CALL TO ORDER

1. ADOPTION OF AGENDA

2. ADOPTION OF MINUTES
   a. September 13, 2010 Regular Council Meeting Minutes

3. PUBLIC HEARINGS
   a. C-727-09 - Heritage Estates Area Structure Plan Amendment
   b. C-749-10 - Land Use Bylaw - Text Amendment and Redistricting - Hawthorne Lifestyle Community

4. PRESENTATIONS

5. DELEGATIONS
   a. Ralph Leriger - TransAlta - Project Pioneer (Carbon Capture and Storage) - Lagore

6. PUBLIC QUESTION & ANSWER PERIOD

7. COUNCIL UPDATES

8. ADMINISTRATIVE UPDATES
   a. Staff Introduction - Deputy Chief - Safe City - Araujo
   b. Mayor’s Task Force on the Environment - Update and Preliminary Outcomes - Hales
   c. City Manager Updates - Lagore
9. **BYLAWS**
   a. C-727-09 - Second and Third Reading - Heritage Estates Area Structure Plan Amendment - Hales
   b. C-749-10 - Second Reading - Land Use Bylaw Text Amendment and Redistricting - Hawthorne Lifestyle Community - Hales
   c. C-748-10 - Third Reading - Municipal Services Utility Bylaw Amendment - Water Efficient Fixtures - Hales

10. **BUSINESS ITEMS**
    a. Policy 8,029 - Community Peace Officer Public Complaints Process Policy - Araujo
    b. Request to Extend Deadline for Payment of Levies and Developer Charges – Spruce Grove Industrial Park Inc. - Hales

11. **INFORMATION ITEMS**
    a. Various Board and Committee Meeting Minutes

12. **CLOSED SESSION**
    a. City Manager Updates - Lagore
    b. Community Spirit Award - Walker

13. **BUSINESS ARISING FROM CLOSED SESSION**

**ADJOURNMENT**
September 13, 2010 Regular Council Meeting Minutes

**Submitted By:** Marj Bradshaw, Corporate Services

**Department:** Corporate Services

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**Information**

**Recommendation**
That the September 13, 2010 Regular Council Meeting Minutes be approved as presented.

**Purpose**
n/a

**Background**
n/a

**Options**
n/a

**Impacts/Consultation**
n/a

**Implementation/Communication**
n/a

**Strategic Goals**
n/a

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**Attachments**
Link: September 13, 2010 Regular Council Meeting
THE CITY OF SPRUCE GROVE

Minutes of the Regular Meeting of Council
held September 13, 2010
in Council Chambers

Present:

Mayor Houston and Aldermen Acker, Baxter, Jensen, Palivoda, Rothe and Steinburg

Also In Attendance:

Doug Lagore, City Manager
Jackie Araujo, General Manager of Community and Protective Services
David Hales, General Manager of Planning and Infrastructure
Jennifer Hetherington, Manager of Corporate Communications
Dave Walker, Manager of Economic and Business Development
Lindsey Butterfield, Long Range Planner
Tania Shepherd, City Clerk
Marj Bradshaw, Recording Secretary

CALL TO ORDER

Mayor Houston called the meeting to order at 6:00 p.m.

1. ADOPTION OF AGENDA

The following amendment was made to the agenda:

City Manager Lagore – Move Business Item 10.a. to precede Bylaw Item 9.e.

231-10 (CS) Moved by Alderman Rothe that the agenda be adopted as amended.

Carried

2. ADOPTION OF MINUTES

232-10 (CS) a. August 16, 2010 Regular Council Meeting Minutes

Moved by Alderman Steinburg that the August 16, 2010 Regular Council Meeting Minutes be approved as presented.

Carried
3. PUBLIC HEARINGS

a. C-758-10 - Land Use Bylaw Amendment - Redistricting – Hilldowns - Stage 8

Mayor Houston called the Public Hearing to order at 6:02 p.m. on Bylaw C-758-10 – Land Use Bylaw Amendment – Redistricting – Hilldowns – Stage 8.

There were no written or verbal presentations received.

Mayor Houston declared the Public Hearing closed at 6:06 p.m.

4. PRESENTATIONS

a. Outstanding Achievement Presentation - National Bowling Championship

Mayor Houston and Aldermen Palivoda and Rothe presented Brett Mapstone with a Certificate of Outstanding Achievement for his participation on Team Alberta and their Gold Medal win at the Canadian Nationals 5-pin Bowling Finals held in Winnipeg, Manitoba on June 1, 2010.

b. Outstanding Achievement Presentation - Pee Wee Performance Triple A Baseball Team

Mayor Houston and Aldermen Baxter and Steinburg presented members of the Spruce Grove Pee Wee Triple A Whitesox baseball team with Certificates of Outstanding Achievement for their Gold Medal win at the Baseball Alberta Provincial Championships held at Henry Singer Ball Park in Spruce Grove on July 31 – August 1, 2010.

5. DELEGATIONS

No delegations came before Council.

6. PUBLIC QUESTION AND ANSWER PERIOD

There were no questions asked of Council.

7. COUNCIL UPDATES

No council updates were provided.
8. ADMINISTRATIVE UPDATES

a. City Manager Updates

There were no updates provided.

b. 2010 Demographic Report


233-10 Moved by Alderman Baxter that the 2010 Demographic Report be accepted as information. Carried

c. Land Use Bylaw Review Terms of Reference

Lindsey Butterfield, Long Range Planner provided Council with details of the Terms of Reference for the proposed land use bylaw review scheduled for the Fall of 2010.

234-10 Moved by Alderman Acker that the Land Use Bylaw Review Terms of Reference be accepted as information. Carried

9. BYLAWS

a. C-758-10 – Land Use Bylaw Amendment – Redistricting – Hilldowns Stage 8

235-10 (P&I/CS) Moved by Alderman Steinburg that second reading be given to Bylaw C-758-10 - Land Use Bylaw Amendment – Redistricting - Hilldowns Stage 8. Carried

b. Motion to Reconsider Resolution 211-10

236-10 Moved by Alderman Palivoda that resolution 211-10 “that second reading be given to Bylaw C-756-10, Municipal Development Plan Amendment, South Century Area" be reconsidered. Carried
237-10  Moved by Alderman Rothe that Resolution 211-10, “that second reading be given to Bylaw C-756-10, Municipal Development Plan Amendment, South Century Area” be rescinded.

Carried

c. C-756-10 - Municipal Development Plan Amendment - South Century Area

238-10 (P&I/CS)  Moved by Alderman Baxter that second reading be given to Bylaw C-756-10 – Municipal Development Plan Amendment – South Century Area, as amended.

Carried

239-10 (P&I/CS)  Moved by Alderman Jensen that third reading be given to Bylaw C-756-10 – Municipal Development Plan Amendment – South Century Area.

Carried

d. C-757-10 – South Century Area Structure Plan

240-10 (P&I/CS)  Moved by Alderman Palivoda that third reading be given to Bylaw C-757-10 – South Century Area Structure Plan.

Carried

Business Item 10.a. was moved to this area of the agenda.

10.a. Policy 6,015 – Public Utility Lot License of Occupation Policy

241-10 (P&I/CS)  Moved by Alderman Jensen that the revised Public Utility Lot License Policy 6,015 be approved as presented.

Carried

e. C-759-10 – Schedule of Fees Bylaw Amendment

242-10 (P&I/CS)  Moved by Alderman Palivoda that first reading be given to Bylaw C-759-10 – Schedule of Fees Bylaw Amendment.

Carried
243-10 (P&I/CS) Moved by Alderman Baxter that second reading be given to Bylaw C-759-10 – Schedule of Fees Bylaw Amendment.

Carried

244-10 Moved by Alderman Rothe that consent be given to proceed with third reading of Bylaw C-759-10 – Schedule of Fees Bylaw Amendment.

Unanimously Carried

245-10 (P&I/CS) Moved by Alderman Steinburg that third reading be given to Bylaw C-759-10 – Schedule of Fees Bylaw Amendment.

Carried

Mayor Houston called for a recess at 7:36 p.m.

Mayor Houston reconvened the meeting at 7:48 p.m.

10. BUSINESS ITEMS

Business Item 10.a. was moved up in the agenda to follow Bylaw Item 9.d.

b. Participation in Ipsos Reid Survey - Municipal Solutions for a Greener Earth

246-10 (P&I) Moved by Alderman Acker that the City of Spruce Grove participate in Ipsos Reid's upcoming study "Municipal Solutions for a Greener Earth" at a cost not to exceed $10,000, and that the funds be allocated from Council Contingency.

Carried

c. Request for Proposal – Electronic Billboard

247-10 (EBD) Moved by Alderman Steinburg that the proposal from Big Sky Media to construct and manage an electronic billboard on City right-of-way at the intersection of Highway 16A and Calahoo Road (site of former Pepsi Sign) in Spruce Grove be accepted.

Carried
d. Committee of the Whole Meeting of September 20, 2010

248-10 (CS) Moved by Alderman Palivoda that the Committee of the Whole meeting scheduled for Monday September 20, 2010 be canceled.

Carried

11. ACCEPTANCE OF INFORMATION ITEMS

a. Various Board and Committee Meeting Minutes

249-10 Moved by Alderman Jensen that the various board and committee meeting minutes be accepted as information.

Carried

12. CLOSED MEETING SESSION

Council did not go into Closed Session.

13. BUSINESS ARISING FROM CLOSED SESSION

There was no business arising from Closed Session.

ADJOURNMENT

250-10 Moved by Alderman Jensen that the Regular Meeting adjourn at 8:39 p.m.

Carried

________________________________________

MAYOR

________________________________________

RECORDING SECRETARY
Information

Recommendation
That those in attendance be thanked for their input.

Purpose
The purpose of the amendment is to expand and reconfigure a Medium Density Residential (MD) site in Lot B, Plan 0124051 in NW 4-53-27-4 and to add a park area (shown as Municipal Reserve on the Concept Plan) at the southeast corner of the Heatherglen Drive alignment and Hawthorne Gate. The proposed stormwater management facility (SWMF) in the northeast will be reduced slightly in area from that shown on the concept map. This reconfiguration is consistent with the SWMF as approved by the City and Alberta Environment.

Approximately 10.6 ha in the northeast corner of NW 4, east of the Heatherglen Drive alignment, will be developed as a mixed density, bareland condominium community of primarily modular homes. The use of modular homes without basements addresses issues associated with poor soil conditions and a high water table. Modular homes will be installed on permanent foundations, either a pile system or a perimeter foundation. The developer intends to apply stringent architectural guidelines.

Background
Capital Region Board
The proposed area structure plan amendment does not meet the criteria for a REF submission. As a general rule, the Capital Region Board (CRB) encourages CRB municipalities to consider proposed amendments from a regional impact perspective. Based on the information provided by the City, the Board agreed that the proposed changes are minor and have no regional impact.

As a priority growth area, the City of Spruce Grove is expected to increase its overall residential density. The subject lands are currently designated Low Density Residential. Typically, the City’s area structure plans have established a maximum density of 19.5 units/ha for Low Density Residential. The proposed amendment will redesignate the subject lands from Low Density Residential to Medium Density Residential. The projected density for the subject lands is 25 units/ha, with a mix of detached, semi-detached and row house units on approximately 190 lots. This is consistent with the CRB’s requirements.
The Municipal Development Plan
Your Bright Future: Municipal Development Plan 2010 – 2020 (MDP) is the City’s primary statutory plan. The subject lands are designated as “Residential” on the Future Land Use map. The “Residential” designation does not distinguish among housing types or densities. The SWMF is identified on the Stormwater Management map, and the proposed P-1 area is shown as a proposed Park on the Parks and Open Space map.

One of the objectives of the Municipal Development Plan 2009-2020 Your Bright Future is to:

*Increase housing options and residential densities across the community.*

Policy 5.2.2.1 encourages the City to:

*Integrate a variety of housing types and densities to create diverse streetscapes in neighbourhoods and increase diversity in the housing stock.*

The proposed increased density and integration of different housing types is consistent with the draft MDP.

The Heritage Estates Area Structure Plan
The subject lands are currently governed by the Heritage Estates Area Structure Plan (ASP), adopted in June, 2001 and amended in 2005 and 2006.

The ASP Concept Plan shows the subject site as primarily Low Density Residential, with a Medium Density Residential site on the east side of the Heatherglen Drive road alignment.

The proposed amendment will reconfigure and expand the Medium Density Residential designation to include much of Lot B, Plan 0124051. The projected density for the mixed density community is 25 units/ha, somewhat higher than the 20 units/ha established for Low Density Residential in the amended Heritage Estates ASP, but more consistent with the CRB’s density target of 25 to 30 du/NRha (dwelling units/net residential ha). According to the applicants, the modular homes will be located on subdivided condominium lots. The community will have its own system of internal streets, parks and trails. Open space, roads, boulevards, parking areas and the recreation centre will be privately owned, operated and maintained. Internal roads will have a paved asphalt width of 8 m within a 12 m road allowance.

Although this will be a gated community with respect to motor vehicles, public pedestrian access through the community to the stormwater management facility and Heritage Grove Park will be provided.

A strip of land bordering the Heatherglen Drive road alignment will be designated Low Density Residential.

The amendment includes a large park in the southwest corner of the proposed community. According to the applicants, this will:

• provide a more centralized and accessible neighbourhood park;
• provide a more accessible trail system throughout the neighbourhood; and
• create a transition between the land lease community and more traditional low density
residential development.

**Parks and Open Space Master Plan and Urban Forest Management Plan**

The original proposal included removal of a portion of the treed area west of Dog Creek. The applicants have revised the draft layout to retain the large treed area as an amenity feature. This is consistent with the Parks and Open Space Master Plan and the Urban Forest Management Plan. The Parks and Open Space Master Plan considers the treed area in the northeast corner of NW 4 as part of Heritage Grove Park. Policies developed for Natural and Semi-Natural Green Space or Watercourses include:

1. *Natural processes in Spruce Grove shall be preserved to the greatest extent possible, and all natural systems (creeks, wetlands, woodlands) shall be integrated into new communities and/or parkland areas.*

The Urban Forest Management Plan identifies the treed area in the northwest corner of NW 4 as a stand of healthy, 60 to 100 year old white spruce and white spruce/aspen with:
1. high to extreme spring fire hazard potential,
2. moderate to high summer fire hazard potential,
3. moderate decay and breakage hazard
4. low blowdown hazard, and
5. fair wildlife snag habitat potential.

The proposed amendment also identifies a future east/west neighbourhood trail connection to Heritage Grove Park and the stormwater management facility. This may require a Public Access Agreement.

**The Land Use Bylaw**

Most of the subject site is currently districted U-R – Urban Reserve Holding District. The reclassification of land to other land use districts is normally required before subdivision and development can occur.

Because the proposed mixed density community concept does not fit any existing residential district in the current Land Use Bylaw, the applicants have applied for a Land Use Bylaw text amendment (Bylaw No. C-749-10) to incorporate a new land use district - Section 139 HLC – Hawthorne Lifestyle Community District. A small portion of the land currently districted P-1 – General Recreation, the site of the future stormwater management facility, will be redistricted to HLC.

At the time of redistricting and subdivision, the applicants’ proposal includes:
• reduced front yard and rear yard setbacks and narrower roads within the lifestyle community,
• a range of amenities, including a (private) recreational centre, small private park areas and a large public park, a natural treed area, and a stormwater pond; and
• an internal trail system, available for general public use, connecting to the regional trail network along Heatherglen Drive and in Heritage Grove Park.

The Municipal Reserve, Environmental Reserve and stormwater management facility areas will be redistricted P-1 – General Recreation.
**Options**
To date, the following process requirements of the Municipal Government Act have been fulfilled:

- Council gave Bylaw No. C-727-09, the proposed area structure plan amendment, first reading on July 12, 2010.
- Adjacent landowners were mailed a Notice of Public Hearing for Bylaw No. C-727-09.
- A Notice of Public Hearing and opportunity for review of the proposed Bylaw was advertised in the September 10 and 17, 2010, editions of the local newspaper.

The following process requirements of the Municipal Government Act have yet to be fulfilled:

- Public Hearing, scheduled for September 27, 2010.
- Consideration of second and third reading of Bylaw No. C-727-09, scheduled for September 27, 2010.

**Impacts/Consultation**
The proposed amendment was discussed at an Open Space Planning Team meeting. Based on the Team’s input, the original proposal was modified to preserve the large treed area adjacent to Heritage Grove Park.

As the proposed community will be gated, Community Services expressed interest in trail connections and access to Heritage Grove and the stormwater management facility. According to the applicants, while external traffic will be restricted, the community roads, sidewalks and walkways will be open to the public for pedestrian and bicycle traffic. Access agreements may be required for public use of private walkways, etc.

An emergency access has been added on the south side of the community to address Engineering and Fire Services’ access concerns.

The proposed area structure plan amendment was circulated internally for other departments’ comments.

A non-statutory open house was held on August 25, 2010. There were 10 attendees who signed in and discussed the project with the developer’s and city’s staff present. Most of those in attendance were interested in more information than what was available on the website or the newspaper. However, no major concerns with the proposed ASP amendment were noted.

**Implementation/Communication**
N/A

**Strategic Goals**
Goal One - Benefiting from Growth
The City of Spruce Grove will manage growth to maximize benefits to the community.

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**Fiscal Impact**

**Financial Considerations:**
N/A
**Attachments**

Link: Attachment A, Area Structure Plan Amendment Bylaw
Notice of Public Hearing
Bylaw No. C-727-09
Proposed Amendment to the Heritage Estates Area Structure Plan

Council will consider Bylaw No. C-727-09, a bylaw to amend the Heritage Estates Area Structure Plan Bylaw No. C-596-06.

The proposed area structure plan amendment includes a change to the development concept map to reconfigure and expand a medium density residential site in Lot B, Plan 0124051 in the north half of NW 4-53-27-4 and to add an open space area in the north central portion of NW 4.

REPRESENTATION:
If you or someone you represent is affected by the proposed bylaw, you may address City Council at the public hearing.
Monday, September 27, 2010 at 6 p.m.
Council Chambers, City Hall
315 Jespersen Avenue

Written submissions will be received by the City Clerk until noon on Wednesday, September 22, 2010. Written representations received before the designated time will be reviewed before oral presentations are heard.

A copy of the proposed bylaw amendment is available from Planning and Development, Second Floor, City Hall, 315 Jespersen Avenue, 8:30 a.m. to noon and 1 to 4:30 p.m., Monday to Friday.

QUESTIONS:
Call Debra Irving, Director of Planning and Development, at 780-962-7621.
Regular Council Meeting
Date: 09/27/2010
C-749-10 - Land Use Bylaw - Text Amendment and Redistricting - Hawthorne Lifestyle Community

Submitted By: Planning & Infrastructure
Department: Planning & Infrastructure

Information

Recommendation
That those in attendance be thanked for their input.

Purpose
The purpose of the amendment is to:
1. create a new residential land use district, the HLC – Hawthorne Lifestyle Community District, and
2. redistrict Lot B and a portion of Lot A, Plan 0124051 in NW 4-53-27-4 from:
   (a) U-R – Urban Reserve Holding District to HLC – Hawthorne Lifestyle Community District,
   (b) U-R – Urban Reserve Holding District to R-1D – Residential-Single Detached (Class D),
   (c) U-R – Urban Reserve Holding District to P-1 – General Recreation, and
   (d) P-1 – General Recreation to HLC – Hawthorne Lifestyle Community District.

Approximately 10.6 ha in the northeast corner of NW 4, east of the Heatherglen Drive alignment, will be developed as a mixed density, bareland condominium community of primarily modular homes. The use of modular homes without basements addresses issues associated with poor soil conditions and a high water table. Modular homes will be installed on permanent foundations, either a pile system or a perimeter foundation. The developer intends to apply stringent architectural guidelines.

The projected density (based on gross development area) is 25 units/ha, with a mix of detached, semi-detached and row house units.

The proposed stormwater management facility (SWMF) in the northeast will be reduced slightly from that shown on the concept map. This reconfiguration is consistent with the SWMF as approved by the City and Alberta Environment.

Immediately west of the proposed Hawthorne Lifestyle Community, a portion of Lot A, Plan 0124051 will be redistricted to R-1D – Residential-Single Detached (Class D). This will continue the low density residential development along Hickory Trail and Hawthorne Gate.

The application includes the redistricting of the treed area (including the Nelson Day Use Area) west of Dog Creek, a portion of the trail connection along the north boundary of Section 4, and a park area at the southeast corner of the Heatherglen Drive alignment and Hawthorne Gate.

Background
Capital Region Board
The City of Spruce Grove has been identified by the Capital Region Board as a Priority Growth Area. The proposed redistricting, and associated area structure plan amendment (Bylaw No. C-727-09) includes the increases the area designated for medium density residential development. The projected density for the Hawthorne Lifestyle Community is 25 units/gross ha, consistent with the CRB’s density target of 25 to 30 du/NRha (dwelling units/net residential ha).

The Municipal Development Plan
Your Bright Future: Municipal Development Plan 2010 – 2020 (MDP) is the City’s primary statutory plan. The subject lands are designated as “Residential” on the Future Land Use map. The “Residential” designation does not distinguish among housing types or densities. The SWMF is identified on the Stormwater Management map, and the proposed P-1 area is shown as a proposed Park on the Parks and Open Space map.

One of the objectives of the Municipal Development Plan 2009-2020 Your Bright Future is to:

*Increase housing options and residential densities across the community.*

Policy 5.2.2.1 encourages the City to:

*Integrate a variety of housing types and densities to create diverse streetscapes in neighbourhoods and increase diversity in the housing stock.*

The projected density for the subject lands is 25 units/ha, with a mix of detached, semi-detached and row house units on approximately 190 lots.

The MDP identifies the treed area south of the stormwater management facility as part of a larger park area associated with Dog Creek and Heritage Grove Park. The Objective of Section 4.5 Environmentally Significant and Natural Areas is to:

*Protect and enhance the ecological integrity of the community’s sustainable environmentally significant and natural areas.*

Policy 4.5.1.1 requires the City to:

*Integrate sustainable environmentally significant and natural areas into the parks and open space network … and identify these in area structure plans, redevelopment plans, and subdivision plans.*

Under Section 5.5 Parks and Open Space Network, Policy 5.5.1.7 requires the City to:

*Incorporate natural areas into the parks and open space system.*

This treed area will be districted P-1 – General Recreation, and incorporated into Heritage Grove.

The Heritage Estates Area Structure Plan
The subject lands are currently governed by the Heritage Estates Area Structure Plan (ASP),

The ASP Concept Plan shows the subject site as primarily Low Density Residential, with a Medium Density Residential site on the east side of the Heatherglen Drive road alignment.

An ASP amendment (Bylaw No. C-727-09), concurrently under consideration by Council, will reconfigure and expand the area designated as Medium Density Residential.

Qualico Developments West Ltd., through Parkbridge Lifestyle Communities, is proposing a “lifestyle”, mixed density community comprised primarily of modular homes. The projected density for the community is 25 units/gross ha, consistent with the CRB’s density target of 25 to 30 du/NRha (dwelling units/net residential ha). The community will have its own system of internal streets, parks and trails. Open space, roads, boulevards, parking areas and the recreation centre will be privately owned, operated and maintained. Internal roads will have a paved asphalt width of 8 m within a 12 m road allowance (Attachment B).

Although this will be a gated community with respect to motor vehicles, general pedestrian access through the community to the stormwater management facility and Heritage Grove Park will be encouraged.

Parks and Open Space Master Plan and Urban Forest Management Plan
The application includes the redistricting of the treed area west of Dog Creek. This is consistent with the Parks and Open Space Master Plan and the Urban Forest Management Plan. The Parks and Open Space Master Plan considers the treed area in the northeast corner of NW 4 as part of Heritage Grove Park. Policies developed for Natural and Semi-Natural Green Space or Watercourses include:

1. *Natural processes in Spruce Grove shall be preserved to the greatest extent possible, and all natural systems (creeks, wetlands, woodlands) shall be integrated into new communities and/or parkland areas.*

The Urban Forest Management Plan identifies the treed area in the northwest corner of NW 4 as a stand of healthy, 60 to 100 year old white spruce and white spruce/aspen with:
1. high to extreme spring fire hazard potential,
2. moderate to high summer fire hazard potential,
3. moderate decay and breakage hazard
4. low blowdown hazard, and
5. fair wildlife snag habitat potential.

The related area structure plan amendment also identifies a future east/west neighbourhood trail connection to Heritage Grove Park and the stormwater management facility. This may require a Public Access Agreement.

The Land Use Bylaw
The subject site is currently districted U-R – Urban Reserve Holding District. The reclassification of land to other land use districts is normally required before subdivision and development can occur.
Because a “mixed density” community concept does not fit any existing residential district in the current Land Use Bylaw, the applicants have applied for a Land Use Bylaw text amendment to incorporate a new land use district - Section 139 HLC – Hawthorne Lifestyle Community District. The General Purpose of this district is to

... accommodate detached and attached homes in an integrated lifestyle community within the Hawthorne neighbourhood of Heritage Estates. This lifestyle community offers lots with reduced setbacks appealing to residents seeking less yard maintenance, as well as a more intimate streetscape with no on-street parking and an internal roadway that is gated to outside vehicles at the community entrance. A mixture of housing types and sizes within a medium density site will encourage a diversity of residents creating a more integrated and heterogeneous community.

Permitted Uses in this district are:
1. Single Detached Dwelling,
2. Semi-Detached Dwellings,
3. Row Housing, and

At the present time, the applicants are proposing modular dwellings. However, depending on demand, traditional stick-built dwellings could be constructed.

Lots sizes are proposed to range from 342 m2 to 375 m2 for single detached dwellings (comparable to R-1D lots) and 165 m2 to 210 m2 for semi-detached dwellings and row house units (the minimum area for a site or condominium unit in an R-2MS District is 150 m2).

A minimum setback of 4.5 m (14.8 ft) is proposed for the front yard and rear yard. For all dwelling units and any sales centre, the minimum side yard setback shall be 1.35 m (4.4 ft) for both one- and two-storey buildings (in the R-1D District, the minimum side yard setback is 1.35 m for a one-storey dwelling and 1.8 m or 5.9 ft for a two-storey dwelling; in the Spruce Village residential districts, the side yard setback is 1.2 m or 3.9 ft). The reduced setbacks are intended to minimize yard maintenance for each property owner.

The minimum floor area requirements, as set out in Subsection 139(4), are the same as those in the R-1D – Residential-Single Detached district.

In terms of on-site and on-street parking, two on-site parking stalls will be provided for every unit on driveways. Additional parking stalls will be provided within attached garages, either single or double garages. The intention is to eliminate on-street parking and allow for reduced road widths.

Options
To date, the following process requirements of the Municipal Government Act have been fulfilled:
• Council gave Bylaw No. C-749-10, the proposed Land Use Bylaw amendment, first reading on August 16, 2010.
• Adjacent landowners were mailed a Notice of Public Hearing for Bylaw No. C-749-10.
• A Notice of Public Hearing and opportunity for review of the proposed Bylaw was advertised in the September 10 and and September 17 editions of the local newspaper.
The following process requirements of the Municipal Government Act have yet to be fulfilled:
• Public Hearing, scheduled for September 27, 2010.
• Consideration of second reading of Bylaw No. C-749-10, scheduled for September 27, 2010.
• Consideration of third reading of Bylaw No. C-749-10, which has not yet been scheduled; pursuant to City Policy, a Development Agreement between the City and the landowner/developer is required before Council will consider third reading of this redistricting bylaw.

Impacts/Consultation
As the proposed community will be gated, Community Services expressed interest in trail connections and access to Heritage Grove and the stormwater management facility. According to the applicants, while external vehicular traffic will be restricted, the community roads, sidewalks and walkways will be open to the public for pedestrian and bicycle traffic. Access agreements may be required for public use of private walkways, etc.

An emergency access has been added on the south side of the community to address Engineering and Fire Services’ access concerns.

A Development Agreement is required with respect to such matters as legal access (the extension of Heatherglen Drive and/or Hawthorne Gate), municipal servicing, landscaping, and development and recreation levies.

The proposed Land Use Bylaw amendment was circulated internally for other departments’ comments.

A non-statutory open house for the related area structure plan amendment was held on August 25, 2010. While the redistricting and text amendment were not explicitly presented at the open house, there did not appear to be any concern among the attendees regarding the proposed style of development.

Implementation/Communication
N/A

Strategic Goals
Goal One - Benefiting from Growth
The City of Spruce Grove will manage growth to maximize benefits to the community.

Fiscal Impact

Financial Considerations:
N/A

Attachments
Link: Attachment A, Public Hearing Notice
Link: Public Hearing Submission
Notice of Public Hearing
Bylaw No. C-749-10
Proposed Land Use Bylaw Amendment
Text Amendment and Redistricting

Council will consider Bylaw No. C-749-10, a bylaw to amend the City of Spruce Grove Land Use Bylaw No. C-721-09.

The purpose of this bylaw is to add Section 139 Hawthorne Lifestyle Community District and to redistrict Lot B and a portion of Lot A, Plan 0124051 in NW 4-53-27-4 from:

1. U-R – Urban Reserve Holding District to HLC – Hawthorne Lifestyle Community District;
2. U-R – Urban Reserve Holding District to R-1D – Residential-Single Detached (Class D);
3. U-R – Urban Reserve Holding District to P-1 – General Recreation; and
4. P-1 – General Recreation to HLC – Hawthorne Lifestyle Community District,
as shown on the map.

REPRESENTATION:
If you or someone you represent is affected by the proposed bylaw, you may address City Council at the public hearing.
Monday, September 27, 2010 at 6 p.m.
Council Chambers, City Hall
315 Jespersen Avenue

Written submissions will be received by the City Clerk until noon on Wednesday, September 22, 2010. Written representations received before the designated time will be reviewed before oral presentations are heard.

A copy of the proposed bylaw amendment is available from Planning and Development, Second Floor, City Hall, 315 Jespersen Avenue, 8:30 a.m. to noon and 1 to 4:30 p.m., Monday to Friday.

QUESTIONS:
Call Debra Irving, Director of Planning and Development, at 780-962-7621.
September 21, 2010

In regards to Bylaw No. C-749-10-Proposed Land Use. On the website for Spruce Grove under Your Bright Future-New Community Plan 2010-2020 it states this is a new initiative adopted by The City of Spruce Grove. Some of the factors stated were housing styles, densities, parks/recreation, community/neighborhood design and economic/affordability. It is these factors that will have an impact to the residents of Hawthorne. Spruce Grove encourages participation but in the case of Bylaw C-749-10 I do not feel that the residents of Hawthorne have been adequately informed.

My wife Deborah and I have been residents of Spruce Grove since 1980 and are currently in our third home. We progressively purchased a higher value home and our current house is now to be our retirement home. When we researched the area and found it to fit our future needs We then sat with the homebuilder, Pacesetter Master Builders, and inquired of future development of the Community District. We were told of the minimum requirements related to size of house, exterior sidings, colour of shingles etc. Also included in the presentation was the adjacent development of executive duplexes, parks/recreation and executive single detached family housing along the treeline. This was a major purchase for us and we now had the confidence to make this our final community choice.

Recently a neighbour three doors to the east, in casual conversation, told me he had received a letter from The City of Spruce Grove regarding an area redevelopment plan. I did not see the letter but he said it contained information of R-1D housing behind him to the north east of Hickory Trail and along a future extension to Heatherlenn Way on the east side. Duplexes were to be built east of these R-1D houses on Heatherlenn Way along with some sort of park/recreation area. This was consistent with the information we received prior to our purchase. On September 17 I went to the planning department to view this plan as I knew I couldn’t attend the meeting on September 27 at Council Chambers. I was shocked to learn the proposal was duplexes, fourplexes and single detached/single garage modular housing with no basements! While affordable housing and medium density is desirable in every community, I do not think that the transition from a higher value community to one several steps below when location is merely across the street is desirable. A transition from higher value, to mid value and then affordable/entry level homes has worked within Spruce Grove. I also do not think that the fairness of transparency was involved when the original area plan was presented to future buyers of Hawthorne. The lots are now all sold in Hawthorne and the Developer is going on to the new project to the east. I wonder if the reverse had happened, would the current homes have attracted the attention or would the purchase price been as high?
When I went to the planning department I asked why I did not receive a letter as my neighbour had. I was told that because I was not adjacent to the proposed amendments the City was not obliged to include me. As this is a major shift in development I strongly disagree with the policy. I told a few of the neighbours and they also were shocked at the proposed changes. In speaking with Lori and Deborah from planning, they did not have all the information I was seeking regarding population and the effect on the two roadways that would be utilized, the square footage of the R-1D (would it match the existing homes to blend in with the community), street width/congestion and other concerns. This is not to fault Lori and Deborah as they could only provide me with the information that they were provided with. In fact I thought they were fine representatives for the City of Spruce Grove.

In closing, it is for the above reasons that I would hope the residents could be included in future meetings that affect our community. The information as to meetings would have to improve as to give all a fair chance to voice their opinion and possible ideas for a future Hawthorne Community. It could very well be that the proposed plan is a good one. The fear of the unknown and uninformed is probably a large factor in the success of such a proposed new district.

Yours truly,

Lorne and Deborah Corbett
22 Havenwood Court
Spruce Grove, Alta.
T7X-0G7
Home-780-962-5421
Cell-780-667-5421
Regular Council Meeting
Date: 09/27/2010

Ralph Leriger - TransAlta - Project Pioneer (Carbon Capture and Storage) - Lagore

<table>
<thead>
<tr>
<th>Submitted By:</th>
<th>Corporate Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Corporate Services</td>
</tr>
</tbody>
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**Recommendation**
That the presentation on Project Pioneer be accepted as information.

**Purpose**
To inform Council about Project Pioneer at the Keephills 3 Power Plant.

**Background**
Mr. Ralph Leriger, Manager, Stakeholder Relations with TransAlta Utilities has requested to come before Council to provide an overview on Project Pioneer.

Project Pioneer is a carbon capture and storage initiative being undertaken at the Keephills 3 Power Plant west of Spruce Grove.

Carbon capture and storage can be described as separating carbon dioxide (CO2) from the exhaust of industrial facilities such as coal-fired electricity plants, compressing and injecting it back underground to be permanently stored.

TransAlta anticipates that Project Pioneer – a pilot project could prove the potential for carbon capture and storage at full, industrial scale. It is expected to remove one million tonnes of CO2 per year from the emissions of one of TransAlta's central Alberta coal plants.

**Options**
N/A

**Impacts/Consultation**
N/A

**Implementation/Communication**
N/A

**Strategic Goals**
Attachments

Link: TransAlta Presentation
Project Pioneer
Addressing the CO₂ Emissions Challenge

Ralph Leriger
Manager, Stakeholder Relations

September 2010
Project Pioneer, a first in the power sector to test all three components of Carbon Capture and Storage (CCS) to find synergies:

- **Capture** carbon dioxide (CO₂) from coal-fired emissions;
- **Transport** via CO₂ pipelines to two different storage options;
- and two **Storage** options returning the CO₂ underground with Enhanced Oil Recovery (EOR) and permanent geological storage.

By 2015 capture one million tonnes of CO₂ per year

One-third of CO₂ from Keephills 3 captured

Less than 100 km CO₂ pipelines

Industry experience with CO₂ for EOR

Regulatory framework in development for permanent storage
Under TransAlta’s leadership, Project Pioneer has formed a partnership of companies with strong expertise in each component of CCS technology chain. Each company provide services and financing, and shares risk and knowledge value. Governments are also partners.
Benefits to communities
CCS protects the environment, the economy and natural resources.

The value for TransAlta
- Coal-fired generation is essential to our Alberta base
  - 57% of our fleet is coal
  - Coal provides low-cost, reliable power to customers
  - Coal enables renewable generation

Alberta’s natural resources
- Alberta has more than 33 billion tonnes of proven coal reserves – more coal than oil, in fact
  - That’s approximately 70 per cent of Canada’s total reserves
- Alberta is a world leader in oil extraction and Project Pioneer is located within 40 kms of the large Pembina oilfield – ideal for CO₂ injection
### Project Pioneer Snapshot

<table>
<thead>
<tr>
<th><strong>Location</strong></th>
<th>70 kms west of Edmonton, in central Alberta</th>
</tr>
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<tbody>
<tr>
<td><strong>Application</strong></td>
<td>Post-combustion retrofit of a new 450 MW coal-fired plant with super-critical boiler technology</td>
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<tr>
<td><strong>Size</strong></td>
<td>100 MW equivalent capturing one million of CO₂/year</td>
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<tr>
<td><strong>Schedule</strong></td>
<td>Online in 2015</td>
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<tr>
<td><strong>Capture Technology</strong></td>
<td>Alstom’s Chilled Ammonia process, next-to-commercial scale</td>
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<tr>
<td><strong>Storage</strong></td>
<td>Two components – saline aquifer sequestration <strong>and</strong> enhanced oil recovery injection</td>
</tr>
<tr>
<td><strong>Business Model</strong></td>
<td>Consortium of public-private partners providing expertise and financing</td>
</tr>
</tbody>
</table>
Goals of the Project

- To advance **CO₂ capture technology** with a focus on retrofitting and integrating with an existing industrial facility
- To assess the **economics of CCS technology** including establishing real capital and operating costs across the capture, transportation and storage spectrum
- To advance the **regulatory framework** associated with approving and permitting CCS projects, with particular attention to CO₂ storage
- To provide a forum for participants to study and **share learning’s** on the application of CCS
Pioneer Storage Strategy

- Base-load power plants need continuous unconstrained storage capacity.
- CO₂ for EOR is proven, safe and provides economic offset for CCS costs.
  - Highly valuable revenue source from CO₂ sale.
  - Tremendous opportunities within mature oilfields of Western Sedimentary basin.
  - Additional return to Province in oil royalties.
  - Experience with CO₂ management and recycling in EOR projects.
- Experience with permanent geologic storage is important – Alberta has experience and geology.
The Project Pioneer partners have identified a proposed CO$_2$ transportation pipeline route that will link the existing Keephills 3 (K3) facility with mature EOR wells located in the existing Pembina oilfield, southwest of Drayton Valley.

It will safely and efficiently transport compressed liquefied CO$_2$. 
Public Engagement Update

- **Carbon Capture Facility & Sequestration**
  - Active consultation in Keephills community since 2008
  - Meetings, open houses, tours, quarterly community newsletter

- **Consultation on pipeline route**
  - Initiated July 26, 2010 with impacted landowners first along proposed line
  - Introductions into new communities and stakeholders – inform and listen
  - Open houses in November

- **First Nations**
  - Regular engagement with Paul Band; first Project Pioneer special council meeting by end of Sept 2010
  - Alexis, Alexander, Enoch, Ochi and Sunchild identified as potential FN, introductions and request for consultation to begin in fall

- **Other communications initiatives**
  - Ongoing conference presentations
  - Media interviews
  - Expert interchange with other CCS projects
  - Carbon Management Canada public initiatives
  - Sponsorship of industry risk and communication tool development
Contact:
Ralph Leriger
Manager, Stakeholder Relations
TransAlta
(780) 916-0376
Ralph_Leriger@transalta.com
Benefits without borders

CCS will benefit the world over.

- Local ➔ Global economies depend on fossil fuels
  - Maintaining the long-term viability of fossil fuel-fired generation is a global necessity.

- Technology is key to transitioning to lower carbon emissions over time
  - Retrofit CCS has potential to make fossil fuels carbon neutral, while preserving the economic benefits of their use.

Power Generation CO₂ Emissions Intensity

- Coal today
- Gas
- Coal with CCS
Recommendation
That Tim Vandenbrink be welcomed to the City of Spruce Grove as the Deputy Chief - Safe City with the Community & Protective Services Department.

Purpose
To introduce Tim Vandenbrink to Council.

Background
Tim comes to Spruce Grove from the City of Edmonton Fire Rescue Services where he served 32 years in various capacities with the department.

Tim has accepted the position of Deputy Chief - Safe City and his duties will be to implement Safe City programs which are identified in the Safe City Charter. He will be researching trends in safety to enable the city to focus resources into areas where the most benefit to residents can be achieved. Additionally, this position is responsible for developing programs in accordance with the "Safe City Charter" that address safety concerns related to all aspects of city life including but not limited to crime prevention, recreational safety, social development, harm reduction, vehicle and pedestrian safety, as well as fire safety.

Options
n/a

Impacts/Consultation
n/a

Implementation/Communication
n/a

Strategic Goals
- Benefiting from Growth - The City of Spruce Grove will manage growth to maximize benefits to the community.

- Serving the Community - The City of Spruce Grove will provide the community with a wide range of quality programs and services that meet the needs of our residents.
Regular Council Meeting

Date: 09/27/2010

Mayor's Task Force on the Environment - Update and Preliminary Outcomes - Hales

**Presenter:** Hales  
**Submitted By:** Planning & Infrastructure  
**Department:** Planning & Infrastructure

---

**Information**

**Recommendation**
That the update on the work of the Mayor's Task Force on the Environment be accepted as information.

**Purpose**
To provide Council with an update on the work of the Mayor's Task Force on the Environment.

**Background**

*Background*

The Mayor's Task Force on the Environment was established by Council in February 2010. The purpose of the Task Force is to take a critical look at the history and future direction of the City's environmental sustainability programs/initiatives. The Task Force has seven members: the mayor (chair), one aldermanic member (Ald. Baxter), three public members, and two youth members. The Task Force has met regularly since March.

**Preliminary Findings**

Through the Task Force discussions and consultations completed to-date (discussed below) some preliminary recommendations are beginning to develop. These will be re-evaluated as additional public input is received.

- Adopt a vision focused on environmental sustainability (that complements the community vision articulated in *Your Bright Future*)
- Focus resources on the 20% of programs that have 80% of the impact.
- Make messages resonate with the target audience.
- Show leadership as a corporation.
- Keep setting new goals and moving forward. Implement well-thought out programs/initiatives and then maintain, monitor, and evolve these.
- Work with partners such as non-profits, businesses, and community groups to achieve sustainability objectives.

Related to these, five priority areas were identified to focus work:

- Energy/Greenhouse Gas Emissions;
- Water;
• Waste Management;
• Land Use Planning (includes natural areas/open space); and
• Transportation Options.

**Next Steps**
The Task Force will be wrapping up its online survey in October. The results from the Ipsos Reid survey are expected late October. These results will be incorporated into the draft report in early November. The draft report will then be available for public comment through an open house and on the website for approximately one month. The final report is scheduled for Council's review the first meeting in January 2011. Following this, the Task Force will be disbanded.

**Options**
N/A

**Impacts/Consultation**
The Task Force completed a student engagement initiative in the spring which saw over 350 students contribute to the work of the group. Council was briefed on the results of this initiative at the June Committee of the Whole meeting.

Broader public engagement is currently in process. An online survey was launched mid-August and will be open until Friday, October 8th. An open house to collect input and promote the survey is scheduled for Wednesday, September 22nd.

Preliminary results from the open house and survey will be provided during the presentation at the September 27 Council meeting.

At the September 13 Council meeting, Council approved the City's participation in a national Ipsos Reid survey. Through this, 300 residents aged 18 years of age and older will be surveyed by telephone on a variety of environmental issues. The findings of this are anticipated in late October.

The draft report will be available to the public for comment through the website and an open house in mid-November.

**Implementation/Communication**
The strategy for implementing and communicating the outcomes of the Task Force is still under development.

**Strategic Goals**
Embracing Environmental Stewardship.
Serving the Community.
Benefiting from Growth.
Regular Council Meeting

Date: 09/27/2010

C-727-09 - Second and Third Reading - Heritage Estates Area Structure Plan
Amendment - Hales

Submitted By: Planning & Infrastructure
Department: Planning & Infrastructure

Information

Recommendation
That second and third reading be given to Bylaw C-727-09 - Heritage Estates Area Structure Plan Amendment.

Purpose
The purpose of the amendment is to expand and reconfigure a Medium Density Residential (MD) site in Lot B, Plan 0124051 in NW 4-53-27-4 and to add a park area (shown as Municipal Reserve on the Concept Plan) at the southeast corner of the Heatherglen Drive alignment and Hawthorne Gate. The proposed stormwater management facility (SWMF) in the northeast will be reduced slightly in area from that shown on the concept map. This reconfiguration is consistent with the SWMF as approved by the City and Alberta Environment.

Approximately 10.6 ha in the northeast corner of NW 4, east of the Heatherglen Drive alignment, will be developed as a mixed density, bareland condominium community of primarily modular homes. The use of modular homes without basements addresses issues associated with poor soil conditions and a high water table. Modular homes will be installed on permanent foundations, either a pile system or a perimeter foundation. The developer intends to apply stringent architectural guidelines.

Background
Capital Region Board
The proposed area structure plan amendment does not meet the criteria for a Regional Evaluation Framework (REF) submission. As a general rule, the Capital Region Board (CRB) encourages CRB municipalities to consider proposed amendments from a regional impact perspective. Based on the information provided by the City, the Board agreed that the proposed changes are minor and have no regional impact.

As a priority growth area, the City of Spruce Grove is expected to increase its overall residential density. The subject lands are currently designated Low Density Residential. Typically, the City’s area structure plans have established a maximum density of 19.5 units/ha for Low Density Residential. The proposed amendment will redesignate the subject lands from Low Density Residential to Medium Density Residential. The projected density for the subject lands is 25 units/ha, with a mix of detached, semi-detached and row house units on approximately 190 lots. This is consistent with the CRB’s requirements.
The Municipal Development Plan
Your Bright Future: Municipal Development Plan 2010 – 2020 (MDP) is the City’s primary statutory plan. The subject lands are designated as “Residential” on the Future Land Use map. The “Residential” designation does not distinguish among housing types or densities. The SWMF is identified on the Stormwater Management map, and the proposed P-1 area is shown as a proposed Park on the Parks and Open Space map.

One of the objectives of the Municipal Development Plan 2009-2020 Your Bright Future is to:

*Increase housing options and residential densities across the community.*

Policy 5.2.2.1 encourages the City to:

*Integrate a variety of housing types and densities to create diverse streetscapes in neighbourhoods and increase diversity in the housing stock.*

The proposed increased density and integration of different housing types is consistent with the draft MDP.

The Heritage Estates Area Structure Plan
The subject lands are currently governed by the Heritage Estates Area Structure Plan (ASP), adopted in June 2001 and amended in 2005 and 2006.

The ASP Concept Plan shows the subject site as primarily Low Density Residential, with a Medium Density Residential site on the east side of the Heatherglen Drive road alignment.

The proposed amendment will reconfigure and expand the Medium Density Residential designation to include much of Lot B, Plan 0124051. The projected density for the mixed density community is 25 units/ha, somewhat higher than the 20 units/ha established for Low Density Residential in the amended Heritage Estates ASP, but more consistent with the CRB’s density target of 25 to 30 du/NRha (dwelling units/net residential ha). According to the applicants, the modular homes will be located on subdivided condominium lots. The community will have its own system of internal streets, parks and trails. Open space, roads, boulevards, parking areas and the recreation centre will be privately owned, operated and maintained. Internal roads will have a paved asphalt width of 8 m within a 12 m road allowance.

Although this will be a gated community with respect to motor vehicles, public pedestrian access through the community to the stormwater management facility and Heritage Grove Park will be provided.

A strip of land bordering the Heatherglen Drive road alignment will be designated Low Density Residential.

The amendment includes a large park in the southwest corner of the proposed community. According to the applicants, this will:

• provide a more centralized and accessible neighbourhood park;
• provide a more accessible trail system throughout the neighbourhood; and
• create a transition between the land lease community and more traditional low density residential development.

Parks and Open Space Master Plan and Urban Forest Management Plan
The original proposal included removal of a portion of the treed area west of Dog Creek. The applicants have revised the draft layout to retain the large treed area as an amenity feature. This is consistent with the Parks and Open Space Master Plan and the Urban Forest Management Plan. The Parks and Open Space Master Plan considers the treed area in the northeast corner of NW 4 as part of Heritage Grove Park. Policies developed for Natural and Semi-Natural Green Space or Watercourses include:

1. **Natural processes in Spruce Grove shall be preserved to the greatest extent possible, and all natural systems (creeks, wetlands, woodlands) shall be integrated into new communities and/or parkland areas.**

The Urban Forest Management Plan identifies the treed area in the northwest corner of NW 4 as a stand of healthy, 60 to 100 year old white spruce and white spruce/aspen with:
1. high to extreme spring fire hazard potential,
2. moderate to high summer fire hazard potential,
3. moderate decay and breakage hazard
4. low blowdown hazard, and
5. fair wildlife snag habitat potential.

The proposed amendment also identifies a future east/west neighbourhood trail connection to Heritage Grove Park and the stormwater management facility. This may require a Public Access Agreement.

The Land Use Bylaw
Most of the subject site is currently districted U-R – Urban Reserve Holding District. The reclassification of land to other land use districts is normally required before subdivision and development can occur.

Because the proposed mixed density community concept does not fit any existing residential district in the current Land Use Bylaw, the applicants have applied for a Land Use Bylaw text amendment (Bylaw No. C-749-10) to incorporate a new land use district - Section 139 HLC – Hawthorne Lifestyle Community District. A small portion of the land currently districted P-1 – General Recreation, the site of the future stormwater management facility, will be redistricted to HLC.

At the time of redistricting and subdivision, the applicants’ proposal includes:
• reduced front yard and rear yard setbacks and narrower roads within the lifestyle community,
• a range of amenities, including a (private) recreational centre, small private park areas and a large public park, a natural treed area, and a stormwater pond; and
• an internal trail system, available for general public use, connecting to the regional trail network along Heatherglen Drive and in Heritage Grove Park.
The Municipal Reserve, Environmental Reserve and stormwater management facility areas will be redistricted P-1 – General Recreation.

**Options**

N/A

**Impacts/Consultation**

The proposed amendment was discussed at an Open Space Planning Team meeting. Based on the Team’s input, the original proposal was modified to preserve the large treed area adjacent to Heritage Grove Park.

As the proposed community will be gated, Community Services expressed interest in trail connections and access to Heritage Grove and the stormwater management facility. According to the applicants, while external traffic will be restricted, the community roads, sidewalks and walkways will be open to the public for pedestrian and bicycle traffic. Access agreements may be required for public use of private walkways, etc.

An emergency access has been added on the south side of the community to address Engineering and Fire Services’ access concerns.

The proposed area structure plan amendment was circulated internally for other departments' comments.

A non-statutory open house was held on August 25, 2010. There were 10 attendees who signed in and discussed the project with the developer’s and city’s staff present. Most of those in attendance were interested in more information than what was available on the website or the newspaper. However, no major concerns with the proposed ASP amendment were noted.

**Implementation/Communication**

N/A

**Strategic Goals**

Goal One - Benefiting from Growth
The City of Spruce Grove will manage growth to maximize benefits to the community.

**Fiscal Impact**

**Financial Considerations:**

N/A

**Attachments**

Link: Attachment A, Bylaw C-727-09
Link: Attachment B, Schedule 1, Proposed Heritage Estates Land Use Concept
Link: Attachment C, Schedule 2, Existing and Proposed Land Use Statistics
Link: Attachment D, Existing Heritage Estates Development Concept
WHEREAS, pursuant to the Municipal Government Act, R.S.A. 2000, c. M-26, including amendments, a municipality may adopt and amend an area structure plan,

AND WHEREAS, the City of Spruce Grove wishes to amend Bylaw No.C-596-06, the Heritage Estates Area Structure Plan,

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

THAT, the Heritage Estates Area Structure Plan be amended as outlined in Schedule 1 and Schedule 2 which are attached to and form part of this Bylaw.

The proposed area structure plan amendment includes a change to the Development Concept map to reconfigure and expand a Medium Density Residential site in Lot B, Plan 0124051 in the north half of NW 4-53-27-4 and to add an open space area in the north central portion of NW 4.

This Bylaw shall take effect on the date of its final reading.

First Reading Carried 12 July, _________ 2010.

Public Hearing ______________, 20____.

Second Reading Carried ______________, 20____.

Third Reading Carried ______________, 20____.

Date Signed ______________, 20____.

___________________________________
Mayor

___________________________________
City Clerk
Figure 6 - Existing Land Use and Demographic Profile

Land Use and Demographic Profile  
(Bylaw No. C-596-06)

<table>
<thead>
<tr>
<th>Gross Area</th>
<th>2007 AREA (ha)</th>
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<td>Roadways</td>
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<td>Utility / Pipeline Corridors</td>
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<tr>
<td><strong>GROSS DEVELOPABLE AREA</strong></td>
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**Stormwater management Facilities & Public Utility Lots**
- Stormwater Management Facilities: 6.77 ha
- Public Utility Lots

**Municipal Reserves**
- Park Sites: 8.84 ha

**Non-Residential Land Uses**
- Neighbourhood Commercial: 0.4 ha
- Commercial: 17.61 ha

**Circulation**
- Circulation: 15.6 ha

**NET RESIDENTIAL AREA**
- 45.89 ha

**RESIDENTIAL LAND USE ANALYSIS**

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<th>Land Use</th>
<th>Area (ha)</th>
<th>Units/Ha</th>
<th>Units</th>
<th>Pop/Unit</th>
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<td>87/ha</td>
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<td><strong>TOTAL</strong></td>
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* Combined Heritage Estates ASP MR is 9.72 ha (100.33 ha - 3.14 ha ER X 10%), and the 8.84 ha reflected is Total MR (9.72 ha) minus 0.87 ha of MR not required under the former McLeod Avenue ASP but otherwise provide in Wesgrove Neighbourhood
Figure 6 - Proposed Land Use and Demographic Profile

Proposed Heritage Estates ASP and Demographic Profile

Land Use and Demographic Profile

Bylaw

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<tr>
<th>Gross Area</th>
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RESIDENTIAL LAND USE ANALYSIS

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<th>Pop/Unit</th>
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<td>Medium Density Residential</td>
<td>10.65</td>
<td>42/ha</td>
<td>447.3</td>
<td>3.1</td>
<td>1387</td>
</tr>
<tr>
<td>High Density Residential</td>
<td>3.6</td>
<td>87/ha</td>
<td>313</td>
<td>2.87</td>
<td>899</td>
</tr>
<tr>
<td>TOTAL</td>
<td>44.31</td>
<td></td>
<td></td>
<td></td>
<td>4,360</td>
</tr>
</tbody>
</table>

* Combined Heritage Estates ASP MR is 9.72 ha (100.33 ha - 3.14 ha ER X 10%), and the 10.42 ha reflected is Total MR (9.72 ha) minus 0.87 ha of MR not required under the former McLeod Avenue ASP but otherwise provide in Wesgrove Neighbourhood, plus an over-dedication within the northern 80 acres.
Information

Recommendation
That second reading be given to Bylaw C-749-10 - Land Use Bylaw Text Amendment and Redistricting - Hawthorne Lifestyle Community.

Purpose
The purpose of the amendment is to:
1. create a new residential land use district, the HLC – Hawthorne Lifestyle Community District, and
2. redistrict Lot B and a portion of Lot A, Plan 0124051 in NW 4-53-27-4 from:
   (a) U-R – Urban Reserve Holding District to HLC – Hawthorne Lifestyle Community District,
   (b) U-R – Urban Reserve Holding District to R-1D – Residential-Single Detached (Class D),
   (c) U-R – Urban Reserve Holding District to P-1 – General Recreation, and
   (d) P-1 – General Recreation to HLC – Hawthorne Lifestyle Community District.

Approximately 10.6 ha in the northeast corner of NW 4, east of the Heatherglen Drive alignment, will be developed as a mixed density, bareland condominium community of primarily modular homes. The use of modular homes without basements addresses issues associated with poor soil conditions and a high water table. Modular homes will be installed on permanent foundations, either a pile system or a perimeter foundation. The developer intends to apply stringent architectural guidelines.

The projected density (based on gross development area) is 25 units/ha, with a mix of detached, semi-detached and row house units.

The proposed stormwater management facility (SWMF) in the northeast will be reduced slightly from that shown on the concept map. This reconfiguration is consistent with the SWMF as approved by the City and Alberta Environment.

Immediately west of the proposed Hawthorne Lifestyle Community, a portion of Lot A, Plan 0124051 will be redistricted to R-1D – Residential-Single Detached (Class D). This will continue the low density residential development along Hickory Trail and Hawthorne Gate.

The application includes the redistricting of the treed area (including the Nelson Day Use Area) west of Dog Creek, a portion of the trail connection along the north boundary of Section 4, and a park area at the southeast corner of the Heatherglen Drive alignment and Hawthorne Gate.
Background

Capital Region Board
The City of Spruce Grove has been identified by the Capital Region Board as a Priority Growth Area. The proposed redistricting, and associated area structure plan amendment (Bylaw No. C-727-09) includes the increases the area designated for medium density residential development. The projected density for the Hawthorne Lifestyle Community is 25 units/gross ha, consistent with the CRB’s density target of 25 to 30 du/NRha (dwelling units/net residential ha).

The Municipal Development Plan

Your Bright Future: Municipal Development Plan 2010 – 2020 (MDP) is the City’s primary statutory plan. The subject lands are designated as “Residential” on the Future Land Use map. The “Residential” designation does not distinguish among housing types or densities. The SWMF is identified on the Stormwater Management map, and the proposed P-1 area is shown as a proposed Park on the Parks and Open Space map.

One of the objectives of the Municipal Development Plan 2009-2020 Your Bright Future is to:

*Increase housing options and residential densities across the community.*

Policy 5.2.2.1 encourages the City to:

*Integrate a variety of housing types and densities to create diverse streetscapes in neighbourhoods and increase diversity in the housing stock.*

The projected density for the subject lands is 25 units/ha, with a mix of detached, semi-detached and row house units on approximately 190 lots.

The MDP identifies the treed area south of the stormwater management facility as part of a larger park area associated with Dog Creek and Heritage Grove Park. The Objective of Section 4.5 Environmentally Significant and Natural Areas is to:

*Protect and enhance the ecological integrity of the community’s sustainable environmentally significant and natural areas.*

Policy 4.5.1.1 requires the City to:

*Integrate sustainable environmentally significant and natural areas into the parks and open space network … and identify these in area structure plans, redevelopment plans, and subdivision plans.*

Under Section 5.5 Parks and Open Space Network, Policy 5.5.1.7 requires the City to:

*Incorporate natural areas into the parks and open space system.*

This treed area will be districted P-1 – General Recreation, and incorporated into Heritage Grove.
The Heritage Estates Area Structure Plan
The subject lands are currently governed by the Heritage Estates Area Structure Plan (ASP), adopted in June, 2001 and amended in 2005 and 2006.

The ASP Concept Plan shows the subject site as primarily Low Density Residential, with a Medium Density Residential site on the east side of the Heatherglen Drive road alignment.

An ASP amendment (Bylaw No. C-727-09), concurrently under consideration by Council, will reconfigure and expand the area designated as Medium Density Residential.

Qualico Developments West Ltd., through Parkbridge Lifestyle Communities, is proposing a “lifestyle”, mixed density community comprised primarily of modular homes. The projected density for the community is 25 units/gross ha, consistent with the CRB’s density target of 25 to 30 du/NRha (dwelling units/net residential ha). The community will have its own system of internal streets, parks and trails. Open space, roads, boulevards, parking areas and the recreation centre will be privately owned, operated and maintained. Internal roads will have a paved asphalt width of 8 m within a 12 m road allowance (Attachment B).

Although this will be a gated community with respect to motor vehicles, general pedestrian access through the community to the stormwater management facility and Heritage Grove Park will be encouraged.

Parks and Open Space Master Plan and Urban Forest Management Plan
The application includes the redistricting of the treed area west of Dog Creek. This is consistent with the Parks and Open Space Master Plan and the Urban Forest Management Plan. The Parks and Open Space Master Plan considers the treed area in the northeast corner of NW 4 as part of Heritage Grove Park. Policies developed for Natural and Semi-Natural Green Space or Watercourses include:

1. Natural processes in Spruce Grove shall be preserved to the greatest extent possible, and all natural systems (creeks, wetlands, woodlands) shall be integrated into new communities and/or parkland areas.

The Urban Forest Management Plan identifies the treed area in the northwest corner of NW 4 as a stand of healthy, 60 to 100 year old white spruce and white spruce/aspen with:
1. high to extreme spring fire hazard potential,
2. moderate to high summer fire hazard potential,
3. moderate decay and breakage hazard
4. low blowdown hazard, and
5. fair wildlife snag habitat potential.

The related area structure plan amendment also identifies a future east/west neighbourhood trail connection to Heritage Grove Park and the stormwater management facility. This may require a Public Access Agreement.

The Land Use Bylaw
The subject site is currently districted U-R – Urban Reserve Holding District. The reclassification of land to other land use districts is normally required before subdivision and
Because a “mixed density” community concept does not fit any existing residential district in the current Land Use Bylaw, the applicants have applied for a Land Use Bylaw text amendment to incorporate a new land use district - Section 139 HLC – Hawthorne Lifestyle Community District. The General Purpose of this district is to

... accommodate detached and attached homes in an integrated lifestyle community within the Hawthorne neighbourhood of Heritage Estates. This lifestyle community offers lots with reduced setbacks appealing to residents seeking less yard maintenance, as well as a more intimate streetscape with no on-street parking and an internal roadway that is gated to outside vehicles at the community entrance. A mixture of housing types and sizes within a medium density site will encourage a diversity of residents creating a more integrated and heterogeneous community.

Permitted Uses in this district are:
1. Single Detached Dwelling,
2. Semi-Detached Dwellings,
3. Row Housing, and

At the present time, the applicants are proposing modular dwellings. However, depending on demand, traditional stick-built dwellings could be constructed.

Lots sizes are proposed to range from 342 m² to 375 m² for single detached dwellings (comparable to R-1D lots) and 165 m² to 210 m² for semi-detached dwellings and row house units (the minimum area for a site or condominium unit in an R-2MS District is 150 m²).

A minimum setback of 4.5 m (14.8 ft) is proposed for the front yard and rear yard. For all dwelling units and any sales centre, the minimum side yard setback shall be 1.35 m (4.4 ft) for both one- and two-storey buildings (in the R-1D District, the minimum side yard setback is 1.35 m for a one-storey dwelling and 1.8 m or 5.9 ft for a two-storey dwelling; in the Spruce Village residential districts, the side yard setback is 1.2 m or 3.9 ft). The reduced setbacks are intended to minimize yard maintenance for each property owner.

The minimum floor area requirements, as set out in Subsection 139(4), are the same as those in the R-1D – Residential-Single Detached district.

In terms of on-site and on-street parking, two on-site parking stalls will be provided for every unit on driveways. Additional parking stalls will be provided within attached garages, either single or double garages. The intention is to eliminate on-street parking and allow for reduced road widths.

**Options**

N/A

**Impacts/Consultation**
As the proposed community will be gated, Community Services expressed interest in trail connections and access to Heritage Grove and the stormwater management facility. According to the applicants, while external vehicular traffic will be restricted, the community roads, sidewalks and walkways will be open to the public for pedestrian and bicycle traffic. Access agreements may be required for public use of private walkways, etc.

An emergency access has been added on the south side of the community to address Engineering and Fire Services’ access concerns.

A Development Agreement is required with respect to such matters as legal access (the extension of Heatherglen Drive and/or Hawthorne Gate), municipal servicing, landscaping, and development and recreation levies.

The proposed Land Use Bylaw amendment was circulated internally for other departments’ comments.

A non-statutory open house for the related area structure plan amendment was held on August 25, 2010. While the redistricting and text amendment were not explicitly presented at the open house, there did not appear to be any concern among the attendees regarding the proposed style of development.

**Implementation/Communication**
N/A

**Strategic Goals**
Goal One - Benefiting from Growth
The City of Spruce Grove will manage growth to maximize benefits to the community.

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**Fiscal Impact**

**Financial Considerations:**
N/A

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**Attachments**
Link: Attachment A, Bylaw C-749-10
Link: Attachment B, Tentative Concept Plan for Hawthorne Lifestyle Community
CITY OF SPRUCE GROVE

BYLAW C-749-10

LAND USE BYLAW AMENDMENT
TEXT AMENDMENT AND REDISTRICTING

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

AND WHEREAS, the City of Spruce Grove wishes to amend Bylaw No. C-721-09, the Land Use Bylaw for the City of Spruce Grove.

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

THAT, the text of Bylaw No. C-721-09 be amended by adding:

SECTION 139  HLC – HAWTHORNE LIFESTYLE COMMUNITY DISTRICT

(1) General Purpose of District

This district is generally intended to accommodate detached and attached homes in an integrated lifestyle community within the Hawthorne neighbourhood of Heritage Estates. This lifestyle community offers lots with reduced setbacks appealing to residents seeking less yard maintenance, as well as a more intimate streetscape with no on-street parking and an internal roadway that is gated to outside vehicles at the community entrance. A mixture of housing types and sizes within a medium density site will encourage a diversity or residents creating a more integrated and heterogeneous community.

(2) Permitted Uses

<table>
<thead>
<tr>
<th>Discretionary Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Accessory Use – Home Occupations</td>
</tr>
<tr>
<td>(2) Sales Centre</td>
</tr>
<tr>
<td>(3) Show Home</td>
</tr>
<tr>
<td>(4) Family Day Home</td>
</tr>
<tr>
<td>(5) Private Swimming Pool</td>
</tr>
<tr>
<td>(6) Private Club or Lodge</td>
</tr>
</tbody>
</table>

(3) Site Coverage

The maximum coverage of all buildings shall be forty-five percent (45%) of the total site area.

(4) Minimum Floor Area (not including attached garage)

<table>
<thead>
<tr>
<th>1 Storey, Bi-level, 1 ½ Storey and Split Level</th>
<th>80 m² (861 ft²)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Storey Main Floor Combined Floor Area</td>
<td>56 m² (602 ft²)</td>
</tr>
<tr>
<td></td>
<td>102 m² (1,097 ft²)</td>
</tr>
</tbody>
</table>

(5) Minimum Site Depth

The minimum site depth shall be 30 m (98.6 ft).

(6) Minimum Site Width

For irregular and pie-shaped lots, the minimum site width shall be 11.4 m (37.4 ft) for internal sites or 12.5 m (41 ft) for corner lots.
(a) In the case of a Single Detached Dwelling, the minimum site width shall be 11.4 m (37.4 ft) for internal sites or 12.5 m (41 ft) for corner lots.

(b) In the case of a Semi-Detached Dwelling or Row Housing, the minimum site width shall be 7 m (23 ft) where a side yard is required. Where no side yard is required (internal units), the minimum width of each site shall be 5.5 m (18 ft).

(7) Minimum Front Yard Setback

(a) The minimum front yard setback shall be 4.5 m (14.8 ft). These standards may be varied by the Development Officer with respect to corner sites.

(b) Notwithstanding the above, where a site is considered to be a flanking site, the minimum flanking yard setback shall be 3.1 m (10.2 ft).

(8) Minimum Side Yard Setback

(a) In the case of a Single Detached Dwelling, Semi-Detached Dwelling, Row Housing, or Sales Centre, the minimum side yard setback shall be 1.35 m (4.4 ft).

(b) In the case of a Private Club or Lodge, the minimum side yard setback shall be 7.6 m (24.9 ft).

(c) No building or object more than 1 m (3.3 ft) in height shall exist within the triangular area formed by intersecting rights-of-way and a straight line joining the points of a line 9 m (29.5 ft) from the intersection on a corner site.

(9) Rear Yards

(a) In the case of a Single Detached Dwelling, Semi-Detached Dwelling, Row Housing, or Sales Centre, the minimum rear yard setback shall be 4.5 m (14.8 ft).

(b) In the case of a Private Club or Lodge, the minimum rear yard setback is 7.6 m (24.9 ft).

(10) Parking

Parking will be provided in accordance with Section 92 of this Bylaw.

(11) Accessory Buildings and Structures

Accessory Buildings and Structures shall be as regulated under Section 74.

(12) Maximum Number of Attached Dwelling Units

No more than six (6) dwelling units in this district shall be attached.

(13) Development Regulations for Uses

Regulations pertaining to Discretionary Uses can be found in this Bylaw as follows:

(a) Accessory Use – Home Occupations – Section 76;

(b) Private Swimming Pools – Section 73;
Architectural Controls

All uses within this district will be subject to architectural controls implemented by the developer and registered against the title of each lot.

And

THAT, the Land Use Districts Map, attached to and being part of the Land Use Bylaw of the City of Spruce Grove, be amended as follows:

To redistrict Lot B and a portion of Lot A, Plan 0124051 in NW 4-53-27-4 from:
1. U-R – Urban Reserve Holding District to HLC – Hawthorne Lifestyle Community District;
2. U-R – Urban Reserve Holding District to R-1D – Residential-Single Detached (Class D);
3. U-R – Urban Reserve Holding District to P-1 – General Recreation; and
4. P-1 – General Recreation to HLC – Hawthorne Lifestyle Community District, as shown on the map.

This amending bylaw shall be consolidated into Bylaw C-721-09.

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

First Reading Carried 16 August, 2010.
Public Hearing ______________, 20____.
Second Reading Carried ______________, 20____.
Third Reading Carried ________________, 20____.

Date Signed ________________, 20____.

___________________________________
Mayor

___________________________________
City Clerk
Emergency Access

Total Lots: 190
- Townhome lots: 84
- Detached lots: 106
(site widths: 40’ to 50’ &
site depths: 100’ to 108’)
Road allowance width: 12m
Site Area: 26.0 ACRES

Legend:

--- Walk Trail

Spruce Grove
Proposed Adult Lifestyle Community

CONCEPT -100611_01
Recommendation
That third reading be given to Bylaw C-748-10 - Municipal Utility Services Bylaw Amendment - Water Efficient Fixtures.

Purpose
To introduce a requirement in the Municipal Utility Services Bylaw Section III Water Utility - Conservation Measures to install water efficient fixtures in all new construction and all new renovations requiring a plumbing permit.

Background
Water Conservation and Incentive Plan Background

This bylaw amendment is a component of the Water Conservation and Incentive Plan that was initiated following a motion adopted by Council on June 9, 2008:

“WHEREAS water, particularly potable water is not an unlimited resource, and

WHEREAS it is important that the city encourage and educate its residents to be more aware of conservation options in the reduction of water usage,

NOW THEREFORE BE IT RESOLVED that administration be instructed to develop an incentive program and policy for water conservation that provides as many options as possible to residents, particularly low flush fixtures; and that this incentive program and policy be included in the 2009-2011 budget presentation for Council's consideration”.

A report submitted to Council as a 2009-2011 Operating Budget Initiative provided background information on water consumption patterns and program options for the City to explore.

The initial program implemented was the incentive based Toilet Replacement Program. This program offers homeowners a cash rebate for each old toilet they replace with a low-flow toilet. Uptake on this program was strong for its initial year with a total of 129 toilets replaced in 2009. A steady increase in program use was experienced throughout 2009 and has carried into 2010. A lot of potential exists for the expansion of this program through education and targeted outreach to multi-family buildings.

A second incentive program was launched at the Tri-Municipal Trade Show in April 2010.
This program matches a $100 Provincial rebate available for the purchase of eligible clothes washers (ENERGY STAR® certified). Clothes washers account for the third highest use of household water indoors (after showers/baths and toilets). While achieving the City’s water conservation goals this program has an added benefit of also reducing energy consumption and greenhouse gas emissions.

The City also is engaged in education around outdoor water use. Part of its efforts in this area is the sale of rain barrels at cost to residents at the Eco-Centre.

**Importance of Water Conservation**

From the City’s perspective, as a manager of water and wastewater utilities, water conservation is important for two main reasons.

Reduced demand for water puts less strain on water and wastewater infrastructure and reduces maintenance and development costs. At current consumption levels and growth projections, it is estimated the City will need a major infrastructure upgrade in ten years.

Stewardship of water resources is an essential element of running a utility based on these resources. Members of the public expect utility providers to ensure resources will meet appropriate water quality and quantity standards in the future. Related to this, consultations show Spruce Grove residents value environmental protection and water conservation. Effective stewardship of water resources aligns with the City’s environmental and governance goals in the draft Municipal Development Plan Your Bright Future.

**Proposed Amendment**

The proposed amendment complements the incentive-based water conservation programs in particular. The amendment requires all new construction and all renovations requiring a plumbing permit to install water-efficient fixtures. The efficiency of the fixtures is based on water usage for toilets and urinals and flow rates for showerheads and faucets. Also covered in this amendment is a restriction on the installation of Once Through Cooling Systems (cooling, air conditioning or refrigeration systems which rely upon the temperature of the water for cooling and do not recycle the water, but does not include emergency or backup cooling systems).

The water-efficient fixture ratings and incorporation of Once Through Cooling Systems are modeled after the City of Edmonton’s Water-Efficient Fixture Bylaw (effective January 1, 2008). This was done to provide clarity within the region to developers, builders, and retailers as well as residents. The main difference between these bylaws is the City of Edmonton’s is a stand-alone bylaw while Spruce Grove’s bylaw is an amendment to the Municipal Utility Services Bylaw.

Strathcona County also addresses this issue through its Safety Codes Bylaw but only includes toilets and showerheads. The water usage rates for toilets and showerheads are the same as those used by the City of Edmonton and those proposed in this bylaw amendment. Strathcona County adopted its low flow fixtures bylaw amendment in 2004.
This proposed amendment to the Utility Services Bylaw was given First Reading April 26, 2010 and Second Reading August 16, 2010.

Role of Water Conservation Plan Components

Each of the different components of the Water Conservation and Incentive Plan plays a different role. The toilet replacement program targets older inefficient toilets. The clothes washer program targets both people looking to replace their current clothes washer as well as those looking to make a new purchase for the first time. The proposed bylaw amendment promotes the installation of water efficient fixtures in new construction and renovation. The combination of incentives and appropriate regulatory changes is an important step for the City in achieving its water conservation goals.

Options
N/A

Impacts/Consultation

This proposed bylaw may have an impact on contractors, builders and retailers who already have plumbing fixtures which do not meet the standards set out in this bylaw. With this in mind, the proposed effective date for this bylaw is January 1, 2011. This will provide businesses who may be impacted with the opportunity to use up their current stock. Based on current trends in home building and renovations, it is anticipated that most builders and renovators are already installing or at least considering, water-efficient fixtures.

Information was circulated to local contractors, developers, and the Canadian Home Builder's Association (Alberta). To-date, no concerns have been raised about the bylaw amendment.

Implementation/Communication

Administration will develop a brochure on the bylaw and circulate this to local retailers and builders operating in the City’s jurisdiction in October and November of this year. The City already has begun to develop a relationship with some retailers and plumbing service providers in the region through its Toilet Replacement and Clothes Washer programs. The brochure also will be provided to customers requesting information on related building and development permits on an on-going basis.

It is recognized that the enforcement of this bylaw will be a challenge. Despite this, the proposed bylaw amendment makes a strong statement about the City’s commitment to water conservation. The opportunity for public education around water conservation and the likelihood that the majority of people impacted will meet the standards set out makes this regulatory change worth bringing forward.

Strategic Goals

The proposed bylaw amendment aligns with three goals in the Strategic Plan:

- Environmental Stewardship
- Pursuing Operational Excellence
- Serving the Community
Attachments
Link: Utility Service Bylaw Amendment - Water Efficient Fixtures
THE CITY OF SPRUCE GROVE

BYLAW C-748-10

MUNICIPAL UTILITY SERVICES BYLAW AMENDMENT

Being a bylaw of the City of Spruce Grove, in the Province of Alberta, to amend Bylaw C-497-03, Municipal Utility Services Bylaw, to regulate and provide the supply and use of the water, wastewater and waste management utilities of the City of Spruce Grove;

WHEREAS the Municipal Government Act, R.S.A. 2000, c.M-26, provides a Council the ability to pass bylaws for the purpose of operating a public utility;

WHEREAS the Municipal Council of the City of Spruce Grove in its management of the water and wastewater utilities has an interest in reducing water consumption and waste water production; and

WHEREAS the Council now deems it desirable that Bylaw C-497-03 be amended.

NOW THEREFORE the Municipal Council of the City of Spruce Grove, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. That the following subsection be added to PART 1- Definitions and the subsequent definitions be re-numbered accordingly in ascending alphabetical order:

PART I - Definitions

j) “Once Through Cooling System: means cooling, air conditioning or refrigeration systems which rely upon the temperature of the water for cooling and do not recycle the water, but does not include emergency or backup cooling systems.

2. That the following section be inserted under Part III Water Utility - Conservation Measures as section 13 and all subsequent sections be re-numbered accordingly in ascending numerical order:

13. Requirement for Water-Efficient Fixtures

a) No person shall install, cause or permit to be installed:

i. a toilet having a water usage of greater than 6.0 litres per flush;
ii. a urinal having a water usage of greater than 3.8 litres per flush;
iii. a showerhead having a rate of water flow greater than 9.5 litres per minute;
iv. a faucet, other than in a public restroom, having a rate of water flow greater than 8.3 litres per minutes;
v. a faucet in a public restroom having a rate of water flow of greater than 1.9 litres per minutes;
vi. or Once Through Cooling System;

in any:

vii. new residential, industrial, commercial or institutional construction;
viii. or renovation project that requires a plumbing permit pursuant to the Alberta Safety Codes Act or any successor Act.

This Bylaw shall take effect on January 1, 2011.

First Reading Carried: April 26, 2010.
Third Reading Carried:

Date Signed:

____________________________________
Mayor

____________________________________
City Clerk
Information

Recommendation
That the revised Community Peace Officer Public Complaints Process, Policy 8,029 be approved as presented.

Purpose
The purpose of this policy is to ensure that complaints against Community Peace Officers are investigated in accordance with the Peace Officers Act of Alberta.

Background
The Peace Officer Act of Alberta requires that a complaints handling process be in place for communities that employ Community Peace Officers. Furthermore the Solicitor General's office of Alberta performs audits on these communities to ensure compliance with provincial legislation.

On the most recent audit, one of the noted areas of improvement was the Community Peace Officer Public Complaints Process. Corporate Policy #8029 had met the requirements of the Solicitor General until this point, however must now be changed to address these new requirements, specifically section 2.c.i. in regards to notifying relevant parties. This section should include a provision that the Director of Law Enforcement should be provided periodic updates on any complaints.

Section 2.c.i currently reads:

"notify the complainant and the Peace Officer, who is the subject of the complaint, in writing at least once every 45 days as to the status of the complaint until the disposition of the complaint, and"

Section 2.c.i. is being revised as follows:

"notify the complainant, the director of Law Enforcement, and the Peace Officer, who is the subject of the complaint, in writing at least once every 45 days as to the status of the complaint until the disposition of the complaint, and"

Options
N/A

Impacts/Consultation
N/A

Implementation/Communication
N/A

Strategic Goals

- Managing Change
- Building Community

Attachments

Link: Corporate Policy 8029
Link: Recommendations from Solicitor General Audit
Link: Revised Policy
COMMUNITY PEACE OFFICER PUBLIC COMPLAINTS PROCESS

POLICY STATEMENT

The City of Spruce Grove, in accordance with the Peace Officer Act of Alberta, establishes processes for the investigation of a complaint and discipline measures against the City’s Peace Officers.

PURPOSE

To ensure complaints received from the public regarding a Community Peace Officer is handled in a manner acceptable to the Solicitor General’s Office and the City of Spruce Grove.

DEFINITIONS

n/a

RESPONSIBILITIES

1. Receipt of Complaint

   a. Any person may make a complaint regarding a Peace Officer employed by The City of Spruce Grove. The complaint shall be in writing and directed to the General Manager of Community and Protective Services.
   b. The complaint shall immediately be forwarded to the person having direct responsibility for the Peace Officers program within the City (Fire Chief).
   c. The Fire Chief shall acknowledge receipt of the complaint, in writing, to the complainant and the Peace Officer against whom the complaint was made, within 30 days of receipt of the complaint.
2. Investigation

a. The Fire Chief shall investigate the complaint or dispose of the complaint in accordance with the procedures set out in the Peace Officers Act and the Peace Officer (Ministerial) Regulation.

b. The Fire Chief may refuse to investigate or may discontinue the investigation of a complaint, if in the Fire Chief’s opinion, the complaint is fictitious, vexatious or made in bad faith, or having regard to all the circumstances, no investigation is necessary.

c. The Fire Chief must,

i. notify the complainant and the Peace Officer, who is the subject of the complaint, in writing at least once every 45 days as to the status of the complaint until the disposition of the complaint, and

ii. notify the complainant, the Peace Officer who is the subject of the complaint and the Director of Law Enforcement for the Province of Alberta, in writing of:

   (1) the Fire Chief’s disposition of the complaint and the reasons for the disposition, and

   (2) the right of the complainant to have the Fire Chief’s disposition of the complaint reviewed by the Director of Law Enforcement for the Province of Alberta.

d. Where the Fire Chief becomes aware, other than through a written complaint, that a Peace Officer has failed to comply with the terms of the Peace Officers’ appointment, the Fire Chief must:

i. investigate and dispose of the matter in accordance with the procedures set out in the Peace Officer Act or the regulations, and

ii. notify the Director of Law Enforcement for the Province of Alberta of the Fire Chief’s investigation and disposition of the matter.

iii. if at any time before or during the investigation, the Fire Chief suspects the Peace Officer has committed an offence in contravention of an Act of the Parliament of Canada or the Legislative of Alberta, the matter shall be referred to the police service or jurisdiction in the area where the offence is believed to have occurred.

3. Disposition of Complaints

a. The Fire Chief must dispose of the complaint by making one of the following decisions and giving reasons for the decision:

i. the complaint is unfounded.
ii. the complaint is unsubstantiated.
iii. the complaint is found to have merit in whole or in part.
iv. the complaint is frivolous, vexatious or made in bad faith.

b. If a complaint about a Peace Officer is found to have merit or is founded in part, the Fire Chief in consultation with Human Resources must take action in accordance with the disciplinary section of this policy in relation to Peace Officers. The Fire Chief must notify the Complainant, the Peace Officer concerned, and the Director of Law Enforcement with the action taken in accordance with Section 15 of the Peace Officers Act Disciplinary Action.

c. The complainant may appeal the Fire Chief’s disposition of the complaint to the Solicitor General’s Office, Director of Law Enforcement in accordance with instructions contained in the correspondence to the Complainant.

4. Disciplinary Action

a. The Fire Chief with Human Resources will present the allegation made and the finding of the investigation to the Peace Officer.

b. The Peace Officer will be given the opportunity to make a full response to the allegation and supporting evidence.

c. If the Fire Chief found that the Peace Officer has committed a misconduct, he may take one of the following measures:
   i. Warn the Peace Officer,
   ii. Reprimand the Peace Officer,
   iii. Suspended with or without pay,
   iv. Recommend to the General Manager Community and Protective Services that the Peace Officer be dismissed.

d. If in the Fire Chief’s opinion a violation of City Policy or an offence has been committed by a Peace Officer of such nature to warrant an immediate suspension pending an investigation and notification of Human Resources nothing in this policy shall be deemed to limit his authority to immediately suspend a Peace Officer pending a full investigation of the circumstances that lead to the immediate suspension. This immediate suspension is in addition to any other disciplinary action that may occur up to and including dismissal.
5. Appeal

a. Pursuant to Section 20 of the Peace Officers Act, a Peace Officer whose Peace Officers' appointment is cancelled under Section 8 of the Peace Officers Act, may, within 30 days from the day that the person is advised in writing of the cancellation, appeal the decision to the Law Enforcement Review Board by filing a written notice of appeal setting out grounds on which the appeal is based.

b. A Peace Office may appeal any disciplinary action by the City in accordance with City Policy and Procedures.

RELATED DOCUMENTS

- Peace Officers Act of Alberta
- Spruce Grove Community Peace Officer Code of Conduct.

APPROVAL

Mayor ___________________________ Date__________
Executive Summary

On April 20, 2010 a representative from Alberta Solicitor General and Public Security conducted a review of the Peace Officer Program for the City of Spruce Grove. The purpose of the review was to determine compliance by the Authorized Employer and their peace officers with the Peace Officer Act, Peace Officer Regulation, Peace Officer (Ministerial) Regulation and provincial peace officer guidelines.

At the time of the review the City of Spruce Grove employed five full-time Level 1 Community Peace Officers and one part-time Level 2 Community Peace Officer.

The current Authorization to Employ Peace Officers contains the following legislation: the Animal Protection Act, the Dangerous Dogs Act, the Environmental Protection and Enhancement Act Part 9 Division 2, the Gaming and Liquor Act Part 3 and Part 5, as it relates to the enforcement of Part 3, the Petty Trespass Act, the Provincial Offences Procedure Act, the Innkeepers Act, the Off Highway Vehicle Act, the Prevention Of Youth Tobacco Use Act, the Tobacco Reduction Act, the Trespass To Premises Act and the Traffic Safety Act.

The authority to enforce the Gaming and Liquor Act is restricted to Sections 83, 84, 87, 89, 107, 108 and section 115 subject to section 53 of the Police Act. The authority to enforce the Gaming and Liquor Regulation (AR 143/96) is restricted to section 87.1.

Two issues were detected through the review, however it is anticipated that the City of Spruce Grove will have little difficulty resolving these concerns. This report presents two recommendations.

1. That the employer’s public complaint policies identify that the employer must provide 45 day updates on complaints to the Director as required by the Peace Officer Act.


Recommendations one (1) and two (2) will be implemented by October 1, 2010.

When the two recommendations have been implemented, the City of Spruce Grove will be in full compliance with the Peace Officer Act, the Peace Officer (Ministerial) Regulation and the Peace Officer Regulation.
COMMUNITY PEACE OFFICER PUBLIC COMPLAINTS PROCESS

POLICY STATEMENT

The City of Spruce Grove, in accordance with the Peace Officer Act of Alberta, establishes processes for the investigation of a complaint and discipline measures against the City’s Peace Officers.

PURPOSE

To ensure complaints received from the public regarding a Community Peace Officer is handled in a manner acceptable to the Solicitor General’s Office and the City of Spruce Grove.

DEFINITIONS

n/a

RESPONSIBILITIES

1. Receipt of Complaint

   a. Any person may make a complaint regarding a Peace Officer employed by The City of Spruce Grove. The complaint shall be in writing and directed to the General Manager of Community and Protective Services.

   b. The complaint shall immediately be forwarded to the person having direct responsibility for the Peace Officers program within the City (Fire Chief).

   c. The Fire Chief shall acknowledge receipt of the complaint, in writing, to the complainant and the Peace Officer against whom the complaint was made, within 30 days of receipt of the complaint.
2. Investigation

a. The Fire Chief shall investigate the complaint or dispose of the complaint in accordance with the procedures set out in the Peace Officers Act and the Peace Officer (Ministerial) Regulation.

b. The Fire Chief may refuse to investigate or may discontinue the investigation of a complaint, if in the Fire Chief’s opinion,
   i. the complaint is fictitious, vexatious or made in bad faith, or
   ii. having regard to all the circumstances, no investigation is necessary.

c. The Fire Chief must,
   i. notify the complainant, the director of Law Enforcement, and the Peace Officer, who is the subject of the complaint, in writing at least once every 45 days as to the status of the complaint until the disposition of the complaint, and
   ii. notify the complainant, the Peace Officer who is the subject of the complaint and the Director of Law Enforcement for the Province of Alberta, in writing of:
      (1) the Fire Chief’s disposition of the complaint and the reasons for the disposition, and
      (2) the right of the complainant to have the Fire Chief’s disposition of the complaint reviewed by the Director of Law Enforcement for the Province of Alberta.

d. Where the Fire Chief becomes aware, other than through a written complaint, that a Peace Officer has failed to comply with the terms of the Peace Officers' appointment, the Fire Chief must:
   i. investigate and dispose of the matter in accordance with the procedures set out in the Peace Officer Act or the regulations, and
   ii. notify the Director of Law Enforcement for the Province of Alberta of the Fire Chief’s investigation and disposition of the matter.
   iii. if at any time before or during the investigation, the Fire Chief suspects the Peace Officer has committed an offence in contravention of an Act of the Parliament of Canada or the Legislative of Alberta, the matter shall be referred to the police service or jurisdiction in the area where the offence is believed to have occurred.

3. Disposition of Complaints

a. The Fire Chief must dispose of the complaint by making one of the following decisions and giving reasons for the decision:
i. the complaint is unfounded.
ii. the complaint is unsubstantiated.
iii. the complaint is found to have merit in whole or in part.
iv. the complaint is frivolous, vexatious or made in bad faith.
b. If a complaint about a Peace Officer is found to have merit or is founded in part, the Fire Chief in consultation with Human Resources must take action in accordance with the disciplinary section of this policy in relation to Peace Officers. The Fire Chief must notify the Complainant, the Peace Officer concerned, and the Director of Law Enforcement with the action taken in accordance with Section 15 of the Peace Officers Act Disciplinary Action.
c. The complainant may appeal the Fire Chief’s disposition of the complaint to the Solicitor General’s Office, Director of Law Enforcement in accordance with instructions contained in the correspondence to the Complainant.

4. Disciplinary Action

a. The Fire Chief with Human Resources will present the allegation made and the finding of the investigation to the Peace Officer.
b. The Peace Officer will be given the opportunity to make a full response to the allegation and supporting evidence.
c. If the Fire Chief found that the Peace Officer has committed a misconduct, he may take one of the following measures:
   i. Warn the Peace Officer,
   ii. Reprimand the Peace Officer,
   iii. Suspended with or without pay,
   iv. Recommend to the General Manager Community and Protective Services that the Peace Officer be dismissed.
d. If in the Fire Chief’s opinion a violation of City Policy or an offence has been committed by a Peace Officer of such nature to warrant an immediate suspension pending an investigation and notification of Human Resources nothing in this policy shall be deemed to limit his authority to immediately suspend a Peace Officer pending a full investigation of the circumstances that lead to the immediate suspension. This immediate suspension is in addition to any other disciplinary action that may occur up to and including dismissal.
5. Appeal

a. Pursuant to Section 20 of the Peace Officers Act, a Peace Officer whose Peace Officers' appointment is cancelled under Section 8 of the Peace Officers Act, may, within 30 days from the day that the person is advised in writing of the cancellation, appeal the decision to the Law Enforcement Review Board by filing a written notice of appeal setting out grounds on which the appeal is based.

b. A Peace Office may appeal any disciplinary action by the City in accordance with City Policy and Procedures.

RELATED DOCUMENTS

- Peace Officers Act of Alberta
- Spruce Grove Community Peace Officer Code of Conduct.
Regular Council Meeting

Date: 09/27/2010

Request to Extend Deadline for Payment of Levies and Developer Charges – Spruce Grove Industrial Park Inc. - Hales

Submitted By: Planning & Infrastructure
Department: Planning & Infrastructure

Information

Recommendation
That a one-time extension to no later than September 27, 2012 for the payment of all offsite levies and developer contributions currently due to the City be granted to Spruce Grove Industrial Park Inc. under the same terms and conditions (Section XI) of the Development Agreement dated July 16, 2007 between the City of Spruce Grove and Spruce Grove Industrial Park Inc.

Purpose
To render a decision on a request from Spruce Grove Industrial Park Inc. for extension of payment terms.

Background
In July of 2007, the City of Spruce Grove entered into a development agreement with Spruce Grove Industrial Park Inc. that outlined the mechanism for payment of levies and developer contributions. In simple terms, the agreement contained the standard conditions that offsite levies are payable:

• Upon development, and;
• On any lots in respect of which development permits have not been issued prior to a date of two years from the date of agreement.

Under our agreement the expiry of this timeline would have been July 2009. Payment of the levies is long overdue and has been the topic of ongoing discussions and correspondence with the developer over the past year. In August of this year, we received a letter from Spruce Grove Industrial Park Inc. (attached) requesting an extension of terms in Section XI(5) for a period of an additional two years (presumably from the date of our agreement to this request).

In fairness to the developer, market conditions at the time the agreement was executed and those experienced over the past two years are dramatically different. Spruce Grove Industrial Park Inc. extended major trunk water and sanitary sewer services to their lands on the belief that sales of their lands (and connections by upstream developers) would cover the costs of these investments – this has not occurred as quickly as anticipated as a result of an economic downturn and the attendant drop in the demand for business park lands. These conditions could not have been anticipated.
**Options**
The City could continue the collection process as is currently structured. It is possible this could bankrupt the developer. It is in the City's interest to see this area is developed to a high quality expected rather than forcing the developers to liquidate their holdings at fire sale prices.

**Impacts/Consultation**
N/A

**Implementation/Communication**
N/A

**Strategic Goals**
Goal One - Benefiting from Growth
The City of Spruce Grove will manage growth to maximize benefits to the community.

Goal Four - Growing our Economic Base
The City of Spruce Grove will encourage the diversification and expansion of Spruce Grove's industrial and commercial tax base.

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**Fiscal Impact**

**Financial Considerations:**
The developer is currently in arrears in the order of almost $1,000,000. The City is able to accommodate this temporary deferral of payment within our existing systems without compromising operations or timing of projects.

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**Attachments**

Link: SG Ind Park Request
September 2, 2010

City of Spruce Grove
315 Jespersen Avenue
Spruce Grove, Alberta
T7X 3E8

Attn: Doug Lagore – City Manager

RE: Offsite Levies - Spruce Grove Industrial Park

Doug, I am inquiring to extend the Offsite Levies on the Spruce Grove Industrial Park as our contract has since expired.

As you know we have been working very diligently to market and maintain the industrial park and better the industrial/commercial base within Spruce Grove. It has been a tough couple years however we seem to be making headway and we are hoping to have numerous sales over the next year based on our pending offers and our courting of numerous companies.

We would like to continue on the same basis of paying the offsite levies as the lots are sold. We are requesting a 2 year extension from the new approval date on the contract. I understand that this matter would have to go before council and I would like to acquire you and your administration’s support prior to doing so.

Could you please get in touch with me and advise me if you require anything further to proceed.

Yours truly,

[Signature]

Norman C. R. Suvan
Spruce Grove Industrial Park Inc.

CC: Jim Carr
CC: Dave Walker
CC: Jeff Mustard
Regular Council Meeting

Various Board and Committee Meeting Minutes

Submitted By: Marj Bradshaw, Corporate Services
Department: Corporate Services

Information

Recommendation
That the various board and committee meeting minutes presented be accepted as information.

Purpose
n/a

Background
n/a

Options
n/a

Impacts/Consultation
n/a

Implementation/Communication
n/a

Strategic Goals
n/a

Attachments
Link: STS - March 16, 2010 Meeting
Link: STS - May 18, 2010 Meeting
SPRUCE GROVE 
SPECIALIZED TRANSIT SERVICE 
Tuesday, March 16, 2010 
PIONEER CENTRE – R.P.W ROOM

MINUTES OF THE REGULAR BOARD MEETING

Minutes of the Specialized Transit Service Board Meeting held in the Pioneer Centre R.P.W. Room.

Members Present:  Ted Hay  President
                 Sid Davis  Vice President
                 Dick Lutz  Member
                 Tom Paterson  Member
                 Bob Barclay  Member
                 Julie Adams  Member
                 Bill Steinburg  Member
                 Stan Zoledziowski  Member
                 Sari Jarvinen  Member

Also Present:  Bonnie Foster  Administration
               Jim Litke  Contract Driver
               Ken Luck  City Liaison
               Phyllis Dickens-Hankel  Recorder

Regrets:  Lee Peters
          George Ebdon
          Les Brace

1.0  CALL TO ORDER

President Ted Hay called the meeting to order at 4:30 p.m. and welcomed everyone.

2.0  AMENDMENTS TO THE AGENDA

2.1.1  Ted Hay moved the adoption of the agenda as presented with the addition of Item 6.2 Nominating Committee. Seconded by Dick Lutz. CARRIED.

3.0  REVIEW OF THE MINUTES OF THE REGULAR MEETING ON January 20, 2010

3.1.1.  Ted Hay moved the adoption of the Minutes of the Regular Meeting of January 19, 2010. Seconded by Sid Davis. CARRIED.

4.0  REPORTS

4.1  Financial

The full financial report was sent to the members with the Notice of Meeting.

4.1.1  Ted Hay moved the adoption of the Financial Report as presented. Seconded by Dick Lutz. CARRIED.

5.0  OLD BUSINESS
5.1 Survey Questionnaire
Committee updated members on work to date.

5.2 Drivers’ Abstracts
The City of Spruce Grove is now asking all their drivers for updated abstracts every year. Specialized Transit Service is following suit. Cost of obtaining these abstracts will be absorbed by STS. Discussion ensued regarding both abstracts and criminal checks. Thresholds for demerits allowed before employment is terminated were also discussed.

5.2.1 Ted Hay moved that STS will pay for drivers’ abstracts and criminal background checks on a yearly basis. Seconded by Tom Paterson. CARRIED, with one opposed, Julie Adams.

Chair instructed staff to review policies regarding driver abstracts and demerit thresholds with the City, RCMP and insurance.

5.3 Purchase of New Bus (Specifications) Committee
Ted Hay thanked the committee, Bob Barclay and Jim Litke, for their work on the bus specifications while Ted was away. Jim reported that they had contacted several suppliers of appropriately equipped buses. First Bus Centre was approached along with Crestline. Both buses are good, and both companies will build whatever is required. If a diesel engine is chosen, they are about $8,000 more. A twenty passenger bus seems appropriate, but particularly nothing smaller than a twenty passenger. Thermal windows would be a nice feature, but do not fit in some styles of body. The committee is to meet with Paul Simons at the City regarding the tender. An order placed in 2010 will be delivered in spring of 2011. Committee will pursue price of a diesel engine.

5.4 Business Plan
Jean Davidson has declined to take on the new business plan due to other commitments. Therefore a search will need to be conducted to find a replacement. The committee will contact sources for recommendations and pursue contact names.

The survey questionnaire needs to be completed and distributed, results tabulated, and the results passed on to the person appointed to develop the new business plan.

5.5 Audit
Hawkings Epp Dumont will be in the office on Monday, March 22, 2010 to conduct the audit.

6.0 NEW BUSINESS

6.1 Fares (Shopping/Medical)
Some of the shopping trips, particularly, are turning away customers, especially when wheelchair patrons bring escorts. After a thorough discussion, it was decided that all trips are on a first come/first served basis, and if there is enough demand for seats on the shopping trips, a second bus will have to be put on.

There is a problem with short notice cancellations, and a policy needs to be decided upon by the Board.
6.1.1 Dick Lutz moved that the Board adopt a new policy that 24 hours notice of cancellation of booking is required for each trip, and STS reserves the right to decide whether or not a fare is assessed for non-notification. An addendum is to be added to the Policies and Procedures of STS reflecting this policy change. Seconded by Julie Adams. CARRIED.

6.2 Nominating Committee
The Nominating Committee recruits for the positions of President, Vice President and Treasurer. Also, the Committee ascertains that members of the Board are interested in continuing on as members. Sid Davis and Dick Lutz agreed to act on this Committee for 2010.

7.0 INFORMATION

7.1 City of Spruce Grove Cheque Presentation
The cheque presentation went very well, with a cheque for $99,200 presented to STS for the 2010 operating budget, which was the full amount requested. City Council appreciates the efforts of Specialized Transit Service and values the service provided.

8.0 DATE OF NEXT MEETING

The next meeting will be held on May 18, 2010 at 4:30 p.m.

Ted Hay, Chair, then presented a service pin to Sari Jarvinen, who was unable to be present at the Board and Staff Recognition dinner in January.

9.0 ADJOURNMENT

Motion 9.1: On an unanimous motion the meeting adjourned at 5:50 p.m.
SPRUCE GROVE
SPECIALIZED TRANSIT SERVICE
Tuesday, May 18, 2010
PIONEER CENTRE – R.P.W ROOM

ANNUAL GENERAL MEETING

Minutes of the Specialized Transit Service AGM Board Meeting held in the Pioneer Centre R.P.W. Room.

Members Present:   Ted Hay   President
                   Sid Davis   Vice President
                   Les Brace   Treasurer
                   George Ebdon   Member
                   Lee Peters   Member
                   Stan Zoledziowski   Member
                   Bill Steinburg   Member
                   Dick Lutz   Member
                   Sari Jarvinen   Member
                   Bob Barclay   Member

Also Present:    Sandy Scott   Guest
                 Meagan Elliott   Guest
                 Bonnie Foster   Administration
                 Joan Torkarek   Contract Driver
                 Ken Luck   City Liaison
                 Phyllis Dickens-Hankel   Recorder

Regrets:    Jim Litke
            Tom Paterson
            Julie Adams

1.0 CALL TO ORDER

President Ted Hay called the meeting to order at 4:31 p.m. and welcomed all present to the 15th Annual General Meeting. Ted thanked everyone for coming and for their commitment to Specialized Transit Service, and asked for a round of applause for the efforts of the members. Ted then welcomed Sandy Scott, a guest, who is a staff member for Good Samaritan.

2.0 AMENDMENTS TO THE AGENDA

President Hay then asked for amendments to the agenda, of which none were mentioned.

2.1.1 Ted Hay moved the adoption of the agenda as presented. Seconded by Dick Lutz. CARRIED.

3.0 REVIEW OF MINUTES OF THE REGULAR MEETING OF MARCH 16, 2010

3.1.1 Dick Lutz moved the adoption of the Minutes as presented. Seconded by Sid Davis. CARRIED.
4.0 REPORTS

4.1 Financial/Audit

The Audit has been completed and the Auditors’ Report has been submitted. There is a discrepancy in the report, which is being followed up. As it has not yet been distributed, President Hay circulated a copy around the room for comments, and tabled this item until later in the agenda.

Year end journal entries have to be done, but this will be accomplished in the next week.

4.2 President’s Report to the Annual General Meeting

President Ted Hay read his report to the Annual General Meeting to the members. This report is attached in its entirety as Appendix “A”.

4.2.1 Lee Peters moved the adoption of the President’s Report. Seconded by Sari Jarvinen. CARRIED.

5.0 OLD BUSINESS

5.1 Business Plan/Survey

The committee has received four resumes in response to its inquiries for a contractor to write the business plan. Bonnie Foster and Ted Hay met with Ken Luck from the City, particularly with regard to some funding that might be available to pay for the Business Plan. There are some options available. The Business Plan committee consists of Sid Davis, Les Brace and Ted Hay.

At this point in the meeting a new guest arrived and was introduced, Megan Elliott, who is involved with the 2012 Games.

Ted Hay, Bonnie Foster and Dick Lutz are the members of the Survey committee. A lengthy discussion ensued regarding the survey and the business plan. The results of the survey should be part of the business plan, but the conducting of the survey is a separate function to the business plan.

It was stressed that the survey must be done well in order to obtain the desired information and must be conducted in a manner that will solicit the information required.

5.1.1 Sid Davis moved that STS continue to develop the survey, and hire the consultant/contractor for the business plan as two individual items, until such time as STS has a planner hired. CARRIED.

5.1.2 Lee Peters moved that a business plan contractor/developer be hired to develop a three year business plan at a cost of no more than $4,000 (for 150 hours) for the contract unless funding outside of STS budget is found. Seconded by Stan Zoledziowski. CARRIED.

5.1.3 Bob Barclay moved that STS move ahead with the survey to clientele and other interested parties. Seconded by Sid Davis. CARRIED.
6.0 NEW BUSINESS

6.1 Election of Officers

President Ted Hay thanked all of the members for their commitment to STS and introduced the Nominating Committee, consisting of Sid Davis and Dick Lutz, and thanked them for their work in conducting the nominations and elections of officers. The Members then formed a Committee of the Whole to conduct elections and Sid Davis chaired the Elections. Chairman Sid Davis then reported on behalf of the nominating committee that the members of the Board currently have all allowed their names to stand as members:

Les Brace
Bob Barclay
Lee Peters
George Ebdon
Stan Zoledziowski
Sid Davis
Julie Adams
Dick Lutz
Bill Steinburg
Ted Hay
Tom Paterson
Sari Jarvinen

All members were acclaimed.

Sid Davis, on behalf of the nominating committee requested that the person currently holding the position of President let his name stand as:
Ted Hay – President.

There was a call for nominations from the floor. Nominations ceased.

Ted Hay was acclaimed President.

Sid Davis, on behalf of the nominating committee requested that the person currently holding the position of Vice President let his name stand as:
Sid Davis – Vice President.

Nominations from the floor were called. Nominations ceased.

Sid Davis was acclaimed Vice President.

Sid Davis, on behalf of the nominating committee requested that the person currently holding the position of Treasurer let his name stand as:
Les Brace – Treasurer.

Nominations from the floor were called three times. Nominations ceased.

Les Brace was acclaimed Treasurer.

6.1.1 Bob Barclay moved the elections close. Seconded by Sid Davis. CARRIED.

6.1.2 Sid Davis moved to come out of committee. Seconded by Les Brace. CARRIED.

The Committee of the Whole adjourned and the business of the Board continued with President Hay in the chair.

6.2 Parkland County Proposal for 2010 Funding
Bonnie Foster will be sending in the papers for the funding from Parkland County for the amount in the budget.

6.2.1. Dick Lutz moved that STS continue serving Parkland County with the one year trial boundaries as extended on a trial basis for a further year. Seconded by Les Brace. CARRIED.

5.0 OLD BUSINESS

Chairman Hay then referred back to Old Business to deal with two unfinished items.

5.2 Driver Abstracts

This item continued from Old Business. Discussion ensued regarding the action available to STS should a driver accumulate demerits against their driving license.

5.2.1. Lee Peters moved that for any contract driver driving for STS who accumulates 10 demerits is subject to disciplinary action up to and including dismissal. CARRIED. One Opposed - Stan Zoledziofski.

4.1 Financial/Audit

The discrepancy in the Auditors’ Fees was discussed. Ted Hay will call Hawkings Epp Dumont to clarify this item.

7.0 INFORMATION

Chairman Ted informed the members that the newest driver, Bob McKee, now has accumulated 500 hours with STS, and in accordance with the November 22, 2005 Minutes, his rate of pay was adjusted to the 500 hour level.

8.0 DATE OF NEXT MEETING

The next meeting will be held on September 21, 2010.

9.0 ADJOURNMENT

Les Brace moved adjournment at 6:25 p.m. Seconded by Bob Barclay. CARRIED UNANIMOUSLY.
Community Spirit Award - Walker

**Presenter:** Dave Walker  
**Submitted By:** Economic & Business Development  
**Department:** Development

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**Information**

**Recommendation**

That Council go into closed session under sections 24 and 29 of the *Freedom of Information and Protection of Privacy Act.*

**Purpose**

N/A

**Background**

N/A

**Options**

N/A

**Impacts/Consultation**

N/A

**Implementation/Communication**

N/A

**Strategic Goals**

N/A

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**Attachments**

Link: Council Briefing Report (c)

Confidential documents are indicated with a (c).