



REGULAR COUNCIL MEETING AGENDA

Monday, April 27, 2026, 6 p.m.

3rd Floor - Council Chambers

315 Jespersen Ave

Spruce Grove, AB T7X 3E8

Pages

1. CALL TO ORDER

- 1.1 Canadian Mental Health Week - May 4 - 10, 2026
- 1.2 National Day of Awareness for Missing and Murdered Indigenous Women, Girls, and Two-Spirit Peoples Day - May 5, 2026
- 1.3 MS Awareness Month

2. AGENDA

3. CONSENT AGENDA

- 3.1 Consent Agenda - April 27, 2026

3

4. MINUTES

- 4.1 Minutes - April 20, 2026 Regular Council and Governance and Priorities Committee Meetings

5

5. PUBLIC HEARINGS

6. PUBLIC INPUT SESSION

For information on participating in the Public Input Session, please see the [Public Input Session - City of Spruce Grove](#) webpage.

7. COUNCIL PRESENTATIONS

- 7.1 Outstanding Achievement Presentation - Spruce Grove Ringette U14B BOOM

David Wolanski

17

8. DELEGATIONS

- 8.1 Council Delegation - Accurate Assessment Group

Francine Pitcher

20

9. ADMINISTRATIVE UPDATES

9.1	2025 Protective Services Annual Report	Chad Priebe	51
9.2	2026 Capital Projects - Engineering Update	Rae-Lynne Spila, Trevor Crawford	114
10.	<u>BYLAWS</u>		
10.1	C-1436-26 - Economic Development Advisory Committee Bylaw - Third Reading	Lindsay O'Mara	147
10.2	C-1440-26 - 2026 Property Tax and Supplementary Property Tax Rate Bylaw - First Reading	Francine Pitcher	177
11.	<u>BUSINESS ITEMS</u>		
12.	<u>COUNCILLOR REPORTS</u>		
13.	<u>INFORMATION ITEMS</u>		
13.1	Various Boards and Committee Meeting Minutes and Reports - April 27, 2026		185
14.	<u>NOTICES OF MOTION</u>		
15.	<u>CLOSED SESSION</u>		
15.1	2026 Youth Advisory Committee Appointment	Lindsay O'Mara	
16.	<u>BUSINESS ARISING FROM CLOSED SESSION</u>		
17.	<u>ADJOURNMENT</u>		



The City of
**SPRUCE
GROVE**

REQUEST FOR DECISION

MEETING DATE: April 27, 2026

TITLE: Consent Agenda - April 27, 2026

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 recommendation contained in the following report be approved:

- Item 4.1 Minutes - April 20, 2026 Regular Council and Governance and Priorities Committee Meetings
- Item 10.2 C-1440-26 - 2026 Property Tax and Supplementary Property Tax Rate Bylaw - First Reading

BACKGROUND / ANALYSIS:

n/a

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a



The City of
**SPRUCE
GROVE**

REQUEST FOR DECISION

MEETING DATE: April 27, 2026

TITLE: Minutes - April 20, 2026 Regular Council and Governance and Priorities Committee Meetings

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 April 20, 2026 Regular Council and Governance and Priorities Committee Meeting minutes be approved as presented.

BACKGROUND / ANALYSIS:

n/a

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a

DRAFT



THE CITY OF SPRUCE GROVE

Minutes of the Regular Meeting of Council

April 20, 2026, 6 p.m.

3rd Floor - Council Chambers

315 Jespersen Ave

Spruce Grove, AB T7X 3E8

Members Present:

Mayor Acker
Councillor Bennett
Councillor Carter
Councillor Gillett
Councillor Mastaler
Councillor Stevenson
Councillor Tokar

Also in Attendance:

Dean Screpnek, City Manager
David Wolanski, General Manager of Community and Protective Services
Zeeshan Hasan, General Manager of Corporate Services
Brad McMurdo, Acting General Manager of Sustainable Growth and Development Services and Director of Planning and Development
Chad Priebe, Fire Chief / Director of Protective Services
Francine Pitcher, Director of Finance
Jennifer Hetherington, Director of Corporate Communications
Lindsay O'Mara, City Clerk
Rae-Lynne Spila, Director of Engineering
Tania Shepherd, Director of Business Advisory Services
Annemarie Bakalech, Manager of Integrated Youth Services
Douglas McLeod, Manager of Safety Codes

Catherine Paulser, Customer Service Coordinator
Cara Garrett, Assistant Controller - Accounting and Reporting
David Towle, Senior Municipal Planner
Rhonda Schmidt, Controller - Accounting and Revenue Services
Laura Hall, Deputy 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.

2. AGENDA

Resolution: RCM-089-26

Moved by: Councillor Gillett

THAT the agenda be adopted as presented.

Unanimously Carried

3. CONSENT AGENDA

3.1 Consent Agenda - April 20, 2026

Resolution: RCM-090-26

Moved by: Councillor Bennett

THAT the recommendation contained in the following report be approved:

Item 4.1 Minutes - April 13, 2026 Regular Council Meeting

Unanimously Carried

4. MINUTES

4.1 Minutes - April 13, 2026 Regular Council Meeting

The following motion was approved on the Consent Agenda:

THAT the April 13, 2026 Regular Council Meeting minutes be approved as presented.

5. **PUBLIC HEARINGS**

5.1 **C-1419-25 - LUB Amendment - Easton Direct Control District and C-1437-26 - LUB Amendment - Easton Stage 7**

Mayor Acker called the Public Hearing to order at 6:03 p.m. on C-1419-25 - Land Use Bylaw Amendment - Easton Semi-Detached Direct Control District and C-1437-26 - Land Use Bylaw Amendment - Redistricting - Easton Stage 7.

David Towle, Senior Municipal Planner, Brad McMurdo, Director of Planning and Development, and Rae-Lynne Spila, Director of Engineering, presented on C-1419-25 - Land Use Bylaw Amendment - Easton Semi-Detached Direct Control District and C-1437-26 - Land Use Bylaw Amendment - Redistricting - Easton Stage 7.

Blaydon Dibben, Select Engineering, and Brenda Kolenbrander, Qualico Communities, 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 7:15 p.m.

Resolution: RCM-091-26

Moved by: Councillor Mastaler

THAT second reading be given to C-1419-25 - Land Use Bylaw Text Amendment - Easton Semi-Detached Direct Control District.

Defeated Unanimously

Moved by: Councillor Bennett

THAT second reading be given to C-1437-26 - Land Use Bylaw Amendment - Redistricting - Easton Stage 7.

Councillor Bennett made a motion to withdraw the motion for second reading and no members of Council objected to the motion being withdrawn.

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 - 2025 Audited Financial Statements - Metrix Group LLP**

Jeff Alliston, Partner - Metrix Group LLP, provided a presentation on the 2025 Audited Financial Statements.

Council thanked Jeff Alliston for the presentation.

Resolution: RCM-092-26

Moved by: Councillor Tokar

THAT the audited consolidated financial statements of the City of Spruce Grove for the year ended December 31, 2025 be approved as presented.

Unanimously Carried

8.2 **Council Delegation - Youth Advisory Committee - 2025 Annual Report and 2026 Work Plan**

Annemarie Bakalech, Manager of Integrated Youth Services, introduced Hannah Dunbar and Cole Cochrane.

Hannah Dunbar, Chair - Youth Advisory Committee, and Cole Cochrane, Vice - Chair - Youth Advisory Committee provided a presentation on the Youth Advisory Committee - 2025 Annual Report and 2026 Work Plan.

Council thanked Annemarie Bakalech, Hannah Dunbar, and Cole Cochrane for the presentation.

Resolution: RCM-093-26

Moved by: Councillor Stevenson

THAT the 2026 Youth Advisory Committee Work Plan be approved as presented.

Unanimously Carried

9. ADMINISTRATIVE UPDATES

9.1 Customer Experience - 2025 Annual Report

Tania Shepherd, Director of Business Advisory Services, and Catherine Paulser, Customer Service Coordinator, provided an update on the Customer Experience - 2025 Annual Report.

Council thanked Tania Shepherd and Catherine Paulser for the presentation.

10. BYLAWS

There were no Bylaws on the agenda.

11. BUSINESS ITEMS

11.1 Motion - Review Options Related to Plantings in City Centre Area

Councillor Tokar presented on the motion to Review Options Related to Plantings in City Centre Area.

Resolution: RCM-094-26

Moved by: Councillor Tokar

THAT Administration be directed to review options related to plantings in the City Centre area.

Unanimously Carried

12. COUNCILLOR REPORTS

12.1 Councillor Report - Councillor Gillett - Alberta Seniors and Community Housing Association Conference

Councillor Gillett provided an overview of the topics shared at the Alberta Seniors and Community Housing Association Conference she attended in Edmonton.

13. INFORMATION ITEMS

There were no Information Items on the agenda.

14. NOTICES OF MOTION

There were no Notices of Motion provided.

15. **CLOSED SESSION**

There was no Closed Session on the agenda.

16. **BUSINESS ARISING FROM CLOSED SESSION**

There was no Business Arising from Closed Session.

17. **ADJOURNMENT**

Resolution: RCM-094-26

Moved by: Councillor Gillett

THAT the Regular Council meeting adjourn at 8:32 p.m.

Unanimously Carried

DRAFT

Jeff Acker, Mayor

Karie Nothof, Recording Secretary

Date Signed

DRAFT



THE CITY OF SPRUCE GROVE

Minutes of the Governance and Priorities Committee

April 20, 2026, 6:05 p.m.

3rd Floor - Council Chambers

315 Jespersen Ave

Spruce Grove, AB T7X 3E8

Members Present:

Mayor Acker
Councillor Bennett
Councillor Carter
Councillor Gillett
Councillor Mastaler
Councillor Stevenson
Councillor Tokar

Also in Attendance:

Dean Screpnek, City Manager
David Wolanski, General Manager of Community and Protective Services
Zeeshan Hasan, General Manager of Corporate Services
Jeanine Merkus, Director of Recreation and Culture
Jennifer Hetherington, Director of Corporate Communications
Scott Rodda, Director of Community Social Development
Annemarie Bakalech, Manager of Integrated Youth Services
Danielle Peyton, Manager of Community Strategies
Emilee Neilson, Manager of Individual and Family Support Services
Brenna Gavel Murphy, Supervisor of Outreach Programming
Carrie Demkiw, Supervisor of Community Development
Corrie Priebe, Strategic Initiatives Lead
Kalie Datchuk, Community Social Worker

Marina Tran, Community Development Coordinator
Mei Li, Community Outreach Worker
Natasha Beaton, Community Social Worker
Shelley Tunney, Supervisor of Strategic Initiatives
Voirrey Manning, Office Coordinator
Laura Hall, Deputy City Clerk
Karie Nothof, Recording Secretary

1. **CALL TO ORDER**

Mayor Acker called the meeting to order at 8:44 p.m.

2. **AGENDA**

Resolution: GPC-001-26

Moved by: Councillor Mastaler

That the agenda be adopted as presented.

Unanimously Carried

3. **PRESENTATIONS**

There were no Presentations on the agenda.

4. **DELEGATIONS**

There were no Delegations on the agenda.

5. **ADMINISTRATIVE UPDATES**

5.1 **Community Social Development - 2025 Social Impact Report**

Annemarie Bakalech, Manager of Integrated Youth Services, Danielle Peyton, Manager of Community Strategy, Emilee Neilson, Manager of Individual and Family Support Services, and Community Social Development team members, presented on the 2025 Social Impact Report.

Council thanked the entire Community Social Development team for the presentation.

6. **BYLAWS**

There were no Bylaws on the agenda.

7. **BUSINESS ITEMS**

There were no Business Items on the agenda.

8. **CLOSED SESSION**

Resolution: GPC-002-26

Moved by: Councillor Tokar

THAT Council go into Closed Session at 9:32 p.m. under the following section of the *Access to Information Act*:

Item 8.1 - Civic Wayfinding Initiative

Section 29; Advice from officials

Item 8.2 - Contract Update

Section 29; Advice from officials

Unanimously Carried

8.1 **Civic Wayfinding Initiative**

The following persons were also in Closed Session to provide information or administrative support for item 8.1 Civic Wayfinding Initiative:

Dean Screpnek, David Wolanski, Zeeshan Hasan, Jeanine Merkus, Jennifer Hetherington, Corrie Priebe, Laura Hall, Andrew Thompson, and Sarah Doi.

8.2 **Contract Update**

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

Dean Screpnek, David Wolanski, Zeeshan Hasan, Chad Priebe, Jennifer Hetherington, and Laura Hall.

8.3 Return to Open Session - April 20, 2026

Resolution: GPC-003-26

Moved by: Councillor Gillett

THAT Committee move out of Closed Session at 10:50 p.m.

Unanimously Carried

9. **BUSINESS ARISING FROM CLOSED SESSION**

There was no Business Arising from Closed Session.

10. **ADJOURNMENT**

Resolution: GPC-004-26

Moved by: Councillor Gillett

THAT the Governance and Priorities Committee meeting adjourn at 10:52 p.m.

Unanimously Carried

DRAFT

Jeff Acker, Mayor

Karie Nothof, Recording Secretary

Date Signed



The City of
**SPRUCE
GROVE**

REQUEST FOR DECISION

MEETING DATE: April 27, 2026

TITLE: Outstanding Achievement Presentation - Spruce Grove Ringette U14B BOOM

DIVISION: Community and Protective Services

SUMMARY:

In keeping with Policy CP-1055-24 - Outstanding Achievement Recognition, this presentation will recognize the efforts of the Spruce Grove Ringette U14B BOOM team at a provincial level at the Ringette Alberta Provincials held in Leduc, Alberta on March 15, 2026.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

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

The Spruce Grove Ringette U14B BOOM had a remarkable 2025 / 2026 season. After an even start in the fall, the team came together and went on to win Silver Medals at both the Hinton Friends on Ice and Spruce Grove Sweetheart tournaments.

In the qualifying round for Provincials, the team went undefeated, including a win over a previously unbeaten Edmonton team despite being without a designated goaltender for a quarter of the game.

At Provincials, the team battled through six games over three days, including two overtime contests. The U14B BOOM captured the Bronze Medal with a 4 - 3 win over Hinton, finishing third overall in the province.

Congratulations are extended to these athletes on this amazing accomplishment and dedication to their sport.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a



Outstanding Achievement Recognition Application Form

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

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

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

Spruce Grove Ringette U14B BOOM

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

Address: _____

Phone: (Home) _____ (Work) _____

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

a) # of local participants (Spruce Grove Residents) 21

b) # of non local participants 0

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

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

4. **NAME OF COMPETITION/ EVENT:** Ringette Alberta Provincials

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

6. **NAME OF ORGANIZATION WHICH SANCTIONS/RECOGNIZES EVENT:**
Ringette Alberta Phone: 780-415-1750

7. **PLACEMENT/AWARD RECEIVED:** Bronze

8. **DATE RECEIVED:** March 15, 2026 **LOCATION:** Leduc, AB

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

Address: _____

Phone: (Home) _____ (Work) _____

E-mail Address: _____

Date: _____



The City of
**SPRUCE
GROVE**

REQUEST FOR DECISION

MEETING DATE: April 27, 2026

TITLE: Council Delegation - Accurate Assessment Group

DIVISION: Corporate Services

SUMMARY:

Troy Birtles of Accurate Assessment Group Ltd., the City's Designated Assessor, will provide an Assessment Update presentation to Council for information.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

The City of Spruce Grove contracts Accurate Assessment Group Ltd. to provide municipal property assessment services. Under Alberta's *Municipal Government Act*, Accurate Assessment Group serves as the City's Designated Assessor and is responsible for preparing and maintaining the City's annual property assessment roll.

The delegation will provide Council with an overview of the assessment process, legislative framework, and the role of the Designated Assessor.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

As part of its contractual obligations, Accurate Assessment Group Ltd.:

- Prepares annual property assessments for all residential, non-residential, and other taxable properties in the City using provincially regulated mass appraisal techniques
- Establishes market value assessments, as of July 1 of the prior year, reflecting property characteristics, as of December 31
- Issues Requests for Information and conducts property data verification as required
- Responds to property owner inquiries regarding assessed values on the City's behalf
- Defends assessments before the Assessment Review Board when complaints are filed

These responsibilities are consistent with Alberta legislation and with information publicly communicated by the City regarding the assessment process.

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

This delegation supports Council's understanding of the municipal property assessment process and the legislated role of the Designated Assessor. No operational, policy, or service level changes are associated with this item.

FINANCIAL IMPLICATIONS:

n/a

Agenda



Introduction to Accurate Assessment Group



Assessment 101



Municipality's assessment summary for this past year



Assessment Shifting



What's Next



Residential



Non-Residential



Farmland

Troy Birtles, AMAA	Assessment Manager
Josh McMillan	Property Assessor
Kurt Hartman, AMAA	Assessment Specialist
Levi Stewart	Property Assessor
Tyler Birtles	Property Assessor
Colt Cannon	Property Assessor
Bob Daudelin, AMAA	Assessment Specialist
Kris Meadows, AMAA	Assessment Specialist
Jesse Nelson	Property Assessor
Cory Allen	Property Assessor

Trusted Advisor



*At AAG, our purpose is to continuously seek improvement,
and earn the role of Trusted Advisor.*



TEAM DEPTH



Specializing in all aspects of Municipal Property Assessment

400+ Years of Combined Experience



COMMUNICATION



We connect with Rate Payers successfully

We communicate with Council, CAO's and Administration



DATA INTEGRITY



Our technology drives best practices for assessment operations.

Leaders in quality control through technology and experience

Property Assessment Overview

Is the process of assigning a dollar value to a property for taxation purposes. Property assessment is the method used to distribute the tax burden among property owners in a municipality.

Assessed Value * Mill Rate = Property Tax



Assessment Legislation

MGA - Municipal Government Act

MRAT - Matters Relating to Assessment and Taxation Regulation

COPTER - Community Organization Property Tax Exemption Regulation

MRAC - Matters Relating to Assessment Complaints Regulation

Mass Appraisal

Means “the process of preparing assessments for a group of properties using standard methods and ***common data*** and allowing for ***statistical testing***”

Common data may include:

- Location
- Lot size
- Age and condition
- Building size

Assessment Valuation

Assessment Class	Valuation Standard
Residential	Market Value
Non-Residential	Market Value
Farmland	Regulated
Designated Industrial Property (DIP)	Regulated

Market Value

Means the amount that a property might be expected to realize if sold on the open market by a willing seller to a willing buyer.

All transactions are reported to Alberta Land Titles as part of the legal obligations of buyers and sellers during all transactions.

All transactions are reviewed to determine if it was a true market transaction or not.

Market Value

How do we estimate Market Value?

- Determine land values using vacant land sales
- Determine improved values using improved sales
- The difference between improved sales and vacant sales is the value attributed to the improvements on each property (improvements means buildings).

Supplementary Assessments

Municipal Government Act

314(1) The municipal assessor must prepare supplementary assessments for machinery and equipment used in manufacturing and processing if those improvements are operational in the year in which they are to be taxed under Part 10.

(2) The municipal assessor must prepare supplementary assessments for other improvements if

- (a) they are completed in the year in which they are to be taxed under Part 10,
- (b) they are occupied during all or any part of the year in which they are to be taxed under Part 10, or
- (c) they are moved into the municipality during the year in which they are to be taxed under Part 10 and they will not be taxed in that year by another municipality.

BIA Assessment Overview in Alberta

- **Purpose:** To enhance, maintain, and promote business districts, often through capital improvements, beautification, and marketing campaigns.
- **Application:** Generally, any business operating within a designated BIA boundary is subject to this tax, which is separate from municipal property taxes.
- **Calculation:** Tax amounts are often calculated based on the net annual rental value of the space, or sometimes on the total square footage occupied.
- **Administration:** BIAs are managed by a board of directors (appointed by the municipality), and the levy is collected by the city

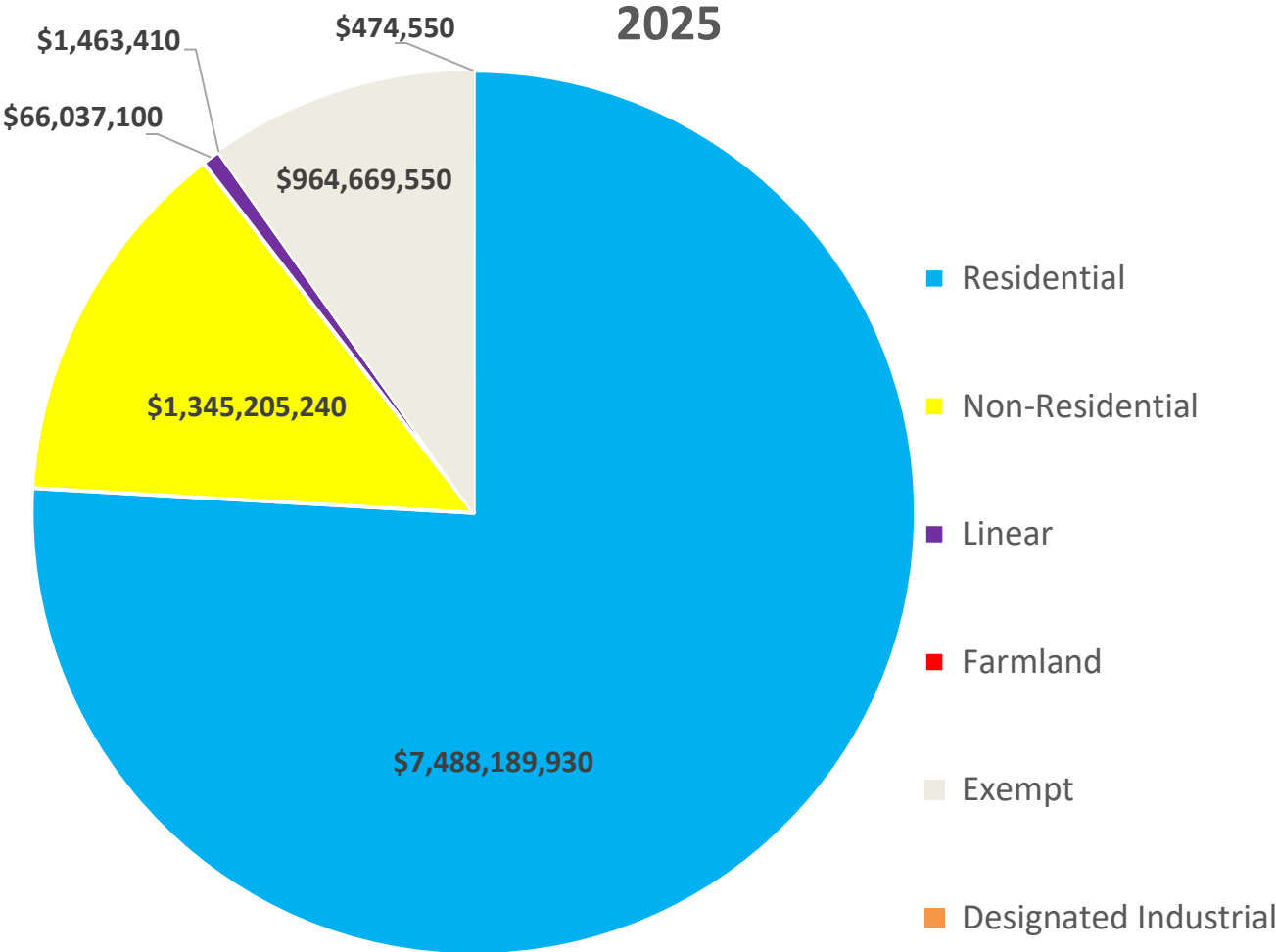
BIA Assessment Overview in Spruce Grove

- **The BIA assessment** in Spruce Grove is calculated using the Net Leasable Area method. The minimum and maximum tax amount is annually set to be the same which creates a standard and equal BIA tax bill for all taxable businesses within the BIA boundaries.
- **Legislation changes** Some municipalities had lobbied for legislative change that would give the municipality the option to charge the BIA tax to the property owner or the individual business. This could alleviate some tax collection issues as the property owner would be responsible for tenant non payment of taxes.
- **Bill 28** contemplated the above noted request, however, the request was rejected and will not be an option as some municipalities had hoped.

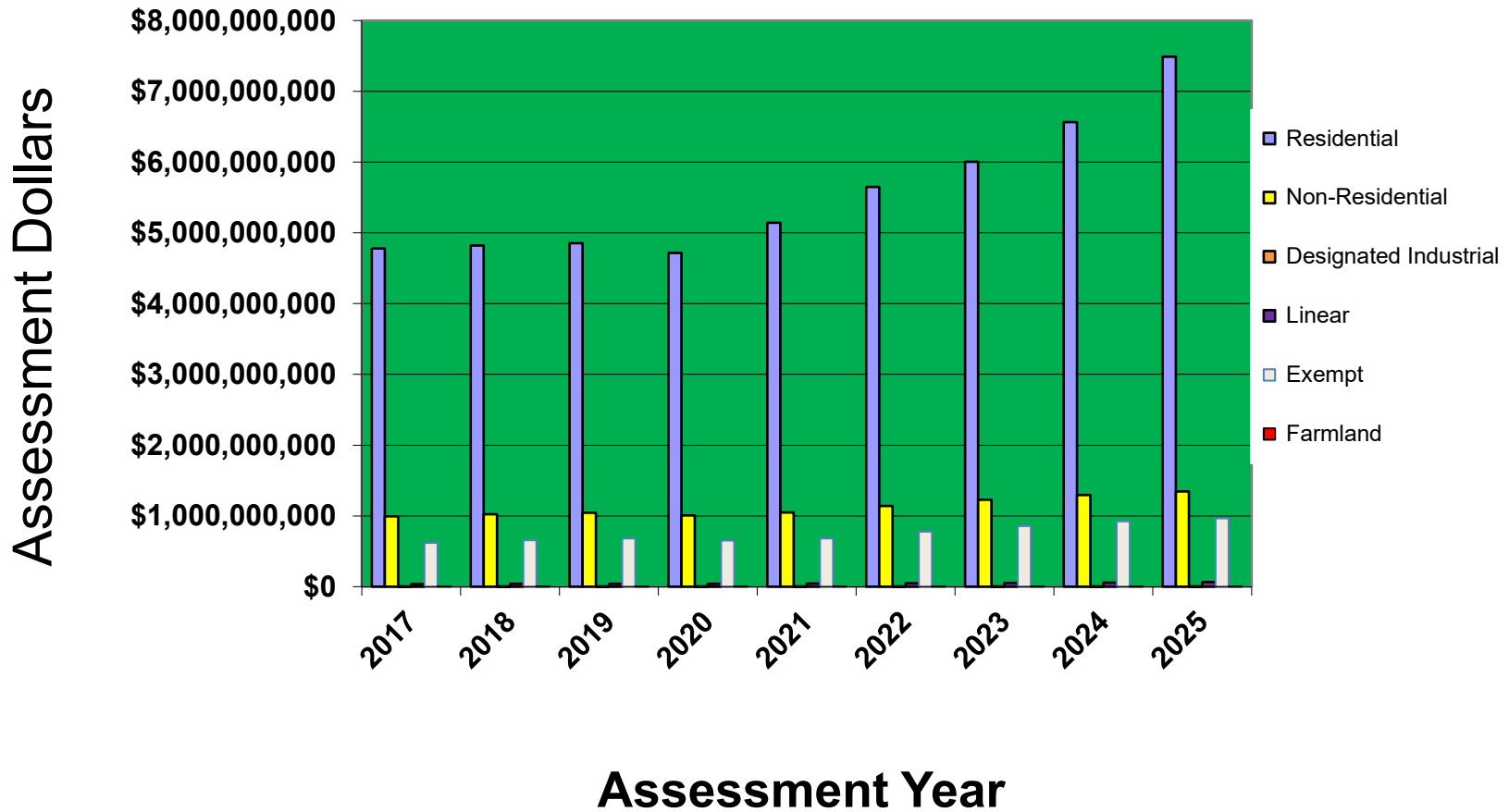
2024 Compared to 2025 Assessment

	2024	2025	Difference	
	Totals	Totals	\$	%
Residential	\$6,564,424,750	\$7,488,189,930	\$923,765,180	114%
Non-Residential	\$1,296,046,230	\$1,345,205,240	\$49,159,010	104%
Linear	\$58,898,910	\$66,037,100	\$7,138,190	112%
Designated Industrial Property (DIP)	\$472,480	\$474,550	\$2,070	100%
Farmland	\$2,339,560	\$1,463,410	-\$876,150	63%
Exempt	\$922,866,760	\$964,669,550	\$41,802,790	105%
Grand Total:	\$8,845,048,690	\$9,866,039,780	\$1,020,991,090	112%

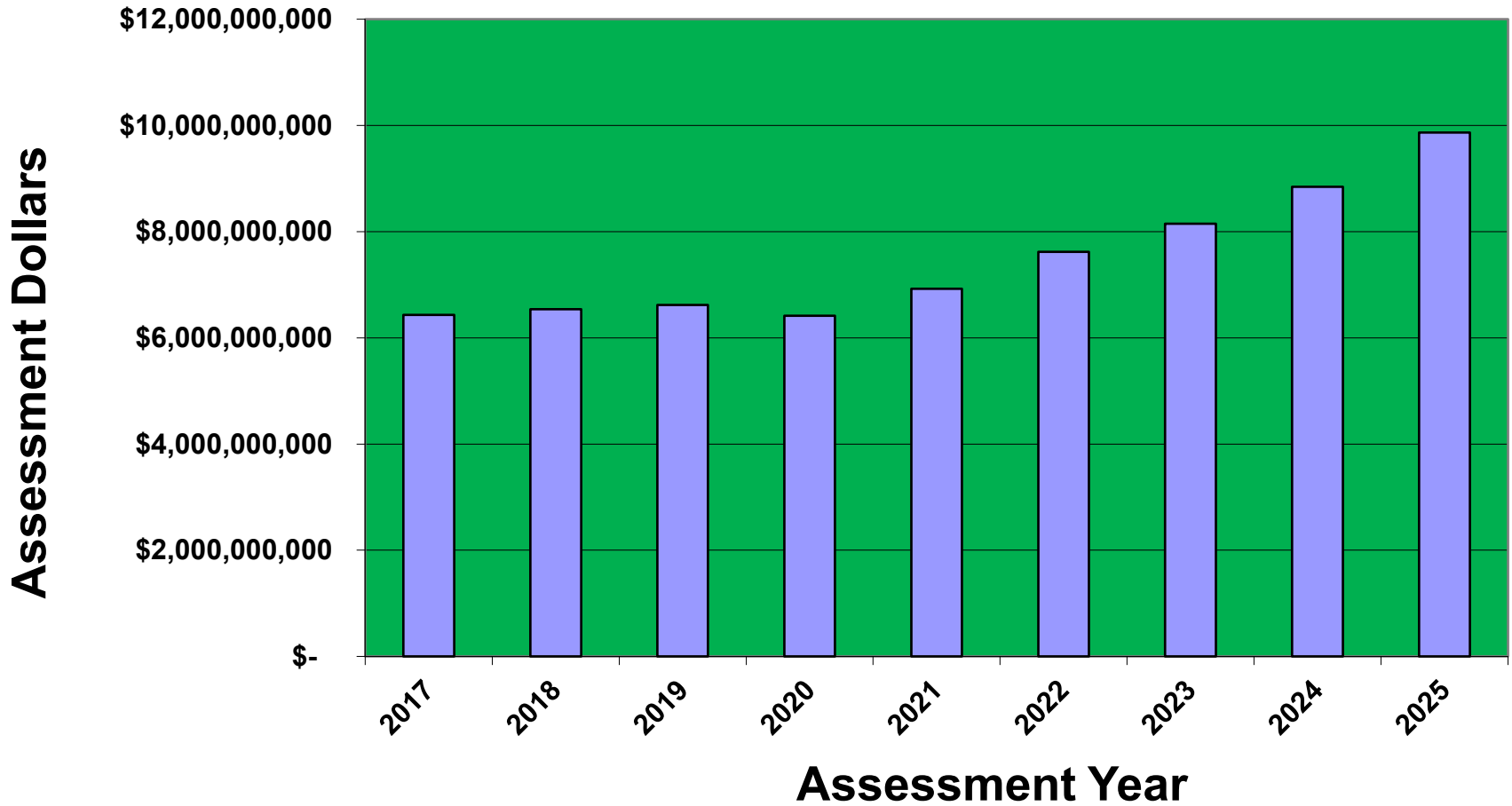
Assessment Category



City of Spruce Grove Assessment History Comparison



City of Spruce Grove Assessment Total History Compare

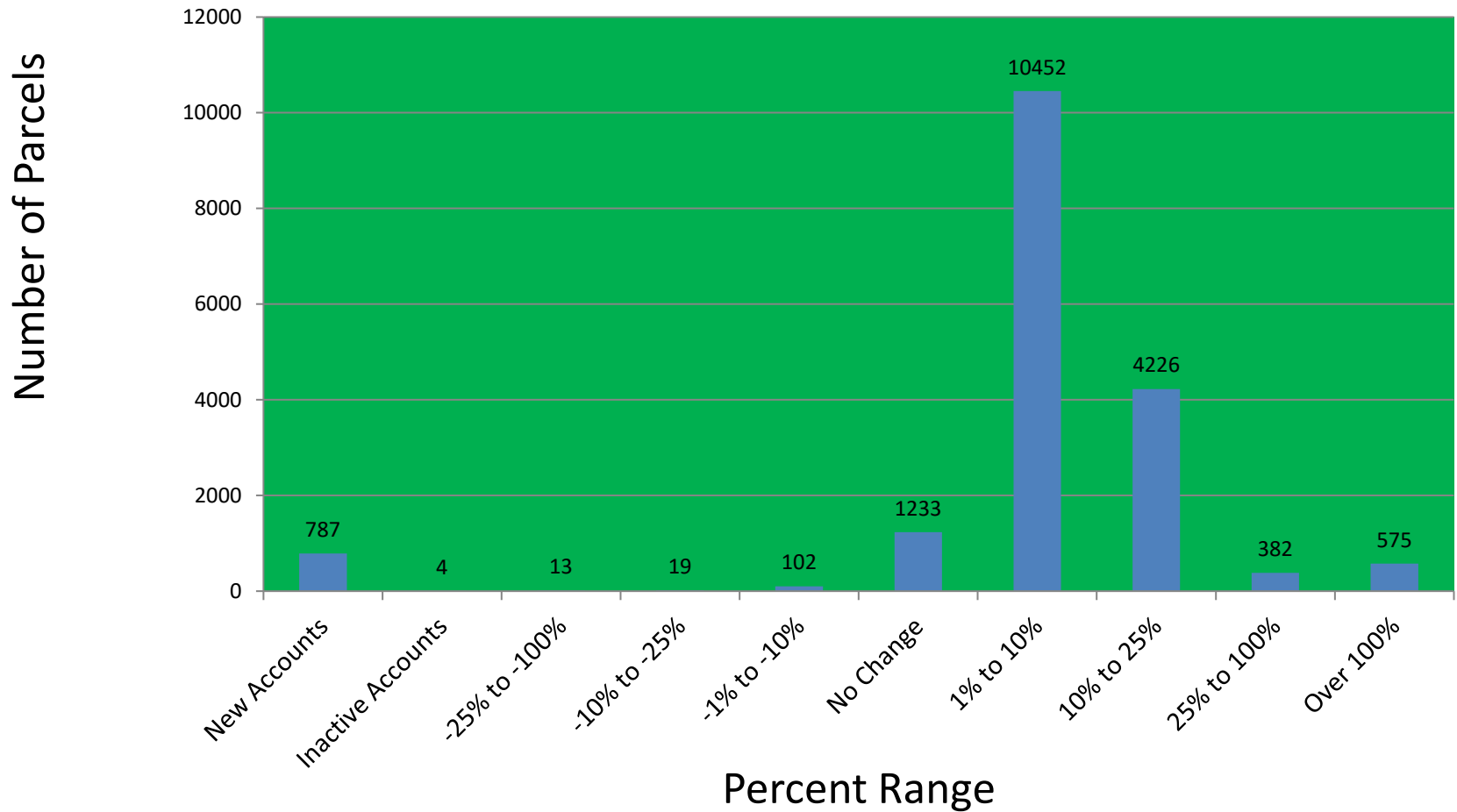


Taxable Assessment Change Compare by %

Range	Properties	%
-25% to -100%	13	0.1%
-10% to -25%	19	0.1%
-1% to -10%	102	0.6%
No Change	1,233	6.9%
1% to 10%	10,452	58.7%
10% to 25%	4,226	23.8%
25% to 100%	382	2.1%
Over 100%	575	3.2%
New Roll #'s	787	4.4%
Inactive Roll #'s	4	0.0%
Total Properties	17,793	100%

89%

Taxable Assessment Change Compare by %

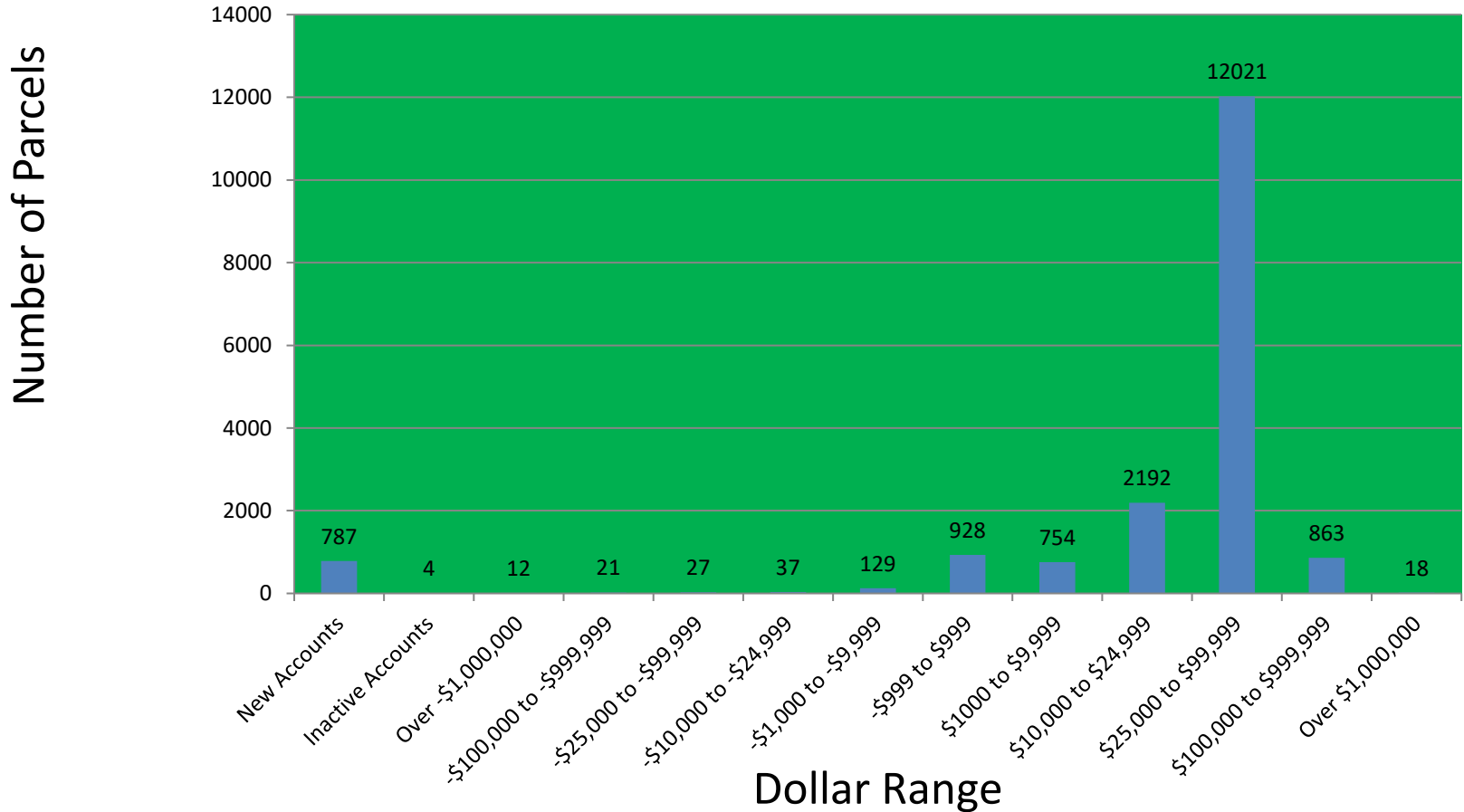


Taxable Assessment Change Compare by \$

Range	Properties	\$
Over - \$1,000,000	12	0.1%
-\$100,000 to -\$999,999	21	0.1%
-\$25,000 to -\$99,999	27	0.2%
-\$10,000 to -\$24,999	37	0.2%
-\$1,000 to -\$9,999	129	0.7%
-\$999 to \$999	928	5.2%
\$1,000 to \$9,999	754	4.2%
\$10,000 to \$24,999	2,192	12.3%
\$25,000 to \$99,999	12,021	67.6%
\$100,000 to \$999,999	863	4.9%
Over \$1,000,000	18	0.1%
New Roll #'s	787	4.4%
Inactive Roll #'s	4	0.0%
Total Properties	17,793	100%

89%

Taxable Assessment Change Compare by \$



Overview

Market Changes by Type (Taxable)	Previous	New	Inflation		Growth		Total
Residential	\$6,564,400,000	\$7,488,200,000	\$542,200,000	8.3%	\$381,600,000	5.8%	14.1%
Non Residential	\$1,363,400,000	\$1,421,200,000	\$43,300,000	3.2%	\$14,500,000	1.1%	4.2%
Total	\$7,927,800,000	\$8,909,400,000	\$585,500,000	7.4%	\$396,100,000	5.0%	12.4%

Market Overview

Area	Number of Sales	Median ASR (Current Assessment)	Sales since July 1	Median ASR (Future Assessment)
Residential Vacant	443	99.3%	431	95.8%
Residential SFD's	897	98.8%	711	98.2%
Residential Duplexes/Town Homes	510	99.1%	316	98.9%
Non Residential Vacant	8	98.9%	6	101.6%
Non Residential Improved	12	100.1%	15	96.2%

Notable Changes to Assessment Classes (Shifting)

- Residential properties are assessed based on Market Value as of July 1, 2025.
- The Direct Sales Comparison Approach is used for residential property.
- Sales in Spruce Grove have increased over past years resulting in an inflationary growth to the residential assessment base by 8.3%.
- Some areas of the city have recognized as high as 12% in inflationary growth as compared to other areas that recognize only a few percent inflationary growth.
- This results in shifting of tax burden within the residential assessment class.

Notable Changes to Assessment Classes (Shifting)

- Non Residential properties are assessed based on Market Value as of July 1, 2025.
- Properties are assessed based on the income approach. The income approach to value is: $VALUE = NOI / Cap\ Rate$.
- The retail/office/restaurants and other commercial and industrial assessment base has increased year over year with a minor upward shift (3.2%).
- There is minimal shifting within the non residential assessment class.

Assessment Shifting Summary

- The overall Residential assessment class increased by 14.1% total made up of 8.3% in inflation and 5.8% in real growth.
- The overall non residential base is up 4.3% including 3.2% in inflation and 1.1% in real growth.
- This represents shift between the residential and non-residential assessment classes.
- Council has the ability to minimize shifting impacts between the residential and non residential assessment classes via tax rate adjustments.

Assessment Complaints

- There were a total of 14 assessment complaints filed in 2026 against the 2025 Assessment Roll.
- This is comprised of 6 residential and 8 non residential complaints
- We will review all complaints. Hearings will be scheduled throughout the summer months for any outstanding complaints.

Moving Forward and Next Steps



- Council presentation today
- Address any assessment concerns and/or complaints
- Reinspection cycle to concentrate Grove Meadows, Brookwood, Broxton Park, and Lakewood subdivisions.
- Review all new permits and uncompleted permits.
- Monitor real estate values on a moving forward basis
- Monitor income producing properties for changes



THANK YOU



The City of
**SPRUCE
GROVE**

REQUEST FOR DECISION

MEETING DATE: April 27, 2026

TITLE: 2025 Protective Services Annual Report

DIVISION: Community and Protective Services

SUMMARY:

The Director of Protective Services / Fire Chief will provide an update on the operations of Protective Services.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

In accordance with CP-1005-17 - Fire Services Emergency Response Service Standards Policy, Protective Services presents a year-end report with a focus on response standards and activities within Spruce Grove Protective Services (which includes Fire Services and Enforcement Services).

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a



2025 Protective Services Annual Report

Table of Contents

Message from Chief Priebe	1
Executive Summary	4
Introduction	5
Fire Services	6
Call Volume.....	6
Types of Incidents	7
Fire Loss vs Dollar Save.....	8
Response Guidelines	9
Emergency Fire Responses	9
Alberta Building Code (HIRF)	10
Emergency Medical Responses	11
Motor Vehicle Collisions	12
Reasons for Non-Compliance	13
Response Standards Conclusions	14
Enforcement Services	15
Complaint Received	15
Complaints by Neighbourhood	17
Complaints around the Unsheltered.....	18
Complaint Method of Reporting	19
Violations	20
Animal Control	22
Special Events	23
Park and Foot Patrols	24
Traffic Safety and Joint Operations	26
School Safety Traffic Patrols	27
Collisions	28
Injury Collisions	30
Collision per Traffic Corridor	31
Intersection Collision	32



Message from Chief Priebe



It is an honour to present the Spruce Grove Protective Services Annual Report for 2025. Over the past year, our dedicated professionals in Fire Services, Emergency Medical Services, Enforcement Services, and administration worked collaboratively to protect lives, property, and the overall well-being of our community.

Spruce Grove Protective Services continues to be a leader in public safety, responding to a wide range of emergency and enforcement calls. In 2025, fire and emergency services personnel responded to 7,078 calls for service, including residential fires, medical emergencies, hazardous materials incidents, and motor vehicle collisions.

Our personnel continued to deliver timely, effective service, consistently meeting standards and remaining below Provincial and National averages. Fire Prevention activities remained a key focus, with 383 public safety inspections conducted to reduce risk and enhance safety for residents, businesses, and firefighters.

Community Peace Officers played an essential role in supporting public safety and community well-being, responding to 4,838 complaints throughout the year. Through a balanced approach of education, enforcement, and proactive engagement, officers addressed bylaw compliance, traffic safety, and community concerns. Ongoing collaboration with policing agencies and other partners further strengthened our collective ability to respond effectively to residents' needs and maintain a safe, welcoming city.

During the year, Protective Services experienced five months with one Chief Officer on leave and one vacant Chief Officer position. Despite these leadership challenges, the team remained focused on maintaining operational readiness and ensuring continuity of service delivery.

Late in 2025, we were pleased to welcome Assistant Deputy Chief Trevor Sutherley as our new Assistant Deputy Chief of Training. With over 20 years of experience serving Parkland County, Assistant Deputy Chief Sutherley brings extensive operational knowledge and leadership expertise to the role. His experience positions him well to lead, develop, and implement comprehensive training programs that will continue to strengthen Protective Services and support our members' ongoing professional development.

Two additional full-time Firefighter positions were added to Protective Services in 2025. This investment aligns our staffing complement with the needs of a municipality of our size, while remaining mindful of the City's broader priorities. As our population and community



density continue to grow, these positions ensure we are positioned to meet increasing service demands sustainably and responsibly.

Protective Services received two new ambulances this year to support the Emergency Health Services Contract. One unit is a completely new ambulance, while the other represents our first remount. In a remounted unit, the chassis is replaced with a new one, while the existing ambulance box is fully refurbished and remounted. By working closely with Fleet Services to implement this strategy, we can extend the service life of each ambulance box across two chassis lifecycles.

With the ongoing support of the Communications team, Protective Services' social media presence entered its third year and continues to grow, approaching 2000 followers. The platform has matured into a reliable channel for sharing timely public safety information, recognizing our personnel, and highlighting community initiatives. Consistent messaging and increased interaction have strengthened our connection with the community.

SGPS leaders, including the Fire Chief, Manager of Enforcement, Administrative Supervisor, Sergeant, and Fire Captain, participated in an eight-session Women in Leadership: Transforming the Workplace program delivered in collaboration with organizations across Canada. Participation strengthened leadership capacity and supported the development of practical strategies to enhance workplace culture, employee engagement, talent attraction, and retention. This initiative reaffirmed SGPS's commitment to equity, inclusion, and belonging, contributing to a healthy, inclusive, and high-performing organization.

Spruce Grove, Parkland County, and Stony Plain strengthened emergency coordination this year through a formal agreement designating the Emergency Coordination Center (ECC) in the Spruce Grove Protective Services Building as the most capable facility for managing major regional events. For incidents that cross Tri-Region boundaries, our ECC will serve as the central headquarters for Emergency Management Operations, ensuring a coordinated and efficient response. A series of regional Emergency Management exercises coordinated by Parkland County, including three tabletop exercises and a full-scale two-day simulation called Operation Twister, tested the facility, personnel, and inter-agency collaboration. Hosted at our ECC with participation from multiple municipalities and agencies, these exercises enhanced preparedness, fostered collaboration, and reinforced the region's capacity to respond effectively to large-scale emergencies.

2025 was a very dynamic, challenging, and successful year for Spruce Grove Enforcement Services (SGES). It saw the service return to high staffing levels in time for the busy spring/summer season and remain at those levels through the fall. This enabled personnel to handle a significant increase in calls for service while also increasing proactive work in support of the Council's priorities. Spruce Grove Enforcement Services significantly increased the number of self-generated graffiti abatement files addressed this year. Through proactive patrols and dedicated enforcement hours, we worked closely with Public Works and other departments to prioritize graffiti reduction across the city.



The onboarding of our new Construction Compliance Officer at the end of the summer further strengthened our proactive enforcement efforts. This resulted in a substantial increase in self-generated patrols and construction compliance files throughout the city. Despite continued growth and a high level of development activity, public complaints decreased compared to previous years. The service also collaborated closely with Planning and Development, Engineering, and industry representatives to establish forums to improve communication and cooperation with builders and developers.

SGES dedicated significant resources to supporting public safety and positive use of the newly opened, re-imagined Central Park, including the wheeled sports park and playground. The facility attracted high levels of public use and was very well received by the community. Working in partnership with Recreation and Public Works, SGES maintained a strong presence during the initial months of operation, contributing to a safe and successful opening of this important new community asset.

Traffic safety remained a key priority. SGES achieved high levels of self-generated enforcement while continuing to respond to increasing calls for service in a growing and active community. By leveraging our new records management and dispatch systems, along with enhanced data capabilities, we were able to respond effectively to public concerns while using intelligence-led deployment strategies. Following significant provincial restrictions on Automated Traffic Enforcement, which led to its closure within the city, SGES enhanced traditional enforcement efforts to address the resulting gaps. This included expanded officer-led enforcement and the establishment of standing joint operations with RCMP Regional Traffic Services and Sheriff's Highway Patrol officers within the city. We also developed regional partnerships with the Town of Stony Plain Enforcement Services and Parkland County Enforcement Services. In addition, SGES worked closely with Engineering to identify opportunities to improve signalling and traffic-calming measures to support public safety further.

The strength of Spruce Grove Protective Services lies in its people. Every day, our members bring skill, accountability, and a strong sense of duty to the work they do in support of our community. Their commitment to professional standards and compassionate service is reflected in the trust placed in us by residents and Council alike.



Executive Summary

2025 was another busy year for Protective Services overall. Fire Services responded to 7,078 incidents, representing a 5.83% increase in overall call volume compared to 2024. This is the first overall increase in calls since 2022. Enforcement Services answered 4838 complaints in 2025, a 28% increase over 2024. All incidents combined, Protective Services responded to 11,461 incidents/complaints. Sadly, this past year, the city experienced the tragic loss of two individuals due to traffic fatalities.

The Fire Prevention team conducted 520 interactions, including inspections, permits, occupancy load assessments, and public education. Additionally, 545 development plan reviews were completed, and 45 fire investigations were conducted. Increased collaboration with the City of Spruce Grove's Planning and Engineering teams will improve our efficiency and impact going forward, amid what looks to be another record-breaking year of growth in Spruce Grove.

Annually, SGFS reports response times to the Council for turnout and travel, along with the total response time across the three response categories. Regarding turnout and travel combined (excluding dispatch), SGFS met the following response standards.

- Fire Incidents - 87.1%
- EMS Incidents - 89.5%
- Collisions - 90.7%

The High-Intensity Residential Fire (HIRF) requirement, which is a response of 10 min (600 sec.) for Residential house fires, was met 100% of the time. For all other fire-related responses, such as alarms, the response rate was 98.3%.

As indicated, Enforcement Services investigations increased notably in 2025. A significant portion of that increase is attributable to more officer-generated files related to construction compliance. There was also a notable increase in unsightly premises and graffiti. Traffic-related files, particularly parking-related complaints, continue to be the largest category of complaints.

Enforcement Services issued 3,118 violations this year, representing an 114% increase over 2024. This rise is attributable to improved staffing stability and the ability to maintain a consistent, fully resourced team throughout the year, including the peak summer season. Strengthened workforce capacity enabled Enforcement Services to address community concerns and enhance overall compliance efforts proactively.



Introduction

The City of Spruce Grove Protective Services comprises three distinct yet linked departments: Fire Services, Enforcement Services, and Police. Police services are performed under contract with the Royal Canadian Mounted Police and are not part of this report.

Fire Services

Spruce Grove Fire Services (SGFS) provides traditional Fire services, including Incident response, Fire Prevention, and Fire investigations. It also includes ambulance service, which is contracted to Emergency Health Services (EHS). SGFS is an Accredited Organization by Accreditation Canada, currently holding an Accredited with Exemplary Standing status.

Enforcement Services

Spruce Grove Enforcement Services (SGES) ensures compliance with municipal bylaws and certain provincial statutes. The service comprises Community Peace Officers, who are appointed and authorized by Alberta Public Safety and Emergency Services, and Bylaw Officers, who the City appoints under the Municipal Governance Act. SGES enforces most city bylaws, primarily the Alberta Traffic Safety Act, as well as some lesser-known legislation, such as the Animal Protection and Trespass Acts.



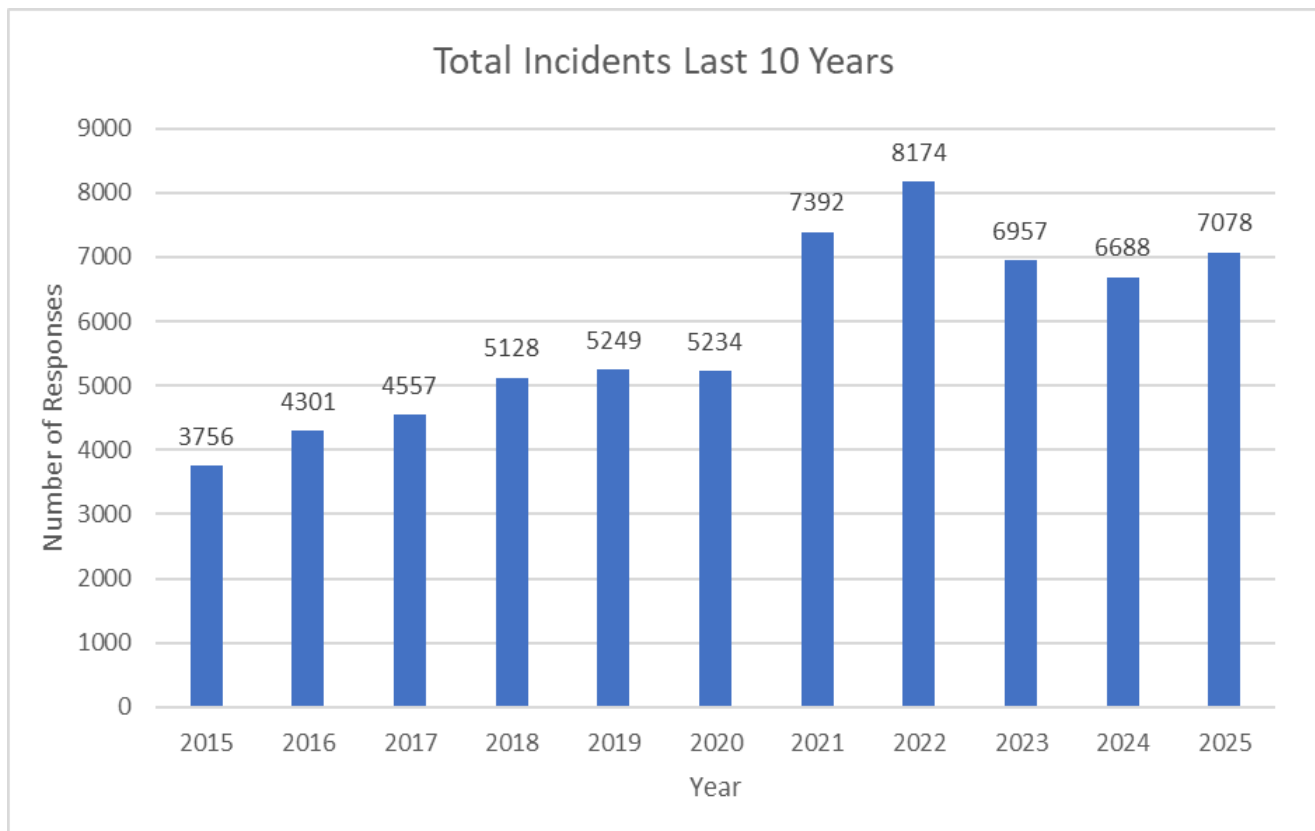
Fire Services

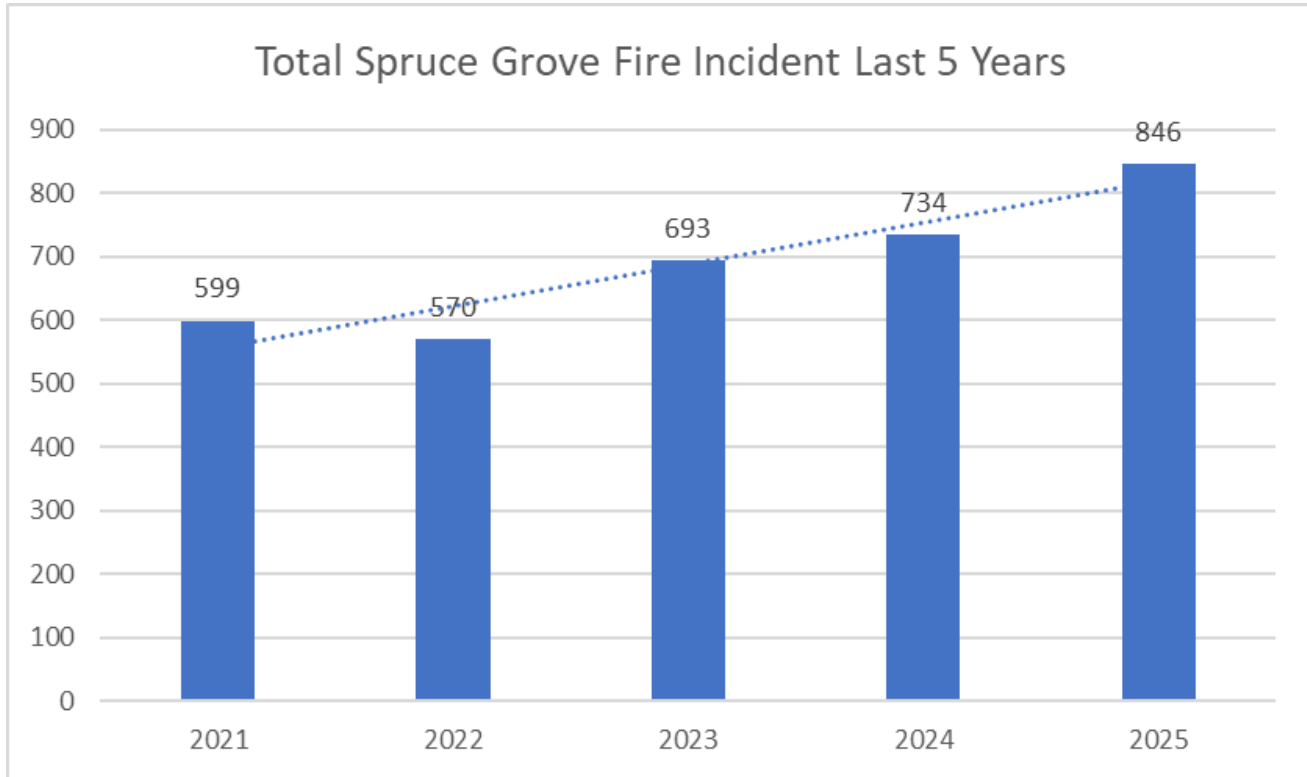
Call Volume

There were 7078 incidents in 2025 and 6688 incidents in 2024. This represents an overall increase of 5.83% from 2024. Call volume within the city boundaries increased. In 2025, there were 4,281 incidents in Spruce Grove, including fire mutual aid, compared to 3,890 in 2024. This represents a 9.13% increase in call volume within Spruce Grove.

The chart below shows the overall call volume year over year since 2015.

- The reporting year 2022 shows the largest call volume for Fire Services in the last decade.
- The call volume decrease in 2020 was due to a three-month change in how calls were dispatched from EHS during that year of the pandemic.





Types of Incidents

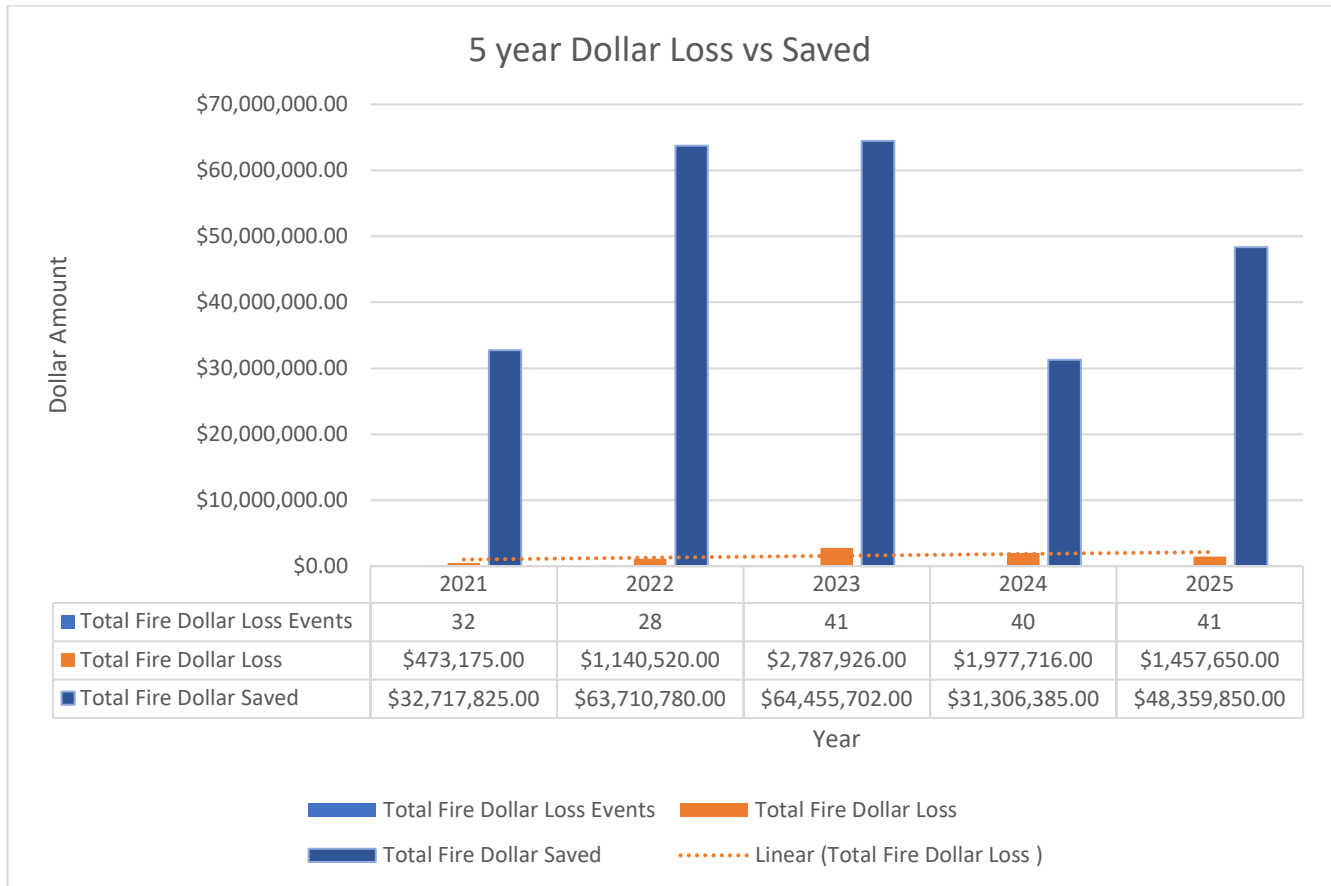
For reporting purposes, forty different response types are grouped into eleven categories. Medical calls make up most of these incidents. The following chart shows a breakdown of the incidents responded to within the City of Spruce Grove:

Response Group Type Emergency/Non- Emergency	2020	2021	2022	2023	2024	2025
Alarm No Fire	256	269	341	383	385	510
Explosion/Water Rupture	0	1	1	1	3	5
False Alarm	52	60	31	49	62	66
Fire Dollar Loss	25	33	26	41	47	41
Fire Rubbish/Brush	26	47	33	60	54	54
Medical	2223	2015	2993	3011	3156	3435
Motor Vehicle Collision	95	115	67	81	94	92
Public Hazard	47	49	41	47	53	37
Public Service	19	21	27	28	30	30
Rescue Misc.	2	0	3	2	2	1
Unclassified	1	3	0	1	1	1
Mutual Aid Responses						9



Fire Loss vs Dollar Saved

Fire losses each year are estimated as the total value of the property, including contents. In 2025, the total value of property that experienced a fire was \$48,359,850.00. The estimated fire dollar loss was \$1,457,650.00. This is approximately a 3% loss rate for 2025.





Response Guidelines

Emergency Fire Responses

Response reporting is broken down into various components of the response and applies only to incidents deemed an emergency response.

- Turnout Time.
- Travel Time - first unit.
- Travel Time - second unit.
- Turnout and Travel Time combined.

It is important to note that the pre-alerting system for fire and MVC incidents employed by SGFS is designed to allow overlap between dispatch and chute times. This system allows for a faster response while dispatch evaluates the call. This results in a faster response than without the pre-alert.

Turnout Time is measured from dispatch (when responders are provided with an address to respond to) to the time they declare themselves on route. For calls requiring the donning of bunker gear, this time is set at 80 seconds 90% of the time.

- In 2025, the standard was achieved 95.8%, and the 90th percentile was 53 seconds.

Travel Time - The first apparatus actual drive time standard is 240 seconds or less 90% of the time.

- In 2025, the standard was achieved 65.1%, and the 90th percentile was 334 seconds.

Travel Time - The second apparatus actual drive time standard is 480 seconds or less 90% of the time. However, this does not reflect the turnaround time for this apparatus, only the drive time.

- In 2025, the standard was achieved 97.4%, and the 90th percentile was 351 seconds.

Turnout and Travel Time combined is a valuable time to monitor, as this is the portion of the Total Response Time that SGFS is directly accountable for. In this area, fire responses have a combined standard of 320 seconds.

- In 2025, the standard was achieved 87.1%, and the 90th percentile was 351 seconds.
- In 2025, the standard was achieved 95.7%, and the 90th percentile was 296 seconds for all dollar loss fires.

Alberta Building Code (HIRF)



The Alberta Building Code requires enhanced building standards when the fire response from the time of call received by dispatch to on scene exceeds ten minutes or six hundred seconds nine out of ten times (same building).

- In 2025, this standard was achieved 100% of the time for fires with dollar loss and 98.3% for all Fire response incidents.

Emergency Medical Responses

Medical responses are difficult to benchmark properly. EHS (Emergency Health Services) is responsible for dispatching for all medical calls provincially.

Medical response reporting excludes motor vehicle collisions, and certain elements, such as dispatch, are not reportable. Medical response reporting is broken down into the following components.

- Turnout Time.
- Travel Time.
- Total Response Time.



Turnout Time is measured from dispatch (when responders are provided with an address to respond to) to the time they declare themselves on route. For medical emergencies, there is no requirement to don bunker gear, and the turnout time is 60 seconds or less 90% of the time.

- In 2025, the standard was achieved 94.3%, and the 90th percentile was 43 seconds.

Travel Time actual drive time standard is 240 seconds or less 90% of the time.

- In 2025, the standard was achieved 67.5%, and the 90th percentile was 299 seconds.

Total Response Time is the sum of the turn out time and the travel time. Unlike fire responses, medical responses do not consider dispatch times in their calculation. The combined total response time for medical incidents is 300 seconds or less 90% of the time.

- In 2025, the standard was achieved 89.5%, and the 90th percentile was 304 seconds.

Emergency Health Services is responsible for ambulance service within Spruce Grove and contracts Spruce Grove to provide two Advanced Life Support units into the provincial system. Although based in Spruce Grove, these units can be sent anywhere by EHS dispatch. Spruce Grove is classified by EHS as Suburban/Rural, which aligns with a 15-minute response standard under the provincial ambulance performance framework.

Area coverage is when an ambulance is dispatched from Spruce Grove to cover another community when there is no active emergency call. During these times, SGFS will send an Advanced Life Support crew and equipment to any medical call in Spruce Grove, ensuring that residents and visitors continue to receive optimal care.



In 2025, SGFS ambulances were sent to provide “area coverage” 231 times, totalling 282-unit hours. During the period of this report, ambulances also responded to 2797 medical incidents outside of Spruce Grove.

Pump Response is defined as any time a fire pump responds to a medical call in Spruce Grove. A pump is dispatched to assist an ambulance on any call categorized as Delta or Echo (serious), or when there is no SGFS ambulance in Spruce Grove. There were 1435 of these responses in 2025, with an 85.7% response rate of 300 seconds or less.

Motor Vehicle Collisions

Response reporting is broken down into various components.

- Turnout Time.
- Travel Time.
- Turnout and Travel Time combined.



Turnout Time is measured from dispatch (when responders are provided with an address to respond to) to the time they declare themselves on route. For motor vehicle collisions, the time is set at 80 seconds or less 90% of the time.

- In 2025, the standard was achieved 94.2%, and the 90th percentile was 62 seconds.

Travel Time actual drive time standard is 240 seconds or less 90% of the time.

- In 2025, the standard was achieved 73.3%, and the 90th percentile was 289 seconds.

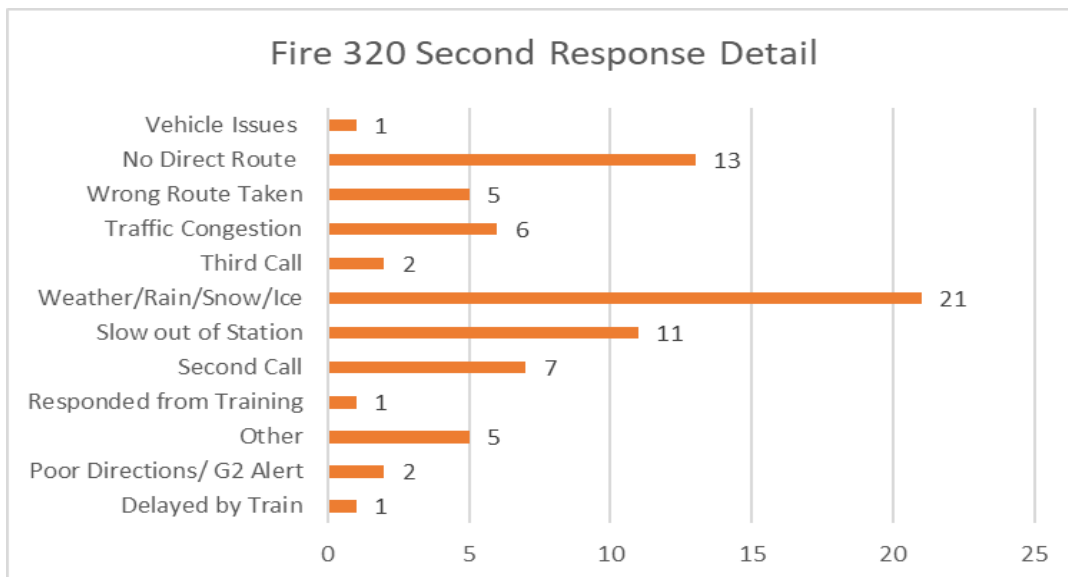
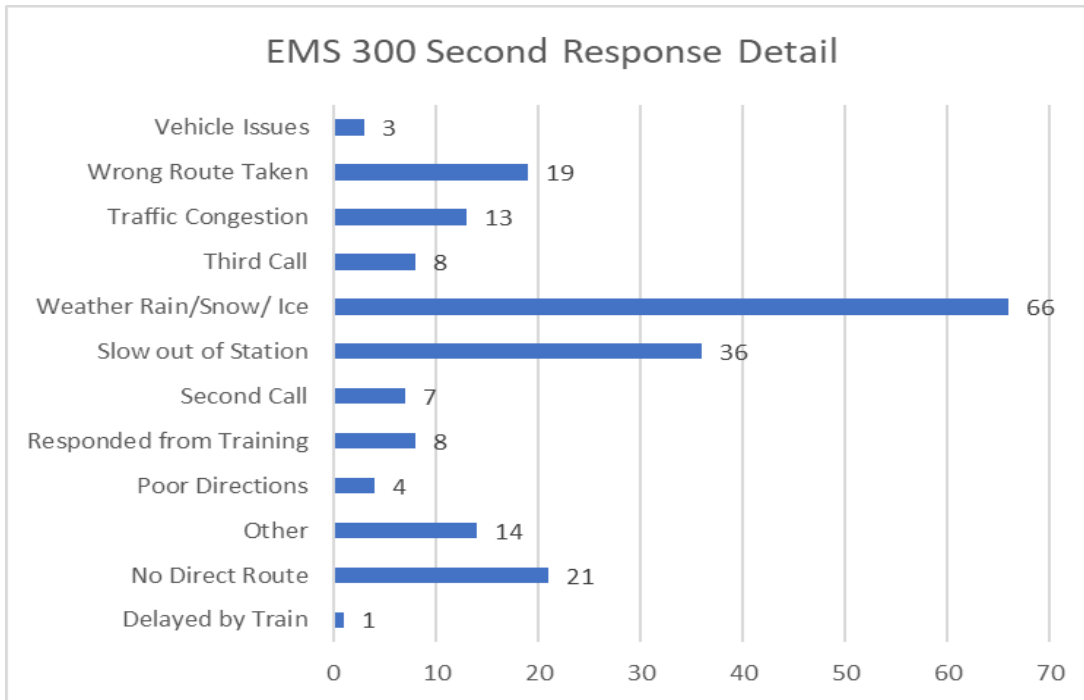
Turnout and Travel Time combined is an important time to monitor, as this is the portion of the Total Response Time that SGFS is directly accountable for. In this area, MVC responses have a combined standard of 320 seconds.

- In 2025, the standard was achieved 90.7%, and the 90th percentile was 311 seconds.



Reasons for Non-Compliance

SGFS tracked the reasons why emergency incidents were not responded to in the standards established. These times are independent of dispatch times.



Response Standards Conclusions

For the 2025 reporting period, compliance with response standards was positive. In the main areas, fire response was met 87.1% of the time, and HIRF requirements were achieved 100% of the time. Medical responses were met 89.5%, and Motor Vehicle Collision response standards were met 90.7% of the time.

Spruce Grove Fire Services and Parkland County 911 Centre have continued their collaboration on service levels and requirements. Parkland County is a crucial partner to the successful level of service Spruce Grove provides. Parkland County adheres to 911 standards and is an accredited dispatch center. Several adjustments were initiated in early 2025; the evaluation of those adjustments remains ongoing.



Enforcement Services



Complaints Received

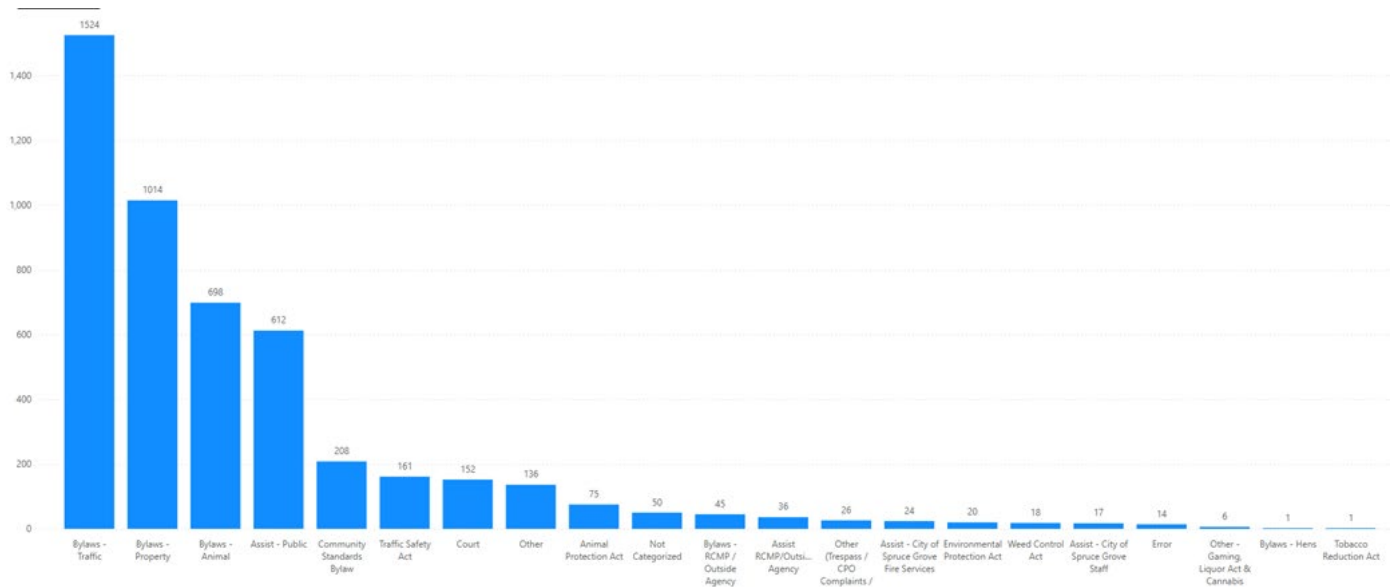
SGES recorded 4,838 complaint files in 2025, representing a 28.5% increase over the 3,766 files recorded in 2024. This is significantly higher than the City's estimated population growth rate.

While calls for service from the public rose substantially, there was also a notable increase in officer-generated files. With full staffing levels during the busiest parts of the year, officers were able to focus on Council priorities, including graffiti enforcement, construction compliance, the new Central Park, and traffic safety. As a result, self-generated files and violations increased considerably.

The heightened demand for service may reflect growing public awareness of Enforcement Services and the programs offered by the City. Despite increased demand, officers effectively leveraged new systems to maintain a timely, high standard of response.



Bylaw traffic enforcement, primarily parking-related matters, remained the busiest area of work. This includes enforcement of parking bans during snow removal, as well as other parking complaints. There was also a continued and significant focus on construction standards. Complaints related to animal control and property bylaws remained substantial. In addition, approximately 700 files involved assistance to the public or responding to inquiries regarding bylaws or specific violation tickets.



Of approximately 1625 Animal Bylaw and Animal Protection Act files received, approximately 263 of those were of an assistance or bylaw inquiry nature. (102 related to dogs, 155 to cats and 1 to the Hen Bylaw and 5 to general inquiries around animal bylaws.)



Complaints by Neighbourhood

Enforcement Services tracks complaints by neighbourhood to assess community concerns and better direct enforcement resources. The top three areas by number of complaints in 2025 were Harvest Ridge (305), City Center (263), and Aspenglen (222). The top three areas in 2024 were the City Center, Harvest Ridge, and Spruce Ridge.

In Harvest Ridge, the main drivers were parking events, followed by dog-barking/noise complaints and construction-site concerns. The biggest drivers of complaints in the City Center were graffiti, parking issues, unsightly properties, and noise. The Aspenglen area saw Parking complaints, construction site concerns, and unsightly property complaints as the largest drivers.





Complaints around the Unsheltered

2025 continued to see significant benefit from the City's Outreach program, which includes an Enforcement Services Community Peace Officer. While that program reported dealing with a larger number of individuals over the year, the number of complaints received regarding our unhoused population continued to decline and was lower than in 2024.

Enforcement Services responded to 66 complaints related to the City's unsheltered population in 2025. This compares favourably to the 108 complaints responded to in 2024 and 226 in 2023. Enforcement services continued to work very closely with the Outreach program, as well as with non-government organizations and our RCMP detachment throughout the year to identify ways to proactively address this population's needs and reduce negative interactions with the community.

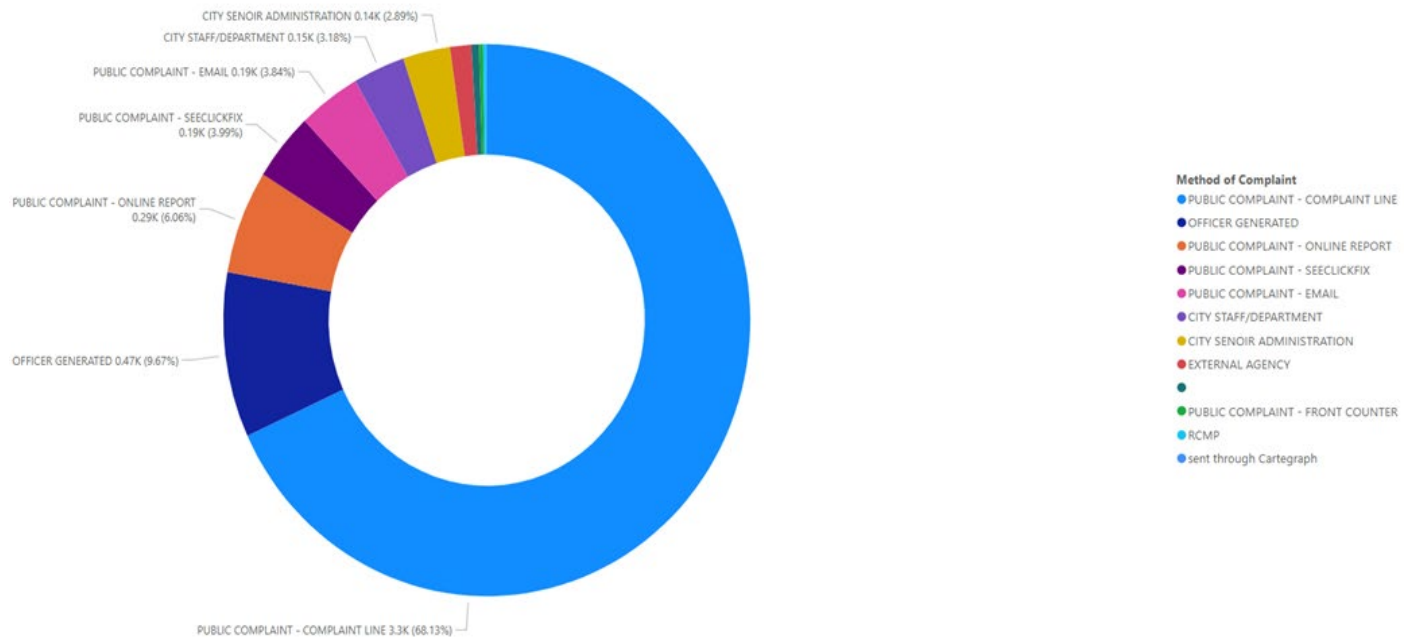




Complaint Method of Reporting

While Enforcement Services continues to emphasize the online complaint portal or complaint line as the most efficient way to register concerns for follow-up, there are still other reporting options available. Some of these are also internal to City Staff. The methods Enforcement Services uses to receive complaints have remained consistent over the years.

Most complaints received by Enforcement Services continue to come through the complaints line to our Dispatch Service at 68.1%. The second-most popular approach is the online reporting portal, at 6.1%. This is a very encouraging trend as it is, the most efficient way to lodge complaints with the service. City staff combined account for 15.74% of all complaints, and officer-generated events account for 9.8% of all calls, a significant increase from 4.17% in 2024.





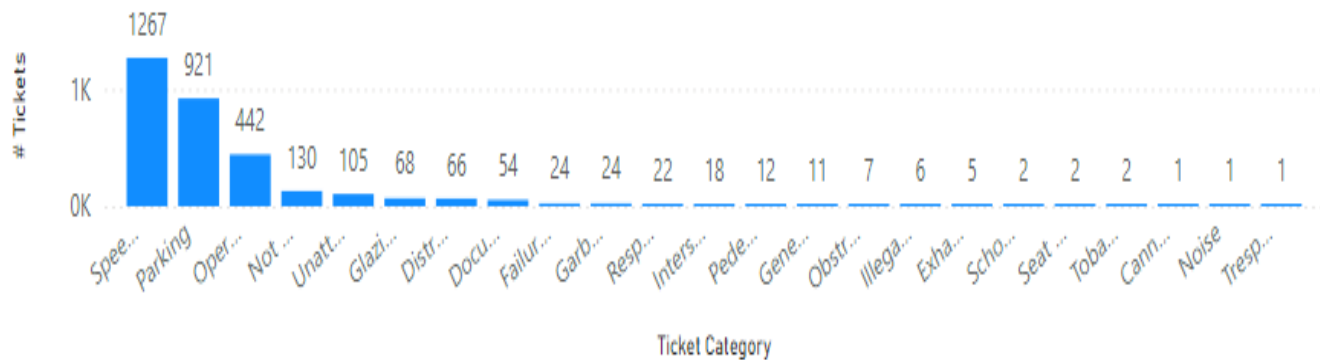
Violations

Violations are charges issued by Enforcement Services. The violations may be generated by a complaint received by the service or by an officer conducting a patrol or enforcement-related operation who notices an infraction. Despite the increase in calls for service, our officers leveraged our data analysis systems, high staffing levels during the busy summer months, and improved dispatching and reporting systems to achieve an impressive increase in self-generated work.

There were 3191 violations issued in 2025, as compared to 1455 in 2024. Speeding violations accounted for the most violations in 2025, followed by parking-related violations.

Tickets

BY TICKET CATEGORY

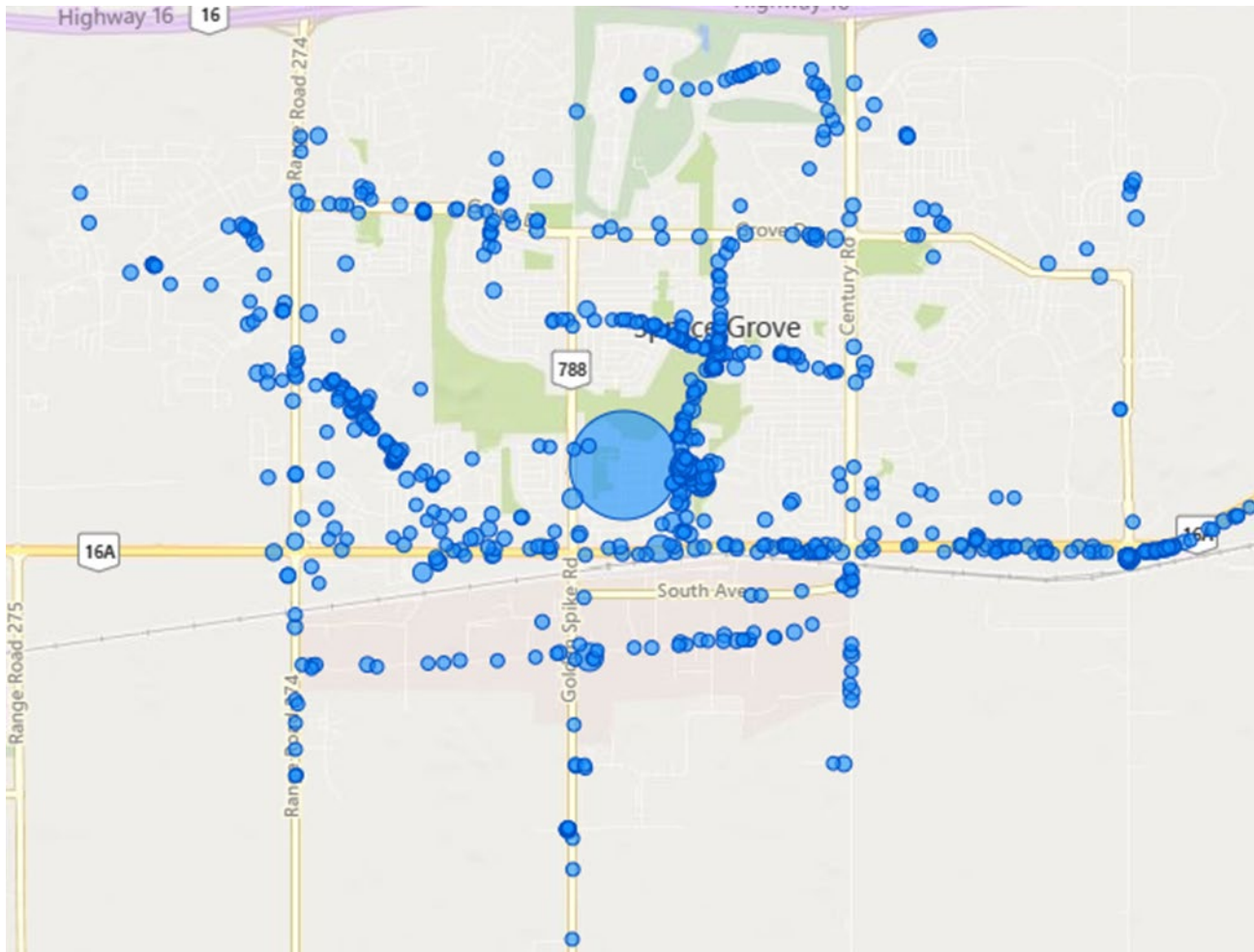


*The above graph indicates ticket violations categories into speeding, parking, operator/license/plate violations, not categorized, unattended trailer, glazing, distracted driving, documentation, failure to obey, garbage, intersection, responsible pet ownership, pedestrian, general moving traffic, illegal turning, obstruction, exhaust, school bus, seatbelt, tobacco, cannabis, noise, trespassing

Enforcement Services continued to focus their efforts on broader areas of traffic enforcement beyond speeding. "Operation Tensor," which was led by the Edmonton Police Service focused on vehicle equipment regulation violations and loud vehicles, did not take place this year, SGES did conduct several joint operations with the RCMP on vehicle equipment regulations and noisy vehicles/erratic driving. This resulted in a great deal of education for young drivers, as they were held in the high school and Tri Leisure Center parking lots and included roving patrols. In total, SGES laid 3 charges for stunting captured under the non-categorized heading, 5 loud-vehicle/muffler violations, and 66 distracted-driving charges.



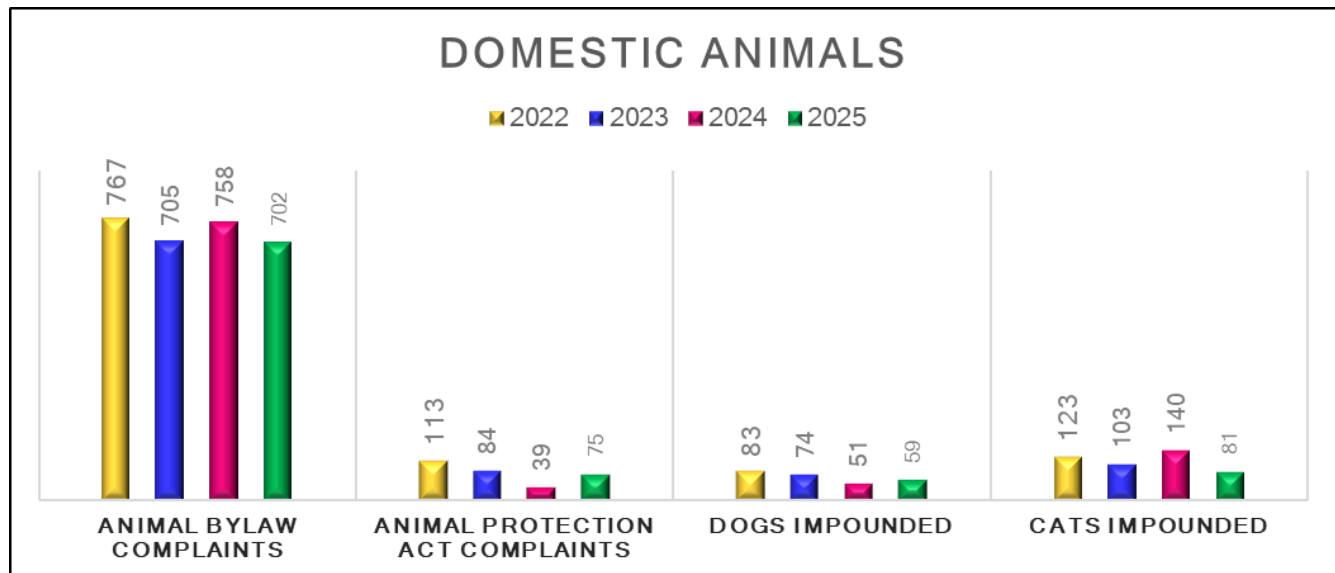
The ticketing location data shows that our Enforcement officers continue to focus their efforts in and around high-volume, high-collision areas of the city, as well as within school zones and areas with higher complaint rates. The business intelligence tools provided by our Information Systems group continue to be invaluable in assisting with this targeted approach. SGES continues to work very closely with our colleagues in IS to refine and improve our data analyses to support intelligence-led enforcement and education efforts.





Animal Control

2025 saw a slight overall decrease in animal-related bylaw complaints from 2024, though the last four years have been relatively level. The total number of cats impounded was significantly lower than in 2024, while the number of dogs impounded was slightly higher.



Animal impoundments are as follows:

- 2025 - 59 dogs and 81 cats
- 2024 - 51 dogs and 140 cats
- 2023 - 74 dogs and 103 cats
- 2022 - 83 dogs and 123 cats

In 2025, SGES officers delivered 64 of the 140 animals (51 dogs and 13 cats) to the animal shelter. The other 76 animals (8 dogs and 68 cats) were delivered by the public, the RCMP, or external groups.

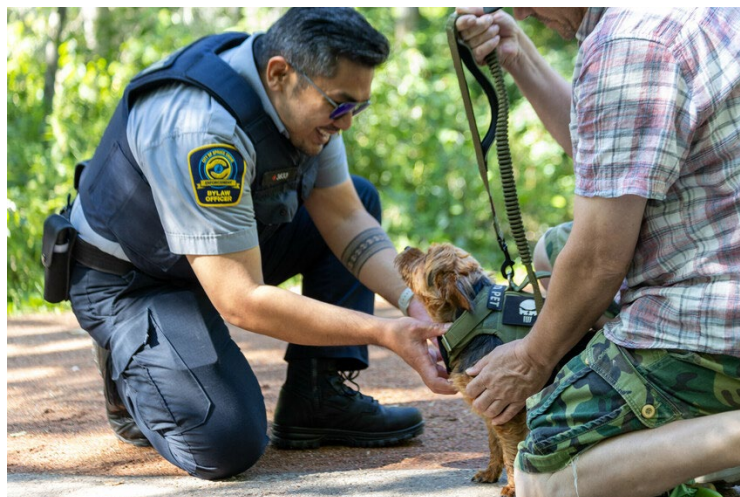
Of the 140 animals impounded, 82 (49 dogs and 33 cats) were claimed by their owners, and 56 (8 dogs and 48 cats) were transferred to other rescue agencies. Sadly, 2 dogs had to be euthanized for medical reasons.

Special Events

Spruce Grove Enforcement Services is one branch of the City's Protective Services department. As in past years, the city hosts many events throughout the year. Spruce Grove Enforcement Services remains a key unit dedicated to ensuring the safety of residents and visitors to the city and making these events an enjoyable experience for all. Enforcement Services continued to collaborate with other city elements to support these community events. This included event planning and consultation, traffic safety, site safety, and community engagement.

Enforcement Services believes that community engagement is essential in understanding the concerns and interests of the citizens it serves. Officers routinely find opportunities to engage with the public in a proactive, non-enforcement capacity. Bike patrols and foot patrols on the City's pathway systems are examples of such opportunities. Other 2025 engagement activities included:

- Scoops with Cops
- Canada Day Pancake Breakfast
- Kinnette's Stuff a Cruiser and Christmas Hamper Drive
- Block Parties
- Pop Up Playgrounds
- Youth activities at the Log Cabin
- Positive Ticketing / Ice Cream Cone giveaway with Jack's Drive-In
- Career Days at Greystone School
- School Safety Talks





Park and Trail Foot Patrols and Preventive Patrols

As we noted, 2025 was a challenging year for Enforcement Services due to an increase in calls for service. While addressing those calls, several priorities of Council, visibility and public interactions between our officers and citizens in our parks and on our trail systems remained an area of great importance. Enforcement Services replaced the 3rd of our patrol bicycles with a new e-bike, enabling our officers to cover greater distances along the trails in the same or less time as before.

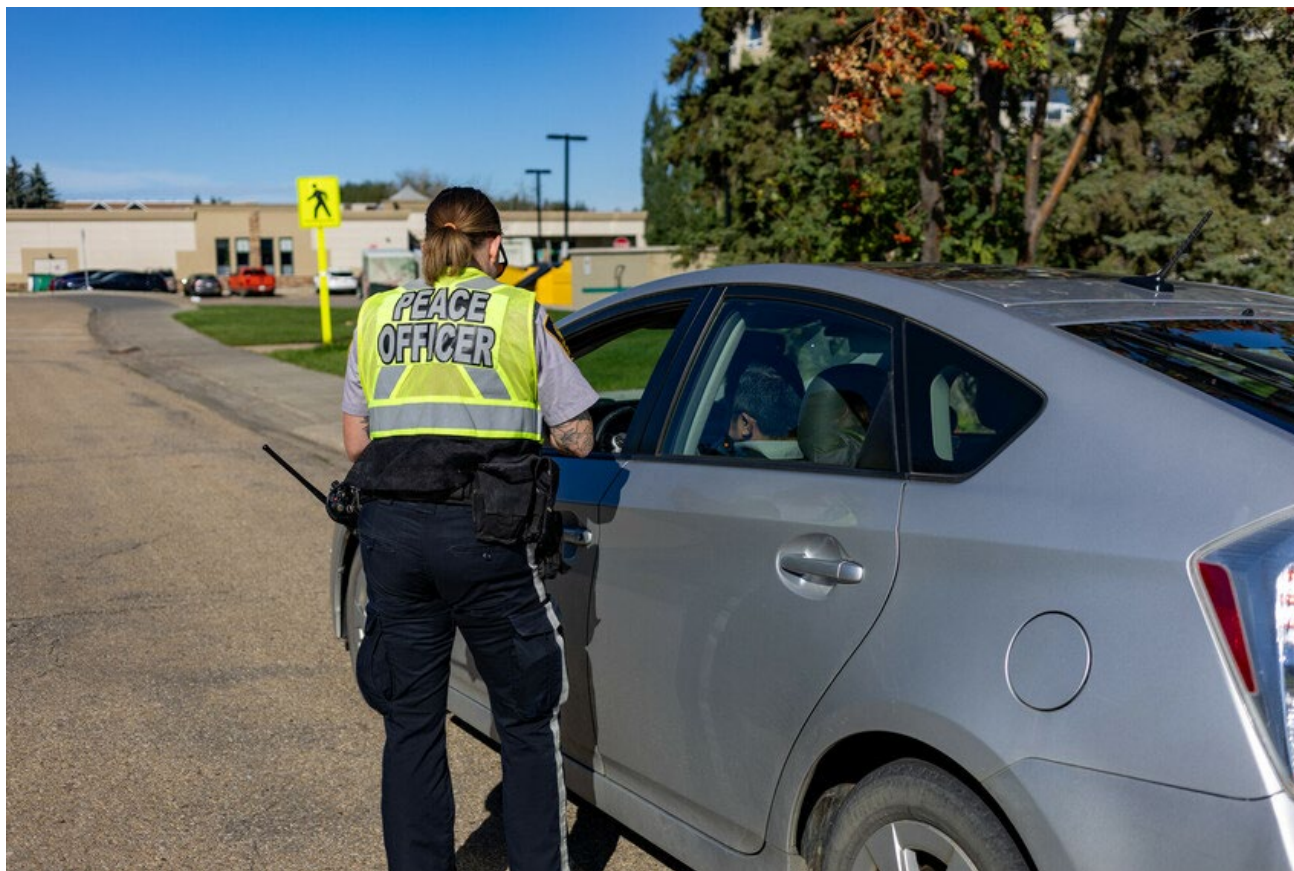
In 2025, our officers participated in over 340 foot and bike patrols, which were logged on our system.



Traffic Safety

Traffic safety is a collaborative effort among Enforcement Services, the RCMP, Engineering, and Public Works and remains a high priority.

The City of Spruce Grove remains committed to maintaining one of the safest road systems in Canada. Spruce Grove continues to constantly evaluate its traffic safety initiatives within the constantly evolving and growing challenges in our transportation environment. This is accomplished through a balanced approach that utilizes traditional enforcement techniques, engineering and design changes, traffic-calming measures, legislative/bylaw changes, and public education. Through this multi-faceted approach, Spruce Grove continues to enjoy a high level of traffic safety.





Traffic Enforcement and Joint Operations

Traditional traffic enforcement continues to be carried out by both Enforcement Services officers and the RCMP. Partner agencies, including RCMP Provincial Traffic Services, the Provincial Traffic Sheriffs, and our colleagues in Stony Plain and Parkland Enforcement Services, remain important to the City's overall enforcement strategy.

In 2025, Enforcement Services increased its focus on traditional traffic enforcement when opportunities arise. This has included proactive patrol efforts by individual officers, planned traffic operations, and joint operations with RCMP Regional Traffic Services, the Sheriffs Highway Patrol, and the peace officer programs from the County of Parkland and the Town of Stony Plain. In 2025, Enforcement Services participated in 269 formal traffic operations, in addition to routine daily enforcement activities.

Enforcement Services also assists the RCMP, Fire Services, and EMS with traffic control at motor vehicle collisions to help ensure the safety of both the public and first responders. These incidents can require multiple officers for extended periods but are critical to maintaining safe operations within the City. In 2025, officers assisted at 61 motor vehicle collisions. Additionally, Enforcement Services supported the RCMP or Fire Services on 82 occasions to provide traffic safety at other emergency scenes.





School Safety Traffic Patrols

The City's Traffic Safety Plan continues to focus on high visibility in school areas. On school days, there is high vehicle and pedestrian traffic. This also includes buses transporting children and youth to and from these institutions. There continue to be concerns from the public regarding traffic safety during school hours.

To ensure a presence at schools during high-traffic periods, officers will either conduct patrols or establish a traffic operation. This can range from as short a duration as a high-visibility patrol through the area during key times to dedicated traffic operations and ticketing within the zone. The following chart shows the number of patrols and operations since 2022.

School	2022	2023	2024	2025
Brookwood School	55	76	63	50
Ecole Broxton School	47	105	99	73
Copperhaven School	42	47	88	51
Greystone Centennial Middle School	59	75	104	66
Living Waters Christian Academy	2	1	0	1
Millgrove School	43	48	72	39
Prescott Learning Centre	76	58	129	118
Spruce Grove Composite High School	44	70	54	43
St. Joseph Catholic School	22	46	78	59
St. Marguerite's / St. Thomas Aquinas Catholic School	32	29	51	35
St. Peter the Apostle Catholic School	35	48	38	29
Woodhaven Middle School	30	41	39	31
TOTAL	487	644	815	595

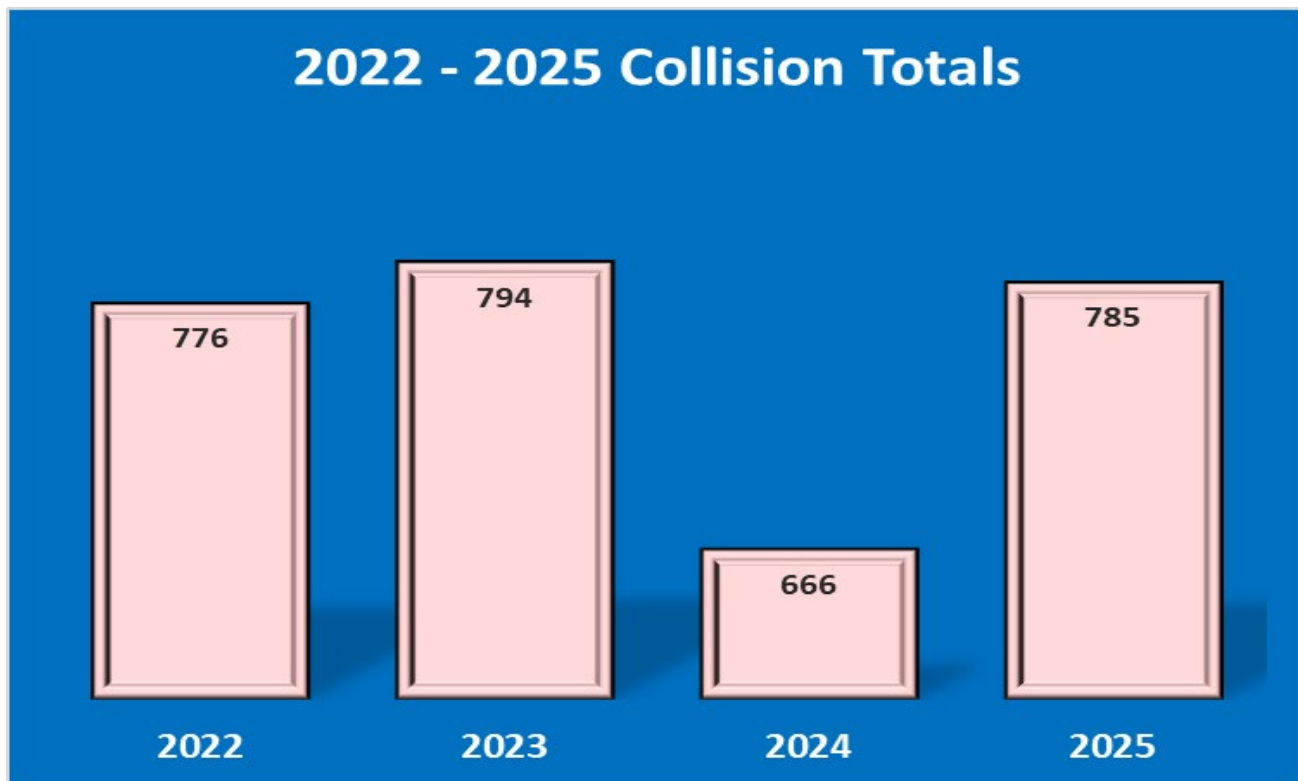


Collisions

In 2025, the City experienced a 16% increase in total collisions, rising from 673 in 2024 to 785. This increase exceeds the City's population growth rate and represents growth from 2024. Overall levels remain comparable to those recorded in 2022 and 2023, despite the population growth over the four years.

Although traditional traffic enforcement was intensified throughout the year, 2025 marked the first full year without an Automated Traffic Enforcement (ATE) program. While it is difficult to draw a direct connection, it is reasonable to suggest a relationship between these factors.

It is too early to conclude that this increase reflects a sustained decline in traffic safety, as year-to-year collision statistics can fluctuate due to various factors. These may include improved reporting accessibility through the Collision Reporting Centre and its online portal; rising vehicle purchase and repair costs that make more collisions reportable; the absence of ATE; population growth and increased road congestion; weather conditions; and other contributing factors.





It remains important to note that there is a time lag in reporting collision data; the 2025 collision statistics are accurate as of the end of February 2026. The chart below also contains updated collision data for 2024, compared with what was available at the time of reporting for the 2024 annual report.

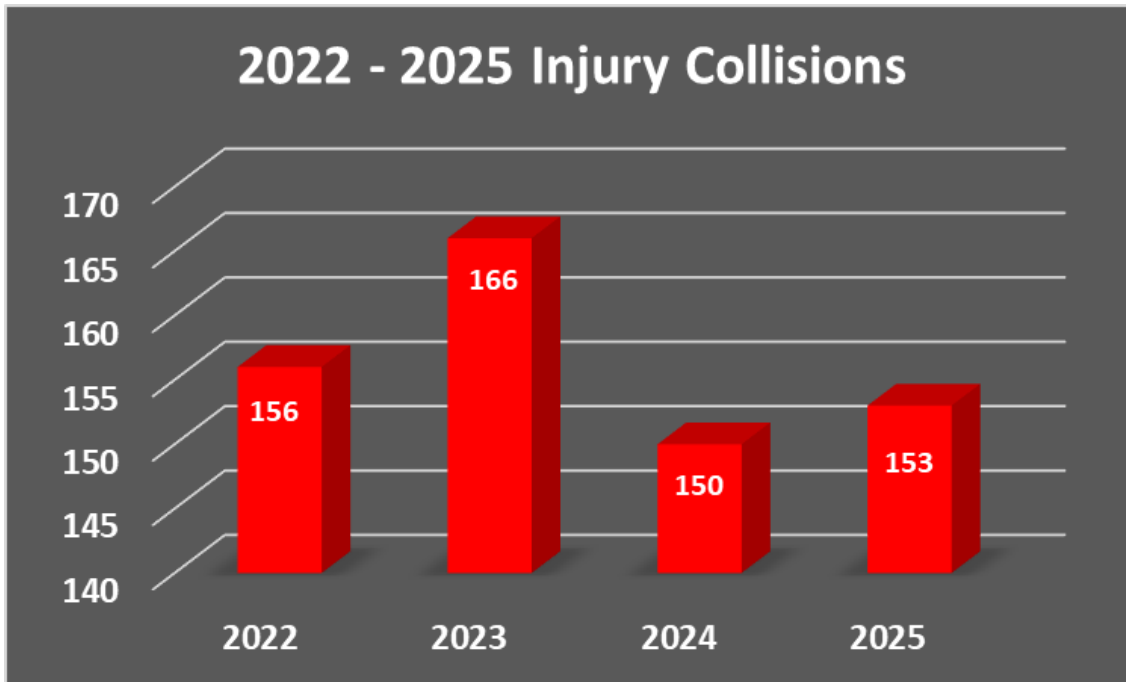
Although the Your Speed signs were not collecting data for a significant portion of the year, nearly 8 million vehicles were still recorded passing the 14 monitored locations. This represents only a small portion of total vehicle movements throughout the city annually. Consistent with previous years, a substantial number of reported collisions, 239, occurred in parking lots. Overall, these figures indicate that Spruce Grove's traffic safety program remains effective.





Injury Collisions

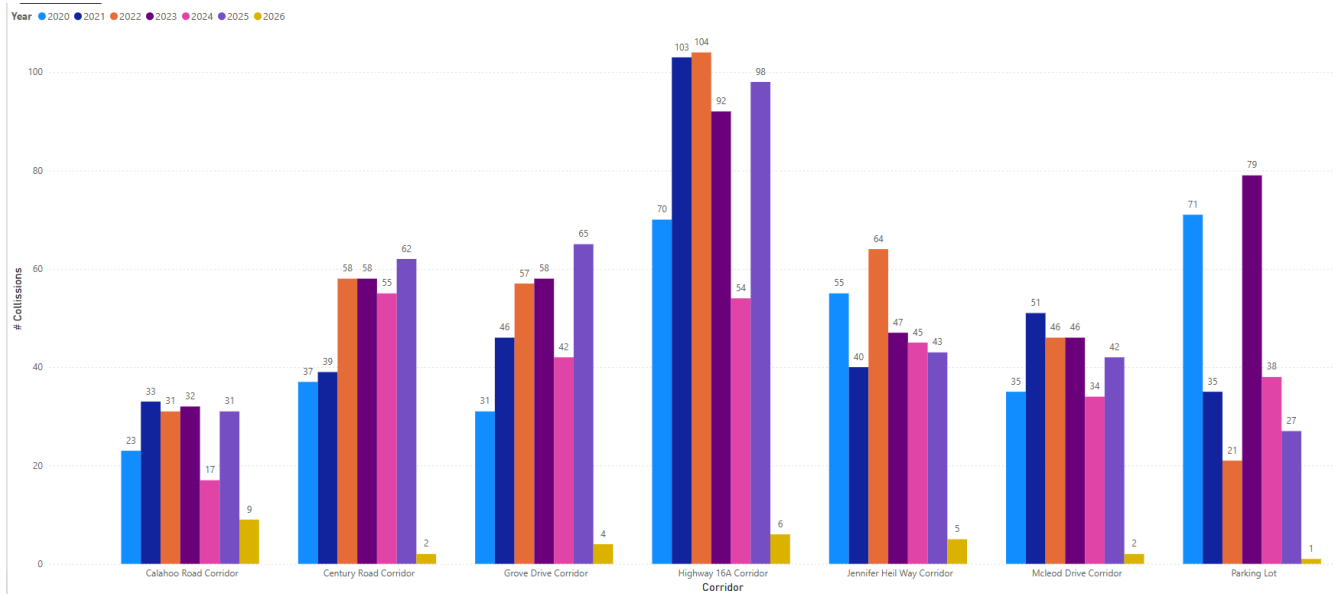
There was a total of 153 injury collisions in 2025, which aligns with the totals for the past 4 years. This is in the context of the city's increasing population and traffic volumes.





Collision per Traffic Corridor

The primary traffic corridors through Spruce Grove are Highway 16A, Jennifer Heil Way, Century Road, Grove Drive, McLeod Avenue and Calahoo Road. The largest collision corridor has historically been 16a. 2025 saw a return to normal overall collision levels across the city, including in most traffic corridors. The Highway 16a corridor was once again our highest-collision area.

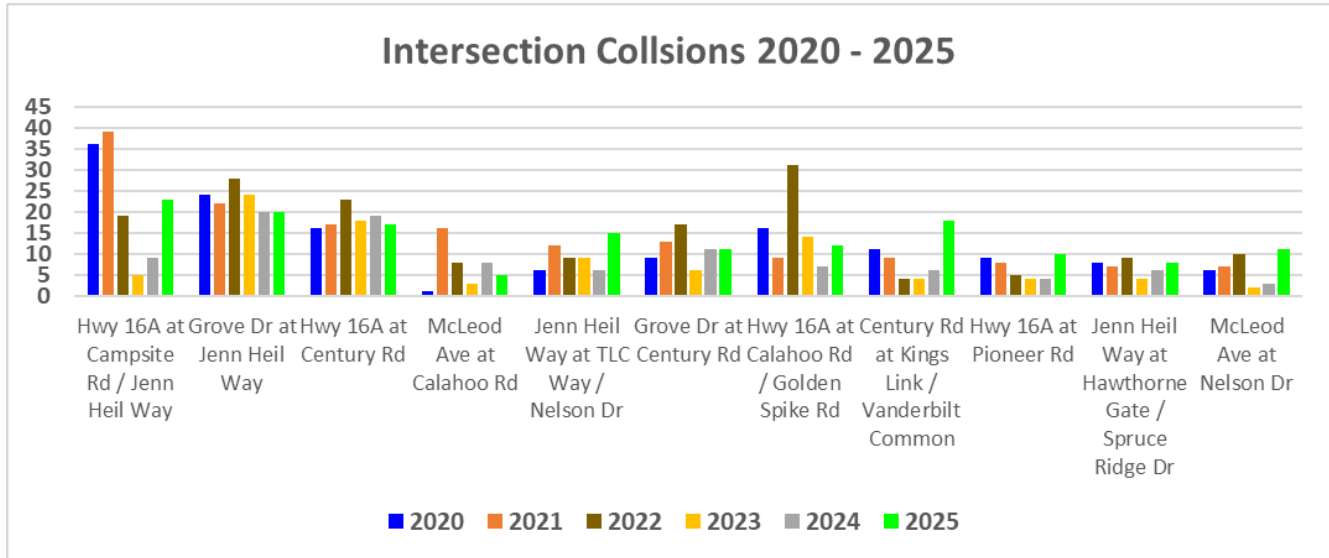




Intersection Collision

2025 saw an overall increase in the number of collisions which occurred at or approaching intersections in the City. While many of the historically problematic intersections continue to show collision counts as in past years, there are two areas with emerging numbers that are being examined more closely by both Enforcement and our partners in Engineering. These areas include Century Road near Kings Link, Westwind Drive, and Pioneer Road at 16a. With continued significant development and increased vehicle traffic, these areas are anticipated to become pressure points. There have already been enhanced enforcement attention and Engineering changes implemented to address some of the issues that have emerged, with more planned for 2026.

<u>Intersection</u>	<u>2024 Collisions</u>	<u>2025 Collisions</u>
Highway 16A at Calahoo Road/Golden Spike Road	7	12
Grove Drive at Jennifer Heil Way	20	20
Highway 16A at Century Road	19	17
Highway 16A at Campsite Road/Jennifer Heil Way	9	23
Grove Drive at Century Road	11	11
Jennifer Heil Way at Nelson Drive/Tri-Leisure Way	6	15
Century Road at Century Crossing	6	5
McLeod Avenue at Nelson Drive	3	11
Century Road at Westwind Drive	4	11
Jennifer Heil Way at Hawthorne Gate/Spruce Ridge Drive	6	8



Overall, intersection collisions along the Highway 16A corridor remain the primary concern. The intersections at Grove Drive and Jennifer Heil Way, Century Road, and Highway 16A, and Jennifer Heil Way and Highway 16A, remain among the highest for collision frequency in the City.

These locations are currently under review in collaboration with Engineering to assess potential improvements and safety enhancements.







The City of
**SPRUCE
GROVE**

Protective Services Annual Report 2025



Year In Review



- New Assistant Deputy Chief
- 2 New FTE firefighters
- Approaching 2000 followers on social media
- Women in Leadership: Transforming the Workplace program
- Strengthened Emergency Management Coordination
- Safe and Successful Launch of the Re-Imagined Central Park
- Traffic Safety

Executive Summary



- Fire Services responded to 6% more incidents
- Enforcement Services addressed 28% more complaints
- Services Response of 320 seconds was met 87% of the time for Fire and 89.5% of the time for EMS
- High Intensity Residential Fire Standards (HIRF) was met 100% of the time
- Fire Prevention conducted 520 interactions and 545 Development Plan Reviews



Fire Services

Call Volume

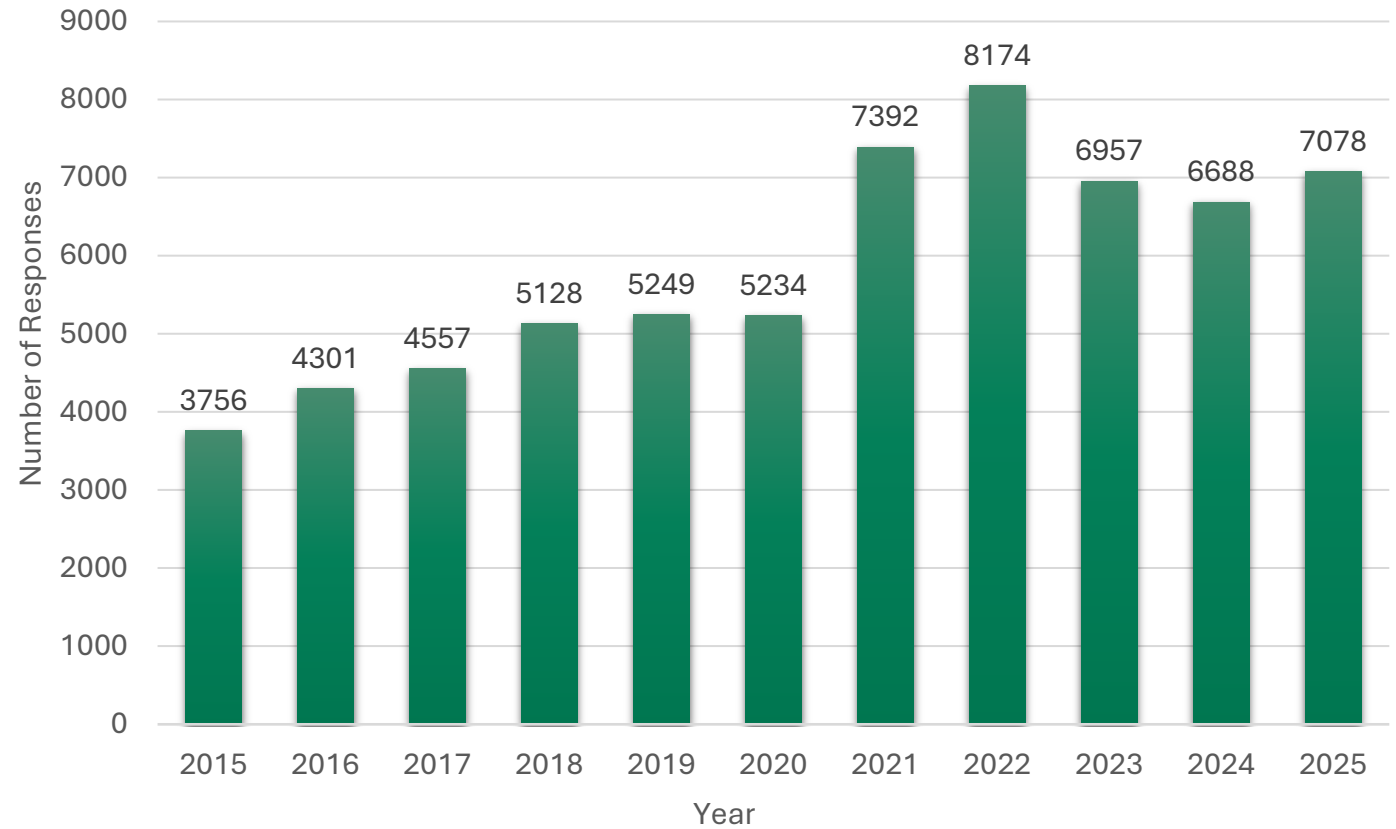
Types Of Incidents

Response Standards



Fire Services Response Totals

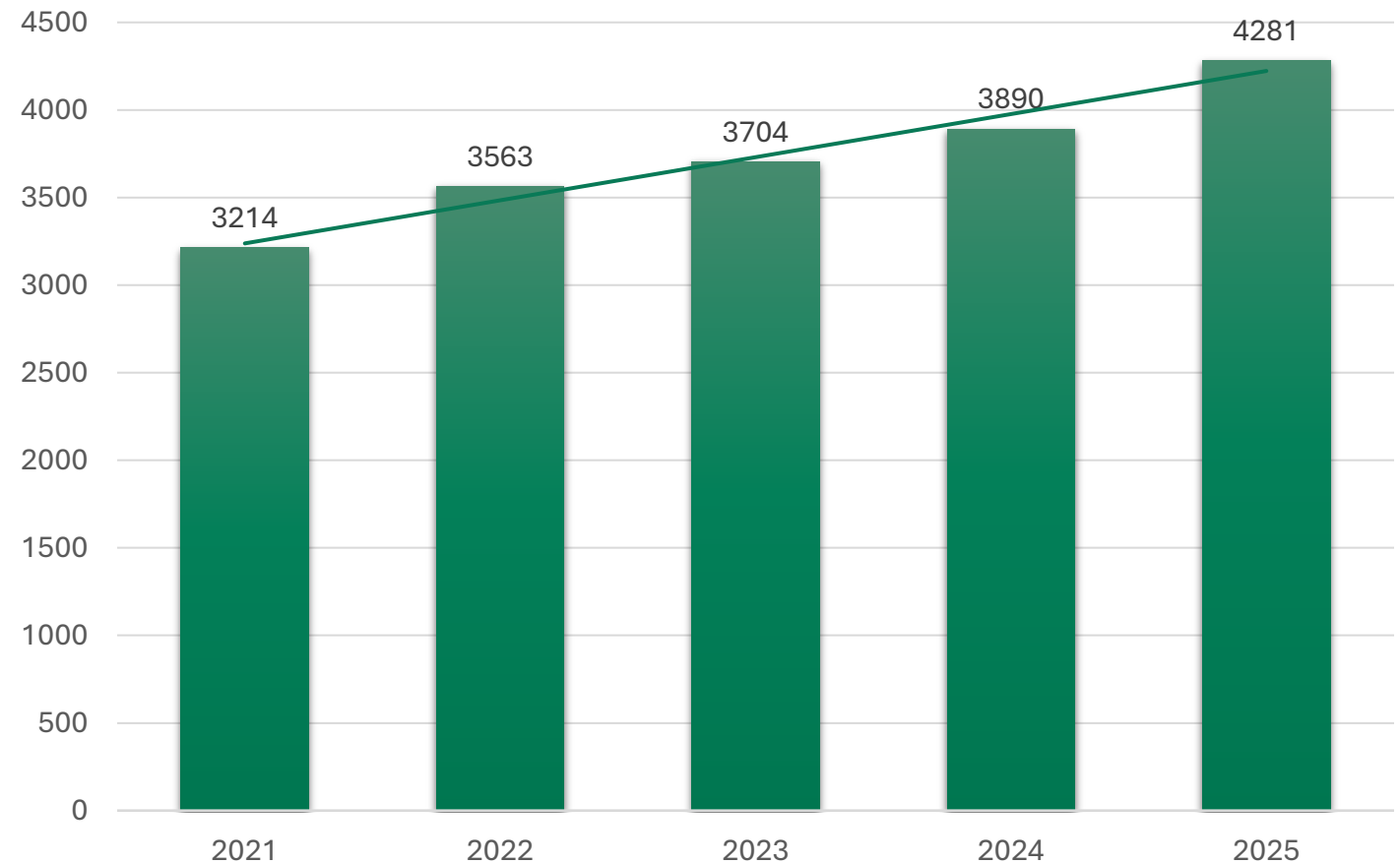
Total Incidents Last 10 Years





Total Responses in Spruce Grove

Total Spruce Grove Incidents Last 5 Years





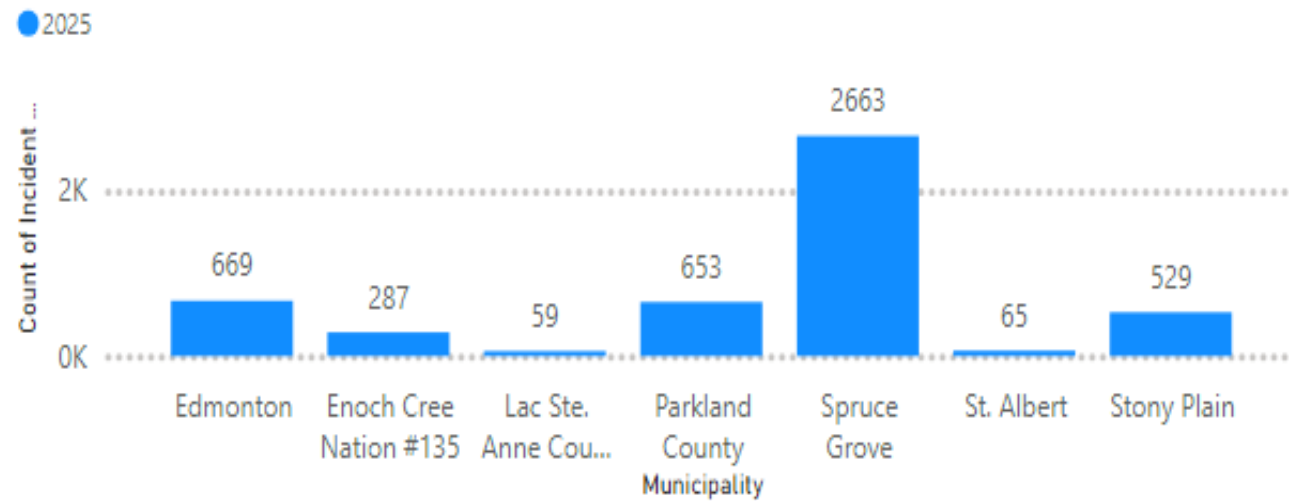
Types of Incidents

Response Group Type Emergency / Non-Emergency	2020	2021	2022	2023	2024	2025
Alarm No Fire	256	269	341	383	385	510
Explosion/Water Rupture	0	1	1	1	3	5
False Alarm	52	60	31	49	62	66
Fire Dollar Loss	25	33	26	41	47	41
Fire Rubbish/Brush	26	47	33	60	54	54
Medical	2223	2015	2993	3011	3156	3435
Motor Vehicle Collision	95	115	67	81	94	92
Public Hazard	47	49	41	47	53	37
Public Service	19	21	27	28	30	30
Rescue Misc.	2	0	3	2	2	1
Unclassified	1	3	0	1	1	1
Mutual Aid Responses						9



Incidents Outside Spruce Grove

of ePCRs by Muni (includes top 7)

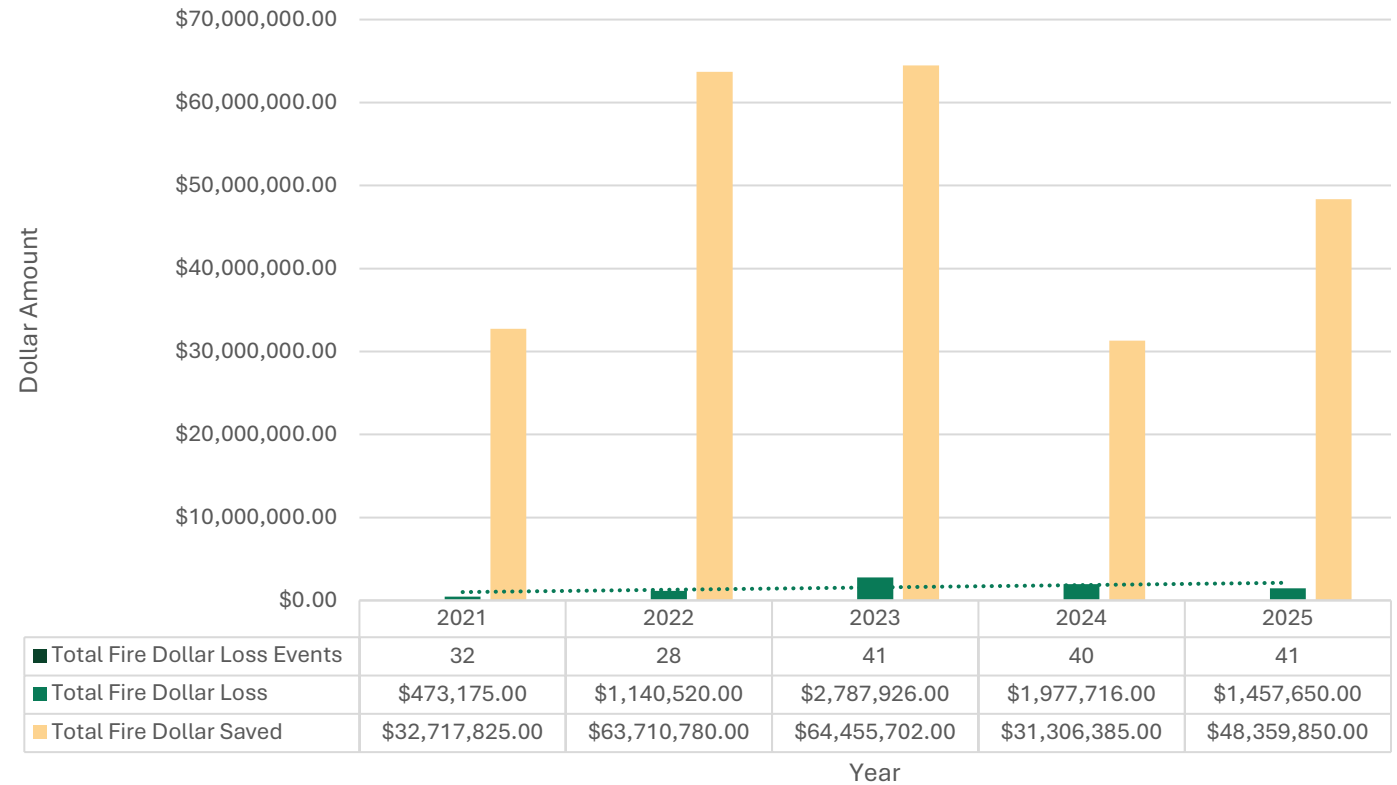


- 2566- Medical Incidents
- 231- Area Coverage
- 9 Mutual Aid Fire Responses
 - 7 Stony Plain
 - 1 Parkland County
 - 1 St. Albert
- 2 Provincial Fire Responses.



Fire Dollar Loss vs Dollar Saved

5 year Dollar Loss vs Saved

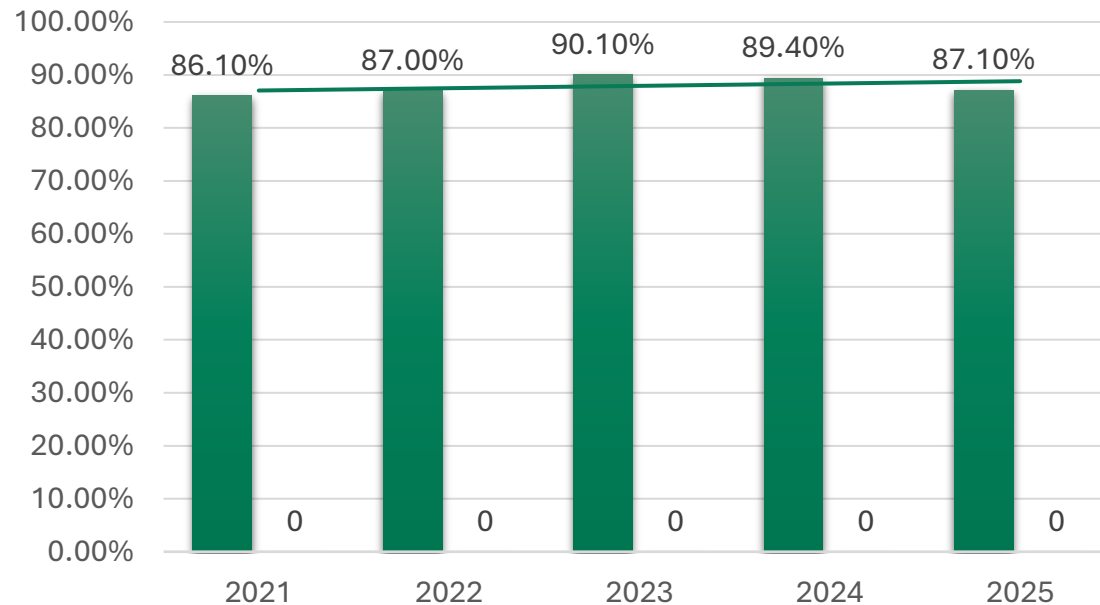


Total Fire Dollar Loss Events
 Total Fire Dollar Loss
 Total Fire Dollar Saved
 Linear (Total Fire Dollar Loss)



Emergency Fire Response

Response Time 320 Sec 90%

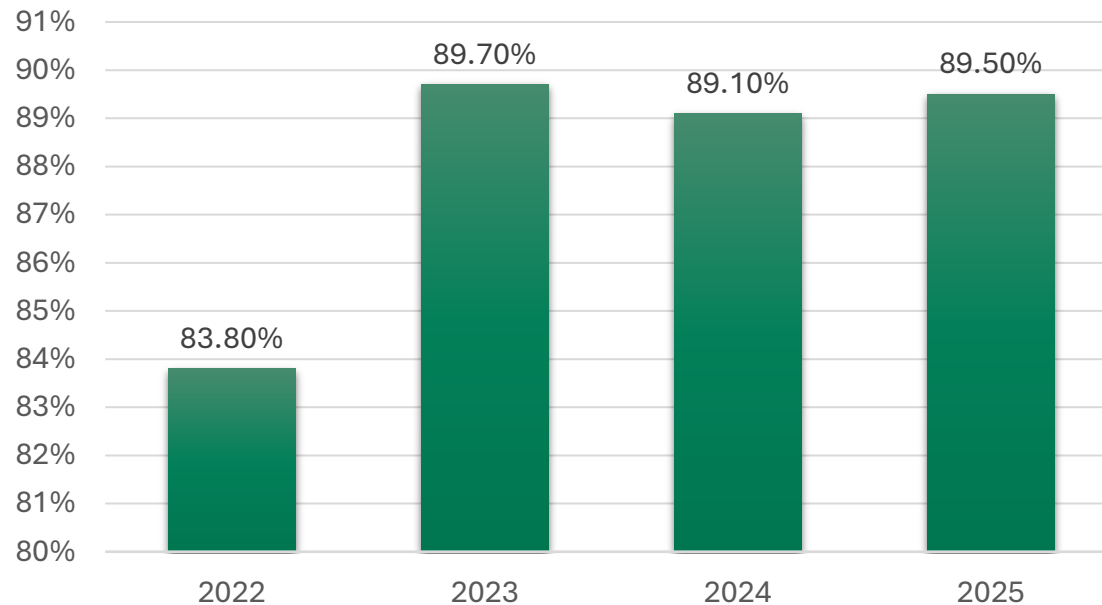


- High Intensity Residential Fire (600 sec 100%)
- Turnout Time (80 sec 95.8%)
- Travel Time - first unit (240 sec 65.1%)
- Travel Time - second unit (480 sec 97.4%)
- Turnout and Travel Time (320 sec 87.1%)



Emergency Medical Responses

EMS 300 Sec Response 90%



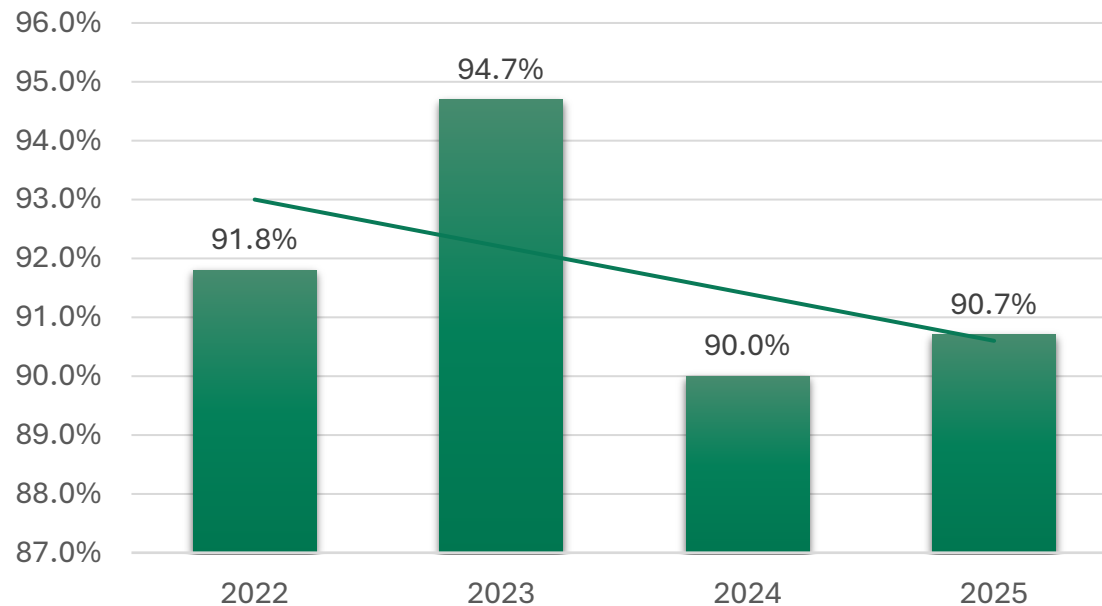
- Turnout Time (60 sec 94.3%)
- Travel Time (240 sec 67.5%)
- Turnout and Travel Time (300 sec 89.5%)





Motor Vehicle Collision

Response Time 320 Sec 90%



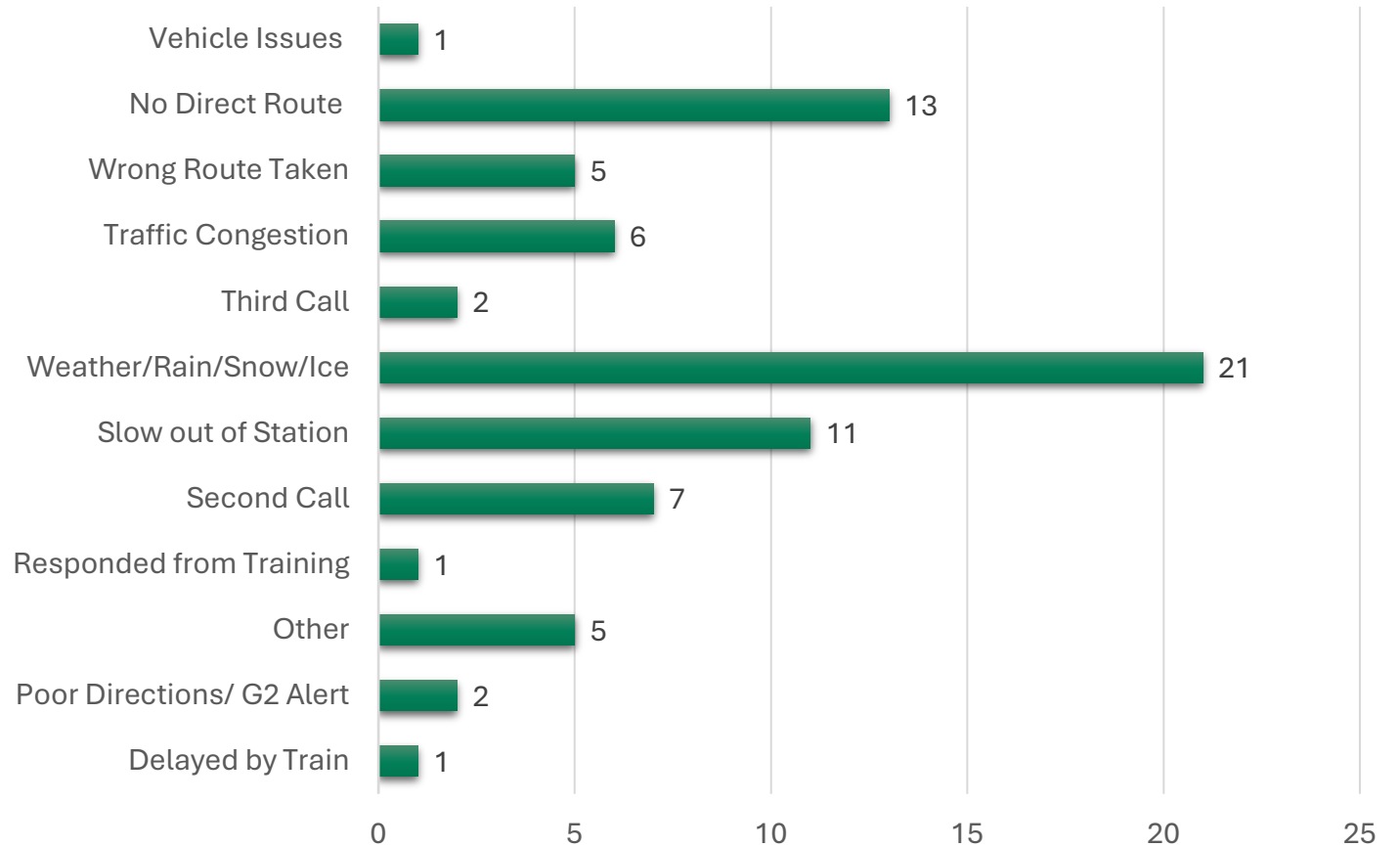
- Turnout Time (80 sec 94.2%)
- Travel Time - first unit (240 sec 73.3%)
- Turnout and Travel Time (320 sec 90.2%)





Reason for Non- Compliance Fire

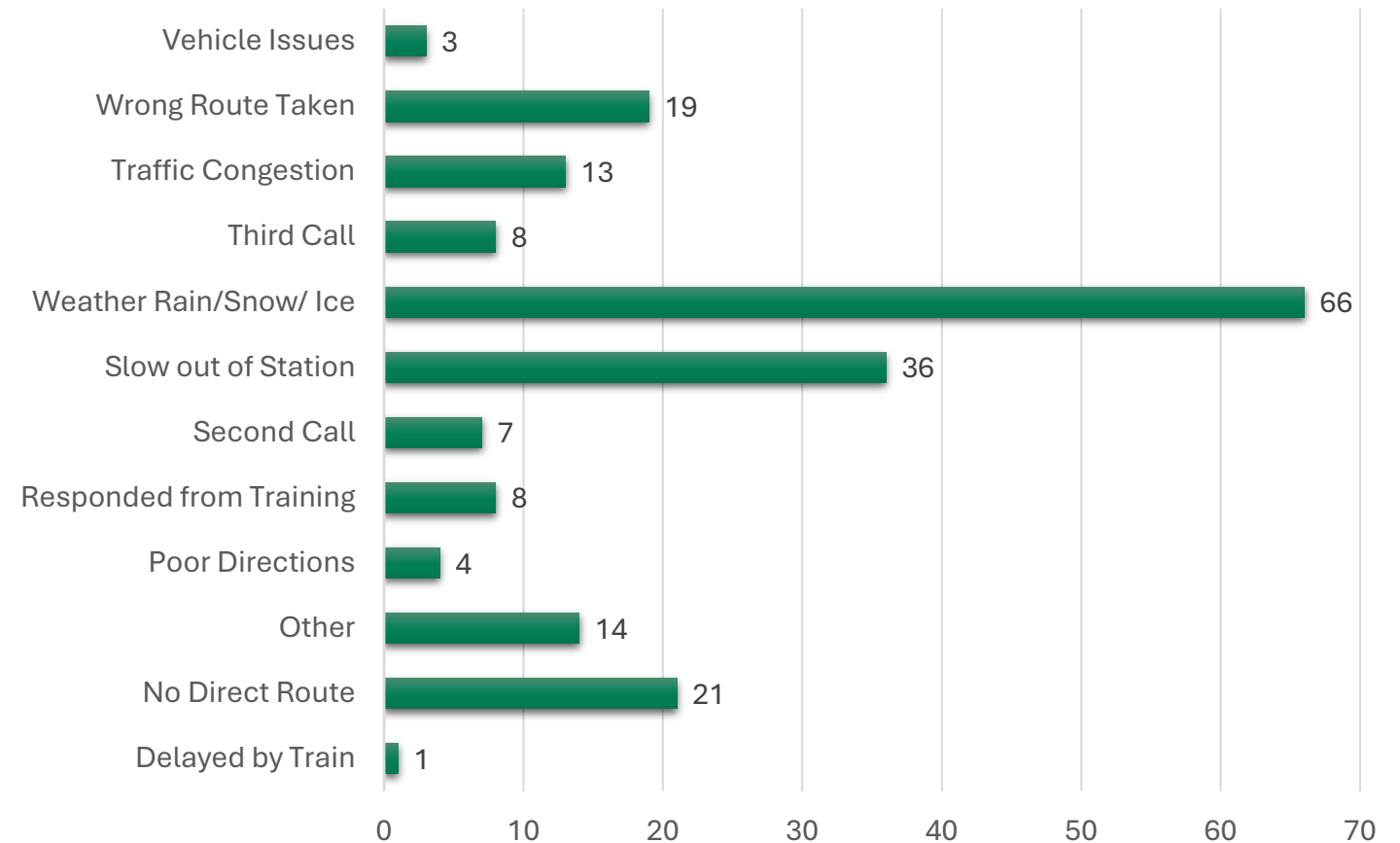
Fire 320 Second Response Detail





Reasons for Non- Compliance EMS

EMS 300 Second Response Detail





Enforcement Services

Protective Services Enforcement Services Update



Complaints Investigated

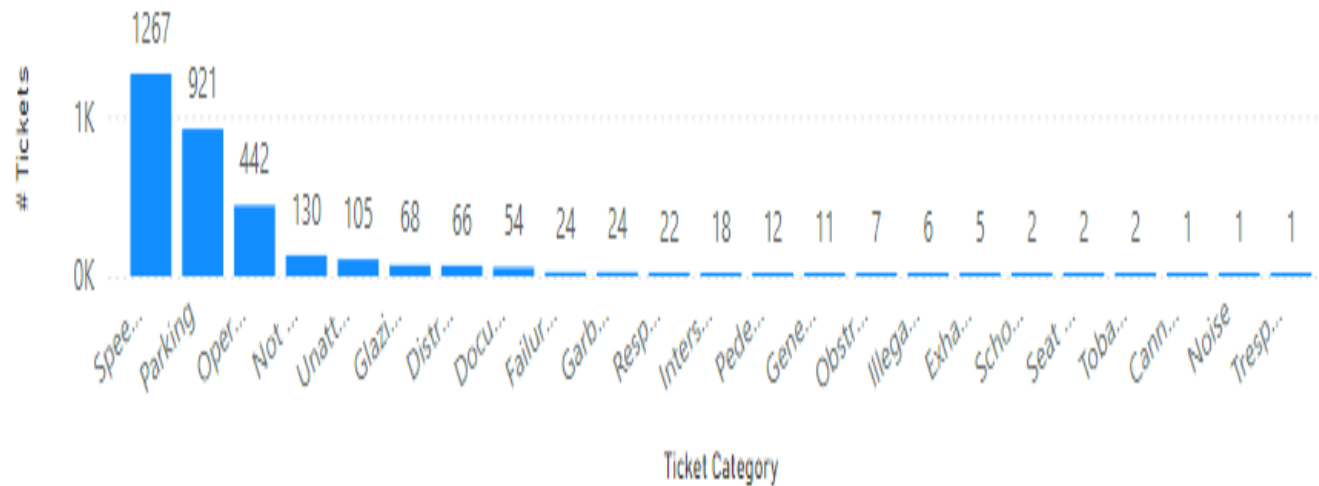
- Significant increase in files
- Top Case Types
- Top File Areas
- Unsheltered Complaints
- Method of Report



Protective Services Enforcement Services Update

Tickets

BY TICKET CATEGORY



Violation Tickets

2025 vs past years

- Council priority on Traffic Safety
- Increased Traditional Enforcement

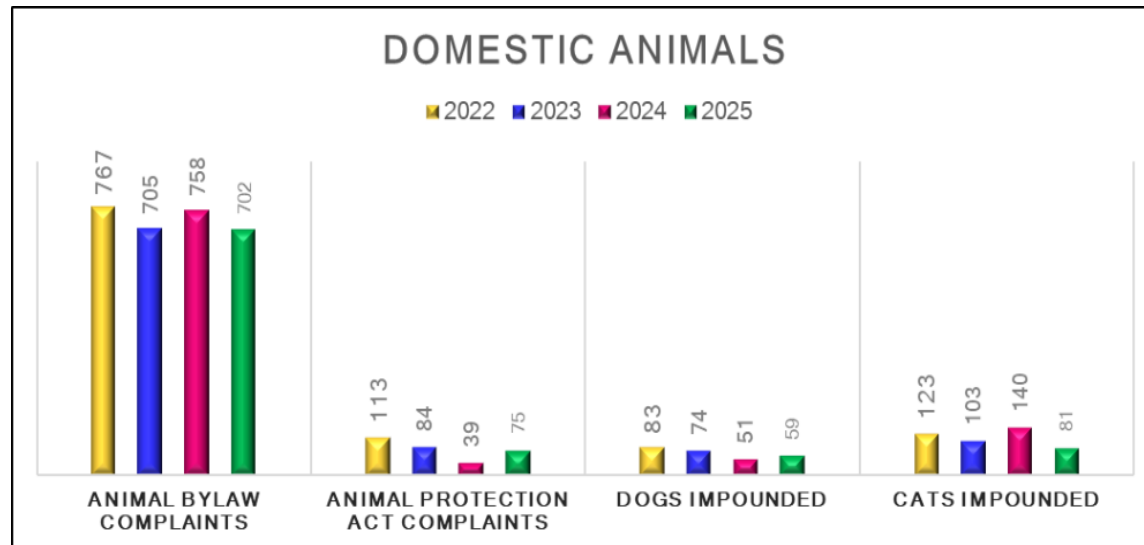
Top Violation Types

Location of Violations

- What this says about deployment



Protective Services Enforcement Services Update



Animal Control

Number of Complaints

- Bylaw & Animal Protection Act

Dogs Impounded

- Returned

Cats Impounded

- Returned

Protective Services Enforcement Services Update



Special Events

- Focus on Community Engagement
- Major Community Events
- Proactive / Non-Enforcement Activities
- Park / Trail Foot and Bike Patrols

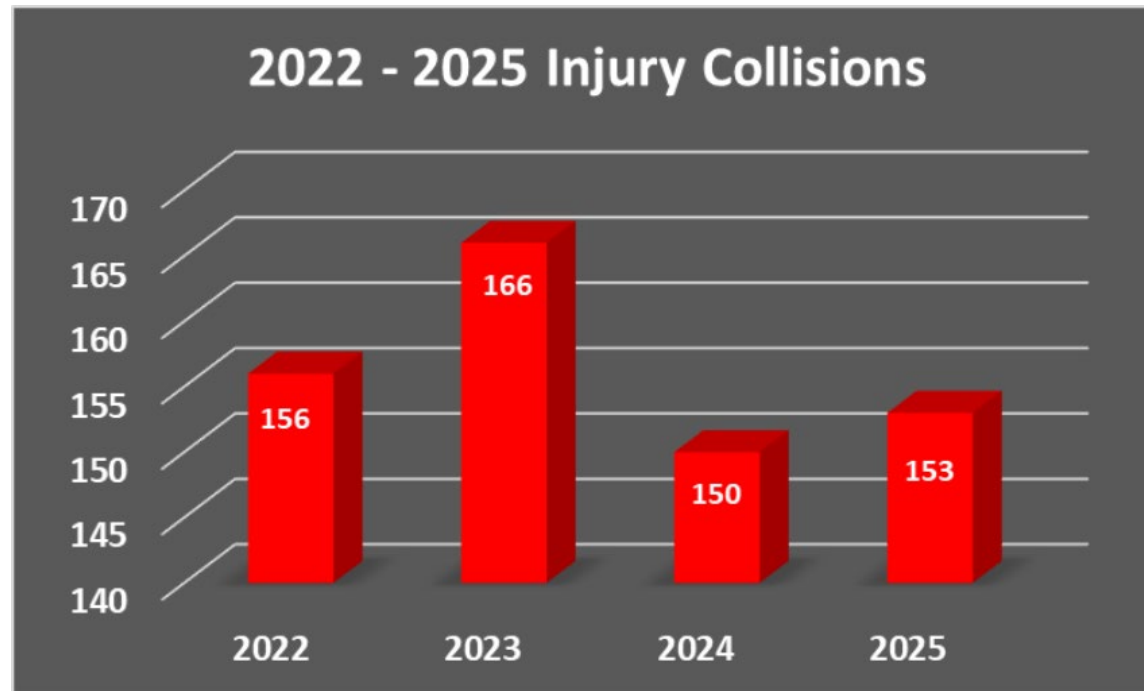
Protective Services Enforcement Services Update



- Significant Developments
 - North Century and
 - Pioneer Road
- Traffic and Joint Forces Operations
- School Safety Traffic Patrols



Protective Services Enforcement Services Update



Traffic Collisions

Total Collisions -

Injury Collisions - Relatively Stable

Traffic Corridor Collisions

Intersection Collisions



Implementation / Communication

Key highlights and notable information from the report will be summarized into a social media post which will be shared on the City's social media feeds the day following the presentation to council.



Questions?



The City of
**SPRUCE
GROVE**

Thank You



The City of
**SPRUCE
GROVE**

REQUEST FOR DECISION

MEETING DATE: April 27, 2026

TITLE: 2026 Capital Projects - Engineering Update

DIVISION: Sustainable Growth and Development Services

SUMMARY:

To update Council on capital projects occurring within the City of Spruce Grove in 2026.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

The 2026 capital projects have been approved through the Budget and Fiscal Plan and are currently at various stages, including design, tendering, and preparation for construction. This presentation provides a visual overview of the locations of these projects to bring awareness to Council regarding the scope and distribution of upcoming construction activity.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

There will be three “phases” of construction communications:

- **Phase 1:** Kick off at the start of the season. This is a heads-up to the community that the 2026 construction season will be starting soon, and a general overview of the projects that are planned throughout the season. This is intended to launch on April 28, 2026.
- **Phase 2:** These are project-specific updates throughout the season, so the community is being provided with advance notice that work will be happening, advising them about impacts / delays / detours / timelines etc.
- **Phase 3:** Wrap up at the end of the season, generally sometime in October or November, depending on how the weather holds up. This is when the great work completed will be communicated, including how it’s benefiting the community and providing investment in the City’s infrastructure. Residents will be thanked for their patience throughout the season.

Key messages:

- It’s construction season in Spruce Grove, and we’re investing in roadways and infrastructure upgrades to support community safety, growth, and development.
- We recognize construction work can impact our residents, and we’re committed to providing construction updates and information to the community through a variety of ways, including a dedicated page on the City’s website and through social media.
- We appreciate the community’s patience during this important work and their support in following all posted road signage and speed reductions to ensure everyone’s safety.
- Updates can be found at sprucegrove.org/ConstructionProjects.

COMMUNICATIONS STRATEGIES	AUDIENCE	TIMING
Website tools	All residents	April - October / November (start to end of construction season)
Social media campaign	All residents	April - October / November (start to end of construction season)
Electronic communications	All residents	April - October / November (start to end of construction season)
Print materials	All residents	April - October / November (start to end of construction season)
Signage	All residents	April - October / November (start to end of construction season)

IMPACTS:

Construction has positive and negative impacts. The planning of projects and the construction completion have positive impacts on the assets and the public that uses them. However, construction is disruptive and noisy which can require the public to make accommodations during this time.

Engineering works with consultants and contractors to ensure that disruptions are minimized through design modifications and traffic detours.

FINANCIAL IMPLICATIONS:

This update does not include a financial update. Financial updates on projects will be provided through the 2026 Mid-Year and Third Quarter reports provided to Council.



The City of
**SPRUCE
GROVE**

2026 SPRING INTO CONSTRUCTION

Presented by: Engineering





Communications

The screenshot shows the City of Spruce Grove website. The header includes the logo and navigation icons. The breadcrumb trail is "Home / Services / Construction Projects". The main heading is "Construction Projects". The text below reads: "Each year the City of Spruce Grove undertakes a range of construction projects to support and enhance community growth, development and safety for both residents and visitors. This can include the regular maintenance or replacement of existing infrastructure, as well as the addition of new features or amenities." A second paragraph states: "Construction projects for 2026 are being finalized and more information will be shared soon." A "Questions?" section follows, with the text: "For any inquires related to any of the construction projects listed above, please contact engineering@sprucegrove.org".

The graphic features the City of Spruce Grove logo and text: "The City of SPRUCE GROVE". Below this, it says "2026 CONSTRUCTION PROJECT UPDATES" in large, bold letters. At the bottom, a blue button contains the URL "sprucegrove.org/ConstructionProjects". The background is dark blue with an illustration of a yellow bulldozer, a wheelbarrow, and a traffic cone.



Communications

3 Phases of Communication

Phase 1 - Kick off the season

Phase 2 - Project-specific updates throughout the season

Phase 3 - Wrap up the season

COMMUNICATIONS STRATEGIES	AUDIENCE	TIMING
Website tools	All residents	April - October / November (start to end of construction season)
Social media campaign	All residents	April - October / November (start to end of construction season)
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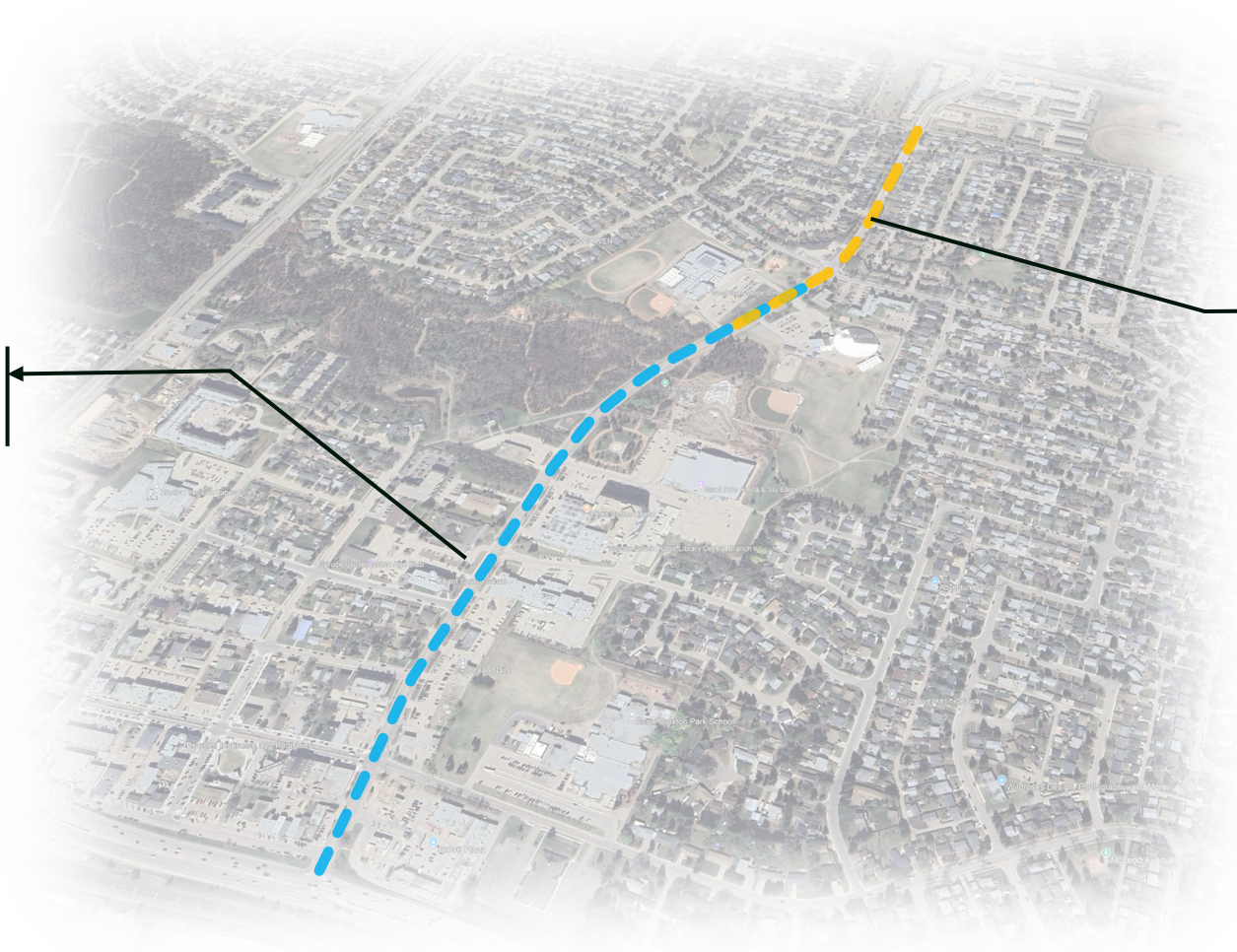
List of Capital Projects

- King Street - Underground Rehabilitation and Surface Renewal
- Century Road - Surface Rehabilitation
- South Avene & Diamond Avenue - Water and Sanitary Mainline Rehabilitation
- Woodhaven Back Alley Resurfacing
- Stoneshire Crescent - Surface Rehabilitation
- Pressure Reducing Valves
- Boundary Road Phase II - New Growth Infrastructure



King Street **Phase I**

\$3,200,000.00



Water Mainline Rehabilitation

1,300 meters of water main upgrade

Hydrant Replacements

Water Service Replacements

Pipeline Upsize

Sanitary Mainline Rehabilitation

600 meters of sanitary upgrade

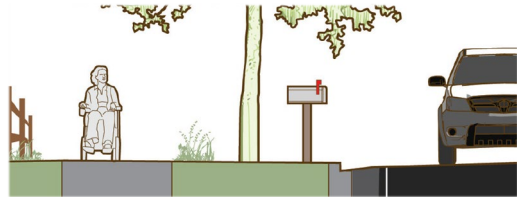
Sanitary Services Replacement

Pipeline Upsize

King Street

\$150,000.00

Phase II



Accessibility



Intersection Upgrade



Gateway and Streetscape
Enhancements



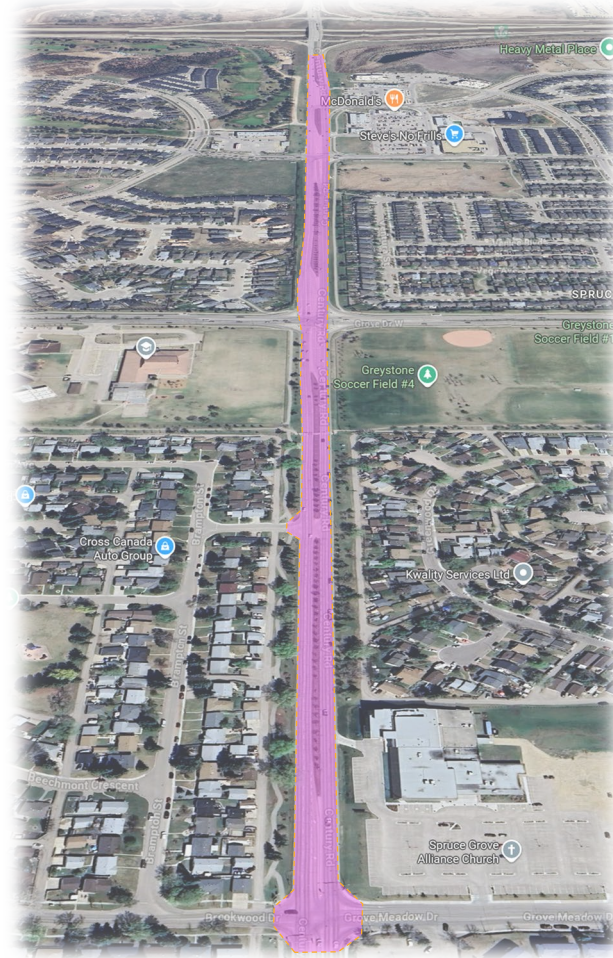
Pro - business



Century Road

\$1,850,000.00

- Full Depth Recycling (Pulverization)
- Mill & Overlay
- Catch Basin Top – End Repairs
- Traffic Signal Upgrade



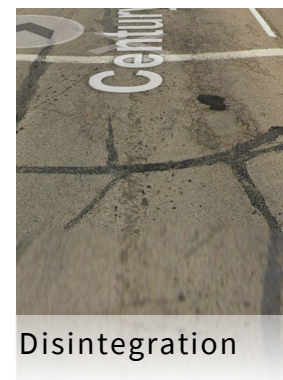
Cracking



Catch Basin Repairs



Distortion

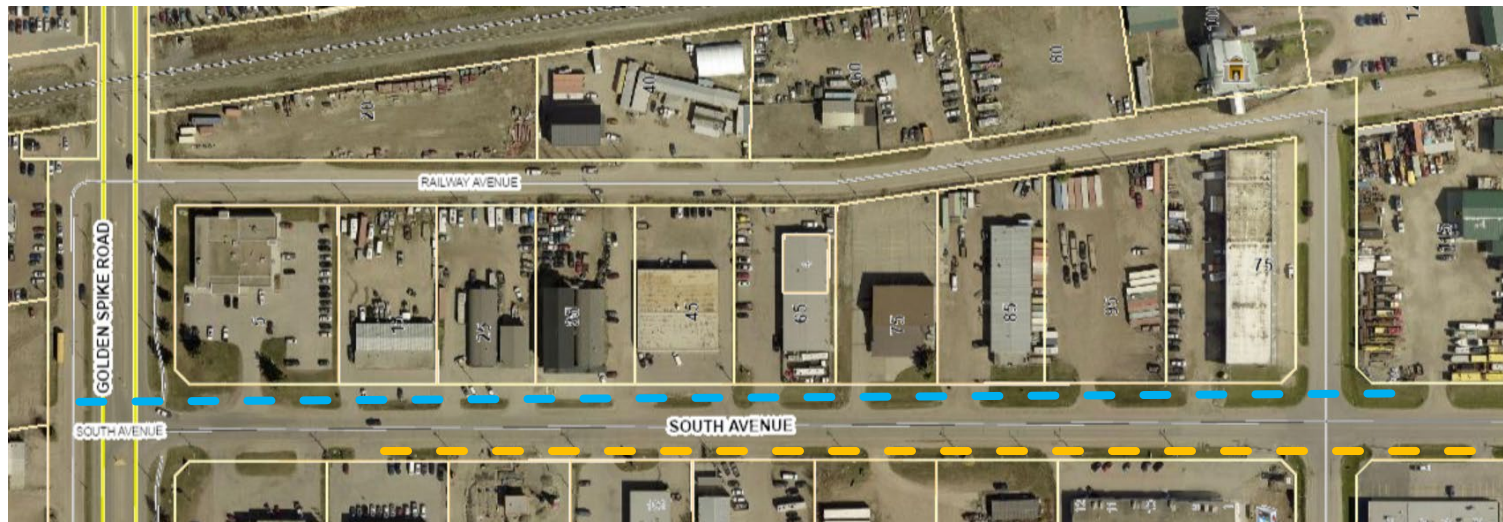


Disintegration

South and Diamond Avenue

\$2,100,000.00

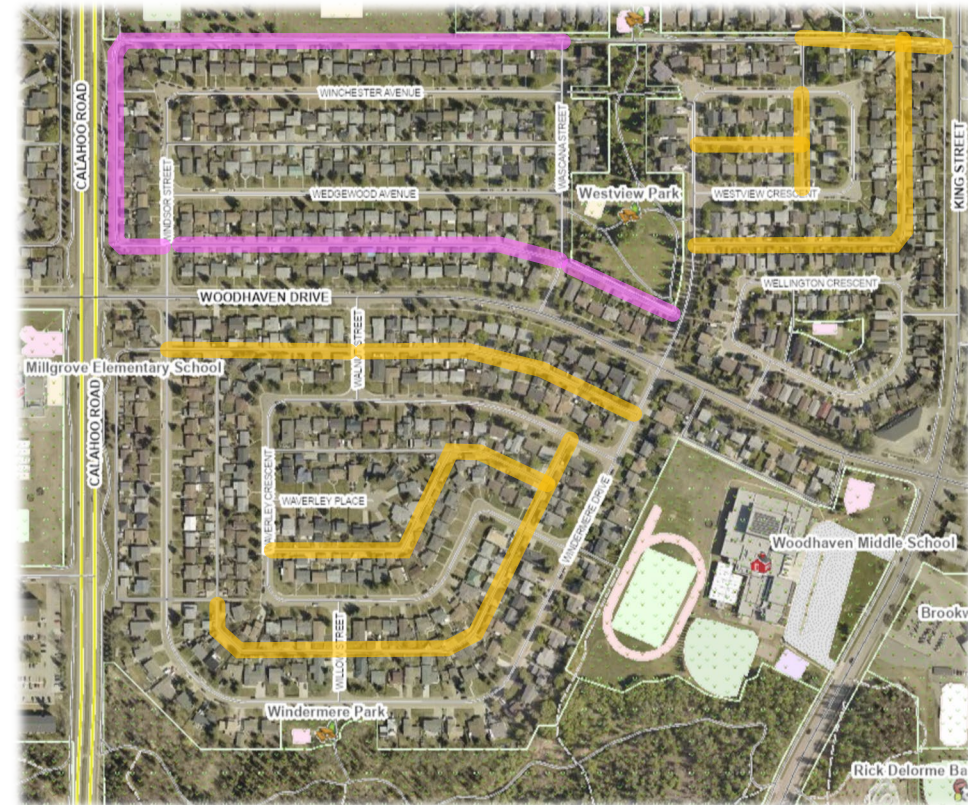
- 700 meters of water main upgrade
- Sanitary Sewer Lining
- Hydrant and water service replacements



Woodhaven Back Alley

\$400,000.00

- Back Alley Rehabilitation





Stoneshire Crescent

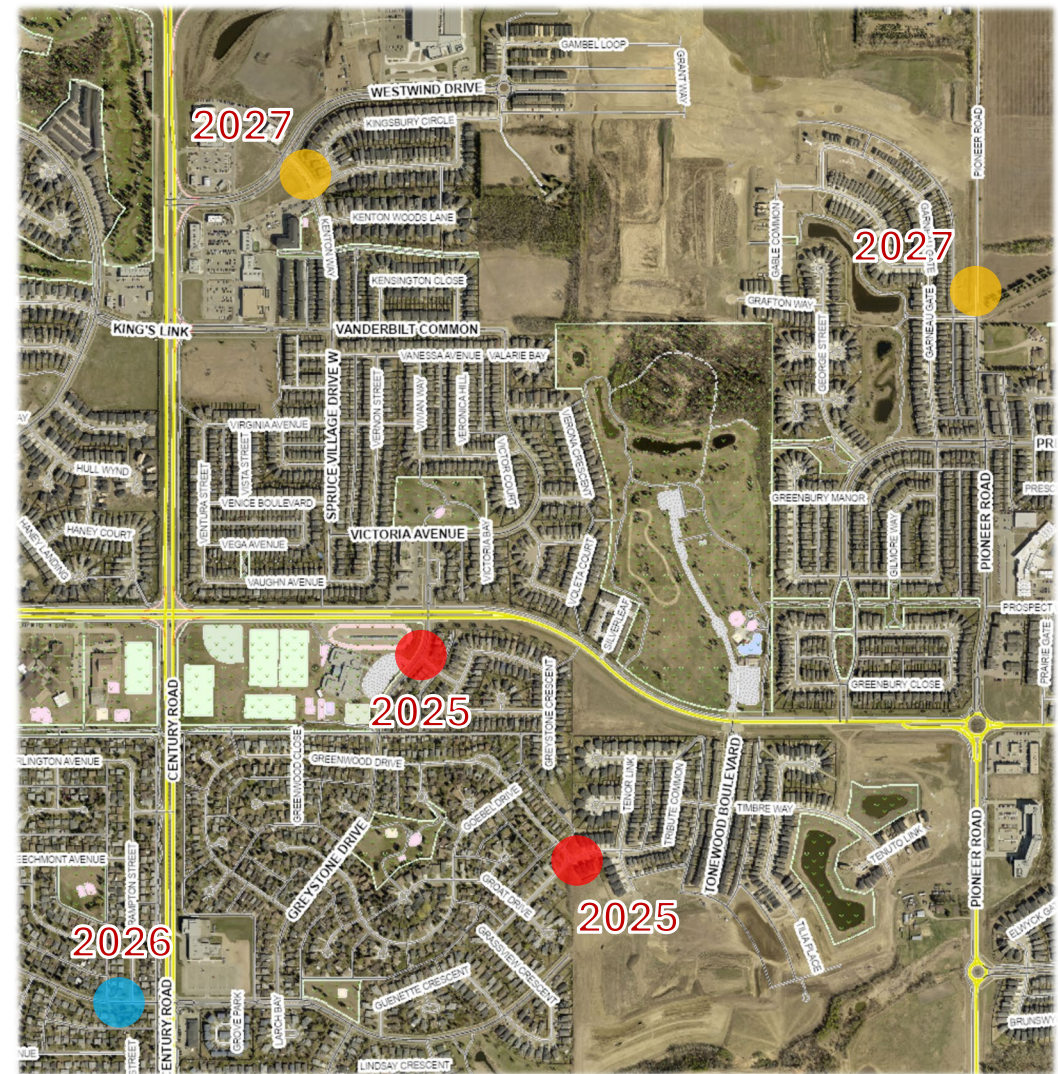
\$1,270,000.00

- Full Depth Recycling (Pulverization)
- Sidewalks, Curbs and Gutters Replacement
- Catch Basin Top - End Repairs



Pressure Reducing Valves

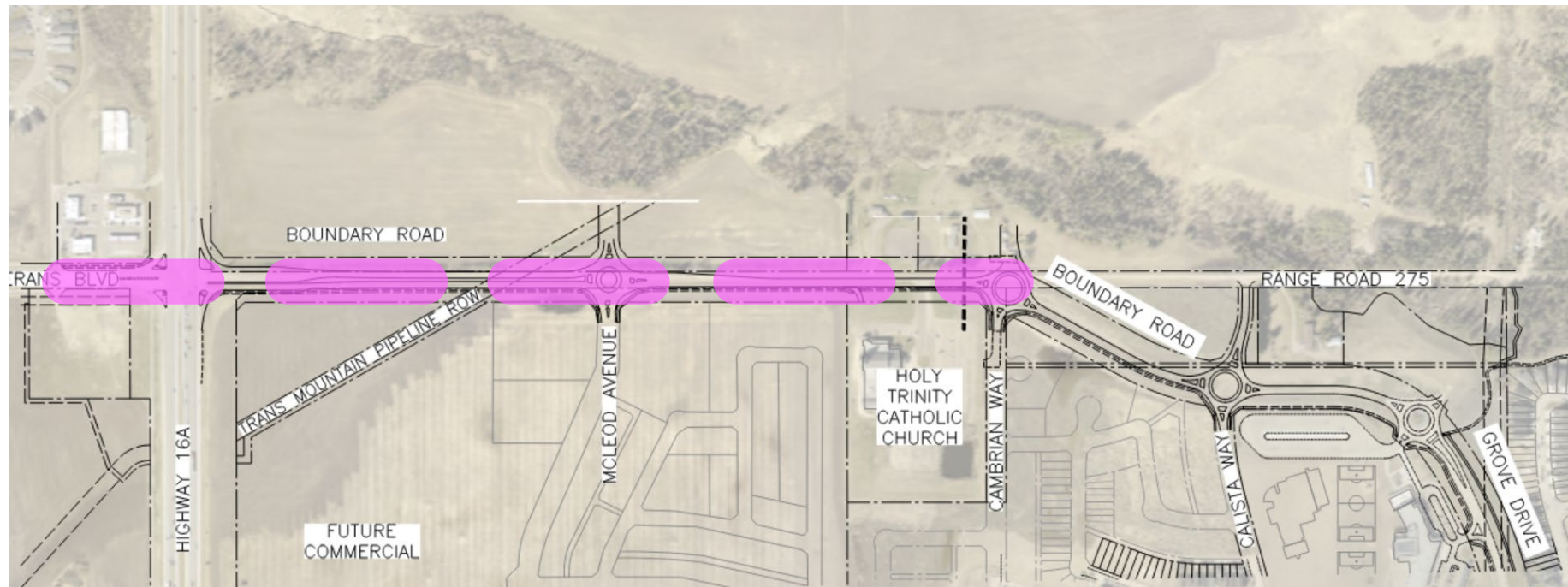
- Establish Pressure Zone 4
- Achieve a reasonable end-user level of service
- Maintain water mainline pressure at a desirable rate



Boundary Road Phase II

\$6,456,000.00

New Growth Infrastructure



Municipal Infrastructure Projects

- Crosswalk Improvements (RRFB's)
- Storm Water Management Facility Rehab
- Traffic Calming
- Storm Water Management Facility Aeration
- Golden Spike Road and Diamond Avenue Intersection Design
- NoTraffic
- Dog Creek Slope Stability





CROSSWALK IMPROVEMENTS

\$160,000

McLeod Avenue
at Home Depot



McLeod Avenue
at Westridge
Crescent

CROSSWALK IMPROVEMENTS

\$160,000

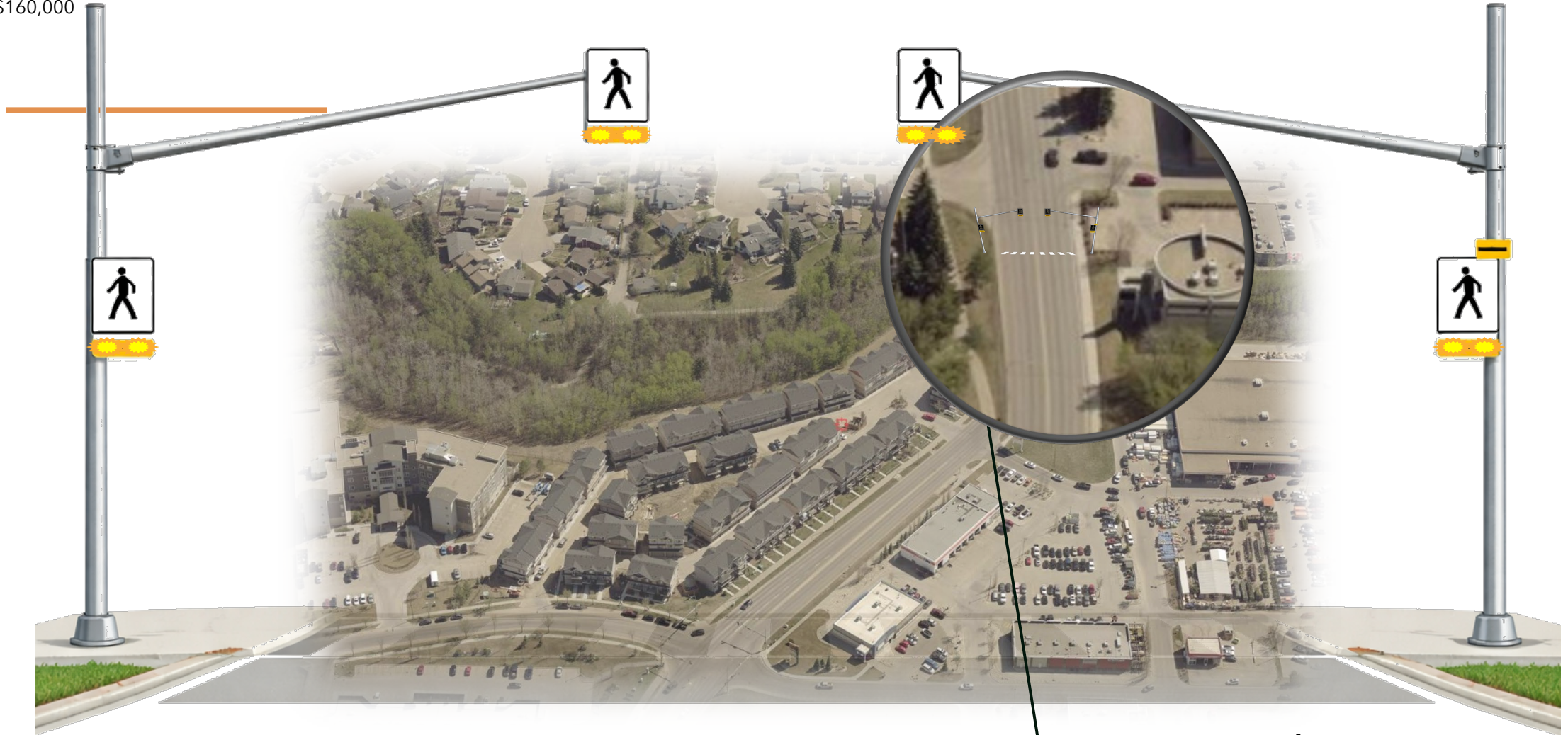


McLeod Avenue
at Home Depot

Permanent solar RRFB's with overhead
flasher and audible pedestrian
pushbuttons

CROSSWALK IMPROVEMENTS

\$160,000



Permanent solar RRFB's with overhead flasher and audible pedestrian pushbuttons

McLeod Avenue at Westridge Crescent

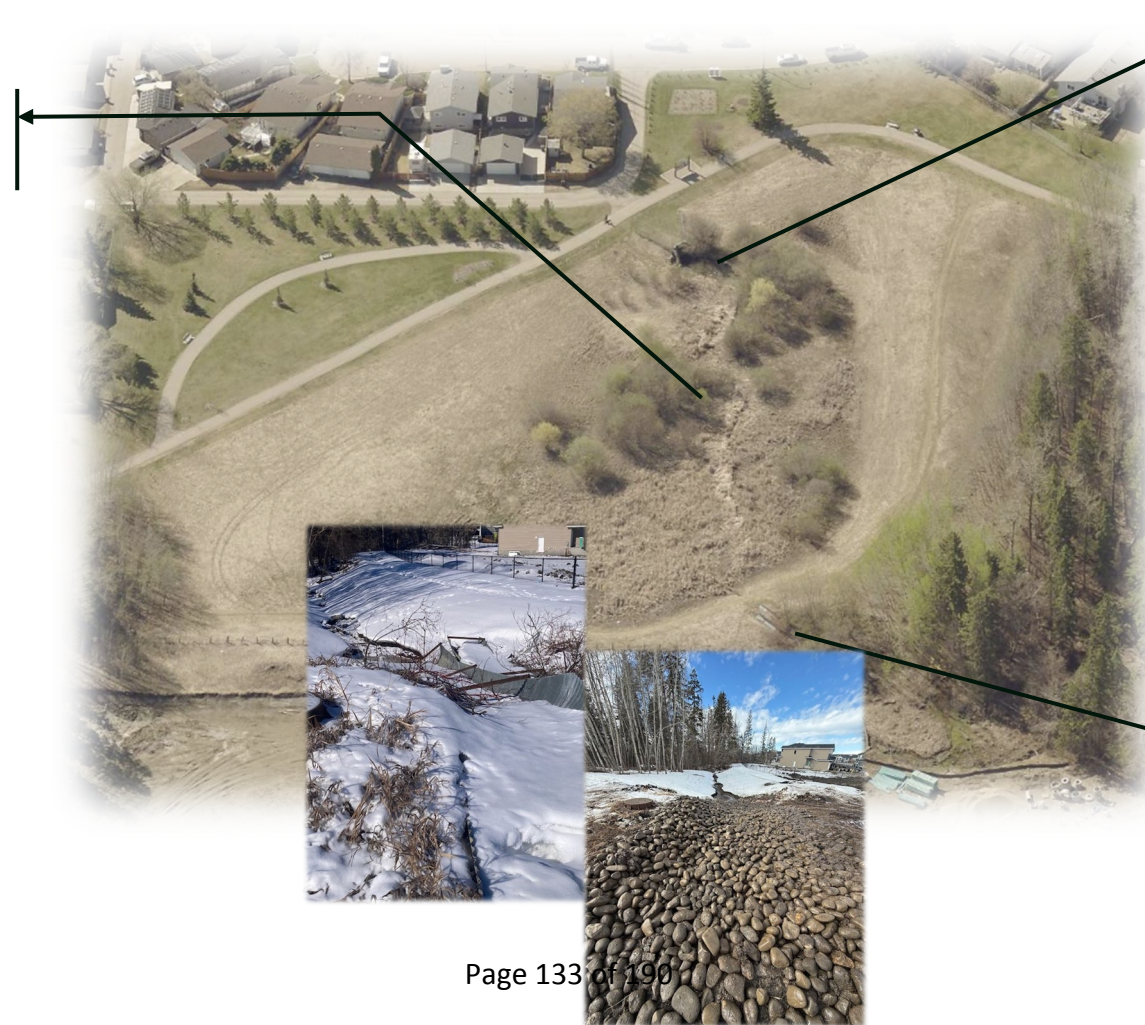


SWMF REHAB

\$250,000

Westlake SWMF Capacity and Flow Restoration

Remove sediment buildup and reestablish channel and repair outfall



Inlet Structure

Repair inlet structure - stabilize banks



Replace overflow

Remove split culverts, replace with rip-rap

SWMF REHAB

\$250,000

West Jubilee SWMF Capacity Restoration

Removal of sub surface sediment buildup - re-establish capacity and reduce algae growth



SWMF REHAB

\$250,000

Hydrone



Portable one-person deployable drone

Used for bathymetric surveys and sediment volume monitoring in SWMFs

Creates a detailed map of the pond floor to compare against as built design, to be used to optimize pond dredging planning and operations



Traffic Calming

TC Curb Deployments

Nelson Drive and Weston Drive

Centre line Placement due to limited width and bus turning radii

Intended to reduce speeds and protect pedestrians



Traffic Calming

TC Curb Deployments

Avonlea Way and Aspenglen Drive

Curb Placement intended to improve crossing safety and intersection driver awareness





Traffic Calming

TC Curb Deployments



Woodhaven Drive and Windermere Drive

Curb Placement intended to improve crossing safety and reduce speed



Traffic Calming

TC Curb Deployments

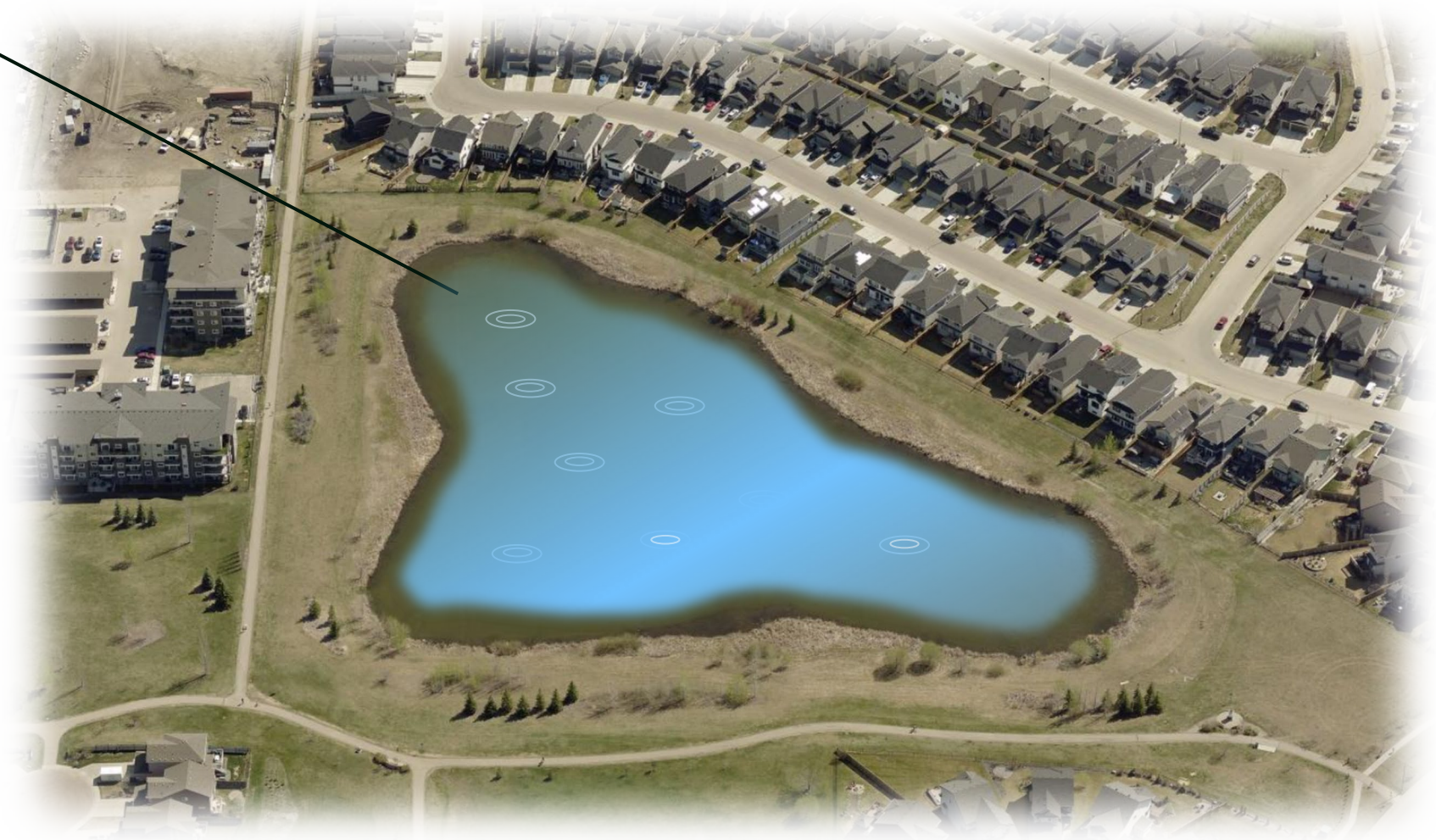
Beaumont Ave and Brampton Street
Curb Placement intended to tighten radii, improve crossing safety and reduce speed



SWMF Aeration

McLaughlin
SWMF

Replace existing fountain
with
subsurface diffusers





SWMF Aeration

Hawthorne
SWMF

Add power service from rear alley

Install 8 subsurface diffusers





Traffic Signals

Golden Spike Road and Diamond Ave

Geometric reconfiguration and Oswald Drive Closures

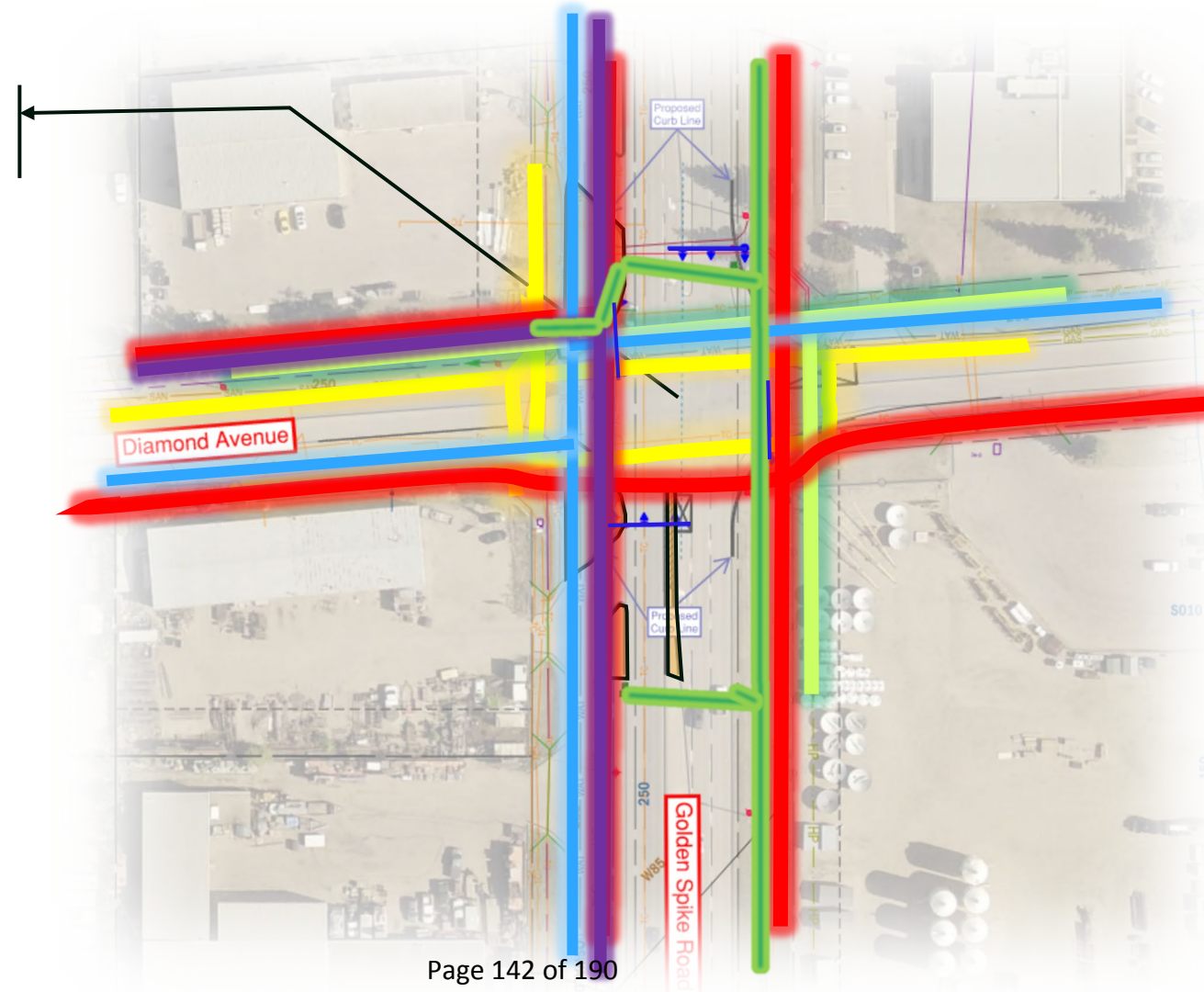
Existing utility clearances creating design challenges:

Fortis Street Lights and OHP

Gas distribution

City Sanitary, Water, and Storm

Design to be completed in 2026 with construction to follow - may extend into 2027 depending on complexity





NoTraffic

AI Driven traffic signal control

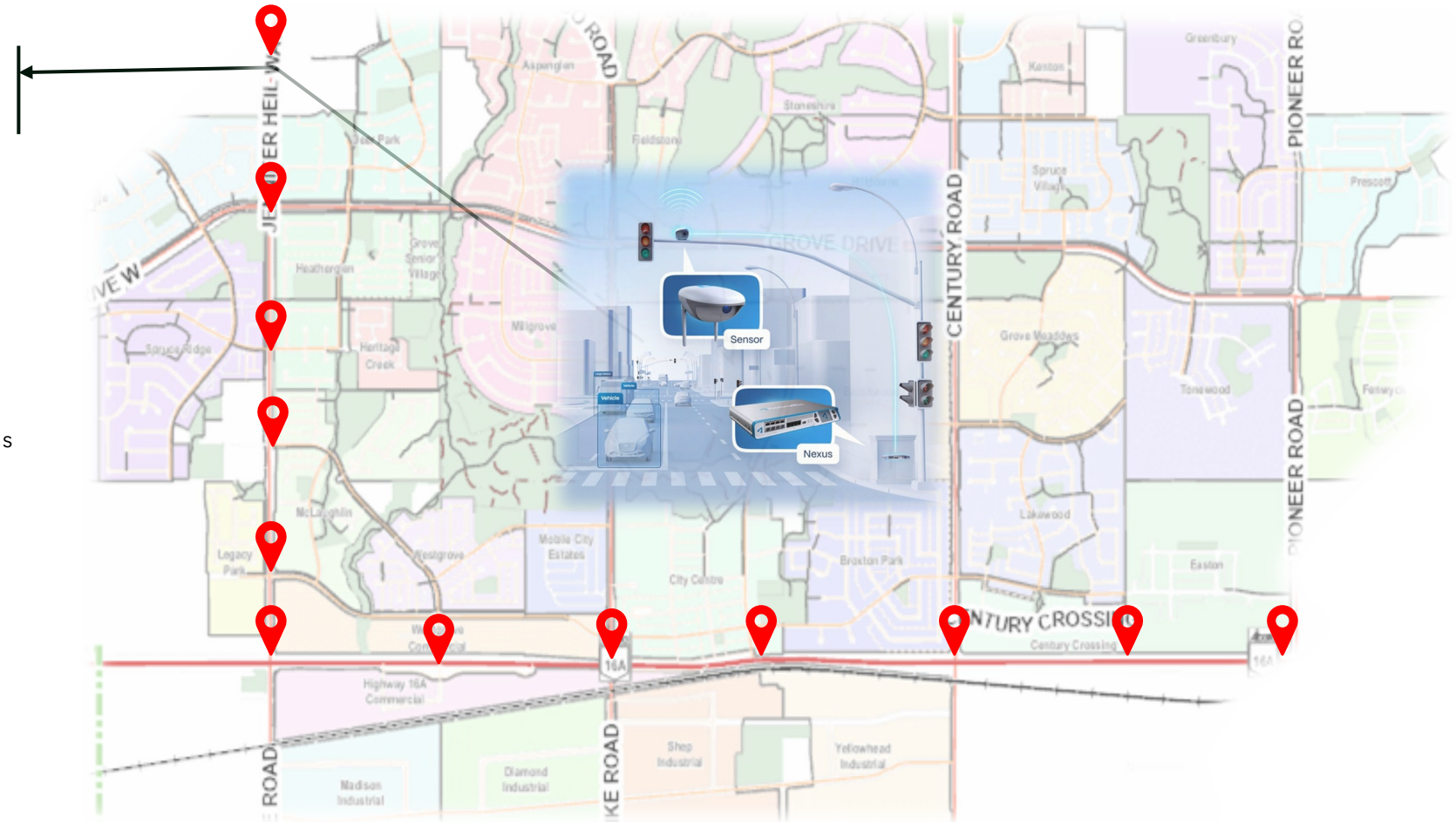
Deployment on 16A and Jennifer Heil Way
Cuts Delay & Congestion: Adaptive, real-time signal optimization

Improves Safety: Automated detection of vulnerable road users and red-light violators

Dynamically adjusts to changing traffic patterns

Efficiency: Cloud-based monitoring flags failures, reduces field visits, and shortens response times for signal issues.

Data-Driven Decisions: Provides continuous, high-resolution traffic data





McLaughlin Dog Creek Restoration

Erosion control required along failing banks

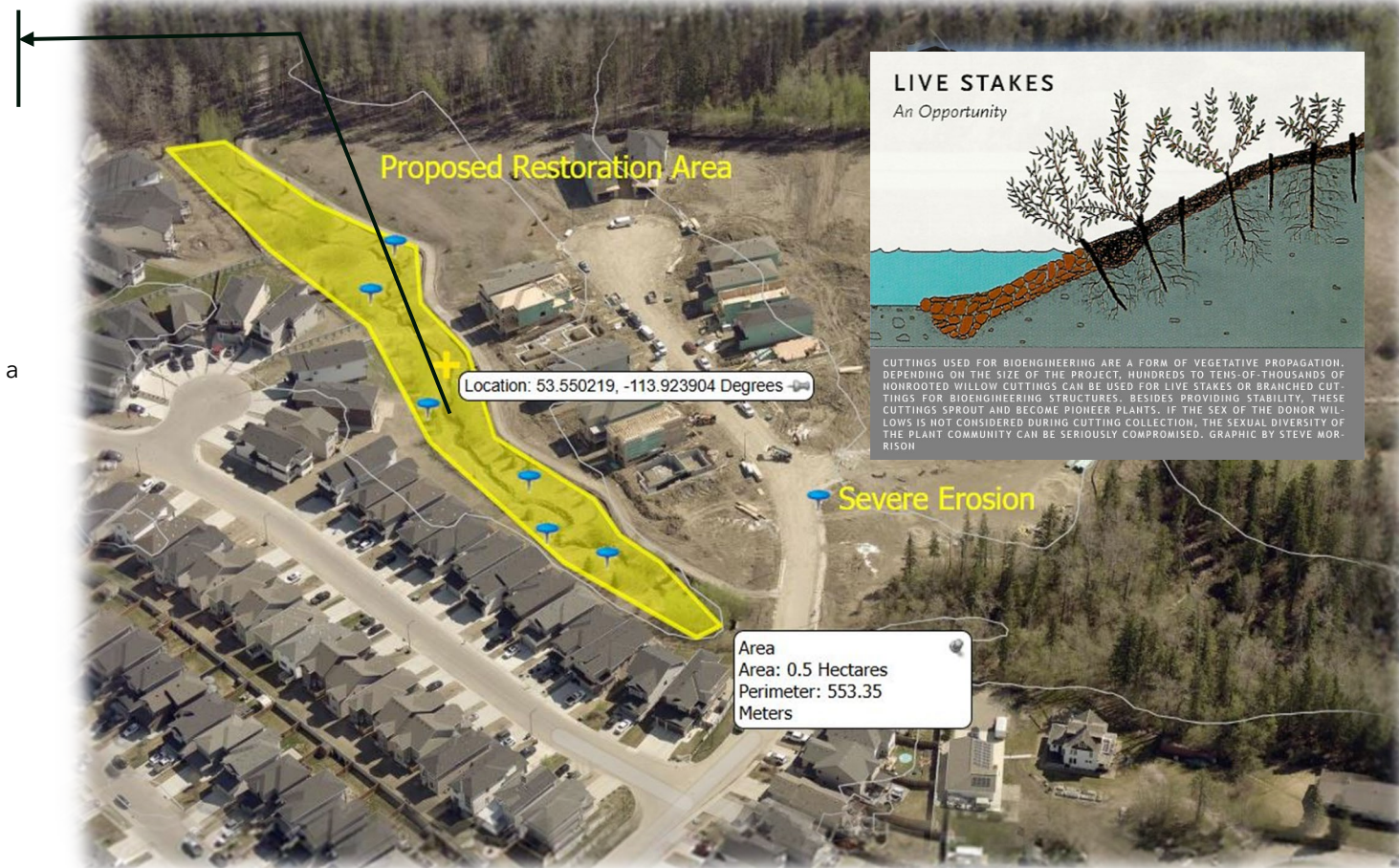
Significant bank erosion near private property

Traditional shoring techniques expensive and invasive

Engineering secured grant funding to conduct a bioengineering slope stabilization project

Live willow cuttings will be utilized to stabilize both banks - no heavy earthworks or conventional erosion control required

PW staff will have the opportunity to assist in installation, participate in training, and build capacity for future projects



Trail Rehabilitation Program

- Deteriorated trail segments throughout Malboro network
- Work will include full reconstruction of asphalt trail structure
- Limits of reconstruction to be confirmed and prioritized based on condition

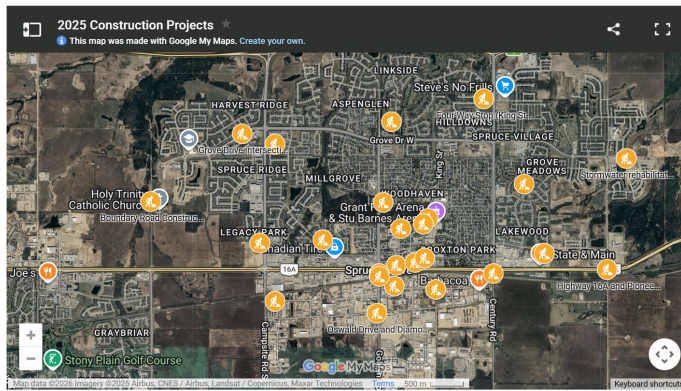




Construction Projects

Each year the City of Spruce Grove undertakes a range of construction projects to support and enhance community growth, development and safety for both residents and visitors. This can include the regular maintenance or replacement of existing infrastructure, as well as the addition of new features or amenities.

Information about this year's construction projects can be found below, including impacts related to roadways, utilities, buildings, parks and facilities. We understand that construction can impact the community and we thank you for your patience while we complete this work.



Thank You



**UNDER CONSTRUCTION
COMING SOON!**



The City of
**SPRUCE
GROVE**

REQUEST FOR DECISION

MEETING DATE: April 27, 2026

TITLE: C-1436-26 - Economic Development Advisory Committee Bylaw - Third Reading

DIVISION: Strategic and Communication Services

SUMMARY:

Third reading of C-1436-26 - Economic Development Advisory Committee (EDAC) Bylaw is being brought forward for consideration. The EDAC Bylaw is proposed to be amended through repealing and replacing of the bylaw to clarify definitions and standardize sections to mirror other advisory committee bylaws including reducing the number of Councillors appointed to the Committee from three to two, making them non-voting members and allowing public members to serve as Chair and Vice - Chair. The proposed Bylaw received first and second reading at the Regular Council meeting held on April 13, 2026.

PROPOSED MOTION:

THAT third reading be given to C-1436-26 - Economic Development Advisory Committee Bylaw, as amended.

BACKGROUND / ANALYSIS:

On April 13, 2026, Council considered amendments to the Economic Development Advisory Committee Bylaw, which resulted in first and second reading be given.

On August 17, 2020, Council passed Bylaw C-1121-20 - Economic Development Advisory Committee Bylaw to formalize the Committee as a committee of Council and to bring it into conformity with the *Municipal Government Act*.

The City's Bylaw and Policy Review Program provides that bylaws and policies shall be reviewed at a minimum every four years. Beginning with the EDAC Bylaw, staff are currently undertaking

a review of all board and committee bylaws and will be bringing forward any recommended amendments, if needed.

The purpose of the review is to address the following:

- Outdated provisions (i.e. definitions, procedures, reference materials, etc.)
- Mandate, committee actions, and reporting elements are still applicable and followed.
- Membership composition is adequate and complements the mandate and expectations.
- Inconsistencies with other advisory committees.
- Discrepancies with the *Municipal Government Act*, or other applicable legislation.

The review of the EDAC Bylaw included a comparison of the current bylaw with other advisory committee bylaws, consultation with the Administrative Liaison, and input from staff that support the Committee. As a result, Administration is proposing several amendments as outlined below.

Proposed Amendments

Administrative Updates

The current EDAC Bylaw includes outdated definitions, references documents, and activities that no longer apply to the committee or are not attainable, provides for reporting processes that are not feasible to complete and includes redundant procedures that are captured in Council's Procedural Bylaw.

The proposed administrative changes include:

- Aligning standard definitions, such as, "Act", "Administration", "Administrative Liaison", "Chair", "City Manager", "Council", "Councillor", and "Vice - Chair" with other advisory committee bylaws to ensure consistency in wording and application.
- Introducing "Public Member" as a definition to differentiate Council members from all other members.
- Streamlining the mandate and terms of reference by removing redundancy and clarifying that the committee does not direct administration on programs, services, business plans, or structures.
- Removing provisions that indicate the committee members are undertaking research, and developing strategies and policies. Given that the EDAC is an advisory committee, it is the mandate of the Committee to provide advice to Council on items such as strategies and policies, but not to develop them.
- Revising the Annual Work Plan and Reporting to reflect the current process of the Committee which is to present the annual Work Plan to Council.

Membership Composition

The current EDAC is composed of three Councillors, one member representing the Greater Parkland Regional Chamber of Commerce, one member representing the City Centre Business Association, two members representing industrial stakeholders, two members representing commercial stakeholders, and two public-at-large members. Except for the members representing the Greater Parkland Regional Chamber of Commerce and the City Centre Business Association, all other members are recruited through the City's Public Member Appointment to Committees Program. Council members appointed to the Committee are voting members.

The proposed membership changes include:

- The EDAC is the only Committee that consists of three Councillors. All other advisory committees have a maximum of two Councillors. It is recommended that the Committee align with the other advisory committees and appoint up to two Councillors. In addition, staff would like to add an additional member to represent the commercial sector.
- Councillors appointed to advisory committees are non-voting members. It is important to maintain this approach as it ensures committees remain independent and free of undue influence when providing recommendations. It is recommended that Councillors appointed to EDAC are non-voting.
- The current bylaw indicates the recruitment of industrial and commercial members will be nominated by the Administration. This does not comply with the Public Members Appointments to Committees Policy nor with recruitment practices since 2022. Administration conducts the recruitment process and presents the information to Council who then review the information and appoint members. This process is reserved for Council and should not include direct nominations from Administration. It is recommended that this provision be removed.
- The current Bylaw does not clearly specify how many terms a member can serve. This is largely due to the different types of membership (i.e. industrial, commercial, public-at-large, etc.). The proposed bylaw clarifies that the overall membership is cumulative no matter what type of membership they are appointed for and limits a member's tenure to six years (two - three-year terms).

Nomination of Chair and Vice - Chair

The EDAC is currently the only advisory committee that requires the Chair and Vice - Chair be a Councillor and be appointed by Council. This is not the recommended practice and not the current practice followed by other Committees. The role of the Chair and Vice - Chair is to preside at meetings and present the annual Work Plan to Council. Such role should be filled by a public representative appointed to the Committee to provide greater clarity that the role of the Councillors is as a liaison between the Committee and Council.

The proposed changes to the nomination and election process for the Chair and Vice - Chair include:

- The Chair and Vice - Chair are to be annually elected by the public members on the EDAC.
- Should there be no interest in the Chair and Vice - Chair positions from the public members, a Councillor may be elected to either position.

Amendments Since Second Reading

Commercial Membership

On April 13, 2026, Council considered amendments to the EDAC Bylaw, which resulted in first and second reading be given. At that meeting, Council also passed the following motion to amend the bylaw:

THAT C-1436-26 - Economic Development Advisory Committee Bylaw be amended to add definitions for small, medium, and large commercial members.

Based on a review of the existing bylaw and consultation with the Administrative Liaison, Administration recommends revising the definition to use sector-based classifications rather than size-based categories. The current size-based framework is not reflective of Spruce Grove's commercial landscape, where the vast majority of businesses fall within the "small commercial" category, with only a limited number of "large commercial" operations such as big-box retailers and major grocery chains. There are few, if any, businesses that would be considered "medium commercial."

Given Council's intent to expand opportunities for small or home-based businesses, Administration recommends shifting from size-based commercial categories to sector-based classifications. Accordingly, the bylaw has been amended to include the following definitions:

- "Home Based Commercial" (s. 2.11)
- "Professional Services Commercial" (s. 2.12)
- "Retail Commercial" (s. 2.14)

To align with Council's direction, section 4.1(a)(i) has been added to require that, of the three commercial members appointed to the EDAC, one member must represent each of the following categories: Home Based Commercial, Professional Services Commercial, and Retail Commercial.

However, to avoid a situation where the bylaw cannot be complied with due to an insufficient number of applicants in one or more categories, section 4.1(a)(i)(A) has also been added. This provision clarifies that the absence of applications from any of the three categories does not constitute non-compliance with the bylaw's membership requirements. In such cases, Council may appoint additional commercial members from the categories in which applications were received.

For example, if no applications are submitted for the Professional Services Commercial or Home Based Commercial categories, but three applications are received from the Retail Commercial category, and three commercial vacancies exist, the bylaw permits Council to appoint all three members from the Retail Commercial category.

Chair Eligibility

Based on Council feedback, to align with section 4.14, which provides that a Councillor may be elected as Chair or Vice - Chair only if no Public Members are nominated, the definition of "Chair" (s. 2.4) has been amended to reflect this possibility. The revised definition now clarifies that a Councillor could be the Chair in circumstances where no Public Members are nominated.

Proposed Effective Date of the New Bylaw

Current processes and membership compositions should stay in place for the remainder of 2026, reflecting the intent of the current bylaw. Administration will be undertaking the annual Board and Committee recruitment in September - November 2026, with new appointments taking effect on January 1, 2027. As such, it is recommended that the proposed new Economic Development Advisory Committee Bylaw take effect on January 1, 2027. To ensure alignment with the effective date of January 1, 2027, it is also recommended that Councillor appointments to the Committee are made effective January 1, 2027, rather than the same date as the Council Organizational meeting, which is the typical process.

OPTIONS / ALTERNATIVES:

This bylaw is presented for third reading. Council has the option to defer third reading to another meeting or refer the bylaw back to staff for further changes. A motion to defer or refer the matter is required.

CONSULTATION / ENGAGEMENT:

Administration reviewed other advisory committee bylaws and collaborated with the EDAC Administrative Liaison, and support staff that attend EDAC meetings to solicit feedback on the provisions of the current EDAC Bylaw.

IMPLEMENTATION / COMMUNICATION:

If third reading is given to the bylaw during this meeting, C-1436-26 - Economic Development Advisory Committee Bylaw will be uploaded to the website effective the end of the year.

The recruitment plan for 2027 will be updated to reflect the changes in the Commercial membership composition.

IMPACTS:

The changes will align EDAC with other advisory committees, and the amended bylaw will reflect the current mandate and activities being completed by EDAC.

FINANCIAL IMPLICATIONS:

n/a

THE CITY OF SPRUCE GROVE

BYLAW C-1436-26

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE BYLAW

WHEREAS, pursuant to the *Municipal Government Act*, R.S.A 2000, c M-26, as amended, a council may pass bylaws in the relation to the establishment and functions of council committees, and to the procedures to be followed by council committees;

WHEREAS, pursuant to the *Municipal Government Act*, R.S.A 2000, c M-26, as amended, a council committee may consist of a combination of councillors and other persons;

AND WHEREAS, the City of Spruce Grove wishes to establish a council committee to advise Council on issues relating to economic and business development matters in the City and to prescribe a mandate, terms of reference, composition, and procedural rules for the Committee;

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

1. BYLAW TITLE

- 1.1 This bylaw is called the “Economic Development Advisory Committee Bylaw”.

2. DEFINITIONS

- 2.1 “Act” means the *Municipal Government Act*, R.S.A 2000, c M-26, as amended.
- 2.2 “Administration” means the administrative and operational arm of the City, comprised of the various departments and business units including all employees who operate under the leadership and supervision of the City Manager.
- 2.3 “Administrative Liaison” means the member of Administration assigned to the Committee by the City Manager.
- 2.4 “Chair” means the Public Member who has the authority to preside over a

meeting or as per section 4.14 in the case when no Public Member is nominated, means a Councillor who has the authority to preside over a meeting.

- 2.5 “City” means the municipal corporation of the City of Spruce Grove in the Province of Alberta or where the context so requires, the area contained within the boundaries of the City of Spruce Grove.
- 2.6 “City Manager” means the administrative head of the City.
- 2.7 “Committee” means the Economic Development Advisory Committee.
- 2.8 “Council” means the Council of the City of Spruce Grove elected pursuant to the *Local Authorities Election Act*, RSA 2000 cL-21, as amended.
- 2.9 “Councillor” means an elected member of Council, including the mayor.
- 2.10 “Economic Development” means activities that support business retention, growth and diversification with the objective of fostering a positive business climate and attracting new investment, employment opportunities and increased assessment.
- 2.11 “Home Based Commercial” means a business, holding a valid City business licence, that is conducted within the business owner’s dwelling or an accessory structure to that dwelling, and involves the sale of consumer goods or the provision of personal or professional services, provided that the residential character of the property is maintained and no publicly accessible storefront is created.
- 2.12 “Professional Services Commercial” means a business, holding a valid City business licence, that provides professional, administrative, management, consulting, technical, or financial services from a publicly accessible, non-home office space, and includes, but is not limited to, law offices, accounting firms, engineering and architectural practices, financial institutions, real estate and insurance agencies, and other office-based professional service providers.
- 2.13 “Public Member” means an individual, other than a Councillor appointed to the Committee.
- 2.14 “Retail Commercial” means a business, holding a valid City business licence that sells consumer goods or provides personal or customer-oriented services to the public from a dedicated commercial

premises with a publicly accessible storefront.

- 2.15 “Vice - Chair” means the member elected annually to fulfill the Chair’s duties in the absence of the Chair.

3. ESTABLISHMENT, MANDATE AND TERMS OF REFERENCE

- 3.1 A council committee is hereby established and shall be referred to as the Economic Development Advisory Committee.
- 3.2 The mandate of the Committee is to provide advice and recommendations to Council and Administration on economic and business development matters in the City.
- 3.3 The mandate of the Committee does not include directing Administration on programs, services, business plans, or structure.
- 3.4 In order to fill its mandate, the Committee may:
- (a) identify and engage stakeholder groups and seek their input into the Committee’s work;
 - (b) provide input on strategies and policies related to economic development; and
 - (c) respond to requests from Council for strategic advice on specific business and economic development issues.
 - (d) seek to create partnerships with community stakeholders in attracting investment and working with businesses to take advantage of economic opportunities.

4. MEMBERSHIP

- 4.1 The Committee shall be comprised of:
- (a) no less than five (5) and up to nine (9) Public Members to be appointed by Council, specifically:
 - (i) up to three (3) members that represent commercial stakeholders and of those three (3) members one member

from each of the following categories must be appointed:
Home-Based Commercial, Professional Services Commercial,
and Retail Commercial;

- (A) Notwithstanding section 4.1(a)(i), the absence of applications from any of the Home-Based Commercial, Professional Services Commercial, and Retail Commercial categories shall not constitute non-compliance with the bylaw's membership requirements. Council may, at its discretion, appoint additional members that represent commercial stakeholders from categories in which applications were received;
 - (ii) up to two (2) members that represent industrial stakeholders;
 - (iii) up to two (2) public-at-large members;
 - (iv) one (1) member to be nominated by the Greater Parkland Regional Chamber of Commerce from their Board with preference that said nominee be a resident of or own a business in the City;
 - (v) one (1) member to be nominated by the City Centre Business Association from their Board; and
 - (b) up to two (2) members of Council.
- 4.2 The mayor is an ex-officio member of the Committee and is a non-voting member.
- 4.3 Public-at-large members shall be residents of the City.
- 4.4 Public Members who represent industrial or commercial stakeholders are not required to be residents of the City, but shall be an owner of an industrial or commercial based business within the City.
- 4.5 Public Members must not be current employees of the City and must not have been employed by the City for a minimum of 12 months prior to appointment.
- 4.6 Councillors appointed to the Committee are non-voting members.

- 4.7 Recruitment of Public Members shall follow the Public Member Appointment to Committees Policy.
- 4.8 When making appointments to the Committee, Council will consider individuals that have a broad knowledge of the City and a demonstrated interest in economic development.
- 4.9 Public Members shall be appointed for terms of three (3) years and can be renewed for an additional term of three (3) years at the pleasure of Council.
- 4.10 A Public Member's term is cumulative no matter what type of membership they are appointed for, and Public Members shall not serve more than six (6) years, unless approved by Council in extraordinary circumstances.
- 4.11 Councillors shall be appointed for a one-year (1) term at the annual organizational meeting of Council.
- 4.12 Should a vacancy of a Public Member arise during the three (3) year term, Council may appoint a replacement to fill the vacancy for the remainder of the term.
- 4.13 The Committee shall annually elect a Chair and Vice-chair from its Public Members. No member shall serve as Chair or Vice-chair for more than two consecutive years.
- 4.14 A Councillor appointed to the Committee may be elected as Chair and Vice-Chair only if no Public Member is nominated.
- 4.15 The Chair shall preside at all Committee meetings and decide all points of order that may arise. If the Chair is unable to perform the Chair's duties, the Vice-chair shall perform those duties.
- 4.16 A Public Members appointment may be terminated if the Public Member misses three (3) consecutive meetings without the consent of the Committee. Any termination of appointment would require the approval of Council.
- 4.17 Council may, for any reason, remove a Public Member by resolution.
- 4.18 Public Members shall receive no remuneration.

5. **PROCEDURE**

- 5.1 Committee members are required to agree and maintain confidentiality and comply with all City bylaws, policies and procedures.
- 5.2 The Committee shall:
 - (a) establish an annual meeting schedule that specifies the date, time, and place of all regular Committee meetings;
 - (b) meet on a quarterly basis; and
 - (c) provide the annual meeting schedule to the City Clerk's Office to be posted on the City's website.
- 5.3 No additional notice of regularly scheduled meetings is required.
- 5.4 The Chair may call a special meeting by giving at least 24 hours' notice to:
 - (a) members of the Committee by email; and
 - (b) the public by posting a notice on the City's website.
- 5.5 The Committee may vote to change the date, time, or place of a scheduled meeting, or schedule an additional meeting as long as the Committee provides at least 24 hours' notice of the change to the Committee members by email and to the public by notice on the City's website.
- 5.6 A majority of the voting members shall constitute a quorum at a Committee meeting.
- 5.7 The Committee shall follow the meeting procedures set out in the City's Council Procedure Bylaw.
- 5.8 Committee meetings shall be held in public unless the meeting is closed for reasons permitted by the Act.
- 5.9 The Committee may form sub-committees from among its members to assist in carrying out its objectives and responsibilities under this bylaw.
- 5.10 Sub-committees established by the Committee shall report to the Committee in a manner determined by the Committee and are subject to same legislative requirements as the Committee.

5.11 The Committee may invite subject matter experts to attend any meeting of the Committee on an as needed basis.

6. ANNUAL WORK PLAN AND REPORTING

6.1 The Committee will develop an annual work plan that identifies key priorities and goals based on its mandate and this bylaw.

6.2 The Committee may provide reports which include recommendations on matters related to the Committee's mandate.

6.3 At least once per year, the Committee will report to Council on the development of its work plan.

7. ADMINISTRATIVE LIAISON'S ROLE

7.1 The City Manager shall assign an Administrative Liaison to the Committee.

7.2 The Administrative Liaison is not a member of the Committee and cannot vote on any matter before the Committee.

7.3 The Administrative Liaison will provide administrative support, advice and guidance to the Committee.

8. SEVERABILITY

8.1 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.

9. EFFECTIVE DATE

9.1 This bylaw shall come into force and effect on January 1, 2027.

10. REPEAL OF BYLAW C-1121-20

10.1 Bylaw C-1121-20 is hereby repealed on December 31, 2026.

First Reading Carried	13 April 2026
Second Reading Carried	13 April 2026
Third Reading Carried	Click here to enter a date.
Date Signed	Click here to enter a date.

Mayor

City Clerk

THE CITY OF SPRUCE GROVE

BYLAW C-1121-20

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE BYLAW

WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000, c M-26, as amended, ~~amendments thereto~~, a council municipality may pass bylaws in the relation to the establishment and functions of council committees, and to the procedures to be followed by council committees;

~~AND~~ WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000, c M-26, as amended ~~and amendments thereto~~, a council committee may consist of a combination of councillors and other persons;

AND WHEREAS, the City of Spruce Grove wishes to establish a council committee ~~to advise Council on issues relating to that acts in an advisory role by making recommendations and providing strategic advice to Council on~~ economic and business development matters in the City Spruce Grove and to prescribe a mandate, terms of reference, composition, and procedural rules for the Committee;

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

1. BYLAW TITLE

1.1 This bylaw is called the “Economic Development Advisory Committee Bylaw”.

2. DEFINITIONS

2.1 “Act” means the *Municipal Government Act*, R.S.A. 2000, cM-26, as amended. ~~and amendments thereto.~~

2.2 “Administration” means the ~~administrative and~~ operational arm of the City, comprised of the various departments and business units including all employees who operate under the leadership and supervision of the City Manager.

2.3 “Administrative Liaison” means the member of Administration ~~appointed assigned~~ to the Committee by the City Manager.

2.4 “Chairperson” means the ~~Committee~~ Public Member who has the authority to preside over a meeting or as per section 4.14 in the case when no Public Member is nominated, ~~means a Councillor who has the authority to preside~~

~~over a meeting. appointed by Council resolution to lead Committee meetings.~~

- 2.5 “City” means means the municipal corporation of the City of Spruce Grove in the Province of Alberta ~~or where the context so requires, the area contained within the boundaries of the City of Spruce Grove.~~
- 2.6 “City Manager” means the administrative head of the City. ~~of Spruce Grove.~~
- 2.7 “Committee” means the Economic Development Advisory Committee.
- 2.8 “Council” means the Council of the City of Spruce Grove elected pursuant to the *Local Authorities Election Act*, R.S.A. 2000, c L-21, ~~as amended.~~
- 2.9 “Councillor” means an elected member of Council, including the ~~M~~mayor.
- 2.10 “Economic Development” means activities that support business retention, growth and diversification with the objective of fostering a positive business climate and attracting new investment, employment opportunities and increased assessment.
- 2.11 ~~“Home Based Commercial” means a business, holding a valid City business licence, that is conducted within the business owner’s dwelling or an accessory structure to that dwelling, and involves the sale of consumer goods or the provision of personal or professional services, provided that the residential character of the property is maintained and no publicly accessible storefront is created.~~
- 2.12 ~~“Professional Services Commercial” means a business, holding a valid City business licence, that provides professional, administrative, management, consulting, technical, or financial services, and includes, but is not limited to, law offices, accounting firms, engineering and architectural practices, financial institutions, real estate and insurance agencies, and other office-based professional service providers.~~
- 2.13 ~~“Public Member” means an individual, other than a Councillor appointed to the Committee.~~
- ~~“Economic Development Strategy” means the strategy and action plan that guides economic development activities in the City, and updates thereto.~~
- ~~“Ex-officio” means membership by virtue of one’s office. Ex-officio members do not form part of the quorum.~~
- 2.14 “Retail Commercial” means a business, holding a valid City business licence that sells consumer goods or provides personal or customer-oriented services to the public from a dedicated commercial

premises with a publicly accessible storefront.

- 2.15 “Vice-Chairperson” means the ~~Committee~~ member elected annually by ~~Council resolution~~ to fulfill the Chairperson’s duties in the absence of the Chairperson.

3. **ESTABLISHMENT, MANDATE AND TERMS OF REFERENCE**

- 3.1 A council committee is hereby established and shall be referred to as the Economic Development Advisory Committee.
- 3.2 The mandate of the ~~Economic Development Advisory~~ Committee is to provide ~~strategic~~ advice and ~~make~~ recommendations to Council and Administration on economic and business development matters in ~~the City, Spruce Grove.~~
- 3.3 The mandate of the Committee does not include directing Administration on programs, services, business plans, or structure.

~~The Committee will use an inclusive approach that contributes to strong partnerships and leverages community assets.~~

- 3.4 In order to fill its mandate, the Committee may:
- (a) identify and engage stakeholder groups and seek their input into the Committee’s work;
 - (b) ~~work with Administration to develop and maintain a dialogue about matters of concern or interest related to economic development;~~
 - (c) ~~provide input on~~ assist Council to conduct research, develop strategies and policies related to economic development; and
 - (d) respond to requests from Council for strategic advice on specific business and economic development issues.
 - (e) seek to create partnerships with community stakeholders in attracting investment and working with businesses to take advantage of economic opportunities.

~~The Committee will develop and present recommendations to Council to enhance future growth, economic and business resiliency, and prosperity in the City and if approved, Council will provide direction to Administration.~~

~~The Committee will provide input into the review and updating of the Economic Development Strategy as needed to address changing economic~~

~~circumstances.~~

~~The Committee will seek to create partnerships with community stakeholders in attracting investment and working with business to take advantage of economic opportunities.~~

4. **MEMBERSHIP**

4.1 The Committee ~~shall will~~ be comprised of: ~~up to eleven (11) members appointed by Council and will include:~~

- (a) no less than five (5) and up to nine (9) Public Members to be appointed by Council, specifically;
 - (i) up to three (3) members that represent commercial stakeholders and of those three (3) members one member from each of the following categories must be appointed: Home-Based Commercial, Professional Services Commercial, and Retail Commercial;
 - (A) Notwithstanding section 4.1(a)(i), the absence of applications from any of the Home-Based Commercial, Professional Services Commercial, and Retail Commercial categories shall not constitute non-compliance with the bylaw's membership requirements. Council may, at its discretion, appoint additional members that represent commercial stakeholders from categories in which applications were received;
 - (ii) up to two (2) members that represent industrial stakeholders;
 - (iii) up to two (2) public-at-large members;
 - (iv) one (1) member to be nominated by the Greater Parkland Regional Chamber of Commerce from their Board with preference that said nominee be a resident of or own a business in the City;
 - (v) one (1) member to be nominated by the City Centre Business Association from their Board; and
- (b) up to two (2) members of Council.
~~up to three (3) Councillors;~~

~~one alternate member of Council.~~

~~one (1) member to be nominated by the Greater Parkland Regional Chamber of Commerce from their Board with preference that said nominee be a resident of or own a business in the City Spruce Grove;~~

~~one (1) member to be nominated by the City Centre Business Association from their Board;~~

~~up to four (4) members to be nominated by Administration to represent industrial and commercial stakeholders;~~

~~two (2) public-at-large members to be recruited through a public application process who must be residents of the City Spruce Grove.~~

- 4.2 The ~~M~~Mayor is an ~~E~~ex-officio member of the Committee and is a non-voting member.
- 4.3 ~~Public at large members shall be residents of the City.~~
- 4.4 ~~Public Members who represent industrial or commercial stakeholders are not required to be residents of the City but shall be an owner of an industrial or commercial based business within the City.~~
- 4.5 ~~Public~~ Members must not be current employees of the City and must not have been employed by the City for a minimum of 12 months prior to appointment.
- 4.6 Councillors appointed to the Committee are ~~non~~-voting members.
- 4.7 ~~Recruitment of Public Members shall follow the Public Member Appointment to Committees Policy.~~
- 4.8 When making appointments to the Committee, Council will consider individuals that have a broad knowledge of ~~the City Spruce Grove~~ and a demonstrated interest in economic development.
- 4.9 ~~Public~~ Members shall be appointed for terms of three (3) years and can be renewed for an additional term of three (3) years at the pleasure of Council.
- 4.10 ~~A Public Member's term is cumulative no matter what type of membership they are appointed for, and Public Members shall not serve more than six (6) years, unless approved by Council in extraordinary circumstances.~~
- 4.11 ~~, with the exception of~~ Councillors, ~~who~~ shall be appointed for a one-year (1) term at the annual organizational meeting of Council.
- 4.12 Should a vacancy ~~of a Public Member~~ arise during the three (3) year term,

Council may appoint a replacement to fill the vacancy for the remainder of the term.

- 4.13 ~~The Committee shall annually elect a Chair and Vice-chair from its Public Members. No member shall serve as Chair or Vice-chair for more than two consecutive years.~~
- 4.14 ~~A Councillor appointed to the Committee may be elected as Chair and Vice-Chair only if no Public Member is nominated.~~
- 4.15 ~~The Chair shall preside at all Committee meetings and decide all points of order that may arise. If the Chair is unable to perform the Chair's duties, the Vice-chair shall perform those duties.~~

~~For the initial appointments only, one half of the members would be appointed for a 2 year term and the rest for a 3 year term, notwithstanding section 4.6.~~

~~Council will appoint a Chairperson and Vice-Chairperson for the Committee from amongst the members who will serve for the duration of their respective terms.~~

~~If a member is absent for three (3) consecutive meetings, Council may declare the position vacant and appoint a successor.~~

- 4.16 ~~A Public Members appointment may be terminated if the Public Member misses three (3) consecutive meetings without the consent of the Committee. Any termination of appointment would require the approval of Council.~~

~~Council may terminate the appointment of any member at any time.~~

- 4.17 ~~Council may, for any reason, remove a Public Member by resolution.~~
- 4.18 ~~Public Members appointed to this Committee shall will not receive no remuneration. Councillors may receive remuneration in accordance with the City's Council Remuneration Policy.~~

5. **PROCEDURE**

- 5.1 ~~Committee members are required to agree and maintain confidentiality and comply with all City bylaws, policies and procedures.~~
- 5.2 ~~The Committee shall will:~~
 - (a) ~~establish an annual meeting schedule that specifies the date, time, and place of all regular Committee meetings;~~

- (b) meet on a quarterly basis; and
 - (c) provide the annual meeting schedule to the City Clerk's Office to be posted on the City's website.
- 5.3 No additional notice of regularly scheduled meetings is required.
- 5.4 The Chair may call a special meeting by giving at least 24 hours' notice to:
 - (a) members of the Committee by email; and
 - (b) the public by posting a notice on the City's website.
- 5.5 The Committee may vote to change the date, time, or place of a scheduled meeting, or schedule an additional meeting as long as the Committee provides at least 24 hours' notice of the change to the Committee members by email and to the public by notice on the City's website.
- 5.6 ~~A majority of the voting members shall constitute a quorum at a Committee meeting.~~
~~A quorum at any regular meeting shall be six (6) members and must include one (1) Councillor. One member shall be the Chairperson or Vice-Chairperson.~~
- 5.7 The Committee ~~shall will~~ follow the meeting procedures set out in the City's Council Procedure Bylaw. ~~A tie vote shall constitute defeat of any motion considered by the Committee.~~
~~The Chairperson will preside at all Committee meetings and decide all points of order that may arise. If the Chair is unable to perform the Chairperson's duties, the Vice-Chairperson will perform those duties.~~
- 5.8 Committee meetings ~~shall will~~ be held in public unless the meeting is closed for reasons permitted by the Act.
- 5.9 The Committee may form sub-committees from among its members to assist in carrying out its objectives and responsibilities under this bylaw.
- 5.10 ~~Sub-committees established by the Committee shall report to the Committee in a manner determined by the Committee and are subject to same legislative requirements as the Committee.~~

~~Sub-committees may be appointed and will report back to the Committee as necessary. It is not required that the Chairperson or Vice-Chairperson~~

~~be a member of any sub-committee.~~

5.11 The Committee may invite subject matter experts to attend any meeting of the Committee on an as needed basis.

6. **ANNUAL WORKPLAN AND REPORTING**

6.1 The Committee will develop an annual work plan ~~for Council approval~~ that identifies key priorities and goals based on its mandate and this bylaw.

6.2 The Committee may provide reports which include recommendations on matters related to the Committee's mandate. ~~and annual work plan to Council, as appropriate.~~

6.3 At least once per year, the Committee will report to Council on the development of its workplan. following:

(a) ~~development review of its workplan.~~

(b) ~~update on progress and initiatives, as set out in the workplan; and~~

(c) ~~any information or recommendations on issues or opportunities within its mandate.~~

7. **ADMINISTRATIVE LIAISON'S ROLE**

7.1 The City Manager, ~~or designate, will appoint shall~~ assign an Administrative Liaison to the Committee.

7.2 The Administrative Liaison is not a member of the Committee and cannot vote on any matter before the Committee.

7.3 The Administrative Liaison will provide administrative support, advice and ~~procedural~~ guidance to the Committee.

8. SEVERABILITY

8.1 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.

9. EFFECTIVE DATE

9.1 This bylaw shall come into force and effect when it receives third reading and is duly signed.

First Reading

Second Reading

Third Reading

Date Signed

Mayor

City Clerk



The City of
**SPRUCE
GROVE**

C-1436-26

**Economic Development Advisory
Committee Bylaw**

April 27, 2026



Key Amendments

Membership Composition

- **Reduce Council representation on the EDAC from 3 to 2**
- **Change Council representation to non-voting**
- **Increase commercial sector representation from 2 to 3**
- **Align a Public Member's tenure to 2 three-year terms regardless of role on the Committee**



Key Amendments

Nomination of Chair and Vice - Chair

- **Provide Public Members with the ability to serve as Chair and Vice - Chair**
- **Restrict Council representatives from serving as Chair and Vice - Chair**



Key Amendments Since Second Reading

Commercial Membership

- **At the April 13, 2026 Council meeting, Council passed the following motion:**
THAT C-1436-26 - Economic Development Advisory Committee Bylaw be amended to add definitions for small, medium, and large commercial members

- **Administration recommends that the commercial categories be based on sector as opposed to size, specifically:**
 - ❖ **Home Based Commercial (s. 2.11)**
 - ❖ **Professional Services Commercial (s. 2.12)**
 - ❖ **Retail Commercial (s. 2.14)**



Key Amendments Since Second Reading

- **Section 4.1(a)(1) and 4.1(a)(i)(A) also added to indicate:**
 - ❖ **that of the three commercial members to be appointed to the EDAC, one member from each of the following categories must be appointed;**
 - ❖ **to prevent creating situation where bylaw requirements cannot not be met due to a limited number of applications for commercial members, the absence of applications from any of the commercial categories does not constitute non-compliance with the bylaw's membership requirements;**
 - ❖ **Council may, at its discretion, appoint additional members that represent commercial stakeholders from categories in which applications were received.**



Implementation / Communication

- **Bylaw is proposed to take effect on January 1, 2027, to ensure there are no disruptions to the current term of the Committee, including Councillor appointments.**
- **Any vacancies on EDAC in 2026 will be included in the annual Board and Committee Recruitment Program.**
- **Bylaw will be posted to the website at the end of the year.**



The City of
**SPRUCE
GROVE**

Questions / Feedback



REQUEST FOR DECISION

MEETING DATE: April 27, 2026

TITLE: C-1440-26 - 2026 Property Tax and Supplementary Property Tax Rate Bylaw - First Reading

DIVISION: Corporate Services

SUMMARY:

First reading of C-1440-26 - 2026 Property Tax and Supplementary Property Tax Rate Bylaw is presented for consideration by Council. This bylaw sets the 2026 property tax rates.

PROPOSED MOTION:

THAT first reading is given to C-1440-26 - 2026 Property Tax and Supplementary Property Tax Rate Bylaw.

BACKGROUND / ANALYSIS:

Municipal Tax Rate

The *Municipal Government Act* authorizes a municipality to pass an annual property tax bylaw that imposes a property tax sufficient to raise the necessary revenue to pay requisitions, expenditures, and transfers as set out in the approved budget.

The property tax bylaw sets out tax rates that must be imposed to raise the required property tax revenue.

The bylaw establishes the total of assessed property values by class and sets the tax rates required to generate the approved property tax revenue in accordance with property tax policies. The required is \$64,512,946, as set out in the 2026-2028 Budget and Fiscal Plan approved by Council on December 8, 2025. This amount has been adjusted by \$13,755 in net increased property tax revenue resulting from higher-than-budgeted assessment growth,

following a reduction in the property tax rate increase from 4.68 per cent to 3.99 per cent, as approved in the 2026 Spring Budget Adjustment approved by Council on April 13, 2026.

The assessment complaint deadline was April 7, 2026. Any complaints received may result in minor adjustments, which could lead to small changes to the tax rate at third reading.

Education Requisition

The 2026 Education requisition on behalf of the Government of Alberta is \$24,401,105.50, representing an increase of \$2,676,441.90, or 12.32 per cent, over 2025. This amount differs slightly from the bylaw due to an under-levy from 2025.

Meridian Housing Foundation Requisition

The City of Spruce Grove, Town of Stony Plain, and Parkland County are required to collect taxes for seniors' lodges set by Meridian Housing Foundation. These funds are remitted to seniors' lodges. All taxpayers are required to pay these amounts whether or not they use the service.

The City of Spruce Grove 2026 tax levy for the Meridian Housing Foundation's operating requisition is \$682,826.20, representing an increase of \$116,431.89, or 20.56 per cent, over 2025 requisition. This amount differs slightly from the operating requisition amount in the bylaw due to an over-levy from 2025. The increase in the Meridian Housing Foundation operating requisition was approved by the Meridian Housing Foundation Board and reflects rising inflationary costs, increased consulting fees, building condition analysis reporting, and the need for additional staff to meet growing workload demands. This increase also supports the addition of a new senior's facility, Horizon View Lodge, which is expected to be operational by fall 2026.

The City of Spruce Grove 2026 tax levy for the Meridian Housing Foundation capital requisition is \$208,705.82, an increase of \$1,542.82, or 0.74 per cent over 2025 requisition. This amount differs slightly from the bylaw due to an over-levy from 2025.

Annexed Lands

Lands annexed in 2021 from Parkland County must be taxed at either the County municipal tax rate or the City of Spruce Grove tax rate, whichever is lower, until 2051, or until a portion becomes a newly registered parcel of land, in accordance with the 2020 Lieutenant Governor in Council's Annexation Order. At the time this report was prepared, Parkland County rates were unavailable. The 2026 rates are anticipated to be approved in time to be included in the report to Council for third reading of the tax rate bylaw, scheduled for May 11, 2026. First reading has been prepared using this year's annexed assessment values and last year's annexed rates.

Lands annexed in 2025 from Town of Stony Plain must be taxed using the tax rate established by the Town of Stony Plain or by the City of Spruce Grove, whichever is lower until 2051 or until a portion becomes a new registered parcel of land as set out in the 2025 Lieutenant Governor

in Council's Annexation Order. At the time this report was created, Town of Stony Plain rates were unavailable. First reading has been prepared using this year's annexed assessment values with the City's last year's rates.

Supplementary Tax

For properties that were partially complete or under construction as of December 31, 2025, taxpayers will receive a supplementary tax assessment based on the difference between their annual assessment and the assessed value of the property at completion. Supplementary assessments are based on market value as of July 1, 2025, and are issued in May for new construction completed by April 30, 2026, and in October for new construction completed by September 30, 2026. The estimated supplementary taxation of \$201,000 will be levied at the rates as set out in the bylaw.

Property Tax Policy

The City does not tax overall market value appreciation or depreciation; however, individual property value changes relative to the overall average market value change will vary and may affect each property's tax levy differently. On average, for the 12 months ending June 30, 2025, market values increased by 3.07 per cent for non-residential properties, 2.80 per cent for multi-family properties, and 8.49 per cent for residential properties.

The 2026 bylaw maintains a multi-family dwelling rate split of 1.4 times the residential rate and updates the non-residential / residential rate split of 1.692 in accordance with CP-1042-22 - Property Tax Distribution Policy. By comparison, split rates used in the 2025 property tax rate bylaw were 1.4 and 1.634, respectively.

Taxable Assessment Growth

Taxable assessment from new development totaled \$395,081,940, comprised of \$350,399,000 in residential assessment, \$31,876,000 in multi-family assessment, and \$12,806,940 in non-residential assessment.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

Assessment property notices were mailed on January 29, 2026. During the assessment complaint period, residents had the opportunity to connect with Assessors and Finance staff available by phone or virtual meeting to discuss current assessments, comparable assessments, and related concerns.

IMPLEMENTATION / COMMUNICATION:

The City advertises the tax notice mailing through the City website, social media, and reader boards. Tax notices must be mailed no later than May 23, and payment is due on June 30, excluding those on a pre-authorized payment plan.

All tax notices are accompanied by a tax information sheet that provides information on annual municipal taxes, Education and Meridian Housing Foundation requisitions, and how tax dollars are allocated.

Below are the strategies and tactics that the City will use for advertising purposes:

COMMUNICATIONS STRATEGIES

- Website tools
- Social media campaign
- Electronic communications
- Print materials
- Internal communications

COMMUNICATIONS TACTIC	TIMING
Website tools	May - June
Social media campaign	May - June
Electronic communications	May - June
Print materials (incl. property tax notice insert)	May - June
Signage	May - June
Internal communications	May

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

The 2026 municipal tax requirement is \$64,512,946, comprised of \$64,248,011 in estimated annual tax revenue, \$63,935 in estimated revenue from annexed lands, and \$201,000 in estimated supplementary tax revenue.

THE CITY OF SPRUCE GROVE

BYLAW C-1440-26

2026 PROPERTY TAX AND SUPPLEMENTARY PROPERTY TAX RATE BYLAW

WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000, c M-26, as amended, a council shall pass a property tax bylaw annually to impose a tax in respect of property in the municipality to raise revenue to be used toward the payment of requisitions and expenditures and transfers set out in the approved budget of the municipality;

AND WHEREAS, the *Municipal Government Act*, R.S.A. 2000, c M-26, as amended provides that if in any year a council passes a bylaw authorizing supplementary assessments to be prepared, the council shall, in the same year pass a bylaw authorizing a council to impose a supplementary tax in respect of that property and that the supplementary tax rates be the same as imposed in the property tax bylaw;

AND WHEREAS, Council passed Bylaw C-1113-20 - Supplementary Assessment Bylaw, to authorize supplementary assessments in order to levy property taxes on new Improvements;

AND WHEREAS, the estimated revenue to be raised by taxation is \$64,512,946; which is further broken down between the estimated revenue to be raised by supplementary taxation of \$201,000 and the estimated revenue to be raised by annual taxation of \$64,311,946;

AND WHEREAS, Council is authorized to sub-classify assessed property, and to establish different rates of taxation in respect to each sub-class of property, subject to the Act;

AND WHEREAS, the City annexed lands from Parkland County by Order in Council 381/2020 and the order stipulates that for taxation purposes in 2021 and in subsequent years up to and including 2051, the annexed land and the assessable improvements to it must be assessed and taxed by the City on the same basis as if they had remained in Parkland County;

AND WHEREAS, the City annexed lands from Town of Stony Plain by Order in Council 365/2025 and the order stipulates that for taxation purposes in 2026 and in subsequent years up to and including 2051, the annexed land and the assessable improvements to it must be assessed and taxed by the City on the same basis as if they had remained in Town of Stony Plain;

AND WHEREAS, the Act authorizes the recovery of costs related to the provincial assessor's operations and further provides that the tax rate be set by the Minister;

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

1. BYLAW TITLE

- 1.1 This bylaw is called "2026 Property Tax and Supplementary Property Tax Rate Bylaw".

2. DEFINITIONS

- 2.1 "Act" means the *Municipal Government Act*, R.S.A. 2000, c M-26, as amended.
- 2.2 "Assessment" means a value of property determined pursuant to Part 9, Division 4 of the Act and Matters Relating to Assessment and Taxation Regulation, 2018, 203/2017, as amended.
- 2.3 "City" means the municipal corporation of the City of Spruce Grove in the Province of Alberta.
- 2.4 "City Manager" means the administrative head of the City.
- 2.5 "Council" means the Council of the City of Spruce Grove elected pursuant to the *Local Authorities Election Act*, R.S.A. 2000, c L-21, as amended.
- 2.6 "Improvement" means:
- (a) a structure;
 - (b) anything attached or secured to a structure that would be transferred without special mention by a transfer or sale of the structure;
 - (c) a designated manufactured home; and
 - (d) machinery and equipment.

3. LEVY RATES OF TAXATION

3.1 The City Manager is hereby authorized to levy the following rates of taxation on assessment value of all property as shown on the assessment roll of the City.

	<u>Tax Levy</u>	<u>Assessment</u>	<u>Tax Rate (Mills)</u>
General Municipal:			
Residential/Farmland	45,711,287	7,120,249,120	6.4199
Multi-Family	3,249,890	361,585,020	8.9879
Non-Residential	15,286,834	1,407,303,430	10.8625
Annexed Properties (Order in Council 381/2020)			
Residential/Farmland	27,573	6,181,700	4.4605
Non-Residential	25,591	2,758,520	9.2772
Annexed Properties (Order in Council 365/2025)			
Residential/Farmland	<u>10,771</u>	<u>1,637,500</u>	6.5781
Total Municipal*	<u><u>64,311,946</u></u>	<u><u>8,899,715,290</u></u>	
Education Requisition:			
Alberta School Foundation Fund			
Residential/Farmland	16,678,039	6,669,348,087	2.5007
Non-Residential	<u>4,675,572</u>	<u>1,155,632,120</u>	4.0459
	<u>21,353,611</u>	<u>7,824,980,207</u>	
Opted-Out School Board			
Residential/Farmland	2,051,337	820,305,253	2.5007
Non-Residential	<u>1,007,473</u>	<u>249,010,830</u>	4.0459
	<u>3,058,810</u>	<u>1,069,316,083</u>	
Total Education	<u><u>24,412,421</u></u>	<u><u>8,894,296,290</u></u>	
Meridian Housing Foundation Requisition			
Operating Requisition	679,524	8,894,296,290	0.0764
Capital Contribution	<u>207,237</u>	<u>8,894,296,290</u>	0.0233
Total Meridian Housing Foundation Requisition	<u><u>886,761</u></u>	<u><u>8,894,296,290</u></u>	0.0997
Designated Industrial Property Requisition	4,825	64,856,710	0.0744

The above amounts include 2025 over/under levies.

** The supplementary taxation, estimated at \$201,000, will be levied at the rates in this bylaw.*

4. SEVERABILITY

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

5. EFFECTIVE DATE

5.1 This bylaw shall come into force and effect when it receives third reading and is duly signed.

First Reading Carried	Click here to enter a date.
Second Reading Carried	Click here to enter a date.
Third Reading Carried	Click here to enter a date.
Date Signed	Click here to enter a date.

Mayor

City Clerk



The City of
**SPRUCE
GROVE**

REQUEST FOR DECISION

MEETING DATE: April 27, 2026

TITLE: Various Boards and Committees Meeting Minutes and Reports - April 27, 2026

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 Community Services Advisory Committee

April 14, 2026, 6 p.m.

Community Engagement Space

414 King Street

Spruce Grove, AB T7X 2C7

Members Present:

Councillor Carter
Kimberley Shuya, Chair
Gene Kushnir
Hannah Dunbar
Kim Fisher
Lisa Iwanyk
Lori Bethel
Shae Douglas
Tessa Scott

Members Absent:

Neil Quaid, Vice-Chair
Ambili Rose

Also in Attendance:

David Wolanski, Administrative Liaison
Scott Rodda, Director Community Social Development
Carrie Demkiw, Supervisor of Community Development
Ariane Lacelle, Community Development Coordinator
Nicole Hitchens, Recording Secretary

1. CALL TO ORDER

Chair Kimberley Shuya called the meeting to order at 6:01 p.m.

2. AGENDA

2.1 Adoption of the Agenda - Community Services Advisory Committee - April 14, 2026

Resolution: CSAC-023-26

Moved by: Tessa Scott

THAT the agenda be adopted as presented.

Unanimously Carried

3. MINUTES

3.1 Approval of Minutes - Community Services Advisory Committee - March 10, 2026

Resolution: CSAC-024-26

Moved by: Shae Douglas

THAT the March 10, 2026 Community Services Advisory Committee meeting minutes be approved as presented.

Unanimously Carried

4. DELEGATIONS

There were no Delegations on the agenda.

5. ADMINISTRATIVE UPDATES

There were no Administrative Updates on the agenda.

6. BUSINESS ITEMS

6.1 Family and Community Support Services 101

Scott Rodda, Director of Community Social Development, provided a presentation on Family and Community Support Services 101.

Lisa Iwanyk joined the meeting at 6:10 p.m.

Committee thanked Scott Rodda for the presentation.

Resolution: CSAC-025-26

Moved by: Hannah Dunbar

THAT the following areas of concern be identified and considered by the City in future priorities, program development, and strategies:

- Youth employment
- Affordable housing
- Urgent care facility
- Promote family as a core social unit
- Diverse and affordable youth programming

Unanimously Carried

6.2 Neighbourhood Connection Engagement

Carrie Demkiw, Supervisor of Community Development, and Ariane Lacelle, Community Development Coordinator, presented on Neighbourhood Connection Engagement.

Committee thanked Carrie Demkiw and Ariane Lacelle for the presentation.

7. **INFORMATION ITEMS**

There were no Information Items on the agenda.

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 - Community Services Advisory Committee - April 14, 2026

Resolution: CSAC-026-26

Moved by: Shae Masse

THAT the Community Services Advisory Committee adjourn at 8 p.m.

Unanimously Carried

Kimberley Shuya, Chair

Nicole Hitchens, Recording Secretary

Date Signed

DRAFT