

cityofgp.com



2025 BUDGET

City of Grande Prairie, Alberta, Canada



Hello/Taa Haanach'e/Tansi,

The City respectfully acknowledges the Beaver, Cree, Dene and Métis people as the original caretakers of these Lands and surrounding areas.

We are grateful to live, learn, work and play on Treaty 8 territory within Turtle Island and acknowledge these Lands have been home to diverse and sovereign First Nations and Inuit Nations since time immemorial.

Thank You / Wuujo Aasanalaa/ Kinanâskomitin



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MESSAGE FROM THE MAYOR

The 2025 Budget strikes a balance between fiscal responsibility and meeting the needs of our community amidst ongoing economic pressures, while positioning Grande Prairie for future growth.

Council and Administration have worked hard to deliver a budget that ensures quality service delivery and minimizes the impact of rising costs on residents. Our budget deliberations were focused on making the right decisions for our community, based on knowledge, experience and feedback from our residents and businesses.

Over the past seven years, Grande Prairie City Council is proud to have kept our tax increases below an average of 1% annually amidst significantly rising costs. This was achieved through our ongoing commitment to innovation and efficiency. Through this approach we can continue to support our services, amenities and future development to foster a strong community while balancing affordability for our residents.

We know Grande Prairie is a great place to live thanks to its strong quality of life, affordability and opportunity. Driving Council's discussions on budget was the desire to continue to tell this story, build our reputation across the region, province and country and continue to grow our city. This is made possible by our commitment to balancing financial stewardship as we support the amenities, resources and people that make our community what it is. With the grit Grande Prairie is known for and the entrepreneurial spirit that embodies our region, we look forward with confidence to 2025.



Jackie Clayton
City of Grande Prairie Mayor



CITY COUNCIL

City of Grande Prairie Council 2021–2025



Mayor
Jackie Clayton



Councillor
Grant Berg



Councillor
Gladys Blackmore



Councillor
Wendy Bosch



Councillor
Dylan Bresse



Councillor
Mike O'Connor



Councillor
Kevin O'Toole



Councillor
Wade Pilat



Councillor
Chris Thiessen



QUALITY OF LIFE

Where we want to live, work and play.



Active Lifestyle



Fierce Community Pride



Safety



ENGAGING RELATIONSHIPS

Strong and purposeful relationships expand local government value.



Reputation Management



Brand, Marketing & Communication



Culture & Pride



INCLUSIVE & CARING COMMUNITY

A community that includes all people and serves all people.



Multicultural



Youth to Seniors



Housing



INNOVATIVE EFFICIENCIES & ECONOMIC READINESS

A strong local economy enables a sustainable high quality of life.



Strategic Growth



Innovation Development



Attraction

MESSAGE FROM THE CAO

“The forecasts are optimistic for our local economy, and we know the great things our community can achieve when we work collaboratively towards shared goals of growth, development and investment.”

Budget 2025 is designed to align with Council's 2022–2025 Strategic Plan in support of a grander community with a strong quality of life for all.

The budget includes adjustments to our organizational structures and systems to ensure we're delivering services more efficiently, with clear lines of accountability and the agility to take advantage of opportunities as they arise.

Every day, the City of Grande Prairie delivers 292 different services that touch the lives of our residents —from keeping the streetlights on to offering reliable transit, and maintaining our parks and world-class recreational facilities. We're dedicated to making sure our city runs smoothly around the clock.

Like all organizations, the City is faced with rising costs of goods and services which we must balance while providing the quality standards our residents know to expect from us.

But if there is one thing that defines Grande Prairie, it's that we have the drive, the energy and the enthusiasm to make things happen with an innovative and entrepreneurial spirit. The forecasts are optimistic for our local economy, and we know

the great things our community can achieve when we work collaboratively towards shared goals of growth, development and investment.

The City of Grande Prairie is also a strong, committed organization working with dedication to provide our residents with a high standard of service. We believe in the power and capabilities of our people and that we have the right team of passionate and committed staff, ready to rise to the challenge and deliver the best for our community.

We look forward to continuing to serve our community and accomplishing great things in 2025.



Shane Bourke
City Manager

ECONOMIC PROFILE

Grande Prairie is a vibrant, flourishing regional centre providing shopping and services for residents of Northwestern Alberta and Northeastern British Columbia.



68,350
Population



295,079
Trade Area
Population



27,551
Private Dwellings*



34.0
Median Age*



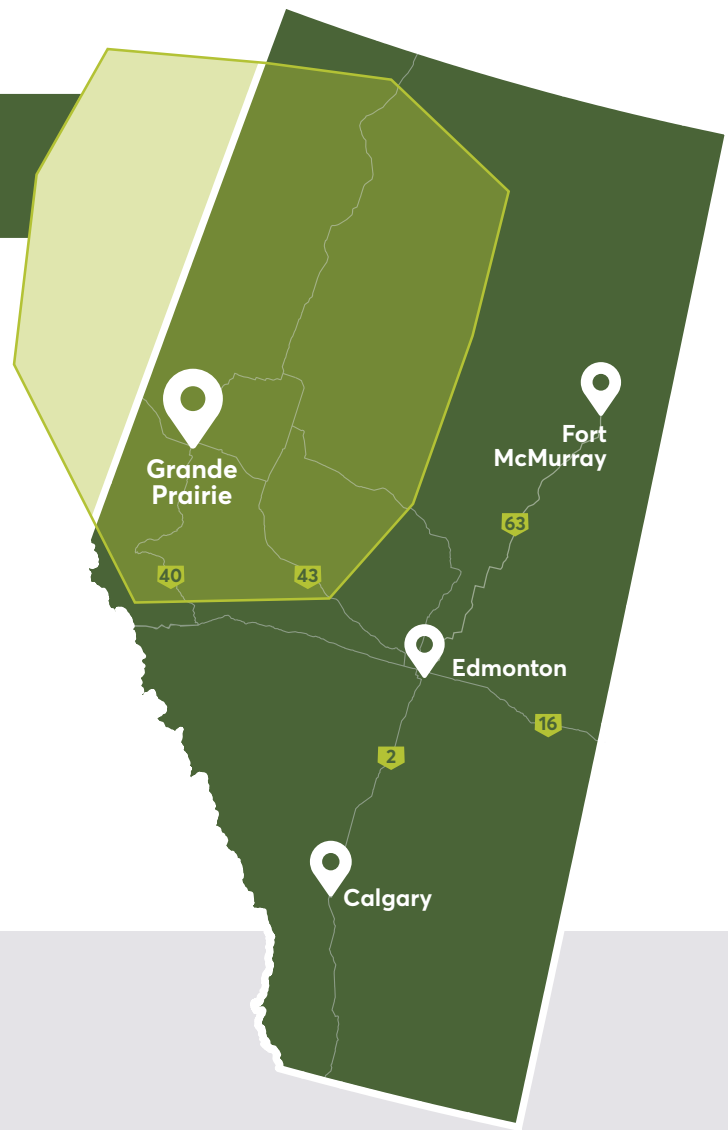
\$120,000
Median Household Income*



\$319,202
Average House Price (2023)



25,000–50,000
Traffic counts at major intersections



*2021 Federal Census

Retail Figures



\$5.1 Billion
Total Trade Area Retail Spending



\$374 Million
Retail sales inflow from outside of Grande Prairie



4.51 Million s.f.
Current Retail Floorspace



5.24 Million s.f.
Retail Floorspace



1.06 Million s.f.
Residual Retail Demand

Planned development and construction in the region totals over \$7 billion including:



- Northern Petrochemical Corporation
- Highway 40 Twinning
- Cerilon GTL
- Regional Pipeline Expansion Projects
- Alberta No.1 Geothermal Power Plant
- Interprovincial Fuel Solutions

Retail Figures

Oil & Gas

- Strategically positioned on two of the largest energy plays in North America – the Montney and the Duvernay

Forestry

- Home to Weyerhaeuser, Canfor, International Paper and West Fraser Timber Co.
- Region produces 40% of Alberta’s pulp and 50% of timber

Agriculture

- Alberta’s 2nd largest crop producing region with 13.6% of Alberta’s cropland

Tourism

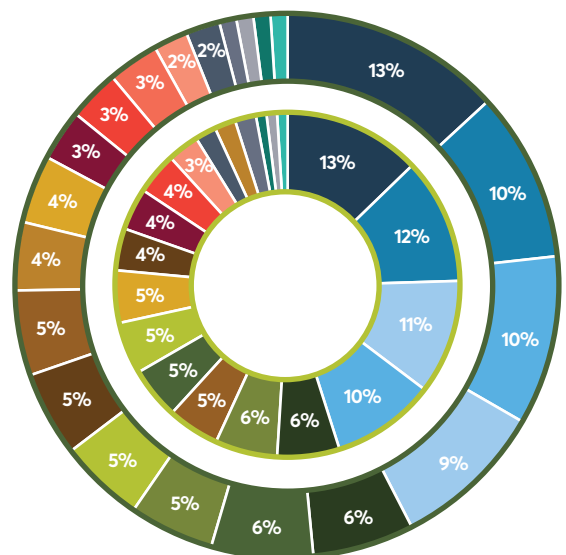
- Over 3,475 rooms for accommodations and meeting spaces
- Host to the 2016 Scotties Tournament of Hearts, 2018 Alberta Summer Games, 2021 Grande Prairie BuckWild Professional Bull Riders Canada Cup Series, 2022 Pinty’s Grand Slam Curling, 2024 Alberta Winter Games and 2024 National Aboriginal Hockey Championships

To support employers and enable a strong labour force, the City of Grande Prairie is a designated community for the Rural Renewal and Rural Entrepreneur Stream Immigration Programs.

Western Alberta Labour Force by Industry

- City of Grande Prairie
- County of Grande Prairie & MD of Greenview

- | | |
|---|---|
| Mining, quarrying, oil & gas extraction | Manufacturing |
| Retail trade | Wholesale trade |
| Construction | Administrative & support, waste management & remediation services |
| Health care & social assistance | Finance & insurance |
| Educational services | Real estate, rental & leasing |
| Transportation & warehousing | Arts, entertainment & recreation |
| Professional, scientific & technical services | Utilities |
| Other services (except public administration) | Information & cultural industries |
| Public administration | Management of companies & enterprises |
| Accommodation & food services | |
| Agriculture, forestry, fishing & hunting | |



BUDGET ENGAGEMENT

Purpose

The 2025 Budget Engagement, held from September 16 to October 6, collected input from residents on which City projects they prioritize, along with the programs and services they find most important.

Overview

Online Engagement

- Engagement tools used: Prioritize tool, Ideas Space, Questions Space
- 400 total visitors to the engagement page
- 360 prioritize tool submissions
- Two Q&A submissions
- One idea space submission

In-Person Engagement:

- The City's Engage Grande Prairie event, held on October 3, provided residents with an opportunity to learn more about the budget process and other important City topics. Feedback was gathered through various engagement activities and discussions with Council and City Administration. Approximately 150 participants attended the event.
- A Stakeholder Session was held on October 4, bringing together representatives from various boards, committees, and organizations to provide direct feedback to Council and City Administration on the 2025 budget. A total of 23 stakeholders participated in the session.

Engagement Highlights

Top three City projects residents value the most include:

- Increase asphalt crack sealing by 50%
- Add an additional rotation of snow removal
- Add two new rapid flashing beacons at pedestrian crosswalks

Top three City services and programs residents value the most include:

- Public safety
- Indoor recreation facilities
- Homelessness initiatives

To view the full report for public engagement results, visit engage.cityofgp.com/budget2025 and select "What We Heard Report 2025 Budget".



RESIDENT SATISFACTION SURVEY RESULTS

In May 2024, the City of Grande Prairie conducted its biennial Resident Satisfaction Survey.

The survey was designed to collect and analyze data to provide unbiased and statistically valid results reflective of the demographic profile of 401 residents within the City of Grande Prairie. Partnering with Forum Research, an in-depth questionnaire was created to objectively measure the City's performance and develop an understanding of resident expectations, views and satisfaction level with City services, programs, and the value for their tax dollar.



91% of residents indicate that quality of life in the city is good or very good



89% of residents feel Grande Prairie has a bright future ahead



88% of residents feel the city has a vibrant and healthy economy



86% of residents feel that Grande Prairie is a great community to raise a family



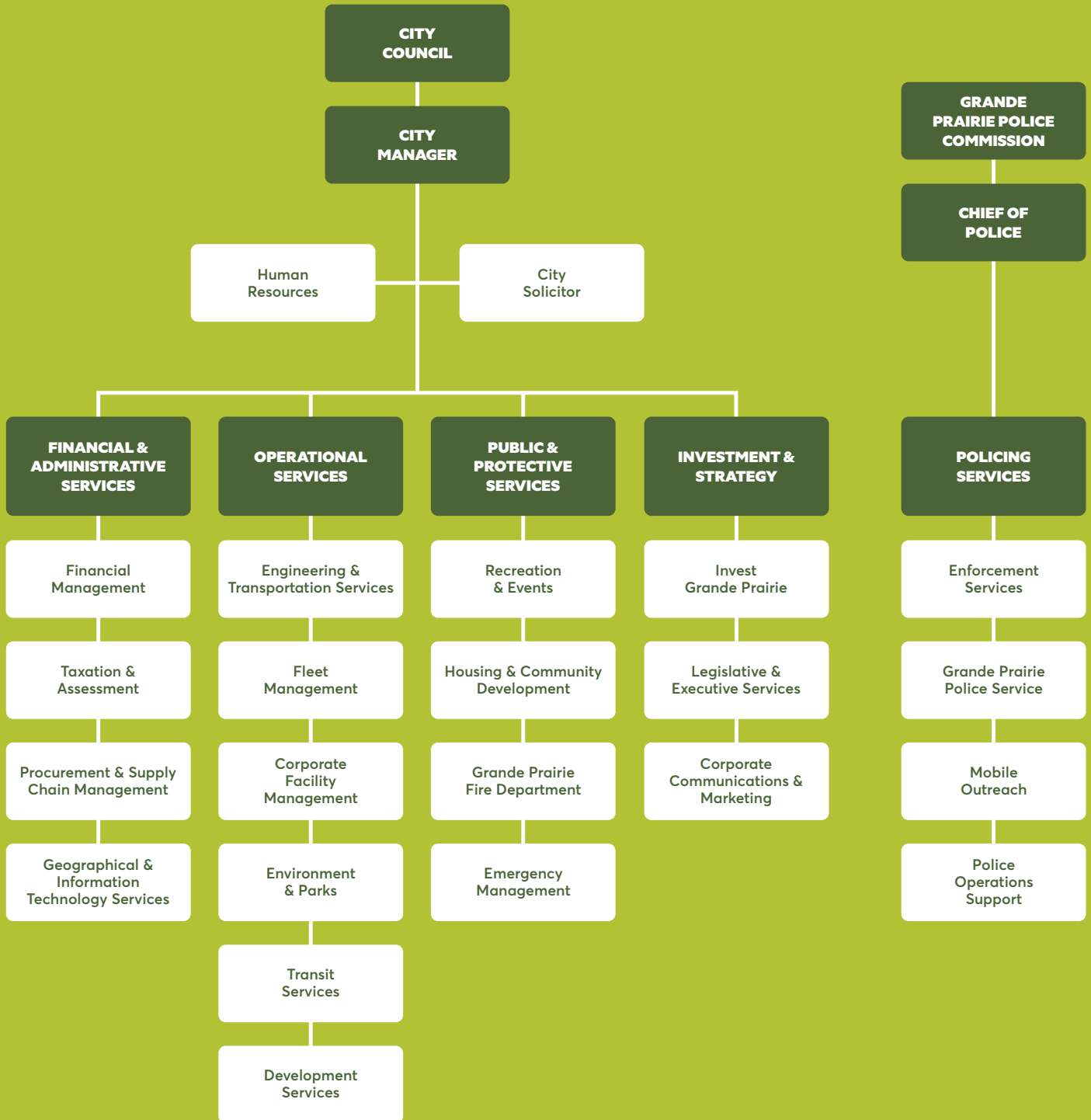
86% of residents are proud to live in the city



78% of residents feel that services in the city are seen as well-run



ORGANIZATIONAL STRUCTURE



MESSAGE FROM THE CFO

As the Chief Financial Officer, I am pleased to present the City of Grande Prairie's four-year operating and five-year capital budgets. These budgets provide a comprehensive outline of our financial strategies and priorities for the coming years, reflecting Administration and Council's commitment to maintaining high standards of service delivery amidst the complex landscape of rising costs and persistent economic pressures.

The City, like many others, has not been immune to the increasing costs for essential services, supplies and labor, alongside revenue pressures and growing demands for enhanced service delivery. These challenges require us to be strategic and innovative, ensuring that we continue to meet the needs of our residents while being responsible stewards of public funds.

This budget introduces necessary adjustments to ensure efficient service delivery, emphasizing clearer lines of accountability and the agility needed to best serve our community. Our goal is to maintain the services our residents expect while positioning ourselves to adapt to the financial pressures we face.

To achieve this, Administration has developed a budget that incorporates inflationary, contractual, and revenue challenges while minimizing the impact on residents. The budget requires a 2.28% tax increase, which translates to approximately \$6.15

per month for the average single-family dwelling when compared to the 2024 tax year. This increase is essential to maintaining core services and infrastructure investments, as well as incorporating new or enhanced services that align with resident expectations. It is an investment in both our current and future needs, ensuring the sustainability of our community through fostering a high quality of life and supporting attraction and retention for the growth and development of our local economy.

In crafting this budget, we have sought to balance fiscal responsibility with the necessity of responding to the community's evolving needs, feedback and aspirations. I invite you to review the details within this document and join us in shaping the future of our municipality. Together, we can meet these challenges head-on and continue building the resilient and resourceful community that Grande Prairie is known to be.



Danielle Whiteway CPA, CA

Chief Financial Officer

PRIORITY BASED BUDGETING

The City of Grande Prairie develops each annual budget using Priority Based Budgeting (PBB), a comprehensive budgeting process that is aligned with Council's strategic priorities.

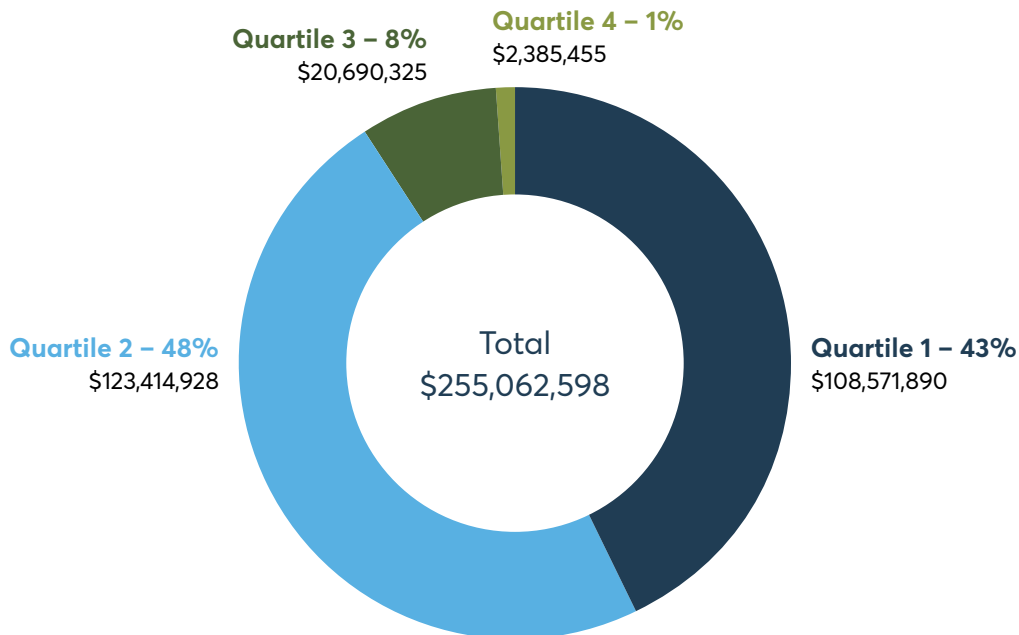
The priorities defined in our strategic plan provide focus to our organizational and departmental business plans and act as a filter for all our budget decisions and day-to-day operations. PBB strives to ensure municipal dollars are clearly linked to the programs and services that are most aligned with priorities.

PBB works alongside our engagement with residents, businesses and other stakeholders to shape our discussions on business planning and budgeting. The feedback and input we receive from these conversations is key for our understanding on how decisions align with and advance our overall strategic objectives.

This approach has strengthened us as an organization, allowing us to make proactive and prudent decisions that support priorities. We are well positioned to be flexible and adaptable in response to a changing economy and political dynamics, both provincially and federally.

Taking an inventory of our 292 service offerings and scoring them in relation to Council's strategic priorities has provided an analytical approach to allocating municipal dollars within the 2025 Budget. Based on their scoring, each service offering has been placed into Quartiles 1 through 4, with Quartile 1 being comprised of the services that most strongly align with Council's strategic priorities.

2025 City of Grande Prairie Budget by Quartiles



Quartile 1

Departments

Divisions

City Council	City Council
Office of the City Manager	Office of the City Manager
Office of the Chief Operating Officer	Office of the Chief Operating Officer
Office of the Chief Public & Protective Services Officer	Office of the Chief Public & Protective Services Officer
Office of the Chief Strategy Officer	Office of the Chief Strategy Officer
Office of the Chief Financial Officer	Office of the Chief Financial Officer
Corporate Facility Management	Energy
Engineering Services	Development Engineering
Engineering Services	Linear Infrastructure Planning & Construction
Engineering Services	Storm Drainage
Environment & Parks	Environment
Environment & Parks	Green Infrastructure
Environment & Parks	Parks Infrastructure
Financial Management	Financial Planning & Reporting
Fiscal Services	Fiscal Services
Grande Prairie Police Service (GPPS) – Office of the Chief of Police	Office of the Chief of Police
Grande Prairie Police Service (GPPS) – Police Commission	Police Commission
Housing & Homeless Initiatives	Housing & Homeless Initiatives
Inspection Services	Inspection Services
Invest Grande Prairie	Economic Development
Planning & Development	Land Use Planning
Planning & Development	Development Permitting
Planning & Development	Business Licensing
Transportation Services	Snow Removal & Ice Control
Transportation Services	Storm Infrastructure
Transportation Services	Transportation Network Maintenance & Repairs

Quartile 2

Departments

Divisions

Corporate Communications	Citizen Contact Centre
Corporate Communications	Communications
Community Knowledge Campus (CKC)	Eastlink Centre (ELC) – Fieldhouse
Community Knowledge Campus (CKC)	Eastlink Centre (ELC) – Aquatics

Quartile 2	
Departments	Divisions
Community Knowledge Campus (CKC)	Eastlink Centre (ELC) – Fitness Centre
Community Knowledge Campus (CKC)	Aquatera Outdoor Pool
Community Knowledge Campus (CKC)	Design Works Centre (Twin Ice Arena)
Community Social Development	System Planning & Integration
Community Social Development	Diversity & Inclusion Services
Community Social Development	Community Capacity Building, Collaboration & Engagement
Corporate Facility Management	Facility Maintenance
Corporate Facility Management	Facility Renewal Projects
Corporate Facility Management	Asset & Project Management and Administration
Emergency Management	Disaster Services & Emergency Coordination Centre
Emergency Management	GP Regional Emergency Partnership
Events & Entertainment	Montrose Cultural Centre
Events & Entertainment	Bonnetts Energy Centre
Events & Entertainment	Special Events
Financial Management	Accounting Management
Financial Management	Asset Management
Geographical & Information Technology Services (GITS)	Information Technology (ITS)
Geographical & Information Technology Services (GITS)	Geographic Information Systems (GIS)
Geographical & Information Technology Services (GITS)	Business Systems
Grande Prairie Fire Department (GPFDD)	Fire Suppression (General)
Grande Prairie Fire Department (GPFDD)	Fire Prevention
Grande Prairie Police Service (GPPS)	Grande Prairie Police Service
Grande Prairie Police Service (GPPS) – Enforcement Services	General Enforcement
Grande Prairie Police Service (GPPS) – Mobile Outreach	Mobile Outreach
Grande Prairie Police Service (GPPS) – RCMP	Detachment Municipal Support Services
Grande Prairie Police Service (GPPS) – RCMP	Detachment RCMP
Human Resources	Human Resources
Human Resources	Health & Safety
Planning & Development	Land Management
Planning & Development	Municipal Compliance
Sports Development, Wellness & Culture	Programming & Events
Sports Development, Wellness & Culture	Community Recreation Development
Sports Development, Wellness & Culture	Community Group Funding

Quartile 2	
Departments	Divisions
Taxation & Assessment	Taxation
Taxation & Assessment	Assessment
Transit Services	Transit Operations
Transportation Services	Traffic Operations

Quartile 3	
Departments	Divisions
Corporate Marketing	Strategic Marketing
Community Knowledge Campus (CKC)	Dave Barr Community Centre
Community Knowledge Campus (CKC)	Hansen Lincoln Field
Community Knowledge Campus (CKC)	Food Vendors, Tenants
Financial Management	Payroll & Employee Benefits
Fire Department	Dispatch Services
Fleet Services	Fleet Services
Geographical & Information Technology Services (GITS)	ITS Help Desk
Grande Prairie Police Service (GPPS) – Enforcement Services	Animal Control
Grande Prairie Police Service (GPPS) – Enforcement Services	Traffic Safety
Environment & Parks	Cemetery
Legislative & Executive Services	Executive Services & Strategy
Legislative & Executive Services	Intergovernmental Affairs
Legislative & Executive Services	Legislative Services
Procurement & Supply Chain Management	Procurement
Sports Development, Wellness & Culture	Heritage Resources
Transit Services	Accessible Transit

Quartile 4	
Departments	Divisions
City Solicitor	Legal Services
Community Knowledge Campus (CKC)	Eastlink Centre (ELC) – Childcare/PlayCare
Community Knowledge Campus (CKC)	Grande Prairie Gymnastics (Gymniks)
Legislative & Executive Services	Insurance & Risk Management
Procurement & Supply Chain Management	Mail & Building Services
Sports Development, Wellness & Culture	Custodial Services

CITY WIDE BUDGET

The City of Grande Prairie is committed to preparing a well-planned budget that optimizes services while aligning with the strategic priorities set by Council and preparing for long-term sustainability.

Approach

For the 2025 budget, changes were initially categorized as Status Quo. The status quo budget reflects the 2024 budget rolled forward with adjustments for cost of living and contractual obligations for existing positions, adjustments to utilities for usage and inflation, and reversals of one-time budget adjustments. The status quo budget resulted in a \$10,944,520, or 8.33%, increase in required revenues.

Administration implemented various organizational efficiencies and strategies, presenting a budget at deliberations reflecting a 4.75% increase. Subsequent opportunities and decisions further reduced down the required revenue increase to \$2,995,811 or 2.28% for 2025.

Revenues

Over the next four years, Administration expects taxation revenues to rise as a result of growth within the tax base and increases in the tax levy to support city services. Fines, Rentals, Licenses and Permit revenues are expected to stay relatively stable over the next four years. User Fees and Sales of Goods will see a decrease from 2025 through 2027, resulting from a decline in revenues related to Grande Prairie Police Service personnel on assignment with GPPS during the transition period, offset by increased memberships and admissions at recreation facilities. Grant funding to support the transition to a Municipal Police Service is expected to peak in 2025 and then decline over the next few years in coordination with the transition plan, which is reflected in the operating

grant revenues. Transfers from reserves will decline over the next four years as the transfers for HWY 43 provincial funding and streetlight conversions are drawn down. Ongoing increases in franchise fees and interest income are expected over the next four years.

Expenditures

Salaries and benefits, the City's largest expense, will increase with cost of living and contractual salary increases, as well as the addition of positions to support the GPPS. There will be a significant decrease in Contracted and General Services over the next four years as RCMP contract costs decrease as the transition to the Municipal Police Service progresses. Grants and accountable advances will fluctuate year over year, correlating with Federal and Provincial funding. Capital tax expenditures are expected to increase to \$14M by the end of 2028, as outlined in the current capital tax strategy. The City plans to gradually increase transfers to reserves to support future infrastructure needs. This will ensure that fiscally responsible reserve balances are maintained. Long term debt expenses will decrease over time, as existing and anticipated loans are paid down, providing no additional debt is incurred. Debt servicing related to previously approved debt funded projects has been built into the budget; in instances where these funds have not yet been advanced, debt servicing costs are based on estimated repayment schedules.

City Wide Budget – Revenues

	2023	2024	2025	2026	2027	2028
Revenues						
Taxation Revenue	(157,256,815)	(162,221,604)	(165,868,121)	(166,268,121)	(177,122,336)	(181,092,736)
Fines, Rentals, Licenses and Permits	(15,908,837)	(13,012,781)	(10,924,375)	(11,040,524)	(11,082,496)	(11,134,126)
User Fees and Sales of Goods	(9,807,939)	(10,476,277)	(15,078,750)	(14,134,399)	(11,848,917)	(11,951,942)
Operating Grants	(13,529,630)	(19,722,225)	(23,106,558)	(18,980,281)	(16,142,434)	(13,835,876)
Interdepartmental Revenue	(6,965,009)	(8,563,535)	(8,568,205)	(8,600,783)	(8,669,216)	(8,713,414)
Transfers from Reserves	(4,092,457)	(6,933,400)	(5,646,679)	(2,872,458)	(2,732,458)	(2,632,458)
Interest and Investment Income	(6,248,050)	(7,100,050)	(7,600,050)	(7,700,050)	(7,800,050)	(7,900,050)
Franchise and Concession Contracts	(15,201,870)	(15,201,870)	(15,825,000)	(15,984,250)	(16,145,093)	(16,307,544)
Penalties and Cost of Taxes	(2,300,000)	(2,350,000)	(2,200,000)	(2,100,000)	(2,110,500)	(2,121,053)
Other Revenue	(367,826)	(172,763)	(244,860)	(114,360)	(116,922)	(119,549)
Total Revenues	(231,678,433)	(245,754,505)	(255,062,598)	(247,795,226)	(253,770,422)	(255,808,748)

City Wide Budget – Expenditures

	2023	2024	2025	2026	2027	2028
Expenditures						
Salaries and Benefits	95,210,548	102,437,095	108,921,079	116,939,707	125,556,194	131,536,137
Contracted and General Services	39,511,847	41,919,509	42,084,092	34,828,338	23,517,575	21,201,368
Materials, Goods and Supplies	19,383,813	22,319,647	21,685,030	22,490,482	22,501,046	22,330,391
Grants	12,900,621	13,017,949	13,083,386	12,728,513	12,728,748	12,428,641
Interdepartmental Expenses	6,915,009	8,563,534	8,568,205	8,600,783	8,669,216	8,713,414
Capital Tax	9,228,254	9,239,154	11,600,000	12,500,000	13,500,000	14,000,000
Transfers to Reserves	6,088,916	6,871,715	7,726,343	8,758,858	9,528,763	10,528,667
Long Term Debt	10,475,600	10,045,696	9,923,656	9,931,953	9,868,473	9,572,666
Requisition Transfers	31,963,825	31,340,206	31,470,807	31,470,807	31,470,807	31,470,807
Total Expenditures	231,678,433	245,754,505	255,062,598	258,249,441	257,340,822	261,782,091
Net Revenue Required	-	-	-	10,454,215	3,570,400	5,973,343
% Required			2.28%	7.78%	2.47%	4.03%

2024–2025 Budget Summary Comparison

	2024	\$ Change	% Change	2025	\$ Change	% Change	2025
Revenues				Status Quo			Budget
Taxation Revenue	(162,221,604)	(650,706)	0.4%	(162,872,310)	(2,995,811)	1.8%	(165,868,121)
Fines, Rentals, Licenses and Permits	(13,012,781)	2,763,533	(21.2%)	(10,249,248)	(675,127)	6.6%	(10,924,375)
User Fees and Sales of Goods	(10,476,277)	(3,519,307)	33.6%	(13,995,584)	(1,083,166)	7.7%	(15,078,750)
Operating Grants	(19,722,225)	(1,830,819)	9.3%	(21,553,044)	(1,553,514)	7.2%	(23,106,558)
Interdepartmental Revenue	(8,563,535)	(10,126)	0.1%	(8,573,661)	5,456	(0.1%)	(8,568,205)
Transfers from Reserves	(6,933,400)	3,286,721	(47.4%)	(3,646,679)	(2,000,000)	54.8%	(5,646,679)
Interest and Investment Income	(7,100,050)	(500,000)	7.0%	(7,600,050)	-	0.0%	(7,600,050)
Franchise and Concession Contracts	(15,201,870)	(623,130)	4.1%	(15,825,000)	-	0.0%	(15,825,000)
Penalties and Cost of Taxes	(2,350,000)	150,000	(6.4%)	(2,200,000)	-	0.0%	(2,200,000)
Other Revenue	(172,763)	(102,000)	59.0%	(274,763)	29,903	(10.9%)	(244,860)
Total Revenues	(245,754,505)	(1,035,834)	0.4%	(246,790,339)	(8,272,259)	3.4%	(255,062,598)

For the 2025 operating budget, Administration is anticipating a 3.8% overall revenue increase; inclusive of the 2.28% tax increase to balance the budget. The status quo budget represents 2024 budget rolled forward with adjustments for cost of living and contractual obligations for existing positions, adjustments to utilities for usage and Consumer Price Index (CPI), and reversals of one-time budget adjustments. Administration presented managements budget with a 4.75% tax increase at budget deliberations, which included a 1% increase to revenues over status quo and a 0.9% decrease to expenditures from status quo.

Status quo adjustments include:

- Increase in taxation revenue due to growth
- Decrease in court fine revenue due to reduced automated traffic enforcement revenues
- Decrease in tenant revenues due to adjusted vacancy rates

- Increase in provincial grant funding to support expenditures related to the transition to a municipal police service
- Decrease in transfers from reserves from previous years to reduce tax impact and stormwater utility shortfall
- Increase in dividends and franchise fees from ATCO and Aquatera
- Decrease in penalties on property taxes

Budget adjustments include:

- Increase in fees, rates and charges and anticipated growth from management strategies
- Increases in anticipated grant revenue
- Increases in transfers from reserves to reduce tax impact
- New Emergency Response Recovery fees

2024–2025 Budget Summary Comparison

	2024	\$ Change	% Change	2025	\$ Change	% Change	2025
Expenditures				Status Quo			Budget
Salaries and Benefits	102,437,095	8,452,838	8.3%	110,889,933	(1,968,854)	(1.8%)	108,921,079
Contracted and General Services	41,919,509	563,422	1.3%	42,482,931	(398,839)	(0.9%)	42,084,092
Materials, Goods and Supplies	22,319,647	(656,741)	(2.9%)	21,662,906	22,124	0.1%	21,685,030
Grants	13,017,949	(263,327)	(2.0%)	12,754,622	328,764	2.6%	13,083,386
Interdepartmental Expenses	8,563,534	10,127	0.1%	8,573,661	(5,456)	(0.1%)	8,568,205
Capital Tax	9,239,154	2,760,846	29.9%	12,000,000	(400,000)	(3.3%)	11,600,000
Transfers to Reserves	6,871,715	1,104,628	16.1%	7,976,343	(250,000)	(3.1%)	7,726,343
Long Term Debt	10,045,696	(122,040)	(1.2%)	9,923,656	-	0.0%	9,923,656
Requisition Transfers	31,340,206	130,601	0.4%	31,470,807	-	0.0%	31,470,807
Total Expenditures	245,754,505	11,980,354	4.9%	257,734,859	(2,672,261)	(1.0%)	255,062,598
Net Revenue Required				10,944,520			-
Tax Impact				8.33%			2.28%

On the expense side of the 2025 operating budget, Administration is expecting an increase as a result of contractual salary and other obligations, rising costs due to inflation, as well as new investments, where required, to support Council's Strategic Priorities.

Status quo adjustments include:

- Increases due to contractual obligations for salaries and benefits
- Increases due to contracted snow removal services and operating expenses for recreation facility
- Decreasing net cost of RCMP contracted services resulting from transition to municipal police service
- Impacts of decreasing grant funding allocated to community partners

- Increase to capital tax and transfers to reserves to achieve strategies
- Increase in requisition funds to school boards

Budget adjustments include:

- Organizational adjustment strategies
- City contribution to Regional Economic Development Initiative (Invest NW Alberta)
- Reduction to fleet reserve
- Other savings and efficiencies identified
- Reduction to residential snow clearing service levels
- Increased capacity for transit on demand
- Reduction to Capital Tax

OPERATING BUDGET

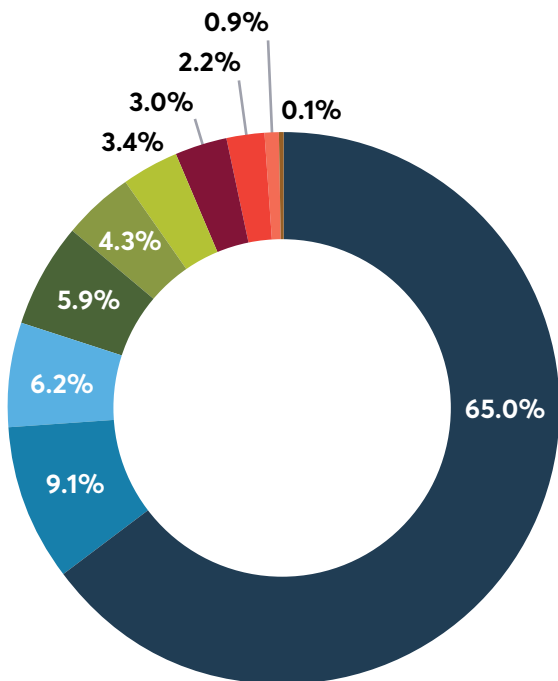
The operating budget sets the revenue and expense levels for all municipal services and programs that residents and businesses depend on every day, such as police and emergency services, road and sidewalk repairs, snow clearing, transit, parks maintenance and recreation programming and events.

The budgeting process for operating costs is separate from budgeting for capital projects such as roads and community facilities. Whether it is increased maintenance for new roads or salaries for staff at recreation centres, operating costs have a substantial impact to the overall budget.

Operating costs are dynamic. As such, every annual budgeting cycle highlights new opportunities and challenges.

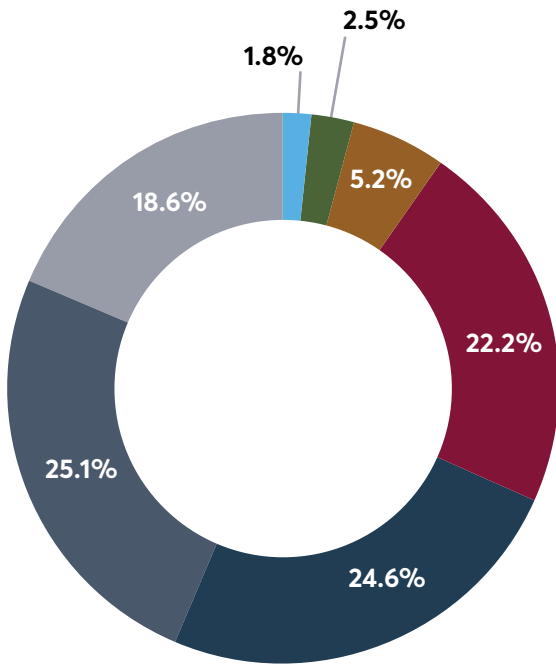
The 2.28% tax increase required by the 2025 budget reflects the cost to maintain and enhance services while simultaneously managing operating needs in the face of external fiscal pressures, contractual obligations, resource availability, inflation and a changing community.

The 2025 operating budget has been prepared in alignment with Council's Strategic Plan.



Summary of Operating Funding Sources (\$)

2025			
● Taxation Revenue	165,868,121	65.0%	
● Operating Grants	23,106,558	9.1%	
● Franchise and Concession Contracts	15,825,000	6.2%	
● User Fees and Sales of Goods	15,078,750	5.9%	
● Fines, Rentals, Licenses and Permits	10,924,375	4.3%	
● Interdepartmental Revenue	8,568,205	3.4%	
● Interest and Investment Income	7,600,050	3.0%	
● Transfers from Reserves	5,646,679	2.2%	
● Penalties and Cost of Taxes	2,200,000	0.9%	
● Other Revenue	244,860	0.1%	
Total	\$255,062,598		



Summary of Operating Expenses by Service Area (\$)

2025			
●	Council and City Manager's Office	4,502,491	1.8%
●	Investment & Strategy	6,296,377	2.5%
●	Financial & Administrative Services	13,303,054	5.2%
●	Operational Services	56,689,165	22.2%
●	Public & Protective Services	62,838,544	24.6%
●	Fiscal Services	64,106,986	25.1%
●	Policing Services	47,325,981	18.6%
Total		\$255,062,598	

2025 – 2028 Operating Budget

	2023	2024	Change	2025	2026	2027	2028
Council & City Manager's Office							
City Council	1,223,549	1,463,049	50,585	1,513,634	1,550,203	1,553,825	1,576,490
Office of the City Manager	620,709	703,111	(10,676)	692,435	710,129	718,085	718,085
Human Resources	1,893,363	1,991,916	(95,535)	1,896,381	2,078,547	2,072,158	2,098,571
City Solicitor	243,844	389,517	10,524	400,041	405,041	410,041	415,041
Total: Council & City Manager's Office	3,981,465	4,547,593	(45,102)	4,502,491	4,743,920	4,754,109	4,808,187
Investment & Strategy							
Office of the Chief Strategy Officer	350,058	408,819	5,275	414,094	414,264	414,434	414,604
Corporate Communications	1,683,722	1,693,890	(158,017)	1,535,873	1,509,297	1,563,345	1,590,384
Corporate Marketing	1,000,191	176,202	(109,721)	66,481	69,510	66,167	56,831
Legislative & Executive Services	1,710,104	1,806,701	(63,620)	1,743,081	1,770,605	1,786,689	1,794,066
Invest Grande Prairie	1,421,033	1,598,980	(225,494)	1,373,486	1,317,098	1,321,728	1,326,582
Total: Investment & Strategy	6,165,108	5,684,592	(551,577)	5,133,015	5,080,774	5,152,363	5,182,467
Financial & Administrative Services							
Office of the Chief Financial Officer	324,849	401,459	8,455	409,914	409,975	410,037	410,101
Financial Management	2,651,948	2,874,687	185,151	3,059,838	3,234,296	3,252,583	3,265,553
Geographical & Information Technology Services	5,299,998	5,473,763	(370,894)	5,102,869	5,261,306	5,392,291	5,504,664
Procurement & Supply Chain Management	1,368,695	1,491,765	13,780	1,505,545	1,513,928	1,521,066	1,528,374
Taxation & Assessment	1,185,840	1,247,761	(26,755)	1,221,006	1,279,353	1,293,752	1,304,005
Total: Financial & Administrative Services	10,831,330	11,489,435	(190,263)	11,299,172	11,698,858	11,869,729	12,012,697

	2023	2024	Change	2025	2026	2027	2028
Operational Services							
Office of the Chief Operating Officer	498,006	479,927	2,920	482,847	487,031	494,397	502,191
Corporate Facility Management	11,692,524	11,868,422	(287,479)	11,580,943	11,832,117	12,022,250	12,257,993
Engineering Services	2,936,822	2,743,974	(222,966)	2,521,008	2,541,267	2,542,145	2,542,766
Transportation Services	14,873,783	15,076,968	(257,621)	14,819,347	15,002,610	15,064,243	15,113,911
Environment & Parks	7,009,166	7,701,518	(65,588)	7,635,930	7,729,531	7,762,845	7,792,897
Fleet Management	2,501,272	1,561,080	593,419	2,154,499	1,989,600	1,871,353	1,795,310
Transit Services	5,042,106	6,214,898	(486,091)	5,728,807	5,841,477	5,879,310	5,918,661
Inspection Services	358,648	484,107	(384,395)	99,712	99,698	98,397	85,769
Planning & Development	1,260,461	1,034,552	(122,054)	912,498	934,580	955,367	956,666
Total: Operational Services	46,172,788	47,165,446	(1,229,855)	45,935,591	46,457,911	46,690,307	46,966,164

Public & Protective Services							
Office of the Chief Public & Protective Services Officer	702,531	728,576	18,384	746,960	746,960	746,960	746,960
Community Social Development	1,322,935	1,125,658	14,954	1,140,612	1,176,538	1,187,583	1,196,488
Housing & Homeless Initiatives	623,035	627,456	(95,001)	532,455	665,679	749,861	763,416
Emergency Management	291,176	302,159	526,261	828,420	970,717	986,059	1,000,424
Grande Prairie Fire Department	16,948,617	16,836,132	(190,771)	16,645,361	16,838,659	17,055,482	17,064,978
Community Knowledge Campus	6,779,507	7,307,260	(617,318)	6,689,942	6,807,954	6,943,437	6,983,739
Sports, Development, Wellness & Culture	8,388,456	8,352,904	42,951	8,395,855	8,812,319	8,840,020	8,854,548
Events & Entertainment	2,942,107	3,643,992	31,718	3,675,710	3,687,668	3,695,308	3,703,212
Total: Public & Protective Services	37,998,364	38,924,137	(268,822)	38,655,315	39,706,494	40,204,710	40,313,765

	2023	2024	Change	2025	2026	2027	2028
Policing Services							
Grande Prairie Police Commission	-	64,800	(6,050)	58,750	227,576	318,360	312,997
Grande Prairie Police Service & Chief of Police	-	1,768,184	2,662,251	4,430,435	11,835,658	19,330,241	23,318,222
Emergency & Enforcement Executive Director	359,163	-	-	-	-	-	-
Enforcement Services	814,055	6,703,130	(891,162)	5,811,968	5,954,366	6,096,693	6,232,928
Mobile Outreach	1,449,791	1,411,133	131,286	1,542,419	1,584,345	1,626,735	1,668,117
Police Operations Support	4,387,491	5,410,220	(115,128)	5,295,092	5,521,804	5,712,202	5,890,432
RCMP Contracted Services	20,265,847	20,322,926	(2,852,142)	17,470,784	11,272,023	2,446,322	-
Total: Policing Services	27,276,347	35,680,393	(1,070,945)	34,609,448	36,395,772	35,530,553	37,422,696
Fiscal Services							
Total: Fiscal Services	(132,425,402)	(143,491,596)	3,356,564	(140,135,032)	(133,629,514)	(140,631,371)	(140,732,633)
Net Revenue Required				-	10,454,215	3,570,400	5,973,343
% Required				2.28%	7.78%	2.47%	4.03%

Additional Initiatives & Opportunities

Throughout development of the 2025–2028 budget, along with Council driven discussions during the year, a number of new initiatives, opportunities, and changes to levels of service were identified that relate to Council’s strategic priorities. As directed by City Council during budget deliberations, the below initiatives and opportunities have been included in the 2025–2028 budget.

Fire Services Proposal	
Service Area:	Public & Protective Services
Department:	Grande Prairie Fire Department
<p>To sustain and enhance service delivery for the Grande Prairie Fire Department, Administration proposed the addition of three new flex firefighter positions and an administrative assistant. These costs will be offset with grant revenues, cost savings such as reduced overtime costs and other operational efficiencies.</p>	
	Amount
Staffing Costs (3 Flex Firefighters & 1 Admin Assistant)	438,971
GP911 Grant Funding	(77,000)
Additional Operational Efficiencies	(85,000)
Overtime Offset	(290,148)
Total	(13,177)

Motor vehicle incident response recovery is a common practice both provincially and with local municipalities. Implementing a process for emergency response recovery will require hiring a subject matter expert or contracting an adjuster/insurance professional to adjudicate with the insurance companies.

Proposed Emergency Response Recovery Projections (2025 Q2–Q4)	Revenue	Expense	Net
Vehicle Fire	(14,700)	4,410	(10,290)
Motor Vehicle Collisions	(143,836)	43,151	(100,685)
Total	(158,536)	47,561	(110,975)

	2025	2026	2027	2028
Net Impact to Operating Budget (\$)	(124,152)	(164,265)	(167,550)	(170,901)

Programming Cost Recovery

Service Area:	Public & Protective Services	Department:	Sports Development, Wellness & Culture
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The City aims to provide high quality programming to the community. There are a number of key factors that influence the cost of municipal programming including strict adherence to staff-to-child ratios that meet those mandated by the Childcare Act and Licensing Standards, a commitment to comprehensive staff training with a strong focus on safety, equipment and supplies regulated to child safety standards, marketing strategies and materials to promote offerings, and accessibility grants through the Recreation Access Program which make programs affordable for qualifying families.

The cost recovery rate for Interpretive Programming based on 2024 budget is 31.1%. Within the budget, increases to program fees were proposed, following a jurisdictional scan and in response to inflationary pressures. This, in addition to strategic adjustments to the staffing compliment, increased the cost recovery rate to 35.6%.

Options to further increase the cost recovery rate were presented, and a 50% cost recovery target was determined for 2025 and 60% for 2026. This will see additional revenue generated through increased program fees.

	2025	2026	2027	2028
Net Impact to Operating Budget (\$)	(125,628)	(218,141)	(222,503)	(226,953)

Transit Route Expansion

Service Area:	Operational Services	Department:	Transit
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The introduction of transit on demand has been a success, with the service being highly popular and frequently oversubscribed. This funding increase will increase the capacity of the transit on demand service, as well as allow for the extension of transit service into the Copperwood neighbourhood.

	2025	2026	2027	2028
Net Impact to Operating Budget (\$)	90,000	91,800	93,636	95,509

Snow Removal Options

Service Area: Operational Services Department: Transportation

The residential snow removal program is currently activated with 10cm of snow accumulation, with budget provided for 4 neighbourhood snow clearing rotations. The trigger to activate residential snow clearing could be raised to 13cm of snow accumulation, resulting in a required budget for 3 rounds of neighbourhood snow clearing.

	2025	2026	2027	2028
Net Impact to Operating Budget (\$)	(250,000)	(255,000)	(260,100)	(265,302)

Community Group Funding Requests

Service Area: Public & Protective Services Department: Sports Development, Wellness & Culture

Nitehawk

Nitehawk provides accessible year-round outdoor recreation, including skiing, snowboarding, and more. The 2025 capital request focuses on snowmaking system automation and equipment upgrades to improve efficiency and allow earlier slope openings, while replacing rental gear ensures a safe, high-quality experience for guests. Nitehawk also plans for regular Snowcat replacements, every five to six years, to reduce maintenance needs.

Capital Ask	Amount
Snowmaking guns	63,375
Snowcat replacement	60,000
Total	123,375

	2025	2026	2027	2028
Net Impact to Capital Budget (\$)	123,375	-	-	-

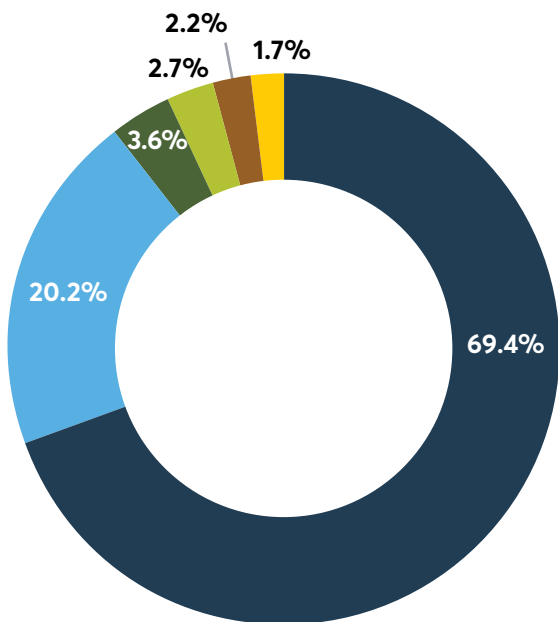
In addition to the Capital ask, Nitehawk requested an additional \$50,000 in operational funding to support increased insurance and utility costs and is contingent on funding from other municipal partners.

	2025	2026	2027	2028
Net Impact to Operating Budget (\$)	50,000	-	-	-

CAPITAL BUDGET

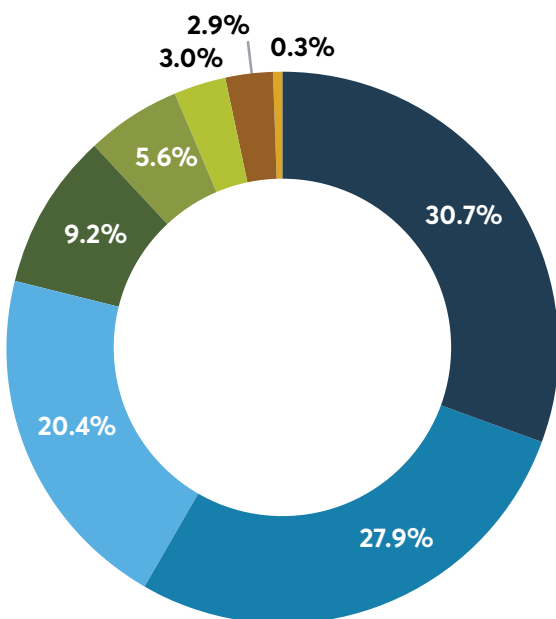
Capital projects transform and sustain the City of Grande Prairie, bringing to life the progressive vision Council holds for the community. Capital budgets provide investment in infrastructure, which includes facilities, vehicles, roads, stormwater, technology, equipment and more.

The 2025 capital budget reflects the identified capital needs to support and deliver municipal services. Residents of Grande Prairie look to Council and Administration to build, revitalize and maintain the infrastructure that is essential for their daily life, health, prosperity and enjoyment.



Capital Project Asset Types

2025		
Roads & Infrastructure	26,205,337	69.4%
Machinery & Equipment	7,618,200	20.2%
Information Technology	1,367,000	3.6%
Special Projects	1,011,875	2.7%
Parks & Amenities	847,500	2.2%
Buildings & Building Improvements	686,430	1.8%
Total	\$37,736,342	



Capital Project Funding Sources

2025		
Capital Tax	11,600,000	30.7%
Local Government Fiscal Framework	10,510,000	27.9%
Reserves	7,691,342	20.4%
Canada Community-Building Fund	3,467,000	9.2%
Municipal Police Service Transition Grant	2,103,000	5.6%
Other Government Grants	1,135,000	3.0%
Unfunded (TBD)	1,100,000	2.9%
Council Strategic Initiatives	130,000	0.3%
Debt	-	0.0%
Total	\$37,736,342	

2025 – 2029 Capital Plan

	Funding Source	2025	2026	2027	2028	2029
Investment & Strategy						
Invest Grande Prairie						
Health Care Attraction & Retention Strategy	Capital Tax	100,000	100,000	-	-	-
Regional Workforce Partnership (WorkNWPartnership)	Capital Tax	83,500	83,500	83,500	-	-
Economic Corridors Project	Council Strategic Initiatives	80,000	-	-	-	-
Fibre Project	Capital Tax	50,000	-	-	-	-
Total: Investment & Strategy		313,500	183,500	83,500	-	-

Financial & Administrative Services						
Financial Management						
Enterprise Asset Management Implementation	Capital Tax	625,000	625,000	-	-	-
Geographical & Information Technology Services						
Corporate IT Initiatives	Capital Tax	500,000	250,000	525,000	65,000	305,000
Municipal Wireless Project	Capital Tax	-	300,000	132,000	420,000	50,000
Security & Disaster Recovery	Capital Tax	102,000	60,000	45,000	150,000	45,000
Video Surveillance	Capital Tax	90,000	70,000	100,000	75,000	110,000
GIS Digital Orthophoto	Capital Tax	-	100,000	-	-	-
Taxation & Assessment						
Tax System Modules	Capital Tax	-	73,000	-	-	-
Total: Financial & Administrative Services		1,317,000	1,478,000	802,000	710,000	510,000

Operational Services						
Corporate Facility Management						
Bonnetts Energy Centre – Casework/Millwork Replacement	Capital Tax	-	-	-	203,000	-
Bonnetts Energy Centre - Exterior Doors	Facility Renewal Reserve	255,000	-	-	-	-
Bonnetts Energy Centre – Oil Separator Replacement/Ice Plant	Capital Tax	-	203,000	-	-	-

	Funding Source	2025	2026	2027	2028	2029
Corporate Facility Management						
Bowes Event Centre Flooring Replacement	Capital Tax	-	-	525,000	-	-
Centre 2000 – Parking Lot Re-Paving	Capital Tax	-	163,000	-	-	-
Centre 2000 – Flooring Replacement	Capital Tax	-	-	-	220,000	-
Centre 2000 – Sun Dial Brick Refurbishment	Capital Tax	50,000	-	-	-	-
City Hall – Building Automation Replacement	Capital Tax	-	-	-	230,000	-
City Hall – Fire Alarm System Replacement	Capital Tax	-	240,000	-	-	-
Climate Adaptation Planning	Capital Tax	75,000	-	-	-	-
Climate Adaptation Planning	Federal Grant	75,000	-	-	-	-
Dave Barr Arena – Security/Video Systems Replacement	Capital Tax	-	-	145,000	-	-
Design Works Centre – Electrical Switchgear Replacement	Capital Tax	-	-	-	195,000	-
Design Works Centre – Roof Replacement	Capital Tax	-	-	2,861,000	-	-
Eastlink Centre – Interior Painting	Capital Tax	-	-	590,000	-	-
Eastlink Centre – Lazy River Liner Replacement	Capital Tax	-	700,000	-	-	-
Facilities – Emergency Repairs	Facility Renewal Reserve	150,000	150,000	150,000	150,000	150,000
Facility Condition Report Update	Unfunded (TBD)	-	500,000	-	-	-
Grande Prairie Curling Centre Upgrades	Capital Tax	-	793,000	-	-	-
Grande Prairie Curling Centre Upgrades	Provincial Grant	-	264,310	-	-	-
Montrose Cultural Centre – Fire Alarm System Replacement	Capital Tax	-	308,000	-	-	-
Montrose Cultural Centre – Interior Painting	Capital Tax	-	200,000	-	-	-
Montrose Cultural Centre Library Flooring	Unfunded (TBD)	-	-	-	600,000	-
North Fire Hall – Roof Replacement	Capital Tax	-	-	-	192,000	-
RCMP – Interior Painting	Capital Tax	-	161,000	-	-	-
South Fire Hall – OHD Replacement	Capital Tax	-	-	149,000	-	-
Engineering Services						
Bear Paw Driving Range Pole Decommissioning	Capital Tax	42,500	-	-	-	-
Bridges – Repair and Maintenance Program	Capital Tax	450,000	450,000	450,000	450,000	450,000

	Funding Source	2025	2026	2027	2028	2029
Engineering Services						
Design & Construction Manual Update	Capital Tax	125,000	-	250,000	-	-
Grande Spirit Foundation – Lot Servicing	Capital Tax	200,000				
Inspection Programs	Capital Tax	292,000	404,000	345,000	428,000	595,000
Infrastructure Upgrade at Borstad Hill – Electrical Scope 1	Public Reserve	250,000				
Land Acquisition	Unfunded (TBD)	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Pathway and Sidewalk – Rehabilitation Program	Capital Tax	500,000	1,500,000	1,500,000	1,500,000	1,500,000
Plans and Studies	Capital Tax	250,000	250,000	575,000	700,000	300,000
Railway Crossing– Maintenance	Capital Tax	-	-	125,000	-	125,000
Roads – 105 St. & 96 Ave. Paving Design	Capital Tax	50,000	-	-	-	-
Roads – 116 St. & 132 Ave. Intersection Expansion Construction	Capital Tax	-	250,000	-	7,700,000	-
Roads – 96 St. Upgrades	Unfunded (TBD)	-	500,000	3,000,000	-	-
Roads – 99 St. & 128 Ave. Paving Design	Capital Tax	70,000	-	-	-	-
Roads – Concrete Crushing Program	Capital Tax	-	250,000	250,000	250,000	300,000
Roads – Intersection Improvement Program	Capital Tax	250,000	1,500,000	1,500,000	1,500,000	1,750,000
Roads – Intersection Improvement Program	CCBF	1,250,000	-	-	-	-
Roads – Minor Resurfacing Program	Capital Tax	594,000	725,000	725,000	725,000	725,000
Roads – Minor Resurfacing Program	HWY 43 Reserve	131,337	-	-	-	-
Roads – Old HWY 43 Rehab Program	HWY 43 Reserve	1,750,000	-	-	-	-
Roads – Paved Lane Improvement Program	Capital Tax	-	250,000	250,000	250,000	250,000
Roads – Rehabilitation Program	Capital Tax	3,058,000	14,000,000	15,000,000	15,000,000	16,000,000
Roads – Rehabilitation Program	LGFF	10,510,000	-	-	-	-
Slopes – Repair Program	Capital Tax	-	650,000	650,000	650,000	650,000
Spillway and Dam – Armouring	Capital Tax	1,600,000	-	-	-	-
Spillway and Dam – Gate Automation	Capital Tax	-	100,000	-	-	-
Spillway and Dam – Maintenance and Upkeep	Capital Tax	-	200,000	-	200,000	-
Stormwater – Capital Improvements	Capital Tax	1,983,000	4,500,000	4,500,000	4,500,000	4,500,000
Stormwater – Capital Improvements	CCBF	2,217,000				

	Funding Source	2025	2026	2027	2028	2029
Environment and Parks						
Cemetery Expansion	Capital Tax	-	-	120,000	-	-
Community Enhancement	Future Expenditure Reserve	200,000	-	-	-	-
Crew Cab Truck with Lift Gate	Capital Tax	-	-	90,000	-	-
Legion Track Rehabilitation	Unfunded (TBD)	-	-	-	255,000	-
Muskosepi Dock Design and Build	Capital Tax	-	150,000	-	-	-
Outdoor Rink Replacement	Capital Tax	-	350,000	-	-	-
Park Furniture Replacements	Capital Tax	-	50,000	-	-	-
Parks Master Plan Update	Capital Tax	-	-	250,000	-	-
Parkside Dugouts	Public Reserve	80,000	-	-	-	-
Playground & Amenity Replacement	Capital Tax	-	750,000	750,000	750,000	750,000
Playground & Amenity Replacement	Public Reserve	300,000	-	-	-	-
Playground Surface Replacement	Capital Tax	-	-	50,000	-	-
Public Utility Lot Tree Clearing	Capital Tax	-	-	100,000	100,000	-
South Bear Creek Amenity Renewal	Capital Tax	-	100,000	100,000	100,000	100,000
South Bear Creek Amenity Renewal	Public Reserve	50,000	-	-	-	-
Tree Replacement Program	Capital Tax	100,000	100,000	100,000	100,000	100,000
Urban Forest Strategy Phase 1D	Capital Tax	100,000	-	-	-	-
Urban Forest Tree Inventory	Capital Tax	-	100,000	-	-	-
Water Truck	Capital Tax	-	250,000	-	-	-
Fleet Equipment and Vehicle Replacement	Fleet Reserve	2,305,200	6,859,943	5,301,369	5,232,078	7,023,715
Fleet Equipment and Vehicle Replacement	Provincial Grant	-	-	1,164,235	1,210,803	2,165,974
Transit Services						
Transit Accessible Shelters & Bus Stops	Capital Tax	-	50,000	-	40,000	-
Transportation Services						
Tandem Haul Truck	Capital Tax	-	300,000	-	-	-
Water Truck	Capital Tax	-	500,000	-	-	-
Total Operational Services		30,313,037	39,771,253	42,565,604	44,430,881	38,434,689

	Funding Source	2025	2026	2027	2028	2029
Public & Protective Services						
Community Knowledge Campus						
Aquatera Outdoor Pool – Shelters in Leisure Green Space	Capital Tax	-	-	160,000	-	-
Community Knowledge Campus – Hansen Lincoln Field Grandstand Security Fence	Capital Tax	-	-	277,400	-	-
Community Knowledge Campus – Foot Traffic Counters	Unfunded (TBD)	-	30,000	-	-	-
Community Knowledge Campus						
Community Knowledge Campus – Tennis & Basketball Court Rehabilitation	Capital Tax	10,000	-	-	-	-
Community Knowledge Campus – Tennis & Basketball Court Rehabilitation	Capital Tax	-	391,500	-	-	-
Dave Barr Community Centre – Concession Upgrades	Capital Tax	-	200,000	-	-	-
Design Works Centre – Skate Tiles in Change Rooms	Capital Tax	-	200,000	-	-	-
Eastlink Centre – Aquatics Area Window Tinting	Capital Tax	-	120,000	-	-	-
Events & Entertainment						
Bonnetts Energy Centre – Air Conditioning	Unfunded (TBD)	-	-	1,500,000	-	-
Bonnetts Energy Centre – Arena Sound System Replacement	Capital Tax	-	-	300,000	-	-
Entertainment District Feasibility Study	Unfunded (TBD)	-	100,000	-	-	-
Montrose Cultural Centre – Outdoor Event Structures	Unfunded (TBD)	-	1,962,000	-	-	-
Grande Prairie Fire Department						
Fire Equipment Replacement	Capital Tax	250,000	250,000	250,000	250,000	250,000
Voice Logger Replacement (portable & mobile radios)	Provincial Grant	210,000	-	-	-	-
Integrated Emergency Communication Centre	Capital Tax	-	650,000	-	-	-
Integrated Emergency Communication Centre	Future Expenditure Reserve	1,900,000	-	-	-	-
Integrated Emergency Communication Centre	Provincial Grant	850,000	-	-	-	-

	Funding Source	2025	2026	2027	2028	2029
Sports, Development, Wellness & Culture						
Activity & Reception Centre Sound Attenuation	Capital Tax	-	475,000	-	-	-
Community Group Funding – Centre for Creative Arts Flooring	Capital Tax	-	35,000	-	-	-
Community Group Funding – GP Curling Centre Banquet Furnishings	Unfunded (TBD)	-	25,000	-	-	-
Community Group Funding - Nitehawk Snowmaking Guns and Snowcat	Financial Stabilization Reserve	123,375	-	-	-	-
Cricket Pitch	Public Reserve	165,000				
Activity & Reception Centre – Exterior Signage	Capital Tax	-	30,000	-	-	-
Heritage Village Assessment	Capital Tax	-	62,000	59,500	-	-
Museum – Fire Hall Replacement	Capital Tax	-	-	86,800	-	-
Museum – West Trailer Roof	Facility Renewal Reserve	11,430	-	-	-	-
Special Olympics Alberta Summer Games	Council Strategic Initiatives	50,000	-	-	-	-
Sport Tourism Strategy	Unfunded (TBD)	100,000	-	-	-	-
Total: Public & Protective Services		3,669,805	4,530,500	2,633,700	250,000	250,000

Policing Services

Enforcement Services

Grande Prairie Regional Animal Pound Building Renovations	Facility Renewal Reserve	20,000	-	-	-	-
Grande Prairie Police Service						
GPPS Dispatch Upgrades (IECC)	MPS Transition Grant	1,000,000	-	-	-	-
GPPS Fleet Additions	MPS Transition Grant	1,103,000	700,700	571,800	-	-
Total: Policing Services		2,123,000	700,700	571,800	-	-

Total Capital Projects		37,736,342	46,663,953	46,656,604	45,390,881	39,194,689
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2025 – 2029 Capital Plan Project Descriptions

Investment & Strategy

Invest Grande Prairie

Health Care Attraction & Retention Strategy

Capital Tax

2025: \$100,000 2026: \$100,000

The Health Care Strategy and Action Plan (2024–2026) addresses the shortage of health care practitioners in the City and surrounding area. Identified actions are designed to build capacity in the system through increased awareness of opportunities, incentives and infrastructure, setting the foundation for a comprehensive and sustainable health care workforce.

Regional Workforce Partnership (WorkNWP Partnership)

Capital Tax

2025: \$83,500 2027: \$83,500
2026: \$83,500

The Regional Workforce Development Strategy maps out coordinated targeted actions to help address employment demands, establish a skilled and resilient workforce and tap into opportunities to drive a competitive environment across the region.

Economic Corridors Project

Council Strategic Initiatives

2025: \$80,000

Stimulate new business activities by linking existing and emerging sectors.

Fibre Project

Capital Tax

2025: \$50,000

A Broadband Analysis will assess network needs and compare current capabilities with required service levels, identifying solutions for implementation.

Financial & Administrative Services

Financial Management

Enterprise Asset Management Implementation

Capital Tax

2025: \$625,000 2026: \$625,000

Supply and implement a commercial-off-the-shelf modular Enterprise Asset Management technology solution that is configurable by City staff and requires few, if any, modifications focused on meeting the current and future needs of the organization and optimizing the performance of a broad range of assets across the City to best service the residents.

Geographical & Information Technology Services

Corporate IT Initiatives

Capital Tax

2025: \$500,000 2028: \$65,000
2026: \$250,000 2029: \$305,000
2027: \$525,000

Corporate Network Infrastructure initiatives include server and network infrastructure projects to improve performance, security and scalability of the business operations. This is the main infrastructure technology of the organization to allow day to day operations.

Municipal Wireless Project

Capital Tax	
2026: \$300,000	2028: \$420,000
2027: \$132,000	2029: \$50,000

This initiative sustains the Municipal Outdoor Wireless Network. This network provides the infrastructure equipment required for the Intelligent Transportation System, City facility wireless network and outdoor wireless in community gathering places.

Security & Disaster Recovery

Capital Tax	
2025: \$102,000	2028: \$150,000
2026: \$60,000	2029: \$45,000
2027: \$45,000	

Security & Disaster Recovery initiatives protect sensitive and mission critical data from unauthorized access or destruction. This project is responsible for policies, security technology infrastructure and procedures to enable the recovery of City digital assets in the event of a disaster or compromised infrastructure.

Video Surveillance

Capital Tax	
2025: \$90,000	2028: \$75,000
2026: \$70,000	2029: \$110,000
2027: \$100,000	

Video Surveillance System Encoders: The City Hall's video surveillance system requires encoders to support the current camera installations.

Evergreening Facility Video Surveillance Cameras: Each building that currently utilizes the City's video surveillance system has cameras installed throughout the facility, both internal and external locations in high risk areas, secure areas and other sensitive areas.

GIS Digital Orthophoto

Capital Tax	
2026: \$100,000	

High Resolution Digital Ortho Photo & Lidar: The High Resolution Digital Ortho Photo & Lidar are updated on a four year cycle. This is a partnership project that is done along with the County of Grande Prairie in order to reduce the cost of the ortho photo collection for both the City and the County.

Taxation & Assessment

Tax System Modules

Capital Tax	
2026: \$73,000	

Additional modules for the new Tax System to provide updated and new online services to customers.

Operational Services

Corporate Facility Management

Bonnetts Energy Centre – Casework/Millwork Replacement

Capital Tax	
2028: \$203,000	

Replacement of Casework and Millwork at Bonnetts Energy Centre. Nearing end of lifecycle.

Bonnetts Energy Centre – Exterior Doors

Facility Renewal Reserve	
2025: \$255,000	

Replacement of exterior doors at Bonnetts Energy Centre for energy efficiency improvements and end of life cycle.

Bonnetts Energy Centre – Oil Separator Replacement/Ice Plant

Capital Tax
2026: \$203,000

Replacement of Oil Separator and Ice Plant at Bonnetts Energy Centre. End of lifecycle.

Bowes Event Centre Flooring Replacement

Capital Tax
2027: \$525,000

Resurfacing of the flooring in The Bowes, lobby and north washrooms at Bonnetts Energy Centre.

Centre 2000 – Parking Lot Re-Paving

Capital Tax
2026: \$163,000

Repaving parking lot at Centre 2000.

Centre 2000 – Flooring Replacement

Capital Tax
2028: \$220,000

Replacement of flooring at Centre 2000. Nearing end of lifecycle.

Centre 2000 – Sun Dial Brick Refurbishment

Capital Tax
2025: \$50,000

Removal and remediation of areas where the existing brickwork has settled and created hazards to visitors of the feature.

City Hall – Building Automation Replacement

Capital Tax
2028: \$230,000

Replacement of Building Automation System at City Hall. System upgrade/end of life.

City Hall – Fire Alarm System Replacement

Capital Tax
2026: \$240,000

Replacement of fire alarm system at City Hall. System upgrade/end of life.

Climate Adaptation Planning

Federal Grant
2025: \$75,000

Capital Tax
2025: \$75,000

Obtain the services of a specialist to assist the organization in the development of a climate adaptation plan. This plan will include a comprehensive assessment of climate-related risks, including events such as wildfires and flooding. A comprehensive strategy to tackle climate change risks and integrate adaptation into existing municipal plans and processes, in order to safeguard critical infrastructure, protect essential services, and ensure the well-being of all residents, will be developed through this project.

Dave Barr Arena – Security/Video Systems Replacement

Capital Tax
2027: \$145,000

Replacement and installation of security and video systems at Dave Barr Arena. System upgrade/end of life.

Design Works Centre – Electrical Switchgear Replacement

Capital Tax
2028: \$195,000

Replacement of electrical switchgear at Design Works Centre. System upgrade/end of life.

Design Works Centre – Roof Replacement

Capital Tax
2027: \$2,861,000

Replacement of roof at Design Works Centre.

Eastlink Centre – Interior Painting

Capital Tax
2027: \$590,000

Interior painting at Eastlink Centre of the main public and common areas.

Eastlink Centre – Lazy River Liner Replacement

Capital Tax
2026: \$700,000

Replacement of the Lazy River liner at Eastlink Centre.

Facilities – Emergency Repairs

Facility Renewal Reserve
2025: \$150,000 2028: \$150,000
2026: \$150,000 2029: \$150,000
2027: \$150,000

Annual funding for major emergency facility related repairs.

Facility Condition Report Update

Unfunded (TBD)
2026: \$500,000

Update to the 2019 Facility Condition Report to assist with lifecycle planning and recommendations for future investments.

Grande Prairie Curling Centre Upgrades

Capital Tax
2026: \$793,000

Provincial Grant
2026: \$264,310

Matching funds for grant application for furnace upgrades and upgrades to the building envelope to retrofit the Grande Prairie Curling Centre to reduce energy consumption.

Montrose Cultural Centre – Fire Alarm System Replacement

Capital Tax
2026: \$308,000

Replacement of fire alarm life safety system at Montrose Cultural Centre. System upgrade/end of life.

Montrose Cultural Centre – Interior Painting

Capital Tax
2026: \$200,000

Interior painting of the Library, Theresa Sargent Hall and Art Gallery.

Montrose Cultural Centre – Library Flooring

Unfunded (TBD)
2028: \$600,000

Lifecycle replacement of Library carpeting.

North Fire Hall – Roof Replacement

Capital Tax
2028: \$192,000

Replacement of roof at North Fire Hall. Nearing End of lifecycle.

RCMP – Interior Painting

Capital Tax
2026: \$161,000

Interior painting at RCMP building.

South Fire Hall – OHD Replacement

Capital Tax
2027: \$149,000

Replacement of the overhead doors for vehicle bay access.

Engineering Services

Bear Paw Driving Range Pole Decommissioning

Capital Tax
2025: \$42,500

The wood poles supporting the driving range netting are in poor condition and need to be decommissioned.

Bridges – Repair and Maintenance Program

Capital Tax
2025: \$450,000 2028: \$450,000
2026: \$450,000 2029: \$450,000
2027: \$450,000

This program manages the repairs and maintenance of 41 existing vehicle and pedestrian bridges within the city, aimed at ensuring the safety, functionality and longevity of the infrastructure. The program is based on the conditional assessments done as part of the Bridge Inspection program.

Design & Construction Manual Update

Capital Tax
2025: \$125,000 2027: \$250,000

These manuals contain the City’s standards and specifications for design and construction of new and rehabilitated infrastructure, and are not authenticated. The proposed update will modernize and streamlining the content to ensure compliance with regulations, current best practices and methodologies are being followed, including the incorporation of considerations for complete street design and alternative standards for rural service areas to create opportunities for developers, consultants and contractors.

Grande Spirit Foundation – Lot Servicing

Capital Tax
2025: \$200,000

To extend utility services to Grande Prairie Spirit Foundation site and adjacent vacant lot.

Inspection Programs

Capital Tax	
2025: \$292,000	2028: \$428,000
2026: \$404,000	2029: \$595,000
2027: \$345,000	

This program covers various inspection projects that Engineering Services manages. Inspections are based on the industry standards and regulatory requirements. The inspection program provides condition assessments of each asset.

Infrastructure Upgrade at Borstad Hill – Electrical Scope 1

Public Reserve	
2025: \$250,000	

Supply and install of an ATCO transformer, power kiosk, and distribution cabinet at the bottom of Borstad Hill. This would create one location for power supply to events, with the opportunity for future expansion of power services and event lighting.

Land Acquisition

Unfunded (TBD)	
2025: \$1,000,000	2028: \$1,000,000
2026: \$1,000,000	2029: \$1,000,000
2027: \$1,000,000	

Procurement of land for Engineering Services' Capital Projects.

Pathway and Sidewalk – Rehabilitation Program

Capital Tax	
2025: \$500,000	2028: \$1,500,000
2026: \$1,500,000	2029: \$1,500,000
2027: \$1,500,000	

This program is based on the inspection program for repairs and replacement of pathways and sidewalks.

Plans and Studies

Capital Tax	
2025: \$250,000	2028: \$700,000
2026: \$250,000	2029: \$300,000
2027: \$575,000	

Plans and Studies including: 116 Street & 132 Avenue Intersection Expansion Study, 132 Avenue Outfall Study update, Road Safety Action Plan, Creek Corridor Studies, Copperwood Stormwater Management Facility, City Parking Strategy and Stormwater Drainage Master Plan.

Railway Crossing – Maintenance

Capital Tax	
2027: \$125,000	2029: \$125,000

This program looks at the repair and maintenance of the railway crossings throughout out the City.

Roads – 105 St. & 96 Ave. Paving Design

Capital Tax	
2025: \$50,000	

Design work for paving of the Eco Centre road (105 St. and 96 Ave.).

Roads – 116 St. & 132 Ave. Intersection Expansion Construction

Capital Tax	
2026: \$250,000	2028: \$7,700,000

Once the expansion study is completed, this project will look after the final design, regulatory approvals and construction. Final design would take place in 2026 with construction in 2028. The work would look at adding a second bridge over the Bear Creek as well as other geometric upgrades that would increase the capacity of the intersection and improve the level of service (LOS).

Roads – 96 St. Upgrades

Unfunded (TBD)

2026: \$500,000 2027: \$3,000,000

This project covers the full road rehabilitation of 96 St. from 100 Ave. to 108 Ave. and potential removal of the service road from Hillcrest Drive to 107 Ave. The work will include the addition of a sidewalk along the east side of the road, storm infrastructure improvements and road improvements.

Roads – 99 St. & 128 Ave. Paving Design

Capital Tax

2026: \$70,000

Design work for paving of 99 St. and 128 Ave.

Roads – Concrete Crushing Program

Capital Tax

2026: \$250,000 2028: \$250,000
2027: \$250,000 2029: \$300,000

This project is for crushing of concrete and asphalt that is recycled from City Capital projects.

Roads – Intersection Improvement Program

Capital Tax

2025: \$250,000 2028: \$1,500,000
2026: \$1,500,000 2029: \$1,750,000
2027: \$1,500,000

CCBF

2025: \$1,250,000

This annual program looks after the repair and replacement of existing traffic signals, installation of new traffic signals (non-growth related), intersection geometric upgrades and safety improvements and the thermal line painting program.

Roads – Minor Resurfacing Program

Capital Tax

2025: \$594,000 2028: \$725,000
2026: \$725,000 2029: \$725,000
2027: \$725,000

HWY 43 Reserve

2025: \$131,337

This program is for strategic minor resurfacing, patching and crack repair projects to extend the life of the pavement and parking lots.

Roads – Old HWY 43 Rehab Program

HWY 43 Reserve

2025: \$1,750,000

This program looks at the rehabilitation and expansion of the old Hwy 43 corridor and the old Hwy 43 Traffic Signal Improvement through the city.

Roads – Paved Lane Improvement Program

Capital Tax

2026: \$250,000 2028: \$250,000
2027: \$250,000 2029: \$300,000

This project would look at the rehabilitation/overlay of the approximately 21 km of paved lanes through out the city.

Roads – Rehabilitation Program

Capital Tax

2025: \$3,058,000 2028: \$15,000,000
2026: \$14,000,000 2029: \$16,000,000
2027: \$15,000,000

LGFF

2025: \$10,510,000

This program covers the different road rehabilitation programs on paved local, collector and arterial roads. Some of the rehab projects include: overlays, full-depth reclamation, re-construction and road resurfacing.

Slopes – Repair Program

Capital Tax

2026: \$650,000	2028: \$650,000
2027: \$650,000	2029: \$650,000

This program repairs slopes throughout the city. The program utilizes the results from the slope analysis conducted as part of the Corridor Study to avert the potential for serious consequences as a result of slope failures.

Spillway and Dam – Armouring

Capital Tax

2025: \$1,600,000

This project is required to address a dam safety deficiency, identified through the Annual Engineering Inspection. A very large amount of rip-rap or other solutions along the structure face is required to address the deficiency. Design is currently underway and this is the budget for construction.

Spillway and Dam – Gate Automation

Capital Tax

2026: \$100,000

This project will look at the installation of an electronic control system, sensor network and associated servers to allow for remote (off-site) operation of the spillway gates at the Bear River Control Structure.

Spillway and Dam – Maintenance and Upkeep

Capital Tax

2026: \$200,000	2028: \$200,000
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This project includes work such as concrete repair, corrosion prevention, routine cleaning, rodent burrow repair, among other items and is based on the annual inspection program. The work is required to ensure that the structure continues to meet the Dam Safety Regulations.

Stormwater – Capital Improvements

Capital Tax

2025: \$1,983,000	2028: \$4,500,000
2026: \$4,500,000	2029: \$4,500,000
2027: \$4,500,000	

CCBF

2025: \$2,217,000

This annual program looks after costs associated to the following areas of storm related infrastructure: installation of new, and the rehabilitation of existing storm lines, culverts, maintenance holes, catch basins, outfalls, storm ponds and major overland drainage routes. This also includes the storm inspection and flushing program and the purchase of rain and storm flow monitoring equipment.

Environment & Parks

Cemetery Expansion

Capital Tax

2027: \$120,000

Continued implementation of Cemetery Expansion as outlined in the Cemetery Master Plan.

Community Enhancement

Future Expenditure Reserve

2025: \$200,000

Additional landscaping and beautification initiatives within the community.

Crew Cab Truck with Lift Gate

Capital Tax
2027: \$90,000

Parks requires a crew cab truck with a mounted lift gate for both summer and winter operations. The crew cab allows for transporting larger crews, which single cab dump box trucks cannot accommodate, and the lift gate is essential for loading and unloading equipment like snow blowers for winter rink maintenance.

Legion Track Rehabilitation

Unfunded (TBD)
2028: \$255,000

Legion Track, last resurfaced in 2012, requires maintenance to prolong its operational lifespan.

Muskoseepi Dock Design & Build

Capital Tax
2026: \$150,000

The Muskoseepi dock and ornamental fence require repairs due to their aging structure and the need for a redesign. To address this, a design/build project is necessary to undertake the necessary renovations and improvements.

Outdoor Rink Replacement

Capital Tax
2026: \$350,000

The Swanavon rink has been deteriorating for years and has been identified for replacement.

Park Furniture Replacements

Capital Tax
2026: \$50,000

This project focuses on the replacement of park furniture, including picnic tables and benches. The initiative aims to upgrade aging furniture to improve aesthetics, functionality and safety for park users across the city.

Parks Master Plan Update

Capital Tax
2027: \$250,000

Update to the 2011/12 Parks and Open Space Master Plan.

Parkside Dugouts

Public Reserve
2025: \$80,000

Parkside currently lacks dugouts on its two ball diamonds, posing a safety concern for young players during games.

Playground & Amenity Replacement

Capital Tax
2026: \$750,000 2028: \$750,000
2027: \$750,000 2029: \$750,000

Public Reserve
2025: \$300,000

The City owns and maintains 104 playgrounds, several of which have exceeded their 15–20 year lifespan. This funding will enable the replacement of the most critical playgrounds.

Playground Surface Replacement

Capital Tax
2027: \$50,000

The project involves adding or replacing sand/ woodchips in playgrounds across the city to comply with Canadian Playground Safety Inspection Standards.

Public Utility Lot Tree Clearing

Capital Tax
2027: \$100,000 2028: \$100,000

This project will trim back private trees in older neighborhoods that are overhanging into Public Utility Lots (PULs) and easements around the city. These overhanging trees are preventing maintenance equipment from accessing PULs, which inhibits regular maintenance and ensures utility access for residents and utility providers.

South Bear Creek Amenity Renewal

Capital Tax
2026: \$100,000 2028: \$100,000
2027: \$100,000 2029: \$100,000

Public Reserve
2025: \$50,000

The South Bear Creek Amenity Renewal project allocates essential funding to maintain the safety and usability of existing diamonds and other City assets within South Bear Creek Park. This initiative aims to preserve recreational facilities to meet community needs effectively.

Tree Replacement Program

Capital Tax
2025: \$100,000 2028: \$100,000
2026: \$100,000 2029: \$100,000
2027: \$100,000

The Tree Replacement Program is crucial for managing premature tree loss caused by fatal pests, disease, or damage. The program is designed to maintain the overall tree inventory of the city, preventing any net asset loss over time.

Urban Forest Strategy Phase 1D

Capital Tax
2025: \$100,000

Focuses on targeted tree grove installations along the former bypass from 100 Ave. to 100 St.

Urban Forest Tree Inventory

Capital Tax
2026: \$100,000

An updated inventory of trees on public land, including boulevards, parks and green spaces will provide accurate information on the City's tree assets. This will enable Parks Operations and other stakeholders to better understand the current state of public trees, prioritize resources for maintenance and replacement, and support future planning efforts.

Water Truck

Capital Tax
2026: \$250,000

Environment & Parks requires a new Water Truck to support increased urban forest and tree planting efforts funded both internally and through grants.

Fleet Systems

Fleet Equipment & Vehicle Replacement

Fleet Reserve

2025: \$2,305,200	2028: \$5,232,078
2026: \$6,859,943	2029: \$7,023,715
2027: \$5,301,369	

Provincial Grant

2027: \$1,164,235	2029: \$2,165,974
2028: \$1,210,803	

Lifecycle replacement of Fleet equipment and vehicles.

Transit

Transit Accessible Shelters & Bus Stops

Capital Tax

2026: \$50,000	2028: \$40,000
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Purchase and installation of new transit shelters and/or the replacement of existing shelters.

Transportation

Tandem Haul Truck

Capital Tax

2026: \$300,000

Purchase of a tandem-axle haul truck which will be used for snow hauling in the winter, gravel hauling for rural road repairs and moving material for paving and excavation work. This additional vehicle will support current services and reduce reliance on contracted services.

Water Truck

Capital Tax

2026: \$500,000

Procurement of a new tandem-axle water truck with a 3000 gallon capacity which will be used as part of the spring cleanup program and as a core part of the storm maintenance program. This vehicle is required to keep up with the growth of the storm system network over the last 20 years and is important for flood prevention during the spring melt.

Public & Protective Services

Community Knowledge Campus

Aquatera Outdoor Pool – Shelters in Leisure Green Space

Capital Tax
2027: \$160,000

The Aquatera Outdoor Pool offers two main areas for public summer enjoyment. Adding shade sail structures in the grassy area will extend shaded spaces, provide sun protection, and enhance picnic spots, creating a safe, clean and welcoming environment for visitors.

Community Knowledge Campus – Hansen Lincoln Field Grandstand Security Fence

Capital Tax
2027: \$277,400

This project will enhance security and ensure patron safety at the Community Knowledge Campus Synthetic Field and Grandstand by installing a 10-foot climb-resistant, double-wire panel fence (similar to the Aquatera Outdoor Pool). The fence will enclose the entire perimeter, with 8-foot panels, pedestrian access points, and gates for equipment.

Community Knowledge Campus – Foot Traffic Counters

Unfunded (TBD)
2026: \$30,000

Automatic People Counting System for CKC entrances and exits collect and analyze foot traffic data with reporting capabilities to help understand visitor facility usage.

Community Knowledge Campus – Tennis & Basketball Court Rehabilitation

Capital Tax
2025: \$10,000 2026: \$391,500

Rehabilitation of the tennis and basketball courts near St. Joseph High School and Design Works Centre. 2025 request is for Geotechnical engineering work to assess the comprehensive scope of necessary repairs. 2026 request is a preliminary estimate of repair costs.

Dave Barr Community Centre – Concession Upgrades

Capital Tax
2026: \$200,000

The Dave Bar Community Centre concession is in need of updating to enhance speed of service, concession offerings and safety within the space. The area has not had a full comprehensive update since the opening of the facility, 40+ years ago. Equipment has been added to the space to make it work but the food offerings are limited due to the access to equipment. There is currently no ventilation system in the concession area, which does not allow for charbroiled or deep fried foods.

Design Works Centre – Skate Tiles in Change Rooms

Capital Tax
2026: \$200,000

Skate tiles are crucial in high-traffic arenas as they provide durable, skate blade-resistant flooring that protects both players and their equipment. Designed for heavy use, these tiles are easy to clean and offer a softer, more comfortable surface for athletes, ensuring long-lasting performance and safety.

Eastlink Centre – Aquatics Area Window Tinting

Capital Tax

2026: \$120,000

Application of tinting to the windows on the north side of the aquatics area. Adding window tinting will help mitigate the heightened temperatures on the aquatics pool deck during the summer and increase safety by reducing sun glare on the water surfaces.

Events & Entertainment

Bonnetts Energy Centre – Air Conditioning

Unfunded (TBD)

2027: \$1,500,000

Installation of air conditioning in the Bonnetts Energy Arena and dressing rooms. The absence of climate control limits the number and type of events the facility can host, particularly during the warmer months.

**Bonnetts Energy Centre –
Arena Sound System Replacement**

Capital Tax

2027: \$300,000

The Bonnetts Energy Arena public address system was installed in 1994 and is past its useful life. There have been many advancements in sound technology over the past 25 years. Key benefits to upgrading the system is guest enjoyment and safety. It is imperative that clear and concise messaging can be communicated to our guests.

Entertainment District Feasibility Study

Unfunded (TBD)

2026: \$100,000

As identified in Council's Strategic Plan, this study will examine the region's facility needs, space requirements for a new district, funding model and case study.

**Montrose Cultural Centre –
Outdoor Event Structures**

Unfunded (TBD)

2026: \$1,962,000

This project includes building three pole shed shelters, a covered stage on the green space south of the Montrose Cultural Centre, and paving the gravel parking lot to the west. The site would serve as an ideal permanent event venue for multi-season use, while the paved parking lot would benefit event attendees and business-hour users alike.

Fire Department

Fire Equipment Replacement

Capital Tax

2025: \$250,000 2028: \$250,000

2026: \$250,000 2029: \$250,000

2027: \$250,000

Ongoing equipment replacement purchases to ensure the Fire Department is able to maintain current level of service to the residents and stakeholders of Grande Prairie.

**Voice Logger Replacement
(portable and mobile radios)**

Provincial Grant

2025: \$210,000

Equipment replacement to ensure GP911 meets the legislative requirements for NG911 and maintain 911 recordings.

Integrated Emergency Communication Centre

Capital Tax

2026: \$650,000

Future Expenditure Reserve

2025: \$1,900,000

Provincial Grant

2025: \$850,000

The Integrated Emergency Communications Centre (IECC) serves as a centralized function that streamlines emergency call intake and dispatch services for 911, police, fire and municipal enforcement, enhancing operational efficiency and reducing response times to improve community safety in Grande Prairie.

Sports, Development, Wellness & Culture

Activity & Reception Centre Sound Attenuation

Capital Tax

2026: \$475,000

Installation and implementation of an engineered solution to mitigate the intensity and diminish the noise level within the field house at the Activity and Reception Centre.

Community Group Funding – Centre for Creative Arts Flooring

Capital Tax

2026: \$35,000

Capital funding request received through the 2024–2025 Community Group Funding application intake. This funding is requested for the installation of flooring in the gallery and office spaces at the Centre for Creative Arts building.

Community Group Funding – GP Curling Centre Banquet Furnishings

Unfunded (TBD)

2026: \$25,000

Capital funding request received through the 2024–2025 Community Group Funding application intake. This funding is requested for the purchase of furnishings to enhance the banquet and lounge facilities at the Grande Prairie Curling Centre.

Community Group Funding – Nitehawk Snowmaking Guns and Snowcat

Financial Stabilization Reserve

2025: \$123,375

Snowmaking guns and Snowcat replacement for Nitehawk Adventure Park.

Cricket Pitch

Public Reserve

2025: \$165,000

Move main cricket pitch, practice pitch, storage shed and screen. Purchase and install two dugouts and portable score clock.

Exterior Signage – Activity & Reception Centre

Capital Tax

2025: \$30,000

Design and build of exterior signage for Grande Prairie Activity and Reception Centre.

Heritage Village Assessment

Capital Tax

2026: \$62,000

2027: \$59,500

Funding for structure improvements and repair of existing Heritage Village assets.

Museum – Fire Hall Replacement

Capital Tax
2027: \$86,800

The Fire Hall Replica building in the Grande Prairie Museum’s Heritage Village requires significant infrastructure improvements to keep the structure a safe asset.

Museum – West Trailer Roof

Facility Renewal Reserve
2025: \$11,430

Rehabilitation of the West Trailer roof at the Grande Prairie Museum. Replacement of the roof membrane is required to prevent future roof leaks and protect Museum collection items stored within the West Trailer.

Special Olympics Alberta Summer Games

Council Strategic Initiatives
2025: \$50,000

Municipal grant contribution for hosting the 2025 Special Olympics Alberta Summer Games.

Sport Tourism Strategy

Unfunded (TBD)
2025: \$100,000

This capital project is to invest in developing a new Sport Tourism Strategy to guide future initiatives and growth of the industry in Grande Prairie. The 2012 Grande Prairie Sport Tourism Strategy has reached the end of its useful life and significant updates are required to provide relevant strategic direction to the future development of sport tourism initiatives. An updated Sport Tourism Strategy will guide how the City will grow the sport tourism industry as a significant economic, social and cultural driver for the community.

Policing Services

Enforcement Services

Grande Prairie Regional Animal Pound Building Renovations

Facility Renewal Reserve
2025: \$20,000

The Grande Prairie Regional Animal Pound requires minor renovations to enhance the building's functionality. The proposed renovations include replacing an overhead door with a lower wall section and an upper glass portion.

Grande Prairie Police Service

Grande Prairie Police Service – Dispatch Upgrades (IECC)

MPS Transition Grant
2025: \$1,000,000

Necessary technology and hardware upgrades to support police dispatch in accordance with approved municipal police transition plan.

Grande Prairie Police Service – Fleet Additions

MPS Transition Grant
2025: \$1,103,000 2027: \$ 571,800
2026: \$700,700

Procurement of 10 marked, two unmarked and two admin vehicles (2025), 10 unmarked vehicles (2026), eight unmarked vehicles (2027).

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COUNCIL & CITY MANAGER'S OFFICE

The Council and City Manager's Office sets the overall direction for the organization and leads a workplace culture to support employees across the City to make it happen. They provide corporate leadership in the overall management of the City's operations by overseeing and directing the administrative and operational functions of all departments.

This service area includes the City Council, the Office of the City Manager, City Solicitor and Human Resources. Pursuant to the Municipal Government Act, the City Manager is responsible for exercising general control and management over the entire municipality, providing oversight of Council and Committee of Council recommendations, and ensuring policy directions of Council are implemented. The City Solicitor and Human Resources teams provide corporate support to guide the organization's operations and people. The Council & City Manager's Office liaises with municipal, regional, provincial, and federal government officials, as well as organizations, businesses, residents, and community groups to formulate policies and to represent our community position.





HUMAN RESOURCES

Overview

Human Resources (HR) is dedicated to supporting employees and departments in reaching their full potential. Guided by our core beliefs, we collaborate with leaders, teams, unions and partners to maintain a safe, healthy and dynamic workforce. HR plays a vital role in the City’s success by fostering continuous learning, innovation and driving best practices. We focus on developing and promoting system programs and tools that enhance our culture, facilitate change and help achieve our business objectives.

Department Budget

	2023 Budget	2024 Budget	\$ Change	2025 Budget	2026 Budget	2027 Budget	2028 Budget
Revenue	-	-	-	-	-	-	-
Operating Expenses	1,893,363	1,991,916	(95,535)	1,896,381	2,078,547	2,072,158	2,098,571
Net Required	1,893,363	1,991,916	(95,535)	1,896,381	2,078,547	2,072,158	2,098,571

Adjustments for 2025 Budget include a one year Human Resources Consultant vacancy in 2025 partially offset by an increase to Human Resource’s portion of the Enterprise Resource Planning (ERP) licensing costs.

Service Overview

<h3>Strategy</h3> <ul style="list-style-type: none"> Employee experience strategy Workforce planning strategy Labour relations strategy 	<h3>HR Reporting</h3> <ul style="list-style-type: none"> Health and Safety quarterly dashboard Employee engagement data
<h3>Performance Management</h3> <ul style="list-style-type: none"> Performance program reviews Attendance Support Program Progressive discipline support 	<h3>Recruitment</h3> <ul style="list-style-type: none"> Staffing request review process Participate in regional career fairs Onboarding program Exit surveys/stay surveys
<h3>HR Systems Support</h3> <ul style="list-style-type: none"> Oracle: ongoing Human Capital Management (HCM) support Application tracking system 	

Service Overview

Labour Relations

- Collective bargaining for IAFF and CUPE Contracts
- Grievance management
- Labour relationship management
- Fire Service partnership participation

Training and Development

- Corporate training initiatives
- Develop collaborations with learning institutions
- Compliance training for employees
- Municipal Leadership Academy
- Psychological wellness offerings (monthly)
- Equity, Diversity and Inclusion training

Policies and Procedures

- Administrative policies and procedure review
- Policies gap review
- Recommendations on Council policy procedures

Health and Safety

- Certification of Recognition (Safety Audit)
 - Chemical management
 - OH&S municipal campaigns
 - Health and Safety compliance
 - Incident investigations, data and trending analysis
 - Return to work support (WCB, Duty to Accommodate, Disability Support)
 - Supporting joint worksite health and safety committees
 - Management of BisTrainer platform
-



Overview

The City Solicitor department of Grande Prairie plays a crucial role in providing legal services that support the City's governance and operations. This department is responsible for ensuring that the City adheres to applicable laws, including the Municipal Government Act, while also aligning with the priorities set by the City Council. By providing timely and effective legal support, the City Solicitor Department helps facilitate the City's initiatives while ensuring legal compliance in municipal governance.

Department Budget

	2023 Budget	2024 Budget	\$ Change	2025 Budget	2026 Budget	2027 Budget	2028 Budget
Revenue	-	-	-	-	-	-	-
Operating Expenses	243,844	389,517	10,524	400,041	405,041	410,041	415,041
Net Required	243,844	389,517	10,524	400,041	405,041	410,041	415,041

Adjustments for 2025 Budget include contractual obligations.

Service Overview

Legal Advice	Contract Drafting and Review
■ Ongoing	■ Ongoing

INVESTMENT & STRATEGY

Investment & Strategy is the backbone for projecting the City in a positive light and attracting investment and ensures the City of Grande Prairie's needs and attributes are recognized locally, provincially, and nationally.

This service area includes Corporate Communications, Corporate Marketing, Invest Grande Prairie and Legislative & Executive Services. This service area provides leadership, support, and coordination to various City departments, provides support to City Council, represents the City's interests in local, provincial and federal issues, and works to improve the quality of life in Grande Prairie.





CORPORATE COMMUNICATIONS

Overview

Corporate Communications provides advice, counsel and leadership to the City with respect to communication planning, media relations, issues management and community engagement. The department ensures that information shared with the public is clear, timely and consistent while supporting civic participation and understanding of Council priorities, as well as City policies, programs, services, initiatives and events that affect residents.

AccessGP is home to the City's 311 service and the central hub for all citizen, business and visitor non-emergency information and service requests. AccessGP supports citizens in navigating processes to engage the City more effectively; provides information about City services, programs, bylaws and events; prepares and monitors dispatches and service requests to operational departments; and provides citizens financial transaction services.

Going forward Corporate Communications and Corporate Marketing will be amalgamated into Corporate Communications and Marketing.

Department Budget

	2023 Budget	2024 Budget	\$ Change	2025 Budget	2026 Budget	2027 Budget	2028 Budget
Revenue	-	-	-	-	(40,000)	-	-
Operating Expenses	1,683,722	1,693,890	(158,017)	1,535,873	1,549,297	1,563,345	1,590,384
Net Required	1,683,722	1,693,890	(158,017)	1,535,873	1,509,297	1,563,345	1,590,384

Adjustments for 2025 Budget include website support costs being transferred to Geographical & Information Technology Services, cost savings in travel, supplies and other organizational adjustment strategies.

Service Overview

Access GP

- In person:
 - Monday to Friday
 - 8:30 a.m. to 4:30 p.m.
(excluding statutory holidays)
- Phone or digital:
 - Monday to Friday
 - 8:00 a.m. to 6:00 p.m.
(excluding statutory holidays)
- Access GP Portal Services: 24/7/365

Dispatch Services

- In person:
 - Monday to Friday
 - 8:30 a.m. to 4:30 p.m.
(excluding statutory holidays)
- Phone or digital:
 - Monday to Friday
 - 8:00 a.m. to 6:00 p.m.
(excluding statutory holidays)

Service Overview

External Communications

- Daily
 - Media releases
 - Media relations
 - Social media planning
 - Corporate website management
- Weekly
 - Corporate communication planning
 - Communication support for Mayor and Council
- As Required
 - Emergency communications (GPREP)
 - Corporate documentation support

Internal Communications

- Daily
 - Corporate Cygnet Intranet
- Other duties as needed

Community Engagement

- Annually
 - 10–15 Public Engagement events
 - 4 “Did you Know” campaigns
-



CORPORATE MARKETING

Overview

The Corporate Marketing department is responsible for the development, implementation and management of the City's brand. The team leads the creation and execution of marketing strategies for the City, while also selling sponsorship opportunities and advertising placements. Key objectives are maintaining brand consistency, cultivating community participation and facility usage, measurement and reporting and revenue generation.

Going forward Corporate Communications and Corporate Marketing will be amalgamated into Corporate Communications and Marketing.

Department Budget

	2023 Budget	2024 Budget	\$ Change	2025 Budget	2026 Budget	2027 Budget	2028 Budget
Revenue	-	(1,001,512)	175,000	(826,512)	(842,192)	(858,186)	(874,500)
Operating Expenses	1,000,191	1,177,714	(284,721)	892,993	911,702	924,353	931,331
Net Required	1,000,191	176,202	(109,721)	66,481	69,510	66,167	56,831

Adjustments for 2025 Budget include decrease in anticipated advertising revenue recovery and organizational adjustment strategies.

Service Overview

Brand Strategy and Management

- City image, tone and voice stewards
- Community ambassadorship

Graphic Design

- Creative ideation
- Various static and motion graphics creation

Marketing Strategy and Execution

- Marketing service for City events and facilities
- Budgeting, media buying, social media, reporting

Sales and Sponsorship

- Sales of naming rights, sponsorships and advertising
- Revenue generation and reporting



INVEST GRANDE PRAIRIE

Overview

Invest Grande Prairie supports local business retention and assists local businesses in achieving their expansion goals. The department provides economic research and trend analysis relevant to key markets and sectors of the economy. Through partnerships, the department works collaboratively to address local and regional workforce needs and ensures entrepreneurs and innovators are connected to supports and networks to help them launch and scale. The department seeks to accommodate the needs of residents and businesses by providing exceptional customer service, supporting the development needs of the local community, encouraging new investment and supporting local economy focused organizations.

Invest Grande Prairie oversees delivery of the Rural Renewal Stream Immigration program in collaboration with other departments to maintain the highest standard of regulatory review for employer applications and candidate endorsement. Municipal endorsement letters are delivered to candidates to solve labour shortages for local employers.

Assessing the largest need to recruit and retain workers, the department focuses to deliver concierge services with the highest impact to the quality of life of residents, most specifically: childcare and healthcare.

The department also guides businesses and investors through the development process by acting as a facilitator for municipal services and provides a concierge service to developers in the commercial and industrial sectors who are looking for opportunities to invest in the city. As part of the City's investment attraction focus, the department markets the City's opportunities on a provincial, national and international level.

Department Budget

	2023 Budget	2024 Budget	\$ Change	2025 Budget	2026 Budget	2027 Budget	2028 Budget
Revenue	-	-	-	-	-	-	-
Operating Expenses	1,421,033	1,598,980	(225,494)	1,373,486	1,317,098	1,321,728	1,326,582
Net Required	1,421,033	1,598,980	(225,494)	1,373,486	1,317,098	1,321,728	1,326,582

Adjustments for 2025 Budget include updates to operational staffing structure.

Service Overview

General Inquiries

- Hours of Operation:
 - Monday to Friday 8:30 a.m. to 4:30 p.m.
- Respond to meeting requests within two business days
- Acknowledge requests for information within two business days and provide follow up information within five business days

Strategic Partnership and Engagement

- Acknowledge data and economic indicator requests within two business days and provide follow up information within five business days
- Manage grant and incentive programs as per City policies and procedures
- Support workforce development and entrepreneurship through collaborative initiatives, partnerships and Board placement
- Invest NW support
- Work NW project delivery
- Grande Prairie Regional Innovation Network (GPRIN) contract management
- Grande Prairie Regional Tourism Association (GPRTA) and tourism contract management and support

Market Research and Analysis

- Maintain and develop investment-focused information and publications annually (e.g. Commercial Opportunities Booklet)
- Investigate gaps in commercial retail development and pursue targets through tradeshow booth, collateral deliver and long-term relationship management e.g. Innovating Commerce Serving Communities

Economic Data and Analysis

- Retail Market Analysis completed every two years
- GP Guide every year in collaboration with Corporate Marketing
- Economic indicators provided monthly (newsletter) delivered on the last Thursday of each month
- Provide annual economic update as part of budget deliberations
- Acknowledge data and economic indicator requests within two business days and provide follow up information within five business days

Strategic Priority Projects

- Childcare Business Development; concierge service to increase available child spaces
- Healthcare Attraction & Retention: Network healthcare professionals and their families to encourage Alberta Health Services (AHS) contract signature and support integration
- Asclepius student medical camp support
- Healthcare professional thank-you events
- Healthcare professional attraction events for medical students in collaboration with AHS

Municipal Endorsement Letters

- Ensure municipal candidate endorsement letters are delivered within seven days of application review completion
- Ensure municipal endorsement letters are verified to the province of Alberta within two days of enquiry
- Ensure revoked endorsement letter information is processed and provided to the Province of Alberta within two days

Service Overview

Public Relations and Promotion	Rural Renewal Stream Immigration Program
<ul style="list-style-type: none"> ■ Develop relationships and partnerships to enhance investment readiness and promotion opportunities ■ Investigate local employer needs through regular meetings, surveys and engagement methods ■ Promote national events such as Small Business Week and Tourism Week, with a tie to the local economy ■ Provide Invest Grande Prairie business and sector data, supports and resources through a consistent voice on multiple channels for communications delivery management ■ Sector or industry specific engagement on a quarterly basis, gather insights and respond to needs 	<ul style="list-style-type: none"> ■ Ensure accurate processing of employer applications and candidate endorsement requests within seven days of receipt ■ Manage monthly community partnership approvals, Grande Prairie Local Immigration Partnership (GPLIP) and stakeholder engagement upheld ■ Ensure provincial regulatory requirements up-to-date and designated community information disseminated ■ Ensure record maintenance in regard to all provincial and local immigration queries

Key Initiatives & Projects

Initiative/Project	Council Strategic Plan Alignment
Tourism Strategy	Innovative Efficiencies & Economic Readiness
Attraction & Retention of Health Care Professionals	Innovative Efficiencies & Economic Readiness
Daycare Shortages	Inclusive & Caring Community
Industry Attraction: Grant Funding to Attract Key Industries	Innovative Efficiencies & Economic Readiness



LEGISLATIVE & EXECUTIVE SERVICES

Overview

Legislative & Executive Services is committed to supporting the City Council, Administration and residents by fostering partnerships, delivering excellent service and developing innovative solutions aligned with the Council's strategic plan. The department coordinates activities for the Mayor and CAO, providing executive support, event planning and communication management. It organizes Council's strategic planning sessions and oversees progress on the strategic plan. Additionally, Legislative & Executive Services manages intergovernmental relations with municipal, provincial and federal governments, advocating for City Council priorities and enhancing Indigenous relations as part of Truth and Reconciliation efforts. The department also focuses on maximizing grant revenues and managing the City's insurance portfolio, claims process, FOIP issues and expertise in the Municipal Government Act.

Department Budget

	2023 Budget	2024 Budget	\$ Change	2025 Budget	2026 Budget	2027 Budget	2028 Budget
Revenue	(90,714)	(111,385)	(225,465)	(336,850)	(118,817)	(120,823)	(122,869)
Operating Expenses	1,800,818	1,918,086	161,845	2,079,931	1,889,422	1,907,512	1,916,935
Net Required	1,710,104	1,806,701	(63,620)	1,743,081	1,770,605	1,786,689	1,794,066

Adjustments for 2025 Budget include an increase in insurance premium recovery from third parties, transfer from Future Expenditures Reserve for 2025, offset by election costs.

Service Overview

<p>Executive Support for Mayor and CAO</p> <ul style="list-style-type: none"> ■ Communications ■ Event planning ■ Stakeholder relations ■ Scheduling 	<p>Strategic Planning</p> <ul style="list-style-type: none"> ■ Organizing strategic planning sessions ■ Reporting on progress of strategic plan
<p>Records Management</p> <ul style="list-style-type: none"> ■ In alignment with Bylaw C-1348 	<p>Flag Protocol</p> <ul style="list-style-type: none"> ■ Coordination and oversight for City Flag Protocols
<p>FOIP Requests</p> <ul style="list-style-type: none"> ■ Ongoing 	<p>Insurance and Risk Management</p> <ul style="list-style-type: none"> ■ Ongoing

Service Overview

Intermunicipal Relations

- Building relationships with regional municipalities
- Administrative support on the Intermunicipal Collaboration Committee with the County of Grande Prairie
- Support for Intermunicipal Development Plan negotiations
- Planning intermunicipal events and activities

Council/Committee Coordination

- Administer activities for meetings including coordination of security
- Review and upload documents to eScribe
- Council and Standing Committee meeting rules and procedures found in C-1299 Procedure Bylaw
- Agenda preparation in consultation with Corporate Leadership Team (CLT) and Mayor
- Meeting minute scribe and audio and visual for in Chambers and livestreaming
- Delegation requests coordination

Election

- General Municipal Election occurs every four years unless there is a required By-Election

City Clerk

- In alignment with the duties assigned under the MGA and through the delegation from the City Manager including carrying out responsibilities for receipt of Petitions, Complaints and related items

Provincial/Federal Advocacy

- Staying informed of provincial and federal political developments, policy proposals and budgets
- Facilitating the development and advancement of City Council's annual advocacy priorities
- Providing administrative support to the Mid-Sized Cities Mayor's Caucus
- Building relationships and rapport with provincial and federal officials
- Supporting Council's interactions with Alberta Municipalities
- Supporting Council's interactions with the Federation of Canadian Municipalities

Appeal Hearings

- Assessment Review Board in alignment with Bylaw C-1249 and the MGA
- Subdivision and Development Appeal Board in alignment with Bylaw C-1444
- General Appeal Board relevant to specific legislation Bylaw C-1469
- Fees in alignment with relevant Appeal Bylaws

Census

- Census occurs based on the direction of City Council

Boards and Committees

- Manage the recruitment, onboarding and coordination of Council assigned public members to Boards and Committees In alignment with Bylaw C-1422

Service Overview

Indigenous Relations	Grant Coordination
<ul style="list-style-type: none"> ■ Working to improve and foster indigenous relations and advance the City's work on Truth and Reconciliation ■ Development and advancement of an Indigenous Relations Framework 	<ul style="list-style-type: none"> ■ Working to maximize revenues received from government organizations and non-governmental organizations ■ Facilitating the development of a grants identification, tracking and monitoring system ■ Grant application prioritization and strategy development
Bylaw and Policy Management	
<ul style="list-style-type: none"> ■ Bylaws and policies must be reviewed by department owners every four years ■ Jurisdiction scanning for bylaw and policy comparative research ■ Draft bylaws and policies submitted two weeks prior to uploading to Teams site ■ Legislative & Executive Services uploads draft bylaws and policies for Council or Committee Review ■ Maintenance of document libraries ■ Tools, tips, resources for supporting bylaw and policy development and review 	

Key Initiatives & Projects

Initiative/Project	Council Strategic Plan Alignment
Electricity Distribution & Transmission Costs: Reduction	Innovative Efficiencies & Economic Readiness
Provincial and Federal funding for Housing Needs	Inclusive & Caring Community
Railcar Access	Innovative Efficiencies & Economic Readiness
Attraction & Retention of Health Care Professionals: Advocacy	Innovative Efficiencies & Economic Readiness
Local Government Funding Framework	Innovative Efficiencies & Economic Readiness
Daycare Shortages	Inclusive & Caring Community
Industry Attraction: Grant Funding to Attract Key Industries	Innovative Efficiencies & Economic Readiness

FINANCIAL & ADMINISTRATIVE SERVICES

Financial & Administrative Services provides a foundation for all City departments by anticipating and responding to organizational, Council and public needs.

Departments in this service area include Financial Management, Geographical & Information Technology Services, Procurement & Supply Chain Management and Taxation & Assessment. The focus of the service area is to ensure the organization is conducting business in the most effective and efficient manner while adhering to legislative requirements.





FINANCIAL MANAGEMENT

Overview

The Financial Management department is responsible for overseeing the City's financial health and ensuring fiscal integrity. The department provides comprehensive financial services, including budget planning, accounting, payroll and benefits administration, asset management, debt management, investment oversight, internal and external financial reporting and regulatory compliance. It also plays a critical role in safeguarding municipal assets, optimizing financial resources and providing transparency to stakeholders, all while supporting the City's long-term financial stability.

Department Budget

	2023 Budget	2024 Budget	\$ Change	2025 Budget	2026 Budget	2027 Budget	2028 Budget
Revenue	-	-	-	-	-	-	-
Operating Expenses	2,651,948	2,874,687	185,151	3,059,838	3,234,296	3,252,583	3,265,553
Net Required	2,651,948	2,874,687	185,151	3,059,838	3,234,296	3,252,583	3,265,553

Adjustments for 2025 Budget include consulting and professional fees and an increase to Financial Management's portion of the Enterprise Resource Planning (ERP) licensing costs.

Service Overview

Financial Reporting

- Quarterly unaudited financial statements, including variance reporting and forecasting to Committee (Policy 313)
- Internal monthly reporting to the Corporate Leadership Team

Audited Financial Statements

- Annual Audited Financial Statements and Municipal Financial Information Return (MGA Requirement)
- Sub-audits for federal and provincial funding

Tangible Capital Assets and Projects

- Quarterly reconciliation and reporting of tangible capital assets including recording acquisition costs, depreciation and impairment, if applicable
- Project reporting, tracking and reconciliation on an ongoing basis
- Grant reporting requirements (Policy 313), ad hoc

Accounting Services

- Weekly accounts payable invoice and expense processing
- Monthly accounts receivable invoicing, collections and reconciliations
- Ongoing administration of corporate purchase cards
- Financial transaction management including journal entry processing, ledger maintenance and reconciliation of accounts (daily, weekly, monthly)

Service Overview

<p>Internal Controls</p> <ul style="list-style-type: none"> ■ On-going management to ensure controls remain effective in relation to current internal practices and procedures 	<p>Financial Analysis</p> <ul style="list-style-type: none"> ■ Ad hoc/value added service/on-going
<p>Benefits</p> <ul style="list-style-type: none"> ■ Ongoing management of health and insurance benefit plans ■ Ongoing administration of IAFF pension plan ■ Monthly management and annual reporting for multiple pension plans ■ Triennial regulatory pension audit 	<p>Payroll</p> <ul style="list-style-type: none"> ■ Bi-weekly payroll processing for all employee groups ■ Annual T4 preparation and reporting ■ Annual retention bonus administration (contract obligations) ■ Record of Employment (ROE) preparation and filing, as needed
<p>Investments</p> <ul style="list-style-type: none"> ■ Monitor compliance with investment policies and regulations to protect municipal assets - ongoing ■ Safely invest surplus funds to generate income: ad hoc 	<p>Debt</p> <ul style="list-style-type: none"> ■ Oversight of debt portfolio: monthly ■ Ensure compliance with debt limits and debt servicing limits in accordance with MGA and Council Policy: ad hoc ■ Develop and maintain strategies to minimize interest costs and ensure responsible borrowing: ad hoc
<p>Asset Strategy</p> <ul style="list-style-type: none"> ■ Monitor and support Corporate Asset Management Strategy and ensure alignment with organization's objectives: every three years 	<p>Asset Data Management</p> <ul style="list-style-type: none"> ■ Review and analyze asset data, track maintenance history and make data-driven recommendations in cooperation with department directors: varies based on asset criteria (annually up to five years)
<p>Asset Planning</p> <ul style="list-style-type: none"> ■ Maintenance of corporate asset management plan: every five years ■ State of Infrastructure report: every two years ■ Annual monitoring of asset management maturity 	<p>Budget Development (PBB)</p> <ul style="list-style-type: none"> ■ Annual budget planning and management (six to nine month process) ■ Four year operating and five year capital (MGA requirement)

Key Initiatives & Projects

<p>Initiative/Project</p>	<p>Council Strategic Plan Alignment</p>
<p>Corporate Asset Maturity Strategy</p>	<p>Innovative Efficiencies & Economic Readiness</p>



GEOGRAPHICAL & INFORMATION TECHNOLOGY SERVICES

Overview

The Geographical & Information Technology Services (GITS) department is essential to the City’s operations, providing specialized knowledge and support for various aspects, from network infrastructure hardware and software applications used across departments. This comprehensive, centralized approach to technology ensures that municipal departments can carry out their operations efficiently and effectively.

The Information Technology Services (ITS) team is responsible for maintaining a consistent and stable systems architecture while safeguarding against unauthorized access. Their role is pivotal in ensuring the reliability and security of the municipality’s technology ecosystem, which includes vital infrastructure, critical systems and applications, sensitive data and corporate assets.

The Geographic Information System (GIS) team enables the organization to visualize, question, analyze and interpret business data to understand relationships, patterns and trends. Geographic information is the key to better decision-making from day-to-day operations to long-term planning. Government agencies use GIS technology to foster innovation in their organizations and build smart communities. GIS is a pillar to municipal governance and an essential service for corporate management. GIS is fully integrated throughout the City for internal operations, emergency services and external public information.

Department Budget

	2023 Budget	2024 Budget	\$ Change	2025 Budget	2026 Budget	2027 Budget	2028 Budget
Revenue	(1,548,862)	(1,639,493)	(79,389)	(1,718,882)	(1,683,140)	(1,668,653)	(1,671,353)
Operating Expenses	6,848,860	7,113,256	(291,505)	6,821,751	6,944,446	7,060,944	7,176,017
Net Required	5,299,998	5,473,763	(370,894)	5,102,869	5,261,306	5,392,291	5,504,664

Adjustments for 2025 Budget include cost savings in software, computer hardware and data communications, slightly offset by website support costs being transferred from Corporate Communications. Additionally, there is an increase in revenue due to more computers being rented out to the organizations departments from ITS.

Service Overview

GIS/Information Technology – Strategy and Governance

- Builds collaborative partnerships with internal, regional and municipal partners
- Develops strategic initiatives to ensure the direction and modernization of enterprise systems meets the corporate business needs
- GIS/IT project management for the planning, organizing and leading of information technology projects

Information Technology – Network & Connectivity

- Develops and maintains the corporate enterprise network and corporate architecture processes that provide the communication path and services between users, applications, services and external networks/the internet
- Responsible for monitoring network infrastructure performance and ensuring system availability and reliability for the organization
- Corporate Network availability, >= 99% accessible

Business Systems

- Provides leadership and expertise in the provision, development and maintenance of technology applications for corporate application architecture
- Response time for service request <= two business days

GIS – Corporate Spatial Data & Records Management

- Digital records management steward for all corporate geographic asset records
- Management of internal and external spatial data for the GIS solutions and corporate business applications
- Ongoing

Information Technology – Server and Storage Infrastructure

- Responsible for managing all hardware, software and processes that provides the server infrastructure, storage backups and enterprise computer services for the organization
- Server vulnerabilities patched within 30 days, non-critical vulnerabilities patched within 90 days
- Server operation >= 99% accessibility

Information Technology – Cyber Security

- Protects corporate data assets, sensitive and mission critical information from unauthorized access
- Cyber threats, cyber security training and preventative cyber security hardware/software implementation

GIS – Map Production

- The GIS group is the spatial data steward of the corporate geographic data, mapping standards and requirements
- Fees in alignment with Bylaw C-1395
- Monday to Friday: 8:30 a.m. to 4:30 p.m., response time for service request, <= two business days

GIS – Analysis of Spatial Data or Data Analysis

- The analysis of data to identify patterns/relationships from a combination of datasets (spatial and non-spatial systems) for use in enterprise systems or corporate business decisions
- Ongoing

Service Overview

GIS – Plotting Digital and Large Format Printing

- GIS provides engineering size scanning services, permanent corporate mapping retention processes and online access to our library of corporate records
- Fees in alignment with Bylaw C-1395. Monday to Friday: 8:30 a.m. to 4:30 p.m., response time for service request <= two business days

GIS – Application Design and Development

- Provides full lifecycle specialized services for GIS business needs assessments, GIS system architecture, application development, database and systems integration
- Response time for service request <= two business days

IT Help Desk – Client Services

- Interfaces with users daily, prioritizing incidents and service requests
- Responsible for the procurement and technical support of desktop hardware and software
- Provides expert advice and consulting services for end user’s technology needs and requirements
- Response time for service request <= two business days

GIS/IT Help Desk – User Support, Education and Customer Service

- Training for use of technology related devices, applications and cyber security
 - One per month for GIS related content and as required for business systems
-



PROCUREMENT & SUPPLY CHAIN MANAGEMENT

Overview

The Procurement and Supply Chain Management department is responsible for the procurement of goods, services and construction for all City departments as a centralized service. Governed by the trade agreements, they provide strategic services to internal and external stakeholders. Procurement provides the necessary resources, education and training to facilitate effective and efficient procurement processes for both external and internal stakeholders.

Department Budget

	2023 Budget	2024 Budget	\$ Change	2025 Budget	2026 Budget	2027 Budget	2028 Budget
Revenue	-	-	-	-	-	-	-
Operating Expenses	1,368,695	1,491,765	13,780	1,505,545	1,513,928	1,521,066	1,528,374
Net Required	1,368,695	1,491,765	13,780	1,505,545	1,513,928	1,521,066	1,528,374

Adjustments for 2025 Budget include an increase to Procurement’s portion of the Enterprise Resource Planning (ERP) licensing costs, increased costs for City Hall’s water and sewer as well as building insurance.

Service Overview

Competitive Bidding, Scope Development, Contract Creation and Execution

- Ongoing
- Average of 150 competitive bids annually
- Contract administration and lifecycle management for over 200 active contracts annually
- Average of 60–75, 45 minute debriefs annually
- Facilitate training sessions for staff

Purchase Order (PO) Creation and Issuance

- 24–48 hour turnaround time
- Approximately 300 bulk purchase orders are created for the organization to streamline the process for suppliers and staff, average number of purchase orders created in 2024 overall was reduced by 60% from 2023 with this initiative
- Estimated time spent is 270 hours monthly
- Supplier set up and compliance with ERP estimated time spent is 100 hours per month

Service Overview

<p>Cell Phone Account and Hardware Provision</p> <ul style="list-style-type: none"> ■ 24–48 hour turnaround time ■ Approximately 10 hours per month 	<p>Systems and Process Training (Oracle, Bids and Tenders)</p> <ul style="list-style-type: none"> ■ Approximately 20–30 hours per month
<p>Mail and Building Services – City Hall Building</p> <ul style="list-style-type: none"> ■ Building Manager role: average eight hours monthly ■ Mail clerk: average 35 hours monthly/ two hours daily 	<p>Supplier Development and Performance Management</p> <ul style="list-style-type: none"> ■ Ongoing ■ Average 25–30 hours monthly
<p>Surplus/Retired Asset Disposal</p> <ul style="list-style-type: none"> ■ Ongoing ■ Average 450 auction postings per year ■ Average 50 hours monthly 	<p>Mail & Building Services – Internal Mail</p> <ul style="list-style-type: none"> ■ Daily ■ Approximately 150,000 pieces of mail annually ■ Average of six hours daily



TAXATION & ASSESSMENT

Overview

The Taxation and Assessment department is responsible for generating and collecting funds from the public so that the City can provide services to its residents. Assessment is responsible for determining and defending fair and equitable assessments for all properties. Taxation is responsible to collect the different taxes levied against properties on behalf of the City of Grande Prairie, the Province of Alberta, the Grande Spirit Foundation and the Grande Prairie Downtown Association.

Department Budget

	2023 Budget	2024 Budget	\$ Change	2025 Budget	2026 Budget	2027 Budget	2028 Budget
Revenue	(293,000)	(278,000)	(7,000)	(285,000)	(290,200)	(295,504)	(300,914)
Operating Expenses	1,478,840	1,525,761	(19,755)	1,506,006	1,569,553	1,589,256	1,604,919
Net Required	1,185,840	1,247,761	(26,755)	1,221,006	1,279,353	1,293,752	1,304,005

Adjustments for 2025 Budget include an increase in tax search revenue and a decrease in consulting fees.

Service Overview

Property Assessment

- Properties re-inspected every five years
- 20–25% each year (Best Practice – Municipal Affairs)
- Annual Reassessment (MGA)

Appeals

- All appeals heard by December 31
 - Notice sent 70 days prior to hearing
 - Property owner must submit evidence 42 days prior to hearing
 - Provides response 14 days prior to hearing
- Timelines set out in MGA and Assessment Appeals Regulations

Tax Notifications

- Taxes are levied by May of each year
- Taxes must be levied by December 31 (MGA)

Tax Payments

- In-Person: Monday to Friday: 8:30 a.m. to 4:30 p.m.
- Online: 24/7/365
- TIPPS: Monthly

Customer Service

- Monday to Friday: 8:30 a.m. to 4:30 p.m.

Tax Delinquencies

- In alignment with MGA

OPERATIONAL SERVICES

Operational Services is responsible for ensuring new and existing infrastructure meets the current and future needs of the community.

Operational Services encompasses Corporate Facility Management, Engineering Services, Fleet Management, Environment and Parks, Transit Services, Transportation Services, Planning and Development and Inspection Services. From roads and parks to drainage pipes and traffic lights, Operational Services ensures a wide range of City infrastructure is cared for so residents and visitors can work, commute, play and do business safely and efficiently. Operational Services strives to be a leader in innovative practices, environmental sustainability and organizational efficiency.





CORPORATE FACILITY MANAGEMENT

Overview

Corporate Facility Management is responsible for managing the City’s energy (gas and electrical utilities) and vertical assets (facilities). Responsibilities are divided into four divisions:

- 1) **Asset Management (Plan):** Monitor the conditions of facilities physical assets, ensure facilities meet current operational requirements and asset data management.
- 2) **Project Management (Build):** Management of capital and renewal facility construction projects, consultation services, manage future project requests and ensure City facility construction projects meet all legislated and code requirements.
- 3) **Facility Maintenance (Maintain):** Service delivery of all facility related daily reactive work orders (e.g.: plumbing, electrical, carpentry, etc.) and ongoing scheduled preventive and predictive maintenance.
- 3) **Energy Management (Optimize):** Management of City energy resources & programs with a focus on reducing environmental impacts.

Department Budget

	2023 Budget	2024 Budget	\$ Change	2025 Budget	2026 Budget	2027 Budget	2028 Budget
Revenue	(2,147,288)	(2,950,097)	111,460	(2,838,637)	(2,728,146)	(2,628,146)	(2,528,146)
Operating Expenses	13,839,812	14,818,519	(398,939)	14,419,580	14,560,263	14,650,396	14,786,139
Net Required	11,692,524	11,868,422	(287,479)	11,580,943	11,832,117	12,022,250	12,257,993

Adjustments for 2025 Budget include reductions to reserve transfers for streetlight conversions and Highway 43 streetlight costs, which are offset by organizational adjustments and reductions to utilities.

Service Overview

Facilities Operations

- Maintenance, Asset and Project Management for 50 buildings including the recently renovated Cedar Point
- Monitoring and analyzing corporate energy consumption

Facility Asset Management

- Ensure compliance with municipal, provincial and federal building codes, safety codes and standards
- Coordinates the energization of energy assets including streetlights

Service Overview

<p>Facility Project Management</p> <ul style="list-style-type: none"> Ensure compliance with municipal, provincial and federal building codes, safety codes and standards Facilitates the implementation of energy projects 	<p>Facility Renewal Projects</p> <ul style="list-style-type: none"> Ensure compliance with municipal, provincial and federal building codes, safety codes and standards.
<p>Internal Operations – Facilities Managed by City Staff</p> <ul style="list-style-type: none"> Scheduled preventative and predictive maintenance Timely response to reactive work orders based on priority: <ul style="list-style-type: none"> Emergency: one hour response time High Priority: 24-hour response time Medium Priority: five day response time Low Priority and Planned: TBD response time System changes and efficiency upgrades Fulfillment of Service Level Agreements All work orders and requests for service managed through Maintenance Connection Direct management of all facility related improvements 	<p>External Operations – Facilities Managed by External Partners</p> <ul style="list-style-type: none"> Scheduled preventative and predictive maintenance Timely Response to reactive work orders based on priority: <ul style="list-style-type: none"> Emergency: one hour response time High Priority: 24-hour response time Medium Priority: five day response time Low Priority and Planned: TBD response time System changes and efficiency upgrades Fulfillment of Service Level Agreements All work orders and requests for service managed through Maintenance Connection Provide oversight and approvals on all facility related improvements
<p>Service Centre Building Operations</p> <ul style="list-style-type: none"> Ongoing 	<p>Energy Management</p> <ul style="list-style-type: none"> Management of the City's streetlight franchise agreement with ATCO Internal management of site activation/deactivations

Key Initiatives & Projects

<p>Initiative/Project</p>	<p>Council Strategic Plan Alignment</p>
<p>Covered Outdoor Spaces</p>	<p>Quality of Life</p>
<p>Electricity Distribution & Transmission Costs: Reduction</p>	<p>Innovative Efficiencies & Economic Readiness</p>



ENGINEERING SERVICES

Overview

Engineering Services manages linear public infrastructure above and below ground within a City right-of-way. This includes City-owned infrastructure (roadways, sidewalks, pathways, traffic signals, stormwater drainage systems, etc.) and infrastructure owned by others (power, gas, cable, water, sanitary).

Engineering Services plans and manages the inspection, rehabilitation and growth projects for City-owned linear infrastructure through capital projects and development agreements.

Going forward Engineering Services and Transportation Services will be amalgamated into Engineering & Transportation Services, and the development portion of Engineering will be Amalgamated with Development Services.

Department Budget

	2023 Budget	2024 Budget	\$ Change	2025 Budget	2026 Budget	2027 Budget	2028 Budget
Revenue	(63,800)	(64,050)	2,000	(62,050)	(63,090)	(68,949)	(70,127)
Operating Expenses	3,000,622	2,808,024	(224,966)	2,583,058	2,604,357	2,611,094	2,612,893
Net Required	2,936,822	2,743,974	(222,966)	2,521,008	2,541,267	2,542,145	2,542,766

Adjustments for 2025 Budget include net decrease to estimated permit revenues, reduction in contractual obligations, and other operating efficiencies found.

Service Overview

Engineering Permits

- Engineering Permit issuance, upon a completed application, within three to seven days depending on complexity
- Emergency work facilitated as needed

Engineering Studies

- Master Plans are reviewed and updated every 5–10 years depending on budget
- Basin, functional studies and other studies are completed as needed
- Assignment of the work and timelines to complete the work are based on scope and stakeholder consultation

Slope and Outfall Monitoring

- Seasonal check of corridor in fall and spring
- Additional checks occur after an event
- Data from checks tracked

Development Technical Advice

- Respond within deadline provided

Service Overview

Linear Asset Management

- Formal condition assessments are completed on a schedule. Informal and additional assessments are completed as needed:
 - Roads on a three year cycle
 - Traffic signals on a seven year cycle
 - Sidewalks and pathways on a five year cycle
 - Bridges are based on provincial requirements that vary depending on vehicle versus pedestrian and age of bridge
 - Bear Creek corridor outfalls and slopes on a five year cycle
 - Dam structure and spillway is based on provincial requirements
 - Storm sewer evaluation varies based on material and age
- Road Pavement Quality Index (PQI) established by Council is used as level of service for planning projects
- New asset data is entered and linked to GIS within one year of receiving record drawings
- Capital budget plans submitted annually

Capital Construction Management

- Projects are selected based on established criteria to maximize our investments and prolong asset life
- Communication plans are developed with the Communications Department for each project and can include: open houses, letters, notifications, etc.
- Tangible capital asset data and record drawings are provided annually to Finance and GIS

Creek and Dam Monitoring and Management

- Creek levels and snow loads are monitored using sensors and equipment. The spillway is monitored using sensors, cameras and site inspections
- Scheduled checks vary based on time of year

Development Agreements

- Activities conducted in accordance with policies and procedures
- Comments on preliminary detailed engineering drawings returned within two weeks. Final submissions once all comments are addressed are processed within three days
- Preparation of Servicing Agreements begin upon receiving a completed application
- Inspections scheduled within three days of request. Upon receipt of a complete package for Construction Completion Certificate (CCC) and Final Acceptance Certificate (FAC) issued within one week
- Letter for reduction of securities provided within one week of CCC and FAC fully signed off
- Record drawings checked during winter months
- Tangible capital asset data and record drawings provided annually to Finance and GIS

Lot Grading Permits

- Upon receiving a complete application, issuance of a permit for residential lot grading, commercial lot grading permit and stormwater diversion is within five days

Surface Drainage Technical Support

- Acknowledge inquires within three days indicating proposed approach to analysis and provide recommendations and survey support as required
- Surveys and inspections are completed during the summer based on a list of accumulated requests
- Risks are assessed and requests prioritised on that basis

Service Overview

Development Studies Related to Growth

- Work with applicant on terms of reference, respond to enquires as received, provide preliminary comments on draft studies and provide acceptance on final study
- Timelines vary depending on type and complexity of study

Transportation Off-site Levy

- Activities completed in accordance with the Transportation Off-site Levy Bylaw, MGA and Development Agreements

Utility Alignment Approvals

- Circulated to public utility companies and reviewed with a decision within two to three weeks on average
- Complex alignment requests with conflicts takes longer and may trigger re-circulation

Design and Construction Standards

- Amendment requests received from internal and external customers tracked. Requests researched, stakeholder consultation and amendments historically implemented annually, however currently on hold pending capital approval for update
- Controversial amendments elevated for decision

Key Initiatives & Projects

Initiative/Project

Council Strategic Plan Alignment

Corporate Asset Maturity Strategy

Innovative Efficiencies & Economic Readiness



TRANSPORTATION SERVICES

Overview

Transportation Services offers a range of services aimed at preserving and optimizing the City's transportation and stormwater infrastructure.

During summer months, transportation crews are actively engaged in various activities aimed at maintaining safe road and sidewalk conditions for residents. Road crews carry out a variety of programs, including a dedicated pothole team utilizing both cold and hot patching techniques, as well as a full paving crew handling larger projects and small overlays. Additionally, road crews are responsible for grading rural roadways and conducting city street sweeping.

Transportation Services also encompasses the stormwater maintenance crew, a vital component in mitigating spring melt flooding and repairing catch basins and manholes. When these construction programs are paused during the winter months, operators shift their focus to snow removal, working round the clock throughout the winter to ensure Grande Prairie residents have safe and clear roadways.

Within the traffic division, there are Traffic Engineering, Signal Maintenance and Signs crews. These teams collaborate to maintain various traffic control devices and optimize existing infrastructure, ensuring efficient and safe traffic flow for both vehicles and pedestrians throughout the city.

Going forward Transportation Services and Engineering Services will be amalgamated into Engineering & Transportation Services.

Department Budget

	2023 Budget	2024 Budget	\$ Change	2025 Budget	2026 Budget	2027 Budget	2028 Budget
Revenue	(354,901)	(173,835)	43,730	(130,105)	(87,875)	(89,405)	(90,966)
Operating Expenses	15,228,648	15,250,803	(301,351)	14,949,452	15,090,485	15,153,648	15,204,877
Net Required	14,873,783	15,076,968	(257,621)	14,819,347	15,002,610	15,064,243	15,113,911

Adjustments for 2025 Budget include reductions to reserve transfers for Highway 43, increased contractual obligations, increasing costs of contracted services and materials offset by a reduction to residential snow clearing service levels, adjustments to internal mobile equipment expenses, and other operating efficiencies.

Service Overview

Railway Crossing and Signals

- Provision of traffic control and paving services during the maintenance and repair of rail crossings

Signals

- Monthly visual inspections of all traffic lights
- Provide preventive maintenance service for all controllers on a semi-annual basis
- Perform annual inspections of all poles and mounting hardware and confirm ground clearance
- Clean and service all heads annually
- On going relamping of LED bulbs on a seven year cycle
- Complete repairs to traffic signals as a high priority, flashing median lights as a routine priority
- Semi annual inspections of all signalized pedestrian crossings
- 24/7/365 emergency response to malfunctioning and damaged signals
- Cleaning and maintenance of 350 traffic detection cameras on a yearly basis

Traffic Engineering

- Modelling and analysis of 80 city signalized intersections on a five year rotation
- Completion of traffic counts and speed surveys on both a scheduled and as-needed basis
- Delivery of intersection safety studies and small-scale functional reports
- Provision of technical comments to large scale engineering services projects, typically within five business days of delivery
- Addressing public inquiries and complaints about traffic and pedestrian infrastructure. Response within seven business days
- Maintenance and updating of the city Equilibre Multi-Modal/Multi-Modal Equilibrium (EMME) model, which is used for long term traffic network planning

Street Sweeping

- To clean priority 1 and 2 roadways three times per year, residential roadways one time per year

Signs

- Guide, information and warning sign maintenance and repair is completed as a routine priority on an as required basis. New installations are scheduled as workload permits
- Signs are inspected annually to confirm presence and condition
- Line-painting is conducted May to September on arterial and collector roads
- Up to three applications per season are done on high volume roadways
- Markings are repainted semi-annually except for those roadways improved under the Provincial Authority
- Design and implementation of temporary traffic control plans for special events such as parades, festivals and emergency repairs

Maintenance of Asphalt (Roads and Paths)

- Road failures are repaired on an as-required basis as a high priority to reduce potential hazard to traffic
- Permanent regular maintenance and repairs are scheduled with priority depending upon the severity of the problem
- Potholes or sinkholes that are an immediate threat to public safety are addressed immediately
- During summer months, crews aim to triage and repair reported potholes within seven working days
- During winter months, potholes are patched as conditions allow

Service Overview

Spring Cleanup

- Cleaning of all boulevards and islands adjacent to arterial roads at the conclusion of each winter season

Maintenance of Gravel Roads

- Grader patrol, maintenance and repair service provided on an as required basis with priority based on traffic volume and road condition
- Gravel resurfacing program provided on a two to five year cycle, based upon condition of road
- Identification and coordination of dust control program

Stormwater Maintenance

- Repair and replacement of damaged stormwater components, including catch basins and manholes
- Thawing and flood prevention during the spring melt
- Flushing and maintenance of stormwater lines
- Repair and replacement of culverts as necessary

Snow and Ice Control

- Priorities set by City of Grande Prairie Snow Removal & Ice Control Policy No. 606

Maintenance of Concrete (Sidewalks)

- Priority given to high volume sidewalks with emphasis on reducing and eliminating tripping hazards
- Some repairs, other than Central Business District area unistones, sidewalks are completed with asphalt to minimize cost

Spill Response

- Emergency call response as required



ENVIRONMENT & PARKS

Overview

Environment & Parks is responsible for the care, maintenance and protection of both natural and developed outdoor spaces in Grande Prairie. The dedicated team enhances parks, open spaces and ecological assets that are essential to quality of life and environmental health. Working with internal and external stakeholders, the department ensures that green spaces are safe, clean and well-maintained in an environmentally and economically responsible manner.

Environment focuses on protecting the City’s natural assets—air, water and land. The team promotes sustainable practices, ensures regulatory compliance and responds to environmental emergencies and contamination. Through collaboration and community engagement, the department fosters long-term environmental responsibility and strengthens Grande Prairie’s ecological health.

Parks maintains turf, flowers, shrubs and trees and manages pests such as noxious weeds and mosquitoes. The department also cares for parks infrastructure, including outdoor rinks, benches, toboggan hills and the municipal cemetery, ensuring safe and enjoyable outdoor experiences for residents, no matter the activity.

Department Budget

	2023 Budget	2024 Budget	\$ Change	2025 Budget	2026 Budget	2027 Budget	2028 Budget
Revenue	(285,800)	(245,800)	(10,700)	(256,500)	(260,122)	(263,818)	(267,587)
Operating Expenses	7,294,966	7,947,318	(54,888)	7,892,430	7,989,653	8,026,663	8,060,484
Net Required	7,009,166	7,701,518	(65,588)	7,635,930	7,729,531	7,762,845	7,792,897

Adjustments for 2025 Budget include increased revenues for cemetery services, increased contractual obligations, reduction in internal mobile equipment expenses and other operating efficiencies.

Service Overview

Annuals and Perennials

- Daily watering of downtown hanging baskets and annual flower beds at City facilities and across the community (e.g. Centre 2000, City Hall, etc.)
- Maintenance of perennial shrub beds occurs throughout May to September

South Bear Creek Operations

- Ball diamond outfields mowed minimum one time per week
- Infields lined daily during active ball season
- Dog parks sanitation and maintenance two times per week
- Golf course mowing minimum one time per week

Service Overview

Muskoseepi Park Operations

- Muskoseepi Park playgrounds, skate parks and spray parks are inspected weekly
- Maintenance of paved and natural trails within Bear Creek Corridor completed daily
- Dog parks sanitation and maintenance two times per week
- Encampment clean-up two times per week

Turf Mowing and Maintenance

- Level A Turf (irrigated, sports fields, some city facilities): every 5–10 working days
- Level B Turf (neighbourhood parks, regional parks, boulevards): every 10–15 working days
- Level C Turf (public utility lots, easements, etc.): every 20–30 working days
- Roadside Ditches (high traffic and high visibility): two times per season
- Roadside Ditches (all other): one time per season
- Natural Trails (edging): one time per season

Parks Outdoor Asset Management

- Playground sand is rototilled at least once per year
- Playgrounds are inspected every two weeks
- City maintained outdoor rinks are flooded two times per week dependent on weather
- Supply of boards and hardware for the Neighbourhood Outdoor Rink program. Rinks inspected monthly
- Inspection of designated toboggan hills monthly during winter season

Sanitation and Pageantry

- Litter Removal:
 - Downtown: three times per week
 - Muskoseepi Park: three times per week
 - Boulevards and Neighbourhood Parks: every two weeks
 - Park maintained sports fields/ball diamonds: Daily during active season

Urban Forest Management

- Tree pruning and removals occur on an ongoing basis
- Tree emergencies are dealt with immediately as resources allow
 - Elm pruning October 1 to March 31 of each year
 - Provincial Elm Pruning Ban prohibits elm pruning from April 1 to October 1 to prevent to spread of Dutch Elm disease
- Replacement trees are planted for each tree removed where possible
- Tree stumps are removed on yearly basis
- Newly planted trees are watered weekly for three years until they are well established

Environmental Services

- Regulatory compliance as per Policy 215, Environmental Enhancement & Protection Act, Water Act and MGA
- Monthly monitoring for methane gas
- Monthly sampling of water during open water season
- Immediate response to environmental emergencies
- Completes reporting to AB Environment and Environment Climate Change Canada as required
- External and internal engagement activities throughout the year including GP Grows, Earth Day, etc.

Service Overview

Integrated Pest Management and Weed Inspection

- Mosquito Control Aerial application: one time per year
- Weed Inspection of public and private land per Alberta Weed Act ongoing April to October
- Ground Control of noxious weeds: Ongoing April to September
- Broadleaf Weed Control: Level A Turf
- Monitoring of regulated pests, such as Dutch Elm disease, occur on an ongoing basis
- Beaver Control services ongoing April to September

Cemetery Operations

- Administering and executing opening and closing interment requests and reservations for full burials and cremations
- Comprehensive maintenance and ongoing improvements from April to October
- Mowing rotation every 5–10 working days
- Snow removal on cemetery roads during winter season

Key Initiatives & Projects

Initiative/Project

Council Strategic Plan Alignment

Covered Outdoor Spaces

Quality of Life



FLEET MANAGEMENT

Overview

Fleet Management provides and maintains vehicles and equipment to internal departments. Fleet Management also completes external vehicle and equipment maintenance.

Department Budget

	2023 Budget	2024 Budget	\$ Change	2025 Budget	2026 Budget	2027 Budget	2028 Budget
Revenue	(4,315,840)	(5,698,496)	723,658	(4,974,838)	(5,168,366)	(5,314,038)	(5,408,538)
Operating Expenses	6,817,112	7,259,576	(130,239)	7,129,337	7,157,966	7,185,391	7,203,848
Net Required	2,501,272	1,561,080	593,419	2,154,499	1,989,600	1,871,353	1,795,310

Adjustments for 2025 Budget include decrease to internal mobile equipment recovery based on estimated repair and fuel costs, reduction in contractual obligations and reduction in contracted vehicle repairs.

Service Overview

Internal Equipment and Vehicle Maintenance

- 165 vehicles; 35 accessible and public transit buses; 230 pieces of equipment
- Every vehicle has scheduled duration where its condition is inspected
- Preventative maintenance tailored to specific needs of vehicle or equipment using Fleet Management System (completed through mileage or time)

External Equipment and Vehicle Maintenance

- Appointments scheduled by external partners
Approximately 70 vehicles (varies)

Inventory Management

- Parts available for fleet maintenance
- Inventory items provided to all City departments
- PPE for all City departments
- Janitorial supplies

Fleet Asset Management

- Ten-year capital replacement plan created for City fleet
- Depends on condition of unit and mileage
- Hit target mileage or level of usage prior to disposal



TRANSIT SERVICES

Overview

Transit Services have a direct impact on the lives of residents and visitors by providing multiple mobility and transportation options. Grande Prairie Transit currently provides three types of service delivery: conventional fixed route services that utilize larger buses, accessible door to door service for people with mobility challenges, and on demand service that serves specific areas within the city during the day and provides all of our late night service which operates Monday to Saturday 9:00 p.m. to 11:00 p.m. and Sunday 6:00 p.m. to 8:00 p.m.

Department Budget

	2023 Budget	2024 Budget	\$ Change	2025 Budget	2026 Budget	2027 Budget	2028 Budget
Revenue	(1,156,500)	(763,500)	(263,341)	(1,026,841)	(959,878)	(966,020)	(971,696)
Operating Expenses	6,198,606	6,978,398	(222,750)	6,755,648	6,801,355	6,845,330	6,890,357
Net Required	5,042,106	6,214,898	(486,091)	5,728,807	5,841,477	5,879,310	5,918,661

Adjustments for 2025 Budget include additional revenue due to increases in fees, rates and charges, anticipated growth due to increased ridership, and grant revenue for low income transit confirmed for 2025. Additionally, there will be an increase to the capacity of the transit on demand service and extension of transit service to Copperwood neighbourhood. Operational expenses decreased due to reduced interdepartmental charges for fuel and maintenance.

Service Overview

Conventional Transit Services

- Service levels approved by Council
- Fees in alignment with Bylaw C-1395
- Monday to Friday: 5:55 a.m. to 11:00 p.m.
- Saturday: 8:00 a.m. to 11:00 p.m.
- Sunday and Holidays: 8:00 a.m. to 8:00 p.m.

Grande Prairie Accessible Transit (GPAT)

- Service levels approved by Council
- Fees in alignment with Bylaw C-1395
- Monday to Saturday: 6:00 a.m. to 11:00 p.m.
- Sunday: 8:00 a.m. to 8:00 p.m.
- Statutory Holidays: limited service

Private Charter Transportation

- Charter buses can transport up to 37 seated passengers and an additional 15 standing passengers
- Two hour minimum charge for any charter service
- Fees in alignment with Bylaw C-1395



INSPECTION SERVICES

Overview

The Inspection Services department ensures uniform compliance under the Safety Codes system of Alberta to help provide a safe and inclusive community. Key services are to provide permit issuance, inspections, exceptional customer service, education and information, investigations, enforcement and compliance.

The department supports the quality of life of residents through code compliance and delivery of services through the Quality Management Plan, ensuring all buildings are safe to occupy and enjoy. Through the delivery of services, they strive to connect with the public through online resources and in-person events to increase the public’s awareness of the importance of required permits. The department also offers incentive programs for waiver of fees for green initiative projects.

Going forward, Inspection Services and Planning and Development, along with the development portion of Engineering, will be amalgamated into Development Services.

Department Budget

	2023 Budget	2024 Budget	\$ Change	2025 Budget	2026 Budget	2027 Budget	2028 Budget
Revenue	(1,285,800)	(874,844)	(82,759)	(957,603)	(975,703)	(994,165)	(1,012,998)
Operating Expenses	1,644,448	1,358,951	(301,636)	1,057,315	1,075,401	1,092,562	1,098,767
Net Required	358,648	484,107	(384,395)	99,712	99,698	98,397	85,769

Adjustments for 2025 Budget include additional revenue due to increases in fees, rates and charges and updates to the operational staffing structure.

Service Overview

Permit Approvals and Issuance

- Building permit issuance, upon a completed application
- Residential permit issuance within a five day turnaround
- Commercial permit issuance within a seven day turnaround
- Sub-trade permits issued within 48 hours of building permit issuance

Education, Engagement and Information

- Newsletters twice a year
- Attend home shows, industry group meetings (home builders, constructors), present code changes to industry and update website as required
- Basic file searches are completed within 24 hours

Service Overview

Building Permit Inspections

- Requests for inspections are scheduled on the same day upon receiving request. Requests made after 4:00 p.m. may be processed the following day
- Inspections are completed within two to five days

Compliance and Enforcement

- Timelines for investigation depend on the severity of the concern
-

Sub-Trade Permit Inspections

- Rough-in inspections must be booked prior to building inspections (ex. Sub-trade rough-ins booked before building framing inspection)

Statistics

- Statistics are reported monthly
-



PLANNING & DEVELOPMENT

Overview

The Planning & Development department is responsible for many aspects of the land-use planning and development process. The department supports residents, developers, builders and others involved in planning, design and construction to provide a safe, efficient, aesthetically pleasing and environmentally friendly community.

Planning and Development focuses on four key areas:

- 1) Land Use Planning maintains, processes and updates statutory land use plans, policies and amendments to non-statutory planning documents.
- 2) Development Permitting administers the City of Grande Prairie’s Land Use Bylaw, reviews and provides decisions on development permit applications, as well as issues Certificates of Compliance.
- 3) Land Management manages Public Land within the City boundary, owned by the City of Grande Prairie. This area oversees the acquisition, disposition, leasing, licensing and encroachments on Public Land to ensure the fair, effective and economically viable management of this land.
- 4) Business Licensing issues licenses for businesses, business activities and persons engaged in business.

Going forward, Inspection Services and Planning and Development, along with the development portion of Engineering, will be amalgamated into Development Services.

Department Budget

	2023 Budget	2024 Budget	\$ Change	2025 Budget	2026 Budget	2027 Budget	2028 Budget
Revenue	(564,630)	(507,000)	-	(507,000)	(517,050)	(527,301)	(537,758)
Operating Expenses	1,825,091	1,541,552	(122,054)	1,419,498	1,451,630	1,482,668	1,494,424
Net Required	1,260,461	1,034,552	(122,054)	912,498	934,580	955,367	956,666

Adjustments for 2025 Budget include updates to the operational staffing structure.

Service Overview

Statutory Plan Preparation and Amendments

- Acknowledge request within 48 hours
- Review is coordinated internally and is typically completed within four weeks of receiving a complete draft plan with all supporting documents
- Processing time is four to six months from the day completed application is received

Land Use Bylaw Amendments (Rezoning)

- Processing time is two to six months from the pre-application to completion of the amendments
- Issue notice to public for public hearing, 17 days prior to public hearing meeting

Service Overview

Special Projects

- As required by Council or CLT

License, Lease and Encroachment Agreements

- Respond to applications and inquiries as per City policies

Subdivision Approvals

- As per MGA and Subdivision and Development Regulations

Municipal Approval Letters

- Application is received immediately upon payment of the fee
- Municipal Approval Letters issued within two to seven business days

Municipal Compliance Certificates

- Application is received immediately upon payment of the fee
- Compliance certificates are issued within two to seven business days
- Rushed compliance certificates are issued within 24 hours

Development Permit Application Review

- Review and issuing decisions on Development Permit Applications in accordance with the Land Use Bylaw. Responding to applicants within five days to verify completeness of their application
- Applications processing time is 10 days for a minor and 25 days for a major following the formal acceptance of the application

Intermunicipal Relations

- As required by Council or CLT

Acquisition and Disposal of City Lands

- Respond to applications and inquiries as per City policies

Addressing

- As per Policy 618 and Procedure 618.1

File Searches

- Application is received immediately upon payment of the fee
- File Searches issued within two to seven business days

Processing Business License Applications

- Respond to all general inquiries and those related to business licensing requirements within five business days
- When all licensing requirements are met, license is issued within five business days
- Payment is available online and in-person

Compliance and Complaint Investigations

- Complaints are acknowledged within one business day
- Investigation is initiated within one working week. Follow up is done once investigation is completed.
- Timing is dependent on the complexity of the complaint
- Share information with external enforcement agencies when necessary, within one business day to aid with general law compliance and investigation

Service Overview

Land Use Bylaw Enforcement	General Inquiry Services
<ul style="list-style-type: none">Respond to complaints within a week, requesting compliance with the Land Use Bylaw	<ul style="list-style-type: none">Hours of operation: Monday to Friday 8:30 a.m. to 4:30 p.m.In-person inquiries addressed immediatelyAll other general inquiries are responded to within one business day

Key Initiatives & Projects

Initiative/Project	Council Strategic Plan Alignment
New Intermunicipal Development Plan (IDP)	Innovative Efficiencies & Economic Readiness

PUBLIC & PROTECTIVE SERVICES

The role of Public & Protective Services is to provide a healthy, vibrant and welcoming community through exceptional cultural, recreational and social amenities while addressing public safety.

This service area encompasses Community Knowledge Campus, Community Social Development, Emergency Management, Grande Prairie Fire Department, Housing & Homeless Initiatives, Sports Development, Wellness & Culture and Events & Entertainment. The Public & Protective Services area is focused on providing cultural, recreational and social opportunities through inclusive programs, services and facilities. With an additional focus on public safety services, this service area aims to enhance the quality of life for the residents of Grande Prairie.





COMMUNITY SOCIAL DEVELOPMENT

Overview

The Community Social Development (CSD) department is focused on enhancing community well-being by facilitating and supporting essential social services. Through a partnership with Family and Community Support Services (FCSS) and other community organizations, CSD ensures that programs are responsive and centered around individual needs, offering coordinated support. These efforts help the residents of Grande Prairie lead healthier, more prosperous lives.

Going forward, Community Social Development and Housing and Homeless Initiatives will be amalgamated into Housing and Community Development.

Department Budget

	2023 Budget	2024 Budget	\$ Change	2025 Budget	2026 Budget	2027 Budget	2028 Budget
Revenue	(1,593,139)	(1,537,963)	(57,313)	(1,595,276)	(1,602,344)	(1,605,838)	(1,608,231)
Operating Expenses	2,916,074	2,663,621	72,267	2,735,888	2,778,882	2,793,421	2,804,719
Net Required	1,322,935	1,125,658	14,954	1,140,612	1,176,538	1,187,583	1,196,488

Adjustments for 2025 Budget include changes to grant revenue, increased contractual obligations and adjustments to operating expenses.

Service Overview

Youth Key Initiatives

- Youth Advisory Committee
 - Yearly recruitment of Youth Advisory Committee
 - Facilitation of Youth Advisory Council
 - Youth engagement sessions to understand the gaps and challenges of youth
- Youth Career Expo
 - Plan in partnership with youth serving organizations, County of Grande Prairie, Careers, Provincial Government and educational institutions

Community Compass-Information and Referral Hub

- Asset Inventory
 - Monitor assets in real-time using GIS mapping of community resources to understand the social sector's assets
- Community Engagement & Training:
 - Community of Practice (CoP): Quarterly meetings for navigators

Service Overview

Engage in Cross-sector Collaboration to Address Complex Community Issues

- Focus on proactive measures aimed at preventing and mitigating the root causes of key issues
 - i.e. food security, employment, mental health and addiction, family and domestic violence and aging well in community
- Facilitate and participate in annual events and community committees

Diversity and Inclusion Key Initiatives

- Training and Capacity Building:
 - Facilitate internal and external training sessions including Unconscious Bias and Addressing Racism and Discrimination
 - Serve as the point of contact for the Rotary Inclusion Employment Memorandum of Understanding (MOU)
- Addressing Systemic Barriers:
 - Develop a "Playbook" so staff have a unified response when working in public spaces
- Action Plan and Accountability:
 - Develop an annual Equity, Diversity and Inclusion report

Seniors Key Initiatives

- Home Support Program
 - Provide on average 8,100 hours of direct in home non-medical support to individuals of all age
 - Fees in alignment with Bylaw C-1395
- Aging Well Together Action Plan
 - Project Management
 - Presentations to the community to share the Action Plan once it has been endorsed by Council
 - Develop and present annual progress report to Council
 - Host educational sessions for older adults and seniors, as outlined in the Action Plan

Grande Prairie Local Immigration Key Initiatives

- Strategy and Action Plan:
 - Update the 2025–2030 strategy and develop an action plan based on 2024 research and grant activities
- Capacity Building:
 - Strengthen the GPLIP Council and Immigrant Advisory Table (IAT) to ensure broad community representation
- Community Engagement and Research
- Meetings and Reports:
 - Host monthly GPLIP Council and IAT meetings.
 - Negotiate grant funding and submit quarterly IRCC reports

Service Overview

<p>Family and Community Support Services FCSS Funding</p> <ul style="list-style-type: none"> ■ External Grant Management (21 funded programs): <ul style="list-style-type: none"> ■ Submit annual report to the provincial government ■ Oversee financial administration ■ Conduct quarterly analysis of reports ■ Develop and manage the Request for Proposal (RFP) ■ Update City's FCSS Funding Framework to align with Council's priorities ■ New Provincial FCSS Accountability Framework: <ul style="list-style-type: none"> ■ Implement a new Shared Measurement Approach with updated outcomes for provincial reporting ■ Train FCSS-funded agencies on the new shared measurement framework 	<p>Grande Prairie Inclusive and Care Community GPICC Key Initiatives</p> <ul style="list-style-type: none"> ■ January 2025 to March 2025: Focus on building community capacity to attract and retain newcomers, educate employers and enhance service provider knowledge. Key activities include: <ul style="list-style-type: none"> ■ Development of an Integration Roadmap ■ Creation of an Employer Retention Package (Culture Integration Guide & Activities) ■ Follow-up surveys for Rural Renewal Stream (RRS) candidates quarterly and production of a final report ■ Review community needs for 2025–2027 Grant Application
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Social Research, Data Collection and Evaluation

<ul style="list-style-type: none"> ■ Research and Analysis: <ul style="list-style-type: none"> ■ Conduct jurisdictional scans and monitor emerging trends ■ Update the Social Trends Analysis completed in 2019 ■ Perform literature reviews ■ Facilitate focus groups and community consultations ■ Prepare research reports, action plans and strategies ■ Participate in provincial networks or Community of Practice meetings, such as the Alberta Living Wage Network, Western Canada Leading Poverty Reduction Initiative 	<ul style="list-style-type: none"> ■ Data Analysis: <ul style="list-style-type: none"> ■ Analyze census statistics and demographics ■ Review the Recreation Access Program ■ Review the Transit Access Program ■ Explore the GP Welcome Package ■ Policy and Recommendations: <ul style="list-style-type: none"> ■ Review and develop policies, provide recommendations based on findings and best practices
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Key Initiatives & Projects

<p>Initiative/Project</p>	<p>Council Strategic Plan Alignment</p>
<p>Seniors Strategy</p>	<p>Inclusive & Caring Community</p>



HOUSING & HOMELESS INITIATIVES

Overview

The Housing and Homeless Initiatives department is responsible for direct investment of government funds toward impactful and much-needed housing and homelessness services. The department is the Community Entity for Federal Reaching Home Funding, allocating \$769,724 in Federal Designated funding. The department is also the Community Based Organization for provincial funding, allocating \$4,197,000 in Outreach Support Services Initiatives Funding. These funds operate a full spectrum of housing services including affordable housing, eviction prevention, supportive housing, transitional housing and emergency programs. Through ongoing community engagement, partnerships, research, advocacy and program monitoring, the department contributes to a deeper understanding of community needs and harnessing of new opportunities. Core responsibilities also include leading the community’s Housing Hub coordinated access process and managing the facilities for Cedar Point, the Street Outreach Centre and Fletcher House.

Going forward, Housing and Homeless Initiatives and Community Social Development will be amalgamated into Housing and Community Development.

Department Budget

	2023 Budget	2024 Budget	\$ Change	2025 Budget	2026 Budget	2027 Budget	2028 Budget
Revenue	(6,973,115)	(7,800,390)	269,466	(7,530,924)	(6,989,341)	(6,926,589)	(6,529,054)
Operating Expenses	7,596,150	8,427,846	(364,467)	8,063,379	7,655,020	7,676,450	7,292,470
Net Required	623,035	627,456	(95,001)	532,455	665,679	749,861	763,416

Adjustments for 2025 Budget include reductions to expected tenant revenues and expenses, reduction in contractual obligations and other operating expenses, adjustments to utilities and expenses for the Street Outreach Center and Fletcher House.

Service Overview

Community-Based Programming

- The department funds and supports people in many types of housing scattered throughout the community, through eviction prevention, case management and short-term rental supplement services. These programs support a variety of households including many families, seniors, youth and single adults experiencing various forms of homelessness. Responsibilities include many of those listed under administration, housing hub and facilities.

Service Overview

Homeless Initiatives Administration

- Administration within the department involves management of a comprehensive funding portfolio and community leadership.
- Our key responsibilities are to:
 - Undertake monitoring, reporting and evaluation
 - Award and manage multiple funding contracts
 - Track community needs through research and engagement
 - Community Advisory Board on Housing & Homelessness (CABH) information and support
 - Lead creation of housing and homelessness strategic plans
 - Work to increase and strengthen supply of affordable housing
 - Offer training opportunities to service provider staff to enhance skill and knowledge
 - Establish and implement shared standards of practice across all programs
 - Establish and nurture community partnerships and liaise between multiple sectors including government, health, justice, emergency services and social services
 - Address community needs and respond to inquiries

Housing Hub Coordinated Access Process

- The Housing Hub Coordinated Access process offers a standard intake and referral process linked to several distinct housing programs. The program relies on community partnership, including in-kind contributions of staff expertise from multiple organizations.
- Our responsibilities are to:
 - Develop, support, fund and evaluate the model to ensure ongoing availability and improvement
 - Lead operational Housing Hub meetings
 - Contribute to equitable and expedient access to housing services
 - Coordinate multiple community partners and ensure broad community representation
 - Provide team-building opportunities and leadership that enhance collaboration between partners

Facilities: Cedar Point, Fletcher House and the Street Outreach Centre

- Cedar Point offers 63 units of higher-intensity supportive housing and 42 units of affordable housing, while Fletcher House offers 18 units of lower-intensity supportive housing and 24 units of affordable housing. The Street Outreach Centre offers a daytime drop-in and overnight emergency shelter as-needed.
- Our responsibilities at these facilities include:
 - Funding and monitoring services
 - Advising on and supporting quality housing service operations
 - Providing leadership on policies and procedures
 - Ensuring programming and outcomes align with contract expectations and needs of residents
 - Managing facility operations
 - Maintaining licensing as a supportive living accommodation for Cedar Point's 63 supportive housing units
 - Coordinating the Cedar Point Advisory Committee

Key Initiatives & Projects

Initiative/Project	Council Strategic Plan Alignment
Cedar Point/Permanent Supportive Housing Project	Inclusive & Caring Community
Housing Strategy	Inclusive & Caring Community



EMERGENCY MANAGEMENT

Overview

Emergency Management encompasses both Grande Prairie Regional Emergency Partnership and the Integrated Emergency Communications Centre.

Grande Prairie Regional Emergency Partnership (GPREP), is an organization that coordinates resources, personnel, and the response to large scale emergencies or disasters. GPREP believes that by working together, the communities are safer, and residents are better served. GPREP is comprised of and funded by the City of Grande Prairie, the County of Grande Prairie, and the Towns of Beaverlodge, Sexsmith, and Wembley. Personnel from these five municipalities collaborate to prepare for and respond to disasters across the region. GPREP prepares municipalities by coordinating emergency response exercises and providing training opportunities. GPREP’s disaster response includes bringing together key players to support the emergency response.

The Integrated Emergency Communications Centre (IECC) centralizes 911, police, fire, and municipal enforcement services, supporting response times and coordination through dispatch. This service streamlines emergency operations, supports community policing, and enhances public safety by reducing delays. The IECC also offers long-term cost savings through resource consolidation and improved multi-agency collaboration.

Department Budget

	2023 Budget	2024 Budget	\$ Change	2025 Budget	2026 Budget	2027 Budget	2028 Budget
Revenue	(370,266)	(274,409)	(51,694)	(326,103)	(326,103)	(326,103)	(326,103)
Operating Expenses	661,442	576,568	577,955	1,154,523	1,296,820	1,312,162	1,326,527
Net Required	291,176	302,159	526,261	828,420	970,717	986,059	1,000,424

Adjustments for 2025 Budget include increased revenue due to the approved GPREP agreement, and increased operating expenses related to the establishment of an Integrated Emergency Communications Centre (IECC).

Service Overview

Response Coordination

- Incident Command System is mandated under the Emergency Management Act

Emergency Coordination Centre

- Emergency Management Bylaw C-1291
- GPREP agreement

Service Overview

Emergency Management Program

- Aligns with the Emergency Management Act and Local Authorities Emergency Management Regulation
 - Aligns with Emergency Management Bylaw C-1291 and Bylaw C-1413
 - Bylaw, agency, committee, Director of Emergency Management
 - Minimum standards require one training exercise per year
 - Training events held as required
-

Integrated Emergency Communications Centre (IECC)

- Centralization of emergency communications
 - Multi-agency collaboration
-



GRANDE PRAIRIE FIRE DEPARTMENT

Overview

The Grande Prairie Fire Department (GPF) serves the residents of Grande Prairie with the goal of protecting life, property and the environment by providing effective emergency response such as:

- Fire Suppression
- Medical Response
- Rescue Services
- Public Education
- Fire Inspection
- Fire Investigation

In addition, Grande Prairie 911 (GP911) provides 911 Call Answer and Emergency Fire Dispatch Services for the City of Grande Prairie and over 60 partner agencies/municipalities encompassing 47% of Alberta, in addition to Northeastern British Columbia.

Related Legislation:

- Regulated to provide service under the MGA
- Emergency Management Act
- Safety Codes Act
- City of Grande Prairie Bylaw C-1312
- Alberta 911 Standards

Department Budget

	2023 Budget	2024 Budget	\$ Change	2025 Budget	2026 Budget	2027 Budget	2028 Budget
Revenue	(1,884,800)	(1,817,536)	(360,443)	(2,177,979)	(2,242,308)	(2,152,114)	(2,159,525)
Operating Expenses	18,833,417	18,653,668	169,672	18,823,340	19,080,967	19,207,596	19,224,503
Net Required	16,948,617	16,836,132	(190,771)	16,645,361	16,838,659	17,055,482	17,064,978

Adjustments for 2025 Budget include revenue increases to dispatch & service contract, Medical First Responder funding, and emergency response. Expense increase due to contractual obligations, an increase to flex firefighter positions partially offset by decrease in overtime, equipment and building maintenance.

Service Overview

Fire Prevention	Permits
<ul style="list-style-type: none"> ■ Services available Monday through Friday during normal business hours ■ Responsible for Inspections, Investigation, Permits and Public Education ■ Aligns with Fire Underwriters (Insurance) Grading 	<ul style="list-style-type: none"> ■ Available through online applications ■ Fees in alignment with Bylaw C-1395 ■ In alignment with Bylaw C-131

Service Overview

Emergency Response

- Service available 24/7/365
- In alignment with Safety Codes Act
- In alignment with Bylaw C-1312 and the MGA
- Policy 803: five minute travel time achieved 90% of the time
- Three fire stations across Grande Prairie
- 18 staff per shift with a minimum of 13 on duty

Incident Command

- ICS is provincially mandated
- In alignment with Emergency Management Act

Public Education

- On request

Fire Department Dispatch

- Service available 24 /7/365
- In alignment with Alberta 911 Act
- In alignment with NFPA 1221
- In alignment with IAEPD

Fire Code Inspections

- Inspections are classified as per the Alberta Building Code Classification
- The type of occupancy and the frequency of inspections range from every year to two years
- In alignment with Safety Codes Act and QMP
- Fees in alignment with Bylaw C-1395
- In alignment with Bylaw C-1312

Hazardous Materials Response

- Service available 24/7/365

Investigation

- In alignment with Bylaw C-131

After Hours City Services

- Fees in alignment with Bylaw C-1395

911 Public Safety Answering Point (PSAP)

- Service available 24/7/365
 - Three staff per shift with a minimum of three on duty
 - In alignment with Alberta 911 Act
 - In alignment with NFPA 1221
-



COMMUNITY KNOWLEDGE CAMPUS

Overview

The Community Knowledge Campus (CKC) is comprised of City owned and operated recreation facilities including: Eastlink Centre, Design Works Centre, Hansen Lincoln Field and Grandstand and two outdoor seasonal assets including a skate park and Aquatera Community Skating Oval. St. Joseph Catholic High School, Charles Spencer Public High School and Gymniks Gymnastic facility complete the campus.

Located on the south end of Grande Prairie, this multi-functional campus serves as a hub for sports, education and recreation programs, benefiting both the community and surrounding region. The facility also includes dedicated spaces for fitness activities and a specialized training ground for first responders, ensuring comprehensive resources for physical health, wellness and public safety training. These facilities are used as host venues for various events and competitions for regional, provincial, national and international levels. The operations of the Dave Barr Community Centre and Aquatera Outdoor Pool are also the responsibility of CKC.

Certified aquatics professionals deliver programs and services from June to September at the Aquatera Outdoor Pool which is in Muskoseepi Park.

Department Budget

	2023 Budget	2024 Budget	\$ Change	2025 Budget	2026 Budget	2027 Budget	2028 Budget
Revenue	(6,583,750)	(6,856,519)	(784,436)	(7,640,955)	(7,683,303)	(7,726,076)	(7,769,275)
Operating Expenses	13,363,257	14,163,779	167,118	14,330,897	14,491,257	14,669,513	14,753,014
Net Required	6,779,507	7,307,260	(617,318)	6,689,942	6,807,954	6,943,437	6,983,739

Adjustments for 2025 Budget include additional revenue due to increases in fees, rates and charges, anticipated growth in memberships and facility usage and rental revenue from the Dave Barr Community Centre Daycare provider. Changes to operating expenses are due to savings and efficiencies identified net of contractual obligations and increases to insurance and utilities.

Service Overview

Design Works Centre (Twin Ice Arena) – Concession

- Food service tenant agreement in place for space and percentage of food sales and catering

Design Works Centre (Twin Ice Arena) – Speed Skating Oval Maintenance

- As required, weather dependent
- Season typically December to March

Service Overview

Gymniks – Building Operations

- Alignment with facility use contract

Dave Barr Community Centre – Concession

- Food service tenant agreement in place for space, food sales and catering
- Structural maintenance completed by Facilities

Dave Barr Community Centre – Ice Operations

- Fees in alignment with Bylaw C-1395
- The facility's public drop-in offerings include public skating, figure skating, stick and puck, and shinny, catering to children, youth, adults and seniors during the winter months. In the summer, the facility supports the same demographics with opportunities for ball hockey, lacrosse and youth programming
- Schedules vary and are available online

Design Works Centre (Twin Ice Arena) – Drop-Ins and Membership Use

- Fees in alignment with Bylaw C-1395
- The facility operates from 6:30 a.m. to 11:30 p.m. daily, providing approximately 119 hours per week and an approximate total of 6,188 hours annually
- The facility's public drop-in offerings include public skating, figure skating, stick and puck, and shinny, catering to children, youth, adults and seniors. These activities are designed to serve all age groups, with new inclusive opportunities for female participants. Public drop-in sessions are available for 70 hours per month

Dave Barr Community Centre – Daycare Tenant

- Alignment with facility use contract

Dave Barr Community Centre – Rentals

- Fees in alignment with Bylaw C-1395
- The facility features an ice arena with approximately 3,696 annual hours of availability, a dry floor with an average of 1,820 annual hours, and three ball diamonds

Food Vendors and Tenants – Food Vending Services

- Food vending services
- Food service tenant agreement in place for space, food sales and catering
- Operational hours are consistent with high foot traffic campus times
- Tenant Office Space
 - Office space fees as per individual contract agreements
- Vending and ATM Machines
- Contract agreements in place

Design Works Centre (Twin Ice Arena) – Meeting Room and Ice Rentals

- Fees in alignment with Bylaw C-1395
- The facility offers various meeting room options, including:
 - The KMSC Law Meeting Room with a capacity of 174
 - The Training Room with a capacity of 107
 - The Legends Lounge with a capacity of 112
- Meeting room availability is in alignment with operational hours
- The facility features a twin ice arena, offering an average of 5,348 hours per ice surface annually, with a total of approximately 10,696 hours combined

Service Overview

Design Works Centre (Twin Ice Arena) – Tenant Lease Space

- Tenant office/storage agreements in place for six spaces
- Events held as requested by user groups

Hansen Lincoln Field – Rentals and Events

- Fees in alignment with Bylaw C-1395
- The facility offers rental and event opportunities for the Synthetic Turf and Grandstand, including access to locker rooms, a media room and a meeting room. It accommodates provincial-level soccer and football events, local tournaments and games, school bookings and annual events hosted by community groups
- Available from May to November
- Concession hours align with event, tournament and game schedules

Eastlink Centre Aquatics – Rentals

- Fees in alignment with Bylaw C-1395
- Aquatics collaborates with local community groups to offer water time for the development of competitive swimmers and Olympic-level achievements

Aquatera Outdoor Pool – Special Bookings

- Fees in alignment with Bylaw C-1395
- Based on cost recovery, private rentals, community-sponsored swims and local small business opportunities will be available in addition to regular operating hours, providing specialized opportunities for recreation and engagement

Eastlink Centre Aquatics – Drop-Ins and Membership Use

- Fees in alignment with Bylaw C-1395
- Community drop-in and members can experience tailored aquatic services including Fit Swim, Sensory Swim, Toddler Swim and Public Swim hours, catering to diverse needs and preferences
- Public access is available:
 - Monday to Friday: 6:00 a.m. to 9:30 p.m.
 - Saturday and Sunday: 8:00 a.m. to 8:30 p.m.
 - Totalling approx. 102.5 hours per week and approximately 5,330 hours annually
- Use regulated under the Public Health Act and Alberta Pool Standards and Lifesaving Society governing bodies

Eastlink Centre Fieldhouse – Squash and Racquetball

- Fees in alignment with Bylaw C-1395
- Public access is available:
 - Monday to Friday: 5:30 a.m. to 10:00 p.m.
 - Saturday to Sunday: 8:00 a.m. to 9:00 p.m.
 - 108.5 hours per week and 5,642 hours annually
- Online and AccessGP (311) bookings

Service Overview

Eastlink Centre Aquatics – Programs

- Fees in alignment with Bylaw C-1395
- The facility offers approximately 1,200 swimming lessons, 104 drop-in water sport sessions and 1,196 aquafit classes annually
- A diverse range of programming for all age groups, including water safety courses, adult fitness programs, youth clubs, stroke improvement classes and first aid training are offered
- School swimming lesson programs are offered to the three school districts, enhancing aquatic education through structured partnerships. Additionally, collaborations with schools have developed specialized swimming instruction to further enrich the educational experience

Eastlink Centre Fieldhouse – Drop-Ins and Membership Use

- Fees in alignment with Bylaw C-1395
- Community drop-in and membership options include organized sports activities and spontaneous use, catering to the needs of children, youth, adults and seniors
- Public access is available
- Monday to Friday: 5:30 a.m. to 10:00 p.m.
- Saturday to Sunday: 8:00 a.m. to 9:00 p.m.
- 108.5 hours per week and 5,642 hours annually

Eastlink Centre Fieldhouse – Rentals

- Fees in alignment with Bylaw C-1395
- Private rentals are available for events bookings, birthday parties, community events, school bookings and provincial sporting events

Eastlink Centre Childcare – Playcare

- Fall/ Winter/Spring
 - Monday to Thursday: 8:30 a.m. to 7:30 p.m.
 - Friday: 8:30 a.m. to 12:00 p.m.
 - Saturday to Sunday: 9:00 a.m. to 12:30 p.m.
- Summer
 - Monday to Friday: 8:30 a.m. to 2:30 p.m.
 - Saturday: 9:00 a.m. to 12:30 p.m.
 - Sunday: closed
- Free (cost included) with Eastlink Centre membership
- \$5.00 for one hour (non-member)
- \$7.50 for one-and-a-half-hours (non-member)
- Follow best practices as outlined in Childcare Act

Eastlink Centre Fieldhouse – Programs

- Fees in alignment with Bylaw C-1395
- The facility offers organized sport opportunities such as pickleball, volleyball, basketball and badminton, alongside spontaneous use options. These activities are scheduled to accommodate attractive times for both adults and youth, ensuring accessibility for all age groups

Eastlink Centre Fitness Centre Concourse – Classes

- Fees in alignment with Bylaw C-1395
- The facility provides diverse fitness classes, including strength, cycle, HIIT, yoga and more, across multiple studios. With an average of 35 classes per week, totalling approx. 1,820 drop-in classes annually, the schedule accommodates all fitness levels and serves all age demographics

Service Overview

<p>Eastlink Centre Fitness Centre – Drop-Ins and Membership Use</p> <ul style="list-style-type: none"> ■ Fees in alignment with Bylaw C-1395 ■ The facility operates: <ul style="list-style-type: none"> ■ Monday to Friday from 5:30 a.m. to 10:00 p.m. ■ Saturday to Sunday from 8:00 a.m. to 9:00 p.m. ■ Totalling approximately 108.5 hours per week, 5,642 hours annually ■ A seasonal \$2 Track program will be available daily, with specific details to be determined 	<p>Eastlink Centre Fitness Centre – Fitness Programs</p> <ul style="list-style-type: none"> ■ Fees in alignment with Bylaw C-1395 ■ The facility provides 45 registered programs annually, with durations ranging from two days to six weeks, encompassing a broad spectrum of fitness offerings. These include general fitness classes as well as specialized first responder training, such as tactical exercises and physical readiness testing for law enforcement. This comprehensive approach ensures programs meet various fitness levels and professional requirements
<p>Eastlink Centre Fitness Centre – Multipurpose Room Rentals</p> <ul style="list-style-type: none"> ■ Fees in alignment with Bylaw C-1395 ■ Rental options include a cycle studio, multipurpose room, fitness studio and the newly established tactical training room. The tactical training room supports the development of targeted training programs for law enforcement, contributing to officer recruitment and readiness, while further diversifying our fitness options. This addition enhances programming opportunities for specialized offerings 	

Key Initiatives & Projects

<p>Initiative/Project</p>	<p>Council Strategic Plan Alignment</p>
<p>Tourism Strategy</p>	<p>Innovative Efficiencies & Economic Readiness</p>



SPORTS DEVELOPMENT, WELLNESS & CULTURE

Overview

The Sports Development, Wellness and Culture department focuses on liaising, supporting and nurturing new and existing sport, culture, heritage resources, neighbourhood associations and community groups. The goal is to advocate, promote and further develop recreation and culture opportunities in Grande Prairie. The department oversees community grant administration and sport tourism, as well as manages lifecycle needs, facility operations and usage of open space recreation infrastructure. The department monitors usage and recreation activity throughout the city and manages leisure infrastructure bookings and park use permits. Responsibilities also include the coordination of general recreation, athletic and educational programming, as well as museum operations and heritage designation.

Department Budget

	2023 Budget	2024 Budget	\$ Change	2025 Budget	2026 Budget	2027 Budget	2028 Budget
Revenue	(592,897)	(702,157)	(708,632)	(1,410,789)	(1,000,431)	(1,012,876)	(1,025,567)
Operating Expenses	8,981,353	9,055,061	751,583	9,806,644	9,812,750	9,852,896	9,880,115
Net Required	8,388,456	8,352,904	42,951	8,395,855	8,812,319	8,840,020	8,854,548

Adjustments for 2025 Budget include revenue (-\$505K) and offsetting expenses (+\$505K) related to hosting Special Olympics. The remaining increase to revenue is due to community gym rentals, interpretive programs and the anticipated opening of a new recreation facility in 2025. Changes to operating expenses are due to savings and efficiencies identified, contractual obligations and utilities and general goods required for the anticipated opening of a new recreation facility.

Service Overview

Custodial Services

- Hours of operation vary by facility

Community Recreation Development

- Align community groups with appropriate City facilities and amenities Rec and Culture Strategy (2024)

Contract Management

- Grant funding agreements, in alignment with Community Group Funding Guidelines, Lease, Rental and User Group Agreements

Regional Recreation Coordination

- Intermunicipal agreement (six municipalities)
- Grande Prairie Area Joint Recreation Master Plan

Service Overview

Community Engagement

- Council Policy 128
- Neighbourhood forums
- Bylaw C-1422 and Community Advisory Committee policy and procedure
- Combative Sports Commission Bylaw C-1173A, agreement between City and County Bylaw C-1250

Guest Services

- Hours of operation vary by facility
- Museum, Ernie Radbourne Pavilion, South Bear Creek Pavilion, Maude Clifford and Mother Teresa Community Gyms, Activity and Reception Centre

Ernie Radbourne Pavilion (Muskoseepi Park Pavilion)

- Fees in alignment with Bylaw C-1395
- Hours contingent on season
- Public washrooms
- Meeting rooms
- Programming space

Educational Programs

- Fees in alignment with Bylaw C-1395
- Supports curriculum based programs for schools and teachers

Collections Management

- In alignment with Policy 119 and Procedure 119-1

Pursuit of Excellence Funding

- Criteria, deadlines and application available online
- In alignment with Community Advisory Committee Policy and Procedure

Facility Operations

- South Bear Creek Pavilion, Lawn Bowling, Legion Field, Activity and Reception Centre, Amphitheatre, Maude Clifford Community Gym, Mother Teresa Community Gym
- Seasonal washrooms
- Rentals, spontaneous use with scheduled drop-in and programs
- Schedules available online

Recreation Management Software

- Fees in alignment with Bylaw C-1395
- Recreation and Culture Cancellation and Refund Policy 355
- Recreation Access Program

Interpretive Programs

- Fees in alignment with Bylaw C-1395
- Recreation and Culture Cancellation and Refund Policy 355
- Easter, Folktales, GirlZone, day camps, seasonal camps, summer camps

Neighbourhood Association Funding

- 11 active associations
- Operating grant

Grande Prairie Public Library

- In alignment with the MGA and Libraries Act

Arts & Culture Admin

- Criteria, deadlines and applications available online
- In alignment with Community Advisory Committee Policy & Procedure
- Public Art Policy 214

Service Overview

<p>Facility Bookings</p> <ul style="list-style-type: none"> ■ Bookings completed in alignment with Bylaw C-1395 ■ SCORES joint-use agreement for recreation facilities (community use of school gym afterhours and school use of rec facilities during school hours) ■ Ball Diamond Priority Policy 213 ■ Ice Booking Priority Policy 202 ■ Alcohol Management Policy 207 ■ Reduced Cost/Free use of Facilities/Equipment Policy 203 ■ Recreation & Culture Cancellation & Refund Policy 355 ■ Facility Allocation Policy 319 	<p>Community Group Funding</p> <ul style="list-style-type: none"> ■ In alignment with Policy 315 & Procedure 315-1 ■ Multi year funding agreements; emergency funding opportunity, annual enhancement funding ■ Applications can be found and submitted online
<p>Large Scale Tourism Funding</p> <ul style="list-style-type: none"> ■ In alignment with Policy 317 and Procedure 317-1 ■ Annual funding opportunity if requirements met ■ Applications available online 	<p>Community Improvement Grant</p> <ul style="list-style-type: none"> ■ Improvements completed by neighbourhood associations and other organizations ■ Criteria, deadlines and application available online ■ In alignment with Community Advisory Committee Policy and Procedure
<p>Museum Admin</p> <ul style="list-style-type: none"> ■ Free admission ■ Seasonal hours ■ Museum practices as per Alberta Museum Association Standards ■ Cultural Master Plan ■ Heritage Designation Program 	<p>Sport Tourism</p> <ul style="list-style-type: none"> ■ Bid development and submission, transition to Host ■ Sport Facilities Guide ■ Legacy: Arctic Winter Games Fund ■ Sport Hosting Grant

Key Initiatives & Projects

<p>Initiative/Project</p>	<p>Council Strategic Plan Alignment</p>
<p>Tourism Strategy</p>	<p>Innovative Efficiencies & Economic Readiness</p>
<p>Field House – Request</p>	<p>Quality of Life</p>
<p>Winter City Strategy</p>	<p>Quality of Life</p>



EVENTS & ENTERTAINMENT

Overview

The Events & Entertainment department oversees two major facilities: Bonnetts Energy Centre and the Montrose Cultural Centre. These venues host various community services to enhance the health, well-being and cultural experiences of Grande Prairie residents. The department is also responsible for managing large-scale City of Grande Prairie events such as Canada Day, New Year’s Eve Celebrations and Experience Grande Prairie. The services provided by the Events & Entertainment department include:

- Large scale City of Grande Prairie special events
- Community and commercial events
- Venues for concerts, banquets, weddings, parties, tradeshow and meetings
- Venue for Alberta Junior Hockey League (AJHL) Storm Hockey
- Venues for international, national, provincial and local sporting events
- Coordination and planning of community and corporate events

Department Budget

	2023 Budget	2024 Budget	\$ Change	2025 Budget	2026 Budget	2027 Budget	2028 Budget
Revenue	(3,533,374)	(3,489,255)	(11,948)	(3,501,203)	(3,517,066)	(3,533,248)	(3,549,751)
Operating Expenses	6,475,481	7,133,247	43,666	7,176,913	7,204,734	7,228,556	7,252,963
Net Required	2,942,107	3,643,992	31,718	3,675,710	3,687,668	3,695,308	3,703,212

Adjustments for 2025 Budget include additional revenue due to increases in fees, rates and charges and changes to operational expenses due to contractual obligations and increases to insurance and utilities.

Service Overview

Montrose Cultural Centre – Library

- Hours of operation and programming are determined by Grande Prairie Public Library
- The department provides custodial, operational and contract security services
- Facility repairs and maintenance, as required

Montrose Cultural Centre – Art Gallery

- Hours of operation and programming determined by Art Gallery of Grande Prairie
- Custodial, operational and contract security services
- Facility repairs and maintenance as needed

Service Overview

Montrose Cultural Centre Teresa Sargent Hall

- Rental fees align with Bylaw C-1395
- Respond to online or phone bookings within 24–48 hours
- The department provides event services, custodial, operational and contract security services for event bookings
- The facility is open as required by event organizers
- The Teresa Sargent Hall is open to the public when not being rented

Bonnetts Energy Centre – Ice Operations

- Year-round maintenance of ice surface
- Change over and monitoring of ice surface in response to event requirements (curling, figure skating and hockey events have different ice requirements)
- Installation of concert flooring over the ice in response to event requirements

Bonnetts Energy Centre – Food & Beverage

- Operational hours consistent with event schedules
- Food service tenant agreement in place for space and percentage of food, beverage sales and catering

Event and Volunteer Coordination

- Centralized coordination of volunteers and honorariums for all City departments
- Honorariums Policy
- Outdoor event permit Bylaw C-1405

Montrose Cultural Centre – Concession

- Operational hours determined by the kiosk operator
- Food service tenant agreement in place for concession space and a portion of food and beverage catering sales
- Agreement for event catering

Bonnetts Energy Centre – Ice Rental

- Rental fees in alignment with Bylaw C-1395; Ice Bookings Priority Policy 202
- Dedicated ice time for user groups available 6:00 a.m. to 12:00 a.m. (last ice time booking is 11:00 p.m.)
- Operational staff on site from 6:00 a.m. to 2:00 a.m. during peak season

Bonnetts Energy Centre – Storm Hockey

- Dedicated ice time September to April based on AJHL schedule
- The department receives Box Office fees and concession revenue
- Extended Box Office hours during games
- Box Office, Security and Guest Services staffing aligns with event and AGLC licensing requirements

Community Events

- Annual Large Scale Events including Grande North Festival, Canada Day, Heritage Day, Experience Grande Prairie, Halloween Spooktacular and New Years Eve

Service Overview

Energy Centre – External Rental	Bonnetts Energy Centre – Events (Internal)
<ul style="list-style-type: none"> ■ Rental fees vary based on event requirements ■ Bonnetts Energy Arena, The Bowes, Bonnetts Energy Arena Meeting Room, Terry Lock Room, Auto Dealer’s Room and Helen Rice Plaza ■ Online or phone bookings ■ Negotiation of large scale events typically completed 12–18 months out, community bookings typically 12 months out, short notice events may be accommodated with a few days notice ■ Facility open as required by event organizer ■ Box Office, Security and Guest Services staffing aligns with event and AGLC licensing requirements 	<ul style="list-style-type: none"> ■ Box Office hours: <ul style="list-style-type: none"> ■ Monday to Friday 10:00 a.m. to 3:00 p.m. ■ Weekend schedule varies ■ Extended box office hours during events ■ Departmental staff organize the bookings calendar and guest services requirements for a variety of sporting events, concerts, banquets or trade shows ■ Box Office, Security and Guest Services staffing aligns with event and AGLC licensing requirements ■ Event set-up and advertising ■ Average 220 event days per year

Key Initiatives & Projects

Initiative/Project	Council Strategic Plan Alignment
Explore Entertainment & Recreation District Concept	Engaging Relationships
Winter City Strategy	Quality of Life

POLICING SERVICES

The role of Policing Services is to utilize best practices, innovative approaches, community engagement, consultation, and partnerships to collaboratively address public safety and complex social concerns in Grande Prairie.

Policing Services encompasses Grande Prairie Police Commission, Grande Prairie Police Service, Enforcement Services, Mobile Outreach, Police Operations Support and RCMP Contracted Services. The police officers, peace officers, outreach workers, and civilian employees employed in Policing Services are dedicated to enhancing the quality of life for the residents of Grande Prairie.



With oversight from the Grande Prairie Police Commission and under the leadership of the Chief of Police, the City is actively transitioning to a municipal police service. The Grande Prairie Police Service (GPPS) is expected to become the Police of Jurisdiction in 2026. This significant shift represents an evolution in how the City will deliver policing services, enabling a more tailored approach to public safety in the City.

Mandatory Services

Through the Police Act (Alberta), the City is required to maintain an adequate and effective policing service. Areas of the budget directly related to this include:

- Grande Prairie Police Commission
- Grande Prairie Police Service
- Operations Support
- RCMP Contracted Services

The Municipal Government Act and various municipal bylaws of the City have legislated enforcement requirements. Areas of the budget directly related to this include:

- Enforcement Services: General Enforcement
- Enforcement Services: Animal Control

Complimentary Services

The mandatory programs within Policing Services are complemented by programs intended to provide more reasonable, economical and/or effective response to areas of community concern. Areas of the budget directly related to this include:

- Enforcement Services: Traffic Safety
- Enforcement Services: Community Engagement & Public Safety
- Mobile Outreach





GRANDE PRAIRIE POLICE COMMISSION

Overview

In accordance with the Police Act (Alberta) and the Grande Prairie Police Commission Bylaw (C-1455) the Grande Prairie Police Commission (GPPC) is the civilian policy making and oversight body for the Grande Prairie Police Service (GPPS). The GPPC includes five appointed public members, two City Councillors and two provincial appointees. The GPPC is supported by an Executive Director.

The GPPC is responsible for ensuring that the police service operates in a manner that is accountable, transparent and aligned with the needs and expectations of the community. The GPPC is also responsible for forming and overseeing the establishment of policies and guidelines for effective and efficient policing, appointing a Chief of Police, providing the strategic direction of the service, ensuring sufficient police staffing, establishing the budget and allocating funds.

Department Budget

	2023 Budget	2024 Budget	\$ Change	2025 Budget	2026 Budget	2027 Budget	2028 Budget
Revenue	-	(219,116)	(19,100)	(238,216)	(81,327)	-	-
Operating Expenses	-	283,916	13,050	296,966	308,903	318,360	312,997
Net Required	-	64,800	(6,050)	58,750	227,576	318,360	312,997

Adjustments for 2025 Budget include increases to contractual obligations and travel.

Service Overview

Governance

- In consultation with the Chief of Police, establish the priorities for policing in the community and participate in strategic planning for Policing Services
- Provide oversight of the police service through monthly Commission meetings
- Develop and maintain standing committees to execute the responsibilities of the Commission
- Develop ad hoc committees as needed

Policy

- Establish policies for efficient and effective policing in the community
- Issue instructions, as necessary, to the Chief of Police regarding policies
- Conduct biennial reviews of policies and procedures to ensure legislative compliance

Service Overview

Finance

- Approve the annual budget and business plan, specifying the level of service and programs to be provided to the community
 - Monitor the expenditures and revenues of Policing Services on a quarterly basis, including variance reporting and forecasting
 - Ensures that Policing Services employs sufficient resources to carry out their mandates
-

Personnel Administration

- Appoint the Chief of Police and conduct a comprehensive review of their performance
 - Appoint a Public Complaint Director to receive public complaints against the Grande Prairie Police Service
-



GRANDE PRAIRIE POLICE SERVICE

Overview

The Grande Prairie Police Services (GPPS) is building a modern, professional, and locally accountable police service that enhances public safety within the city. Policing services, during the transition, are delivered by Grande Prairie RCMP with GPPS officers seconded over the next few years until the GPPS assumes command as the Police of Jurisdiction for the City of Grande Prairie.

The key action items for 2025 will be strategic planning, policy development, equipment acquisition, IT system design, police officer recruitment, and police officer training.

Department Budget

Transition (Grant Funded)	2023 Budget	2024 Budget	\$ Change	2025 Budget	2026 Budget	2027 Budget	2028 Budget
Revenue	-	(5,460,876)	(1,565,384)	(7,026,260)	(4,423,209)	(1,954,811)	-
Operating Expenses	-	5,460,876	1,565,384	7,026,260	4,423,209	1,954,811	-
Net Required	-	-	-	-	-	-	-

Adjustments for 2025 Budget include changes to operational policing salaries and expenses for additional officers being hired and trained, in addition to other transitional expenses funded by the transition grant.

Police Service & Chief of Police (Tax Funded)	2023 Budget	2024 Budget	\$ Change	2025 Budget	2026 Budget	2027 Budget	2028 Budget
Revenue	-	(88,000)	5,654	(82,346)	(23,474)	-	-
Operating Expenses	-	1,856,184	2,656,597	4,512,781	11,859,132	19,330,241	23,318,222
Net Required	-	1,768,184	2,662,251	4,430,435	11,835,658	19,330,241	23,318,222

Adjustments for 2025 Budget include increases to operational policing salaries, insurance and internal mobile equipment charges.

Service Overview

Organizational Development	Procurement
<ul style="list-style-type: none"> ■ Strategic planning ■ Policy and procedure development ■ Regulatory compliance 	<ul style="list-style-type: none"> ■ Technical specifications and procurement of policing equipment, uniforms, vehicles and supplies
Personnel Administration	Technology
<ul style="list-style-type: none"> ■ Police officer recruitment ■ Police officer training 	<ul style="list-style-type: none"> ■ Design and implementation of police related technology networks and hardware
Engagement	
<ul style="list-style-type: none"> ■ Facilitate community participation in the development and delivery of public safety initiatives ■ Marketing campaigns to inform the community on the status of the municipal police transition 	

Key Initiatives & Projects

Initiative/Project	Council Strategic Plan Alignment
Establish Grande Prairie Police Service	Quality of Life



ENFORCEMENT SERVICES

Overview

Grande Prairie Enforcement Services (GPES) provides municipal law enforcement in an amalgamated environment with the Grande Prairie Police Service, RCMP and Mobile Outreach. GPES is responsible for enforcement of municipal bylaws, provisions of the Municipal Government Act, and various Provincial Statutes by authority of Peace Officer Appointments. This mandate encompasses:

- Bylaw Enforcement
- Animal Control
- Parking Control
- Traffic Enforcement
- Community Engagement & Public Safety
- Vehicle for Hire Licensing

GPES places high importance on positive public engagement, education, and communication. Through collaboration with our community partners, GPES strives to deliver an educational approach to bylaw enforcement and traffic safety whenever possible.

Department Budget

	2023 Budget	2024 Budget	\$ Change	2025 Budget	2026 Budget	2027 Budget	2028 Budget
Revenue	(6,932,298)	-	-	-	-	-	-
Operating Expenses	7,746,353	6,703,130	(891,162)	5,811,968	5,954,366	6,096,693	6,232,928
Net Required	814,055	6,703,130	(891,162)	5,811,968	5,954,366	6,096,693	6,232,928

Adjustments for 2025 Budget include reduced contractual obligations as well as reduced contracted expenses resulting from Provincial regulations on automated traffic enforcement. Revenue of \$2,335,981 related to fines, licenses and permits generated by Enforcement Services has been included in the Fiscal Services budget for 2025.

Service Overview

Bylaw Enforcement

- Operational hours: Monday to Sunday
6:00 a.m. – 12:00 a.m.
- Office hours: Monday to Friday
8:30 a.m. – 4:30 p.m.
(closed on statutory holidays)
- In alignment with the MGA and Peace Officers Act,
enforces Municipal Bylaws

Provincial Act Enforcement

- Operational hours: Monday to Sunday
6:00 a.m. – 12:00 a.m.
- Office hours: Monday to Friday
8:30 a.m. – 4:30 p.m.
(closed on statutory holidays)

Service Overview

Bicycle Registration

- Available through eServices

Vehicle for Hire Licensing

- Applications are available online for dispatch licenses and can be submitted via email
- Chauffeur permits are available in-person
- In alignment with Bylaw C-1394

Community Peace Officer Traffic Enforcement

- Operational hours: Monday to Sunday
6:00 a.m. – 12:00 a.m.
- In alignment with the MGA and Peace Officers Act, enforces Provincial Traffic Act
- In alignment with Bylaw C-1166

Parking Control

- Operational Hours: Monday to Sunday
6:00 a.m. – 12:00 a.m.
- In alignment with Bylaw C-1166

Automated Traffic Enforcement

- 67 speed zones
- 66 speed-prescribed times zones
- Four stop sign mobile video zones
- 39 red light mobile video zones
- Five Intersection Safety Devices
- Red light cameras at high collision intersections

Animal Control

- Operational hours: Monday to Sunday
6:00 a.m. – 12:00 a.m.
- Enforcement office hours: Monday to Friday
8:30 a.m. – 4:30 p.m.
(closed on statutory holidays)
- In alignment with Bylaw C-1226

Animal Licensing

- Service available through online application, mail, phone, in-person, email or fax
- In alignment with Bylaw C-1226

Regional Animal Pound

- Pound hours: Monday to Saturday
10:00 a.m. – 6:00 p.m.
Sunday 12:00 p.m. – 4:00 p.m.
- In alignment with Bylaw C-1226



MOBILE OUTREACH

Overview

Mobile Outreach is a diversion program focused on mitigating the impacts of street level social disorder, addiction and public intoxication. It assists businesses and residents in handling their concerns related to the street engaged population, which may include: trespassing, loitering, disturbances, public intoxication, needle debris and encampments. The program is intended to provide immediate support for a client's basic needs and navigation through local service systems such as emergency shelters, health care, addictions treatment and housing.

Department Budget

	2023 Budget	2024 Budget	\$ Change	2025 Budget	2026 Budget	2027 Budget	2028 Budget
Revenue	(50,712)	(65,668)	(331,888)	(397,556)	(134,367)	-	-
Operating Expenses	1,500,503	1,476,801	463,174	1,939,975	1,718,712	1,626,735	1,668,117
Net Required	1,449,791	1,411,133	131,286	1,542,419	1,584,345	1,626,735	1,668,117

Adjustments for 2025 Budget include reduced contractual obligations, increase to Federal grant revenue and related expenses for the temporary Youth Outreach Program and adjustment to other operating expenses.

Service Overview

Community Response (Residential and Business)

- Operational hours: 6:00 a.m. – 12:00 a.m. (not available on statutory holidays)
- Accepts direct calls from community or can be reached through referral services by dialing 311
- Offers both proactive and reactive assistance to address community needs
- Provides client information, education and referrals to various service providers
- Conducts follow up to ensure community concerns are being addressed

Client Support

- Offers prompt and effective intervention
- Improved access to social services
- Facilitates client connections to a wide array of community resources, i.e., shelters, food programs, mental health and addictions support, as well as housing assistance
- Offers internal referrals to case management services
- Assists with client appointments
- Cultivates positive relationships with clients

Service Overview

Case Management Services

- Available Monday to Friday:
8:30 a.m. – 4:30 p.m.
(not available on statutory holidays)
- Accepts referrals from Hub Tables, Agencies, Alberta Health Services, Correctional Facilities, Police and Enforcement Services
- Facilitates clients in acquiring identification, assist with appointments, managing court dates, accessing mental health and addiction resources, securing financial support, ensuring food security, obtaining housing assistance and referrals to harm reduction supplies and services
- Provides focused case management support over a period of 6–12 months

Needle Mitigation Services

- Available seven days a week:
6:00 a.m. – 12:00 a.m.
(not available on statutory holidays)
- Addresses inquiries pertaining to needle debris and drug paraphernalia
- Conducts proactive needle sweeps and monitors community needle disposal bins
- Facilitates harm reduction education encompassing naloxone administration training, safe needle pickup training, and access to resources



POLICE OPERATIONS SUPPORT

Overview

Municipal Employees at the RCMP Detachment provide operational and administrative support to front-line policing services that are essential in promoting public safety and security for Grande Prairie residents. These support services include crime data and statistics, court liaison duties, cellblock guarding, CPIC entry, processing criminal record checks, call taking and dispatching.

Department Budget

	2023 Budget	2024 Budget	\$ Change	2025 Budget	2026 Budget	2027 Budget	2028 Budget
Revenue	(2,231,979)	(1,405,871)	-	(1,405,871)	(1,405,871)	(1,405,871)	(1,405,871)
Operating Expenses	6,619,470	6,816,091	(115,128)	6,700,963	6,927,675	7,118,073	7,296,303
Net Required	4,387,491	5,410,220	(115,128)	5,295,092	5,521,804	5,712,202	5,890,432

Adjustments for 2025 Budget include reduction to contractual obligations. Revenue of \$411,557 related to fines, licenses and permits generated by RCMP operations has been included in the Fiscal Services budget for 2025.

Service Overview

Cellblock Guarding

- 24/7/365

Customer Service

- Monday to Friday: 8:00 a.m. to 4.30 p.m.
- Call taking and dispatch: 9:00 a.m. to 5:00 p.m.

Crime Analyst

- Follows weekly schedule

Administrative Support

- Follows weekly schedule

Operational Support

- General Duty 24/7/365
- Canadian Police Information Centre (CPIC), data entry and records follow weekly schedule

Custodial

- Follows weekly schedule



RCMP CONTRACTED SERVICES

Overview

As the Police Service of Jurisdiction, RCMP provides the front-line services essential to promote public safety and security for Grande Prairie residents. Grande Prairie RCMP uses a variety of policing strategies within the community such as traffic enforcement, proactive patrols, 911 response, criminal investigations drug enforcement and facilitates access to addictions and mental health assistance. In addition, the use of public engagement allows the RCMP detachment to provide a visible presence with a focus on victim support and crime prevention.

The RCMP are working with the Grande Prairie Police Service (GPPS) during the transition to a municipal police service. The RCMP will remain the Police of Jurisdiction until GPPS has progressed sufficiently in its transition plan and met the necessary requirements to assume full jurisdiction, which is anticipated to occur in 2026. During the transition period, several GPPS personnel will be on assignment with the RCMP.

Department Budget

	2023 Budget	2024 Budget	\$ Change	2025 Budget	2026 Budget	2027 Budget	2028 Budget
Revenue	-	-	(3,566,284)	(3,566,284)	(2,427,734)	-	-
Operating Expenses	20,265,847	20,322,926	714,142	21,037,068	13,699,757	2,446,322	-
Net Required	20,265,847	20,322,926	(2,852,142)	17,470,784	11,272,023	2,446,322	-

Adjustments for 2025 Budget include revenue and expenditures for GPPS personnel on assignment to RCMP, as well as increased per member costs for RCMP.

Service Overview

General Duty <ul style="list-style-type: none"> Incident Response: 24/7/365 	Forensic Identification Services <ul style="list-style-type: none"> Follows weekly schedule with on call coverage 365 days
General Investigation Section <ul style="list-style-type: none"> Follows weekly schedule with on call coverage 365 days 	Police Dog Services <ul style="list-style-type: none"> Follows weekly schedule with on call coverage 365 days
Community Engagement & Diversity Unit <ul style="list-style-type: none"> Follows weekly schedule 	RCMP Traffic Services <ul style="list-style-type: none"> Follows weekly schedule with response to special initiatives throughout the year

ORGANIZATIONAL REVENUES & EXPENSES

FISCAL SERVICES

Overview

Fiscal Services is responsible for the collection and disbursement of organizational revenues and expenditures such as property tax revenue, operating grants, dividend income, franchise fee revenue, long term debt repayment and budgeted transfers to and from reserves.

Department Budget

	2023 Budget	2024 Budget	\$ Change	2025 Budget	2026 Budget	2027 Budget	2028 Budget
Revenue	(188,824,968)	(201,728,733)	(2,513,285)	(204,242,018)	(202,203,769)	(213,331,888)	(217,577,919)
Operating Expenses	56,399,566	58,237,137	5,869,849	64,106,986	68,574,255	72,700,517	76,845,286
Net Required	(132,425,402)	(143,491,596)	3,356,564	(140,135,032)	(133,629,514)	(140,631,371)	(140,732,633)

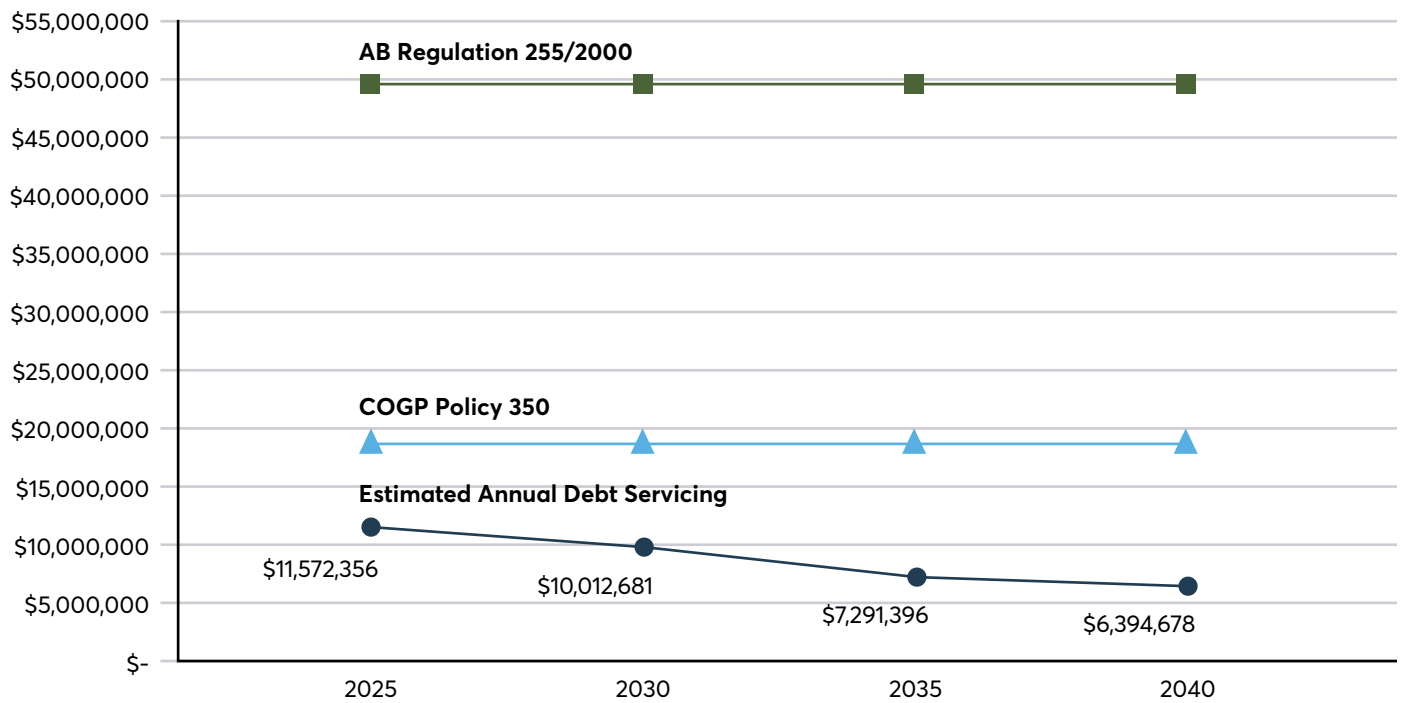
Adjustments for 2025 Budget include a reduction in court fine revenue due to changes in provincial regulations for automated traffic enforcement. As well as, increases in capital tax for funding capital projects, increased costs of expenses related to contractual obligations and increases in transfers to/from reserves.

Included in Fiscal Services 2025 budget is \$2,747,538 of revenue related to fines, licenses and permits, that is generated by Policing Services.

LONG-TERM DEBT

The City of Grande Prairie uses debt as a method of funding for significant capital projects. This allows for the cost of those projects to be spread out over the period of time that residents benefit from the underlying asset. In 2025, the City will pay approximately \$11.6M in debt servicing costs. Over time, as years progress and loans are repaid, these costs will also decrease.

Cost of Debt Servicing 15 Years



The 2025–2028 operating budget reflects final repayment of the following debt:

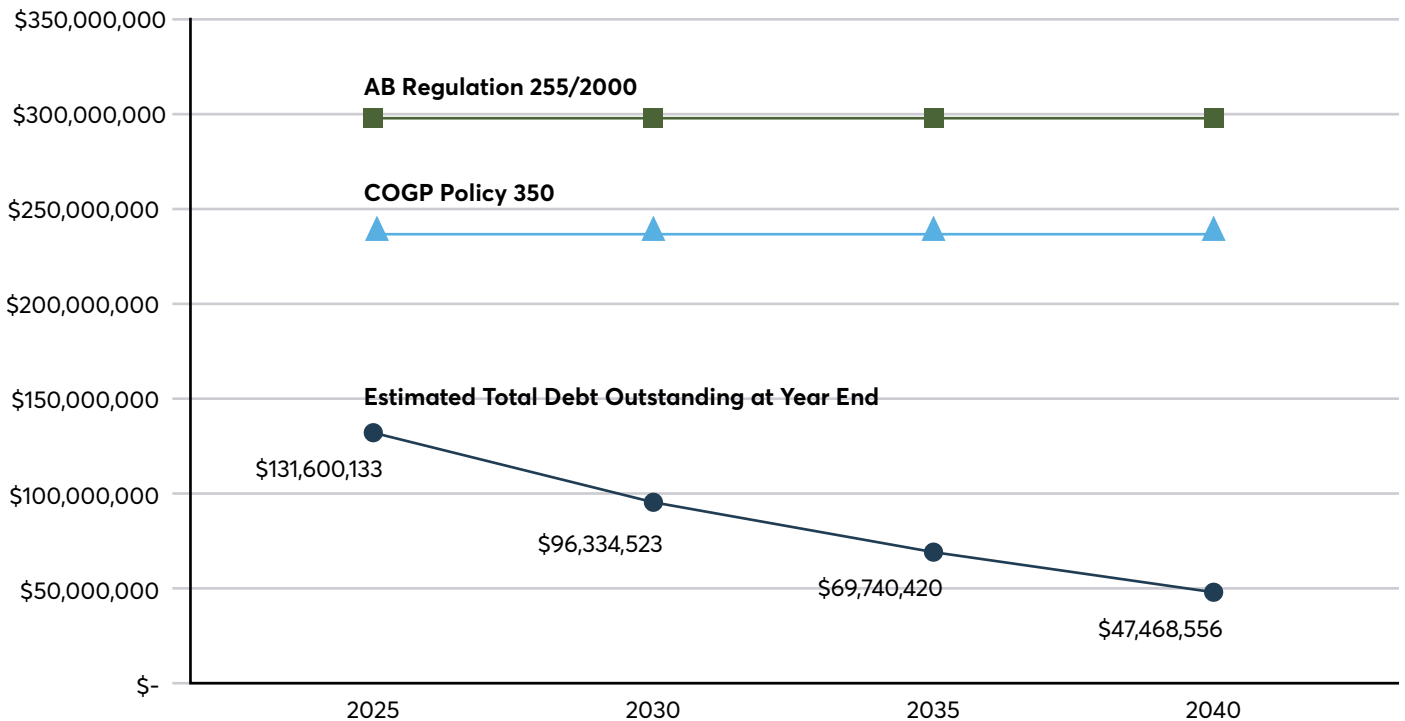
Year	Original Debt	Description	Decrease in Annual Servicing Costs
2025	\$7,000,000	RCMP Building	\$455,400
2026	\$5,435,000	RCMP Building	\$306,100
2026	\$297,298	Range Road 60 Annexation	\$32,000
2027	\$1,000,000	Hearthstone Manor	\$79,000
2028	\$920,000	Hearthstone Manor	\$35,200
2028	\$1,000,000	Maude Clifford Community Gym	\$38,300
2028	\$7,400,000	Grande Prairie Airport Renovation	\$579,500

Alberta Regulation 255/2000 outlines the maximum debt borrowing and debt service limits for all municipalities in Alberta. It also sets out the manner in which to determine total debt and debt service levels, as well as the treatment of controlled corporations and regional service commissions in the calculation of municipal debt.

Council Policy 350, regulates the borrowing of long-term debt by the City, imposing maximums to ensure that borrowing practices are responsible, as well as maximization of total borrowing costs, matching of debt servicing with the benefit of the underlying asset, and financial flexibility for future borrowings.

Assuming no new debt is taken, and required payments are made, debt over the next 15 years will reduce by approximately \$84.1M. The amounts below take into consideration new debt that has been approved such as Recreation Facility, Maskwa Medical Centre and Montrose Cultural Centre Remediation.

Debt Balance 15 Years



Cost of Borrowing

The Government of Alberta, through the Alberta Capital Finance Authority (ACFA), provides eligible municipal, regional, health and education authorities with financing for capital projects. Below are the borrowing rates through ACFA, as of October 15, 2024:

- 10-year term 4.41%
- 20-year term 4.96%
- 30-year term 5.13%

For every \$1M in debt taken on a 20-year term, the City's annual debt servicing costs would approximate \$80,000, which represents a 0.06% tax rate increase, based on the 2024 tax levy.

Alternatively, the City could explore an option for future borrowings through a financial institution. A rate for such a loan would typically be based on prime, plus or minus a negotiated percentage. As of October 15, 2024, the Bank of Canada's prime rate was 6.45%.

RESERVE BALANCES & POLICIES

Reserve funds provide the City with flexibility, cash flow management and the ability for the City to achieve Council's strategic plan, while providing for property tax stabilization, provision of consistent service levels and in some cases, reducing the need for debt financing.

Council Policy 346 maintains the standards and guidelines for the establishment and use of reserve funds. All transactions, re-designations or revisions require Council approval.

The City's reserves consist of both externally and internally restricted balances, meaning some are required by the MGA or Bylaw, while others have been designated by Council.

Reserve forecasted balances as of December 31, 2025:

	Estimated Balance Jan. 1, 2025	Budgeted Operating Additions	Budgeted Operating Reductions	Budgeted Capital Additions / (Expenditures)	Estimated Balance Dec. 31, 2025
Cemetery Perpetual Care	\$4,456,848	\$262,987	-	-	\$4,719,835
Facility Renewal	\$10,349,934	\$3,701,936	(\$2,282,458)	(\$436,430)	\$11,332,982
Financial Stabilization	\$16,501,072	-	(\$660,491)	(\$123,375)	\$15,717,206
Fleet Reserve	\$5,737,005	\$3,585,079	-	(\$2,305,200)	\$7,016,884
Future Expenditures *	\$30,147,974	\$20,000	(\$2,703,730)	\$4,588,663	\$32,052,907
Pinnacle Ridge Special Tax	\$33,243	\$1,087	-	-	\$34,330
Public Art	\$213,876	\$2,135	-	-	\$216,011
Public Housing	\$155,548	\$1,654	-	-	\$157,202
Public Reserve	\$3,226,180	\$49,306	-	(\$845,000)	\$2,430,486
Transportation System Levy	\$9,703,249	\$102,159	-	-	\$9,805,408
Total	\$80,524,928	\$7,726,343	(\$5,646,679)	\$878,658	\$83,483,250

*Includes Council Strategic Initiatives Fund

APPENDIX A – 2025 FEES & CHARGES BYLAW CHANGES

As part of each year's budget preparations, departments perform a thorough review of their applicable fees, rates and charges and propose changes to Bylaw C-1395. For 2025, this included a complete jurisdictional scan which informed the decision to adjust rates or add fees where new opportunities existed. The following listing is a summary of any fees, rates or charges that have changed from 2024 and encompass adjustments relating to fee structure, cost recovery, new and/or discontinued services, best practices among comparable municipalities, and/or changes to language for the purpose of clarity.

Service Area – Facility	2024 Fees Pre GST	2025 Fees Pre GST	GST Applicable	2025 Fees with Applicable GST
Taxation & Assessment				
Charges for Information, Services and Documents				
Property Tax Information to Lending Institutions	\$20.00	\$25.00	N	\$25.00
Tax Recovery Notification	Actual cost	\$350.00	N	\$350.00
Access to Summary of Assessment	\$75.00 per hour; \$25.00 minimum charge	\$75.00 per hour; \$30.00 minimum charge	N	\$75.00 per hour; \$30.00 minimum charge
Access to Assessment Records	\$75.00 per hour; \$25.00 minimum charge	\$75.00 per hour; \$30.00 minimum charge	N	\$75.00 per hour; \$30.00 minimum charge
Bylaw Enforcement Services				
Animal License				
Dog License	\$55.00	\$60.00	N	\$60.00
Cat License	\$35.00	\$45.00	N	\$45.00
Cat License (Spayed/Neutered)	\$17.00	\$20.00	N	\$20.00
Nuisance Animal License	\$110.00	\$120.00	N	\$120.00
Replacement License Tag	\$11.00	\$12.00	N	\$12.00
Livestock Exemption Application		\$250.00	N	\$250.00
Livestock Exemption Permit Renewal		\$150.00	N	\$150.00
Animal Limit Exemption Application		\$250.00	N	\$250.00
Animal Limit Exemption Permit Renewal		\$150.00	N	\$150.00
Vehicle for Hire License and Permits				
Dispatch License – Application and Renewal	\$210.00	\$300.00	N	\$300.00
Vehicle Permit – Includes one inspection	\$105.00 per vehicle	\$110.00 per vehicle	N	\$110.00 per vehicle

Service Area – Facility	2024 Fees Pre GST	2025 Fees Pre GST	GST Applicable	2025 Fees with Applicable GST
Vehicle for Hire Permit Transfer	\$52.25 per vehicle	\$55.00 per vehicle	N	\$55.00 per vehicle
Vehicle for Hire Re-inspection	\$52.50	\$55.00	N	\$55.00
Community Knowledge Campus				
Multiplex Aquatics and Wellness (Eastlink Centre)				
Drop-In Admissions				
Under 3 years	Free	Free		Free
Child (Age 3 to 12)	\$5.71	\$5.94	Y	\$6.24
Youth (Age 13 to 17)	\$7.62	\$7.92	Y	\$8.32
Student (ID required)	\$7.62	\$7.92	Y	\$8.32
Adult (Age 18 to 59)	\$10.48	\$10.90	Y	\$11.44
Senior (Age 60+)	\$7.62	\$7.92	Y	\$8.32
Family	\$23.33	\$24.26	Y	\$25.48
Playcare (1 hour)	\$4.76	\$4.86	Y	\$5.10
Playcare (1.5 hour)	\$7.14	\$7.28	Y	\$7.65
Playcare No-Show Fee	\$4.76	\$4.86	Y	\$5.10
Memberships – Child (Age 3 to 12)				
10 Punch Pass	\$51.43	\$53.49	Y	\$56.16
1 Month Pass	\$30.00	\$31.20	Y	\$32.76
1 Month Grande Access Pass	\$36.00	\$37.44	Y	\$39.31
Annual Membership, paid monthly	\$27.14	\$28.23	Y	\$29.64
Annual Grande Access Pass, paid monthly	\$32.57	\$33.87	Y	\$35.57
Annual Pre-Paid Pass	\$295.48	\$307.30	Y	\$322.66
Annual Grande Access Pre-Paid Pass	\$354.57	\$368.75	Y	\$387.19
Memberships – Youth (Age 13 to 17)				
10 Punch Pass	\$68.57	\$71.31	Y	\$74.88
1 Month Pass	\$41.43	\$43.09	Y	\$45.24
1 Month Grande Access Pass	\$49.71	\$51.70	Y	\$54.28
Annual Membership, paid monthly	\$37.62	\$39.12	Y	\$41.08
Annual Grande Access Pass, paid monthly	\$45.14	\$46.95	Y	\$49.29
Annual Pre-Paid Pass	\$409.29	\$425.66	Y	\$446.94
Annual Grande Access Pre-Paid Pass	\$491.14	\$510.79	Y	\$536.32

Service Area – Facility	2024 Fees Pre GST	2025 Fees Pre GST	GST Applicable	2025 Fees with Applicable GST
Memberships – Student (ID Required)				
10 Punch Pass	\$68.57	\$71.31	Y	\$74.88
1 Month Pass	\$41.43	\$43.09	Y	\$45.24
1 Month Grande Access Pass	\$49.71	\$51.70	Y	\$54.28
Annual Membership, paid monthly	\$37.62	\$39.12	Y	\$41.08
Annual Grande Access Pass, paid monthly	\$45.14	\$46.95	Y	\$49.29
Annual Pre-Paid Pass	\$409.29	\$425.66	Y	\$446.94
Annual Grande Access Pre-Paid Pass	\$491.14	\$510.79	Y	\$536.32
Memberships – Adult (Age 18 to 59)				
10 Punch Pass	\$94.29	\$98.06	Y	\$102.96
1 Month Pass	\$63.81	\$66.36	Y	\$69.68
1 Month Grande Access Pass	\$76.57	\$79.63	Y	\$83.61
Annual Membership, paid monthly	\$57.86	\$60.17	Y	\$63.18
Annual Grande Access Pass, paid monthly	\$69.43	\$72.21	Y	\$75.82
Annual Pre-Paid Pass	\$631.19	\$656.44	Y	\$689.26
Annual Grande Access Pre-Paid Pass	\$757.43	\$787.73	Y	\$827.11
Memberships – Senior (Age 60+)				
10 Punch Pass	\$68.57	\$71.31	Y	\$74.88
1 Month Pass	\$41.43	\$43.09	Y	\$45.24
1 Month Grande Access Pass	\$49.71	\$51.70	Y	\$54.28
Annual Membership, paid monthly	\$37.62	\$39.12	Y	\$41.08
Annual Grande Access Pass, paid monthly	\$45.14	\$46.95	Y	\$49.29
Annual Pre-Paid Pass	\$409.29	\$425.66	Y	\$446.94
Annual Grande Access Pre-Paid Pass	\$491.14	\$510.79	Y	\$536.32
Memberships – Family				
10 Punch Pass	\$210.00	\$218.40	Y	\$229.32
1 Month Pass	\$127.38	\$132.48	Y	\$139.10
1 Month Grande Access Pass	\$152.86	\$158.97	Y	\$166.92
Annual Membership, paid monthly	\$115.71	\$120.34	Y	\$126.36
Annual Grande Access Pass, paid monthly	\$138.86	\$144.41	Y	\$151.64
Annual Pre-Paid Pass	\$1,262.38	\$1,312.88	Y	\$1,378.52
Annual Grande Access Pre-Paid Pass	\$1,514.86	\$1,575.45	Y	\$1,654.23

Service Area – Facility	2024 Fees Pre GST	2025 Fees Pre GST	GST Applicable	2025 Fees with Applicable GST
Pool Rental – (All rental rates double for Statutory Holidays)				
Sport Partner – 25m Lane	\$16.95 per hour	\$17.63 per hour	Y	\$18.51 per hour
Sport Partner – 50m Lane	\$24.40 per hour	\$25.38 per hour	Y	\$26.64 per hour
Non Profit – 25m Lane	\$22.90 per hour	\$23.82 per hour	Y	\$25.01 per hour
Non Profit – 50m Lane	\$46.80 per hour	\$48.67 per hour	Y	\$51.11 per hour
Profit – 25m Lane	\$30.90 per hour	\$32.14 per hour	Y	\$33.74 per hour
Profit – 50m Lane	\$53.25 per hour	\$55.38 per hour	Y	\$58.15 per hour
Flowrider (private rental) plus Staff Cost	\$102.00 per hour			
Flowrider (private rental)		\$208.60 per hour (up to 6 people)	Y	\$219 per hour (up to 6 people)
Learn to Flowride (private rental with instruction)		\$225.8 per hour (up to 6 people)	Y	\$237 per hour (up to 6 people)
Display Board Timekeeping (Sport-In-The-Box) for competitive swim meet use		\$476.19 per day	Y	\$500 per day
Program Rates				
Other Schools – Lessons (does not include additional Instructors)	\$240.65 per day	\$250.28 per day	Y	\$262.79 per hour
City Schools – Spontaneous Use (in accordance with SCORES Agreement (Adaptive Swim)		Staff cost only	Y	Staff cost plus GST
Swim Lessons (curriculum based)	\$69 per lesson set			
Parent and Tot, Preschool and Swimmer 1–2		\$73.00 per lesson set	N	\$73.00 per lesson set
Swimmer 3–6		\$84.00 per lesson set	N	\$84.00 per lesson set
Adult 1–3		\$84.00 per lesson set	Y	\$88.20 per lesson set
Canadian Swim Patrol		\$105.00 per lesson set	N	\$110.25 per lesson set
Private Swim Lessons	\$210 per lesson set	\$270 per lesson set/6 sessions	Y	\$283.50 per lesson set/6 sessions
Private Swim Single Lessons		\$45.00 per lesson	Y	\$47.25 per lesson
Swim Assessment		\$25.00 per assessment	Y	\$26.25 per assessment
Lifeguard Certification Courses (curriculum based)	\$183.81 – \$519.05 per course			
Bronze Star		\$155.00 per course	N	\$155.00 per course
Bronze Medallion		\$200 per course	Y	\$210.00 per course
Bronze Cross		\$203.80 per course	Y	\$214.00 per course
Intermediate First Aid with CPR-C and AED		\$160.00 per course	Y	\$168 per course
Intermediate First Aid Recertification		\$118.00 per course	Y	\$123.90 per course

Service Area – Facility	2024 Fees Pre GST	2025 Fees Pre GST	GST Applicable	2025 Fees with Applicable GST
National Lifeguard		\$517.75 per course	Y	\$545.00 per course
National Lifeguard Recertification		\$89.00 per course	Y	\$93.45 per course
Swim Instructor		\$333 per course	Y	\$350.00 per course
LSI (Lifesaving Instructor)		\$238 per course	Y	\$250.00 per course
Practice Physical Abilities Requirement Evaluation (PARE)	\$40 per test	\$41.60 per test	Y	\$43.68 per test
PARE Test	\$140 per test	\$145.60 per test	Y	\$152.88 per test
Fitness Programs	\$90–\$215 per program	\$93.60–\$223.60 per program	Y	\$98.28–\$234.78 per program
Room Rental – (All rental rates double for Statutory Holidays)				
Fitness/Multipurpose Room – Sport Partner	\$80.40 per hour	\$83.62 per hour	Y	\$87.80 per hour
Fitness/Multipurpose Room – Non-Profit	\$100.60 per hour	\$104.62 per hour	Y	\$109.86 per hour
Fitness/Multipurpose Room – Profit	\$120.80 per hour	\$125.63 per hour	Y	\$131.91 per hour
Fitness/Multipurpose Room (½ Room) – Sport Partner	\$60.00 per hour	\$62.40 per hour	Y	\$65.52 per hour
Fitness/Multipurpose Room (½ Room) – Non-Profit	\$70.30 per hour	\$73.11 per hour	Y	\$76.77 per hour
Fitness/Multipurpose Room (½ Room) – Profit	\$80.40 per hour	\$83.62 per hour	Y	\$87.80 per hour
Fitness Studio – Sport Partner	\$80.40 per hour	\$83.62 per hour	Y	\$87.80 per hour
Fitness Studio – Non-Profit	\$80.40 per hour	\$83.62 per hour	Y	\$87.80 per hour
Fitness Studio – Profit	\$120.00 per hour	\$124.80 per hour	Y	\$131.04 per hour
West Multipurpose Room – Sport Partner	\$40.40 per hour	\$42.02 per hour	Y	\$44.12 per hour
West Multipurpose Room – Non-Profit	\$60.60 per hour	\$63.02 per hour	Y	66.18 per hour
West Multipurpose Room – Profit	\$80.80 per hour	\$84.03 per hour	Y	\$88.23 per hour
East Multipurpose Room – Sport Partner	\$28.60 per hour	\$29.74 per hour	Y	\$31.23 per hour
East Multipurpose Room – Non-Profit	\$48.60 per hour	\$50.54 per hour	Y	\$53.07 per hour
East Multipurpose Room – Profit	\$68.60 per hour	\$71.34 per hour	Y	\$74.91 per hour
Equipment Rate	\$47.62	\$49.52	Y	\$52.00
Cooking Classroom – Sport Partner	\$28.60 per hour	\$29.74 per hour	Y	\$31.23 per hour
Cooking Classroom – Non-Profit	\$48.60 per hour	\$50.54 per hour	Y	53.07 per hour
Cooking Classroom – Profit	\$68.60 per hour	\$71.34 per hour	Y	\$74.91 per hour
Meeting Room/Classroom (on deck) – Sport Partner	\$28.60 per hour	\$29.74 per hour	Y	\$31.23 per hour
Meeting Room/Classroom (on deck) – Non-Profit	\$48.60 per hour	\$50.54 per hour	Y	\$53.07 per hour

Service Area – Facility	2024 Fees Pre GST	2025 Fees Pre GST	GST Applicable	2025 Fees with Applicable GST
Meeting Room/Classroom (on deck) – Profit	\$68.80 per hour	\$71.55 per hour	Y	\$75.13 per hour
Meeting Room/Timing Room (on deck) – Sport Partner	\$20.00 per hour	\$20.80 per hour	Y	\$21.84 per hour
Meeting Room/Timing Room (on deck) – Non-Profit	\$30.00 per hour	\$31.20 per hour	Y	\$32.76 per hour
Birthday Party – Fieldhouse 1 hour + 1 hour Party Room (30 people)		\$187.20 per hour	Y	\$196.56 per hour
Birthday Party – Pool unlimited + 1 hour Party Room (30 people)		\$250 per hour	Y	\$262.5 per hour
Meeting Room/Timing Room (on deck) – Profit	\$40.00 per hour	\$41.60 per hour	Y	\$43.68 per hour
Large Meeting Room – Sport Partner/ Community Partner	\$24.28 per hour	\$25.45 per hour	Y	\$26.72 per hour
Large Meeting Room – Non-Profit	\$41.25 per hour	\$42.90 per hour	Y	\$45.05 per hour
Large Meeting Room – Profit	\$58.22 per hour	\$60.55 per hour	Y	\$63.58 per hour
The Strip (Fieldhouse) – Sport Partner	\$17.75 per hour	\$18.46 per hour	Y	\$19.38 per hour
The Strip (Fieldhouse) – Non-Profit	\$24.20 per hour	\$25.17 per hour	Y	\$26.43 per hour
The Strip (Fieldhouse) – Profit	\$32.35 per hour	\$33.64 per hour	Y	\$35.33 per hour
Fieldhouse (½ service) – Sport Partner	\$61.45 per hour	\$63.91 per hour	Y	\$67.10 per hour
Fieldhouse (½ service) – Non-Profit	\$92.20 per hour	\$95.89 per hour	Y	\$100.68 per hour
Fieldhouse (½ service) – Profit	\$122.90 per hour	\$127.82 per hour	Y	\$134.21 per hour
Fieldhouse (¼ service) – Sport Partner	\$30.70 per hour	\$31.93 per hour	Y	\$33.52 per hour
Fieldhouse (¼ service) – Non-Profit	\$46.05 per hour	\$47.89 per hour	Y	\$50.29 per hour
Fieldhouse (¼ service) – Profit	\$61.45 per hour	\$63.91 per hour	Y	\$67.10 per hour
Fieldhouse Locker/Dressing Rooms	\$25.00 per day	\$26.00 per day	Y	\$27.30 per day
Fieldhouse (½ service) – Full Day – Sport Partner	\$737.37 per day	\$766.86 per day	Y	\$805.21 per day
Fieldhouse (½ service) – Full Day – Non-Profit	\$1,106.40 per day	\$1,150.66 per day	Y	\$1,208.19 per day
Fieldhouse (½ service) – Full Day – Profit	\$1,474.86 per day	\$1,533.85 per day	Y	\$1,610.55 per day
Fieldhouse (¼ service) – Full Day – Sport Partner	\$368.46 per day	\$383.20 per day	Y	\$402.36 per day
Fieldhouse (¼ service) – Full Day – Non-Profit	\$552.57 per day	\$574.67 per day	Y	\$603.41 per day
Fieldhouse (¼ service) – Full Day – Profit	\$737.37 per day	\$766.86 per day	Y	\$805.21 per day
Running Track/Lane – Sport Partner	\$19.25 per hour	\$20.02 per hour	Y	\$21.02/hr
Running Track/Lane – Non-Profit	\$28.90 per hour	\$30.06 per hour	Y	\$31.56/hr
Running Track/Lane – Profit	\$38.45 per hour	\$39.99 per hour	Y	\$41.99/hr
North Concourse – Non-Profit	\$117.56 per hour	\$122.26 per hour	Y	\$128.38/hr

Service Area – Facility	2024 Fees Pre GST	2025 Fees Pre GST	GST Applicable	2025 Fees with Applicable GST
North Concourse – Profit	\$235.12 per hour	\$244.52 per hour	Y	\$256.75/hr
South Concourse (Synrgy180™, Turf, Combat Corner) – Non-Profit	\$200.00 per hour	\$208.00 per hour	Y	\$218.40/hr
South Concourse (Synrgy180™, Turf, Combat Corner) – Profit	\$400.00 per hour	\$416.00 per hour	Y	\$436.80/hr
Squash, Racquetball and Wallyball				
Indoor Courts	\$25.00 per hour	\$26.00 per hour	Y	\$27.30/hr
Indoor Courts (for 12+ hours per court)	\$300.00 per day	\$312.00 per day	Y	\$327.60/day
Community Kiosk				
Profit	\$31.60 per hour	\$32.86 per hour	Y	\$34.51/hr
Profit	\$126.60 per day	\$131.66 per day	Y	\$138.25/day
Bleacher Rental				
Non-Profit	\$24.55 per set/per day	\$25.53 per set/per day	Y	\$26.81 per set/per day
Profit	\$47.00 per set/per day	\$48.88 per set/per day	Y	\$51.32 per set/per day
Outdoor Pool				
Drop-In Admissions				
Child (Age 3 to 12)	\$4.29	\$4.38	Y	\$4.59
Youth (Age 13 to 17)	\$6.19	\$6.31	Y	\$6.63
Student (ID required)	\$6.19	\$6.31	Y	\$6.63
Adult (Age 18 to 59)	\$8.10	\$8.26	Y	\$8.68
Senior (Age 60+)	\$6.19	\$6.31	Y	\$6.63
Family	\$20.95	\$21.37	Y	\$22.44
Shared Space – City Schools (SCORES)	Group rate as above to a maximum of \$244.00	Group Rate as above to a maximum of \$248.88	Y	\$261.32
Shared Space – Other Schools/Non Profit Community Groups	Group rate as above to a maximum of \$333.33	Group Rate as above to a maximum of \$340.00	Y	\$357.00
Shared Space – Profit	Group rate as above to a maximum of \$532.48	Group Rate as above to a maximum of \$543.13	Y	\$570.29
Memberships 10 Punch Pass				
Child (Age 3 to 12)	\$38.62	\$39.39	Y	\$41.36
Youth (Age 13 to 17)	\$55.71	\$56.82	Y	\$59.67
Student (ID required)	\$55.71	\$56.82	Y	\$59.67
Adult (Age 18 to 59)	\$72.90	\$74.36	Y	\$78.08

Service Area – Facility	2024 Fees Pre GST	2025 Fees Pre GST	GST Applicable	2025 Fees with Applicable GST
Senior (Age 60+)	\$55.71	\$56.82	Y	\$59.67
Family	\$188.57	\$192.34	Y	\$201.96
Pool Rental				
Whole Pool (Sport Partner)	\$244.00 per hour	\$253.76 per hour	Y	\$266.45/hr
Whole Pool (Non-Profit)	\$333.33 per hour	\$346.66 per hour	Y	\$364.00/hr
Whole Pool (Profit)	\$532.48 per hour	\$553.78 per hour	Y	\$581.47/hr
Whole Pool (Private-up to 280 Swimmers and 120 on dryland – 400 total occupants)	\$468.00 per hour	\$486.70 per hour	Y	\$511.06/hr
Twin Ice Arenas				
Drop-In Admissions				
Child (Age 3 to 12)	\$4.86	\$4.96	Y	\$5.21
Youth (Age 13 to 17)	\$6.10	\$6.22	Y	\$6.53
Student (ID Required)	\$6.10	\$6.22	Y	\$6.53
Adult (Age 18 to 59)	\$7.52	\$7.67	Y	\$8.05
Senior (Age 60+)	\$6.10	\$6.22	Y	\$6.53
Family	\$18.00	\$18.36	Y	\$19.28
5 Punch Pass				
Child (Age 3 to 12)	\$21.86	\$22.30	Y	\$23.41
Youth (Age 13 to 17)	\$27.33	\$27.88	Y	\$29.27
Student (ID Required)	\$27.33	\$27.88	Y	\$29.27
Adult (Age 18 to 59)	\$33.90	\$34.58	Y	\$36.31
Senior (Age 60+)	\$27.33	\$27.88	Y	\$29.27
Family	\$80.86	\$82.48	Y	\$86.60
Figure Skating Punch card (10 punches)	\$171.43	\$174.86	Y	\$183.60
Figure Skating Drop in Program	\$19.05	\$19.43	Y	\$20.40
Skate Rental Youth (Age 17 and under)	\$3.00	\$3.06	Y	\$3.21
Skate Rental Adult (Age 18+)	\$6.00	\$6.12	Y	\$6.43
Skate Sharpening	\$6.00	\$6.12	Y	\$6.43
Ice Rental				
Group, Adult (Age 18+) Prime Time	\$216.34 per hour	\$225.99 per hour	Y	\$237.29 per hour
Group, Adult (Age 18+) Non-Prime	\$134.95 per hour	\$154.17 per hour	Y	\$161.88 per hour
Group, Youth (Age 17 and under) Non-Prime (in accordance with SCORES Agreement)	\$81.90 per hour	\$134.95 per hour	Y	\$141.70 per hour

Service Area – Facility	2024 Fees Pre GST	2025 Fees Pre GST	GST Applicable	2025 Fees with Applicable GST
Group, Non-Adult Youth Youth (Age 17 and under) (April 1 each year)	\$134.95 per hour	\$141.70 per hour	Y	\$148.79 per hour
Group, Junior Hockey A & B (April 1 each year)	\$168.30 per hour	\$176.72 per hour	Y	\$185.56 per hour
Ice Rental – Sell Off Ice Times				
Group, Adult (Age 18+) Prime Time	\$173.07 per hour	\$179.99 per hour	Y	\$188.99 per hour
Group, Adult (Age 18+) Non-Prime	\$107.95 per hour	\$112.27 per hour	Y	\$117.88 per hour
Statutory Holidays				
Adult (Age 18+) Prime Time	\$432.69 per hour	\$451.98 per hour	Y	\$474.58 per hour
Junior Hockey A & B	\$353.44 per hour	\$353.44 per hour	Y	\$371.11 per hour
Non-Prime Youth (Age 17 and under)	\$269.90 per hour	\$283.40 per hour	Y	\$297.57 per hour
Locker/dressing room	\$25.00 per day	\$26.00 per day	Y	\$27.30 per day
Drop-In (5 people or less)	\$66.80 per hour	\$69.47 per hour	Y	\$72.95 per hour
Drop-In (6 people or more)	\$66.80 per hour + \$10.00 per person (to a maximum of non- adult rate)	\$69.47 per hour + \$10.40 per person (to a maximum of non- adult rate)	Y	\$72.95 per hour + \$10.92 per person (to a maximum of non- adult rate)
City Schools (in accordance with SCORES Agreement)	Staff costs only	Staff costs only	Y	Staff costs, plus GST
Other Schools	\$134.95 per hour	\$140.35 per hour	Y	\$147.37
All Groups (May–August)	\$134.95 per hour	\$140.35 per hour	Y	\$147.37
Arena – No Ice (Community Sport Event)				
Youth (Age 17 and under)	\$81.90 per hour	\$85.18 per hour	Y	\$89.43 per hour
Junior A & B	\$86.10 per hour	\$89.54 per hour	Y	\$94.02 per hour
Adult (Age 18+)	\$90.30 per hour	\$93.91 per hour	Y	\$98.61 per hour
Speed Skating Oval				
Snow Removal	\$75.00 per removal	\$78.00 per removal	Y	\$81.90 per removal
Lights	\$50.00 per hour	\$52.00 per hour	Y	\$54.60 per hour
Meeting Room Rentals – Sport Partner				
Large Meeting Room (full room)	\$40.02 per hour	\$41.62 per hour	Y	\$43.70 per hour
Large Meeting Room (half room)	\$20.01 per hour	\$20.81 per hour	Y	\$21.85 per hour
Small Meeting Room	\$20.01 per hour	\$20.81 per hour	Y	\$21.85 per hour
Small Meeting Room or Large Meeting Room (half room)	\$114.04 per day	\$118.60 per day	Y	\$124.53 per day
Large Meeting Room (full room)	\$228.08 per day	\$237.20 per day	Y	249.06 per day

Service Area – Facility	2024 Fees Pre GST	2025 Fees Pre GST	GST Applicable	2025 Fees with Applicable GST
Meeting Room Rentals – Non-Profit				
Large Meeting Room (full room)	\$76.30 per hour	\$79.35 per hour	Y	\$83.32 per hour
Large Meeting Room (half room)	\$38.15 per hour	\$39.68 per hour	Y	\$41.66 per hour
Small Meeting Room	\$38.15 per hour	\$39.68 per hour	Y	\$41.66 per hour
Small Meeting Room or Large Meeting Room (half room)	\$219.30 per day	\$228.07 per day	Y	\$239.48 per day
Large Meeting Room (full room)	\$438.60 per day	\$456.14 per day	Y	\$478.95 per day
Meeting Room Rentals – Profit				
Large meeting room (full room)	\$90.90 per hour	\$94.54 per hour	Y	\$99.26 per hour
Large meeting room (half room)	\$45.45 per hour	\$47.27 per hour	Y	\$49.63 per hour
Small meeting Room	\$45.45 per hour	\$47.27 per hour	Y	\$49.63 per hour
Small Meeting Room or Large Meeting Room (half room)	\$260.10 per day	\$270.50 per day	Y	\$284.03 per day
Large Meeting Room (full room)	\$520.20 per day	\$541.01 per day	Y	\$568.06 per day
Meeting Room Rentals				
Hockey Legends Lounge Un-Licensed	\$40.05 per hour	\$41.65 per hour	Y	\$43.73 per hour
Hockey Legends Lounge Un-Licensed	\$229.60 per day	\$238.78 per day	Y	\$250.72 per day
Hockey Legends Lounge Licensed	\$60.05 per hour	\$62.45 per hour	Y	\$65.57 per hour
Hockey Legends Lounge Licensed	\$360.70 per day	\$375.13 per day	Y	\$393.88 per day
Synthetic Turf and Grandstands				
Field Rental				
Full Field – Sport Partner	\$55.00 per hour	\$57.20 per hour	Y	\$60.06 per hour
Full Field – Non-Profit	\$65.00 per hour	\$67.60 per hour	Y	\$70.98 per hour
Full Field – Profit	\$75.00 per hour	\$78.00 per hour	Y	\$81.90 per hour
Half Field – Sport Partner	\$27.50 per hour	\$28.60 per hour	Y	\$30.03 per hour
Half Field – Non-Profit	\$32.50 per hour	\$33.80 per hour	Y	\$35.49 per hour
Half Field – Profit	\$37.50 per hour	\$39.00 per hour	Y	\$40.95 per hour
Grandstand Rental				
Grandstand Meeting Room	\$25.00 per hour	\$26.00 per hour	Y	\$27.30 per hour
Grandstand Meeting Room	\$125.00 per day	\$130.00 per day	Y	\$136.50 per day
Locker/Dressing Rooms	\$25.00 per day	\$26.00 per day	Y	\$27.30 per day
Referee Room	\$25.00 per day	\$26.00 per day	Y	\$27.30 per day
Media Room	\$25.00 per day	\$26.00 per day	Y	\$27.30 per day

Service Area – Facility	2024 Fees Pre GST	2025 Fees Pre GST	GST Applicable	2025 Fees with Applicable GST
Concourse (included with field rental and grandstand rental)	\$200.00 per day	\$208.00 per day	Y	\$218.40 per day
Snow Removal	\$600.00 per removal	\$624.00 per removal	Y	\$655.20 per removal
Lights	\$50.00 per hour	\$52.00 per hour	Y	\$54.60 per hour
CKC Miscellaneous				
Security After Hours Open & Closing Fee	\$25.00 per booking	\$28.60 per hour	Y	\$30.03 per hour
Logistics Staff/Guest Services (per person) *required for all events held outside of business hours		\$28.60 per hour	Y	\$30.03 per hour
Custodial Staff (per person)	\$37.00 per hour	\$38.48 per hour	Y	\$40.40 per hour
Games Rentals	\$10.00 per booking	\$10.40 per game per booking	Y	\$10.92 per game per booking
Special Event (with liquor) Clean Up	\$50.00 per day	\$52.00 per day	Y	\$54.60 per day
Locker/Dressing Rooms		\$26.00 per day	Y	\$27.30 per day
Custodial Staff (per person)		\$38.48 per hour	Y	\$40.40 per hour
Security (per guard)		\$28.60 per hour	Y	\$30.03 per hour
Chair		\$1.04 per chair	Y	\$1.09 per chair
8' x 3' Rectangle Table		\$10.40 per table	Y	\$10.92 per table
Audio		\$88.40 per event	Y	\$92.82 per event
Pipe & Drape		\$4.42 per foot	Y	\$4.64 per foot
Bike Barricades		\$8.32 each	Y	\$8.74 each
Community Social Development				
Low Income Transit Program				
Adult (Age 18 to 59) Monthly Pass – Regular	\$69.00	\$72.00	N	\$72.00
Adult (Age 18 to 59) Monthly Pass – 50% Off	\$34.50	\$36.00	N	\$36.00
Dave Barr Community Centre				
Ice Rentals				
Group, Adult (Age 18+) Prime Time	\$216.34 per hour	\$225.99 per hour	Y	\$237.29 per hour
Group, Adult (Age 18+) Non-Prime	\$134.95 per hour	\$154.17 per hour	Y	\$161.88 per hour
Group, Youth (Age 17 and under) Non-Prime (in accordance with SCORES Agreement)	\$81.90 per hour	\$134.95 per hour	Y	\$141.70 per hour
Group, Non-Adult Youth (Age 17 and under) (April 1 each year)	\$134.95 per hour	\$141.70 per hour	Y	\$148.79 per hour
Group, Junior Hockey A & B (April 1 each year)	\$168.30 per hour	\$176.72 per hour	Y	\$185.56 per hour

Service Area – Facility	2024 Fees Pre GST	2025 Fees Pre GST	GST Applicable	2025 Fees with Applicable GST
Ice Rentals – Sell Off Ice Time				
Group, Adult (Age 18+) Prime Time	\$173.07 per hour	\$179.99 per hour	Y	\$188.99 per hour
Group, Adult (Age 18+) Non-Prime	\$107.95 per hour	\$112.27 per hour	Y	\$117.88 per hour
Statutory Holidays				
Adult (Age 18+) Prime Time	\$432.69 per hour	\$451.98 per hour	Y	\$474.58 per hour
Junior Hockey A & B	\$353.44 per hour	\$353.44 per hour	Y	\$371.11 per hour
Non-Prime & Youth (Age 17 and under)	\$269.90 per hour	\$283.40 per hour	Y	\$297.57 per hour
Drop-In (5 people or less)	\$66.80 per hour	\$69.47 per hour	Y	\$72.95 per hour
Drop-In (6 people or more)	\$66.80 per hour + \$10.00 per person (to a maximum of non- adult rate)	\$69.47 per hour + \$10.40 per person (to a maximum of non- adult rate)	Y	\$72.95 per hour + \$10.92 per person (to a maximum of non- adult rate)
Other Schools	\$134.95 per hour	\$140.35 per hour	Y	\$147.37 per hour
All Groups (May–August)	\$134.95 per hour	\$140.35 per hour	Y	\$147.37 per hour
Arena – No Ice (Community Sport Event)				
Youth (Age 17 and under)	\$81.90 per hour	\$85.18 per hour	Y	\$89.43 per hour
Junior A & B	\$86.10 per hour	\$89.54 per hour	Y	\$94.02 per hour
Adult (Age 18+)	\$90.30 per hour	\$93.91 per hour	Y	\$98.61 per hour
Drop-In Admission for Spring/ Summer Programs	\$5.00 per person	\$5.19 per person	Y	\$5.45 per person
10 Punch Pass	\$45.00	\$46.81	Y	\$49.15
Dry Floor Space Rental – Non Profit				
Rental	\$1,000.00 per half day	\$1,040.00 per half day	Y	\$1,092.00 per half day
Rental	\$1,200.00 per day	\$1,248.00 per day	Y	\$1,310.40 per day
Dry Floor Space Rental – Profit				
Rental	\$1,200.00 per half day	\$1,248.00 per half day	Y	\$1,310.40 per half day
Rental	\$1,500.00 per day	\$1,560.00 per day	Y	\$1,638 per day
Miscellaneous				
Locker/Dressing Rooms	\$25.00 per day	\$26.00 per day	Y	\$27.30 per day
Security (per guard)	\$27.50 per hour	\$28.60 per hour	Y	\$30.03 per hour
Event Host/Guest Services (per person) *required for all events held outside of business hours	\$27.50 per hour	\$28.60 per hour	Y	\$30.03 per hour
Banquet Chair	\$1.00 per chair	\$1.04 per chair	Y	\$1.09 per chair
8' x 3' Rectangle Table	\$10.00 per table	\$10.40 per table	Y	\$10.92 per table

Service Area – Facility	2024 Fees Pre GST	2025 Fees Pre GST	GST Applicable	2025 Fees with Applicable GST
Audio	\$85.00 per event	\$88.40 per event	Y	\$92.82 per event
Pipe & Drape	\$4.25 per foot	\$4.42 per foot	Y	\$4.64 per foot
Bike Barricades	\$8.00 each	\$8.32 each	Y	\$8.74 each
Engineering Services				
Development Agreements				
Re-inspection (Renamed from Servicing Agreement - Re-inspection)	\$100.00 per hour; minimum one hour	\$100.00 per hour; minimum one hour	N	\$100.00 per hour; minimum one hour
Storm Basins				
Industrial (South)	\$1,937.06/ha			
Pavement Degradation				
Age of Street in years since last paved as determined by the City	Fee Per Square Metre of Excavation (Calculations will be made using a minimum width of 1 metre)			
0–5 Years	70			
6–10 Years	50			
11–15 Years	40			
16–20 Years	30			
21 Years or greater	20			
Miscellaneous				
File Searches	\$50.00 per 30 minutes; (\$50 minimum)			
Document Purchase (Available online for no charge)	\$1.00 per page or \$20.00 + \$6.00 per plot page			
Bonnetts Energy Centre				
Box Office				
Postage (basic Canada Post letter)	\$3.00 per order			
Postage (U.S. orders)	\$4.00 per order			
Will Call	\$2.00 per order	\$2.85 per order	Y	\$3.00 per order
Order Charge (in-person & over the phone)	Waive online fee	\$2.85 per order	Y	\$3.00 per order
Ice Rental				
Group, Adult (Age 18+) Prime Time	\$216.34 per hour	\$225.99 per hour	Y	\$237.29 per hour
Group, Adult (Age 18+) Non-Prime	\$134.95 per hour	\$154.17 per hour	Y	\$161.88 per hour
Group, Youth (Age 17 and under) Non-Prime (in accordance with SCORES Agreement)	\$81.90 per hour	\$134.95 per hour	Y	\$141.70 per hour

Service Area – Facility	2024 Fees Pre GST	2025 Fees Pre GST	GST Applicable	2025 Fees with Applicable GST
Group, Youth (Age 17 and under) Prime	\$134.95 per hour	\$141.70 per hour	Y	\$148.77 per hour
Group, Junior Hockey A & B (April 1 each year)	\$168.30 per hour	\$176.72 per hour	Y	\$185.56 per hour
Ice Rental – Sell Off Ice Time				
Group, Adult (Age 18+) Prime Time	\$173.07 per hour			
Group, Adult (Age 18+) Non-Prime	\$107.95 per hour			
Statutory Holidays				
Adult (Age 18+) Prime Time	\$432.69 per hour	\$451.98 per hour	Y	\$474.58 per hour
Junior Hockey A & B	\$353.44 per hour	\$353.44 per hour	Y	\$371.11 per hour
Non-Prime & Youth (Age 17 and under)	\$269.90 per hour	\$283.40 per hour	Y	\$297.57 per hour
Drop-In (5 people or less)	\$66.80 per hour	\$69.47 per hour	Y	\$72.95 per hour
Drop-In (6 people or more)	\$66.80 per hour + \$10.00 per person (to a maximum of non-adult rate)	\$69.47 per hour + \$10.40 per person (to a maximum of non-adult rate)	Y	\$72.95 per hour + \$10.92 per person (to a maximum of non-adult rate)
City Schools (in accordance with SCORES Agreement)	Staff costs only			
Other Schools	\$134.95 per hour			
All Groups (May-August)	\$134.95 per hour			
Arena – No Ice (Community Sport Event)				
Youth (Age 17 and under)	\$81.90 per hour	\$85.18 per hour	Y	\$89.43/hour
Junior A & B	\$86.10 per hour	\$89.54 per hour	Y	\$94.02/hour
Adult (Age 18+)	\$90.30 per hour	\$93.91 per hour	Y	\$98.61/hour
Montrose Cultural Centre				
Miscellaneous				
Cleaning/Ground Maintenance Charge	\$75.00 per event			
Custodial Staff (per person)	\$37.00 per hour			
Security (per guard) *required for all events held outside of business hours and events where liquor is served	\$27.50 per hour	\$38.00 per hour	Y	\$39.90 per hour
Guest Services (per person) *required for all events held outside of business hours	\$27.50 per hour	\$30.00 per hour	Y	\$31.50 per hour
Inventory Rate		\$300.00 per event	Y	\$315.00
220 Amp Power	\$1.05 per amp			
60" Round Table	\$15.00 per table			
8' x 3' Rectangle Table	\$10.00 per table			
Banquet Chair	\$1.00 per chair			

Service Area – Facility	2024 Fees Pre GST	2025 Fees Pre GST	GST Applicable	2025 Fees with Applicable GST
Stage Riser (5 pieces maximum)	\$25.00 per piece			
Audio	\$125.00 per event			
Pipe & Drape	\$4.25 per foot			
GIS				
Data Searches	\$25.00 per hour	\$50.00 per hour	Y	\$52.50 per hour
Custom Drafting Work	\$50.00 per hour	\$60.00 per hour	Y	\$63.00 per hour
Printing and Scanning				
a) 36" x 48"	\$30.00	\$35.00	Y	\$36.75
b) 48" x 50"	\$30.00	\$35.00	Y	\$36.75
Hard Copy Mapbooks				
Storm System	\$75.00	\$80.00	Y	\$84.00
Address Sheet	\$75.00	\$80.00	Y	\$84.00
48" x 52" Available Street Map (Urban Service Area)	\$30.00	\$35.00	Y	\$36.74
48" x 52" Maps				
a) Contour	\$35.00	\$40.00	Y	\$42.00
b) Development Phase	\$35.00	\$40.00	Y	\$42.00
c) Land Use Bylaw Map (Zoning)	\$35.00	\$40.00	Y	\$42.00
d) Neighbourhood Names	\$35.00	\$40.00	Y	\$42.00
e) Street Map with Rural Service Area	\$35.00	\$40.00	Y	\$42.00
f) Traffic Bylaw – Truck Routes	\$35.00	\$40.00	Y	\$42.00
g) Traffic Bylaw – Speed Limits	\$35.00	\$40.00	Y	\$42.00
h) Traffic Bylaw – Dangerous Goods Routes	\$35.00	\$40.00	Y	\$42.00
Ortho Photo				
a) 36" x 38"	\$100.00	\$105.00	Y	\$110.25
b) 36" x 48"	\$100.00	\$105.00	Y	\$110.25
c) 48" x 52"	\$150.00	\$155.00	Y	\$162.75
Digital Data				
PDF of any single hard copy map sheet available above	\$50.00	\$55.00	Y	\$57.75
Other Miscellaneous Digital Data				
As-Built Records – Hard copy (standard sheet size 2 ft x 3 ft)	\$1.00 per square foot, plus one time \$26.50 data search fee	\$1.00 per square foot, plus one time \$52.50 data search fee	Y	\$1.00 per sq.ft., plus one time \$52.50 data search fee, plus GST

Service Area – Facility	2024 Fees Pre GST	2025 Fees Pre GST	GST Applicable	2025 Fees with Applicable GST
As-Built Records – PDF Digital Sheet Copy	\$6.00 per sheet, plus one time \$26.50 data search fee	\$1.00 per sheet, plus one time \$52.50 data search fee	Y	\$1.00 per sheet, plus one time \$52.50 data search fee, plus GST
Inspection Services				
Commercial Building Permit (HVAC included)				
Commercial, Industrial, Institutional, Multi-Family Additions, Alterations, Re-Construction Swimming Pools Above or Below Grade	\$8.00/\$1,000.00 C.C. to a minimum of \$100.00	\$8.50/\$1,000.00 C.C. to a minimum of \$150.00	N	\$8.50/\$1,000.00 C.C. to a minimum of \$150.00
Demolition (including farm buildings) Disconnect, Change of Use, HVAC (including hydronic heating)	\$150.00	\$150.00	N	\$150.00
Standalone HVAC/Ventilation System (Roof Top Unit)	\$100.00			
Commercial Plumbing Permit				
Temporary Plumbing Permit	\$100.00			
Hydronic Heating	\$150.00			
Private Sewage Treatment System (PSTS) Permit				
Temporary PSTS	\$100.00			
Commercial Gas Permit				
Commercial, Industrial, Institutional, Multi-Family, Temporary Heat, Additions, Alterations	\$150.00 under 400k BTU's; \$300.00 over 400k BTU's	Up to 400,000 BTU's: \$150.00; 400,000 to 1,000,000 BTUs: \$300.00 Over 1,000,000 BTUs: \$300 + \$8 per 100,000 BTUs or part there of over 1,000,000	N	Up to 400,000 BTU's: \$150.00 400,000 to 1,000,000 BTUs: \$300.00 Over 1,000,000 BTUs: \$300 + \$8 per 100,000 BTUs or part there of over 1,000,000
a) Gas Fireplace, Barbeque, Unit Heater, Furnace, Propane Tank over 454 Litres, Gas Pressurization Re-test, Gas Appliance Replacement, Mobile Cooking Unit	\$100.00 per system	\$150.00	N	\$150.00
Mobile Cooking Unit	\$150.00 per system	\$100.00	N	\$100.00
Commercial Electrical Permit				
Temporary Power - Meter Set or Portable Generator over 10k Watts	\$100.00	\$150.00	N	\$150.00
Installation \$0.00 to 5,000.00	\$100.00	\$150.00	N	\$150.00
Commercial General				
i) Non-refundable file search	\$25.00	\$30.00	N	\$30.00
ii) Documents retrieved from file search	\$25.00	\$30.00	N	\$30.00
i) Application processed, no permit issued, no preliminary commenced	Full permit fee refund	Full permit fee refund less \$50 processing charge	Y	Full permit fee refund less \$52.50 processing charge
e) Inspections/per discipline (after hours or weekends)	\$200.00	\$150.00/hr minimum 2 hrs	Y	\$157.50/hr minimum 2 hrs

Service Area – Facility	2024 Fees Pre GST	2025 Fees Pre GST	GST Applicable	2025 Fees with Applicable GST
Residential Permits				
Single Family Dwelling, Duplex, Semi-detached, Triplex, or Fourplex. Includes: covered deck, Deck, Attached Garage, Solid Fuel Burning Appliance and Hot Tub included in fee if indicated on permit application and complete at time of final inspection)	\$4.50/\$1,000.00 C.C. to a minimum of \$100.00 Based on Prevailing Market Value \$180.00/sq.ft. of floor area	\$4.75/\$1,000.00 C.C. to a minimum of \$100.00 Based on Prevailing Market Value \$180.00/sq.ft. of floor area	N	\$4.75/\$1,000.00 C.C. to a minimum of \$100.00 Based on Prevailing Market Value \$180.00/sq.ft. of floor area
Alterations, Additions Fire Damaged Buildings, Secondary Suites, Below Grade Swimming Pools, Deck, Garage (attached or detached)	\$4.50/\$1,000.00 C.C. to a minimum of \$100.00 Based on \$90.00/sq.ft. of floor area	\$0.55/sq.ft. \$120 minimum	N	\$0.55/sqft \$120 minimum
Demolition	\$100.00	\$150.00	N	\$150.00
Residential Plumbing Permit				
Single Dwelling, Duplex, Semi-detached, Triplex, Fourplex, Garage Suite, Secondary Suites	\$150.00 per dwelling unit	\$175.00 per dwelling unit	N	\$175.00 per dwelling unit
Alteration/Renovation and Additions	\$15.00 per fixture to a minimum of \$100.00			
Manufactured/Modular Homes, Secondary Suites , Basements, Alteration/Renovation and Additions	\$100.00	\$100.00	N	\$100.00
Hydronic Heating	\$150.00			
Residential Private Sewage Treatment System (PSTS) Permit				
Temporary PSTS	\$100.00			
Residential Gas Permit				
Single Family Dwelling, Duplex, Semi-detached, Triplex, Fourplex, Garage Suite, Secondary Suites	\$150.00/dwelling under 400k BTU's	Up to 400,000 BTU's: \$150.00	N	Up to 400,000 BTU's: \$150.00
All gas appliances installations included in fee if indicated with BTU load on permit application and complete at time of final inspection. Future outlets shall have a BTU load indicated on permit application.	\$300.00/dwelling over 400k BTU's	400,000 to 1,000,000 BTUs: \$300.00 Over 1,000,000 BTUs: \$300 + \$8 per 100,000 BTUs or part there of over 1,000,000	N	400,000 to 1,000,000 BTUs: \$300.00 Over 1,000,000 BTUs: \$300 + \$8 per 100,000 BTUs or part there of over 1,000,000
Secondary Suites	\$100.00			
Additions, Alterations , Manufactured/Modular Homes	\$100.00	\$100.00	N	\$100.00
Barbeque, Furnace, Furnace Replacement, Fireplace, Pressurization Re-test, Unit Heater, Propane Tank over 454 Litres	\$100.00	First appliance: \$100 + \$25 for each additional appliance	N	First appliance: \$100 + \$25 for each additional appliance
Secondary Suites	\$100.00	\$150.00	N	\$150.00
Residential General				
a) Property File Search i) Non-refundable file search processing	\$25.00	\$30.00	N	\$30.00
a) Property File Search ii) Documents retrieved from file search	\$25.00	\$30.00	N	\$30.00

Service Area – Facility	2024 Fees Pre GST	2025 Fees Pre GST	GST Applicable	2025 Fees with Applicable GST
b) Refund for cancelled permits where no inspections occurred i) Application processed, no permit issued	Full permit fee Refund	Full permit fee refund less \$50 processing charge	Y	Full permit fee refund less \$52.50 processing charge
Green Built Incentives				
PV Powered solar electricity (Electrical Permit required for upgrading electrical panel)	\$100.00 fee waived	\$100.00 fee waived	N	\$100.00 fee waived
Solar water/space heating	Excludes Safety Code Levy	Excludes Safety Code Levy	N	Excludes Safety Code Levy
Residential Wind Turbines, to mechanically use air flow through turbines to generate power for electricity	\$100.00 fee waived	\$100.00 fee waived	N	\$100.00 fee waived
(Electrical Permit required for upgrading electrical panel)	Excludes Safety Code Levy	Excludes Safety Code Levy	N	Excludes Safety Code Levy
A mechanical system installed to re-use greywater	\$100.00 fee waived			
Legislative & Executive Services				
General Appeal Board Appeal Filing Fee				
Appeal of License Decision, Remedial Order, Weed Control Notice, Agricultural Pest Notice, and other appeals as set out in bylaws or policies of the City authorizing appeal to the Board.		\$100.00 The fee will be refunded if the General Appeal Board makes a decision in favour of the complainant	Y	\$105.00 The fee will be refunded if the General Appeal Board makes a decision in favour of the complainant
Environment and Parks				
Environmental Services				
Composting with worms	\$20.00 per class	\$20.00 per bin	Y	\$21.00 per bin
Memorial Tree and Bench Program				
Bench - New	\$1,600.00	\$2,000.00	Y	\$2,100.00
Private Tree Work	\$275.00 per hour			
Tree Compensation				
Caliper 4" or less	\$1,000.00	\$1,100.00	Y	\$1,155.00
Caliper greater than 4" to 8"	\$2,000.00	\$2,200.00	Y	\$2,310.00
Caliper greater than 8" to 12"	\$3,000.00	\$3,300.00	Y	\$3,465.00
Labour for removal and disposal by City	\$275.00 per hour	\$300.00 per hour - 1 hour minimum	Y	\$315.00 per hour - 1 hour minimum
Boulevard Use Permit				
Commercial Sales Events	\$750.00	\$825.00	Y	\$866.25 per event
Public Notification Signs	\$250.00 per site/ per year	\$275.00 per site/ per year	Y	\$288.75 per site/ per year
Sanitation Service				
Park or Public Land Clean-up		\$100.00 per hour - 1 hour minimum	Y	\$105.00 per hour - 1 hour minimum

Service Area – Facility	2024 Fees Pre GST	2025 Fees Pre GST	GST Applicable	2025 Fees with Applicable GST
Administrative Service				
Administrative Fee		\$40.00 per hour - 1 hour minimum	Y	\$42.00 per hour - 1 hour minimum
Park Barrier Fee				
Post Installation		\$250 per post	Y	\$262.50 per post
Planning and Development				
Residential Development Permit Applications				
New Single Detached Dwelling	\$150.00	\$200.00	N	\$200.00
New Semi-Detached and Duplex Dwelling	\$150.00 per unit	\$200.00	N	\$200.00
Multi-Attached Dwellings and Apartment Buildings	\$150.00 per unit	\$200.00	N	\$200.00
Raised Deck	\$75.00	\$100.00	N	\$100.00
Residential Accessory Building	\$75.00	\$100.00	N	\$100.00
Secondary Suite (in addition to fee for a new detached dwelling)	\$150.00	\$200.00	N	\$200.00
Sign Permit Applications (per sign)				
Permanent Signs (freestanding, etc.)	\$300.00	\$350.00	N	\$350.00
Fascia Signs	\$100.00	\$150.00	N	\$150.00
Subdivision Applications				
Subdivision Endorsement	\$150.00 per lot	\$200.00	N	\$200.00
Subdivision Time Extension, Endorsement or Registration	\$500.00 per request	\$650.00 per request	N	\$650.00 per request
Miscellaneous				
Application for Telecommunications and Broadcasting System Attestation Letter	\$1,000.00	\$1,250.00	Y	\$1,312.50
Land Applications				
Expropriation Letter		\$100.00	N	\$100.00
RCMP				
Police Information Check (Criminal Record Check)				
Standard Application (If Livescan prints required an additional \$25 Receiver General)	\$55.00	\$75.00	N	\$75.00
Student Application	\$15.00	\$40.00	N	\$40.00
Additional work that requires substantial, in-depth work	\$50.00 per hour	\$52.50 per hour	N	\$52.50 per hour
Fingerprinting Services				
Livescan Electronic Submission for Civil Application (submission to Ottawa)	\$50.00 (includes \$25.00 Receiver General charge)	\$75.00 + \$ 25.00 (Receiver General) = \$100.00	N	\$75.00 + \$ 25.00 (Receiver General) = \$100.00
Ink Fingerprinting for Civil Application (no submission to Ottawa)	\$25.00	\$50.00	N	\$50.00

Service Area – Facility	2024 Fees Pre GST	2025 Fees Pre GST	GST Applicable	2025 Fees with Applicable GST
Services				
Administrative services not specified (assessed on an individual case by case basis)	Minimum \$50.00 per hour or portion thereof	Minimum \$52.50 per hour or portion thereof	N	Minimum \$52.50 per hour or portion thereof
Sports Development, Wellness and Culture				
Ernie Radbourne Pavilion				
Non-Profit				
Auditorium or Meeting Room	\$37.15 per hour	\$38.67 per hour	Y	\$40.60 per hour
Auditorium or Meeting Room	\$148.50 per half day	\$154.48 per half day	Y	\$162.20 per half day
Auditorium or Meeting Room	\$297.15 per full day	\$309.05 per full day	Y	\$324.50 per full day
Community Partner				
Auditorium or Meeting Room	\$33.45 per hour	\$34.76 per hour	Y	\$36.50 per hour
Auditorium or Meeting Room	\$133.65 per half day	\$139 per half day	Y	\$145.95 per half day
Auditorium or Meeting Room	\$267.45 per full day	\$278.14 per full day	Y	\$292.05 per full day
Auditorium or Meeting Room – Half Rate	\$16.75 per hour	\$17.43 per hour	Y	\$18.30 per hour
Profit				
Auditorium or Meeting Room	\$44.75 per hour	\$44.75 per hour	Y	\$48.80 per hour
Auditorium or Meeting Room	\$179.00 per half day	\$186.19 per half day	Y	\$195.50 per half day
Auditorium or Meeting Room	\$358.00 per full day	\$372.33 per full day	Y	\$390.95 per full day
Ernie Radbourne Pavilion Programs				
Snowshoes	\$4.00 per pair	\$4.76 per pair	Y	\$5.00 per pair
Amphitheatre				
Stage Rental	\$35.00 per day	\$36.43 per day	Y	\$38.25 per day
Rental and/or Miscellaneous				
City School Gymnasiums Youth (under 18)	\$27.50 per hour	\$28.57 per hour	Y	\$30.00 per hour
City School Gymnasiums Adult (Age 18+)	\$47.25 per hour	\$49.14 per hour	Y	\$51.60 per hour
Equipment Replacement Surcharge	\$5.00 per hour	\$5.24 per hour	Y	\$5.50 per hour
Community Gym Birthday Party (2 hours) maximum 20 people (for Maude Clifford and Mother Teresa Schools)	\$105.00 per booking	\$109.05 per booking	Y	\$114.50 per booking
Community Gym 10 Punch Pass	\$45.00	\$47.62	Y	\$50.00
Recreation and Sports Programs at various locations				
School Programs – Curriculum Based	\$30.00 per program	\$42.60 per program	N	\$42.60 per program
School Programs – Curriculum Based Online	\$15.00 per program	\$21.30 per program	N	\$21.30 per program
Playground Based Seasonal Camp	\$120.00 – \$140.00 per week	\$175.00 – \$200.00 per week	N	\$175.00 – \$200.00 per week
PD Day Program	\$40.00 per day	\$60.00 per day	N	\$60.00 per day

Service Area – Facility	2024 Fees Pre GST	2025 Fees Pre GST	GST Applicable	2025 Fees with Applicable GST
Swim and Play Camp	\$195.00 per week	\$260.00 per week	N	\$260.00 per week
Outdoor Pool Sport and Swim Camp	\$195.00 per week	\$260.00 per week	N	\$260.00 per week
Adventure Camp	\$150.00 per week	\$225.00 per week	N	\$225.00 per week
Half Day Camp	\$90.00 per week	\$130.00 per week	N	\$130.00 per week
Cooking Day Camp *new		\$260.00 per week	N	\$260.00 per week
30 Minute Recreation Program	\$5.15 per class	\$7.30 per class	N	\$7.30 per class
45 Minute Recreation Program	\$7.50 per class	\$10.65 per class	N	\$10.65 per class
1 Hour Recreation Program	\$10.00 per class	\$14.20 per class	N	\$14.20 per class
1.5 Hour Recreation Program	\$15.00 per class	\$21.30 per class	N	\$21.30 per class
2 Hour Recreation Program	\$20.00 per class	\$28.40 per class	N	\$28.40 per class
First Aid Programming *new		\$179.00 per class	N	\$179.00 per class
After School Program	\$50 per week	\$71.00 per week	N	\$71.00 per week
Cooking Programs	\$20.00 per class	\$40.00 per class	N	\$40.00 per class
Food Truck Parking Permit (City-Owned Property)				
Profit	\$14.30 per day	\$14.30 per day	Y	\$15.02 per day
Profit	\$54.75 per week	\$54.75 per week	Y	\$57.49 per week
Profit	\$119.05 per month	\$119.05 per month	Y	\$125.00 per month
City operated special event	\$100.00 per event	\$100.00 per event	Y	\$105.00 per event
Cancellation Fee (less than 48 hours notice)	\$50.00 per reservation	\$50.00 per reservation	Y	\$52.50 per reservation
Outdoor Sport Fields & Legion Track				
Grass Fields				
Non-Profit	\$21.25 per hour	\$23.81 per hour	Y	\$25 per hour
Profit	\$35.00 per hour	\$38.09 per hour	Y	\$40 per hour
Media Room Rental (score clock)	\$25.00 per day	\$28.57 per hour	Y	\$30 per day
Power (lights)	\$12.00 per hour	\$12.00 per hour	Y	\$12.60 per hour
Power	\$60.00 per day	\$60.00 per day	Y	\$63.00 per day
Legion Track				
Non-Profit	\$21.25 per hour	\$23.81 per hour	Y	\$25 per hour
Profit	\$35.00 per hour	\$38.09 per hour	Y	\$40 per hour
Dressing Room Rental	\$85.00 per booking	\$88.57 per booking	Y	\$93 per booking
Outdoor Event Permit				
Non-Profit	Free	\$50.00	Y	\$52.50 per event
Profit	\$250.00 per event	\$275.00 per event	Y	\$288.75 per event
Barricade Fee		\$200.00	Y	\$210.00 per event
Garbage and Recycling Fee		\$100.00	Y	\$105.00 per event

Service Area – Facility	2024 Fees Pre GST	2025 Fees Pre GST	GST Applicable	2025 Fees with Applicable GST
Park Use Permit				
Profit	\$35.00 per day	\$36.43 per day	Y	\$38.25 per day
Profit	\$50.00 per week	\$52.00 per week	Y	\$54.60 per week
Profit	\$150.00 per month	\$156.00 per month	Y	\$163.80 per month
Grande Prairie Activity and Reception Centre				
Drop-In Admission				
10 Punch Pass	\$45.00	\$47.62	Y	\$50.00
10 Punch Pass- Family		\$135.00	Y	\$141.75
Multi-Use Court Rental				
Non-Profit	\$70.00 per hour	\$72.86 per hour	Y	\$76.50 per hour
Community Partner	\$80.00 per hour	\$83.24 per hour	Y	\$87.40 per hour
Profit	\$95.00 per hour	\$98.81 per hour	Y	\$103.75 per hour
Group Rate during Community drop in time - Partial Court (A, B, or C)		\$60 per hour prime	Y	\$63.00 per hour
Group Rate during Community drop in time - Partial Court (A, B, or C)		\$45 per hour non- prime	Y	47.25 per hour
Equipment replacement surcharge	\$5.00 per hour	\$5.24 per hour	Y	\$5.50 per hour
Bleacher Rental				
Profit	\$14.30 per day	\$15 per day	Y	\$15.75 per day
Grande Prairie Museum				
McQueen Church (2 hour maximum)	\$150.00 per ceremony	\$156.19 per ceremony	Y	\$164 per ceremony
Non-Profit				
Community Room	\$37.15 per hour	\$38.67 per hour	Y	\$40.60 per hour
Community Room	\$148.50 per half day	\$154.48 per half day	Y	\$162.20 per half day
Community Room	\$297.15 per full day	\$309.05 per full day	Y	\$324.50 per full day
Community Partner				
Community Room	\$33.45 per hour	\$34.76 per hour	Y	\$36.50 per hour
Community Room	\$133.65 per half day	\$139 per half day	Y	\$145.95 per half day
Community Room	\$267.45 per full day	\$278.14 per full day	Y	\$292.05 per full day
Profit				
Community Room	\$44.75 per hour	\$46.48 per hour	Y	\$48.80 per hour
Community Room	\$179.00 per half day	\$186.19 per half day	Y	\$195.50 per half day
Community Room	\$358.00 per full day	\$372.33 per full day	Y	\$390.95 per full day
Miscellaneous				
Lawn Bowling Equipment Rental		\$4.76 per set	Y	\$5.00 per set
Lawn Bowling Facility/Picnic Shelter	\$35.00 per hour	\$40 per hour	Y	\$42 per hour

Service Area – Facility	2024 Fees Pre GST	2025 Fees Pre GST	GST Applicable	2025 Fees with Applicable GST
After Hours Open/Close	\$25.00 per day	\$27.50 per day	Y	\$28.88 per day
Ball Diamonds				
Class A Diamonds – Youth	\$71.23 (2 hours)	\$74.09 (2 hours)	Y	\$77.80 (2 hours)
Class A Diamonds – Non-Profit	\$83.80 (2 hours)	\$87.14 (2 hours)	Y	\$91.50 (2 hours)
Class A Diamonds – Profit	\$99.75 (2 hours)	\$103.81 (2 hours)	Y	\$109 (2 hours)
Class B Diamonds – Youth	\$59/93 (2 hours)	\$62.38 (2 hours)	Y	\$65.50 (2 hours)
Class B Diamonds – Non-Profit	\$70.50 (2 hours)	\$73.33 (2 hours)	Y	\$77 (2 hours)
Class B Diamonds – Profit	\$84.00 (2 hours)	\$87.38 (2 hours)	Y	\$91.75 (2 hours)
Class C Diamonds – Youth	\$34.47 (2 hours)	\$35.86 (2 hours)	Y	\$37.65 (2 hours)
Class C – Non-Profit	\$40.55 (2 hours)	\$42.57 (2 hours)	Y	\$44.70 (2 hours)
Class C – Profit	\$48.30 (2 hours)	\$50.24 (2 hours)	Y	\$52.75 (2 hours)
Class D – Youth	\$19.51 (2 hours)	\$20.48 (2 hours)	Y	\$21.50 (2 hours)
Class D - Non-Profit	\$22.95 (2 hours)	\$23.90 (2 hours)	Y	\$25.10 (2 hours)
Class D – Profit	\$27.30 (2 hours)	\$28.38 (2 hours)	Y	\$29.80 (2 hours)
Tournaments				
All Diamonds	\$2,047.50	\$2,129.52	Y	\$2,236.00
10 Diamonds	\$1,995.00	\$2,075.24	Y	\$2,179.00
9 Diamonds	\$1,935.15	\$2,012.38	Y	\$2,113.00
8 Diamonds	\$1,877.10	\$1,952.38	Y	\$2,050.00
7 Diamonds	\$1,820.78	\$1,893.33	Y	\$1,988.00
6 Diamonds	\$1,766.16	\$1,837.14	Y	\$1,929.00
5 Diamonds	\$1,713.18	\$1,781.90	Y	\$1,871.00
4 Diamonds	\$1,661.78	\$1,728.57	Y	\$1,815.00
3 Diamonds	\$1,611.92	\$1,676.19	Y	\$1,760.00
Statutory Holiday	\$538.56 per day	Tournament rate + \$560 per day	Y	Tournament rate + \$588 per day
Non-Profit				
Rental	\$39.25 per hour	\$40.80 per hour	Y	\$42.84 per hour
Rental	\$225.75 per day	\$234.75 per day	Y	\$246.49 per day
Rental	\$404.76 per tournament	\$420.95 per tournament	Y	\$442.00 per tournament
Sport Partner				
Rental	\$35.35 per hour	\$36.76 per hour	Y	\$38.60 per hour
Rental	\$203.23 per day	\$211.33 per day	Y	\$221.90 per day
Rental	\$364.29 per tournament	\$380.95 per tournament	Y	\$400 per tournament

Service Area – Facility	2024 Fees Pre GST	2025 Fees Pre GST	GST Applicable	2025 Fees with Applicable GST
Profit				
Rental	\$46.75 per hour	\$48.62 per hour	Y	\$51.05 per hour
Rental	\$267.75 per day	\$278.48 per day	Y	\$292.40 per day
Rental	\$476.19 per tournament	\$495.24 per tournament	Y	\$520.00 per tournament
Picnic Area	\$35.00 per hour	\$36.43 per day	Y	\$38.25 per day
Picnic Area	\$210.00 per day	\$218.38 per day	Y	\$229.30 per day
Pavilion & Picnic Area	\$358.10 per day	\$372.43 per day	Y	\$391.05 per day
Transit				
Adult (Age 18 to 59)				
Cash One-Way	\$3.00	\$3.25	N	\$3.25
SUPERPASS - 10 Rides	\$22.00	\$24.00	N	\$24.00
SUPERPASS - 20 Rides	\$44.00	\$46.00	N	\$46.00
SUPERPASS - 30 Rides	\$66.00	\$68.00	N	\$68.00
Monthly Pass (Local)	\$69.00	\$72.00	N	\$72.00
NWP (Students)				
Cash One-Way	\$2.50	\$3.00	N	\$3.00
SUPERPASS - 10 Rides	\$17.00	\$20.00	N	\$20.00
Seniors (Age 60+)				
Cash One-Way	\$2.50	\$3.00	N	\$3.00
SUPERPASS – 10 Rides	\$17.00	\$20.00	N	\$20.00
Grande Prairie Accessible Transit (GPAT)				
Cash One-Way		\$3.25	N	\$3.25
SUPERPASS – 20 Rides		\$46.00	N	\$46.00
SUPERPASS – Monthly Unlimited		\$72.00	N	\$72.00
Transportation				
Road Repair/Cleanup	\$125.00 per hour	Actual cost	N	Actual cost
Move Traffic Signals During Regular Work Hours	\$900.00/base rate + \$350.00 per hour	\$1250.00/base rate + \$500 per hour	N	\$1250.00/base rate + \$500 per hour
Move Traffic Signals Outside of Regular Work Hours	\$1,750.00/base rate + \$600.00 per hour	\$1,750.00/base rate + \$750.00 per hour	N	\$1,750.00/base rate + \$750.00 per hour
Move Traffic Signals on Weekends/Holidays	\$2,500.00/base rate + \$600.00 per hour	\$3000.00/base rate + \$750.00 per hour	N	\$3000.00/base rate + \$750.00 per hour
Existing Traffic Counts per Intersection	\$100.00			
Signal timing per intersection Traffic Signal Operation Report	\$100.00	\$300.00	Y	\$315.00
Special Event Support and Traffic Control		Actual cost	Y	Actual cost, plus GST

APPENDIX B – GLOSSARY OF ABBREVIATIONS & ACRONYMS

AHS

Alberta Health Services

CAHB

Community Advisory Board on Homelessness

CCC

Construction Completion Certificate

CCW

Council Committee of the Whole

CLT

Corporate Leadership Team

COLA

Cost of Living Allowance

CRA

Canada Revenue Agency

CRM

Customer Relationship Management System

EDI

Equity, Diversity and Inclusion

ERP

Enterprise Resource Planning

ES

Enforcement Services

FAC

Final Acceptance Certificate

GPLIP

Grande Prairie Local Immigration Partnership

GPREP

Grande Prairie Regional Partnership

IAEFD

International Academy of Emergency Fire Dispatch

IAT

Immigrant Advisory Table

IECC

Integrated Emergency Communications Centre

ICS

Incident Command System

MCC

Montrose Cultural Centre

MGA

Municipal Government Act

NFPA

National Fire Protection Association

NGO

Non-Governmental Organization

P-Cards

Purchase Cards

PM

Preventative Maintenance

PO

Purchase Order

PQI

Pavement Quality Index

QMP

Quality Management Plan

RAP

Recreation Access Program

RCMP

Royal Canadian Mounted Police

RFP

Request for Proposals

TBD

To be Determined

TIPPS

Tax Installment Payment Plan

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