



REGULAR COUNCIL MEETING AGENDA

Tuesday, October 15, 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: October 15, 2024

TITLE: Consent Agenda - October 15, 2024

DIVISION: Strategic and Communication Services

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.

PROPOSED MOTION:

THAT the recommendations contained in the following reports be approved:

- Item 4.1 Minutes - September 23, 2024 Regular Council Meeting
- Item 10.1 C-1359-24 - Non-Profit Community Organization Exemption Bylaw Amendment - First Reading
- Item 11.3 2021 - 2025 Deputy Mayor Appointments - Revised October 15, 2024

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: October 15, 2024

TITLE: Minutes - September 23, 2024 Regular Council Meeting

DIVISION: Strategic and Communication Services

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.

PROPOSED MOTION:

THAT the September 23, 2024 Regular Council 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



THE CITY OF SPRUCE GROVE

Minutes of the Regular Meeting of Council

September 23, 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
Jamie Doyle, General Manager of Sustainable Growth and Development Services
Zeeshan Hasan, General Manager of Corporate Services
Carol Bergum, Director of Planning and Development
Dave Walker, Director of Economic and Business Development
Karen Majeau, Senior Development Officer
Lori Kustra, Supervisor of Development
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 September 23 - 29, 2024 as Rail Safety Week and Councillor MacDonald proclaimed September 30, 2024 as National Day for Truth and Reconciliation.

2. **AGENDA**

Resolution: RCM-240-24

Moved by: Councillor Houston

THAT the agenda be adopted as presented.

Unanimously Carried

3. **CONSENT AGENDA**

3.1 **Consent Agenda - September 23, 2024**

Resolution: RCM-241-24

Moved by: Councillor Oldham

THAT the recommendations contained in the following reports be approved:

Item 4.1 Minutes - September 9, 2024 Regular Council Meeting and September 16, 2024 Governance and Priorities Committee Meeting

Item 10.1 C-1356-24 - Land Use Bylaw Amendment - Administrative Updates - First Reading

Item 10.2 C-1361-24 - Development Fees and Fines Bylaw Amendment - Removal of Schedule K - First Reading

Unanimously Carried

4. MINUTES

4.1 Minutes - September 9, 2024 Regular Council Meeting and September 16, 2024 Governance and Priorities Committee Meeting

The following motion was approved on the Consent Agenda:

THAT the September 9, 2024 Regular Council Meeting and September 16, 2024 Governance and Priorities Committee Meeting be approved as presented.

5. PUBLIC HEARINGS

5.1 Development Permit Application - PLDPNR202400661 - Child Care Facility - 420 King Street - Public Hearing and Decision

Mayor Acker called the Public Hearing to order at 6:06 p.m. on Development Permit Application - PLDPNR202400661 - Child Care Facility - 420 King Street.

Karen Majeau, Senior Development Officer, presented on Development Permit Application - PLDPNR202400661 - Child Care Facility - 420 King Street.

Vicky Barnes, Applicant, attended to speak to this item.

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 6:24 p.m.

Resolution: RCM-242-24

Moved by: Councillor Gillett

THAT Development Permit Application PLDPNR202400661 to locate a Child Care Facility at 420 King Street be approved subject to the conditions outlined in the attached proposed Development Permit Decision.

Unanimously Carried

Resolution: RCM-243-24

Moved by: Councillor Stevenson

THAT authority be delegated to the Development Officer(s) of the City of Spruce Grove to administer the Land Use Bylaw with respect to enforcement of the proposed development located at 420 King Street and subsequent development permit applications for Signage.

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

8.1 Council Delegation - TransAlta Tri Leisure Centre - 2023 Annual Report and 2025 Budget Presentation

David Wolanski, General Manager of Community and Protective Services, introduced Lenny Richer and Rob Hagg.

Lenny Richer, General Manager - TransAlta Tri Leisure Centre, and Rob Hagg, Chair - Tri Municipal Leisure Facility Corporation Board, provided a presentation on the TransAlta Tri Leisure Centre - 2023 Annual Report and 2025 Budget Presentation.

Council thanked Lenny Richer and Rob Hagg for the presentation.

8.2 Public Delegation - Edmonton International Airport

Myron Keehn, CEO and President of Edmonton International Airport and Villeneuve, Cindy Barclay, Director, Corporate Communications, Marketing and Loyalty, and Margeaux Maron, Director, Government and Corporate Relations, provided a presentation on the Edmonton International Airport.

Council thanked Myron Keehn, Cindy Barclay, and Margeaux Maron for the presentation.

9. ADMINISTRATIVE UPDATES

There were no Administrative Updates on the agenda.

10. BYLAWS

10.1 C-1356-24 - Land Use Bylaw Amendment - Administrative Updates - First Reading

The following motion was approved on the Consent Agenda:

THAT first reading be given to C-1356-24 - Land Use Bylaw Amendment - Administrative Updates.

10.2 C-1361-24 - Development Fees and Fines Bylaw Amendment - Removal of Schedule K - First Reading

The following motion was approved on the Consent Agenda:

THAT first reading be given to C-1361-24 Development Fees and Fines Bylaw Amendment - Removal of Schedule K: Penalties & Fines - Development Permit and Land Use Bylaw Violations.

11. BUSINESS ITEMS

11.1 Motion - Sponsorship Opportunity for Play for EveryBODY - Spruce Grove

Councillor Carter presented on a sponsorship opportunity for Play for EveryBODY - Spruce Grove.

Resolution: RCM-244-24

Moved by: Councillor Carter

THAT a sponsorship opportunity of up to \$5,000 be allocated from the 2024 Council Contingency budget to the Play for EveryBODY - Spruce Grove fundraising campaign.

Unanimously Carried

12. COUNCILLOR REPORTS

12.1 Councillor Reports - September 23, 2024

Councillor Reports updates were provided for information on Boards and Committees attended.

13. INFORMATION ITEMS

13.1 Various Boards and Committee Meeting Minutes and Reports - September 23, 2024

The minutes from the Tri Municipal Leisure Facility Corporation Board, Youth Advisory Committee, and ARROW Utilities were provided to Council for review.

14. NOTICES OF MOTION

There were no Notices of Motion provided.

15. CLOSED SESSION

Resolution: RCM-245-24

Moved by: Councillor Stevenson

THAT Council go into Closed Session at 7:33 p.m. under the following sections of the *Freedom of Information and Protection of Privacy Act*:

Item 15.1 2024 Community Spirit Award

Section 29; Information that is or will be available to the public

Unanimously Carried

15.1 2024 Community Spirit Award

The following persons were also in Closed Session to provide information or administrative support for item 15.1 2024 Community Spirit Award:

Dean Screpnek, David Wolanski, Jamie Doyle, Zeeshan Hasan, and Dave Walker.

15.2 Return to Open Session - September 23, 2024

Resolution: RCM-246-24

Moved by: Councillor Carter

THAT Council move out of Closed Session at 7:44 p.m.

Unanimously Carried

16. **BUSINESS ARISING FROM CLOSED SESSION**

16.1 **2024 Community Spirit Award**

Resolution: RCM-247-24

Moved by: Councillor Oldham

THAT the recipient of the 2024 Community Spirit Award be approved as presented.

Unanimously Carried

17. **ADJOURNMENT**

Resolution: RCM-248-24

Moved by: Councillor Gillett

THAT the Regular Council meeting adjourn at 7:47 p.m.

Unanimously Carried

Jeff Acker, Mayor

Karie Nothof, Recording Secretary

Date Signed



REQUEST FOR DECISION

MEETING DATE: October 15, 2024

TITLE: C-1356-24 - Land Use Bylaw Amendment - Administrative Updates
- Public Hearing, Second and Third Reading

DIVISION: Sustainable Growth and Development Services

SUMMARY:

Second and Third Reading of C-1356-24 - Land Use Bylaw Amendment - Administrative Updates is proposed for Council's consideration. This bylaw is an update of Land Use Bylaw C-824-12 by Administration to provide additional clarity to existing districts and regulations for planning and development reviews.

PROPOSED MOTION:

THAT second reading be given to C-1356-24 - Land Use Bylaw Amendment - Administrative Updates.

THAT third reading be given to C-1356-24 - Land Use Bylaw Amendment - Administrative Updates.

BACKGROUND / ANALYSIS:

The City's Land Use Bylaw C-824-12 was adopted in 2012, and it is amended from time-to-time by the Planning and Development Department to enhance clarity, reduce red tape, and improve efficiencies.

The attached Land Use Bylaw - Administrative Updates Report for the proposed amendments intended by Bylaw C-1356-24 reviews the issues, regulatory framework, comparable municipalities, and provides analysis to inform the recommended changes. The proposed amendments include:

- Requiring that setback measurements on submitted plans be provided to the 1/10 decimal place. This will clarify interpretation of measurements on Real Property Reports used to confirm the requirements of the Land Use Bylaw and National Building Code - Alberta Edition.
- Adding within the R2CC - City Centre High Density Residential District an option for freestanding signs;
- Enhancing the parking regulations by requiring that residential parking spaces be hard surfaced to clarify the community standard;
- Adding clarity on minimum site width regulations for Duplexes in the R1 - Mixed Low to Medium Density Residential, and defining that the R2 - Mixed Medium to High Density Residential District shall use to the R1 District regulations for Semi-detached Dwellings and Duplexes; and
- Adding "Schedule B: Penalties & Fines - Development Permit and Land Use Bylaw Violations" that replaces this same information being concurrently removed from C-1268-23 - Development Fees and Fines through Amending Bylaw C-1361-24.

OPTIONS / ALTERNATIVES:

Bylaw C-1356-24 is being presented at a Public Hearing. Should Council feel they need further information to decide, 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 of 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-1356-24 - Land Use Amendment - Administrative Updates be deferred to the October 28, 2024, Regular Council Meeting.

CONSULTATION / ENGAGEMENT:

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 October 4, 2024, and uploaded to the City website on September 26, 2024, per the Advertising Bylaw and the *Municipal Government Act* requirements.

IMPLEMENTATION / COMMUNICATION:

If approved, the amendments outlined in C-1356-24 Land Use Bylaw Amendment - Administrative Updates will be consolidated into Land Use Bylaw C-824-12. The consolidated Land Use Bylaw will then be published to the City's website.

IMPACTS:

Approval of this bylaw will provide additional clarity to existing districts and regulations, streamline planning and development approvals, and improve community aesthetics.

FINANCIAL IMPLICATIONS:

n/a

THE CITY OF SPRUCE GROVE

BYLAW C-1356-24

LAND USE BYLAW AMENDMENT - ADMINISTRATIVE UPDATES

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 adding the following text in bold:

SECTION 6 INTERPRETATION

(8) Setback measurements shall be in metric and rounded off to the tenth decimal point.

1.2 By deleting the following the text in strikethrough and replacing it with the text in bold:

SECTION 26 VIOLATION TICKETS

(3) The violation ticket must state:

(c) The specified penalty established in ~~the Development Fees and Fines Bylaw~~; **“Schedule B: Penalties and Fines - Development Permit and Land Use Bylaw Violations”**;

1.3 By adding the following text in bold:

SECTION 83 ON SITE PARKING REQUIREMENTS

(5) Parking Stalls, Loading Spaces and Parking Facilities shall be constructed so that:

- (f) **All vehicle parking spaces in residential districts shall be hard surfaced and accessible by a permanent vehicle access. Permeable pavers or materials can be considered for parking stalls at the discretion of the Development Officer.**

1.4 By deleting the following text in strikethrough and replacing it with the text in bold:

SECTION 97 DEVELOPMENT PERMIT REQUIREMENTS

- (2) Notwithstanding Section 12 of this Bylaw, an application for a Development Permit for Signs shall be accompanied by the following:

- (b) Application fee as prescribed by the ~~Schedule of Fees Bylaw;~~
Development Fees and Fines Bylaw;

1.5 By adding the following text in bold:

SECTION 108 FREESTANDING SIGNS

- (1) Except as otherwise provided, Freestanding Signs are permitted in Commercial, Industrial Districts, and the R2 – Mixed Medium to High Density Residential District, **R2CC- City Centre High Density Residential District**, RMHC – Residential Manufactured Home Court District, PS – Public Service Institutional District, P1 – Parks and Recreation District and SE – Sports and Entertainment District.

- (5) The maximum Sign Height of Freestanding Signs shall be:

- (c) 2.5 m in the R2 – Mixed Medium to High Density Residential District, **R2CC- City Centre High Density Residential District**, RMHC – Residential Manufactured Home Court District, PS – Public Service Institutional District, P1 – Parks and Recreation District and C1 – City Centre Commercial District.

1.6 By adding the following text in bold:

SECTION - 115 R1- MIXED LOW TO MEDIUM DENSITY RESIDENTIAL DISTRICT

- (2) **DEVELOPMENT REGULATIONS**

	Site Standard	
Site Width (Minimum)	Duplex (Side by Side)	• 15.0 m

1.7 By adding the following text in bold:

SECTION - 116 R2- MIXED MEDIUM TO HIGH DENSITY
RESIDENTIAL DISTRICT

(2) DEVELOPMENT REGULATIONS

**(b) Duplexes and Semi-Detached Dwellings shall use the
development regulations in the R1 – Mixed Low to Medium
Density Residential District.**

1.9 By adding “**Schedule B: Penalties & Fines - Development Permit and
Land Use Bylaw Violations,**” which is attached to and forms part of this
bylaw.

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 23 September 2024

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: [Click here to enter a date.](#)

Mayor

City Clerk

CITY OF SPRUCE GROVE

Land Use Bylaw C-824-12

SCHEDULE B: 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

BYLAW C-824-12

LAND USE BYLAW

WHEREAS, pursuant to the Municipal Government Act, R.S.A. 2000, c. M-26, including amendments, a municipality shall pass a land use bylaw;

AND WHEREAS, the City of Spruce Grove adopted Bylaw No. C-711-09, the Municipal Development Plan, in July 2010, which set a long term vision for the City;

AND WHEREAS, the City of Spruce Grove wishes to adopt a new Land Use Bylaw to implement the vision, goals and policies of the Municipal Development Plan;

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

THAT, this bylaw shall be known as the “Land Use Bylaw.”

THAT, the Land Use Bylaw, attached hereto as Schedule ‘A’ to this bylaw, be adopted.

And

THAT, Bylaw C-721-09, the Land Use Bylaw, and all its amendments, are hereby repealed.

This bylaw comes into force and effect on January 1, 2013.

First Reading Carried 04 May 2012

Public Hearing Held 11 June 2012 and 24, 25 September 2012

Second Reading Carried 22 October 2012

Third Reading Carried 13 November 2012

Date Signed

Mayor

City Clerk



City of Spruce Grove

Land Use Bylaw

Effective Date: January 1, 2013

Last Update: March 13, 2024

SECTION 6 INTERPRETATION

- (1) Notwithstanding the definitions in Part 2, the *Municipal Government Act* as amended, takes precedence in the case of a dispute on the meaning of any words or clauses herein.
- (2) The words “shall” and “must” require mandatory compliance except where a variance has been granted pursuant to the Act or this Bylaw.
- (3) Words, phrases, and terms not defined in this part may be given their definition in the Act or the Alberta Building Code. Other words shall be given their usual and customary meaning.
- (4) All units of measure contained within this Bylaw are metric (SI) standards.
- (5) The terms “municipality” or “City” in this Bylaw shall refer to the municipal corporation of the City of Spruce Grove in the Province of Alberta, unless otherwise noted.
- (6) The term “Council” in this Bylaw shall refer to the Council of the municipal corporation of the City of Spruce Grove in the Province of Alberta, unless otherwise noted.
- (7) **Setback measurements shall be in metric and rounded off to the tenth decimal point.**

SECTION 26 VIOLATION TICKETS

- (1) If a municipal ticket has been issued for first and/or subsequent offences and the specified penalty has not been paid or corrective measures have not been taken, the Peace Officer is authorized to issue a violation ticket pursuant to the *Provincial Offences Procedures Act*.
- (2) Notwithstanding Section 26(1), the Peace Officer may issue a violation ticket without previously issuing a municipal ticket if, in the opinion of the Peace Officer, the situation deems it necessary.
- (3) The violation ticket must state:
 - (a) The name of the person contravening the Bylaw:
 - (b) The offence;

- (c) The specified penalty established in ~~the Development Fees and Fines Bylaw~~ **Schedule B: Penalties and Fines - Development Permit and Land Use Bylaw Violations**;
- (d) Due date of payment; and
- (e) The date of the summons to appear in court.

(C-973-16, November 16, 2016)

SECTION 83 ON SITE PARKING REQUIREMENTS

- (1) Parking Stalls and Loading Spaces shall be clearly marked on the Site and within the Parking Facility. Such marking shall be regularly maintained to ensure legibility to users and shall be to the satisfaction of the Development Officer.
- (2) Loading Spaces and Parking Facilities shall be separated from the property line or Street by a landscaped area at least 1.0 m in width.
- (3) All On Site Car Share stalls must be signed as Car Share Parking Stalls and be located closer to the Building entrance doors than most non-car share Parking Stalls.
- (4) All Park and Ride Parking Stalls must be clearly signed as Park and Ride Parking Stalls and must be available on ordinary working days from 6:00 AM to 6:00 PM.
- (5) Parking Stalls, Loading Spaces and Parking Facilities shall be constructed so that:
 - (a) Necessary curb cuts are located and flared to the satisfaction of the Development Officer;
 - (b) Every On Site Parking Stall provided and the access thereto shall be Hard Surfaced if the access is from a Street or Alley which is Hard Surfaced; and
 - (c) Parking Facilities used at night shall have adequate lighting for the entire Parking Facility. Such lighting shall be directed away from Adjacent Sites where, in the opinion of the Development Officer, the lighting would have adverse effects;
 - (d) Grades and drainage shall dispose of surface water. In no case shall Grades be established that would permit surface drainage to cross any

(Bylaw C-981-16, Jan. 25, 2017)

(Bylaw C-865-13, Feb 10, 2014)

Sidewalk or Site boundary without the approval of the Development Officer;

(Bylaw C-1104-19, May 29, 2020)

- (e) In all Districts except residential with four or less Dwellings, the number of Parking Stalls designated for persons with physical disabilities shall conform to the Barrier Free Design Guidelines of the Alberta Building Code, but in no case shall be less than one Parking Stall. The Barrier Free Design Guidelines shall also be used to determine the size and location of these Parking Stalls.

(Bylaw C-1104-19, May 29, 2020)

(f) All vehicle parking spaces in residential districts shall be hard surfaced and accessible by a permanent vehicle access. Permeable pavers or materials can be considered for parking stalls at the discretion of the Development Officer.

SECTION 97 DEVELOPMENT PERMIT REQUIREMENTS

- (1) An application for a Development Permit for a Sign shall be made to the Development Officer by the owner of the Sign, as defined in Section 12 of this Bylaw, or its authorized agent on the appropriate form supplied by the City;
- (2) Notwithstanding Section 12 of this Bylaw, an application for a Development Permit for Signs shall be accompanied by the following:
 - (a) A completed Development Permit application form;
 - (b) Application fee as prescribed by the ~~Schedule of~~ **Development Fees and Fines** Bylaw;
 - (c) A letter of authorization from the Registered Owner of the property or the Registered Owner's authorized agent;

SECTION 108 FREESTANDING SIGNS

- (1) Except as otherwise provided, Freestanding Signs are permitted in Commercial, Industrial Districts, and the R2 – Mixed Medium to High Density Residential District, **R2CC- City Centre High Density Residential District**, RMHC – Residential Manufactured Home Court District, PS – Public Service Institutional District, P1 – Parks and Recreation District and SE- Sports and Entertainment District.

(Bylaw C-1226-22, December 05, 2022)

- (2) Freestanding Signs are permitted in the C1 – City Centre District, and the C4 – Integrated Mixed Use District where the building is not street oriented and where a Fascia Sign is not possible. (Bylaw C-1226-22, December 05, 2022)
- (3) In Commercial and Industrial Districts and the PS – Public Service Institutional District and SE – Sports and Entertainment District, the total Copy area of a Freestanding Sign shall not exceed 0.3 m² in area for each metre of Street Frontage of the Site, to a maximum of 17.0 m². The Copy area of a Freestanding Sign face may be increased by a variance of no more than ten percent of the maximum allowable area for the Site only for the purposes of providing an area for changeable Copy or Digital Copy. In all other districts cited above, the maximum sign area is 3 m². (Bylaw C-900-15, Feb. 23, 2015) (Bylaw C-1226-22, December 05, 2022)
- (4) The minimum setback to any portion of a Freestanding Sign shall be 0.75 m from the property line.
- (5) The maximum Sign Height of Freestanding Signs shall be:
 - (a) 9.1 m in the C2 – Vehicle Oriented Commercial District, C4 – Integrated Mixed Use District, SE – Sports and Entertainment District and M1 – General Industrial District; (Bylaw C-1226-22, December 05, 2022)
 - (b) 4.5 m in the C3 Neighbourhood Retail and Service District; and
 - (c) 2.5 m in the R2 – Mixed Medium to High Density Residential District, **R2CC- City Centre High Density Residential District**, RMHC – Residential Manufactured Home Court District, PS – Public Service Institutional District, P1 – Parks and Recreation District and C1 – City Centre Commercial District. (Bylaw C-1104-19, May 29, 2020)

SECTION 115 R1 – MIXED LOW TO MEDIUM DENSITY RESIDENTIAL DISTRICT

(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"> Semi-Detached Dwelling 	<ul style="list-style-type: none"> 7.5 m
	<ul style="list-style-type: none"> <u>Duplex (Side by Side)</u> 	<ul style="list-style-type: none"> <u>15.0 m</u>
	<ul style="list-style-type: none"> Street Oriented Row Housing 	<ul style="list-style-type: none"> 5.5 m
	<ul style="list-style-type: none"> Street Oriented Row Housing, End Units 	<ul style="list-style-type: none"> 6.7 m
	<ul style="list-style-type: none"> All Other Uses without Alley access 	<ul style="list-style-type: none"> 9.0 m
	<ul style="list-style-type: none"> All Other Uses with Alley access 	<ul style="list-style-type: none"> 8.5 m
Site Depth (Minimum):	<ul style="list-style-type: none"> Street Oriented Row Housing All Other Uses 	<ul style="list-style-type: none"> 25.0 m 30.0 m
Front Yard Setback (Minimum):	<ul style="list-style-type: none"> Principal Building Attached Garage 	<ul style="list-style-type: none"> 3.0 m 6.0 m
Side Yard Setback (Minimum):	<ul style="list-style-type: none"> Street Side Yard All Other Uses 	<ul style="list-style-type: none"> 3.0 m 1.2 m
Rear Yard Setback (Minimum):	<ul style="list-style-type: none"> Principal Building, Corner Site 	<ul style="list-style-type: none"> 4.5 m
	<ul style="list-style-type: none"> Attached Garage accessed from an Alley, Corner Site 	<ul style="list-style-type: none"> 3.0 m
	<ul style="list-style-type: none"> Attached Garage accessed from an Alley, all Other Sites 	<ul style="list-style-type: none"> 6.0 m
	<ul style="list-style-type: none"> All Other Principal Buildings 	<ul style="list-style-type: none"> 7.0 m
Height (Maximum):	<ul style="list-style-type: none"> Three Storeys not to exceed 12.0 m A maximum differential of one Storey allowed between Adjacent Sites 	
Density:	<ul style="list-style-type: none"> 25 units per net hectare (minimum) An application that proposes a Density lower than the minimum may be permitted if the neighbourhood's average Density remains 25 units per net hectare or higher. 	
Site Coverage (Maximum):	<ul style="list-style-type: none"> 50% 57% for Street Oriented Row Housing; this shall only apply to 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 at 57%. 	

(Bylaw C-865-13, Feb. 10, 2014)

	Site Standard
Amenity Area (Minimum):	<ul style="list-style-type: none"> 7.5 m² per Dwelling for Duplexes and Row Housing for private outdoor Amenity Area

(Bylaw C-1025-17, March 5, 2018)
(Bylaw C-1060-18, March 18, 2019)

SECTION 116 R2 – MIXED MEDIUM TO HIGH DENSITY RESIDENTIAL DISTRICT

(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 Area (Minimum):	<ul style="list-style-type: none"> Multi-Unit Dwellings Row Housing Developments 	<ul style="list-style-type: none"> 800 m² 800 m²
Site Width (Minimum)	<ul style="list-style-type: none"> Row Housing, Street Oriented with rear attached Garage Row Housing, Street Oriented with rear attached Garage (End Unit) 	<ul style="list-style-type: none"> 4.2 m 5.5 m
Site Depth (Minimum)	<ul style="list-style-type: none"> Row Housing, Street Oriented with rear attached Garage 	<ul style="list-style-type: none"> 25.0 m
Front Yard Setback (Minimum):	<ul style="list-style-type: none"> Principal Building Attached Garage For any Development in excess of three Storeys. May be used for outdoor Amenity Area Row Housing, Street Oriented with rear attached Garage 	<ul style="list-style-type: none"> 3.0 m 6.0 m 6.0 m 4.5 m
Side Yard Setback (Minimum):	<ul style="list-style-type: none"> Principal Buildings three Storeys or less Principal Buildings three Storeys or less Abutting a Street Principal Buildings four Storeys or more Row Housing, Street Oriented with rear attached Garage Row Housing, Street Oriented with rear attached Garage Abutting a Street 	<ul style="list-style-type: none"> 2.0 m 3.0 m 4.5 m 1.2 m 3.0 m

	Site Standard	
Rear Yard Setback (Minimum):	<ul style="list-style-type: none"> Principal Building, Corner Site Attached Garage accessed from an Alley, Corner Site Attached Garage accessed from an Alley, all other Sites All other Principal Buildings 	<ul style="list-style-type: none"> 4.5 m 3.0 m 6.0 m 7.0 m
Height (Maximum):	<ul style="list-style-type: none"> Four Storeys not exceeding 15.0 m for Developments Abutting a Residential District that allows Single Detached Dwelling as a Permitted Use. Four Storeys not exceeding 15.0 m for all other areas. Developments may exceed Four Storeys or 15.0 m in height at the discretion of the Development Officer. 	
Density:	<ul style="list-style-type: none"> 40 units per net hectare (minimum) 150 units per net hectare (maximum) 	
Site Coverage (Maximum):	<ul style="list-style-type: none"> Row Housing Developments Street Oriented Row Housing (all types) All other developments 	<ul style="list-style-type: none"> 65% 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% (Bylaw C-865-13, Feb. 10, 2014) 50%
Amenity Area (Minimum):	<ul style="list-style-type: none"> 7.5 m² per Dwelling for Row Housing for private outdoor Amenity Area 7.5 m² per Dwelling for Multi-Unit Dwellings for common Amenity Area 	

(Bylaw C-1096-19, May 29, 2020)

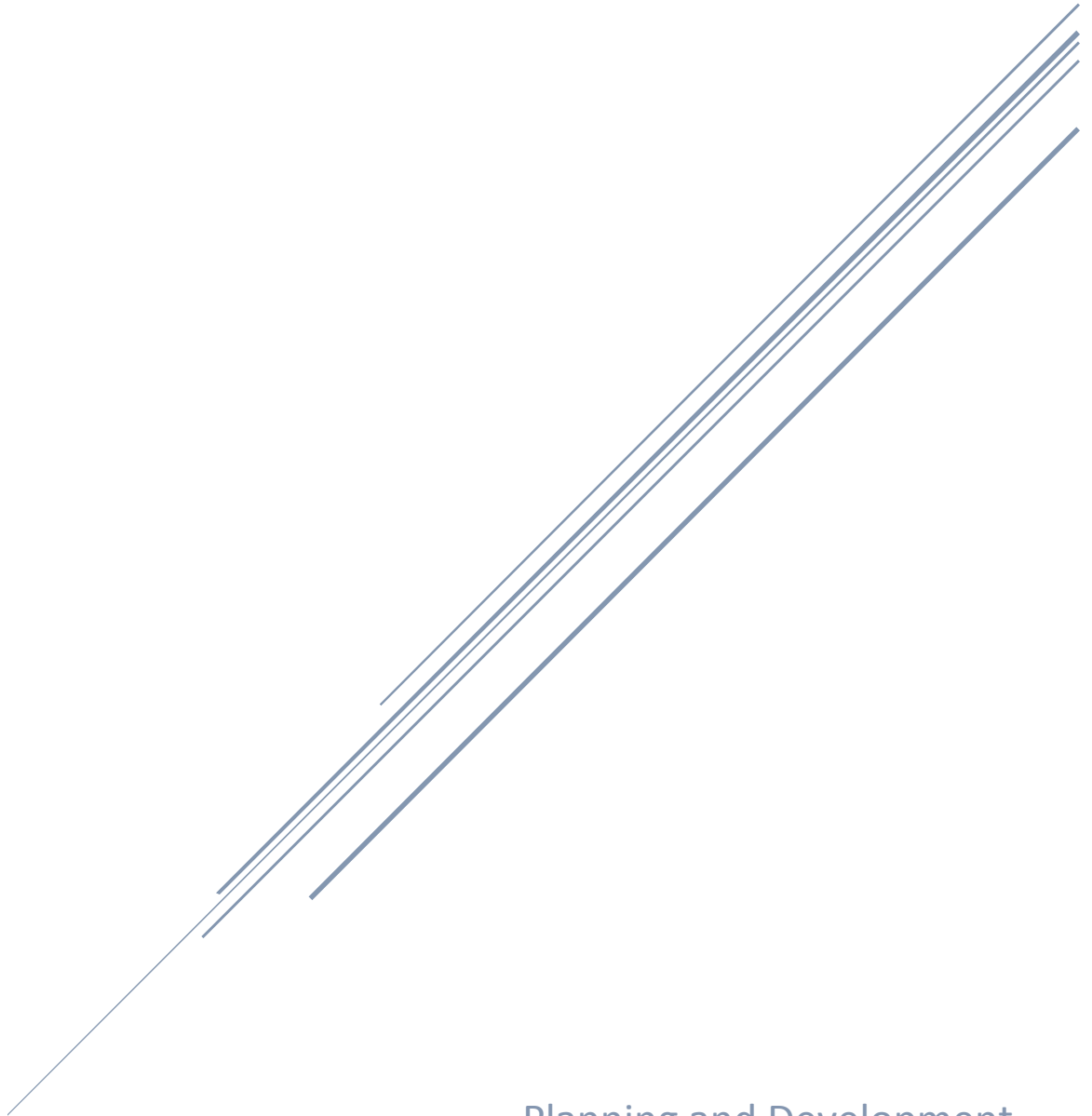
(Bylaw C-1104-19, May 29, 2020)

- (a) Notwithstanding Section 116 (2), the Height (Maximum) Development Regulation for Special Care Facilities is Four Storeys not exceeding 14.0 m, excepting that a building with a walk out basement, where the walk out basement portion is not adjacent a residential district, may be Five Storeys not exceeding a 14.0 m Height above the design Grade, on Lot 98, Block 13, Plan 132 4328.

(Bylaw C-1089-19, Oct. 21, 2019)

- (b) Duplexes and Semi-Detached Dwellings shall use the development regulations in the R1 – Mixed Low to Medium Density Residential District.**

C-1356-24 - REPORT.DOCX



Planning and Development
September 2024

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Executive Summary

The purpose of this report is to review the proposed administrative updates to *Land Use Bylaw 824-12*, including:

1. Incorporating a regulation requiring plans to be submitted to the 1/10 decimal place. This will clarify interpretation for measurements provided on real Property Reports.
2. Amending the sign regulations to allow a freestanding sign within the R2CC – City Centre High Density Residential District. This will provide signage consistent with the R2 – Medium to High Density Residential District.
3. Amending the parking regulations to require residential parking spaces to be hard surfaced to improve community development standards.
4. Establish missing development regulations in the R1 – Mixed Low to Medium Density Residential for duplexes, and in the R2- Mixed Medium to High Density Residential District for semi-detached dwellings and duplexes.

The proposed amendments are administrative in nature, and do not change the intent of the Land Use Bylaw districts and associated regulations. Therefore, no public consultation was undertaken beyond the requirements of the Advertising Bylaw and the *Municipal Government Act*.

This report includes a review of the issues, regulatory framework, comparable municipalities, and an analysis which informs each recommendation.

Amendment #1 – Side Yard Setback Measurements

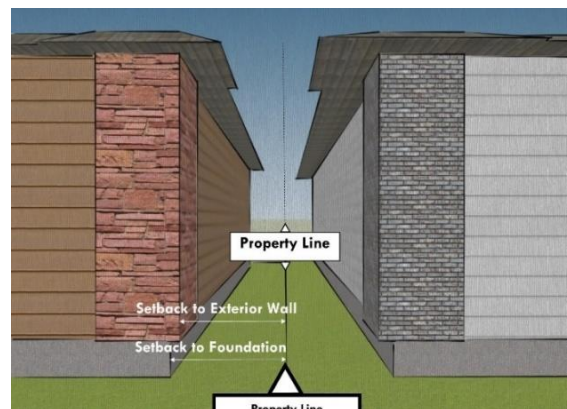
Issue

A significant percentage of new residential developments (historically exceeding 20%) are not achieving the minimum required 1.2 metre side yard setbacks as approved in their issued Development Permit.

This is an issue for both the City and home builders when a Real Property Report is submitted, and administration deems the Real Property Report noncompliant due to minimum side yard setbacks not being met.

Background

Residential developments are generally approved with a minimum 1.2 metre side yard setback between the property line and built structure as required under *Land Use Bylaw 824-12 (LUB)*. However, where upon construction a few centimetres of building cladding extends and encroaches into a required side yard setback the development becomes inconsistent with the LUB regulations and therefore the City deems the Real Property Report noncompliant. A Real Property Report is required as a development permit condition and is reviewed to confirm building size and location prior to development occupancy.



Setback to the exterior wall versus setback to the foundation

To correct this non-compliance issue, builders are required to demonstrate compliance through renovations, alterations or in rare cases apply for a lot line adjustment to shift a parcel boundary a few centimeters to achieve the required side yard setback. This is time consuming and costly for the home builder. Furthermore, lot line adjustments can be problematic when it involves different landowners as both parties need to agree to the lot line adjustment.

Regulatory Framework

In Spruce Grove, side yard setbacks are regulated by the Land Use Bylaw and the *National Building Code – Alberta Edition*, and this works together to ensure safe and compatible developments.

The *National Building Code – Alberta Edition*, referred to herein as the Code, establishes design and construction standards in Alberta. When a residential property has less than the required 1.2 metre side yard setback Safety Codes Officer must review for compliance. The Code addresses limiting distances (setbacks) to the tenth decimal point. If life safety is not impacted a municipality may consider an alteration for compliance (i.e. removing a window or adding fire rated drywall).

Comparable Municipalities

A review of how other municipalities in the Edmonton Metropolitan Region address the challenge of cladding encroaching into the required side yard setback was conducted.

It was found that Edmonton, St. Albert, and Beaumont provide an ability round measurements to the tenth decimal place when a Real Property Report is received as summarised in Table 1 (below).

Table 1 – Municipal Comparisons

Municipality	Round Units up
Edmonton	Units must be rounded to the tenth decimal place unless specified elsewhere in the Bylaw.
St. Albert¹	Rounds to the second decimal place on the plot plan, but rounds up by 0.05 meters for the Compliance Certificate to account for human error.
Beaumont	Measurements shall be in metric and rounded off to one decimal point.
¹ Applied by the Development Officer but not stipulated in their LUB	

Recommendation

To streamline development and align with other Edmonton area municipalities Administration recommends amending the LUB to round units to the tenth decimal place for all plans. This will align with the LUB and Code, which both currently provide measurements to the tenth decimal point. This recommendation also enables more residential developments to satisfy the requirements of the LUB and the Code. The proposed specific LUB amendment is highlighted in red font below.

Section 6 Interpretation

Setback measurements shall be in metric and rounded off to the tenth decimal point.

Amendment #2: Freestanding Signs in the R2CC – City Centre High Density Residential District

Issue

Administration has received applications for freestanding signs in the R2CC – City Centre High Density Residential District but has been unable to approve them as *Land Use Bylaw C-824-12* does not allow them in the R2CC District. Due to the number of requests for freestanding signs within the R2CC District, administration is proposing to amend the LUB to allow them with appropriate regulations to reflect the intent of the R2CC District.

Background

The R2CC – City Centre High Density Residential District was adopted in April 2023 to accommodate high density residential development within the City Centre Overlay area that contributes positively to the high-quality urban form and pedestrian environment. Due to the focus on high quality urban form and pedestrian environment within the R2CC District, freestanding signs were not permitted.



Free standing sign

Regulatory Framework

Land Use Bylaw

The LUB regulates signs including their size, location and number of signs allowed on each site. As per *Section 94 Sign Permitting*, most signs require a Development Permit, and are considered a permitted use. Development permit applications must include the sign dimensions, copy face, manner of illumination, materials, method of supporting the sign, and for free standing signs a site plan showing the relationship to site lines, utility, overland drainage, and parking. The Development Officer reviews the sign design, impacts on surrounding properties, and number and type of signs located in the vicinity of the proposed sign. Development Officer can also impose conditions and restrictions to mitigate potential impacts. Under *Section 98 General Regulations for Signs*, for multi-unit residential dwellings, one sign per street access is permitted.

Table 1 below summarizes the existing regulations for freestanding signs. As noted below, freestanding signs are allowed within several districts, including Commercial Districts, Industrial Districts and the R2 – Mixed Medium to High Density Residential District. Additionally, the LUB regulates the size, setback, height, and landscaping of freestanding signs.

Table 1 – Freestanding Sign Regulations

	Regulation
Definition	<ul style="list-style-type: none"> A Freestanding Sign is a permanent sign that is supported independently of a building wall or structure but does not include a temporary sign or billboard signs.
Districts permitted in	<ul style="list-style-type: none"> Commercial and Industrial Districts, R2 – Mixed Medium to High Density District, RMHC – Residential Manufactured Home Court District, PS- Public Service Institutional District, P1- Parks and Recreation District, and SE- Sports and Entertainment District. Permitted in the C1- City Centre District and the C-4 Integrated Mixed User District where the building is not street oriented and where a Fascia Sign is not possible.
Size of Sign	<ul style="list-style-type: none"> Copy area shall not exceed 0.3 m² for each meter of Street Frontage of the site to maximum of 17 m² (Commercial, Industrial, PS and SE Districts). 3 m² in all other districts. Copy area of sign face may be increased by a variance up to 10% of the maximum allowable area for the Site only for providing an area for changeable copy or Digital Copy.
Minimum Setback	0.75 m from the property line.
Maximum Sign Height	<ul style="list-style-type: none"> 9.1 m (C2, C4, SE, M1 Districts). 4.5 m (C3- Neighbourhood Retail and Service District) 2.5 m (R2, RMHC, PS, P1, and C1 Districts).
Landscaping	<ul style="list-style-type: none"> Shall have a low-profile landscaped area of 1.0 m around the base of the Sign. Landscaping shall not interfere with the visibility of the Sign Copy or traffic.

Comparable Municipalities

The following municipalities were reviewed as a comparator due to their similar size and location within the Edmonton Metropolitan Region. Edmonton, Stony Plain and Beaumont allow for freestanding signs in residential districts with associated regulations.

Table 2 – Municipal Comparisons of Freestanding Signs in Residential Districts

Municipality	Permitted or Discretionary Use	Regulations
Edmonton	P in residential districts	<ul style="list-style-type: none"> Maximum sign area is 3.0m² and maximum height is 1.8 m (Small to Medium Scale Residential). Maximum sign area of 20m² and maximum height is 6m (Large Scale Residential)
St. Albert	Not in Residential Districts	N/A
Stony Plain	P in all residential districts.	<ul style="list-style-type: none"> In most residential districts only allowed as an entrance sign with the address & name of development with a maximum area of 10.0 m². Maximum height 7m, maximum area 6 m, and maximum of 1 per lot frontage in the R8 High Density Residential District.
Beaumont	P in Integrated Neighbourhood and Mature Neighbourhood Districts	<ul style="list-style-type: none"> Fast Track Process for signs no larger than 1.5 m in height and sign face no larger than 1.5 m², located in the private frontage of the lot, maximum of 1 per lot, related to the use or development and incorporate landscaping. Regular process for signs larger than 1.5m in height and 1.5m in area, shall not exceed 8 m in height and 3 m² in sign area, and maximum of 1 per lot. Shall be architecturally consistent with the building façade, including materials, colour etc.

Recommendation

To allow landowners to advertise or provide information, Administration recommends the following changes highlighted in red below to allow for freestanding signs in the R2CC – City Centre High Density Residential District, and align the regulations with the R2- Mixed Medium to High Density Residential District.

Section 108 Freestanding Signs

- (1) Except as otherwise provided, Freestanding Signs are permitted in Commercial, Industrial Districts, and the R2 – Mixed Medium to High Density Residential District, **R2CC- City Centre High Density Residential District**, RMHC – Residential Manufactured Home Court District, PS – Public Service Institutional District, P1 – Parks and Recreation District and SE – Sports and Entertainment District.
- (3) The maximum Sign Height of Freestanding Signs shall be:
 - (c) 2.5 m in the R2 – Mixed Medium to High Density Residential District, **R2CC- City Centre High Density Residential District**, RMHC – Residential Manufactured Home Court District, PS – Public Service Institutional District, P1 – Parks and Recreation District and C1 – City Centre Commercial District.

Amendment #3: Hard Surfaced Parking in Residential Areas

Issues

The residential parking requirements in *Land Use Bylaw C-824-12* (LUB) are lacking clarity around requiring residential parking to be hard surfaced.

Background

When builders apply for Development Permits for new residential lots, they are required to provide on site parking as per the LUB, but they are not required to pave it. Generally, most builders provide hard surfaced residential parking spaces, and they are required to demonstrate this on their plot plans. However, this requirement is not clearly stipulated in the LUB.

Regulatory Framework

Land Use Bylaw

Only commercial and industrial developments under *Section 83 On Site Parking Requirements* require onsite parking stalls and accesses to be hard surfaced if the access is from a Street or Alley which is hard surfaced. For residential properties, *Section 82 Access from Streets and Alleys* requires driveway extensions located over City Boulevards to be made of concrete only, but not the rest of the driveway.

The LUB defines Hard Surface as “a ground covering consisting of paving, concrete, asphalt or other durable rigid material suitable for pedestrian or vehicular traffic.”

Section 89 General Landscaping regulates the percentage of impermeable materials such as hard surfacing, allowed for single detached, semi-detached and row housing developments to allow for rainwater filtration. “For Single Detached, Semi –Detached and Row Housing Dwellings and Developments, the area covered by Impermeable Material shall not exceed 70 percent of the total lot area. This shall include artificial turfs that do not allow water percolation. R2 – Mixed Medium to High Density Residential District is exempt from this regulation. With the maximum site coverage in the R1 Mixed Low to Medium Density Residential District ranging from 50% to 57% for residential lots, it is unlikely the 70% will be exceeded even if all parking areas were to be hard surfaced.

Comparable Municipalities

The following municipalities were reviewed as a comparator due to their similar size and location within the Edmonton Metropolitan Region. As indicated in Table 1 below, all four municipalities reviewed below require residential parking to be hard surfaced.

Table 1 – Municipal Comparisons of Parking Requirements in Residential Districts

Municipality	Requirement for parking to be hard surfaced
Edmonton	Unless otherwise specified, vehicle access, Surface Parking Lots, and loading spaces must be Hard Surfaced where vehicle access is provided from a Street or an Alley. ¹
St. Albert	7.3 (9) All motor vehicle and recreation vehicle parking spaces in residential districts shall be hard surfaced and accessible by a permanent vehicle access. Parking vehicles either permanently or temporarily on turf, dirt, gravel, lawn, or other non- hard surfaced area is prohibited. For the purpose of this section, hard surfacing means the provision of durable, dust-free material constructed in concrete, asphalt or similar material capable of withstanding expected vehicle loads and maintained to the satisfaction of the Development Officer, in consultation with the Engineering Department.
Stony Plain	Yes, confirmed with Administration
Beaumont	Parking Stall - A space set aside for the parking of one, or any, vehicle, which within urban areas of the City of Beaumont must be hard-surfaced to the satisfaction of the Development Authority.
¹ Some exceptions, if the street or valley providing vehicle access it not hard surfaced or for industrial developments parking located at the rear or sides of the Industrial development.	

Recommendation

Administration recommends requiring all residential parking spaces provided with new developments to be hard surfaced. This will provide clear regulations to builders. This approach also aligns the regulations with surrounding municipalities, improves neighbourhood aesthetics, and reduces mud tracking on roads.

The proposed amendments are highlighted in red text below.

Section 83 On Site Parking Requirements

All motor vehicle parking spaces in residential districts shall be hard surfaced and accessible by a permanent vehicle access. Permeable pavers or materials can be considered for additional parking stalls at the discretion of the Development Officer.

Amendment #4: Regulations for Semi-Detached Dwellings and Duplexes

Issue

Land Use Bylaw C-824-12 (LUB) is lacking clear development regulations within the following districts:

- 1) R1 – Mixed Low to Medium Density Residential District does not contain minimum site width requirements for Duplexes.
- 2) R2 - Mixed Medium to High Density Residential District does not contain minimum site width or site depth regulations for Semi-detached dwellings or Duplexes.

Background

Administration has received limited applications for duplexes in the R1 district, and semi-detached dwellings or duplexes in the R2 district since the adoption of *Land Use Bylaw C-824-12* (LUB) in 2012. However, with housing trends changing, there is a possibility additional applications could be received for these housing products.

Regulatory Framework

Land Use Bylaw

Semi-detached dwellings and Duplexes are a permitted use in the R1 – Mixed Low to Medium Density Residential District, and therefore must be approved by the Development Authority (with or without conditions) if they meet the associated LUB Regulations. However, the R1 District lacks site width requirements for Duplexes. Due to the lack of site width requirements in the R1 District for Duplexes, the required site width would technically default to “All other uses without alley access, 9m” and “All other uses with alley access, 8.5m,” which is intended for single family dwellings, stacked duplexes or other comparable uses. For side-by-side duplexes, a required site width of 8.5 m or 9 m is not appropriate to create a cohesive streetscape.

Semi-detached dwellings and Duplexes are a discretionary use in the R2 - Mixed Medium to High Density Residential District, however the R2 District does not contain minimum site width or site depth regulations for Semi-detached dwellings or Duplexes. Without clear regulations for Semi-detached dwellings and Duplexes in the R2 District, the Development Officer has the authority to refuse development permit applications for these developments, or these developments default to regulations in the R2 District that are tailored towards row housing and multi-unit structures, including front, side and rear yard setbacks, and height.

Table 1 below provides a summary of regulations contained within the R1 and R2 Districts for Duplexes and Semi-detached developments.

Table 1 – Semi-Detached and Duplex Regulations

	R1 – Mixed Low to Medium Density Residential District	R2- Mixed Medium to High Density Residential District
Use Class	P (Duplex and Semi-Detached)	D (Duplex and Semi-Detached)
Site width (min)	-7.5 m semi-detached -9.0m all other uses without Alley access -8.5 m with alley access	
Site depth (min)	30 m (all other uses)	
Front yard setback (min)	3m - Principal Building 6m - Attached Garage	3m - Principal Building 6m - Attached Garage
Side yard setback (min)	-3 m Street Side Yard -1.2m All Other Uses	-2 m Principal Building three storeys or less. -3 m Principal Building three storeys or less abutting a street. -4.5 m Principal Buildings four storeys or more.
Rear yard setback (min)	-4.5 m principal building, corner site. -3.0 m attached garage accessed from an alley, corner site. -6.0 m attached garage accessed from an alley, all other sites. -7.0 m all other principal buildings.	-4.5 m Principal building, Corner Site. -3 m Attached garage accessed from an alley, corner site. -6 m Attached garage accessed from an alley, all other sites. -7m All other Principal Buildings
Height (Max)	3 storeys, not exceeding 12 m	Four Storeys not exceeding 15.0 m for Developments Abutting a Residential District that allows Single Detached Dwelling as a Permitted Use. Four Storeys not exceeding 15.0 m for all other areas. Developments may exceed Four Storeys or 15.0 m in height at the discretion of the Development Officer.
Site Coverage (Max)	50%	50%
Amenity Area (Min)	7.5 m ² per Dwelling for Duplexes and Row Housing for private outdoor Amenity Area	

Recommendation

Administration recommends updating the R1 district to include minimum site widths for Duplexes, and updating the R2 district to refer to the R1 District regulations for Duplexes and Semi-detached (proposed changes highlighted in red below). This will provide clear regulations for Administration and builders. More significant changes would require public consultation and would be more effectively addressed during the Land Use Bylaw update which is tentatively scheduled for 2025. A review of other municipalities Land Use Bylaw regulations for duplexes and semi-detached would also occur with the Land Use Bylaw Update Project.

SECTION 115 R1- MIXED LOW TO MEDIUM DENSITY RESIDENTIAL DISTRICT

(2) Development Regulations

	Site Standard	
Site Width (Minimum)	Duplex (Side by Side)	• 15 m

SECTION 116 R2- MIXED MEDIUM TO HIGH DENSITY RESIDENTIAL DISTRICT

(3) DEVELOPMENT REGULATIONS

(b) Duplexes and Semi-Detached Dwellings shall use the development regulations in the R1 – Mixed Low to Medium Density Residential District.

Bylaw C-1356-24

Land Use Bylaw Amendment - Administrative Updates

Public Hearing

City of Spruce Grove
Regular Council Meeting
October 15, 2024

Introduction

Purpose: Provide additional clarity to existing districts and regulations and improve efficiencies.

Scope:

- Administrative update, no changes to the intent of the Land Use Bylaw districts and regulations.
- Land Use Bylaw - Administrative Updates Report reviews issues, regulatory framework, comparable municipalities, and provides an analysis and recommendations.

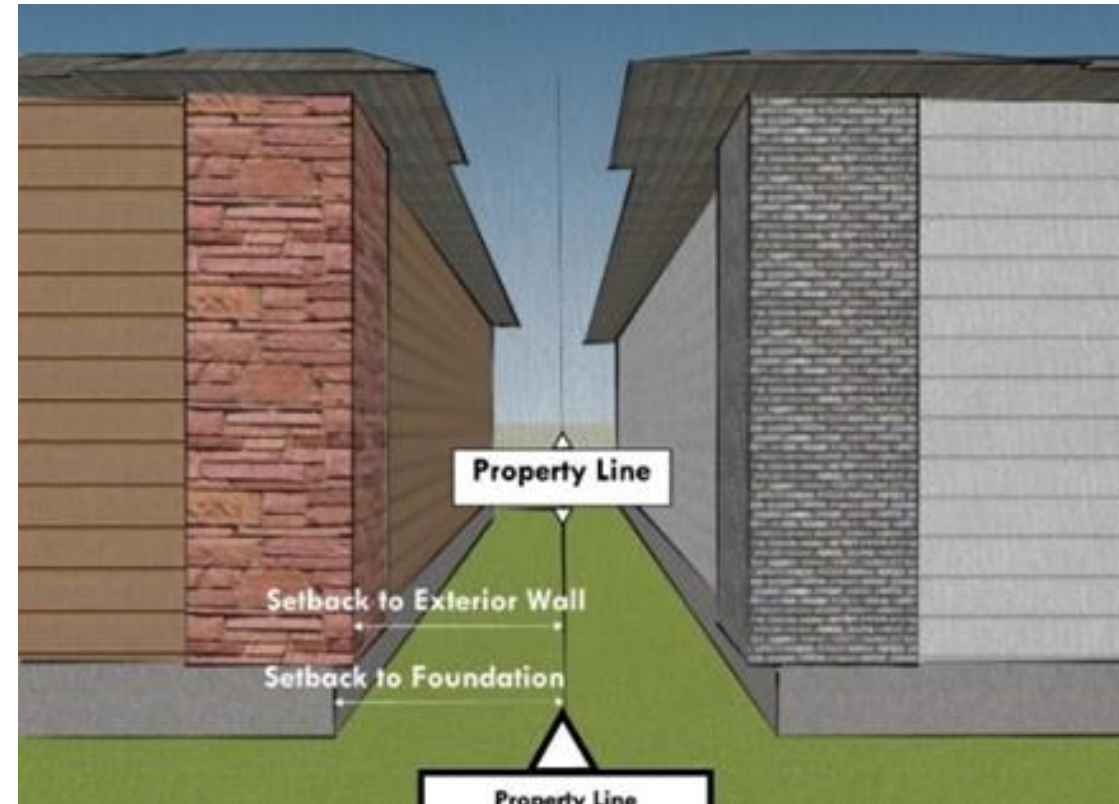
Proposed Amendment #1 - Side Yard Setback Measurements

Issue

- New residential developments not providing the minimum 1.2 m side yard setbacks as approved in their Development Permit. RPR deemed noncompliant due to minimum side yard setbacks not met.

Background

- RPR is required as a Development Permit condition/Compliance Certificate.
- Typically, a few centimeters of building cladding encroaches into required side yard setback.
- Compliance through renovations, alternations, or lot line adjustments.



Proposed Amendment #1 - Side Yard Setback Measurements

Regulatory Framework

- *National Building Code - Alberta Edition* - Properties with less than a 1.2 metre side yard setback can trigger thermal barriers requirements (removing a window or adding fire rated drywall).
- Land Use Bylaw regulates side yard setbacks.

Municipal Comparisons

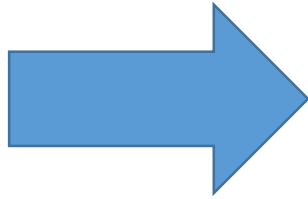
- Edmonton, St. Albert, Fort Saskatchewan, and Beaumont provide an ability to round measurements to the tenth decimal place.



Proposed Amendment #1 - Side Yard Setback Measurements

Recommendation

- **Section 6 Interpretation**
 - **Setback measurements shall be in metric and rounded off to the tenth decimal point.**



Rationale

- Aligns with LUB and Code, which both measure to the tenth decimal point.
- Enables more residential developments to satisfy requirements of the LUB and Code.
- Aligns with other Edmonton area municipalities.
- Streamlines development and improves efficiencies.

Proposed Amendment #2 - Freestanding Signs, R2CC District

Issue

- Applications for freestanding signs in the R2CC - City Centre High Density Residential District cannot be approved as not allowed in the R2CC District.

Background

- R2CC - City Centre High Density Residential District adopted in 2023 to accommodate high density residential development within the City Centre Overlay.



Proposed Amendment #2 - Freestanding Signs, R2CC District

Regulatory Framework

- LUB regulates sign size, location and number of signs allowed on each site.
- Most signs require a Development Permit and are a permitted use.
- Development Officer can impose conditions to mitigate potential impacts.
- Allowed within Commercial Districts, Industrial Districts and R2 - Mixed Medium to High Density Residential District.
- LUB regulates the size, setback, height, and landscaping of freestanding signs.

Municipal Comparisons

- Edmonton, Stony Plain, and Beaumont allow for Freestanding signs in residential districts with associated regulations.

Proposed Amendment #2 - Freestanding Signs, R2CC District

Recommendation

Section 108 Freestanding Signs

- (1) Except as otherwise provided, Freestanding Signs are permitted in Commercial, Industrial Districts, and the R2 - Mixed Medium to High Density Residential District, **R2CC- City Centre High Density Residential District**, RMHC - Residential Manufactured Home Court District, PS - Public Service Institutional District, P1 - Parks and Recreation District and SE - Sports and Entertainment District.
- (3) The maximum Sign Height of Freestanding Signs shall be:
 - (c) 2.5 m in the R2 - Mixed Medium to High Density Residential District, **R2CC- City Centre High Density Residential District**, RMHC - Residential Manufactured Home Court District, PS - Public Service Institutional District, P1 - Parks and Recreation District and C1 - City Centre Commercial District.



Rationale

- Allows landowners to advertise or provide information.
- Aligns with regulations in the R2 District.

Proposed Amendment #3 - Hard Surfaced Parking in Residential Areas

Issue

- LUB lacks clarity around requiring residential parking to be hard surfaced.

Background

- Most builders provide hard surfaced residential parking spaces and are required to show it on plot plans.



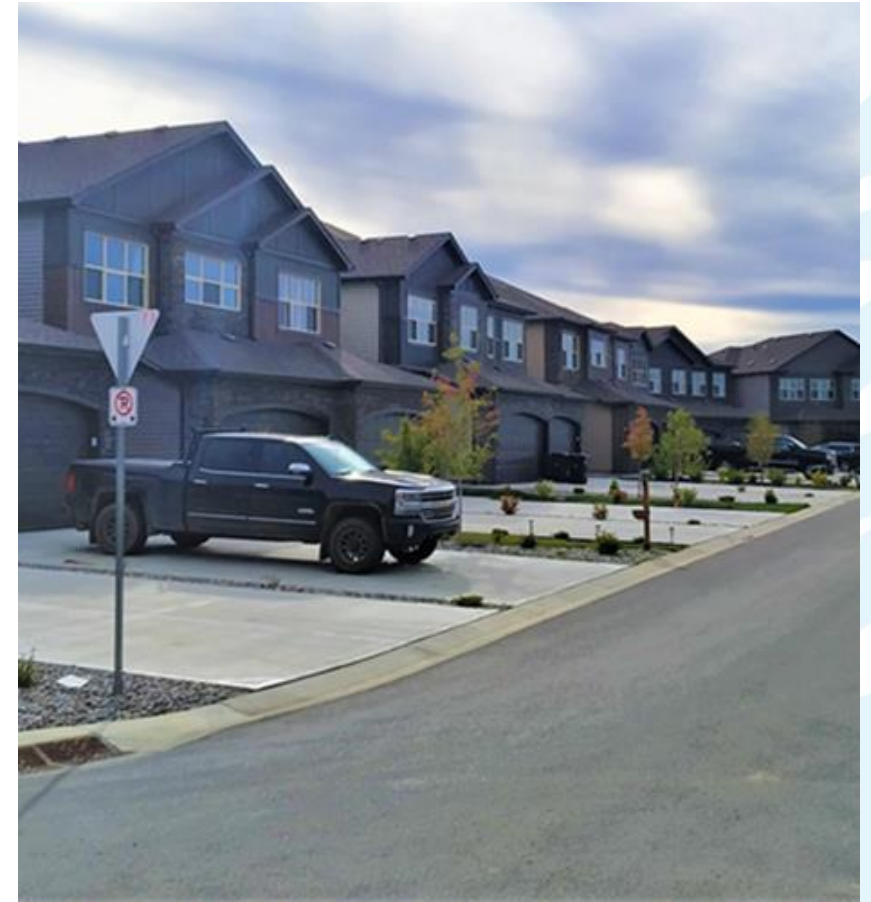
Proposed Amendment #3 - Hard Surfaced Parking in Residential Areas

Regulatory Framework

- LUB only requires commercial and industrial developments to be hard surfaced
- For residential properties, *Section 82 Access from Streets and Alleys* requires driveway extensions located over City Boulevards to be made of concrete only, but not the rest of the driveway.

Municipal Comparisons

- Edmonton, St. Albert, Stony Plain, and Beaumont all require residential parking to be hard surfaced.

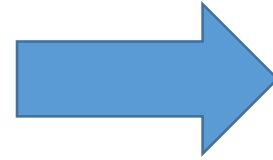


Proposed Amendment #3 - Hard Surfaced Parking in Residential Areas

Recommendation

Section 83 On Site Parking Requirements

All motor vehicle parking spaces in residential districts shall be hard surfaced and accessible by a permanent vehicle access. Permeable pavers or materials can be considered for additional parking stalls at the discretion of the Development Officer.



Rationale

- Provides clear regulations to builders.
- Aligns with regulations of surrounding municipalities.
- Improves neighbourhood aesthetics.

Proposed Amendment #4 - Regulations for Semi-Detached Dwellings and Duplexes

Issue

LUB lacks clear development regulations within the following districts:

- 1) **R1 - Mixed Low to Medium Density Residential District** does not contain minimum site width requirements for Duplexes.
- 2) **R2 - Mixed Medium to High Density Residential District** does not contain minimum site width or site depth regulations for Semi-detached dwellings or Duplexes.

Background

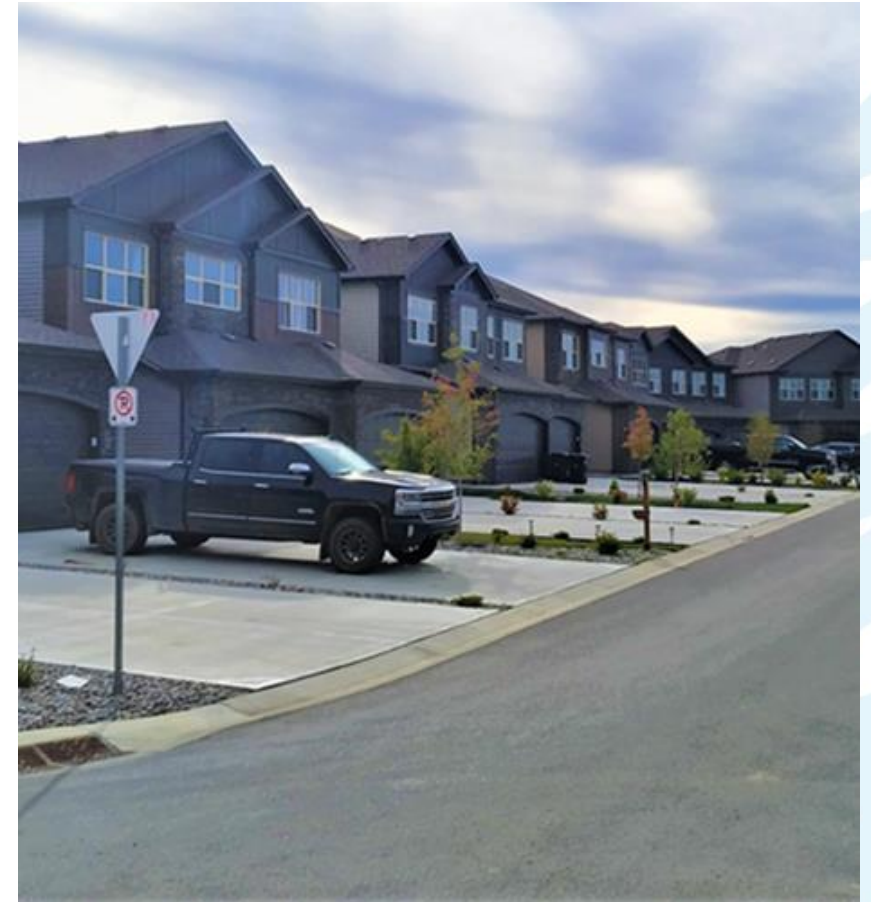
- Limited applications received for Duplexes in the R1 district, and Semi-detached Dwellings or duplexes in the R2 district.
- Development trends could lead to additional applications.



Proposed Amendment #4 - Regulations for Semi-Detached Dwellings and Duplexes

Regulatory Framework

- **R1 District:** Semi-detached Dwellings and Duplexes are a permitted use and must be approved if associated regulations met. R1 District lacks site width requirements for Duplexes.
- **R2 District:** Semi-detached Dwellings and Duplexes are a discretionary use but there are no minimum site width or site depth regulations for them. Can approve or refuse DP applications for these developments, or development defaults to R2 District regulations that are tailored towards row housing and multi-unit structures, including setbacks and height.



Proposed Amendment #4 - Regulations for Semi-Detached Dwellings and Duplexes

SECTION 115 R1- MIXED LOW TO MEDIUM DENSITY RESIDENTIAL DISTRICT

(2) Development Regulations

	Site Standard	
Site Width (Minimum)	Duplex (Side by Side)	• 15 m

SECTION 116 R2- MIXED MEDIUM TO HIGH DENSITY RESIDENTIAL DISTRICT

(1) DEVELOPMENT REGULATIONS

(b) Duplexes and Semi-Detached Dwellings shall use the development regulations in the R1 - Mixed Low to Medium Density Residential District.

Rationale

- Provides clear regulations to builders.
- More significant changes require public consultation and will be addressed with the LUB update.



Questions and Comments



REQUEST FOR DECISION

MEETING DATE: October 15, 2024

TITLE: Public Delegation - Spruce Grove-Stony Plain Filipino Canadian Association - Public Budget Submission

DIVISION: Strategic and Communication Services

SUMMARY:

Each year, resident and community groups have an opportunity to make a public budget submission to the City of Spruce Grove for consideration when developing the Corporate Plan and for Council to ask any questions for clarification. This year's submissions presented their requests at the September 9, 2024 Regular Council Meeting, but one additional public budget submission from the Spruce Grove-Stony Plain Filipino Canadian Association (SSFCA) was missed due to a technical error. Council will make the formal decision on whether to fund all public budget submission as part of the corporate planning process in the fall.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

Each year, residents, and community groups have an opportunity to make a public budget submission to the City of Spruce Grove for consideration for funding as part of the corporate planning process. The 2024 public budget submission process opened on May 2, 2024, and closed on June 20, 2024.

Due to a technical error, the submission by the SSFCA was not received by Administration and this error was caught when SSFCA reached out and requested an update on their submission. As there was no time to prepare for the September 9, 2024 Public Budget Submissions Presentations to Council, their opportunity to present their request was moved to the October 15, 2024 Regular Council Meeting.

The SSFCA is seeking multi-year grant funding (\$26,500 in total over four years) to celebrate and preserve the cultural heritage of the Filipino community. This funding would incorporate culture experiences and artifacts into their infrastructure spaces and enhance culture programming events, thereby creating a vibrant and enriching environment for all. The request for funding each year is as follows:

2025: \$7,300 for a day market that showcases Filipino culture.

2026: \$5,300 for a Youth Engagement and Leadership Program, Art Exhibition, Performances, and Workshop.

2027: \$7,400 for Family and Mental Health Workshop / Sports and Fitness Activities / Cooking Contest.

2028: \$6,500 for a collaboration with local artists as part of a Cultural Exchange.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

The opportunity to make a public budget submission for consideration in the Corporate Plan was advertised through the City's website, social media, on the reader boards, and digital signs across the City.

IMPLEMENTATION / COMMUNICATION:

This year's submissions will be reviewed by Administration and provided to Council, along with funding recommendations from Administration, as part of the 2025 - 2027 Recommended Corporate Plan and November Governance and Priorities Committee corporate planning deliberations. Council will make the final decision on which public budget submissions will be included as part of the approved 2025 - 2027 Corporate Plan. Applicants will be notified of the decision made by Council on their request after the 2025 - 2027 Corporate Plan is formally approved.

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

Financial impacts of all public budget submissions will be discussed during the November 4 -7, 2024 Governance and Priorities Committee Corporate Plan deliberations meeting.



REQUEST FOR DECISION

MEETING DATE: October 15, 2024

TITLE: C-1359-24 - Non-Profit Community Organization Exemption Bylaw Amendment - All Three Readings

DIVISION: Corporate Services

SUMMARY:

Bylaw C-1359-24 - Non-Profit Community Organization Exemption Bylaw Amendment is being presented for consideration by Council. This bylaw will amend Bylaw C-1165-21 to reflect the deletion of St. Michael's Grove Manor (St. Michael's") located at 260 Pioneer Road and changing the property held for construction of a Senior's Facility from December 31, 2024, to December 31, 2026.

PROPOSED MOTION:

THAT first reading be given to C-1359-24 - Non-Profit Community Organization Exemption Bylaw Amendment.

THAT second reading be given to C-1359-24 - Non-Profit Community Organization Exemption Bylaw Amendment.

THAT unanimous consent be given for consideration of third reading to C-1359-24 - Non-Profit Community Organization Exemption Bylaw Amendment

THAT third reading be given to C-1359-24 - Non-Profit Community Organization Exemption Bylaw Amendment.

BACKGROUND / ANALYSIS:

Bylaw C-1165-21 was originally passed to allow for a property tax exemption for properties set aside for seniors' facilities during the construction period.

In 2023, construction for St. Michael's Fenwyck Heights with roll number 017844 located at 260 Pioneer Road was completed. The property is now exempt from property taxes under section 362 of the *Municipal Government Act*.

Construction for Meridian Housing Foundation, Seniors Facility located at 404 Calahoo Road is now expected to be complete by December 31, 2026.

With Council's approval, Bylaw C-1165-21 Schedule "A" will be amended and consolidated by the proposed bylaw amendment:

- changing the required criteria of timing of construction completion from December 31, 2024 to December 31, 2026; and
- deleting the tax roll and municipal address for St. Michael's Fenwyck Heights.

OPTIONS / ALTERNATIVES:

Council could choose to not approve the amendment. If the amendment is not approved, then the property would not be exempt from taxation while under construction.

CONSULTATION / ENGAGEMENT:

Meridian Housing Foundation was consulted to confirm the expected construction completion data for the Spruce Grove Lodge located at 404 Calahoo Road.

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a

THE CITY OF SPRUCE GROVE

BYLAW C-1359-24

NON-PROFIT COMMUNITY ORGANIZATION EXEMPTION BYLAW AMENDMENT

WHEREAS, pursuant to section 364(1) of the *Municipal Government Act*, R.S.A. 2000, c M-26, Council may pass a bylaw exempting from municipal property taxation specified non-profit community organization not already exempt under section 362 of the *Municipal Government Act*, and the Community Organization Property Tax Exemption Regulation (COPTER), AR281/98;

AND WHEREAS, the City of Spruce Grove wishes to amend Bylaw C-1165-21;

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

1. Bylaw C-1165-21 is amended as follows:
 - 1.1 By deleting the roll number 017844 located at 260 Pioneer Road in Schedule "A".
 - 1.2 By changing the date criteria regarding property held for construction of a Senior's Facility from December 31, 2024, to December 31, 2026, in Schedule "A".
2. This amending bylaw shall be consolidated into C-1165-21.
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.](#)

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.](#)

Mayor

City Clerk

SCHEDULE “A”
SCHEDULE OF APPROVED NON-PROFIT ORGANIZATIONS
FOR MUNICIPAL TAX EXEMPTION

Roll Number	Property Owner	Operating As	Municipal Address	Required Criteria
010025	Meridian Housing Foundation	Meridian Housing Foundation	404 Calahoo Road	Property held for construction of a Senior’s Facility prior to December 31, 2026.



CONSOLIDATED VERSION
of
C-1165-21
NON-PROFIT COMMUNITY ORGANIZATION EXEMPTION BYLAW

Enacted June 18, 2021

As Amended By:

Bylaw C-1218-22 - Enacted September 13, 2022

The text in parentheses in various locations throughout this document identifies the corresponding amending bylaw which authorized the change to this bylaw.

THE CITY OF SPRUCE GROVE

BYLAW C-1165-21

NON-PROFIT COMMUNITY ORGANIZATION EXEMPTION BYLAW

WHEREAS, pursuant to section 364(1) of the *Municipal Government Act*, RSA 2000 cM-26, Council may pass a bylaw exempting from municipal property taxation specified non-profit community organizations not already exempt under section 362 of the *Municipal Government Act*, RSA 2000 cM-26 and the *Community Organization Property Tax Exemption Regulation*, AR281/98;

AND WHEREAS, the City of Spruce Grove has deemed it desirable to provide exemption from property taxation to the qualifying Non-Profit Organizations;

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 “Non-Profit Community Organization Exemption Bylaw”.

2. DEFINITIONS

- 2.1 “Act” means the *Municipal Government Act*, RSA 2000 cM-26, as amended.
- 2.2 “City” means the municipal corporation of the City of Spruce Grove in the Province of Alberta.
- 2.3 “Council” means the Council of the City of Spruce Grove elected pursuant to the *Local Authorities Election Act*, RSA 2000 cL-21, as amended.
- 2.4 “Non-Profit Organization” means a non-profit organization that is not tax exempt under Section 362(1) of the Act.

The text in parentheses in various locations throughout this document identifies the corresponding amending bylaw which authorized the change to this bylaw.

3. APPLICATION

3.1 The property or portions of the property occupied by the Non-Profit Organizations listed in Schedule "A" are hereby exempted from municipal taxation, if the organization:

- (a) submits an annual application to the City for exemption by November 30 of the year preceding the taxation year, and
- (b) continues to meet the required criteria.

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 C-1146-21

6.1 Bylaw C-1146-21 is hereby repealed.

First Reading Carried	14 June 2021
Second Reading Carried	14 June 2021
Third Reading Carried	14 June 2021
Date Signed	June 18, 2021

The text in parentheses in various locations throughout this document identifies the corresponding amending bylaw which authorized the change to this bylaw.

Mayor

City Clerk

The text in parentheses in various locations throughout this document identifies the corresponding amending bylaw which authorized the change to this bylaw.

SCHEDULE "A"

SCHEDULE OF APPROVED NON-PROFIT ORGANIZATIONS FOR MUNICIPAL TAX EXEMPTION

Roll Number	Property Owner	Operating As	Municipal Address	Required Criteria
017844 (Bylaw C-1218-22 September 13, 2022)	St. Michael's Grove Manor	St. Michael's Grove Manor	260 Pioneer Road	Property held for construction of a Senior's Facility prior to December 31, 2024
010025	Meridian Housing Foundation	Meridian Housing Foundation	404 Calahoo Road	Property held for construction of a Senior's Facility prior to December 31, 2024 <u>2026</u>



REQUEST FOR DECISION

MEETING DATE: October 15, 2024

TITLE: C-1361-24 - Development Fees and Fines Bylaw Amendment - Removal of Schedule K: Penalties & Fines - Development Permit and Land Use Bylaw Violations -Second and Third Reading

DIVISION: Sustainable Growth and Development Services

SUMMARY:

Proposed Bylaw C-1361-24, an amendment to C-1268-23 - Development Fees and Fines Bylaw to remove Schedule K: Penalties & Fines - Development Permit and Land Use Bylaw Violations, is being brought forward for second and third reading.

C-1361-24 is being brought forward in tandem with C-1356-24 - Land Use Bylaw Amendment - Administrative Updates, which includes a proposed amendment to incorporate Schedule K: Penalties & Fines - Development Permit and Land Use Bylaw Violations into the Land Use Bylaw.

PROPOSED MOTION:

THAT second reading be given to C-1361-24 Development Fees and Fines Bylaw Amendment - Removal of Schedule K: Penalties & Fines - Development Permit and Land Use Bylaw Violations.

THAT third reading be given to C-1361-24 Development Fees and Fines Bylaw Amendment - Removal of Schedule K: Penalties & Fines - Development Permit and Land Use Bylaw Violations.

BACKGROUND / ANALYSIS:

Bylaw C-1361-24 proposes to amend C-1268-23 - Development Fees and Fines Bylaw, to remove its Schedule K as part of a larger Fees Bylaw Amalgamation project. This project will streamline fees and fines across several City departments, and it involves:

- Annual review and update of the fees in Development Fees and Fines Bylaw;
- Relocating the fines schedules from Development Fees and Fines Bylaw into the appropriate bylaws (Land Use Bylaw, Safety Codes Services Permit Bylaw, Business Licence Bylaw);
- Annual review and update of the Fees and Charges Bylaw; and
- Developing a comprehensive Fees and Charges Bylaw and repealing the Development Fees and Fines Bylaw.

OPTIONS / ALTERNATIVES:

Council may direct Administration to make amendments to the proposed bylaw.

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

The removal of Schedule K will be consolidated into Bylaw C-1268-23.

IMPACTS:

Fines and penalties specific to the Land Use Bylaw will be included as a schedule to the Land Use Bylaw rather than the Development Fees and Fines Bylaw creating ease of reference.

FINANCIAL IMPLICATIONS:

n/a

THE CITY OF SPRUCE GROVE

BYLAW C-1361-24

DEVELOPMENT FEES AND FINES AMENDMENT

WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000, c M-26, as amended 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, as amended a municipality may establish fines and penalties for Land Use Bylaw offences;

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 K: PENALTIES & FINES – DEVELOPMENT PERMIT AND LAND USE BYLAW VIOLATIONS
2. This amending bylaw shall be consolidated into C-1268-23.
3. This bylaw shall come into force and effect when it receives third reading and is duly signed.

First Reading Carried 23 September 2024

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.

Mayor

City Clerk

Bylaw C-1361-24 Development Fees and Fines Bylaw Amendment - Removal of Schedule K

City of Spruce Grove
Second and Third Reading
October 15, 2024

Background

- Amend Development Fees and Fines Bylaw to remove Schedule K.
- Part of Fees Bylaw Amalgamation Project to streamline fees and fines.
 - Annual update of fees in Development Fees and Fines Bylaw.
 - Relocate fines schedules from Development Fees and Fines Bylaw into appropriate bylaws (including LUB).
 - Annual update to the Fees and Charges Bylaw.
 - Develop comprehensive Fees and Charges Bylaw and repeal Development Fees and Fines Bylaw.

Proposed Amendment

- Delete SCHEDULE K: PENALTIES AND FINES - DEVELOPMENT PERMIT AND LAND USE BYLAW VIOLATIONS.

Questions and Comments



REQUEST FOR DECISION

MEETING DATE: October 15, 2024

TITLE: Aeration Options - Stormwater Management Facilities

DIVISION: Sustainable Growth and Development Services

SUMMARY:

During the June 24, 2024, Regular Council meeting a motion was passed to have Administration explore options to run a trial of aeration technology at one of the City's Stormwater Management Facilities (SWMF).

PROPOSED MOTION:

A motion is not required.

However, if a Councillor wishes to make a motion they may do so based on the following wording by adding in their preferred location and aeration method as outlined in the Options/Alternatives section:

THAT an aeration trial of a City Stormwater Management Facility be implemented at *[Indicate Location]* using *[Indicate aeration method]*.

BACKGROUND / ANALYSIS:

Administration engaged a specialized aeration company that provides aeration to numerous municipalities within Alberta and Canada. The engagement looked at Pond Pro installing aeration systems at four SWMF within Spruce Grove. The SWMF identified for a potential trial are McLaughlin, Hawthorne, Greenbury (north), and Greenbury (south).

The addition of aeration to our SWMF will reduce algae and help control odours, it boosts oxygen levels and improve overall water quality. In addition, the aeration system noise levels

are quite low therefore should not impede the City with installing them close to residential developments.

There are two methods for aeration; one is bottom diffusers, and the other is the use of fountains. The bottom diffusers provide a complete SWMF circulation movement while fountains provide positive circulation to only the upper level of the SWMF. The ponds in Spruce Grove show the need for the bottom diffusers as the bottom portion of the pond is creating the most problems when it comes to water quality.

The City can also look at a combination use of diffusers and fountains in the larger SWMF. With an addition of a fountain, it will eliminate two to three bottom diffusers. The two SWMF in Greenbury also require the use of circulators to help move water in the shallow areas of the SWMF this has been reflected in the budget.

The costs for the aeration vary for each SWMF. The need for a power source is a significant portion of the cost.

If Council approves an option and budget, the implementation would take place in the spring of 2025 with approximately five days to install the system.

OPTIONS / ALTERNATIVES:

Council has the option to identify what SWMF to run a trial at (one site to be chosen):

1. McLaughlin
2. Hawthorne
3. Greenbury (North)
4. Greenbury (South).

At each of these SWMF the options can include all bottom diffusers or a combination of bottom diffusers and fountain.

Another option is not to go forth with installing any of the aerations system.

CONSULTATION / ENGAGEMENT:

The Public Works staff have been an important part of this work and have been engaged throughout. The budgets and concept have been provided by Pond Pro. An internal presentation by Pond Pro was done in August to City staff from Public Works, Engineering, and Communications.

IMPLEMENTATION / COMMUNICATION:

If approved, the system would be installed in the spring of 2025. The installation would take approximately five days.

IMPACTS:

The installation of an aeration system into a SWMF will benefit the water quality and help with the algae and odour issues we currently have with the City's SWMF.

FINANCIAL IMPLICATIONS:

The initial cost of the trial will depend on which SWMF Council decides to trial and what system configuration to install.

Diffusers Only

- McLaughlin SWMF - \$75,000
- Hawthorne SWMF - \$65,000
- Greenbury SWMF - North Garneau Gate - \$91,000
- Greenbury SWMF - South Garneau Gate - \$102,500

Fountain

- \$1800 - \$7800 per SWMF

Maintenance costs will be approximately:

Power per SWMF - \$3000 - \$6000 per year

Compressors rebuild - \$1200 every eight years.

General Parts - \$500 per year for each SWMF.

The option chosen will be within the funding proposed for 2025 SWMF (Ponds) Rehabilitation, to be presented to Council during budget deliberations in November 2024.

Aeration Options - Storm Water Management Facilities

October 15, 2024 Regular Council Meeting

Background

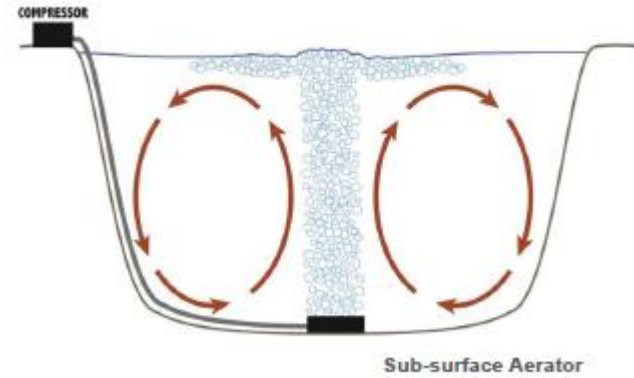
- During the June 24, 2024 Regular Council meeting a motion was passed to have Administration explore options to run a trial of aeration technology at one of our Stormwater Management Facilities (SWMF).
- Administration looked at the possibility of adding aeration to one of the following SWMF:
 - McLaughlin
 - Hawthorne
 - Greenbury

Benefits of SWMF Aeration

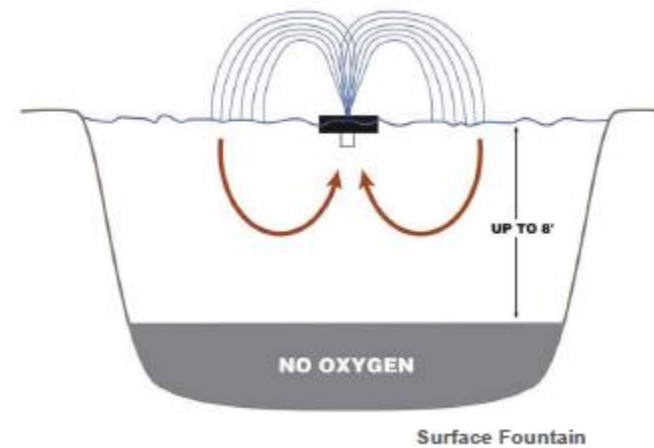
- Reduces Algae and Odours
- Boosts Oxygen levels
- Improves Water Quality
- Low Noise
 - 66.3 dB at source (Vacuum Cleaner)
 - 60 dB at 1m away (Dishwasher)
 - 59.7 dB at 3m away (Normal conversation)
 - At 10m away the motor is not distinguishable from other external noises

Types of Aeration

Bottom Diffused Aeration



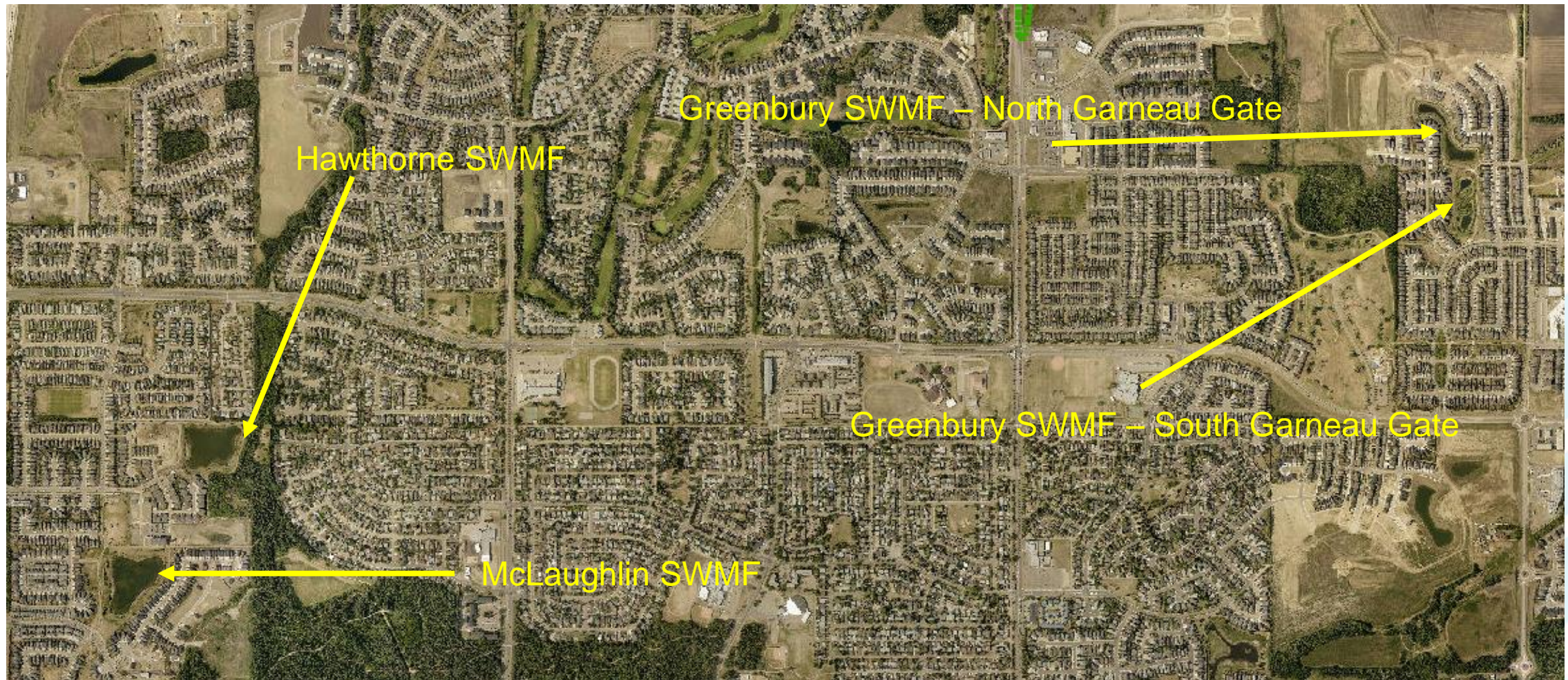
Fountain Aeration



Possible Trial Locations

1. McLaughlin SWMF
2. Hawthorne SWMF
3. Greenbury - North Garneau Gate SWMF
4. Greenbury - South Garneau Gate SWMF

SWMF Trial Locations



McLaughlin SWMF

Bottom Diffusers



Costs:

\$13,000 for system
\$34,000 install
\$26,000 power
\$2,000 fence

Total cost

\$75,000

Hawthorne SWMF

Bottom Diffusers



Full System Price
\$11,472.50
+ tax

Costs:

\$11,500 for system
\$34,000 install
\$17,500 power
\$2,000 fence

Total cost - \$65,000

Greenbury Pond - North Garneau Gate

Bottom Diffusers and Circulators



Cost

\$12,000 for system

\$34,000 for install

\$43,000 power

\$2,000 fence

Total cost - \$91,000

Greenbury Pond - South Garneau Gate

Bottom Diffusers & Circulators



Full System Price
\$12,235.86
+ tax

Cost

\$12,500 for system

\$34,500 for install

\$53,500 power






\$2,000 fence

Total cost - \$102,500

Fountains

Included Spray Pattern Dimensions			Specialty Nozzles (Sold Separately)	
Ravine	Cove	Canyon	Glacier	Everest
14' H x 7' W	6' H x 16' W	8' H x 34' W	8' H x 32' W	10.5' H x 3' W
				

Cost to install a Fountain - \$1800 above types
 Can be installed with the bottom diffuser system
 3 interchangeable nozzles

Standard Pattern Dimensions (H x W) (FT)				
Linden	Birch	Balsam	Spruce	Redwood
20.5' H x 38' W	16' H x 12' W	19' H x 34' W	26' H x 12' W	27' H x 6' W
				

Cost to install a Fountain - \$7800 above types
 Can be installed with the bottom diffuser system
 5 interchangeable nozzles

Summary of Costs for SWMF

Diffusers Only

- McLaughlin SWMF - \$75,000
- Hawthorne SWMF - \$65,000
- Greenbury Pond - North Garneau Gate - \$91,000
- Greenbury Pond - South Garneau Gate - \$102,500

Fountain

- \$1800 - \$7800 per pond

Questions?





REQUEST FOR DECISION

MEETING DATE: October 15, 2024

TITLE: Annexation Proposal and Revised Notice of Proposed Annexation

DIVISION: Sustainable Growth and Development Services

SUMMARY:

Administration is seeking Council's support of the Revised Notice of Proposed Annexation (the "Revised Notice"), to proceed with issuing the Revised Notice to the Town of Stony Plain, affected authorities and utility operators, and affected landowners. Additionally, Administration is also seeking Council's support to enter into an Annexation Agreement with the Town of Stony Plain.

PROPOSED MOTION:

THAT the City of Spruce Grove provide written notice of its revision to the boundary of the proposed annexation area by issuing the Revised Notice of Proposed Annexation pursuant to Section 116 of the *Municipal Government Act*.

THAT the City Manager be directed to enter into an Annexation Agreement with the Town of Stony Plain.

BACKGROUND / ANALYSIS:

On February 26, 2024, Council, through Resolution RCM-037-24, directed Administration to provide written notice of the original proposed annexation to the Town of Stony Plain and other affected entities. The notices were sent out February 27, 2024. Since then, the City of Spruce Grove and the Town of Stony Plain have been engaged in negotiations to resolve typical issues related to annexing of land. Administration has also been conducting consultation with the affected landowners and affected authorities / utility operators to satisfy Annexation Principles set out by the Land and Property Rights Tribunal. As a result of these negotiations and consultations, the annexation area has been amended, as illustrated on the attached map.

This amendment necessitates that the City re-issue a *Revised* Notice of Intent so that all those affected are informed of the change, and the *Revised* Notice of Intent can be sent to the Land and Property Rights Tribunal.

To initiate the legislated process to annex land, as per Section 116 of the *Municipal Government Act*, the City must give written notice of the proposed annexation to the Town of Stony Plain, the Land and Property Rights Tribunal, affected landowners, and affected local utility operators and authorities like the area utility commissions, school divisions, and adjacent municipalities.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

Consultation with the affected landowners and affected authorities / utility operators has been occurring to ensure that the City adheres to the Annexation Principles set out by the Land and Property Rights Tribunal.

IMPLEMENTATION / COMMUNICATION:

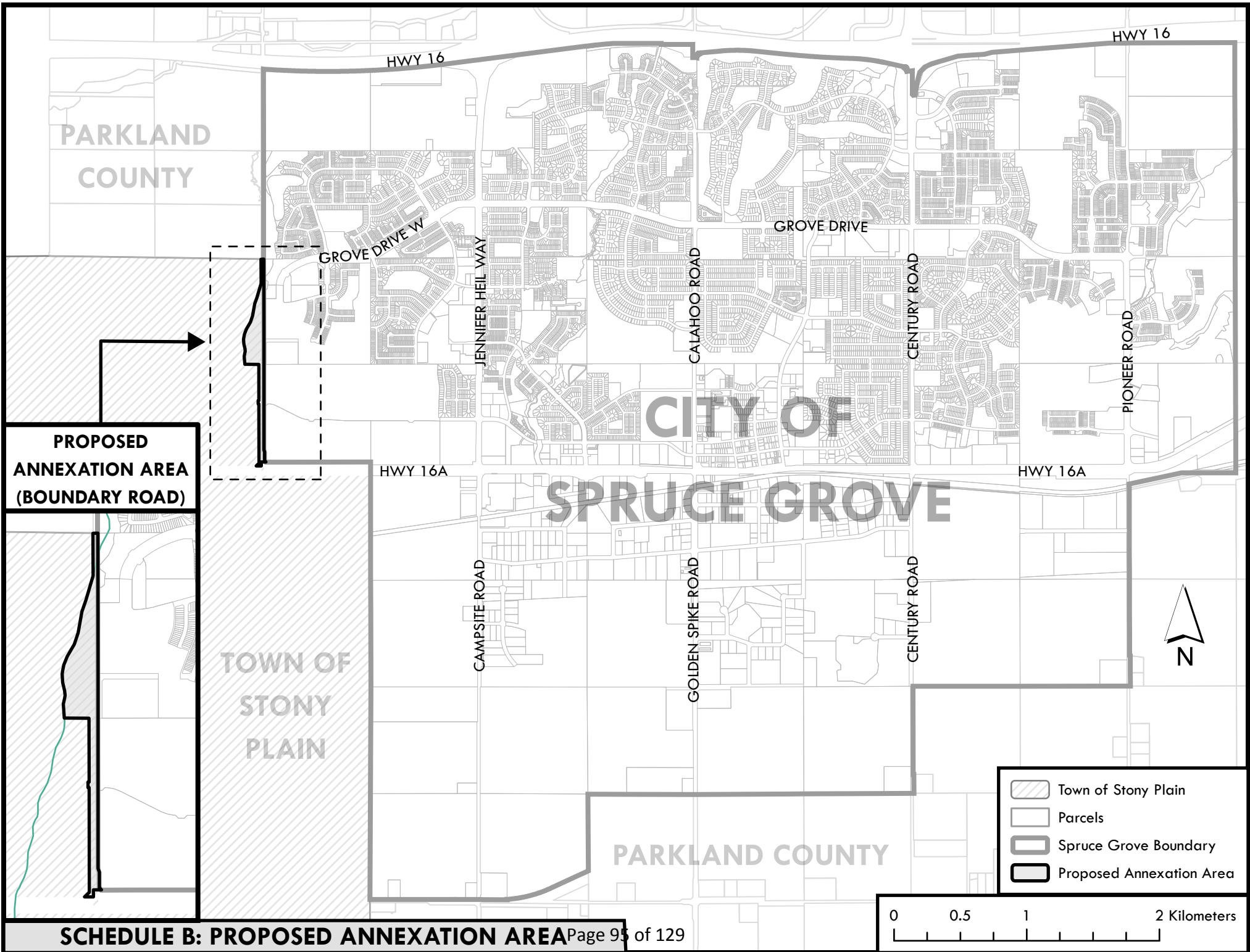
n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a



IN THE MATTER OF THE *MUNICIPAL GOVERNMENT ACT*

R.S.A. 2000, c.M-26

**AND IN THE MATTER OF THE PROPOSED ANNEXATION
BY THE CITY OF SPRUCE GROVE**

***REVISED* NOTICE OF PROPOSED ANNEXATION**

IN THE MATTER OF THE *MUNICIPAL GOVERNMENT ACT*

R.S.A. 2000, c.M-26

AND IN THE MATTER OF THE PROPOSED ANNEXATION

BY THE CITY OF SPRUCE GROVE

REVISED NOTICE OF PROPOSED ANNEXATION

TO: **Land and Property Rights Tribunal**
2nd Floor, Summerside Business Centre
1229 – 91 Street SW
Edmonton AB T6X 1E9

TO: **Town of Stony Plain**
4905 – 51 Avenue
Stony Plain AB T7Z 1Y1

TO: **Minister of Municipal Affairs**

TAKE NOTICE that pursuant to Section 116 of the *Municipal Government Act*, the City of Spruce Grove ("Spruce Grove") hereby gives notice of its revised request for the annexation of the lands hereinafter described. This revised notice includes:

- (a) Authorization;
- (b) Revised description of the land proposed to be annexed to Spruce Grove;
- (c) List of local authorities that have been notified and other authorities that may be affected;
- (d) Reasons for the proposed annexation; and
- (e) Description of consultation with the public regarding the land to be annexed.

This revised notice has been filed by:

THE CITY OF SPRUCE GROVE

Per: _____
315 Jespersen Avenue
Spruce Grove AB T7X 3E8

1. Authorization

On October __, 2024, Spruce Grove Council passed the following motion:

Spruce Grove will provide written notice of its revised proposed annexation of the lands in Schedule “A” to this *Revised* Notice pursuant to Section 116 of the *Municipal Government Act*.

On February 26, 2024, Spruce Grove Council passed the following motion:

Spruce Grove will provide written notice of its proposed annexation of the lands in Schedule “A” to this Notice pursuant to Section 116 of the *Municipal Government Act*.

2. Revised Description of Land Proposed to be Annexed to the City of Spruce Grove

- (a) Schedule A: List of Legal Descriptions for Lands within the Proposed Annexation Area
- (b) Schedule B: Proposed Annexation Area

3. Notifications

This Notice is being sent to the following local authorities:

- (a) Affected Local Authorities:

Town of Stony Plain
Parkland County
ARROW Utilities
Capital Region Parkland Water Services Commission
Capital Region Assessment Services Commission
Parkland School Division No. 70
Evergreen Catholic Separate Regional Division No. 2
Greater North Central Francophone Education Region No. 2
Alberta Health Services – Edmonton Zone

- (b) Other Notifications:

Alberta Transportation (North Central) – Stony Plain District
EPCOR

Direct Energy
ATCO Gas North
Fortis Alberta Inc.
Telus
Rogers/Shaw Communications
ATCO Pipelines
Transmountain Pipelines

4. Reasons for the Proposed Annexation

Introduction

- (a) Spruce Grove has been proactive in planning for its expected long-term growth.
- (b) The land requirements are based on the 2016 Spruce Grove Growth Study (the “2016 Study”) prepared by ISL Engineering and Land Services (“ISL”). The 2016 Study recommended an expansion area of approximately 22 quarter sections within Parkland County (“Parkland”), and a small expansion area within the Town of Stony Plain (“Stony Plain”), to accommodate Spruce Grove’s projected growth through 2067.
- (c) Following a period of negotiations, Spruce Grove and Parkland agreed, in 2019, to a shorter term annexation of 8 quarter sections, more or less, to return Spruce Grove’s land supply to approximately 30 years.
- (d) The annexation of 8 quarters, more or less, from Parkland was approved by the Government of Alberta in late 2020 with an effective date of January 1, 2021.

2016 Study

- (e) In the 50 years prior to 2016, Spruce Grove's population increased at an average annual rate of 8.4%, from 580 in 1966 to 33,640 in 2016.
- (f) At its 2016 population of 33,640, Spruce Grove had nearly tripled its population over the previous 33 years since recording a population of 11,307 in its 1983 municipal census.
- (g) More than 50% of the Spruce Grove's growth from 2001 to 2016 occurred in the 6 years from 2010 and more than 75% occurred in the 9 years from 2007.
- (h) Between 2006 and 2011, Spruce Grove was the 4th fastest growing city and 7th fastest growing municipality in Alberta, behind only Beaumont and Leduc

within the Edmonton Metropolitan Region. Spruce Grove recorded the 3rd highest growth rate in the Edmonton Metropolitan Region between 2011 and 2016 at 5.1%, behind Beaumont and Fort Saskatchewan at 5.9% and 5.2% respectively.

- (i) Spruce Grove's historical population growth pattern in the 50 years prior to 2016 was reflective of, among other things: proximity to employment opportunities within the Acheson Industrial Area; proximity to a large population and employment base within the Edmonton Metropolitan Region that attracts global economic opportunities and advantages; high quality of life that makes Spruce Grove attractive to families; and low infrastructure costs that makes it attractive to developers.
- (j) In 2013, the Capital Region Board, now the Edmonton Metropolitan Region Board ("EMRB") published two population growth scenarios for Spruce Grove, which were subsequently adjusted in 2014. In the EMRB Low Adjusted Scenario, Spruce Grove was estimated to grow at an average annual growth rate of 1.9% to 54,500 in 2044 - a change of 70%. In the EMRB High Adjusted Scenario, Spruce Grove was estimated to grow at an average annual growth rate of 2.9% to 73,400 in 2044 - a change of 129%.
- (k) Independent of the EMRB's population growth scenarios, the 2016 Study presented four sets of alternative scenarios - Low, Medium, Medium-High and High Cases - which were based on Alberta Treasury Board and Finance (ATBF) Census Division (CD) Population Projections for Alberta. In these scenarios, Spruce Grove was anticipated to accommodate 4.35% of the projected population growth of CD No. 11, which includes the Edmonton Metropolitan Region. This assumption is less than the 4.42% share of growth Spruce Grove recorded between 2001 and 2015.
- (l) The 2016 Study's Medium-High Case was utilized for calculating future land requirements for Spruce Grove. In this scenario, Spruce Grove would experience an average annual growth rate of 2.9% to 73,733 in 2044 - a change of 130%. This growth rate of 2.9% per annum is appropriate as it is in alignment with the 2.9% per annum growth rate of the EMRB's High Adjusted Scenario.
- (m) To the 50-year horizon in the 2016 Study, the Medium-High Case projected Spruce Grove would experience an average annual growth rate of 2.4% to 108,744 in 2067 - a change of 239%. This average annual growth rate of 2.4% is conservative and appropriate as it is considerably below the 8.4% per annum growth rate Spruce Grove experienced in the previous 50 years, and less than half of the 5.6% per annum growth rate experienced in the previous 10 years.

- (n) In the 10-year period between 2005 and 2014 inclusive, the total amount of lands consumed through the plan registration process in Spruce Grove amounted to 633.5 ha.
- (o) With an average annual absorption of 63.3 ha of land over the previous 10 years and with 1,148.6 ha of lands available to accommodate future growth, it would have taken 18 years to absorb these lands through plan registration (e.g., subdivision plans, road plans, etc.) if this annual absorption rate was to remain constant and if there was flexibility in land use over the Spruce Grove's available land supply.
- (p) As of the end of 2015, Spruce Grove had 719 ha of gross residential land supply, 130 ha of gross commercial land supply and 234 ha of gross industrial land supply available to accommodate future growth. Under the recommended Medium-High Case Scenario, it was estimated that these land supplies would be fully absorbed within the next 18 to 26 years (between 2033 and 2041).
- (q) Expansion areas in the amount of 22.5 quarter sections were recommended to accommodate Spruce Grove's future growth to 2067. The 22.5 quarter sections included an allowance for market attractiveness and competition among developers and to recognize that some landowners within the recommended expansion areas might not participate in urban development by the end of 2067.
- (r) The recommended expansion areas included a small west expansion area within Stony Plain comprising 0.6 quarter sections (41 ha) of land.
- (s) More substantially, the recommended expansion areas also included a south/southeast expansion area within Parkland comprising 21.8 quarter sections (1,385 ha). The south/southeast expansion area accommodated the vast majority of Spruce Grove's projected residential, commercial, industrial and public services growth.

2019 Addendum

- (t) With a memorandum of understanding achieved with Parkland, Spruce Grove focused its efforts on negotiating an annexation agreement with Parkland for approximately 7 gross quarter sections of land to the south of Spruce Grove and paused pursuit of the annexation of the small west expansion area within Stony Plain.
- (u) In support of a subsequently achieved 2019 annexation agreement with Parkland, Spruce Grove prepared a 2019 Addendum that employed an analytical process to determine and recommend approximately 8 gross

quarter sections from the 22 quarter section Parkland expansion area identified in the 2016 Study.

- (v) As the pursuit of an annexation from Stony Plain was paused, the 2019 Addendum did not focus on the small west expansion area.
- (w) Further, Spruce Grove's subsequent annexation application submitted to the Municipal Government Board (now Land and Property Rights Tribunal) in 2020 involved the 8 quarter sections, more or less, from Parkland and no lands from Stony Plain.

Since Parkland Annexation Approval

- (x) With the 2021 annexation application complete, in the intervening years since the 2016 Growth Study, significant residential development has occurred in the northwest sector of the City and is experiencing substantial growth pressure and transportation demand.
- (y) Spruce Grove's population increased by 5,345 people between the 2016 and 2023 municipal censuses, which represents a City-wide increase of 16% and an annual municipal growth rate of 2.1%. In the northwest sector during the same 7-year period, there was a population increase of 1,874 people, representing a 33% increase and an annual growth rate of 4.1%. Due to growth in the northwest sector, there is a need to advance the road connection to Highway 16A via Boundary Road/Grove Drive to serve the northwest sector. Future neighbourhoods and commercial development to the south are also being initiated.
- (z) Spruce Grove seeks to extend Grove Drive from its current western terminus to Boundary Road initially to a paved two-lane standard, then eventually to a paved four-lane standard, and similarly improve Boundary Road as part of the Grove Drive extension to Highway 16A.
- (aa) The extension of Boundary Road/Grove Drive to Highway 16A is critical in the final development schemes for both the Central and West Central Area Structure Plans. This crucial connection to Highway 16A will provide secondary access to northwest Spruce Grove that will support reduction of traffic congestion, provide alternative emergency access within the northwest, and support more efficient transit routes.
- (bb) Boundary Road north of Highway 16A is within Stony Plain's municipal jurisdiction. The eastern boundary of the road allowance forms Spruce Grove's western municipal boundary.
- (cc) The February 2024 Notice of Proposed Annexation indicated that the City of Spruce Grove intended to annex lands to the west of Boundary Road and

to the easterly boundary of the Sanitary Sewer Right of Way Plan 862 0338 as, based on the 2016 Study, these lands could be more efficiently serviced through Spruce Grove's water and wastewater infrastructure systems.

- (dd) However, after discussions with the Town of Stony Plain and the affected landowners, Spruce Grove decided to limit the proposed annexation to the area identified in Schedule B.
- (ee) This annexation proposal excludes several of the Highway 16A rights-of-way that are under the jurisdiction of Alberta Transportation and Economic Corridors.

Negotiations with Town of Stony Plain/Consultation with Landowners

- (ff) The City of Spruce Grove continues to negotiate the proposed annexation with the Town of Stony Plain and consult with landowners.

Conclusion

- (gg) According to the 2016 Study, it was prudent that Spruce Grove proceed with a boundary adjustment in the short-term to obtain sufficient residential, commercial, industrial and public services land supplies to accommodate growth over the next 50 years. This would enable proper planning of land uses and infrastructure investments in an orderly, comprehensive and sustainable manner. Overall, a 50-year annexation was reasonable and appropriate as Spruce Grove is one of the fastest growing communities in Alberta. Access to numerous efficient transportation corridors and proximity to employment within Spruce Grove itself, the Acheson Industrial Area, and Edmonton and nearby areas within the Edmonton Metropolitan Region will continue to spur growth.
- (hh) This proposed annexation is the second step in implementing the recommendations in the 2016 Study.
- (ii) This proposed annexation will enable extension of Grove Drive to full build out south through Boundary Road to Highway 16A on the west side of Spruce Grove.
- (jj) This annexation will also enable the subdivision and development of those developable lands west of Boundary Road and east of Atim Creek currently within Stony Plain in a shorter term.

5. Proposals for Public Consultation

Spruce Grove has already engaged with the public and affected landowners regarding this proposed annexation as set out below and has modified the proposed annexation in response to feedback received during the consultation. Spruce Grove intends to continue to inform and consult with the public and with affected landowners using the specific initiatives set out below:

(a) Affected Landowner One-on-one Meetings

Spruce Grove held one-on-one meetings with landowners within the proposed annexation area. The purpose of the one-on-one meetings was to inform the owners of the potential expansion of Spruce Grove's boundary and to provide owners with an opportunity to ask questions and provide input. Spruce Grove will continue to communicate and meet with the affected landowners as necessary or upon request.

(b) Public Open House

On May 22, 2024, Spruce Grove conducted an open house style meeting to inform the public, mines and mineral owners, and other authorities and stakeholders of the potential expansion of Spruce Grove's boundary to include the road right of way for Boundary Road that is currently under the jurisdiction of Stony Plain. There was an opportunity for members of the public to ask questions and provide input.

Spruce Grove advertised the location, date and time of the public open house meetings in local newspapers and on the City's website inviting members of the public to attend and participate.

Spruce Grove will be holding a second open house to update the public on the progress of this proposed annexation and to offer members of the public an additional opportunity to get more information, ask questions, and provide input.

(c) Transmountain Pipeline Meeting

Transmountain Pipeline's right of way intersects with Boundary Road within the proposed annexation area; as a result, Spruce Grove met with Transmountain Pipeline representatives on May 31, 2024 to discuss the intersection of the pipeline right of way, pipeline crossing requirements, and road improvements for the extension of Grove Drive south through Boundary Road to Highway 16A.

(d) Online Dissemination of Information

Spruce Grove previously posted information regarding the annexation process on its website. Spruce Grove has refreshed its annexation webpage to provide information on this proposed annexation of lands from Stony Plain and will continue to periodically update the webpage. Social media posts have been and will continue to be used to notify the public of any annexation progress.

(e) Media

Spruce Grove ran advertisements in both the Spruce Grove Examiner and the Stony Plain Reporter regarding the May 22, 2024 open house. It is the City of Spruce Grove's intention to run additional advertisements in both newspapers for the upcoming open house.

SCHEDULE A

Revised List of Legal Descriptions for Lands within the Proposed Annexation Area

1. All that portion of the north/south Government Road allowance (Boundary Road) adjacent to the west half of Section 5-53-27-W4M which lies north of a line drawn between road posts R8 and R13 as shown on Road Plan 802 2789 and south of the production of the north boundary of the said Section 5-53-27-W4M.
2. All that portion of the MERIDIAN 4, RANGE 27, TOWNSHIP 53, SECTION 6, QUARTER NORTH EAST CONTAINING 64.7 HECTARES (160 ACRES) MORE OR LESS, EXCEPTING THEREOUT: PLAN 932 2978 1.534 HECTARES (3.79 ACRES) MORE OR LESS
Lying South and East of the centre line of Atim Creek.
3. All that portion of Lot 1 Plan 932 2978 lying east of the centre line of Atim Creek.
4. The following described real property in the Town of Stony Plain, Alberta being a portion of MERIDIAN 4, RANGE 27, TOWNSHIP 53, SECTION 6, QUARTER SOUTH EAST CONTAINING 64.7 HECTARES (160 ACRES) MORE OR LESS EXCEPTING THEREOUT A) PLAN 2201 JY 1.43 HECTARES (3.54 ACRES), B) ROAD PLAN 1282 LZ 1.55 HECTARES (3.85 ACRES), C) PLAN 152 1338 0.123 HECTARES (0.304 ACRES) described as follows in three parts:

PART 1: The most easterly 17.05m in perpendicular width of the said quarter section lying north of the north boundary of Road Plan 1282 LZ.

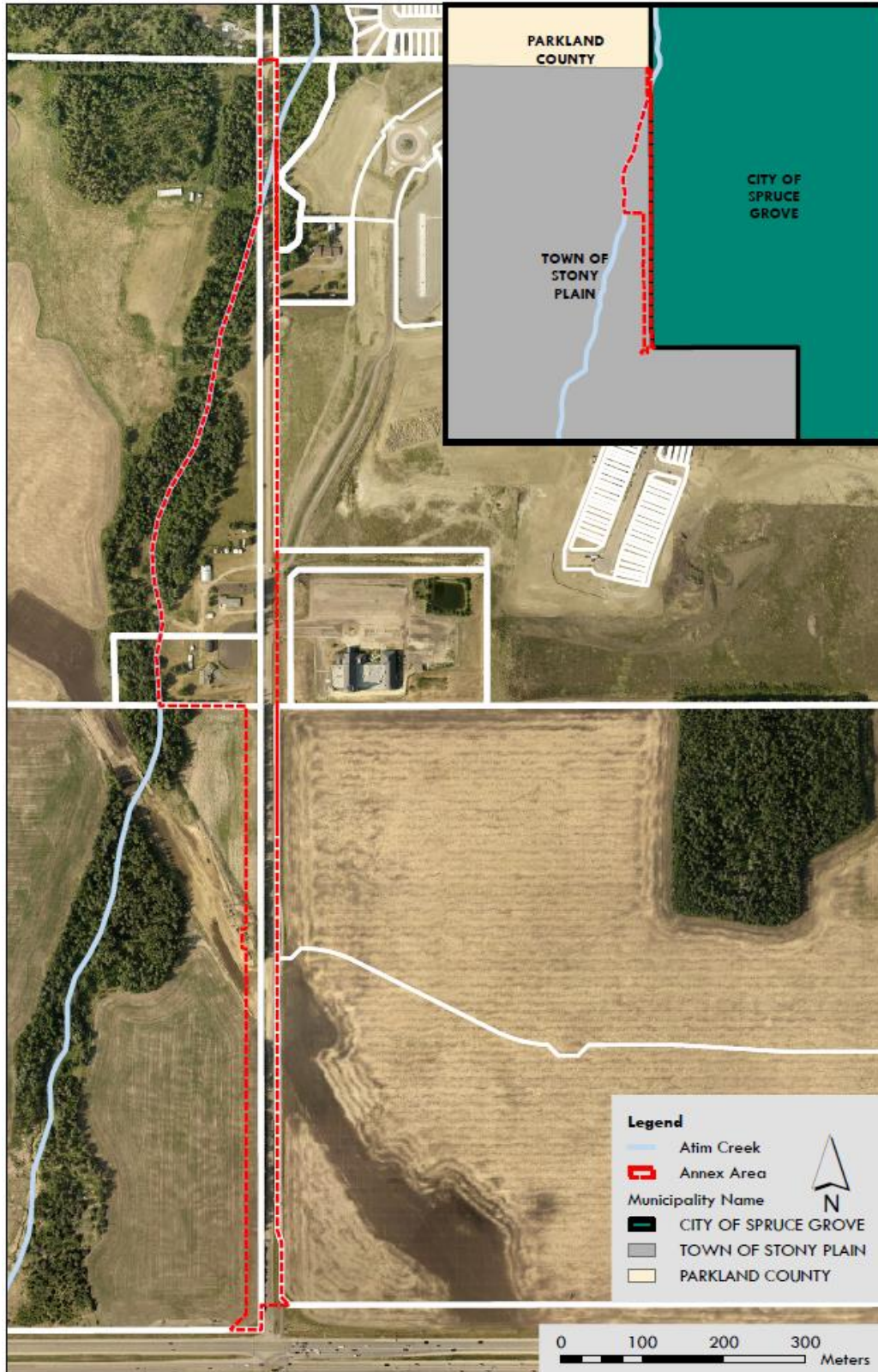
PART 2: Commencing at a point 17.05m west of the east boundary of said quarter section along the north boundary of Road Plan 1282 LZ, thence westerly 19.95m along Road Plan 1282 LZ, thence north easterly at an angle of 37 degrees from the boundary of Road Plan 1282 LZ to the intersection of a line perpendicularly offset 17.05m from the east boundary of the said quarter section, thence southerly to the point of commencement.

PART 3: All that portion lying between two lines, the first line offset 17.05m perpendicularly west from the east boundary of the said quarter section and the second line offset 27.55m perpendicularly west from the east boundary of the said quarter section and bounded on the north by a line offset 264.70m perpendicularly south of the north boundary of the said quarter section, and bounded on the south by a line offset 441.96m perpendicularly north of Road Plan 1282 LZ.

5. All that portion of road within Plan 802 2789 which lies north of a line drawn between road posts R8 to R13 as shown on said plan lying within the SW ¼ Section 5-53-27-W4M.

SCHEDULE B

Proposed Annexation Area





REQUEST FOR DECISION

MEETING DATE: October 15, 2024

TITLE: 2021 - 2025 Deputy Mayor Appointments - Revised October 15, 2024

DIVISION: Strategic and Communication Services

SUMMARY:

To receive Council approval for updates to the 2021 - 2025 Deputy Mayor Appointments.

PROPOSED MOTION:

THAT the Revised 2021 - 2025 Deputy Mayor Appointments be approved as presented.

BACKGROUND / ANALYSIS:

As per Council Procedure Bylaw C-724-09 and amendments thereto, the roster for each Councillor to act as Deputy Mayor is established by resolution, therefore, any changes to the roster must also be done by resolution.

An amendment is being brought forward for consideration by Council to switch Councillor Carter's current appointment of October 29, 2024 - February 24, 2025 with Councillor Houston's appointment of June 24, 2025 - October 28, 2025.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

All members of Council impacted by this amendment have been consulted.

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a



DEPUTY MAYOR APPOINTMENTS - REVISED, October 15, 2024

2021 - 2025

Deputy Term Date	Councillor
November 1, 2021 - February 28, 2022	Councillor Stevenson
March 1, 2022 - June 27, 2022	Councillor MacDonald
June 28, 2022 - October 24, 2022	Councillor Oldham
October 25, 2022 - February 27, 2023	Councillor Houston
February 28, 2023 - June 26, 2023	Councillor Carter
June 27, 2023 - October 23, 2023	Councillor Gillett
October 24, 2023 - February 26, 2024	Councillor Stevenson
February 27, 2024 - June 24, 2024	Councillor MacDonald
June 25, 2024 - October 28, 2024	Councillor Oldham
October 29, 2024 - February 24, 2025	Councillor Houston
February 25, 2025 - June 23, 2025	Councillor Gillett
June 24, 2025 - October 28, 2025	Councillor Carter



DEPUTY MAYOR APPOINTMENTS - REVISED, October 15, 2024

2021 - 2025

Deputy Term Date	Councillor
November 1, 2021 - February 28, 2022	Councillor Stevenson
March 1, 2022 - June 27, 2022	Councillor MacDonald
June 28, 2022 - October 24, 2022	Councillor Oldham
October 25, 2022 - February 27, 2023	Councillor Houston
February 28, 2023 - June 26, 2023	Councillor Carter
June 27, 2023 - October 23, 2023	Councillor Gillett
October 24, 2023 - February 26, 2024	Councillor Stevenson
February 27, 2024 - June 24, 2024	Councillor MacDonald
June 25, 2024 - October 28, 2024	Councillor Oldham
October 29, 2024 - February 24, 2025	Councillor Carter <u>Councillor Houston</u>
February 25, 2025 - June 23, 2025	Councillor Gillett
June 24, 2025 - October 28, 2025	Councillor Houston <u>Councillor Carter</u>



REQUEST FOR DECISION

MEETING DATE: October 15, 2024

TITLE: Councillor Reports - October 15, 2024

DIVISION: Strategic and Communication Services

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.

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: October 7, 2024

Council Member: Councillor Carter

**1. Youth Advisory Committee
October 3, 2024**

Update

The committee had a guest presentation from MLA Searle Turton about his role as the MLA for Spruce Grove / Stony Plain as well as his role as Minister of Children and Family Service. The committee was able to ask Minister Turton pressing questions important to youth in the community.

The committee then had a presentation about the roles of the City Manager and the Mayor. After learning about their roles, the committee was able to ask questions to both the City Manager and the Mayor.

The committee rounded out their meeting by evaluating the committee year, discussing what worked well this year, what priorities were fulfilled, and what are some challenges for the next year.

Emerging Issues

None

**2. City Centre Business Association
September 18, 2024**

Update

The City Centre Business Association held their annual planning meeting in late September to discuss the goals of the committee for the 2025 year. This included planning 2025 markets and Fall Fest.

The Annual General Meeting will be held on October 23rd to elect new Board representatives.

Emerging Issues

None



Councillor Reports Board and Committee Updates

Date: October 7, 2024

Council Member: Councillor Gillett

**1. Yellowhead Regional Library (YRL)
October 7, 2024**

Update

Executive committee reviewed:

Financial Statements to July 31, 2024
Forecasted Expenses to December 2024
2025 Budget Presentation Overview
Draft 2025 Budget was accepted as information.

Routine policy manual update - this is ongoing.

- Note - Former Councillor, Wayne Rothe, was acknowledged and celebrated for his 6 years of service to the YRL Board, and for his one year as Vice Chair.

Emerging Issues

Currently in the Stakeholder Engagement phase of a new 5-year strategic plan. This is the first year the YRL is able to do a 5-year plan rather than just a 2-year plan.



Councillor Reports Board and Committee Updates

Date: October 7, 2024

Council Member: Councillor Oldham

**1. Economic Development Advisory Committee (EDAC)
October 1, 2024**

Update

We had an update from CN on the potential of a grade change somewhere in Spruce Grove. This has been an initiative that the EDAC Committee had wanted to look at. The process and next steps are better understood by the Committee.

We had a presentation by Administration on Urban Agriculture and the Committee provided feedback.

We heard an initial report on Event Tourism and the plan for looking into further into this for the City. The committee was quite excited about this and provided lots of feedback.

The Committee heard about the possibility for Start up and Early Stage business support. Again, this was received with great enthusiasm by everyone on the committee. Meeting dates for 2025 were suggested and will be finalized in January 2025. Members volunteered to help with the upcoming Report to Council

Emerging Issues

None



REQUEST FOR DECISION

MEETING DATE: October 15, 2024

TITLE: Various Boards and Committees Meeting Minutes and Reports - October 15, 2024

DIVISION: Strategic and Communication Services

SUMMARY:

Internal and external board and committee minutes and / or reports are provided to Council for information.

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



THE CITY OF SPRUCE GROVE

Minutes of Economic Development Advisory Committee

October 1, 2024, 7 p.m.

3rd Floor - Poplar Room

315 Jespersen Ave

Members Present: Councillor Oldham, Chair
Councillor Carter, Vice Chair
Councillor Houston
Charlene Bell, Public-at-Large
Kelly John Rose, Greater Parkland Regional Chamber Representative
Robert Smith, Industrial Sector Representative
Teresa Bateman, Public-at-Large
Tyler Perozni, Commercial Sector Representative
Victor Moroz, City Centre Business Association Representative

Members Absent: Bruce Mullett, Commercial Sector Representative
Don Cooper, Industrial Sector Representative

Also in Attendance: Christina Kortmeyer, Senior Long Range Planner
Lee Ann Beaubien, Planner II
Anika Gutowski, Economic Development Marketing Advisor
Dave Walker, Director of Economic and Business Development
Jodi Fulford, Economic Development Specialist - Commercial
Karla Daniels, Economic Development Specialist - Industrial
Nicole Hitchens, Recording Secretary

1. CALL TO ORDER

Chair Oldham called the meeting to order at 7:01 p.m.

2. AGENDA

2.1 Adoption of the Agenda - Economic Development Advisory Committee - October 1, 2024

Resolution: EDAC-012-24

Moved by: Tyler Perozni

THAT the agenda be adopted as presented.

Unanimously Carried

3. MINUTES

3.1 Approval of Minutes - Economic Development Advisory Committee - June 3, 2024

Resolution: EDAC-013-24

Moved by: Teresa Bateman

THAT the June 3, 2024 Economic Development Advisory Committee meeting minutes be approved as presented.

Unanimously Carried

4. DELEGATIONS

4.1 Information Presentation - CN Rail

Kelly John Rose joined the meeting at 7:03 p.m.

Chair Oldham introduced Julianne Threlfall.

Julianne Threlfall, Manager Public and Government Affairs Alberta and NWT of CN provided a presentation on CN Rail.

Committee thanked Julianne Threlfall for the presentation.

4.2 Urban Agriculture Enabling Policy Plan Project

Chair Oldham introduced Christina Kortmeyer and Lee Ann Beaubien.

Christina Kortmeyer, Senior Long Range Planner, and Lee Ann Beaubien, Planner II, provided a presentation on the Urban Agriculture Enabling Policy Plan Project.

Committee thanked Christina Kortmeyer and Lee Ann Beaubien for the presentation.

4.3 Event Tourism Strategies

Chair Oldham introduced Meagan Carey and Rob Parks.

Meagan Carey and Rob Parks, Partners RC Strategies, provided a presentation on Event Tourism/Hosting Strategies.

Committee thanked Meagan Carey and Rob Parks for the presentation.

5. BUSINESS ITEMS

5.1 Start Ups and Early-Stage Business Support Program

Jodi Fulford, Economic Development Specialist - Commercial, presented on Start Ups and Early-Stage Business Support Program.

Committee thanked Jodi Fulford for the presentation.

Resolution: EDAC-014-24

Moved by: Victor Moroz

THAT the Early-Stage Business Support Program be accepted as presented.

Unanimously Carried

Resolution: EDAC-015-24

Moved by: Charlene Bell

THAT the letter of support for the Early-Stage Business Support Program be approved and submitted to Council.

Unanimously Carried

5.2 2025 Economic Development Advisory Committee Meeting Dates

Dave Walker, Director of Economic and Business Development, presented on 2025 EDAC Meeting Dates.

The proposed 2025 dates are January 21, April 1, June 24, and September 16. These dates will be approved by EDAC at the January 21, 2025 EDAC Organizational Meeting.

Committee thanked Dave Walker for the presentation.

6. **INFORMATION ITEMS**

6.1 City Centre Incentives

Dave Walker, Director of Economic and Business Development, presented on City Centre Incentives.

Committee thanked Dave Walker for the presentation.

6.2 2024 Economic Development Advisory Committee Annual Report to Council

Dave Walker, Director of Economic and Business Development, presented on the 2024 Economic Development Advisory Committee Annual Report to Council.

Victor Moroz and Teresa Bateman will assist in preparing the report and make the presentation to Council on February 10, 2025.

Committee thanked Dave Walker for the presentation.

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**

9.1 Adjournment - Economic Development Advisory Committee - October 1, 2024

Resolution: EDAC-016-24

Moved by: Tyler Perozni

THAT the Economic Development Advisory Committee adjourn at 9:22 p.m.

Unanimously Carried

Dave Oldham, Chair

Nicole Hitchens, Recording Secretary

Date Signed



THE CITY OF SPRUCE GROVE

Minutes of the Youth Advisory Committee

October 3, 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
Jasmeet Pujji
Joaquin Tabulog
Rowan Johnson
Sierra Manning
Councillor Carter
Councillor Oldham

Members Absent: Josh Morin

Also in Attendance: Mayor Acker
Dean Screpnek, City Manager
Karey Steil, Administrative Liaison
Nicole Hitchens, Recording Secretary

1. CALL TO ORDER

Chair Cara Nicholls called the meeting to order at 4 p.m.

1.1 Icebreaker Activity

Karey Steil, Administrative Liaison, led the Icebreaker Activity.

2. AGENDA

2.1 Adoption of the Agenda - Youth Advisory Committee - October 3, 2024

Resolution: YAC-048-24

Moved by: Havana Sinclair

THAT the agenda be adopted as presented.

Unanimously Carried

3. MINUTES

3.1 Approval of Minutes - Youth Advisory Committee - September 5, 2024

Resolution: YAC-049-24

Moved by: Hannah Dunbar

THAT the September 5, 2024 Youth Advisory Committee meeting minutes be approved as presented.

Unanimously Carried

4. DELEGATIONS

4.1 Local Government Officials

Chair Cara Nicholls introduced the Honourable Searle Turton, MLA, Spruce Grove - Stony Plain.

MLA Turton provided a presentation on his role as a Member of Legislative Assembly and how it impacts Spruce Grove.

Committee thanked MLA Searle Turton for the presentation.

Chair Cara Nicholls introduced Mayor Jeff Acker and Dean Screpnec, City Manager.

Mayor Acker provided a presentation on the key responsibilities of Mayor and what inspired him to run for Council and then for Mayor.

Dean Screpnec presented on the key responsibilities of City Manager and how this role differs from the Mayor.

Committee thanked Mayor Acker and Dean Screpnec for the presentation.

Chair Cara Nicholls called a recess at 4:52 p.m.

Chair Cara Nicholls reconvened the meeting at 5:02 p.m.

5. ADMINISTRATIVE UPDATES

5.1 Upcoming Opportunities for Youth Advisory Committee Members

Karey Steil, Administrative Liaison, provided an update on Upcoming Opportunities for Youth Advisory Committee members.

Committee thanked Karey Steil for the presentation.

6. BUSINESS ITEMS

6.1 2024 Budget Options

Karey Steil, Administrative Liaison, presented on 2024 Budget Options.

Committee thanked Karey Steil for the presentation.

Resolution: YAC-050-24

Moved by: Rowan Johnson

THAT the May 2, 2024 motion “THAT the Youth Advisory Committee work with Allied Arts Council to create a tile mural” be rescinded.

Unanimously Carried

Resolution: YAC-051-24

Moved by: Havana Sinclair

THAT the Youth Advisory Committee support the Parkland Food Bank over the holidays to an approximate value of \$500.

Unanimously Carried

6.2 Evaluation of the 2024 Youth Advisory Committee Priorities and Activities

Karey Steil, Administrative Liaison, presented on the Evaluation of the 2024 Youth Advisory Committee Priorities and Activities.

Committee thanked Karey Steil for the presentation.

7. INFORMATION ITEMS

7.1 Committee Member Updates - Roundtable

There were no Committee Member Updates made.

7.2 Councillor Updates

Councillor Oldham provided an update on the annual Alberta Municipalities Convention that he, Councillor Carter, and Karey Steil recently attended.

Councillor Carter provided an update on the joint trail that recently opened between Spruce Grove and Stony Plain and the utility boxes that are starting to be wrapped across the City.

Councillor Carter shared that this is her last Youth Advisory Committee (YAC) meeting. Committee thanked Councillor Carter for her involvement in YAC over the past two years.

Chair Cara Nicholls thanked Councillors Oldham and Carter for the updates.

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**

10.1 Adjournment - Youth Advisory Committee - October 3, 2024

Resolution: YAC-052-24

Moved by: Havana Sinclair

THAT the Youth Advisory Committee adjourn at 5:47 p.m.

Unanimously Carried

Cara Nicholls, Chair

Nicole Hitchens, Recording Secretary

Date Signed