of the peace or disrupt the peaceful use and enjoyment of other Persons using the Open Space Area.~~

~~No Person located in a Public Place shall disturb the peace and enjoyment of other Persons by:~~

~~(a) screaming, shouting, or using loud, abusive or obscene language;~~

~~(b) being intoxicated by alcohol or another drug or substance;~~

~~(c) performing an Indecent Act;~~

~~(d) throwing or propelling an object, or acting in a way that is reasonably likely to cause injury to or intimidate another Person or cause damage to property; or~~

~~(e) interfering with Wildlife in a way that is reasonably likely to cause injury or harm.~~

11.3 No Person shall consume alcoholic beverages in an Open Space Area unless an Open Space Permit has been obtained and a permit or approval has been obtained from Alberta Gaming, Liquor and Cannabis and then only at such locations and in accordance as specified in the Open Space Permit.

~~11.3.1 A Person may consume alcoholic beverages at a Designated Picnic Area in accordance with any applicable provisions of the *Gaming, Liquor and Cannabis Act* and any applicable rules made under this bylaw.~~

~~11.3.2 Adults of legal drinking age are only permitted to consume alcoholic beverages at a Designated Picnic Area between the hours of 11:00 a.m. and 9 p.m. Alcohol consumption will not be allowed in areas outside of the~~

Designated Picnic Area.

- 11.4 No Person shall wade, swim, boat, fish, or carry on any other recreational Activity on or in a Stormwater Management Facility or allow a dog or other domestic animal to enter a Stormwater Management Facility.
- 11.5 No Person shall access the frozen or partially frozen surface of a Stormwater Management Facility for any reason.
- 11.6 A Person who has been directed to leave an Open Space Area by a Peace Officer, shall immediately leave the Open Space Area after being directed to do so.
- 11.7 No Person shall Loiter in an Open Space Area.

**12. FIREARMS**

- 12.1 Unless an Open Space Permit has been obtained, while in an Open Space Area no Person shall carry or discharge a Firearm.

**13. DANGEROUS OBJECTS**

- 13.1 Unless an Open Space Permit has been obtained, while in an Open Space Area no Person shall:
  - (a) carry or discharge any Fireworks or Explosives of any description in, onto or across an Open Space Area;
  - (b) cast any stones, projectiles, or dangerous object of any kind onto or across an Open Space Area; or
  - (c) propel a golf ball in any manner in, onto or across an Open Space Area.

**14. DAMAGE TO PROPERTY**

- 14.1 While in an Open Space Area no Person shall:
  - (a) destroy, damage, cut, deface or remove any Vegetation or Development;
  - (b) walk, stand, sit or lay upon any flower or shrub bed;

- (c) walk, cross, or use any grass, plot, or land where Signs have been posted prohibiting such use;
- (d) initiate the construction of any Development without obtaining an Open Space Permit; and
- (e) use or apply a pesticide or herbicide or drain or dump any chemically treated water or chemical product of any kind.

## 15. **LITTER CONTROL**

- 15.1 No Person shall place or deposit in any Open Space Area, except in a waste receptacle provided for such purpose, any paper, cardboard, glass, plastic or any other litter of any kind.
- 15.2 No Person shall dump, deposit or leave in any Open Space Area, any organic waste including grass clippings, leaves, food waste, animal carcass or any biological material.
- 15.3 No Person shall dump any Household Refuse in any waste receptacle in an Open Space Area.

## 16. **FIRES**

- 16.1 While in any Open Space Area no Person shall:
  - (a) start or allow to be started, any fire unless it is confined to fireplaces or appliances provided in the Open Space Area for that purpose or in any portable appliance, and then only at such locations within an Open Space Area as designated by an Open Space Permit.
  - (b) use any fuel for fire in an Open Space Area other than dry wood, charcoal, natural gas or propane;
  - (c) leave any fire unattended;
  - (d) throw or place upon the ground any burning material or substance within the limits of any Open Space Area without taking the proper precautions to extinguish such material or substance;
  - (e) remove any firewood from any Open Space Area unless it is used specifically in a fireplace provided for fires within that Open Space Area; or

- (f) collect firewood, including deadfall for the purpose of burning, from any Open Space Area.

## **17. PATHWAYS**

17.1 All Pathway users shall:

- (a) share the Pathways with all other Pathway Users;
- (b) keep to the right of center except:
  - (i) when passing other Pathway Users travelling in the same direction; and
  - (ii) when turning left off of the Pathway onto an intersecting road or Pathway.
- (c) control their speed and exercise due care and attention, having due regard for safety of other Pathway users on Pathways;
- (d) warn others by voice, bell, horn or other warning device when passing; and
- (e) yield the right-of-way to slower moving Pathway Users or oncoming traffic.

## **18. BICYCLES AND SKATING**

18.1 No Person shall ride a Bicycle or Skate within any Open Space Area or in any portion of an Open Space Area where a Sign is posted prohibiting that Activity.

## **19. CAMPING**

19.1 No Person shall camp or set up temporary accommodations of any kind in an Open Space Area unless they have obtained an Open Space Permit.

## **20. EXEMPTIONS**

20.1 The employees, servants and agents of the City of Spruce Grove while acting in the course of their employment or duties are exempt from the provisions of this bylaw.

20.2 The employees, servants and agents of an Education Authority that are engaged in maintenance, repair or similar types of work taking place on or in an Open Space Area that is associated with a school are exempt from the provisions of this bylaw.

## **21. OFFENCES AND PENALTIES**

21.1 A party who fails to comply with:

- (a) hours of operation for an Open Space Area or any part thereof;
- (b) the temporary closure of an Open Space Area or any part thereof;  
or;
- (c) restrictions, rules or regulations regarding the use of Open Space Areas

established by the City Manager pursuant to this bylaw is guilty of an offence; provided, however, that a failure to comply with any of subsections (a) – (c) herein shall not constitute an offence unless the City Manager has posted a Sign stating the requirement in a location that is, in the opinion of the City Manager, visible to users of the Open Space Area in question or the City Manager has provided notice via the City’s website or City media site.

21.2 A Person is a party to and guilty of an offence who:

- (a) actually commits the offence;
- (b) aids or abets a Person in the commission of an offence; or
- (c) counsels or procures a Person to commit an offence.

21.3 Any Person who contravenes any provision of this bylaw is guilty of an offence and is liable upon summary conviction, to a specified penalty for that offence as set out in Schedule “A” to this bylaw.

21.4 Notwithstanding Schedule “A” of this bylaw, any Person who commits a Second or Subsequent Offence under this bylaw, where the Second or Subsequent fine is not otherwise specified in Schedule 1, is liable on summary conviction to double the fine set out in Schedule 1 to this bylaw, for that offence.

21.5 A person who is guilty of an offence is liable to a fine in an amount not less than that established in Schedule “A”, and not exceeding \$5,000.00.

21.6 Nothing in the bylaw shall be construed to curtail or abridge the right of the City to prosecute an action for damages by reason of injuries suffered to any Open Space Area resulting from the contravention of any of the provisions of this bylaw, or any other City bylaw or provincial statute.

## 22. **ENFORCEMENT**

22.1 Each Peace Officer is hereby charged with the duty of enforcing this bylaw.

22.2 A Peace Officer is hereby authorized and empowered to issue a Municipal Ticket to any Person who is believed on reasonable and probable grounds to have contravened any provisions of this bylaw.

22.3 A Municipal Ticket shall be deemed to have been sufficiently served if:

- (a) served personally upon the accused;
- (b) mailed to the last known address of the registered owner of the motor vehicle concerned; or
- (c) attached or left upon the motor vehicle or property in respect of which the offence is alleged to have been committed.

22.4 A Municipal Ticket shall be in a form approved by the City, and shall state:

- (a) the name of the Person;
- (b) the Offence;
- (c) the appropriate penalty for the offence as specified in this bylaw;
- (d) the due date at which time the penalty is required to be paid; and
- (e) any other information as may be required by the City.

22.5 Where a Municipal Ticket has been issued to a Person pursuant to this bylaw, the Person to whom the ticket has been issued to may in lieu of prosecution of the offence, pay the City the specified penalty set out on the Municipal Ticket by the due date listed on the Municipal Ticket.

22.6 In those cases where a Municipal Ticket has been issued and the penalty specified on the Municipal Ticket has not been paid within the prescribed time, a Peace Officer is authorized and empowered to issue a Violation Ticket pursuant to Part II or Part III of the *Provincial Offences Procedures Act*, RSA 2000, c. P-34, as amended.

- 22.7 Nothing in this bylaw shall prevent a Peace Officer from immediately issuing a Violation Ticket pursuant to either Part II or Part III of the *Provincial Offences Procedures Act*, RSA 2000, c. P-34, as amended
- 22.8 If a Person has been prosecuted for the offence specified in the Violation Ticket and has been convicted of such, then the fine imposed shall not be less than the original amount indicated on the Violation Ticket.
- 22.9 In the prosecution of an alleged contravention of any of the provisions of this bylaw, the onus of proof that the actions giving rise to the charge were previously authorized by the City shall lie upon the Person charged.
- 22.10 In the prosecution of an alleged contravention of any of the provisions of this bylaw, the onus of proof that the Open Space Area upon which the contravention or contraventions are alleged to have occurred are not lands protected by this bylaw shall lie upon the Person charged with the offence.

### **23. SEVERABILITY**

- 23.1 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.

### **24. EFFECTIVE DATE**

- 24.1 This bylaw shall come into force and effect when it receives third reading and is duly signed.

### **25. REPEAL OF BYLAW C-910-15**

- 25.1 Bylaw C-910-15 is hereby repealed.

First Reading Carried 09 November 2020

Second Reading Carried 23 November 2020

Third Reading Carried 14 December 2020

Date Signed 17 December 2020

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Mayor

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City Clerk



## SCHEDULE A – PENALTIES AND FINES

The collection of all fines will follow the *Provincial Offences Procedures Act*, RSA 2000, c. P-34, as amended.

### PUBLIC ACCESS

4.2	Entering an Open Space Area outside designated hours	\$100.00
4.3	Entering an Open Space Area when closed	\$100.00

### OPEN SPACE PERMITS

6.1(a)	Carrying on Activity without an Open Space Permit	\$115.00
6.1(b) and (f)	Non-compliance with Terms and Conditions	\$250.00
6.1(e)	Failure to Produce Open Space Permit	\$115.00
6.2	Making/Providing False or Misleading Statement/Information	\$500.00

### ADMISSIONS

7.1	Entering an Open Space Area to which access is prohibited	\$100.00
7.2	Charging for use of an Open Space Area	\$100.00
7.3	Disrupting an Activity for which an Open Space Permit has been issued	\$100.00

### BUSINESS ACTIVITIES

8.1(a)	Erecting Signs for advertising	\$100.00
8.1(b)	Using public address system for advertising	\$100.00
8.1(c)	Selling of goods or services	\$100.00

### PUBLIC GATHERINGS

9.1(a)	Taking part in a procession or Public Gathering without an Open Space Permit	\$100.00
9.1(b)	Making a public address or taking part in a demonstration Without an Open Space Permit	\$100.00
9.1(c)	Operating an amplifying system or loudspeaker without an Open Space Permit	\$100.00
 <b>EVENTS</b>		
10.1	Hosting or organizing an Event without an Open Space Permit	\$100.00
10.2	Hosting or organizing an Event after the City Manager cancels the Open Space Permit	\$750.00
10.3	Hosting or organizing a sporting Event without an Open Space Permit	\$100.00
10.4	Entering an Athletic Facility that the City Manager has closed	\$250.00
 <b>CONDUCT</b>		
11.1	Obstruct free use of enjoyment of Open Space Area	\$250.00
11.2	Public nuisance	\$250.00
11.3	Consumption of alcohol	\$115.00
11.4	Accessing a Storm Water Management Facility	\$150.00
11.5	Accessing the frozen surface of a Storm Water Management Facility	\$150.00
11.6	Refusing to leave after directed to do so	\$150.00
11.7	Loiter in an Open Space Area	\$100.00
 <b>FIREARMS</b>		
12.1	Carrying or discharging Firearms without an Open Space Permit	\$250.00

### **DANGEROUS OBJECTS**

13.1(a)	Discharging Fireworks or Explosives	\$250.00
13.1(b)	Casting stones, missiles or other Dangerous Objects	\$100.00
13.1(c)	Propelling golf balls	\$100.00

### **DAMAGE TO PROPERTY**

14.1(a)	Destroying, damaging or removing Vegetation and/or Development	\$250.00
14.1(b)	Walking, standing or sitting on flower or shrub beds	\$100.00
14.1(c)	Walking, crossing or using any grass, plot or land where prohibited	\$50.00
14.1(d)	Development without an Open Space Permit	\$500.00
14.1(e)	Use, apply or dump a pesticide, herbicide or chemically treated water or product	\$250.00

### **LITTER CONTROL**

15.1	Littering	\$250.00
15.2	Dumping of organic matter	\$250.00
15.3	Dumping of Household Refuse	\$250.00

### **FIRES**

16.1(a)	Starting fires in places other than receptacles provided for such use	\$250.00
16.1(b)	Use of non-Open Space permitted fuel	\$50.00
16.1(c)	Leaving a fire unattended	\$250.00
16.1(d)	Discarding burning material within an Open Space Area	\$250.00

16.1(e)	Removing firewood from an Open Space Area	\$100.00
16.1(f)	Collect firewood	\$50.00

**PATHWAYS**

17.1	Failure to follow Pathways regulations	\$50.00
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**BICYCLES AND SKATING**

18.1	Bicycle and/or Skate where prohibited	\$50.00
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**CAMPING**

19.1	Camping without permission	\$250.00
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**GENERAL**

	Disobeying regulations or any other provision of this bylaw	\$50.00
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**THE CITY OF SPRUCE GROVE**

**BYLAW C-1323-24**

**TRAFFIC BYLAW AMENDMENT**

WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000, c M-26, as amended a council may pass bylaws, respecting the safety, health and welfare of people and the protection of people and property;

AND WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000, c M-26, as amended, a council has the power to amend enacted bylaws;

AND WHEREAS, the City of Spruce Grove wishes to amend Bylaw C-1123-20;

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

1. Bylaw C-1123-20 is amended as follows:

1.1 By deleting section 1.5 in its entirety and replacing with the following:

1.5.1 "Boulevard" means that part of a Highway that:

- (a) is not a Roadway; and
- (b) is not especially adapted to the use of or ordinarily used by Pedestrians and includes the landscaped road allowance adjacent to a Roadway.

1.2 By deleting section 8.7 in its entirety and replacing with the following:

8.7 Driveway Extensions and Seasonal Prohibition of Driveway Aids

- (a) No Person shall place, cause or allow a Driveway Aid upon a Highway from November 1 to April 30.
- (b) No Person shall extend the length of a driveway past Private Property into or through City right-of-way abutting to City infrastructure unless Permits are obtained.

2. This amending bylaw shall be consolidated into C-1123-20.

3. This bylaw shall come into force and effect on July 1, 2024.

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

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Mayor

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City Clerk

*The text shown in parentheses in various locations throughout this document identifies the corresponding amending bylaw which authorized the change to this bylaw.*



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**CONSOLIDATED VERSION**

**of**

**C-1123-20**

**TRAFFIC BYLAW**

Enacted December 17, 2020

As Amended By:

Bylaw C-1198-22 - Enacted - May 9, 2022  
Bylaw C-1261-23 - Enacted - May 23, 2023

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The text shown in parentheses in various locations throughout this document identifies the corresponding amending bylaw which authorized the change to this bylaw.

This Consolidation is not an Official Bylaw. It is prepared by the City Clerk's Office for reference only

**THE CITY OF SPRUCE GROVE**

**BYLAW C-1123-20**

**TRAFFIC BYLAW**

WHEREAS pursuant to the *Municipal Government Act*, RSA 2000, cM-26, and amendments thereto, a municipality may pass bylaws respecting the safety, health and welfare of people and the protection of people and property;

WHEREAS pursuant to the *Traffic Safety Act*, RSA 2000 cT-6, and amendments thereto, a municipality may pass bylaws with respect to Highways under its direction, control and management;

WHEREAS the City of Spruce Grove wishes to regulate Pedestrian, animal and vehicular traffic within its corporate limits;

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

- Section 1 – Definitions
- Section 2 – Rules of the Road
- Section 3 – Speed
- Section 4 – Parking
- Section 5 – Rights and Duties of Pedestrians
- Section 6 – Horse Drawn Vehicles
- Section 7 – Parades and Processions
- Section 8 – Highway Obstructions
- Section 9 – Sale of Goods
- Section 10 – Advertising on Highways
- Section 11 – Posting Signs
- Section 12 – Heavy Vehicles
- Section 13 – Off-Highway Vehicles
- Section 14 – Dangerous Goods
- Section 15 – Miscellaneous
- Section 16 - Authority of City Manager
- Section 17 – Permits
- Section 18 – Offence and Penalties
- Section 19 – Enforcement
- Section 20 – Severability
- Section 21 – Effective Date



## Section 22 – Repeal of Bylaw C-911-15

### 1. **DEFINITIONS**

- 1.1 “Act” means the *Traffic Safety Act*, RSA 2000 cT-6, as amended.
- 1.2 “Alley” means a narrow Highway intended chiefly to give access to the rear of buildings and parcels of land.
- 1.3 “Arterial Road” means a road in an urban environment that is designed for high volume and/or high capacity to carry thoroughfare traffic and is subject to controlled or limited access. Roads are designated as arterial as per the City’s road classification hierarchy.
- 1.4 “Bicycle” means any cycle propelled by human power upon which a Person may ride, regardless of the number of wheels it may have.
- 1.5 “Boulevard” means that part of a Highway that:
  - (a) is not a Roadway; and
  - (b) ~~is not especially adapted to the use of or ordinarily used by Pedestrians and includes the landscaped road allowance adjacent to a Roadway, is that part of the Sidewalk that is not especially adapted to the use of or ordinarily used by Pedestrians.~~
- 1.6 “City” means the municipal corporation of the City of Spruce Grove in the Province of Alberta or where the context so requires, the area contained within the boundaries of the City of Spruce Grove.
- 1.7 “City Manager” means the administrative head of the City.
- 1.8 “Commercial Vehicle” means a Vehicle operated on a Highway by or on behalf of a Person for the purpose of providing transportation but does not include a Private Passenger Vehicle.
- 1.9 “Council” means the Council of the City of Spruce Grove elected pursuant to the *Local Authorities Election Act*, RSA 2000 cL-21, as amended.
- 1.10 “Crosswalk” means:
  - (a) that part of a Roadway at an Intersection included within the connection of the lateral line of the Sidewalks on opposite sides of the Highway measured

from the curbs, or in the absence of curbs or Sidewalks, from the edges of the Roadway; or

- (b) any part of a Roadway at an Intersection or elsewhere distinctly indicated for Pedestrian crossing by Traffic Control Devices or by line or other marking on the road surface.

1.10.1 “Disturbing Noise” means any sound or volume of noise caused by or emanating from a Motor Vehicle that annoys or disturbs humans, or endangers the health and safety of humans and includes but is not limited to:

- (a) the revving of an internal combustion engine;
- (b) the squealing of tires;
- (c) rapid acceleration;
- (d) loud roaring or explosive sounds;
- (e) sounds from a radio, stereo, television, or other device within the Motor Vehicle;
- (f) any sound that exceeds Sound Levels of 92 decibels (dba) or more as measured by a Sound Level Meter at 50 CM from the Point of Reception while the Motor Vehicle’s engine is idling; or
- (g) any sound that exceeds Sound Levels of 96 decibels (dba) or more as measured by a Sound Level Meter at 50 CM from the Point of Reception while the Motor Vehicle’s engine is at any RPM greater than idle. **(Bylaw C-1198-22, May 9, 2022)**

1.11 “Driveway Aid” means a commercially produced rubber ramp that is designed to be placed on the Highway in order to assist with access to a driveway. A ramp made of any material other than rubber or a ramp that is not commercially produced does not constitute a Driveway Aid and will be considered an obstruction under section 8.1.

1.11.1 “Electric or Motorized Scooter” means a vehicle ridden while standing that consists of a narrow footboard mounted between or atop two wheels tandem that has an upright steering handle attached to the front wheel, and that is primarily propelled by an electric, combustion engine, or other means, other than human propulsion. **(Bylaw C-1261-23, May 23, 2023)**

1.12 “Emergency Access” means any location designated by a Traffic Control Device as a fire lane, Emergency Access, or Emergency Access route or otherwise being for the use of Emergency Vehicles.

1.13 “Emergency Vehicle” means:

- (a) a vehicle operated by a police service as defined in the *Police Act*, RSA 2000 cP-17, as amended;
- (b) a fire-fighting or other type of vehicle operated by the fire protection service of a municipality;
- (c) an ambulance operated by a Person providing ambulance services;
- (d) a Vehicle operated as a gas disconnection unit of a public utility;
- (e) a Vehicle designated by a regulation enacted pursuant to the Act as an emergency response unit; or
- (f) a Peace Officer Vehicle.

1.14 “Funeral Car” means a Vehicle that forms part of a funeral procession.

1.15 “Heavy Vehicle” means a Vehicle (with or without a load) or a Vehicle with a Trailer attached, having a weight of five thousand (5,000) kilograms or more or exceeding eleven (11) metres in total length but excludes:

- (a) Recreational Vehicles;
- (b) school buses;
- (c) Public Passenger Vehicles;
- (d) public utility Vehicles being operated for the purpose of installing, servicing or repairing public utilities; and
- (e) any Vehicles owned or leased by or in service of the City and employed on the business of the City on any Highway.

1.16 “Heavy Vehicle Route” means the Heavy Vehicle Routes shown in Schedule 2 of this bylaw.

1.17 “Highway” means any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, Alley, square, bridge, causeway, trestleway, or other place or any part of any of them, whether publicly or privately owned, that the public is ordinarily entitled or allowed to use for the passage or Parking of Vehicles, and includes:

- (a) a Sidewalk, including a Boulevard adjacent to the Sidewalk;

- (b) if a ditch lies adjacent to or parallel with the Roadway, the ditch; and
- (c) if a Highway right of way is contained between fences or between a fence and one side of the Roadway, all land between the fences, or all the land between the fence and the edge of the Roadway, as the case may be.

1.18 “Implement of Husbandry” means:

- (a) a tractor designed and used for agricultural purposes; or
- (b) a Vehicle designed and adapted exclusively for agricultural, horticultural, aquaculture or livestock raising operations.

1.19 “Intersection” means the area embraced within the prolongation or connection of:

- (a) the lateral curb lines; or,
- (b) if there are no lateral curb lines, the exterior edge of the Roadways

of two or more Highways that join one another at an angle whether or not one Highway crosses the other.

1.20 “Loading Zone” means a portion of the Roadway adjacent to the curb designated by a Traffic Control Device for the loading and unloading of passengers, merchandise or other materials.

1.21 “Loiter” means to wait around idly or without apparent reasonable purpose, or in a manner that impedes or interferes with the enjoyment of a property by others.

1.22 “Median” means a physical barrier or area that separates lanes of traffic travelling on a Highway.

1.23 “Mobility Aid” means a device used to facilitate the transport, in a normal seated orientation, of a Person with a physical disability.

1.24 “Moped” means a Vehicle that:

- (a) is propelled by an electric motor or an engine that has a displacement of not more than 50 cubic centimeters; and
- (b) is a limited speed motorcycle under the *Motor Vehicle Safety Regulations* (Canada) (C.R.C., c. 1038).

- 1.25 “Motor Vehicle” means a Vehicle propelled by any power other than muscular power or a Moped but does not include a bicycle, a power bicycle, an aircraft, an Implement of Husbandry, or a Motor Vehicle that runs only on rails.
- 1.26 “Municipal Ticket” means a tag or similar document issued by the City pursuant to the *Municipal Government Act*, RSA 2000, cM-26, as amended, for the purposes of notifying a Person that an offence has been committed for which a prosecution may follow.
- 1.27 “Obstruction” means an encroachment, excavation, structure, material or other obstacle, including a tree, shrub or hedge, that:
- (a) interferes with or prevents the vision, passage, maintenance or use of Highway by Vehicles or Pedestrians; or
  - (b) interferes with or prevents the proper operation of a public work.
- 1.28 “Off-Highway Vehicle” means any motorized mode of transportation built for cross-country travel on land, water, snow, ice or marsh or swamp land or on other natural terrain and, without limiting the generality of the foregoing, includes, when specifically designed for such travel:
- (a) 4-wheel drive Vehicles;
  - (b) low pressure tire Vehicles;
  - (c) motorcycles and related 2-wheel Vehicles;
  - (d) amphibious machines;
  - (e) all-terrain Vehicles;
  - (f) miniature Motor Vehicles;
  - (g) snow Vehicles;
  - (h) minibikes; and
  - (i) any other means of transportation that is propelled by any power other than muscular power or wind;

but does not include:

- (j) motor boats; or

(k) any other vehicle exempted from being an Off-Highway Vehicle by regulation.

1.29 "Open Space Area" means any of the following:

- (a) any land in the City which is owned, developed, used, leased, controlled or managed by the City as a public park, athletic facility, natural area, playground or recreational area, including, without restricting the generality of the foregoing, all lands in the City which are jointly controlled or managed by the City and an education authority;
- (b) any reserve land acquired by the City through the subdivision process or otherwise;
- (c) any land used as a Highway buffer strip, whether on a permanent or temporary basis;
- (d) any land designated by resolution of Council as an Open Space Area;
- (e) any land developed by the City as part of a pathway system;
- (f) any land developed by the City as a part of its storm water drainage system, including, but not limited to, storm water management facilities, naturalized ponds, bio swales, ditches, and drainage channels;
- (g) any land owned, developed, used, leased or managed by the City as an off-leash dog park;
- (h) exterior areas including lawns, plazas, landscaped areas and Parking areas of all City owned or operated facilities that are made available for the public to use for a recreational or social purpose; and
- (i) any Public Utility Lot.

1.30 "Parade, Procession or Special Event" means any gathering or march on a Roadway organized for the purpose of entertainment of spectators, display, inspection or for the promotion of a cause or a purpose, which has the potential to block, obstruct, impede, hinder or interfere with the free flow of Vehicles or Pedestrians.

1.31 "Park" means allowing a Vehicle (whether occupied or not) to remain standing in one place, except:

- (a) when standing temporarily for the purpose of, and while actually engaged in loading or unloading passengers; or

- (b) when standing in obedience to a Peace Officer or Traffic Control Device.
- 1.32 “Pathway” means a hard surfaced walkway constructed or maintained by the City as a part of a pedestrian circulation system. **(Bylaw C-1261-23, May 23, 2023)**
- 1.33 “Peace Officer” means a member of the Royal Canadian Mounted Police, a Peace Officer appointed under the *Peace Officer Act*, SA 2006 cP-3.5, as amended, a bylaw enforcement officer appointed under the *Municipal Government Act*, RSA 2000, cM-26, as amended or any other person who is, in the execution of their duties, responsible for the preservation and maintenance of the public peace.
- 1.34 “Pedestrian” means a Person afoot, a Person in or on a Mobility Aid, and users of inline skates, roller skates, skateboards and non-motorized scooters.
- 1.35 “Person” means any individual, corporation, society, association, partnership, firm or other legal entity.
- 1.36 “Permit” means written permission issued by the City Manager to undertake an activity on a Highway or Public Property that is otherwise regulated, restricted or prohibited by this bylaw.
- 1.37 “Playground Area” means a section of Roadway adjacent to a playground that is designated by a Playground Area Traffic Control Device which alerts drivers that children may be near and that caution must be used when driving through the Playground Area. The rate of speed does not change in a Playground Area.
- 1.38 “Playground Zone” means a section of Roadway adjacent to a playground that is designated by a Playground Zone Traffic Control Device which:
- (a) commences from the point where there is a Traffic Control Device indicating the Playground Zone and ends at the point where there is a Traffic Control Device indicating a greater rate of speed, or the end of the Playground Zone; and
  - (b) is in effect during the period commencing at 8:30 a.m. and ending one (1) hour after sunset seven (7) days a week.
- A Playground Zone is separate and distinct from a Playground Area.
- 1.39 “Private Passenger Vehicle” means a Vehicle used solely for personal transportation:
- (a) including the carriage of goods intended for the use or enjoyment of the owner of the Vehicle or members of the owner’s household; but

- (b) not including, in respect of a Person's business, work or employment, the carriage of passengers or of goods, except for sample cases or display goods that are conveyed by a salesperson and that are not for delivery or resale.
- 1.39.1 "Point of Reception" means the location on a Motor Vehicle where Sound Levels are measured with a Sound Level Meter. **(Bylaw C-1198-22, May 9, 2022)**
- 1.40 "Power Bicycle" means a power-assisted bicycle under the *Motor Vehicle Safety Regulations* (Canada) (C.R.C., c. 1038).
- 1.41 "Public Passenger Vehicle" means a Commercial Vehicle used solely for the transportation of passengers.
- 1.42 "Private Property" means any property within the City not owned by, occupied, leased or under the jurisdiction of the City, Government of Alberta or Government of Canada.
- 1.43 "Public Property" means any property within the City owned by, occupied, leased or under the jurisdiction of the City, Government of Alberta or Government of Canada.
- 1.44 "Recreational Vehicle" means a Vehicle designed to provide temporary living accommodations for travel, vacation or recreational use, and to be driven, towed or transported.
- 1.45 "Registrar" means the Registrar of Motor Vehicle Services and includes any Person who, on the directions of the Registrar, is acting on behalf of the Registrar of Motor Vehicle Services.
- 1.46 "Residential" means any lands districted as residential under the City's Land Use Bylaw, as amended.
- 1.47 "Roadway" means that part of a Highway intended for use by vehicular traffic.
- 1.47.1 "RPM" means the revolutions per minute of a Motor Vehicle engine. **(Bylaw C-1198-22, May 9, 2022)**
- 1.48 "School Zone" means a section of Roadway adjacent to a school that is designated by a School Zone Traffic Control Device which:
- (a) commences from the point where there is a Traffic Control Device indicating the School Zone and ends at the point where there is a Traffic Control Device indicating a greater rate of speed, or the end of the School Zone; and
  - (b) is in effect during the period commencing at 7:30 a.m. and ending at 4:30 p.m. on any day school is held.



- 1.49 “Second and Subsequent Offence” means a continuation or contravention of the same offence for each day the said offence is committed, or in the case of a specified Time period, the Time period equal to the original posted allowed Time.
- 1.50 “Sidewalk” means that part of a Highway especially adapted to the use of or ordinarily used by Pedestrians, and includes that part of a Highway between the curb line, or where there is no curb line, the edge of the Roadway, and the adjacent property line, whether or not it is paved or improved.
- 1.51 “Sign” means a poster, device, structure, or fixture intended for advertising or calling attention to any Person, matter, object, or event.
- 1.52 “Snow Route” means the Snow Routes shown in Schedule 3 of this bylaw.
- 1.53 “Street Furnishing” means poles, Traffic Control Devices, waste receptacles, benches, transit shelters, fire hydrants, trees, plants, grass, utilities, planters, Bicycle racks, mail boxes or other similar property placed or located on a Highway.
- 1.53.1 “Sound Calibrator” means any coupler-type sound calibrator that conforms with the applicable standards of the American National Standards Institute (“A.N.S.I.”). **(Bylaw C-1198-22, May 9, 2022)**
- 1.53.2 “Sound Level” means the sound pressure measured in decibels using the “A” weighted network of a Sound Level Meter with fast response. **(Bylaw C-1198-22, May 9, 2022)**
- 1.53.3 “Sound Level Meter” means any Type 2 or better integrating instrument (as established by the standards of A.S.N.I.) that measures Sound Levels, and which is properly calibrated by a Sound Calibrator. **(Bylaw C-1198-22, May 9, 2022)**
- 1.54 “Taxi” means a Motor Vehicle:
- (a) that has a seating capacity of not more than ten (10) Persons, including the Person operating the Motor Vehicle; and
  - (b) that is used to transport passengers and their baggage to a requested destination on a fee for service basis.
- 1.55 “Time” means either Mountain Standard Time or Mountain Daylight Saving Time whichever is proclaimed to be in effect by the Province of Alberta.

- 1.56 “Transit Zone” means a place where transit passengers are received for transportation or delivered after transportation by a Public Passenger Vehicle, which place is marked by a “Transit Zone” or “Bus Stop” Traffic Control Device and continues for 20 meters from such Traffic Control Device along the curb against the flow of traffic.
- 1.57 “Traffic Control Device” means any sign, signal, marking or device placed, marked or erected under the authority of the Act or this bylaw for the purpose of regulating, warning or guiding traffic.
- 1.58 “Traffic Control Signal” means a Traffic Control Device, whether manually, electrically or mechanically operated by which traffic is directed to stop or proceed.
- 1.58.1 “Trail” means a walkway constructed or maintained by the City and surfaced with either gravel aggregate or crushed shale. **(Bylaw C-1261-23, May 23, 2023)**
- 1.59 “Trailer” means a Vehicle so designed that it may be attached to or drawn by a Vehicle and is intended to transport property or Persons but does not include machinery or equipment used in construction or maintenance of Highways.
- 1.60 “Turfgrass” means various grass species that are grown as a ground cover to form a lawn.
- 1.61 DELETED. **(Bylaw C-1198-22, May 9, 2022)**
- 1.62 “Vehicle” means a device in, upon, or by which a Person or thing may be transported or drawn upon a Highway.
- 1.63 “Verge” means a paved or unpaved strip of land on the edge of an Alley.
- 1.64 “Violation Notice” means a notification detailing an offence or contravention of the Act or this bylaw and may be in the form of a Municipal Ticket or Violation Ticket.
- 1.65 “Violation Ticket” means a ticket issued pursuant to Part II or Part III of the *Provincial Offences Procedure Act*, RSA 2000, cP-34, as amended.

## **2. RULES OF THE ROAD**

- 2.1 Every Person operating a Motor Vehicle, an Implement of Husbandry or any other type of Vehicle on a Highway shall in so far as they are applicable obey the rules of the road set out in this section, except:
- (a) when otherwise instructed by any applicable Traffic Control Device, Traffic Control Signal;

- (b) when otherwise directed by a Peace Officer; or
  - (c) where a Peace Officer is not present, the Person driving and the other personnel of an Emergency Vehicle, if the circumstances so require, have the powers of a Peace Officer with respect to traffic control and direction to the extent necessary to enable them to efficiently perform their duties.
- 2.2 Every driver shall obey the instructions of any applicable Traffic Control Device or Traffic Control Signal.
- 2.3 Notwithstanding anything in this section, every driver shall obey the directions of any Peace Officer directing traffic.
- 2.4 If any or all of the lights of a Traffic Control Signal are not operating properly or are not operating at all, every driver shall use the Roadway in the vicinity of the Traffic Control Signal with due care and caution.
- 2.5 Notwithstanding anything in this section:
- (a) when a Person is stationed, or a Traffic Control Device or barricade is erected on a Highway to direct traffic in conjunction with any construction, repair work or other work on the Highway or land adjacent to the Highway; or
  - (b) when a Person is giving directions or a Traffic Control Device or barricade is displayed for the purpose of directing traffic with respect to the transportation of an over dimensional load on a Highway or land adjacent to a Highway,
- every Person shall obey the directions given by the Person or, when no Person is giving directions, the directions shown on the sign or barricade.
- 2.6 No Person shall turn a Vehicle so as to proceed in the opposite direction, commonly referred to as a U-turn:
- (a) on a Roadway between Intersections;
  - (b) at a place where a Traffic Control Device prohibits a U-turn;
  - (c) at an Intersection controlled by a Traffic Control Signal except where the Traffic Control Device allows a U-turn;
  - (d) at an Alley Intersection;
  - (e) at any other Intersection unless the movement can be made in safety; or

- (f) at an Intersection where one or more of the Highways is an access to a public or private facility to which the public normally has access.

2.7 A driver about to enter upon a Highway shall, unless the Intersection of the two Roadways is marked with a “yield” Traffic Control Device or a “merge” Traffic Control Device, bring the Vehicle to a complete stop:

- (a) before entering upon the Intersection Roadway at a point no further than three (3) meters from the intersecting Roadway;
- (b) if there is a marked Crosswalk on the near side of the Intersection, immediately before entering upon the Crosswalk; or
- (c) if there is a marked stop line on the near side of the Intersection, at the stop line.

2.8 Notwithstanding section 2.7, a driver emerging from an Alley or driveway shall stop the Vehicle before driving onto a Sidewalk crossing and shall yield the right of way to any Pedestrian on the Sidewalk or Sidewalk crossing and a driver entering an Alley or driveway shall yield the right of way to any Pedestrian on a Sidewalk or Sidewalk crossing.

### 3. SPEED

3.1 Notwithstanding any speed limit prescribed by the Act or this bylaw, no driver shall drive at any rate of speed that is unreasonable having regard to all the circumstances of the case, including but without restricting the generality of the foregoing:

- (a) the nature, condition and use of the Highway;
- (b) the atmospheric, weather, or other conditions that might affect the vision of the driver or control of the Vehicle;
- (c) the amount of traffic that is or might reasonably be expected to be on the Highway; and
- (d) the mechanical condition of the Vehicle or any equipment of the Vehicle.

3.2 Unless otherwise posted by approved Traffic Control Devices no Person shall:

- (a) drive a Vehicle at a speed in excess of fifty (50) kilometres per hour on a Highway;
- (b) drive a Vehicle in any Alley at a speed in excess of twenty (20) kilometres per hour;
- (c) drive a Vehicle in a Playground Zone in excess of thirty (30) kilometres per hour; or
- (d) drive a Vehicle in a School Zone in the excess of thirty (30) kilometres per hour.

#### 4. **PARKING**

##### 4.1 Parking Restrictions

- (a) Unless required or allowed by the Act or by a Traffic Control Device, or in compliance with the directions of a Peace Officer, or to avoid conflict with other traffic, a driver shall not stop or Park their Vehicle:
  - (i) on a Sidewalk or Boulevard;
  - (ii) on a Crosswalk or any part of a Crosswalk;
  - (iii) within an Intersection other than immediately next to the curb in a T-Intersection;
  - (iv) at an Intersection nearer than five (5) meters to the projection of the corner property line immediately ahead or immediately to the rear, except where the Vehicle is Parked in a space where a parking meter or other Traffic Control Device indicates Parking is allowed;
  - (v) within five (5) meters of a “stop” Traffic Control Device or “yield” Traffic Control Device, in the case of an approach to said Traffic Control Device;
  - (vi) within five (5) meters of any fire hydrant, or when the fire hydrant is not located at the curb, within five (5) meters of the point on the curb nearest the fire hydrant;
  - (vii) within one point five (1.5) meters of an access to a garage, private road or driveway, or a Vehicle crossing over a Sidewalk;

- (viii) within five (5) meters of the near side of a marked Crosswalk;
  - (ix) alongside or opposite any street excavation or Obstruction when the stopping or Parking would obstruct traffic;
  - (x) on any bridge or in an underpass or on the approaches to either of them;
  - (xi) at any other place where a Traffic Control Device prohibits stopping or Parking;
  - (xii) on the Roadway side of a Vehicle Parked or stopped at the curb or edge of the Roadway, commonly referred to as “double parking”; or
  - (xiii) at or near the site of any fire, explosion, collision or other incident, if stopping or Parking would obstruct traffic or hinder Peace Officers, fire fighters, ambulance attendants, rescue officers or volunteers.
- (b) No Person shall Park a Vehicle for any period of time whatsoever at the following locations:
- (i) where the Vehicle may in any way interfere with the use of a doorway intended as a fire or emergency exit from any building abutting the Highway, in the entrance way to any fire hall or to any police station or the ambulance entrance way to any medical facility; or
  - (ii) in any area or place where a Traffic Control Device indicates that Parking there is restricted to a special class of Vehicles including:
    - (A) small cars having a wheelbase of two hundred and seventy (270) centimeters or less;
    - (B) Emergency Vehicles;
    - (C) tour line vehicles;
    - (D) Funeral Cars;
    - (E) school busses;
    - (F) bookmobiles; and
    - (G) Taxis.

#### 4.2 Abandoned Vehicle

- (a) No Person shall abandon a Vehicle on a Highway. A Vehicle left standing for more than seventy two (72) consecutive hours shall be deemed to have been abandoned at that location.
- (b) No Person shall abandon a Vehicle on Public Property or Private Property without the express or implied consent of the owner or Person in lawful possession or control of the property.

#### 4.3 Alley Parking

- (a) No Person shall Park a Vehicle in an Alley unless:
  - (i) a Traffic Control Device allows such Parking; or
  - (ii) the Vehicle is a Commercial Vehicle with hazard warning lights alight and in the process of loading and unloading goods.
- (b) Notwithstanding subsection 4.3(a)(ii), a Commercial Vehicle shall not be Parked in an Alley for more than thirty (30) minutes.
- (c) Nothing in this section allows a Person to Park a Vehicle in an Alley in a manner that blocks or obstructs the movement of traffic.

#### 4.4 Angle Parking

- (a) When a Traffic Control Device or pavement markings indicates that angle Parking is allowed or required and pavement markings are visible on the Roadway, a driver shall Park their Vehicle:
  - (i) with its sides within and parallel to any two (2) of immediately adjacent marked lines;
  - (ii) in the case of a Vehicle other than a motor cycle, with one front wheel not more than five hundred (500) millimeters from the curb or edge of the Roadway; and
  - (iii) in the case of a motor cycle:
    - (A) with a wheel of the motor cycle not more than five hundred (500) millimeters from the curb or edge of the Roadway; and

- (B) with the motor cycle angled in the direction of travel authorized for the traffic lane that is adjacent to the lane on which the motor cycle is Parked.
- (b) When a Traffic Control Device indicates that angle Parking is allowed or required but no pavement markings are visible on the Roadway, a driver shall Park their Vehicle:
  - (i) with its sides at an angle between thirty (30) and sixty (60) degrees to the curb or edge of the Roadway;
  - (ii) with one front wheel not more than five hundred (500) millimeters from the curb or edge of the Roadway; and
  - (iii) in the case of a motor cycle:
    - (A) with a wheel of the motor cycle not more than five hundred (500) millimeters from the curb or edge of the Roadway; and
    - (B) with the motor cycle angled in the direction of travel authorized for the traffic lane that is adjacent to the lane on which the motor cycle is Parked.

#### 4.5 City Owned Parking Lot

- (a) No Person shall Park a Vehicle on a City owned Parking lot in contravention of the prohibitions stated on a Traffic Control Device.

#### 4.6 Disabled Parking

- (a) No Person shall Park a Vehicle on a Highway in any location designated by a Traffic Control Device as being for the use of Persons with disabilities unless the Vehicle:
  - (i) displays a valid disabled parking placard or license plate issued or recognized by the Registrar; and
  - (ii) is being used for the transportation of a Person with a disability.

#### 4.7 Emergency Access

- (a) No Person shall Park a Vehicle on a Highway in any location designated by a Traffic Control Device as an Emergency Access.



#### 4.8 Loading Zone

- (a) No Person shall Park a Vehicle in a Loading Zone except:
  - (i) for a period not exceeding five (5) minutes or as designated by a Traffic Control Device for the purpose of and while actively engaged in loading or unloading passengers;
  - (ii) for a period not exceeding thirty (30) minutes or as designated by a Traffic Control Device and for the purpose of and while actively engaged in, loading or unloading of merchandise or other materials.

#### 4.9 Loitering in a Motor Vehicle

- (a) No Person shall Loiter in a Motor Vehicle which is Parked on Public Property.

#### 4.10 Maintenance and Construction

- (a) Notwithstanding any other provisions in the bylaw, the City may cause “No Parking” Traffic Control Devices to be placed on or near a Highway for maintenance or construction purposes and when the Traffic Control Devices are placed on or near a Highway no Person shall Park or leave a Vehicle on the Highway contrary to the provisions of such Traffic Control Devices.

#### 4.11 Open Space Area Parking

- (a) A Motor Vehicle shall not be Parked in an Open Space Area except in a developed Parking lot or other area specifically designated by a Traffic Control Device for the Parking of Motor Vehicles, unless they have obtained a Permit.

#### 4.12 Parallel Parking

- (a) When Parking on a Roadway, and unless angle Parking is allowed or required and Traffic Control Devices are in place indicating so, a driver shall Park their Vehicle with the sides of it parallel to the curb or edge of the Roadway, and:
  - (i) with the right hand wheels of it not more than five hundred (500) millimeters from the right hand curb or edge of the Roadway; or

- (ii) in the case of a one-way Highway where Parking on either side is allowed, with the wheels closest to a curb or edge of the Roadway not more than five hundred (500) millimeters from the curb or edge of the Roadway and with the Vehicle facing the direction of travel authorized for that Highway.
- (b) Notwithstanding subsection 4.12(a), a motorcycle may be Parked:
  - (i) at an angle, other than perpendicular, to the curb or edge of the Roadway;
  - (ii) with a wheel of the motorcycle not more than five-hundred (500) millimetres from the curb or edge of the Roadway; and
  - (iii) with the motorcycle angled in the direction of travel authorized for the traffic lane that is adjacent to the lane on which the motorcycle is Parked.

#### 4.13 Pavement Markings

- (a) Where a Vehicle Parking space is indicated by pavement markings, a Vehicle occupying such Parking space shall be Parked within the limits of the pavement markings.

#### 4.14 Private Property

- (a) No Person shall Park a Vehicle on privately owned property which has been clearly marked by a Traffic Control Device, to which Vehicles driven by members of the public generally have access unless permission or authorization of the owner or Person having possession or control of the property has been given for such Parking.

#### 4.15 Recreational Vehicle

- (a) No Person shall Park a Recreational Vehicle on a Highway with any slides extended.
- (b) A Recreational Vehicle Parked on a Highway shall not be occupied as a dwelling unit.
- (c) A Recreational Vehicle may not be Parked on a Highway for more than 72 consecutive hours; and

- (d) A Recreational Vehicle shall be removed to an off-Highway location for at least 48 consecutive hours before it may be Parked again on a Highway.

#### 4.16 School Bus

- (a) No Person shall Park a school bus in a Residential area between the hours of 3:00 p.m. and 8:00 a.m.

#### 4.17 Snow Routes

- (a) No Person shall Park a Vehicle, or allow a Vehicle to be Parked on a Highway marked as a Snow Route when a Snow Route Parking ban has been declared in effect by the City Manager.
- (b) A Snow Route is in effect until the portable notification Traffic Control Devices are removed.
- (c) Reasonable notice of a Snow Route Parking ban is met if one or more of the following occurs:
  - (i) posting of a Traffic Control Device on the Highway;
  - (ii) posting on the City webpage;
  - (iii) posting on a City media site;
  - (iv) radio station announcement; or
  - (v) publishing in the local newspaper.

#### 4.18 Time Restrictions

- (a) Where a Traffic Control Device restricts the Parking of Vehicles to a certain period of Time, it shall be an offence to Park a Vehicle in excess of the Time so designated and marked on the Traffic Control Device.
- (b) After the issuance of a Violation Notice to a Vehicle under subsection 4.18(a) for a first offence, if a Vehicle remains Parked in excess of the Time allowed on the Traffic Control Device for a Time period equal to the original posted allowed Time, a Second and Subsequent Offence shall be deemed to have been committed.

#### 4.19 Trailers

- (a) No Person shall Park any Trailer upon any Highway unless the Trailer is attached to a Vehicle by which it may be propelled or drawn and when so attached, the Trailer shall be deemed part of the Vehicle and subject to the requirements set out in the Act and this bylaw pertaining to Vehicles.

#### 4.20 Transit Zone

- (a) No Person shall Park a Vehicle within a Transit Zone.

#### 4.21 Vehicle on Jack

- (a) No Person shall leave a Vehicle unattended on a Highway if the Vehicle has been placed on a jack or other similar device, and:
  - (i) one or more wheels have been removed from the Vehicle; or
  - (ii) part of the Vehicle is raised.

### **5. RIGHTS AND DUTIES OF PEDESTRIANS**

- 5.1 No Pedestrian, shall cross or attempt to cross, from one side of a Roadway to another at any point other than within a Crosswalk.
- 5.2 No Pedestrian shall cross at a Crosswalk if a Traffic Control Device or Traffic Control Signal prohibits the crossing.
- 5.3 Passengers of school buses who are unloading from a school bus will be allowed to cross a Highway at a place other than a designated Crosswalk when the flashing stop light and stop arm are activated by the school bus operator.
- 5.4 No Pedestrian shall conduct themselves or otherwise position themselves in such a manner so as to obstruct, interfere with, prevent the passage of, or inconvenience vehicular or Pedestrian traffic on a Highway, or at an entrance to a building.
- 5.5 Section 5.4 does not apply to Persons participating in or assembled to watch a Parade, Procession or Special Event for which a Permit has been issued pursuant to this bylaw.

- 5.6 No Pedestrian shall hitchhike or stand upon or walk along a Highway for the primary purpose of soliciting gratuitous transportation from operators of passing Vehicles.
- 5.7 A Pedestrian shall not walk on a Roadway except:
- (a) when crossing the Roadway where allowed by this bylaw;
  - (b) where there is no Sidewalk;
  - (c) when the Sidewalk cannot be used safely;
  - (d) to enter, exit or load a Vehicle, in which case the Pedestrian shall use the most direct route from the Sidewalk to the Vehicle; or
  - (e) in the case of Pedestrian using a Mobility Aid, where there is no safe way of gaining access to the Sidewalk or the Sidewalk is obstructed with snow or ice.

## **6. HORSE DRAWN VEHICLES**

- 6.1 The driver or other Person in charge of any horse drawn Vehicle on a Highway shall remain upon such Vehicle while it is in motion, or shall walk beside the horse drawing such Vehicle.
- 6.2 The driver or other Person in charge of any horse drawn Vehicle must be capable of maintaining effective control of the horse(s) at all times.
- 6.3 The driver or other Person in charge of any horse drawn Vehicle is responsible to remove any manure deposited by the horse from any Highway or Public Property.

## **7. PARADE, PROCESSION OR SPECIAL EVENT**

- 7.1 No Person shall hold or take part in any Parade, Procession or Special Event unless a Permit has been issued for the Parade, Procession or Special Event.
- 7.2 During a Parade, Procession or Special Event, all Pedestrians not taking part therein shall be restricted to the use of the Boulevard and Sidewalk.
- 7.3 Notwithstanding section 7.1, funeral and military processions do not require a Permit.

## **8. HIGHWAY OBSTRUCTIONS**

### 8.1 Obstruction on Highways

- (a) No owner of a Vehicle or Person operating a Vehicle shall stop a Vehicle or allow a Vehicle to be left upon any Highway in such a manner as to block, obstruct, impede, or hinder Vehicle or Pedestrian movement thereon. Where the Obstruction is unavoidable due to mechanical failure the operator will not be in breach of this subsection provided that immediate actions are taken to remove the Vehicle from the Highway.
- (b) No Person shall Park an inoperable Vehicle on any part of a Highway.
- (c) No Person shall make, place, cause or allow an Obstruction of any kind in, upon or above a Highway unless they have obtained a Permit authorizing the placement of the Obstruction.
- (d) Any Person who makes, places, causes or allows an Obstruction of any kind, upon or above a Highway shall produce the Permit for inspection upon the request of a Peace Officer.
- (e) Any Person who fails to obtain or comply with the provisions of a Permit pursuant to subsection 8.1(c) may be issued a Violation Notice and shall cause the removal of the Obstruction.
- (f) Where an Obstruction of any kind exists in, upon, or above a Highway, and in the opinion of a Peace Officer, creates an unsafe condition, the City shall be entitled to take such measures as are required to remedy the Obstruction.
- (g) Any expenses incurred by the City to remedy the Obstruction may be recovered from the Person by whom, or by whose authority the Obstruction was so made, placed, caused or allowed or from the owner of the object which constitutes the Obstruction.

### 8.2 Landscape Obstructions

- (a) No Person shall allow trees, hedges, shrubs or other vegetative growth on Private Property owned by them within five (5) metres of a Highway Intersection, whether planted before or after the date of the passing of this bylaw, to grow to such a height, overhang or breadth that they interfere with good visibility for safe traffic flow.
- (b) No Person shall allow trees, hedges, shrubs or other vegetative growth on Private Property owned by them whether planted before or after the

date of the passing of this bylaw, to grow to such a height, overhang or breadth that they interfere with the safe and convenient use of a Highway, public Sidewalk or public Pathway.

- (c) The owner of Private Property that abuts a Highway that is also an Alley shall maintain the Verge of the Alley so to not allow any type of vegetation to grow to such a height, overhang or breadth that it interferes with the safe and convenient use of the Alley.
- (d) The owner of Private Property shall provide ongoing maintenance of the Turfgrass within a Boulevard that abuts their Private Property unless the Boulevard is part of an Arterial Roadway.
- (e) The owner of Private Property shall provide ongoing maintenance to Boulevards that abut their Private Property and keep Boulevards that abut their Private Property free of landscape developments including, but not limited to rocks, shrubs, concrete, rubber, plastic, wood, metal, or things other than Turfgrass.
- (f) Only the City may cause a tree to be planted in a Boulevard on Public Property and all such trees shall remain the property of the City.

### 8.3 Debris on a Highway

- (a) No Person shall place, or allow to be placed, any substance or thing on a Highway.
- (b) No Person shall wash a Vehicle upon a Highway or so near to a Highway as to result in depositing mud or creating slush or ice upon a Roadway or Sidewalk.
- (c) No Person operating business premises to which entry or exit for Vehicles is made by a crossing located between the Highway curb and the Private Property line shall allow water, mud, slush or ice to remain on the Roadway or Sidewalk portion of such crossings, and they shall keep the same clean and clear of all such matter, liquids or material as may be or become a hazard to Highway users.

### 8.4 Snow and Debris on Sidewalks

- (a) All Persons shall remove or cause to be removed and cleared away snow, ice, dirt, debris or other materials from any Sidewalks adjoining Private Property owned by them.

- (b) The removal of snow, ice, dirt, debris or other materials from the Sidewalk shall be completed within forty-eight (48) hours of the Time when the snow, ice, dirt, debris or other material was formed or deposited thereon.
- (c) Any Person who fails to obtain or comply with subsection 8.4(a) or (b) may be issued a Violation Notice and/or the City may cause the Sidewalk to be cleaned and the costs and expenses thereof shall be paid to the City upon demand; failing payment, such costs and expenses shall be added to the tax roll for the property in question.
- (d) No Person shall remove snow, ice, dirt, debris, or other materials from a Sidewalk by causing such material to be placed upon any other portion of the Roadway or other Public Property adjacent to such property.
- (e) No Person shall place, or cause to be placed any snow, ice, dirt, debris or other material removed from Private Property onto Highways or other Public Property. When a Person has removed clean snow from their Sidewalk or Private Property, they may deposit it at a designated collection area, after first obtaining a Permit.

#### 8.5 Tracking of a Substance on a Highway

- (a) No Person shall drive, operate or allow to be driven or operated, any Vehicle or equipment of any nature or kind in such a manner as to track a substance or material upon a Highway.
- (b) Any Person who tracks a substance or material upon a Highway shall, in addition to the penalties specified, be liable to clean up or remove the substance or material tracked upon the Highway in default of which the City may clean up or remove such substance or material at the expense of the Person who tracked the substance or material.

#### 8.6 Industrial / Commercial Waste and Storage Containers

- (a) No Person shall place, cause or allow an industrial / commercial waste or a storage container upon a Highway unless they have obtained a Permit.

#### 8.7 Driveway Extensions and Aids—Seasonal Prohibition of Driveway Aids

- (a) No Person shall place, cause or allow a Driveway Aid upon a Highway from November 1 to April 30.

(b) No Person shall extend the length of a driveway past Private Property into or



through City right-of-way abutting to City infrastructure unless Permits are obtained.

## **9. SALE OF GOODS**

- 9.1 No Person shall offer, sell or display goods or place any temporary or permanent structure relating to the offering, selling or displaying of such goods on a Highway, unless they have obtained a Permit.

## **10. ADVERTISING ON HIGHWAYS**

- 10.1 No Person shall Park on a Highway a Vehicle displayed for sale or a Vehicle displaying advertising directing Persons to any Private Property, business or commercial establishment unless a Permit is first obtained from the City. This section shall not apply to Vehicles advertising a garage sale.
- 10.2 No Person shall place or allow to be placed a Sign upon a Highway or upon abutting Public Property including public walks and trails which displays advertising directing Persons to any Private Property, business or commercial establishment, unless they have obtained a Permit.
- 10.3 Any Sign placed on or beside a Highway or upon abutting Public Property without a Permit shall be liable for removal by the City and must be claimed within thirty (30) days of the Signs removal. A charge of two hundred and fifty dollars (\$250.00) shall be levied for its recovery.

## **11. POSTING SIGNS**

- 11.1 No Person shall post to or affix a Sign on any Street Furnishing, unless they have obtained a Permit.
- 11.2 The City may remove and destroy any Sign posted or affixed in contravention of section 11.1, at the expense of the Person who caused or authorized the sign to be posted or affixed.
- 11.3 In the absence of evidence to the contrary, if the Sign indicates that the event therein is being promoted by a specific Person, then that Person shall be presumed to have authorized and caused its posting or affixing.
- 11.4 In the absence of evidence to the contrary, the Person who is promoted by a Sign shall be presumed to have authorized and caused its posting or affixing.

## 12. **HEAVY VEHICLES**

### 12.1 Heavy Vehicle Routes

- (a) No Person shall operate or Park a Heavy Vehicle in a Residential area subject to the exemptions in section 12.2.
- (b) No Person shall operate or Park a Heavy Vehicle on a site used for Residential purposes subject to the exemptions in section 12.2.
- (c) No Person shall operate or Park a Heavy Vehicle on any Highway in the City except on a Highway designated as a Heavy Vehicle Route, subject to the exemptions in section 12.2.

### 12.2 Exemptions

- (a) The following shall not be deemed to be operating a Heavy Vehicle in contravention of 12.1 if the Heavy Vehicle is being operated on the most direct and practicable route between the premises or location concerned and the nearest Heavy Truck Route:
  - (i) Persons delivering or collecting goods or merchandise to or from the premises of bona fide customers;
  - (ii) Persons going to or from business premises relating to registering or maintenance of the Heavy Vehicle in non-Residential areas only;
  - (iii) Persons moving a building for which a Permit has been obtained;
  - (iv) Persons going to or from a licensed commercial premises for the servicing or repairing of the Heavy Vehicle; or
  - (v) Persons retrieving a disabled Vehicle from a Highway prohibited to Heavy Vehicles.

12.3 Persons that have more than one delivery, collection or service in the same area of City may make all deliveries, collections or services that is not on a Heavy Vehicle Route can use alternative routes provided they are the safest or most direct between a Heavy Vehicle route and the carrier's delivery or pick-up location(s).

### 12.4 Heavy Load Permits

- (a) No Person shall operate or be allowed to operate a Vehicle within the City in excess of the weight or size limits established by the Act, unless they have obtained a Permit.
- (b) A Permit or copy of same must be in possession of the operator of the said Vehicle and such Permit or copy of same shall be produced to a Peace Officer or representative of the City on demand.
- (c) Any Person desiring to obtain a Permit under subsection 12.4(a) shall apply for the Permit in Person.
- (d) Notwithstanding section 12.2, the City Manager may:
  - (i) issue an open Permit to an applicant for any number of trips and / or for such a period of time as they deem advisable; or
  - (ii) issue a Permit to an applicant who phones or emails the information required for a Permit, providing that such an applicant has previously signed an agreement to pay all damages caused to the Highway, or any works made or done over, upon or under the Highway, as a result of the operation and conveyance or movement of the Heavy Vehicle.

#### 12.5 Weight Limits and Disputes

- (a) Where a Traffic Control Device designates the maximum load allowed, no Person shall operate a Vehicle weighing, with or without load, in excess of the weight limit designated.
- (b) In case of any dispute arising as to the weight of any Vehicle, the Vehicle shall be weighed upon a certified scale, and the certificate of the scale operator weighing the Vehicle shall be deemed conclusive.

#### 12.6 Tracked Vehicles

- (a) No Person shall operate on a Highway, unless they have obtained a Permit:
  - (i) a Vehicle or Trailer having metal spikes, chains, lugs, cleats or bans projecting from the surface of the wheel or tire of such Vehicle; or
  - (ii) a Vehicle having skids or not using triple grouser or flat surface tracks.

#### 12.7 Heavy Vehicle Parking

- (a) A Heavy Vehicle must be Parked so that all parts of the Vehicle are within the Public Property or Private Property boundaries and does not project out, over, or onto a Highway or obstruct vehicular or Pedestrian traffic.
- (b) No Person shall angle Park any Vehicle which exceeds six (6) meters in length upon a Highway except at such locations as designated by a Traffic Control Device.
- (c) No Person shall Park a Heavy Vehicle on a Highway in front of, across from, or on the flankage of a Residential property.

12.8 The use of engine retarder brakes is prohibited within the City.

### **13. OFF-HIGHWAY VEHICLES**

13.1 No Person shall operate or allow anyone to operate an Off-Highway Vehicle on a Highway or Public Property within the City, unless they have obtained a Permit.

13.2 Section 13.1 shall not apply to:

- (a) a Person engaged in the act of loading and unloading an Off-Highway Vehicle from or onto a Trailer or Vehicle;
- (b) any Peace Officer in the performance of their duties;
- (c) any Vehicles owned or leased by or in service of the City and employed on the business of the City, or;
- (d) a Person driving an Off-Highway Vehicle in accordance with section 120(3) of the Act.

13.3 No Person shall operate or allow anyone to operate an Off-Highway Vehicle on Private Property unless permission or authorization of the owner or Person having possession or control of the property has been given for such operation of an Off-Highway Vehicle.

### **14. DANGEROUS GOODS**

14.1 All Vehicles carrying Dangerous Goods shall be operated and Parked in compliance with the City's Transportation of Dangerous Goods Bylaw, as amended.

## 15. MISCELLANEOUS

### 15.1 Bicycles, Power Bicycle, Scooters, Electric or Motorized Scooter, Roller Blades, Skateboards, Sleds, Toboggans, Skis or Similar Device – Safe Operation **(Bylaw C-1261-23, May 23, 2023)**

#### (a.1) Electric or Motorized Scooters

- (i) No Person shall operate or permit another Person to operate an Electric Scooter that has not received a Permit to authorize the operation of an Electric or Motorized Scooter within the City.
- (ii) A Person shall only operate or permit another Person to operate an approved Electric or Motorized Scooter on a Sidewalk, Pathway, or Trail.
- (iii) No Person shall operate or permit another Person to operate an Electric or Motorized Scooter contrary to any permits, authorizations, agreements, or other conditions associated with the Electric or Motorized Scooter. **(Bylaw C-1261-23, May 23, 2023)**

#### (a) Bicycle and Power Bicycle Conduct

- (i) A Person riding a Bicycle or a Power Bicycle in an Open Space Area or on a Highway shall:
  - (A) yield the right of way to slower moving Persons;
  - (B) alert Persons about to be overtaken by sounding a bell, horn or other audible warning device a reasonable amount of time before overtaking;
  - (C) use reasonable care when overtaking another Person; and
  - (D) travel under control and at a reasonable rate of speed having regard to the nature, condition and use of the Open Space Area or Highway.
- (b) No Person shall ride or use or propel a Bicycle, Power Bicycle, scooter, Electric or Motorized Scooter, roller blades, skateboard, sled, toboggan, skis

or similar device in such a way as to create a hazard to the public or without due consideration of other Highway users. **(Bylaw C-1261-23, May 23, 2023)**

- (c) No Person shall leave a Bicycle, Power Bicycle, scooter, Electric or Motorized Scooter, rollerblades, skateboard, sled, toboggan, skis or similar device on a Highway or attached to any Street Furnishings where it unduly impedes Pedestrian traffic or impedes access to doorways. **(Bylaw C-1261-23, May 23, 2023)**
- (d) No Person operating a Vehicle on a Highway shall knowingly draw or tow by that Vehicle any Person riding or using a Bicycle, Power Bicycle, scooter, Electric or Motorized Scooter, rollerblades, skateboard, sled, toboggan, skis or similar device. **(Bylaw C-1261-23, May 23, 2023)**
- (e) No Person shall directly or indirectly become or remain attached to a Vehicle by means of riding or using a using a Bicycle, Power Bicycle, scooter, Electric or Motorized Scooter, rollerblades, skateboard, sled, toboggan, skis or similar device. **(Bylaw C-1261-23, May 23, 2023)**
- (f) No Person shall ride or use a Bicycle, Power Bicycle, scooter, Electric or Motorized Scooter, rollerblades, skateboard, sled, toboggan, skis or similar device that is being pushed or towed by a Vehicle. **(Bylaw C-1261-23, May 23, 2023)**

## 15.2 Crossing Sidewalks, Boulevards and Medians

- (a) A Person shall not operate a Motor Vehicle so as to cross a Sidewalk, Boulevard or Median except at a crossing authorized by the City.

## 15.3 Damage to Highway

- (a) No Person shall cause any damage to a Highway in the City.
- (b) Any expenses incurred by the City to remedy damage to a Highway may be recovered from the Person by whom, or by whose authority the damage was caused.

## 15.4 Littering

- (a) No Person shall dispose of any refuse or place any substance or thing on a Highway or Public Property except in designated disposal or recycle receptacles.

## 15.5 Load Security

- (a) No Person shall drive or pull onto or upon a Highway a Vehicle containing a load unless such load is completely covered by a tarpaulin or other covering device secured in such a manner that no portion of the said load can escape, blow, drop, spill or fall onto a Highway or land adjacent thereto.
- (b) In the event that any load, or any portion thereof, or other materials not defined in a load becomes loose or detached, or blows, drops, spills or falls from any Vehicle onto a Highway, it shall be the duty of the driver of the Vehicle to take all reasonable precautions to safeguard traffic and also to remove such materials from the Highway.
- (c) If a driver fails to remove material from the Highway as required under subsection 15.5(b) the City may cause the removal. Any expenses incurred by the City to cause the removal may be recovered from the driver or registered owner of the Vehicle.

#### 15.6 Loading and Unloading

- (a) No Person shall load or unload goods or merchandise across a Sidewalk or Boulevard where loading and unloading facilities have been provided on the premises to which the goods or merchandise are being delivered or from which they are being taken.

#### 15.7 Disturbing Noises

- (a) A person must not make, continue, or allow to be made or continue any Disturbing Noise.
- (b) Subsection 15.7(a) does not apply to persons operating emergency vehicles. **(Bylaw C-1198-22, May 9, 2022)**

#### 15.8 Open Space Areas

- (a) No Person shall operate a Motor Vehicle and no Owner shall allow their Motor Vehicle to be operated in an Open Space Area except on a Roadway, unless they have obtained a Permit.

#### 15.9 Stunting

- (a) No Person shall perform or engage in any stunt or other activity which is likely to distract, startle or interfere with users of a Highway.

- (b) No Person shall drive a Vehicle so as to perform or engage in any stunt or other activity on a Highway that is likely to distract, startle or interfere with other users of the Highway.

#### 15.10 Use of Flashing Lights and Stop Arm – School Buses

- (a) An operator of a school bus shall not activate the flashing lights and stop arm of the bus while loading or unloading passengers in the designated School Bus Parking, loading and unloading or transfer areas of school ground Parking lots.

### 16. **AUTHORITY OF CITY MANAGER**

#### 16.1 The City Manager is hereby delegated the authority to:

- (a) prescribe where Traffic Control Devices, either permanent or temporary are to be located;
- (b) authorize the placing, marking or erection of Traffic Control Devices. The City Manager shall cause such devices to be placed correctly such that they are clearly recognizable in all reasonable light and weather conditions;
- (c) designate Crosswalks upon any Highway in the City, and to mark same;
- (d) to designate Highway Intersections or other places on a Highway as a place at which no left hand turn or no right hand turn or both may be made, and shall cause the said place to be indicated by a Traffic Control Device provided however that a Traffic Control Device may allow for special classes of Vehicles to make such turns.
- (e) designate any Intersection or place on a Highway, including a place where a railway right of way crosses a Highway, as a place where “U-turns” are prohibited and shall cause same to be marked with Traffic Control Devices;
- (f) designate any Highway or any part of a Highway for one-way traffic and shall cause the same to be marked with Traffic Control Devices;
- (g) designate any Highway as one that is closed temporarily in whole or in part to traffic, and shall cause the Highway to be marked as such;



- (h) designate any Roadway as one to be divided into traffic lanes of such number as are considered proper;
- (i) designate angle Parking, parallel Parking or no Parking on any Highway and to cause the same to be marked by Traffic Control Devices;
- (j) reduce weight limits upon Highways in the case of unfavourable road conditions provided however that:
  - (i) when an emergency situation or pressing requirement exists, Heavy Vehicles exceeding the posted percentage gross Vehicle weight may operate on posted Highways subject to being given a Permit signed by the City Manager, or an Enforcement Services Officer, or a member of the RCMP, and;
  - (ii) Vehicles weighing up to and including three thousand (3,000) kilograms will be allowed to operate loaded without a Permit.
- (k) prohibit or restrict by Traffic Control Devices, the movement of Vehicles from a private driveway onto a Highway or from a Highway onto a private driveway where such prohibition or restriction is deemed advisable in the public interest and for the better regulation of traffic;
- (l) designate "School Zones" and "Playground Zones" and cause such zones to be marked with Traffic Control Devices;
- (m) designate portions of any Highway where a school bus is allowed to use flashing lights or a stop arm;
- (n) establish Vehicle speed limits on Roadways and cause Traffic Control Devices to be erected indicating those speed limits;
- (o) prescribe where emergency or construction Traffic Control Devices are to be located on any Highway, and cause the same to be marked;
- (p) designate Transit Zones and cause such zones to be marked with Traffic Control Devices;
- (q) designate distances from any Intersection within which no Parking is allowed and cause same to be marked with Traffic Control Devices;
- (r) designate certain Parking locations for the exclusive use of Persons with disabilities and cause same to be marked by pavement markings or Traffic Control Devices;

- (s) designate Highways or any portion thereof as passenger or Commercial Vehicle Loading Zones for such Time limits as appropriate and cause same to be parked by Traffic Control Devices;
- (t) designate portions of a Highway where Parking is limited to a period of Time and cause same to be marked by Traffic Control Devices.
- (u) authorize the creation of any Vehicle access onto a Highway;
- (v) designate Highways as restricted for the purposes of this bylaw;
- (w) designate Highways as Heavy Truck Vehicle routes;
- (x) designate Highways as Snow routes and declare Snow Route Parking bans;
- (y) close any existing Median on a Highway;
- (z) issue and establish terms and conditions to be met for a Permit under any section of this bylaw that requires a Permit; and
- (aa) delegate any powers, duties or functions under this bylaw to an employee of the City.

## 17. **PERMITS**

- 17.1 The City Manager may in his/her sole discretion refuse to issue a Permit or issue a Permit with or without conditions.
- 17.2 A Person to whom a Permit has been issued pursuant to this bylaw, and any Person carrying out an activity otherwise regulated, restricted or prohibited by this bylaw pursuant to such Permit, shall comply with any terms or conditions forming part of the Permit.
- 17.3 A Person shall not make any false or misleading statement or provide any false or misleading information to obtain a Permit pursuant to this bylaw.
- 17.4 If any term or condition of a Permit issued pursuant to this bylaw is contravened or if a false or misleading statement or false or misleading information was provided to obtain the Permit, the City Manager may immediately cancel the Permit.
- 17.5 The onus of proving a Permit has been issued in relation to any activity otherwise regulated, restricted or prohibited by this bylaw is on the Person alleging the

existence of such a Permit and the Permit shall be made available upon request of a Peace Officer.

17.6 Any Person who violates the provisions of a Permit under this bylaw is guilty of an offense.

17.7 Where a Permit is required under this bylaw and a Person has not obtained a Permit, such Person is guilty of an offense.

## **18. OFFENCES AND PENALTIES**

18.1 Any Person who contravenes any provision of this bylaw is guilty of an offence and is liable upon summary conviction, to a specified penalty for that offence as set out in Schedule 1 to this bylaw.

18.2 Notwithstanding Schedule 1 of this bylaw, any Person who commits a Second and Subsequent offence under this bylaw, where the Second or Subsequent fine is not otherwise specified in Schedule 1, is liable on summary conviction to double the fine set out in Schedule 1 to this bylaw, for that offence.

18.3 A person who is guilty of an offence is liable to a fine in an amount not less than that established in Schedule 1, and not exceeding \$10,000.00 or to an order of imprisonment for not more than six (6) months, or both.

## **19. ENFORCEMENT**

19.1 Each Peace Officer is hereby authorized to enforce this bylaw.

19.2 Any Peace Officer is hereby authorized to remove, cause to be removed and impound any Vehicle where:

(a) the Vehicle is Parked in contravention of a provision of this bylaw; or

(b) where emergency conditions require the removal of the Vehicle from a Highway.

19.3 No impounded Vehicle shall be released to its owner or agent until the impound fees and removal charges against the Vehicle have been paid.

19.4 The impound fee and removal charge shall be in addition to any fine or penalty imposed by the provisions of this bylaw.

- 19.5 Where a Vehicle is impounded or stored pursuant to a contravention of this bylaw and is not claimed by its owner, it may be disposed of in accordance with provincial laws.
- 19.6 A Peace Officer is hereby authorized and empowered to issue a Violation Notice to any Person who is believed on reasonable and probable grounds to have contravened any provisions of this bylaw.
- 19.7 A Municipal Ticket shall be deemed to have been sufficiently served if:
- (a) served personally upon the accused;
  - (b) mailed to the last known address of the registered owner of the Vehicle concerned; or
  - (c) attached or left upon the Vehicle or property in respect of which the offence is alleged to have been committed.
- 19.8 A Municipal Ticket shall be in a form approved by the City, and shall state:
- (a) the name of the Person;
  - (b) the offence;
  - (c) the appropriate penalty for the offence as specified in this bylaw;
  - (d) the due date at which time the penalty is required to be paid; and
  - (e) any other information as may be required by the City.
- 19.9 Where a Municipal Ticket has been issued to a Person pursuant to this bylaw, the Person to whom the ticket has been issued to may in lieu of prosecution of the offence, pay the City the specified penalty set out on the Municipal Ticket by the due date listed on the Municipal Ticket.
- 19.10 In those cases where a Municipal Ticket has been issued and the penalty specified on the Municipal Ticket has not been paid within the prescribed time, a Peace Officer is authorized and empowered to issue a Violation Ticket pursuant to Part II or Part III of the *Provincial Offences Procedures Act*, RSA 2000, c. P-34, as amended.
- 19.11 Nothing in this bylaw shall prevent a Peace Officer from immediately issuing a Violation Ticket pursuant to either Part II or Part III of the *Provincial Offences Procedures Act*, RSA 2000, c. P-34, as amended.

19.12 If a Person has been prosecuted for the offence specified in the Violation Ticket and has been convicted of such, then the fine imposed shall not be less than the original amount indicated on the Violation Ticket.

19.13 Where a Vehicle is driven, used, Parked or left in contravention of any provisions of this bylaw, the owner of the Vehicle is responsible for the contravention and liable to the penalty provided herein unless they prove to the satisfaction of the Provincial judge trying the case, that at the Time of the contravention, the Vehicle was not driven, used, Parked, or left by any other Person with their consent, express or implied.

## **20. SEVERABILITY**

20.1 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.

## **21. EFFECTIVE DATE**

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

## **22. REPEAL OF BYLAW C-911-15**

22.1 Bylaw C-911-15, and all its amendments, are hereby repealed.

22.2 Any action or proceeding taken or any charge or offence ticket issued under any of the preceding bylaw shall be continued to completion, and notwithstanding the final passage of this bylaw, the preceding bylaws shall apply to any such action, proceeding charge or offence ticket.

First Reading Carried 09 November 2020

Second Reading Carried 23 November 2020

Third Reading Carried 14 December 2020

Date Signed 17 December 2020

*The text shown in parentheses in various locations throughout this document identifies the corresponding amending bylaw which authorized the change to this bylaw.*

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Mayor

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City Clerk

The text shown in parentheses in various locations throughout this document identifies the corresponding amending bylaw which authorized the change to this bylaw.

### SCHEDULE 1 – FINES

OFFENCE	SECTION	FINE
<b>Rules of the Road</b>		
Disobeying Traffic Control Device	2.2	\$172.00
Disobeying Peace Officer	2.1(b), 2.1(c), 2.3	\$172.00
Undue Care - Inoperable Traffic Control Signal	2.4	\$172.00
Disobeying Flagman	2.5	\$172.00
<b>Driving Infractions</b>		
U-Turns	2.6	\$115.00
Failure to Stop	2.7	\$287.00
Yield to Pedestrians	2.8	\$575.00
<b>Parking</b>		
Parking on Sidewalk / Boulevard	4.1(a)(i)	\$57.00
Parking on Crosswalk	4.1(a)(ii)	\$57.00
Parking within Intersection	4.1(a)(iii)	\$57.00
Parking within 5 Metres near Intersection	4.1(a)(iv)	\$57.00
Parking within 5 Metres near Stop/Yield Sign	4.1(a)(v)	\$57.00
Parking within 5 Metres of Fire Hydrant	4.1(a)(vi)	\$115.00
Parking within 1.5 Metres of Garage or Private Road	4.1(a)(vii)	\$57.00
Parking within 5 Metres of Crosswalk	4.1(a)(viii)	\$57.00
Parking Alongside or Opposite Street Excavation or Obstruction	4.1(a)(ix)	\$57.00
Parking on any Bridge Approaches	4.1(a)(x)	\$57.00
Parking where Traffic Control Device prohibits Parking	4.1(a)(xi)	\$57.00
Double Parking	4.1(a)(xii)	\$57.00
Obstructing site of Fire Locations	4.1(a)(xiii)	\$250.00
Interfering with Entrance to Fire Hall or Medical Facility	4.1(b)(i)	\$250.00
Parking Restricted to Classes of Vehicles	4.1(b)(ii)	\$57.00
Abandoned Vehicle	4.2	\$57.00
Parking in Alley	4.3	\$57.00
Improper Angle Parking	4.4	\$57.00
Parking in City Owned Parking Lots	4.5	\$115.00
Unauthorized Disabled Parking	4.6	\$250.00
Parking in Emergency Access	4.7	\$250.00

The text shown in parentheses in various locations throughout this document identifies the corresponding amending bylaw which authorized the change to this bylaw.

Parking in Loading Zone	4.8	\$57.00
Loitering in a Motor Vehicle	4.9	\$100.00
Parking during Maintenance and Construction	4.10	\$115.00
Parking in Open Space Area	4.11	\$57.00
Improper Parallel Parking	4.12	\$57.00
Parking Outside Pavement Markings	4.13	\$57.00
Unauthorized Parking on Private Property	4.14	\$57.00
Recreational Vehicle – Slides Extended on Highway	4.15(a)	\$115.00
Recreational Vehicle – Occupied on a Highway	4.15(b)	\$57.00
Recreational Vehicle – Parked for More than 72 Hours on Highway	4.15(c)	\$57.00
Recreational Vehicle – Not Removed to Off-highway Location	4.15(d)	\$57.00
School Bus Residential Parking - Hours	4.16	\$57.00
Parking on Snow Route	4.17(a)	\$115.00
Parking during Time Restrictions	4.18	\$57.00
Unattached Trailer	4.19	\$115.00
Parking in Transit Zone	4.20	\$57.00
Leaving Vehicle on Jack	4.21	\$57.00
<b>Pedestrians</b>		
Jay Walking	5.1, 5.2, 5.7	\$57.00
Obstructing Traffic	5.4	\$57.00
Hitchhiking	5.6	\$57.00
<b>Horse Drawn Vehicles</b>		
Failure to Control of Horse Drawn Vehicle	6.1, 6.2	\$57.00
Failure to Clean Up After Horse	6.3	\$57.00
<b>Parades, Processions or Special Events</b>		
Unauthorized Parade, Procession or Special Event	7.1	\$250.00
Pedestrians Restricted to Sidewalk	7.2	\$115.00
<b>Highway Obstructions</b>		
Obstructing Traffic	8.1(a)	\$57.00
Obstruction on Highway	8.1(b), 8.1(c)	\$115.00
Obstruction on Boulevard	8.2(a), 8.2(b), 8.2(c)	\$115.00
Debris on a Highway	8.3(a)	\$172.00
Washing Vehicle Leaving Debris on Roadway/Sidewalk	8.3(b)	\$57.00
Business Premise Allowing Debris	8.3(e)	\$115.00



The text shown in parentheses in various locations throughout this document identifies the corresponding amending bylaw which authorized the change to this bylaw.

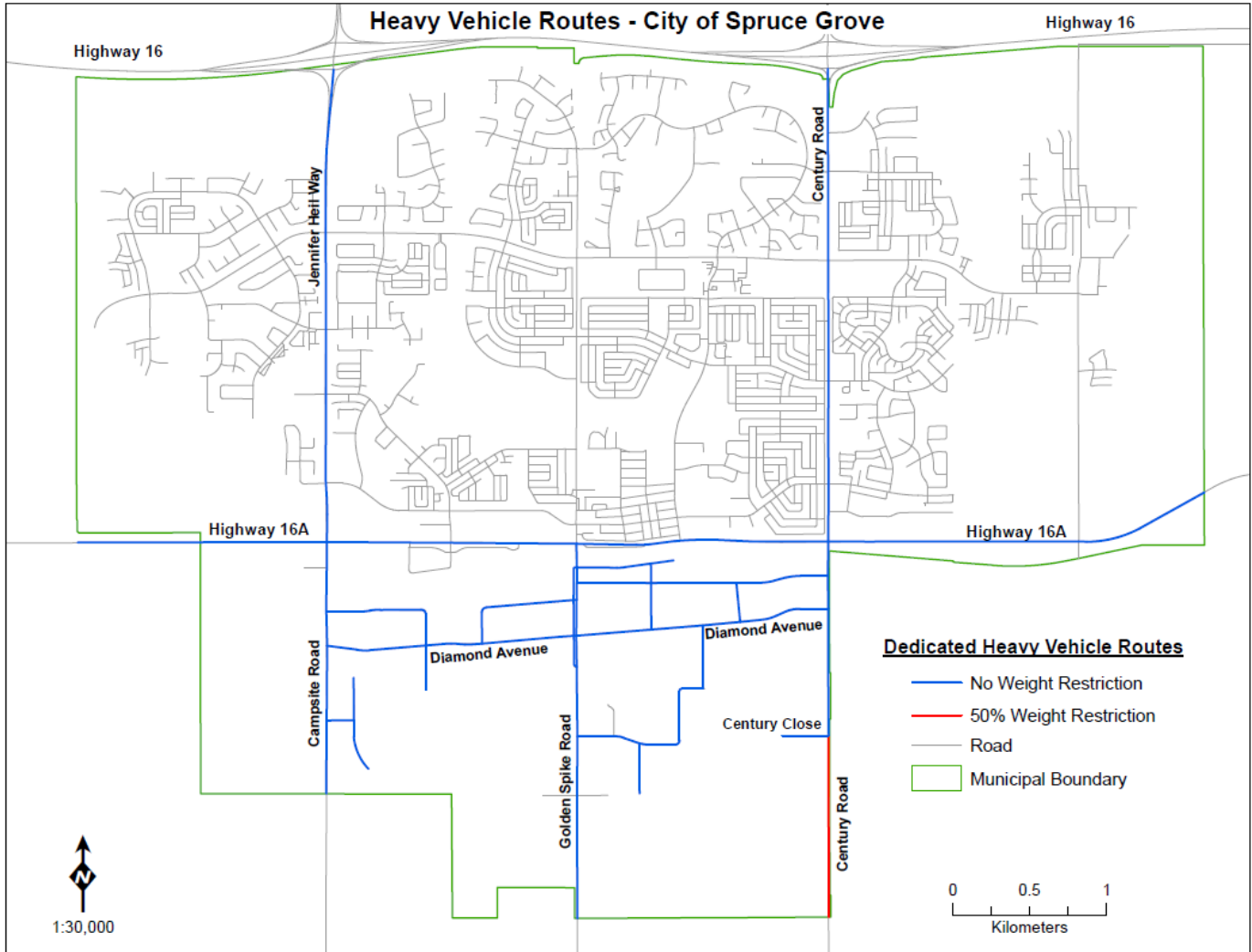
Snow and Debris on Sidewalks	8.4(a), 8.4(b)	\$115.00
Snow or Debris on Highway/Public Property	8.4(d), 8.4(e)	\$172.00
Tracking of Substance on Highway	8.5(a)	\$230.00
Unauthorized Industrial/Commercial Waste and Storage Container	8.6	\$115.00
Driveway Aid Upon a Highway During Seasonal Prohibition	8.7 (a)	\$115.00
<b>Sale of Goods</b>		
Unauthorized Selling of Goods on Highway	9.1	\$115.00
<b>Advertising on Highways</b>		
Unauthorized Advertising on Highway	10.1, 10.2	\$115.00
<b>Posting Signs</b>		
Unauthorized Posting of Sign on Street	11.1	\$115.00
<b>Heavy Vehicles</b>		
Operate or Park Heavy Vehicle in Residential Area	12.1(a)	\$230.00
Operate or Park Heavy Vehicle on Site used for Residential Purposes	12.1(b)	\$230.00
Driving Heavy Vehicle off Heavy Vehicle Route	12.1(c)	\$230.00
Failure to Use Most Direct Route	12.3	\$230.00
Unauthorized Overweight or Oversized Vehicle	12.4(a), 12.5(a)	\$230.00
Failure to Produce Permit	12.4(b)	\$230.00
Unauthorized Tracked Vehicle	12.6	\$230.00
Obstruction of Traffic	12.7(a)	\$230.00
Angle Parking at Undesignated Location	12.7(b)	\$230.00
Parking on Flankage of Residential Property	12.7(c)	\$230.00
Use Engine Retarder Brakes in City Limits	12.8	\$230.00
<b>Off-Highway Vehicles</b>		
Unauthorized Off-Highway Vehicle on Highway/Public Property	13.1	\$250.00
Unauthorized Off-Highway Vehicle on Private Property	13.3	\$250.00
<b>Miscellaneous</b>		
Improper Bicycle Conduct	15.1(a)	\$57.00
Unauthorized operation of an Electric or Motorized Scooter (Bylaw C-1261-23, May 23, 2023)	15.1(a.1)(i)	\$57.00
Operate Electric or Motorized Scooter Where Prohibited (Bylaw C-1261-23, May 23, 2023)	15.1(a.1)(ii)	\$57.00
Operate Electric or Motorized Scooter Contrary to Conditions (Bylaw C-1261-23, May 23, 2023)	15.1(a.1)(iii)	\$57.00

The text shown in parentheses in various locations throughout this document identifies the corresponding amending bylaw which authorized the change to this bylaw.

Bicycle, Scooter, Electric or Motorized Scooter, Roller Blades, Skateboard, Sled, Toboggan, Skis – Hazardous Use (Bylaw C-1261-23, May 23, 2023)	15.1(b), 15.1(d), 15.1(e), 15.1(f)	\$57.00
Bicycle, Scooter, Electric or Motorized Scooter, Roller Blades, Skateboard, Sled, Toboggan, Skis – Impeding Pedestrian Traffic (Bylaw C-1261-23, May 23, 2023)	15.1(c)	\$57.00
Motor Vehicle Crossing Sidewalk/Boulevard/Median	15.2	\$172.00
Damage to Highway	15.3(a)	\$115.00
Littering	15.4	\$115.00
Unsecured Load	15.5(a)	\$230.00
Failure of Removal of Unsecured Load from Highway	15.5(b)	\$230.00
Loading/Unloading Across Sidewalk/Boulevard	15.6	\$115.00
Disturbing Vehicular Noise (Bylaw C-1198-22, May 9, 2022)	15.7	\$250.00
Unauthorized Motor Vehicle Off Roadway in Open Space Area	15.8	\$172.00
Stunting	15.9	\$172.00
Activation of School Bus Flashing Lights/Stop Arm	15.10	\$57.00
<b>Permits</b>		
Non-compliance with Terms and Conditions	17.2	\$250.00
Making/Providing False or Misleading Statement/Information	17.3	\$500.00
Failure to Produce Permit	17.5	\$115.00

The text shown in parentheses in various locations throughout this document identifies the corresponding amending bylaw which authorized the change to this bylaw.

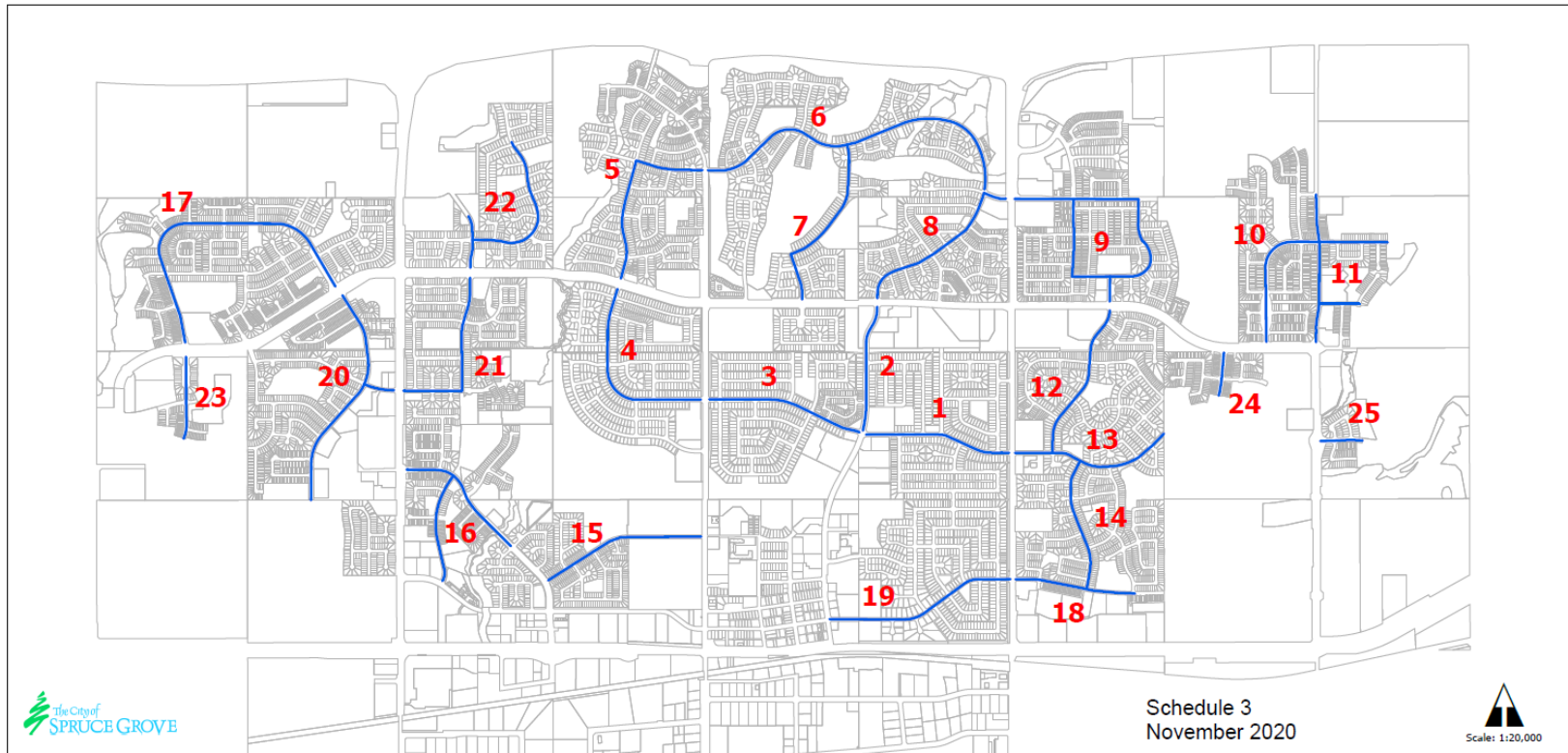
### SCHEDULE 2 – HEAVY VEHICLE ROUTES



The text shown in parentheses in various locations throughout this document identifies the corresponding amending bylaw which authorized the change to this bylaw.

### SCHEDULE 3 – SNOW ROUTES

#### City of Spruce Grove Traffic Bylaw C-1123-20 Snow Routes



- |   |   |   |  |   |
|---|---|---|--|---|
| <p>1. Brookwood Drive:<br/>Century Road to King Street</p> <p>2. King Street:<br/>Brookwood Drive to Grove Drive</p> <p>3. Woodhaven Drive:<br/>King Street to Calahoo Road</p> <p>4. Millgrove Drive:<br/>Calahoo Road to Grove Drive</p> <p>5. Aspenglen Drive:<br/>Grove Drive to Avonlea Way<br/>Avonlea Way:<br/>Aspenglen Drive to Calahoo Road</p> <p>6. Longview Drive:<br/>Calahoo Road to King's Link</p> | <p>7. Fairway Drive:<br/>Longview Drive to Links Road<br/>Links Road:<br/>Fairway Drive to Grove Drive</p> <p>8. King Street:<br/>Grove Drive to King's Link<br/>King's Link:<br/>King Street to Century Road</p> <p>9. Vanderbilt Common:<br/>Century Road to Spruce Village Drive East<br/>Spruce Village Drive East:<br/>Vanderbilt Common to Spruce Village Way<br/>Victoria Avenue:<br/>Spruce Village Way to Spruce Village Drive West<br/>Spruce Village Drive West:<br/>Victoria Avenue to Vanderbilt Common<br/>Spruce Village Way:<br/>Victoria Avenue to Grove Drive</p> | <p>10. Greenbury Boulevard:<br/>Grove Drive to Pioneer Road<br/>Prescott Boulevard:<br/>Pioneer Road to end of construction</p> <p>11. Pioneer Road:<br/>Gameau Link to Grove Drive<br/>Prospect Way:<br/>Pioneer Road to Prospect Place</p> <p>12. Greystone Drive:<br/>Grove Drive to Grove Meadows Drive</p> <p>13. Grove Meadows Drive:<br/>Century Road to end of construction</p> <p>14. Lakeland Drive:<br/>Grove Meadows Drive to McLeod Avenue</p> | <p>15. Weston Drive:<br/>Calahoo Road to Nelson Drive</p> <p>16. McLaughlin Drive:<br/>McLeod Avenue to Nelson Drive<br/>Nelson Drive:<br/>Westfield Street to Jennifer Heil Way</p> <p>17. Harvest Ridge Drive:<br/>Grove Drive West to Grove Drive West</p> <p>18. McLeod Avenue:<br/>Century Road to Lawson Boulevard</p> <p>19. McLeod Avenue:<br/>King Street to Century Road</p> | <p>20. Spruce Ridge Drive:<br/>Jennifer Heil Way to Spruce Ridge Road<br/>Spruce Ridge Road:<br/>End of construction to Grove Drive</p> <p>21. Heatherglen Drive:<br/>Grove Drive to Hawthorne Gate<br/>Hawthorne Gate:<br/>Heatherglen Drive to Jennifer Heil Way</p> <p>22. Deer Park Drive:<br/>Grove Drive to end of construction<br/>Deer Park Boulevard:<br/>Deer Park Drive to Dilworth Crescent</p> <p>23. Copperhaven Drive:<br/>Grove Drive West to end of construction</p> |
|---|---|---|--|---|

**THE CITY OF SPRUCE GROVE**

**BYLAW C-1321-24**

**DEVELOPMENT FEES AND FINES BYLAW AMENDMENT**

WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000, c M-26, as amended a council may establish fees for licences, permits and approvals, including fees for licences, permits and approvals that may be in nature of a reasonable tax for the activity authorized or for the purpose of raising revenue;

AND WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000, c M-26, as amended, a council has the power to amend enacted bylaws;

AND WHEREAS, the City of Spruce Grove wishes to amend Bylaw C-1268-23;

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

1. Bylaw C-1268-23 is amended as follows:
  - 1.1 By deleting Schedule N: Penalties & Fines – Construction Site Cleanliness Violations in its entirety.
  - 1.2 By deleting and replacing Schedule “H” with the Schedule “H” attached to and forming part of this bylaw.
2. This amending bylaw shall be consolidated into C-1268-23.
3. This bylaw shall come into force and effect on July 1, 2024.

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

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Mayor

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City Clerk

## CITY OF SPRUCE GROVE

### Development Fees and Fines Bylaw C-1268-23

#### SCHEDULE H: INFRASTRUCTURE USE

	<b>2023</b>	<b>2024</b>
	<i>(Effective January 1, 2023)</i>	<i>(effective January 1, 2024)</i>
<b>8.1 Infrastructure Use Permits</b>		
Infrastructure Use - ICAP	\$55	\$60
Infrastructure Use - Boulevard Gardens (3-year permit)		\$60
Infrastructure Use - Driveway Extensions		\$175
Infrastructure Use - Storage/Waste Containers		\$30 + GST
<b>8.2 Street Vending Permit (through the Traffic Bylaw)</b>		
1 Week	\$25	\$25
1 Month	\$50	\$50
4 Month	\$75	\$75
6 Month	\$100	\$100
<b>8.3 Revisions</b>		
Applications of these types cannot be revised		
<b>8.4 Refunds</b>		
Applications of these types are non-refundable		
<b>8.5 Additional Fees</b>		
Re-inspection Fee (Driveway Extensions)		Same as application fee + GST

*The text in parentheses in various locations throughout this document identifies the corresponding amending bylaw which authorized the change to this bylaw.*



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**CONSOLIDATED VERSION**  
**of**  
**C-1268-23**  
**DEVELOPMENT FEES AND FINES BYLAW**

Enacted October 23, 2023

As Amended By:

Bylaw C-1287-23 - Enacted January 8, 2024

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This Consolidation is not an Official Bylaw. It is prepared by the City Clerk's Office for reference only.

Page 1 of 29



**THE CITY OF SPRUCE GROVE**

**BYLAW C-1268-23**

**DEVELOPMENT FEES AND FINES**

WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000 c M-26, a municipality may establish fees for licences, permits and approvals, including fees for licences, permits and approvals that may be in nature of a reasonable tax for the activity authorized or for the purpose of raising revenue;

AND WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000 c M-26, a municipality may establish fines and penalties for Land Use Bylaw offences;

AND WHEREAS, the City of Spruce Grove wishes to update its fees related to development processes and establish fines and penalties for Land Use Bylaw offences;

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 “Development Fees and Fines Bylaw”.

**2. DEFINITIONS**

2.1 “City” means the municipal corporation of the City of Spruce Grove in the Province of Alberta.

2.2 “Director of Engineering” means the City’s Director of Engineering or designate.

2.3 “Director of Planning and Development” means the City’s Director of Planning and Development or designate.

2.4 “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.

**3. DEVELOPMENT FEES AND FINES**

3.1 The development fees and fines are identified in Schedules “A” to “N”, attached to and forming part of this bylaw.

**4. SEVERABILITY**

4.1 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.

**5. EFFECTIVE DATE**

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

**6. REPEAL OF BYLAW C-1222-22**

6.1 C-1222-22 – Development Fees and Fines Bylaw and all associated amendments are hereby repealed.

First Reading Carried	10 October 2023
Second Reading Carried	10 October 2023
Third Reading Carried	23 October 2023
Date Signed	23 October 2023

\_\_\_\_\_  
Mayor

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

## CITY OF SPRUCE GROVE

### Development Fees and Fines Bylaw C-1268-23

#### SCHEDULE A: STATUTORY PLANS, DESIGN REPORTS AND BYLAWS

	<b>2023</b>	<b>2024</b>
	<i>(effective January 1, 2023)</i>	<i>(effective January 1, 2024)</i>
<b>1.1 Municipal Development Plan</b>		
Amendment	\$4,500	\$5,250
<b>1.2 Area Structure and Redevelopment Plans</b>		
New application	\$7,800+\$240 per gross hectare	\$8,035+\$250 per gross hectare
Amendment (major)	\$7,800+\$240 per gross hectare	\$8,035+\$250 per gross hectare
Amendment (minor)	\$4,680	\$5,615
<i>The Director of Planning and Development shall determine if applications are considered major or minor in scope.</i>		
<b>1.3 Land Use Bylaw</b>		
Redistricting	\$4,020	\$4,690
Text amendment (major)	\$5,850	\$6,335
Text amendment (minor)	\$4,020	\$4,690
Direct control (new or amendment)	\$5,850	\$6,335
<i>Where a text amendment includes more than one new district, the major text amendment charge will apply to each new district.</i>		
<i>The Director of Planning &amp; Development shall determine if applications are considered major or minor in scope.</i>		
<b>1.4 Other bylaws</b>		
Road closure	\$2,820	\$3,290

## 1.5 Revisions

### **Milestones**

Substantial changes prior to circulation	30%	30%
Substantial changes after circulation but prior to 1st reading	75%	75%
Substantial changes after Public Hearing notification	85%	85%

*These fees apply to application changes initiated by the applicant for Statutory Plans and Planning Bylaws.*

*Changes required by Administration or Council will not require additional charges.*

*Determination of when additional charges shall be applied shall be made by the Director of Planning & Development.*

*Percentages are calculated based on the original application fee.*

## 1.6 Refunds

Application received, review not started	Full refund	Full refund
Review started	50% refund	50% refund
First reading passed	No refund	No refund

## 1.7 Additional Fees

### **Process Guidance**

Pre-Application meeting	No charge	No charge
Pre-Application plans review	\$110/hour + GST, min two (2) hrs	\$115/hour + GST, min two (2) hours

### **Referral/Third party fees**

Edmonton Metropolitan Region Board	\$600	\$700
Third party review of technical report	\$500 + third party consultant cost	\$515 + third party consultant cost

### **Advertising Costs**

1/4 page	\$345 + GST (per publication or week) per publication	\$345 + GST (per publication or week)
1/2 page	\$490 + GST (per publication or week) per publication	\$490 + GST (per publication or week)
Colour advertisement (added to applicable advertisement fee)	\$103 + GST (per publication or week) per publication	\$103 + GST (per publication or week)

### **File maintenance**

One year from receipt of application, no first reading	\$1,000	\$1,000
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## CITY OF SPRUCE GROVE

### Development Fees and Fines Bylaw C-1268-23

#### SCHEDULE B: LAND DEVELOPMENT

	<b>2023</b> <i>(effective January 1, 2023)</i>	<b>2024</b> <i>(effective January 1, 2024)</i>
<b>2.1 Development Agreements</b>		
New Application - standard	\$5,150 + GST	\$5,305 + GST
New Application - single lot or minor	\$3,090 + GST	\$3,180 + GST
Amendment	\$2,010 + GST	\$2,070 + GST
Deferred	\$2,060 + GST	\$2,070 + GST
Assignment of Development Agreement	\$515 + GST	\$530 + GST
Inspection fee (per inspection)	\$2,575 + GST	\$2,650 + GST
Re-inspection fee	\$515 + GST	\$530 + GST

*The Director of Engineering shall determine if applications are considered standard, minor or single lot.*

#### **2.2 Residential Subdivisions**

*Single detached, semi-detached, duplex, row housing - street oriented*

New application	\$840 base + \$300 per lot	\$980 + \$350 per lot
Endorsement	\$342	\$400 per lot

*Multi-unit development project (row housing development, row housing - stacked, multi-unit dwelling)*

New application	\$840 base + \$850 per lot	\$980 base + \$1,085 per lot
Endorsement	\$1,060 per lot	\$1,270 per lot

*Lot means fee simple lot or bareland condominium unit as well as reserve and public utility lots.*

*Residential subdivision may consist of lots with a planned use of single-detached, semi-detached, duplex, row housing or multi-unit developments.*

### 2.3 Non-residential Subdivisions

New application	\$840 base + \$850 per lot	\$980 + \$1,085 per lot
Endorsement	\$1,060 per lot	\$1,270 per lot

*Lot means fee simple lot or bareland condominium unit as well as reserve and public utility lots.*

*Non-residential subdivisions may consist of lots with a planned use of commercial, industrial, institutional, mixed use or lots with an urban reserve district.*

### 2.4 Traditional condominium

Endorsement	\$40 per unit	\$40 per unit
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### 2.5 Revisions - Development Agreement

Redline drawing review	\$515 + GST	\$530 + GST
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*Revisions are changes to an application that is currently being processed.*

### 2.6 Revisions - Residential Subdivision

*Single Detached, Semi-detached, duplex, row housing - street-oriented milestones*

Prior to circulation	15% + \$300 for each additional lot	15% + \$310 for each additional lot
After circulation	75% + \$300 for each additional lot	75% + \$310 for each additional lot
Decision made	New application required	New application required
Decision made - minor revisions prior to endorsement (Subdivision Authority Bylaw)		75% + \$310 for each additional lot

*Multi-unit development project milestones (row housing development, row housing - stacked, multi-unit dwelling)*

Prior to circulation	15% + \$850 for each additional lot	15% + \$875 for each additional lot
After circulation	75% + \$850 for each additional lot	75% + \$875 for each additional lot
Decision made	New application required	New application required
Decision made - minor revisions prior to endorsement (Subdivision Authority Bylaw)		75% + \$875 for each additional lot

*Revisions are changes to an application that is currently being processed.*

*Percentages are calculated based on the base fee of the original application fee.*

## 2.7 Revisions - Non-residential Subdivision

Prior to circulation	15% + \$850 for each additional lot	15% + \$875 for each additional lot
After circulation	75% + \$850 for each additional lot	75% + \$875 for each additional lot
Decision made	New application required	New application required
Decision made - minor revisions prior to endorsement (Subdivision Authority Bylaw)		75% + \$875 for each additional lot

*Revisions are changes to an application that is currently being processed.  
Percentages are calculated based on the base fee of the original application fee.*

## 2.8 Refunds - Development Agreements

### **Milestone**

Application received, review not started	Full refund	Full refund
Drawing review started	50% refund	50% refund
Development Agreement draft started	No refund	No refund

*Percentages are calculated based on the original application fee.*

## 2.9 Refunds - Subdivisions

### **Milestone**

Application received, review not started	Full refund	Full refund
Review started	50% refund	50% refund
Decision made	No refund	No refund

*Applications cancelled by request within 30 days of the application date may be subject to a refund based on the status of the individual item.  
Percentages are calculated based on the original application fee.*

## 2.10 Appeals

Appeal of Subdivision to Subdivision & Development Appeal Board	\$425	\$425
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*Subdivision and Development Appeal Board processes are managed through the City Clerk's office.*

## 2.11 Additional Fees

### **Process Guidance**

Pre-Application meeting	No charge	No charge
Pre-Application plans review	\$110 per hour + GST, minimum two (2) hours	\$115 per hour + GST, minimum two (2) hours

**Extensions**

Extension to Development Agreement	\$515 + GST	\$530 + GST
Extension to conditional subdivision approval	\$515 + GST	\$530 + GST
Extension to subdivision endorsement period	\$515 + GST	\$530 + GST

**Referral/Third Party Fees**

Legal Review of Development Agreement	Third party consultant cost	Third party consultant cost
---------------------------------------	-----------------------------	-----------------------------

**Registrations**

Postponement/discharge of caveat document execution	\$80 + GST	\$85 + GST
Postponement/discharge of caveat execution requiring solicitor review	\$180 + GST	\$185 + GST
Amending agreements, Utility Rights-of-Way, Easements, Encroachments, Licence to Occupy	\$365 + GST	\$375 + GST

**Other**

Street Name Change	\$440 + GST	\$450 + GST
Address Change (per address)	\$285 + GST	\$295 + GST



**CITY OF SPRUCE GROVE**  
**Development Fees and Fines Bylaw C-1268-23**  
**SCHEDULE C: DEVELOPMENT PERMITS**

	<b>2023</b>	<b>2024</b>
	<i>(effective January 1, 2023)</i>	<i>(effective January 1, 2024)</i>
<b>3.1 Residential Development</b>		
<b><i>New construction</i></b>		
Single detached, semi-detached, duplex, row housing	\$215 per unit	\$220 per unit
Multi-unit development project on a single lot	\$310 + \$105 per unit	\$320 + \$115 per unit
Show home	\$215 per unit + notification	\$220 per unit + notification
Show home (unregistered lot)	\$390 per unit + notification	\$400 per unit + notification
Manufactured home	\$215 per unit	\$220 per unit
Manufactured home park, campground development	\$310 + \$105 per unit	\$320 + \$110 per unit
<b><i>Demolition</i></b>		
Demolition	\$105	\$110
<b><i>Use/Change of Use</i></b>		
Discretionary use (secondary suite, show home, home occupation, garden suite, garage suite, etc)	\$185 + notification	\$190 + notification
Show home conversion to residential occupancy	\$85 per unit	\$90 per unit
<b><i>Variances</i></b>		
Variance (separate from approval)	\$160 + notification	\$165 + notification
Variance (processed with associated development permit)	\$85 + notification	\$90 + notification

**Additions/Alterations/Accessory Structures**

Addition/Alteration/ Accessory structure	\$85	\$90
Fence, linear and other structure	\$115	\$120
Buildings Accessory to the use of the Manufactured Home within the Manufactured Home Court district	\$85	\$90
Buildings Accessory to the use of the Manufactured Home Court and Campground	\$270 + \$1.35 per square meter + notification	\$280 + \$1.40 per square meter + notification

**3.2 Non-residential Development**

***New Construction***

New construction	\$270 + \$1.35 per square meter	\$280 + \$1.40 per square meter
New cannabis sales or cannabis production facility	\$785 + \$1.35 per square meter	\$810 + \$1.40 per square meter

***Demolition***

Demolition	\$210	\$215
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***Use/Change of Use/Intensification of Use***

Change of occupancy or use	\$265	\$270
Change of occupancy or use - Cannabis sales or production facility	\$780	\$805
Temporary use		
Up to sixty (60) days	\$155	\$160
Up to six (6) months	\$210	\$215
Up to twelve (12) months	\$285	\$295

*If deemed discretionary use, notification applies*

***Variances***

Variance (separate from approval)	\$270 + notification	\$280 + notification
Variance (processed with associated development permit)	\$135 + notification	\$140 + notification

**Additions/Alterations/Accessory Structures**

Accessory structure	\$270 + \$1.35 per square meter + notification	\$280 + \$1.40 per square meter + notification
Addition/Alteration	\$270 + \$1.35 per square meter	\$280 + \$1.40 per square meter
Fence, linear and other structure	\$270	\$280

### 3.3 Signs

Permanent (includes digital)	\$165	\$170
Temporary	\$35/30 days for the first 90 days and \$18/30 days thereafter	\$35/30 days for the first 90 days and \$20/30 days thereafter
Billboard	\$165 + notification	\$170 + notification
Balloon	\$35/30 days for the first 90 days and \$18/30 days thereafter + notification	\$35/30 days for the first 90 days and \$20/30 days thereafter + notification

### 3.4 Soil Processing

Excavation and topsoil stripping (not including processing)	\$515 + notification	\$530 + notification
Topsoil stripping with onsite processing	\$620 + notification	\$640 + notification

### 3.5 Revisions

#### **Milestones**

Review started, no decision made	50% of application fee	50% of application fee
Decision made	New application or 50% of original application fee	New application or 50% of original application fee

*When a request is made, the Development Officer will review the resubmission and determine the required fees.*

### 3.6 Refunds

Review started, no decision made	50% refund	50% refund
Decision made	No refund	No refund

*When a request is made, the Development Officer will review the resubmission and determine the required fees.*

### 3.7 Appeals to Subdivision & Development Appeal Board

Development permit or application completion decision	\$200	\$200
Stop Order	\$425	\$425

*Subdivision and Development Appeal Board processes are managed through the City Clerk's office.*

### 3.8 Additional Fees

#### **Process Guidance**

Pre-Application Meeting	No charge	No charge
Pre-Application Plans Review	\$105 per hour + GST, minimum of 2 hours	\$115 per hour + GST, minimum two (2) hours

**Amendments/Extensions**

Amendment of development permit (review underway)	50% of original application fee	50% of original application fee
Amendment of development permit – minor revisions (decision has been made)		\$200
Amendment of development permit - major (decision has been made)	New application required	New application required
Extension of development permit approval	50% of original application fee	50% of original application fee

*Development Officer shall determine if amendments are considered major or minor in scope.*

**Other**

Notification	\$100 + GST	\$100 + GST
Show Home Agreement	\$1,030 + GST	\$1,060 + GST
Telecommunication Tower Review	\$2,575 + GST	\$2,650 + GST
Cash-in-lieu of Parking (per requested parking stall as per Land Use Bylaw)	\$20,600 + GST	\$21,215 + GST

## CITY OF SPRUCE GROVE

### Development Fees and Fines Bylaw C-1268-23

#### SCHEDULE D: CONSTRUCTION - BUILDING PERMITS

	2023 <i>(effective January 1, 2023)</i>	2024 <i>(effective January 1, 2024)</i>
<b>4.1 Residential - New Construction</b>		
New building (1-4 units)	\$7.30 per square meter for all floors above grade, including attached garage	\$7.50 per square meter for all floors above grade, including attached garage
New building (5 or more units)	\$9.80 per \$1,000 construction value	\$10.00 per \$1,000 construction value
Basement Development	\$3.65 per square meter	\$3.75 per square meter
Secondary Suite	\$4.15 per square meter	\$4.25 per square meter
Manufactured home including relocation	\$210 per unit	\$215 per unit
<b>4.2 Residential - Additions/Alterations/Accessory Structure</b>		
Renovation, addition, manufactured home addition	\$7.30 per square meter for all floors	\$7.50 per square meter for all floors
Accessory building or detached garage	\$5.60 per square meter, minimum \$210	\$5.75 per square meter, minimum \$215
Deck or similar minor accessory structure, hot tub, fireplace	\$210	\$150
<b>4.3 Non-Residential - New Construction</b>		
New building	\$9.80 per \$1,000 of construction value	\$10.00 per \$1,000 of construction value
Foundation only	\$9.80 per \$1,000 of construction value	\$10.00 per \$1,000 of construction value
<p><i>The Safety Codes Officer may place a market value of the work being undertaken for the purpose of determining the permit fee (Division C Article 2.2.10.2)</i></p> <p><i>Non-residential construction includes commercial, industrial, institutional, and mixed-use projects</i></p>		
<b>4.4 Non-Residential - Additions/Alterations/Accessory Structures</b>		
Addition, renovation, accessory building/structure	\$9.80 per \$1,000 of construction value	\$10.00 per \$1,000 of construction value
<p><i>Non-residential construction includes commercial, industrial, institutional, and mixed-use projects</i></p>		

#### 4.5 Construction Water & Connection

Construction water	10% of building permit fee per unit	10% of building permit fee per unit
Water & Sewer Connection	\$150 per unit	\$150 per unit
Water Meter Fee	Per installed meter, based upon cost set by City of Spruce Grove	Based upon meter per unit set by City of Spruce Grove

#### 4.6 Demolition

Demolition	\$210	\$215
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#### 4.7 Revisions

Revision following issuance	\$210	\$215
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#### 4.8 Refunds

##### **Milestones**

Permit issued, no work has started	35% refund	35% refund
Work started, inspection have occurred or permit has expired (with or without inspections)	No refund	No refund

*Permits or applications cancelled by request of the applicant within thirty (30) days of the application date may be subject to a refund based on the status of the individual item.*

*Percentages are calculated based on the original application fee.*

#### 4.9 Additional Fees

##### **Levies/Surcharges (in addition to permit fees)**

Safety Codes Council Levy	Levies as established by the Safety Codes Council	4% of permit fee Min \$4.50 Max \$560
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*Levies as established by Safety Codes Council, subject to change*

Fire Inspection surcharge	10% of Building permit fee	10% of Building permit fee <i>(exempt: deck or similar minor accessory structure, fireplace, etc)</i>
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##### **Process Guidance**

Pre-Application Plans Review	\$110 per building + GST, minimum of two (2) hours	\$115 per building + GST, minimum of two (2) hours
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##### **Alternate Solutions**

Review of alternative solution proposal	\$105 per hour + GST, minimum of two (2) hours	\$115 per hour + GST, minimum of two (2) hours
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**Re-Inspections**

Re-inspection fee	\$200	\$205
<i>Re-inspection fees are applicable at the discretion of the Safety Codes Officer</i>		

**Extensions**

Extension	50%, minimum \$70	50%, minimum \$75
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**Other**

Minimum Building Permit Fee	\$130	\$150
Transfer of permit to a new owner	\$210	\$215

**SCHEDULE E: CONSTRUCTION - ELECTRICAL**

	<b>2023</b>	<b>2024</b>
	<i>(effective January 1, 2023)</i>	<i>(effective January 1, 2024)</i>

**5.1 Residential - New Construction**

***New construction (per unit)***

0 to 232.2 square meters	\$210 per unit	\$215 per unit
Greater than 232.2 square meters	\$285 per unit	\$295 per unit

*Calculations are based on floor area of each unit including attached garage.*

***Existing***

The same calculation as for Non-Residential/Multi-Unit Residential applies

***Basement Development***

Basement Development wiring	\$130	\$135
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***Single outlet***

Appliance installation or replacement involving a single outlet, or similar retrofitting for one outlet (including hot tubs)	\$130	\$135
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**5.2 Non-Residential & Multi-Unit Residential**

\$2,000 or less installation cost	\$130	\$135
\$2,000.01 to \$5,000 installation cost	\$130 + \$0.0206 per \$1.00 installation cost	\$135 + \$0.021 per \$1.00 installation cost
\$5,000.01 to \$10,000 installation cost	\$236 + \$0.01545 per \$1.00 installation cost over \$5,000	\$240 + \$0.016 per \$1.00 installation cost over \$5,000
\$10,000.01 to \$50,000 installation cost	\$314 + \$0.005665 per \$1.00 installation cost over \$10,000	\$320 + \$0.00575 per \$1.00 installation cost over \$10,000
\$50,000.01 to \$200,000 installation cost	\$598 + \$0.00515 per \$1.00 installation cost over \$50,000	\$550 + \$0.0055 per \$1.00 installation cost over \$50,000
\$200,000.01 and above installation cost	\$1,628 + \$0.00309 per \$1.00 installation cost over \$200,000	\$1,375 + \$0.0032 per \$1.00 installation cost over \$200,000

*Fees are calculated based on the installation cost per unit*



**Underground/Service Connection**

Underground installation	\$105	\$110
Service connection	\$105	\$110

**5.3 Revisions**

Revision following issuance	\$210	\$215
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**5.4 Refunds**

**Milestones**

Permit issued, no work has started	35% refund	35% refund
Work started, inspection have occurred or permit has expired (with or without inspections)	No refund	No refund

*Permits or applications cancelled by request of the applicant within thirty (30) days of the application date may be subject to a refund based on the status of the individual item.*

*Percentages are calculated based on the original application fee.*

**5.5 Additional Fees**

**Levies/Surcharges (in addition to permit fees)**

Safety Codes Council Levy	Levies as established by the Safety Codes Council	4% of permit fee Min \$4.50 Max \$560
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*Levies as established by Safety Codes Council, subject to change*

**Alternate Solutions**

Review of alternative solution proposal	\$110 per hour, minimum of two (2) hours	\$115 per hour, minimum of two (2) hours
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**Re-Inspections**

Re-inspection fee	\$200	\$205
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*Re-inspection fees are applicable at the discretion of the Safety Codes Officer*

**Extensions**

Extension	50%, minimum \$70	50%, minimum \$75
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**Other**

Transfer of permit to a new owner	\$210	\$215
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## CITY OF SPRUCE GROVE

### Development Fees and Fines Bylaw C-1268-23

#### SCHEDULE F: CONSTRUCTION - PLUMBING AND GAS

	<b>2023</b>	<b>2024</b>
	<i>(effective January 1, 2023)</i>	<i>(effective January 1, 2024)</i>
<b>6.1 Plumbing - Multiple fixture</b>		
Up to five (5) fixtures per unit	\$130	\$135
More than five (5) fixtures per unit	\$130 + \$6.00/fixture over five (5)	\$135 + \$6.10/fixture over five (5)
<b>6.2 Plumbing - Single fixture</b>		
New appliance, appliance replacement or similar retrofitting involving one fixture	\$105	\$110
<b>6.3 Gas - Residential</b>		
Up to three (3) outlets per unit	\$130	\$135
More than three (3) outlets per unit	\$155	\$160
New appliance, appliance replacement or similar retrofitting involving one outlet	\$105	\$110
<b>6.4 Gas - Non-Residential &amp; Multi-Unit Residential</b>		
Up to 200,000 BTU	\$0.00106 per BTU, minimum \$130	\$0.001 per BTU, minimum \$135
200,001 to 400,000 BTU	\$212 + \$0.000412 per BTU over 200,000	\$200 + \$0.00025 per BTU over 200,000
400,001 to 1,000,000 BTU	\$377 + \$0.0001545 per BTU over 400,000	\$250 + \$0.0002 per BTU over 400,000
Over 1,000,000 BTU	\$532 + \$0.0001545 per BTU over 1,000,000	\$370 + \$0.0001 per BTU over 1,000,000
<b>6.5 Gas - Temporary Installations</b>		
Temporary propane/natural gas construction heater (includes tank set)	\$105	\$110

### 6.6 Refill Centre

Refill centre (propane)	\$295	\$305
Propane Tank (new or replacement)	\$105	\$110
Service line from tank to building	No charge	No charge
Vaporizer	No charge	No charge

### 6.7 Revisions

Revision following issuance	\$210	\$215
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### 6.8 Refunds

#### **Milestones**

Permit issued, no work has started	35% refund	35% refund
Work started, inspection have occurred or permit has expired (with or without inspections)	No refund	No refund

*Permits or applications cancelled by request of the applicant within thirty (30) days of the application date may be subject to a refund based on the status of the individual item.  
Percentages are calculated based on the original application fee.*

### 6.9 Additional Fees

#### **Levies/Surcharges (in addition to permit fees)**

Safety Codes Council Levy	Levies as established by the Safety Codes Council	4% of permit fee Min \$4.50 Max \$560
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*Levies as established by Safety Codes Council, subject to change*

#### **Process Guidance**

Pre-Application Plans Review	\$110 per building + GST, minimum of two (2) hours	\$115 per building + GST, minimum of two (2) hours
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#### **Alternate Solutions**

Review of alternative solution proposal	\$110 per hour, minimum of two (2) hours	\$115 per hour, minimum of two (2) hours
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#### **Re-Inspections**

Re-inspection fee	\$200	\$205
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*Re-inspection fees are applicable at the discretion of the Safety Codes Officer*

#### **Extensions**

Extension	50%, minimum \$70	50%, minimum \$75
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#### **Other**

Transfer of permit to a new owner	\$210	\$215
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**CITY OF SPRUCE GROVE**  
**Development Fees and Fines Bylaw C-1268-23**  
**SCHEDULE G: CONSTRUCTION - LOT GRADING**

	<b>2023</b>	<b>2024</b>
	<i>(effective January 1, 2023)</i>	<i>(effective January 1, 2024)</i>
<b>7.1 New Residential</b>		
<b><i>Single-detached, semi-detached, duplex, row housing</i></b>		
New Application	\$170	\$175
Performance Damage Agreement Deposit	\$2,500	\$2,500
<b><i>Multi-unit development on a single lot</i></b>		
New Application	\$260 per ha + \$52 per unit	\$265 per ha + \$55 per unit
Performance Damage Agreement Deposit	\$5,000	\$5,000
<b>7.2 New Non-Residential</b>		
New Application	\$310 per ha, minimum \$310	\$320 per ha, minimum \$320
Performance Damage Agreement Deposit	\$5,000	\$5,000
<i>Non-Residential lots include commercial, industrial, institutional and mixed use</i>		
<b>7.3 Revisions</b>		
Revision following issuance	\$210	\$215
<b>7.4 Refunds</b>		
<b><i>Milestones</i></b>		
Permit issued, no work has started	35% refund	35% refund
Work started, inspection has occurred or permit has expired (with or without inspections)	No refund	No refund

*Permits or applications cancelled by request of the applicant within thirty (30) days of the application date may be subject to a refund based on the status of the individual item.*

*Percentages are calculated based on the original application fee.*

**7.5 Additional Fees**

***Re-Inspections***

Re-inspection fee (Single-detached, semi-detached, duplex, row housing)	Same as application fee + GST	Same as application fee + GST
Re-inspection fee (Multi-unit development on a single lot)	\$310 + GST	\$320 + GST
Re-inspection fee (Non-residential)	\$310 + GST	\$320 + GST

***Extensions***

Extension	50%, minimum \$70	50%, minimum \$75
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## CITY OF SPRUCE GROVE

### Development Fees and Fines Bylaw C-1268-23

#### SCHEDULE H: INFRASTRUCTURE USE

	2023	2024
	<i>(Effective January 1, 2023)</i>	<i>(effective January 1, 2024)</i>
<b>8.1 Infrastructure <del>Construction Approval Use</del> Permits (ICAP)</b>		
<del>ICAP – Infrastructure Use Single Use Fee ICAP</del>	\$55	\$60
<del>ICAP – Infrastructure Use - Boulevard Gardens (3-year permit)</del>		<u>\$60</u>
<del>ICAP – Infrastructure Use - Driveway Extensions</del>		<u>\$175</u>
<del>Infrastructure Use – Storage/Waste Containers</del>		<u>\$30 + GST</u>
<b>8.2 <del>Storage and Waste Containers</del></b>		
<del>New Application</del>	<u>\$25 + GST</u>	<u>\$30 + GST</u>
<b>8.2.4 Street Vending Permit (through the Traffic Bylaw)</b>		
1 Week	\$25	\$25
1 Month	\$50	\$50
4 Month	\$75	\$75
6 Month	\$100	\$100
<b>8.3 Revisions</b>		
Applications of these types cannot be revised		
<b>8.4 Refunds</b>		
Applications of these types are non-refundable		
<b>8.5 Additional Fees</b>		
<u>Re-inspection Fee (Driveway Extensions)</u>		<u>Same as application fee + GST</u>

## CITY OF SPRUCE GROVE

### Development Fees and Fines Bylaw C-1268-23

#### SCHEDULE I: BUSINESS LICENCES

	2023	2024
	<i>(effective January 1, 2023)</i>	<i>(effective January 1, 2024)</i>
<b>9.1 Local Businesses</b>		
<b>(Bylaw C-1287-23, January 8, 2024)</b>		
Annual fee	\$270	\$270
Change of location	\$270	\$270
<i>Resident businesses are subject to a one-time business licence fee, as long as the licence is renewed annually in accordance with the timelines and processes specified in the City's Business Licence Bylaw.</i>		
<b>9.2 Non-Local Businesses</b>		
<b>(Bylaw C-1287-23, January 8, 2024)</b>		
Annual fee	\$440	\$440
Annual fee (after September 1)	\$220	\$220
<b>9.2.1 Parkland County Businesses</b>		
<b>Annual Fee (Bylaw C-1287-23, January 8, 2024)</b>		\$150
<b>9.3 Temporary Businesses and Mobile Vending Businesses</b>		
1 Month	\$60	\$60
3 Month	\$100	\$100
6 Month	\$200	\$200
6 Month Intermunicipal	\$300	\$300
<b>9.4 Charitable/Non-profit Organizations</b>		
Annual fee	No charge with proof of non-profit status	No charge with proof of non-profit status
<b>9.5 Revisions</b>		
Applications of these types cannot be revised		
<b>9.6 Refunds</b>		
<b><i>Milestones</i></b>		
Payment received but application not reviewed	Full refund	Full refund
<b>9.7 Appeals</b>		
Business Licence decision	\$135	\$135

## CITY OF SPRUCE GROVE

### Development Fees and Fines Bylaw C-1268-23

#### SCHEDULE J: COMPLIANCE REQUESTS AND FILE REVIEWS

	<b>2023</b>	<b>2024</b>
	<i>(effective January 1, 2023)</i>	<i>(effective January 1, 2024)</i>
<b>10.1 Residential Compliance</b>		
Three (3) day processing	\$310 + GST	\$320 + GST
Ten (10) day processing	\$155 + GST	\$160 + GST
<b>10.2 Non-Residential Compliance</b>		
Three (3) day processing	\$515 + GST	\$530 + GST
Ten (10) day processing	\$260 + GST	\$265 + GST
<b>10.3 File Review &amp; Zoning Verification Letter</b>		
File review (includes searches for environmental assessments, safety codes history, etc)	\$110 per hour + GST, minimum two (2) hours	\$115 per hour + GST, minimum two (2) hours
Zoning Verification Letter	\$110 + GST	\$115 + GST
<b>10.4 Revisions</b>		
Applications of these types cannot be revised		
<b>10.5 Refunds</b>		
The refund amount will be evaluated by the Director of Planning & Development based on the work that was already completed when the City was made aware of the cancellation request by the applicant		
<b>10.6 Additional Fees</b>		
Re-stamp for any Compliance request	50% of the applicable fee + GST	50% of the applicable fee + GST



## CITY OF SPRUCE GROVE

### Development Fees and Fines Bylaw C-1268-23

#### SCHEDULE K: PENALTIES & FINES - DEVELOPMENT PERMIT AND LAND USE BYLAW VIOLATIONS

Offence	Relevant Section of the Land Use Bylaw (C-824- 12)	Fine Amount	
		First Offence	Subsequent Offence
Development without a Development Permit (excluding Signs)	24(1)(b)	\$500.00	\$750.00
Sign without a Development Permit where a Development Permit is required	24(1)(b)	\$200.00	\$400.00
Development in contravention of a Development Permit (excluding Signs)	24(1)(c)	\$500.00	\$750.00
Sign erected that does not comply with Part 10	24(1)(a)	\$200.00	\$400.00
Development in contravention of a Subdivision Approval	24(1)(c)	\$500.00	\$750.00
Continuing Development after a Development Permit has been suspended or cancelled	24(1)(a)	\$500.00	\$750.00
Development or Use prohibited or restricted in any district	24(1)(a)	\$500.00	\$750.00
Nuisance on the land	24(1)(a)	\$250.00	\$500.00
Sign in an abandoned state or disrepair	24(1)(a)	\$200.00	\$400.00

**CITY OF SPRUCE GROVE**

**Development Fees and Fines Bylaw C-1268-23**

**SCHEDULE L: PENALTIES & FINES – SAFETY CODES PERMIT VIOLATIONS**

Offence	Fine Amount		
	First Offence	Second Offence	Third Offence
Failure to secure required Safety Codes permits prior to the start of construction/installation	All fees are doubled		
Occupying prior to issuance of Occupancy Certificate	\$510	\$1020	\$3060
Verification of Compliance submission violations	\$510	\$1020	\$3060 + privileges revoked

## CITY OF SPRUCE GROVE

### Development Fees and Fines Bylaw C-1268-23

#### SCHEDULE M: PENALTIES & FINES - BUSINESS LICENCE VIOLATIONS

Offence	Relevant Section of the Business Licence Bylaw (C-1284-23)  (Bylaw C-1287-23, January 8, 2024)	Penalty Amount	
		First Offence	Subsequent Offence
Commencing business operations without a valid Business Licence	14.1	\$500.00	\$1000.00
Failure to display a valid Business Licence	14.1	\$50.00	\$250.00
Continuing business activity after the Business Licence has been suspended or cancelled	14.1	\$500.00	\$1000.00
Non-compliance with conditions of Business Licence	14.1	\$100.00	\$200.00

**CITY OF SPRUCE GROVE**

**Development Fees and Fines Bylaw C-1268-23**

**SCHEDULE N: PENALTIES & FINES – CONSTRUCTION SITE CLEANLINESS VIOLATIONS**

Offence	Relevant Section of the Construction Site Cleanliness Bylaw (C-976-16)	Fine Amount		
		First Offence	Second Offence	Third Offence
Improper storage of construction material and/or equipment	4.3	\$250.00	\$1,000.00	\$5,000.00
Improper storage/removal of garbage	4.3	\$250.00	\$1,000.00	\$5,000.00
Litter	4.3	\$250.00	\$1,000.00	\$5,000.00
Drainage onto adjacent lots	4.3	\$250.00	\$1,000.00	\$5,000.00
Interference with off-site drainage	4.3	\$250.00	\$1,000.00	\$5,000.00
Improper storage and/or disposal of hazardous material	4.3	\$1,000.00	\$5,000.00	\$5,000.00
Hazardous excavation, drain, ditch or depression	4.3	\$1,000.00	\$5,000.00	\$5,000.00
Disposal of hazardous or other material into the storm sewer and/or sanitary sewer system	4.3	\$1,000.00	\$5,000.00	\$5,000.00

**THE CITY OF SPRUCE GROVE**

**BYLAW C-1324-24**

**2024 FEES AND CHARGES BYLAW AMENDMENT**

WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000, c M-26, as amended a council has the authority to establish fees and charges for the provision of goods and services;

AND WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000, c M-26, as amended, a council has the power to amend enacted bylaws;

AND WHEREAS, the City of Spruce Grove wishes to amend Bylaw C-1280-23;

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

1. Bylaw C-1280-23 is amended as follows:

1.1 By adding the following after Schedule E:

**SCHEDULE F – APPEAL FEES**

**2024**

Appeal Fee of Municipal Order                      \$200

2. This amending bylaw shall be consolidated into C-1280-23.

3. This bylaw shall come into force and effect on July 1, 2024.

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

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City Clerk

*The text in parentheses in various locations throughout this document identifies the corresponding amending bylaw which authorized the change to this bylaw.*



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**CONSOLIDATED VERSION**

**of**

**C-1280-23**

**2024 FEES AND CHARGES BYLAW**

Enacted November 20, 2023

As Amended By:

Bylaw C-1289-23 - Enacted December 11, 2023

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This Consolidation is not an Official Bylaw. It is prepared by the City Clerk's Office for reference only.

**THE CITY OF SPRUCE GROVE**

**BYLAW C-1280-23**

**2024 FEES AND CHARGES BYLAW**

WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000, c M-26, a municipality has the authority to establish fees and charges for the provision of goods and services;

AND WHEREAS, under the authority of the *Municipal Government Act*, R.S.A. 2000, c M-26, a municipality may impose penalties for unpaid taxes in the current year and in other years;

AND WHEREAS, penalties for unpaid business improvement area taxes are dealt with separately under the Business Improvement Area Bylaw;

AND WHEREAS, under the authority of the *Municipal Government Act*, R.S.A. 2000, c M-26 and amendments thereto, a municipality has the power to enact bylaws for the purpose of operating a public utility;

AND WHEREAS, under the authority of the *Municipal Government Act*, and amendments thereto, the Council has the power to enact for the enforcement of bylaws including the imposition of fines and penalties;

AND WHEREAS, the City of Spruce Grove wishes to establish, in a bylaw, certain fees, charges, fines and penalties;

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 “2024 Fees and Charges Bylaw”.

**2. GENERAL**

- 2.1. All references in this bylaw shall be read with such changes in number and gender as may be considered appropriate according to whether the reference is made to a male or female, or a corporation or partnership.
- 2.2. Every provision of this bylaw is independent of all other provisions and if any provision of this bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this bylaw shall remain valid and enforceable.



- 2.3. If further clarification of a Cemetery related definition is required, reference is to be made to the Cemetery Bylaw C-1056-18.

### **3. DEFINITIONS**

- 3.1. “Act” means the *Municipal Government Act*, R.S.A. 2000, c M-26, any regulations thereunder, and any amendments or successor legislation thereto.
- 3.2. “Ash Plot” means a subdivided portion of the Cemetery intended for the burial of up to two (2) urns.
- 3.3. “Arc” means a regional electronic fare payment used by transit agencies in Spruce Grove, St. Albert, Strathcona County, Fort Saskatchewan, Leduc, Beaumont, and Edmonton. Passengers use an Arc card to tap on and off at electronic card readers on buses and at LRT stations. Monthly fare capping places a limit on the maximum amount a customer would pay for trips on monthly periods of travel. Once the monthly cap is reached no fare is charged for the remainder of that month.
- 3.4. “Cemetery” means those City-owned lands set apart for the burial of dead human remains or cremated human remains, including structures, legally described as:

Plan 952 3087  
Lot 2  
CONTAINING 3.26 HECTARES (8.06 ACRES) MORE  
OR LESS

EXCEPTING THEREOUT:  
A) PLAN 0525010 ROAD 0.04 HECTARES (0.10  
ACRES) MORE OR LESS

EXCEPTING THEREOUT ALL MINES AND MINERALS

- 3.5. “City” means the municipal corporation of the City of Spruce Grove in the Province of Alberta.
- 3.6. “Columbarium” means a secure structure within the Cemetery containing Niches for the placement of cremated human remains.
- 3.7. “CNIB” means an individual who is a member of the Canadian National Institute for the Blind, with a valid CNIB ID.
- 3.8. “Commuter Fare” means the passenger fare on the transit service operating between Spruce Grove and Edmonton.

- 3.9. “Council” means the Mayor and Councillors duly elected pursuant to the provisions of the *Local Authorities Election Act*, R.S.A. 2000, c L-21.
- 3.10. “Customer” means a person, firm, partnership, corporation, or organization who has entered a Service Account with the City for the supply of utility services, or who is the Owner or Tenant of any Property connected to or provided with a utility.
- 3.11. “Disconnection” means the physical severing of a Water Utility service, or where services cannot be physically severed, an account can be deemed disconnected when a disconnection notice is delivered.
- 3.12. “Disinterment” means the authorized removal of dead human remains or cremated human remains from the Cemetery.
- 3.13. “Eco Centre” means a drop-off facility where residents can dispose of items that can’t be placed in their Black Waste Cart, Blue Bag, or Green Organic Waste Cart. Household Hazardous Waste, Electronic Waste, appliances, and extra Garbage are also accepted at the Eco Centre.
- 3.14. “EV Charger” means public electrical vehicle chargers provided by the City of Spruce Grove to charge electric vehicles at public locations.
- 3.15. “Flat Marker” means a monument set flush with the ground, constructed of granite, marble or bronze, that identifies the interred person.
- 3.16. “Garbage” means Solid Waste other than Organic Waste or Recyclables
- 3.17. “Grave” means an excavation intended for the burial of a dead human remains or cremated human remains.
- 3.18. “Headstone” means a structure made of commercial grade granite, marble, stone or bronze erected on a Foundation set flush with the ground that identifies the interred person.
- 3.19. “Interceptor” means a receptacle that is installed to prevent oil, grease, sand or other material from entering the City’s sewerage system and storm sewer system.
- 3.20. “Interment” means, in a manner prescribed by the Cemeteries Act, RSA 2000 c C-3 or Cemetery Bylaw C-1056-18, placing dead human remains in a suitable container underground or within a Niche in the Cemetery.
- 3.21. “Interment Rights” means any purchased right to a Niche, Ash Plot or Plot and any associated right to have the City:
  - (a) open, prepare and close a Grave or Niche for Interment purposes;  
or
  - (b) prepare a Grave or Niche for Disinterment; or

- (c) approve the installation and inscription of a Headstone, a Flat Marker or a Niche cover.
- 3.22. “Large Customer” means a Utility Customer with a water service greater than or equal to one (1) inch in diameter, or, a Small Customer with multiple meters less than one (1) inch in diameter if the Utility Customer is not-for-profit, and they deliver affordable housing, and they occupy a single parcel of land, and they have a private storm network that provides storage on the property prior to entering the City’s storm network.
- 3.23. “Local Fare” means the passenger fare on the transit service operating within and between the City of Spruce Grove, Town of Stony Plain and Parkland County.
- 3.24. “Low Income Transit Pass” means a subsidized monthly transit pass or monthly Arc cap offered to eligible individuals based on their household income and other criteria as determined by the Community Social Development department.
- 3.25. “Low Income Newcomer” means a subsidized monthly transit pass or monthly Arc cap offered to eligible newcomers to the community based on their household income and other criteria as determined by the Community Social Development department.
- 3.26. “Meter” means Meters and all other equipment and instruments supplied and used by the City to measure or calculate the amount of water consumed on a Property serviced by the City Water Utility system.
- 3.27. “Monument Compliance Permit” means a permit issued to authorize the installation and inscription of a Headstone, a Flat Marker or a Niche cover.
- 3.28. “Niche” means a space in a Columbarium where an urn is stored.
- 3.29. “Opening and Closing” means the act of interring a casket or urn.
- 3.30. “Organic Waste” means grass clippings, leaves, garden waste, house and garden plants, shrubbery and tree limbs, sawdust, wood shavings, kitchen food waste, compostable paper, and any other material of organic origin as designated by the City.
- 3.31. “Overstrength” means Wastewater released to the Sanitary Sewer that is higher in concentration for one or more constituent concentrations defined by the Alberta Capital Region Wastewater Commission’s Wastewater Bylaw.
- 3.32. “Owner” means the registered Owner of Property within the boundaries of the City of Spruce Grove.

- 3.33. "Plot" means a subdivided portion of the Cemetery used for Interment purposes.
- 3.34. "Proof of Payment Area" means an area in which Proof of Payment is required and includes the interior of transit vehicles. A passenger in a Proof of Payment Area must have a valid Proof of Payment in their possession for their entire trip. A passenger must also present valid Proof of Payment when requested to do so by a law enforcement officer, a transit inspector or the operator of a transit vehicle.
- 3.35. "Prohibited Waste" includes matter designated as Prohibited Wastes by the Alberta Capital Region Wastewater Commission, defined in Schedule 'A' of the Municipal Wastewater Utility Bylaw.
- 3.36. "Property" means a parcel of land including any buildings.
- 3.37. "Rates" means the tariff of charges for services as set out in Schedules A, B, C and D hereto.
- 3.38. "Sanitary Sewer" means a sewer located on public property which is designated by the City to carry sewage and clear water that is not ground water from weeping tiles, or storm water from roof drains.
- 3.39. "Service Account" means a non-transferable agreement between an Owner or Occupant and the City for the supply of Utility Services. The terms of this bylaw form a part of the Service Account and includes amounts payable by the Owner or Occupant to the City. A Service Account is considered active while Utility Services are being provided.
- 3.40. "Service Valve" means the valve on a water service pipe, located on or close to the property line, which is used to isolate the Property's water service from the rest of the City's Water Utility system.
- 3.41. "Small Customer" means a Utility Customer with a water service less than one (1) inch in diameter and does not qualify to be considered a Large Customer.
- 3.42. "Standard Adult" means a transit passenger that is not eligible for a discounted fare option based on age, income, or student status.
- 3.43. "Stormwater" means surface runoff and uncontaminated water when discharged to the storm sewer system from foundation, roof and underground drains, weeping tile, and groundwater.
- 3.44. "Storm Sewer" or "Storm Sewer System" means the works provided for the acceptance, collection, transmission, storage, treatment, and disposal of stormwater, or any one or more of them, as well as any related services, not limited to surface runoff and service connections.

- 3.45. “Stormwater Utility Fee” means the fee charged to Property Owners to manage the Storm Sewer System.
- 3.46. “Student” means a Full Time Student, with a valid Student ID.
- 3.47. “SWTCH EV Charging Management System” is comprised of:  
A web-based charging user application to access specified charging stalls and a web-based customer application for tracking energy usage and payments of the charging user to access specified charging stalls.
- 3.48. “Tenant” means:
- (a) a person who is permitted by the Property Owner to occupy a Property under a tenancy agreement;
  - (b) a person who is permitted to occupy a Property under an assignment or sublease of a tenancy agreement to which the Property Owner has consented; or
  - (c) an heir, assignee or personal representative of a person referred to in 2.33(a) or 2.33(b) above.
- 3.49. “Tribute Bench” means a park bench that is installed, owned and maintained by the City and approved for inclusion in the Community Tribute Program.
- 3.50. “Tribute Tree” means a tree purchased and installed by the City on behalf of an applicant.
- 3.51. “UPass” means a transit pass issued by participating post-secondary institutions where the student pays a fee as part of their tuition for the validation on a student identification.
- 3.52. “Utilities” and “Utility Services” mean and include, as the context may require:
- (a) the supply of water;
  - (b) the provision of Wastewater collection and treatment;
  - (c) the provision of waste management services including Garbage collection and disposal, Organic Waste collection, and recycling services; and

(d) the provision of Storm Sewer services including acceptance, collection, transmission, storage, treatment, and disposal of Stormwater.

3.53. "Water Utility" means the system of water works owned and operated by the City and all accessories and appurtenances thereto.

3.54. "Youth" means anyone between ages 6 and 18.

#### **4. APPLICATION**

4.1. This bylaw establishes Rates, fees and charges for certain goods and services provided by the City and provides for the imposition of fines and penalties for certain offences and unpaid taxes.

#### **5. ADMINISTRATIVE FEES AND TAX PENALTY**

5.1. The fees payable by persons accessing administrative services are those fees set out in Schedule A.

5.2. All taxes remaining unpaid after June 30<sup>th</sup> of the year they are levied are subject to a penalty applied on the 1<sup>st</sup> day of July, September and November at a non-compounding rate as set out in Schedule A.

5.3. All taxes remaining unpaid after December 31<sup>st</sup> of the year they are levied are subject to a penalty applied on the 1<sup>st</sup> day of January and March at a compounding rate as set out in Schedule A.

5.4. When a signed tax agreement is in place and the customer has not defaulted on the tax agreement, no further penalties will be charged on arrears taxes.

#### **6. UTILITY SERVICES FEES**

6.1. Utility Fees

(a) Utility Service Rates are set in accordance with regulations and standards established by the Alberta Utilities Commission. The fees, fines and penalties payable by persons accessing utility services are those fees set out in Schedule B.

(b) In addition to fees established under clause 6.1(a) above, the monthly fees payable by a Customer where sewage from that

Customer's Property contains one or more constituents that exceed specified Overstrength limits are those fees set out and adjusted from time to time by the ARROW Utilities. Customers and other offending parties, such as those who gain access to the sewer system through public manholes, shall also be responsible for costs related to obtaining samples and testing for Overstrength sewage. Such costs shall be considered a debt owing to the City. **(Bylaw C-1289-23, December 11, 2023)**

- (c) The City may provide custom utility services, at the request of the Customer, on a cost-recovery basis. The fees payable by persons accessing these services are those fees set out Schedule B.
- (d) A Stormwater Utility Fee shall be imposed on all Property Owners in the City in accordance with Schedule B. Fees were established based on average lot size and an estimate of impervious area for a Customer class. The Customer classes consist of a Small Customer and Large Customer.

## 6.2. Obtaining Utility Services

- (a) A Customer wishing to obtain Utility Services from the City must contact the City to arrange for the establishment of services. In the absence of an application deemed acceptable by the City, a utility service will be placed in the Property Owner's name.
- (b) The City may refuse to supply Utility to:
  - (i) A Customer who has an outstanding utility account balance with the City; or
  - (ii) A Tenant who has had Utility Services disconnected for non-payment three times after January 1, 2010; or
  - (iii) A Tenant at a Property where three previous Tenants of the same landlord have an outstanding utility balance. The charges must have been levied after January 1, 2010.
- (c) The Customer shall be responsible for all utility charges levied against the account until the City is notified of account closure.
- (d) Should the Customer wishing to obtain Utility Services be a Tenant, rather than the Property Owner, the following additional conditions apply:

- (i) A non-interest-bearing deposit, as outlined in Schedule B, must be submitted with a completed application form. The deposit may be applied by the City at any time to any outstanding amount, or will otherwise be held by the City and applied to the final account, with any excess amounts returned to the Customer; and
- (ii) A copy of the lease agreement must be submitted with a completed application form; and
- (iii) The Tenant's written authorization to release information about utility account payments to the Property Owner must be included with a completed application form; and
- (iv) The Property Owner shall be responsible for the division of utility fees between Tenants.

### 6.3. Billing and Overdue Accounts

- (a) Utility billing shall be issued on a monthly basis.
- (b) The City shall bill Property Owners a Stormwater Utility Fee using a utility bill that includes the billing for Stormwater Utility Fees with the charges for other Utilities supplied to the Property Owner. Where a property is Tenant occupied, the Property Owner will receive a separate utility bill for the Stormwater Utility Fee.
- (c) A utility bill shall be presumed received:
  - (i) Seven (7) days from the date of mailing if mailed to an address in Alberta; or
  - (ii) Fourteen (14) days from the date of mailing if mailed to an address outside Alberta.
- (d) The City shall maintain the following utility collection process:
  - (i) Utility charges are due upon receipt of the utility bill.
  - (ii) Twenty-one (21) days after mailing of the utility bill, the penalty for late payment shall be levied.
  - (iii) Thirty-five (35) days after mailing of the utility bill, the City shall have the right to deliver a disconnection notice to the site if utility arrears are \$100 or more.



- (iv) Three (3) business days after delivery of the disconnection notice, the City shall have the right to disconnect utility services to a site if utility arrears are \$100 or more.
  - (v) Upon Disconnection, the City shall levy charges for Disconnection of Utility Services and for an additional Tenant's deposit, if applicable, in accordance with Schedule B.
  - (vi) Applicable utility charges shall continue to be levied after services have been disconnected.
  - (vii) Alternative collection procedures may be authorized by the City Manager.
- (e) The City shall have the right to discontinue providing Utility Services to those sites with overdue accounts.
- (i) A notice shall be mailed to a Property Owner when a disconnection notice is delivered to a Tenant site.
  - (ii) A previous Tenant's utility arrears are not required to be paid in order to open an account in the name of the Property Owner.
- (f) At the discretion of the City, as provided for under Section 553(1) of the Act, any outstanding utility account balance may be transferred to the property tax account of the utility service site if the utility account is in the Property Owner's name.
- (g) Once services have been discontinued or disconnected, the outstanding utility account balance and reconnection service charge specified in Schedule B must be paid prior to the City re-establishing service to the Customer to which service has been discontinued. At the discretion of the City, a reasonable payment plan may be accepted.

#### 6.4. Termination of Utility Services by Customer

- (a) To terminate Utility Services, a Customer must submit written authorization to the City including a possession transfer date and forwarding address. A final reading will be taken and the Customer is required to pay the final bill. Where written authorization to terminate Utility Services is not provided, and a final reading is not performed, the City reserves the right to estimate charges on a per diem basis for billing to the previous Customer and the new Customer.

6.5. Termination of Utility Services by City

- (a) The City may discontinue the supply of all Utility Services for any of the following reasons:
- (i) Non-payment of any utility accounts;
  - (ii) To accommodate repairs to any part of the distribution system;
  - (iii) Lack of water supply;
  - (iv) Where in the opinion of the City, leakage on private Property constitutes a waste of water;
  - (v) Inability of the City to obtain access to a Property to read, repair, replace, or perform maintenance on any Meter after seven (7) business days following posted notice on site for access to the Property Owner and Customer;
  - (vi) Failure by, or refusal of, a Customer to comply with any provision of this bylaw or the Municipal Utility Services Bylaw.
  - (vii) Failure by, or refusal of, a Customer to comply with any provisions of the *Safety Code Act*, RSA 2000 c S-1, as amended and *Building Code Regulation*, A.R. 31/2015, as amended, or any provincial acts and regulations;
  - (viii) Where the Customer is a Tenant, at the Property Owner's written request to have the services discontinued. The request must state that the *Residential Tenancies Act*, SA 2004, c R-17.1 as amended will not be violated if service is terminated; or
  - (ix) In any other case provided for in this bylaw or the Municipal Utility Services Bylaw;

and in such event, the City, its officers, employees or agents shall not be liable for any damages of any kind from such discontinuance of service.

## **7. CEMETERY SERVICES AND COMMUNITY TRIBUTE PROGRAM**

- 7.1. Cemetery and Community Tribute Program fees shall be collected upon booking for services or goods. Fees and fines are those outlined in Schedule C.
- 7.2. Terms and conditions of Cemetery and Community Tribute Program services shall be established by bylaw or City policy.

## **8. TRANSIT SERVICES**

- 8.1. The fees payable by persons accessing transit services are those fees set out in Schedule D.
- 8.2. The Transportation Master Plan is the foundation of the transit growth strategy.

## **9. ELECTRIC VEHICLE CHARGING**

- 9.1. The fees for utilizing City owned public EV Chargers that will be collected through the SWTCH EV Charging Management System are those fees set out in Schedule E.

## **10. SEVERABILITY**

- 10.1. 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.

## **11. EFFECTIVE DATE**

- 11.1. This bylaw shall come into force and effect January 1, 2024.

First Reading Carried	23 October 2023
Second Reading Carried	20 November 2023
Third Reading Carried	20 November 2023
Date Signed	20 November 2023

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Mayor

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City Clerk

**SCHEDULE A - ADMINISTRATIVE FEES AND TAX**

	<b>2023</b>	<b>2024</b>
<b>GENERAL</b>		
General Administration Fee	\$25.00	\$25.00
Photocopy or Fax (per page)	\$1.00	\$1.00
<b>COMMUNITY SERVICES</b>		
Electronic Billboard Advertising (incl. GST)	\$40.00	\$40.00
<b>FINANCIAL</b>		
Returned Cheque	\$36.00	\$36.00
Customer Account Summary	\$50.00	\$50.00
Payment Transfer Fee (First occurrence waived)	\$10.00	\$10.00
<b>PROPERTY TAX</b>		
Penalty on past due current levies (non-compounding rate applied on the 1 <sup>st</sup> day of July, September, and November)	4.50%	4.50%
Penalty on arrears (compounding rate applied on 1 <sup>st</sup> day of January and March)	7.00%	7.00%
Assessment Roll Inspection (first 1/2 hr.)	\$0.00	\$0.00
Assessment Roll Inspection (per 1/2 hr.) (After first 1/2 hour)	\$15.00	\$15.00
Mortgage Administration Fee (per tax roll)	\$15.00	\$15.00
Tax Certificate	\$36.00	\$36.00
<b>ASSESSMENT COMPLAINT FEES</b>		
Residential (3 or fewer dwellings and farmland)	\$50.00	\$50.00
Residential (4 or more dwellings)	\$650.00	\$650.00
Non-residential	\$650.00	\$650.00
Tax Notices	\$30.00	\$30.00
Equalized Assessments	\$650.00	\$650.00
<b>ASSESSMENT INFORMATION REQUESTS</b>		
S. 299 Request (per roll)	\$25.00	\$25.00
S. 300 Request (per roll)	\$25.00	\$25.00

**SCHEDULE B - UTILITY FEES, FINES, AND PENALTIES**

	<b>2023</b>	<b>2024</b>
<b>TENANT'S DEPOSIT</b>		
Account opened prior to January 1, 2010	\$125.00	\$125.00
Account opened on or after January 1, 2010	\$200.00	\$200.00
Additional deposit for Customer who has had utility services disconnected or discontinued due to non-payment (after January 1, 2010)		
First Disconnection	\$100.00	\$100.00
Second Disconnection (\$400 total maximum)	\$200.00	\$200.00
 <b>WATER AND SANITARY SEWER SERVICES</b>		
Water services (per m <sup>3</sup> )	\$4.60	\$4.90
Sanitary Sewer services (per m <sup>3</sup> )	\$2.02	\$2.32
<b>(Bylaw C-1289-23, December 11, 2023)</b>		
Water to Parkland County in accordance with Memorandum of Agreement dated February 23, 2023, expiring in 2043 (per m <sup>3</sup> )	\$3.89	\$4.28
City of Spruce Grove Bulk Water Station (per m <sup>3</sup> )	\$4.60	\$4.90
Rural rate (Cost of water plus 5% admin fee)	\$2.10	\$1.98
Rural Service Fee	\$15.00	\$15.00
Sanitary Sewer service supply only (per unit, per month)	\$26.71	\$26.71
Water and Sanitary Sewer service for the purpose of new land development for mandatory disinfecting or flushing of new water and sewer prior to placing system into full service (per ha)	\$1,037.00	\$1,037.00
Disconnection of utility services	\$75.00	\$75.00
After-hours reconnection of utility services	\$200.00	\$200.00
Request for water Meter test	Actual Cost	Actual Cost

Schedule B cont.

	<b>2023</b>	<b>2024</b>
<b>WASTE MANAGEMENT</b>		
Household 240-litre black waste cart, blue bag, and Organic Waste collection (per month)	\$28.50	\$25.07
Household 120-litre black waste cart, blue bag, and Organic Waste collection (per month)	\$25.25	\$21.82
Spruce Grove Eco Centre disposal		
Organic Waste (up to 3 m3, loads over 3 m3 not accepted)	\$0.00	\$0.00
Garbage		
Bagged household waste (per bag, up to equivalent of 100L)	\$3.00	\$3.00
1 m3 (½ level truck box)	\$18.00	\$20.00
2 m3 (level truck box)	\$36.00	\$40.00
3 m3 (heaping truck box)	\$54.00	\$54.00
Small items (per item/over 100L in volume, toilets dressers, shelf units etc.)	\$5.00	\$5.00
Sofas (one piece, per item)	\$18.00	\$18.00
Love seat (per item)	\$12.00	\$12.00
Chair (per item)	\$10.00	\$10.00
Sofa bed (per item)	\$18.00	\$18.00
Box spring	\$20.00	\$20.00
Mattress	\$20.00	\$20.00
Appliances CFC removal required (per item)	\$20.00	\$20.00
Appliances (non-CFC) (Washer, Dryer, Dishwasher)	\$0.00	\$5.00
Construction Waste (wood, drywall, shingles, etc.)		
1 m3 (½ level truck box)	\$18.00	\$20.00
2 m3 (level truck box)	\$36.00	\$40.00
3 m3 (heaping truck box)	\$54.00	\$54.00
E-waste		
TV, CPU, monitor, etc.	\$0.00	\$0.00
Fluorescent Tubes		
Residential	\$0.00	\$0.00
Non-Residential	\$0.00	\$1.00 per tube
Blue Bag Recyclables	\$0.00	\$0.00
Metals	\$0.00	
BBQ, shelving, etc.		\$0.00
Cardboard (flattened corrugated only)	\$0.00	\$0.00
Tires		
Passenger tires (up to 39" diameter)	\$0.00	\$0.00
Industrial tires or tires over 39" diameter	Not accepted	Not accepted

<i>Schedule B cont.</i>	<b>2023</b>	<b>2024</b>
Hazardous Waste		
Chemicals, paint, etc.	\$0.00	\$0.00
Propane/Butane Tanks		
Up to 1 lb	\$2.00	\$2.00
Over 1 lb - 30 lbs	\$5.00	\$5.00
Over 30 lbs	Not accepted	Not accepted
<b>STORMWATER UTILITY SERVICES</b>		
Small Customers (per month)	\$ 14.55	\$16.50
Large Customers (per month)	\$58.20	\$66.00
After-hours service call (minimum \$75.00)	Actual cost	Actual cost
Repair to private utility services using contracted services or City resources	Actual cost	Actual cost
Installation of water Meters (all sizes)	Actual cost	Actual cost
<b>FINES AND PENALTIES</b>		
Late payment penalties for overdue utility accounts (monthly compounding rate)	2.50%	2.50%
Contamination of Truck Fill Station	\$3,000.00	\$3,000.00
Operation of a Service Valve	\$500.00	\$500.00
Tampering with, interfering with, or obstruction of valves and/or hydrants	\$500.00	\$500.00
Tampering with or damaging water Meter and/or remotes	\$500.00	\$500.00
Bypassing a meter	\$500.00	\$500.00
Release of Prohibited Waste into sewage or Storm sewer system	\$500.00	\$500.00
Failure to produce Interceptor records	\$250.00	\$250.00
<b>SNOW DUMPING</b>		
Loads up to and including tandem axel truck (per load)	\$50.00	\$50.00
Loads over tandem axel truck (per load)	\$100.00	\$100.00
Afterhours surcharge (per hour) – 4:30 p.m. to 12:00 a.m.	\$100.00	\$100.00



**SCHEDULE C – CEMETERY AND COMMUNITY  
TRIBUTE PROGRAM**

**2023**

**2024**

**CEMETERY SERVICES**

Plot (+ GST)	\$1,236.00	\$1,274.25
Ash Plot (+ GST)	\$515.00	\$530.92
Columbarium Niche – Levels 1 & 2 (+ GST)	\$1,391.00	\$1,545.50
Columbarium Niche – Levels 3 & 6 (+ GST)	\$1,494.00	\$1,660.00
Columbarium Niche – Levels 4 & 5 (+ GST)	\$1,597.00	\$1,774.50
Opening & Closing – Columbarium (+GST)	\$134.00	\$148.89
Opening & Closing – Casket burial – 6' (+ GST)	\$876.00	\$973.30
Opening & Closing – Casket burial - 9' (+ GST)	1,030.00	\$1,144.50
Opening & Closing – Ash burial (+ GST)		
14" x 14" augered excavation	\$412.00	\$424.75
24" x 24" augered excavation*	\$0.00	\$530.94
* > 24" x 24" charged at 6' Casket rate		
Disinterment – Casket burial (+ GST)	\$876.00	\$973.30
Disinterment – Casket burial - 9' (+ GST)	\$1,030.00	\$1,144.50
Disinterment – Ash burial (+ GST)	\$412.00	\$424.75
Disinterment – Columbarium (+GST)	\$134.00	\$148.89
Interment Rights transfer (+ GST)	\$30.00	\$30.00
Monument Compliance Permit	\$65.00	\$72.22
Surcharge - Opening & Closing services extending past 4:00 p.m. on weekdays, weekends, or statutory holidays (+GST)	\$371.00	\$412.24

**FINES AND PENALTIES**

Use of Cemetery for a purpose not related to an Interment	\$250.00	\$250.00
Remaining in the Cemetery outside of posted hours of operation	\$250.00	\$250.00
Engaging in boisterous activity within Cemetery	\$250.00	\$250.00
Operating a vehicle at a speed greater than 20 km/hr within Cemetery	\$250.00	\$250.00
Operating a vehicle within the Cemetery except on a driveway or parking lot	\$250.00	\$250.00
Bringing an animal into the Cemetery except if the animal remains in the vehicle	\$250.00	\$250.00
Disturbing or injuring a tree, shrub or plant growing in the Cemetery	\$250.00	\$250.00
To write upon, mark, scratch or deface any authorized Headstone, Niche, Flat Marker, gate, fence, sign, building or structure within or around Cemetery	\$250.00	\$250.00

*Schedule C cont.*

	<b>2023</b>	<b>2024</b>
<b>COMMUNITY TRIBUTE PROGRAM FEES</b>		
Tribute Tree	\$750.00	\$750.00
Tribute Bench (10-year term)	\$500.00	\$500.00

**SCHEDULE D - TRANSIT FEES**

	<b>2023</b>	<b>2024</b>
<b>COMMUTER FARES</b>		
Cash Fare – Passengers 6 and over	\$6.25	\$6.25
Arc Card Passengers 6 and Over	\$5.60	\$5.60
Ten Ticket Booklet	\$56.00	Discontinued
Youth/Student Monthly Pass	\$100.00	Discontinued
Commuter Monthly Pass	\$135.00	Discontinued
Integrated Monthly Pass	\$197.00	Discontinued
UPass Holders	Free	Free
Passengers 12 years and under (when accompanied by a paying customer)	Free	Free
CNIB ID Holders	Free	Free
<b>LOCAL FARES</b>		
Cash Fare – Passengers 6 and over	\$3.00	\$3.00
Arc Card Passengers 6 and Over	\$3.00	\$3.00
Monthly Local Service Pass – Standard Non concession passengers	\$65.00	Discontinued
Monthly Local Service Pass – Youth	\$45.00	Discontinued
Passengers 12 years and under (when accompanied by a paying customer)	Free	Free
UPass Holders	Free	Free
CNIB ID Holders	Free	Free
<b>ARC MONTHLY FARE CAPPING</b>		
Monthly Local Cap – Standard Adult	\$65.00	\$65.00
Monthly Local Cap – Youth	\$45.00	\$45.00
Monthly Local Cap - Student		\$65.00
Monthly Commuter Cap – Standard Adult	\$135.00	\$135.00
Monthly Commuter Cap – Youth	\$100.00	\$100.00
Monthly Commuter Cap – Student	\$100.00	\$100.00
<b>ARC LIMITED USE MEDIA (LUM) – AVAILABLE AT ARC VENDING MACHINES</b>		
1.5 Hour Commuter Pass	\$6.25	\$6.25
1.5 Hour Local Pass	\$3.00	\$3.00

Schedule D cont.

<b>LOW INCOME TRANSIT PASS PROGRAM</b>	<b>2023</b>	<b>2024</b>
Commuter Monthly Pass - Low Income		\$50.00
Commuter Monthly Pass - Low Income Newcomer		Free
Monthly Local Service Pass – Low Income		\$25.00
Monthly Local Service Pass – Low Income Newcomer		Free
Monthly Commuter Cap – Low Income		\$50.00
Monthly Commuter Cap – Low Income Newcomer		Free
Monthly Local Cap – Low Income		\$25.00
Monthly Local Cap – Low Income Newcomer		Free

**SCHEDULE E – ELECTRIC VEHICLE CHARGING FEES**

	<b>2023</b>	<b>2024</b>
Per hour (Charged to the minute by the SWTCH EV Charging Management System)	\$2.00	\$2.00

**SCHEDULE F – APPEAL FEES**

	<b><u>2024</u></b>
<b><u>Appeal Fee of Municipal Order</u></b>	<b><u>\$200</u></b>

**THE CITY OF SPRUCE GROVE**

**BYLAW C-1319-24**

**OMNIBUS COMMUNITY STANDARDS REPEALING BYLAW**

WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000, c M-26, as amended a council may pass bylaws for municipal purposes;

AND WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000, c M-26, as amended a council has the power to repeal enacted bylaws;

AND WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000, c M-26, as amended, repeal of a bylaw must be made in the same way as the original bylaw;

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

**1. REPEAL OF BYLAWS**

1.1 The bylaws identified in Schedule "A" attached to and forming a part of this bylaw are hereby repealed.

**2. EFFECTIVE DATE**

2.1 This bylaw shall come into force and effect on July 1, 2024.

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

**SCHEDULE "A"**

<b>Bylaw Number</b>	<b>Bylaw Name</b>
C-976-16	Construction Site Cleanliness Bylaw
C-1047-18	Consumption of Cannabis in Public Places Bylaw
C-908-15	Noise Control Bylaw
C-909-15	Nuisances, Unsightly and Untidy Property Bylaw

# **Bylaw Amendments & Repeals to Effect the Community Standards Bylaw (CSB)**

April 22, 2024 Council Meeting



# Bylaw Amendments

Administration recommends amendments to the following City bylaws to effect the proposed CSB standards:

1. Open Space Area Bylaw
2. Traffic Bylaw
3. Development Fees and Fines Bylaw
4. 2024 Fees and Charges Bylaw

# Bylaw Repeals

Administration recommends the following City bylaws be repealed to eliminate duplication:

1. Consumption of Cannabis in a Public Place
2. Construction Site Cleanliness
3. Noise Control
4. Nuisance, Unsightly and Untidy Property

# Open Space Area Bylaw (Att. 1 and 2)

New sections and definitions have been added to:

- Provide clarity on the activity of camping;
- Allow for a pilot program for liquor consumption in designated picnic areas between 11 a.m. and 9 p.m.; and
- Expand and add clarity on situations considered as “causing a disturbance.”

# Traffic Bylaw (Att. 3 and 4)

- The definition of “boulevard was revised to remove the reference to it being part of a sidewalk.
- A section was added to indicate driveway extensions are not permitted unless permits are obtained.

# Development Fees and Fines Bylaw (Att. 5 and 6)

- Addition of permit fees for boulevard garden (3-year permit for \$60) and driveway extension (\$175) in Schedule H
- Addition of re-inspection fee for driveway extensions (same as application fee + GST) in Schedule H
- Schedule N, which outlines the penalties and fines for violations of the *Construction Site Cleanliness Bylaw*, has been removed.
  - These have been moved to the proposed CSB where construction site cleanliness will now be addressed.

# 2024 Fees and Charges Bylaw (Att. 7 and 8)

- Schedule F has been added to show fees for appeals of municipal orders.
- Administration recommends updating the fee to \$200 to align with the City's Subdivision and Development Appeal Board (SDAB) appeal fees (also \$200).
- Previously, the fees were \$100 for a residential property and \$200 for a business property.

# Questions?







## REQUEST FOR DECISION

**MEETING DATE:** April 22, 2024

**TITLE:** C-1310-24 - 2024 Business Improvement Area Tax Bylaw - Third Reading

**DIVISION:** Corporate Services

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### **SUMMARY:**

Third reading of C-1310-24 - 2024 Business Improvement Area (BIA) Tax Bylaw is being brought forward for Council's consideration. First and second reading were given on April 8, 2024. Bylaw C-1310-24 is the annual bylaw required by provincial regulation for the preparation of assessments for the purpose of imposing a BIA tax on all taxable businesses operating within the City Centre BIA. The BIA tax is sufficient to raise the amount that the City Centre Business Association (CCBA) is to receive from the municipality in respect of the BIA tax as set out in the CCBA's approved budget.

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### **PROPOSED MOTION:**

THAT third reading be given to C-1310-24 - 2024 Business Improvement Area Tax Bylaw.

### **BACKGROUND / ANALYSIS:**

A BIA Tax Bylaw is required when a BIA has been established within the municipality and must first be in place for Council to authorize a BIA Tax Rate Bylaw.

In August 2016, the City Centre Business Improvement Area was established by Bylaw C-966-16, and the CCBA was established as the board for the area, under the same bylaw. A BIA tax bylaw is required annually, under the provincial Business Improvement Area Regulation, to prepare assessments for the purpose of imposing a BIA tax on all taxable businesses operating within the City Centre BIA. The BIA tax is set in order to be sufficient to raise the amount that the CCBA is to receive from the municipality in respect of the business improvement area tax as set out in the CCBA's approved budget.



The CCBA held their 2023 Annual General Meeting on September 26, 2023, at which the Board of Directors gave approval to their proposed 2024 budget, which included maintaining the \$32,000 of revenue through the BIA tax to be raised through taxation of the taxable businesses operating within the boundaries of the BIA.

On December 4, 2023, as required by legislation and as part of the City's corporate planning process, Council accepted their proposed 2023 budget and incorporated this amount into the City's approved 2024 - 2026 Corporate Plan. When a BIA has been established, Council must pass a BIA tax bylaw prior to May of each year, to authorize the assessment and taxation of all taxable businesses operating within the boundaries of the BIA. This bylaw must first be in place in order for Council to authorize the annual Business Improvement Area Tax Rate Bylaw.

### **OPTIONS / ALTERNATIVES:**

n/a

### **CONSULTATION / ENGAGEMENT:**

In January 2016, City Council received a request for establishment signed by 68 per cent of the businesses that would be taxable if a business improvement area were established. No petition in objection of establishment was filed and in August 2016, the City Centre BIA was established by Bylaw C-966-16.

### **IMPLEMENTATION / COMMUNICATION:**

Administration has scheduled the preparation of the Combined BIA Assessment and Tax notices in April. Once Council has approved the necessary bylaws, notices will be prepared and issued to the businesses recorded on the Assessment Roll. Businesses referred to in section 351 or 375 of the *Municipal Government Act* are exempt from taxation (e.g., churches, non-profit organizations).

Administration will manage billing inquiries. BIA tax payments will be due on June 30th. The City developed an administrative procedure, making the collection of the BIA tax levy more effective, tying the collection of the levy to business license renewal. The procedure follows an approach based on a typical enforcement procedure involving education, a warning, and finally, a consequence, while allowing time for businesses to pay the levy and come into compliance before the City takes the next step. The procedure includes the following steps:

- The City sends out the initial BIA tax notices by April 30. This will include a letter that their business license may not be renewed if the levy is not paid.
- The BIA tax notice clearly indicates June 30 as the deadline for remitting payment.

- The City will generate a list of overdue accounts by September 1 and a letter sent to those businesses warning that their business licenses will not be renewed until the levy has been paid.
- Overdue account holders will be prevented from renewing their business license until the outstanding levy has been paid.
- The BIA tax levy would be enforceable under C-1268-23 - Development Fees and Fines Bylaw.

**IMPACTS:**

n/a

**FINANCIAL IMPLICATIONS:**

The City of Spruce Grove will pay \$32,000 to the CCBA as the amount to be funded by the BIA Tax as set out in their 2024 approved budget.

**THE CITY OF SPRUCE GROVE**

**BYLAW C-1310-24**

**2024 BUSINESS IMPROVEMENT AREA TAX BYLAW**

WHEREAS, pursuant to Part 9, Division 4, section 381 of the *Municipal Government Act*, R.S.A. 2000 c M-26, as amended, the Minister shall make regulations respecting a business improvement area tax;

AND WHEREAS, by Bylaw C-966-16, the Council of the City of Spruce Grove established the City Centre Business Improvement Area;

AND WHEREAS, pursuant to sections 20(1) - (4) and 22 of the Business Improvement Area Regulation, Alta. 93/2016, if a business improvement area has been established then in each year, Council must pass a business improvement area tax bylaw before May 1 to authorize Assessment for the purpose of taxation;

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 2024 Business Improvement Area Tax Bylaw.”

**2. DEFINITIONS**

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

2.2 “Assessment” means a value of property determined pursuant to Part 9 of the Act.

2.3 “BIA” means Business Improvement Area.

2.4 “Business” means:

- (a) a commercial, merchandising or industrial activity or undertaking,
- (b) a professional trade, occupation, calling or employment, or

(c) an activity providing goods or services,

whether or not for profit and however organized or formed, including a co-operative or association of persons and; excludes a constituency office of a member of the Legislative Assembly or any other office used by one or more members of the Legislative Assembly to carry out their duties and functions as members.

2.5 “City” means the municipal corporation of the City of Spruce Grove in the Province of Alberta.

2.6 “City Manager” means the administrative head of the City of Spruce Grove.

2.7 “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.

2.8 “Municipal Assessor” means the designated officer appointed under section 284.2 of the Act.

2.9 “Premises” means any space used in connection with a Business, and without limiting the generality of the foregoing includes:

(a) land and buildings or parts of buildings on such land; and

(b) a store, office, warehouse, factory, hotel, motel, building, enclosure, yard or any space,

occupied or used for the purpose of a Business within the boundaries of the BIA.

### **3. APPLICATION**

3.1 Any Business operating within the BIA shall be taxed at a rate or rates to be passed annually, with the exception of those referred to in sections 351 and 375 of the Act.

3.2 The Municipal Assessor shall prepare and record on an Assessment roll, the Assessments of any Business Premises operating within the BIA for the purpose of the BIA tax.

- 3.3 The BIA Assessment will be prepared based on 100 percent (100%) of the Assessment prepared under Part 9 of the Act for the Business Premises occupied for the purposes of a Business.
- 3.4 Liability to pay is imposed on the person who operates the Business as set out in section 373 of the Act.
- 3.5 When a lessee who is liable to pay the BIA tax imposed under this bylaw in respect of any leased Premises sublets the whole or part of the Premises, the City may require the lessee or the sub-lessee to pay the tax in respect of the whole or part of the Premises.
- 3.6 There shall be no provision for proration nor rebate.
- 3.7 There shall be no penalty for late payment.

**4. SEVERABILITY**

- 4.1 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.

**5. EFFECTIVE DATE**

- 5.1 This bylaw shall come into force and effect when it receives third reading and is duly signed.

First Reading Carried	8 April 2024
Second Reading Carried	8 April 2024
Third Reading Carried	<a href="#">Click here to enter a date.</a>

Date Signed

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

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Mayor

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City Clerk



## REQUEST FOR DECISION

**MEETING DATE:** April 22, 2024

**TITLE:** C-1311-24 - 2024 Business Improvement Area Tax Rate Bylaw - Third Reading

**DIVISION:** Corporate Services

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### **SUMMARY:**

Third reading of C-1311-24 - 2024 Business Improvement Area Tax Rate Bylaw is being brought forward for Council's consideration. First and second reading were given on April 8, 2024. This bylaw will approve a tax rate sufficient to raise the funds to cover the City Centre Business Association (CCBA) 2024 budget request. The approved amount to be raised through taxation is first paid to the CCBA and then recovered by the City through the collection of the Business Improvement Area (BIA) Tax levies.

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### **PROPOSED MOTION:**

THAT third reading be given to C-1311-24 - 2024 Business Improvement Area Tax Rate Bylaw.

### **BACKGROUND / ANALYSIS:**

The 2024 approved CCBA budget includes \$32,000 from the City of Spruce Grove to be raised through BIA taxation.

Since the BIA tax was first established by the City of Spruce Grove in 2018, the approach to determine the tax amount has been set by dividing the approved amount to be raised through taxation by the number of the taxable businesses as recorded on the Assessment Roll.

Administration recommends that this approach continue for 2024 as the most equitable approach.

The BIA Assessment Roll contains:

- 206 total roll count; each roll represents individual sites within the BIA;
  - 158 are taxable business sites;
  - 35 are vacant/inactive sites; and
  - 13 are occupied sites which are exempt from taxation.

Using this approach, the BIA tax rate for 2024 will be set at \$202.53 per taxable business site (i.e., \$32,000 / 158 taxable business sites). The provincial BIA regulation allows for this method to be used by allowing Council to set a minimum and maximum amount to be paid under the BIA Tax Rate Bylaw. In this case, the amount of \$202.53 would be the minimum and maximum amount paid per business under the bylaw.

### **OPTIONS / ALTERNATIVES:**

The provincial BIA regulation provides for two methods of calculating a BIA tax rate, each having its own effect on equity in distribution of the tax burden.

1. Application of a tax rate to the assessment valuations, as done with property taxes, which would result in tax levies ranging between \$10.89 and \$1,517.02.
2. Multiple tax rates if Council considers that some BIA activities are of greater benefit to businesses in one or more parts of the area. The effect of this method will vary depending on the tax rates and zones created within the BIA.

Each of these methods will result in BIA tax amounts that vary per business, as compared to the recommended option which establishes a flat rate that all businesses are levied.

### **CONSULTATION / ENGAGEMENT:**

n/a

### **IMPLEMENTATION / COMMUNICATION:**

The City will notify the City Centre Business Association of the date notices will be mailed. Advertising will be done through the Spruce Grove Examiner, City Website, social media, and reader boards.

### **IMPACTS:**

n/a



**FINANCIAL IMPLICATIONS:**

\$32,000 will be paid to the City Centre Business Association for the 2024 approved requisition and recovered by the City through collection of the BIA Tax levies.

**THE CITY OF SPRUCE GROVE**

**BYLAW C-1311-24**

**2024 BUSINESS IMPROVEMENT AREA TAX RATE BYLAW**

WHEREAS, pursuant to Part 9, Division 4, section 381 of the *Municipal Government Act*, R.S.A. 2000 c M-26, as amended, the Minister shall make regulations respecting a business improvement area tax;

AND WHEREAS, by Bylaw C-966-16, the Council of the City of Spruce Grove established the City Centre Business Improvement Area;

AND WHEREAS, pursuant to section 377 of the *Municipal Government Act*, R.S.A. 2000, c M-26, as amended, and section 21 of the Business Improvement Area Regulation, Alta. 93/2016, in each year that Council has passed a business improvement area tax bylaw Council must pass a business improvement area tax rate bylaw;

AND WHEREAS, Bylaw C-1310-24 authorizes the assessment and taxation of all taxable businesses for the purpose of imposing a business improvement area tax;

AND WHEREAS, the 2024 approved budget for the City Centre Business Improvement Area includes revenue of \$32,000 to be raised through taxation;

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 2024 Business Improvement Area Tax Rate Bylaw.”

**2. DEFINITIONS**

2.1 “BIA” means Business Improvement Area.

2.2 “Business” means:

(a) a commercial, merchandising or industrial activity or undertaking,

- (b) a professional trade, occupation, calling or employment, or
- (c) an activity providing goods or services,

whether or not for profit and however organized or formed, including a co-operative or association of persons and; excludes a constituency office of a member of the Legislative Assembly or any other office used by one or more members of the Legislative Assembly to carry out their duties and functions as members.

- 2.3 “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.

### **3. APPLICATION**

- 3.1 The BIA levy shall be set at a uniform rate and calculated by dividing the amount approved to be raised by taxation by the number of taxable Businesses as recorded on the BIA Assessment Roll.
- 3.2 The BIA levy in 2024 will be \$202.53 per taxable Business.

### **4. SEVERABILITY**

- 4.1 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.

### **5. EFFECTIVE DATE**

- 5.1 This bylaw shall come into force and effect when it receives third reading and is duly signed.

First Reading Carried	8 April 2024
Second Reading Carried	8 April 2024
Third Reading Carried	<a href="#">Click here to enter a date.</a>
Date Signed	

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Mayor

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City Clerk



## REQUEST FOR DECISION

**MEETING DATE:** April 22, 2024

**TITLE:** C-1316-24 - Meridian Housing Foundation Loan Bylaw - Second and Third Reading

**DIVISION:** Corporate Services

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### SUMMARY:

Council has approved capital project funding towards the construction of the Meridian Housing Foundation Spruce Grove Lodge. The municipal portion of the cost of the project will be shared by the City of Spruce Grove, Parkland County, and the Town of Stony Plain. The City of Spruce Grove's portion is \$2,871,850.

The structure of the financing arrangement with the Meridian Housing Foundation (MHF) requires Council approval of a loan bylaw. First reading of the bylaw was given at the March 25, 2024 Council meeting.

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### PROPOSED MOTION:

THAT second reading be given to C-1316-24 - Meridian Housing Foundation Loan Bylaw.

THAT third reading be given to C-1316-24 - Meridian Housing Foundation Loan Bylaw.

### BACKGROUND / ANALYSIS:

In March 2022, the Councils of the City of Spruce Grove, Parkland County, and the Town of Stony Plain approved \$9.5 million of capital contributions towards the construction and completion of the Meridian Housing Foundation Spruce Grove Lodge (the "Project"). The cost share of the municipal portion of the Project is:

- City of Spruce Grove - \$2,871,850
- Parkland County - \$5,330,450
- Town of Stony Plain - \$1,297,700

Since the Government of Alberta transferred responsibility for seniors housing capital projects to individual housing authorities, there has been a lack of clear direction and precedent on the funding structure for these projects.

Parkland County, Town of Stony Plain, and City of Spruce Grove Administration have worked closely to establish a funding and tax requisition structure for this project which accomplishes several goals:

- Have the seniors requisition for tax recovery from residents be as transparent as possible, reflecting effectively both the capital nature of the project and the operating cost of Seniors Housing.
- To spread the tax burden on residents over multiple years (matching the debt borrowing for the project to avoid large spikes in the seniors requisition).
- Minimize the impact on the financial position of the municipalities.

After considering viable options, the one that is most beneficial to both MHF, and the municipalities is a financing arrangement whereby each municipality will borrow funds to then provide to MHF as a flow-through financing arrangement. This approach is supported through legal opinion, and the opinion of our respective audit firms.

Highlights and benefits of this funding arrangement include:

- The capital funding would be provided by the contributing municipalities based on agreed upon MHF capital project cash flow requirements.
- A separate funding agreement would be established between each contributing municipality and MHF for the amount of their respective funding amounts. The annual principal and interest payment per the funding agreement would match the annual principal and interest payment required to be made by the municipalities to their respective lenders.
- The MHF Seniors requisition will then include both the normal operating portion as well as the annual principal and interest repayment on the capital funding. These two amounts would be identified separately on the requisition. This provides the highest transparency to taxpayers having all seniors funding requirements contained within the Seniors requisition section of the tax notice.

### **OPTIONS / ALTERNATIVES:**

The capital contribution funding could be provided to the MHF without the loan bylaw and lending arrangement. This would result in the annual debt servicing cost being reported under the general municipal taxation requirement rather than the Seniors requisition section, resulting in less transparency.

**CONSULTATION / ENGAGEMENT:**

The three Tri-region Municipalities have worked closely to establish this funding arrangement. The approach will be aligned in the three municipalities.

Representatives from the Tri-region Municipalities met with MHF representatives in March and April 2024. MHF representatives were supportive and agreeable with the proposed arrangement.

**IMPLEMENTATION / COMMUNICATION:**

Under the City's Advertising Bylaw, statutory advertising of the bylaw must occur for a minimum of 10 days on the City's website and must be placed in an Accredited Local Newspaper. The bylaw was posted to the City's website for a minimum of 10 days. However, although the Spruce Grove Examiner was in receipt of the relevant advertising documentation in advance of their publishing timelines, the Examiner mistakenly did not publish the advertisement. Based on consultation with legal counsel, the City deems it reasonable to proceed without newspaper advertising as under s. 3.3 of the Advertising Bylaw it notes "If in the opinion of City Administration there is no Accredited Local Newspaper in publication and available for placement of advertisements at the time of advertising, publication shall not constitute a requirement for advertising under this bylaw or s. 606(2)(a) of the Act." Under the circumstances, it is deemed that there was no availability "for placement of advertisements at the time of advertising".

As noted above, the loan bylaw was advertised for 10 days following first reading on the City's webpage starting March 26, 2024. A 15-day petition period followed, ending April 19, 2024.

If no petitions are received and Council passes the loan bylaw, the City will enter into a lending agreement with MHF and will advance the capital contribution based on their cash flow needs.

**IMPACTS:**

The funding will support the construction of the Spruce Grove Lodge in the City of Spruce Grove.

**FINANCIAL IMPLICATIONS:**

The source of the money to be loaned to MHF shall be the proceeds from the borrowing for Project approved under C-1291-24 - Meridian Housing Foundation Borrowing Bylaw.

The sum loaned under this bylaw, including principal and interest, shall be repaid through annual payments by MHF to the City of Spruce Grove, funded through annual seniors housing requisitions, at the same annual rate of interest and term as the borrowing for the Project.



**THE CITY OF SPRUCE GROVE**

**BYLAW C-1316-24**

**MERIDIAN HOUSING FOUNDATION LOAN BYLAW**

WHEREAS, pursuant to Section 264 and 265 of the *Municipal Government Act*, R.S.A. 2000 c M-26 and amendments thereto, the City of Spruce Grove may lend money to a non-profit organization and whereas the Council of the City of Spruce Grove considers the loan will be used for a purpose that will benefit the City of Spruce Grove;

AND WHEREAS, the Councils of the City of Spruce Grove, Parkland County, and the Town of Stony Plain have determined the construction and completion of the Meridian Housing Foundation Spruce Grove Lodge (the “Project”) will be carried out on a cost share basis with the municipal portion of cost borne by the municipalities at-large as follows:

- City of Spruce Grove - \$2,871,850
- Parkland County - \$5,330,450
- Town of Stony Plain - \$1,297,700;

AND WHEREAS, the estimated lifetime of the Project is a minimum of 20 years;

AND WHEREAS in order to complete the construction of the Project, it will be necessary for the City of Spruce Grove to loan the sum of up to \$2,871,850 to the Meridian Housing Foundation on the terms and conditions referred to in this bylaw;

AND WHEREAS, the principal amount of the outstanding debt of the City of Spruce Grove on December 31, 2023, is \$39,263,000 and no part of the principal or interest is in arrears;

AND WHEREAS, all required approvals for the Project will be obtained and the Project is in compliance with all Acts and Regulations of the Province of Alberta;

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 “Meridian Housing Foundation Loan Bylaw”.

## **2. DEFINITIONS**

- 2.1 “City” means the municipal corporation of the City of Spruce Grove in the Province of Alberta.
- 2.2 “City Manager” means the administrative head of the City of Spruce Grove.
- 2.3 “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, amended.

## **3. AUTHORIZATION**

- 3.1 This bylaw authorizes the Council to loan up to \$2,871,850 to Meridian Housing Foundation for the purpose of financing the construction and completion of the Project.

## **4. LENDING**

- 4.1 That for the purpose of financing the construction and completion of the Project, the City may loan a sum not to exceed \$2,871,850 to Meridian Housing Foundation.
- 4.2 The source of the money to be loaned to Meridian Housing Foundation shall be the proceeds from the borrowing for the Project approved under Bylaw C-1291-24 Meridian Housing Foundation Borrowing Bylaw.
- 4.3 The sum loaned under this bylaw, including principal and interest, shall be repaid through annual payments by Meridian Housing Foundation to the City, funded through annual seniors housing requisitions, at the same annual rate of interest and term as the borrowing for the Project. That interest rate is not to exceed eight per cent, and the term is not to exceed 20 years.
- 4.4 The City and Meridian Housing Foundation shall enter into a loan agreement consistent with the terms of this bylaw. The City Manager is authorized to issue the loan to Meridian Housing Foundation on behalf of the City for the amount and purpose as authorized by the bylaw.

**5. SEVERABILITY**

5.1 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.

**6. EFFECTIVE DATE**

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

First Reading Carried	25 March 2024
Second Reading Carried	<a href="#">Click here to enter a date.</a>
Third Reading Carried	<a href="#">Click here to enter a date.</a>
Date Signed	

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Mayor

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City Clerk



## REQUEST FOR DECISION

**MEETING DATE:** April 22, 2024

**TITLE:** C-1320-24 - 2024 Property Tax and Supplementary Property Tax Rate Bylaw - First and Second Reading

**DIVISION:** Corporate Services

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### SUMMARY:

First and second reading of C-1320-24 - 2024 Property Tax and Supplementary Property Tax Rate Bylaw is presented for consideration by Council. This bylaw sets the 2024 property tax rates.

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### PROPOSED MOTION:

THAT first reading be given to C-1320-24 - 2024 Property Tax and Supplementary Property Tax Rate Bylaw

THAT second reading be given to C-1320-24 - 2024 Property Tax and Supplementary Property Tax Rate Bylaw

### BACKGROUND / ANALYSIS:

#### Municipal Tax Rate

The *Municipal Government Act* authorizes a municipality to pass an annual property tax bylaw that imposes a property tax sufficient to raise the necessary revenue to pay requisitions, expenditures and transfers as set out in the approved budget.

The property tax bylaw sets out tax rates that must be imposed to raise the required property tax revenue.

The bylaw sets out the total of assessed property values by class and calculates the tax rates required to raise budgeted tax revenue in accordance with property tax policies. The amount of

the tax revenue required is \$54,203,163 and is established in the 2024-2026 Corporate Plan (approved by Council on December 4, 2023) and adjusted by the \$483,000 of net increased property tax revenue resulting from higher than budgeted assessment growth as noted in the 2024 Spring Budget Adjustment (approved by Council on April 8, 2024).

The assessment complaint deadline was April 10, 2024. There may be slight adjustments to the assessment resulting from the complaints that would result in minor adjustments to the tax rate at third reading.

#### Education Requisition

The 2024 Education requisition on behalf of the Government of Alberta is \$19,066,999 - an increase of \$1,610,623 or 9.23 per cent over 2023. This amount differs slightly from the bylaw due to an over levy from 2023.

#### Meridian Housing Foundation Requisition

The City of Spruce Grove, Town of Stony Plain, and Parkland County are required to collect taxes for seniors' lodges set by Meridian Housing Foundation. Those funds are remitted to seniors' lodges. All taxpayers are required to pay these amounts whether or not they use the service.

The City of Spruce Grove 2024 tax levy for the Meridian Housing Foundation operating requisition is \$542,613 - an increase of \$80,287 or 17.37 per cent over 2023 requisition. This amount differs slightly from the operating requisition amount in the bylaw due to an over levy from 2023. The increase in the Meridian Housing Foundation operating requisition was approved by the Meridian Housing Foundation board and is due to rising costs of inflation, increased consulting fees, building condition analysis reporting, and additional staff to meet the workload demands as the Meridian Housing Foundation continues to grow.

Starting 2024, the City of Spruce Grove will collect an additional tax levy for the City's capital contribution to the construction of Meridian Housing Foundation's Spruce Grove Lodge Project. The additional tax levy will fund the annual debt servicing cost that is estimated to be \$230,000 in 2024.

#### Annexed Lands

Lands annexed in 2007 from Parkland County were taxed at the County's municipal rate until 2023, as the Order in Council for the annexation has expired and are now assessed and taxed for the purpose of property taxes in the same manner as other property of the same assessment class in the City of Spruce Grove is assessed and taxed. Lands annexed in 2021 from Parkland County must be taxed at the County's municipal tax rate until 2051 or until a portion becomes a new registered parcel or land as set out in the 2020 Lieutenant Governor in Council's Annexation Order. At the time this report was created, Parkland County rates were unavailable; 2024 rates are anticipated to be approved in time to be included in the report to Council for third reading of the tax rate bylaw, scheduled for May 13, 2024. First and second

reading has been prepared using this year's annexed assessment values with last year's annexed rates.

### Supplementary Tax

For properties partially complete or under construction on December 31, 2023, taxpayers will receive a supplementary tax assessment based on the difference between their annual assessment and the assessed value of the property at completion. Supplementary assessments are based on market value as of July 1, 2023 and are sent out in May for new construction completed by April 30, 2024, and October for new construction completed by September 30, 2024. The supplementary taxation estimated at \$133,800 will be levied at the rates that are listed in the bylaw.

### Property Tax Policy

The City does not tax overall market value appreciation or depreciation; however individual market value changes relative to the overall average market value change will be different for each property with different impacts to their tax levies. On average, for the twelve months ending June 30, 2023, non-residential properties experienced an increase in market value of 2.69 per cent, multi-family decreased by (0.95) per cent, and residential increased 3.18 per cent.

The 2024 bylaw maintains a multi-family dwelling rate split of 1.4 times the residential rate and an updated non-residential/residential rate split of 1.576 as per CP-1042-22 - Property Tax Distribution Policy. The split rates used in the 2023 property tax rate bylaw were 1.4 and 1.518, respectively.

### Taxable Assessment Growth

Taxable assessment on new development was \$260,793,640 comprised of \$150,135,970 in residential, \$46,016,800 in multi-family, and \$64,640,870 in non-residential assessment.

### **OPTIONS / ALTERNATIVES:**

n/a

### **CONSULTATION / ENGAGEMENT:**

Assessment property notices were mailed on February 2, 2024. The Assessment Open House was held virtually over the assessment complaint period. Assessors and Finance staff were available by phone or by virtual meeting to discuss current assessments, comparable assessments, and related concerns.

**IMPLEMENTATION / COMMUNICATION:**

The City advertises the tax notice mailing through the Spruce Grove Examiner, City website, social media, and reader boards. Tax notices must be mailed no later than May 24, and payment is due on June 30 (excluding those on a pre-authorized payment plan).

**IMPACTS:**

n/a

**FINANCIAL IMPLICATIONS:**

The 2024 municipal tax requirement is \$54,203,163 comprised of annual tax revenue of \$54,020,543, estimated annexed lands revenue of \$48,820, and estimated supplementary tax revenue of \$133,800.

**THE CITY OF SPRUCE GROVE**

**BYLAW C-1320-24**

**2024 PROPERTY TAX AND SUPPLEMENTARY PROPERTY TAX RATE BYLAW**

WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000, c M-26, as amended, a council shall pass a property tax bylaw annually to impose a tax in respect of property in the municipality to raise revenue to be used toward the payment of requisitions and expenditures and transfers set out in the approved budget of the municipality;

AND WHEREAS, the *Municipal Government Act* provides that if in any year a council passes a bylaw authorizing supplementary assessments to be prepared, the council shall, in the same year pass a bylaw authorizing a council to impose a supplementary tax in respect of that property and that the supplementary tax rates be the same as imposed in the property tax bylaw;

AND WHEREAS, Council passed Bylaw C-1113-20 - Supplementary Assessment Bylaw, to authorize supplementary assessments in order to levy property taxes on new Improvements;

AND WHEREAS, the estimated revenue to be raised by taxation is \$54,203,163; which is further broken down between the estimated revenue to be raised by supplementary taxation of \$133,800 and the estimated revenue to be raised by annual taxation of \$54,069,363;

AND WHEREAS, Council is authorized to sub-classify assessed property, and to establish different rates of taxation in respect to each sub-class of property, subject to the Act;

AND WHEREAS, the City annexed lands from Parkland County by Order in Council 381/2020 and the order stipulates that for taxation purposes in 2021 and subsequent years up to and including 2051, the annexed land and the assessable improvements to it must be assessed and taxed by the City on the same basis as if they had remained in Parkland County;

AND WHEREAS, the Act authorizes the recovery of costs related to the provincial assessor's operations and further provides that the tax rate be set by the Minister;

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



**1. BYLAW TITLE**

1.1 This bylaw is called “2024 Property Tax and Supplementary Property Tax Rate Bylaw”.

**2. DEFINITIONS**

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

2.2 “Assessment” means a value of property determined pursuant to Part 9, Division 4 of the Act and Matters Relating to Assessment and Taxation Regulation, 2018, 203/2017, as amended.

2.3 “City” means the municipal corporation of the City of Spruce Grove in the Province of Alberta.

2.4 “City Manager” means the administrative head of the City.

2.5 “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.

2.6 “Improvement” means:

- (a) a structure;
- (b) anything attached or secured to a structure that would be transferred without special mention by a transfer or sale of the structure;
- (c) a designated manufactured home; and
- (d) machinery and equipment.

### 3. LEVY RATES OF TAXATION

3.1 The City Manager is hereby authorized to levy the following rates of taxation on assessment value of all property as shown on the assessment roll of the City.

	<u>Tax Levy</u>	<u>Assessment</u>	<u>Tax Rate (Mills)</u>
General Municipal:			
Residential/Farmland	37,988,626	5,721,092,380	6.6401
Multi-Family	2,600,455	279,736,120	9.2961
Non-Residential	13,431,462	1,283,489,580	10.4648
Annexed Properties			
Residential/Farmland	28,176	6,538,360	4.3093
Non-Residential	<u>20,644</u>	<u>2,395,260</u>	8.6185
Total Municipal*	<u><u>54,069,363</u></u>	<u><u>7,293,251,700</u></u>	
Education Requisition:			
Alberta School Foundation Fund			
Residential/Farmland	12,779,352	5,288,372,366	2.4165
Non-Residential	<u>3,728,548</u>	<u>1,051,835,970</u>	3.5448
	<u>16,507,900</u>	<u>6,340,208,336</u>	
Opted-Out School Board			
Residential/Farmland	1,737,450	718,994,494	2.4165
Non-Residential	<u>826,955</u>	<u>233,286,870</u>	3.5448
	<u>2,564,405</u>	<u>952,281,364</u>	
Total Education	<u><u>19,072,305</u></u>	<u><u>7,292,489,700</u></u>	
Meridian Housing Foundation Requisition			
Operating Requisition	540,950	7,292,489,700	0.0742
Capital Contribution	<u>230,000</u>	<u>7,292,489,700</u>	0.0315
Total Meridian Housing Foundation Requisition	<u><u>770,950</u></u>	<u><u>7,292,489,700</u></u>	<u><u>0.1057</u></u>
Designated Industrial Property Requisition	4,145	53,249,340	0.0765

*The above amounts include 2023 over/under levies.*

*\* The supplementary taxation, estimated at \$133,800, will be levied at the rates in this bylaw.*

**4. SEVERABILITY**

4.1 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.

**5. EFFECTIVE DATE**

5.1 This bylaw shall come into force and 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 [Click here to enter a date.](#)

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Mayor

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City Clerk



## REQUEST FOR DECISION

**MEETING DATE:** April 22, 2024

**TITLE:** Re-Imagined Central Park - Additional Budget Request

**DIVISION:** Community and Protective Services

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### **SUMMARY:**

To request additional funding for Re-Imagined Central Park based on additional elements being added to the park and on tendered pricing for the final construction costs.

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### **PROPOSED MOTION:**

THAT Council approve the additional budget of \$1,233,987 to support the construction costs of the Re-Imagined Central Park project, as per the tendered pricing, including the added provisional items that were previously not included in the concept plan scope and elements previously approved in the 2024 Corporate Plan.

THAT Council approve the additional budget of \$1,233,987 to be funded from Restricted Reserve - New Capital in the amount of \$1,041,187, \$85,600 from the Storm Utility Reserve, \$2,900 from the Sanitary Sewer Utility Reserve, and \$104,300 from the Water Utility Reserve.

### **BACKGROUND / ANALYSIS:**

The Re-Imagined Central Park Project was approved for the completion of detailed design and construction in the fall of 2023. The project team, working with ISL Land Services and New Line Skate Parks, has completed the preliminary design, received public feedback on the concepts, and completed the detailed designs. The project was recently tendered.

The tendered project allowed for the separate costing of elements added to the initial concept-plan scope. These additional elements included additional lighting in and around the wheeled sports park area, as well as potable water access and the ability to add security cameras in the future. Not included in the tender are the playground elements, those will be a separately

tendered project to allow for more control over the elements within the play structures. While a playground was included in the initial concept-plan scope, there has been the addition of accessible and inclusive features, which have a significant increase in cost.

The project has been tendered and construction costs are confirmed, along with costs from Telus and Fortis to bury the overhead lines in the area. There is an allowance for the future tender of the playground elements.

The total construction cost of the project, including the added scope/elements and confirmed construction costing is \$8,670,000, including an allowance of \$578,800 for the inclusive and accessible playground elements. This is an overall increase of \$1,233,987, which includes a contingency.

### **OPTIONS / ALTERNATIVES:**

Approve the removal of provisional items for the tendered project to have the overall cost of the project lowered. These items could be added again at a later date.

### **CONSULTATION / ENGAGEMENT:**

There has been public engagement in the form of pop-up tents at City events, an Open House, and surveys to share the project details and collect feedback. There were also meetings with special user groups. Some of the changes to the overall project are due to this feedback.

The playground will be tendered separately and there will be meetings with stakeholders to share the design and get feedback before finalizing the design and beginning construction.

### **IMPLEMENTATION / COMMUNICATION:**

Information is being shared on the webpage at <https://connect.sprucegrove.org/centralpark> as well as through social media.

### **IMPACTS:**

The additional funds will ensure that Re-Imagined Central Park is a safe, welcoming environment for all users.

### **FINANCIAL IMPLICATIONS:**

Proposed funding for the Re-Imagined Centre Park is as follows:

	<u>Approved Budget</u>	<u>Amendments</u>	<u>Revised Budget</u>
<b><u>Municipal</u></b>			
Debt	2,841,414	-	2,841,414
MSI Grant	4,359,599	-	4,359,599
New Capital Restricted Reserve		1,041,187	1,041,187
<b><u>Utility</u></b>			
Storm Utility Reserve	235,000	85,600	320,600
Sanitary Sewer Reserve		2,900	2,900
Water Reserve		104,300	104,300
<b>Total</b>	<b><u>\$7,436,013</u></b>	<b><u>\$1,233,987</u></b>	<b><u>\$8,670,000</u></b>

# Re-Imagined Central Park

Additional Budget Request

# Approved Concept Design

Contained the following components:

- Skate Park
- Playground Elements
- Plaza
- Pump Track
- Bike Skills Park





# Public Consultation

- There were several opportunities for consultation through City run events, surveys and meeting with user specific groups.
- This feedback identified additional elements to be added to the Re-Imagined Central Park design.
- These items were:
  - Accessible and Inclusive playground
  - Lighting throughout the wheel sports areas
  - Access to potable water for filling water bottles

# Detailed Design

- Added in the elements the public, user groups, and Council requested.



# Additional Costs

- Placing the overhead Fortis and Telus lines underground to create a more usable and safe space in the park.
  - While these costs were anticipated they came in significantly higher than initially contemplated.
    - Lines have to be buried deeper than initially thought.
    - Lines have to be relocated farther north to accommodate the skatepark bowl as well as the playground and lighting posts.
- Removal of buried topsoil
  - These costs were also anticipated but there appears to be larger quantities than expected.
  - Measures are in place to limit risks associated with this removal.

# Detailed Design and Tender

- The detailed design has been completed.
  - With the exception of the playground elements, those will be a separate tender to be installed in 2025 as the final aspects of the Re-Imagined space.
    - There is an allowance included for these components.
- Project has been tendered.
  - Costs are now known, and risks have been mitigated as much as possible.
  - A small contingency has been added for any unknowns and in case additional material testing is required.
  - Provisional items were included that could be removed from the project to lower the costs - Bike Skills area, and Sports Lighting.



# Requested Additional Budget



- The additional budget required to complete the project as presented is \$1,233,987.
- Alternatively, elements can be removed to lower the overall costs to meet the current approved budget.
  - These items could be completed in a future phase.

# Thank you

Questions?



## REQUEST FOR DECISION

**MEETING DATE:** April 22, 2024

**TITLE:** Councillor Reports - April 22, 2024

**DIVISION:** Strategic and Communication Services

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### **SUMMARY:**

Mayor and Council are appointed to the Internal and External Boards and Committees during the annual Organizational Meeting. The written reports are provided for information.

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### **PROPOSED MOTION:**

A motion is not required.

### **BACKGROUND / ANALYSIS:**

n/a

### **OPTIONS / ALTERNATIVES:**

n/a

### **CONSULTATION / ENGAGEMENT:**

n/a

### **IMPLEMENTATION / COMMUNICATION:**

n/a

**IMPACTS:**

n/a

**FINANCIAL IMPLICATIONS:**

n/a





## Councillor Reports Board and Committee Updates

**Date: April 17, 2024**

**Council Member: Councillor Carter**

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**1. City Centre Business Association**

**April 17, 2024**

Update

- Successfully received NRED grant from the provincial government for upcoming summer events.
- Summer market events are planned for June 1, July 6, July 27, and August 10<sup>th</sup>. Looking for more vendors and sponsorship for the events!

Emerging Issues

None



# Councillor Reports Board and Committee Updates

**Date: April 16, 2024**

**Council Member: Councillor Oldham**

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**1. Youth Advisory Committee**

**April 4, 2024**

Update

We had a presentation from Jeff Tokar representing the Rotary Club of Spruce Grove. He shared a Summer Youth Leadership Experience with the Committee.

After Jeff was finished, Amanda from the City presented on Spruce Up Spruce Grove. The Youth Advisory Committee will have volunteers out at the kick off event later this spring!

We also had a discussion around volunteer capacity and what role the committee should play in community events. Expect to see the Youth Advisory Committee out at many events this spring and summer.

Emerging Issues

None

**2. Spruce Grove Public Library Board**

**April 16, 2024**

Update

We had a thorough presentation from Yellowhead Regional Library outlining their services provided to our residents, library, and regional service. It's amazing what they provide at a tremendous value!

We are updating several policies in various Committee work.

Emerging Issues

None



## REQUEST FOR DECISION

**MEETING DATE:** April 8, 2024

**TITLE:** Various Boards and Committees Meeting Minutes and Reports - April 22, 2024

**DIVISION:** Strategic and Communication Services

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### **SUMMARY:**

Internal and external board and committee minutes and / or reports are provided to Council for information.

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### **PROPOSED MOTION:**

A motion is not required.

### **BACKGROUND / ANALYSIS:**

n/a

### **OPTIONS / ALTERNATIVES:**

n/a

### **CONSULTATION / ENGAGEMENT:**

n/a

### **IMPLEMENTATION / COMMUNICATION:**

n/a

**IMPACTS:**

n/a

**FINANCIAL IMPLICATIONS:**

n/a



### City of Spruce Grove Library Board Meeting Minutes

March 19, 2024, 7:00 p.m.

Spruce Grove Public Library and via MS Teams

**Trustees Present:**

Sharon Shuya     Adam McArthur     Terry Mack     Jaret Capp     David Oldham  
Tom Yeo             Jeff Tokar             Sacha Curran (via MS Teams)     Jocie Wilson

**Also, Present:** Leanne Myggland- Carter, Director of Library Services; Tiffany Gamboa, Board Secretary

**Guests:** Ian McCormack; Mel Sampson; Danielle Frey

1. Call the Meeting to Order

A. McArthur to call the meeting to order at 7:01 PM and S. Shuya read SGPL’s Treaty 6 Land Acknowledgement.

2. Introductions of Guests

A. McArthur introduced Ian McCormack, Strategic Steps Inc, Mel Sampson, Strategic Steps Inc; Danielle Frey, Senior Manager SGPL

3. Approval of Agenda

The following amendments were made to the agenda:

- S. Curran requested that the February financial statements be added as agenda item 5.4.

016L- 24 S. Shuya **MOVED** that the agenda be approved as amended.

**CARRIED**

4. Approval of Meeting Minutes

017L-24 T. Mack **MOVED** that the February 21, 2024, meeting minutes be approved as presented.

**CARRIED**

5. Business Action Items

5.1 2024 Plan of Service Presentation

018L-24 J. Wilson **MOVED** that the presentation by Strategic Steps be accepted as information.

**CARRIED**

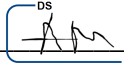
I. McCormack presented the final proof of the 2024-2026 Strategic Plan of Services and explained that it serves as a guiding document. While the wording should remain unchanged, the tactics statements are broad to allow for flexibility. When asked about future trends in libraries, I. McCormack shared that they include meeting people in virtual spaces for program and service deliveries, and that libraries are becoming increasingly focused on intellectual freedom. Additionally, he stated that public engagement trends involve having in-person focus groups (ie. Town halls) that reflect community demographics when consulting on strategic plans.


L. Myggland-Carter has confirmed that she will communicate the approved version of the plan appropriately to the staff and public.

I. McCormack and M. Sampson left the meeting at 7:26 PM.

5.2 Policy & HR – Risk Management Policy

019L-24 T. MACK **MOVED** that the Risk Policy be approved as amended.

DS  
  
 \_\_\_\_\_

DS  
  
 \_\_\_\_\_



**CARRIED**

D. Frey presented the SGPL 2024 Risk Management strategy with the Board. After some discussion, Trustees expressed gratitude for the level of work completed by the committee and administration. J. Wilson added that SGPL is taking the lead with the work to risk management among YRL member libraries. Administration will place the presentation and the 2024 heat map on the Trustee Hub. Both Board Committees and Administration will work together in closing gaps identified, specifically in regard to advocacy.

5.3 Advocacy & Finance – 2023 Unrestricted Surplus

020L-24 J. Wilson **MOVED** that \$25,000 of the unrestricted surplus identified in the 2023 Audited Financial Statements be moved to a restricted fund for collections spending in 2024/2025 for the new Civic Center collection.

**CARRIED**

J. Wilson introduced the discussion by providing clarity around the surplus identified in the audited financial statements. The committee agreed that the motion put forth to the Board is a reasonable transaction to support operations. In response to T. Yeo, the Director confirmed that further recommendations for the use of accessible funds will be presented to the Finance committee in April.

5.4 February Monthly Statements

S. Curran received clarification about the financial statements from the Director.

6. In-Camera:

There were no in-camera items presented at this meeting.

7. Business Arising from In-Camera (If any):

There was no business arising from in-camera.

8. Around the Table

9. Motion to Adjourn

021L-24 T. YEO **MOVED** to adjourn at 8:33 p.m.

**CARRIED**

Next Meeting Date is **Tuesday, April 16, 2024**

SIGNED: DocuSigned by: Adam McArthur Board Chair DATED: April 17, 2024 | 3:29 PM MDT

SIGNED: DocuSigned by: T. Gamboa Board Secretary DATED: April 17, 2024 | 12:41 PM MDT

DocuSigned by: [Signature]  
DocuSigned by: TGR



**THE CITY OF SPRUCE GROVE**

**Minutes of Economic Development Advisory Committee**

**March 26, 2024, 7 p.m.**

**3rd Floor - Poplar Room**

**315 Jespersen Ave**

**Members Present:**

Councillor Oldham, Chair  
Councillor Carter, Vice Chair  
Bruce Mullett, Commercial Sector Representative  
Charlene Bell, Public-at-Large  
Robert Smith, Industrial Sector Representative  
Theresa Bateman, Public-at-Large  
Tyler Perozni, Commercial Sector Representative

**Members Absent:**

Councillor Houston  
Don Cooper, Industrial Sector Representative  
Kelly John Rose, Greater Parkland Regional Chamber Representative  
Victor Moroz, City Centre Business Association Representative

**Also in Attendance:**

Dave Walker, Director of Economic and Business Development  
Jodi Fulford, Economic Development Specialist, Commercial (attended virtually)

DRAFT

Karla Daniels, Economic Development Specialist, Industrial  
Jennifer Maskoske, Deputy City Clerk  
Nicole Hitchens, Recording Secretary

1. **CALL TO ORDER**

Chair Oldham called the meeting to order at 7:00 p.m.

2. **AGENDA**

The following change was made to the agenda:

Item 5.1 City Centre Development Incentives Research Report moved before Item 4.1 Start Ups and Early Stage Business Support Study - Findings and Recommendations.

**Resolution:** EDAC-006-24

**Moved by:** Tyler Perozni

THAT the agenda be adopted as amended.

**Unanimously Carried**

3. **MINUTES**

3.1 **Minutes - January 30, 2024 Economic Development Advisory Committee Meetings**

**Resolution:** EDAC-007-24

**Moved by:** Bruce Mullett

THAT the January 30, 2024 Organizational Meeting of Economic Development Advisory Committee meeting minutes and Economic Advisory Committee meeting minutes be approved as presented.

**Unanimously Carried**

5.1 **City Centre Development Incentives Research Report**

Dave Walker, Director of Economic and Business Development, introduced Kieron Hunt and Ben MacLeod of FBM Planning Ltd.



Kieron Hunt provided a presentation on the City Centre Development Incentives Research Report and responded to questions from Committee.

Committee thanked Kieron Hunt and Ben MacLeod for the presentation.

Bruce Mullett left the meeting at 7:59 p.m.

Bruce Mullett returned to the meeting at 8:04 p.m.

#### **4. DELEGATIONS**

##### **4.1 Start Ups and Early Stage Business Support Study - Findings and Recommendations**

Jodi Fulford, Economic Development Specialist - Commercial, introduced Rick Davidson, Chris Lerohl, and Kessler Douglas with Campus Innovation Consulting.

Rick Davidson and Chris Lerohl provided a presentation on Start Ups and Early Stage Business Support Study - Findings and Recommendations, and responded to questions from Committee. Strategies for enhancing business support in Spruce Grove and an implementation strategy were recommended.

Committee thanked Rick Davidson, Chris Lerohl, and Kessler Douglas for the presentation.

#### **5. BUSINESS ITEMS**

##### **5.2 The Annual Builder and Developer Luncheon**

Dave Walker, Director of Economic and Business Development, introduced the item.

The event is Wednesday, May 22, 2024 and invitations will be circulated to EDAC members.

Committee thanked Dave Walker for the presentation.

#### **6. INFORMATION ITEMS**

There were no Information Items on the agenda.

#### **7. CLOSED SESSION**

There was no Closed Session on the agenda.

8. **BUSINESS ARISING FROM CLOSED SESSION**

There was no Business Arising from Closed Session.

9. **ADJOURNMENT**

**Resolution:** EDAC-008-24

**Moved by:** Tyler Perozni

THAT the Economic Development Advisory Committee Meeting adjourn at 8:54 p.m.

**Unanimously Carried**

DRAFT

\_\_\_\_\_

Dave Oldham, Chair

\_\_\_\_\_

Nicole Hitchens, Recording Secretary

\_\_\_\_\_

Date Signed



**THE CITY OF SPRUCE GROVE**

**Minutes of the Youth Advisory Committee**

**April 4, 2024, 4 p.m.**

**3rd Floor - Poplar Room**

**315 Jespersen Ave**

Members Present: Cara Nicholls, Chair  
Hannah Dunbar, Vice Chair  
Cole Cochrane  
Dylan Yee  
Havana Sinclair  
Isabella Quitanilla  
Joaquin Tabulog  
Josh Morin  
Rowan Johnson  
Sierra Manning  
Councillor Carter  
Councillor Oldham

Members Absent: Jasmeet Pujji

Also in Attendance: Amanda Johnson, Community Development & Support Facilitator -  
Arts, Culture & Heritage

Sylvia Miller, Community Development & Support Facilitator -  
Community and Protective Services  
Karey Steil, Administrative Liaison  
Nicole Hitchens, Recording Secretary

**1. CALL TO ORDER**

Chair Cara Nicholls called the meeting to order at 4:08 p.m.

**1.1 Icebreaker Activity**

Karey Steil, Administrative Liaison, led the Icebreaker Activity.

Sierra Manning joined the meeting at 4:09 p.m.

**2. AGENDA**

**Resolution:** YAC-022-24

**Moved by:** Dylan Yee

THAT the agenda be adopted as presented.

**Unanimously Carried**

**3. MINUTES**

**3.1 Minutes - March 7, 2024 Youth Advisory Committee Meeting**

**Resolution:** YAC-023-24

**Moved by:** Havana Sinclair

THAT the March 7, 2024 Youth Advisory Committee Meeting minutes be approved as presented.

**Unanimously Carried**

**4. DELEGATIONS**

**4.1 Rotary Youth Leadership Experience**

Chair Cara Nicholls introduced Jeff Tokar from the Rotary Club of Spruce Grove.

Jeff Tokar provided a presentation on the Rotary Youth Leadership Experience (RYLE).

Committee thanked Jeff Tokar for the presentation.

4.2 Spruce Up Spruce Grove May 25, 2024

Chair Cara Nicholls introduced Amanda Johnson, Community Development and Support Facilitator - Arts, Culture & Heritage, and Sylvia Miller, Community Development and Support Facilitator - Community and Protective Services - Recreation and Culture.

Amanda Johnson and Sylvia Miller provided a presentation on Spruce Up Spruce Grove activities.

Committee thanked Amanda Johnson and Sylvia Miller for the presentation.

Chair Cara Nicholls called a recess at 4:45 p.m.

Chair Cara Nicholls reconvened the meeting at 4:52 p.m.

5. ADMINISTRATIVE UPDATES

5.1 Administrative Update - Upcoming Youth Opportunities

Karey Steil, Administrative Liaison, provided an update on three upcoming event opportunities: the Youth Entrepreneur Training Initiative (YETI), Leaders in Training, and Teen Retreat.

Committee thanked Karey Steil for the presentation.

6. BUSINESS ITEMS

6.1 2024 Youth Advisory Committee - Meeting Schedule Amendment (June 2024)

Chair Cara Nicholls presented the 2024 Youth Advisory Committee Meeting schedule amendment.

**Resolution:** YAC-024-24

**Moved by:** Havana Sinclair

THAT the 2024 Youth Advisory Committee Meeting Schedule be amended as presented.

**Unanimously Carried**

6.2 Recreation and Culture Events for Youth Advisory Committee Participation

Karey Steil, Administrative Liaison, presented on proposed recreation and culture event opportunities for Youth Advisory Committee participation.

Committee thanked Karey Steil for the presentation.

6.3 Youth Advisory Committee Initiatives - Activity Options

Karey Steil, Administrative Liaison, presented on activity options for Youth Advisory Committee participation for the Spruce Up Spruce Grove and Teen Zone events.

Committee thanked Karey Steil for the presentation.

7. **INFORMATION ITEMS**

7.1 Councillor Updates

Councillor Carter provided an update on the Alberta Municipal Spring Leadership Conference she recently attended, and the call for artists for the City's Utility Box Beautification Project.

Councillor Oldham provided an update on the Municipal Development Plan (MDP) and how the MDP fits into the City's long-term planning.

8. **CLOSED SESSION**

There was no Closed Session on the agenda.

9. **BUSINESS ARISING FROM CLOSED SESSION**

There was no Business Arising from Closed Session.

10. **ADJOURNMENT**

**Resolution:** YAC-025-24

**Moved by:** Dylan Yee

THAT the Youth Advisory Committee Meeting adjourn at 5:49 p.m.

**Unanimously Carried**

DRAFT

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Cara Nicholls, Chair

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Nicole Hitchens, Recording Secretary

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Date Signed

DRAFT