

COUNCIL COMMITTEE OF THE WHOLE
of the Town of Wembley, in the Province of Alberta
July 6, 2022 @ 7:00 P.M.

Join Zoom Meeting
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1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. NEW BUSINESS
 - 3.1 GPRRC – Jessica Picard &/or Christina Ketchum
 - 3.2 Animal Bylaw – Noreen Zhang
4. CLOSED SESSION
 - 4.1 FOIP – Section 23.1 - Municipal Fire Protection Agreement
5. ADJOURNMENT

GRANDE PRAIRIE REGIONAL **RECREATION** — COMMITTEE —



Group Survey Report May 2022



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SECTION ONE

Introduction

The Grande Prairie Regional Recreation Committee (GPRRC) was formed in 2017 to enhance recreation opportunities in the Towns of Sexsmith, Wembley and Beaverlodge, the M.D. of Greenview, the County of Grande Prairie, and the City of Grande Prairie. The GPRRC provides advice to Councils in the region regarding recreation provision.

To assist with decision making and ultimately the provision of advice, the GPRRC undertook a survey of community groups delivering recreation in the region to gather input and opinions. This survey is another initiative by the GPRRC to understand the recreation landscape. Additionally the fielding of the survey follows a recommendation of the 2016 Joint Recreation Master Plan to implement a process of ongoing engagement with groups in the Region. The findings from the survey will be used as decisions are made regarding recreation support and provision.

The questionnaire was developed based on those used in previous surveys fielded by the GPRRC and its constituent municipalities. In this questionnaire, respondents were asked to describe their organizations. Facility utilization was explored as was the need for new and / or upgraded facilities. Groups also identified significant challenges they faced and suggested supports that municipalities could offer to help them address the challenges. Reflecting the times, groups were asked about the impacts of COVID-19 on their programs and services. Refer to Appendix A to see the questionnaire.

The survey was fielded online from December 9, 2021 to January 31, 2022. Organizations in the Grande Prairie region were invited to participate in the survey via email. Some explanation of the project was included in the email along with a link to the online survey. A hard copy of the questionnaire was attached as well. The GPRRC Coordinator extended the invitations using contact lists provided by the member municipalities and from the Grande Prairie Sport Connection. Participation in the survey was monitored throughout the fielding window and reminders were sent to the groups to nudge participation levels. Individual municipal representatives also contacted organizations directly to encourage participation. As an incentive for groups to participate in the survey, all respondents were entered into a random draw for a \$250 VISA gift card. In total, fifty-nine (59) groups participated out of the one hundred eighty-nine (189) invited - a 31% participation rate. Refer to Appendix B for a list of respondents. The survey findings are presented in the following sections.

GRANDE PRAIRIE REGIONAL
RECREATION
COMMITTEE

Community Group Questionnaire
December 2021

This Grande Prairie Regional Recreation Committee (GPRRC) was established in 2017 with the intent of providing regional municipalities together to address regional issues related to recreation. The Committee is comprised of the following municipalities:

- City of Grande Prairie
- County of Grande Prairie
- Municipal District of Greenview
- Town of Beaverlodge
- Town of Sexsmith
- Town of Wembley

The GPRRC is undertaking this survey of groups and organizations that deliver recreation programs and services to regional residents. The information from this survey will provide further understanding of the circumstances of groups and organizations serving residents. With this understanding the GPRRC will be in a better position to make decisions relating to the provision of recreation in the region.

Your organization is invited to complete this questionnaire. Only one response from your group is requested. Please submit your response by January 31, 2022.

If you have any questions about this survey please contact Jessica Pineda (Regional Recreation Coordinator) at administrative.ca@180-500-0000.

All groups and organizations completing the survey will be entered into a random draw for a \$250 VISA gift card. These funds can be used at the discretion of the Executive. Please provide the following pieces of information so we know who to contact if your group's name is drawn.

Contact name _____
Contact's email _____

SECTION TWO

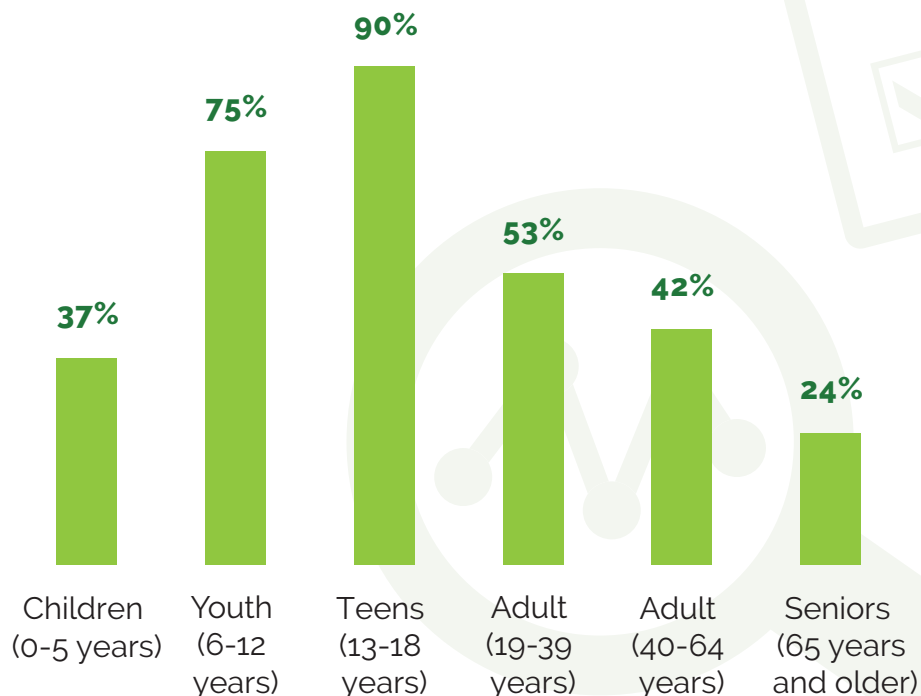
Findings

The overall findings are presented in the order the questions were posed in the questionnaire. The results are based on the number of groups that responded to the questions; not all groups answered all questions. Where appropriate and meaningful, sub-segment findings are presented alongside the overall findings.

2.1 About Your Organization

The survey began by having respondents identify themselves (group name) and describe the purpose of the organization and its main activities. A variety of organizations are represented (see Appendix B) including those with an indoor focus, outdoor focus, cultural groups, and sports groups. While many of the respondents have some focus with the age of their participants, as a collective, the respondents provide services to the full spectrum of ages. Teens however are a primary participant for 90% of respondents. See the graph.

Primary Participants / Members



In terms of size of participant / member base, there is a wide range as illustrated in the table. An equal number (18) had fifty or fewer participants / members over the last few years and had more than two hundred fifty.

Participants / Member Numbers		
Numbers	Over the last few years (# respondents)	Expectation for new few years (# respondents)*
≤50	18 (31%)	15 (27%)
51-100	16 (28%)	14 (25%)
101-250	6 (10%)	7 (13%)
More than 250	18 (31%)	19 (35%)

*2 expect an increase while 2 are unsure

Over half (59%) of respondents think the pandemic will be one of the top factors that will impact their participant numbers in the next three years. Approximately half (49%) think participation trends and interests will impact their participant numbers. Refer to the graph for other top factors.

Top 3 Factors Impacting Participant Numbers in Next 3 Years

The COVID-19 pandemic



Participation trends and interests



Ability to recruit and retain coaches and volunteers



Ability to access sufficient sports field or facility time



Funding and revenue challenges



The costs associated with participation in the activity



The rules around field or facility usage



Quality of sports fields and / or facilities



Weather



Unsure



Perceived quality of coaching / instruction



Transportation challenges



The inability to store equipment and materials onsite



As it relates to **paid staff**, 25 respondents (45%) had paid staff over the last three years. Thirty (55%) expect to have paid staff in upcoming years. Of those thirty respondents, fourteen expect some increase in the number of staff while two expect a decrease in staff.

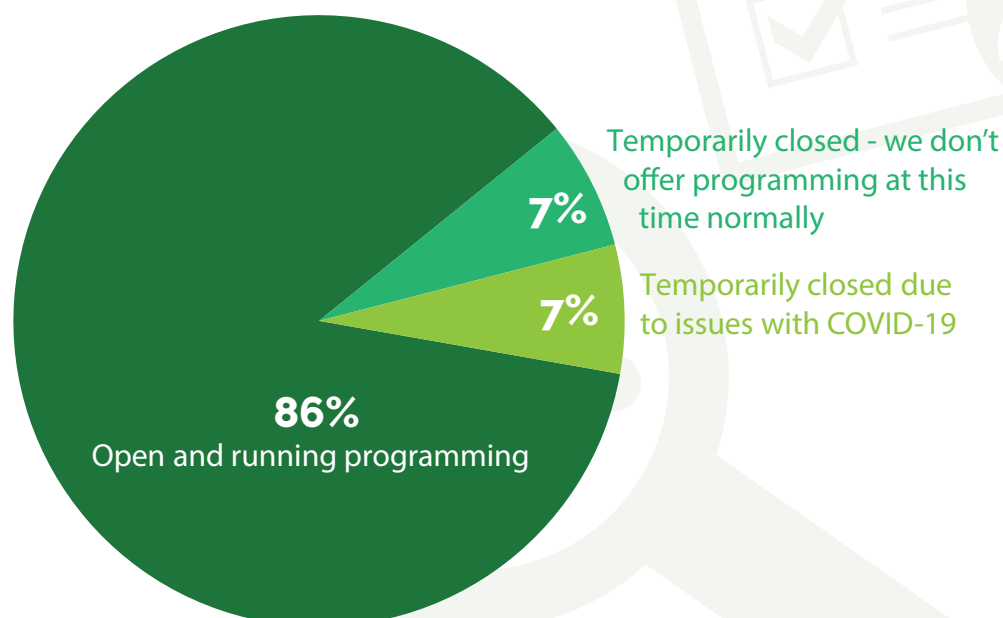
In terms of **volunteer** numbers, the largest number of respondents have ten or fewer volunteers. While some have a large volunteer group (over 50) several respondents said they have no volunteers or did not provide a figure (refer to the table). Seventeen respondents expect the number of volunteers they have will go up in the next few years. Two respondents expect a decline in volunteer numbers.

Volunteer Numbers		
Numbers	Over the last few years (# respondents)	Expectation for new few years (# respondents)*
≤10	23 (43%)	18 (37%)
11-20	13 (25%)	13 (27%)
21-50	9 (17%)	11 (22%)
More than 50	8 (15%)	7 (14%)

2.2 Operational Impacts of COVID-19

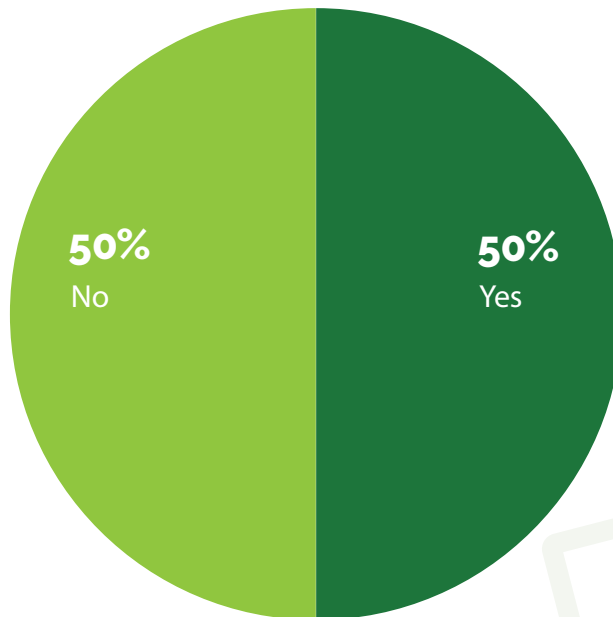
Several questions were posed to respondents about the impacts COVID-19 has had on them. To begin, respondents were asked about their current situation. As illustrated in the graph, the large majority (86%) are open and running programming. Seven percent (7%) said that COVID-19 has caused them to close temporarily.

Organization's Current Programming Situation



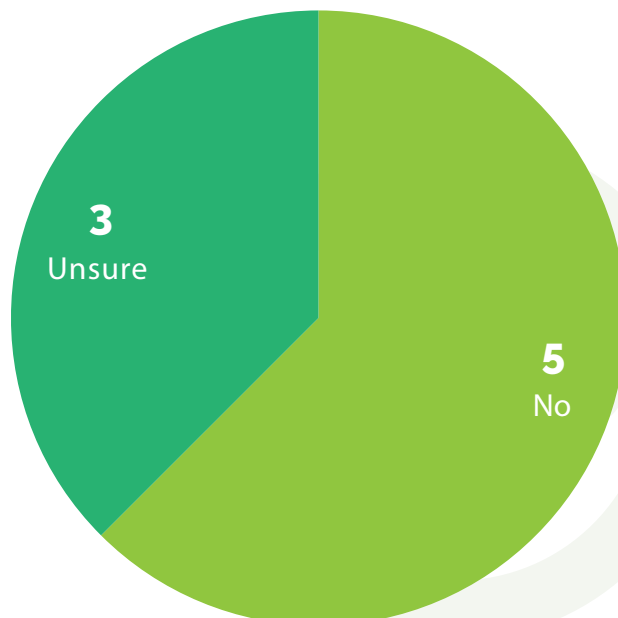
Of the organizations open and running, half (50%) are offering modified program.

Delivering Modified Programming (Those Operating n=50)



Of those organizations that are temporarily closed (n=8), whether due to COVID or not, three are unsure about having to close indefinitely or permanently.

Concerns About Closing Indefinitely / Permanently (Those NOT Operating n=8)



Almost half (48%) expect their participation to increase once the situation returns to normal (e.g. provincial health restrictions are lifted). Approximately one-quarter (21%) think they will have fewer participants but that the numbers will grow. Only five percent (5%) expect they will have fewer participants at that time. See the graph.

Expectations For Participation / Enrollment (When Situation Returns to Normal)

Enhanced participation



Fewer participants to begin but it will grow



Same level of participation



Don't know



Fewer participants



As illustrated in the graph, approximately half of respondents (45%) think it will take more than one year to return to a pre-COVID state once restrictions are lifted. Seven percent (7%) do not think the situation will return to a pre-COVID state.

Length of Time To Return to Pre-COVID state (Upon Return to Normal)

More than a year



Unsure



6-12 months



Up to 6 months

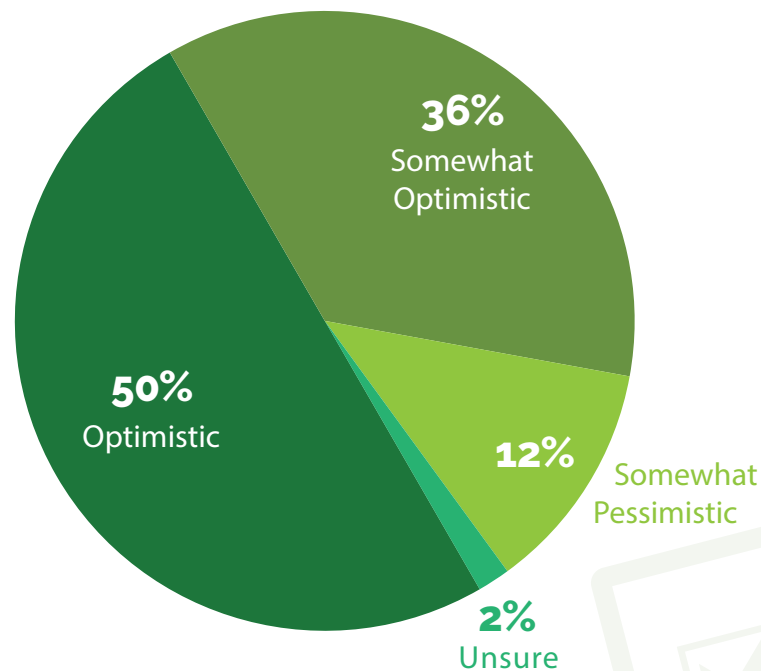


It won't return to pre-COVID state



There is optimism amongst respondents as it relates to their ability in the long term to successfully deliver programs. Half (50%) are optimistic and another third (36%) are somewhat optimistic about their ability to be successful in delivering their programs in the long term. Refer to the graph.

Organization's Long Term Outlook



Subsegment Analysis

- 59% of respondents who said there is a need for enhanced and new facilities are optimistic compared with 46% of respondents who are unsure about the need for facilities and 33% of respondents who said there is not a need for enhanced and new facilities.

Respondents were able to provide **comments about the impacts of COVID-19** on their organizations and participants. Comments made by multiple respondents are noted below.

- Some activities that are delivered outdoors are able to carry on; some activities actually have experienced an increase in participation. (6 comments)
- The economic impacts of the pandemic on people and businesses led to fewer participants. (5)
- Criticisms of the government actions, lack of planning, and inconsistencies are levelled. (5)
- With limits on spectators at events and group activities (particularly indoors), fund raising and revenue generation are negatively impacted. (4)
- Activities are limited by facility closures which significantly impacted the organization. (3)
- Participants are experiencing mental health challenges. (3)
- With the need for vaccines or negative COVID tests, the ability to maintain coaching levels is difficult. (3)
- Hard working volunteers are required to do more as it related to hygiene and other COVID measures. (3)

- Concerns about safety from parents and participants impacts participation numbers. (3)
- The Restriction Exemption Program (REP) is identified as being detrimental as unvaccinated people were unable to participate and the need to get regularly tested is too expensive. (3) Alternatively, one respondent said that the REP led to a minimal decline in participation.
- The uncertainty that accompanied the pandemic is challenging to organizations. Some participants have stayed away because of the changing landscape. (3)

2.3 Facility Utilization

Respondents were presented with a list of facilities in the Grande Prairie Region and asked to indicate for each, the frequency of which their organizations would typically use it in a twelve month period (prior to COVID-19). The list of facilities was grouped into the following: arenas, halls, other indoor recreation facilities, outdoor recreation facilities.

2.3.1 Arenas

As illustrated in the graph, the CrossLink County Sportsplex and the Coca-Cola Centre are the most used arenas with 21% of respondents using these facilities in typical times. Refer to the graph for utilization information about other arenas. Three additional arenas were included in the questionnaire but none of the respondents used any of them and thus they are not shown on the graph. These are: Elmworth School Rink, Teepee Creek Arena, and Valhalla Skating Rink. It is important to note that this information represents utilization patterns by the respondents only and does not reflect overall use of the facilities.



Typical Utilization - ARENAS (12 month period)

■ 1-4 times ■ 5-9 times ■ 10-20 times ■ 21+ times

CrossLink County Sportsplex (2 ice surfaces)



Coca-Cola Centre (Grande Prairies - 2 ice surfaces)



Source Energy Arena (Wembley)



Bonnetts Energy Centre (Grande Prairie)



Grovedale Arena



Dave Barr Community Centre Arena



Sexsmith Arena



La Glace Arena



Hythe & District Memorial Arena



Beaverlodge Arena



Bezanson Skating Rink - basic ice sheet

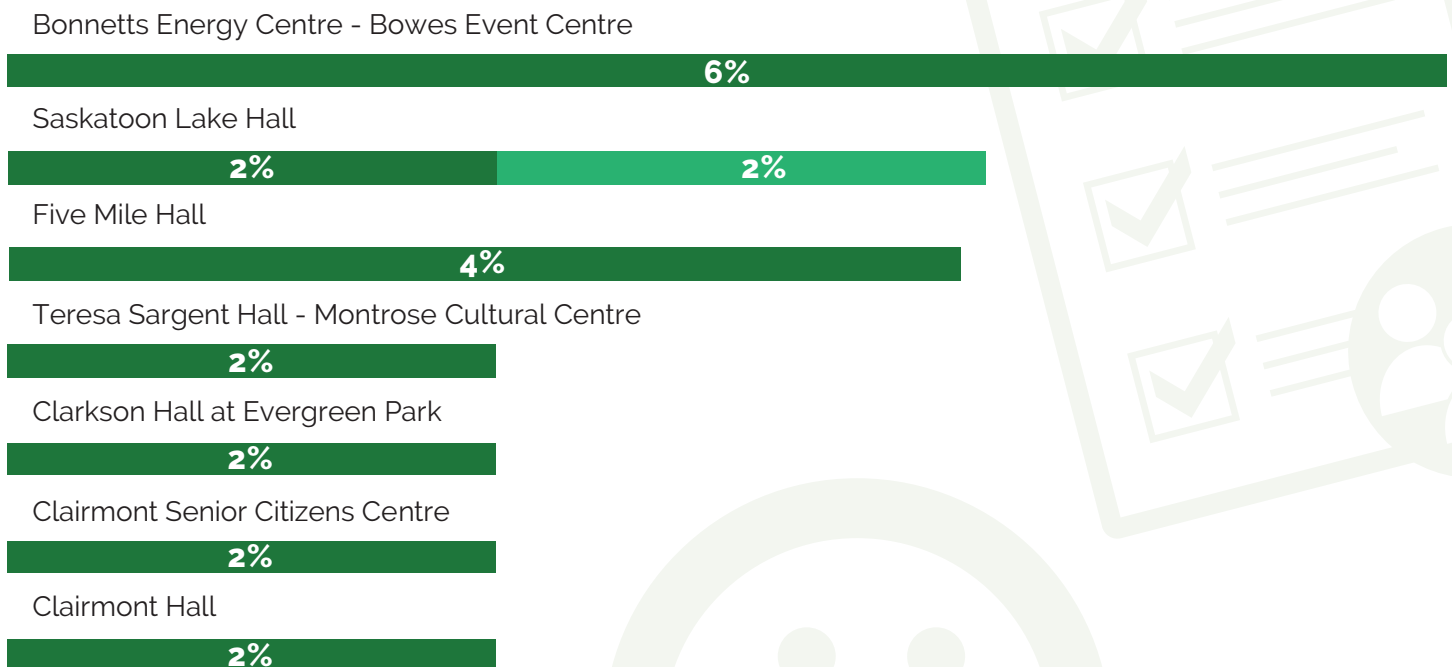


2.3.2 Halls

Respondents identified a minority of the halls as ones they use. As illustrated in the graph, Bonnetts Energy Centre – Bowes Event Centre is used by the largest proportion of respondents (6% or 3 respondents). While Saskatoon Lake Hall is used by the same proportion of respondents as is Five Mile Hall (4%), the survey reports greater use of Saskatoon Lake Hall by those who have used it at all (2% or 1 respondent uses it 21 or more times in a typical year). There were several other halls included in the questionnaire for which none of the respondents said they use it – these halls are not shown on the graph. These include: Albright Community Centre, Crystal Creek Community Hall, Dimsdale Community Hall, German Canadian Hall (Clairmont), Goodfare Community Hall, Hinton Trail Community Hall (Hwy 722 & Twp Rd 754), Homestead Hall (RR 95 & Twp Rd 754), Knelson Centre (Bezanson), Lymburn Community Centre, Rio Grande Community Hall, Teepee Creek Hall, Valhalla Community Centre, Webster Community Hall. It is important to note that this information represents utilization patterns by the respondents only and does not reflect overall use of the facilities.

Typical Utilization - HALLS (12 month period)

■ 1-4 times ■ 5-9 times ■ 10-20 times ■ 21+ times



2.3.3 Other Indoor Recreation Facilities

Considering several other indoor recreation facilities in the Grande Prairie region, the Eastlink Centre (24%) and the CrossLink County Sportsplex (18%) are used by the largest proportion of respondents. Refer to the graph to see utilization responses for other indoor facilities. The Beaverlodge Fitness Centre was included in the survey list but none of the respondents said they use it as such it is not included in the graph. It is important to note that this information represents utilization patterns by the respondents only and does not reflect overall use of the facilities.

Typical Utilization - OTHER INDOOR (12 month period)

■ 1-4 times ■ 5-9 times ■ 10-20 times ■ 21+ times

Eastlink Centre in Grande Prairie (aquatics facility, fieldhouse, fitness area, indoor track, etc)



CrossLink County Sportsplex (fieldhouse, indoor track, fitness facility, etc)



Wembley Recreation Centre (event centre)



Beaverlodge Pool



The Leisure Centre in Grande Prairie (indoor soccer pitch)



Greenview Regional Multiplex



2.3.4 Outdoor Recreation Facilities

Considering outdoor recreation facilities, the graph shows that South Bear Creek Park (Pavillion, trails, bike skills park, beach volleyball, etc.) was used by the largest proportion of respondents (13%). Of those groups that use South Bear Creek Park, a sizeable proportion (9% of the 13%) used it more than twenty times. There were several other facilities included in the survey that are not used by respondents including: tennis / pickleball courts outside Grande Prairie, Northridge Cricket Field, Legion Track & Field facility, and Hythe Motor Speedway. These spaces are not shown on the graph. It is important to note that this information represents utilization patterns by the respondents only and does not reflect overall use of the facilities.

Typical Utilization - OUTDOOR (12 month period)

■ 1-4 times ■ 5-9 times ■ 10-20 times ■ 21+ times

South Bear Creek Park (Pavillion, trails, etc)



Trail system - natural surface



Dunes Paved Trails



CKC West Synthetic Turf Field in Grande Prairie



Trail system - paved



Ball diamonds (other) in Grande Prairie



Ball diamonds - South Bear Creek Park



Wapiti Nordic Ski Trails



Rectangular / sports fields in Grande Prairie



Outdoor rink / skating



Nitehawk Recreation Area (Grovedale)



Evergreen Ridge Recreation Area



Ball diamonds outside Grande Prairie



Tennis / pickleball courts in Grande Prairie



Outdoor court amenities (basketball, tennis, pickleball courts)



Stacy Krahn Memorial Motor Sports Park (Wembley)



Rectangular / sports fields outside Grande Prairie



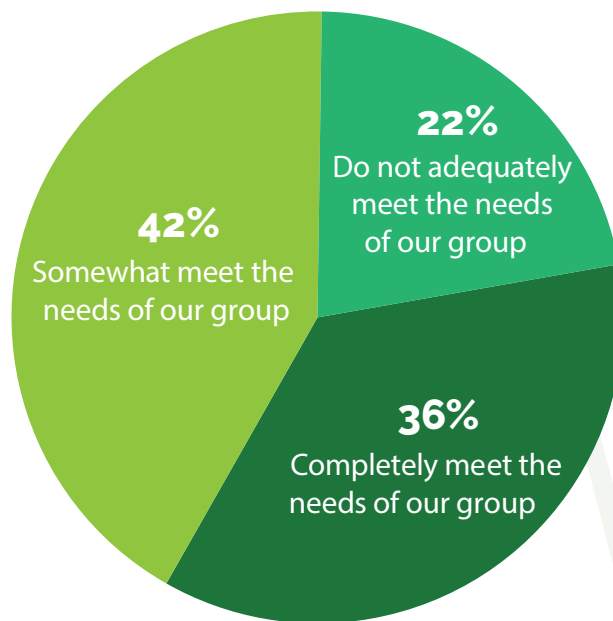
Grande Prairie Outdoor Pool



Those respondents who said they use ball diamonds outside Grande Prairie identified several including those in the County of Grande Prairie, Fairview, Valleyview, Manning, Grande Cache, and many communities in the Edmonton area and south. Regarding rectangular field use outside Grande Prairie, Sexsmith and Wembley fields were identified.

Next, respondents were asked the **degree to which current recreation facilities and spaces in the Grande Prairie region meet the needs of their organizations.** As illustrated in the graph, approximately one-third (36%) said their needs are completely met while approximately one-quarter (22%) said their needs are not adequately met with the current inventory of facilities and spaces.

Current Recreation Facilities Meet Your Organization's Needs



Subsegment Analysis

- 28% of respondents who said there is a need for enhanced and new facilities believe current facilities completely meet their needs compared with 39% of respondents who are unsure about the need for facilities and 63% of respondents who said there is not a need for enhanced and new facilities.

Respondents were then asked to explain their response. The most frequently mentioned comments are noted below.

Somewhat Meet Group's Needs

- There is limited space and time available. The demand is high and so difficult to get needed and appropriate times. (7 comments)
- The costs to access the spaces is a concern. (5)
- The space available and used is not appropriate or ideal for the activity due to size and design. (3)
- Reduced access / hours of operation due to COVID. (2)
- Concerns about the condition and maintenance of facilities and spaces. (2)

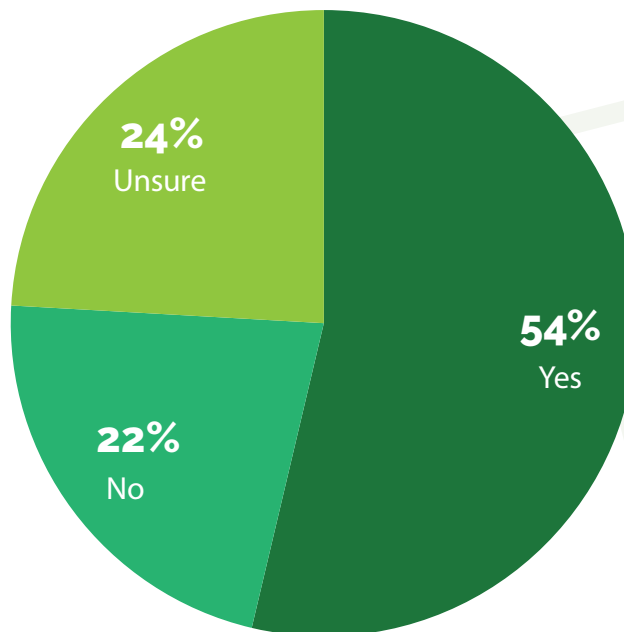
Do Not Meet Group's Needs

- Proper facilities do not exist or are very limited. (5 comments)
- There is limited availability to the facilities and / or poor times. (3)

2.4 New / Upgraded Facilities

As illustrated in the accompanying graph, approximately half (54%) of respondents said that there is a need for new / upgraded recreation facilities (including parks and outdoor spaces) to be developed in the Grande Prairie Region to meet the needs of their organizations. Approximately one quarter (22%) said there is no need.

Is There a Need For New / Upgraded Recreation Facilities?



Those respondents who think new / upgraded facilities are needed, and those who are unsure, were asked to identify up to five indoor recreation facilities or spaces that they believe should be more available. Prior to selecting those spaces they were told that:

- There are significant costs to building and operating recreation facilities and amenities; and
- Their responses are only used for planning purposes and may not lead to changes in a facility or facilities being built.

As illustrated in the graph, the most commonly identified indoor facility needs are gymnasium type space¹, ice arena facilities, and multi-purpose program rooms.

INDOOR Facilities That Should Be More Available

Gymnasium type spaces



Ice arena facilities



Multi-purpose program rooms



Fitness / wellness facilities



Indoor field facilities



Storage space



Court sports (e.g. racquetball, squash)



Community hall / banquet facilities



Classroom / training space



Youth centre



Leisure swimming pools



Community meeting rooms



Walking / running track



Seniors centre



Indoor agricultural facilities



25m swimming tank (e.g. lane swimming, aquafit)



Performing arts / show spaces



Indoor child playgrounds



Art display spaces



Parkour room / gymnastics space



Libraries



Leisure ice surfaces (non hockey)



Indoor climbing wall



Curling rinks



Subsegment Analysis

- Respondents who said, "Yes" there is a need for enhanced and new facilities identified the following as their top needs:
 - » Gymnasium type spaces (30%), multi-purpose program rooms (30%), ice arena facilities (22%).

¹ Gymnasium type spaces are multipurpose activity spaces that can accommodate a variety of sports including volleyball, pickleball, and many others.

- Respondents who are unsure about the need for enhanced and new facilities identified the following as their top needs:
 - » Ice arena facilities (42%), gymnasium type spaces (33%), fitness / wellness facilities (33%).

Respondents who think new / upgraded facilities are needed and those who are unsure were asked to identify up to five outdoor recreation facilities or spaces that they believe should be more available. Walking and bicycling trails is the most identified facility with sports fields, ball diamonds, boarded skating rinks, and mountain bike trails as the next most identified.

OUTDOOR Facilities That Should Be More Available

Walking / bicycling trail system



Sports fields (e.g. soccer, football)



Outdoor boarded skating rinks



Mountain bike trails



Ball diamonds



Outdoor fitness equipment



Mountain bike / BMX park



Campgrounds



Amphitheatres / event spaces / band shelters



Water spray parks



Skateboard parks



Pickleball courts



Nature / interpretive trails



Hardcourts (e.g. basketball, ball hockey)



Downhill skiing / snowboarding



Community gardens



Beach volleyball courts



Agricultural facilities (e.g. rodeo grounds, riding arenas)



Tennis courts



Sledding / tobogganing hills



Outdoor swimming areas (non pool)



Open spaces (e.g. parks, greenfields)



Motorized trails (e.g. ATV, dirt bike, snowmobile)



Dog off leash areas



Track and field spaces



Shooting range



Playgrounds



Picnic areas



Fish pond

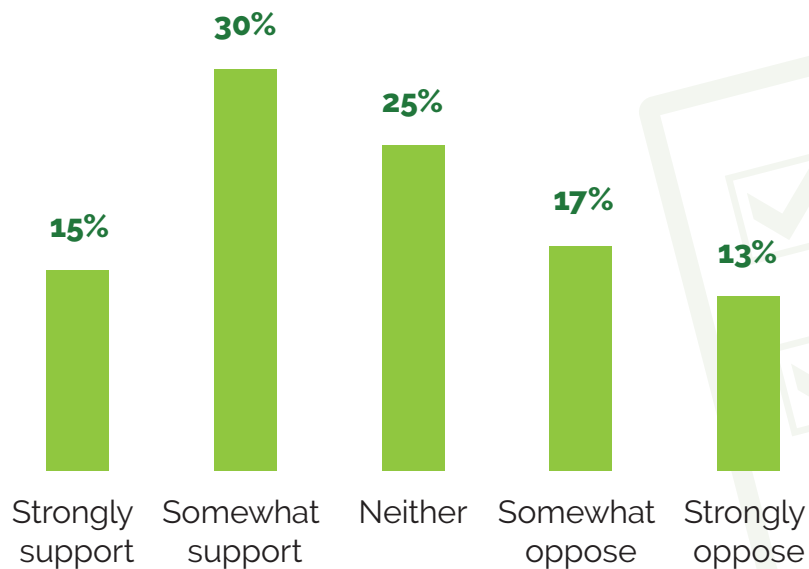


Subsegment Analysis

- Respondents who said, “Yes” there is a need for enhanced and new facilities identified the following as their top needs:
 - » Walking / bicycling trail system (21%); ball diamonds / mountain bike-BMX park / mountain bike trails / outdoor boarded skating rinks / sport fields all at 17%.
- Respondents who are unsure about the need for enhanced and new facilities identified the following as their top needs:
 - » Walking / bicycling trail system (25%) and outdoor swimming areas -non pool (25%)

Next, all respondents were asked the extent to which they would support an **increase in user / rental fees** to ensure community needs for recreation are better met. Less than half (45%) said they would support an increase in fees while approximately one-third (30%) would not.

Support For Increase In User / Rental Fees



Subsegment Analysis

- 62% of respondents who said there is a need for new and / or enhanced facilities said they would support an increase in user / rental fees compared to 33% of respondents who are unsure, and 17% of respondents who said there is no need for new / enhanced facilities.

2.5 Challenges

When asked to identify challenges they are facing, the most commonly cited are: funding (47%); operating costs (45%); attracting and retaining members (45%); attracting and retaining volunteers (45%); and attracting and retaining coaches / instructors (43%). Refer to the graph.

Organizational Challenges

Funding (grants, sponsorships, etc)

47%

Operating costs (facility costs, association costs, insurance, etc)

45%

Attracting and retaining members / participants

45%

Attracting and retaining volunteers

45%

Attracting and retaining coaches / instructors

43%

Getting sufficient access to facilities / spaces for programming

35%

Declining participation

29%

Organizational management and operations (e.g. board training, grant writing, accounting)

25%

Inadequate facilities / spaces (e.g. amenity and support spaces are lacking or are poor quality)

22%

Promotions and marketing

18%

Aging buildings / infrastructure

18%

Equipment storage

10%

Subsegment Analysis

- 43% of respondents who said there is a need for new and / or enhanced facilities (and those unsure) identified getting sufficient access to facilities and spaces as a barrier compared to only 8% of respondents who said there is no need for new / enhanced facilities.
- 58% of respondents who said there is no need for new / enhanced facilities identified attracting and retaining members / participants as a challenge compared to 41% of other respondents.

Respondents then identified the **most helpful actions** or resources that could be provided by a municipality to help them address their challenges. The most common responses are noted below.

- The provision of facilities and spaces. (12 comments)
- Support for the groups themselves as they work to deliver programs (11)
 - » Promotions to help attract participants and volunteers (9)
 - » Assistance finding and securing grants / funds (4)
- Financial contributions to groups (6)
 - » Help with operating costs (4)
 - » Assistance with capital expenses (2)
- Renovating existing facilities / helping with facility renovations. (4)
- Helping with the affordability of spaces. (3)

2.6 General Comments

Finally, respondents provided comments regarding recreation services and opportunities within the Grande Prairie region. Several respondents expressed appreciation for the opportunity this survey provided. Others mentioned the pride they have in their community and appreciate the recreation programs and services offered to residents. Some reiterated previous comments regarding facility development and challenges experienced related to volunteerism and participant attraction. Other respondents said that enhanced communications with the public and with groups would be beneficial to improve the understanding of program and service availability and delivery. Communication could also include challenges all parties are experiencing.

SECTION THREE

Conclusions

The findings of the survey present the current situation of organizations in the Grande Prairie region. While not all organized groups did participate, the variety of participating organizations is broad providing insight into the circumstances of this important cog in the recreation service delivery system. The specific circumstances of the groups does vary due to a multitude of factors (e.g. size, activity type, maturity of group, service delivery area, and so on), as such care needs to be taken in applying the general findings found herein to an individual circumstance. Having said that, some conclusions can be drawn from the findings.

- COVID-19 has had a significant impact on groups. Whether it refers to participation, access to facilities, levels of volunteerism, and even fundraising, most groups have been impacted.
- For the most part, there is a sense that the circumstances in which groups find themselves will improve even to a better situation than pre-pandemic. While not universal, groups are generally optimistic.
- Groups use a variety of facilities, but it is the facilities in and near Grande Prairie that are used by the greatest proportion. This includes:
 - » CrossLink County Sportsplex,
 - » Coca-Cola Centre,
 - » Source Energy Arena,
 - » Bonnetts Energy Centre, and
 - » South Bear Creek Park.
- Only about one-third of groups say that facilities meet their needs completely and approximately half say there is a need for enhanced and / or new facilities. The facilities most identified as needing to be more available in the Grande Prairie Region are:
 - » Gymnasium type spaces,
 - » ice arena spaces,
 - » multi-purpose program rooms,
 - » fitness wellness facilities, and
 - » a walking / bicycling trail system.

- There is some support for an increase in user / rental fees to ensure community needs for recreation are better met but it is concentrated with the groups who think there is a need for enhanced / new facilities (approximately two-thirds support it). Overall, the support is less than half.
- Groups identified several challenges they are experiencing. The most mentioned challenges are:
 - » Funding,
 - » Operating costs, and
 - » Attracting and retaining members, volunteers, and coaches / instructors.

Appendices

Appendix A: Questionnaire



Community Group Questionnaire

December 2021

The Grande Prairie Regional Recreation Committee (GPRRC) was established in 2016 with the intent of bringing regional municipalities together to address regional issues related to recreation. The Committee is comprised of the following municipalities:

- City of Grande Prairie
- County of Grande Prairie
- Municipal District of Greenview
- Town of Beaverlodge
- Town of Sexsmith
- Town of Wembley

The GPRRC is undertaking this survey of groups and organizations that deliver recreation programs and services to regional residents. The information from this survey will provide a better understanding of the circumstances of groups and organizations servicing residents. With this understanding the GPRRC will be in a better position to make decisions relating to the provision of recreation in the region.

Your organization is invited to provide input by completing this questionnaire. Only **one (1) response from your group** is requested. Please submit your response by **January 28, 2022**.

If you have any questions about this survey please contact Jessica Picard (Regional Recreation Coordinator) at admin@gprrc.ca or 780-538-0496.

All groups and organizations completing the survey will be entered into a random draw for a \$250 VISA gift card. These funds can be used at the discretion of the Executive. Please provide the following pieces of information so we know who to contact if your group's name is drawn.

Contact name: _____

Contact's email: _____

About Your Organization

1. Please provide the full name of your organization.

2. Briefly explain the purpose of your organization (mission) and its main activities.

3. From the age groups below, please indicate which categories best describe your primary participants / members. (Select all that apply.)

☐ Children (0-5 years)

☐ Adult (19-39 years)

☐ Youth (6-12 years)

☐ Adult (40-64 years)

☐ Teens (13-18 years)

☐ Seniors (65 years and older)

4. Please complete the following table to identify the number of people that occupy different roles within your organization.

	Participants/ Members	Paid Staff	Volunteers
Over the past few years (approximately 3 years)			
Expectation for the next few years (approximately 3 years)			

5. From the following list, what are the top 3 factors that will impact your organization's participant numbers over the next 3 years?

☐ Participation trends and interests

☐ Funding and revenue challenges

☐ The COVID-19 pandemic

☐ Weather

☐ Ability to access sufficient sports field time or facility time

☐ Quality of sports fields and / or facilities

☐ The rules around field or facility usage

☐ Perceived quality of coaching / instruction

☐ The inability to store equipment and materials onsite

☐ Transportation challenges

☐ Ability to recruit and retain coaches and volunteers

☐ Unsure

☐ The costs associated with participation in the activity

Operational Impacts of COVID-19

6. What best describes your organization's current situation?

☐ Open and running programming (Go to 6a)

☐ Temporarily closed – we don't offer programming at this time normally (Go to 6b)

☐ Temporarily closed due to issues with COVID-19 (Go to 6b)

☐ Closed permanently

- a. If your organization is open and running programming, is it modified programming?

☐ Yes

☐ No

- b. If your organization is temporarily closed, is there a concern that you may need to close indefinitely or permanently?

☐ Yes

☐ No

☐ Unsure

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7. When the situation returns to normal (e.g. provincial health restrictions are lifted), what is your expectation for participation / enrollment?
- ☐ Fewer participants
- ☐ Fewer participants to begin but it will grow
- ☐ Same level of participation
- ☐ Enhanced participation
- ☐ Don't know
8. Once life returns to normal (provincial health restrictions are lifted), how long do you think it will take to return to a pre-COVID state?
- ☐ Up to 6 months
- ☐ 6-12 months
- ☐ More than a year
- ☐ It won't return to pre-COVID state
- ☐ Unsure
9. What best describes your organization's long term outlook as it relates to your ability to successfully deliver programming?
- ☐ Optimistic
- ☐ Somewhat optimistic
- ☐ Somewhat pessimistic
- ☐ Pessimistic
- ☐ Unsure
10. Please provide any additional comments about the impacts of COVID-19 on your organization and your participants.

Facility Utilization

11. Municipalities and community organizations in the Grande Prairie region provide a variety of spaces that are used by groups and residents for programs, events, meetings, and social functions. For each of the following community facilities please indicate how frequently your organization would/has typically accessed it in a twelve (12) month period (prior to COVID-19).

ARENAS	1-4 times	5-9 times	10-20 times	21+ times	Did not use
Beaverlodge Arena	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bonnetts Energy Centre (formerly Canada Games Arena Grande Prairie)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coca-Cola Centre (Grande Prairie - 2 ice surfaces)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CrossLink County Sportsplex (2 ice surfaces)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dave Barr Community Centre Arena (Grande Prairie)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grovedale Arena	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hythe & District Memorial Arena	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
La Glace Arena	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexsmith Arena	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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ARENAS	1-4 times	5-9 times	10-20 times	21+ times	Did not use
Source Energy Arena (Wembley)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bezanson Skating Rink - basic ice sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elmworth School Rink - basic ice sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teepee Creek Arena - basic ice sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Valhalla Skating Rink - basic ice sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HALLS	1-4 times	5-9 times	10-20 times	21+ times	Did not use
Albright Community Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bonnetts Energy Centre - Bowes Event Centre (Grande Prairie)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clairmont Hall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clairmont Senior Citizens Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clarkson Hall at Evergreen Park	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crystal Creek Community Hall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dimsdale Community Hall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Five Mile Hall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
German Canadian Hall (Clairmont)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Goodfare Community Hall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hinton Trail Community Hall (Hwy 722 & Twp Rd 754)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homestead Hall (RR 95 & Twp Rd 754)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knelsen Centre (Bezanson)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lymburn Community Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rio Grande Community Hall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saskatoon Lake Hall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teepee Creek Hall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teresa Sargent Hall - Montrose Cultural Centre (Grande Prairie)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Valhalla Community Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Webster Community Hall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OTHER RECREATION FACILITIES - INDOOR	1-4 times	5-9 times	10-20 times	21+ times	Did not use
Beaverlodge Fitness Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Beaverlodge Pool	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CrossLink County Sportsplex (fieldhouse, indoor track, fitness facility, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eastlink Centre in Grande Prairie (aquatics facility, fieldhouse, fitness area, indoor track, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Greenview Regional Multiplex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Leisure Centre in Grande Prairie (indoor soccer pitch)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wembley Recreation Centre (event centre)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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OTHER RECREATION FACILITIES - OUTDOOR	1-4 times	5-9 times	10-20 times	21+ times	Did not use
Ball diamonds - South Bear Creek Park	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ball diamonds (other) in Grande Prairie	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ball diamonds outside Grande Prairie	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CKC West Synthetic Turf Field in Grande Prairie	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dunes Paved Trails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evergreen Ridge Recreation Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grande Prairie Outdoor Pool	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hythe Motor Speedway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legion Track & Field facility in Grande Prairie	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nitehawk Recreation Area (Grovedale)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
North Ridge Cricket Field in Grande Prairie	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor court amenities (basketball, tennis, pickleball courts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor rink / skating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rectangular / sports fields in Grande Prairie	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rectangular / sports fields outside Grande Prairie	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
South Bear Creek Park (Pavillion, trails, bike skills park, beach volleyball, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stacy Krahn Memorial Motor Sports Park (Wembley)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tennis/pickleball courts in Grande Prairie	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tennis/pickleball courts outside Grande Prairie	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trail system - natural surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trail system - paved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wapiti Nordic Ski Trails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- a. If your organization used ball diamonds outside Grande Prairie, please identify which ball diamonds by listing the communities.

- b. If your organization used rectangular / sports fields outside Grande Prairie, please identify which fields by listing the communities.

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12. To what degree do the current recreation facilities and spaces in the Grande Prairie region meet the needs of your organization? (Consider not only the ones in the list above but also all others in the area.)

- ☐ Completely meet the needs of our group
☐ Somewhat meet the needs of our group
☐ Do not adequately meet the needs of our group

a. Please explain your answer to the last question.

New / Upgraded Facilities

13. Does your organization believe that there a need for new and / or upgraded recreation facilities (including parks and outdoor spaces) to be developed in the Grande Prairie region to meet the needs of your organization?

- ☐ Yes
☐ No (If "No" please go to Question 16)
☐ Unsure

14. Please check up to five (5) INDOOR recreation facilities or spaces that your organization believes should be more available or improved in the Grande Prairie region to help meet the needs of your organization. A couple of things to consider:

- » There are significant costs to building and operating recreation facilities and amenities.
 » Your response will be used for planning purposes only. Your responses may not lead to changes in a facility or new facilities being built.

- | | |
|---|---|
| <input type="checkbox"/> 25m swimming tank (e.g. lane swimming, aquafit) | <input type="checkbox"/> Indoor field facilities (e.g. soccer, tennis, pickleball, ball hockey, lacrosse) |
| <input type="checkbox"/> Art display spaces | <input type="checkbox"/> Leisure ice surfaces (non hockey) |
| <input type="checkbox"/> Classroom / training space | <input type="checkbox"/> Leisure swimming pools (e.g. for fun including water play features) |
| <input type="checkbox"/> Community hall / banquet facilities | <input type="checkbox"/> Libraries |
| <input type="checkbox"/> Community meeting rooms | <input type="checkbox"/> Multi-purpose program rooms |
| <input type="checkbox"/> Court sports (e.g. racquetball, squash) | <input type="checkbox"/> Museum / interpretive facilities |
| <input type="checkbox"/> Curling rinks | <input type="checkbox"/> Parkour room / gymnastics space |
| <input type="checkbox"/> Fitness / wellness facilities (e.g. exercise / weight room) | <input type="checkbox"/> Performing arts / show spaces |
| <input type="checkbox"/> Group offices | <input type="checkbox"/> Seniors centre |
| <input type="checkbox"/> Gymnasium type spaces (e.g. basketball, volleyball, badminton, pickleball) | <input type="checkbox"/> Storage space |
| <input type="checkbox"/> Indoor agricultural facilities (e.g. riding arena) | <input type="checkbox"/> Walking / running track |
| <input type="checkbox"/> Ice arena facilities (e.g. hockey, figure skating, ball hockey, lacrosse) | <input type="checkbox"/> Youth centre |
| <input type="checkbox"/> Indoor child playgrounds | <input type="checkbox"/> Other (please specify) _____ |
| <input type="checkbox"/> Indoor climbing wall | |

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15. Please check up to five (5) OUTDOOR recreation facilities or spaces that your organization believes should be more available or improved in the Grande Prairie region to help meet the needs of your organization. A couple of things to consider:

- » There are significant costs to building and operating recreation facilities and amenities.
- » Your response will be used for planning purposes only. Your responses may not lead to changes in a facility or new facilities being built.

- | | |
|--|--|
| <input type="checkbox"/> Agricultural facilities (e.g. rodeo grounds, riding arenas) | <input type="checkbox"/> Open spaces (e.g. parks, greenfields) |
| <input type="checkbox"/> Amphitheatres /event spaces / band shelters | <input type="checkbox"/> Outdoor boarded skating rinks |
| <input type="checkbox"/> Archery range | <input type="checkbox"/> Outdoor fitness equipment |
| <input type="checkbox"/> Ball diamonds | <input type="checkbox"/> Outdoor swimming areas (non pool) |
| <input type="checkbox"/> Beach volleyball courts | <input type="checkbox"/> Pickleball courts |
| <input type="checkbox"/> Campgrounds | <input type="checkbox"/> Picnic areas |
| <input type="checkbox"/> Community gardens | <input type="checkbox"/> Playgrounds |
| <input type="checkbox"/> Cross country ski & snowshoe trails | <input type="checkbox"/> Shooting range |
| <input type="checkbox"/> Disc golf course | <input type="checkbox"/> Sledding / tobogganing hills |
| <input type="checkbox"/> Dog off leash areas | <input type="checkbox"/> Skateboard parks |
| <input type="checkbox"/> Downhill skiing / snowboarding | <input type="checkbox"/> Sports fields (e.g. soccer, football) |
| <input type="checkbox"/> Fish pond | <input type="checkbox"/> Tennis courts |
| <input type="checkbox"/> Hardcourts (e.g. basketball, ball hockey) | <input type="checkbox"/> Track and field spaces |
| <input type="checkbox"/> Motorized trails (e.g. ATV, dirt bike, snowmobile) | <input type="checkbox"/> Walking / bicycling trail system |
| <input type="checkbox"/> Mountain bike / BMX park | <input type="checkbox"/> Water spray parks |
| <input type="checkbox"/> Mountain bike trails | <input type="checkbox"/> Other (please specify) _____ |
| <input type="checkbox"/> Nature / interpretive trails | |

16. To what extent would your group support an increase in user /rental fees to ensure community needs for recreation are better met?

- ☐ Strongly support
- ☐ Somewhat support
- ☐ Neither
- ☐ Somewhat oppose
- ☐ Strongly oppose

Challenges

17. What challenges, if any, is your organization facing? Check all that apply.

- ☐ Getting sufficient access to facilities / spaces for programming
- ☐ Inadequate facilities / spaces (e.g. amenity and support spaces are lacking or are poor quality)
- ☐ Aging buildings / infrastructure
- ☐ Attracting and retaining coaches / instructors
- ☐ Attracting and retaining volunteers
- ☐ Attracting and retaining members / participants
- ☐ Equipment storage
- ☐ Funding (grants, sponsorships, etc)
- ☐ Operating costs (facility costs, association costs, insurance, etc)
- ☐ Organizational management and operations (e.g. board training, grant writing, accounting)
- ☐ Promotions and marketing
- ☐ Declining participation
- ☐ Other (please specify) _____

18. Considering the challenges identified above, what are the most helpful actions or resources that a municipality could provide to help your organization?

General Comments

19. Please provide any other comments you have on behalf of your organization regarding recreation services and opportunities within the Grande Prairie region.

Thank you for taking the time to share your organization's perspective!

Appendix B: Survey Participants

1. A Wilder Calm
2. Ape Parkour Inc.
3. Beaverlodge Barracudas Summer Swim Club
4. Beaverlodge Rebels Volleyball
5. Champion Gym
6. Clairmont Minor Hockey
7. DansConnection School of Performing Arts
8. Fore Seasons Indoor Golf Centre
9. Fossils Masters Swim Club
10. G.P. Shorinryu Karate club
11. GP Fastball Association
12. Grande Prairie Curling Centre
13. Grande Prairie Disc Golf Club
14. Grande Prairie Fencing Club
15. Grande Prairie Gymnastic Society
16. Grande Prairie Ladies Commercial Basketball League
17. Grande Prairie Ladies Volleyball League
18. Grande Prairie Minor Hockey Association
19. Grande Prairie Public Schools
20. Grande Prairie Raiders Football
21. Grande Prairie Roller Skating
22. Grande Prairie Skating Club
23. Grande Prairie Ski Club o/a Nitehawk Year Round Adventure Park
24. Grande Prairie Storm
25. Grande Prairie Summer Swim Club
26. Grande Prairie Table Tennis Club
27. Grande Prairie Tennis Club
28. Grande Prairie Wheelers Cycling Club
29. Grovedale figure skating club
30. H.I.T.T. Volleyball
31. Hoku Sei Kan Judo Culb
32. La Glace Minor Hockey Association
33. La Glace Ringette
34. Nitehawk Snowboard Club
35. Northern Lights Baseball Academy
36. Peace Country Ringette
37. Peace Region Pony Club
38. Peace Wapiti Speed Skating Club
39. Sandlot Athletics
40. Saskatoon Mountain 4H Multiclub
41. Satin Slippers
42. Sexsmith Curling club
43. Sexsmith Football Club
44. Sexsmith Minor Hockey Association
45. Sexsmith Vipers Jr. B Hockey Club
46. Shantara Dive Services
47. Special Olympics Grande Prairie
48. Spruce Meadows Golf and Country Club
49. Summit Academy Athletics Club
50. Swan City FC
51. The Dunes Golf & Winter Club
52. Triple Terrain Trail Trekkers
53. Troyanda
54. Vertical Limit Volleyball Club
55. Wapiti Nordic Ski Club
56. Wembley Firefighters Association
57. Wembley Minor Hockey Association
58. Wembley Parks & Recreation
59. Wolverines Wheelchair Sports Association

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<p>b. Crosslink County Expansion Project RFD – Attached pg. 13-18</p> <ul style="list-style-type: none"> Currently the Crosslink County Sportsplex Expansion study has been accepted by all six municipalities in the GPRRC as information Updated pricing has been provided and included in the attached report. The project is projected to take up to 18 months and would require a project manager Mayor Clayton questioned if there had been comparisons done for a stand-alone facility. The AWG had provided some examples of stand-alone facility costs in a previous RFD <p>ACTION: Jessica will circulated 2021-12-14 Crosslink County Expansion Study RFD which included a stand-alone cost comparison – Attached pg. 19-22</p> <ul style="list-style-type: none"> City of Grande Prairie has allocated \$100,000 to Swan City Football Club, in response to the closure of the Leisure Centre, these funds could potentially be applied towards the cost of design Discussed that if the project was to seek federal and provincial grant funding it must be “shovel ready” and having a detailed design completed would aid in the grant application process <p>MOTION – GPRRC – 06-15-2022- 04 (made by Kurt Balderston) to direct administration to pursue the Crosslink County Sportsplex expansion as a full size soccer pitch expansion and multi-sport fieldhouse addition and direct administration to seek updated design and project costs. Administration to determine financial commitment by Municipal partners towards the cost of a detailed design and CARRIED.</p> <p>4.1 RFD Regional Recreation Coordinator position – Update</p> <ul style="list-style-type: none"> All Municipalities have approved funding for the Coordinator position in 2023 	Christine Rawlins
<p>5. New Business</p> <p>5.1 GPRRC TOR Annual Review – TOR and Correspondence – Attached pg. 23-26</p> <ul style="list-style-type: none"> Councillor Bohning has discussed with Mayor Potter and both are pleased with the efforts made by AWG to alleviate their concerns regarding equal representation of all partner Municipalities 	Daycie Bohning
<p>6. Ice Allocations Framework</p> <p>6.1 Black Ice Tracking Update – Attached pg. 27-28</p> <ul style="list-style-type: none"> AWG will continue to work with regional Ice Managers in collecting black ice data for the 2022/2023 season 	Jessica Picard
<p>7. 2022 GPRRC Implementation Plan – Attached pg. 29-31</p> <p>7.1 Q3 UPDATE</p> <ul style="list-style-type: none"> Q3 Update provided 	Jessica Picard
<p>8. Roundtable</p> <p>8.1 Open forum for questions on the pre-reading of Municipal Reports</p> <ul style="list-style-type: none"> City of Grande Prairie - Alberta Winter Games Bid – Will hear by the end of June if the bid is awarded to Grande Prairie 	All Katie Biberdorf
<p>9. Next Meeting</p> <p>Host Community: Beaverlodge</p> <p>Date: September 8, 2022. From: 9-11 AM</p> <p>Hybrid Meeting Format</p>	Chair
<p>Meeting Adjournment 10:24 AM</p>	Chair

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AGENDA FOR June 15, 2022 Meeting

County of Grande Prairie: Community Services Building, 10808 100 Ave, Clairmont, AB. Time: 9 – 11AM

Invited Attendees: Amanda Frayn; Anna Underwood, Arlen Miller, Bob Marshall, Charmaine Baker, Christina Ketchum, Christine Rawlins, Christine Schlieff, Cody Moulds, Dan Lemieux, Daycie Bohning, Deborah Wood, Jackie Clayton, Karna Gernsheid, Kate Potter, Katie Biberdorf, Kelly Peterson, Kevin Gramm, Kurt Balderston, Melody Sample, Michael Roma, Naomi Robinson, Rachel Wuescher, Rae- Lynne Cook, Shannon Baird, Stephanie Cajolais, Steve Zimmerman, Tanya Harvey, Tom Burton, Wendy Bosch, Kylee Haining, Rob Parks.

Chair: Councillor Amanda Frayn, County of Grande Prairie

1. Welcome 1.1 Establish Quorum 1.2 TOR voting requirements 1.3 Identify one voting member per Municipality	Chair	9:00-9:05
2. Seek approval of Agenda	Chair	9:05-9:10
3. Seek approval of previous minutes 3.1 GPRRC 2022-03-10 meeting minutes – Attached	Chair	9:10-9:15
4. Old Business 4.1 Group Survey Report – Attached separately a. Presentation on the findings of the Community Group Questionnaire. 4.2 Potential Crosslink County Sportsplex Expansion MOTION – GPRRC -03-10-2022-01 (made by Bob Marshall) to direct AWG to gather more information on the usage and capacity of regional gymnasium facilities and CARRIED. a. Regional Gymnasium Facility Usage Report – Attached b. Crosslink County Expansion Study RFD – Attached 4.3 RFD Regional Recreation Coordinator position – Update	RC Strategies Coordinator County of Grande Prairie City of Grande Prairie	9:15-9:30 9:30-10:10 10:10-10:15
5. New Business 5.1 GPRRC TOR Annual Review – TOR and Correspondence – Attached	Sexsmith	10:15-10:25
6. Ice Allocations Framework 6.1 Ice Allocations Framework Report – Attached	Coordinator	10:25-10:40
7. 2022 GPRRC Implementation Plan – Attached 7.1 Q3 UPDATE	Coordinator	10:40-10:45
8. Roundtable 8.1 Open forum for questions on the pre-reading of Municipal Reports • City of Grande Prairie - Alberta Winter Games Bid – Update	All	10:45-10:55
9. Next Meeting – Meeting Rotation Schedule – Attached Host Community: Beaverlodge Date: September 8, 2022. From: 9-11 AM Hybrid Meeting Format	Chair	10:55-11:00
10. Meeting Adjournment	Chair	

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5.2 RFD Regional Recreation Coordinator position – Attached MOTION – GPRRC – 03-10-2022-02 (made by Bob Marshall) to renew the GPRRC Coordinator position at a 0.75 FTE for a one year term in 2023 with the operating budget of \$76,795 pending the approval of all Municipal partners and CARRIED	Katie Biberdorf
6. Ice Allocations and Cancellation Framework MOTION – GPRRC – 12-14-2021-19 (made by Bob Marshall) to direct Administrative Working Group to explore the feasibility of a coordinated booking system or Mobile App for Regional ice arenas and CARRIED. 6.1 AWG research into coordinated booking system <ul style="list-style-type: none"> A regional booking system, mobile app and newsletter were explored as options. Due to the potential cost involved, the AWG does not recommend any of these options at this time. MOTION – GPRRC – 03-10-2022-03 (made by Bob Marshall) to accept the findings of the AWG in regards to a coordinated booking system/ mobile app with no further action required and CARRIED. 6.2 Update on Regional black ice tracking – Attached <ul style="list-style-type: none"> 12.75 total hours of black ice currently reported in 2022. 	Jessica Picard
7. 2022 GPRRC Implementation Plan – Attached 7.1 Q2 Update <ul style="list-style-type: none"> Q2 Update provided 	Jessica Picard
8. Roundtable 8.1 Alberta Games Bid <ul style="list-style-type: none"> City of Grande Prairie will be placing a bid for the Alberta Winter Games. 8.1 Open forum for questions on the pre-reading of Municipal Reports	Katie Biberdorf ALL
9. Next Meeting – Meeting Rotation Schedule – Attached Host Community: County of Grande Prairie Date: June 9, 2022 Time: 9 – 11 AM 9.1 Discuss Meeting Format: In Person / Hybrid <ul style="list-style-type: none"> Decided on in-person meeting with hybrid option available. 	Chair
10. Meeting Adjournment 10:36 AM	Chair

GPRRC - REGIONAL GYMNASIUM FACILITIES REPORT

Background

At the March 10, 2022 Grande Prairie Regional Recreation Committee (GPRRC) meeting. Presentations were given by South Peace Volleyball Club (SPVC) and Karna Gernsheid (Grande Prairie Regional Sports Connection, GPRSC), to share the feedback from regional volleyball organizations. To gain more understanding of the regional usage of gymnasium facilities, including the total usage of regional gymnasium facilities, the following motion was made:

GPRRC – 03-10-2022-01 Direct the AWG to gather more information on the usage and capacity of regional gymnasium facilities.

The GPRRC's Administrative Working Group (AWG) has since gathered data from regional gymnasium facilities which are used by a variety of sport organizations. It was decided that 2019 would give the best representation of gymnasium usage pre Covid-19 pandemic.

Facilities in the data collection include those within the regional catchment area, as defined by the GPRRC regional screening matrix for project application in that residents are willing to travel 40 minutes or more to access the facility/space. These facilities include eight schools within the Peace Wapiti School Division, the Knelsen Centre, the Eastlink Centre, Northwestern Polytechnic, Grande Prairie Christian School as well as Elementary and Highschool's within the City of Grande Prairie.

To gain the best representation of the total percentage of hours these facilities were utilized, the AWG asked for the hours the facility was rented compared to the hours available. Several factors influence the number of rental hours available per facility and often this information was not available in figures. Each of these facilities were contacted and the following describes availability of each location (**See Attachment A**).

REGIONAL GYMNASIUMS

Peace Wapiti School Division (PWSD) was contacted regarding gymnasium rentals in the district. PWSD gave direction to contact the schools on an individual basis regarding gymnasium rentals and usage. It should also be noted that unlike the City of Grande Prairie gymnasiums, which use custodial staff to open and close the gymnasiums for rentals, some schools within the Peace Wapiti School Division rely on their staff to accommodate gymnasium rentals.

Clairmont School:

2019 – Clairmont School gymnasium was utilized 3 to 4 nights per week, mostly between volleyball and basketball groups. The actual figures for 2019 were unavailable.

2021/2022 – Gymnasium is only available 1-2 nights per week, due to staffing shortages. The times that are available for rent have been fully utilized. Evening rental time varies due to staffing.

Whispering Ridge:

2019 – Gymnasium was available for rentals during the week, starting at 5:30 PM, and on weekends. The principal reports that although actual figures for 2019 are not available, he considered the gymnasium to be close to 100% utilization. They were unable to take additional bookings and often had to redirect people to other schools. The main users were club volleyball, club basketball and adult league. Whispering Ridge School also offers programs during the summer which utilize the gym.

2021/2022 – Reports being at maximum capacity for gymnasium rentals, and primarily rents to club volleyball and basketball groups. The gymnasium is available after 6 PM.

Sexsmith Secondary School:

2019 – Gymnasium was often rented to outside user groups. However, after the lifting of Covid 19 restrictions the school has decided to no longer rent the gymnasium to outside groups and will be using it strictly for their own athletic programs.

Robert W Zahara School:

2019 & 2021/2022 – Actual number of hours for rentals are unavailable, but school administration reports staffing as the biggest issue regarding gymnasium rentals. There have been occasional rentals for an adult fitness program but a member of the daytime staff has participated in the programming and then closed the facility afterwards. The school also utilizes the gymnasium for their own after school programs. This gymnasium is limited due to size and can only accommodate one large volleyball court or two smaller courts.

St. Mary's Catholic School, Sexsmith:

2019 – Figures were unavailable at time of request.

2021/2022 – Currently does not rent the gymnasium due to staffing availability. Rentals would require daytime staff to come in and close the gymnasium, as custodial staff are finished cleaning by 6 PM.

Beaverlodge Elementary:

2019 & 2021/2022 – Gymnasium is used for fitness classes Monday / Wednesday evenings. Tuesday/ Thursday evenings are rented by a local community group. Weekends, especially in the winter, are booked for birthday parties, minor hockey training events, mini-basketball, volleyball and badminton.

Beaverlodge Highschool:

2019 – Figures were unavailable at time of request.

2021/2022 – Gymnasium not available until 7 PM due to after school sports. Will rent sporadically to local community and user groups, including the local volleyball group, reports not having a lot of demand since the pandemic.

St. Mary's School Beaverlodge:

2019 – Facility was more available for rentals pre-pandemic. St. Mary's school gym is in partnership with the Town of Beaverlodge. Any rentals are booked through the town and must be staffed by town employees. This facility was / is only available between 7:30-10:00 PM.

2021/2022 – Currently the facility is unavailable for public rentals during the school year.

Wembley, Helen E. Taylor School:

2019 – Figures were unavailable at time of request.

2021/2022 – Sporadic use by fitness and community groups. The football club will use this facility in inclement weather and at the start of the season. Does not report a large demand for evening and weekend rentals.

Knelsen Centre Bezanson:

2019 – First full operating year. The majority of the bookings were from volleyball and basketball leagues, with most rentals between 4:30-10 PM. The facility also reserves times for drop in leagues and community groups. During the summer months this facility is used Monday – Thursday for summer camps and usually booked for weddings and family reunions on the weekends.

2021/2022 – Following the impact of Covid 19 public health restrictions, currently bookings are down 50% with league and drop in sports and down 75% in booking for weddings and family reunions. They are hoping for an increase in bookings in the fall of 2022.

It is important to note that the Knelsen Centre does not have a wood floor and volleyball requires a sprung wood floor for regulation play. Volleyball clubs have indicated that they will use this facility, but it is not their first choice due to the flooring.

GYMNASIUMS WITHIN THE CITY OF GRANDE PRAIRIE

Northwestern Polytechnic:

2019 – An estimated 100 hours were rented to outside user groups. From January through May the gym is rented to volleyball clubs on Sundays. Occasional bookings on weeknights from March through June are available.

2021/ 2022 – Gymnasium unavailable for public rentals in fall of 2021. Limited availability in the spring of 2022.

Grande Prairie Christian School:

2019 – Gymnasium was rented primarily to South Peace Volleyball Club (SPVC) four nights a week from 6:30-9:00 PM, during their regular league play. Basketball organizations rented the facility for the month of June. Gymnasium is not available during the summer due to staffing.

2021/2022 – Gymnasium is fully utilized, mainly by volleyball clubs during the weekday evenings and on the weekends. Weekend availability is limited to short increments as Grande Prairie Christian School uses the gymnasium for Church activities.

Eastlink Centre:

Please see the table below for the number of hours the Eastlink Centre fieldhouse was rented. These figures do **not** include spontaneous use of the fieldhouse or City of Grande Prairie programming hours.

Eastlink Centre	Hours Rented	Volleyball Rentals (hours)
2019	2401.5	Not specified in the 2019 facility usage report
2021 Fall	625.50	260 – 41% of rentals
2022 Jan – March	595.75	142.5 - 24% of rentals

Please note that the Eastlink Centre maintains $\frac{1}{4}$ to $\frac{1}{2}$ of the fieldhouse for spontaneous use for community drop-in. The request for rental times in the evenings cannot always be fulfilled as the City aims to balance drop-in availability with fieldhouse rentals. It is also estimated with the closure of the Leisure Centre, in late 2022, there will be displaced user groups requesting more rental times, especially during the busy evening hours.

In addition to spontaneous use, the fieldhouse must always be made available to accommodate daily school group bookings (SCORES) agreement, drop in usage and City of Grande Prairie programming.

City of Grande Prairie School Gymnasiums:

The school gymnasiums selected were chosen based on size and capacity to accommodate all sports. 12 schools were selected with 14 gymnasiums in total (2 gyms, in 2 schools). For a list of the facilities selected see Attachment B.

2019 – Due to limitations in gathering data from 2019, only the total amount of hours school gymnasiums were rented was available. The total hours were tallied for the 12 schools (14 gymnasiums) and divided by the 8 most utilized months of the school year. For comparison the percentage of volleyball utilization was calculated.

2021-2022 – To get a more accurate description, one-week increments were selected in Nov. & Dec. 2021, Jan. & Mar. 2022. Weekdays, Mondays through Thursdays were used for comparison, as Fridays are often used as travel days to tournaments for several user groups. Weekends are more difficult to capture the overall usage as they are used by community groups and for tournaments, so the rental times vary greatly. School gymnasiums within the Grande Prairie Catholic School Division are also not available for rentals on Sundays. Highschool gyms

were not selected due to their inconsistent availability and they are not readily available for weekday rentals due to their own after school sports.

GP School Gymnasiums	Total Hours Rented (Average per Month)	Volleyball Utilization (%)
2019	1575	20%
GP School Gymnasiums	Utilization (%)	Volleyball Utilization (%)
November 15 - 18, 2021	39%	19%
December 6 - 9, 2021	65%	40.0%
January 10 - 13, 2022	73%	51%
February 28 – March 3, 2022	75%	51%

As indicated, the lifting of Covid-19 restrictions has resulted in an increase in overall gymnasium use for the 2021/2022 season. It should be noted that some of these organizations expect more members to return to club sports in 2022/2023, further increasing the demand for gym space. Volleyball organizations accounted for the majority of these facility rentals.

Programs and sport organizations that utilize school gymnasiums include: ball hockey, basketball, badminton, Celtic Academy, Special Olympics, soccer, dryland hockey, dance groups, pee wee football and volleyball. School gymnasiums are also utilized by school administration, afterschool programming, City of Grande Prairie programs and camps and community birthday parties on the weekend.

2021 / 2022 Tournaments:

- Velocity Volleyball Tournament – Charles Spencer - Feb. 18-20, 2022
- Velocity Volleyball Tournament – Maude Clifford - Feb. 20, 2022
- GP Ladies Tournament – I.V Macklin - Mar. 18-19, 2022
- GP Ladies Tournament – Maude Clifford - Mar. 18-19, 2022
- GP ladies Tournament – St. Catherine's - Mar. 18-19, 2022
- Meerkat Tournament – St. Joseph - Jan. 29-30, 2022
- Velocity Tournament – St. Joes - Feb. 18-19, 2022
- Vertical Limit Tournament – St. Joes - Mar 4-5, 2022
- GP Mixed Volleyball Tournament – GP Composite H/S - Mar.19-20, 2022
- Velocity Tournament –GP Composite High School - Feb. 20,2022
- Meerkat Tournament- Eastlink Centre Jan. 28-30, 2022.
- Charles Spencer Volleyball Tournament –St. Joseph Oct. 2, 2021
- Charles Spencer Volleyball Tournament- St. Joseph Oct. 29-30, 2021
- Charles Spencer Volleyball Tournament – St. Joseph Nov. 5-6, 2021

Private gymnasiums:

Other private gymnasium facilities were contacted such as the Reach Centre in Grande Prairie, and Peace River Bible Institute. Both indicated that staffing levels determine whether they will rent their facilities to local sports groups. However, these facilities are used primarily to support their own programming needs.

2022 Community Group Questionnaire Findings

As directed by the GPRRC the AWG conducted a Community Group Questionnaire, which closed January 2022. This surveyed regional sport and recreation organizations on regional facility utilization, the impact of the Covid 19 pandemic and the challenges these organizations faced. The finding of the finalized report found that gymnasium type space was the most commonly identified indoor facility that user groups indicated should be more available. This report will be included in the June 15, 2022 GPRRC Agenda package.

Conclusion

In summary, each facility has its own unique set of circumstance that affects rental availability. Also, each facility does not always meet the needs of all user groups. The facilities that have indicated available rental times are not suitable for all sports, especially club volleyball. The facilities that are large enough to meet the needs of club volleyball and other sport organizations present challenges with having rental times available. The overall findings indicate that facilities which have suitable dimensions are utilized to their full potential.

Alternatives

Option 1: That the Grande Prairie Regional Recreation Committee accept the Regional Gymnasium Facilities Report as information.

Option 2: As the Grande Prairie Regional Recreation Committee directs.

Attachments

Attachment A: Facility Usage Table

Attachment B:

School gymnasiums in Grande Prairie utilized for data collection:

1. Crystal Park Public School
2. Derek Taylor Public School
3. Ecole Montrose Public School
4. Ecole Nouvelle Frontiere
5. IV Macklin Public School
6. Isabel Campbell Public School
7. Maude Clifford Public School
8. Mother Teresa Catholic School
9. Riverstone Public School
10. Roy Bickell Public School
11. St. Catherine Catholic School
12. St. Kateri Catholic School

Attachment A: Regional Gymnasium Facility Usage – Summary

Facility	Courts Available (Volleyball)	Evening Rental Times	Availability *See Legend	Comments
Eastlink Centre	4 Courts	4:30-10pm	Fully utilized	* ¼ to ½ of the fieldhouse is kept available for spontaneous use for community * Evening rental requests cannot always be fulfilled as the City aims to balance drop in availability and requests for fieldhouse
Knelsen Centre	2 Courts	4:30-10pm	Available	Does not have sprung wood floor
Grande Prairie Elementary School Gymnasiums	The 12 most utilized schools selected for report.	7-10pm	Fully utilized	* Smaller gymnasiums, inadequate for all levels of athlete development * Late times available * Used by a variety of sport groups, competitive to get bookings * Aging equipment * Catholic Schools unavailable on Sundays * Newer/larger schools preferred over others
Grande Prairie High School Gymnasiums	2 to 3 courts	8:30-10pm	Unavailable most evenings	* Inconsistent availability of high schools. * Evening rentals generally not available due to after school athletic programs and don't start until 8:30 PM * Gymnasiums are used by the community on the weekends * Public schools only available Friday-Sunday * Catholic schools only available Friday-Saturday
Grande Prairie Christian School	2 courts	6:30-9pm	Fully utilized	Minimal availability on weekends. Available 4 nights per week
Northwestern Polytechnic	4 courts	N/A	Minimal availability	* Used in majority for NWP athletic programs * Some availability in the spring once College athletics conclude
Clairmont School	2 courts	Varies due to staffing	Fully utilized	Available 1-2 nights a week. Staffing shortages, fully utilized when available
Whispering Ridge	2 courts	6- 9 pm	Fully utilized	At maximum capacity for gymnasium rentals
Sexsmith Secondary School	N/A	N/A	Unavailable	No longer renting to outside user groups. Used strictly for school programming
Robert W Zahara School, Sexsmith	1 large or 2 small courts	N/A	Currently Unavailable	* Currently is not renting the facility due to staffing. Rentals would rely on daytime staff to open/close the gymnasium * Smaller gymnasium, two volleyball courts would have limited space
St. Mary's School, Sexsmith	2 courts	N/A	Currently Unavailable	* Currently is not renting the facility due to staffing. Rentals would rely on daytime staff to open/close the gymnasium
Beaverlodge Highschool	2 courts	7-10pm	Dependent on school sports	* Rents to local user groups, but does not report a huge demand for gym time. * Gym only available after school sports conclude
St. Mary's School Beaverlodge	2 courts	7:30-10pm	Currently unavailable	* Staffing is challenging, must be a Town of Beaverlodge employee * Challenging to book during the school year

Attachment A: Regional Gymnasium Facility Usage – Summary

Facility	Courts Available (Volleyball)	Evening Rental Times	Availability *See Legend	Comments
Beaverlodge Elementary School	2 courts	4-8pm	Minimal availability	* Used 4 nights per week for fitness classes and local community group rental. * Booked on weekends for birthday parties, basketball, volleyball and badminton
Helen E. Taylor School Wembley	2 courts	Varies due to staffing	Available	Does not report a large demand for gymnasium rentals
Pension School Grovedale	N/A	N/A	Unavailable	Does not rent gymnasium to outside user groups

Explanation:

- To determine the availability for the Eastlink Centre, Catholic and Public school gymnasiums within the City of Grande Prairie, quantitative and qualitative data was collected from the recreation management software and through conversations with Bookings staff.
- The Knelsen Centre both quantitative and qualitative data was collected from the Bookings coordinator.
- For school gymnasiums within the Peace Wapiti School Board all schools were contacted individually to obtain qualitative data.

Availability is also based on peak times, weekday evenings and weekends, during the school year. This varies according to each facility.

LEGEND

Available – Has availability to accommodate evening and weekend rentals.

Minimal Availability – Has limited amount of rental time available.

Fully Utilized – Available rental times fully booked.

Currently Unavailable – At this time not renting the facility, due to a variety of reasons.

Unavailable – Does not have any rental times available.

REQUEST FOR DECISION:

CROSSLINK COUNTY SPORTSPLEX EXPANSION PROJECT

GPRRC Meeting : June 15, 2022

Executive Summary

A presentation was made to the Grande Prairie Regional Recreation Committee (GPRRC) on February 1, 2021 by Derek Van Tassell on behalf of the Swan City Football Club (SCFC) seeking support for a new, stand alone soccer and volleyball facility in the region. Workun Garrick presented their Expansion Study report at the December 2021 GPRRC meeting. It was subsequently accepted for information and the concept was endorsed without financial commitment by all regional partner municipalities. RC Strategies conducted a Regional User Group Survey in Q1 of 2022 which included questions on current soccer and gymnasium capacity. The Administrative Working Group was tasked with quantifying volleyball utilization of existing gymnasiums. Both data sets provide quantitative platforms to further evaluate next steps for the potential Sportsplex expansion project.

Master Plan Recommendations:

The 2016 Grande Prairie Regional Joint Recreation Master Plan, herein referred to as “Master Plan” includes a recommendation (#20) that Grande Prairie municipalities follow the planning framework presented in contemplation future recreation infrastructure. This section provides guidance to decision makers to ensure they have the information needed to make informed decisions in the best interest of the community and public good. The work already completed to date on the Crosslink County Expansion project supports the move from the Strategic planning phase into the Tactical planning stage by means of a more detailed feasibility analysis. The Next Steps outlined in this RFD have taken into consideration the recommendations of the Master Plan.

Other Master Plan recommendations that support the exploration of this project include:

- (#4) That a new conversation around regional cost sharing be initiated with a focus on regional facilities and spaces as defined herein and with the realization that cost sharing will be guided in multiple directions.
- (#11) That infrastructure partnerships be explored whenever new recreation facilities are introduced using the framework presented.
- (#17) That recreation service providers in the Grande Prairie area consider the infrastructure leading practices presented in planning, operating and maintaining recreation infrastructure.
- (#18) That the recreation service providers in the Grande Prairie area utilize the Facility Condition Index Framework when contemplating the future of existing recreation infrastructure.
- (#20) That Grande Prairie area municipalities use the prioritization process presented in allocating future recreation infrastructure

Background

To date the project timeline has been:

- City of Grande Prairie introduced the concept of the SCFC Indoor Multi Sport Facility to the GPRRC committee
- GPRRC held a Special Meeting for SCFC to present their Project Proposal Application to GPRRC. Direction was given to bring back information on potential cost and interest from the County of Grande Prairie to expand the Crosslink County Sportsplex
- SCFC showed support for the potential expansion of the Crosslink County Sportsplex and willingness to contribute to the cost of architect's report up to \$10,000.
- City of Grande Prairie informed the GPRRC of decision to proceed with full demolition of the Leisure Centre in late 2022.

**GRANDE PRAIRIE REGIONAL
RECREATION
COMMITTEE**

- The City of Grande Prairie, the County of Grande Prairie and SCFC each contributed \$5425 toward the cost of a professional architect report. The report includes a full size soccer pitch and field house expansion .
- Completed architect report presented to the GPRRC committee. Direction given to Administration to bring Crosslink County Sportsplex Expansion study back to their respective councils to solicit feedback on the municipal willingness to support the project, with no financial commitment asked.
- The Study identified that the total anticipated cost of the proposed expansion was \$26.1 million dollars (\$11.8M for soccer field expansion + \$14.2M for multi-sport field house expansion).
- All municipalities have accepted the Crosslink County Sportsplex Expansion report as information with no financial commitment asked at the time.
- Volleyball Clubs surveyed and presented to the GPRRC regarding challenges with regional gymnasium space.
- Direction given to Administration to gather more information on regional gymnasium facility usage and capacity.
- Regional gymnasium facilities report will be presented at the June 15, 2022 GPRRC meeting.
- The Community Group Questionnaire findings will also be presented at the June 15, 2022 meeting.

For a complete list of motions pertaining to the history of this RFD please see Attachment 3.

Additional Information:

Workun Garrick has provided updated pricing, this was requested due to the rising cost of materials since the report was commissioned. Workun Garrick has estimated that costs are expected to rise from 2021 values to 2025 by between 35%-45%. Please see **Attachment 2** for the Crosslink County Expansion study which includes updated costing.

COMPONENT:	Quoted Dec 2021	Revised June 2022	Estimated 2025
Soccer Fieldhouse Expansion	\$11,888,000	\$13,662,000	\$16,038,000
Multi-Sport Fieldhouse Addition	\$14,280,000	\$16,406,475	\$19,259,775
Total – Both Components Including additional parking	\$26,160,000	\$30,742,375	\$36,088,875

Notes:

- (1) Operating expenses have not be calculated at this time.
- (2) The requirement for additional parking stalls was suggested after the December 2021 report and has been estimated at \$673,900 (2022) / \$791,100 (2025) to build additional parking to support the new north entrance to the building.
- (3) Workun Garrick have estimated that detailed design costs to be \$1,503,424 (2022) / \$1,804,450 (2025) and could take 6 – 8 months depending on if a full design is required. If a Construction Manager is hired this process could be expedited.
- (4) Phasing is an option however structural provisions would most likely need to be in place to support a phased approach and designed at the same time for the future build. Phasing will increase project costs over and above the 35-45% projected increase with inflation.
- (5) Project build is estimated to take 18 months, hiring a construction manager could again expedite this process.

Next steps:

The Administrative Working Group proposes several possible scenarios or progressive steps:

1. Determine which components (soccer pitch and / or multi-sport fieldhouse) are to be included in future discussions
2. AWG to seek updated design and project costs
3. Establish level of commitment from Swan City FC and volleyball community
4. Call a Special GPRRC meeting, extend meeting invitation to Volleyball and Soccer organizations
5. Search out additional funding options via Federal and Provincial grants
6. Determine municipal willingness to potentially support the Crosslink County Expansion project financially

7. AWG to work with RC Strategies to develop a funding model for municipalities willing to commit to supporting the project
8. Present funding model to participating municipalities
9. Seek and confirm municipal funding and include in respective Capital budgets

Alternatives

- Option 1:** That the Grande Prairie Regional Recreation Committee direct administration to pursue the Crosslink County Sportsplex expansion as follows:
- A. Full size soccer pitch expansion OR
 - B. Multi-sport fieldhouse addition OR
 - C. Full size soccer pitch expansion and multi-sport fieldhouse addition
- And direct AWG to seek updated design and project costs
- Option 2:** As the GPRRC directs.
- Option 3:** Receive this report for information

The Administrative Working Group recommends **Option 1 C.**

Attachments:

1. Grande Prairie Regional Recreation Master Plan – Planning Framework and Recommendation 20.
2. Crosslink County Sportsplex Expansion Study – June 2022 (Attached separately)
3. Motions Document

Attachment 1: Grande Prairie Regional Joint Recreation Master Plan – Planning Framework / Recommendation 20

A Framework for Planning

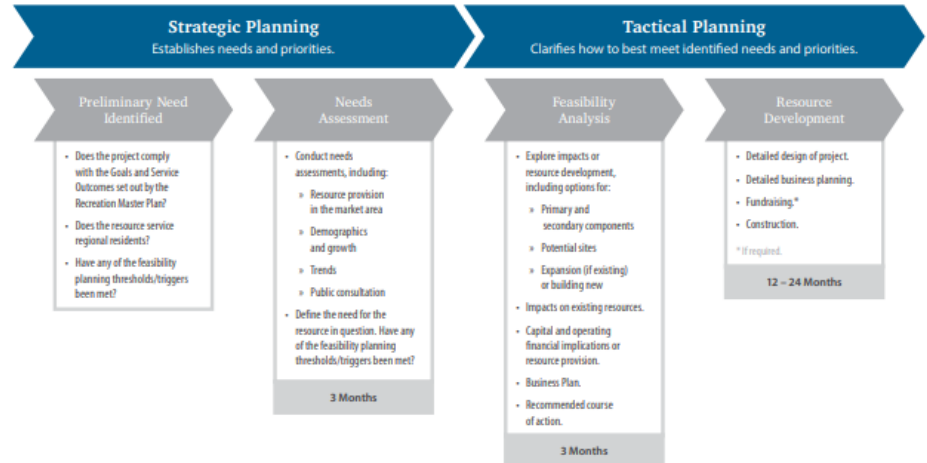
The planning and design of future recreation infrastructure need to balance a number of considerations including growth and utilization in the region, the life span of current facilities, desired service levels, and expected trends in recreation participation. As such, planning for public recreation facilities and spaces should include project-specific feasibility analysis whenever major project development is considered. The following chart outlines the steps associated with major regional recreation facility and space development. The same steps and framework can be applied to local recreation facility and space development as well.

Local Context

City of Grande Prairie:
Council Strategic Plan (2015 – 2018)

- **Strategic Direction:**
Increase the length and depth of our planning documents in order to better prepare for the future.

Since feasibility analysis is required to provide decision-makers with the information necessary to make informed judgements, it is recommended that **no major (over \$1M) public investments in recreation facilities and spaces should occur without undertaking a market feasibility analysis and business planning.** This applies not only to initiatives championed by local municipalities, but also to those projects led by not-for-profit groups and associations where public funds are required for the capital and/or ongoing operations of facilities. The entire process, including needs assessment, feasibility analysis, design and construction can take between 18 and 30 months (or longer), and requires the input of a variety of internal and external stakeholders.



Further to this approach, the following planning triggers are proposed to help municipalities determine when and if feasibility analysis related to future facility and space development is warranted. Undertaking feasibility analysis requires investment and resources, and sets public expectations. Since this is the case, the following **feasibility planning “triggers”** outline when area municipalities could/should initiate (or facilitate, in the case of a non-profit-based project) feasibility analysis and business planning. Market feasibility analysis and business planning could occur when one or more of the following criteria are met:

1. Facility spaces currently being offered approach **80% to 90% utilization levels** on a sustained basis.
2. Facility or facility spaces currently being used have **less than 25% remaining lifecycle or require investment of over 50% of replacement costs** (Facility Condition Index) as a functional and modern resource (as determined by ongoing lifecycle planning).

3. **Current and future demands**, as impacted through expression of needs, as a function of public input, trends and majority impact, and/or market growth, can be proven.
4. The facility in question and program services proposed provide **equitable access** for all residents as a public service.
5. Facility type and function **conform to the core recreation service functions** of local municipalities or new functional areas as contained within the broader strategic planning.
6. Facility type and function are **not currently and/or adequately provided** through other agencies or private sector services in the Grande Prairie area.
7. Potential and/or confirmed **operational or capital partners are committed and established** as registered societies, institutions, or municipal governments, and collectively represent sufficient membership or market segments to sustain use of the development for the life of the development.

8. The **external partner** (institution, municipality, volunteer and/or non-profit group) leading a facility development initiative **has, or has access to, significant capital and/or operating resources.**

The above-noted process and associated planning triggers will help formalize and prioritize potential recreation and parks projects in the future. If a combination of these planning triggers criteria are met, further feasibility analysis may be warranted.

As feasibility analysis requires public investment, the following general guidelines for feasibility exploration should be achieved. General conditions for prudent feasibility analysis include the following:

- There must be public engagement in the planning process, preferably through the use of statistically reliable surveys.
- A market assessment for component service delivery functions must be completed.
- A thorough and transparent site/location analysis must be completed.
- There must be a biophysical/environmental impact statement.
- There must be a concept development plan including infrastructure planning, costs and impacts of ongoing operations.
- The project must demonstrate conformance to the municipal strategic planning.
- Business planning outlining capital partners, operating partners, sources of capital, capital amortization and projection of operating costs must be completed.
- Opportunity cost analysis must be undertaken to demonstrate that the project represents the best way of achieving the intended goal.

Should feasibility analysis be warranted, these guidelines will ensure that decision-makers have undertaken the due diligence they need to make informed decisions in the best interest of the community and public good.

20 *Infrastructure*

It is recommended that Grande Prairie area municipalities follow the planning framework presented in contemplating future recreation infrastructure.

Level of Cooperation			
Collective	City	County	Towns, Village, and M.D.
Utilize the planning framework for contemplating future regional infrastructure.	Utilize the planning framework for contemplating future local infrastructure.	Utilize the planning framework for contemplating future local infrastructure.	Utilize the planning framework for contemplating future local infrastructure.



REQUEST FOR DECISION:
CROSSLINK COUNTY SPORTSPLEX EXPANSION STUDY

Relevant Motions:

- **Motion GPRRC-12-10-2020-11** (made by Jackie Clayton) to direct AWG to invite SCFC to a special GPRRC meeting to present their Project Proposal Application with a timeframe determined by the AWG and CARRIED.
- **Motion GPRRC-02-01-2021-02** (made by Dylan Bressey) to direct Administration to bring back information to a future GPRRC meeting information on potential cost and interest from The County of Grande Prairie to expand The Crosslink County Sportsplex and for the City of Grande Prairie to provide information on the potential cost and viability to preserve the soccer pitch within The Leisure Centre and CARRIED.

2021-03-07 – Motions from the Swan City Football Club (SCFC) Meeting.

- **Motion 1:** The board of SCFC is prepared to travel to the Crosslink County Sportsplex if this venue is selected by regional municipal partners as the preferred location of a new multi-user facility, as per our project proposal submission to the GPRRC on February 1, 2021. The board is also prepared to call a special meeting of our membership should the County desire a motion approved by our membership as well.
- **Motion 2:** The board of SCFC considers volleyball an essential component of our proposal for multi-user facility and is not in favor of a soccer only facility.
- **Motion – GPRRC -12-14- 2021-15** (made by Bob Marshall) That the Grande Prairie Regional Recreation Committee accept the Crosslink County Sportsplex Expansion Study as presented for information, with no obligation to proceed with this project and CARRIED.
- **Motion – GPRRC -12-14-2021-16** (made by Kurt Balderston) That the Grande Prairie Regional Recreation Committee direct Administration to bring the Crosslink County Sportsplex Expansion Study back to their respective Councils for information and to solicit feedback on the municipal willingness to support the proposed concept of this project, without any financial commitment at this time and CARRIED.
- **Motion – GPRRC -12-14-2021-17** (made by Jackie Clayton) That the Grande Prairie Regional Recreation Committee invite representatives from Swan City Football Club and a representative for local volleyball organizations to attend the March 2022 meeting to present on the potential expansion of the Crosslink County Sportsplex and CARRIED.
- **Motion – GPRRC – 03-10-2022-02** (made by Bob Marshall) Direct AWG to gather more information on the usage and capacity of regional gymnasium facilities and CARRIED.

REQUEST FOR DECISION:

CROSSLINK COUNTY SPORTSPLEX EXPANSION STUDY

GPRRC Meeting : December 14, 2021

Executive Summary

A presentation was made to the Grande Prairie Regional Recreation Committee (GPRRC) on February 1, 2021 by Derek Van Tassell on behalf of the Swan City Football Club (SCFC) seeking support for a new, stand alone soccer and volleyball facility in the region. Elected officials at the GPRRC directed the Administrative Working Group (AWG) to bring back information on the physical feasibility and potential cost to expand the Crosslink County Sportsplex, and for the City of Grande Prairie to provide information on the potential cost and viability to preserve the soccer pitch within The Leisure Centre.

Regional Merit

Before a project can be evaluated by the GPRRC, the first step is to determine if it has regional merit. The AWG determined that the proposed SCFC multi-user facility has met the criteria with a result of Significant Regional Merit. Please see the GPRRC website for more information on the Regional Asset Definition: [Regional Asset Definition - WELCOME \(gprrc.ca\)](https://www.gprrc.ca/Regional-Asset-Definition)

The AWG agreed that the proposed SCFC facility scored a 32 on the Regional Screening Matrix as per below:

Criteria	2 points	1 point	0 points	Weight	Soccer
Catchment areas (market potential as determined through travel time barrier thresholds)	Residents are willing to travel 40 minutes or more to access the facility/space	Residents are willing to travel up to 40 minutes to access the facility/space	Residents are not willing to travel to access the facility/space	5	2
Known user markets (expected usage patterns for the project)	Anticipated users will come from throughout the entire region and will use the facility/space on a frequent basis	Anticipated users will come from more than one regional municipality and will use the facility/space on a frequent basis	Anticipated users will come from one regional municipality and will use the facility/space on a frequent basis	5	2
Economic impact (ability of project to host regional, provincial, and/or national events)	The facility/space will enable hosting of national, provincial, and regional level events/competitions and/or draw significant visitation from outside the region	The facility/space will enable hosting of provincial, and/or regional level events/competitions and/or draw some visitation to the region	The facility/space will only enable hosting of local level events/competitions and/or will not draw any visitation to the region	3	2
Social impact (extent of which project builds regional cohesion and respects the integrity of partners)	The facility/space will strengthen regional cohesion and help to retain the identity and integrity of the partners within it.	The facility/space will help to retain the identity and integrity of partners within it.	The facility/space will have no impact on regional cohesion or the identity and integrity of the partners within it.	3	2

Background

2020-12-10 City of Grande Prairie introduced the concept of the SCFC Indoor Multi Sport Facility to the GPRRC committee after direction from City Council to seek support of the potential facility as a Regional Asset. The facility met the definition of a Regional Asset as per the GPRRC guidelines. Project Proposal Application received on 2020-12-08.

- **Motion GPRRC-12-10-2020-11** (made by Jackie Clayton) to direct AWG to invite SCFC to a special GPRRC meeting to present their Project Proposal Application with a timeframe determined by the AWG and CARRIED.

2021-02-01 SCFC presented to GPRRC at Special Meeting held based on Councillor Clayton's motion.

- **MOTION GPRRC-02-01-2021-02** (made by Dylan Bressey) to direct Administration to bring back information to a future GPRRC meeting information on potential cost and interest from The County of Grande Prairie to expand The Crosslink County Sportsplex and for the City of Grande Prairie to provide information on the potential cost and viability to preserve the soccer pitch within The Leisure Centre and CARRIED.

2021-03-07 GPRRC AWG received a copy of the following Motions from the SCFC (based on a request from the County of Grande Prairie representative for SCFC to demonstrate their willingness to travel to Clairmont):

- **Motion 1:** The board of SCFC is prepared to travel to the Crosslink County Sportsplex if this venue is selected by regional municipal partners as the preferred location of a new multi-user facility, as per our project proposal submission to the GPRRC on February 1, 2021. The board is also prepared to call a special meeting of our membership should the County desire a motion approved by our membership as well.
- **Motion 2:** The board of SCFC considers volleyball an essential component of our proposal for multi-user facility and is not in favor of a soccer only facility.

2021-05-10 Swan City Football Club President Derek Van Tassell advised AWG that:

- Their Board recognizes the need for municipalities to use due diligence before adding new facilities
- Their Board wished to get a professional architect's opinion on whether the Sportsplex could be expanded to include (a) soccer only renovation, (b) multi-user renovation (soccer + volleyball) that would meet their needs
- Their Board concluded that they should have some "financial skin in the game" and are willing to contribute one third of the cost of a professional architect's report up to a maximum share of \$10,000
- Their Board has requested that they be involved in the specifications provided to the selected architect so that their intended needs are fully considered in the report.

City of Grande Prairie Information – in response to MOTION GPRRC-02-01-2021-02

In order to preserve the soccer pitch within the Leisure Centre partial demolition requires hazardous materials abatement, construction of a structural wall between the soccer pitch and the Leisure Centre, mechanical and HVAC system upgrades, and other code updates to create a stand-alone soccer facility (i.e., washrooms, change rooms etc.). Partial demolition was estimated to cost significantly more than other options.

City Council made the decision to proceed with full demolition of the Leisure Centre in the fall of 2022 at an estimated cost in the range of \$4.5M. The City is working on a joint RFP process with the Province as they will be demolishing the Composite High School at the same time.

Crosslink County Sportsplex Expansion Study

SCFC, the City of Grande Prairie and County of Grande Prairie each committed \$10,000 (up to a maximum expense of \$30,000) towards the cost of commissioning a professional architect's report to determine the feasibility of expanding the Crosslink County Sportsplex facility, and the potential capital cost of the expansion. Multiple quotes were informally solicited and Workun Garrick Partnership (WGP), the original Sportsplex architect, were selected as the successful vendor to produce a high level concept and capital cost estimate. Their December 2021 report is attached.

Administration worked with WGP through Fall 2021 and held multiple meetings to determine the scope of the project. Virtual meetings included the Sportsplex General Manager and key stakeholders – Swan City Football Club, South Peace Volleyball Club, Grande Prairie Regional Sport Connection, City and County. Fifty-three community sport groups that were

identified as potential users of an expanded indoor soccer pitch or sports courts were invited to provide basic feedback on their sports requirements – a summary of their feedback is included in pages 5-7 of the attached report.

Key findings of the feasibility report include:

- It is physically possible to expand the existing soccer pitch to a “full size” 105m x 68m FIFA playing surface
- The existing running track can be expanded to fit within the soccer field house expansion
- Building code requirements dictated that a new fire rated corridor must be added in the north east corner of the soccer pitch
- There is sufficient room to add a volleyball fieldhouse to the north of the existing soccer pitch
- It was determined that the optimum layout includes two multi-sport fieldhouses separated by a central lobby with a new north entrance vestibule
- Each fieldhouse would have multi-sport court game lines for volleyball, pickleball, basketball, badminton, and tennis as described on p.12.
- Each fieldhouse would also have four “dry” changing rooms, one “dry” referee room, and one equipment storage room.
- The central lobby would host a reception desk, lockers, seating and viewing area, male and female shower and washrooms, space for vending machines, stairs and elevator to a second level mezzanine, and doors connecting to the expanded soccer fieldhouse.
- The second floor mezzanine would have spectator viewing into multisport fieldhouses and the soccer fieldhouse, a meeting room, office (for tournament scoring / officials), custodial space, mechanical room, rated stairwells and elevator.

Potential Capital Costs are:

- \$11,880,000 – Soccer fieldhouse expansion
- \$14,280,000 – Multi-sport fieldhouse expansion
- \$26,160,000 – Approximate total cost for both components
- Operating expenses have not be calculated at this time

By comparison:

- The stand alone Soccer Dome in Edmonton was built in 2018 at a cost of \$7M
- The stand alone indoor multi sport facility fieldhouse proposed for Strathcona is estimated to be \$90M including the site – see: [Indoor fieldhouse | Strathcona County](#)

Sources of funding for Project:

- No funds have been allocated for this project to date - it is purely at a conceptual level. Should the GPRRC recommend investigating this project further, as per the Terms of Reference, all financial decisions would have to be presented and endorsed by individual municipalities that choose to opt into a funding commitment.

Next steps:

- Should the GPRRC approve Motion “B”, the Administrative Working Group foresees that this item could be brought back to the March 2022 GPRRC agenda along with results from the upcoming Community Group Questionnaire which could be used to quantify if there is a regional requirement for additional soccer and multi-sport capacity. At this meeting, the soccer and volleyball stakeholders could be invited to attend to make a formal presentation to the GPRRC. A more detailed design would also be required should this project move forward.

GRANDE PRAIRIE REGIONAL
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Motion “A” – Expansion Study:

Option 1: That the Grande Prairie Regional Recreation Committee accept the Crosslink County Sportsplex Expansion Study as presented for information, with no obligation to proceed with this project.

Option 2: As the Grande Prairie Regional Recreation Committee directs

Motion “A” Recommendation

The Administrative Working Group recommends **Option 1**.

Motion “B” – Municipal Input:

Option 1: That the Grande Prairie Regional Recreation Committee direct Administration to bring the Crosslink County Sportsplex Expansion Study back to their respective Councils for information and to solicit feedback on the municipal willingness to support the proposed concept of this project, without any financial commitment at this time.

Option 2: As the Grande Prairie Regional Recreation Committee directs

Motion “B” Recommendation

The Administrative Working Group recommends **Option 1**.

Motion “C” – Stakeholder Presentation:

Option 1: That the Grande Prairie Regional Recreation Committee invite representatives from Swan City Football Club and a representative for local volleyball organizations to attend the March 2022 meeting to present on the potential expansion of the Crosslink County Sportsplex.

Option 2: As the Grande Prairie Regional Recreation Committee directs

Motion “C” Recommendation

The Administrative Working Group recommends **Option 1**

Attachments:

1. Crosslink County Sportsplex Expansion Study – December 2021

Terms of Reference

Establishment

This Committee was established in response to the motions approved by the County of Grande Prairie and the City of Grande Prairie in October 2016, to invite the Municipal District of Greenview, Town of Beaverlodge, Town of Sexsmith, and the Town of Wembley, to be part of a joint Grande Prairie recreation committee.

Name

Grande Prairie Regional Recreation Committee (GPRRC)

General Purpose

The general purpose of this Council committee is to provide a mechanism for the implementation of the Grande Prairie Area Joint Recreation Master Plan – 2016 (under separate covering) including inter-municipal information sharing, collaboration, and identifying special projects concerning regional recreation facilities, services and programs. The Committee will work in consultation with current Municipal Government Act and Intermunicipal Collaborative Framework legislation.

Objectives

Including but not limited to:

1. Guide the direction for the implementation of the adopted ten year “Grande Prairie Area Joint Recreation Master Plan – 2016”.
2. Collaborate with respect to activities and plans for current and proposed regional recreation service delivery at a macro and micro level.
3. Identify emerging trends in recreation services.
4. Identify and review deficiencies in regional recreation service levels and discuss strategies to address those deficiencies.
5. Review community growth projections and demographics and the impact of the same on regional recreation services.
6. Advocate as a collective voice for enhanced recreation (regional and municipal) services at local and provincial levels.
7. Advocate for enhanced funding for recreation (regional and municipal) at provincial and federal levels.
8. Make recommendations to the respective Council’s for investment in capital projects or programs that support regional recreation services.
9. Support local autonomy while emphasizing that local efforts and outcomes can be optimized through regional cooperative efforts.
10. Identify and develop appropriate mechanisms for funding regional recreation facilities, explore ways to access provincial and federal recreation funding, and a process to determine suitable future recreation locations. For example, a third swimming pool in the region.

Membership & Composition

Based on the principle of one vote per community, the Committee will consist of a minimum of one elected official from each of the following communities:

GRANDE PRAIRIE REGIONAL RECREATION COMMITTEE

- City of Grande Prairie
- County of Grande Prairie
- Municipal District of Greenview
- Town of Beaverlodge
- Town of Sexsmith
- Town of Wembley

Additional elected officials from each municipality can attend meetings as they see fit. Administrative staff will attend from each municipality as non-voting members – there is no maximum or minimum requirement for administrative personnel. A representative of the Grande Prairie Regional Sport Connection is invited to attend regularly as a non-voting observer. Members of the community or other persons may be invited as required. It is expected that all designated members attend each meeting. However, in the event that the representative may be unable to attend, a delegate is to be assigned to attend on their behalf and advise the Coordinator prior to the meeting date.

Appointment and Term

Respective Councils will appoint their elected official to serve on the Committee for a term of twelve (12) months to be reviewed each calendar year.

Quorum and Voting

Quorum shall consist of a minimum representation of four of the six member municipalities. Voting shall be by a simple majority of one vote per community. Voting motions that involve financial commitment require attendance by all parties implicated financially. Alternatively, an official letter from the municipality (including the Resolution number or Council motion) that confirms their decision on a financial matter, may be presented by an administrative representative. The Committee may use electronic and / or proxy means to vote on certain items if necessary.

Request for Decision to all Councils

A Request for Decision to all Councils will be developed upon the direction of a Committee motion and communicated to all municipalities by the Chair of that meeting for response. Each Member municipality is requested to table the Request at their next municipal Council meeting and must provide a resolution or motion indicating support and participation in the Committee's project / initiative, or not. Once majority support from all member municipalities has been achieved, the Committee will be tasked with the management of the project / initiative. Further consultation with the member municipalities will only occur if the scope of the project significantly changes or there is a need for additional funding.

Working Principles

Decisions will be reached by majority vote and members are expected to follow their municipalities' respective Code of Conduct.

Meeting Schedule

The Committee will meet twice per year and more often if required, beginning March 2017. Hosting and chairing of the meetings will rotate between each community. Meetings may be called in between regularly scheduled meetings by voting or non-voting members as required, with a minimum five days' notice provided.

Reporting

The Agenda will be drafted by the GPRRC Coordinator in collaboration with the Chair of the upcoming meeting and the associated administrative working group using the approved template provided. Agenda items brought forward by Committee members are due ten business days prior to the planned meeting date. The Agenda will be circulated by email to all parties a minimum of five business days prior to the planned meeting date. Meeting minutes will be recorded by the host community and shared amongst all members via email within five business days. Feedback on minutes is expected within an additional five business days. Motions will be numbered and recorded in the following format: GPRRC03012017001 (Grande Prairie Regional Recreation Committee March 1, 2017 motion #001).

Sub Committees

The Committee will form sub-committees as required, and may choose to appoint members from the Committee and from the general public.

Administrative Working Group

Will be a separate entity and represent all communities involved. It will serve as an administrative body to support the ongoing work of the and the implementation of the Master Plan. It will not impact the autonomy of individual municipalities. Separate Terms of Reference for this administrative body will be established. Initially, the administrative working group will consist of one 0.75 FTE contract employee selected by the committee that would reside with an approved municipality. This role will be expanded by the committee as project and implementation workload dictates. An administrative recreation representative from each participating municipality would also be invited to sit on this working group. Administrative Working Group members will liaise with their municipal Council members regarding results of meetings and requests for decisions, as required.

Resources

To support the administrative body, each municipality will contribute financially using a formula approved by the committee taking population and equalized assessment value into consideration. Regarding implementation of the Master Plan, funding for specific capital recreation projects and initiatives will be the responsibility of the assigned partners, fit within budgetary constraints and use a still to be determined financial model.

Public Relations

The administrative body will coordinate all external communications and shared regional messaging, providing every committee member with an opportunity to participate equally. When speaking to the public or to the media on an issue related to GPRRC, Committee members must distinguish whether they are speaking as a member, as a representative of another agency or community group, or as an individual.

Outcomes

Committee members will report back to their respective Council's on the results of the meeting and any follow up action required. Any action recommended by the Committee will require the approval of the respective Councils (as previously mentioned in Request for Decisions). Decisions of Council are to be reported back to the Committee membership at the subsequent quarterly meeting. Administration (independently or via the administrative committee) is responsible for enacting resolutions/motions of Council.

Review and Evaluation

The Terms of Reference will be reviewed as required, but at least once per year in March.

Approved the 16th day of September, 2021.



March 25, 2022

Jessica Picard, Coordinator
Grande Prairie Regional Recreation Committee
P.O. Bag 4000
Grande Prairie, Alberta
T8V 6V3

Dear Ms. Haining:

Re: GPRRC Terms of Reference

The Terms of Reference of the Grande Prairie Regional Recreation Committee was on the Council agenda on March 21, 2022. Council discussed how meeting proceedings might be enhanced to allow all municipalities equal and balanced opportunity to speak and to be more focused on overall municipality objectives rather than individual opinions.

Council is requesting that the Terms of Reference be reviewed to ensure meetings are administered to allow for equal opportunity for all municipalities.

Thank you for your consideration in this matter.

Sincerely,

A handwritten signature in blue ink that reads "K. Potter".

Kate Potter
Mayor, Town of Sexsmith

RW/be



GPRRC BLACK ICE TRACKING UPDATE

Background

The Ice Allocations Framework

The GPRRC recognized the social return generated from investment in publicly available ice arenas. In 2019 the GPRRC decided to review the allocation of ice time in regional arenas to ensure that these facilities were being utilized to their full potential, therefore maximizing available ice time and in turn, creating a greater social return. The Ice Allocation Framework was developed in 2020 and brought to each partner Municipality of the GPRRC for decision and implementation in 2021. The framework is a multi-step approach and each Municipality has the autonomy to implement the framework in stages as approved by individual municipalities. Please see Attachment A – to find the Ice Allocation Framework document in its entirety.

The Ice Allocation Framework was guided by the following vision for recreation as outlined in the 2016 Grande Prairie Regional Master Plan:

“The local municipalities believe that public recreation services enable the development of communities in which everyone is engaged in meaningful and accessible recreation experiences that foster individual wellbeing, community wellbeing, and the wellbeing of our natural and built environments.”

Black Ice Tracking

GPRRC-12-10-2020-05 (made by Bob Marshall) to direct AWG to come back to a future meeting a proposal on how the Region can better track Black Ice, specifically ice that is allocated, paid for, and not being used on an ongoing basis and carried.

The AWG responded to this motion by working with regional ice managers to track black ice. Due to the Covid-19 pandemic, 2021/2022 was the first season black ice was tracked. Black ice reports are submitted monthly by ice managers and tallied by the GPRRC Coordinator. Please see Attachment B for a copy of this spreadsheet. For this season a total of 30 hours of black ice have been reported. This low number suggests that user groups are being more conscious of fully utilizing their booked ice times.

User Group Feedback

The AWG hosted two ice user group engagement sessions. The user groups in attendance included Grande Prairie Minor Hockey (GPMH) which is the largest regional user group. Although GPMH reported possibly having to cap registration due to a lack of available ice time other user groups indicated that they gained ice time at arenas that would normally not be available to their organization. The mixed feedback indicated to the AWG that more monitoring and education should be done for the 2022/2023 season.

Challenges

There are challenges in collecting accurate black ice data from all those that work in regional arenas. It appears that there may be a disconnect between the daytime staff that report the black ice to the GPRRC Coordinator and the arena staff work in the evening and/or part time. Although it is positive that only 30 hours have been reported, the AWG recommends continuing to track black ice for the upcoming season. The AWG recognizes that this is work in progress and will continue to collaborate with the regional ice managers by hosting an ice managers meeting at the beginning of the season. This will

provide an opportunity to support ice managers to educate users on the benefits of public invest in ice arenas. It will also provide tips for ice managers to promote awareness of black ice and training about how to report it.

Conclusion

For the 2022/2023 season the AWG will continue to work with Ice Managers to accurately track regional black ice. As previously mentioned, this data is collected on a monthly basis and will always be available if requested. Ice User groups will have the opportunity to provide feedback regarding the Ice Allocation Framework in the spring of 2023, after a full season post-pandemic. The AWG recommends reporting back to the GPRRC at the June 2023 meeting after the second year of the implementation of this framework.

Alternatives

- Option 1:** That the Grande Prairie Regional Recreation Committee accept the Black Ice Tracking Update as information.
- Option 2:** As the Grande Prairie Regional Recreation Committee directs.

The Administrative Working Group recommends **Option 1**.

Attachments

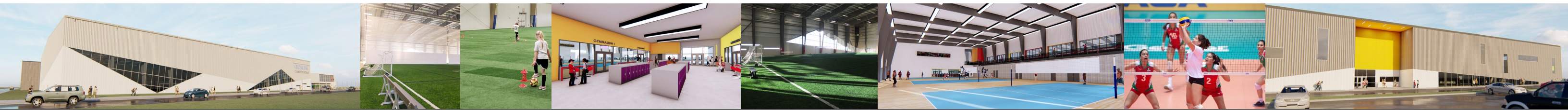
- Attachment A – Ice Allocation Framework (Attached Separately)
- Attachment B – Regional black ice tracking spreadsheet

GRANDE PRAIRIE REGIONAL
RECREATION
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Objectives and Actions					
Focus Area: Service Delivery	Year	Who	Status	Financial Impact	Masterplan Recommendation
It is recommended that Grande Prairie area municipalities use the Vision, Goals, and desired Service Outcomes to define a rationale for recreation services and to guide future decision-making					1
Create Implementation Plan based on Service Delivery, Programming & Opportunities and Infrastructure	2019	Coordinator	Ongoing		
It is recommended that the Joint County-City Recreation Committee (or an expanded group) continue to provide guidance to recreation service delivery through the implementation of this Master Plan. Furthermore, an administrative body should be formed to support the ongoing work of the committee.					2
Form Regional Recreation Committee	2016	All	Complete		
Form Administrative Committee	2017	All	Complete		
Hire Regional Recreation Coordinator	2017	All	Complete	45000	
It is recommended that an agreed process be utilized to define regional recreation facilities and services in the Grande Prairie area					3
Develop decision tree and/or matrix	2019	All	Complete		
It is recommended that a new conversation around regional cost sharing be initiated with a focus on regional facilities and spaces as defined herein and with the realization that cost sharing will be guided in multiple directions.					4
Facilitate discussion on defining regional assets and sharing of cost/responsibility.	Continuous	All	Tabled		
It is recommended that standardized facility usage and user data collection be undertaken across the Grande Prairie area.					5
Develop a template for each type of facility with key utilization attributes (overall use - excess demand exists, full, partially full, lots of capacity, % of prime time, etc.)	2019	All	Continuous		
The engagement completed during the Master Plan process is now 5 years old; it will be time to revisit community demand, willingness to travel and preference soon.	2020	Coordinator	Complete		
Focus Area: Service Delivery	Year	Who	Status	Financial Impact	Masterplan Recommendation
It is recommended that an ongoing regional recreation engagement process, including the development and maintenance of a web-based Master Plan interface, be agreed to and implemented.					6
Create a web interface for the Master Plan	2019	C. Rawlins	Complete		
Develop a website for the Committee	2019	C. Rawlins	Complete		

It is recommended that local municipalities continue to provide support to local interest groups through the Sport Connect and other means.					7
Host high five training (or the like) for local groups through Sport Connect	2019	K. Germsheid	Ongoing		
Host business plan, grant writing, and volunteer recruitment sessions for groups		Volunteer Service Bureau	Ongoing	Positive	
Create a free sport directory	2019	K. Germsheid	Complete		
It is recommended that local municipalities support efforts to bolster volunteerism.					8
Regional public campaign to celebrate and attract volunteers		Volunteer Service Bureau	Ongoing	Positive	
Set up a regional database of opportunities and volunteers		Volunteer Service Bureau	Complete		
Nurture relationship with Grande Prairie Volunteer Service Bureau		All	Ongoing		
It is recommended that recreation marketing and promotions are coordinated on a regional basis with active engagement from all Grande Prairie are municipalities.					9
Develop a common set of key messages	2019	All	Complete		
Regional Arena Behaviour Guidelines	2020	All	Complete		
Regional Ball Diamond Behaviour Guidelines	2020	All	Complete		
Ice Allocations Framework & Implementation: Framework complete, implementation ongoing	2020	All	Ongoing		
Black Ice Tracking	2021	Coordinator	Ongoing		
It is recommended that service delivery partnerships be explored whenever new programs and marketing efforts are introduced.					10
Facilitation of Regional Ice Managers meeting, yearly	2020	Coordinator	Ongoing		
Assistance/guidance to new hockey program with Regional Support	2019	K. Schuett	Complete		
Facilitation of Regional Ball Diamond Manager Meetings, yearly	2020	Coordinator	Ongoing		
Regional Programming, partnership with Wembley & Beaverlodge	2020	R. Cooke & C. Ketchum	Ongoing		
Opportunity to create future regional training	2019	All	Ongoing		
Focus on regional collaboration to promote sport and recreation as part of post Covid recovery.	2022	All	Ongoing		
Engage and liaise with Indigenous Communities within the Grande Prairie Region.	2022	All	Ongoing		
Facilitation of Regional Volleyball meeting	2022	All	Complete		
Facilitation of a Regional Ice Users meeting	2022	All	Complete		
Focus Area: Infrastructure	Year	Who	Status	Financial Impact	Masterplan Recommendation
It is recommended that infrastructure partnerships be explored whenever new recreation facilities are introduced using the framework presented.					11
Potential County Sportsplex Expansion Project	2022/2023	County & All	Ongoing		
Sportsplex Expansion. Swan city soccer financial contribution to archect report, possible financial contribution if project proceeds.	2022/2023	County & All	Ongoin		

It is recommended that performance measurement be included in all service and infrastructure partnership arrangements.					12
It is recommended that removing financial, transportation, and social barriers to participation should be an area of future focus.					13
Post Covid recovery in recreation & sport.	2022	All	Ongoing		
Focus Area: Program and Opportunity Strategies	Year	Who	Status	Financial Impact	Masterplan Recommendation
It is recommended that regional recreation needs assessment occur on an ongoing basis to increase understanding of recreation and program opportunity preferences and trends.					14
Community Group Questionnaire - Report completed	2021/2022	RC Strategies & AWG	Complete		
It is recommended that the provision of both structured and unstructured recreation opportunities be consiered when delivering recreation services.					15
It is recommended that recreation service providers in the Grande Prairie area pursue enhanced opportunities for residents and visitors in the focus areas presented.					16
It is recommended that recreation service providers in the Grande Prairie area consider the infrastructure leading practices presented in planning, operating an maintaining recreation infrastructure.					17
Develop database of regional drop-in recreation opportunities	2020	All	Ongoing		
It is recommended that recreation service providers in the Grande Prairie area utilize the Facility Condition Index Framework when					18
Clairmont Needs Assessment Participation	2020	All	Complete		
Focus Area: Infrastructure	Year	Who	Status	Financial Impact	Masterplan Recommendation
It is recommended that recreation service providers in the Grande Prairie area consider land acquisition outside of regular Municipal Reserve dedication to meet regional or local recreation needs.					19
It is recommended that Grande Prairie area municipalities follow the planning framework presented in contemplating future recreation infrastructure.					20
Potential Crosslink County Sportsplex expansion project.	2022	All	Ongoing		
It is recommended that Grande Prairie area municipalities use the prioritization process presented in allocating future recreation resources					21
Potential Crosslink County Sportsplex expansion project. Master Plan recommedations regarding gymnasium spaces.	2022	All	Ongoing		
It is recommended that Grande Prairie area municipalities consider the indoor recreation facility strategies provided as resources permit					22
It is recommended that Grande Prairie area municipalities consider the outdoor recreation facility strategies provided as resources permit					23
It is recommended that Grande Prairie area municipalities consider the prioritization presented for future recreation infrastructure.					24



CROSSLINK COUNTY SPORTSPLEX

EXPANSION STUDY

Clairmont, Alberta

Report Issued: December 2021
Cost Estimates Updated: June 2022



SOUTH ELEVATION OF FIELD HOUSE/MAIN ENTRANCE



DRONE VIEW OF SPORTSPLEX



WEST ELEVATION OF FIELD HOUSE



NORTH ELEVATION OF FIELD HOUSE

EXISTING EXTERIOR PHOTOS



VIEW OF WEST WALL OF FIELD HOUSE



EXISTING RUNNING TRACK



NORTH ELEVATION OF FIELD HOUSE



VIEW OF SOUTHWEST CORNER OF FIELD HOUSE

EXISTING INTERIOR PHOTOS



DESIGN PROCESS

- Start up meeting to review project background and determine project needs.
- Multiple meetings with various local sports groups to determine specific needs.
- Review of existing drawings to verify services and systems.
- Expansion survey conducted for detailed user-group feedback.
- Building utility “locate” to verify existing utilities for expansion purposes.
- Meetings with crosslink sportsplex operational management to obtain operational / facility feedback.
- Multiple design options with:
 - Varying expansion options.
 - Varying sports-court layouts and orientations.
 - Varying quantities and locations of facility dressing rooms, offices, viewing areas.

STAKEHOLDER INPUT

GRANDE PRAIRIE MINOR BASEBALL	NORTHERN LIGHTS BASEBALL	SOUTH PEACE VOLLEYBALL CLUB	GRANDE PRAIRIE LADIES COMMERCIAL BASKETBALL LEAGUE	GPRC	SPORT USER GROUP
Cailyn Pillipow	Brad Richards	Andre Turgeon	Dallas English	Dwayne Head	Contact Person's Name
Executive Director	Director	Technical Director	President	Manager	Contact Person's Role in Sport Group
No extra space required	400 feet by 325 feet	We need 4 meters serving zone at the end of every volleyball court and 8.6 meters from one court sideline to the nearest adjacent court sideline.	change rooms, a spot for benches and a score table at least a few meters from the side of the court. 10 foot hoops with plexiglass backboards and about 2 meters of space behind the backboard for baseline throw-ins and to prevent injuries if a player is fouled doing a lay up.	20 to 30 feet	What are the specific requirements and dimensional clearances (outside of your court space) required for your sport during REGULAR play?
NA	400 feet by 325	If the clearance specified in question # 6 is respected, the gymnasium will be suited for competition	same as question 6	20 to 30 feet	What are the specific requirements and dimensional clearances (outside of your court space) required for your sport for TOURNAMENTS?
Na	0	NONE as volleyball players are used to entering facilities with everything they need in their gym bag.	one with at least 5 stalls.	4	How many change rooms WITH showers are required for your sport during REGULAR play?
Na	0	NONE!	3	4	How many change rooms WITH showers are required for your sport for TOURNAMENTS?
Na	two	As for the above questions, none.	about 5	0	How many change rooms WITHOUT showers are required for your sport during REGULAR play?
Na	four	None.	5	0	How many change rooms WITHOUT showers are required for your sport for TOURNAMENTS?
Our younger age groups need to have parents on site. Averaging 100 parents there at a time	100 seat bleachers	We usually do not have spectators during regular practices.		Bleacher seating for 100ish	What are the spectator requirements for your sport during REGULAR play?
Na	200 seat bleachers	Four sets of small 3 row aluminium bleachers to sit a total of 60 spectators per court.	bleachers	Bleacher seating for 100ish	What are the spectator requirements for your sport during a TOURNAMENT?
Just a net to stop wayward balls	a fence	No, since we do not have spectators during practices.	if there are multiple courts there would need to be separation by a curtain.	Yes	Does your sport require specific separation between athletes and spectators within a fieldhouse during REGULAR play?
Na	a fence	Yes. There should be 3.2 meters between the nearest spectators and the court's nearest sideline.	same as above.	Yes	Does your sport require specific separation between athletes and spectators within a fieldhouse during a TOURNAMENT?
A individual lock up space. Shared space has resulted in missing equipment.	15 feet by 15 feet and lockable	Just enough the store the volleyball posts, nets and antennas as well as to store score tables, chairs, and referee stands.	none. Room behind benches and wall to store water bottles and ball bags, kit bags	Large enough to hold official size soccer nets and equipment	In a fieldhouse setting, what are the storage space requirement for your sport during REGULAR play?
Na	15 feet by 15 feet and lockable	Same as question # 16	same as above	Large enough to hold official size soccer nets and equipment	In a fieldhouse setting, what are the storage space requirement for your sport during a TOURNAMENT?
Would definitely use it	Would likely use it	Would definitely use it	Would likely use it	Might use it	If this project was approved (and assuming local market value rental rates), how likely would your sport group be to use this enhanced facility?
					Additional Comments

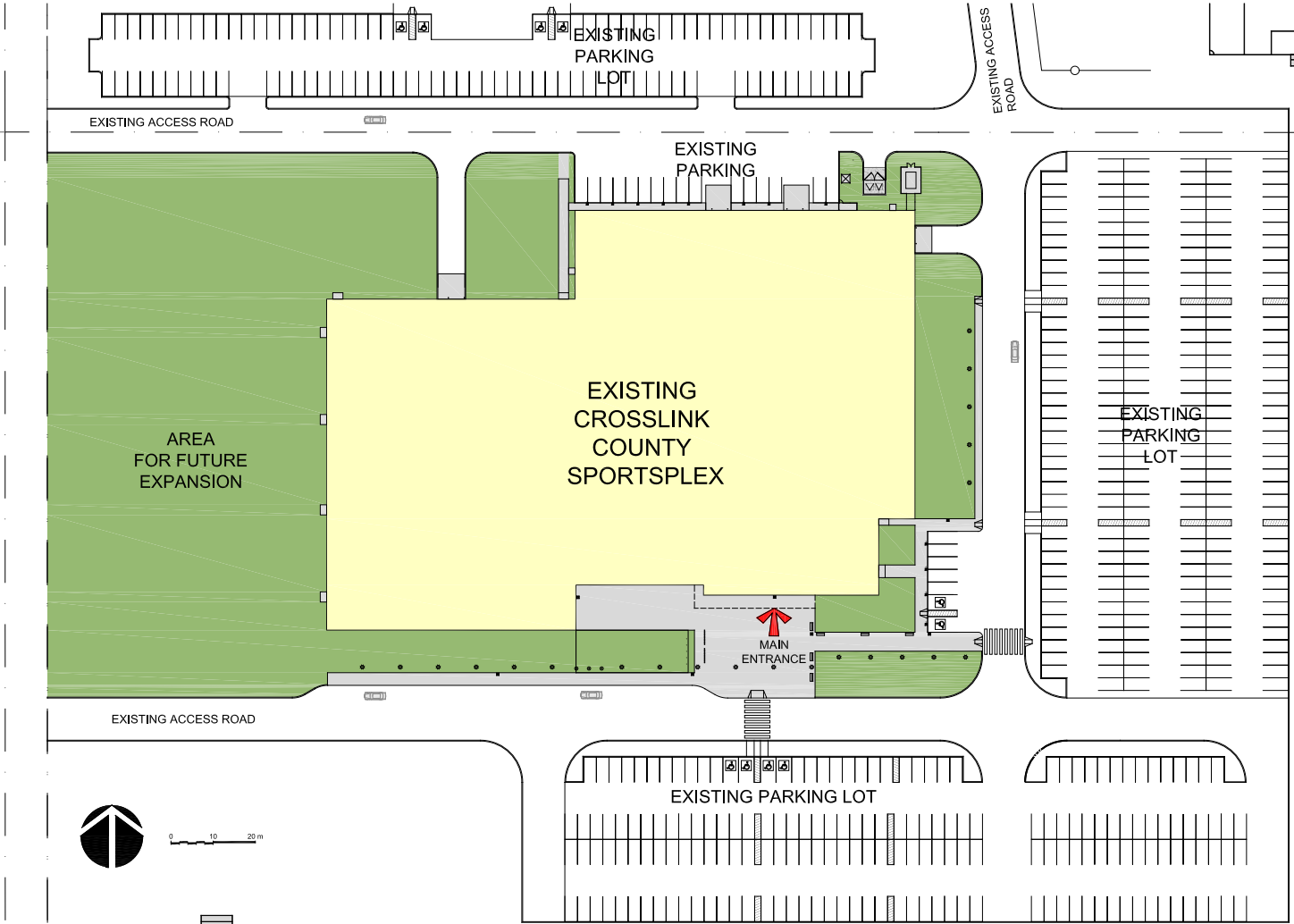
STAKEHOLDER INPUT

GRANDE PRAIRIE LACROSSE ASSOCIATION	BASKETBALL	SOUTH PEACE VOLLEYBALL CLUB	RUGBY SEXSMITH SECONDARY SCHOOL	NORTHERN LIGHTS BASEBALL	SPORT USER GROUP
Ron Regnier	Troy Sandboe	Owen Loos	Mike Lauzon	Brad Richards	Contact Person's Name
President	Teacher/Coach	President	Coach/School Principal	Director	Contact Person's Role in Sport Group
Our playing surface needs to be cement or turf from 180-200" by 80-90 feet . We require two player boxes, two penalty boxes and a timer / score keepers box. We also require boards with plexiglass similar to hockey	6'	3-4 m	3 meters?	400 by 325 feet	What are the specific requirements and dimensional clearances (outside of your court space) required for your sport during REGULAR play?
same as above		3-4 m	3 meters?	400 by 325 feet	What are the specific requirements and dimensional clearances (outside of your court space) required for your sport for TOURNAMENTS?
At least two rooms that can handle up to 21 players and gear in each , but 4 rooms is better to deal with cross over after games	1 men's, 1 women's with 6 shower stalls in each	zero	0	zero	How many change rooms WITH showers are required for your sport during REGULAR play?
4		zero	0	zero	How many change rooms WITH showers are required for your sport for TOURNAMENTS?
0	1 men's, 1 women's	zero - no change rooms required typically	2	Two	How many change rooms WITHOUT showers are required for your sport during REGULAR play?
1 for refs	1 men's, 1 women's	zero - meeting rooms, team rooms are not required	2	four	How many change rooms WITHOUT showers are required for your sport for TOURNAMENTS?
bleachers or benches behind netting	200-300	40 spectators per court	none	100 people in bleachers	What are the spectator requirements for your sport during REGULAR play?
same as above	500	60-70 spectators per court	none	200 people in bleachers	What are the spectator requirements for your sport during a TOURNAMENT?
yes spectators must be behind protective netting	yes	no	no	a fence	Does your sport require specific separation between athletes and spectators within a fieldhouse during REGULAR play?
same	yes	no	no	a fence	Does your sport require specific separation between athletes and spectators within a fieldhouse during a TOURNAMENT?
a room large enough to hold up to 6 nets to account for different age groups requirements	just enough for 2 ball bins	150 square feet per court	none	15 feet by 15 feet and lockable	In a fieldhouse setting, what are the storage space requirement for your sport during REGULAR play?
same	just 2 ball bins	150 square feet per court	none	15 feet by 15 feet and lockable	In a fieldhouse setting, what are the storage space requirement for your sport during a TOURNAMENT?
Would definitely use it	Might use it	Would definitely use it	Would definitely use it	Would likely use it	If this project was approved (and assuming local market value rental rates), how likely would your sport group be to use this enhanced facility?
		As a volleyball specific facility, it would establish the sport in our community and provide Peace Country athletes a level playing field with the best programs in Western Canada.		4 More batting cages which were separate from the main field. They could rented separately as well. Baseball, slow pitch and fast ball could use them.	Additional Comments

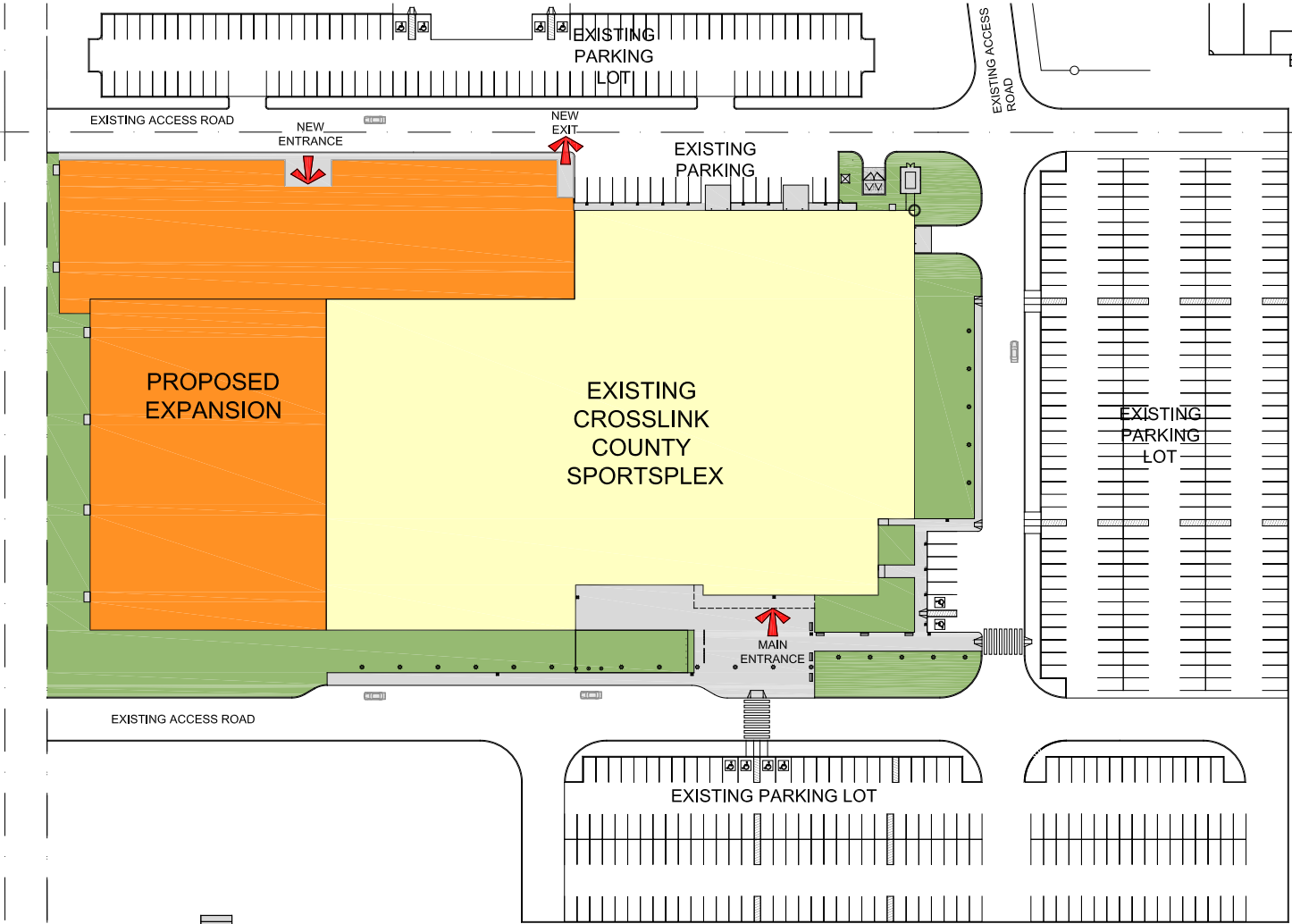
STAKEHOLDER INPUT

SWAN CITY FOOTBALL CLUB	GP FASTBALL	GRANDE PRAIRIE TENNIS CLUB	SPORT USER GROUP
Derek Van Tassel	Shayne Milligan	Sue DeSchipper	Contact Person's Name
President of club	President	Secretary (Executive) & Certified Tennis Instructor	Contact Person's Role in Sport Group
FIFA recommendations are 105 meters in length and 68 meters wide although sizes can vary somewhat (no less than 100m and 64m though)	Flexible for indoor training	To ensure the safety of the players as they chase balls outside the court boundaries, a clearance space of 21' (6.4 m) should be provided beyond the baselines and 12' (3.66 m) for the sides. The total area required for the court and the clear space is 7,200 ft2 (668.9m2)	What are the specific requirements and dimensional clearances (outside of your court space) required for your sport during REGULAR play?
Typically 1.5 meters of pitch should be beyond the marked playing area.	For tournaments we would require an outdoor facility	Same as above	What are the specific requirements and dimensional clearances (outside of your court space) required for your sport for TOURNAMENTS?
4 max if field is divided.	0	We have no specific answer, so what will fit your budget the best to allow the project to move forward.	How many change rooms WITH showers are required for your sport during REGULAR play?
4 max if field is divided.	4	We have no specific answer, so again what will fit the budget the best to allow project to move forward.	How many change rooms WITH showers are required for your sport for TOURNAMENTS?
None if the facility already has 4 change rooms with showers.	0	Same answer as above.	How many change rooms WITHOUT showers are required for your sport during REGULAR play?
None if the facility already has 4 change rooms with showers.	4	Same answer as above.	How many change rooms WITHOUT showers are required for your sport for TOURNAMENTS?
Most likely under 100	grand stand	Not a strong need here, small area for a few families, parents to view the sport.	What are the spectator requirements for your sport during REGULAR play?
Most likely under 100	as many as possible	Same as above	What are the spectator requirements for your sport during a TOURNAMENT?
No. Rolling bleachers would work with proper placement. In addition, the existing mezzanine creates a useful vantage point	yes	Sometimes, yes	Does your sport require specific separation between athletes and spectators within a fieldhouse during REGULAR play?
No. Rolling bleachers would work with proper placement. In addition, the existing mezzanine creates a useful vantage point	yes	No	Does your sport require specific separation between athletes and spectators within a fieldhouse during a TOURNAMENT?
Unknown although everything outside of goals could fit inside a school gymnasium sized storage space	10x10	Room to store tennis net; ball machine; a few hoppers	In a fieldhouse setting, what are the storage space requirement for your sport during REGULAR play?
Same as regular play	10x10	None	In a fieldhouse setting, what are the storage space requirement for your sport during a TOURNAMENT?
Would definitely use it	Would definitely use it	Would definitely use it	If this project was approved (and assuming local market value rental rates), how likely would your sport group be to use this enhanced facility?
The existing running track would work well as a warm up area. If indoor court is added, that would also open up additional opportunities for futsal.	Would love to talk about an outdoor facility to bring provincial/Western/National/world tournaments to GP.	Our club had a 100 per cent increase in membership this year, and there is a strong interest in tennis growing in our community. We have some very keen new members who have shown solid commitment in helping to grow and foster tennis with our young population (children) . Many of the tennis players would be extremely grateful and engaged if we could finally keep our wonderful sport of tennis going through the winter months. Currently there is no home or place to play tennis through the long winter months.	Additional Comments

SITE PLANS

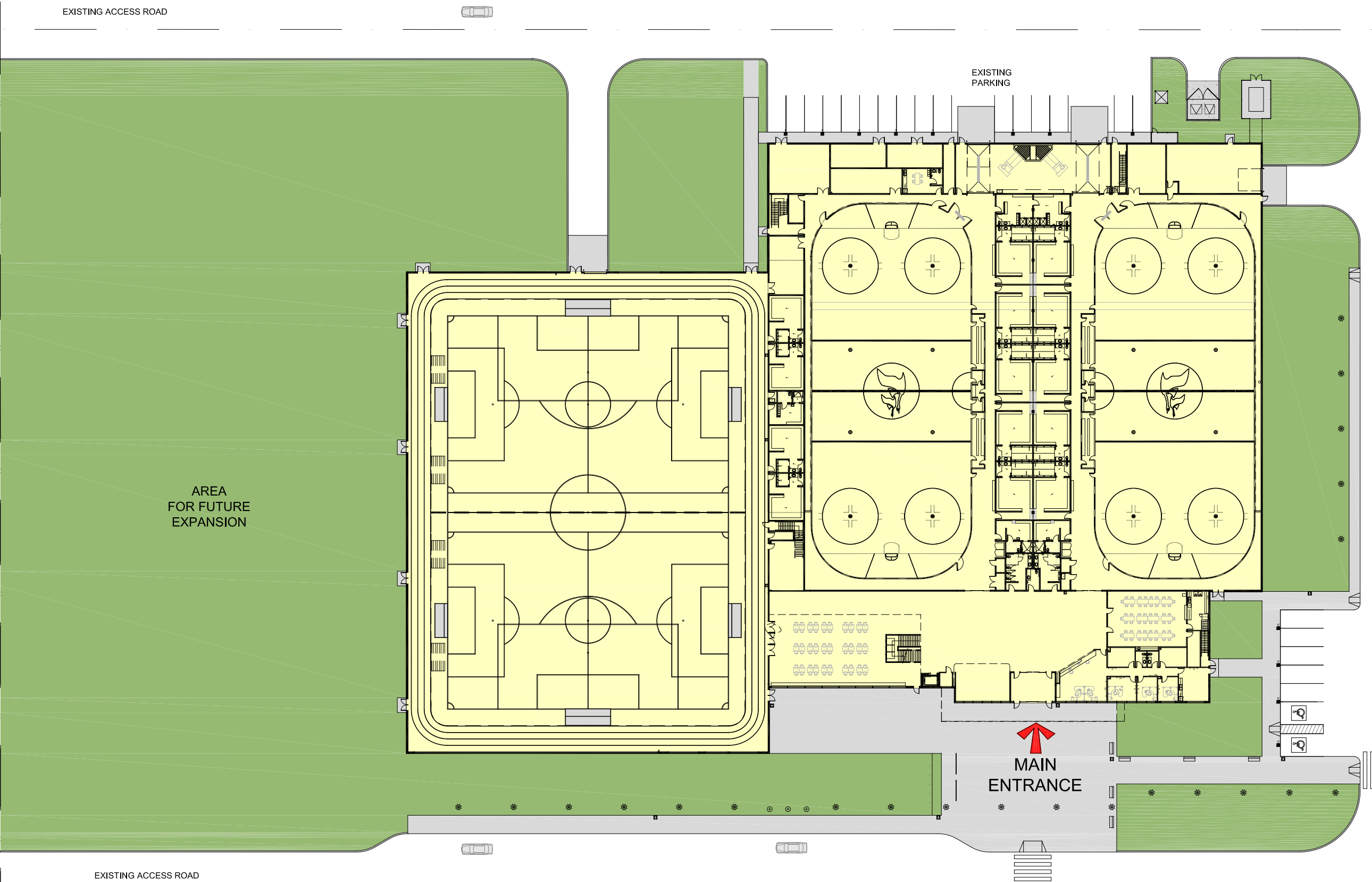


EXISTING SITE PLAN

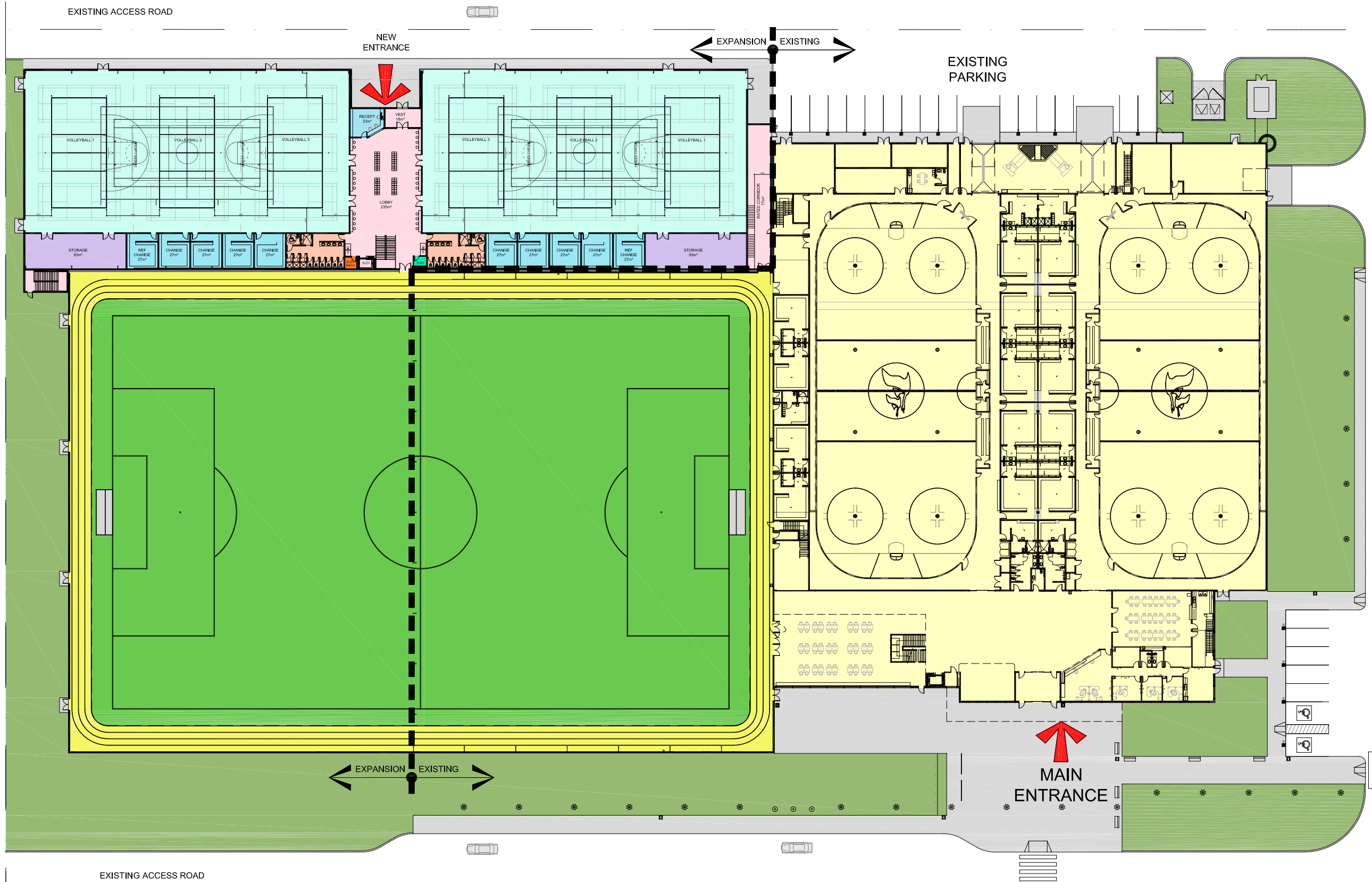


PROPOSED SITE PLAN

EXISTING FLOOR PLAN



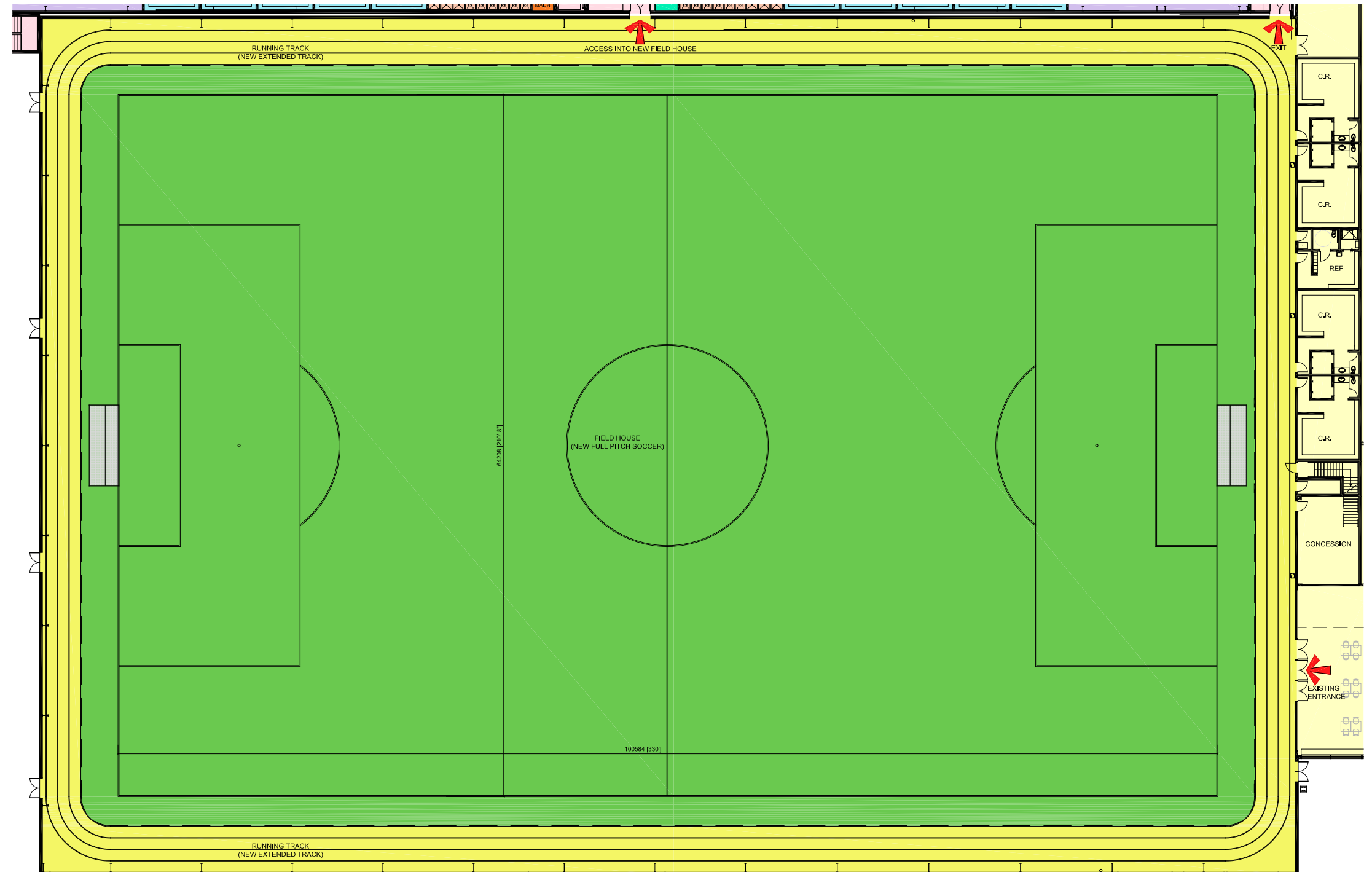
PROPOSED FLOOR PLAN



DESIGN FEATURES - SOCCER FIELD HOUSE EXPANSION

- New 4,400m² addition to existing pre-engineered Soccer Field House (SFH) to create “full pitch” 105m x 68m FIFA playing surface.

- Introduction of new doors for exiting, and new doors to connect fieldhouse to adjacent Volleyball Field House.
- Modifications to existing field turf and field turf lines.
- Introduction of new vision windows from second level Viewing Area in adjacent Volleyball Fieldhouse addition.
- Extension of new indoor field turf, and three lane running track.
- Introduction of new rated corridor at northeast corner to meet building code existing requirements.



DESIGN FEATURES - VOLLEYBALL FIELD HOUSE ADDITION

- New 3,935 m2 (on main level) Pre-Engineered Volleyball Field-house (VFH) attached to expanded SFH. The VFH will feature:

 - a central Lobby with entrance vestibule from existing north side Crosslink driveway and parking lot. Lobby to have:
 - a new vestibule and Reception area entrance.
 - a locker bank with 100 lockers for athlete’s use.
 - Seating areas with views to adjacent east and west activity spaces.
 - a stair and elevator to the Second Level.
 - Male & Female Washroom and shower facilities.
 - Space for vending machines.
 - Doors with connections to the adjacent Soccer Fieldhouse.
- Two (2) 1,755m2, Volleyball Fieldhouse activity spaces located east and west of the new Lobby. **In each activity space there will be:**

 - minimum 10.7m (35’-0”) high to underside of any obstruction to accommodate sanctioned Men’s volleyball tournaments.
 - two divider curtains suspended from the ceiling to separate the space into three different (activity) “sub-zones”.
 - game lines to serve three (3)volleyball courts running north-to-south c/w proper clearances to obstructions (and sideline clearance) to accommodate sanctioned Senior Men’s volleyball tournaments.
- game lines to accommodate one (1) “championship” volleyball court,running east-to-west, and centered in the activity space.
 - game lines to serve three pickleball courts, superimposed over the volleyball courts noted above.
 - game lines to serve nine (9) badminton courts, one (1) basketball court, and one (1) tennis court.
 - Four (4) “dry” Change Room spaces equipped with benches only.
 - One (1) “dry” Referee Change Room space equipped with benches only.
 - One (1) 92m2 (1,000 sq. ft.) sports equipment Storage Room.
- 990m2 Second Level with:

 - Spectator viewing into Volleyball Activity and Soccer Feldhouse spaces.
 - Mechanical Room
 - Washroom cluster
 - Meeting room, office, and Custodial space.
 - Stair and elevator to Main Level.
 - Two rated stairwells to meet building code (exit-ing) requirements.

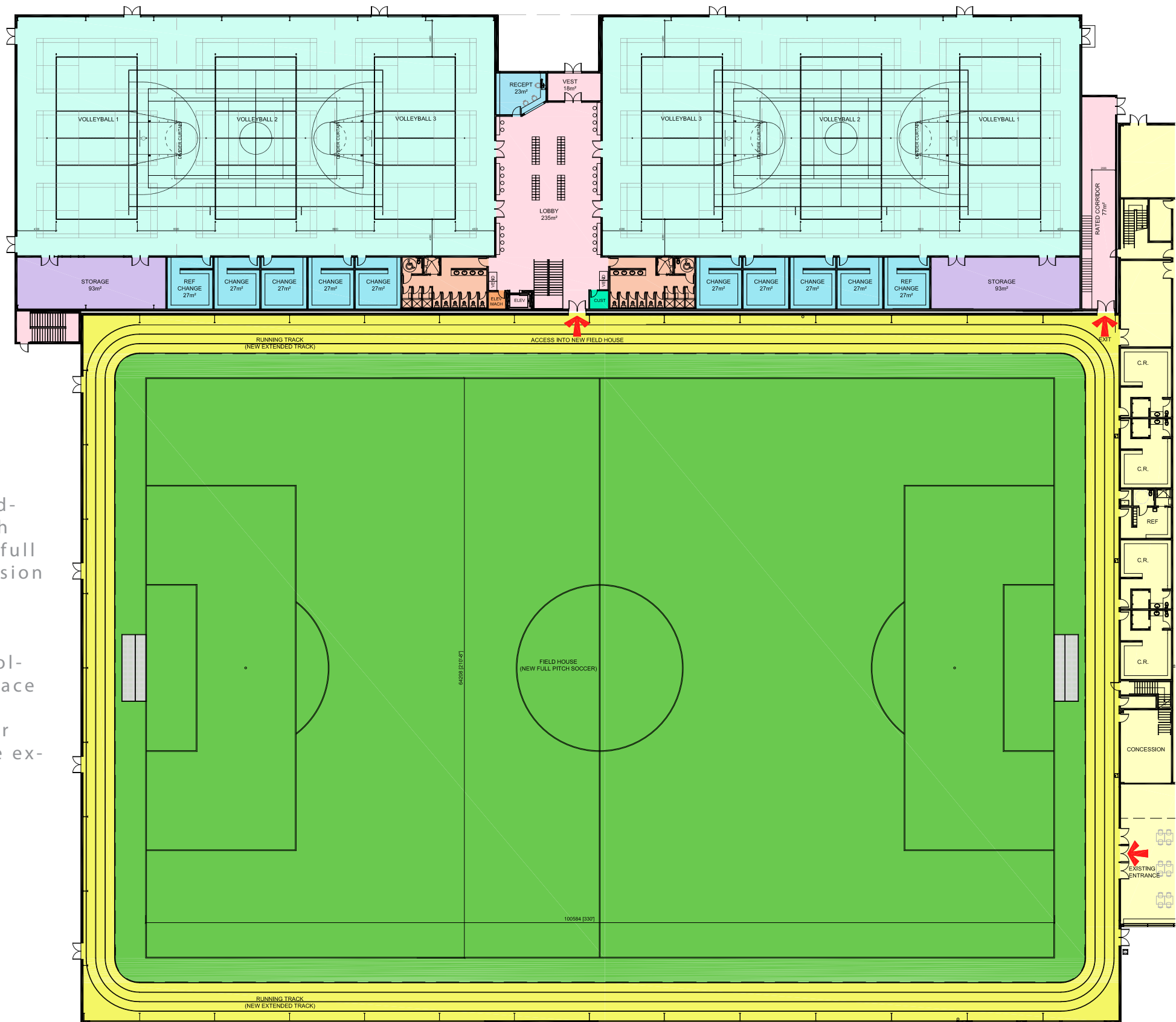
GAMELINE SUMMARY

Volleyball - 7 Courts
Pickleball - 7 Courts
Badminton - 18 Courts
Basketball - 2 Courts
Tennis - 2 Courts

SPATIAL SUMMARY

Soccer Field House expansion:	4,400 m2
Volleyball Field House Addition:	3,935 m2
Upper Level Viewing Area:	990 m2
Total:	9,325 m2

SOCCER / VOLLEYBALL FIELD HOUSE ADDITION - MAIN FLOOR PLAN



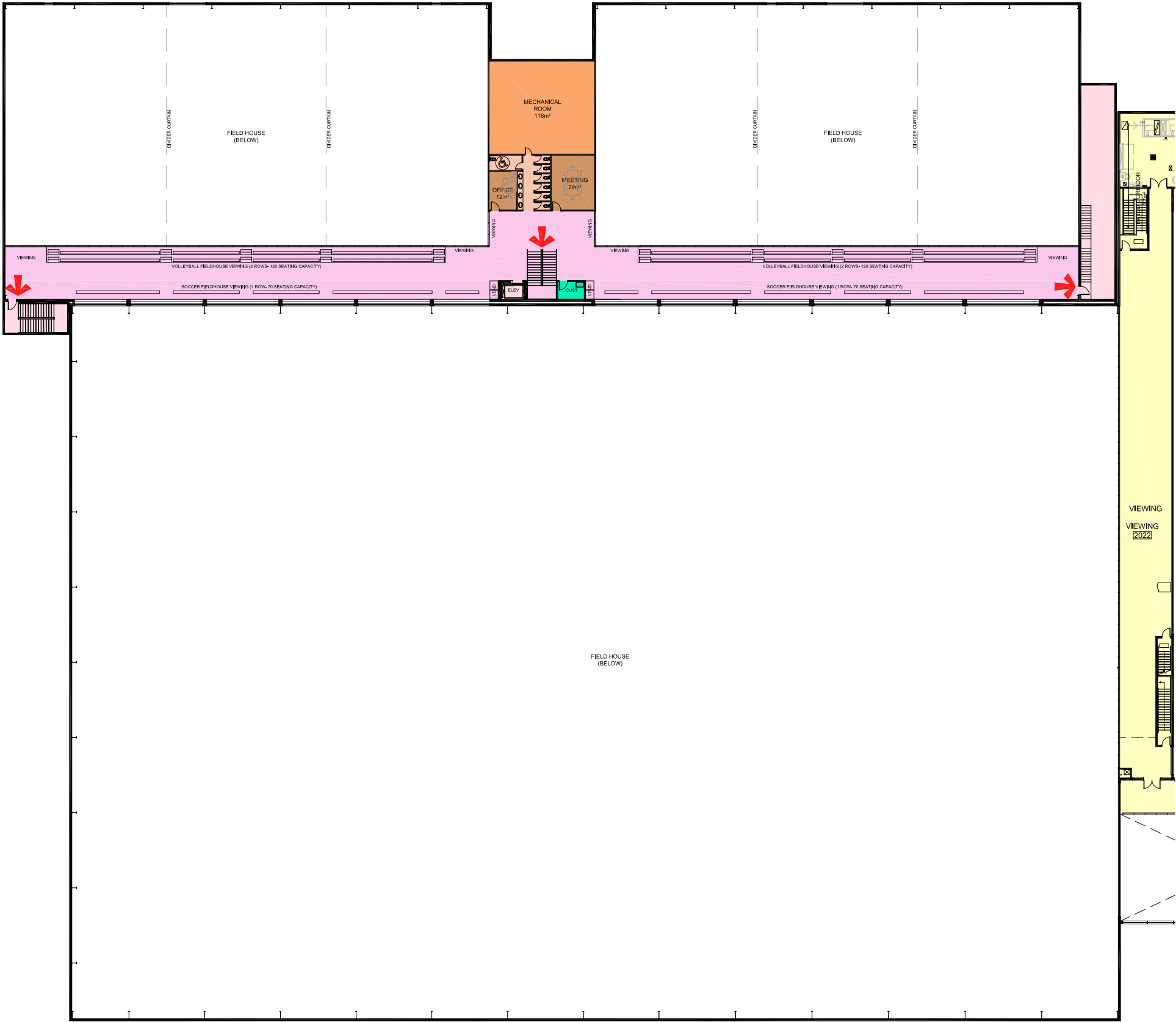
SOCCKER FIELDHOUSE

Expanded soccer field-house shown in peach tone. Dimension for full pitch FIFA plus extension of three lane running track at perimeter.

Connection to new Volleyball Fieldhouse space

New NE rated corridor for Soccer Fieldhouse exiting purposes.

SOCCER / VOLLEYBALL FIELD HOUSE ADDITION - SECOND FLOOR PLAN



TYPICAL GYM SPACE - MAIN LEVEL

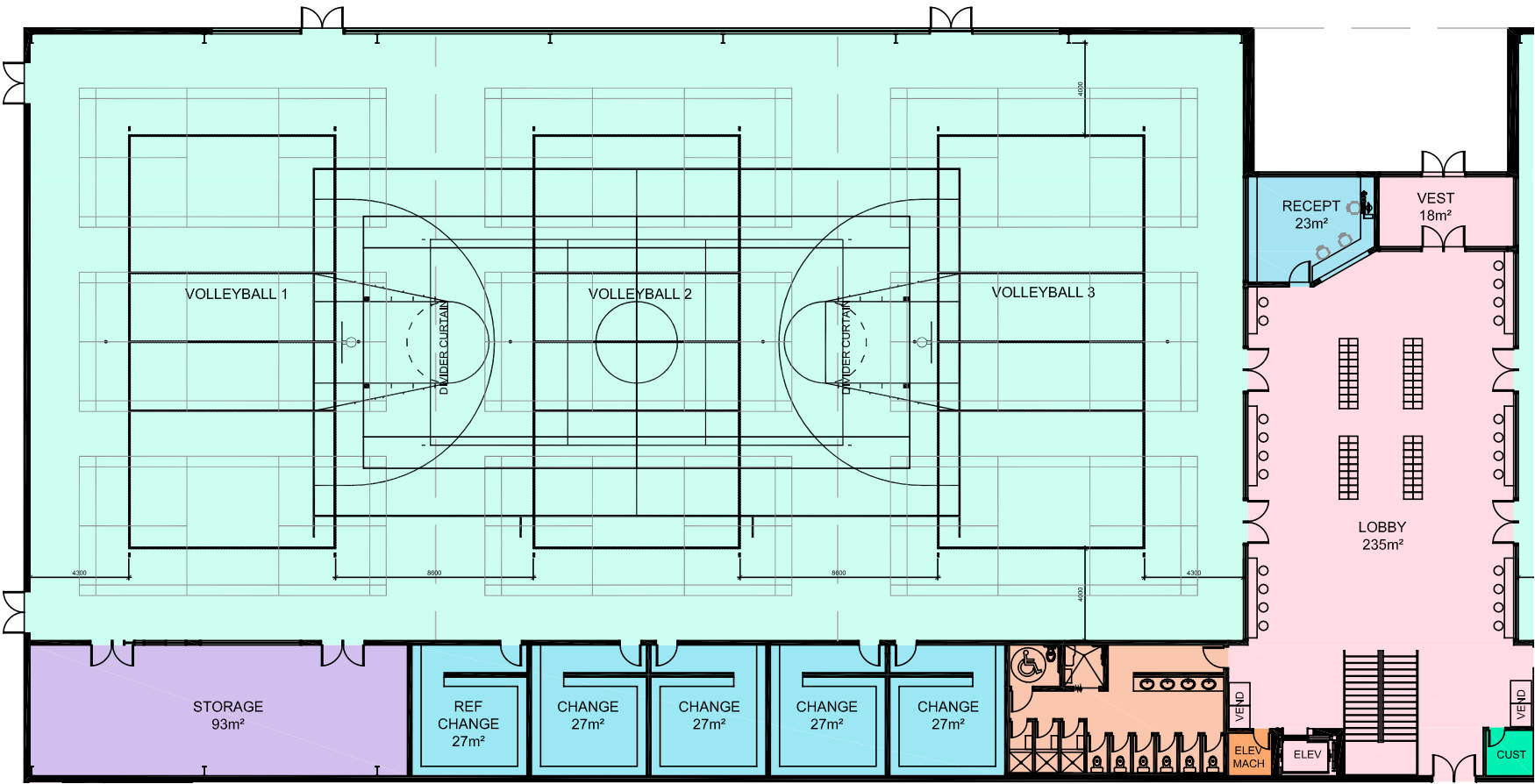
Three championship volleyball courts with side court and end court dimensions as required to meet sanctioned tournament standards.

Four “dry” Change Rooms and One “dry” referee room. Ref Room sized same as other change rooms to serve as 5th Change Room if required.

93m2 (1,000 ft2) Storage Room)

Gym divider curtains placed between each Volleyball court.

Seven Volleball & Pickleball,9-badminton, one tennis, one basketball.



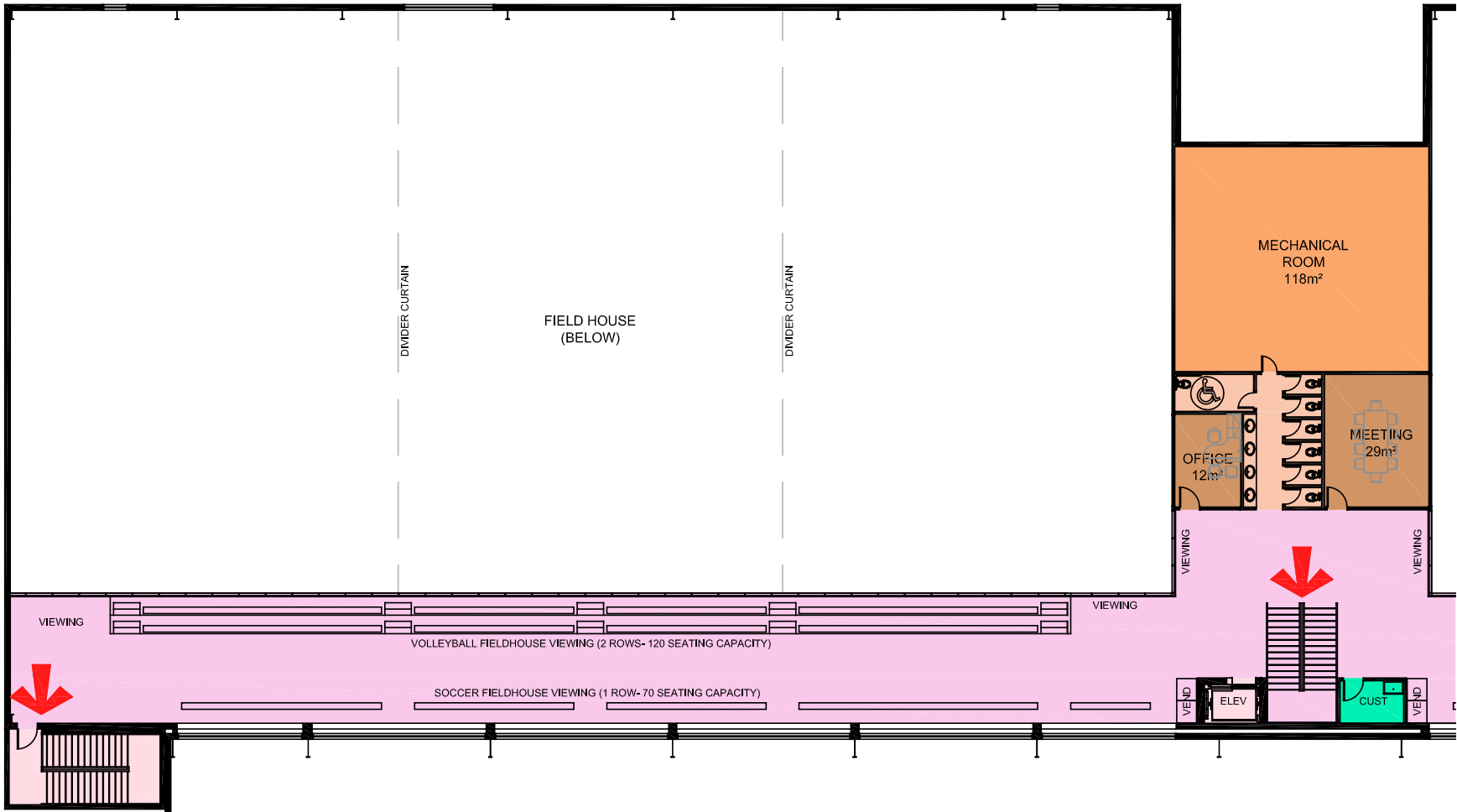
LOBBY - CORE - MAIN LEVEL

- Entrance alcove with Control / Reception desk
- Bar counters with viewing into Gymnasium space.
- 100 double tier lockers placed as islands in Lobby. Supervised from Reception area.
- Male & Female Washrooms- accessible from Lobby- c/w 7 water closets & 4 showers
- Vending Machines
- Stair and elevator to upper viewing area
- Custodial Room

TYPICAL GYM SPACE - UPPER LEVEL

Upper level viewing area with two rows of benches looking into Volleyball FH (120 seating capacity

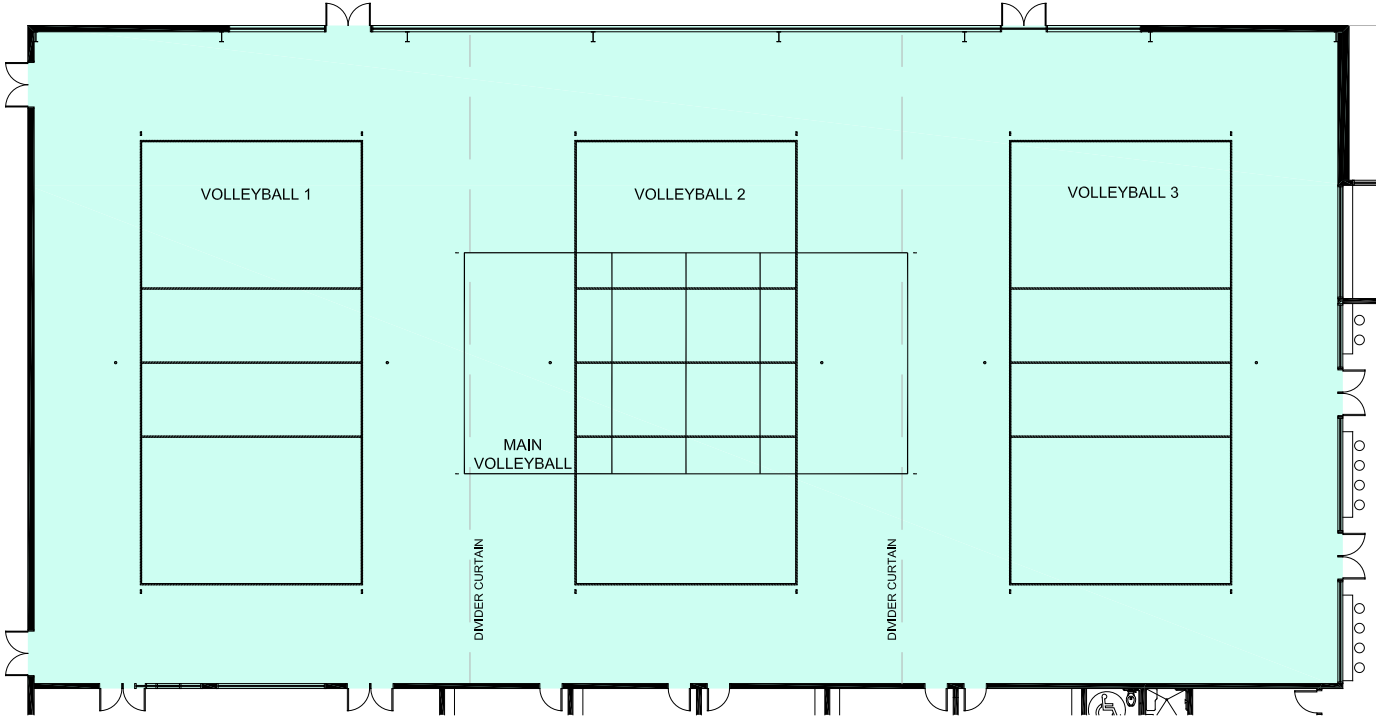
Upper level viewing area with one bench-row looking into soccer FH (70 seating capacity).



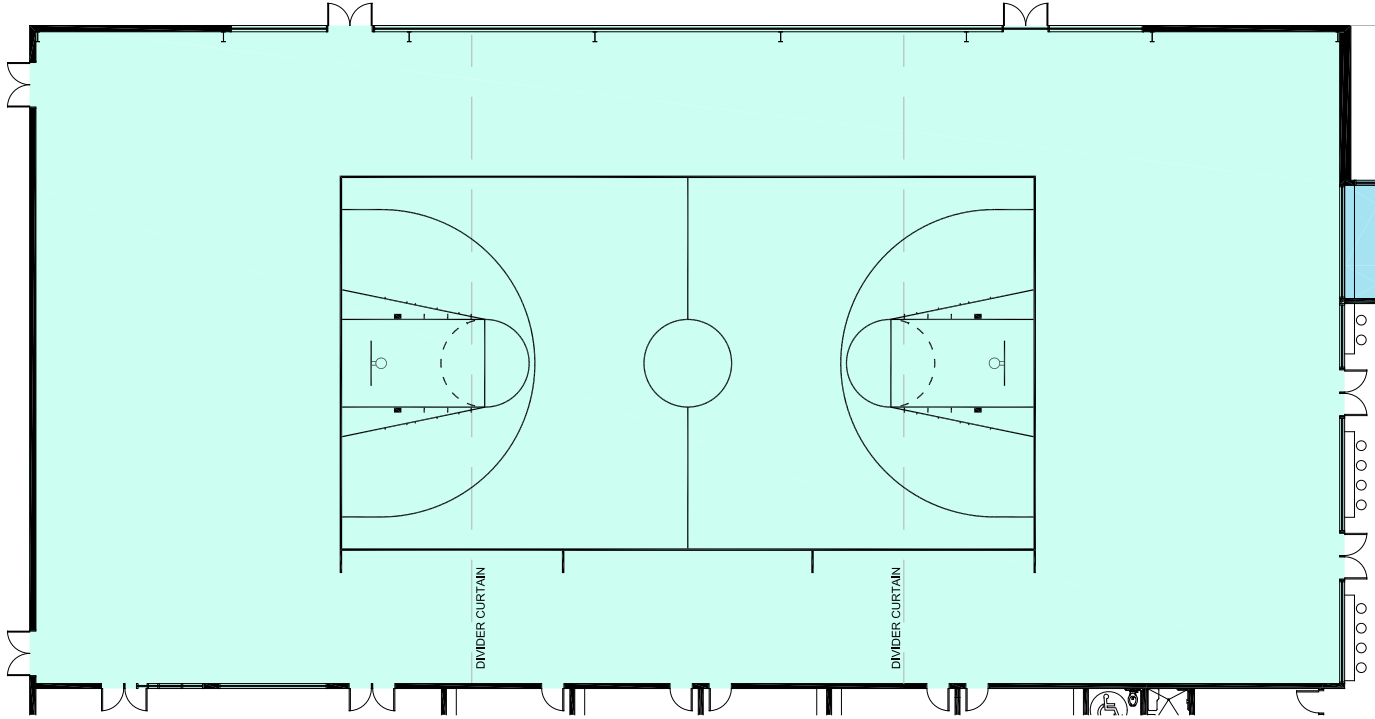
CORE - UPPER LEVEL

- Upper level water closets in dedicated rooms. Total quantity 21 water closets to meet code for 400 person occupancy.
- Mechanical centered for efficient distribution of systems..
- Meeting Room
- Office
- Stair and elevator to lower level Lobby / Core.
- Vending Machines
- Custodial Room

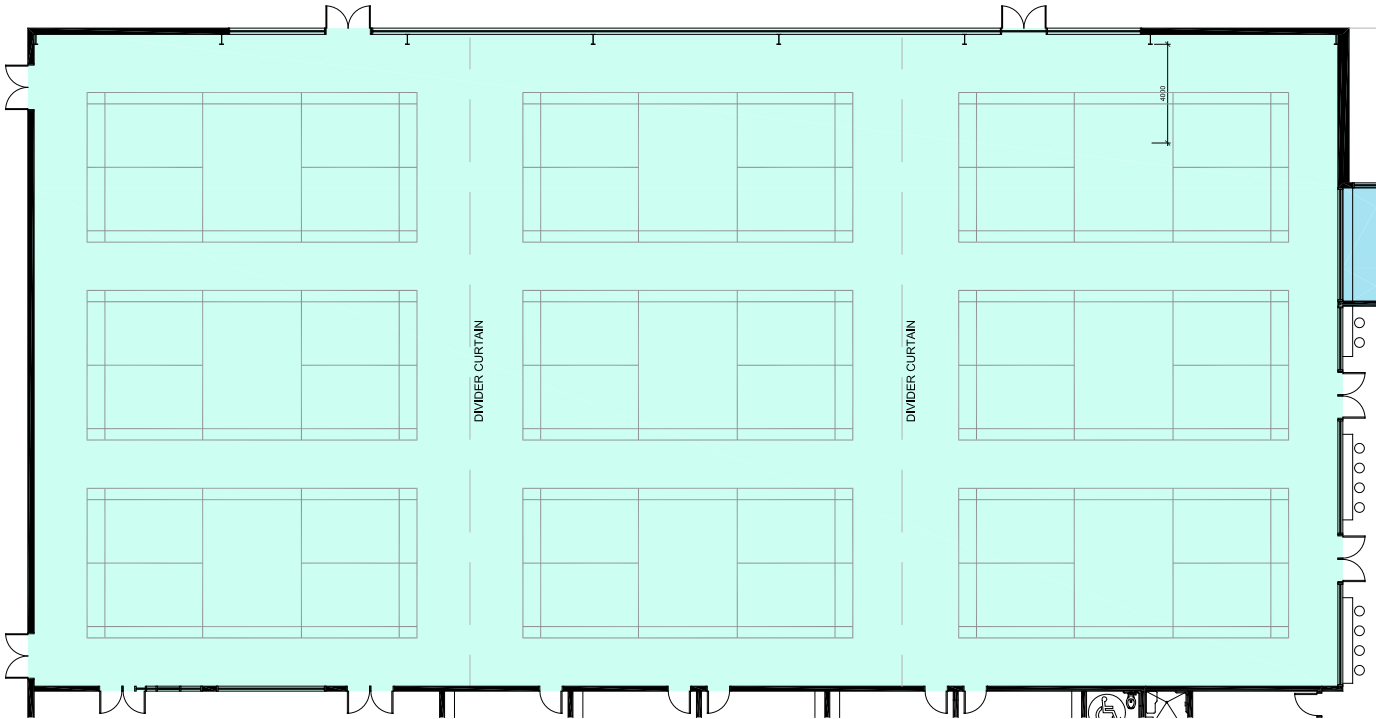
VOLLEYBALL FIELD HOUSE ADDITION - GAME LINES



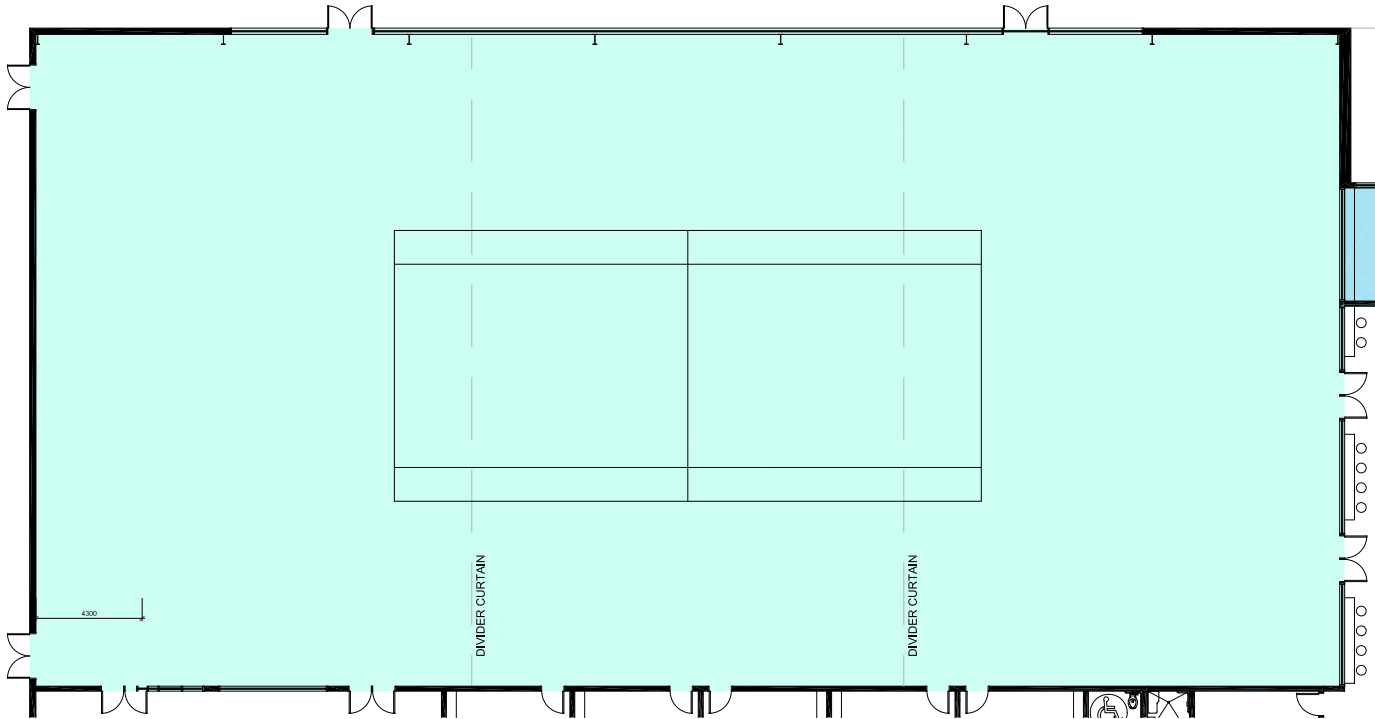
VOLLEYBALL & PICKLEBALL GAME LINES



BASKETBALL GAME LINES

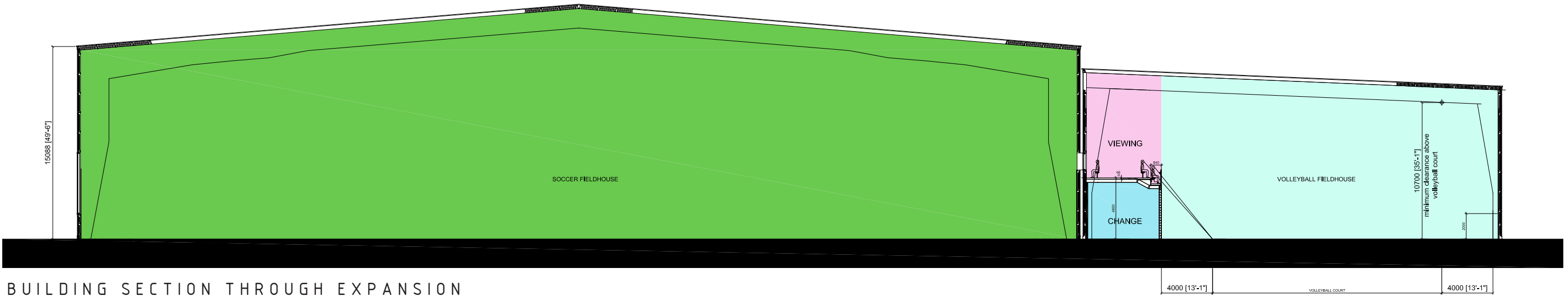


BADMINTON GAME LINES



TENNIS GAME LINES

BUILDING SECTION / CONCEPTUAL RENDERING - SOCCER FIELDHOUSE



CONCEPTUAL RENDERINGS - VOLLEYBALL FIELD HOUSE



CONCEPTUAL RENDERING - VOLLEYBALL FIELD HOUSE



CONCEPTUAL RENDERING - VOLLEYBALL FIELD HOUSE VIEWING AREA



CONCEPTUAL RENDERING - VOLLEYBALL FIELD HOUSE LOBBY



CONCEPTUAL RENDERING - VOLLEYBALL FIELD HOUSE LOBBY



ESTIMATED PROJECT COSTS

UNIT COSTS

Class 'D' Unit rates as provided by Cuthbert Smith Group.					
Costs include, site work, services, and Contractor's mark-up & overhead. (Estimated 35% Cost Increase from 2021 to 2025)					
	2021	2022	2023	2024	2025
Washroom Blocks	\$5,100/m2	\$5,865/m2	\$6,375/m2	\$6,630/m2	\$6,885/m2
Fieldhouse	\$2,700/m2	\$3,105/m2	\$3,375/m2	\$3,510/m2	\$3,645/m2
Interior spaces (Recept/ Meeting Rooms / Offices / Change Rooms / Custodial spaces.	\$3,200/m2	\$3,680/m2	\$4,000/m2	\$4,160/m2	\$4,320/m2
Additional Northwest Parking Lot (Including Asphalt, Curbs, Storm - 188 New Stalls)	\$100/m2	\$115/m2	\$125/m2	\$130/m2	\$135/m2

COST IN 2025- SOCCER EXPANSION

SPACE	AREA M2	RATE \$/M2	COST
Fieldhouse	4,400	\$3,645	\$16,038,000

2024 COST - \$15,444,000
2023 COST - \$14,850,000
2022 COST - \$13,662,000
2021 COST - \$11,880,000

COST IN 2025- FIELDHOUSE ADDITION

SPACE	AREA M2	RATE \$/M2	COST
Fieldhouse	3,500	\$3,645	\$12,757,500
Washroom	135	\$6,885	\$929,475
Interior	1,290	\$4,320	5,572,800
TOTAL	4,925		19,259,775

2024 COST - \$18,546,450
2023 COST - \$17,833,125
2022 COST - \$16,406,475
2021 COST - \$14,280,000

COST IN 2025- ADD. PARKING LOT

SPACE	AREA M2	RATE \$/M2	COST
Parking Lot	5,860	\$135	\$791,100

2024 COST - \$761,800
2023 COST - \$732,500
2022 COST - \$673,900
2021 COST - \$586,000

2025 - ESTIMATED PROJECT COST = \$36,088,875

GRANDE PRAIRIE REGIONAL RECREATION COMMITTEE



Ice Allocations Framework



MAY 2021

GRANDE PRAIRIE REGIONAL RECREATION COMMITTEE

Executive Summary

The Grande Prairie Regional Recreation Committee (GPRRC) was formed in 2017 to help the Grande Prairie Region coordinate and collaborate more in the provision of public recreation facilities and services. The Committee includes the Towns of Sexsmith, Wembley and Beaverlodge, The M. D. of Greenview, The County of Grande Prairie and the City of Grande Prairie and is guided by the 2016 Grande Prairie Regional Joint Recreation Master Plan.

The allocation of ice arena facilities is complex and needs to balance out the needs of a variety of users with available resources in a fair and equitable way. In addition to user fees, allocation and cancellation practices and protocols are a key tool in not only enabling access to facilities but also ensuring that ice arenas help the region achieve its broader strategic intentions related to public recreation.

In December 2020, the GPRRC presented an Ice Utilization Briefing and the following 2 motions were made by the GPRRC.

Motion GPRRC-12-10-2020-04 (made by Dylan Bressey) to direct AWG to bring to a future meeting a potential Regional Cancellation Policy & Regional Allocation Policy for consideration and discussion and CARRIED.

Motion GPRRC-12-10-2020-05 (made by Bob Marshall) to direct AWG to come back to a future meeting a proposal on how the Regional can better track Black Ice, specifically Ice that is allocated, paid for and not being used on an ongoing basis and CARRIED.

This Ice Allocation Framework has been developed by the GPRRC to meet the motions noted above and to further align ice arena operators throughout the region. The Framework is built to enable operators to implement it to different degrees, with each step creating more structure to and value from the allocations and cancellation process'.



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SECTION ONE

Introduction

Public investment in recreation facilities such as ice arenas, swimming pools and sports fields are a complex topic. The specific needs of individual users and user groups need to be balanced across municipalities. Regions have limited resources and are required to allocate these resources to the development and operations of these valuable community assets.

To achieve optimization from municipally owned recreation facilities, especially those that experience capacity challenges (there is more demand for facility space than there is available time); the use of allocation practices and procedures and user fees are tools that help operators (municipalities and non-profit/for-profit groups) manage demand and access. Public sector providers of recreation space must also continually monitor trends and activity preferences. Allocating facility space based solely on historical practices can limit the ability of new or emerging activities to prosper – therefore impacting the benefit provided by public facilities.

The GPRRC has decided to review one area of public investment in recreation facilities, namely the allocation of time in ice arenas. This review included the creation of a sub working group of the GPRRC's administrative working group to explore current allocation practices in the region, in other jurisdictions in Canada, a review of other influences such as provincial and national sport organization literature and relevant publications. The background material can be found in the appendix.

The result of this work is the following ice allocations framework and inclusion of sample cancellation policy. The framework has been built to help the GPRRC regional municipalities and ice operators achieve optimization from their investment in ice arena facilities and create a step by step process on how to achieve different levels of success and accountability from users and user groups. The framework is presented in a way that enables each operator to react differently to the ideas presented herein while still being able to capitalize on regional collaboration and effort.

The document begins with an overview of the benefits of having ice arenas, provides a four step approach to using allocation to achieve different levels of benefit and accountability of users and user groups and next steps for ultimate implementation.

GPRRC Sub Working Group Members

- Christina Ketchum - Town of Wembley
- Rae Cook - Town of Beaverlodge
- Katie Biberdorf - City of Grande Prairie
- Christine Rawlins - County of Grande Prairie
- Karna Germsheid - Grande Prairie Regional Sport Connection
- Krista Schuett - GPRRC
- Michael Roma - RC Strategies

The Strategic Intent Behind Public Investment in Ice Arenas

Investment in publicly available ice arenas make a difference. These assets generate a **Social Return**. In the Grande Prairie Region a social return is the **primary justification of public investment in ice arenas. That social return includes both direct benefits (accrued to those who use and visit ice arenas) and indirect benefits (accrued to everyone in the region and which cannot be escaped)**. The more use of ice arenas, the better the social return (both direct and indirect benefits).

The provision of ice arenas falls within the broader recreation services portfolio of municipalities within the Grande Prairie Region. Most of the regions 12 ice arenas (housed in 10 facilities) are supported in some way by regional municipalities, some operated directly by municipal staff while others are operated by volunteer run organizations.

The public provision of recreation amenities, including ice arenas, in the region is guided by the following vision for recreation as per the 2016 Master Plan:

“The local municipalities believe that public recreation services enable the development of communities in which everyone is engaged in meaningful and accessible recreation experiences that foster individual wellbeing, community wellbeing, and the wellbeing of our natural and built environments.”

In furthering this vision and explaining what public investment in ice arenas is intended to do in the region, the following table outlines the regions desired goals and outcomes related to investment in public recreation and indicates how ice arenas can help.

The Strategic Intent Behind Public Investment in Ice Arenas

Goal/outcome	Do ice arenas make a difference?
Goal #1: Individual Health and Wellness	
1. All citizens have a basic level of fitness and wellbeing.	✓
2. All pre-schoolers have basic skills in a range of pursuits.	✓
3. All children and youth have basic skills in a range of pursuits.	✓
4. All adults have basic skills in a variety of pursuits.	✓
5. All seniors feel continued relevance and inclusion.	
6. Advanced level skill development is available for some pursuits.	✓
7. Healthy opportunities exist for teens to develop in a social setting.	✓
Goal #2: Community Health and Wellness	
8. Special events and celebrations connect citizens of the Grande Prairie area.	✓
9. Local community groups thrive in the Grande Prairie area.	✓
10. Spectators celebrate their community during local sporting events.	✓
11. Social interaction connects citizens in the Grande Prairie area.	✓
12. All citizens of the Grande Prairie area feel included and welcome.	✓
13. A strong base of volunteers helps to build our communities.	✓
14. Sport and cultural tourism brings people to the Grande Prairie area.	✓
15. Families are supported to recreate as a unit.	✓
Goal #3: The Health and Wellness of our Environments	
16. All local citizens relate to and understand their relationship with the environment and the implications of their impact on it.	
17. Local natural resources are protected and nurtured.	
18. Our communities are beautiful.	
19. Our facilities are of the highest quality and are sustainable.	✓

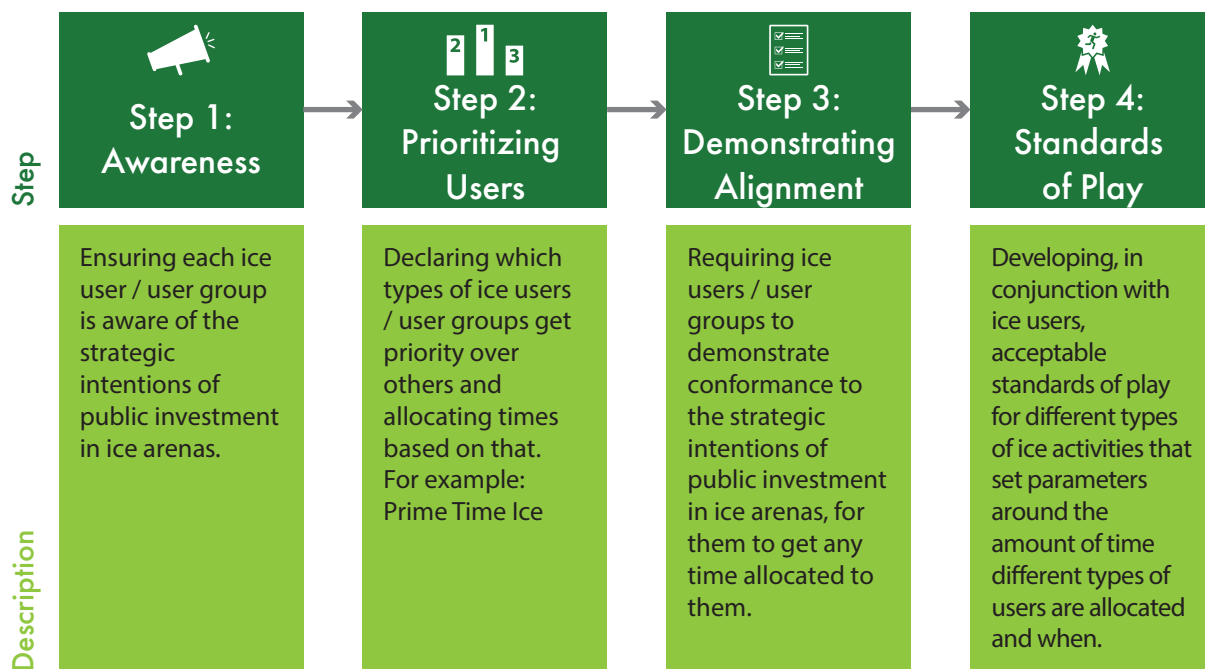
Ice arenas in the region require a subsidy to operate. User fees help to recover some costs, but the subsidy is still significant in most cases and these goals and desired outcomes are key in justifying the investment needed to provide access to arenas for both residents and user groups.

A Step by Step Approach to Ice Allocations

The following approach is meant to provide a road map for ice arena operators to allocate the use of their ice times to exert varying degrees of influence over the type of use and users and the outcomes associated with that use.

Each step is meant to be incremental and ice arena operators can choose if and how far to implement the approach for their specific situation and context.

Each step is further explained in the following text. Once a step is chosen, actual allocation of ice occurs based on the direction set forth in the desired step.



All these Steps assume that each ice operator has

- formal allocations
- discussions with potential users on an annual basis
- formal documentation in place to bind ice user groups
- requires all users to follow the GPRRC User Code of Conduct (see appendix B)
- requires each user to carry necessary insurance coverages

The steps also assume that a formal Cancellation Policy like the sample included in the appendix is in place for ice times that are allocated and not utilized.

Step 1: Awareness

When users or user groups schedule time in ice arenas it is important that they realize that the cost of operating that ice arena is paid for by a combination of their user fees and some level of public subsidy.

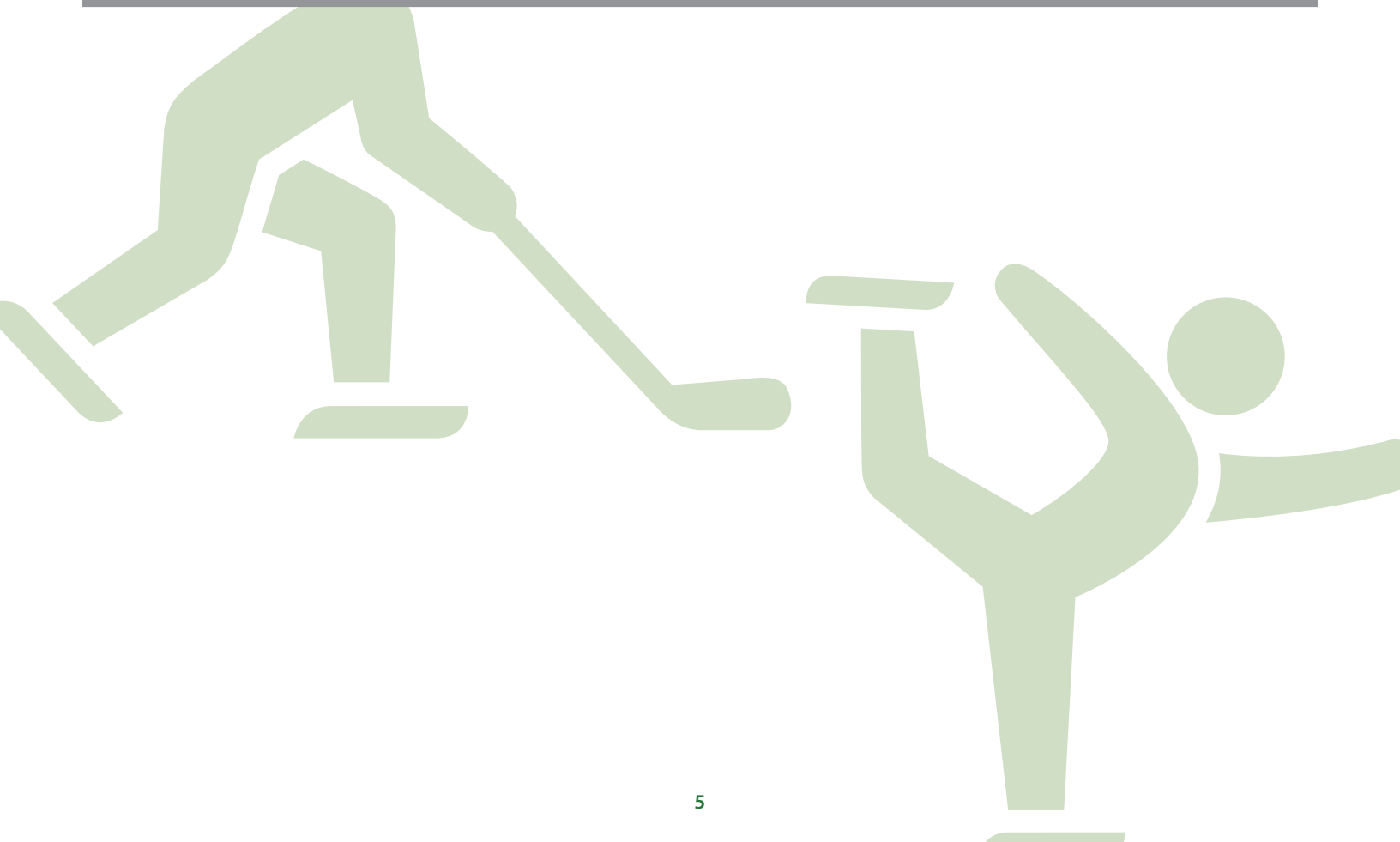
To justify this subsidy ice arenas provide social good and benefits in each community and throughout the region. Each user or user group needs to be aware of what this social good entails. Requiring them to read and understand this social good will create awareness of the realities of operating ice arenas but will also keep the desired outcomes top of mind and may positively influence their behaviours both on and off the ice.

To implement this education, ice operators would simply have to ensure that the strategic intentions (outlined in the previous section) are prominent in the actual facility (perhaps posted in change rooms or in public lobby areas) and that they are part of the formal rental agreement documentation and process.

As awareness is the key intention of this step, the sharing of information with users and user groups achieves the intentions of Step 1.

Creating awareness in users and user groups is important regardless of whether there is excess demand (meaning there are more requests for time than are available at the facility) for a specific ice arena facility or not.

None of the current ice operators in the Grande Prairie Region deliberately outline the public intentions for having ice arenas in their facilities and/or rental agreements.



Step 2: Prioritizing Users

The next steps in the Allocations Framework is to prioritize the different types of users or user groups.

This prioritization only becomes apparent when there are more requests for certain times in a facility than there are available hours. The prioritization of different types of users or user groups needs to be based on the strategic outcomes of ice arenas (explained herein); and balances the age, sex, ability, and residence of the user as well as the type of organization that is renting the ice.

To implement this framework ice operators need to have a user or user group priority list to reference. Allocation is then based on meeting the needs or requests of those users or user groups that are higher on the list first.

Although each ice operator may choose to adjust or tailor the prioritization list for their specific facility, the following list has been developed as a starting point for ice operators in the region to work from:

Priority 1: *Municipal or operator sponsored events and programs*

Priority 2: *Events and tournaments*

Priority 3: *Non-profit youth users*

Priority 4: *Non-profit adult users*

Priority 5: *For-profit users*

It is important to note:

- The above intentionally **does not** consider the type of ice arena activity (hockey vs. figure skating).
- This priority list assumes that **sufficient time** is allocated through the ice season for public drop-in skating.
- Sufficient time needs to be made available for new types of activities (or variants of existing activities) to be accommodated in ice arenas.

Currently only two of the GPRRC regional municipalities have a priority list, both of which are slightly different. (City of Grande Prairie & MD of Greenview)

Two of the regional municipalities currently have prioritization lists.

The M.D. of Greenview priority list is as follows:

1. Municipal special events and programs
2. Special events and tournaments
3. Youth users
4. Adult users
5. All other users

The City of Grande Prairie priority list changes for each of its facilities and for prime or non-prime available hours.

As an example, the priority list for the Dave Barr Arena during prime time is as follows:

1. Municipal programs and events
2. Minor hockey
3. Figure skating
4. Adult hockey
5. Non-profit users from the City
6. Non-profit users from the Region
7. Commercial / for profit users

Step 3: Demonstrating Alignment

In order to implement Step 3 a certification checklist would have to be completed each year prior to the allocation process. The checklist would include the following.

As a certified GPRRC ice user group, we:

- ☐ Are aware of the intended outcomes related to public investment in ice arenas.
- ☐ Have program/initiative A, B, and C that directly further desired outcomes 1, 2 and 3.
- ☐ Are affiliated with our provincial sport organization, meeting all requirements pertaining to coach and volunteer training and insurance.
- ☐ Are aware of and follow the principles of long term athlete development and physical literacy.
- ☐ Adhere to GPRRC Behavior guidelines
- ☐ (Where applicable for tenured groups) Have demonstrated a track record of following processes and procedures as outlined in contracts or agreements with the GPRRC (e.g. returning unused ice, etc.)

Step 3 of this framework builds upon the ideas and concepts outlined in steps 1 and 2 and involves requiring users or user groups to become approved (or certified) as ice arena users.

This approval or certification process would entail each group demonstrating alignment with the strategic intentions for ice arenas outlined herein through overall understanding of the outcomes but also actively being influenced by them.

There is more administration required to implement this step. Facility operators need to provide approval or certification for individuals or groups that demonstrate that they not only understand the desired outcomes but that they are actively trying to pursue them.

This can be done through program design (i.e. having a “introduction to” program for new users, having programs for all ages, etc.) or even by simply using volunteers to help deliver programs. Users can also demonstrate alignment with other recommended plans or protocols provided by relevant provincial or national sport organizations or other sources.

A successful GPRRC certified ice user group would be then eligible to become part of the ice allocations pool and would be subject to the priority lists presented in Step 2.

None of the GPRRC partner municipalities have a certification process like this in place for users or user groups.

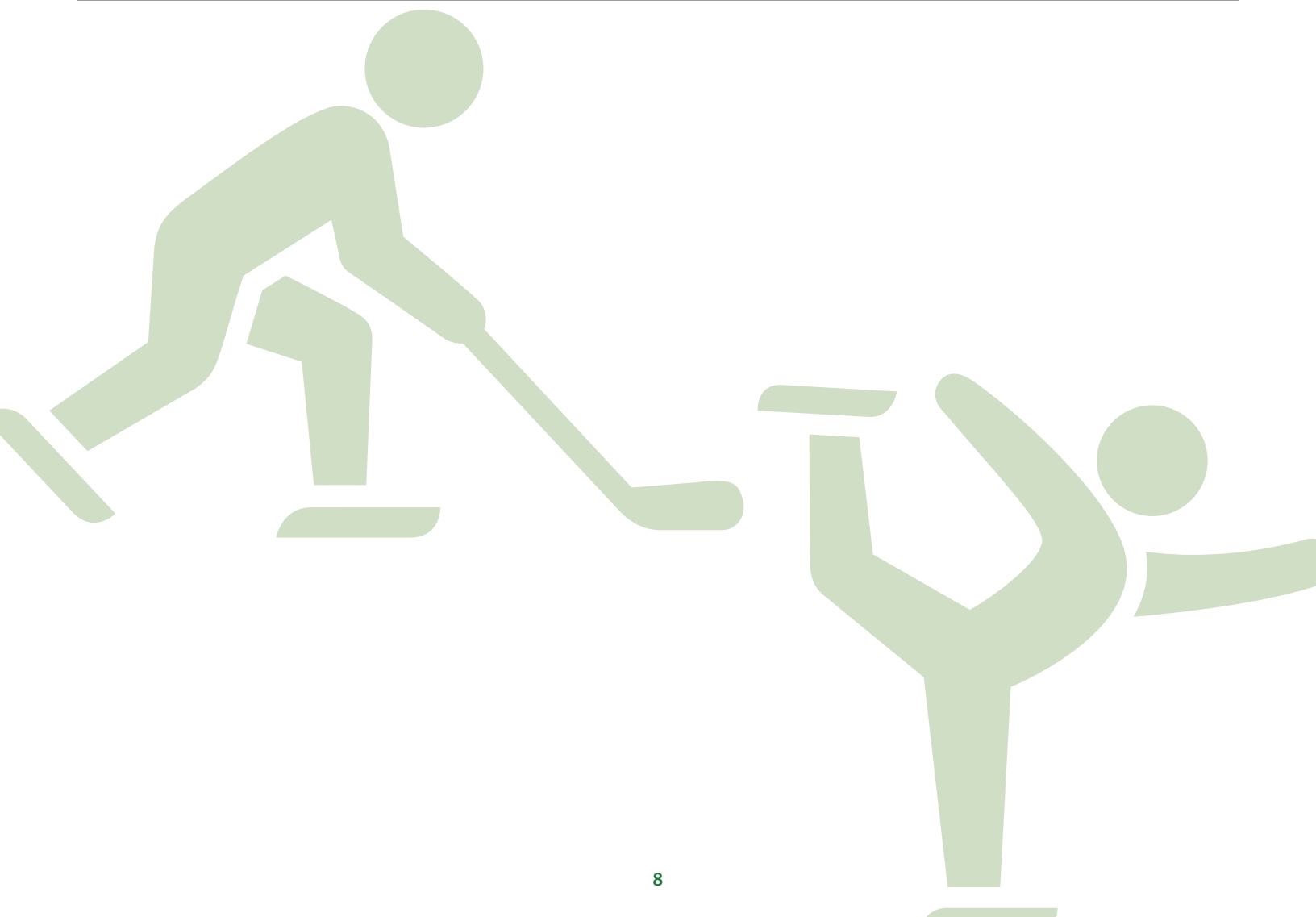
Step 4: Standards of Play

Step 4 is the most aggressive step in ensuring that users and user groups that use ice arenas are doing so in the most appropriate way possible. This step entails the creation of standards of play for each type of ice arena activity and then only allocating the amount of time recommended by the standards of play to users and user groups.

The development of standards of play would need to be created in collaboration with representatives of ice user groups and in consideration to credible sources of information such as provincial and national sport organizations. (Sport for Life | Developing physical literacy and delivering quality sport), etc..) For an overview of recommended ice time guidelines for different activity types, ages and abilities please refer to Appendix A.

Standards of play are most relevant in situations where excess demand is observed and when that demand is out of line with recommended standards.

Currently no GPRRC partner municipality has standards of play developed or being used in an allocation practice.



SECTION FOUR

Next Steps

In order to implement and use this framework, this document needs to be approved by GPRRC. Once approved the framework would need to be revisited periodically by the GPRRC AWG and the facilitated GPRRC ice facility operator's meetings.

Upon approval of this approach each operator would determine what step they want to achieve. Working collaboratively the operators that choose similar steps can finalize and implement the information, checklists and tools, revisiting them periodically and integrating them into other practices already in place related to individual municipality annual ice user meetings, rental documentation and other procedures and protocols.

If the operator is a municipality, this may entail the development or adjustment of formal policies.

The Grande Prairie Region now has an ice allocations framework to help guide the management and access of ice arenas to regional users and groups. This framework will not only influence the use of ice arenas throughout the region but may also form the basis for allocating other recreation amenities as well as the formulation of user fees to access facilities and spaces.

Recommended Ice Time Guidelines

Hockey							
Level	Number of Practices	Development Season	Development & Regular Season	Playoff Season	Tournaments	# of Games Total	Recommended Ice Session Times
Intro to Hockey *information from Hockey AB	N/A	6 weeks/12 practices	20 weeks/38 practices	N/A	N/A	23-28	Weekdays, no earlier than 5 pm and weekends no earlier than 8 am
Initiation (4-8)	35-40	12 weeks/20 practices	10 weeks/20 practices & 10 games	N/A	2 tournaments/ 8 games	15-20	N/A
Novice (7-8)	40-45	10 weeks/20 practices/2 ex games	14 weeks/28 practices & 16 games	N/A	3 tournaments/ 12 games	30-35	N/A
Atom (9-10)	45-50	6 weeks/12 practices/2 ex games	16 weeks/32 practices & 20 games	2 weeks/6 practices & 8 games	4 tournaments/ 16 games	40-45	N/A
Peewee (11-12)	50-55	4 weeks/12 practices/4 ex games	18 weeks/36 practices & 24 games	2 weeks/6 practices & 8 games	4 tournaments/ 16 games	45-50	N/A
Bantam (13-14)	55-60	4 weeks/12 practices/2 ex games	20 weeks/40 practices & 28 games	2 weeks/6 practices & 8 games	3 tournaments/ 12 games	50-55	N/A
Midget (15-18)	55-60	4 weeks/12 practices/4 ex games	20 weeks/40 practices & 32 games	2 weeks/6 practices & 8 games	3 tournaments/ 12 games	55-60	N/A

Recommended Ice Time Guidelines

Figure Skating										
Level	On Ice Session Length	Days/Week	Weeks/Year	Off Ice Session Length	Off Ice Days/Week	Off Ice Weeks/Year	Spring Competitions	Fall Competitions	Winter Competitions	Recommended Ice Session Times
Learn to Skate 1 (3-5)	30-45	1-2 days	10-20 weeks/year	15 minutes (prior to ice time)	1-2 days	10-20 weeks/year	N/A	N/A	N/A	N/A
Learn to Skate 2 (5-9)	45-60	2-4 days	30-40 weeks/year	15 minutes (prior to ice time)	2-4 days	30-40 weeks/year	N/A	N/A	N/A	N/A
Learn to Train (Entry) (F: 7-11 & M: 8-12)	45-60	2-4 days	30-40 weeks/year	15 minutes (prior to ice time)	2-4 days	30-40 weeks/year	N/A	N/A	N/A	N/A
Learn to Train (Exit) (F: 7-11 & M: 8-12)	45-60	4-5 days	44 weeks/year	15 minutes (prior to ice time)	4-5 days	44 weeks/year	N/A	N/A	N/A	N/A
Learn to Compete (F: 9-13 & M: 10-14)	1 or 2 - 45 or 60 min sessions/day	4-5 days	44-46 weeks/year	time not specified	3-5 days	46-48 weeks/year	1 to 2	2 to 3	2	N/A
Train to Compete (F: 10-16 & M: 11-17)	2 to 3 - 45 to 60 min sessions/day	5 days/week	44-48 weeks/year	60 minutes/day (warm/cool down)	athletes optional off ice activity at this level ranges from 4 hours (for younger ages) to 13 hours (for older athletes)/week	time not specified	6 to 10	3 to 5	as applicable	N/A

Recommended Ice Time Guidelines

Figure Skating										
Level	On Ice Session Length	Days/Week	Weeks/Year	Off Ice Session Length	Off Ice Days/Week	Off Ice Weeks/Year	Spring Competitions	Fall Competitions	Winter Competitions	Recommended Ice Session Times
Singles (F: 13-19 & M: 14-21)	3 - 45 to 60 min sessions/day	5 days/week	48 weeks/year	1.5 to 2 hours/day	10-14 hours/week	48 weeks/year	5 to 7 (junior) and 5 to 10 (senior)	as applicable	as applicable	N/A
Pairs (F: 13-19 & M: 14-21)	3 or 4 - 45 to 60 min sessions/day	5 days/week	48 weeks/year	1.5 to 2 hours/day	10-14 hours/week	48 weeks/year	5 to 7 (junior) and 5 to 10 (senior)	as applicable	as applicable	N/A
Ice Dance (F: 13-19 & M: 14-21)	3 - 45 to 60 min sessions/day	5 or 6 days/week	48 weeks/year	1.5 to 2 hours/day	10-14 hours/week	48 weeks/year	5 to 7 (junior) and 5 to 10 (senior)	as applicable	as applicable	N/A
Active for Life (15+)	45-60 minute sessions	1-6 days/week	25-40 weeks/year	time not specified	time not specified	time not specified	N/A	N/A	N/A	N/A

Speed Skating				
Level	On Ice Session Length	Weeks/Year	Office Ice Training	Recommended Ice Session Times
FUNDamentals (F: 6-8 & M: 6-9)	45 minutes	24 weeks/year	N/A	N/A
Learn to Train (F: 8-11 & M: 9-12)	60-75 minutes	22-29 weeks/year	N/A	N/A
T2T Pre-PHV (F: 11-13 & M: 12-14)	2-4 sessions/week (time not specified)	22-29 weeks/year	N/A	N/A
T2T Post-PHV (F: 14-15 & M: 15-16)	3-5 sessions/week (time not specified)	22-29 weeks/year	3-4 sessions/week (time not specified)	N/A
Learning to Compete (F: 15-17 & M: 16-18)	4-6 sessions/week (time not specified)	22-29 weeks/year	3-5 sessions/week (time not specified)	N/A

Recommended Ice Time Guidelines

Speed Skating				
Level	On Ice Session Length	Weeks/Year	Office Ice Training	Recommended Ice Session Times
Training to Compete (F: 12-21 & M: 18-21)	4-6 sessions/week (time not specified)	36-38 weeks/year	3-5 sessions/week (time not specified)	N/A
Learn to Win/Train to Win - Long Track (F & M 21 +)	as applicable	as applicable	as applicable	N/A
Learn to Win/Train to Win - Short Track (F & M 21 +)	as applicable	as applicable	as applicable	N/A
Active for Life (F: 14+ & M: 15+)	as applicable	as applicable	as applicable	N/A

Ringette					
Level	Session Length	Days/Week	Weeks/Year	Games/Week	Recommended Ice Session Times
I am Skating (6-8)	60 minutes	1-2 days	6-12 weeks	N/A	N/A
I am Playing (F: 8-11 & M: 9-12)	60 minutes	2-3 days	6-12 weeks	1/week	N/A
I am on the Team Community (F: 12-15 & M: 13-16)	60-90 minutes	2-3 days	20-32 weeks	1/week	N/A
I am on the Team Competition (F: 12-15 & M: 13-16)	60-90 minutes	3-4 days	24-25 weeks	2/weekly	N/A
I am on the Team Community (F: 16-18 & M: 17-18)	60-90 minutes	2-3 days	20-26 weeks	2/weekly	N/A
I am on the Team Competition (F: 16-18 & M: 17-18)	60-90 minutes	4-5 (on ice) and 2-3 (off ice)	35-45 weeks	3/weekly	N/A
I am Exceeding My Limits (F: 18+ & M: 19+)	90-120 minutes	4-5 (on ice) and 2-3 (off ice)	35-45 weeks	3/weekly	N/A
I am a Champion (F: 18+ & M: 19+)	90-120 minutes	5-6 (on ice) and 2-3 (off ice)	40-50 weeks	3/weekly	N/A

Recommended Ice Time Guidelines

Sledge Hockey							
Level	Number of Practices	Development Season	Development & Regular Season	Playoff Season	Tournaments	# of Games Total	Recommended Ice Session Times
Junior: Ages 6 to 14 years.	45-50 / 28 weeks	6 weeks / 12 practices	22 weeks / 38 practices / 6 ex game	N/A	2 tournaments / 12 games	18 game	Checking in with accessible transit options as some athletes can only come to the rink when accessible buses are running
Intermediate: 14 and older	45-50 / 28 weeks	6 weeks / 12 practices	22 weeks / 38 practices / 6 ex games	N/A	2 tournaments / 12 games	18 games	

APPENDIX B:

User Code of Conduct

GRANDE PRAIRIE REGIONAL RECREATION COMMITTEE

We want to ensure that you have a safe and positive experience at this facility.
Your adherence to these guidelines is key to ensuring that this facility remains open to the public.



REGIONAL ARENA USER BEHAVIOUR GUIDELINES

UPDATED: SEPTEMBER 2020



USER CONDUCT

- Profanity, aggressive and disrespectful behaviour from players, coaches or spectators is prohibited.
- Spitting is prohibited anywhere in the facility.
- Users must vacate ice and dressing rooms in accordance with the facility's policy.
- All guidelines provided by Alberta's Chief Medical Officer of Health, must be adhered to at all times.



CONTROLLED SUBSTANCES (ALCOHOL & CANNABIS)

- Consumption or presence of controlled substances of any kind by participants and/or spectators in the facility is prohibited.
- Alcoholic beverages are not permitted in the facility unless specifically approved in writing and subject to compliance with applicable municipal, provincial or federal regulations.
- Smoking tobacco products, Vaping or Consumption of Cannabis is not permitted in the facility.



BANNERS, SIGNS & CLOTHING

- Signs, posters, clothing or messages with explicit language, profanity or derogatory characterization directed toward any person or groups are prohibited.
- Signs cannot be posted in or attached to the facility without prior approval.



FOOD AND BEVERAGE

- Food is not permitted on any playing surface.
- Glass containers are prohibited.
- All users must honour food service contractual arrangements specific to the facility.

The facility renter is responsible for the conduct of participants and spectators during the rental period.

The facility staff are responsible for the operation and general supervision of the facility and shall enforce these guidelines. Non-compliance of these guidelines may result in loss of booking privileges and/or removal from the facility, which could include Enforcement Services being contacted.

Additional charges may be levied if damages are incurred or if extra cleanup is required.

Thank you for your cooperation.

APPENDIX C:

GPRRC Cancellation Policy

SAMPLE CANCELLATION POLICY

TITLE: Regional Recreation Cancellation Policy

APPROVAL DATE:

POLICY STATEMENT

The Grande Prairie Regional Recreation Committee (GPRRC) recognizes that cancellations and refunds for recreation related services may occur in the normal course of operations. This policy provides the established time frames for when a refund is applicable on a cancellation of services.

REASON FOR POLICY

To ensure municipally owned ice arenas are being used to maximum capacity and to avoid ice surfaces being booked and then not utilized (black ice).

To ensure a consistent approach when determining if it is appropriate to provide a refund to customers who cancel a facility booking within a specific time-period prior to the commencement of the event.

DEFINITIONS

Facility Booking: includes ice rented by external organizations to municipally owned facilities for the purposes of indoor sport usage and community programming.

Membership: includes any mechanism by which a customer purchases access to a municipally owned facility for a specific number of occurrences or provides unlimited access for a specified period of time.

No Show: payment in full for an ice rental by external organizations to municipally owned facilities and no participants utilizing the ice sheet for the timeslot paid for.

POLICY

FACILITY BOOKINGS

- A customer will receive a full refund for prepaid fees related to facility bookings when the customer provides notice of cancellation 7 business days (168 hours) or more in advance of the booking date.
- A customer will receive a partial refund, equal to 50% of the original contract price, for prepaid fees related to a facility booking when the customer provides 5 business days (120 hours) notice of cancellation. If the deposit on the rental was less than 50% of the booking fee, the customer will be responsible to pay the difference between the deposit and 50% of the original contract price.
- If cancellation notice is provided with less than 5 business days' notice (120 hours), no refund of prepaid fees will be issued. The customer is responsible to pay the entire amount of the original facility booking contract price unless the facility time slot can be reallocated to another user.
- The Renter who is cancelling due to dangerous weather condition, or mechanical failure, may not be responsible for fee payment at the discretion of the Facility Manager.
- The sub-leasing of ice to a third party is not permitted.

MINOR ICE USER NO-SHOWS

- Each time a contracted hour of ice goes unused where less than 5 days (120 hours) notification has been given, such ice shall be considered a "no-show".
- If at least 5 days (120 hours) hours notification has been given and the contracted hour of ice goes unused, the original contract holder will be charged for the ice at the original rate. However, this ice will not be considered "no-show".
- No-shows will be identified at each facility. Groups incurring no-show hours will be notified in writing monthly as to the date, time and location of occurrence. Facility managers will determine if additional penalties will be implemented for repeat no-shows such as losing the privilege to make bookings.
- Cancellation of major or minor special events requires one month written notification to the Department Manager. This allows for reallocation to users affected by the anticipated events.
- If a short notice booking is made inside the 14 day window, then payment is due in full with no refunds.

The local municipalities believe that public recreation services enable the development of communities in which everyone is engaged in meaningful and accessible recreation experiences that foster individual wellbeing, community wellbeing, and the wellbeing of our natural and built environments.

APPENDIX D:

Sample Outcomes Poster

GRANDE PRAIRIE REGIONAL RECREATION COMMITTEE



The Strategic Intent Behind Public Investment in Ice Arenas

The following goals and outcomes are found in the 2016 Grande Prairie Joint Recreation Master Plan, a guiding document for public investment in recreation facilities and services. These goals and outcomes are the basis for why the region invests in all recreation services, those with the check marks apply directly to the operation of ice arenas.



Goal #1: Individual Health and Wellness

Do ice arenas make a difference?

- ☒ 1. All citizens have a basic level of fitness and wellbeing.
- ☒ 2. All pre-schoolers have basic skills in a range of pursuits.
- ☒ 3. All children and youth have basic skills in a range of pursuits.
- ☒ 4. All adults have basic skills in a variety of pursuits.
- ☐ 5. All seniors feel continued relevance and inclusion.
- ☒ 6. Advanced level skill development is available for some pursuits.
- ☒ 7. Healthy opportunities exist for teens to develop in a social setting.



Goal #2: Community Health and Wellness

Do ice arenas make a difference?

- ☒ 8. Special events and celebrations connect citizens of the Grande Prairie area.
- ☒ 9. Local community groups thrive in the Grande Prairie area.
- ☒ 10. Spectators celebrate their community during local sporting events.
- ☒ 11. Social interaction connects citizens in the Grande Prairie area.
- ☒ 12. All citizens of the Grande Prairie area feel included and welcome.
- ☒ 13. A strong base of volunteers helps to build our communities.
- ☒ 14. Sport and cultural tourism brings people to the Grande Prairie area.
- ☒ 15. Families are supported to recreate as a unit.



Goal #3: The Health and Wellness of our Environments

Do ice arenas make a difference?

- ☐ 16. All local citizens relate to and understand their relationship with the environment and the implications of their impact on it.
- ☐ 17. Local natural resources are protected and nurtured.
- ☐ 18. Our communities are beautiful.
- ☒ 19. Our facilities are of the highest quality and are sustainable.

APPENDIX E:

Ice Utilization Briefing

ICE UTILIZATION BRIEFING

Presented by Krista Schuett & Michael Roma

2020-12-04

The Grande Prairie Region is currently down 2 sheets of ice as per the closure of the Clairmont Arena and fire at the Wembley Arena. Over the past year, the GPRRC has collaborated to help displaced user groups obtain ice. We have learned a lot as a group as to how each Municipality allocates, schedules and charges for ice. The Master Plan supports Regional Cohesiveness and consistent messaging where possible. It is logical to revisit arena usage and optimization.

The Clairmont Arena Needs Assessment was presented to County Council & GPRRC in the fall of 2020. The official motion made from County Council was "That Council accept the Clairmont Facility Needs Assessment as information and direct Administration to meet with the Clairmont Agricultural Society and bring back options for operation of the arena, repairing or replacing the arena and potential options to a future Council meeting for consideration."

During the discussion of this agenda item Reeve Beaupre spoke about further investigating of black ice. The AWG has engaged in numerous discussions surrounding the perception of "available ice". Ice that has been booked by a user group and then cancelled and then is perceived available.

Where does GPRRC fit in?

- The GPRRC Master Plan implementation priorities for 2020 tasks the AWG to look at regional consistency in terms of messaging and standardizing what we can as issues develop.
- The Master Plan notes in the Executive Summary for Indoor Infrastructure Short-Term "Explore to explore regional allocation strategies for pools, arenas, indoor fields, and gymnasium spaces, where possible, with the goal of maximizing the use of facilities throughout the area."

GPRRC held Arena Ice Manager Meetings in 2019 & 2020 to discuss what are the primary challenges facility operators are faced with? = What has GPRRC done or what can we do?

- User Conduct = Behavioural Guidelines released October 1, 2020
- Black Ice
- Ice Allocation
- Scheduling of Ice
- Ice Fees

After the County Council meeting, Krista Schuett (GPRRC Coordinator) attended a debrief meeting with County Staff and RC Strategies (Consultants for needs assessment). There was a discussion surrounding black ice and ways in which we as a Region could determine how problematic this is. The AWG has worked together to identify black ice in the Region and explored ways to utilize ice more effectively and create opportunities for displaced user groups to have access to potentially more ice and in as quick of a turnaround time as possible.

Why do we provide ice?

Our vision for recreation as per the 2016 Master Plan is:

“The local municipalities believe that public recreation services enable the development of communities in which everyone is engaged in meaningful and accessible recreation experiences that foster individual wellbeing, community wellbeing, and the wellbeing of our natural and built environments.”

The following table outlines how indoor ice arenas help the region achieve this vision through the associated goals and outcomes.

Goal/outcome	Do ice arenas make a difference?
Goal #1: Individual Health and Wellness	
1. All citizens have a basic level of fitness and wellbeing.	✓
2. All pre-schoolers have basic skills in a range of pursuits.	✓
3. All children and youth have basic skills in a range of pursuits.	✓
4. All adults have basic skills in a variety of pursuits.	✓
5. All seniors feel continued relevance and inclusion.	
6. Advanced level skill development is available for some pursuits.	✓
7. Healthy opportunities exist for teens to develop in a social setting.	✓
Goal #2: Community Health and Wellness	
8. Special events and celebrations connect citizens of the Grande Prairie area.	✓
9. Local community groups thrive in the Grande Prairie area.	✓
10. Spectators celebrate their community during local sporting events.	✓
11. Social interaction connects citizens in the Grande Prairie area.	✓
12. All citizens of the Grande Prairie area feel included and welcome.	✓
13. A strong base of volunteers helps to build our communities.	✓
14. Sport and cultural tourism brings people to the Grande Prairie area.	✓
15. Families are supported to recreate as a unit.	✓
Goal #3: The Health and Wellness of our Environments	
16. All local citizens relate to and understand their relationship with the environment and the implications of their impact on it.	
17. Local natural resources are protected and nurtured.	
18. Our communities are beautiful.	
19. Our facilities are of the highest quality and are sustainable.	✓

Ice arenas make a difference. They generate a **social return** as per the above assessment. Social return is the primary justification of public investment in ice arenas. That social return includes both direct benefits (accrued to those who use and visit ice arenas) and indirect benefits (accrued to everyone and which cannot be escaped). The more use of ice arenas, the better the social return (both direct and indirect benefits).

Arenas also recover some operating costs through user fees but they still require a significant operating investment of resources.

What does it cost to provide ice?

Since cost structures vary throughout the GPRRC area, it is hard to identify a standard cost to provide an ice arena. From our previous work on analyzing costs (conducted in 2018) the following table outlines the cost to operate ice arenas across the region. Using a common definition of prime time ice, the cost per hour is also provided. Assuming a 3% annual cost adjustment, the projected 2021 costs are also shown.

Defining the total cost to operate the Dave Barr Community Centre Arena

In 2019, the following operating costs were incurred to operate the Dave Barr Community Centre Arena:

Arena Operating Expenses	
Salaries	\$314,381.89
Employer Contributions	\$132,399.67
Overtime	\$4,387.78
Training	\$7,180.84
Utilities	\$186,369.74
General	\$37,446.75
Security	\$3,964.31
Janitorial Supplies	\$9,818.19
Insurance	\$41,446.92
Total operating costs	\$737,396.09

Further to these operating costs, based on a current replacement value of \$11,650,822 annualized capital costs (\$7,281.76) and annual life cycle reserve allocation (\$244,667.26) should also be considered. This equates to an overall annual cost to provide the arena at \$989,345.11.

Assuming a 1,820 prime time hour peak season, that overall cost equates to \$543.60 per prime time hour. This cost does not include administrative overhead allocations.

GRANDE PRAIRIE REGIONAL
RECREATION
COMMITTEE

Facility	Net costs (total)	# Of sheets	Cost per sheet	Prime time hours per season (28 weeks)	Cost per prime time hour (2018)	Cost per prime time hour (2021)
Class 2 Regional - Coca Cola Centre (2)	\$965,958	2	\$482,979	1820	\$265.37	\$289.98
Class 2 Regional - Dave Barr Community Centre	\$472,300	1	\$472,300	1820	\$259.51	\$283.57
Class 2 Regional - Revolution Place	\$707,443	1	\$707,443	1820	\$388.70	\$424.75
Class 2 Regional - Beaverlodge Arena	\$195,958	1	\$195,958	1820	\$107.67	\$117.65
Class 2 Regional - Sexsmith Arena	\$60,926	1	\$60,926	1820	\$33.48	\$36.58
Class 2 Regional - Wembley Arena	\$151,720	1	\$151,720	1820	\$83.36	\$91.09
Class 2 Regional - LaGlace Arena	\$39,720	1	\$39,720	1820	\$21.82	\$23.85
Class 2 Regional - Hythe Arena	\$82,411	1	\$82,411	1820	\$45.28	\$49.48
Class 2 Regional - Crosslink Arenas	\$310,605	2	\$155,302	1820	\$85.33	\$93.24
Class 2 Regional - Clairmont Arena	\$39,720	1	\$39,720	1820	\$21.82	\$23.85
Class 2 Regional - Grovedale Arena	\$61,600	1	\$61,600	1820	\$33.85	\$36.98
Class 2 Regional - Ridge Valley Arena	\$38,500	1	\$38,500	1820	\$21.15	\$23.12
Average	\$260,572		\$207,382		\$114	\$125
Total: All regional arenas	\$3,126,861	14	\$223,347			

It is important to note that these costs only reflect annual operating costs and do not include:

- Capital costs (debenture or capital expenditures)
- Life cycle reserve costs
- Administrative overhead costs

What is prime time ice?

Prime time ice is ice made available during peak demand times throughout the year, week day and weekend day. For the purposes of GPRRC ice analysis, a standard definition of prime time ice has been calculated as follows. This represents **65 hours of prime time ice availability per week during peak season per sheet of ice**. During a 28 week peak season, there are 1,820 prime time hours per sheet of ice.

During peak season, the definition of prime time ice is as follows:

- Monday through Friday: 4pm to 11pm (7 hours per day, 35 hours per week)
- Saturday and Sunday: 8am to 11pm (15 hours per day, 30 hours per week)

What is black ice?

Prime time ice slots are typically allocated to user groups in block bookings in GPRRC area ice arenas. In some cases, the ice slots that are allocated to user groups are not used due to a variety of reasons. **Black ice is an ice slot that is allocated but not utilized (and sits empty). In some cases, black ice is paid for by user groups and in other cases it is not.**

What was the “cost” of black ice in September-December of 2019 at City and County ice arenas?

In order to understand the black ice issue further, GPRRC staff and the consulting team reviewed a significant portion of the ice allocated for City (4) and County (2) ice arenas (6 total ice sheets) during the period of September 1 through December 31, 2019. The following points outline key findings:

- There were approximately 603.25 hours of black ice that was allocated and not paid for at the 6 ice sheets analyzed; this equates to 37.75 prime time hours per week.
- It is estimated that there is an additional 15 hours of prime time, black ice per week per ice sheet in the GPRRC area that is allocated and paid for but not used; this equates to an additional 75 hours of prime time ice slots per week (15 hours per sheet x 6 sheets analyzed) or 1,440 hours during the time period at all 6 arenas.
- In total, during the specified time period there was an estimated 2,043.25 hours of black ice during the time period for all 6 ice surfaces; of which 1,440 hours (70%) is paid for but not used.

Based on these findings, the following approximately social and financial costs have been estimated.

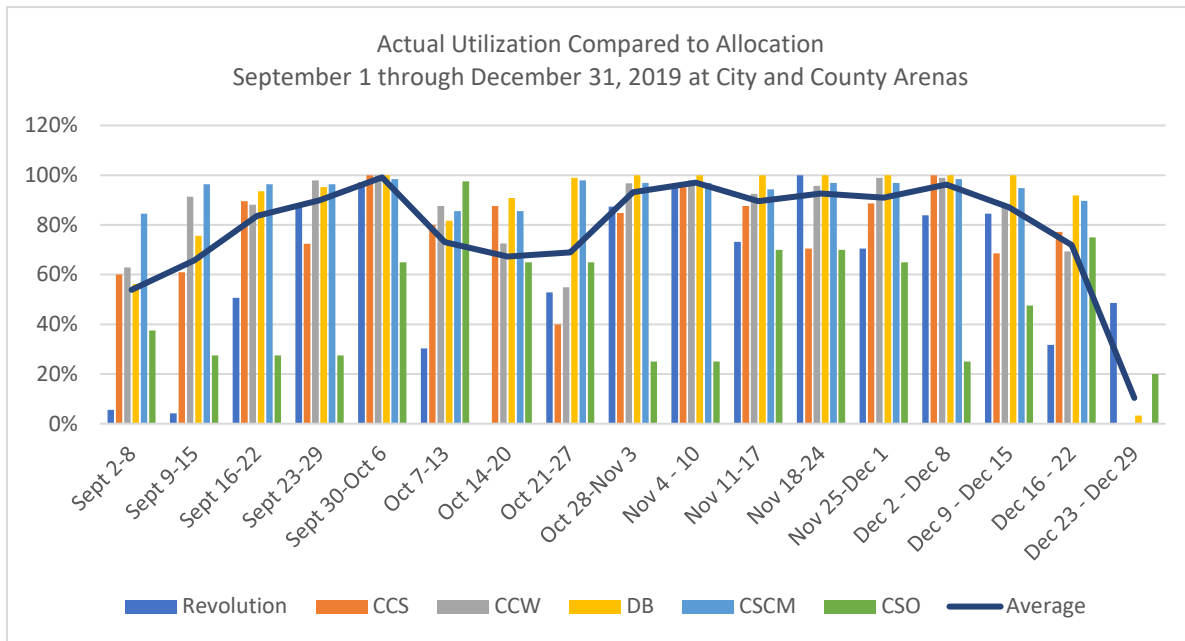
- **Social cost: 51,081.25 participant hours (2043.25 hours at 25 participants per hour)**
- **Financial cost: \$78,422.50 in user fees (603.25 hours at \$130 per hour)**
- ***Estimations based on September 1-December 31, 2019, at only the 6 City and County owned ice arenas.**

These “costs” are based on the following assumptions.

- The average hourly fee for an ice sheet in the City and County is on average \$130 for a youth, prime time ice slot; of note is that this average rate is lower in the GPRRC region than in many other areas in the province: Stettler \$150/hr, Edmonton, \$150/hr, Calgary \$211/hr for youth prime time ice
- On average, there are 25 participants amongst all types of ice users that use the ice in each prime time hour ice slot.

GRANDE PRAIRIE REGIONAL RECREATION COMMITTEE

It is important to note that there is some fluctuation in overall utilization and the amount of black ice due to programming patterns of user groups. The following chart demonstrates this fluctuation for the 6 arenas analyzed from September 1 – December 31, 2019.



How can we do better as a region?

Some ways that black ice could be dealt with better, as we have observed in other communities or based on input from the AWG and Ice Managers Meeting held in 2019 and 2020, include:

- Create a forum with regional arena operators to share ideas on best practices and how to support all user groups and participation in general and to recommend regional changes and solutions.
- Develop a Regional Cancellation Policy including penalties for black ice for all regional municipalities to follow.
- Develop a Regional Allocation Policy to provide equitable access to facilities, help new user groups and displaced user groups find space and ensure that local municipalities achieve desired outcomes with their investment in arenas. *Or have the GPRRC make recommendations to each municipality / arena operator regarding ice allocation.
- Create consistent or complimentary Regional Ice Scheduling Protocols (i.e. defining a common rental unit, including flood time or not, etc.)
- Help groups and the general public understand the black ice issue.
- Work with regional ice user groups and the general public to educate them on overall cost, address black ice as best as possible and get as much benefit out of ice arenas as possible.

The Administrative Working Group is seeking direction from the GPRRC as to what next steps they would like Administration to take.

APPENDIX F:

Allocations Case Studies

GRANDE PRAIRIE REGIONAL
RECREATION
COMMITTEE

February 2021



**Allocations Case Studies
and Considerations
Discussion Brief**

SECTION 1

Case Studies

Case Study: City of Edmonton – Gymnasium and Sports Field Allocations

The City of Edmonton has developed a model for allocating gymnasiums and sports fields based on standards of play that are developed collaboratively with user groups. A committee structure is established consisting of representatives from the City, school board (due to the joint use nature of most sites), and "core" user groups. The committee collaboratively reviews and establishes standards of play based on user group needs and available supply. The standards of play are then inputted into a model that provides an allocation of time.

Example of how the City of Edmonton Applies the Standards of Play to Sports Fields

Demand

The demand for fields is the sum of the number of teams (at each level) times the standard of play for that sport. For non-team activities, the number of participants is used. The sum of the demand for all sports and activities when added to the school use equals the demand for sports fields.

- "Standard of Play" X "Number of Teams" = "Groups Demand"
- "Sum of All Groups Demand" + "School Use" = "Total Demand"

Supply

Two major factors determine the supply of fields:

1. current inventory
2. field requirements of users

Allotment

The allotment of field time for a group is equal to that group's demand compared to the total demand, i.e. if a group is 5 percent of the total demand, their allotment only identifies the number of hours of field time. The day, time, and field location is determined by the allocation committees. A group's allotment may fluctuate from year to year, as its allotment is directly proportional to its increase or decrease in participants when compared to the overall demand for all groups.

1

Example Gymnasium Standards of Play

Example of Standards	Gym games	Gym Practice	# of Games	# of Practices	Practice Length	Game Length
Basketball - Adult Competitive	AA, A	B, C	27	27	1.5 hrs.	1.5 hrs
Volleyball - Youth Recreation	A, B	C, D	1/wk per Team	1/wk per Team	1.5 hrs.	1.5 hrs

Pros of this Allocation Approach:

- Collaborative.
- Outlines a clear and equitable process for allocating space to existing user groups (LTAD can easily be integrated into the standards of play).

Cons of this Allocation Approach:

- Favors larger user groups that are historically embedded in this allocation system.
- Does not measure or assess the qualitative attributes of user groups that are booking space (e.g. public benefit provided by the program or activity, quality of the program, etc.).

2

Case Study: Town of Oakville Allocation Policies

Separate but aligned policies exist for indoor ice, sportsfields, and pool time. The procedure for allocation generally occurs using the following steps (some slight variations exist between the three policies):

1. Standards of play – Based on a combination of national/provincial guidelines and local history. The standards of play identify the amount of time needed for quality programming based on the number of participants per time block, time requirements per participant, and the relative age and skill level of the participant.
2. Calculation of supply – Based on facility operating hours; broken down into prime, non-prime, and shoulder season time.
3. Calculation of demand – Calculated by considering actual demand (based on previous season registrations), plus substantiated future demand (demonstrated by registration numbers and waiting lists), and the application of the standards of play.
4. Annual registration process – Request from the user group for facility time.
5. Priority status identification – Municipal programs receive first priority followed by youth and adult program providers that are members of CORE. *See description of the CORE membership program.

6. New user group assessment – New user groups can apply to be part of the allocation process and will be considered if they have sufficient participant numbers. However, allocation to new user groups will only be considered in cases where a program provides a service to previously un-served segments of the population or where a new program is being introduced that is not available through existing organizations.
7. Calculation of supply-demand ratio - The total number of prime time and shoulder time periods of ice within the Town's inventory represents total supply. The supply-demand ratio is calculated by dividing total ice supply by the total demand.
8. Calculation of ice allocation – Allotment is calculated by multiplying the percentage of total demand that a group represents by the supply-demand ratio; proportionally split between prime and shoulder seasons. Organizations are responsible for allocations within their sub-groups (ages, teams, levels, etc.).

The CORE (Community Organizations in Recreation and Education) membership program is a unique aspect of the Town's allocations process. CORE member organizations receive priority within the allocations process along with preferred user fees. To be a CORE member, an organization must be not for profit, volunteer based, and comprised of over 85% Oakville residents.

Oakville Ice Standards of Play

Schedule A – Standards of Play

	Skaters / Session	Standard of Play Hours/Week
Skating Club		
CAN-SKATE/LEARN TO SKATE	50	1
TEST	20	4

	Skaters / Session	Standard of Play Hours/Week
Hornets		
HOUSE LEAGUE	16	1.2
REP		
Tyke/Novice	17	2.5
Atom/Pewee	17	2.5
Bantam	17	2.5
Midget	17	2.5

	Skaters / Session	Standard of Play Hours/Week
Minor Oaks Hockey		
HOUSE LEAGUE	16	1.2
REP		
Tyke/Novice	17	2.5
Atom/Pewee	17	2.5
Bantam	17	2.5
Midget	17	2.5

	Skaters / Session	Standard of Play Hours/Week
Speed Skating		
SKATERS IN ALL CATEGORIES	15	2.1

	Skaters / Session	Standard of Play Hours/Week
Adults		
SKATERS IN ALL CATEGORIES	25	1

Pros of this Allocation Approach:

- Standards of play are clear and specific to age groups and levels of play. The policy also identifies that the standards will consider provincial and national best practices guidelines.
- The CORE membership program provides a way to adjudicate the local composition and mandates of user groups.

Cons of this Allocation Approach:

- Historical groups are highly embedded within the allocation process.
- Demand is not fully reconciled with need (other than the standards of play calculations).

Case Study: City of Whitehorse Indoor Allocation Policy

The City of Whitehorse recently (2019) updated its Indoor Allocation Policy based on increasing demands and competition among user groups for available space. The refreshed Policy outlined the following process for undertaking allocations:

1. Qualification

» User groups are required to:

- Demonstrate alignment with standards set forth by territorial and provincial sport organizations such as LTAD.
- Demonstrate alignment with appropriate coaching / instructor and volunteer management practices.
- Confirm insurance.

2. Space Allocation

» Space allocation occurs using the following formula:

Actual time consumed during the previous year / season of play	+	Up to a 3% buffer to account for growth	=	Base allocation of facility space
--	---	---	---	-----------------------------------

3. Change Requests and Conflict Resolution

- » User groups are permitted to submit a request for additional space only if capacity exists and the request is supported by LTAD, demonstrated growth above level considered normal, and a track record of making effective use of existing facility time.
- » The refreshed policy contains a scoring metric to prioritize groups and resolve space conflicts.

The policy also outlines priority by considering suitability for types of user groups with categories of time as outlined by the following chart.

	Prime Time Facility Hours	Non-Prime Time Facility Hours
Priority #1	Special Events, Tournament and Championships	
Priority #2	Youth Organizations within the City	Department of Education Schools as per the Joint Use Agreement
Priority #3	Adult Organizations within the City	
Priority #4	Department of Education Schools (outside of the Joint Use Agreement parameters)	Youth Organizations within the City
Priority #5	Other (including non-resident user groups and commercial users)	

Pros of this Allocation Approach:

- Qualification for space includes consideration of LTAD and other prerequisites that help ensure public facility time is consumed by groups that provide quality and appropriate programming.
- A clear prioritization process is provided (scoring metric) to adjudicate space conflicts and assign priority where necessary.
- The policy outlines priority based on prime and non-prime hours of capacity.

Cons of this Allocation Approach:

- While the policy does articulate the need to ensure time is available for new and emerging groups, there is not a formal tactic to ensure these needs are met and accounted for within the space allocation process.

5

Case Study: City of Toronto Ice Allocation Policy

The City of Toronto's Ice Allocations Policy was originally developed in 2001 and is unique case study for a number of reasons:

- The policy was an attempt to harmonize indoor ice allocation across city operated facilities that had historically been operated by independent municipalities (prior to municipal amalgamation).
- The policy specifically references that special policy allowances were needed to support the growth and unique dynamics of girl's hockey and adult pick-up hockey.

The policy outlined that a user group residency requirement of 80% must be demonstrated in order to receive ice allocation priority. However, this residency requirement was dropped to 70% for girl's hockey groups for a period of 5 seasons to support growth (a number of girl's hockey programs required participants from outside jurisdictions to ensure sufficient critical mass that can help build a participant base).

Pros of this Allocation Approach:

- Identified the unique needs of a user group and identified a measure to support success and growth.

Cons of this Allocation Approach:

- Ice allocations in Toronto are complex; the existing policy has not been updated or adapted formally in nearly 20 years.

6

SECTION 2

Additional Leading Practices and Considerations

Summarized in this section are a number of pertinent trends and leading practices that may warrant consideration as the Policy is being developed.

Sport for Life and Long Term Athlete Development

The Long Term Athlete Development Framework (LTAD) is a nationally accepted eight stage framework that identifies an appropriate pathway for developing physical literacy across all ages and athletic goals.

7

the Eight Stages of LTAD

Awareness and First Involvement

To engage in sport and physical activity, individuals must be aware of what opportunities exist for them, and when they try an activity for the first time, it is critical that the experience is positive. That is why Sport for Life emphasizes the two stages of Awareness and First Involvement.



Train to Train

Athletes enter the Train to Train stage when they have developed proficiency in the athlete development performance components (physical, technical-tactical, mental, and emotional). Rapid physical growth, the development of sporting capability, and commitment occurs in this stage. Athletes will generally specialize in one sport towards the end of the stage. A progression from local to provincial competition occurs over the course of the stage.



Active Start

From 0-6 years, boys and girls need to be engaged in daily active play. Through play and movement, they develop the fundamental movement skills and learn how to link them together. At this stage developmentally appropriate activities will help participants feel competent and comfortable participating in a variety of fun and challenging activities and games.



Train to Compete

Athletes enter the Train to Compete stage when they are proficient in sport-specific Train to Train athlete development components (physical, technical-tactical, mental, and emotional). Athletes are training nearly full-time and competing at the national level while being introduced to international competition.



FUNDamentals

In the FUNDamentals stage, participants develop fundamental movement skills in structured and unstructured environments for play. The focus is on providing fun, inclusive, multisport, and developmentally appropriate sport and physical activity. These experiences will result in the participant developing a wide range of movement skill along with the confidence and desire to participate.



Train to Win

Athletes in the Train to Win stage are world class competitors who are competing at the highest level of competition in the world (e.g. Olympics, Paralympics, World Championships, World Cups).



Learn to Train

Once a wide range of fundamental movement skills have been acquired, participants progress into the Learn to Train stage leading to understanding basic rules, tactics, and strategy in games and refinement of sport specific skills. There are opportunities to participate in multiple sports with competitions focused on skill development and retention. Games and activities are inclusive, fun, and skill based. At the end of the Learn to Train stage, participants grow (or progress) towards sport excellence in the Train to Train stage or being Active for Life, either by being Competitive for Life or Fit for Life.



Active for Life

Individuals who have a desire to be physically active are in the Active for Life stage. A participant may choose to be Competitive for Life or Fit for Life and, if inclined, give back as a sport or physical activity leader. Competitive for Life includes those who compete in any organized sport recreation leagues to Master Games. Fit for Life includes active people who participate in non-competitive physical activity.



8

National Sport Organizations (NSO's) are required to demonstrate alignment with LTAD by developing a Sport Framework. Fifty-five NSO's currently have a Sport Framework (or multiple sport Frameworks depending on the nature of the sport) which vary in specificity and format, but generally outline an appropriate duration, frequency, and intensity of participation for each stage of LTAD. **Sport Frameworks can provide municipalities and other public sector providers of facility space with a reference point from which to identify standards of play and allocation guidelines.**

Sport Framework Example: Baseball Canada



Source: www.baseball.ca/files/ltad.pdf

Sport Framework Example: Hockey Canada

Proposed Long Term Player Development (LTPD) Seasonal Chart – Novice

Novice	Number of Practices	Start date for Practices	Development Season	Start date for Games	Development & regular Season	Playoff Season	Tournaments	Number of Games total
Ideal	40 - 45	Sept 15	10 weeks 20 practices 2 ex games	Dec 1	14 weeks 28 practices 16 games	N / A	3 tournaments 12 games	30 - 35

Coach Development Programs - Coach Certification/Continuing Education Program (CEP)

Age	Coach	Description	Clinic	Manual Resource	Video Resource
Novice	Intro Coach	On-Line	Classroom / On Ice	HC Skills Manual – Initiation	Skills of Gold 1-4
Coach Level	On-Line	Classroom / On Ice	HC Skills Manual – Novice	Skills of Gold 1-4	
Specialty Clinics	CEP	Classroom / On Ice	Specialty Clinic Drill Package		

Hockey Canada Development Programs – Novice

Age Division	Player	Coach	On Ice curriculum	Off-ice curriculum	Dev	Rec	Promo	In Development
Novice								
-NCCP (Intro Coach/Coach)	X	X	X	X	X			-Skills Camps for Players (1P / Novice Curriculum Development)
-Chevy Sale and Fun	X	X	X	X	X	X		-Coach Mentorship
-Esso Fun Days	X	X	X	X	X			-Coach component with Skills Camp
-HC Skills Camps	X	X	X	X	X			-NSST Drills for improvement package
-NSST	X	X	X	X	X			
-NCMP Specialty Clinics								

Source: www.hockeyalberta.ca/uploads/source/HC_-_LTPD_Manual.pdf

Sport for Life (CS4L) has also developed a series of best practices and recommended principles for the allocation of facility time to user groups.

- Allocation practices are based on “standards of play” principles in terms of the time and space required by each group.
- Allocation policies are transparent and reviewed with the groups. Allocation is not done by tradition, but rather on actual requirements of all groups, including the needs of emerging sports.
- Seasonal allocation meetings are held with common users groups to review their requests and try to achieve consensus on sharing available spaces and times.
- As seasons progress, groups are encouraged to be flexible in the reallocation of spaces with other groups when no longer needed, either temporarily or for longer periods.
- User fees and subsidies need to reflect community taxpayer support, and the rationale should be shared with sport organizations.

9

Equality and Inclusion

There is an increasing cultural awareness as to the systemic nature of racism and the structural inequalities that exist within society. In Canada, the work of the Truth and Reconciliation Commission was fundamental in highlighting and exposing historical and ongoing structural flaws within society that perpetuate racism and harm towards Indigenous populations. Global movements such as Black Lives Matter has resulted in a further level of awareness and discussion on issues of race, privilege, and inequality.

Like most other sectors, municipalities and other public entities that provide parks, recreation and culture services are in the midst of evaluating their own historical culpability in perpetuating historical inequalities and “move forward” solutions that can address these issues. Parks, recreation and culture services are uniquely positioned to lead societal change by fostering inclusiveness and providing a platform to help blunt racism, prejudice, and inequality. Identified as follows are a handful of ongoing initiatives that are being undertaken by leading organizations in the sector.

- viaSport** has identified inclusion as a key focus area and has developed a number of free or low cost resources focused on fostering increased diversity and opportunity for women and girls, persons with disabilities, the LGBTQ2S Community, marginalized youth, Indigenous people, individuals that are socio-economically disadvantaged, newcomers to Canada, individuals from rural / remote / isolated regions, and older adults.¹
- The National Recreation and Parks Association (NRPA)** in the United States has been a leader in fostering conversations on topics related to inclusion and inequality in parks and recreation. In 2018, NRPA published a Parks and Recreation Inclusion Report which outlined findings from a comprehensive review of inclusion practices across parks and recreation agencies (service providers) in the United States.²
- Sparc BC (The Social Planning and Research Council of B.C.)** has published or co-developed a wealth of resources on inclusion and access. One of these documents, *Everybody's Welcome: A Social Inclusion Approach to Program Planning and Development for Recreation and Parks Services* was developed in conjunction with the British Columbia Recreation and Parks Association and provided the sector with a formative resource that helped generate a greater understanding of what inclusion means and how to undertake actions that can foster it within public facilities and spaces.³

1 www.viasport.ca/inclusion

2 <https://www.nrpa.org/contentassets/e386270247644310b06960be9e9986a9/park-recreation-inclusion-report.pdf>

3 <https://www.sparc.bc.ca/wp-content/uploads/2017/02/booklet-everybodys-welcome.pdf>

10

Other Notable Trends Impacting Space Use and Allocation

Summarized as follows are a number of broader trends in parks, recreation and culture participation that will also influence future space needs and the allocation of space.

- Increasing demands for spontaneous / unstructured recreation and leisure opportunities.
- The financial impact of COVID-19 on both user groups and facility providers.
- Diversifying activity preferences and interests.
- The evolving nature of volunteerism from longer term to shorter term commitments.
- The rising cost of participating in higher levels of sport.
- Increasing awareness of the need for physical and cultural literacy and the negative impacts of activity specialization.
- Continued shift in infrastructure typology from single purpose facilities to those that are multi-purpose and expected to accommodate a wide array of activities and functions.

Definitions

Facility Booking: See page 17

GPRRC: Grande Prairie Regional Recreation Committee

GPRRC AWG: Grande Prairie Regional Recreation Committee, Administrative Working Group

Membership: See page 17

Non-prime time ice: All available ice time that is not prime time ice.

No Show: see page 17

Prime time ice: Prime time ice is ice made available during peak demand times throughout the year, week-day and weekend day. For the purposes of GPRRC ice analysis, a standard definition of prime time ice has been calculated as follows.

This represents 65 hours of prime time ice availability per week during peak season per sheet of ice. During a 28 week peak season, there are 1,820 prime time hours per sheet of ice.

During peak season, the definition of prime time ice is as follows:

- Monday through Friday: 4pm to 11pm (7 hours per day, 35 hours per week)
- Saturday and Sunday: 8am to 11pm (15 hours per day, 30 hours per week)

Public users: Users of ice facilities that do not affiliate with a specific ice user group.

Social Return: See page 2

User groups: Groups of various sizes and representing various types of indoor ice activities that rent ice time from regional ice facilities.

10 Exotic Animals You Can Legally Own as Pets in Canada

<https://cansumer.ca/exotic-animals-as-pets-in-canada/>



[Dorothy Gass](#)

Updated on November 25, 2021

When most Canadians think about taking on the responsibility of owning a pet, getting a dog, cat, budgie, goldfish, hamster, or lizard typically comes to mind.

Yet, there are a wide range of rarer and more unique animals that fall off the beaten path when it comes to pet ownership. Below is an overview of 10 exotic animals that can be legally owned as pets in Canada and links to rules for each province at the bottom.

Note: While it should go without saying, just because it's legal (or rather, *not illegal*) to own an exotic pet, doesn't mean it's a good idea for you and the animal. Pets require you to commit time, energy and money to their health, well-being and the safety of both them and other people. For more, see [are you ready to get an exotic pet?](#)

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- [6. Hedgehog](#)
- [7. Hyacinth macaw](#)
- [8. Muntjac deer](#)
- [9. Pygmy goat](#)
- [10. Serval](#)
- [Are you ready to get an exotic pet?](#)
- [Exotic Pets and Canadian Law](#)

1. Potbellied pigs



- **Average Lifespan:** 12 to 18 years
- **Average Height/Weight:** 38 to 42 cm, 35 to 60 lbs
- **Best Aspect:** Intelligent and trainable
- **Biggest Downside:** May be destructive when bored

These adorable little guys (and gals) are quickly becoming the norm as a common household pet, thanks to their intelligence, and the fact that they can be trained to perform a variety of tricks, just like a dog. It's important to note, as cute and sweet as potbellied pigs are, they do require a lot of food, plenty of exercise, and can get destructive when they get bored (and this can happen pretty easily).

2. Capybara



- **Average Lifespan:** 8 to 10 years
- **Average Height/Weight:** 50 to 62 cm, 75 to 150 lb
- **Best Aspect:** Very social
- **Biggest Downside:** Need a lot of attention

Looking for a larger-than-life furry friend? Capybaras are basically over-sized hamsters! Stemming from South America, they can grow up to be as big as 170 pounds, larger than a mid-sized dog. While they could make a great Canadian pet, they do need a ton of attention, plus some specialty items to accommodate their needs. They require a pool for swimming, and non-toxic grass. If you have little ones, you may want to wait before adding this exotic animal to the family, as they can also get aggressive, and have sharp teeth.

3. Mini donkey



- **Average Lifespan:** 28 to 32 years

- **Average Height/Weight:** 91 cm, 200 to 450 lb.
- **Best Aspect:** Affectionate
- **Biggest Downside:** Stubborn

If you live out in the country, or have a nice large backyard, consider adding a mini donkey to your family. These animals need an open field for grazing and exercising, as well as a salt lick and hay for maintenance. It's also important to note that they can live for about 25-35 years, so deciding on this animal as a pet can truly be a lifelong commitment.

4. Sugar glider



- **Average Lifespan:** 8 to 10 years
- **Average Height/Weight:** 24 to 30 cm, 0.25 to 0.3 lb
- **Best Aspect:** Playful
- **Biggest Downside:** Need a lot of attention

They look just as sweet as they sound! Part of the marsupial family (along with koala bears and kangaroos), they get their “sugar glider” name thanks to a membrane they have that allows them to stretch from their wrists to ankles, which essentially has them gliding in the air. They're pretty smart too, and can be trained much like a dog, remembering their name and performing tricks and such.

Still, there is a catch with sugar gliders – they are colony animals – meaning, if you adopt one, you'll have to adopt at least two more, as they prefer to live with other sugar gliders. Failing to do so can cause the animal to become depressed.

5. Fennec fox



- **Average Lifespan:** 10 to 13 years
- **Average Height/Weight:** 20 cm, 1.5 to 3.5 lb
- **Best Aspect:** Can learn to use litter box
- **Biggest Downside:** Barking

Hard to think of a fox as a pet, where in many areas of Canada, pet owners struggle to protect their cats and dogs from this animal; however, the truth is, they can be fairly friendly, with the energy of dog, and can be trained to use the litter box like a cat.

While they do spend a lot of time sleeping, owning this exotic pet can keep you busy between their feeding, playtime, and socialization. They also tend to bark quite a bit, so if you have neighbours who aren't fans of loud animals noises, perhaps the fennec fox isn't for you.

6. Hedgehog



- **Average Lifespan:** 3 to 6 years
- **Average Height/Weight:** 8 to 12 cm long, 1 to 3 lb
- **Best Aspect:** Low maintenance
- **Biggest Downside:** Tough to hold

If you are looking for an alternative to a hamster or guinea pig, a hedgehog may be the right exotic pet for you. They don't require too much time on maintenance, just regular feedings and cage cleaning, and spend most of the day sleeping as they are nocturnal. While their outer skin is prickly, these animals are cute as heck, and a little shy too – so it'll take time for them to warm up to you and their surroundings.

7. Hyacinth macaw



- **Average Lifespan:** 50 to 60+ years
- **Average Height/Weight:** 100 cm, 3 to 4 lb
- **Best Aspect:** Can learn words and phrases
- **Biggest Downside:** Noisy

If you are more inclined to a feathered friend, the hyacinth macaw is part of the parrot family, and can be a very sweet and smart pet. With that said, they are on the endangered species list, and can cost a pretty penny with a price tag of over \$10,000 for each bird. They can also get aggressive and loud if not socialized properly, or given ample room to fly around and exercise.

8. Muntjac deer



- **Average Lifespan:** 10 to 14 years
- **Average Height/Weight:** 45 to 52 cm, 20 to 25 lb
- **Best Aspect:** Affectionate and love to play
- **Biggest Downside:** Bark/scream

Hailing from Southeast Asia, the leaf muntjac is the smallest deer of the breed and can grow up to an average height of 20 inches, weighing a mere 10-20 pounds. They can be trained to respond to their own names, use a litter box (just like a cat), and can live both outdoors or indoors; however, those who own a muntjac deer must ensure to set up a safe fence around their home.

9. Pygmy goat



- **Average Lifespan:** 10 to 12 years
- **Average Height/Weight:** 40 to 60cm, 75 lbs.
- **Best Aspect:** Friendly

- **Biggest Downside:** Noisy

If you are looking for a high-energy pet, a pygmy goat may be a good option. They have a certain liveliness to them, and spend much of their day simply prancing around. In fact, they make great pets as they are easy to handle, friendly, and very social. They are fine to roam in an average-heighted backyard, but tend to get a little noisy at times, so this could cause an issue with neighbours.

10. Serval



- **Average Lifespan:** 20 years
- **Average Height/Weight:** 54 to 62 cm, 18 to 40 lb.
- **Best Aspect:** High energy, playful
- **Biggest Downside:** Difficult to contain

Servals are part of the Savannah cat family and share a similar fur pattern to cheetahs. They can get up to 40 pounds when they mature, and tend to be more active at night, and sleepy during the day. With that said, these animals are allowed in most Canadian provinces, but restricted by generations. A fine example of this is that Alberta [only allows F4 generations or lower \(i.e. F5, F6, etc.\)](#) of the serval within the province.

Are you ready to get an exotic pet?

After “is it legal?”, ask yourself these questions:

- Is it safe for myself and others around me?
- Is it compatible with other pets? Humans?
- Do I have time for its routine requirements (feeding, walking, bathing, playing, etc.)?
- Do I have access to suitable veterinary care?
- Can I afford to feed, shelter and pay for its vet bills?
- Can I shelter it safely with enough space?
- Will the smell/noise/sight of it bother me or my neighbours?

Exotic Pets and Canadian Law

Below is an overview of how each province and territory regulates exotic animals, if any needed applications/registrations/permits are needed, and whether or not they are overseen at either the provincial

or municipal level. It's important to note that regardless of what province someone resides in, a [Convention on International Trade in Endangered Species of Wild Fauna and Flora \(CITES\)](#) permit might be needed.

Alberta

This province has some thorough regulations around exotic pet ownership, and in most cases, a permit is required for most of these types of animals. While no certain species are prohibited, [the province does have specific rules around specific animals](#), and there may also be municipal guidelines that are in affect when it comes to your pet. It is advised that before you fully decide to take on an exotic pet, contact the [Fish and Wildlife Office](#) in your area to determine if a permit is needed, and the steps around this process.

British Columbia

In BC, exotic animals are referred to as “controlled alien species”, and the province [compiled a list of over 1,000 of these animals](#) in 2009 in an effort to regulate these species due to the potential threat they pose to property, wildlife and wildlife habitat, as well as people.

In some instances, individuals that live in BC may be allowed to possess controlled alien species, and in these cases, possession permits need to be applied for. There are more than 22 municipal governments in the province that have their own bylaws when it comes to these regulations around these types of animals, and these may be more restrictive than what the province has laid out.

Manitoba

Manitoba has a makeshift of province-wide laws when it comes to exotic pet ownership, with the Association of Manitoba Municipalities recently creating guidelines around possession. Those in this province should reach out to municipalities when it comes to what kind of animals are prohibited, and what permit requirements are needed. Individuals can also call or email [Manitoba's Sustainable Development](#) department for further direction.

New Brunswick

Exotic pets require a permit, unless listed under Schedule A of the province's [Fish and Wildlife Act](#), which exempts just over 40 species. For more information, or if you have specific questions, contact New Brunswick's [Environment and Local Government department](#).

Newfoundland and Labrador

The province offers an insight on all species that can enter without a permit via the [Wildlife Act of Newfoundland](#). It's important to note that all others require a permit, and it is the responsibility of the pet owner to do so. The province has also provided a clear outline around exotic pet ownership [via a recent brochure](#).

Northwest Territories

[No specific species](#) are banned from entering this territory; however, permits are needed, as well as a health certificate from a veterinarian stating that the animal is free from disease and in good health. Once the application is submitted, an individual must wait on approval from the [Deputy Minister](#) for a decision.

Nova Scotia

Nova Scotia offers a nice outline around animals that are [prohibited in the province](#), and those *not on this list* simply require a permit.

Nunavut

This Canadian territory has a lax view on exotic pets, with no specific laws around ownership. Their [Wildlife Act](#) deals mostly with native species that reside in the region.

Ontario

Surprisingly, Ontario is currently the only province in Canada that lacks formal province-wide legislation as it relates to exotic animal ownership. The power around this was given to municipalities via the 2003 Ontario Municipal Act, therefore, exotic animal bylaws are not standardized, and can vary between cities and townships across the province. Ensure to check with local municipalities to confirm requirements and review animal by-laws in your area.

Prince Edward Island

PEI has a comprehensive list of animals that are [prohibited](#), and permits are not only required for ownership, but for selling or importing specific species as well. If your exotic pet escapes, owners are also responsible for recapturing them, as well as any costs linked with all this.

Quebec

Quebec is one of the few provinces that offers extensive [specifics](#) around which exotic animals don't (and do) require permits for ownership.

Saskatchewan

Much like Quebec, Saskatchewan offers an outline of [specific animals that do require permits for ownership in the province](#), and those that do not. While there aren't animals that are outright banned from Saskatchewan, the government has not been issuing out permits for certain species for some time now. It's also important to note, that municipal governments in the province also have bylaws when it comes to exotic pets, around [control and regulation](#).

Yukon

Yukon's [Wildlife Act](#) currently has a ban on all animals that are "not indigenous to the Yukon and that in its natural habitat is usually found wild in nature". Therefore, if you reside in this area of Canada, there's no leeway when it comes to exotic pet ownership in this region.

Local and municipal bylaws

If your province doesn't have any rules against keeping the animal you're considering as a pet, that doesn't necessarily mean you're in the clear. Keeping farm and exotic animals within city limits is against the law in many municipalities, so check your local bylaws before proceeding.

URBAN HEN BYLAWS - OTHER MUNICIPALITIES					
City/Town	General Guidelines	Application Process	Site Requirements and Coop Standards	No. of Hens	Care of Hens
Town of Sexsmith Bylaw 970-2019 Animal Control Bylaw (Urban Hens part of Animal Control)	<p>a) Urban Hens will be a two year pilot project with a review after one year.</p> <p>b) Coops shall be permitted in fenced, secure backyards only. There is no minimum fence height requirement but should protect against predation.</p> <p>c) Chickens cannot be slaughtered or disposed of on a residential property.</p> <p>d) The sale of eggs, meat & manure is prohibited. Urban hens are to be kept as pets and/or for personal egg consumption. They are not intended to be used for commercial purposes.</p> <p>e) Participants will be warned once of any infraction. Any repeat infraction will be cause for fines in accordance with the Bylaw and may include revocation of license.</p> <p>f) Anyone keeping Urban Hens must comply with all Provincial regulations around the keeping of hens. The Province of Alberta requires all owners of poultry (including small urban flocks) to register their flocks into the provincial database and obtain a Premise Identification (PID) Number.</p>	<p>A person seeking an Urban Hen License must complete the following process:</p> <p>a) A pre-inspection must be completed by submitting a site plan to the Development Officer for review indicating the actual dimensions of the rear yard of the property and the proposed location and dimensions of the coop.</p> <p>b) Comments from adjacent landowners will be sought by the Development Officer prior to approval of Urban Hen License. Adjacent landowners must have a valid reason for their objections.</p> <p>c) Upon approval, the applicant must complete the Urban Hen License application attached hereto as Schedule “E”. Participants may then set up the Coop and notify the Development Officer who will arrange for a post-site inspection to ensure compliance. Cost of the license fee is \$25.00.</p>	<p>a) Coops may only be located in backyards of properties that are completely fenced and secured. Chain link fencing may be required to have privacy slats installed on one or more sides of the fencing based on consultation with neighboring properties desires. Coop sites should take into consideration backyard locations that would minimize impact on adjacent landowners (away from any windows, furthest point from the building, etc.).</p> <p>b) The henhouse is made of both a Coop (indoor space) and a run (enclosed outdoor space). An approved site may house only one Coop and Outdoor Enclosure and they must be located:</p> <p>i. a minimum of 10 feet from a dwelling; ii. a minimum of 3 feet from side or rear property line, and iii. a minimum of 2.5 feet from any other buildings on the site; iv. a minimum of 10 ft from any window;</p> <p>c) The maximum Coop size cannot exceed 100 ft2 without a building permit for an accessory building. Minimum indoor Coop floor size is 4 ft2 per hen and 10 ft2 per hen of outdoor enclosure;</p> <p>d) Height of Coop should not exceed rear fence height, excepting the peak portion of the Coop roof;</p>	<p>The maximum number of Hens per residential property shall be four (4); The minimum number of Hens per residential property shall be two (2);</p> <p>Roosters and chicks are not permitted;</p>	<p>a) Consideration shall be given to which breeds of Hens are best suited for Sexsmith climate;</p> <p>b) Hen waste can be bagged and disposed of along with your weekly household garbage;</p> <p>c) Manure that is intended for backyard composting or fertilizing must be kept within a fully enclosed structure or compost bin and no more than three cubic feet (0.085m3) of manure can be stored at a time;</p> <p>d) Proper care and feeding practices must be followed to ensure the well-being of the Hens. This includes providing each Hen with food, water, shelter, light, ventilation, veterinary care and opportunities for essential behaviors such as scratching, dust- bathing and roosting;</p> <p>e) Thorough, complete cleaning of walls and perches, removal of all bedding and disinfecting of coop and furnishings should be done at least once a year to reduce presence of unwanted pests;</p>
			<p>e) All Coops must contain sufficient perch locations, nest boxes, have adequate ventilation and be weather & predator proof. Coops do not need to be insulated unless over-wintering and then should have an adequate, approved heat source;</p> <p>f) The Coop and Outdoor Enclosure must be fully enclosed (i.e. Fencing, chicken wire, roof covering) to provide hens secure access to exercise, sunlight, earth and vegetation. It is to be constructed to prevent escape and prevent entry by intruders/predators;</p> <p>g) All hens must remain in the Coop or in the Outdoor Enclosure unless directly supervised by a person at least 14 years of age and they must stay on the permitted property;</p>		
City of Grande Prairie Bylaw C-1226, the Animal and Responsible Pet Ownership Bylaw regulates keeping Urban Hens	<p>All hens on site shall be banded for identification and documented with the City.</p> <p>Enforcement Services must be notified immediately of any disease or welfare issues that arise that may affect the public and the steps taken to rectify the situation.</p> <p>There is to be no on-site slaughter or euthanizing of hens within City limits. Removal methods include (but are not limited to) humane euthanasia by a veterinarian, relocation to a farm, or taking hens to a licensed abattoir. Deceased birds should be double-bagged and placed for garbage collection or taken to a veterinarian for disposal. All changes to flock size must be reported to Enforcement Services as a permit requirement.</p> <p>Permit holders shall make themselves and the coops available for inspection on reasonable request from Bylaw Enforcement Officers.</p> <p>The permit holder must have completed an accepted urban hen keeping course. It is also recommended that for the first year each site have support and assistance from a recognized mentor. These conditions must be met, or reasonable steps towards meeting the requirement must be made prior to a Livestock Exemption Permit being issued. An applicant shall provide proof of completion of a training course recognized by Enforcement Services as comprehensive and specific to the Alberta climate.</p>	<p>A person seeking a Livestock Exemption Permit for Hens will need to complete the following process:</p> <ol style="list-style-type: none"> 1. Obtain and review a copy of the Urban Hen Guidelines and Procedures from the City. 2. Submit a Livestock Exemption Permit application to Enforcement Services and submit a site plan showing the actual dimensions of the rear yard of the property, and the proposed location and dimensions of the coop. 3. Upon approval of the application, the applicant may set-up the site in accordance with the submitted plans and the Urban Hen Guidelines and Procedures. 4. When the set-up is complete, the applicant will notify Enforcement Services. A Bylaw Enforcement Officer will inspect the site to ensure compliance with the permit conditions. 	<p>Coops may only be located in backyards of properties that are completely fenced and secured. Some properties, due to the smaller size of a backyard or other situational factors, may not be deemed suitable for urban hen keeping through the application process.</p> <p>All hens must remain in the coop or an enclosed run unless directly supervised by a person at least 14 years old, and they must stay on the permitted property.</p>	<p>Approved sites shall not exceed four hens per site. Roosters are not permitted. Hen Breed and numbers shall be indicated through the application process. Young hens (also called pullets) shall not be younger than 16 weeks old.</p>	<p>All coops must contain sufficient perch locations, nest box, have adequate ventilation, and be weather and predator proof.</p> <p>The site and coop must be properly maintained to prevent negative impacts, including but not limited to: attracting nuisance animals, the spread of food over the property, and excessive smells or noise.</p> <p>Hen sites shall adhere to good management and husbandry practices; maintain hens in such a condition to prevent distress, disease, and welfare issues. Hens require appropriate food, liquid (unfrozen) water, shelter, light, warmth, ventilation, veterinary care and opportunities for essential behaviours such as scratching, pecking, dust-bathing and roosting, in order to be comfortable and healthy.</p> <p>Manure must be removed, discarded, and/or properly composted to prevent nuisance orders.</p>
			Coop sites should take into consideration backyard locations that would minimize impact to adjacent neighbours (away from bedroom windows, furthest point from building, etc).		

			<p>An approved site may house only one coop and run, and they must be located:</p> <p>a) a minimum of 18.0 meters from a front property line, b) a minimum of 3.0 meters from a dwelling, c) a minimum of 1.0 meters from the side or rear property lines, and, d) a minimum of 0.9 meters from any other buildings on the site.</p>		
	<p>The permit holder must have completed an accepted urban hen keeping course. It is also recommended that for the first year each site have support and assistance from a recognized mentor. These conditions must be met, or reasonable steps towards meeting the requirement must be made prior to a Livestock Exemption Permit being issued. An applicant shall provide proof of completion of a training course recognized by Enforcement Services as comprehensive and specific to the Alberta climate.</p>		<p>A minimum of 0.37 square meters per hen is required for the coop, along with a minimum of 0.93 square meters per hen for the outdoor enclosure.</p>		
<p>Town of Okotoks Bylaw 24-17 To Regulate The Keeping Of Chickens In Urban Areas</p>	<p>a) Urban hen licences are valid for the period of January 1 to December 31 of the year in which it is issued and must be renewed annually prior to January 31 of each subsequent year. b) Urban hen licence fees shall not be reduced or prorated no matter the month of purchase. c) Urban hen licence fees shall not be refunded or rebated.</p>	<p>An urban hen licence may be issued or renewed if the CAO is satisfied that: a) the applicant is the owner of the property on which the urban hens will be kept; or that the owner of the property has provided written consent to the applicant;</p>	<p>A person who keeps urban hens must: a) provide each urban hen with at least 0.37m2 (3. 98 ft. 2) of interior floor area, and at least 0.92m2 (9.9 ft.2) of outdoor enclosures, within the coop;</p>	<p>The maximum number of urban hen licences that may be issued in the Town shall be one urban hen licence per one thousand five hundred (1500) persons based on the population of the Town as determined by the most recent census.</p>	<p>a) provide and maintain, in the coop, at least one nest box per coop and one perch per urban hen that is at least 15 cm (5.90 in) long; b) keep each urban hen in the coop at all times; c) provide each urban hen with food, water, shelter, light, ventilation, care, and opportunities for essential behaviours such as scratching, dust -bathing, and roosting, all sufficient to maintain the urban hen in good health; d) maintain the coop in good repair and sanitary condition, and free from vermin and noxious or offensive smells and substances; e) construct and maintain the coop to prevent any rodent from harbouring underneath, within, or within its walls, and to prevent entrance by any other animal;</p>
	<p>An urban hen licence is not transferable from one property to another except when a license holder has moved to a new property within the Town, then: i. the licence holder may apply to transfer the licence; and ii. an inspection of the new property must be carried out to determine the licence holder is still able to meet all requirements for an urban hen licence as set out in this Bylaw at such property.</p>	<p>b) the land use designation of the property on which the urban hens will be kept allows the placement of a coop for the keeping of urban hens; c) the applicant resides on the property on which the urban hens will be kept; d) all required information has been provided; e) the applicant has taken a course on the safe handling of hens and eggs; f) the applicable licence fee has been paid; and g) the applicant has complied with all other Provincial and Federal Regulations for the keeping of chickens.</p>	<p>b) ensure that each coop is: i. located in the rear yard of the property; ii. a minimum 3. 0m (9. 84 ft.) from a dwelling; iii. a minimum 1 m (3. 28 ft.) from any lot line; iv. a minimum 3. 6m (11. 81 ft.) from any street adjacent to the property; and v. at grade level, no more than 2m (6. 56 ft.) in height;</p>	<p>A person may keep up to four (4) urban hens by: a) Roosters and chicks are not permitted; b) paying an annual urban hen licence fee as set out in the Town of Okotoks Fees, Rates and Charges Bylaw 09- 16. No person in an urban area shall keep a rooster; or a hen, other than an urban hen for which a valid urban hen licence has been issued.</p>	<p>f) keep a food container and water container in the coop; g) keep the coop secured at all times; h) remove leftover feed, trash, and manure in a timely manner; i) store feed within a fully enclosed container; j) store manure within a fully enclosed container, and store no more than 85 litres (3 cubic feet) of manure at any time; k) remove all other manure not used for composting or fertilizing and dispose of such in accordance with Town Bylaws; l) follow biosecurity procedures outlined by the Canadian Food Inspection Agency to reduce potential for disease outbreak; and m) keep urban hens for personal use only.</p>
	<p>A person to whom an urban hen licence has been issued shall produce the licence upon the demand of a Peace Officer. No person who keeps urban hens shall: a) sell eggs, manure, meat, or other products derived from an urban hen; b) slaughter any urban hen on the property; c) dispose of an urban hen except by delivering it to a farm, abattoir, veterinarian, or other operation that is lawfully permitted to dispose of such; and d) keep an urban hen in a cage, kennel, or any other form of shelter other than a coop.</p>	<p>An urban hen licence may be revoked or may not be renewed by the CAO if: a) the applicant or licence holder does not meet or no longer meets the requirements for an urban hen licence as swt out in this Bylaw. b) the applicant or licence holder furnishes false information or misrepresents any fact or circumstance required pursuant to this Bylaw; c) the applicant or licence holder has, in the opinion of the CAO, based on reasonable grounds, contravened any part of this Bylaw whether or not contravention has been prosecuted; d) the applicant or licence holder fails to pay a fine imposed by a court for a contravention of this Bylaw or any other applicable Bylaw related to the keeping of livestock; e) the applicant or licence holder fails to pay any fee required by this Bylaw or any other applicable legislation; or f) in the opinion of the CAO, based on reasonable grounds, it is in the public interest to do so.</p>			

		If the CAO revokes, or refuses to issue or renew an urban hen licence, the applicant may appeal the decision to Council, in accordance with Town Bylaws.			
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TOWN OF SEXSMITH ANIMAL LICENSE APPLICATION

Dog ☐ Cat ☐

Date of Issue:	Expiry Date: December 31 of Current Year
Tag Number:	Amount Paid: \$

- ☐ New License
☐ Updated License
☐ Replace Lost Tag

Owner's Surname:	Owner's First Name:
Civic Address:	P.O. Box #:
Home Phone:	Alternate Phone:

Allow publish of phone number in case of lost pet? Yes ☐ No ☐

Description of Animal

- ☐ Male ☐ Female
☐ Neutered (Male) ☐ Spayed (Female) ☐ Unaltered ☐ Unknown
☐ Vicious

Breed:
Name:
Colour:

OFFICE USE ONLY

Clerk's Initials:	
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SCHEDULE "C"
TOWN OF SEXSMITH
ANIMAL CONTROL BYLAW NO. 970

APPLICATION FOR PET FANCIER LICENSE

Applicant Name: _____ Date: _____

Street Address: _____

Mailing Address: _____

Home Phone: _____ Business: _____

Cell Phone: _____ E-Mail: _____

CATEGORY

☐ Breeder ☐ Show Animal ☐ Pets ☐ Other: _____

ANIMAL DESCRIPTION

Name	Breed	Colour	Altered?	Restricted Breed?	Tag #

FACILITIES

Enclosed yard with adequate fence? ☐ Yes ☐ No

Enclosed kennel and Animal run? ☐ Yes ☐ No

Will the Animals be kept indoors during period when no one is home? ☐ Yes ☐ No

Will the Animals be kept indoors at night? ☐ Yes ☐ No

If no, will they be kept in a closed kennel or animal run? ☐ Yes ☐ No

What provisions will be made to minimize and control any noise caused by the animals?

What provisions will be made to remove all waste resulting from keeping the animals?

I understand that a site inspection may be required prior to approval. I understand that approval from the Owners or occupants of adjoining properties will be sought. I understand that this license may be revoked or suspended upon receipt of two or more bona fide complaints from neighbors residing within sixty (60) meters of the property, or, if in the opinion of the CAO, there are just and reasonable grounds for revocation or suspension.

I verify that:

1. The information supplied by me on this application is true to my knowledge;
2. I am 18 years of age or older;
3. I own or rent the property where the animals will be kept;
4. I am the proposed license holder;
5. I am the Owner of the animals listed;

LAND OWNER CONSENT

Land Owner Name: _____ Date: _____

Address: _____

Mailing Address: _____

Home Phone: _____ Business: _____

Cell Phone: _____ E-Mail: _____

I, _____ hereby consent to allow _____
a tenant at rental property located at _____
to keep _____ (number and type of animals) at this location.

**BYLAW NO. 970-2019, ANIMAL CONTROL BYLAW
TOWN OF SEXSMITH
Municipal Government Act RSA 2000 Chapter M-26
Part 2, Section 7(a) and 7(h) and 8(a)**

15. URBAN HENS

1. General Guidelines

- a) Urban Hens will be a two year pilot project with a review after one year.
- b) Coops shall be permitted in fenced, secure backyards **only**. There is no minimum fence height requirement but should protect against predation.
- c) Chickens cannot be slaughtered or disposed of on a residential property.
- d) The sale of eggs, meat & manure is prohibited. Urban hens are to be kept as pets and/or for personal egg consumption. They are not intended to be used for commercial purposes.
- e) Participants will be warned once of any infraction. Any repeat infraction will be cause for fines in accordance with the Bylaw and may include revocation of license.
- f) Anyone keeping Urban Hens must comply with all Provincial regulations around the keeping of hens. The Province of Alberta requires all owners of poultry (including small urban flocks) to register their flocks into the provincial database and obtain a Premise Identification (PID) Number.

2. Application Process

A person seeking an Urban Hen License must complete the following process:

- a) A pre-inspection must be completed by submitting a site plan to the Development Officer for review indicating the actual dimensions of the rear yard of the property and the proposed location and dimensions of the coop.
- b) Comments from adjacent landowners will be sought by the Development Officer prior to approval of Urban Hen License. Adjacent landowners must have a valid reason for their objections.
- c) Upon approval, the applicant must complete the Urban Hen License application attached hereto as Schedule "E". Participants may then set up the Coop and notify the Development Officer who will arrange for a post-site inspection to ensure compliance. Cost of the license fee is \$25.00.

3. Site Requirements and Coop Standards

- a) Coops may only be located in backyards of properties that are completely fenced and secured. Chain link fencing may be required to have privacy slats installed on one or more sides of the fencing based on consultation with neighboring properties desires. Coop sites should take into consideration backyard locations that would minimize impact on adjacent landowners (away from any windows, furthest point from the building, etc.).
- b) The henhouse is made of both a Coop (indoor space) and a run (enclosed outdoor space). An approved site may house only one Coop and Outdoor Enclosure and they must be located:
 - i. a minimum of 10 feet from a dwelling;
 - ii. a minimum of 3 feet from side or rear property line, and

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Part 2, Section 7(a) and 7(h) and 8(a)**

- iii. a minimum of 2.5 feet from any other buildings on the site;
- iv. a minimum of 10 ft from any window;
- c) The maximum Coop size cannot exceed 100 ft² without a building permit for an accessory building. Minimum indoor Coop floor size is 4 ft² per hen and 10 ft² per hen of outdoor enclosure;
- d) Height of Coop should not exceed rear fence height, excepting the peak portion of the Coop roof;
- e) All Coops must contain sufficient perch locations, nest boxes, have adequate ventilation and be weather & predator proof. Coops do not need to be insulated unless over-wintering and then should have an adequate, approved heat source;
- f) The Coop and Outdoor Enclosure must be fully enclosed (i.e. Fencing, chicken wire, roof covering) to provide hens secure access to exercise, sunlight, earth and vegetation. It is to be constructed to prevent escape and prevent entry by intruders/predators;
- g) All hens must remain in the Coop or in the Outdoor Enclosure unless directly supervised by a person at least 14 years of age and they must stay on the permitted property;

4. Number of Hens

- a) The maximum number of Hens per residential property shall be four (4); The minimum number of Hens per residential property shall be two (2);
- b) Roosters and chicks are not permitted;

5. Care of Hens

- a) Consideration shall be given to which breeds of Hens are best suited for Sexsmith climate;
- b) Hen waste can be bagged and disposed of along with your weekly household garbage;
- c) Manure that is intended for backyard composting or fertilizing must be kept within a fully enclosed structure or compost bin and no more than three cubic feet (0.085m³) of manure can be stored at a time;
- d) Proper care and feeding practices must be followed to ensure the well-being of the Hens. This includes providing each Hen with food, water, shelter, light, ventilation, veterinary care and opportunities for essential behaviors such as scratching, dust-bathing and roosting;
- e) Thorough, complete cleaning of walls and perches, removal of all bedding and disinfecting of coop and furnishings should be done at least once a year to reduce presence of unwanted pests;
- f) All feed is to be kept in airtight, rodent-proof containers and any spilled/uneaten food should be removed; Hens should be kept in their Coop between 10 p.m. and 7 a.m. as this helps with both noise mitigation and keeping the hens safe;

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Part 2, Section 7(a) and 7(h) and 8(a)**

SCHEDULE "E"
Urban Hen License Application

Applicants must be 18 years of age or older

*****Recommended that owners complete a chicken education course***

Applicant(s): _____

Mailing Address: _____

Civic Address: _____

Phone: _____ Cell: _____ Work: _____

E-Mail: _____

Do you own the home: Yes ☐ No ☐ *If no, a signed permission letter from Landlord is required (Attach)*

Number of Hens? _____ (Maximum is 4)

PID included? Yes ☐ No ☐ Submitted to Alberta Agriculture? Yes ☐ No ☐

Lot Size: _____ ft² Fenced Yard? Yes ☐ No ☐ Fence Height: _____

Have privacy slats been requested in chain link fence by neighbor? Yes / No

If yes, which side(s)

Provide a site plan of intended Coop location and description/photo of intended Coop including size of Coop and Outdoor Enclosure

Coop Size: _____ Outdoor Enclosure Size: _____ Total Square Footage: _____

Registration Fee (\$25.00) paid by _____

Any personal information on this form is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act for the purpose of participation in the Backyard Hen Pilot Project and determining the success of the Project. If you have any questions about the collection, use and protection of this information, please call the FOIP Coordinator at 780-568-7246.

☐ I have read this bylaw and agree with its contents.

Signature of Applicant/Landowner

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TOWN OF SEXSMITH
Municipal Government Act RSA 2000 Chapter M-26
Part 2, Section 7(a) and 7(h) and 8(a)**

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3. Site Requirements and Coop Standards

- a) Coops may only be located in backyards of properties that are completely fenced and secured. Chain link fencing may be required to have privacy slats installed on one or more sides of the fencing based on consultation with neighboring properties desires. Coop sites should take into consideration backyard locations that would minimize impact on adjacent landowners (away from any windows, furthest point from the building, etc.).
- b) The henhouse is made of both a Coop (indoor space) and a run (enclosed outdoor space). An approved site may house only one Coop and Outdoor Enclosure and they must be located:
 - i. a minimum of 10 feet from a dwelling;
 - ii. a minimum of 3 feet from side or rear property line, and

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Part 2, Section 7(a) and 7(h) and 8(a)**

- iii. a minimum of 2.5 feet from any other buildings on the site;
- iv. a minimum of 10 ft from any window;
- c) The maximum Coop size cannot exceed 100 ft² without a building permit for an accessory building. Minimum indoor Coop floor size is 4 ft² per hen and 10 ft² per hen of outdoor enclosure;
- d) Height of Coop should not exceed rear fence height, excepting the peak portion of the Coop roof;
- e) All Coops must contain sufficient perch locations, nest boxes, have adequate ventilation and be weather & predator proof. Coops do not need to be insulated unless over-wintering and then should have an adequate, approved heat source;
- f) The Coop and Outdoor Enclosure must be fully enclosed (i.e. Fencing, chicken wire, roof covering) to provide hens secure access to exercise, sunlight, earth and vegetation. It is to be constructed to prevent escape and prevent entry by intruders/predators;
- g) All hens must remain in the Coop or in the Outdoor Enclosure unless directly supervised by a person at least 14 years of age and they must stay on the permitted property;

4. Number of Hens

- a) The maximum number of Hens per residential property shall be four (4); The minimum number of Hens per residential property shall be two (2);
- b) Roosters and chicks are not permitted;

5. Care of Hens

- a) Consideration shall be given to which breeds of Hens are best suited for Sexsmith climate;
- b) Hen waste can be bagged and disposed of along with your weekly household garbage;
- c) Manure that is intended for backyard composting or fertilizing must be kept within a fully enclosed structure or compost bin and no more than three cubic feet (0.085m³) of manure can be stored at a time;
- d) Proper care and feeding practices must be followed to ensure the well-being of the Hens. This includes providing each Hen with food, water, shelter, light, ventilation, veterinary care and opportunities for essential behaviors such as scratching, dust-bathing and roosting;
- e) Thorough, complete cleaning of walls and perches, removal of all bedding and disinfecting of coop and furnishings should be done at least once a year to reduce presence of unwanted pests;
- f) All feed is to be kept in airtight, rodent-proof containers and any spilled/uneaten food should be removed; Hens should be kept in their Coop between 10 p.m. and 7 a.m. as this helps with both noise mitigation and keeping the hens safe;

**BYLAW NO. 970-2019, ANIMAL CONTROL BYLAW
TOWN OF SEXSMITH
Municipal Government Act RSA 2000 Chapter M-26
Part 2, Section 7(a) and 7(h) and 8(a)**

SCHEDULE "E"
Urban Hen License Application

Applicants must be 18 years of age or older

*****Recommended that owners complete a chicken education course***

Applicant(s): _____

Mailing Address: _____

Civic Address: _____

Phone: _____ Cell: _____ Work: _____

E-Mail: _____

Do you own the home: Yes ☐ No ☐ *If no, a signed permission letter from Landlord is required (Attach)*

Number of Hens? _____ (Maximum is 4)

PID included? Yes ☐ No ☐ Submitted to Alberta Agriculture? Yes ☐ No ☐

Lot Size: _____ ft² Fenced Yard? Yes ☐ No ☐ Fence Height: _____

Have privacy slats been requested in chain link fence by neighbor? Yes / No

If yes, which side(s)

Provide a site plan of intended Coop location and description/photo of intended Coop including size of Coop and Outdoor Enclosure

Coop Size: _____ Outdoor Enclosure Size: _____ Total Square Footage: _____

Registration Fee (\$25.00) paid by _____

Any personal information on this form is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act for the purpose of participation in the Backyard Hen Pilot Project and determining the success of the Project. If you have any questions about the collection, use and protection of this information, please call the FOIP Coordinator at 780-568-7246.

☐ I have read this bylaw and agree with its contents.

Signature of Applicant/Landowner



PET FANCIER LICENSES

The maximum number of cats or dogs in a single-family dwelling or household shall be restricted to two (2) in total over the age of three (3) months. **If an Owner wishes to keep more than two (2) Cats or Dogs, they must obtain a Pet Fancier License.** The Town of Sexsmith may refuse or revoke a Pet Fancier License at its sole discretion.

A person requesting a Pet Fancier License shall submit an application to the CAO on the approved form.

All applications shall include the following:

- Location of property on which pets will be housed;
- Purpose;
- Description of animals (breed, sex, coloring, name)
- Type of facilities;

Approval from adjacent landowners will be sought by the Development Officer prior to approval of a Pet Fancier License.

The CAO or designate or a Bylaw Enforcement Officer may inspect the premises prior to issuing the Pet Fancier License to ensure site conditions are suitable.

A Pet Fancier License will be reviewed and may be approved by the CAO or designate, or a Bylaw Enforcement Officer.

Click [here](#) to obtain the Pet Fancier License Application.

<https://www.sexsmith.ca/p/pet-fancier-license>

BYLAW 24-17

A BYLAW OF THE TOWN OF OKOTOKS IN THE PROVINCE OF ALBERTA TO REGULATE THE KEEPING OF CHICKENS IN URBAN AREAS

WHEREAS pursuant to provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, Council may pass a bylaw for municipal purposes respecting the safety, health and welfare of people, the protection of people and property, wild and domestic animals, and certain activities in relation to them; and

WHEREAS pursuant to provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, Council has the authority to provide for a system of licences, permits and approvals; and

WHEREAS Council deems it desirable to regulate and licence the keeping of chickens in urban areas of the Town;

NOW THEREFORE the Council of the Town of Okotoks enacts as follows:

1. SHORT TITLE

This bylaw may be known as the "Urban Hen Bylaw".

2. DEFINITIONS

In this bylaw, unless the context otherwise requires:

- 2.1 **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of the Town appointed by Council, or designate;
- 2.2 **coop** means a fully enclosed weather proof structure and attached outdoor enclosure used for the keeping of urban hens, that is no larger than 10m² (107.63 ft.²) in floor area, and no more than 2m (6.56 ft.) in height;
- 2.3 **Council** means the Council of the Town of Okotoks;
- 2.4 **hen** means a domesticated female chicken;
- 2.5 **outdoor enclosure** means a securely enclosed, roofed outdoor area attached to and forming part of a coop having a bare earth or vegetated floor for urban hens to roam;

2.6 **Peace Officer** means:

- a) a member of the Royal Canadian Mounted Police;
- b) a Community Peace Officer as appointed by the Solicitor General of Alberta;
- c) a Bylaw Enforcement Officer as appointed by the Town to enforce bylaws of the Town;

2.7 **rooster** means a domesticated male chicken;

2.8 **sell** means to exchange or deliver for money or its equivalent;

2.9 **Town** means the Town of Okotoks, a municipal corporation in the Province of Alberta, and where the context so requires, means the area of land within the corporate boundaries thereof;

2.10 **urban area** means lands located within the Town on which agricultural operations, including but not limited to the keeping of livestock, are neither a permitted or discretionary use under Bylaws of the Town;

2.11 **urban hen** means a hen that is at least sixteen (16) weeks of age;

2.12 **urban hen licence** means a licence issued pursuant to this bylaw which authorizes the licence holder to keep urban hens on a specific property within the Town.

2.13 **violation tag** means a notice or tag in the form as approved by the CAO, issued by the Town, allowing a voluntary payment option of a fine established under this Bylaw;

2.14 **violation ticket** means a ticket issued pursuant to Part 2 of the *Provincial Offences Procedures Act*, Revised Statutes of Alberta 2000, Chapter P-34 and any amendments or regulations thereto.

3. PROHIBITIONS

3.1 No person in an urban area shall keep:

- a) a rooster; or
- b) a hen, other than an urban hen for which a valid urban hen licence has been issued.

4. URBAN HEN LICENCES

4.1 The maximum number of urban hen licences that may be issued in the Town shall be one urban hen licence per one thousand five hundred (1500) persons based on the population of the Town as determined by the most recent census.

- 4.2 A person may keep up to four (4) urban hens by:
- a) submitting a completed urban hen licence application on forms approved by the CAO; and
 - b) paying an annual urban hen licence fee as set out in the Town of Okotoks Fees, Rates and Charges Bylaw 09-16.
- 4.3 Urban hen licences are valid for the period of January 1 to December 31 of the year in which it is issued and must be renewed annually prior to January 31 of each subsequent year.
- 4.4 Urban hen licence fees shall not be reduced or prorated no matter the month of purchase.
- 4.5 Urban hen licence fees shall not be refunded or rebated.
- 4.6 An urban hen licence is not transferable from one person to another.
- 4.7 An urban hen licence is not transferable from one property to another except:
- a) when a licence holder has moved to a new property within the Town, then:
 - i. the licence holder may apply to transfer the licence; and
 - ii. an inspection of the new property must be carried out to determine the licence holder is still able to meet all requirements for an urban hen licence as set out in this Bylaw at such property.
- 4.8 A person to whom an urban hen licence has been issued shall produce the licence upon the demand of a Peace Officer.
- 4.9 An urban hen licence may be issued or renewed if the CAO is satisfied that:
- a) the applicant is the owner of the property on which the urban hens will be kept; or that the owner of the property has provided written consent to the applicant;
 - b) the land use designation of the property on which the urban hens will be kept allows the placement of a coop for the keeping of urban hens;
 - c) the applicant resides on the property on which the urban hens will be kept;
 - d) all required information has been provided;
 - e) the applicant has taken a course on the safe handling of hens and eggs;
 - f) the applicable licence fee has been paid; and
 - g) the applicant has complied with all other Provincial and Federal Regulations for the keeping of chickens.
- 4.10 An urban hen licence may be revoked or may not be renewed by the CAO if:
- a) the applicant or licence holder does not meet or no longer meets the requirements for an urban hen licence as set out in this Bylaw;
 - b) the applicant or licence holder furnishes false information or misrepresents any

- fact or circumstance required pursuant to this Bylaw;
- c) the applicant or licence holder has, in the opinion of the CAO, based on reasonable grounds, contravened any part of this Bylaw whether or not the contravention has been prosecuted;
- d) the applicant or licence holder fails to pay a fine imposed by a court for a contravention of this Bylaw or any other applicable Bylaw related to the keeping of livestock;
- e) the applicant or licence holder fails to pay any fee required by this Bylaw or any other applicable legislation; or
- f) in the opinion of the CAO, based on reasonable grounds, it is in the public interest to do so.

4.11 If the CAO revokes, or refuses to issue or renew an urban hen licence, the applicant may appeal the decision to Council, in accordance with Town Bylaws.

5. KEEPING OF URBAN HENS

5.1 A person who keeps urban hens must:

- a) provide each urban hen with at least 0.37m² (3.98 ft.²) of interior floor area, and at least 0.92m² (9.9 ft.²) of outdoor enclosure, within the coop;
- b) ensure that each coop is:
 - i. located in the rear yard of the property;
 - ii. a minimum 3.0m (9.84 ft.) from a dwelling;
 - iii. a minimum 1m (3.28 ft.) from any lot line;
 - iv. a minimum 3.6m (11.81 ft.) from any street adjacent to the property; and
 - v. at grade level, no more than 2m (6.56 ft.) in height;
- c) provide and maintain, in the coop, at least one nest box per coop and one perch per urban hen that is at least 15cm (5.90 in) long;
- d) keep each urban hen in the coop at all times;
- e) provide each urban hen with food, water, shelter, light, ventilation, care, and opportunities for essential behaviours such as scratching, dust-bathing, and roosting, all sufficient to maintain the urban hen in good health;
- f) maintain the coop in good repair and sanitary condition, and free from vermin and noxious or offensive smells and substances;
- g) construct and maintain the coop to prevent any rodent from harbouring underneath, within, or within its walls, and to prevent entrance by any other animal;
- h) keep a food container and water container in the coop;
- i) keep the coop secured at all times;
- j) remove leftover feed, trash, and manure in a timely manner;
- k) store feed within a fully enclosed container;
- l) store manure within a fully enclosed container, and store no more than 85 litres (3 cubic feet) of manure at any time;
- m) remove all other manure not used for composting or fertilizing and dispose of such in accordance with Town Bylaws;
- n) follow biosecurity procedures outlined by the Canadian Food Inspection Agency to reduce potential for disease outbreak; and

- o) keep urban hens for personal use only.

5.2 No person who keeps urban hens shall:

- a) sell eggs, manure, meat, or other products derived from an urban hen;
- b) slaughter any urban hen on the property;
- c) dispose of an urban hen except by delivering it to a farm, abattoir, veterinarian, or other operation that is lawfully permitted to dispose of such; and
- d) keep an urban hen in a cage, kennel, or any other form of shelter other than a coop.

6. AUTHORITY OF CHIEF ADMINISTRATIVE OFFICER

6.1 Without restricting any other power, duty, or function granted by the Urban Hen Bylaw, the Chief Administrative Officer may:

- a) carry out any inspections to determine compliance with the Urban Hen Bylaw;
- b) take any steps or carry out any actions required to enforce the Urban Hen Bylaw;
- c) take any steps or carry out any actions required to remedy a contravention of the Urban Hen Bylaw;
- d) establish forms for the purposes of the Urban Hen Bylaw; and
- e) delegate any powers, duties, or functions under the Urban Hen Bylaw to a Town employee

7. PENALTIES AND ENFORCEMENT

7.1 No person shall willfully obstruct, hinder or interfere with a Peace Officer or any other person authorized to enforce and engaged in the enforcement of the provisions of this Bylaw.

7.2 Any person who contravenes any provision of this Bylaw is guilty of an offence and is liable on summary conviction to a fine of not more than Ten Thousand (\$10,000) Dollars, imprisonment for a term not exceeding one (1) year, or both.

7.3 Where there is a specified penalty listed for an offence in Schedule "A" to this Bylaw, that amount is the minimum specified penalty for the offence.

7.4 Where a person contravenes the same provision of this Bylaw two (2) or more times within one twelve (12) month period, the specified penalty payable in respect of the second or subsequent contravention shall be the amount stated in Schedule "A" for such offences.

- 7.5 In the case of an offence that is of a continuing nature, a contravention constitutes a separate offense in respect of each day or part of a day on which it continues.
- 7.6 The levying and payment of any fine or the imprisonment for any period provided in this Bylaw shall not relieve a person from the necessity of paying any fees, charges or costs from which that person is liable under the provisions of this Bylaw or any other bylaw.
- 7.7 Any Peace Officer who has reasonable and probable grounds to believe that any person has contravened any provision of this Bylaw may issue and serve:
- a) a violation tag allowing a payment of the specified penalty to the Town; or
 - b) a violation ticket allowing payment according to the provisions of the Provincial Offences Procedure Act, Revised Statutes of Alberta 2000, Chapter P-34 and amendments thereto.
- 7.8 Service of a violation tag will be sufficient if it is:
- a) personally served; or
 - b) served by regular mail to the person's last known mailing address.
- 7.9 If a violation ticket is issued in respect to an offence, the violation ticket may:
- a) specify the fine amount established by this Bylaw for the offence; or
 - b) require a person to appear in court without the alternative of making a voluntary payment.
- 7.10 A person who commits an offence may:
- a) if a violation ticket is issued in respect of the offence; and
 - b) if the violation ticket specified the fine amount established by this Bylaw for the offence;
- make a voluntary payment equal to the specified fine by delivering the violation ticket and the specified fine to the provincial courthouse specified on the violation ticket.

8. SEVERABILITY

- 8.1 It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is the further intention of Council that if any provision of this Bylaw is declared invalid, all other provisions hereof shall remain valid and enforceable.

9. GENERAL

9.1 Any person who contravenes any provision of this Bylaw by:

- a) doing any act or thing which the person is prohibited from doing; or
- b) failing to do any act or thing the person is required to do;

is guilty of an offence and any offence created pursuant to this Bylaw is a strict liability offence for the purposes of prosecution under this Bylaw.

9.2 Nothing in this Bylaw relieves a person from complying with any provision of any federal or provincial law or regulation, other bylaw(s), or any requirement of any lawful permit, order or licence.

9.3 Words in the singular include the plural and words in the plural include the singular.

9.4 This Bylaw is gender-neutral and, accordingly, any reference to one gender includes the other.

9.5 Schedule "A" shall form a part of this Bylaw and may, from time to time, be amended.


9.6 No provision of this Bylaw or any action taken pursuant to any provision of this Bylaw shall restrict, limit, prevent or preclude the Town from pursuing any other remedy in relation to a premises as provided by the *Municipal Government Act*, or any other law of the Province of Alberta.

This Bylaw shall come into full force and effect upon third and final reading,


READ A FIRST TIME this 17th day of July, 2017.

READ A SECOND TIME this 21st day of August, 2017.

READ A THIRD TIME AND PASSED this 21st day of August, 2017.



Mayor



Chief Administrative Officer

Schedule "A"

SECTION	OFFENCE	PENALTY 1 st Offence	PENALTY 2 nd & Subsequent
3.1 a)	Keep a rooster	\$250	\$500
3.1 b)	Keep an unlicensed urban hen	\$250	\$500
4.3	Fail to renew urban hen licence	\$250	\$500
4.6	Transfer urban hen licence	\$250	\$500
4.7	Fail to produce urban hen licence upon demand	\$250	\$500
5.1 a)	Fail to provide adequate coop space for number of hens	\$250	\$500
5.1 b)	Coop improperly located	\$250	\$500
5.1 c)	Fail to provide nest box or perch per urban hen	\$250	\$500
5.1 d)	Allow urban hen to be outside coop	\$250	\$500
5.1 e)	Fail to adequately provide for essential hen behaviour	\$250	\$500
5.1 f)	Fail to maintain coop to prevent odors	\$250	\$500
5.1 g)	Fail to prevent rodents/animals from entering coop	\$250	\$500
5.1 h)	Fail to keep food and water in coop	\$250	\$500
5.1 i)	Fail to keep coop secured	\$250	\$500
5.1 j)	Fail to remove waste in timely manner	\$250	\$500
5.1 k)	Fail to properly store feed	\$250	\$500
5.1 l)	Fail to properly store manure	\$250	\$500
5.1 m)	Fail to properly dispose of manure	\$250	\$500
5.1 n)	Fail to follow biosecurity procedures	\$250	\$500
5.1 o)	Keep urban hens for other than personal use	\$250	\$500
5.2 a)	Sell products derived from urban hens	\$250	\$500
5.2 b)	Slaughter urban hen on property	\$250	\$500
5.2 c)	Unlawfully dispose of urban hen	\$250	\$500
5.2 d)	Keep urban hen in other form of shelter other than coop	\$250	\$500

TOWN OF OKOTOKS

SECTION 5 - ANIMAL FANCIER AND ADOPTION LICENSE

- a) The maximum number of Animals on any property shall be restricted to three (3) over the age of three (3) months except in the case where an Owner possesses a valid and subsisting Animal Fancier and Adoption License- The maximum number of Animals on any property for persons holding a valid Animal Fancier and Adoption License shall be restricted to the lesser of; ten (10) or the number of Animals deemed suitable for the dwelling by the Health Authority.
- b) An Owner wishing to operate under the authority of an Animal Fancier and Animal Adoption License must apply annually by January 31st for an Animal Fancier and Adoption License and shall submit an application to the Animal Control Officer-
- c) An Owner must ensure that Animal(s) in care are provided with care consistent with Section 4 a).
- d) An application for an Animal Fancier and Adoption License shall include:
 - i. name, address and telephone number of an Owner;
 - ii. location (legal description and civic address) at which the Animal(s) shall be kept; if not the registered Owner of the property authorization from the registered land Owner is required and where applicable, authorization from condominium or similar associations;
 - iii. purpose for keeping Animal(s);
 - iv. breed and sex of Animal(s) to be kept;
 - v. type of facilities Animal(s) will be housed/kept in,
 - vi. methods and steps that will be taken by the Owner to minimize any noise and/or nuisance to the neighbourhood;
 - vii. an information letter circulated by the applicant to all adjacent property owners providing notice of the Animal Fancier and Adoption License application with provision for written directions or concerns to be forwarded to the Animal Control Officer by a stipulated date, giving reasonable notice;
 - viii. a letter of compliance from the local Health Authority;
 - ix. payment of the fee prescribed by this Bylaw.
- e) The Animal Control Officer may hold any license application until any deficiencies with respect to any of the items required under Subsection 5(d) are corrected. The application will be rejected after 30 days if the deficiencies are not corrected and a re-application must be made when deficiencies are corrected.

- f) The Animal Fancier and Adoption License shall be issued upon approval by the Animal Control Officer and payment of the fee specified in Schedule "A" of this Bylaw. Each Animal owned under an Animal Fancier and Adoption License shall be separately licensed pursuant to Section 3 of this Bylaw, in addition to the requirement that the Owner have an Animal Fancier and Adoption License, unless the Animal is kept solely for the purposes of attempting to secure an adoption of the Animal.
- g) Any Owner under the provisions of an Animal Fancier and Adoption License, shall not permit or allow any of the Animals being harboured or kept under the license to:
 - I.cause noise which disturbs the peace of others; or
 - II.cause a nuisance to others.
- h) The Animal Control Officer may suspend or revoke the Animal Fancier and Adoption License if, in the Animal Control Officer's opinion, the noise and/or nuisance created by the Animal(s) being kept pursuant to the Animal Fancier and Adoption License is disturbing the peace of the neighbourhood or is causing a nuisance and that the complainant has documented occurrences.
- i) Whether the peace of others has been disturbed or a nuisance has been caused under Section 5(i) is a question of fact to be determined by a Court hearing a prosecution pursuant to this Section, or by the Animal Control Officer in accordance with Section 5(g).
- j) The applicant/Owner may appeal a refusal, suspension or revocation of a license by the Animal Control Officer to Okotoks Town Council provided such appeal is submitted in writing to the Municipal Secretary within fourteen (14) days of the date of the Animal Control Officer's decision. In the event of an appeal* Council shall set a date for the hearing of the appeal to be held within 30 days after receipt of the notice of appeal.

TOWN OF FAIRVIEW

“Livestock” means those Animals which have been domesticated for, and are normally associated with, agriculture or ranching, including but not limited to horses, cattle, chickens, sheep, swine, goats and mules but excludes cats and dogs;

Livestock

31. No Person shall keep Livestock within the Town boundaries except where permitted under the Town of Fairview Land Use Bylaw.

TOWN OF TABER
BYLAW NO. 23 – 2021

BEING A BYLAW OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF PROVIDING FOR THE CONTROL AND PROHIBITION OF CERTAIN EXOTIC AND WILD ANIMALS WITHIN THE TOWN OF TABER.

WHEREAS Section 7 of the *Municipal Government Act* (Alberta, R.S.A. 2000, Chapter M-26, and amendments thereto) permits a Council to pass Bylaws providing for the control and regulation of animals within the municipality;

AND WHEREAS Council may pass a Bylaw dealing with the safety, health and welfare of people and the protection of people and property;

AND WHEREAS it is desirable to pass a Bylaw dealing with the regulation of animals in the Town of Taber;

NOW THEREFORE the Council of the Town of Taber in the Province of Alberta, duly assembled, hereby enacts as follows:

1.0 NAME OF BYLAW

This Bylaw may be cited as the "Exotic and Wild Animal Bylaw".

2.0 DEFINITIONS

In this Bylaw:

Act	means the <i>Municipal Government Act</i> , Chapter M-26, Revised Statutes of Alberta 2000, and any amendments thereto;
Animal	means any member of the animal kingdom of living beings, excluding humans. Without limitation, "Animal" shall include Mammals, Birds, Reptiles, Amphibians, Arachnids and Insects;
Animal Control Officer	means a person or persons appointed by the Chief Administrative Officer of the Town of Taber to carry out the provisions of this Bylaw;
Animal Health Act	means the <i>Animal Health Act</i> , Chapter A-40.2, Revised Statutes of Alberta 2007, and any amendments thereto;
Apiculture	means the keeping and management of bees;

TOWN OF TABER
BYLAW NO. 23 – 2021

At Large	describes any animal, found in any place away from a place either owned or occupied by its owner, and not under the control of any person;
Bee or Bees	means the insect <i>Apis mellifera</i> L. (commonly referred to as a "honey bee");
Bee Act	means the <i>Bee Act</i> , Chapter B-2, Revised Statutes of Alberta 2000, and any amendments thereto;
Beekeeper	means a person and/or organization who owns and possess bees or beekeeping equipment or both;
Bylaw	means the Exotic and Wild Animal bylaw established by the Municipality;
Bylaw Enforcement Officer	means a person or persons appointed by the Chief Administrative Officer for the Town of Taber pursuant to the provisions of the Municipal Government Act, Sections 555(1) and 556 (a) and (b);
Chief Administrative Officer	means the Chief Administrative Officer for the Town, regardless of the specific title that may be conferred on the Officer by Council from time to time pursuant to Section 205 (1) of the Municipal Government Act;
Council	means the Council for the Town of Taber;
Day	means a continuous period of twenty-four (24) hours;
Exotic Animal	means an animal as set out in Section 3 of this Bylaw, or such other animals as Council may designate by resolution from time to time;
Hive	means an enclosed, man-made structure in which bees live and raise their young;

TOWN OF TABER
BYLAW NO. 23 – 2021

Livestock

means:

A horse, mule, ass, swine, emu, ostrich, llama, alpaca, or sheep;

Domestically reared or kept deer, reindeer, moose, elk or bison;

Farm bred fur bearing animal including foxes or mink;

Animals of the bovine species;

Animals of the avian species, including chickens, turkeys, ducks, geese, or pheasants; and,

All other animals that are kept for agricultural purposes, but does not include cats, dogs, or other domestic animals.

Municipality

means the Town of Taber;

Officer

includes a peace officer or police officer or other person employed for the preservation and maintenance of the public peace or for the service or execution of civil processes; and includes any person assigned the responsibility of administering and enforcing this Bylaw and all persons acting under their instructions;

Owner

includes any person, including the parent or legal guardian of a minor person, who possesses, keeps or harbours one or more animals, or who has legal title to the animal and includes any person who has possession or custody of the animal either temporarily or permanently, or harbours the animal or suffers the animal to remain on property they occupy or in a vehicle in their possession;

Person

includes an individual, a sole proprietorship, a partnership, an unincorporated association, a trust, a body corporate, and a natural person;

TOWN OF TABER
BYLAW NO. 23 – 2021

Regulation	means the <i>Wildlife Regulation</i> 143/1997, and any amendments thereto;
Town	means the Town of Taber, a Municipal Corporation, in the Province of Alberta, or the geographical area contained within the boundaries of the Town of Taber, as the context may require;
Violation Ticket	means any ticket which is authorized by the <i>Municipal Government Act</i> , R.S.A. (2000), Chapter M-26, or under the <i>Provincial Offences Procedure Act</i> , R.S.A. (2000), Chapter P-34, issued for any bylaw offence in which a penalty may be paid out of court in lieu of appearing to answer a summons;
Wild Animal	means an animal of wild, untamed, uncultured, feral, or brutal nature or disposition. For purposes of this Bylaw an animal which was once a domesticated animal, can become a wild animal.

3.0 CONTROL AND REGULATION OF EXOTIC AND WILD ANIMALS

- 3.1 Within the Municipality, no person shall own or harbour any animal, or hybrid of any animal, of the kind listed in Schedule 5 of the *Alberta Wildlife Regulation* for any purpose, unless licensed under Section 3.3.
- 3.2 Within the Municipality, no person, partnership or corporation, whether operated separately or in connection with another business enterprise, shall operate a pet store that buys, sells, trades, exhibits or harbours any animal or hybrid or any animal of the kind listed in Schedule 5 of the *Alberta Wildlife Regulation* (143/1997) or as amended from time to time.
- 3.3 Within the Municipality, anyone holding a license under any statute of the Legislature of Alberta or the Government of Canada is permitted to harbour an animal or a hybrid of an animal of the kind listed in Schedule 5 of the *Alberta Wildlife Regulation*.
- 3.4 The following animals are prohibited within the Municipality:
- 3.4.1 Snakes:
- 3.4.1.1 All venomous snakes.
- 3.4.1.2 Snakes over one meter in length.

TOWN OF TABER
BYLAW NO. 23 – 2021

3.4.1.3 More than three snakes under one meter in length.

3.4.2 All spiders.

3.4.3 All venomous insects.

3.4.4 All venomous and poisonous animals.

3.4.5 Bees, unless permitted pursuant to Section 7.0.

3.4.6 Pigeons.

4.0 LIVESTOCK

4.1 No person shall keep Livestock in any area of the Town of Taber except where the keeping of Livestock is permitted within the Town of Taber Land Use Bylaw, Rural Agriculture (RA) or Rural Urban Fringe (RUF), otherwise identified in an annexation order, or authorized by agreement with the Town of Taber with prior permission from the Chief Administrative Officer.

5.0 OTHER ANIMALS

5.1 All other animals, not classified as Exotic Animals or Wild Animals must be kept caged or in pens, and not permitted to be at large, off the owners' property occupied by the owner of such animal, and shall not exceed five (5) animals in total regardless of the species.

5.1.1 These other animals are as follows, but not limited to:

5.1.1.1 Rabbits

5.1.1.2 Iguanas

5.1.1.3 Gerbils

5.1.1.4 Guinea Pigs

5.1.1.5 Hamsters

5.1.1.6 Domesticated Mice

5.1.1.7 Domesticated Birds (Parrots, Budgies)

5.1.1.8 Ferrets

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6.0 EXCEPTIONS

This Bylaw does not pertain to:

- 6.1 The Town of Taber Animal Control Facility.
- 6.2 The premises of an accredited veterinary hospital under the care of a licensed veterinarian.
- 6.3 Professionally produced film production sets that are being made by film professionals and film production companies, and only temporarily during filming.
- 6.4 The areas of the Town in which educational programs are being conducted with animals, if the animals are owned by an accredited institution and only while the educational programs are actually being conducted, provided that such programs be limited to a maximum of three days at any one location.
- 6.5 The premises of slaughterhouses.
- 6.6 Events being hosted by or held on lands leased to the Agricultural Society.
- 6.7 A parade as approved by the Town of Taber.
- 6.8 Circuses licensed by the Town of Taber.
- 6.9 Agricultural operations in existence on the day of the passing of this Bylaw.

7.0 APICULTURE FOR ACCREDITED EDUCATIONAL INSTITUTIONS

- 7.1 Further to Section 6.4 and notwithstanding any other sections within this bylaw, accredited educational institutions are hereby permitted to conduct apiculture (beekeeping) programming on their own property provided they adhere to the *Bee Act* and the *Animal Health Act*, and their respective regulations.
- 7.2 As per the *Bee Act*, the educational institution will be required to annually register their hive(s) with the appropriate Provincial Department.
- 7.3 Notwithstanding Section 6.4, apiculture programming for accredited institutions are allowed to be conducted for a period longer than the three (3) days maximum.
- 7.4 The apiculture programming must be approved in writing by the institution's superintendent.
- 7.5 The apiculture programming must be vetted by the institution's insurers and given approval by the insurers to proceed.

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- 7.6 The accredited institution must submit their plans in writing to the Town of Taber prior to implementing their apiculture programming and structures so Town Departments are adequately notified. The written submission must be done no later than ten (10) business days prior to the proposed implementation date, and must include the written approval of the superintendent, notification of approval from the insurers, and the date in which the hives are anticipated to be installed and/or the program will begin.
- 7.7 The institution must take all reasonable safety measures to ensure minimal impact to neighbours.
- 7.8 The institution must ensure proper steps and strategies are taken towards risk mitigation, good husbandry and maintenance to prevent swarming, aggressive behaviour, and disease. They must also ensure adequate water is provided at all times for the bees in order to deter the bees from seeking water from alternate sources.
- 7.9 The institution shall not allow the hive(s) to become unsightly or in poor repair. The hive(s) shall be kept neat and tidy at all times.
- 7.10 The institution has the duty to take reasonable measures to ensure that all immediately-adjacent neighbours be notified in writing that hives will be present and must outline the safety measures undertaken to ensure minimal impact to neighbours. The notification shall include contact information for the institution should the neighbor have any questions or concerns.
- 7.10.1 Immediately-adjacent neighbours shall be defined as a property that is contiguous to another site along a common property line or adjacent across a rear lane. If the subject site is located on a corner, an adjoining site includes a site that is adjacent across a rear lane, but not across a street.
- 7.10.2 The notification to neighbours is not a request for permission. Neighbours have two (2) weeks from the date of notification to respond to the educational institution for any questions or concerns.
- 7.10.3 In the case of a dispute by a neighbour, the educational institution shall be tasked with working to mitigate any reasonable concerns.
- 7.11 Hive entrances are to be directed away from neighboring properties, and hives must have reasonable protection from access by animals.
- 7.12 Hives must be located a minimum of three (3) metres from all property lines.
- 7.13 The educational institution is not authorized to provide hives and/or bees to students or staff for their own private properties. Beekeeping shall only be allowed on school property as per the regulations within this bylaw.

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- 7.14 The educational institution is not authorized to sell hives or bees. They may sell bee by-products (i.e.: honey, pollen, royal jelly, etc.).
- 7.15 Should an educational institution wish to discontinue apiculture programming, they must dispose of the hive(s) in a humane fashion, with care to provide the bees the least amount of disruption. The bees must not be killed.
- 7.16 Should an educational institution breach the conditions of this bylaw, Council may by resolution bar the institution from apiculture programming until such time where Council feels the institution has taken appropriate steps to adhere to the bylaw's strictures.

8.0 OBSTRUCTURE AND INTERFERENCE

- 8.1 The Owner of an animal which is being or has been pursued or capture shall not:
 - 8.1.1 Interfere with or attempt to obstruct an Officer who is attempting to capture or who has captured an animal(s) which is subject to impoundment;
 - 8.1.2 Attempt to release an animal(s) that has been captured for impoundment; or,
 - 8.1.3 Remove, or attempt to remove any animal from the possession of an Officer.
- 8.2 No person shall:
 - 8.2.1 Interfere with or attempt to obstruct an Officer who is attempting to capture or who has captured an animal(s) which is subject to impoundment;
 - 8.2.2 With the exception of the Owner; untie, loosen or otherwise free an animal which has been tied or otherwise restrained;
 - 8.2.3 Negligently or willfully open a gate, door or other opening in a fence or enclosure in which an animal has been confined and thereby allow an animal to Run At Large in the Town; or,
 - 8.2.4 Entice an animal to Run At Large.

9.0 COMPLIANCE

- 8.1 Failure to comply with any Section of the Bylaw may result in prosecution, or in lieu thereof payment of a voluntary fine, or fees as set out in Schedule "A" which is attached and forms part of this Bylaw.

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10.0 OFFENCES AND PENALTIES

10.1 If an animal is involved in a contravention of this Bylaw or any provisions of this Bylaw, the Owner of that animal is guilty of an offence.

10.2 Penalties:

10.2.1 Where a person authorized to carry out the provisions of the Bylaw believes that a person has contravened any provisions of this Bylaw, they may serve upon such person a Violation Ticket of form commonly called a Bylaw Tag, having printed wording approved by the Chief Administrative Officer, or a Provincial Part 2 Summons or Part 3 Offence Notice.

10.2.2 Upon production of any such Bylaw Tag within twenty-one (21) days from the date of service of such notice, together with a payment of the sum specified in Schedule "A", to a person authorized by the Chief Administrative Officer of the Town of Taber to receive such payment, an official receipt for such payment shall be issued, and subject to the provisions of this Section, such payment shall be accepted in lieu of prosecution.

If the person upon whom any such Bylaw Tag is served fails to pay the said sum within the time allotted, the provisions of this Section shall no longer apply and a violation ticket will be issued.

10.3 Summary Conviction:

10.3.1 A person who contravenes any provision of the Bylaw is guilty of an offence and is liable upon summary conviction, to a maximum penalty of ten thousand dollars (\$10,000) and a minimum penalty equal to the specified penalty as listed in Schedule "A" for that offence.

10.3.2 In addition to the penalties in this Section, a Provincial Court Judge may, if he/she considers the offense sufficiently serious, direct or order the person that owns, keeps, maintains or harbours the animal, to prevent such animal from doing mischief or causing a disturbance or nuisance complained of, may issue an order for the animal to be destroyed.

11.0 INTENTION OF TOWN COUNCIL

It is the intention of the Town Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is further the intention of the Town Council that if any provision of the Bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.

TOWN OF TABER
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12.0 RESCINDED OR AMENDED BYLAWS


Bylaw No. 6-2007 is hereby repealed in its entirety.

13.0 EFFECTIVE DATE


This Bylaw shall take effect on the day of the final passing and the signatures of the chief elected official and duly authorized designated officer thereof.

RES. 507/2021	Read a first time this 22 nd day of November, 2021.
RES. 508/2021	Read a second time this 22 nd day of November, 2021.
RES. 3/2022	Read a third time and finally passed this 10 th day of January, 2022.


TOWN OF TABER



MAYOR



CHIEF ADMINISTRATIVE OFFICER (C.A.O)



TOWN OF TABER
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**Schedule “A”
Penalties**

Offence	Penalties	Second or subsequent Offence Within One year	Subsection
Possession or harbouring wild or exotic animals	\$250.00	\$500.00	3.1
Operating a pet store that sells or harbours any prohibited animal	\$250.00	\$500.00	3.2
Possession of prohibited animals	\$250.00	\$500.00	3.4
Unauthorized keeping of livestock within the Town	\$250.00	\$500.00	4.1
Failure to keep animals caged or in pens	\$250.00	\$500.00	5.1
Exceeding limits for other animals	\$250.00	\$500.00	5.1
Owner of an animal interfering with capture/seizure	\$375.00	\$750.00	7.1
Interference with enforcement of this Bylaw	\$375.00	\$750.00	7.1
Untying, loosening or otherwise freeing an animal without authorization	\$300.00	\$600.00	7.2.2
Willfully opening a gate/door and allowing an animal to Run At Large	\$300.00	\$600.00	7.2.3
Enticing animal to Run At Large	\$300.00	\$600.00	7.2.4
An offence under this Bylaw, for which a penalty is not otherwise provided	\$250.00	\$500.00	

Impound Cost Penalty:

Non-Town Facilities: The actual cost when facilities other than those owned by the Town are used	\$Actual Cost
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TOWN OF TABER
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Veterinary Cost Penalty:

In the event that an impounded animal needs veterinary care, the cost of such care shall be charged to the animal's owner.

CITY OF GRANDE PRAIRIE – EXOTIC ANIMALS AND OTHERS

“EXOTIC ANIMAL” means any Snake or Reptile.

EXOTIC ANIMALS

5.1 A Person shall not have an Exotic Animal in any Public Place or Public Property, except as permitted by Section 5.2.

5.2 The prohibitions set out in Section 5.1 do not apply to:

- a) the Grande Prairie & District SPCA;
- b) a veterinary clinic under the control of a veterinarian;
- c) premises operated by an institution of education for research, study or teaching purposes;
- d) an aquarium or zoological park operated by an organization accredited by the Canadian Association of Zoos and Aquariums;
- e) retail premises where such animals are legally sold.

OTHER ANIMALS

5.7 If a Person keeps an Animal Species other than those defined in this Bylaw, they shall not keep more than four (4) Animals of that species at a residence.

5.8 The prohibitions set out in Section 5.7 do not apply to:

- a) the Grande Prairie & District SPCA;
- b) a veterinary clinic under the control of a veterinarian;
- c) premises operated by an institution of education for research, study or teaching purposes;
- d) an aquarium or zoological park operated by an organization accredited by the Canadian Association of Zoos and Aquariums;
- e) retail premises where such animals are sold; or
- f) a Person issued an exemption permit by the Director.

“LIVESTOCK” includes, but is not limited to:

- a) a horse, mule, ass, swine, emu, ostrich, camel, llama, alpaca, sheep, pig (including potbellied pigs), or goat;
- b) domestically reared or kept deer, reindeer, moose, elk or bison;
- c) farm bred fur bearing animals including foxes and mink;
- d) animals of the bovine species;
- e) animals of the avian species including chickens, turkeys, ducks, geese or pheasants; and
- f) all other animals that are kept for agricultural purposes.

LIVESTOCK

5.3 A Person shall not keep Livestock in the City except where the keeping of Livestock is permitted or approved as discretionary by the Land Use Bylaw or the Person has been issued a valid Livestock Exemption Permit from the Director.

5.3A A Livestock Exemption Permit issued by the Director may include terms and conditions of the permit that includes but are not limited to:

- a) the type of animals that can be kept;

- b) the location where the animals are kept;
- c) the maximum number of animals that may be kept;
- d) the manner in which the animals must be kept;
- e) restrictions on the sale or use of animal products;
- f) the term of the permit;
- g) minimum age of the applicant;
- h) mandatory training; or
- i) any other matter the Director determines is in the public interest.

A permit holder shall not contravene any term or condition of a Livestock Exemption Permit.

- a) if a Livestock Exemption Permit is refused, suspended or revoked the applicant or permit holder can appeal the Director's decision to the Committee.
- i) A notice of appeal must be delivered to the City within fourteen (14) days of the date of the decision.

CITY OF GRANDE PRAIRIE

OFFICE CONSOLIDATION

BYLAW C-1226

**A Bylaw of the City of Grande Prairie
in the Province of Alberta
Respecting Animals and Responsible Pet Ownership**

(As Amended by Bylaw C-1226A, C-1226B, C-1226C and C-1226D)

**THE MUNICIPAL COUNCIL OF THE CITY OF GRANDE PRAIRIE, IN THE
PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:**

TITLE

This Bylaw may be cited as the “Animals and Responsible Pet Ownership Bylaw” of the City of Grande Prairie.

DEFINITIONS

- 1.1 **“ANIMAL”** means any domestic cat or domestic dog.
- 1.2 **“ANIMAL SHELTER”** means premises designated by the City for the impoundment and care of Animals.
- 1.3 **“ANIMAL TAG”** means an identification tag bearing a distinctive number issued by the City for a specific Animal upon payment of a License fee, in accordance with [Bylaw C-1395, Schedule “A”](#) and intended to be worn on a collar attached to the Animal’s neck.
(Bylaw C-1226D - July 1, 2019)
- 1.4 **“ATHLETIC FIELD”** means any field and/or land of natural and/or manmade composition that is used for athletic purposes to conduct organized or unorganized sporting activities including but not limited to a baseball field, soccer pitch, player or spectator bench and lawn bowling field, and excludes a Golf Course.
- 1.5 **“ATTACK”** means an assault resulting in bleeding, bone breakage, sprains, serious bruising or multiple injuries.
- 1.6 **“BITE”** means a wound to the skin causing it to bruise, puncture, or break.
- 1.7 **“BYLAW ENFORCEMENT OFFICER”** means a member of the Royal Canadian Mounted Police, a Bylaw Enforcement Officer or Community Peace Officer of the City.
- 1.8 **“CHIEF BYLAW ENFORCEMENT OFFICER”** means a Person appointed under the provisions of Bylaw C-829, as amended, or designate.
- 1.9 **“CITY”** means the City of Grande Prairie or the corporate limits of the City of Grande Prairie, as the context may require.
- 1.10 **“COMMITTEE”** means the City’s Infrastructure and Protective Services Committee.
(Bylaw C-1226C - March 26, 2018)

- 1.10.1 **“DIRECTOR”** means the City’s Protective & Social Services Director or a person or persons designated to carry out and exercise all or some of the Director’s functions pursuant to this Bylaw.

(Bylaw C-1226C - March 26, 2018 and C-1226D - July 1, 2019)

- 1.11 **“EXOTIC ANIMAL”** means any Snake or Reptile.
- 1.12 **“HIGHWAY”** has the same meaning as defined in the Traffic Safety Act.
- 1.13 **“HORSE OR CATTLE DRAWN VEHICLE”** means a vehicle designed to be pulled or drawn by a horse or cattle including, but not limited to, a wagon or carriage.
- 1.14 **“IMPOUND”** means lodgement and care of an Animal at a designated Animal Shelter.
- 1.15 **“INFECTIOUS PHYSICAL CONDITION”** means any abnormal physical condition which is liable to be passed on to other Animals or humans by invasion of an organism emanating from the Animal suffering from the abnormal physical condition.
- 1.16 **“LEASH”** means a line not exceeding two (2) meters in length capable of leading or restraining the Animal on which it is being used.
- 1.17 **“LICENSE”** means a License issued by the City in accordance with the provisions of this Bylaw and, where the context permits, includes Vicious Animal License and Nuisance Animal License.

(Bylaw C-1226D - July 1, 2019)

- 1.18 **“LICENSE FEE”** means the applicable annual Fee, in accordance with [Bylaw C-1395, Schedule “A”](#) payable in respect of any License issued pursuant to this Bylaw.

(Bylaw C-1226D - July 1, 2019)

- 1.19 **“LIVESTOCK”** includes, but is not limited to:
- a) a horse, mule, ass, swine, emu, ostrich, camel, llama, alpaca, sheep, pig (including potbellied pigs), or goat;
 - b) domestically reared or kept deer, reindeer, moose, elk or bison;
 - c) farm bred fur bearing animals including foxes and mink;
 - d) animals of the bovine species;
 - e) animals of the avian species including chickens, turkeys, ducks, geese or pheasants; and
 - f) all other animals that are kept for agricultural purposes.

but does not include a domestic cat or domestic dog.

(Bylaw C-1226C - March 26, 2018)

- 1.20 **“MOTOR VEHICLE”** has the same meaning as defined in the Traffic Safety Act.
- 1.21 **“MUNICIPAL TAG”** means a tag whereby the Person alleged to have committed a breach of a provision of this bylaw is given the opportunity to pay a Specified Penalty to the City in lieu of prosecution for an offence.

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- 1.22 **“MUZZLE”** means a device of sufficient strength placed over an Animal’s snout to prevent it from biting.
- 1.23 **“NUISANCE ANIMAL”** means an Animal in respect of which there have been three (3) or more infractions under this Bylaw and as determined by the Chief Bylaw Enforcement Officer.
- 1.24 **“OFF LEASH AREA”** means an area designated by the City for the purpose of exercising and training of dogs while off leash.
- 1.25 **“OWNER”** means a Person:
- a) who has the care, custody, possession or control of an Animal;
 - b) who owns or who claims any proprietary interest in an Animal;
 - c) who harbours or permits an Animal to be present on any property owned, occupied or leased by him or which is otherwise under his control;
 - d) who claims and receives an Animal from custody of the Animal Shelter or a Bylaw Enforcement Officer;
 - e) to whom an Animal License was issued for an Animal in accordance with this Bylaw.
- (Bylaw C-1226D - July 1, 2019)**
- 1.26 **“OWNER’S PROPERTY”** means any property in which the Owner has a legal or equitable interest or which is otherwise under the control or is in the possession of the Owner, and which property shall include land, buildings and vehicles.
- 1.27 **“PATHWAY”** means a multi-purpose thoroughfare controlled by the City for use by pedestrians, cyclists and Persons using Wheeled Conveyances, which is improved by asphalt, concrete or brick, whether or not it is located in a Park, and includes any bridge or structure with which it is contiguous.
- 1.28 **“PERMITTED PROPERTY”** means private property the Owner of which has given permission to the Owner of an Animal for the Animal to be there.
- 1.29 **“PERSON”** means an individual or any business or other entity including a firm, partnership, association, corporation, company or society.
- 1.30 **“PLAYGROUND”** means land controlled by the City upon which apparatus such as swings and slides are placed.
- 1.31 **“PROPERLY RESTRAINED”** means the Animal is:
- a) being carried by a Person capable of restraining the size and strength of the particular Animal;
 - b) being confined in a kennel or like container, properly latched or locked; or
 - c) being restrained by a Person capable of restraining the size and strength of the specific Animal by means of a leash.

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- 1.32 **“PUBLIC PLACE”** means any place including privately and publicly owned or leased property, to which the public reasonably has or is permitted to have access, whether on payment or otherwise, within the City.
- 1.33 **“PUBLIC PROPERTY”** means any school ground, highway, park and recreation area, and includes any open space to which the public reasonably has or is permitted to have access.
- 1.34 **“RESIDENCE”** means a place used by a person as a permanent private dwelling or a temporary residence, including any structure or land adjacent to the private dwelling or temporary residence that is used for the convenience or enjoyment of the occupants of the dwelling.
- 1.35 **“RUNNING AT LARGE”** means an Animal which is not Properly Restrained upon property other than Permitted Property, or upon any Public Property, or Public Place which has not been designated as an Off Leash area.
- 1.35A **“RURAL SERVICE AREA”** means the identified areas within the corporate limits of the City of Grande Prairie.
(Bylaw C-1226C - March 26, 2018)
- 1.36 **“SCHOOL GROUND”** means land adjacent to a school and is owned or occupied by any school district or private school and includes property owned or occupied with another party or the City.
- 1.37 **“SERVICE DOG”** means a service dog as defined in the Service Dogs Act.
- 1.38 **“SEVERE PHYSICAL INJURY”** includes any injury resulting from an Attack or Bite and further includes any other injury as determined to be severe by a court upon hearing the evidence.
- 1.39 **“SPCA”** means the Grande Prairie Society for the Prevention of Cruelty to Animals.
- 1.40 **“SPECIFIED PENALTY”** means the penalty specified in Schedule “B” which may be paid in response to a Municipal Tag or Violation Ticket, for an alleged offence of any section of this Bylaw.
- 1.41 **“VETERINARIAN”** means a veterinarian registered and licensed to practice.
(Bylaw C-1226D - July 1, 2019)
- 1.42 **“VICIOUS ANIMAL”** means any Animal, whatever its age, which has been declared a Vicious Animal under Section 6.2 of this Bylaw.
- 1.43 Each provision of this Bylaw is independent of all other provisions and if any provision is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw remain valid and enforceable.

- 1.44 Nothing in this Bylaw relieves a Person from complying with any provision of any federal or provincial law or regulation, other bylaw or any requirement of any lawful permit, order or License.

(Bylaw C-1226D - July 1, 2019)

- 1.45 Any heading or sub-headings in this Bylaw are included for guidance purposes and convenience only, and shall not form part of this Bylaw.

- 1.46 Where this Bylaw refers to another Act, Bylaw, regulation or agency, it includes reference to any Act, bylaw, regulation or agency that may be substituted therefor.

- 1.47 All the schedules attached to this Bylaw shall form a part of this Bylaw.

LICENSING PROVISIONS

ANIMAL LICENSING

- 2.1 A Person may own or keep an Animal within the City provided it is licensed under this Bylaw.

(Bylaw C-1226D - July 1, 2019)

- 2.1A Cats located in the Rural Service Area are exempt from the licensing provisions of this Bylaw.

(Bylaw C-1226C - March 26, 2018)

- 2.2 The City shall issue a License and an Animal Tag to an Owner following approval of an application for License and receipt of the License Fee, in accordance with [Bylaw C-1395, Schedule "A"](#).

(Bylaw C-1226D - July 1, 2019)

- 2.3 The Owner shall ensure the Animal wears the current Animal Tag purchased for it when the Animal is off the Owner's Property or off Permitted Property.

- 2.4 A Person shall affix, or permit to be affixed, an Animal Tag only to the Animal for which that Tag has been issued.

- 2.5 A License is valid for twelve (12) calendar months commencing on the first day of the month following the month in which the License application was approved.

(Bylaw C-1226D - July 1, 2019)

- 2.6 A Person shall obtain a License for an Animal:

- a) on the first business day following the Animal reaching three (3) months of age;
- b) on the first business day after he becomes Owner of an Animal older than three (3) months of age;
- c) where an Animal is found Running at Large, notwithstanding that it is under the age of three (3) months.

(Bylaw C-1226D - July 1, 2019)

NUISANCE OR VICIOUS ANIMAL LICENSING

- 2.7 A Person may own or keep a Nuisance or Vicious Animal within the City provided it is licensed under this Bylaw.
(Bylaw C-1226D - July 1, 2019)
- 2.8 The Owner of a Nuisance or Vicious Animal shall ensure that his Animal wears the current Animal Tag purchased for that Animal, when the Animal is off the Owner's Property.
- 2.9 A Person shall affix, or permit to be affixed, an Animal Tag only to the Nuisance or Vicious Animal for which that Tag has been issued.
- 2.10 Only one (1) Nuisance or one (1) Vicious Animal will be permitted at any premise with a municipal address in the City.
- 2.11 The Owner of a Nuisance or Vicious Animal shall:
- a) obtain a License for the Nuisance or Vicious Animal on the first business day after the Animal has been declared as a Nuisance or Vicious; or
 - b) obtain a License on the first business day after he becomes Owner of the Nuisance or Vicious Animal; and
 - c) maintain the License current for the Nuisance or Vicious Animal.
- (Bylaw C-1226D - July 1, 2019)

LICENSING REQUIREMENTS

- 2.12 When applying for a License under this Bylaw, the Owner shall provide the following:
(Bylaw C-1226D - July 1, 2019)
- a) a description of the Animal, Nuisance Animal or Vicious Animal including breed, name, gender and age;
 - b) the name, address and telephone number of the Owner;
 - c) where the Owner is a body corporate, the name, address and telephone number of the natural Person responsible for the Animal, Nuisance Animal or Vicious Animal;
 - d) information establishing that the Animal, Nuisance Animal or Vicious Animal, is neutered or spayed;
 - e) the annual License Fee, in accordance with [Bylaw C-1395, Schedule "A"](#) for Animal, Nuisance Animal or Vicious Animal; and
(Bylaw C-1226D - July 1, 2019)
 - f) any other information a Bylaw Enforcement Officer may require.
- 2.13 A Person shall not give false or misleading information when applying for a License.
(Bylaw C-1226D - July 1, 2019)
- 2.14 An Owner shall notify a Bylaw Enforcement Officer within five (5) business days of any change with respect to information provided in an application for a License under this Bylaw.
(Bylaw C-1226D - July 1, 2019)

- 2.15 The Chief Bylaw Enforcement Officer shall consider each application for a License and may:

(Bylaw C-1226D - July 1, 2019)

- a) reject the application and provide reasons; or
- b) approve the application, with or without any conditions authorized by this Bylaw.

- 2.16 The Chief Bylaw Enforcement Officer may revoke a License if the:

- a) owner fails to comply with any condition of the License;
- b) license was issued on the basis of incorrect information or a misrepresentation by the Owner;
- c) license was issued in error;
- d) owner breaches a provision of this Bylaw; or
- e) animal is certified as a health risk by a Veterinarian.

(Bylaw C-1226D - July 1, 2019)

- 2.17 If the License application is rejected or a License that has been issued is subsequently revoked, the Owner shall remove the Animal from the City or turn it over to a Bylaw Enforcement Officer for disposition under this Bylaw, within forty-eight (48) hours of being given written notice that the License application has been rejected or the License has been revoked.

(Bylaw C-1226D - July 1, 2019)

- 2.18 A Person shall not keep more than four (4) Animals that are three (3) months or older at any premise with a municipal address in the City.

REPLACEMENT OF LOST ANIMAL TAG

- 2.19 In the event an Animal Tag is lost, an Owner shall obtain a replacement Animal Tag upon payment of the fee, in accordance with [Bylaw C-1395, Schedule "A"](#).

(Bylaw C-1226D - July 1, 2019)

NON-TRANSFERABLE LICENSE

- 2.20 A License issued pursuant to this Bylaw is not transferable from one Owner to another Owner.

(Bylaw C-1226D - July 1, 2019)

LICENSE FEE

- 2.21 License Fee shall be paid, in accordance with [Bylaw C-1395, Schedule "A"](#).

(Bylaw C-1226D - July 1, 2019)

- 2.22 A License shall be issued free of charge to:

(Bylaw C-1226D - July 1, 2019)

- a) an Owner who utilizes a Service Dog;
- b) any police or emergency service utilizing a Service Dog;

- c) an Owner who is 65 years of age or older; and
- d) an Owner who resides in the Rural Service Area.

(Bylaw C-1226C - March 26, 2018)

- 2.23 A Person shall not be entitled to a refund of a License Fee, in accordance with [Bylaw C-1395, Schedule "A"](#).

(Bylaw C-1226D - July 1, 2019)

RESPONSIBILITIES OF ANIMAL OWNERS

BASIC ANIMAL CARE REQUIREMENTS

- 3.1 An Owner shall ensure an Animal is provided with:

- a) potable water;
- b) food of sufficient quantity and quality to allow for normal growth and the maintenance of normal body weight;
- c) clean and disinfected food and water receptacles that are located so as to avoid contamination by excrement;
- d) the opportunity for regular exercise sufficient to maintain good health;
- e) clean and sanitary shelter or yard as the case may be; and
- f) veterinary care when the Animal exhibits signs of pain, injury, illness or suffering.

OUTDOOR SHELTER REQUIREMENTS

- 3.2 An Owner may keep an Animal outdoors in a shelter, provided that the shelter:

- a) protects from wind, heat, cold, wet, and the direct rays of the sun;
- b) is appropriate to the Animal's weight and type of coat; and
- c) allows sufficient space for the Animal to turn about freely, easily stand at full height, sit and lie in a normal position.

CONTROLLED CONFINEMENT

- 3.3 An incident of Animal Attack, Bite or Severe Physical Injury shall be reported as soon as possible to the Chief Bylaw Enforcement Officer.
- 3.4 An Owner of an Animal that has inflicted an Attack, Bite or Severe Physical Injury shall report the incident to the Chief Bylaw Enforcement Officer and the Animal shall be confined.
- 3.5 An Owner of an Animal suspected of having an Infectious Physical Condition shall immediately report the matter to the Chief Bylaw Enforcement Officer and the Animal may be confined.

RUNNING AT LARGE

- 3.6 The Owner of an Animal shall ensure the Animal is not Running at Large.

- 3.7 Any Person who has a complaint about a cat Running at Large may obtain a Cat Trap from a Bylaw Enforcement Officer for a fee, in accordance with [Bylaw C-1395, Schedule "A"](#).
(Bylaw C-1226D - July 1, 2019)

- 3.8 Any Person who has a set Cat Trap shall check the trap every hour.

DOGS IN OFF LEASH AREAS

- 3.9 Notwithstanding Section 3.10, an Owner of a dog is not required to have the dog on a Leash in an Off Leash Area.
- 3.10 A Person shall comply with any sign that is posted identifying the rules for use of an Off Leash Area.
- 3.11 A Bylaw Enforcement Officer may order that a dog in an Off Leash Area be put on a Leash or be removed from the Area.
- 3.12 The Owner of a dog in an Off Leash Area shall ensure that the dog is under control at all times.
- 3.13 Whether a dog is under control is a question of fact to be determined by a Bylaw Enforcement Officer, taking into consideration any or all of the following:
- a) whether the dog is at such a distance from its Owner so as to be incapable of responding to voice, sound or sight commands;
 - b) whether the dog responds to voice, sound or sight commands from the Owner;
 - c) whether the dog Bites, Attacks, or does any act that injures a Person or another Animal;
 - d) whether the dog chases or otherwise threatens a Person.

DOGS IN PROHIBITED AREAS

- 3.14 The Owner of a dog shall ensure the dog does not enter or remain in or on any area where dogs are prohibited by posted signs, or within five (5) meters of a playground, athletic field or school ground.
- 3.15 Section 3.14 does not apply to an Animal which is on Permitted Property.

DOGS PERMITTED ON PATHWAYS

- 3.16 The Owner of a dog may allow the dog to pass along or across a Pathway only if the dog:
- a) is on a Leash and does not interfere with or obstruct other Pathway users; and
 - b) remains on the right hand side of the Person on the Pathway at all times unless moving around other Pathway users.

SWIMMING PROHIBITED

- 3.17 An Owner shall ensure the Animal does not enter any body of water unless signs are posted permitting the activity.

UNATTENDED ANIMALS

- 3.18 An Owner shall ensure the Animal shall not be left unattended while tethered or tied in a Public Place.
- 3.19 An Owner shall ensure the Animal shall not be left unsupervised while tethered or tied on the Owner's Property or Permitted Property unless the Animal is in an enclosed space which may include a fenced yard.
- 3.20 An Owner of an Animal left unattended in a motor vehicle shall ensure it is properly restrained in a manner that prevents contact with a Person or Animal, and that the motor vehicle is appropriately ventilated.

CYCLING WITH ANIMALS

- 3.21 A Person shall not operate a Wheeled Conveyance with an Animal attached on a Leash unless such person is in the Rural Service Area.
(Bylaw C-1226C - March 26, 2018)
- 3.22 Section 3.21 shall not apply to Persons operating a device designed for Persons with disabilities.

SECURING ANIMALS OUTSIDE VEHICLES

- 3.23 The Owner or Operator of a Motor Vehicle, or the Owner of an Animal shall not allow the Animal to be outside of the passenger cab of the Motor Vehicle on a Highway, regardless whether the motor vehicle is moving or parked.
- 3.24 Notwithstanding Section 3.23, a Person may allow an Animal to be outside the passenger cab of a motor vehicle, including in the back of a pick-up truck or flatbed truck if the Animal is:
- a) in a topper enclosing the bed area of a truck;
 - b) contained in a ventilated kennel or similar device securely fastened to the bed of the truck; or
 - c) securely tethered in such a manner that it is not standing on bare metal, cannot jump or be thrown from the vehicle, is not in danger of strangulation, and cannot reach beyond the outside edges of the vehicle.

DOGS IN HEAT

- 3.25 The Owner of a female dog in heat shall confine her within a building or kennel until she is no longer in heat.
- 3.26 The Owner of a female dog in heat may allow the dog to leave the building or kennel in order to urinate or defecate on the Owner's Property or Permitted Property if the Owner:
- a) keeps the dog on a leash; and
 - b) immediately returns the dog to the building or kennel upon completion of the urination or defecation.

NUISANCES

REMOVING EXCREMENT

- 4.1 If an Animal defecates on any property other than its Owner's Property, the Owner shall remove the excrement immediately.
- 4.2 If an Animal is on any property other than its Owner's Property, the Owner shall have in his possession a reasonable means of facilitating the removal of the Animal's excrement.
- 4.3 The Owner of any Property where an Animal is kept shall maintain such Property at all times in a clean, sanitary and inoffensive condition.

NOISE

- 4.4 An Owner shall not allow the Animal to bark or howl:
- a) continuously for ten (10) minutes or more without significant periods of rest;
 - b) sporadically for a cumulative total of fifteen (15) or more minutes within one (1) hour; or
 - c) otherwise in such a manner as to cause a nuisance.

THREATENING OR NUISANCE BEHAVIOURS

- 4.5 An Owner shall ensure the Animal does not:
- a) bite, bark at, chase, or threaten livestock, Animals, bicycles, motor vehicles, or any Person;
 - b) cause damage to property;
 - c) injure any Person or Animal;
 - d) attack a Person; and
 - e) attack a Person causing Severe Physical Injury;
- whether on or off the Owner's Property.
- 4.6 An Owner shall immediately restrain and remove the Animal upon it engaging in any of the activities listed in Section 4.5 (Threatening Behaviours), by putting the Animal on a Leash and removing the dog from the Off Leash Area.
- 4.7 An Owner shall not use or direct an Animal to attack, chase, or threaten a Person or another Animal.

EXOTIC ANIMALS AND LIVESTOCK

EXOTIC ANIMALS

- 5.1 A Person shall not have an Exotic Animal in any Public Place or Public Property, except as permitted by Section 5.2.

5.2 The prohibitions set out in Section 5.1 do not apply to:

- a) the Grande Prairie & District SPCA;
- b) a veterinary clinic under the control of a veterinarian;
- c) premises operated by an institution of education for research, study or teaching purposes;
- d) an aquarium or zoological park operated by an organization accredited by the Canadian Association of Zoos and Aquariums;
- e) retail premises where such animals are legally sold.

LIVESTOCK

5.3 A Person shall not keep Livestock in the City except where the keeping of Livestock is permitted or approved as discretionary by the Land Use Bylaw or the Person has been issued a valid Livestock Exemption Permit from the Director.

(Bylaw C-1226C - March 26, 2018)

5.3A A Livestock Exemption Permit issued by the Director may include terms and conditions of the permit that includes but are not limited to:

- a) the type of animals that can be kept;
- b) the location where the animals are kept;
- c) the maximum number of animals that may be kept;
- d) the manner in which the animals must be kept;
- e) restrictions on the sale or use of animal products;
- f) the term of the permit;
- g) minimum age of the applicant;
- h) mandatory training; or
- i) any other matter the Director determines is in the public interest.

(Bylaw C-1226C - March 26, 2018)

5.3B A permit holder shall not contravene any term or condition of a Livestock Exemption Permit.

(Bylaw C-1226C - March 26, 2018)

5.3C The Director may refuse, alter, suspend or revoke a Livestock Exemption Permit:

- a) if a Livestock Exemption Permit is refused, suspended or revoked the applicant or permit holder can appeal the Director's decision to the Committee.
 - i) A notice of appeal must be delivered to the City within fourteen (14) days of the date of the decision.

(Bylaw C-1226C - March 26, 2018)

5.4 A Person shall not lead, ride or drive Livestock within the City other than on the Owner's Property, a Permitted Property or on Public Property with a permit issued by the City.

5.5 Any Person desiring to operate a horse or cattle drawn vehicle within the City may make application for a permit to the Chief Bylaw Enforcement Officer.

5.6 If a permit is issued pursuant to Section 5.5, the Person to whom the permit was issued shall comply with the conditions outlined in the permit.

OTHER ANIMALS

- 5.7 If a Person keeps an Animal Species other than those defined in this Bylaw, they shall not keep more than four (4) Animals of that species at a residence.
- 5.8 The prohibitions set out in Section 5.7 do not apply to:
- a) the Grande Prairie & District SPCA;
 - b) a veterinary clinic under the control of a veterinarian;
 - c) premises operated by an institution of education for research, study or teaching purposes;
 - d) an aquarium or zoological park operated by an organization accredited by the Canadian Association of Zoos and Aquariums;
 - e) retail premises where such animals are sold; or
 - f) a Person issued an exemption permit by the Director.

(Bylaw C-1226C - March 26, 2018)

VICIOUS ANIMALS

DECLARATION AND APPEALS

- 6.1 If a Bylaw Enforcement Officer believes on reasonable and probable grounds that an Animal has Attacked or Bitten a Person or other Animal, the Bylaw Enforcement Officer may seize and impound the Animal.
- 6.2 Upon receipt of a recommendation pursuant to Section 6.1, the Chief Bylaw Enforcement Officer may declare the Animal to be a Vicious Animal.
- 6.3 If the Chief Bylaw Enforcement Officer has declared an Animal to be a Vicious Animal, written notification of the declaration shall be provided to the Animal's Owner.
- 6.4 A Person who receives a declaration pursuant to Section 6.3 may appeal the declaration by giving written notice of the appeal and the reasons therefore to the City within ten (10) calendar days of receiving the declaration.
- 6.5 Upon receipt of a notice of appeal pursuant to Section 6.4, an appeal will be scheduled to be heard by the Committee within forty-two (42) days of the appeal being filed.
- (Bylaw C-1226C - March 26, 2018)**
- 6.6 The Committee, upon hearing the evidence, may uphold the decision of the Chief Bylaw Enforcement Officer or allow the appeal, with or without conditions.
- 6.7 A Vicious Animal Designation pursuant to this Bylaw continues to apply if the Animal is sold, given or transferred to a new Owner.

6.8 The Vicious Animal Designation may be rescinded:

- a) following a review no sooner than twenty-four (24) months from the date of Designation and upon the Owner's request; and
- b) been approved for the removal of the Vicious Animal Designation by the Chief Bylaw Enforcement Officer.

REGULATIONS

6.9 An Owner of a Vicious Animal shall within ten (10) days after the Animal has been declared Vicious, and prior to a License being issued:

(Bylaw C-1226D - July 1, 2019)

- a) have a Veterinarian tattoo or implant an electronic identification microchip in the Animal, if the Animal has not had this done;
- b) provide the information contained on the tattoo or in the microchip to the Chief Bylaw Enforcement Officer; and
- c) have the Animal neutered or spayed, if the Animal is in an unaltered state, provided the Animal is of appropriate age.

6.10 The Owner of a Vicious Animal shall:

- a) notify the Chief Bylaw Enforcement Officer within five (5) business days when the Animal is sold, gifted, or transferred; and
- b) remain liable for the actions of the Animal until formal notification of sale, gift or transfer is provided to the Chief Bylaw Enforcement Officer.

6.11 The Owner of a Vicious Animal shall ensure that the Animal does not:

- a) chase, injure, Bite, Attack or otherwise threaten a Person or other Animals;
- b) damage or destroy property; or
- c) Run at Large.

6.12 The Owner of a Vicious Animal shall immediately notify a Bylaw Enforcement Officer if the Animal is Running at Large.

6.13 The Owner of a Vicious Animal shall ensure that when the Animal is on the Owner's Property or on Permitted Property, the Animal is:

- a) confined indoors and under the control of a Person sixteen (16) years of age or older;
- b) is in a locked pen or other structure when outdoors, constructed pursuant to Section 6.14 in order to prevent the escape of the Vicious Animal and to prevent the entry of any Person not in control of the Animal; or
- c) securely muzzled, and under the control of a Person sixteen (16) years of age or older by means of a Leash.

6.14 The Owner of a Vicious Animal shall ensure that a locked pen or other structure to be used to secure the Vicious Animal when outdoors conforms to the following standards:

- a) have secure sides and a secure top, and if it has no bottom secured to the sides, the sides shall be embedded in the ground to a minimum depth of thirty (30) centimeters;
 - b) provide the Vicious Animal with shelter from the elements;
 - c) be of the minimum dimensions of one and one-half (1.5) metres by three (3) metres and be a minimum one and one-half (1.5) metres in height; and
 - d) be situated more than one (1) metre of any property line or more than five (5) metres of a neighbouring dwelling unit.
- 6.15 The Owner of a Vicious Animal shall, within ten (10) days of the date of the Declaration, display a sign on the Owner's Property warning of the presence of the Vicious Animal in the form approved by the Chief Bylaw Enforcement Officer.
- 6.16 A sign shall be placed at each entrance to the Owner's Property where the Vicious Animal is kept and on the locked pen or other structure in which the Vicious Animal is confined, and shall be posted to be clearly visible and capable of being seen by any Person accessing the Property.
- 6.17 A Vicious Animal is not permitted in an Off Leash Area.

NUISANCE ANIMALS

DECLARATION

- 7.1 The Chief Bylaw Enforcement Officer may declare an Animal to be a Nuisance Animal.
- 7.2 The declaration of an Animal as a Nuisance Animal shall be reviewed upon request of the Owner annually by the Chief Bylaw Enforcement Officer and may be removed.

REGULATIONS

- 7.3 The Owner of a Nuisance Animal shall, within ten (10) days after the Animal has been declared Nuisance and prior to a License being issued:
(Bylaw C-1226D - July 1, 2019)
- a) have a veterinarian tattoo or implant an electronic identification microchip in the Animal if the Animal has not had this done;
 - b) provide the information contained on the tattoo or in the microchip to the Chief Bylaw Enforcement Officer; and
 - c) have the Animal neutered or spayed, if the Animal is in an unaltered state, provided the Animal is of appropriate age.
- 7.4 The Owner of a Nuisance Animal shall:
- a) notify the Chief Bylaw Enforcement Officer within five (5) business days when the Animal is sold, gifted, or transferred; and
 - b) remain liable for the actions of the Animal until formal notification of sale, gift or transfer is provided to the Chief Bylaw Enforcement Officer.

ANIMAL CONTROL OPERATIONS

IMPOUND

8.1 A Bylaw Enforcement Officer may capture and Impound any Animal:

- a) found Running at Large;
- b) which has bitten, or is alleged to have Bitten or Attacked a Person or other Animal, pending the outcome of an investigation to declare the Animal to be a Vicious Animal;
- c) in respect of which there are reasonable and probable grounds to believe that an offence under this Bylaw is being committed or has been committed; or
- d) which is required to be Impounded pursuant to the provisions of a Statute of the Province of Alberta, or any Regulation made thereunder.

A Bylaw Enforcement Officer is further authorized to enter upon any private or public property and take such reasonable measures as are necessary to subdue any Animal which is Running At Large, including the use of tranquillizer equipment and materials. If the Animal is injured, it may be taken to a Veterinarian for treatment and then Impounded.

FOUND ANIMALS

8.2 A Person who finds an Animal Running At Large shall notify a Bylaw Enforcement Officer within twenty-four (24) hours, provide information as may be requested, and surrender the Animal upon request.

OBSTRUCTION AND INTERFERENCE

8.3 A Person, whether or not that Person is the Owner of an Animal which is being or has been pursued or secured shall not:

- a) interfere with or attempt to obstruct a Bylaw Enforcement Officer who is attempting to capture or who has captured an Animal which is subject to impoundment;
- b) open the vehicle in which Animals have been secured for impoundment; or
- c) remove, or attempt to remove any Animal from the possession of a Bylaw Enforcement Officer.

8.4 A Person shall not:

- a) untie, loosen or otherwise free an Animal which has been tied or otherwise restrained;
- b) negligently or willfully open a gate, door or other opening in a fence or pen in which an Animal has been confined and thereby allow an Animal to Run at Large;
- c) entice an Animal to Run at Large;
- d) tease, throw or poke an object at an Animal in fenced yard or pen.

8.5 Section 8.4 (a) shall not apply to a Bylaw Enforcement Officer who is attempting to capture or who has captured an Animal which is subject to impoundment or seizure pursuant to this Bylaw.

- 8.6 No person shall interfere with, hinder or impede an Animal Control Officer in the performance of any duty authorized by this Bylaw.

RECLAIMING

- 8.7 The Owner of any impounded Animal may reclaim the Animal upon provision of photo identification or proof of ownership by:

- a) paying the costs of Impoundment; and
- b) obtaining the License for the Animal, where a License is required under this Bylaw.

(Bylaw C-1226D - July 1, 2019)

AUTHORITY OF THE CHIEF BYLAW ENFORCEMENT OFFICER

- 8.8 The Chief Bylaw Enforcement Officer may:

- a) receive an Animal for temporary Impoundment pursuant to fire, flood, or other reasons;
- b) charge the Owner, fees in accordance with [Bylaw C-1395, Schedule "A"](#) for costs of Impoundment; and

(Bylaw C-1226D - July 1, 2019)

- c) at the end of a five (5) calendar day period, if no other arrangements are made between the Owner and the Chief Bylaw Enforcement Officer, treat the Animal as an Impounded Animal.

- 8.9 The Chief Bylaw Enforcement Officer may offer for sale, euthanize, or otherwise dispose of all unclaimed Animals which have been Impounded.

- 8.10 The Chief Bylaw Enforcement Officer shall not sell, euthanize, or otherwise dispose of an Impounded Animal until the Animal is Impounded for not less than five (5) calendar days:

- a) after the Owner has received notice or is deemed to have received notice that the Animal is in the Animal Shelter; or
- b) if the name and address of the Animal's Owner is not known.

- 8.11 The prohibitions set out in Section 8.10 do not apply if an Animal is in distress.

- 8.12 The Chief Bylaw Enforcement Officer may Impound an Animal for longer than five (5) calendar days if in his opinion the circumstances warrant the expense or he has reasonable grounds to believe that the Animal is a continued danger to Persons, Animals, or Property.

FEE FOR EUTHANIZING

- 8.13 An Owner may request an Animal be euthanized and the Chief Bylaw Enforcement Officer may euthanize the Animal for the fee, in accordance with [Bylaw C-1395, Schedule "A"](#).

(Bylaw C-1226D - July 1, 2019)

OFFENCES AND PENALTIES

OWNER

- 9.1 If an Animal is involved in an activity in contravention of this Bylaw, the Owner of that Animal is guilty of an offence.

GENERAL PENALTY PROVISIONS

- 9.2 An Owner who contravenes any of the provisions of this Bylaw by:
- a) doing any act or thing which the Person is prohibited from doing, or
 - b) failing to do any act or thing the Person is required to do;
- is guilty of an offence.
- 9.3 A Person who is convicted of an offence pursuant to this Bylaw is liable on summary conviction to a fine not exceeding \$10,000.00, and in default of payment of any fine imposed, to imprisonment for not more than six (6) months.

VIOLATION TICKETS AND PENALTIES

- 9.4 Where a Bylaw Enforcement Officer believes that a Person has contravened any provision of this Bylaw, he may commence proceedings by issuing a municipal tag or a summons by means of a violation ticket in accordance with the Provincial Offences Procedure Act.
- 9.5 The Specified Penalty payable in respect of a contravention of a provision of this Bylaw is the amount shown in Schedule "B".
- 9.6 Notwithstanding Section 9.5, where a Person has been convicted of a contravention of the same provision of this Bylaw:
- a) two (2) times within a twelve (12) calendar month period, the specified penalty payable in respect of the second conviction is double the amount shown in Schedule "B"; and
 - b) three (3) or more times within a twelve (12) calendar month period, the specified penalty payable in respect of the third or subsequent conviction is triple the amount shown in Schedule "B".

CONTINUING OFFENCES

- 9.7 In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which the offence continues and any Person guilty of such an offence is liable to a fine in an amount not less than the amount shown in Schedule "B" for each day.

MANDATORY COURT OR INFORMATION

- 9.8 This Section shall not prevent any Bylaw Enforcement Officer from issuing a violation ticket requiring the court appearance of the defendant, pursuant to the provisions of the Provincial Offences Procedure Act, or from laying an information in place of issuing a violation ticket.

LIABILITY FOR FEES

- 9.9 The levying and payment of any fine or the imprisonment for any period provided in this Bylaw shall not relieve a Person from the necessity of paying any fees, charges or costs, in accordance with [Bylaw C-1395, Schedule "A"](#) from which he is liable under the provisions of this Bylaw.

(Bylaw C-1226D - July 1, 2019)

ORDERS BY A JUSTICE

- 9.10 A Justice may, after convicting an Owner of an offence under this Bylaw, if the Justice considers the offence sufficiently serious, direct, order, or declare that:
- a) the Owner prevent the Animal from doing mischief or causing the disturbance or nuisance complained of;
 - b) the Animal is a Vicious Animal; or
 - c) the Owner be prohibited from owning any Animal for a specified period of time.

PROOF OF LICENSE

- 9.11 The onus of proving a Person has a valid License is on the Person alleging the existence of the License.

(Bylaw C-1226D - July 1, 2019)

- 9.12 The onus of proving the age of an Animal is on the Person alleging the Animal's age.

10. **TRANSITION (Deleted by Bylaw C-1226D - July 1, 2019)**

READ a first time this 30th day of September, 2013.

READ a second time this 30th day of September, 2013.

"B. Given" (signed)

Mayor

"A. Cerny" (signed)

Acting Corporate Services Director

READ a third time and finally passed this 12th day of November, 2013.

"B. Given" (signed)

Mayor

"S. Walker" (signed)

Acting Corporate Services Director

CITY OF GRANDE PRAIRIE

BYLAW C-1226

SCHEDULE “A”

**Deleted by
(Bylaw C-1226D - July 1, 2019)**

CITY OF GRANDE PRAIRIE

BYLAW C-1226

SCHEDULE “B”

FINES

(Bylaw C-1226A - March 24, 2014)

SECTION	OFFENCE	SPECIFIED PENALTY
2.1	Unlicenced Animal	\$150.00
2.7	Unlicenced Nuisance or Vicious Animal	\$500.00
2.8	Nuisance or Vicious Animal not wearing issued Animal Tag	\$250.00
2.13	Give false or misleading information when applying for a Licence	\$250.00
3.4	Owner of an Animal fail to report a Severe Physical Injury inflicted by their Animal	\$250.00
3.5	Fail to confine an Animal	\$500.00
3.6	Animal running at large	\$100.00
4.4	Animal bark or howl in such a manner as to cause a nuisance	\$150.00
4.5 (b)	Animal cause damage to property	\$250.00
4.5 (c)	Animal does any act that injures a Person or Animal	\$250.00
4.5 (d)	Animal attack a Person	\$750.00
4.5 (e)	Animal attack a Person, causing Severe Physical Injury	\$1,500.00
4.7	Owner use or direct an Animal to attack, chase, or threaten a Person or Animal	\$500.00
6.10 (a)	Fail to notify the Chief Bylaw Enforcement Officer that the Vicious Animal has been sold, gifted or transferred	\$500.00
6.11 (a)	Vicious Animal chase, injure, Bite, Attack or threaten a Person or other Animal	\$2,000.00
6.11 (b)	Vicious Animal destroy or damage property	\$1,000.00
6.11 (c)	Vicious Animal Running at Large	\$1,000.00
6.12	Owner fail to notify Bylaw Enforcement Officer of a Vicious Animal Running at Large	\$500.00
6.13 (a)	Fail to keep Vicious Animal under proper indoor confinement	\$1,000.00
6.13 (b)	Fail to keep Vicious Animal in controlled confinement	\$1,000.00
6.13 (c)	Fail to keep Vicious Animal muzzled and properly secured on a Leash	\$1,000.00
6.15	Fail to post Vicious Animal Sign	\$1,000.00
7.4 (a)	Fail to notify the Chief Bylaw Enforcement Officer that the Nuisance Animal has been sold, gifted or transferred	\$500.00
8.3 (a)	Interfere or Obstruct a Bylaw Enforcement Officer	\$500.00
8.3 (b)	Open a vehicle in which Animals have been captured for impoundment or seizure	\$500.00
8.3 (c)	Remove or attempt to remove any Animal from the possession of a Bylaw Enforcement Officer	\$500.00
8.4 (a)	Untie, loosen or otherwise free an Animal tied or otherwise restrained	\$250.00
	Section not specified - any other section to which a fine has not been specified	\$100.00

Livestock Exemption Permit

Urban Hen Guidelines and Procedures

Purpose:

Bylaw C-1226, the Animal and Responsible Pet Ownership Bylaw regulates keeping Urban Hens in the City of Grande Prairie. As per Bylaw C-1226, a person cannot have Urban Hens in the Urban Service Areas of the City without a Livestock Exemption Permit. The following guidelines and procedures establish the specific regulatory framework that must be met to successfully obtain and maintain a Livestock Exemption Permit allowing the keeping of Urban Hens within the Urban Service Areas of the City of Grande Prairie.

Legislative Authority:

1. Bylaw C-1226, Animals and Responsible Pet Ownership
2. Bylaw C-1260, Land Use Bylaw
3. Municipal Government Act

Application:

A person seeking a Livestock Exemption Permit for Hens will need to complete the following process:

1. Obtain and review a copy of the Urban Hen Guidelines and Procedures from the City.
2. Submit a Livestock Exemption Permit application to Enforcement Services and submit a site plan showing the actual dimensions of the rear yard of the property, and the proposed location and dimensions of the coop.
3. Upon approval of the application, the applicant may set-up the site in accordance with the submitted plans and the Urban Hen Guidelines and Procedures.
4. When the set-up is complete, the applicant will notify Enforcement Services. A Bylaw Enforcement Officer will inspect the site to ensure compliance with the permit conditions.

Guidelines and Procedures:

SITE REQUIREMENTS FOR HEN COOP AND RUN

- Coops may only be located in backyards of properties that are completely fenced and secured. Some properties, due to the smaller size of a backyard or other situational factors, may not be deemed suitable for urban hen keeping through the application process.

- Coop sites should take into consideration backyard locations that would minimize impact to adjacent neighbours (away from bedroom windows, furthest point from building, etc).
- An approved site may house only one coop and run, and they must be located:
 - a minimum of 18.0 meters from a front property line,
 - a minimum of 3.0 meters from a dwelling,
 - a minimum of 1.0 meters from the side or rear property lines, and,
 - a minimum of 0.9 meters from any other buildings on the site.

NUMBER OF HENS AND COOP SIZE

- Approved sites shall not exceed four hens per site. **Roosters are not permitted.** Hen Breed and numbers shall be indicated through the application process. Young hens (also called pullets) shall not be younger than 16 weeks old.
- A minimum of 0.37 square meters per hen is required for the coop, along with a minimum of 0.93 square meters per hen for the outdoor enclosure.
- All coops must contain sufficient perch locations, nest box, have adequate ventilation, and be weather and predator proof.
- All hens on site shall be banded for identification and documented with the City.
- All hens must remain in the coop or an enclosed run unless directly supervised by a person at least 14 years old, and they must stay on the permitted property.

NUISANCE CONDITIONS

- The site and coop must be properly maintained to prevent negative impacts, including but not limited to: attracting nuisance animals, the spread of food over the property, and excessive smells or noise.

STANDARD OF CARE

- Hen sites shall adhere to good management and husbandry practices; maintain hens in such a condition to prevent distress, disease, and welfare issues. Hens require appropriate food, liquid (unfrozen) water, shelter, light, warmth, ventilation, veterinary care and opportunities for essential behaviours such as scratching, pecking, dust-bathing and roosting, in order to be comfortable and healthy.
- Enforcement Services must be notified immediately of any disease or welfare issues that arise that may affect the public and the steps taken to rectify the situation.

WASTE & DISPOSAL

- Manure must be removed, discarded, and/or properly composted to prevent nuisance orders.

- There is to be no on-site slaughter or euthanizing of hens within City limits. Removal methods include (but are not limited to) humane euthanasia by a veterinarian, relocation to a farm, or taking hens to a licensed abattoir. Deceased birds should be double-bagged and placed for garbage collection or taken to a veterinarian for disposal. All changes to flock size must be reported to Enforcement Services as a permit requirement.

TRAINING & MENTOR

- The permit holder must have completed an accepted urban hen keeping course. It is also recommended that for the first year each site have support and assistance from a recognized mentor. These conditions must be met, or reasonable steps towards meeting the requirement must be made prior to a Livestock Exemption Permit being issued. An applicant shall provide proof of completion of a training course recognized by Enforcement Services as comprehensive and specific to the Alberta climate.

INSPECTIONS

- Permit holders shall make themselves and the coops available for inspection on reasonable request from Bylaw Enforcement Officers.

REGISTRATION

- Permit holders must comply with all Provincial regulations around the keeping of hens. The Province of Alberta requires all owners of poultry (including small urban flocks) to register their flocks into the provincial database and obtain a Premise Identification (PID) Number. The PID enables the province to keep track of livestock site locations in case of potential disease outbreak. The Province will maintain communication with site owners should any information or incidents occur that would require site owners to take action.
- A neighbour notification process will be completed and letters submitted back to the City as part of the application submission.

Sale of Eggs and Meat

- Permit holders will not sell eggs, manure, meat or other product derived from an urban hen.