CALL TO ORDER

1. ADOPTION OF AGENDA

2. ADOPTION OF MINUTES
   a. January 27, 2014 Regular Council Meeting Minutes

3. PUBLIC HEARINGS

4. PRESENTATIONS

5. DELEGATIONS

6. PUBLIC QUESTION & ANSWER PERIOD

7. COUNCIL UPDATES

8. ADMINISTRATIVE UPDATES
   a. City Manager Updates - Wolanski

9. BYLAWS
   a. C-859-13 – Third Reading - Land Use Bylaw Amendment - Redistricting – Prescott Phase 3 - Levasseur
   b. C-865-13 - Second and Third Reading - Land Use Bylaw Text Amendment - Levasseur

10. BUSINESS ITEMS
    a. Board Re-appointment - Subdivision and Development Appeal Board - Levasseur

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

12. CLOSED SESSION

13. BUSINESS ARISING FROM CLOSED SESSION

ADJOURNMENT
Adoption of Minutes  Item #:  2. a.

Regular Council Meeting Agenda

Meeting Date: 02/10/2014

January 27, 2014 Regular Council Meeting Minutes

Department: Corporate Services

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**Information**

**Recommendation**

That the January 27, 2014 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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**Fiscal Impact**

**Financial Considerations:**

n/a

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**Attachments**

January 27, 2014 Regular Council Meeting
THE CITY OF SPRUCE GROVE

Minutes of the Regular Meeting of Council
held January 27, 2014
in Council Chambers

Present:

Mayor Houston and Aldermen Baxter, Kesanko, McLean, Rothe and Turton

Absent:

Alderman Steinburg

Also In Attendance:

Diane Goodwin, Acting City Manager
Corey Levasseur, General Manager of Planning and Infrastructure
David Wolanski, General Manager of Community and Protective Services
Jennifer Hetherington, Manager of Corporate Communications
Dave Walker, Manager of Economic and Business Development
Robert Kosterman, Fire Chief
Debra Irving, Director of Planning and Development
Lindsey Butterfield, Long Range Planner
Carolynn Grey, Acting 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

14-14 (CS) Moved by Alderman Rothe that the agenda be adopted as presented.

Carried

2. ADOPTION OF MINUTES


15-14 (CS) Moved by Alderman Kesanko that the January 13, 2014 Regular Council Meeting Minutes and the January 20, 2014 Committee of the Whole Meeting Minutes be approved as presented.

Carried
3. PUBLIC HEARINGS

a. C-861-13 – Land Use Bylaw Amendment - Redistricting – Hilldowns Stage 9

Mayor Houston called the Public Hearing to order at 6:02 p.m. on Bylaw C-861-13 – Land Use Bylaw Amendment - Redistricting – Hilldowns Stage 9.

Kelly Christianson of 60 Haney Court indicated that he is against the proposed development as he was under the impression that the subject area was a dedicated green space and would not be developed.

Mayor Houston declared the Public Hearing closed at 6:14 p.m.

b. Disposal of Municipal Reserve Land - Portion of Lot 10MR, Block 1, Plan 0522417, in NE 5-53-27-4

Mayor Houston called the Public Hearing to order at 6:14 p.m. on the Disposal of Municipal Reserve Land - Portion of Lot 10MR, Block 1, Plan 0522417, in NE 5-53-27-4.

There were no verbal or written submissions received.

Mayor Houston declared the Public Hearing closed at 6:19 p.m.

c. C-863-13 and C-862-13 – West Area Structure Plan Amendment and Land Use Bylaw Amendment - Redistricting – 220 Spruce Ridge Road

Mayor Houston called the Public Hearing to order at 6:19 p.m. on Bylaws C-863-13 and C-862-13 – West Area Structure Plan Amendment and Land Use Bylaw Amendment - Redistricting – 220 Spruce Ridge Road.

There were no verbal or written submissions received.

Mayor Houston declared the Public Hearing closed at 6:25 p.m.

Item 3.e. was moved ahead on the agenda.

e. C-865-13 - Land Use Bylaw Text Amendment

Mayor Houston called the Public Hearing to order at 6:25 p.m. on Bylaw C-865-13 - Land Use Bylaw Text Amendment.
One written submission was received.

Mayor Houston declared the Public Hearing closed at 6:56 p.m.

d. **C-864-13 – Land Use Bylaw Site Specific Text Amendment – 75 South Avenue**

Mayor Houston called the Public Hearing to order at 6:57 p.m. on Bylaw C-864-13 – Land Use Bylaw Site Specific Text Amendment – 75 South Avenue.

Dr. Melanie Marr, the applicant, provided Council with background information on the establishment of her practice at 75 South Avenue and requested that her application be considered.

Eight written submissions were received.

Mayor Houston declared the Public Hearing closed at 7:11 p.m.

4. **PRESENTATIONS**

There were no presentations scheduled on the agenda.

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.
9. **BYLAWS**

   a. **C-861-13 – Land Use Bylaw Amendment - Redistricting – Hilldowns Stage 9**

      16-14 (P&I/CS) Moved by Alderman Turton that second reading be given to Bylaw C-861-13 - Land Use Bylaw Amendment - Redistricting – Hilldowns Stage 9.

      Carried

   b. **C-863-13 – West Area Structure Plan Amendment – 220 Spruce Ridge Road**

      17-14 (P&I/CS) Moved by Alderman Baxter that second reading be given to Bylaw C-863-13 - West Area Structure Plan Amendment - 220 Spruce Ridge Road, as amended.

      Carried

   c. **C-862-13 – Land Use Bylaw Amendment – Redistricting - 220 Spruce Ridge Road**

      18-14 (P&I/CS) Moved by Alderman Kesanko that second reading be given to Bylaw C-862-13 - Land Use Bylaw Amendment – Redistricting - 220 Spruce Ridge Road, as amended.

      Carried

   d. **C-864-13 – Land Use Bylaw Site Specific Text Amendment – 75 South Avenue**

      19-14 (P&I/CS) Moved by Alderman McLean that second reading be given to Bylaw C-864-13 - Land Use Bylaw Site Specific Text Amendment – 75 South Avenue.

      Carried

      20-14 (P&I/CS) Moved by Alderman Rothe that third reading be given to Bylaw C-864-13 - Land Use Bylaw Site Specific Text Amendment – 75 South Avenue.

      Carried
e. **C-870-14 – Land Use Bylaw Text Amendment – Mall Parking Stalls**

21-14 (P&I/CS) Moved by Alderman Baxter that first reading be given to Bylaw C-870-14 - Land Use Bylaw Text Amendment – Mall Parking Stalls.

Carried

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

Mayor Houston reconvened the meeting at 7:49 p.m.

10. **BUSINESS ITEMS**

   a. **Disposal of Municipal Reserve Land - Portion of Lot 10MR, Block 1, Plan 0522417, in NE 5-53-27-4**

22-14 (P&I) Moved by Alderman Kesanko that the reserve designation be removed from 0.58 ha of Lot 10MR, Block 1, Plan 0522417, in the Northeast Quarter of Section 5, Township 53, Range 27, West of the 4th Meridian and,

That

Administration be directed to notify the Registrar of Land Titles to remove the designation of Municipal Reserve from this property at the time of subdivision.

Carried

b. **Spruce Grove Curling Club Agreement**

23-14 (CAPS) Moved by Alderman Turton that the City of Spruce Grove reduce the annual rate the Spruce Grove Curling Club provides to the City from $50,000 to $40,000 and direct administration to finalize a new Memorandum of Agreement for a five year term.

Carried

c. **Council Team Charter**

24-14 (CM) Moved by Alderman McLean that the Council Team Charter be approved as presented.

Carried
d. **CN EcoConnexions Grant - Sprucing up Spruce Grove Schoolyards**  
25-14 (P&I) Moved by Alderman Rothe that matching funds of $15,000 be allocated from 2014 Council Contingency should the City's application to the CN EcoConnexions From the Ground Up Grant Program be approved. Carried

11. **ACCEPTANCE OF INFORMATION ITEMS**  
a. **Various Board and Committee Meeting Minutes**  
26-14 Moved by Alderman Baxter that the various board and committee meeting minutes presented be accepted as information. Carried

27-14 Moved by Alderman McLean that Council go into Closed Session at 8:12 p.m. Carried

12. **CLOSED SESSION**  
*Council went into Closed Session as permitted under the Freedom of Information and Protection of Privacy Act, RSA 2000, c.F-25 to discuss the following:*

a. **Land Consumption Analysis**

b. **Alberta Health Services Update**

c. **Development Proposal**

28-14 Moved by Alderman Rothe that Council come out of Closed Session at 10:06 p.m. Carried

13. **BUSINESS ARISING FROM CLOSED SESSION**

29-14(CAPS) Moved by Alderman Baxter that Administration be directed to finalize a contract with Alberta Health Services for Emergency Medical Services based on the recommendation brought forward. Carried
ADJOURNMENT

30-14  Moved by Alderman Kesanko that the Regular Meeting adjourn at 10:07 p.m.

Carried

__________________________________________

MAYOR

__________________________________________

RECORDING SECRETARY
Regular Council Meeting Agenda

**Meeting Date:** 02/10/2014

C-859-13 – Third Reading - Land Use Bylaw Amendment - Redistricting – Prescott Phase 3 - Levasseur

**Department:** Planning & Infrastructure

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**Information**

**Recommendation**

That third reading be given to Bylaw C-859-13 Land Use Bylaw Amendment - Redistricting - Prescott Phase 3, as amended.

**Purpose**

The purpose of this bylaw is to redistrict approximately 4 ha in SW 12-53-27-4 from UR – Urban Reserve to PS – Public Service Institutional, for use as a school site. The site is adjacent to Pioneer Road, a major collector.

The southeast corner of the subject site has been reconfigured slightly. According to IBI Group, this minor reconfiguration creates a better intersection and safer view corridors for drivers. The area of the subject parcel has increased from 4.00 ha to 4.05 ha. This amendment is minor and does not affect any adjacent landowners.

**Background**

**Municipal Development Plan**

*Your Bright Future: Municipal Development Plan, 2010 - 2020* (MDP) is the City’s primary statutory plan. Figure 8 Future Land Use shows the subject area as Open Space.

**Pioneer Lands Area Structure Plan**

The Pioneer Lands Area Structure Plan (ASP) was adopted in February 2009 and subsequently amended. The subject site is designated Park/Green Space on the Development Concept map.

At the time the original ASP was adopted, the Separate and Public School Boards did not anticipate a need for school sites within the plan area. However, two park sites large enough to accommodate a school were provided, in the event that schools were needed.

In November 2011, many parks, including the subject site, were reoriented and reconfigured to respond to the City’s requirement of more consolidated park spaces to accommodate future school sites and programmable space (Bylaw C-797-11). Pursuant to the Spruce Grove Parks and Recreation Master Plan, the subject site was classified in the ASP as Type D on Exhibit 6 Transportation and Open Space. Type D lands are intended for outdoor sports and recreation facilities and can also be used as school sites.
The subject site is slightly larger than the Park/Open Space site designated in the ASP. The ASP is a conceptual document; specific lot areas and alignments are established at the redistricting and subdivision stages. The slightly larger, reconfigured school site is a better fit with the proposed future layout of the neighbourhood to the south and east. The discrepancy between the ASP and the proposed redistricting is considered minor and does not require an ASP amendment.

**Land Use Bylaw**
The subject lands are districted UR – Urban Reserve. The reclassification of land to other land use districts is normally required before subdivision and development can occur.

The PS – Public Service Institutional District is intended for the development of public and private services which contribute to governance, culture, safety and health in the community.

**Development Agreement**
Typically, a redistricting bylaw is not considered for third reading until engineering plans are finalized and a Development Agreement is in place. However there are a number of minor issues still to be resolved with respect to the Development Agreement for Prescott Phase 3. Because of the tight timelines for the land transfer of the school site, Administration is recommending that third reading be given to Bylaw C-859-13 before the Development Agreement is finalized.

The final Development Agreement will be a condition of subdivision approval and must be signed before the subdivision is endorsed for final registration at the Land Titles Office. This will protect the City’s interests with respect to servicing, development levies, etc.

**Options**
N/A

**Impacts/Consultation**
The proposed amendment was circulated internally for other departments’ comments.

**Implementation/Communication**
N/A

**Strategic Goals**
Goal Three - Partnerships - The City of Spruce Grove will continue to be open to partnerships that create opportunities for improved collaboration on services, programs and facilities that benefit the greater community.

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**Fiscal Impact**

**Financial Considerations:**
N/A
Attachments

Attachment A, Bylaw C-859-13, as amended
Attachment B, Bylaw C-859-13, as presented for first and second reading
Attachment C, Location Map and Aerial
Attachment D, ASP Overview
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 C-824-12, 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 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 a portion of SW 12-53-27-4 from UR - Urban Reserve to PS – Public Service Institutional District, as shown on the map below.

The purpose of the bylaw is to redistrict the subject lands to allow for development as a school site.
This amending bylaw shall be consolidated into Bylaw C-824-12.

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

First Reading Carried 4 November, 2013.


Second Reading Carried 9 December, 2013.

Third Reading Carried _______________ 2014.

Date Signed _______________ 2014.

___________________________________ Mayor

___________________________________ City Clerk
CITY OF SPRUCE GROVE

BYLAW C-859-13

LAND USE BYLAW AMENDMENT
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 C-824-12, 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 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 a portion of SW 12-53-27-4 from UR - Urban Reserve to PS – Public Service Institutional District, as shown on the map below.
The purpose of the bylaw is to redistrict the subject lands to allow for development as a school site.

This amending bylaw shall be consolidated into Bylaw C-824-12.

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

First Reading Carried 4 November, 2013.
Second Reading Carried 9 December, 2013.
Third Reading Carried ___________________ 201.
Date Signed _______________, 20____.

___________________________________ Mayor

___________________________________ City Clerk
Location Aerial
C-859-13
Proposed Redistricting
Prescott Phase 3
Regular Council Meeting Agenda

Meeting Date: 02/10/2014

C-865-13 - Second and Third Reading - Land Use Bylaw Text Amendment - Levasseur

Department: Planning & Infrastructure

Information

Recommendation
That second and third reading be given to Bylaw C-865-13 - Land Use Bylaw Text Amendment, as amended.

Purpose
In November 2012, Council approved a new Land Use Bylaw that included significant changes from previous versions. Council requested that Administration be prepared to revisit the bylaw in a year in order to address issues or omissions discovered during the first year of implementation. Administration agreed to monitor issues experienced over the course of the year and bring back revisions to the bylaw in January 2014, as required.

Background

Overall, Administration has been pleased with the application of the Land Use Bylaw to development over the last year. After a couple of months of minor hiccups as our customers and staff became familiar with the new regulations, the process has been running smoothly. Administration kept note of minor issues on a list throughout the year, while only one major omission occurred that was dealt with immediately early in 2013 (relating to a fitness facility), as it affected the business's ability to open.

Since the public hearing, there have been two additional changes to the amendment before Council. The first is a change to Section 116, the R2 district which brings a regulation altering site coverage for internal row house units into line with the R1 district for consistency. This was agreed to as part of the discussions with the Urban Development Institute (UDI) in January, but inadvertently omitted from the bylaw at first reading. The second amendment is to enhance the integrity of the sign regulation permitting off-site signs for golf course uses, by narrowing the opportunity for advertising off-site to locations along arterial roadways only. This would limit the signage to Century Road and a small area on Grove Drive.

Section 15 - Conditions of Development Permit
The addition to this section was not included at first reading, but has been added to this amendment at the behest of the City’s Development Officers (DOs). In order to maintain our records as accurately as possible, Administration requires that a Real Property Report be provided prior to receiving a permit to occupy. The Real Property Report is not required in all cases, but allowing the DOs to condition this requirement on a permit...
ensures that development has taken place as approved and provides our staff with the most up-to-date information on a property.

Section 34 - Fences and Screening
Our DOs have come across some examples of residential lots where a variance to the fence on a corner lot is appropriate, but the regulations prevent them from allowing a variance to be made. This is due to the layout of some sites where the house faces the street on the longer dimension of the site. By including the front yard in the text of subsection 3, the DO will have the authority to issue a variance in appropriate cases. The DO is not permitted to vary height under the bylaw unless specific provisions are made.

Section 53 - Accessory Buildings
The current bylaw states that accessory buildings cannot be located in the front yard setback, which is the minimum space required between the street and the principal building. However, for buildings that are set back further than a minimum setback, this would allow for accessory buildings to be placed in the front yard. This could include structures such as sheds or hot tubs, which is not the intent of the regulation. By removing the word "setback" from subsection 3b, these structures will not be permitted in the front yard.

The next amendment in this section under subsection 5 sees the removal of covered deck from the text. This subsection allows for exceptions to permit decks in the front yard, in order to allow for a porch-style structure that is larger than the front steps. However, a covered deck is considered to be part of the principal dwelling and must meet the same setbacks as the principal dwelling. Therefore, it was an error to allow a covered deck to have the same exceptions to placement in the front yard as an uncovered deck.

Section 82 - Access From Streets and Alleys
Subsection 5 deals with exceptions that are made to allow two accesses to a residential lot. The editing that has been done to this section serves the purpose of giving more clarity to the DO about what they must consider under a development permit for a second access. They are now permitted to consider the access layout of the neighborhood, which was previously not part of the bylaw. In addition, the current bylaw does not allow a second access across a boulevard, which would not permit any additional front yard access according to the definition of boulevard in the bylaw. This is now clarified to indicate that sidewalk-separated boulevards may not be crossed where access is not already provided. This was the original intent, because adding access on this type of street has a significant effect on the cost for snow removal for the street and also changes the traffic impact on the roadway in question. The change provides more opportunity to address access issues when unique situations arise.

Section 88 - Applicability
This section deals with those land use districts where the Landscaping requirements must be met. The City has some Landscaping requirements for low density residential development, but the primary application of the Landscaping part of the bylaw is to deal with large-scale developments. Administration has noted that the existing bylaw did not include all of the low density residential districts as an exception in the applicability section, which was the intent when writing the bylaw. This error has been rectified and
each applicable district is now listed.

Section 89 - General
This section has been amended to include some language for clarification. Firstly, the word "Landscaping" has been added to the section title to differentiate it from other general sections of the bylaw. In addition, subsection 16 has been changed to clarify that the Engineering department is involved with the approval of landscaping, other than sod, on city boulevards that abut private property.

Section 98 - General Regulations for Signs
Subsection 23 provides an exception for placement of a sign, outlining where a sign may be placed off-site from the location it is advertising. In the current bylaw, the application of this regulation was not contemplated for a golf course. However, because the course is split into several different parcels but comprises the same development, the advertising exception has been extended to that specific use. This would allow the golf course (and its various businesses) to advertise on separate parcels within the golf course itself, and would also allow advertising on major roadways. As an example, the restaurant or pro-shop located in the middle of the golf course development may now be able to advertise on major roadways abutting the fairways. The regulation has been altered since the public hearing to specify that such signage is only permitted along arterial roadways.

Section 115 - R1 Mixed Low to Medium Density Residential District
This district introduced some concepts that were relatively new to Spruce Grove across a broad area of the City. For the most part, the developers working within Spruce Grove anticipated the changes to the Land Use Bylaw, since they were already discussed generally in the Municipal Development Plan. However, there are still some plan areas that have not been updated to deal with the new regulations, and as such, text has been added to the General Purpose of this district and the R2 district to indicate that only areas that have been planned to use the flexible districts are permitted to use these regulations as written. Where the Area Structure Plan has not contemplated flexible districts, the old signifiers of Low, Medium and High Density residential will allow for a more specific list of permitted uses.

This change has been further amended since first reading in order to clarify that all other uses listed in the district, but not specified as permitted uses, will be considered on a discretionary basis.

The other addition to this district is a change to the way site coverage is considered for street oriented row housing. We have heard from UDI that some builders are having difficulty meeting the 50% site coverage regulation for internally located row houses. Since those dwelling units do not have any side yards, the dwelling is the same size as the neighboring units, but the area of the lot is smaller. Planning examined a number of examples of these dwellings throughout the community and determined that 57% site coverage for the internal units should help the builders meet the standard, while not impacting the low density nature of the area. The caveat on the change is that the principal dwelling cannot take up more than 40% of the site where there is a detached garage. This will allow for 17% of lot coverage to accommodate a garage and any other accessory buildings (shed, deck). For higher density developments, the R2 - Mixed
Medium to High Density Residential District contains the same regulation or allows row housing developments (as opposed to street oriented row housing) to take up 65% site coverage.

**Section 116 - R2 Mixed Medium to High Density Residential District**
The addition to the general purpose of this district is the same as described under Section 115. That is, the full list of permitted uses may only be applied where the Area Structure Plan has contemplated use of the flexible R2 district and been updated to reflect the new regulations. Where this has not occurred, there is a smaller list of permitted uses available. This change allows the City to ensure that densities are within the guidelines and that there has been adequate consultation and notification to the community around the type of development that will appear in a given area.

As with the R1 district, clarification has been included since first reading to specify that all uses in the district that are not in the permitted category will be considered on a discretionary basis.

Since the public hearing, the regulation for site coverage has been reviewed to ensure that the changes made under the R1 for street oriented row housing remains consistent, and therefore the same regulation for 57% coverage on internal units has been added to this district as well.

The third change to this district is to clarify the application of Child Care Facilities and Religious Assembly as discretionary uses. Both of these uses were adopted into the bylaw with the intent that they could form an accessory use on the main floor of an apartment building. A new regulation has been added to stipulate this requirement so that commercial or institutional uses are not developed in this residential district. Without the change, a day care or religious assembly building could be the sole use on a site, which may impact the City's ability to meet minimum density requirements in new neighbourhoods.

**Section 118 - RE1 Established Neighborhood Residential District 1**
Wording that addresses the location of access and egress to a site has been clarified in subsection 3(c)(ii) at the request of the City's Development Officers. The change strengthens the language and intent of the clause, but does not alter the content. The other change is removal of Child Care Facilities from the list of uses. The addition of this use, which includes day care centers and preschools should not have been included in this district, since it does not fit with the residential nature; Family Day Homes remain in the bylaw, which allows for small scale child care to take place in residential areas as appropriate.

**Section 119 - RE2 Established Neighborhood Residential District 2**
As in the previous section, the discretionary use Child Care Facilities is being removed; the use should not have been included in this district.

**Section 123 - C1 City Centre Commercial District**
Recreation Establishment, Indoor has been added to the list of discretionary uses for this district. This includes businesses such as health clubs and fitness studios, which already
exist in this district. The omission of this use from the list of uses was an oversight.

Section 126 - C4 Integrated Mixed Use
This district was written to accommodate the development of a future Urban Village, or other future commercial areas that might integrate residential uses. However, in the process of developing this district, the concept of pedestrian orientation was not written into the regulations for consideration and evaluation during development permit approvals. While the new regulation is not overly prescriptive, it will ensure that the City's Development Officers consider the pedestrian orientation of a development during the approval process.

Section 127 - M1 General Industrial District
The change to this district involves the correction of an editing error that was adopted. Under the front yard setback, the bylaw currently states that no parking, loading or storage is permitted in the front yard. However, it is common for industrial businesses to have parking areas in the front yard. The intent of the bylaw is to protect the front yard setback, in order to provide landscaping, and the addition of the word 'setback' will rectify that issue for Administration.

Options
Council may refer the bylaw back to Administration for further amendment.

Impacts/Consultation
In October of 2013, Planning sent out an email internally to find out if other departments had encountered difficulty with the bylaw in any way. There was some feedback, but the primary source of information for compiling this amendment has come throughout the last year. As an issue was discovered by Planning or other areas, the item was added to a list in preparation for this amendment.

In November, the Urban Development Institute (UDI) requested an opportunity to provide feedback. They provided a letter for the public hearing with three different requests for amendments; one of these has been incorporated into the bylaw. The other two were discussed with Administration and a resolution was found, although the group may come forward with a specific application at some point in the future.

The public hearing took place on January 27, 2014. Advertisements for the hearing were placed in the Examiner and notice was posted on the website. No public members in attendance spoke to the public hearing, other than representatives of UDI.

Implementation/Communication
Should Council give third reading to the bylaw, Planning will apply the changes to the Land Use Bylaw for update on the website.

Strategic Goals
Goal Four - Providing Quality Services - The City of Spruce Grove will continue to improve the effectiveness of how it delivers its services, promoting improvements and efficiencies in delivering services to the community and in the internal operations of the City itself.

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**Fiscal Impact**

**Attachments**

Bylaw C-865-13
THE CITY OF SPRUCE GROVE

BYLAW C-856-13

LAND USE BYLAW TEXT AMENDMENT

WHEREAS, pursuant to the Municipal Government Act, R.S.A., 2000, c.M-26, a municipality shall adopt a Land Use Bylaw;

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

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

Bylaw C-824-12 is amended as follows:

1. By adding the following in bold:

SECTION 15 CONDITIONS OF DEVELOPMENT PERMIT

(5) Subject to this Bylaw, any Statutory Plan, and the Municipal Government Act, the Development Officer may attach whatever conditions it considers appropriate to a Development Permit for either a Permitted or Discretionary Use, including, but not limited to the following:

(a) Landscaping requirements;

(b) Noise attenuation;

(c) Special parking provisions;

(d) Location, appearance and character of the Building;

(e) Provision of a Real Property Report prior to occupancy of the development;

(f) Grading of a Site to protect adjacent properties; and

(g) Ensuring the proposed Development is compatible with surrounding land Uses.

2. By adding the following in bold:
SECTION 34    FENCES AND SCREENING

(3) The Development Officer may issue a variance to a Fence height for a Street Side Yard or Front Yard on a Corner Site as it applies to subsection 2(a) above, taking into consideration the Development on adjacent Sites.

3. By deleting the following in strikethrough:

SECTION 53    ACCESSORY BUILDINGS

(3) Unless otherwise provided in this Bylaw, Accessory Buildings shall be located:

(a) A minimum of 2.0 m from the Principal Building;
(b) Not in the Front Yard Setback;
(c) No closer than 1.0 m to the rear property line;
(d) No closer than 1.0 m to the side property line;
(e) Side facing detached Garages will only be permitted on Sites which meet the following criteria:

(i) There must be workable vehicle access, in the opinion of the Development Officer, into the Garage; and
(ii) The minimum distance between the Garage vehicle door(s) and the side property line which they face shall be 6.0 m from the opposite side boundary.

(5) Notwithstanding (3) a Deck or covered Deck;

(a) May be attached to the Principal Building;
(b) May extend beyond the front line of the Principal Building;
(c) May extend into the required Front Yard of the Principal Building in accordance with Section 42 of this Bylaw; and
(d) May extend into the required Rear Yard of the Principal Building in accordance with Section 43 of this Bylaw.
4. By adding the following in bold and deleting the following in strikethrough:

SECTION 82  ACCESS FROM STREETS AND ALLEYS

(5) Notwithstanding (4) above, the Development Officer may allow access from both the Street and Alley as a Discretionary Use where with consideration to the following:

(a) There is no additional access may not cross a Boulevard that is composed of a sidewalk with a landscaped area between the street and sidewalk;

(b) The lot must have has a minimum Site Width of 12.0m;

(c) The access configuration of other Sites in the area;

(d) There is no impact to Adjacent Sites; and

(e) The alternate additional access is authorized by the Engineering Department.

5. By adding the following in bold and deleting the following in strikethrough:

SECTION 88  APPLICABILITY

(2) In any district except the R-1–Mixed Low to Medium Density Residential District, RE1–Established Neighborhood Residential District 1 and RE2–Established Neighborhood Residential District 2, all required Yards and all open spaces or undeveloped areas excluding parking areas, driveways, Sidewalks, outdoor storage and service areas shall be landscaped in accordance with a landscaping plan. The following districts shall be exempt from this requirement:

(a) R1 – Mixed Low to Medium Density Residential District;

(b) RE1 – Established Neighborhood Residential District 1;

(c) RE2 – Established Neighborhood Residential District 2;

(d) GMR – Greenbury Village – Mixed Residential;

(e) HLC – Hawthorne Lifestyle Community District;

(f) RMHC – Mobile Home Court District; and

(g) RMHS – Mobile Home Subdivision Residential District.
6. By adding the following in bold:

SECTION 89 GENERAL LANDSCAPING

(16) Any City Boulevard shall be landscaped with sod and boulevard trees of an approved species planted at the recommended spacing for that species. Any additional or alternative Landscaping on City Boulevards (i.e. shrub and flower beds, Xeriscaping) shall be subject to review and approval by the Development Officer in consultation with the Engineering Department.

7. By adding the following in bold:

SECTION 98 GENERAL REGULATIONS FOR SIGNS

(23) On Sites where the M1 – General Industrial District, C2 – Vehicle Oriented Commercial District or C3 – Neighbourhood Retail and Service District are applied, and where a Development comprises of more than one Site, any Multi-tenant Signs may provide Off-site advertising for businesses that are located within the Development. This shall also apply to any P1 – Parks and Recreation District Sites where the land use is a golf course and the sign is located along an arterial roadway.

8. By adding the following in bold:

SECTION 115 R1 – MIXED LOW TO MEDIUM DENSITY RESIDENTIAL DISTRICT

(1) GENERAL PURPOSE

The purpose of this District is to accommodate a range of low to medium density Dwelling types along each block face in order to provide flexibility in the design and Development of the neighbourhood. The District is intended to emphasize complementary relationships of Development with the Street and with each other.

<table>
<thead>
<tr>
<th>Permitted Uses</th>
<th>Discretionary Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Accessory Buildings</td>
<td>• Bed and Breakfast Establishments</td>
</tr>
<tr>
<td>• Duplexes</td>
<td>• Boarding and Lodging</td>
</tr>
<tr>
<td>• Semi-Detached Dwellings</td>
<td>• Family Day Homes</td>
</tr>
<tr>
<td>• Single Detached Dwellings</td>
<td>• Garage Suites</td>
</tr>
<tr>
<td></td>
<td>• Garden Suites</td>
</tr>
<tr>
<td></td>
<td>• Home Occupations</td>
</tr>
<tr>
<td></td>
<td>• Limited Group Homes</td>
</tr>
<tr>
<td></td>
<td>• Manufactured Homes</td>
</tr>
</tbody>
</table>
• Row Housing, Street Oriented, up to four units
• Sales Centres
• Secondary Suites
• Show Homes

(a) Notwithstanding the uses specified in Section 115(1), the only Permitted Uses in this district shall be Single Detached Dwelling and Accessory Buildings on Sites registered in 2012 or earlier for the period of two years from the date that this Bylaw comes into force. Any other Permitted Uses listed in this District shall be treated as Discretionary Uses in cases as described herein.

(b) After the two year period described above, Permitted and Discretionary Uses shall be as listed in Section 115(1).

(c) Notwithstanding the list of uses, where the use of flexible zoning has not been contemplated in the applicable Area Structure Plan, the permitted uses for Low Density designated areas shall be Single Detached Dwellings and Accessory Buildings. The permitted uses for Medium Density designated areas shall be Duplexes, Semi-Detached Dwellings and Accessory Buildings. All listed uses that are not otherwise specified in this clause shall be discretionary.

(2) DEVELOPMENT REGULATIONS

<table>
<thead>
<tr>
<th>Site Coverage (Maximum):</th>
<th>50%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>57% for Street Oriented Row Housing; this shall only apply to internal Dwelling units with no Side Yard. In cases where the garage is not an integral part of the principal dwelling, the Dwelling shall not exceed 40% coverage with the total site coverage at 57%.</td>
</tr>
</tbody>
</table>

9. By adding the following in bold:

SECTION 116  R2 – MIXED MEDIUM TO HIGH DENSITY RESIDENTIAL DISTRICT

(1) GENERAL PURPOSE

The purpose of this District is to accommodate a mix of medium to high density Dwelling types within the block face, in order to provide flexibility in the design and Development of neighbourhoods. The District is intended to emphasize complementary interface of Development with the Street and with each other.
(a) Notwithstanding the list of uses, where the use of flexible zoning has not been contemplated in the applicable Area Structure Plan, the permitted uses for Medium Density designations shall be Row Housing, Stacked, Row Housing Developments and Accessory Buildings. The permitted uses for High Density designations shall be Multi-Unit Dwellings and Accessory Buildings. All listed uses that are not otherwise specified in this clause shall be discretionary.

(2) DEVELOPMENT REGULATIONS

<table>
<thead>
<tr>
<th>Site Coverage (Maximum):</th>
<th>65%</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Row Housing Developments</td>
<td></td>
</tr>
<tr>
<td>• Street Oriented Row Housing</td>
<td></td>
</tr>
<tr>
<td>• All other developments</td>
<td></td>
</tr>
<tr>
<td>• 50% for end units; 57% for internal Dwelling units with no Side Yard. In cases where the garage is not an integral part of the principal dwelling, the Dwelling shall not exceed 40% coverage with the total site coverage at 57%.</td>
<td></td>
</tr>
</tbody>
</table>

(3) ADDITIONAL REGULATIONS

(f) Notwithstanding Section 116(1), a Child Care Facility or Religious Assembly shall be discretionary only as an Accessory Use to a Multi-Unit Dwelling.
10. By adding the following in bold and deleting the following in strikethrough:

SECTION 118 RE1 – ESTABLISHED NEIGHBOURHOOD RESIDENTIAL DISTRICT 1

(2) DEVELOPMENT REGULATIONS

Discretionary Uses: Child Care Facilities

(3) (c) Vehicle Access

(i) There shall be no vehicular access from the Street where an Abutting Alley exists, and

a. A treed landscaped Boulevard is present along the Street adjacent to the property line; or

b. The Site Width is less than 15.5 m.

(ii) If vehicular access is provided Where vehicle access already exists from the fronting Street, a Garage may protrude a maximum of 1.0 m beyond the front wall of the Principal Building and have a maximum width of 7.3 m or 35% of the Site Width, whichever is less. In no case shall the Garage be located less than 3.0 m from the front property line.

11. By removing the following:

SECTION 119 RE2 – ESTABLISHED NEIGHBOURHOOD RESIDENTIAL DISTRICT 2

(2) DEVELOPMENT REGULATIONS

Discretionary Uses: Child Care Facilities

12. By adding the following in bold:

SECTION 123 C1 – CITY CENTRE COMMERCIAL DISTRICT

(2) DEVELOPMENT REGULATIONS

Discretionary Uses: Recreation Establishment, Indoor
13. By adding the following in bold:

**SECTION 126** **C4 – INTEGRATED MIXED USE**

(3) **ADDITIONAL REGULATIONS**

(m) **All development must have a strong Pedestrian Orientation both within the site, and to and from the site.**

14. By adding the following in bold and deleting the following in strikethrough:

**SECTION 127** **M1 – GENERAL INDUSTRIAL DISTRICT**

(2) **DEVELOPMENT REGULATIONS**

| Front Yard Setback | • 6.0 m except where greater distance is required by the Development Officer.  
|                    | • No parking, loading or storage shall be permitted in the Front Yard **Setback**. |

This amending bylaw shall be consolidated into Bylaw C-824-12.

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

First Reading Carried January 13, 2014.


Second Reading Carried ____________, 20__.

Third Reading Carried ____________, 20__.

Date Signed ________________, 20 ____.

__________________________________  
Mayor

__________________________________  
City Clerk
Regular Council Meeting Agenda

Meeting Date: 02/10/2014

Board Re-appointment - Subdivision and Development Appeal Board - Levasseur

Department: Planning & Infrastructure

Recommendation

That Chantal MacKenzie be re-appointed to the Subdivision and Development Appeal Board for her second term ending December 31, 2016.

Purpose

To re-appoint an existing member of the Subdivision and Development Appeal Board for a second term.

Background

The Municipal Government Act requires the City to establish, by bylaw, a subdivision and development appeal board (SDAB). Under Bylaw C-439-02, Subdivision and Development Appeal Board Bylaw, the SDAB may consist of up to eight (8) members, one of which is a Council Representative. This allows for a maximum of seven (7) public members at any time sitting on the SDAB. Council appointments and subsequent potential re-appointments allow the City to maintain an adequate "pool" of SDAB public members to ensure quorum. A meeting of the SDAB requires a minimum of three (3) members (one of which must be the Council Representative) in order to meet quorum, and therefore for the hearing to proceed.

Bylaw C-439-02, Subdivision and Development Appeal Board Bylaw is included in this report as Attachment 1.

Options

N/A

Impacts/Consultation

Re-appointing an existing member will ensure that the City can continue to meet its obligations under the Municipal Government Act, as well as the Subdivision and Development Appeal Board Bylaw C-439-02.

Implementation/Communication

N/A

Strategic Goals
Goal Three - Partnerships
The City of Spruce Grove will continue to seek partnerships that create opportunities for improved collaboration and enhancement of services, programs and facilities that benefit the community.

Fiscal Impact

Attachments

SDAB Bylaw C-439-02
CITY OF SPRUCE GROVE
SUBDIVISION AND DEVELOPMENT APPEAL BOARD
BYLAW NO. C-439-02

Being a Bylaw to establish the Subdivision and Development Appeal board for the City of Spruce Grove

WHEREAS the Council wishes to establish a Subdivision and Development Appeal Board as required under the Municipal Government Act, R.S.A.2000, c M-26, as amended:

NOW THEREFORE the Council of the City of Spruce Grove hereby ENACTS AS FOLLOWS

Title

1. This Bylaw may be cited as the “Subdivision and Development Appeal Board Bylaw”

Definitions

2. The following words and terms are defined as follows:
   a. “Spruce Grove” means the area within the legal boundaries of the City of Spruce Grove;
   b. “Act” means the Municipal Government Act, R.S.A.2000, c M-26, as amended;
   c. “Appellant” means a person who has served a written Notice of Appeal as set out in Division 10 of Part 17 of the Act;
   d. “Applicant” means a person who made the initial application upon which an appeal is based or authorized person acting on his behalf;
   e. “Board” means the Subdivision and Development Appeal board of the City of Spruce Grove established pursuant to this Bylaw;
   f. “City” means the Municipality of the City of Spruce Grove;
   g. “Council” means the Council of the City of Spruce Grove;
   h. “Development Officer” means one of the persons appointed to the office of Development Officer by Council; and
   i. “Member” means a member of the Subdivision and Development Appeal Board appointed pursuant to this Bylaw.

Establishment

3. A Subdivision and Development Appeal Board is hereby established.

Membership and Term

4. The Board shall consist of not less than three (3) members appointed by resolution of Council, as follows:
   a. One (1) member shall be an alderman, as appointed by resolution of Council; and
   b. The remaining members shall be appointed by resolution of Council from residents of Spruce Grove.

Council shall also appoint, by resolution, an alternate for the alderman, who shall attend Board hearings when the designated alderman is not available.

5. No member of the City’s Subdivision or Development Approving Authority may be appointed as a member of the Board.
6. The term of office for all members shall be not more than three (3) years commencing on January 1st following appointment and shall terminate on December 31st of the final year.

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

8. In the event of a vacancy, Council may by resolution, appoint a new member to serve for the remainder of the vacating member’s term.

Quorum, Chair and Rules of Procedure

9. A quorum at any Board hearing shall be three (3) members. One (1) member shall be the designated alderman or the alderman’s alternate.

10. At each hearing, the members of the Board who are present at the hearing shall designate one (1) member as Chair. The Board member who is also a member of Council shall not be designated as Chair.

11. For those matters not covered in Part 17 of the Act or the regulations thereto or this Bylaw, the Board shall determine the procedures for the conduct of hearings.

Functions and Duties

12. The board shall hear appeals from a decision of the Subdivision Authority or the Development Authority.

13. An order, decision or approval made, given or issued by the Board shall be issued by the Board as a statement of the Board under the signature of the Board Secretary.

14. The granting and duration of an adjournment is at the discretion of the Board.

15. Where in the opinion of the Board an adjournment is warranted, the Board may request technical information, legal opinions or other assistance and may adjourn the hearing for this purpose.

16. The Chair:
   a. Shall be responsible for the conduct for the meeting;
   b. May limit a submission if it is determined to be repetitious or in any manner inappropriate; and
   c. Shall, when a hearing is tabled or adjourned and a time is not fixed for its continuation, announce that notice of the continuation of the meeting shall be sent to those persons leaving their name and address with the secretary. Thereafter, only those persons leaving their name and address shall be entitled to notice of the continuation of the hearing.

17. Once the hearing is closed, the Board shall not hear or consider any additional verbal or written evidence.

18. After hearing the appeal, the Board shall deliberate and reach its decision in private. In arriving at its decision, the majority vote of those members present shall constitute the decision of the Board.

19. A decision of the Board is not final until notification of the decision is given in writing.

20. A member who, for any reason, is unable to attend the whole of the hearing of an appeal shall not participate in the Board’s deliberations or the decision made by the Board on that appeal.

21. If a member has a direct or indirect pecuniary interest in any matter before the Board, or if a member is aware of any reason which may likely lead him to entertain a bias when hearing any matter, the member shall declare such interest or likelihood of bias to the Board and shall abstain from discussion or voting upon such matter, and such abstention shall be recorded in the Minutes.
Fees

22. On filing an appeal, the appellant shall pay to the City the fee set out in the Schedule of Fees for the Planning and Development Division, which is passed by resolution of Council.

Adoption of Bylaw

23. Upon the coming into force of this Bylaw, the members of the Development Appeal Board appointed pursuant to Bylaw No. C-273-95 are continued as members of the Board under this Bylaw for the balance of their original terms upon which members will then be appointed in accordance with this Bylaw.

24. Bylaw No. C-273-95 is repealed upon third reading of this Bylaw.

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

First Reading Carried 9 September 2002
Second Reading Carried 15 October 2002
Third Reading Carried 15 October 2002

Mayor

Manager of Administrative Services
Information Items Item #: 11. a.

Regular Council Meeting Agenda
Meeting Date: 02/10/2014
Various Board and Committee Meeting Minutes
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

Fiscal Impact

Attachments
December 5, 2013 Meridian Foundation Board Meeting
January 24, 2014 ACRWC Meeting
MERIDIAN FOUNDATION BOARD OF DIRECTORS
MINUTES OF THE REGULAR BOARD MEETING
Thursday December 5, 2013

PRESENT:    Dwight Ganske, Chairman, Town of Stony Plain
            Louise Baxter, Vice-Chairman, City of Spruce Grove
            Charlene Smylie, Councillor Village of Wabamun
            Jackie McCuaig, Councillor Parkland County

STAFF:      Lori-Anne St. Arnault, Executive Director
            Virginia Mayer, Recording Secretary

1. CALL TO ORDER
   The Chairman called the Board Meeting of December 5, 2013 to order
   at 1:10 pm.

2. ADDITION TO / ACCEPTANCE OF AGENDA

   Meridian Foundation Agenda

   RESOLUTION # 077/2013
   MOVED by Alderman Louise Baxter, to adopt the December 05, 2013
   Meridian Foundation Agenda with the additions.

   6) b) Staff Christmas Gift Policy

   CARRIED UNANIMOUSLY

3. APPROVAL OF THE MINUTES

   Meridian Foundation Board Minutes of the Regular Meeting

   RESOLUTION # 078/2013
   MOVED by Councillor Charlene Smylie, to adopt the November 06, 2013,
   Meridian Foundation Organizational Meeting Minutes as presented.

   CARRIED UNANIMOUSLY
4. **UNFINISHED BUSINESS**

a) **Strategic Planning Date**
   - Strategic Planning Day will be held on January 30 & 31, 2014 at Whispering Waters Manor, with Kent Fletcher as facilitator.

5. **FINANCIAL REPORTS**

a) **Meridian Foundation Financial Reports**
   **RESOLUTION # 079/2013**
   MOVED by Councilor Jackie McCuaig, to accept the Meridian Foundation Financial Reports as presented.
   CARRIED UNANIMOUSLY

b) **Forest Ridge Place Financial Reports**
   **RESOLUTION # 080/2013**
   MOVED by Councilor Charlene Smylie, to accept the Forest Ridge Place Financial Reports as presented.
   CARRIED UNANIMOUSLY

c) **Self-Contained Financial Reports**
   **RESOLUTION # 081/2013**
   MOVED by Alderman Louise Baxter, to accept the Self-Contained Financial Reports as presented.
   CARRIED UNANIMOUSLY
6. NEW BUSINESS
   a) Water Pipe Break
      • Executive Director Lori-Anne St. Arnault updated the Board of Directors about the water damage in Whispering Waters Manor and repair plans.
   b) Staff Christmas Gift Policy

**RESOLUTION # 082/2013**
MOVED by Alderman Louise Baxter that the Staff Christmas Gift Policy be increased to a $100.00 Gift Card.

CARRIED UNANIMOUSLY

7. INFORMATION ITEMS
**RESOLUTION # 083/2013**
MOVED by Councillor Charlene Smylie, to accept Information Items:

(a) Executive Director’s Report
(b) Whispering Waters Newsletter
(c) Open Resolution Report
(d) Resident wait list numbers

CARRIED UNANIMOUSLY
8. **IN - CAMERA**

   a) Personnel Issue

   **RESOLUTION # 084/2013**
   MOVED by Alderman Louise Baxter that the Board move In-Camera at 3:00 pm.

   CARRIED UNANIMOUSLY

   **RESOLUTION # 085/2013**
   MOVED by Councillor Charlene Smylie that the Board move Out-Camera at 3:15 pm.

   CARRIED UNANIMOUSLY

9. **DATE, TIME AND PLACE OF NEXT MEETING**

   The next scheduled Board Meeting will be held Wednesday January 22, 2014 at 1:00 pm at Whispering Waters Manor

10. **ADJOURNMENT**

    The Chairman, Councilor Dwight Ganske declared the meeting adjourned at 3:20 pm

    [Signature]
    Chairman of the Board

    [Signature]
    Vice-Chairman
Meeting Minutes
Board Meeting
Friday, January 24, 2014
9:27 – 11:15 a.m.
ACRWC Boardroom

Members Present:
Cr. Darrell Hollands, Chairman   Parkland County
Cr. Louise White-Gibbs    Town of Beaumont
Mayor Randolph Boyd    Town of Bon Accord
Cr. Frank Garritsen    City of Fort Saskatchewan
Cr. Darren McCann    Town of Gibbons
Cr. John Schonewille    Leduc County
Ald. Wayne Rothe    City of Spruce Grove
Cr. Pat Hansard    Town of Stony Plain
Cr. Brian Botterill     Strathcona County
Cr. Karen Shaw     Sturgeon County

Members Absent:
Cr. David MacKenzie    City of Leduc
Mayor Lisa Holmes    Town of Morinville
Cr. Cathy Heron    City of St. Albert

Commission Staff:
Mike Darbyshire    General Manager
Paul Krueger     Corporate Services Manager
Wade Teveniuk     Regulatory Services Manager
Lorretta Johnston    Board Assistant

Call to Order
Chairman Hollands called the meeting to order at 9:27 a.m.

Agenda
CM01-14 MOVED BY Mayor Boyd that the agenda as distributed be adopted.
CARRIED

Minutes
CM02-14 MOVED BY Cr. Schonewille that the minutes of the November 15th, 2013 ACRWC Board meeting as presented be adopted.
CARRIED

Committees
Annual Workshop Committee
CM03-14 MOVED BY Ald. Rothe that his report be accepted for information.
CARRIED

CM04-14 MOVED BY Cr. Garritsen that the Board approve hospitality expenses of $2,000 at the May 21 – 23, 2014 Annual Workshop.
CARRIED
<table>
<thead>
<tr>
<th>Administrative Reports CM05-14</th>
<th>MOVED BY Mayor Boyd that the Administrative Reports be received for information. CARRIED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correspondence CM06-14</td>
<td>MOVED BY Cr. Hansard that the December 23, 2013 Audit Plan letter from Hawkings Epp Dumont LLP be received for information. CARRIED</td>
</tr>
<tr>
<td>Board Orientation</td>
<td>Mike Darbyshire conducted Part 1 of the Member Orientation – “Authority and Governance” which included:</td>
</tr>
<tr>
<td></td>
<td>- History</td>
</tr>
<tr>
<td></td>
<td>- Legislation</td>
</tr>
<tr>
<td></td>
<td>- Organization overview</td>
</tr>
<tr>
<td></td>
<td>- Board function</td>
</tr>
<tr>
<td></td>
<td>- Strategic Planning</td>
</tr>
<tr>
<td></td>
<td>- Framework</td>
</tr>
<tr>
<td></td>
<td>- Four-year outlook</td>
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<tr>
<td></td>
<td>The other four parts will be done in conjunction with future Board meetings.</td>
</tr>
<tr>
<td></td>
<td>Cr. White-Gibbs left the meeting at 10:50 a.m.</td>
</tr>
<tr>
<td></td>
<td>Cr. Schonewille and Cr. Botterill left the meeting at 10:55 a.m.</td>
</tr>
<tr>
<td>Board Development CM07-14</td>
<td>MOVED BY Ald. Rothe that the Board adopt the amended Board Development Policy. CARRIED</td>
</tr>
<tr>
<td>Roles &amp; Responsibilities Matrix CM08-14</td>
<td>MOVED BY Cr. Garritsen that the updated Governance Roles and Responsibilities Matrix be accepted for information. CARRIED</td>
</tr>
<tr>
<td>Annual Bulletin</td>
<td>The Annual Bulletin detailing expenses for 2014 was included in the Agenda package as information for Board Members.</td>
</tr>
<tr>
<td>Adjourn</td>
<td>The meeting adjourned at 11:15 a.m.</td>
</tr>
</tbody>
</table>

These minutes approved this ______ day of ______________, 2014

___________________________________                ___________________________________
ACRWC Board Chairman    General Manager

Recorder:
Lorretta Johnston