County of Grande Prairie No.1
Committee of the Whole Meeting
Agenda

Thursday, June 25, 2026
9:30 AM
County of Grande Prairie No. 1 Administration Building and Microsoft Teams

		Page
1.	**CALL TO ORDER, QUORUM**	
2.	**AGENDA APPROVAL**	
2.1.	**Agenda Approval**	
3.	**DELEGATIONS AND APPOINTMENTS**	
4.	**UNFINISHED BUSINESS**	
4.1.	**County Grant Programs Overview – Lee Brachmann, General Manager, Community Services** County Grant Programs Overview 4.1.1 County Grant Overview Presentation	**4 - 30**
4.2.	**Policy C40 – Divisional Equitable Fiscal Allocation – Rob Beaupertuis, General Manager, Financial and Business Planning Services** Policy C40 - Divisional Equitable Fiscal Allocation Policy 4.2.1 C40 - Divisional Equitable Fiscal Allocation Policy - Red Line 4.2.2 C40 - Divisional Equitable Fiscal Allocation Policy - Clean Copy	**31 - 37**
4.3.	**Policy C27 – Financial Reserves and Levies – Rob Beaupertuis, General Manager, Financial and Business Planning Services** Policy C27 - Financial Reserves and Levies 4.3.1 Policy C27 - Financial Reserves and Levies 4.3.2 Water and Wastewater Reserves Excerpt from Policy C27 - Financial Reserves and Levies 4.3.3 Bylaw #3274 - County of Grande Prairie - Aquatera Bylaw 4.3.4 Letter from Aquatera - 2026 Rate Increases - Dec 18 2025 4.3.5 Water and Wastewater Reserve Balance History 4.3.6 Historical Council Motions - Aquatera Rate Subsidies 2018 to 2022	**38 - 109**
5.	**NEW BUSINESS**	
5.1.	**Hamlet of Bezanson Area Concept Plan – Terms of Reference –**	**110 - 128**

Nick Lapp, General Manager, Planning and Development Services

Hamlet of Bezanson Area Concept Plan – Terms of Reference

5.1.1 Hamlet of Bezanson Area Concept Plan Presentation

5.1.2 Hamlet of Bezanson Area Concept Plan Terms of Reference

5.2. Hamlet of La Glace Area Concept Plan – Terms of Reference – Nick Lapp, General Manager, Planning and Development Services — **129 - 147**

Hamlet of La Glace Area Concept Plan – Terms of Reference

5.2.1 Hamlet of La Glace Area Concept Plan Presentation

5.2.2 Hamlet of La Glace Area Concept Plan Terms of Reference

5.3. Intermunicipal Area Concept Plan – Terms of Reference – Nick Lapp, General Manager, Planning and Development Services — **148 - 168**

5.3 Intermunicipal Area Concept Plan

5.3.1 Intermuncipal Area Concept Plan Presentation

5.3.2 Intermunicipal Area Concept Plan Terms of Reference

5.3.3 IACP - Grande Prairie IDP Policy Area Map

5.4. Recreation and Culture Grant Policy Recommendations – Lee Brachmann, General Manager, Community Services — **169 - 276**

Recreation and Culture Grant Policy Recomendations

5.4.1 2026 Proposed Rec and Culture Grant Changes Presentation

5.4.2 K06 - Community Assistance Grant Draft Changes - Red Line

5.4.3 K6 - Community Assistance Grant Draft Changes - Clean Copy

5.4.4 K10 - Major Capital Grants Draft Changes - Red Line

5.4.5 K10 - Major Capital Grants Changes - Clean Copy

5.4.6 K14 - Operating Assistance - Facilities Draft Changes - Red Line

5.4.7 K14 - Operating Assistance - Facilities Draft Changes - Clean Copy

5.4.8 K15 - Operating Assistance – Recreation Advisory Boards Draft Changes - Red Line

5.4.9 K15 - Operating Assistance – Recreation Advisory Boards Draft Changes - Clean Copy

5.5. Corporate Business Plan – Rory Tarant, General Manager, Corporate Services and Strategy — **277 - 300**

Corporate Business Plan

5.5.1 2026-2030 Corporate Business Plan

6. TOPICS FOR NEXT AGENDA DISCUSSION

6.1. Committee of the Whole Meeting Agenda Items – Joulia Whittleton, County Manager — **301 - 302**

Committtee of the Whole Meeting Agenda Items

7. INFORMATION ITEMS

7.1. 2026 Policy Review Project – Joulia Whittleton, County Manager — **303 - 306**

2026 Policy Review Project

7.1.1 Policy M3 - Development or Enhancement of Municipal Reserve Land

7.2. Council and Committee of the Whole Meeting Task Lists – Joulia Whittleton, County Manager 307 - 327

Council and Committee of the Whole Meeting Task Lists
7.2.1 Council and Committee of the Whole Task List

8. CLOSED SESSION

8.1. Council's 2026 – 2027 Advocacy Priorities (Access to Information Act, Part 1, Division 2, s. 24) – Rory Tarant, General Manager, Corporate Services and Strategy

8.2. Advocacy Support Analysis (Access to Information Act, Part 1, Division 2, s. 26) – Rory Tarant, General Manager, Corporate Services and Strategy

9. ADJOURNMENT

Request for Decision

Report Submission Details

Item Number:	**4.1**
Report Title:	**County Grant Programs Overview**
Presenter:	**Lee Brachmann, General Manager, Community Services**
Supported By:	Hayley Kramps, Director, Recreation and Culture, Andrew Goldberg, Director, Agricultural Services, Melodie McCracken, Director, FCSS, Katrina Oravec, Director, Administrative Support, and Carl Ceder, Director, Economic Development
Meeting:	Committee of the Whole Meeting
Meeting Date:	June 25, 2026
Agenda Category:	New Business

Recommended Action

For information.

Previous Council / Committee Action

Resolution # CM20260309.003

MOVED by Councillor Terri Beaupre

That Council direct Administration to bring a summary of all operational grants offered by the County, including the processes involved prior to disbursement, to a future Committee of the Whole Meeting for review and discussion.

CARRIED

Background and Analysis

There are currently five departments within the County of Grande Prairie that administer operational grant programs:

- Agricultural Services
- Economic Development
- Family and Community Support Services (FCSS)
- Recreation and Culture
- Transportation and Utilities

Administration has prepared a comprehensive overview of the existing grant policies and associated application and administration processes for Council's review.

Representatives from each department will be in attendance to provide an overview of their respective grant programs and answer any questions from Council.

Organizational Capacity and Resourcing

Level of Service: Maintain Level of Service

Additional resources required: Yes ☐ No ☒

Not applicable.

Options Analysis and Financial Implications

For information.

Strategic Plans Alignment: Strategic and Business Plan | County of Grande Prairie

Strategic Themes:

- ☒ Theme 1 | Quality of Life
- ☐ Theme 2 | Economy
- ☐ Theme 3 | Transportation
- ☐ Theme 4 | Land Use and Management
- ☐ Theme 5 | Governance and Organizational Excellence
- ☐ Not applicable.

Other Plans:

Not applicable.

Stakeholder Engagement

Administration has worked collaboratively across all five departments that administer operational grant programs within the County, including Agricultural Services, Economic Development, Family and Community Support Services (FCSS), Recreation and Culture, and Transportation and Utilities.

Public Engagement and Communication

Not applicable.

Attachments

1. County Grant Overview Presentation

☒ Approved by General Manager

☒ Approved by County Manager

County of
Grande Prairie No. 1

Grant Programs Overview

Current Grant Programs

In the County of Grande Prairie, five departments offer grants to the community.

- Agricultural Services
- Economic Development
- Family and Child Support Services (FCSS)
- Recreation and Culture
- Transportation and Utilities

Agriculture Grant Programs

The Agricultural Services Department currently has two grants, both providing operating funding to various organizations for the following purposes:

- Research and development
- Weed control

Agriculture Grant Programs

Research Operating Assistance

- **Applications:** Individual research, extension and education agencies from the agriculture industry make formal requests annually to Agriculture Services Board for operational funding.
- **Objective:** Provide funding to agriculture research, extension and education agencies that demonstrate a service to agricultural producers within the County of Grande Prairie
- **Eligibility:** As determined by ASB and Council

- Peace Country Beef and Forage Association (PCBFA), Smoky Applied Research and Demonstration Association (SARDA), Farm Safety

Agriculture Grant Programs

Weed Control

- **Applications:** Through intermunicipal agreements, some neighboring municipalities receive portions of Provincial funding provided for work towards regulated weed control within their boundaries.
- **Objective:** Enhance regulated weed control within the County of Grande Prairie by working with neighboring municipalities and provide portion of Provincial funding to them for regulated weed control work they complete on an annual basis.
- **Eligibility:** Administered by Agriculture Department through intermunicipal agreements. Funding amounts are project based and vary year to year.

- City of Grande Prairie, Sexsmith, Wembley, Beaverlodge

Economic Development Grant Programs

Economic Development is the home to three formal grant programs:

- M13 - Physician Recruitment and Retention Program (currently under review)
- M14 – Business Retention and Expansion – Infrastructure Technology Grant Program
- M14 – Sector-Based Tax Exemption Program

Economic Development Grant Programs

M13 – Physician Recruitment and Retention

- **Applications:** Accepted year-round.
- **Objective:** Attract and retain Physicians and Nurse Practitioners to improve access to healthcare services for County residents. Funding is granted to those who are relocating or opening a full-time medical practice, with proration available for less than full time.
- **Eligibility:** Physicians and Nurse Practitioners licensed in Alberta who commit to practicing full-time for a minimum of three years and accept County residents as patients.
- **Funding:** $10,000 for Physicians and Nurse Practitioners establishing a full-time practice within the County; $5,000 for one approved Physician or Nurse Practitioner establishing a full-time practice within the City of Grande Prairie each calendar year.
- **This program is currently under review.**

Economic Development Grant Programs

M14 – Business Retention and Expansion – Infrastructure Technology Grant Program

- **Applications:** Accepted year-round.
- **Objective:** Support business growth, productivity, and operational efficiency through technology and infrastructure enhancements.
- **Eligibility:** County of Grande Prairie businesses in good standing with County accounts.
- **Funding:** Up to $2,000 per business on a 50/50 matching basis, with total designated funds of $26,000.00 funded through Economic Development.

Economic Development Grant Programs

M14 - Sector-Based Tax Exemption Program

- **Applications:** Accepted year-round.
- **Funding:** Property tax exemption for eligible developments, phased in over a period of up to five years.
- **Eligible Projects:** New construction, expansions, or developments within identified priority economic sectors.
- **Eligibility:** Businesses undertaking eligible development projects within the County of Grande Prairie that meet the requirements of the policy.
- **Objective:** Encourage investment, economic diversification, and business growth by reducing property tax impacts on new development.

FCSS Grant Programs

- Currently, FCSS oversees two grant programs:
  - G10 - Family and Community Support Services Grants
  - G14 – Seniors and Accessible Transportation Operating Assistance Grant

FCSS Grant Programs

G10 - Family and Community Support Services Grants

- **Applications:** FCSS Grants accepted June 15 to August 31. Applicants present their requests to the FCSS Advisory Board meeting annually in October.
- **Objective:** To provide financial support to organizations that deliver preventive social programs that improve the quality of life and well-being of County of Grande Prairie residents.
- **Eligibility:** Not for profit organizations (registered charity, or group registered under the Societies Act), delivering prevention-based social programs that align with the FCSS Act, FCSS Regulation and the FCSS Accountability Framework.

FCSS Grant Programs

G14 – Seniors and Accessible Transportation Operating Assistance Grant

- **Applications:** June 1 to August 31. Applicants present their requests to the FCSS Advisory Board meeting in October.
- **Objective:** Provides operating assistance grant funding to local organizations and municipalities that provide transportation to seniors and individuals with physical and cognitive disabilities, for medical appointments, shopping, and recreation. Decreasing isolation, increasing access to resources to improve quality of life.
- **Eligibility:** Community groups, nonprofits, municipalities, or organizations that provide transportation services to seniors or persons with accessibility needs.

- Motion made by the FCSS advisory board: That the FCSS Advisory Board direct Administration to transition funding into existing grant programs and update Policy K6 – Community Assistance Grant and Policy K15 – Operating Assistance – Recreation Advisory Boards to reflect the changes as discussed and bring back to a future Regular Council meeting for Council's consideration.

Recreation and Culture Grant Programs

Currently, Recreation and Culture has 11 Grant programs available:

- K2 - 100th Anniversary Grant Funding
- K6 - Community Assistance Grant
- K7 - Cemetery Improvement Grant
- K10 - Capital Grant
- K11 - Neighbourhood Ice surfaces
- K12 - Community Beautification Initiatives
- K14 - Operating Assistance Facilities
- K15 - Operating Grant-Recreation Advisory Boards
- K16 - Funding Major Community Projects
- K19 - Agricultural Fairs
- K20 - Playground Grant Funding

Recreation and Culture Grant Programs

K02 - 100th Anniversary Grant

- **Applications:** As communities become eligible for their centennial celebration.
- **Objective:** Support communities in commemorating their 100th anniversary.
- **Eligible Projects:** Capital improvements or community events.
- **Eligibility:** Available to communities within the County of Grande Prairie celebrating their centennial.
- **Funding:** One-time grant of up to **$25,000**.

Recreation and Culture Grant Programs

K06 - Community Assistance Grant

Applications: Year-round through a Council Request for Decision

Objective: Provide flexible funding for community initiatives that enhance quality of life for County residents.

- **Multi Year Operating Funding**: For organizations and facilities that contribute to the quality of life and enhance livability that fall outside ICF Agreements and Policy K14 which covers halls, arenas and curling rinks. Allocated independently per group based on funding request to Council and Council Motion.
- **Community Wellness & Safety:** For groups or organizations that undertake protective measures to respond and protect the community from harm or contribute in providing a safe and healthy community. Also, groups or organizations that foster connections among people through socially inclusive services with a diverse offering of cultural and recreational opportunities, outside of Family Community Support Services mandates.
- **Event Sponsorship, Donations & Community Support**: For groups or organizations that provide County residents with cultural and recreational opportunities or contribute to the quality of life and enhance the livability of the community can apply for event sponsorship or other emergent support or funding needs. Events or groups that fundraise to disperse funding raised to other organizations are not eligible for this grant program.
- **Emergent Funding Requests:** Allows Council to consider unique or unforeseen funding opportunities throughout the year.

Recreation and Culture Grant Programs

K07- Cemetery Improvement Grant

- **Applications:** February 1 to April 1 annually through online grant portal.
- **Objective:** Support the ongoing care, maintenance, and improvement of community cemeteries.
- **Eligibility:** Active cemetery operators within the County.
- **Maximum Allocation:** Up to $5,000 annually per cemetery.
- **Project Funding:** Funds may be accumulated over multiple years for larger projects such as fencing, signage, or columbariums.

Recreation and Culture Grant Programs

K10 - Capital Grant Program

- **Applications:** August 1 – September 15th Annually, deliberated on in the first week of November with Budget Proceedings
- **Objective:** To provide financial assistance for capital projects that enhance recreation, culture, and community infrastructure throughout the County of Grande Prairie. There are two eligibility streams:
- **Capital Assistance Funding:** For community organizations undertaking capital projects with a total project cost of less than $250,000. Eligible projects may include facility improvements, equipment purchases, accessibility enhancements, and other capital investments that support community recreation and cultural opportunities.
- **Major Capital Funding:** For community organizations undertaking significant capital projects with a total project cost exceeding $250,000. Funding requests are reviewed through the annual budget process and may support new construction, major renovations, or large-scale infrastructure replacement projects that provide long-term community benefit.

Recreation and Culture Grant Programs

K12 -Community Beautification Initiatives and K11 - Neighbourhood Ice Surfaces

Community Beautification Initiatives

- **Applications:** April – June
- **Objective:** To foster civic pride and environmental responsibility.
- **Funding:** Up to $1,000 annually per community.
- **Eligible Projects:** Community gardens, flowers, trees, shrubs, landscaping, benches, picnic tables, and other beautification features. Replaced Communities in Bloom program.

Seasonal Neighbourhood Ice Surfaces Program

- **Applications:** Annual intake in the fall – December 31.
- **Objective:** Seasonal Neighbourhood Ice Surfaces can be created on Municipal Reserve greenspace to provide low cost, outdoor recreation opportunities for spontaneous use by the community.
- **Eligibility**: This policy does not address high board, permanent outdoor rinks or access to ice on storm water ponds. Funding will be provided for new and existing ice surfaces, maintained by a community group.
- **New Ice Surfaces:** Up to $1,500 for start-up costs.
- **Existing Ice Surfaces:** Up to $750 for annual maintenance.

Recreation and Culture Grant Programs

K14 - Operating Assistance Facilities

- **Applications:** New applications throughout the year through K06, previously funded are renewed on an ongoing basis.
- **Objective:** Provide operational funding to recreation and community facilities during the annual budget process. This funding will be distributed automatically to approved facility operators without an application process. The intention is to help offset utility and operational costs unless otherwise directed by Council.
- In the policy Funding allocations are primarily determined by facilities:
  - 3.1.1. Halls - $5,380 annually for 2025 (3%) escalator – 12 Halls
  - 3.1.2. Curling Rinks -$13,450 for 2025 (3%) Escalator- Beaverlodge, La Glace and Mountview
  - 3.1.3. Arenas (does not include natural or seasonal ice surfaces)- Determined by presentation to Council Hythe $135,795 for 2025 and La Glace $101,531 for 2025.
- Funding for organizations such as the Teepee Creek Stampede Association, Rio Grande Sports Association, Hythe Community Centre, and Bezanson Agricultural Society is determined by Council.
- Intermunicipal Collaboration Framework agreements with neighboring municipalities fall outside of this policy.

Recreation and Culture Grant Programs

Operating Assistance- Recreation Advisory Boards- Policy K15 and K17-Recreation Advisory boards

- **Applications:** February 1 to April 1 annually, the Recreation Boards deliberate in early May to make recommendations to Council.
- **Objective:** Support community organizations with operational and programming costs and outline the existing Advisory Boards.
- **Funding Allocation:** Six Recreation Advisory Boards receive a base allocation of $24,620 plus $3.00 per capita (2025), with a 3% annual escalator.
- **Maximum Award:** Up to $5,000 per organization for programming, small capital projects, and operating not within K14.
- **Reporting:** Funding recipients must submit a report by December 31.
- **Governance:** Six Recreation Advisory Boards, each consisting of two Council members and five community representatives.

Recreation and Culture Grant Programs

K19 - County Agricultural Fairs

- **Applications:** Annual notification to Recreation & Culture and Agricultural Services.
- **Objective:** Support agricultural fairs that enhance community spirit and quality of life.
- **Funding:** Up to $1,000 per fair.
- **Eligibility:** Events must have an agricultural focus and provide community benefit.
- **Administration:** Funding is coordinated through the Community Assistance Grant Budget.

Recreation and Culture Grant Programs

K20 – Playground Grant Funding

- **Applications:** Annual intake through the Capital Grant Program.
- **Objective:** Support the development and enhancement of playgrounds and outdoor recreation amenities.
- **Community School Playgrounds:** Up to $75,000.
- **School Playgrounds:** Up to $50,000.
- **Playgrounds in Incorporated Municipalities:** Up to $25,000 with matching municipal funding.
- **Community Recreation Amenities:** Up to $50,000 for playgrounds, courts, skateparks, bike parks, and natural ice surfaces.
- **Funding Allocation:** Approved through the annual budget process.

TU Grant Programs

Currently, Transportation and Utilities is home to two grant opportunities:

- N3 - Gravel Donations for Community Facilities; and
- The Roadside Cleanup Program

TU Grant Programs

N3 - Gravel Donations for Community Facilities

- **Objective:** To provide donation gravel to “Community Facilities”
- **Eligibility: “**Public or semi-public places where members of a community gather for recreational, educational, social, or cultural purposes, or locations co-operatively or municipally owned and used for joint economic benefit”
- **Applications:** Accepted annually during gravel hauling season (May to October) through an online form on our County website. Each Community Facility is eligible to receive gravel every other year.
- **Funding:** No defined donation limit.

TU Grant Programs

Roadside Cleanup Program

- **Objective:** To provide community groups with a fundraising opportunity by cleaning up the roadsides, ditches, and hamlets across the County each spring.
- **Eligibility:** Local, non-profit groups and organizations.
- **Applications:** February 1 to March 31 annually through an online form on our County website.
- **Project Funding:** The program currently includes 49 predefined cleanup zones, with total grant funding of $80,850.

Request for Decision

Report Submission Details

Item Number:	**4.2**
Report Title:	**Policy C40 – Divisional Equitable Fiscal Allocation**
Presenter:	**Rob Beaupertuis, General Manager, Financial and Business Planning Services**
Supported By:	Michelle Rieger, Director, Analysis and Reporting
Meeting:	Committee of the Whole Meeting
Meeting Date:	June 25, 2026
Agenda Category:	Unfinished Business

Recommended Action

Option 1:
That the Committee of the Whole direct Council to approve Policy C40 – Divisional Equitable Fiscal Allocation Policy as presented.

Previous Council / Committee Action

At the February 23, 2026 Regular Council Meeting Councillor Brian Peterson presented a Notice of Motion that Council consider directing Administration to amend Policy C40 – Divisional Equitable Fiscal Allocation so up to 10% of division allocation may be allocated to operational expenses to expand the County's ability to improve quality of life for residents.

In accordance with the County's Procedural Bylaw, the Notice of Motion was presented to Council at the March 9, 2026 Regular Council Meeting. Following Council's discussion on the Notice of Motion the subsequent resolution was passed:

Resolution # CM20260309.003
MOVED by Councillor Terri Beaupre
That Council direct Administration to bring a summary of all operational grants offered by the County, including the processes involved prior to disbursement, to a future Committee of the Whole Meeting for review and discussion.
CARRIED

Background and Analysis

Administration presents the Committee of the Whole with the following proposed amendment to Policy C40 – Divisional Equitable Fiscal Allocation:

- Amend Section 2 to allow for capital or operating donations for registered non-profit community groups.

This proposed amendment provides greater flexibility to use the Policy to improve the quality of life for County residents, as well as ease of tracking the allocations for Administration.

Organizational Capacity and Resourcing

Level of Service: Not applicable.

Additional resources required: Yes ☐ No ☒

Not applicable.

Options Analysis and Financial Implications

Option 1:
That the Committee of the Whole direct Council to approve Policy C40 – Divisional Equitable Fiscal Allocation Policy as presented.

Option 2:
As the Committee of the Whole directs.

Strategic Plans Alignment: Strategic and Business Plan | County of Grande Prairie

Strategic Themes:

- ☐ Theme 1 | Quality of Life
- ☐ Theme 2 | Economy
- ☐ Theme 3 | Transportation
- ☐ Theme 4 | Land Use and Management
- ☒ Theme 5 | Governance and Organizational Excellence
- ☐ Not applicable.

Other Plans:

Not applicable.

Stakeholder Engagement

Not applicable.

Public Engagement and Communication

Not applicable.

Attachments

1. Policy C40 – Divisional Equitable Fiscal Allocation – Red Line
2. Policy C40 – Divisional Equitable Fiscal Allocation – Clean Copy

☒ Approved by General Manager

☒ Approved by County Manager

Divisional Equitable Fiscal Allocation Policy
Financial and Business Planning Services
Policy C40

Policy:	C40 – Divisional Equitable Fiscal Allocation Policy
Policy Department(s):	Financial and Business Planning Services
Adoption Date:	October 6, 2025
Adoption Reference:	CM20251006.006
Effective Date:	January 1, 2026
Last Amended/Reviewed:	May 25, 2026

Policy Purpose

The purpose of this policy is to ensure all nine (9) Divisions of the County receive equitable treatment in maintaining and enhancing quality of life by allocating all Divisions of the County funding for projects

Policy Statement

The allocation of funding through the Divisional Equitable Fiscal Allocation Policy can strengthen Community Wellness & Safety, Effective Transportation Networks, and Economic Development of each Division. Additionally this policy will provide a level of certainty in allocation of funds to every Division.

Policy Guidelines

1. Council will allocate fourteen million four hundred thousand dollars ($14,400,000) per four-year term where each Councilor, being nine, will be allocated one million six hundred thousand dollars ($1,600,000) per term to bring forward projects in their Division, for Council to approve.

2. The Program may be used for:

   2.1. Capital projects for infrastructure including water and wastewater, bridges, and roads (including drainage and ditching) and County owned or supported recreation infrastructure.

   2.2. Capital or operating donations for registered non-profit community groups.

3. The Program will be funded through the creation of a Divisional Equitable Fiscal Allocation Reserve.

   3.1. Three million six hundred thousand dollars ($3,600,000) will be provided to the Reserve on an annual basis for a total of one million six hundred thousand dollars ($1,600,000) per Division per Council term, for an overall total of fourteen million four hundred thousand dollars ($14,400,000) per Council term.

Formatted: Indent: Left: 1.27 cm, Hanging: 0.76 cm, Right: 0.09 cm, Line spacing: single, No bullets or numbering, Tab stops: Not at 1.59 cm

Formatted

3.2. A project under this Program may have multiple sources of funding if approved by Council. In those situations, besides grants, this program will be the first source of funding allocated to the project, by Council Motion.

3.3. All Council Motions directing funds from the Divisional Equitable Fiscal Allocation Reserve must specify the Division(s) to which the funds will be applied.

3.4. Should a project not be completed in a budgeted year, the unused funding will be placed in the Carryover Reserve.

3.5. The Divisional Equitable Fiscal Allocation Reserve will be allowed to have negative balance in the first three years of a Council term but must be zero at the end of a Council term.

3.6. Any unallocated funding in a four-year term will remain in the Divisional Equitable Fiscal Allocation Reserve and tracked by Division.

3.7. Administration will bring to Council an annual report on statistical data by Division.

References

Legal Authorities	N/A
Related Plans, Bylaws, Policies, Etc.	B1 – Policy Development (all policies will reference Policy B1) C27 – Financial Reserves and Levies
Other	N/A

Revision History

Review Date	Description
May 25, 2026	Reviewed and Amended CM20260525.042
February 23, 2026	Reviewed and Amended CM20260223.005
October 6, 2025	Adoption Date CM20251006.071

Policy:	C40 – Divisional Equitable Fiscal Allocation Policy
Policy Department(s):	Financial and Business Planning Services
Adoption Date:	October 6, 2025
Adoption Reference:	CM20251006.006
Effective Date:	January 1, 2026
Last Amended/Reviewed:	May 25, 2026

Policy Purpose

The purpose of this policy is to ensure all nine (9) Divisions of the County receive equitable treatment in maintaining and enhancing quality of life by allocating all Divisions of the County funding for projects

Policy Statement

The allocation of funding through the Divisional Equitable Fiscal Allocation Policy can strengthen Community Wellness & Safety, Effective Transportation Networks, and Economic Development of each Division. Additionally this policy will provide a level of certainty in allocation of funds to every Division.

Policy Guidelines

1. Council will allocate fourteen million four hundred thousand dollars ($14,400,000) per four-year term where each Councilor, being nine, will be allocated one million six hundred thousand dollars ($1,600,000) per term to bring forward projects in their Division, for Council to approve.

2. The Program may be used for:

   2.1. Capital projects for infrastructure including water and wastewater, bridges, and roads (including drainage and ditching) and County owned or supported recreation infrastructure.
   2.2. Capital or operating donations for registered non-profit community groups.

3. The Program will be funded through the creation of a Divisional Equitable Fiscal Allocation Reserve.

   3.1. Three million six hundred thousand dollars ($3,600,000) will be provided to the Reserve on an annual basis for a total of one million six hundred thousand dollars ($1,600,000) per Division per Council term, for an overall total of fourteen million four hundred thousand dollars ($14,400,000) per Council term.

3.2. A project under this Program may have multiple sources of funding if approved by Council. In those situations, besides grants, this program will be the first source of funding allocated to the project, by Council Motion.

3.3. All Council Motions directing funds from the Divisional Equitable Fiscal Allocation Reserve must specify the Division(s) to which the funds will be applied.

3.4. Should a project not be completed in a budgeted year, the unused funding will be placed in the Carryover Reserve.

3.5. The Divisional Equitable Fiscal Allocation Reserve will be allowed to have negative balance in the first three years of a Council term but must be zero at the end of a Council term.

3.6. Any unallocated funding in a four-year term will remain in the Divisional Equitable Fiscal Allocation Reserve and tracked by Division.

3.7. Administration will bring to Council an annual report on statistical data by Division.

References

Legal Authorities	N/A
Related Plans, Bylaws, Policies, Etc.	B1 – Policy Development (all policies will reference Policy B1) C27 – Financial Reserves and Levies
Other	N/A

Revision History

Review Date	Description
May 25, 2026	Reviewed and Amended CM20260525.042
February 23, 2026	Reviewed and Amended CM20260223.005
October 6, 2025	Adoption Date CM20251006.071

Request for Decision

Report Submission Details

Item Number:	**4.3**
Report Title:	**Policy C27 – Financial Reserves and Levies**
Presenter:	**Rob Beaupertuis, General Manager, Financial and Business Planning Services**
Supported By:	Michelle Rieger, Director, Analysis and Reporting
Meeting:	Committee of the Whole Meeting
Meeting Date:	June 25, 2026
Agenda Category:	Unfinished Business

Recommended Action

Option 1:

That the Committee of the Whole direct Administration to bring forward options for Council's consideration to consolidate the Water and Wastewater (Aquatera) and the Water and Wastewater (County) Reserves into a single reserve.

Previous Council / Committee Action

Resolution # CM20260323.017

MOVED by Councillor Karen Rosvold

That Council direct Administration to bring back Policy C27 – Financial Reserves and Levies to a future Committee of the Whole Meeting.

CARRIED

Background and Analysis

During the March 23, 2026 Regular Council Meeting, Administration presented Council with the Aquatera Dividend Declaration to Shareholders as well as Policy C27 – Financial Reserves and Levies. Discussion occurred during the meeting with regards to two Capital Reserves: Water and Wastewater (Aquatera) Reserve and Water and Wastewater (County) Reserve.

Historically, a single reserve named the Community Investment Fund Reserve existed for water and wastewater infrastructure, however in 2024 the Committee of the Whole directed Administration to split the single reserve into two reserves – one for Aquatera projects and revenues and one for non-Aquatera projects and revenues.

Resolution # COW20240920.003

MOVED by Councillor Leanne Beaupre
That the Committee of the Whole direct Administration to amend the Community Investment Fund Reserve and establish a new reserve for all non Aquatera projects and revenues as it relates to water and sewer and bring amended Policy C27 – Financial Reserves to a future Regular Council meeting for Council consideration.

CARRIED

During the October 30, 2024 Regular Council Meeting, Council approved amendments to Policy C27 – Financial Reserves (**Resolution # CM20241030.031**)

- The Community Investment Fund Reserve was restricted to Aquatera projects and revenues and the reserve was renamed to Water and Wastewater (Aquatera) Reserve, and
- A new reserve titled Water and Wastewater (County) Reserve was established for all non-Aquatera projects and revenues related to water and sewer.

As a result of separating the water and wastewater reserves into Aquatera and non-Aquatera projects and revenues, an inequity has occurred in the amounts held in each reserve as of December 31, 2025:

- Water and Wastewater (Aquatera) Reserve: $7,135,965.47
- Water and Wastewater (County) Reserve: $94,541.55

Additionally, the funds held in the Water and Wastewater (Aquatera) Reserve are restricted in their application to be expended to fund:

a) investment in water or wastewater infrastructure within the County as needed, limited to Aquatera service areas, as approved by Council, and
b) debt payments on financing incurred to fund water and wastewater infrastructure projects and local improvements

The following are transfers to and from the Water and Wastewater Reserves in accordance with Policy C27 – Financial Reserves and Levies:

1. Water and Wastewater (Aquatera) Reserve – Transfers to Reserve:

a) Aquatera Franchise Fees

Aquatera annually presents Council with amendments to the Aquatera Utility Bylaw to reflect residential water and wastewater rate changes for Clairmont and the County of Grande Prairie. Aquatera Franchise Fees fund the Water and Wastewater (Aquatera) Reserve.

b) Aquatera Dividend Declaration to Shareholders

Aquatera's Board of Directors notifies shareholders of mandatory and/or discretionary dividends, which are transferred to the Water and Wastewater (Aquatera) Reserve. Under the Unanimous Shareholders Agreement, dividends paid on preferred shares represent a return on the County's investment and could be considered County revenue not limited to Aquatera service areas.

Aquatera dividends received in the past six years:

2025	$1,244,109
2024	$1,089,952

2023	$1,057,112
2022	$958,282
2021	$764,828
2020	$724,316

2. **Water and Wastewater (Aquatera) Reserve – Transfers from Reserve:**

   a) Debt Payment funded from Reserve
   Annual debenture payments for Clairmont Regional Waterline, Dunes and Tamarack Estates Sewer and Waterline, West Aqua Waterline, HWY 43 East Industrial Park, and 112 Street South Waterline are funded from the Water and Wastewater (Aquatera) Reserve with a portion funded from local improvement levies. There is $1,014,363.10 in debt (net of local improvement levies) remaining to be funded from Aquatera Dividends and Franchise Fees. These debentures will be repaid in full between 2027 to 2031.

3. **Water and Wastewater (County) Reserve – Transfers to Reserve:**

   a) Capital Charges
   County capital charges currently consist of a fee charged for La Glace sewer that collects just under $9,000 per year, implemented in March 1, 2021 and ending in 2031. (**Resolution # BD20151201.1059** and **CM # 20201214.020)**.

b) Recoveries
Recoveries from development currently consist of West Aqua connections of $15,000 per connection as they arise.

4. **Water and Wastewater (County) Reserve – Transfers from Reserve:**

   In accordance with Policy C27 – Financial Reserves and Levies there are no transfers from this reserve.

Aquatera Rate Subsidy

Attached is a summary of historical Council motions regarding Aquatera rate subsidies from 2018 – 2022.

The County currently subsidizes the Aquatera utility rates for the Clairmont area and County Other (**Resolution # CM20220404.007**). The rate subsidy is funded through Aquatera franchise fee revenues and dividends and is in place until April 2027. Aquatera Utilities proposes user rates in which Council can choose to subsize the rate charged to users.

Re-consolidating the Water and Wastewater Reserves

Administration requests Council's consideration to re-consolidate the water and wastewater reserves into a single reserve based on the following:

- Greater flexibility to expend the funds for water and wastewater infrastructure within the County by unrestricting the usage based on service area;
- Inequity of balances in each reserve; Water and Wastewater (Aquatera) Reserve will continue to have a growing balance
- Ease of administration

Organizational Capacity and Resourcing

Level of Service: Not applicable.

Additional resources required: Yes ☐ No ☒

Not applicable.

Options Analysis and Financial Implications

Option 1:
That the Committee of the Whole direct Administration to bring forward options for Council's consideration to consolidate the Water and Wastewater (Aquatera) and the Water and Wastewater (County) Reserves into a single reserve.

Option 2:
As the Committee of the Whole directs.

Strategic Plans Alignment: Strategic and Business Plan | County of Grande Prairie

Strategic Themes:

- ☐ Theme 1 | Quality of Life
- ☐ Theme 2 | Economy
- ☐ Theme 3 | Transportation
- ☐ Theme 4 | Land Use and Management
- ☒ Theme 5 | Governance and Organizational Excellence
- ☐ Not applicable.

Other Plans:

Not applicable.

Stakeholder Engagement

Not applicable.

Public Engagement and Communication

Not applicable.

Attachments

1. Policy C27 – Financial Reserves and Levies
2. Water and Wastewater Reserves Excerpt from Policy C27 - Financial Reserves and Levies
3. Bylaw #3274 – County of Grande Prairie – Aquatera Bylaw
4. Letter from Aquatera – 2026 Rate Increases – Dec 18, 2025
5. Water and Wastewater Reserve Balance History
6. Historical Council Motions – Aquatera Rate Subsidies 2018 to 2022

☒ Approved by General Manager

☒ Approved by County Manager

Financial Reserves and Levies

Financial and Business Planning Services
Policy C27

Policy:	C27 – Financial Reserves and Levies
Policy Department(s):	Financial and Business Planning Services
Adoption Date:	June 27, 2016
Adoption Reference:	CM20160627.1047
Effective Date:	June 27, 2016
Last Amended:	April 13, 2026

Policy Purpose

To support the County to accomplish three main goals: achieve property tax stability, contribute to the orderly provision of services and accommodate future growth needs.

Policy Statement

The County will follow set guidelines for the establishment, allocation and target limits of Financial Reserves and Levies, and to ensure that these funds are managed prudently and efficiently achieving maximum return of such funds. This will align Reserves with long-term planning and the desire to meet service levels as set by Council.

Financial Reserves and Levies are used to ensure financial stability, mill rate stability, risk mitigation, cash flow smoothing, fund large Capital projects, reduce debt dependance, and generate investment income.

Definitions

"Annual Surplus" means the accumulated excess of revenues over expenditures for the current year.

"Capital" means the acquisition, construction, development, betterment, or replacement of tangible, long-term assets that the municipality owns or controls and are used in the delivery of municipal programs and services over more than one fiscal year. Capital includes expenditure related to land and land improvements, building and facilities, infrastructure, vehicles and machinery.

"Deferred Revenue" means revenue that is considered a liability on the municipality's financial statements, until such time it becomes relevant to current operations, where it is then recognized as revenue in the year the related expense occurred.

"Fees" means charges imposed by a municipality under the authority of the Municipal Government Act and authorized by Municipal Bylaw for a specific service, activity, use, or

regulatory function provided by the municipality, where the charge is intended to recover all or part of the cost of providing that service or function.

“Levy” means a financial charge imposed on individuals or entities to generate revenue for a specific purpose or project as defined by the Municipal Government Act and/or Municipal Bylaw.

“Infrastructure” means long term municipal Capital Assets such as roads, bridges, water and wastewater systems and storm systems.

“Reserve” means money set aside for a specific future purpose.

“Target Amount” means the recommended optimal balance for the Reserve.

Policy Guidelines

1. All Reserve and Levy transactions will be approved by Council motion and subject to applicable bylaws and Municipal Government Act sections.
2. All Reserves and Levies will be administered in accordance with current municipal policies and Public Sector Accounting Standards.
3. All Reserves must fall under operating, capital or growth classifications and include a description. The establishment of a new Reserve will require a classification, description and must be approved by Council.
4. Reserves will be funded from internal and external sources as indicated in the Reserve descriptions.
5. Levies will be collected based on bylaw and/or legislation.
6. Transactions to and from each Reserve will be approved by Council through:
    - 6.1. Existing municipal policies;
    - 6.2. Annual budget process;
    - 6.3. Year-end Reserve request and approval process;
    - 6.4. Approved Reserve and Levy policy description; or
    - 6.5. Council motion.
7. Reserves and Levies collected are not permitted to be in a negative balance unless explicitly stated.
8. Interest earnings will be applied to Reserves which have been deemed interest bearing as indicated in the Reserve descriptions.
9. Reserve levels based on long-range plans to ensure a positive Reserve balance is maintained:

9.1. Fleet 20 years

9.2. Surfaced Roads 20 years

9.3. Bridges 75 years

9.4. Facilities 50 years

9.5. Water and Wastewater Infrastructure 50 years

This is not an all-inclusive list. Plans will be added over time.

Interest

10. Interest earnings will be applied to Reserves when external requirements are imposed by legislation or agreements. Interest will be credited to the Reserves at the end of the year and prior to finalization of the year-end audit.

11. The interest is calculated based on the average Reserve balance for the year.

12. Annual interest rates on these Reserves are based on the weighted average of interest earned by the County on its long-term investments.

Reporting

13. Reserve funds are held and reported as part of Accumulated Surplus on the Consolidated Statement of Financial Position until utilized.

14. Levies are reported as Deferred Revenue and recorded as a liability on the Consolidated Statement of Financial Position until such time as the expenditures which the funds were collected for, have been incurred, in accordance with Public Sector Accounting Standards (PSAS) 3400 Revenue.

15. Reporting on Reserves and Levies collected will be presented at annual budget meetings including a summary of each Reserve, committed funds and remaining balance.

Attachments

Schedule A – Schedule of Reserves and Levies

References

Legal Authorities	Municipal Government Act, RSA 2000, c M-26 Chartered Professional Accountants of Canada - Public Sector Accounting Standards
Related Plans, Bylaws, Policies, Etc.	B1 – Policy Development Policy C21 - Disposal of Surplus Assets Policy C40 – Divisional Equitable Fiscal Allocation Policy K10 – Capital Grant Policy N47 – County Road Surfacing Bylaw #2702 – Off-Site Levies as amended by Bylaws #2844, #3086 and #3121 Bylaw #3106 – Community Aggregate Payment Levy Public Sector Accounting Standard 3280 – Asset Retirement Obligations Public Sector Accounting Standard 3400 - Revenue Administrative Directive FNS4 – Mobile Equipment Replacement
Other	N/A

Revision History

Review Date	Description
April 13, 2026	Reviewed and Amended CM20260413.005
December 15, 2025	Reviewed and Amended CM20251215.007
September 22, 2025	Reviewed and Amended CM20250922.011
October 30, 2024	Reviewed and Amended CM20241030.030
May 27, 2024	Reviewed and Amended CM20240527.012
December 15, 2023	Reviewed and Amended BM20231213.013
October 4, 2021	Reviewed and Amended CM 20211004.017
September 14, 2020	Reviewed and Amended CM20200914.009
April 24, 2017	Reviewed and Amended CM20170424.1009
June 27, 2016	Adopted CM20160627.1047

Schedule A – Schedule of Reserves and Levies

Table of Contents

A. Operating Reserves

1. Financial Stabilization Reserve
2. Community Grants Reserve
3. General Operating Reserve
4. Health and Safety Reserve
5. Hythe Reserve
6. Regional Fire Services Operating Equipment Reserve
7. Sick Leave Liability Reserve
8. Debt Repayment Reserve
9. Environmental Emergency Reserve

B. Capital Reserves (existing infrastructure)

10. Clairmont Landfill Reserve
11. Water and Wastewater (Aquatera) Reserve
12. Water and Wastewater (County) Reserve
13. Bridge Replacement Reserve
14. Fleet Replacement Reserve
15. Surfaced Road Replacement Reserve
16. Facilities Rehabilitation and Replacement Reserve
17. Year End Carry Forward Projects Reserve
18. Asset Retirement Obligations Reserve
19. Community Aggregate Payment (CAP) Levy Reserve

C. Growth Reserves (new infrastructure)

20. General Capital Reserve
21. New Road Infrastructure Reserve
22. Community Recreation Facilities Reserve
23. Divisional Equitable Fiscal Allocation (DEFA) Reserve

D. Fees and Levies

24. Road Improvement Fee
25. Storm Sewer Fee
26. Municipal Reserve
27. Zone 1 Transportation Offsite Levy
28. Zone 2 Transportation Offsite Levy
29. Zone 3 Transportation Offsite Levy

A. Operating Reserves

Name	1. Financial Stabilization Reserve
Purpose	To establish a fund to shield from future property tax increases resulting from unanticipated increases in expenditures due to inflationary or commodity price fluctuations or decreases in municipal tax revenue.
Funding Source	Funding for this Reserve will be made through: a) Transfer from unrestricted Annual Surplus. b) Budgeted annual transfer to meet the Reserve Target Level requirements as approved by Council.
Reserve Level	The recommended minimum target amount for this Reserve is 5% of the prior year's net operating revenue.
Application	These funds may be expended to fund operating deficits resulting from unexpected decreases in general revenues or unanticipated increases in expenditures due to inflationary or commodity price fluctuations as approved by Council.
Duration	This Reserve is to remain in effect in perpetuity.
Interest Bearing	This Reserve is non-interest bearing.

Name	2. Community Grants Reserve
Purpose	To establish a fund to provide financial assistance to local organizations and groups to support capital costs and/or operating costs associated with the delivery of programs, services and events that promote active, safe, and sustainable communities and improve quality of life in the County.
Funding Source	Funding for this Reserve will be made through: a) Transfer of unallocated funds from other County or internal Recreation and Culture grants programs annually as described in Policy K10 – Capital Grant.
Reserve Level	The recommended target amount for this Reserve is a minimum of $200,000 to a maximum of $500,000 not including prior year commitments.
Application	Funding may be spent on projects meeting the criteria in Policies K2-100th Anniversary Grant, K6-Community Assistance Grant, K7-Cemetery Improvement Grant, K10-Capital Grants (Facilities), K14-Operating Assistance Facilities, or K15-Operating Assistance – Recreation Advisory Boards as approved by Council.
Duration	This Reserve is to remain in effect until such time as Council moves to dissolve the fund.
Interest Bearing	This Reserve is non-interest bearing.

Name	3. General Operating Reserve
Purpose	To establish a fund to offset one-time expenditures and/or unexpected operating costs.
Funding Source	Funding for this Reserve will be made through: a) Transfer from unrestricted Annual Surplus. b) Budgeted annual transfer to meet the Reserve Target Level requirements as approve by Council. c) Funds released from the Year End Carry Forward Projects Reserve from operating projects.
Reserve Level	The recommended minimum target amount of this Reserve will be five per cent (5%) of prior year's net operating revenues.
Application	These funds may be used for one-time non-recurring operating expenditure, to balance the current year deficit, or for non-budgeted operating items approved by Council during the year.
Duration	This Reserve is to remain in effect until such time as Council moves to dissolve the fund.
Interest Bearing	This Reserve is non-interest bearing.

Name	4. Health and Safety Reserve
Purpose	To establish a fund to recognize County employees' joint effort to maintain a healthy and safe working environment.
Funding Source	Funding for this Reserve will be made through: a) Rebates or premium reductions received from the Workers Compensation Board Partnerships in Injury (PIR) Program.
Reserve Level	Maximum of $200,000
Application	Funding is to be spent on items/initiatives to recognize County staff for their efforts in maintaining a healthy, safe, and productive workplace, as approved by Council. The annual employee County clothing and merchandise allowance benefit will be funded from this Reserve.
Duration	This Reserve is to remain in effect until such time as Council moves to dissolve the fund.
Interest Bearing	This Reserve is non-interest bearing.

Name	5. Hythe Reserve
Purpose	To establish a fund for expenditures related to the Hamlet of Hythe.
Funding Source	Funding for this Reserve will be made through: a) Atco franchise fees collected.
Reserve Level	Not applicable
Application	Funding is to be spent on expenditures required for the Hamlet of Hythe as approved by Council. Atco franchise fees will accumulate to pay down debentures acquired from Hythe.
Duration	This Reserve is to remain in effect until such time as Council moves to dissolve the fund.
Interest Bearing	This Reserve is non-interest bearing.

Name	6. Regional Fire Services Operating Equipment Reserve
Purpose	To establish a fund to purchase new or replace existing specialized fire equipment (outside of the Mobile Equipment Replacement Plan) based on the life cycle plans, that is essential for providing fire services.
Funding Source	Funding for this Reserve will be through: a) Budgeted annual transfer as approved by Council.
Reserve Level	The recommended minimum target amount of this Reserve is $1,500,000.
Application	These funds may be expended to purchase or replace existing operating equipment, gear, breathing apparatus and firefighting equipment as approved by Council.
Duration	This Reserve is to remain in effect until such time as Council moves to dissolve the fund.
Interest Bearing	This Reserve is non-interest bearing.

Name	7. Sick Leave Liability Reserve
Purpose	To establish a provision to recognize the liabilities arising from accrued employee sick time.
Funding Source	This Reserve will be an unfunded Reserve with funding for sick time coming from the operating budget as required.
Reserve Level	The amount of the County's sick leave liability is a sum that fluctuates from year to year, as earned and used by employees. Sick time does not vest with employees.
Application	The Reserve is established to address current and future liabilities arising from employee sick leave.
Duration	This Reserve is to remain in effect until such time as Council moves to dissolve the fund.
Interest Bearing	This Reserve is non-interest bearing.

Name	8. Debt Repayment Reserve
Purpose	To establish a fund to repay debentures taken on by the County for projects designated by Council to be repaid from Reserves.
Funding Source	Funding for this Reserve will be made through: a) Budgeted annual transfer as approved by Council.
Reserve Level	Not applicable
Application	Annual transfers from this Reserve will occur to meet the debt payment obligations of the Loans to Local Authorities debentures taken as approved by Council.
Duration	This Reserve is to remain in effect until all remaining funds have been expended.
Interest Bearing	This Reserve is non-interest bearing.

Name	9. Environmental Emergency Reserve
Purpose	To establish a fund to support the County's response to and recovery from natural disaster and declared emergency events.
Funding Source	Funding for this Reserve will be made through: a) Budgeted transfer as approved by Council.
Reserve Level	Maximum of $750,000
Application	These funds are to be used for extraordinary, unplanned costs directly attributable to emergency or disaster events including emergency response, protective measures, extraordinary cleanup, essential service restoration or other unplanned costs incurred specifically from the disaster. It will not be for routine operating costs, planned capital projects or betterments.
Duration	This Reserve is to remain in effect until such time as Council moves to dissolve the fund.
Interest Bearing	This Reserve is non-interest bearing.

B. Capital Reserves (existing infrastructure)

Name	10. Clairmont Landfill Reserve
Purpose	To establish a fund for new landfill cell development.
Funding Source	Funding for this Reserve will be made through: a) Transfer of $4/ tonne received by the landfill for cell construction or by calculation using annual airspace measurement . b) Budgeted annual transfer as approved by Council.
Reserve Level	The recommended minimum target amount of this Reserve will be the cost of future cell replacement divided by the remaining useful life of the cell. The maximum amount of this Reserve is the present value of future planned cell development and future reclamations costs.
Application	These funds are to be used towards the construction of new cell development and reclamation.
Duration	This Reserve is to remain in effect until such time as Council moves to dissolve the fund.
Interest Bearing	This Reserve is interest bearing.

Name	11. Water and Wastewater (Aquatera) Reserve
Purpose	To establish a fund to invest in Aquatera Infrastructure assets in the County, limited to Aquatera service areas.
Funding Source	Funding for this Reserve will be made through: a) Aquatera Water and Wastewater franchise fees. b) Discretionary and non-discretionary dividends received from Aquatera Utilities Inc. c) Recovery from development to connect to Aquatera owned water and sewer Infrastructure. d) Budgeted annual transfer as approved by Council.
Reserve Level	The recommended targeted amount will be based on the long-range plan and service level approved by Council.
Application	These funds may be expended to fund: a) Investment in water or wastewater Infrastructure within the County as needed, limited to Aquatera service areas, as approved by Council. Debt payments on financing incurred to fund water and wastewater Infrastructure projects and local improvements.
Duration	This Reserve is to remain in effect until such time as Council moves to dissolve the fund.
Interest Bearing	This Reserve is interest bearing

Name	12. Water and Wastewater (County) Reserve
Purpose	To establish a fund to replace water and wastewater Infrastructure assets in the County.
Funding Source	Funding for this Reserve will be made through: a) Budgeted annual transfer as approved by Council. b) Capital charges as imposed. c) Recovery from development to connect to County owned water and sewer Infrastructure.
Reserve Level	The recommended targeted amount will be based on the long-range plan and service level approved by Council.
Application	These funds may be expended to fund: Replacement of water or wastewater Infrastructure within the County (excluding Aquatera service areas), as approved by Council.
Duration	This Reserve is to remain in effect until such time as Council moves to dissolve the fund.
Interest Bearing	This Reserve is interest bearing.

Name	13. Bridge Replacement Reserve
Purpose	To establish a fund for the maintenance, rehabilitation and replacement of existing bridges within the County.
Funding Source	Funding for this Reserve will be made through: a) Budgeted annual transfer as approved by Council.
Reserve Level	The recommended targeted amount will be based on the long-range plan and service level approved by Council.
Application	These funds may be expended to fund the maintenance, rehabilitation and replacement of existing bridges within the County.
Duration	This Reserve is to remain in effect until such time as Council moves to dissolve the fund.
Interest Bearing	This Reserve is interest bearing.

Name	14. Fleet Replacement Reserve
Purpose	To establish a fund for the replacement of existing mobile capital equipment and vehicles on a regularly scheduled annual basis.
Funding Source	Funding for this Reserve will be made through: a) Budgeted annual transfer as approved by Council. b) Revenues from the sale of capital equipment under Policy C21 Disposal of Surplus Assets.
Reserve Level	The recommended targeted amount will be based on the long-range plan and service level approved by Council.
Application	These funds may be expended on the replacement of existing mobile capital equipment and vehicles as scheduled annually as defined in Administrative Directive FNS4 – Mobile Equipment Replacement.
Duration	This Reserve is to remain in effect until such time as Council moves to dissolve the fund.
Interest Bearing	This Reserve is interest bearing.

Name	15. Surfaced Road Replacement Reserve
Purpose	To establish a fund for the maintenance, rehabilitation and replacement of existing surfaced roads within the County.
Funding Source	Funding for this Reserve will be made through: a) Budgeted annual transfer as approved by Council.
Reserve Level	The recommended targeted amount will be based on the long-range plan and service level approved by Council.
Application	These funds may be expended to fund the maintenance, rehabilitation and replacement of existing surfaced roads.
Duration	This Reserve is to remain in effect until such time as Council moves to dissolve the fund.
Interest Bearing	This Reserve is interest bearing.

Name	16. Facilities Rehabilitation and Replacement Reserve
Purpose	To establish a fund for the maintenance, rehabilitation and replacement of existing facilities within the County.
Funding Source	Funding for this Reserve will be made through: a) Budgeted annual transfer as approved by Council.
Reserve Level	The recommended targeted amount will be based on the long-range plan and service level approved by Council.
Application	These funds may be expended to fund the maintenance, rehabilitation and replacement of existing County-owned facilities.
Duration	This Reserve is to remain in effect until such time as Council moves to dissolve the fund.
Interest Bearing	This Reserve is interest bearing.

Name	17. Year End Carry Forward Projects Reserve
Purpose	To carry the funding for specific projects or programs where the service or acquisition was not completed or received by year end, but will occur in the following year, to eliminate the requirement to re-budget or cancel partially completed projects.
Funding Source	Funding for this Reserve will be made through: a) Transfer of previously approved funds from prior year budgets for projects that need to continue in the following year.
Reserve Level	The recommended target amount of this Reserve should equal total carry forward projects as per the budget. Any funds remaining once a project is completed will be transferred to the General Operating or/and General Capital Reserve.
Application	These funds may be expended to fund expenditures for the intended purpose as included in the budget approved by Council.
Duration	This Reserve is to remain in effect until such time as Council moves to dissolve the fund.
Interest Bearing	This Reserve is non-interest bearing.

Name	18. Asset Retirement Obligations Reserve
Purpose	To establish a fund to account for liabilities related to the Asset Retirement Obligations in accordance with PSAS 3280 -Asset Retirement Obligations.
Funding Source	Funding for this Reserve, beginning in 2027, will be made through annual transfers: a) Site Improvement – Clairmont Landfill: $4 per tonne received by the Landfill b) Site Improvement – Gravel Pits: $2 per tonne of gravel used c) Buildings: $150,000 d) Engineered Structures: $200,000
Reserve Level	On an annual basis, the existing asset retirement obligations will be assessed for any changes in expected cost, term to retirement, or any changes that may impact the estimated obligation. In addition, any obligations identified will also be assessed.
Application	These funds are to be used to fund asset retirement obligations in accordance with PSAS 3280.
Duration	This Reserve is to remain in effect until such time as Council moves to dissolve the fund.
Interest Bearing	This Reserve is interest bearing.

Name	19. Community Aggregate Payment (CAP) Levy Reserve
Purpose	To establish a fund under the authority of County Bylaw #3106 – Aggregate Levy Bylaw and Section 409 of the Municipal Government Act (MGA).
Funding Source	Funding for this Reserve will be made through: a) Levies collected under Bylaw #3106 on sand and gravel leases located and operating within the County of Grande Prairie.
Reserve Level	Not Applicable
Application	These funds may be expended to fund community Infrastructure projects and other costs in the municipality, as approved by Council.
Duration	Funds are to remain in effect until expended.
Interest Bearing	This Reserve is interest bearing.

C. Growth Reserves (new infrastructure)

Name	20. General Capital Reserve
Purpose	To establish a fund for new capital infrastructure requirements that have not been previously established from existing Reserves and/or long-range plans.
Funding Source	Funding for this Reserve will be made through: a) Transfer from unrestricted Annual Surplus. b) Budgeted annual transfer that will meet the Reserve Target Level requirements. c) Funds released from the Year End Carry Forward Projects Reserve from capital projects.
Reserve Level	The recommended minimum target for this Reserve is $10,000,000 or the funds needed for assets associated with planned service level enhancements.
Application	These funds may be expended for new capital infrastructure that requires funding and Council approval during the year. Should an overall shortage of funding exist the Reserve will be reviewed to determine if service enhancement should be removed from the Capital Plan.
Duration	This Reserve is to remain in effect until such time as Council moves to dissolve the fund.
Interest Bearing	This Reserve is non-interest bearing.

Name	21. New Road Infrastructure Reserve
Purpose	To establish a fund to upgrade gravel roads to pavement once they have met the criteria in Policy N47 – County Road Surfacing Policy.
Funding Source	Funding for this reserve will be made through: a) Budgeted annual transfer as approved by Council.
Reserve Level	The recommended targeted amount will be based on the long-range plan and service level approved by Council.
Application	These funds may be expended to fund the upgrade of eligible roads to pavement as approved by Council.
Duration	This Reserve is to remain in effect until such time as Council moves to dissolve the fund.
Interest Bearing	This Reserve is non-interest bearing.

Name	22. Community Recreation Facilities Reserve
Purpose	To establish funds to support intermunicipal agreements and community and urban partner recreational facility initiatives.
Funding Source	Funding for this reserve will be made through: a) Budgeted annual transfer as approved by Council.
Reserve Level	The recommended target amount will be based on agreements and future initiatives.
Application	These funds may be expended to fund or contribute to the purchase or building of community recreation facilities.
Duration	This Reserve is to remain in effect until such time as Council moves to dissolve the fund.
Interest Bearing	This Reserve is non-interest bearing.

Name	23. Divisional Equitable Fiscal Allocation (DEFA) Reserve
Purpose	To establish funds to support maintaining and enhancing quality of life in all nine divisions of the County.
Funding Source	Funding for this reserve will be made through: a) Budgeted annual transfer of $3,600,000 in accordance with Policy C40 – Divisional Equitable Fiscal Allocation Policy.
Reserve Level	The recommended target amount is $14,400,000 per four-year Council term.
Application	These funds may be expended to fund or contribute to capital projects for infrastructure including water and wastewater, bridges and roads (including drainage and ditching) and County owned or supported recreation infrastructure. Any unallocated funding in a four-year term will remain in the Divisional Equitable Allocation Reserve and tracked by Division.
Duration	This Reserve is to remain in effect until such time as Council rescinds or amends Policy C40 – Divisional Equitable Fiscal Allocation Policy.
Interest Bearing	This Reserve is non-interest bearing.

D. Levies and Fees

Name	24. Road Improvement Fee
Purpose	To collect fees received under Section 650(1) of the Municipal Government Act (MGA) for Development Permits and under Section 655(1) for Subdivisions within areas of the County not identified in Bylaws #2702, #2844, #3086, #3121 as Zones 1, 2 or 3.
Funding Source	Transfer of road improvement fees received under Sections 650(1) and 655(1) of the MGA.
Application	These funds may be expended to fund new or expanded arterial roads and related Infrastructure within the County, as approved by Council.
Duration	Funds to remain in effect until expended.
Interest Bearing	These funds are non-interest bearing.

Name	25. Storm Sewer Fee
Purpose	To collect fees received from developers under Section 655 of the Municipal Government Act (MGA) for the purpose of developing stormwater Infrastructure.
Funding Source	Transfer of storm sewer recovery fees received under Section 655 of the MGA.
Application	These funds may be expended to fund new or expanded stormwater systems and related Infrastructure within the County, as approved by Council.
Duration	Funds are to remain in effect until expended.
Interest Bearing	These funds are non-interest bearing.

Name	26. Municipal Reserve
Purpose	To establish a fund to develop green spaces or parks within the County in accordance with Section 671(4) of the Municipal Government Act (MGA).
Funding Source	Transfer of funds received from developers in lieu of designating lands for Municipal Reserve as outlined in Section 667 of the MGA and the proceeds from the sale or licensing of Municipal Reserve lots.
Application	These funds may be expended on the creation or enhancement of: a) A public park; b) A public recreation area; c) School board purposes; d) To separate areas of land that are used for different purposes; in accordance with Section 671(2) of the MGA, as approved by Council.
Duration	Funds are to remain in effect until expended.
Interest Bearing	These funds are interest bearing.

Name	27. Zone 1 Transportation Offsite Levy
Purpose	To collect Levies received from developers under Bylaws #2702, #2844, #3086, #3121 – Off-site Levies within the identified Zone 1 area.
Funding Source	Transfer of off-site development Levies received under Bylaws #2702, #2844, $#3086, #3121.
Application	These funds may be expended to fund new or expanded arterial roads within Zone 1 as outlined in Bylaws #2702, #2844, #3086, #3121 as approved by Council.
Duration	Funds to remain in effect until expended.
Interest Bearing	These funds are interest bearing.

Name	28. Zone 2 Transportation Offsite Levy
Purpose	To collect Levies received from developers under Bylaws #2702, #2844, #3086, #3121 – Off-site Levies within the identified Zone 2 area.
Funding Source	Transfer of off-site development Levies received under Bylaws #2702, #2844, #3086, #3121.
Application	These funds may be expended to fund new or expanded arterial roads within Zone 2 as outlined in Bylaws #2702, #2844, #3086, #3121, as approved by Council.
Duration	Funds to remain in effect until expended.
Interest Bearing	These funds are interest bearing.

Name	29. Zone 3 Transportation Offsite Levy
Purpose	To collect Levies received from developers under Bylaws #2702, #2844, #3086, #3121 – Off-site Levies within the identified Zone 3 area.
Funding Source	Transfer of off-site development Levies received under Bylaws #2702, #2844, #3086, #3121.
Application	These funds may be expended to fund new or expanded arterial roads within Zone 3 as outlined in Bylaws #2702, #2844, #3086, #3121, as approved by Council.
Duration	Funds to remain in effect until expended.
Interest Bearing	These funds are interest bearing.

Name	11. Water and Wastewater (Aquatera) Reserve
Purpose	To establish a fund to invest in Aquatera Infrastructure assets in the County, limited to Aquatera service areas.
Funding Source	Funding for this Reserve will be made through: a) Aquatera Water and Wastewater franchise fees. b) Discretionary and non-discretionary dividends received from Aquatera Utilities Inc. c) Recovery from development to connect to Aquatera owned water and sewer Infrastructure. d) Budgeted annual transfer as approved by Council.
Reserve Level	The recommended targeted amount will be based on the long-range plan and service level approved by Council.
Application	These funds may be expended to fund: a) Investment in water or wastewater Infrastructure within the County as needed, limited to Aquatera service areas, as approved by Council. Debt payments on financing incurred to fund water and wastewater Infrastructure projects and local improvements.
Duration	This Reserve is to remain in effect until such time as Council moves to dissolve the fund.
Interest Bearing	This Reserve is interest bearing

Name	12. Water and Wastewater (County) Reserve
Purpose	To establish a fund to replace water and wastewater Infrastructure assets in the County.
Funding Source	Funding for this Reserve will be made through: a) Budgeted annual transfer as approved by Council. b) Capital charges as imposed. c) Recovery from development to connect to County owned water and sewer Infrastructure.
Reserve Level	The recommended targeted amount will be based on the long-range plan and service level approved by Council.
Application	These funds may be expended to fund: Replacement of water or wastewater Infrastructure within the County (excluding Aquatera service areas), as approved by Council.
Duration	This Reserve is to remain in effect until such time as Council moves to dissolve the fund.
Interest Bearing	This Reserve is interest bearing.

BYLAW #3274

County of Grande Prairie – Aquatera Utility Bylaw

A bylaw of the County of Grande Prairie No. 1 in the Province of Alberta regulating and providing the terms, conditions, rates and charges for the supply and use of the Water and Wastewater Utilities provided by Aquatera Utilities in the County of Grande Prairie No.1.

WHEREAS pursuant to the Municipal Government Act, RSA 2000, Chapter M-26, and amendments thereto, the County of Grande Prairie No.1 has the authority to provide public utilities for public consumption, benefit, convenience or use;

WHEREAS the County of Grande Prairie No.1 has contracted with Aquatera Utilities Inc. for the provision of Water and Wastewater Utilities in certain areas of the County;

WHEREAS the County of Grande Prairie No.1 wishes to set the terms and conditions, and rates and charges under which Water and Wastewater Utility Services shall be provided by Aquatera Utilities Inc.;

WHEREAS the County of Grande Prairie No.1 may pass bylaws for municipal purposes respecting the enforcement of bylaws made under this or any other enactment, including the creation of offences;

WHEREAS the County of Grande Prairie No.1 may pass bylaws for municipal purposes respecting the safety, health, and welfare of people and protection of property, and respecting services provided by or on behalf of the municipality.

NOW THEREFORE, under the authority of the Municipal Government Act, the Council of the County of Grande Prairie No. 1, in the Province of Alberta, hereby enacts as follows:

INTERPRETATION

1. This Bylaw shall be cited as the “County of Grande Prairie – Aquatera Utility Bylaw”.
2. Headings in this Bylaw are for reference purposes only.
3. Words in the masculine gender will include the feminine gender whenever the context so requires and vice versa.
4. Words in the singular shall include the plural or vice versa whenever the context so requires.

DEFINITIONS

5. In this Bylaw, including its Schedules, unless the context specifically indicates otherwise:
   - 5.1 “Application” means the application made by a Person for Utility Services in the manner prescribed by Aquatera.
   - 5.2 “Aquatera” means Aquatera Utilities Inc.

5.3 “Aquatera Manager” means the Chief Executive Officer (CEO) of Aquatera from time to time, or the Person designated to act on his behalf.

5.4 “Aquatera Service” means that portion of pipes owned by Aquatera and used or intended to be used for the supply of Water or collection of Wastewater, as the context may require, and in the case of a Water service, extending from the Water Main to the Service Valve, and in the case of a Wastewater service, extending from the Sanitary Sewer Main to the Property line.

5.5 “Bylaw” means this County of Grande Prairie No. 1 Bylaw #3274.

5.6 “Charge” means an amount assessed by Aquatera to a Consumer.

5.7 “Construction Manual” means the Standard Specifications for Construction of Municipal Improvements as revised from time to time and adopted by Aquatera.

5.8 “Consumer” means any Person who receives Aquatera Utility Services, and where the context requires, includes any Person who applies or has applied for Utility Services or otherwise seeks to receive a Utility Service, a Person acting as a representative or agent of a Consumer, and/or a registered Owner to which or to whom Utility Service is being delivered.

5.9 “Council” Means the Reeve and Council Members duly elected in the County of Grande Prairie No. 1 and who continue to hold office.

5.10 “County” means the municipal corporation of the County of Grande Prairie No. 1, or the area contained within the boundaries thereof, as the context requires.

5.11 “Design Manual” means the Standard Guidelines for Design and Development of Municipal Improvements as revised from time to time and adopted by Aquatera.

5.12 “Force Majeure” means events arising from acts of God, strikes, lockout, or other industrial disturbances, acts of public enemy, acts of the King's enemies, wars, blockades, insurrections, riots, epidemics, landslides, lightning, floods, earthquakes, explosions, fires, civil disturbance, mechanical breakdowns, intervention of Federal, Provincial, or Municipal government, or from any of their agencies or boards, the order or direction of any court, and any other causes whether of the kind herein enumerated or otherwise, not within the reasonable control of Aquatera and which by the exercise of reasonable diligence and at a reasonable cost Aquatera is unable to prevent or overcome.

5.13 “Irrigation” means the distribution of Water to the surface or sub-surface of lawns, gardens, and other areas situated outside buildings by pipes, hoses, sprinklers or any other method.

5.14 “Irrigation Consumer” means a Consumer with a separate Meter used only for Irrigation.

5.15 “Lot” means a Lot as defined in the Municipal Government Act (Alberta).

5.16 “Meter” means any device supplied, used and owned by Aquatera for the purpose of measuring the volume of Water consumed on a Property.

5.17 "Non-residential Consumer" means any Consumer who is not a Residential Consumer.

5.18 "Occupant" means a Person that leases or occupies a Property to which Aquatera Utility Services are provided.

5.19 "Owner" means the Person registered as the owner of a Property pursuant to the provisions of the Land Titles Act (Alberta).

5.20 "Peace Officer" means a member of the Royal Canadian Mounted Police, a Peace Officer appointed pursuant to the Peace Officer Act, or a Bylaw Enforcement Officer.

5.21 "Person" includes any individual, partnership, firm, corporation, municipality, association, society, political, or other group, and the heirs, executors, administrators, or other legal representatives of a Person to whom the context can apply according to law unless the context explicitly or by necessary implication requires otherwise.

5.22 "Private Service" means that portion of the pipes used or intended to be used for the supply of Water or the collection of Wastewater, as the context may require, and in the case of a Water service, extending from the downstream side of the Service Valve, including the connection to the Service Valve, to the Meter, and in the case of a Wastewater service, extending from the Property Line to the building.

5.23 "Property" means a Lot or combination of contiguous Lots and includes any development located on the land as the context requires.

5.24 "Rate" means any rate assessed by Aquatera to a Consumer pursuant to Schedules "D-1", "D-2", and E.

5.25 "Regulations" means regulations pursuant to the Canadian Plumbing Code and other applicable Provincial legislation.

5.26 "Residential Consumer" means a Consumer of Utility Services for Residential Premises.

5.27 "Residential Premises" means all buildings designed, constructed, and used as living accommodations.

5.28 "Sanitary Sewer Main" means a pipe owned by Aquatera and used or intended to be used for carrying Wastewater and to which storm, surface and groundwater are not intentionally admitted.

5.29 "Service Pipe" means the pipes used for the supply of Water which extend from the Water Main to the Meter or for the collection of Wastewater which extend from the Sanitary Sewer Main to the building.

5.30 "Service Valve" means the valve on an Aquatera Service that allows the Water supply from Aquatera to a Property to be turned on or off.

5.31 "Specified Penalty" means a specified penalty as defined in the Provincial Offences Procedures Act (Alberta).

5.32 "Standard Methods" means the analytical and examination procedures set out in the current edition of "Standard Methods for the Examination of Water and Wastewater", published jointly by the American Public Health Association, the American Water Works Association, and the Water Environment Federation.

5.33 "Storm Sewer" means a pipe for the collection of storm water, uncontaminated water, drainage from land or a Water Body, and excludes any Wastewater.

5.34 "Street" means all those lands situated within a road plan registered pursuant to the Land Titles Act (Alberta).

5.35 "Utility Invoice" means an invoice rendered to a Consumer for Rates and Charges payable pursuant to this Bylaw.

5.36 "Utility Service" means:

5.36.1 the supply of Water;

5.36.2 the provision of Wastewater collection, treatment, and disposal; and

5.36.3 the provision of other Utility Services as Council may determine.

5.37 "Vehicle" means:

5.37.1 a car, truck, motor home, boat, all-terrain vehicle, motorcycle, snowmobile or other device which is or may be propelled by a motor; and

5.37.2 a holiday trailer, trailer, camper, non-power boat or other device which may be towed behind another Vehicle; but

5.37.3 does not include a bicycle or drone.

5.38 "Violation Ticket" means a violation ticket as defined in the Provincial Offences Procedures Act (Alberta).

5.39 "Voluntary Payment" means a voluntary payment as defined in the Provincial Offences Procedures Act (Alberta).

5.40 "Wastewater" means a combination of Water-carried wastes from any building together with storm, surface and groundwater as may be present.

5.41 "Wastewater System" means a Wastewater System as defined in the Environmental Protection and Enhancement Act (Alberta).

5.42 "Water" means potable Water as defined in the Environmental Protection and Enhancement Act (Alberta).

5.43 "Water Body" means a permanent and naturally occurring body of water, or a naturally occurring river, stream, watercourse, or lake.

5.44 "Water Main" means those pipes installed or owned by Aquatera for the conveyance of Water to which Service Pipes may be connected.

5.45 "Waterworks System" means a Waterworks System as defined in the Environmental Protection and Enhancement Act (Alberta).

TERMS AND CONDITIONS - GENERAL

Management

6. The County and Aquatera have entered into an agreement for Aquatera to provide certain public utilities, more specifically Water supply and Wastewater disposal, for public consumption, benefit, convenience, or use within the County boundaries.

7. Aquatera shall, in accordance with the terms and conditions in this Bylaw, be responsible for the operation and management of all Waterworks System and Wastewater System and equipment transferred to or owned by Aquatera for:

   7.1 the treatment, supply, and distribution of Water; and,

   7.2 Wastewater collection, treatment, and disposal.

8. The Aquatera Manager may establish standards, guidelines and specifications for the design, construction and maintenance of all Wastewater Systems and Waterworks Systems required for the operation of Aquatera.

9. The Aquatera Manager shall exercise the powers and perform the duties with respect to Aquatera given or assigned to him by this and any other bylaw of the County and any order, direction or agreement with the County.

General

10. The terms and conditions in this Bylaw are governed by the laws of the Province of Alberta and the Federal laws of Canada applicable in the Province of Alberta. Any lawsuit arising in connection with the terms and conditions shall be brought in the courts of the Province of Alberta.

11. Nothing in this Bylaw relieves Aquatera, the Consumer, and any other Person from compliance with any Federal or Provincial legislation or any other bylaw of the County.

12. Aquatera shall provide for construction, testing, connection and disconnection of all Utility Services in accordance with the terms and conditions, and at Rates and Charges in this Bylaw.

13. Aquatera may without limitation, act in response to government or civil authority directives, which may affect Utility Services. The Consumer agrees to cooperate with Aquatera in order to comply with directives.

14. Aquatera is not responsible for changes to the characteristics or properties of Water that may result from complying with Provincial or Federal legislation. Aquatera is not responsible for any resulting changes to any Fixture, process or production or cost impacts upon Consumers or their business as a result of such measures.

15. All costs of work done by Aquatera pursuant to this Bylaw may include direct and indirect engineering costs as may be incurred by Aquatera.

16. An Owner shall grant, at the request of Aquatera, and at the Owner's expense, such easements or rights-of-way over, upon, or under the Owner's Property as may be required for the construction, installation, maintenance, repair, inspection, and operation of a Utility Service for the Owner.

17. Aquatera shall remain the owner of all Aquatera Services unless Aquatera and the Consumer have expressly agreed in writing otherwise.

18. Subject to Section 11, a Consumer and Aquatera may enter into a duly executed written agreement to waive, alter, or amend the terms and conditions for the provision of Utility Services.

19. No Person shall:

    19.1. remove, operate, or alter any portion of Aquatera Services, except when authorized by the Aquatera Manager and the County as may be required;

    19.2. use the Aquatera Service in a manner that causes any interference or disturbance to any Consumer's use of the Utility Services;

    19.3. obstruct or impede free and direct access to the Utility Services or to any Aquatera Service;

    19.4. install or allow to be installed on property owned or controlled by the Person any structures (permanent or temporary), fences, or landscaping, that could interfere with the maintenance and operation of the Utility Services or Aquatera Services, or interfere with or alter any Meter, seal, or other portion of the Utility Services or Aquatera Services, or result in non-compliance with applicable statutes, regulations, standards or codes;

    19.5. maliciously, willfully, or negligently break, damage, destroy, uncover, deface, or tamper with the Aquatera Services; or

    19.6. trespass on Aquatera Property.

    If a Consumer , or Person authorized by a Consumer , fails to comply with this provision, the Consumer is responsible to pay the applicable service Charge and the cost of repairing or otherwise remedying any damage to or loss of Aquatera Services located on the Owner's premises or premises controlled by the Consumer, unless caused by circumstances, as determined in Aquatera's sole discretion, to have been beyond the Consumer's control.

Utility Services

20. Aquatera shall endeavor to provide regular and uninterrupted operations of Utility Services. However, failures, defects, fluctuations, reductions or interruptions to the Waterworks System and the Wastewater System are inherent to the normal operation of Utility Services.

21. Aquatera may disconnect, interrupt or reduce Utility Services at any time, with or without prior notice, subject to Section 22:

    21.1. in the event of any threatened or actual danger to life or Property, or in any other similar circumstance that it determines, in its sole discretion, acting reasonably, requires such action;

    21.2. to make repairs or improvements necessary to facilitate construction, installation, maintenance, repair, replacement, or inspection of any part of the Aquatera Services;

21.3. to maintain the safety and reliability of the Aquatera Services; or

21.4. due to any other reason, including non-payment of Rates and Charges, emergencies, forced outages, Force Majeure, Water shortage, or interference with the normal delivery of the Utility Service, or in any other case as may be provided for in this Bylaw.

22. Aquatera shall use reasonable efforts to:

22.1. provide notice of any reduction or interruption of Utility Services;

22.2. minimize interruption duration and occurrences;

22.3. schedule planned interruptions as much as possible at times convenient to Consumers.

23. Should Aquatera be unable, by Force Majeure, to carry out its obligation, wholly or in part, to supply Utility Services, that obligation shall be suspended.

24. In the case of extended service interruptions, Aquatera shall make reasonable efforts to supply Utility Services to Consumers through alternative means.

Liability

25. Aquatera, its directors, officers, agents, employees, and representatives (collectively, "Aquatera Parties") shall not be liable to the Consumer or Owner, or their respective directors, officers, agents, employees, and representatives for any loss, injury, damage, expense, charge, cost, or liability of any kind, whether direct, indirect, special, or of a consequential nature, except only as specifically provided for in this Section, arising out of or in any way connected with any failure, defect, fluctuation, reduction, or interruption in Utility Services.

26. Aquatera Parties shall be liable only for direct physical loss, injury, or damage to a Consumer or Owner, or his Property resulting from the negligent act of Aquatera, its employees or agents in the provision of Utility Services, and which liability shall not include loss of revenue, loss of profits, loss of earnings, loss of production, loss of contract, cost of capital, and loss of use of any Utility Services or Property, or any other similar damage or loss whatsoever arising out of or in any way connected with the failure, defect, fluctuation, reduction, or interruption in Utility Services.

27. A Consumer or Owner may file a claim with Aquatera for direct losses, damages, expenses, charges, costs, or liabilities incurred as a direct result of a breach of this Bylaw.

28. All limitations, protections and exclusions of liability contained in any Provincial or Federal legislation shall be applicable to and shall benefit the County and Aquatera jointly and severally in respect of any action brought or contemplated in respect of the Utility Services or anything else associated with this Bylaw. For greater certainty and without limiting the generality of the foregoing, Aquatera is not liable for any loss, damage or physical harm to any Person (except where caused by the gross negligence or intentional tort of an Aquatera Party) and arising from or caused directly or indirectly, in whole or in part, by:

28.1 Any substandard condition or quality of Water or Wastewater caused by anything occurring downstream of a Utility Service or Aquatera Service connection point; or

28.2 Any failure, defect, fluctuation, reduction or interruption in the provision of Water services or Wastewater services by Aquatera to Consumer or Owner, whether resulting from the break or malfunction of any watermain, Meter, Private Service line or attachment, or from the interruption in or cessation of Water supply in connection with the repair or proper maintenance of the Waterworks System or Wastewater System or for purposes of Water conservation or for any other cause, including a declaration of Water restrictions by Aquatera.

Repairs

29. Aquatera shall maintain and repair the Aquatera Service at no cost to the Consumer or Owner except where the damage is due to Consumer or Owner negligence or intentional damage.

30. When Aquatera performs a repair on the Aquatera Service that affects a Consumer's or Owner's Property, Aquatera shall return the Property to original or similar condition at

Aquatera's cost, unless damage is due to Consumer or Owner negligence or intentional damage, in which case the costs shall be borne by the Consumer or Owner.

Maintenance

31. Aquatera shall install Meters less than 38mm in diameter, and shall own and maintain all Meters, except those installed by the Consumer or Owner for his own purposes.

32. Aquatera shall own and maintain the Aquatera Service at its expense.

33. The Owner shall own the Private Service and shall be responsible to maintain the Private Service and Fixtures at his expense, except when damage is caused by an Aquatera employee, in which case the costs for repair shall be borne by Aquatera.

Rates

34. Aquatera may levy and Consumers shall pay for Wastewater collected by Aquatera at the Rates set forth in Schedule "D-1", the Grande Prairie Wastewater System, and Schedule "D-2", the Clairmont Wastewater System.

35. Aquatera may levy and Consumers shall pay for Water supplied by Aquatera as determined by a Meter reading at the Rates set forth in Schedule E.

Groundwater Wells

36. Prior to a Property connecting to an Aquatera Service, any groundwater wells utilized for potable water situated within the Property must be permanently disconnected so as to not supply water to the Aquatera Service.

Inspections

37. An Aquatera employee may enter a Property to inspect the Private Services and Meters, which may include observation, Meter maintenance, measurement, sampling, or testing, in accordance with this Bylaw and as more particularly described in the Schedules to the Bylaw.

38. Should an inspection identify failure, omission, or neglect respecting the Private Services and Meters on the Property or disclose any defect in the location, construction, design, or maintenance of any Private Service and Meter or connection, the Consumer or Owner shall be notified in writing, and the notice shall include a reasonable time to remedy any deficiencies as identified by Aquatera.

39. Failure or refusal by the Consumer or Owner to allow an Aquatera employee to enter a Property for the purposes of an inspection as per Section 37, may result in a discontinuance or denial of Utility Services by Aquatera.

Service Connections

40. Each Aquatera Service shall be constructed by Aquatera at the expense of the Owner benefited by the Service.

41. Application for connection of Aquatera Service to a Property shall be made in the manner prescribed by Aquatera and shall be accompanied by a site plan.

Service Calls

42. Prior to Aquatera doing any service repairs at a Consumer's request, the Person requesting the service call shall sign a service call log authorizing Aquatera to make the necessary repairs and invoice the cost.

43. When a Consumer requests a service call and Aquatera is unable to enter the Property for any reason, the Consumer shall pay the applicable service call Charge.

Application for Services

44. A Person requesting Utility Services shall apply to Aquatera for a utility account, in the manner prescribed by Aquatera, providing information required and paying the Application Charge, and any deposit as may be required, pursuant to Section 52 below.

45. Aquatera may establish procedures for the creation of a contract for Utility Services.

46. Aquatera shall set up a utility account in the name of the applicant, provided the applicant is:

    46.1. the Owner or an agent of the Owner;

    46.2. the Occupant;

    46.3. the general contractor, in the case of a building under construction; or

    46.4. in any other instance, as may be approved by the Aquatera Manager.

47. Notwithstanding Section 46, Aquatera at its sole discretion may require a utility account to be in the name of the Owner of the Property.

48. A Consumer may transfer or assign a utility account only with prior written approval of the Aquatera Manager.

49. A Consumer shall provide two (2) business days' notice to Aquatera to close a utility account.

50. A separate utility account shall be set up for each Meter located on a Property.

51. This Bylaw shall apply to a Person when one or more of the following has occurred:

51.1. the Person's Application for the supply of Utility Services has been approved;

51.2. the payment by a Person of a Utility Invoice for Rates or Charges;

51.3. the Person receives Utility Services from Aquatera.

Account Deposits and Interest

52. A Consumer shall pay a deposit as follows:

52.1. Residential Consumer — $200.00 per utility account or the amount estimated by the Aquatera Manager to be the cost and supply of Utility Services to the Property over a three (3) month period, whichever is greater.

52.2. Non-Residential Consumer — $300.00 per utility account or the amount estimated by the Aquatera Manager to be the cost and supply of the Utility Services to the Property over a three (3) month period, whichever is greater.

52.3. Irrigation Consumer — $300.00 per utility account or the amount estimated by the Aquatera Manager to be the cost and supply of Utility Services to the Property over a three (3) month period, whichever is greater.

53. Notwithstanding Section 52:

53.1. A Person attempting to open a new utility account who is indebted to Aquatera for Utility Services previously supplied shall not be allowed to make Application, or be entitled to receive Utility Services, until the outstanding account is paid in full and any deposit required is paid by the Person;

53.2. A Consumer opening a new utility account due to a change of residence within the County shall be charged the same deposit as set out in Section 52, unless waived as set out below;

53.3. The Aquatera Manager may waive the deposit for a Residential Consumer who has been established for the prior continuous twelve (12) months and the Consumer's utility account has been maintained in good standing;

53.4. The Aquatera Manager may waive the deposit for a Non-residential or Irrigation Consumer who has been established for the prior continuous twenty-four (24) months and the Consumer's utility account has been maintained in good standing;

53.5. If a Consumer has an existing utility account that is not in arrears, and for which no deposit is being held, and Application is made for another Utility Service in the same name and of the same type, the Aquatera Manager may waive the deposit.

54. Notwithstanding Sections 52 and 53, if:

54.1. payment of a Utility Invoice is in arrears;

54.2. a Utility Service to a Property has been Shut Off for non-payment of a Utility Invoice;

54.3. a payment has been dishonored;

54.4. the Consumer is not an Occupant of a Property or the general contractor and he wishes to set up a utility account in a name other than that of the Owner; or

54.5. a Consumer's previous utility account or other current utility account has not been maintained in good standing; then the Consumer may be required to pay an additional deposit equal to the amount estimated by the Aquatera Manager to be the cost and supply of Utility Services to the Property over a three-month period and pay any arrears of a Utility Invoice.

55. Notwithstanding Sections 52, 53, and 54, the Aquatera Manager may enter into payment arrangements with a Consumer.

56. Interest shall be paid to the Consumer at the rate of one percent (1%) per annum, on a deposit calculated from the date of payment of the deposit to the date that the deposit is refunded or applied to the utility account.

57. A deposit shall be refunded or applied as a credit to a Utility Invoice, together with interest as provided in Section 56 if the:

57.1. Residential Consumer has paid all Utility Invoices rendered on or before the due dates for twelve (12) consecutive months;

57.2. Non-residential or Irrigation Consumer has paid all Utility Invoices rendered on or before the due dates for twenty-four (24) consecutive months;

Account Payment and Closure

58. A Utility Invoice is due and payable when rendered and, if not paid on or before the due date stated on the invoice, is deemed to be in arrears, and a late payment Charge of three percent (3%) of the current invoice shall be added. Failure to receive a Utility Invoice does not relieve a Consumer of liability for payment.

59. The Aquatera Manager may waive any late payment Charge, or portion thereof, imposed or levied under this Bylaw if, in his opinion the waiver is fair and equitable.

60. If a Consumer partially pays a Utility Invoice; all monies paid shall, notwithstanding any contrary direction by the Consumer, be applied towards payment of the amount due from the Consumer in the following order:

60.1. service Charges;

60.2. deposits;

60.3. late payment Charges;

60.4. arrears of Rates and Charges for all Utility Services;

60.5. current Rates and Charges for all Utility Services.

61. When a Consumer gives notice to Aquatera that his account is to be closed, Aquatera shall obtain a final reading of a Meter within two (2) business days and the Consumer shall be liable for and pay for all services supplied up to and including the time of the reading. Aquatera may base the final Charge for service on an estimated Meter reading which shall be prorated from the time of the actual Meter reading.

62. If any Rate or Charge for the provision of Utility Services is designated by reference to a specific period of time, the Charge for a lesser period of time shall be prorated.

63. If a Consumer is in arrears in payment of any Rates or Charges levied, the Aquatera Manager may enforce payment by all or any of the following:

    63.1. shutting off or discontinuing the Utility Service being supplied to the Consumer;

    63.2. action in any court of competent jurisdiction; and/or;

    63.3. any other remedies available at law.

64. If pursuant to Section 63 the Aquatera Manager determines that a Utility Service should be Shut Off, an Aquatera employee may enter the Property where the Aquatera Service is located to Shut Off the Service. No Person shall interfere with or attempt to obstruct an Aquatera employee attempting to shut off the service. Failure to allow entry, interference with attempting to obstruct shut off is an offence.

Extension of Service Area

65. Subject to the provisions of this Bylaw, Aquatera shall provide Utility Services within the boundaries of the County as follows:

    65.1. Aquatera shall provide Utility Services to those areas of the County as may be agreed by the County and Aquatera;

    65.2. When the County authorizes new development or subdivision of Property that requires Utility Services, the County shall require the Owner, as a condition of subdivision or development approval, to construct at the Owner's expense, Water and Sanitary Sewer Mains as may be required, Service Pipes and related appurtenances. It shall be the Owner's responsibility that construction of the above complies with the standards established by the County, the Construction Manual and the Design Manual. Upon the Owner obtaining from the County construction completion certificates for the completed construction, Aquatera shall provide Utility Services according to the terms and conditions of this Bylaw and upon payment by the Owner or Consumer of the applicable Rates and Charges;

    65.3. Aquatera may agree to supply Utility Services to Property that has not previously been serviced, in the absence of new development or subdivision, and the Owner shall construct or pay for the construction of the Service Pipes in accordance with the Design Manual and the Construction Manual;

    65.4. Aquatera may reserve the right to refuse the supply of Utility Services in situations where there may be concerns respecting the capacity, safe operation, or damage to Utility Services, or the ability of the Consumer, Owner, or Aquatera to comply with this Bylaw or applicable Federal, Provincial or Municipal legislation or regulations.

TERMS AND CONDITIONS – WASTEWATER SERVICES

66. The terms and conditions for the provision of Wastewater services are set out in Schedule A.

TERMS AND CONDITIONS – WATER SERVICES

67. The terms and conditions for the provision of Water services are set out in Schedule B.

CHARGES FOR SERVICES

68. Aquatera may impose Charges and Consumers shall pay for services as set out in Schedule C.

ENFORCEMENT

69. A Person who violates, contravenes or breaches any provision of this Bylaw is guilty of an offence and is liable for, and subject to the fines established in the Bylaw.

70. A Person who is guilty of an offence is liable to a fine in an amount not less than that established in this Bylaw, and not exceeding $10,000, and to an order of imprisonment for not more than one (1) year for non-payment of a fine, or both.

71. The following fine amounts are established for use on Violation Tickets if a Voluntary Payment option is offered:

    71.1. $1,000 for any offence under Section 28, in Schedule B;

    71.2. $1,500 for any offence under Sections 25 and 27, in Schedule B;

    71.3. $2,000 for any offence under Sections 6, 16, 26, and 29, in Schedule B;

    71.4. $2,500 for any offence under Sections 23, 31, 34, 35, 36, and 37, in Schedule A, and Sections 30 and 59, in Schedule B;

    71.5. $7,500 for any offence under Sections 2, 24, and 29, in Schedule A;

    71.6. $5,000 for any offence for which a fine is not otherwise established in this Bylaw.

72. The following fine amounts are established for use on Violation Tickets for violating, contravening or breaching Section 86 in Schedule B to this Bylaw:

    72.1 $400 for any offence under Subsection 86.1;

    72.2 $600 for any offence under Subsection 86.2;

    72.3 $1,500 for any offence under Subsection 86.3;

    72.4 $2,500 for any offence under Subsection 86.4.

73. A Peace Officer may issue a Violation Ticket or summons pursuant to the Provincial Offences Procedure Act, to a Person who contravenes a provision of this Bylaw.

74. Service of a Violation Ticket shall be completed if it is:

    74.1. personally served;

    74.2. attached to any Vehicle with respect of an offence alleged to have been committed in relation to that Vehicle;

    74.3. sent by ordinary mail to the residence of the registered owner of a Vehicle; or

    74.4. left for the defendant, at their residence with an occupant of the residence who appears to be at least eighteen (18) years of age.

75. A Person who commits an offence may, if a Violation Ticket or summons is issued in respect of the offence, pay the fine amount established by this Bylaw for the offence and if the amount is paid on or before the required date, the Person shall not be prosecuted for the offence.

76. A fine of not less than $1,000 and not more than $10,000 is established for use on Violation Tickets if a Voluntary Payment option is offered.

77. If a Violation Ticket is issued in respect of an offence, the Violation Ticket may specify the fine amount established by this Bylaw for the offence or may require the Person charged to appear in court without the alternative of making a Voluntary Payment.

78. A Person who commits an offence may, if a Violation Ticket is issued in respect of the offence, and if the Violation Ticket specifies the fine amount established by this Bylaw for the offence, make a Voluntary Payment equal to the specified fine.

79. In the case of an offence that is of a continuing nature, a contravention of a provision of this Bylaw constitutes a separate offence in respect of each day, or part of a day, on which the contravention continues, and a Person guilty of an offence is liable to a fine in an amount not less than that established by this Bylaw for each day.

80. For the purposes of this Bylaw, an act or omission by an employee or agent of a Person is deemed also to be an act or omission of the Person if the act or omission occurred in the course of the employee's employment with the Person, or in the course of the agent exercising the powers or performing the duties on behalf of the Person under their agency relationship.

81. When a corporation commits an offence under this Bylaw, every principal, director, manager, employee, or agent of the corporation who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence whether or not the corporation has been prosecuted for the offence.

SEVERABILITY

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

REPEAL

83. Bylaw 3246 and amendments thereto are hereby rescinded.

EFFECTIVE DATE

84. This Bylaw shall come into force and effect on the third and final reading thereof.

85. This Bylaw shall come into force and effect on March 1, 2026.

Read a FIRST time this 12 day of January, 2026.

Read a SECOND time this 12 day of January, 2026.

Read a THIRD time and finally passed this 12 day of January, 2026.

Amanda McDonald
Reeve

Joulia Whittleton
County Manager

ATTACHMENTS

Schedule A – Terms and Conditions - Wastewater Services

Schedule B – Terms and Conditions - Water Services

Schedule C – Charges

Schedule D-1 – Rates - Wastewater Services Served by the Grande Prairie Wastewater System

Schedule D-2 – Rates - Wastewater Services Served by the Clairmont Wastewater System

Schedule E – Rates - Water Services Served by the Grande Prairie Water System

DEFINITIONS

1. In this Schedule:

1.1. "Ashes" means the residue from any substance after combustion and includes partially burnt wood, charcoal or coal.

1.2. "B.O.D. (denoting STANDARD BIOCHEMICAL OXYGEN DEMAND)" means the quantity of oxygen utilized in the biochemical oxidation of the organic matter in Wastewater under standard laboratory procedure over a period of five (5) days at a constant temperature of 20°C, expressed in milligrams per litre.

1.3. "Building Drain" meansthat part of the lowest horizontal piping of a drainage system which receives the discharge from soil, waste, and other drainage pipes within a building and conveys it to the point of connection with the Private Service.

1.4. "Control Manhole" means a manhole situated over a Private Service for observation, sampling and measurement of Wastewater.

1.5. "Dental Amalgam" means a dental filling material consisting of an amalgam of mercury, silver and other materials such as copper, tin or zinc.

1.6. "Fixture" means a receptacle, appliance, apparatus or other device that discharges Wastewater or unpolluted water waste and includes a Floor Drain.

1.7. "Floor Drain" means a Fixture used to receive Water from the floor of a building.

1.8. "Hydrocarbons" mean solvent extractable matter as described in the Standard Methods.

1.9. "Industrial Waste" means the water-carried liquid waste from industrial processes, such as dairies, breweries, packing plants, and similar processes.

1.10. "Interceptor" means a receptacle that is installed to prevent oil, grease, sand, Dental Amalgam, or other materials from passing into a drainage system.

1.11. "Lime Slurry" means a mixture of lime and water resulting in a pH in excess of 10, or suspended solids in excess of 1000 milligrams per litre.

1.12. "Oil And Grease" means n-Hexane extractable organic matter as described in the Standard Methods.

1.13. "Overstrength Surcharge" means the rate of cubic metre of Water consumed and charged to a Consumer who releases Wastewater to the Wastewater System that exceeds one or more constituent concentrations.

1.14. "pH" means the measure of the intensity of the acid or alkaline condition of a solution determined by the hydrogen ion concentration of the solution as set out in the Standard Methods.

1.15. "Polluted Waste" means material or Wastewater contaminated with wastes in excess of that permitted in this Bylaw.

1.16. "TSS (denoting TOTAL SUSPENDED SOLIDS)" means solids that either float on the surface of, or are in suspension in, water, Wastewater or other liquid, and which are removable by laboratory filtering.

TERMS AND CONDITIONS - WASTEWATER SERVICES

Restricted Discharge

2. No Person shall discharge any Wastewater into:

2.1. any Storm Sewer or Water Body within the County;

2.2. the Wastewater System except with a connection approved under this Bylaw and the Regulations.

3. No Person shall discharge or cause to be discharged any storm water, surface water, groundwater, roof runoff, subsurface drainage, or Water into a Sanitary Sewer Main.

4. Notwithstanding Section 3, the Aquatera Manager may approve discharge of storm water, surface water, groundwater, roof runoff, subsurface drainage, or Water into a Sanitary Sewer Main where exceptional conditions exist and Aquatera shall levy the Rate specified in Schedule D-1 or Schedule D-2 as applicable, for the volume of Water measured or estimated by the Aquatera Manager to have been discharged into the Sanitary Sewer Main.

Connection to Sanitary Sewer Main

5. The Owner of any building located on Property adjacent to a Sanitary Sewer Main may request that the building be connected with the Sanitary Sewer Main.

6. If a Sanitary Sewer Main is constructed adjacent to a Property on which a private Wastewater disposal system is installed, the County, with written notification to the Aquatera Manager, may give written notice to the Owner to connect with the Sanitary Sewer Main within a specified time.

7. If notice is issued pursuant to Section 6, the private Wastewater disposal system shall be abandoned, in accordance with the Regulations at the Owner's expense, and as may be approved by the County.

Service Connections

8. When a Private Service connection is abandoned, the Owner shall at his expense, block the connection at the Property line. Abandonment of Private Service connections must be inspected and approved by Aquatera and the County as may be required, prior to backfill.

9. A separate Service Pipe shall be provided for every lot; multiple buildings on one lot may share servicing, requiring a service under the Alberta Building Code, Alberta Plumbing Code and the Regulations.

10. Notwithstanding Section 9, if a new building is constructed on the same Property as an existing building and it is not practicable to construct a separate Service Pipe to the new building, the existing Private Service may be extended to the new building, subject to approval by the County and Aquatera.

11. Any Person who seeks to make a new connection to an existing Aquatera Service shall obtain written approval from the Aquatera Manager.

12. Aquatera shall be responsible for all costs incurred in constructing a new Aquatera Service if the existing pipe is deemed unacceptable for reuse, and upsizing of the pipe is not required.

13. The Owner shall be responsible for all costs incurred by Aquatera in constructing a new Aquatera Service where upsizing of the existing pipe is required as determined by the Aquatera Manager in his sole discretion.

14. The Owner shall be responsible for all costs incurred by Aquatera in constructing a new Aquatera Service to properties that were not previously serviced or where additional Aquatera Services are required.

15. The construction of the Aquatera Service shall conform to the requirements in the Design Manual and the Construction Manual.

16. In the absence of applicable provisions in the Regulations, the materials and procedures set forth in standards published by the American Society of Testing and Materials, the Canadian Standards Association and American Water Works Association shall apply.

17. In a building where the Building Drain is too low to permit gravity flow to the Aquatera Service, the Wastewater shall be lifted and discharged to the Private Service as approved by Aquatera and at the Owner's expense.

18. All excavations as may be required under this Bylaw shall be guarded with barricades, lights and other warning devices in a manner satisfactory to the County and the Aquatera Manager.

19. Streets, parklands, and other public Property disturbed during excavation shall be restored in a manner satisfactory to the County and the Aquatera Manager.

Clearing Tree Roots

20. Clearing tree roots infesting a Private Service shall be the responsibility of the Person who maintains the affected portion of the Private Service.

21. The proximity of trees contributing to the root infestation in a Private Service shall have no bearing on the responsibility of a Person to clear the root infestation.

22. Where a dispute exists as to the responsibility for Wastewater Service Pipe failure or blockage, a video inspection or an electronic line location may be performed to determine the location of the problem. All costs associated with the inspection or location shall be borne by the Person responsible for maintaining that portion of the Private Service where the problem is found to exist.

Wastewater Treatment

23. Any Person delivering Wastewater or Interceptor material for treatment shall:

    23.1. apply for and receive a Treatment Facilities Waste Manifest issued by Aquatera;

    23.2. comply with Aquatera requirements;

    23.3. and the Wastewater or Interceptor material may be subject to inspection, sampling or analysis, and Aquatera may assess Charges for lab analysis of samples.

Wastewater Discharge Prohibitions

24. No Person shall discharge, or cause or permit to be discharged, any of the following into any Sanitary Sewer Main:

    24.1. Any gasoline, benzene, naphtha, fuel oil, or other flammable or explosive substance;

    24.2. A toxic or poisonous substance in sufficient quantity to interfere with any Wastewater treatment process or constitute a hazard to Aquatera structures, equipment, and personnel;

    24.3. Having a pH in excess of 9.5 or lower than 5.5, or having other corrosive properties that may constitute a hazard to Aquatera structures, equipment, and personnel;

    24.4. Any Ashes, cinders, wood, wood-shavings, sawdust, rags, sand, mud, straw, metal, glass, fiberglass, plastics, eggshells, feathers, paper other than toilet paper, or other solids;

    24.5. Animal carcasses, parts, or wastes including those from tanning operations;

    24.6. Any liquid or vapor having a temperature higher than 65°C:

    24.7. Any Wastewater containing more than four hundred and fifty (450) mg/L Oil and Grease, whether emulsified or not, or containing substances which may solidify or become viscous at temperatures between 0°C and 65°C;

    24.8. Wastewater containing substances exceeding any of the following concentrations or exceed concentrations identified in the Environmental Quality Guidelines for Alberta Surface Waters or in the Environmental Protection and Enhancement Act Operating Approval #518 and/or Operating Approval #197502 which in the Aquatera Manager's analysis may interfere with treatment operations or result in the effluent discharge limit to be exceeded:

Antimony	1.0 mg/L	Manganese	1.0 mg/L
Arsenic	1.0 mg/L	Mercury	0.1 mg/L
Barium	3.0 mg/L	Molybdenum	5.0 mg/L
Benzene	0.5 mg/L	Nickel	0.5 mg/L
Boron	1.0 mg/L	Nitrogen, Total Kjeldahl	50 mg/L
Cadmium	0.05 mg/L	Phenolic Compounds	0.1 mg/L

Chlorinated Hydrocarbons	0.02gm/L	Selenium	1.0 mg/L
Chromium	1.0 mg/L	Silver	1.0 mg/L
Cobalt	5.0 mg/L	Sulphide	1.0 mg/L
Copper	0.5 mg/L	Toluene	0.5 mg/L
Cyanide	1.0 mg/L	Total Hydrocarbons (C6-C30)	100 mg/L
Ethyl Benzene	0.5 mg/L	Total Pesticides	0.1 mg/L
Formaldehyde	100 mg/L	Xylene	0.5 mg/L
Lead	1.0 mg/L	Zinc	1.0 mg/L

24.9. Pollutants prohibited from being discharged under any Provincial or Federal legislation;

24.10. Any substance which is or may be harmful to any recipient Water Body as identified in the Environmental Quality Guidelines for Alberta Surface Waters, or the Wastewater System, or part thereof or shall cause a violation or non-compliance event in the operating approval for the Wastewater System;

24.11. Any Wastewater containing a substance, including hydrogen sulphide, carbon disulphide or other reduced sulphur compounds, but not including domestic Wastewater which by itself or in combination with other substances is capable of creating odors;

24.12. Any radioactive wastes or isotopes of such half-life or concentration as may exceed limits established by the Aquatera Manager in compliance with Provincial and Federal legislation, or other agencies having jurisdiction;

24.13. Any Wastewater containing more than 2000 mg /L of B.O.D. or per litre of suspended solids;

24.14. Waste which contains, exerts, or causes:

24.14.1. unusual concentration of inert suspended solids, including but not limited to Fullers earth, Lime Slurry and residues, or dissolved solids, including but not limited to sodium chloride and sodium sulphate;

24.14.2. excessive discoloration, including but not limited to dye, wastes, and vegetable tanning solutions;

24.14.3. unusual B.O.D., chemical oxygen demand, or chlorine requirements in such quantities which may in the opinion of the Aquatera Manager constitute a significant load on the Wastewater System; and,

24.14.4. unusual volume of flow or concentration of Wastewater;

24.15. Wastewater containing substances which are not amenable to treatment or reduction by the Wastewater treatment processes employed by Aquatera, or are amenable to treatment only to such degree that the Wastewater System discharge cannot meet the requirements of Provincial and Federal legislation, or other agencies having jurisdiction;

24.16. Wastewater having two or more separate liquid layers;

24.17. Wastewater containing biomedical wastes, PCBs, or any other waste, which in the opinion of the Aquatera Manager:

24.17.1. is or may become harmful to the Wastewater System and recipient Water Body;

24.17.2. may interfere with the proper operation of the Wastewater System; and,

24.17.3. may become a hazard to Persons, Property or animals.

25. No Person shall discharge or permit the discharge of Wastewater into a Wastewater System where Water has been added to the discharge for the purposes of dilution to achieve compliance with Section 24 of this Schedule.

26. If, in the opinion of the Aquatera Manager, any Wastewater proposed to be discharged to a Sanitary Sewer Main contains any substance which would have a deleterious effect upon the Wastewater System, or create a hazard to life or constitute a public nuisance, the Aquatera Manager may:

26.1. Reject the Wastewater;

26.2. Require pre-treatment to an acceptable condition for discharge;

26.3. Require control over the quantities and rates of discharge; and/or

26.4. Require payment by the Owner or Occupant to cover the added cost of handling and treating the waste not covered by existing Wastewater service Charges under the provisions of this Bylaw.

27. The Aquatera Manager may permit the pre-treatment or equalization of waste flows.

28. The design, installation, maintenance, and operation of the plants and equipment required to comply with Section 27 shall be at the cost of the Owner and subject to the approval of the Aquatera Manager, and to the requirements of Provincial and Federal legislation, and other agencies having jurisdiction.

29. Any Industrial Waste or Polluted Waste that does not meet the requirements of this Schedule shall not be discharged into the Sanitary Sewer Main.

30. A Person who releases Wastewater containing concentrations exceeding 500 mg/L of TSS, 500 mg/L of B.O.D., 100 mg/L of Oil and Grease, including Hydrocarbons, or containing substances which in the opinion of the Aquatera Manager may be harmful to Aquatera's Wastewater System or could result in exceedances to Aquatera's operating approval, shall be assessed a surcharge calculated as per Schedule D-1 or Schedule D-2 as applicable.

Interceptors

31. Interceptors shall be installed for the collection of grease, oil, mud, and Dental Amalgam, at the Owner's expense, for all commercial garages, restaurants, dental offices, automotive service stations, and vehicle and equipment washing establishments, and for other similar businesses when required by the Regulations or, when Interceptors are necessary in the opinion of the Aquatera Manager to protect the Sanitary Sewer Main and

for the proper handling of liquid wastes containing grease in excessive amounts, Dental Amalgam, or any flammable wastes, sand, mud, or other similar substances.

32. All interceptors shall comply with the Regulations and shall be located readily and easily accessible for cleaning and inspection, and shall be maintained in a satisfactory condition and effective operation by the Owner at his expense.

33. All Interceptors shall be connected to the Sanitary Sewer Main unless the Aquatera Manager approves an alternate solution.

34. A Control Manhole is required when an Interceptor is installed, as per Section 31 above, as part of any commercial or industrial building constructed after the effective date of this Bylaw, as stated in Terms and Conditions – General, Section 83.

35. Residential garages with Floor Drains connected to the Sanitary Sewer Main shall have a mud Interceptor of sufficient size and design to effectively trap solids, in compliance with the Regulations, and the Owner shall retain documentation for at least two years confirming clean-out of the interceptor.

36. No Person shall use enzymes, bacteria, solvents, hot Water or other agents to facilitate passage of Oil and Grease, including Hydrocarbons through an Interceptor.

37. No Person shall deposit, cause, or allow interceptor residue to enter the Sanitary Sewer Main.

Control Manhole

38. If a Control Manhole does not exist on a Property prior to the effective date of this Bylaw, as stated in Terms and Conditions – General, Section 83, the Control Manhole for that property shall be deemed to be the manhole in the Sanitary Sewer Main which is downstream and nearest to the point at which the Private Service for the Property is connected to the Sanitary Sewer Main.

39. Aquatera may require the Owner of a Non-residential Property with a Private Service connection to install and maintain at his expense a Control Manhole on the Property in accordance with the Construction Manual.

Sampling

40. All sampling, measurements, tests, and analysis of the characteristics of Wastewater as may be required under this Bylaw shall be determined in accordance with Standard Methods.

41. The Aquatera Manager may take and analyze samples of the Wastewater from any Property to determine if concentrations of deleterious substances prohibited under this Bylaw or other applicable legislation are being discharged, and a record of each sample and analysis shall be maintained.

42. The Aquatera Manager may take and analyze samples of Wastewater from any Property over a period of time which, in his opinion, is sufficient to determine the quality of the average Wastewater under normal conditions.

43. The Property Owner shall be responsible for all sampling costs required to determine the Wastewater discharge, proposed or existing, and shall be assessed a surcharge as required by the Aquatera Manager.

Wastewater Surcharge

44. Aquatera may assess a surcharge to the Consumer for Wastewater, as provided in Schedule D-1 or Schedule D-2 as applicable, when the concentration of Wastewater samples exceeds any or all of the limits identified in Section 30.

45. If the Consumer who is charged a Wastewater Surcharge is of the opinion that the concentration of the Wastewater discharge has been reduced from that shown in a previous sample made by the Aquatera Manager, the Consumer may request additional sampling at his expense.

46. Notwithstanding the prohibitions in this Schedule, Aquatera may accept Polluted Waste of unusual strength or characteristics for treatment, subject to the Person requesting treatment entering into an agreement with Aquatera. The agreement shall include provisions for on-going sampling and system monitoring as deemed appropriate by the Aquatera Manager including costs for these services being born by the Property Owner.

DEFINITIONS

1. In this Schedule:

1.1. "Backflow Prevention Assembly", also referred to as a backflow preventer or a cross connection control device, means a device that prevents the flow of Water or other liquids, mixtures, or substances into the Waterworks System from any source or sources other than the intended source.

1.2. "Bulk Water" means Water purchased from Aquatera by a Bulk Water Outlet or at a Bulk Water Station.

1.3. "Bulk Water Outlet" means a Consumer authorized solely by Aquatera as a dispenser of Bulk Water.

1.4. "Bulk Water Station" means a location owned and operated by Aquatera where a Person may purchase Bulk Water.

1.5. "Combined Service" means the Service Pjpe used to supply Water for both Water and fire protection.

1.6. "Communication Wire" means the wire which connects a Meter to a Remote Reading Device.

1.7. "Cross Connection" means any existing temporary, permanent, or potential connection between any part of the Waterworks System and any other environment containing other substances in a manner, which, under any circumstances, allows or may potentially allow such substances to enter the Waterworks System.

1.8. "Cross Connection Control Policy" means Aquatera's policy governing Cross Connection requirements and prohibitions, and as may be amended from time to time to reflect changes to the industry standard and available on www.aquatera.ca

1.9. "Discontinuation" means the physical disconnection of a Water Service Pipe from a Water Main.

1.10. "Fire Line" means a pipe that is intended solely for the purpose of providing a standby supply of Water for fire protection purposes.

1.11. "Private Water System" means a privately owned water system relying on non-Aquatera sources of water for human consumption and/or other purposes that serves one or more properties and is not provided by Aquatera, including but not limited to a private well, a shared well, water tank, or a rainwater collection system.

1.12. "Remote Reading Device" means the device attached to the outside of a building or elsewhere which enables Aquatera to determine Water consumption registered by a Meter, without entering the building in which the Meter is installed.

1.13. "Seal" means a sealed wire loop that passes through an end connection and the body of a Meter or Remote Reading Device to prevent tampering.

1.14. "Service Box" means the operating rod, casing, and extension used for the operation of a Service Valve from ground level.

1.15. "Shut Off" means an interruption of the supply of Water.

TERMS AND CONDITIONS - WATER SERVICES

Water Supply and Shut Off

2. The Aquatera Manager may Shut Off the Water supply to a Consumer for any reason considered appropriate and for a length of time as necessary, provided that reasonable efforts are used to give notice to an affected Consumer.

Water Supply and Pressure

3. Aquatera does not guarantee Water pressure and may at any time, without notice, change the operating Water pressure.

4. A Consumer requiring an uninterrupted Water supply or pressure or having processes or equipment that requires Water quality of a specific standard shall provide the necessary Fixtures to ensure an uninterrupted supply, pressure, or quality of Water.

Inspection

5. Aquatera may inspect a Consumer's Property to conduct tests on Private Services to determine compliance with this Bylaw, the Alberta Plumbing Code, and Aquatera may Shut Off the Water supply should the Consumer deny access.

6. Aquatera shall have the right to enter, without reasonable notice to the Consumer or Owner, a Consumer or Owner's Property:

6.1. to investigate whether the Consumer or Owner is in breach of Section 25;

6.2. if it is an emergency;

6.3. where Aquatera has a court order or permission from another authority having jurisdiction;

6.4. where Aquatera is otherwise legally empowered to enter;

6.5. where Aquatera has reasonable grounds to believe that theft of Water or interference with the Waterworks System is underway;

6.6. where Aquatera has reasonable grounds to believe Cross Connection, Overstrength Surcharge or Polluted Water discharge is underway;

6.7. where Aquatera has made reasonable efforts to notify the Consumer of the proposed entry for the purpose of inspection and the Consumer has not replied to Aquatera within thirty (30) days of the notice being sent.

Water Connections

7. A Person constructing or relocating a building on Property adjacent to a Water Main after this Bylaw comes into effect, as stated in Terms and Conditions – General, Section 85, shall connect the building to the Water Main.

8. If a Water Main is constructed adjacent to a Property on which a Private Water System is installed, the County, with the consent of the Aquatera Manager, may give the Owner of the Property notice to connect any building to the Water Main within a specified time. Without restricting the generality of the foregoing, it is the intent of the County to require connection to a Water Main upon an intensification of use or development on a Property.

9. No Person shall connect a Private Water System to an Aquatera Service.

Water Use

10. A Consumer shall:

    10.1. use Water for his own use and benefit;

    10.2. not sell Water unless he is an authorized Bulk Water Outlet;

    10.3. not lend, give away, or dispose of Water; and,

    10.4. not increase Water usage above the volume agreed upon with Aquatera.

11. If a Consumer is in breach of Section 10, the Aquatera Manager may charge for all the Water supplied to the Consumer at the current Bulk Water Rate.

Bulk Water

12. Aquatera may permit Bulk Water to be provided at Bulk Water Outlets.

13. Bulk Water may be purchased at a Bulk Water Station at the current Bulk Water Rate.

Irrigation

14. The Aquatera Manager may regulate, restrict, or prohibit Irrigation as may be necessary, including refusing, in their sole discretion, to authorize the installation of an irrigation Meter, and may Shut Off the Water supply to a Consumer who contravenes this Section.

15. Any Consumer, except Residential Premises with not more than three (3) units, may apply to Aquatera to become an Irrigation Consumer.

16. In compliance with the Cross Connection Control Policy, an Irrigation Consumer shall install at his expense, a Backflow Prevention Assembly as required by Aquatera.

Discharge of Water to Waste

17. Unless authorized by the Aquatera Manager, no Person shall, for any reason, cause, permit, or allow the discharge of Water so that it runs to waste.

Noise and Pressure Surges

18. No Consumer shall cause, permit, or allow any apparatus, fitting or Fixture to be connected to the Water supply or allow the Water supply to be operated in a manner to cause noise, pressure surges, or other disturbance which may in the opinion of the Aquatera Manager damage the Waterworks System and the Aquatera Manager may Shut Off the Water supply until the Consumer remedies the breach.

Service Valve Operations

19. A Service Valve may be turned on or off only when authorized by the Aquatera Manager.

Fire Hydrants

20. A fire hydrant may be operated only by Aquatera employees or County Fire Department employees, or a Person authorized by the Aquatera Manager.

21. Fire hydrants shall be used only for fire protection, unless authorized by the Aquatera Manager.

22. No Person shall allow anything to be constructed, placed, erected, or planted adjacent to a fire hydrant, which may interfere with access to, use, maintenance, or visibility of the hydrant.

23. If requested by a Person and approved by Aquatera and the County, a fire hydrant on public Property may be relocated, raised or lowered at that Person's expense.

24. Aquatera shall own, inspect, maintain, repair, and replace a fire hydrant on public Property.

Cross Connection

25. In compliance with the Cross Connection Control Policy, no Consumer shall cause, permit or allow any pipe, Fixture, fitting, container or other apparatus to remain connected to his Water supply, which may cause Water from a source other than Aquatera, or any deleterious liquid or substance, to enter the Waterworks System.

26. In compliance with the Cross Connection Control Policy, a Consumer shall install an approved Backflow Prevention Assembly to prevent Water in the Waterworks System to become contaminated with any deleterious liquid or substance.

27. A Consumer shall install, maintain, and test a Backflow Prevention Assembly on a Waterworks System connection, including a Fire Line, in compliance with Aquatera's Cross Connection Control Policy.

28. In compliance with the Cross Connection Control Policy, a Consumer shall provide Aquatera with annual testing of the Backflow Prevention Assembly.

29. In compliance with the Cross Connection Control Policy, a Consumer shall be responsible to address a failed test and repair or replace the Backflow Prevention Assembly.

30. No Consumer shall remove a Backflow Prevention Assembly from operation without prior approval from Aquatera, except where the Consumer is replacing a failed Backflow Prevention Assembly with a new Backflow Prevention Assembly.

31. Should a breach of Section 25-30, (inclusive), be confirmed, and depending on the nature of the hazard, Aquatera:

    31.1. may immediately, without notice, Shut Off the Water supply; and/or

    31.2. shall give notice to the Consumer to correct the situation at their expense within the time specified in the notice.

32. Should a Consumer fail to comply with the order as noted in Section 31 within the specified time, Aquatera may Shut Off the Water supply until the Consumer corrects the situation at his expense and the Consumer may be subject to penalties as established in this Bylaw.

Meters

33. All Water supplied by Aquatera through a Private Service shall be measured by a Meter and Remote Reading Device owned and maintained by Aquatera.

34. Aquatera, at its expense, shall supply and install a Meter that replaces an obsolete Meter.

35. Notwithstanding Section 34, any re-sizing during the replacement of obsolete Meters shall comply with this Schedule.

36. If a Consumer requests that an existing Meter be replaced with one of a different size, the Consumer shall be responsible for the cost of a new Meter as determined by Aquatera, and any plumbing modifications.

37. The Aquatera Manager may suspend a request to re-size a Meter, pending a review of consumption history, usage patterns and maximum flow requirements.

Subsidiary Meter

38. A Consumer may, for his benefit and at his cost, install a meter between the Meter supplied by Aquatera and the point of use of the Water supply.

Disputed Meter Reading

39. Aquatera or a Consumer may dispute a Meter reading by giving written notice to the other party. Upon receipt of notice, Aquatera shall test or calibrate the Meter in question.

40. If the Meter is found to be accurate within 97% to 103% of the volume of Water passing through it, the Charge set out in Schedule "C" for the test or calibration, an all costs as may be associated with the disputed reading shall be borne by the party disputing the reading.

41. If the Meter fails to be accurate within the limits noted in Section 40:

    41.1. the Meter shall be repaired or replaced and the cost, as well as the expense of the test or calibration, shall be borne by Aquatera; and

    41.2. the accounts based upon the readings of that Meter during the six (6) months immediately preceding the date of the test or calibration shall be corrected to reflect the error in the Meter;

    41.3. the Consumer shall pay, or be refunded, as the case may be, the amount determined, and;

    41.4. the adjustment shall be accepted by both Aquatera and the Consumer in full settlement of any claim arising out of the error in the Meter operation.

42. Aquatera, at its sole discretion, may re-install the Meter in question following completion of testing or calibration, and all costs shall be borne solely by the party disputing the reading.

43. Notwithstanding Section 40, if a Meter has failed to accurately record the volume of Water, the Utility Invoice for the Water consumed shall be estimated by the Aquatera Manager.

Meter Chamber

44. If a Property to be supplied with Water does not have an acceptable site for the installation of a Meter, the Consumer shall construct, at his expense, a dry container or chamber for a Meter at the Property line and shall maintain the container or chamber to Aquatera standards.

Meter Service

45. Aquatera shall supply only one (1) Meter for each Water service to a building.

46. If a building is to be constructed over two or more serviced Lots, the Owner, in consultation and approval from Aquatera, shall be responsible to select which existing Water and Wastewater service shall service the building, and the Owner shall be responsible, as its sole expense, to terminate all other Water and Wastewater services at the Water Main and Sanitary Sewer Main, and shall be responsible for all restoration costs.

47. If a Lot with an existing building is to be subdivided, a separate Water and Wastewater service connection and Meter is required for each new Lot and portion of building, subject to approval of the County and Aquatera as may be required.

48. A condominium development may have a single Water and Wastewater service connection and Meter with the utility account in the name of the condominium association.

Meter Service Size

49. The maximum size of the Meter shall not exceed the size of the Private Service.

50. If the Private Service is a Combined Service, the internal diameter of the Private Service branch off the Fire Line shall determine the Meter size.

51. A Meter may be installed on a Fire Line at the Consumer's expense, with prior approval of the Aquatera Manager.

Meter Protection

52. A Consumer shall immediately notify the Aquatera Manager of any damage to or operating irregularity of a Meter.

53. A Consumer shall ensure the Meter on his Property is adequately protected from freezing, heat and other damage, or theft, and the repair or replacement of a damaged Meter shall be at the Consumer's expense should breach of this requirement occur.

54. No Consumer shall obstruct, tamper, or impede direct, safe and convenient access to a Meter, Remote Reading Device, Communication Wire, or Seal.

Meter Relocation

55. An existing Meter may be relocated at the Consumer's expense, with prior written approval of the Aquatera Manager.

Meter Reading

56. Every Meter shall be read monthly. If a Meter cannot be read monthly, the Utility Invoice for the Water consumed shall be estimated by the Aquatera Manager.

57. Notwithstanding Section 56, every Meter must be read at least once in a three (3) month period and if a reading cannot be obtained due to the actions or inactions of the Consumer, the Aquatera Manager may Shut Off the Water supply until Aquatera is able to obtain a reading.

Meter Bypass

58. A Consumer with a Meter 50mm or larger may construct a bypass, at his expense and as approved by Aquatera, and further, the bypass may be opened only by Aquatera.

59. Where Aquatera has approved the construction and installation of a bypass that would circumvent the Backflow Prevention Assembly, the Consumer or Owner shall install or have installed an approved Backflow Prevention Assembly on the approved bypass.

60. A Consumer shall be responsible for payment for Water supplied through a bypass, but not recorded on the Meter, and the Utility Invoice for the Water shall be estimated by the Aquatera Manager.

61. If a Consumer breaches Section 58 the Aquatera Manager may Shut Off the Water supply until arrangements have been made to estimate the volume of Water supplied through a bypass.

Meter Valves

62. A Consumer shall supply and maintain Meter valves at his expense, on both sides of and within 300mm of any Meter.

63. The first Meter valve upstream of the Meter shall be located within the first 300mm inside a building or in an alternate location approved by the Aquatera Manager.

Meter Remote Reading Device

64. A Remote Reading Device shall be located on a building to facilitate reading of the Remote Reading Device.

65. A Consumer may relocate a Remote Reading Device at his expense, with prior approval of the Aquatera Manager.

Temporary Water Service

66. Aquatera may install a Meter with a maximum size of 19mm to provide temporary Water services during construction and the Meter shall be in a location approved by Aquatera.

67. When a temporary Water service is required, Application shall be made in accordance with this Bylaw and the applicant shall pay Aquatera in advance the cost of its construction and Discontinuation as estimated by the Aquatera Manager.

Re-use of Existing Aquatera Services

68. An existing Aquatera Service may be used to provide service to a building constructed after the effective date of this Bylaw, as stated in Terms and Conditions – General, Section 85, only with the Aquatera Manager's approval.

69. No Person shall re-use a lead Water Service Pipe to provide service.

70. Aquatera shall be responsible for all costs incurred in constructing a new Aquatera Service when the existing pipe is deemed unacceptable and no re-sizing of the pipe is required.

71. The Owner shall be responsible for all costs incurred by Aquatera for the construction of a new Aquatera Service when re-sizing of the pipe is required.

72. Re-use of a single 19mm diameter service in conjunction with the development of a duplex or semi-detached dwelling may be permitted if the Consumer can demonstrate that the necessary capacity exists to meet the Fixture count and Water demand and no subdivision of the Property is intended or required.

Discontinue Water Service

73. When a building is to be demolished or removed from a Property, a Person shall request approval from Aquatera to Discontinue Water service and shall pay the cost to Discontinue the service.

74. A Water service may be temporarily Shut Off at the Property line at a cost to the Consumer and if Aquatera determines that Discontinuation is required, the Consumer shall pay an additional Charge.

75. When a Consumer requires the Water supply from the Water Main to be turned on or Shut Off at the Service Valve, Aquatera shall impose a Charge to the Consumer.

Service Box

76. When a building is under construction, the Service Box shall be exposed at final grade level and clearly marked with a blue wooden stake and shall be maintained and protected from damage during construction and until such time as an occupancy permit is issued.

77. Aquatera shall be notified if a Service Box is damaged prior to an occupancy permit being issued.

78. If the Water service cannot be turned on or Shut Off due to a damaged Service Box or Service Valve, Aquatera, at its expense, shall excavate to the Water Service Pipe and Discontinue the service.

79. If the installation or repair of a Private Service necessitates excavation at the Service Box, Aquatera may require replacement of the Service Box by the Owner. Aquatera shall provide a replacement Service Box at no cost if damage to the Service Box is not the fault of the Owner. The Owner shall pay the cost of installing the replacement Service Box.

Water Service Pressure

80. A Person installing a new Private Service shall verify that adequate Water pressure exists at the Service Valve. If Aquatera is notified at any time after the connection is made that there is a lack of pressure, and upon inspection it is confirmed the pressure is

inadequate, the Owner shall be responsible for the cost of re-excavating the Service Valve for the purposes of the inspection.

Emergencies

81. The Aquatera Manager may discontinue or reduce water service without prior notice to a Consumer, a group of Consumers, or a geographical area in order to prevent or mitigate the impairment of or damage to:

    81.1. the Waterworks System;

    81.2. the Wastewater System;

    81.3. human health or safety;

    81.4. property;

    81.5. the environment.

Outdoor Water Use Restrictions

82. If the Aquatera Manager believes there is a reason to require reduced water usage, the Aquatera Manager may declare an outdoor water use restriction.

83. The declaration of an outdoor water use restriction by the Aquatera Manager may apply to:

    83.1. all areas serviced by Aquatera in the County;

    83.2. geographic area(s) serviced by Aquatera in the County; or

    83.3. other specific locations serviced by Aquatera in the County as defined by the Aquatera Manager.

84. If there is reason to declare an outdoor water use restriction, the Aquatera Manager may declare such restriction effective immediately.

85. In the event of a declaration of an outdoor water use restriction made pursuant to this Section, the Aquatera Manager:

    85.1. shall determine that the outdoor water use restriction is a Phase 1, Phase 2, Phase 3 or Phase 4 outdoor water use restriction, and the permitted activities shall be those referenced in Aquatera's Water Restrictions, as amended from time to time, and as published on the Aquatera website at www.aquatera.ca;

    85.2. shall cause public notice indicating the phase of outdoor water use restriction and the date such restrictions came or will come into effect to be given in any one or more of the following manners:

        85.2.1. Aquatera press release;

        85.2.2. Notice on the Aquatera website;

        85.2.3. Radio announcements;

        85.2.4. Social media;

85.2.5. Notices through the utility billing system;

85.2.6. Circulation of flyers;

85.2.7 Signage;

85.3. may declare different phases of outdoor water use restrictions in different geographic areas serviced by Aquatera in the County;

85.4. shall, if changing the areas of application or phases of restrictions in any area or lifting a declaration of outdoor water use restrictions, cause a public notice to be given in the manner described in subsection 85.2 and

85.5. shall, after determining that the reason or reasons to require reduced water usage has sufficiently abated, declare an end to an outdoor water use restriction and shall cause public notice of such declaration to be given in the manner described in subsection 85.2.

86. When an outdoor water use restriction is in effect, no Owner or Occupant of a parcel or premises shall allow the use of water supplied through the Waterworks System for any activity or application prohibited in the following phases of restrictions set out in Aquatera's Water Restrictions posted to the Aquatera website at www.aquatera.ca:

86.1. Phase 1;

86.2. Phase 2;

86.3. Phase 3;

86.4. Phase 4.

87. The Aquatera Manager, at their discretion, may grant an exemption to the outdoor water use restrictions or any other measures to conserve water imposed by the Aquatera Manager. If the Aquatera Manager grants an exemption to the water restriction, such exemption is at the discretion of the Aquatera Manager and may be cancelled or suspended upon notice to the Consumer.

BYLAW #3274
Schedule C - Charges

1. Where Rates have not been established for a particular service, Aquatera may establish Charges for services provided and all other costs or expenses incurred by Aquatera pursuant to this Bylaw. For the purposes of this schedule of services and Charges, "normal business hours" means the regular work day, Monday to Friday, excluding statutory and civic holidays.

2. Without limiting the generality of the foregoing, Aquatera may establish Charges for the following:

   2.1. Service call during normal business hours;

   2.2. Service call outside normal business hours;

   2.3. Electronic location of Service Pipes on Property;

   2.4. Video inspection of Service Pipes;

   2.5. Clearing of blocked sewer;

   2.6. Thawing of Private Service lines;

   2.7. Repairs or work related to Aquatera Property where damage caused as a result of Person's action, including clearing of blocked or thawing of frozen Aquatera Services or Mains;

   2.8. Supply, install, repair or replacement of Meters;

   2.9. Meter accuracy tests;

   2.10. Temporary Water supply and construction Meters;

   2.11. Service connections;

   2.12. Application Charges for commencement of a utility account;

   2.13. Water supply Shut Off or turn on;

   2.14. Discontinuation of services;

   2.15. Utility account collection Charge;

   2.16. Dishonored payment;

   2.17. Discharge of Wastewater or Interceptor material into the Wastewater System;

   2.18. Lab analysis of Wastewater or Interceptor material samples;

   2.19. Infrastructure charges;

   2.20. Bulk Water;

   2.21. Maintenance of private fire hydrants;

   2.22. Paper billing.

BYLAW #3274

Schedule D-1 – Rates - Wastewater Services Serviced by the Grande Prairie Waste System

Consumption Rate per cubic metre (m^3)	March 1, 2026
	$3.20
Fixed Rate (based on Meter size)	**March 1, 2026 Rate (monthly)**
16mm (5/8")	$16.01
19mm (3/4")	$24.02
25mm (1")	$40.03
38mm (1-1/2")	$80.05
50mm (2")	$128.09
75mm (3")	$280.19
100mm (4")	$504.35
150mm (6")	$1,120.77
200mm (8")	$2,241.54
250mm (10")	$3,522.42

Franchise Fee

1. Every Consumer shall pay a Municipal Franchise Fee of ten percent (10%) of the sum of the Consumption Rate, the Fixed Rate and any Surcharge applied as described in this Schedule.

Overstrength Surcharge

2. Where Aquatera has tested the discharge of Wastewater into the Wastewater System, and found that the Wastewater exceeds the limits of B.O.D., TSS, Oil and Grease, including Hydrocarbons or other compounds/elements pursuant to Schedule "A", then the Consumer shall pay the following:

2.1. A sampling charge of $115.00 and lab analysis costs on a frequency established by the Aquatera Manager during the period within which the Wastewater continues to be overstrength based on testing results;

2.2. Overstrength Surcharges for compounds/elements other than B.O.D., TSS, Oil and Grease, including Hydrocarbons, shall be established at the time by the Aquatera Manager based on their assessment of the impact; and,

2.3. An Overstrength Surcharge based on the amount of B.O.D., TSS, Oil and Grease, including Hydrocarbons at the following Rates:

TIER ONE			SURCHARGE
	Concentration Above	Concentration Below	
B.O.D.	500	1,000 mg/L	$1.04 /kg
TSS	500	1,000 mg/L	$0.99 /kg
Oil and Grease inc. Hydrocarbons	100	275 mg/L	$0.81/kg
TIER TWO			SURCHARGE
	Concentration Above	Concentration Below	
B.O.D.	1,000	2,000 mg/L	$1.38 /kg
TSS	1,000	2,000 mg/L	$1.32 /kg
Oil and Grease inc. Hydrocarbons	275	450 mg/L	$1.08/kg
TIER THREE			SURCHARGE
	Concentration Above		
B.O.D.	2,000 mg/L		$2.08 /kg
TSS	2,000 mg/L		$1.98 /kg
Oil and Grease inc. Hydrocarbons	450 mg/L		$1.62/kg

BYLAW #3274

Schedule D-2 – Rates - Wastewater Services Serviced by the Clairmont Waste System

RESIDENTIAL CONSUMERS

Residential Consumption Rate per cubic metre (m^3)	March 1, 2026
	$3.40
Residential Fixed Rate (based on Meter size)	**March 1, 2026 Rate (monthly)**
16mm (5/8")	$20.67
19mm (3/4")	$31.01
25mm (1")	$51.68
38mm (1-1/2")	$103.36
50mm (2")	$165.37
75mm (3")	$361.75
100mm (4")	$651.15
150mm (6")	$1,446.99
200mm (8")	$2,893.99
250mm (10")	$4,547.69

NON-RESIDENTIAL CONSUMERS

Non- Residential Consumption Rate per cubic metre (m^3)	March 1, 2026
	$5.96
Non-Residential Fixed Rate (based on Meter size)	**March 1, 2026 Rate (monthly)**
16mm (5/8")	$36.20
19mm (3/4")	$54.30
25mm (1")	$90.49
38mm (1-1/2")	$180.99
50mm (2")	$289.58
75mm (3")	$633.46
100mm (4")	$1,140.24
150mm (6")	$2,533.86
200mm (8")	$5,067.71
250mm (10")	$7,963.55

Franchise Fee

1. Every Consumer shall pay a Municipal Franchise Fee of ten percent (10%) of the sum of the Consumption Rate, the Fixed Rate and any Surcharge applied as described in this Schedule.

Overstrength Surcharge

2. Where Aquatera has tested the discharge of Wastewater into the Wastewater System, and found that the Wastewater exceeds the limits of B.O.D., TSS, Oil and Grease, including Hydrocarbons or other compounds/elements pursuant to Schedule "A", then the Consumer shall pay the following:

    2.1. A sampling charge of $115.00 and lab analysis costs on a frequency established by the Aquatera Manager during the period within which the Wastewater continues to be overstrength based on testing results;

    2.2. Overstrength Surcharges for compounds/elements other than B.O.D., TSS, Oil and Grease, including Hydrocarbons, shall be established at the time by the Aquatera Manager based on their assessment of the impact; and,

2.3. An Overstrength Surcharge based on the amount of B.O.D., TSS, Oil and Grease, including Hydrocarbons at the following Rates:

TIER ONE			SURCHARGE
	Concentration Above	Concentration Below	
B.O.D.	500	1,000 mg/L	$1.04 /kg
TSS	500	1,000 mg/L	$0.99 /kg
Oil and Grease inc. Hydrocarbons	100	275 mg/L	$0.81/kg
TIER TWO			SURCHARGE
	Concentration Above	Concentration Below	
B.O.D.	1,000	2,000 mg/L	$1.38 /kg
TSS	1,000	2,000 mg/L	$1.32 /kg
Oil and Grease inc. Hydrocarbons	275	450 mg/L	$1.08/kg
TIER THREE			SURCHARGE
	Concentration Above		
B.O.D.	2,000 mg/L		$2.08 /kg
TSS	2,000 mg/L		$1.98 /kg
Oil and Grease inc. Hydrocarbons	450 mg/L		$1.62/kg

BYLAW #3274

Schedule E – Rates - Water Services Serviced by the Grande Prairie Water System

RESIDENTIAL CONSUMERS

Residential Consumption Rate per cubic metre (m^3)	March 1, 2026
	$2.02
Residential Fixed Rate (based on Meter size)	**March 1, 2026 Rate (monthly)**
16mm (5/8")	$17.79
19mm (3/4")	$26.68
25mm (1")	$44.47
38mm (1-1/2")	$88.94
50mm (2")	$142.31
75mm (3")	$311.29
100mm (4")	$560.33
150mm (6")	$1,245.17
200mm (8")	$2,490.35
250mm (10")	$3,913.40

NON-RESIDENTIAL CONSUMERS

Non- Residential Consumption Rate per cubic metre (m^3)	March 1, 2026
	$2.21
Non-Residential Fixed Rate (based on Meter size)	**March 1, 2026 Rate (monthly)**
16mm (5/8")	$19.57
19mm (3/4")	$29.35
25mm (1")	$48.92
38mm (1-1/2")	$97.84
50mm (2")	$156.54
75mm (3")	$342.42
100mm (4")	$616.36
150mm (6")	$1,369.69
200mm (8")	$2,739.38
250mm (10")	$4,304.74

IRRIGATION CONSUMERS

Irrigation Consumption Rate per cubic metre (m^3)	March 1, 2026
	$3.02
Irrigation Fixed Rate (based on Meter size)	**March 1, 2026 Rate (monthly)**
16mm (5/8")	$26.69
19mm (3/4")	$40.03
25mm (1")	$66.72
38mm (1-1/2")	$133.44
50mm (2")	$213.51
75mm (3")	$467.06
100mm (4")	$840.70
150mm (6")	$1,868.22
200mm (8")	$3,736.45
250mm (10")	$5,871.56

Franchise Fee

1. Every Consumer shall pay a Municipal Franchise Fee of ten percent (10%) of the sum of the Fixed Rate and Consumption Rate as described in this Schedule.

AQUATERA
WATER EARTH INNOVATION

11101 104 Avenue
Grande Prairie, AB T8V 8H6
www.aquatera.ca

To the Reeve and Council
County of Grande Prairie No. 1
10001 84 Avenue
Clairmont AB T8X 5B2

December 18, 2025

Attention: County of Grande Prairie Reeve and Council Members

Re: 2026 Rate Increase

On November 4, 2025, a Shareholder input session was held to consult on Aquatera's draft one-year business plan. The session provided an overview on rate increases, the 2026 to 2029 business plan, a draft 2026 budget and the 2026-2029 capital plan. The one-year business plan was developed over several months as a combined effort involving Shareholders, municipal employees, Aquatera Directors, management and staff. At the November 26, 2025, Board meeting, Directors approved Aquatera's Business Plan for 2026.

Aquatera is entering a significant capital infrastructure addition and replacement cycle for the next five (5) years which will have upward pressure on customer rates. At the Shareholder input session November 4, 2025, Aquatera projected that a 4% overall increase in Water and Wastewater rates would be required to cover the cost of these services in 2026. As presented, the 2025 rate increase reflects costs of service for Water, Wastewater and Solid Waste services. Rates increases are set to occur on March 1, 2026.

Amendments to the Aquatera Utility Bylaw reflecting these rate increases are required. Additional proposed bylaw changes include amendments to the Cross Connection Control (CCC) Program, to further enhance protection of the region's water services. As per Shareholder approval processes, Aquatera Management will work with Administration to receive Council approval for amendments to the Aquatera Utility Bylaw.

A summary of monthly increases for each municipality is provided below. To prepare for the public rate advisory announcement, speaking notes will be provided in the new year.

City of Grande Prairie Rates: Residential Water, Wastewater and Solid Waste (includes Franchise Fees)

Typical increases for the City of Grande Prairie residential water and wastewater charges are $4.73 per month, while solid waste will increase $0.88 per month in 2026.

Town of Sexsmith Rates: Residential Water and Wastewater (includes Franchise Fees)

Typical increases for the Town of Sexsmith residential water and wastewater charges are $5.62 per month in 2026.

Clairmont Rates: Residential Water and Wastewater (includes Franchise Fees)

Typical increases for the Clairmont residential water and wastewater charges are $5.68 per month in 2026.

County of Grande Prairie Rates: Residential Water and Wastewater (includes Franchise Fees)

Typical increases for the County of Grande Prairie residential water and wastewater charges are $5.15 per month in 2026.

Town of Wembley: Residential Water and Wastewater (includes Franchise Fees)

Typical increases for the Town of Wembley residential water and wastewater charges are $6.09 per month in 2026.

Table 1: Rate Changes (Includes Franchise Fees)

Please note that minor discrepancies may occur due to rounding within the rate model, which uses extended decimal precision for calculations.

County of Grande Prairie	Residential 2025	2026	($)	(%)
Variable	$31.68	$32.31	$0.63	2.0%
Fixed 5/8"	$16.19	$17.79	$1.60	9.9%
Franchise Fee	$4.79	$5.01	$0.22	4.7%
Subtotal Water	**$52.65**	**$55.11**	**$2.46**	**4.7%**
Variable	$50.24	$51.24	$1.00	2.0%
Fixed 5/8"	$14.57	$16.01	$1.44	9.9%
Franchise Fee	$6.48	$6.73	$0.24	3.8%
Subtotal Wastewater	**$71.29**	**$73.98**	**$2.69**	**3.8%**
Total Water & Wastewater	**$123.94**	**$129.09**	**$5.15**	**4.2%**

Hamlet of Clairmont	Residential 2025	2026	($)	(%)
Variable	$31.68	$32.31	$0.63	2.0%
Fixed 5/8"	$16.19	$17.79	$1.60	9.9%
Franchise Fee	$4.79	$5.01	$0.22	4.7%
Subtotal Water	**$52.65**	**$55.11**	**$2.46**	**4.7%**
Variable	$53.28	$54.35	$1.07	2.0%
Fixed 5/8"	$18.81	$20.67	$1.86	9.9%
Franchise Fee	$7.21	$7.50	$0.29	4.1%
Subtotal Wastewater	**$79.30**	**$82.52**	**$3.22**	**4.1%**
Total Water & Wastewater	**$131.95**	**$137.63**	**$5.68**	**4.3%**

The following tables list the capital projects from 2026-2030 and the investment drivers. Investment drivers are categorized as: regulatory, reliability, growth-organic and growth-shareholder priority. It is important to note that some projects extend over multiple years.

The 2026 proposed capital budget totals $32.4M.

Table 2: 2026-30 Capital Plan Summary by Investment Drivers

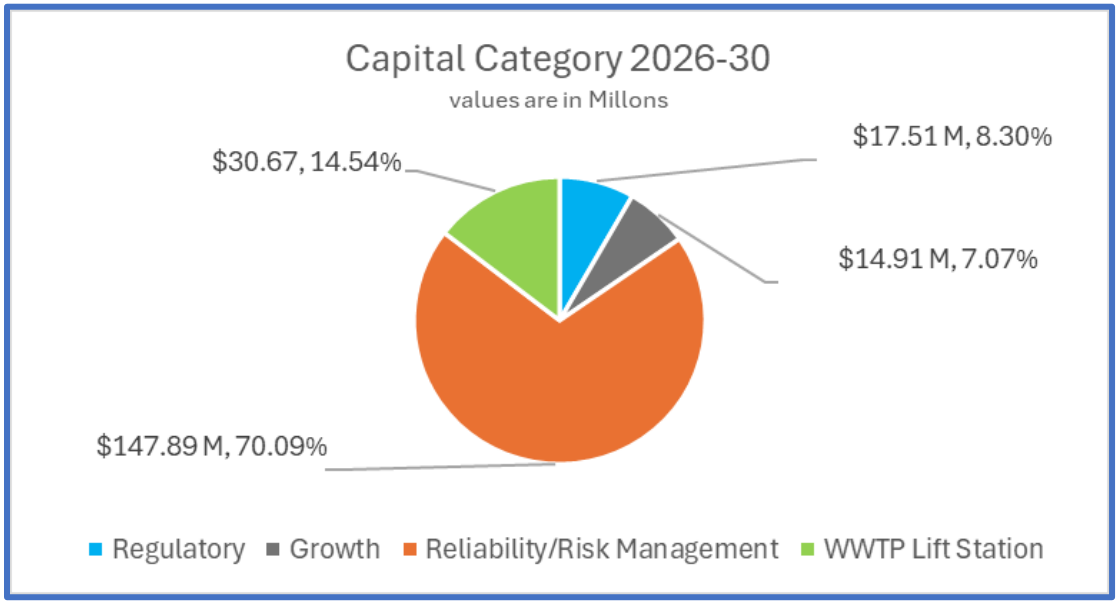
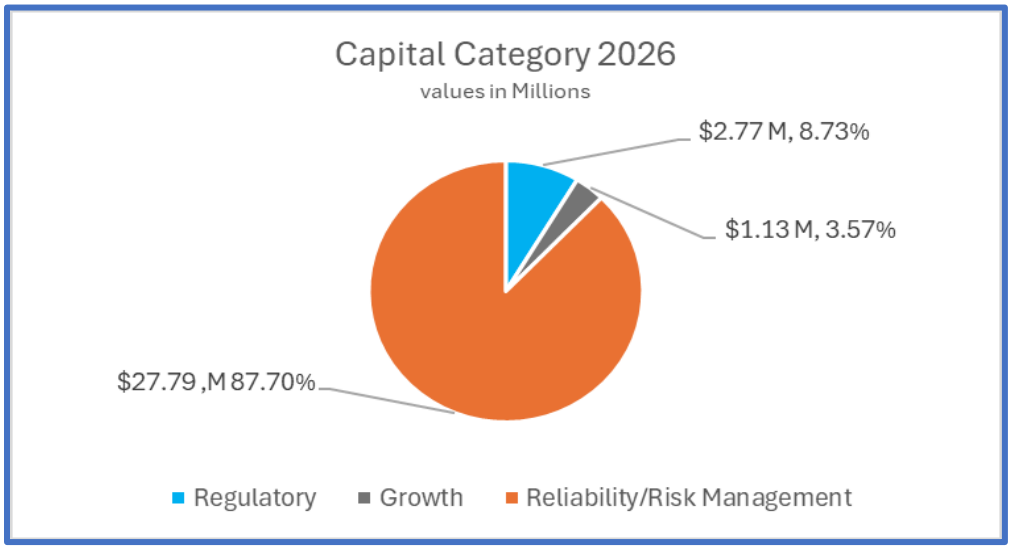


Table 3: 2026-30 Capital Plan Summary by Shareholder Area ($000)

Shareholder Area	2026B	2027B	2028B	2029B	2030B	5-Year Total
City of GP	$ 7,050	$ 5,669	$ 8,372	$ 1,416	$ 11,961	$ 34,468
County of GP	$ 651	$ -	$ -	$ -	$ -	$ 651
City/County GP	$ 3,905	$ 8,857	$ 34,467	$ 2,293	$ 96	$ 49,618
Sexsmith	$ 675	$ 3,245	$ -	$ 100	$ -	$ 4,020
Wembley	$ -	$ -	$ -	$ -	$ 3,050	$ 3,050
Clairmont	$ 800	$ -	$ -	$ -	$ -	$ 800
Common/Shared	$ 19,342	$ 36,159	$ 28,045	$ 16,666	$ 18,146	$ 118,358
TOTALS:	**$ 32,423**	**$ 53,930**	**$ 70,884**	**$ 20,475**	**$ 33,253**	**$ 210,964**

Table 4: 2026 Capital Plan Summary Investment Drivers



The following is a summary of key capital projects identified to occur in 2026 and in some cases over multiple years.

Water Treatment Plant (WTP) Reservoir Expansion – Final phase of construction of a 12,000 cubic meter (usable volume) reservoir adjacent to the WTP will provide additional storage in the system to accommodate maintenance activities, stabilize operations and provide security of potable water supply for up to 12 days in case of major Treatment Plant outage. ($4.0M)

97b Street Water and Wastewater and Road Rebuild – Replacement and upgrade of the ageing infrastructure. ($3.0M)

DC Valve Replacement Program – Planned replacement of water system valves that are not functional on a priority risk assessment basis. ($2.4M)

99 Avenue Water Main Replacement – Replacement and upgrade of the existing water line between 101 and 102 Street. ($2.0M)

If you require further information or clarification, please feel free to contact me at any time.

Sincerely,

Vaughn Bend

CEO,

Aquatera Utilities Inc.

c: Aquatera Board of Directors,
Shareholder Municipalities

	Dec 31, 2023 Balance	Transfers to	Transfers from	Dec 31, 2024 Balance**	Transfers to	Transfers from	Dec 31, 2025 Balance	Transfers to	Transfers from	Dec 31, 2026 Projected Balance
Water and Wastewater (Aquatera)	**2,333,273.27**			**5,978,268.37**			**7,135,965.47**			**6,284,591.83**
Transfer **to** reserve from **Aquatera Dividends**		1,081,403.00			1,244,109.00			-		
Transfer **to** reserve from **Franchise Fees**		766,035.50			765,610.97			-		
Transfer **from** reserve for **debt payments**			(339,872.43)			(332,022.87)			(331,373.64)	
Transfer **from** reserve for **Aquatera rate subsidy** (May 2022 - April 2027)			(520,000.00)			(520,000.00)			(520,000.00)	
Transfer **from** reserve to **reallocate** to Water and Wastewater (County)			(62,052.15)							
	2,333,273.27	**1,847,438.50**	**(921,924.58)**	**5,978,268.37**	**2,009,719.97**	**(852,022.87)**	**7,135,965.47**	**-**	**(851,373.64)**	**6,284,591.83**

***Includes repayment of 5 Mile Hall School servicing - funded from reserve*

Water and Wastewater (County)	Dec 31, 2023 Balance	Transfers to	Transfers from	Dec 31, 2024 Balance	Transfers to	Transfers from	Dec 31, 2025 Balance	Transfers to	Transfers from	Dec 31, 2026 Projected Balance
	62,052.15			**70,796.85**			**94,541.55**			**94,541.55**
Transfer **to** reserve from La Glace **Capital Charges**		8,744.70			8,744.70			-		
Transfer **to** reserve from West Aqua **Recoveries**					15,000.00			-		
	62,052.15	**8,744.70**	**-**	**70,796.85**	**23,744.70**	**-**	**94,541.55**	**-**	**-**	**94,541.55**

Historical Council Motions – Aquatera Rate Subsidies 2018 - 2022

The following are Council Motions made regarding Aquatera rate subsidies provided for background information:

Resolution # CM20181217.1028
MOVED by D. Beeston
That the Aquatera subsidy be increased to $200,000 and adjust the differential to 1.75% for 2019 with the subsidy to come from the Franchise/Dividend Reserve for 2019.
CARRIED

Resolution # CM20180115.1022
MOVED by D. Beeston
To approve a one time subsidy of $100,000 to Aquatera to be funded from the 2018 Aquatera franchise fee revenue, and to approve the changes to Schedule D-1, D-2 and E in Bylaw 3070 with the reduction in wastewater rates to reflect an 11.50% instead of 15%, and to direct Administration to bring back an amendment to Bylaw 3070 to the next Council meeting.
CARRIED

Resolution # CM20200224.047
MOVED by Councillor D. Beeston
That Council approve a $200,000 subsidy to be applied to the Aquatera residential and non-residential wastewater rates in the Hamlet of Clairmont for the year 2020. Funding for the subsidy to come from the Community Investment Reserve
CARRIED

Resolution # CM20210531.004
MOVED by Deputy Reeve Peter Harris
That Council approve a subsidy for $325,000 total for Clairmont and County Other to be applied to the Aquatera residential and non-residential wastewater rates in the Hamlet of Clairmont and County Other for the 2021 year with funding for the subsidy to come from the Community Investment Reserve.
CARRIED

Resolution # CM20211220.025
MOVED by Councillor Kurt Balderston
That Council approve a $250,000 subsidy to be applied to the Aquatera residential and non-residential wastewater rates in the Hamlet of Clairmont and County Other for the first four months of the 2022 year with funding for the subsidy to come from the Community Investment

Reserve and request that Aquatera attend a future Committee of the Whole Meeting, prior to April 1, 2022.
CARRIED

The current Aquatera Rate Subsidy was approved by Council during the April 4, 2022 Regular Council Meeting:

Resolution # CM20220404.007
MOVED by Councillor Bob Marshall
That Council approve the Aquatera rate subsidy of $400,000 annually ($2,000,000 total) for Clairmont and $120,000 annually ($600,000 total) for the County Other area, which will start May 2022 and go to April 2027.
CARRIED

Request for Decision

Report Submission Details

Item Number:	**5.1**
Report Title:	**Hamlet of Bezanson Area Concept Plan – Terms of Reference**
Presenter:	**Nick Lapp, General Manager, Planning and Development Services**
Supported By:	Sam Love, Planner
Meeting:	Committee of the Whole Meeting
Meeting Date:	June 25, 2026
Agenda Category:	New Business

Recommended Action

For information.

Previous Council / Committee Action

Not applicable.

Background and Analysis

What is an Area Concept Plan?

An Area Concept Plan (ACP) is a statutory planning document adopted by Council. An Area Concept Plan is used for long-range planning. It provides a generalized concept for an area that will promote orderly development and provide guidance for future rezoning, subdivision, development proposals, as well as future Conceptual Schemes. A Conceptual Scheme is a non-statutory document that provides detailed plans for an area. The attached Terms of Reference (TOR) contains the deliverables that a consultant is expected to provide.

Why is an Area Concept Plan required?

Bezanson's population has grown from 65 residents in 1951 to 146 residents in 2024. According to the Regional Growth Study, its population is expected to increase to 247 residents by 2076. In addition, the rural growth area surrounding Bezanson may increase from a current population of approximately 1,455 to a population of 2,466 over the same period. The primary goal of this Area Concept Plan is to expand the boundaries of Bezanson and to provide an overall vision for future growth in the Hamlet.

What is being proposed and who will complete the Area Concept Plan?

The Area Structure Plan for Bezanson was completed in 1985, and it is outdated. Administration is proposing to complete the Area Concept Plan with assistance from a consultant who will provide the technical information.

What documents will support the Area Concept Plan?

The Bezanson Area Structure Plan which was completed in 1985, the Hamlet Resiliency Strategy which was completed in 2024, and the Regional Growth Study which was completed in 2025 will provide important background information that will support the Area Concept Plan.

Organizational Capacity and Resourcing

Level of Service: Enhance Level of Service

Additional resources required: Yes ☐ No ☒

Not applicable.

Options Analysis and Financial Implications

For information.

Strategic Plans Alignment: Strategic and Business Plan | County of Grande Prairie

Strategic Themes:

- ☒ Theme 1 | Quality of Life
- ☒ Theme 2 | Economy
- ☒ Theme 3 | Transportation
- ☒ Theme 4 | Land Use and Management
- ☐ Theme 5 | Governance and Organizational Excellence
- ☐ Not applicable.

Other Plans:

- Hamlet Resiliency Strategy
- Regional Growth Study
- Bezanson Area Structure Plan (1985)
- Municipal Development Plan
- Land Use Bylaw

Stakeholder Engagement

The Area Concept Plan will identify key stakeholder groups to be consulted as part of the research that will support the ACP.

Public Engagement and Communication

Public engagement will be required as part of the Area Concept Plan.

Attachments

1. Bezanson Area Concept Plan Presentation
2. Bezanson Area Concept Plan Terms of Reference

☒ Approved by General Manager

☒ Approved by County Manager

Bezanson Area Concept Plan Terms of Reference

What is an Area Concept Plan

An Area Concept Plan (ACP) is a statutory planning document initiated by the County under the provisions of Division 4 of the Municipal Government Act.

It provides a generalized concept for an area that will promote orderly development and provide guidance for future rezoning, subdivision, development proposals, as well as future Conceptual Schemes.

A Conceptual Scheme is a non-statutory document that provides detailed plans for an area usually a quarter section.

Why an ACP for Bezanson?

The ACP will be initiated by the County as a statutory planning document and is intended to be adopted as an Area Structure Plan under the Municipal Government Act.

Policy Drivers

- Municipal Development Plan
- Hamlet Resiliency Strategy
- Regional Growth Study

Planning Need

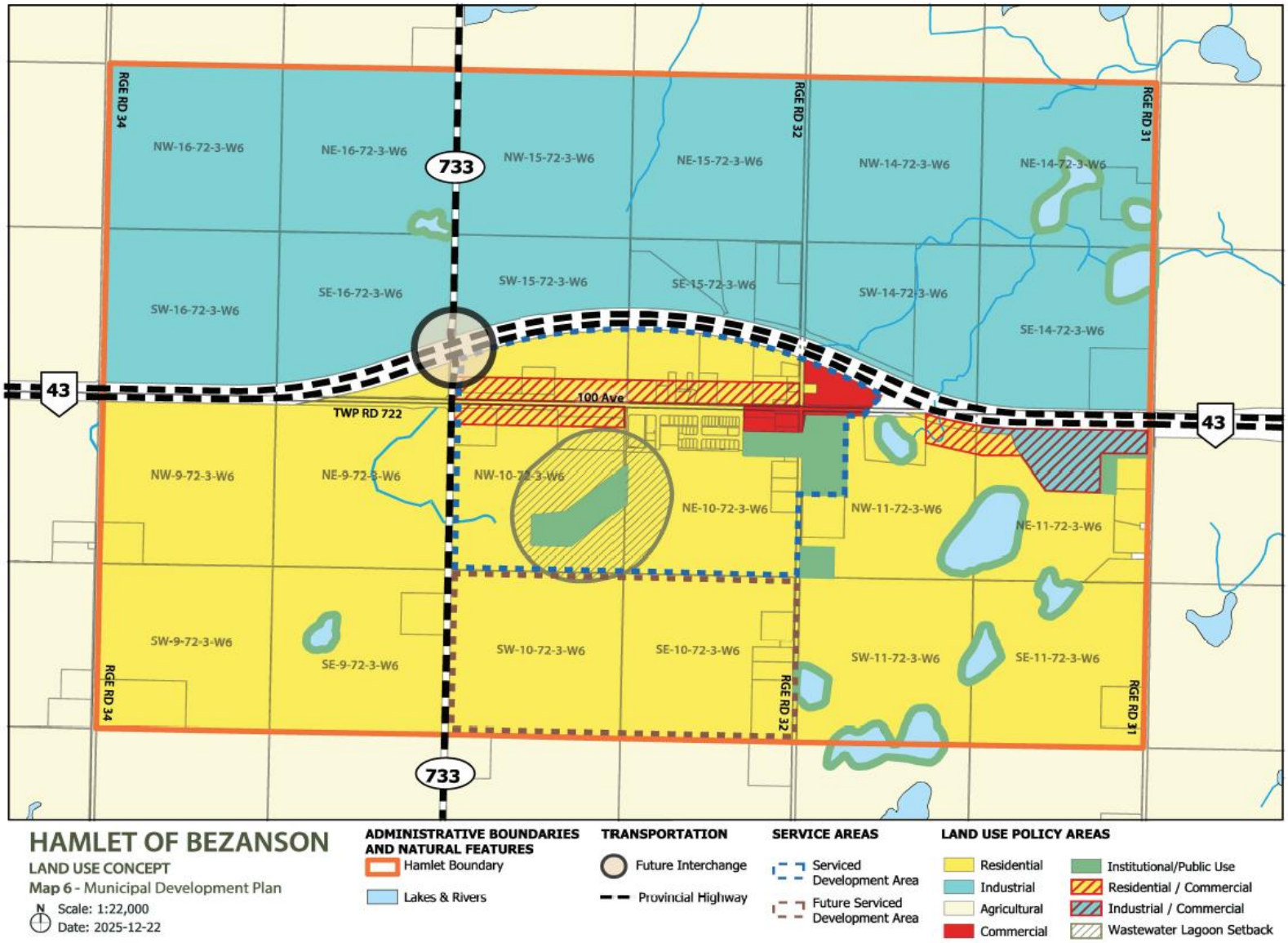
- Orderly growth and redevelopment
- Infrastructure coordination
- Long-term hamlet resiliency

Outcome

- High-level planning framework
- Direction for future detailed planning

The attached TOR sets out the project scope, objectives, deliverables and process.

Hamlet of Bezanson Boundaries:



Plan Area & Growth Context

Key context

- **Location**

  Established hamlet near the junction to Highways 43 and 733.

- **Role**

  Rural node serving surrounding residential, commercial, institutional, industrial and community uses.

- **Hamlet Growth**

  1951 population: 65.
  2024 population: 146
  Projected to reach up to 247 by 2076

- **Growth Area**

  2024 population: 1,455
  Projected to reach up to 2,466 by 2076

What the ACP Will Address

The TOR focuses the ACP on practical issues that influence future growth, infrastructure investment and community improvement.

1 Land Use Concept

Redevelopment, infill and greenfield expansion while maintaining rural character.

2 Servicing Capacity

Wastewater lagoon, water distribution and stormwater infrastructure needs.

3 Revitalization

Streetscaping, tree planting, sidewalks, walkways, public spaces and gateway features.

4 Mobility & Connectivity

Road hierarchy, pedestrian connectivity and integration with surrounding rural roads.

5 Environment & Constraints

Biophysical, historical, servicing and traffic considerations to inform the plan.

6 Implementation

Phasing framework and Conceptual Scheme requirements for future development.

Project Process & Engagement

Expected 12-month planning process

Engagement will include residents, landowners, community groups, referral agencies, utility providers, school boards, County departments and Council as the approving authority.

Note: The project timeline may be affected by stakeholder feedback, technical data limitations, referral agency reviews, resource constraints, Council priorities, servicing capacity, and seasonal conditions; however, these risks will be managed through early scoping, proactive communication, and flexible scheduling.

Deliverables & Next Steps

Key deliverables

- Background and site analysis
- Draft land use and servicing concept maps
- Technical study reports
- Public engagement summary
- Draft and final ACP document
- Council adoption package

Next steps

- **Initiate project**

  Confirm scope, resources and consultant requirements.

- **Prepare RFP**

  Seek consultant services for technical work, engagement and plan preparation.

- **Return through statutory process**

  Draft and final ACP will proceed through engagement and Council consideration.

Recommended action: Accept the TOR as information.

Bezanson Area Concept Plan (ACP)

Project Charter and Terms of Reference

COUNTY OF GRANDE PRARIE NO. 1

June 25, 2026

1.0 Project Overview

The Bezanson Area Concept Plan (ACP) is being prepared to provide a framework for the future development of 24 quarter sections situated along Highway 43 West known as the Hamlet of Bezanson. Section 8 of the County of Grande Prairie's *Municipal Development Plan (MDP)* provides the general policy framework for Hamlets and Section 9 provides the general policy framework for Bezanson. Section 24 of the Municipal Development Plan indicates that area concept plans or area structure plans are required as a prerequisite for the development of industrial parks, hamlets, highway commercial subdivisions, or any other major development where such a plan would assist the County in making planning decisions.

The ACP will respond to direction from the County's Hamlet Resiliency Strategy and Municipal Development Plan, both of which identify the need for more detailed planning in Bezanson to support orderly growth, redevelopment, infrastructure coordination, and long-term hamlet resiliency.

The ACP will identify a preferred land use and growth concept for Bezanson, including future growth areas, servicing considerations, transportation and pedestrian connections, environmental protection, hamlet boundary considerations, and opportunities for community improvement.

The ACP is intended to function as a guiding planning document. It will provide high-level planning direction and identify where future Conceptual Schemes, technical studies, subdivision applications, development applications, or other detailed planning processes may be required before development proceeds.

This document sets out the purpose, scope, objectives, deliverables, engagement process, schedule, budget, risks, and governance structure for the project. It serves as both the Project Charter and the Terms of Reference for the preparation of the Bezanson ACP.

2.0 Purpose and Rational

The Hamlet of Bezanson is located in the southeast portion of the County of Grande Prairie No. 1. It is located approximately 9 miles south of the Hamlet of Teepee Creek, 13 miles east of the Hamlet of Clairmont, and 2.5 miles west of the boundary of MD Greenview. The proposed study area of the Hamlet of Bezanson has a total area of approximately 1,580 ha. The 24 quarter sections within the study area consists of Section 9-72-3-W6M, Section 10-72-3-W6M, Section 11-72-3-W6M, Section 14-72-3-W6M, Section 15-72-3-W6M and Section 16-72-3-W6M. Highway 43 is a major roadway through the proposed Area Concept Plan, while Highway 733 is classified as a secondary highway. Within the Hamlet of Bezanson, zoning consists of urban reserve, highway industrial, comprehensive commercial, country residential, rural residential, limited institutional and recreation, and intensive recreation. The remainder of the surrounding area is country residential, highway industrial and predominantly agricultural uses.

The Hamlet Resiliency Strategy identifies several matters that should be considered through more detailed planning, including future growth areas, sanitary servicing capacity, improvements, protection of sensitive habitat, and adjustments to hamlet boundaries.

Bezanson has a population of approximately 146 residents and the residential population may increase by approximately 100 residents by the year 2076. The rural area around Bezanson has a population of approximately 1,455 and the residential population in this area may increase by approximately 1,111 residents by 2076. The Municipal Development Plan identifies Bezanson as a rural central node with moderate long-term growth potential. It also identifies a long-term growth area and provides general direction for residential, commercial, mixed-use, and existing industrial lands.

2.1 Policy and Strategic Direction

The proposed Bezanson ACP will provide comprehensive policy framework to guide future development in Bezanson and along Highway 43. Building on the 1985 ASP and the preliminary work done for an update to the ASP in 2015, the primary purpose of this Plan is to provide direction for future growth in accordance with County policies and the Hamlet Resiliency Strategy by identifying areas of future residential and industrial development, incorporating a future Community Centre, addressing water and sewer services and the setback from the lagoon, and to review traffic circulation around and through Bezanson.

The ACP shall respond to the Hamlet Resiliency Strategy recommendations related to future growth planning, sanitary servicing capacity, telecommunications improvements, and hamlet boundary adjustments.

The ACP shall also reflect the Municipal Development Plan direction for residential, commercial, mixed-use, existing industrial, servicing, pedestrian connectivity, community amenity, and future Conceptual Scheme requirements.

3.0 Project Objectives

The ACP will be prepared in a manner that is responsive to the geographic, servicing, land use, and community context of Bezanson. The objectives and deliverables are intended to be practical, context-sensitive, and appropriate to the scale and character of the hamlet.

The ACP will achieve the following objectives:

The objectives for this plan include:

- Integrated Land Use Concept: Develop a comprehensive land use concept that integrates redevelopment, infill development, and greenfield development, while maintaining the rural character of the Hamlet.
- Servicing Capacity Assessment: Evaluate the capacity of existing infrastructure systems, particularly the wastewater lagoon, water distribution system, and stormwater infrastructure,

identify required upgrades to support future development, and identify development constraints as they relate to the lagoon setback.

- Revitalization Strategy: Identify opportunities to enhance the Hamlet core through streetscaping improvements, tree planting, sidewalks, walkways, public spaces, and beautification initiatives. The ACP will also identify opportunities to strengthen the identity of the Hamlet through improvements to public spaces, gateway features, and pedestrian connectivity that reinforce Bezanson's role as a rural community hub.
- Housing and Mixed-Use Diversity: Encourage a variety of housing types and small-scale commercial or mixed-use opportunities that support local economic activity and community services.
- Transportation and Mobility Network: Establish a functional transportation framework addressing road hierarchy, pedestrian connectivity, and integration with surrounding rural roads, particularly in relation to access on and off of Highway 43, Highway 733, and major interchanges located in the proposed study area. The ACP is also to provide guidance/standards for development and design along the Provincial Highway corridor preserving the atheistic of the corridor
- Phasing and Implementation Plan: Establish a clear phasing framework linking development approvals to infrastructure delivery.
- Technical Study Requirements: Identify and integrate biophysical, traffic, historical, and servicing assessments.
- Future Conceptual Schemes: The ACP will establish policy direction requiring that future greenfield development areas be supported by Conceptual Schemes prior to subdivision approval.
- Compliance and Alignment: Ensure consistency with the Municipal Development Plan, Land Use Bylaw, Hamlet Resiliency Strategy, and other applicable County plans and policies
- Meaningful Engagement: Incorporate stakeholder and public engagement throughout the process to build support and trust.

4.0 Deliverables

The ACP will produce the following key deliverables, each building upon the last to create a complete planning framework for the Hamlet of Bezanson:

4.1. Terms of Reference (TOR)

This document establishes the project scope, methodology, roles, engagement expectations, and timelines. Approval of this document formally authorizes the ACP project to proceed. *(This current document serves as the combined Project Charter and TOR.)*

4.2 Planning Authority & Governance

4.2.1 Authority

- The County of Grande Prairie No. 1 will lead and adopt the ACP under Section 633 of the MGA.
- The County's Planning Department will oversee plan development, supported by internal departments and consultants as needed.

- The Consultant will prepare all technical work, analysis, mapping, and draft plan materials.

4.3. Background and Site Analysis Report

A comprehensive analysis of existing conditions within the planning area including:

- Existing land use patterns
- Environmental features and constraints
- Infrastructure and servicing capacity
- Transportation networks
- Historical resources
- Development opportunities and constraints

4.4. Draft Land Use and Servicing Concept Maps

Illustrative concept maps identifying:

- Future land use areas
- Road hierarchy and connectivity
- Transportation and Servicing infrastructure networks
- Environmental and open space systems

These concepts will form the basis for stakeholder and public engagement.

4.5. Technical Study Reports

Supporting studies to inform the plan, including but not limited to:

- Biophysical Impact Assessment
- Stormwater Management Plan
- Wetland Assessment
- Traffic Impact Assessment
- Historical Impact Analysis
- Servicing Capacity and Infrastructure Report

These will ensure the plan is technically sound and feasible.

4.6. Draft ACP Document

A complete draft statutory plan integrating policies, concept maps, servicing strategies, and a phasing framework for redevelopment and greenfield growth. This will be shared for public and agency review.

4.7. Public Engagement Summary Report

A concise record of engagement activities, stakeholder participation, key feedback themes, and how input was addressed in the plan.

4.8. Final ACP Document

A fully revised plan incorporating engagement feedback, technical refinements, and administrative/Council direction, prepared in a bylaw-ready format.

4.9. Council Adoption Package

The final ACP document, adopting bylaw, and presentation materials to support formal consideration and adoption by Council.

4.10 Working Documents and Digital File Submission

All working files used in preparation of the ACP shall be provided to the County upon completion of the project.

These may include:

- Editable Word or InDesign files
- GIS datasets and mapping files
- Graphics and illustration files
- Engineering or conceptual design drawings
- Spreadsheet data used for analysis

The County will retain the right to maintain and update these materials for future planning purposes.

5.0 Stakeholder Engagement

Engagement will involve:

- **Residents, landowners, and community groups** within and adjacent to the Hamlet.
- **Industry Groups** within the Hamlet including local business owners.
- **Referral agencies:** Government Agencies (ATEC, AEP), Utility Providers (ATCO, AQUATERA, TELUS) and School boards where applicable.
- **Area Councillor** who is Reeve McDonald.
- **County departments:** Planning & Development, Engineering, Transportation, Utilities, Finance, Communications.
- **Local School Boards** including the Peace Wapiti Public School Division.
- **County Council** as the approving authority

Engagement methods may include **open houses, surveys, workshops, online platforms, and targeted meetings.** County administration will oversee the consultation process, coordinate technical reviews, and ensure alignment with the County's planning framework.

6.0 Project Schedule

The ACP is expected to be completed within 8 to 10 months. The key milestones are:

Milestone	Target Date
Project Initiation & TOR Approval	Month 1
Baseline Data Collection & Analysis	Months 1–2
Public Engagement – Round 1 (Visioning)	Month 3
Draft ACP Preparation	Months 3–5
Public Engagement – Round 2 (Draft Plan Review)	Month 6
Final ACP and Bylaw Preparation	Months 7–8
Council Consideration and Adoption	Months 9–10

7.0 Budget and Resources

The ACP will be delivered using a combination of internal resources and external consulting services. The budget will include:

- Internal staff time from Planning, Engineering, GIS, and Communications
- Consultant fees (planning, environmental, engineering, transportation)
- Engagement costs (venue rental, advertising, mailouts, signage, online tools)
- Mapping, printing, and presentation materials

A detailed budget will be confirmed through the project initiation process/RFP.

8.0 Risks and Constraints

The timeline and duration of the project may be affected by the following:

- Landowner or stakeholder opposition: may create resistance to plan policies or slow progress during engagement.
- Incomplete or limited technical data: could delay background analysis and reduce confidence in plan assumptions.
- Delays in reviews or approvals from external referral agencies (e.g., Alberta Transportation): may extend the overall project timeline.
- Budget or staffing constraints: could limit capacity to complete technical work or engagement as planned.
- Political or Council changes: may shift priorities or expectations mid-project.
- Lagoon servicing capacity constraints: could affect the timing and feasibility of future development phases.

- **Seasonal or environmental conditions:** harsh winter conditions may delay public engagement activities or field data collection and reduce participation levels.

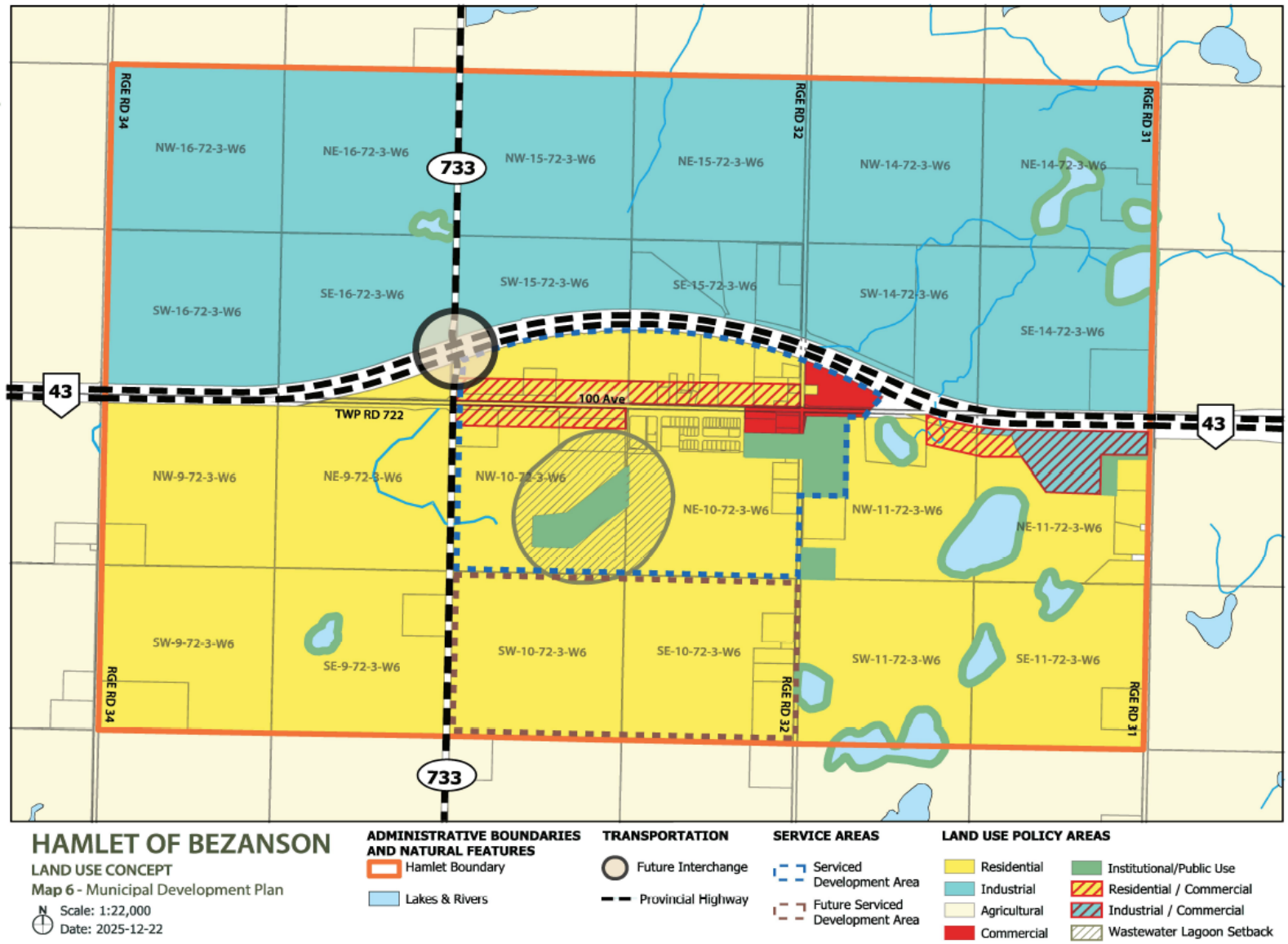
Risk mitigation measures will include proactive communication, early technical scoping, and maintaining flexibility in scheduling.

9.0 Project Governance and Approval.

Sign-Off:

Name & Title	Signature	Date
Nick Lapp (Project Sponsor)	_____	_____
Reed DesRoches (Project Manager)	_____	_____

Fig 1: Plan Area Boundary Map



Request for Decision

Report Submission Details

Item Number:	**5.2**
Report Title:	**Hamlet of La Glace Area Concept Plan – Terms of Reference**
Presenter:	**Nick Lapp, General Manager, Planning and Development Services**
Supported By:	Taofeek Oladipo, Planner
Meeting:	Committee of the Whole Meeting
Meeting Date:	June 25, 2026
Agenda Category:	New Business

Recommended Action

For information.

Previous Council / Committee Action

Not applicable.

Background and Analysis

The La Glace Area Concept Plan (ACP) will be initiated by the County as a statutory planning document and in accordance with Section 633 of the Municipal Government Act.

La Glace is an established rural hamlet located near the intersection of HWY 59 and HWY 724. The Hamlet includes residential, commercial, institutional, industrial, and community uses and serves as a rural service node for the surrounding area.

The ACP will provide a high-level, long-term planning framework for the Hamlet of La Glace and surrounding lands. It will provide guidance for future land use, subdivision, development, infrastructure planning, and community improvements.

The ACP responds to direction from the County's Hamlet Resiliency Strategy, Municipal Development Plan, and Regional Growth Study. Collectively, these documents identify the need for more detailed planning in La Glace to support orderly growth, redevelopment, infrastructure coordination, long-term hamlet resiliency, future population planning, and future land use planning.

The draft Terms of Reference (TOR) identifies the proposed purpose, scope, objectives, deliverables, engagement process, technical study requirements, schedule, budget considerations, risks, and governance structure for the preparation of the La Glace ACP.

The Terms of Reference will also guide project initiation and support the preparation of a Request for Proposal for consultant services. This report provides information prior to Administration proceeding with the next steps in the project.

Organizational Capacity and Resourcing

Level of Service: Not applicable.

Additional resources required: Yes ☐ No ☒

Not applicable.

Options Analysis and Financial Implications

For information.

Strategic Plans Alignment: Strategic and Business Plan | County of Grande Prairie

Strategic Themes:

- ☒ Theme 1 | Quality of Life
- ☒ Theme 2 | Economy
- ☒ Theme 3 | Transportation
- ☒ Theme 4 | Land Use and Management
- ☒ Theme 5 | Governance and Organizational Excellence
- ☐ Not applicable.

Other Plans:

The La Glace Area Concept Plan Terms of Reference aligns with and supports implementation of the following plans and policy documents:

- County of Grande Prairie Municipal Development Plan
- Hamlet Resiliency Strategy
- Regional Growth Study
- County of Grande Prairie Land Use Bylaw
- Other applicable transportation, environmental, and community planning documents

Stakeholder Engagement

The ACP will require consultation and collaboration with internal County departments as needed. External engagement will include the provincial agencies, utility providers, school boards, landowners, residents, developers, and other affected stakeholders.

Public Engagement and Communication

Public engagement will be required as part of the Area Concept Plan.

Attachments

1. La Glace Presentation

2. La Glace Area Concept Plan Terms of Reference

☒ Approved by General Manager

☒ Approved by County Manager

Hamlet of La Glace Area Concept Plan Terms of Reference

What is an Area Concept Plan

An Area Concept Plan (ACP) is a statutory planning document initiated by the County under the provisions of Division 4 of the Municipal Government Act.

It provides a generalized concept for an area that will promote orderly development and provide guidance for future rezoning, subdivision, development proposals, as well as future Conceptual Schemes.

A Conceptual Scheme is a non-statutory document that provides detailed plans for an area usually a quarter section.

Why an ACP for La Glace?

The ACP will be initiated by the County as a statutory planning document and is intended to be adopted as an Area Structure Plan under the Municipal Government Act.

Policy Drivers

- Municipal Development Plan
- Hamlet Resiliency Strategy
- Regional Growth Study

Planning Need

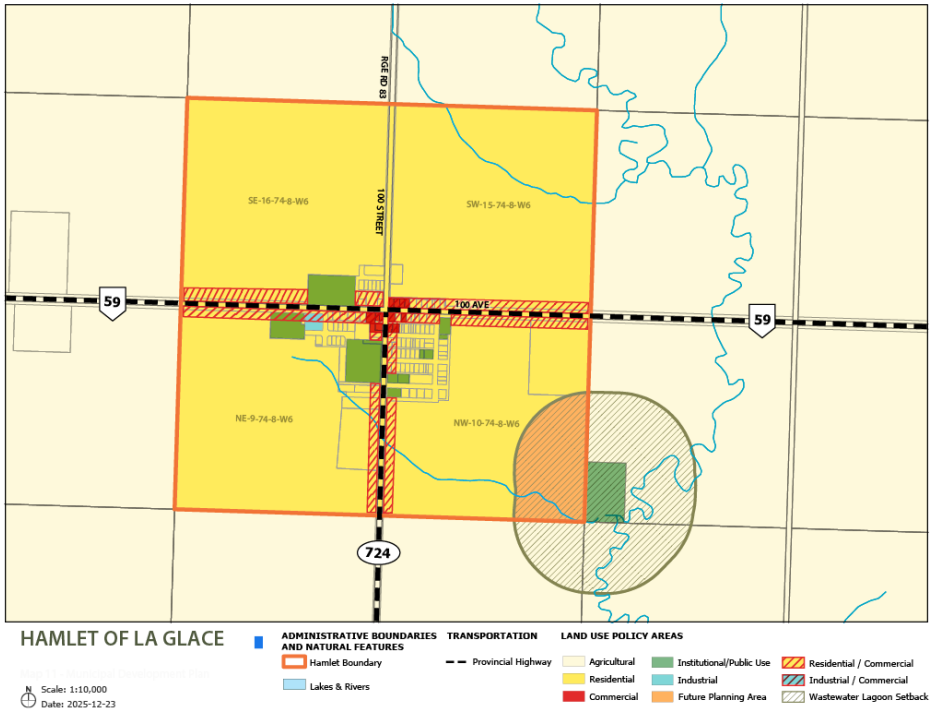
- Orderly growth and redevelopment
- Infrastructure coordination
- Long-term hamlet resiliency

Outcome

- High-level planning framework
- Direction for future detailed planning

The attached TOR sets out the project scope, objectives, deliverables and process.

Plan Area & Growth Context



Plan area boundary and current land use policy areas

Key context

- **Location**

  Established hamlet near Highway 59 and Highway 724.

- **Role**

  Rural node serving surrounding residential, commercial, institutional, industrial and community uses.

- **Hamlet Growth**

  2024 population: 174. Projected to reach 233–295 by 2076.

- **Growth Area**

  2024 population: 935. Projected to reach 1,021–1,290 by 2076.

What the ACP Will Address

The TOR focuses the ACP on practical issues that influence future growth, infrastructure investment and community improvement.

1 Land Use Concept

Redevelopment, infill and greenfield expansion while maintaining rural character.

2 Servicing Capacity

Wastewater lagoon, water distribution and stormwater infrastructure needs.

3 Revitalization

Streetscaping, tree planting, sidewalks, walkways, public spaces and gateway features.

4 Mobility & Connectivity

Road hierarchy, pedestrian connectivity and integration with surrounding rural roads.

5 Environment & Constraints

Biophysical, historical, servicing and traffic considerations to inform the plan.

6 Implementation

Phasing framework and Conceptual Scheme requirements for future development.

Project Process & Engagement

Expected 12-month planning process

Engagement will include residents, landowners, community groups, referral agencies, utility providers, school boards, County departments and Council as the approving authority.

Note: The project timeline may be affected by stakeholder feedback, technical data limitations, referral agency reviews, resource constraints, Council priorities, servicing capacity, and seasonal conditions; however, these risks will be managed through early scoping, proactive communication, and flexible scheduling.

Deliverables & Next Steps

Key deliverables

- Background and site analysis
- Draft land use and servicing concept maps
- Technical study reports
- Public engagement summary
- Draft and final ACP document
- Council adoption package

Next steps

- **Initiate project**

  Confirm scope, resources and consultant requirements.

- **Prepare RFP**

  Seek consultant services for technical work, engagement and plan preparation.

- **Return through statutory process**

  Draft and final ACP will proceed through engagement and Council consideration.

Recommended action: Accept the TOR as information.

La Glace Area Concept Plan (ACP)

Project Charter and Terms of Reference

COUNTY OF GRANDE PRARIE NO. 1

JUNE 2026

1.0 Project Overview

The County of Grande Prairie No. 1 is preparing an Area Concept Plan (ACP) for the Hamlet of La Glace and surrounding lands. The ACP will provide a long-term planning framework to guide future land use, subdivision, development, infrastructure planning, community improvements, and more detailed planning within the plan area.

The ACP will respond to direction from the County's Hamlet Resiliency Strategy, Municipal Development Plan, and Regional Growth Study, which identify the need for more detailed planning in La Glace to support orderly growth, redevelopment, infrastructure coordination, long-term hamlet resiliency, and future population and land use planning.

The ACP will identify a preferred land use and growth concept for La Glace, including future growth areas, servicing considerations, transportation and pedestrian connections, environmental protection, hamlet boundary considerations, and opportunities for community improvement.

The ACP is intended to function as a guiding planning document. It will provide high-level planning direction and identify where future Conceptual Schemes, technical studies, subdivision applications, development applications, or other detailed planning processes may be required before development proceeds.

This document sets out the purpose, scope, objectives, deliverables, engagement process, schedule, budget, risks, and governance structure for the project. It serves as both the Project Charter and the Terms of Reference for the preparation of the La Glace ACP.

2.0 Purpose and Rational

La Glace is an established rural hamlet located near the intersection of Highway 59 and Highway 724. The hamlet includes residential, commercial, institutional, industrial, and community uses and serves as a rural service node for the surrounding area (See Fig 1. for Plan Area Boundary).

The County of Grande Prairie Regional Growth Study identifies La Glace as a Rural Node within the County's regional structure. The Hamlet of La Glace had a 2024 population of 174 and is projected to grow to approximately 233 people under the low-growth scenario, 257 people under the base-growth scenario, and 295 people under the high-growth scenario by 2076. The broader La Glace Growth Area had a 2024 population of 935, including 761 people in the balance of the growth area outside the hamlet. By 2076, the balance of the La Glace Growth Area is projected

to reach approximately 1,021 people under the low-growth scenario, 1,123 people under the base-growth scenario, and 1,290 people under the high-growth scenario. These projections indicate that growth in La Glace is expected to be moderate over the long term and should be planned in a manner that supports orderly development, efficient infrastructure investment, servicing capacity, housing choice, and hamlet resiliency.

The Hamlet Resiliency Strategy identifies several matters that should be considered through more detailed planning, including future growth areas, sanitary servicing capacity, telecommunications improvements, protection of sensitive habitat, and adjustments to hamlet boundaries.

The Municipal Development Plan identifies La Glace as a rural central node with moderate long-term growth potential. It also identifies a long-term growth area and provides general direction for residential, commercial, mixed-use, and existing industrial lands.

2.1 Policy and Strategic Direction

The ACP shall be prepared in alignment with applicable County plans, policies, and studies, including the Municipal Development Plan, Land Use Bylaw, Hamlet Resiliency Strategy, and relevant infrastructure or servicing information.

The ACP shall build on existing County direction for La Glace, including its role as a rural central node, its long-term growth area, the need for orderly development, servicing coordination, environmental protection, community improvement, and future detailed planning where required.

In particular, the ACP shall respond to the Hamlet Resiliency Strategy recommendations related to future growth planning, sanitary servicing capacity, telecommunications improvements, Trumpeter Swan habitat protection, and hamlet boundary adjustments.

The ACP shall also reflect the Municipal Development Plan direction for residential, commercial, mixed-use, existing industrial, servicing, pedestrian connectivity, community amenity, and future Conceptual Scheme requirements.

3.0 Project Objectives

The ACP will be prepared in a manner that is responsive to the geographic, servicing, land use, and community context of La Glace. The objectives and deliverables are intended to be practical, context-sensitive, and appropriate to the scale and character of the hamlet.

The ACP will achieve the following objectives:

- **Integrated Land Use Concept:** Develop a comprehensive land use concept that integrates redevelopment, infill development, and greenfield expansion while maintaining the rural character of the hamlet.
- **Servicing Capacity Assessment:** Evaluate the capacity of existing infrastructure systems, particularly the wastewater lagoon, water distribution system, and stormwater infrastructure, and identify required upgrades to support future development.
- **Revitalization Strategy:** Identify opportunities to enhance the hamlet core through streetscaping improvements, tree planting, sidewalks, walkways, public spaces, and beautification initiatives. The ACP will also identify opportunities to strengthen the identity of the hamlet through improvements to public spaces, gateway features, and pedestrian connectivity that reinforce La Glace's role as a rural community hub.
- **Housing and Mixed-Use Diversity:** Encourage a variety of housing types and small-scale commercial or mixed-use opportunities that support local economic activity and community services.
- **Transportation and Mobility Network:** Establish a functional transportation framework addressing road hierarchy, pedestrian connectivity, and integration with surrounding rural roads.
- **Phasing and Implementation Plan:** Establish a clear phasing framework linking development approvals to infrastructure delivery.
- **Technical Study Requirements:** Identify and integrate biophysical, traffic, historical, and servicing assessments.
- **Future Conceptual Schemes:** The ACP will establish policy direction requiring that future greenfield development areas be supported by Conceptual Schemes prior to subdivision approval.
- **Compliance and Alignment:** Ensure consistency with the Municipal Development Plan, Land Use Bylaw, Hamlet Resiliency Strategy, and other applicable County plans and policies
- **Meaningful Engagement:** Incorporate stakeholder and public engagement throughout the process to build support and trust.

4.0 Deliverables

The ACP will produce the following key deliverables, each building upon the last to create a complete planning framework for the Hamlet of La Glace:

4.1. Terms of Reference (TOR)

This document establishes the project scope, methodology, roles, engagement expectations, and timelines. Approval of this document formally authorizes the ACP project to proceed. *(This current document serves as the combined Project Charter and TOR.)*

4.2 Planning Authority & Governance

4.2.1 Authority

- The County of Grande Prairie No. 1 will lead and adopt the ACP under Section 633 of the MGA.
- The County's Planning Department will oversee plan development, supported by internal departments and consultants as needed.
- The Consultant will prepare all technical work, analysis, mapping, and draft plan materials.

4.3. Background and Site Analysis Report

A comprehensive analysis of existing conditions within the planning area including:

- Existing land use patterns
- Environmental features and constraints
- Infrastructure and servicing capacity
- Transportation networks
- Historical resources
- Development opportunities and constraints

4.4. Draft Land Use and Servicing Concept Maps

Illustrative concept maps identifying:

- Future land use areas
- Road hierarchy and connectivity
- Transportation and Servicing infrastructure networks
- Environmental and open space systems

These concepts will form the basis for stakeholder and public engagement.

4.5. Technical Study Reports

Supporting studies to inform the plan, including but not limited to:

- Biophysical Impact Assessment
- Traffic Impact Assessment
- Historical Impact Analysis
- Servicing Capacity and Infrastructure Report

These will ensure the plan is technically sound and feasible.

4.6. Draft ACP Document

A complete draft statutory plan integrating policies, concept maps, servicing strategies, and a phasing framework for redevelopment and greenfield growth. This will be shared for public and agency review.

4.7. Public Engagement Summary Report

A concise record of engagement activities, stakeholder participation, key feedback themes, and how input was addressed in the plan.

4.8. Final ACP Document

A fully revised plan incorporating engagement feedback, technical refinements, and administrative/Council direction, prepared in a bylaw-ready format.

4.9. Council Adoption Package

The final ACP document, adopting bylaw, and presentation materials to support formal consideration and adoption by Council.

4.10 Working Documents and Digital File Submission

All working files used in preparation of the ACP shall be provided to the County upon completion of the project.
These may include:

- Editable Word or InDesign files
- GIS datasets and mapping files
- Graphics and illustration files
- Engineering or conceptual design drawings
- Spreadsheet data used for analysis

The County will retain the right to maintain and update these materials for future planning purposes.

5.0 Stakeholder Engagement

Engagement will involve:

- **Residents, landowners, and community groups** within and adjacent to the hamlet
- **Referral agencies:** Government Agencies (ATEC, AEP), Utility Providers (ATCO, AQUATERA, TELUS) and School boards where applicable.
- **County departments:** Planning & Development, Engineering, Transportation, Utilities, Finance, Communications.
- **County Council** as the approving authority

Engagement methods may include **open houses, surveys, workshops, online platforms, and targeted meetings.** County administration will oversee the consultation process, coordinate technical reviews, and ensure alignment with the County's planning framework.

6.0 Project Schedule

The ACP is expected to be completed within 12 months. The key milestones are:

Milestone	Target Date
Project Initiation & TOR Approval	Month 1
Baseline Data Collection & Analysis	Months 1–3
Public Engagement – Round 1 (Visioning)	Month 4
Draft ACP Preparation	Months 5–8
Public Engagement – Round 2 (Draft Plan Review)	Month 8
Final ACP and Bylaw Preparation	Months 8–12
Council Consideration and Adoption	Months 11-12

7.0 Budget and Resources

The ACP will be delivered using a combination of internal resources and external consulting services. The budget will include:

- Internal staff time from Planning, Engineering, GIS, and Communications

- Consultant fees (planning, environmental, engineering, transportation)
- Engagement costs (venue rental, advertising, mailouts, signage, online tools)
- Mapping, printing, and presentation materials

A detailed budget will be confirmed through the project initiation process/RFP.

8.0 Risks and Constraints

The timeline and duration of the project may be affected by the following:

- **Landowner or stakeholder opposition**: may create resistance to plan policies or slow progress during engagement.
- **Incomplete or limited technical data**: could delay background analysis and reduce confidence in plan assumptions.
- **Delays in reviews or approvals from external referral agencies (e.g., Alberta Transportation)**: may extend the overall project timeline.
- **Budget or staffing constraints**: could limit capacity to complete technical work or engagement as planned.
- **Political or Council changes**: may shift priorities or expectations mid-project.
- **Lagoon servicing capacity constraints**: could affect the timing and feasibility of future development phases.
- **Seasonal or environmental conditions:** harsh winter conditions may delay public engagement activities or field data collection and reduce participation levels.

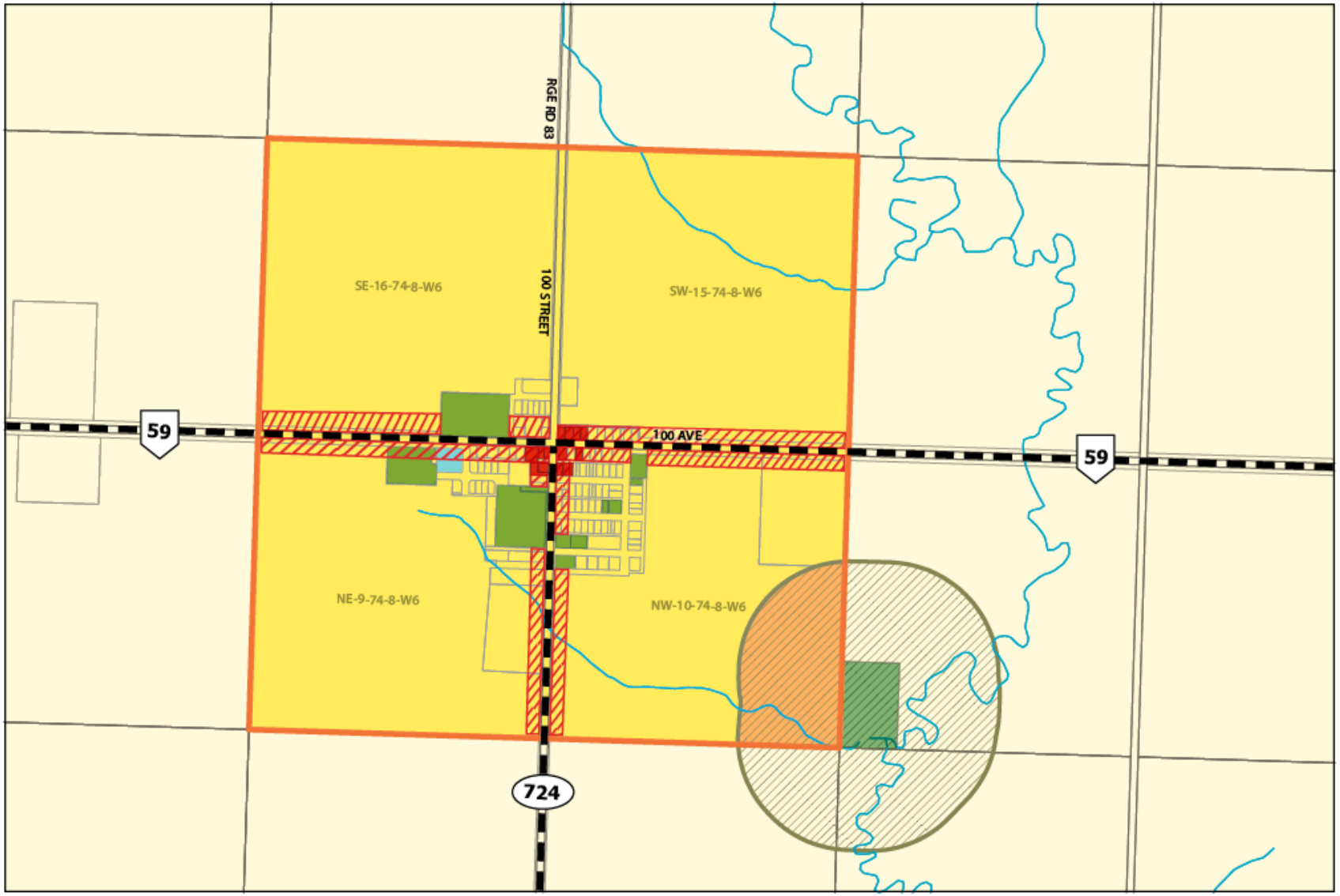
Risk mitigation measures will include proactive communication, early technical scoping, and maintaining flexibility in scheduling.

9.0 Project Governance and Approval.

Sign-Off:

Name & Title	Signature	Date
Nick Lapp (Project Sponsor)	_____	_____
Reed DesRoches (Project Manager)	_____	_____

Fig 1: Plan Area Boundary Map



Request for Decision

Report Submission Details

Item Number:	**5.3**
Report Title:	**Intermunicipal Area Concept Plan – Terms of Reference**
Presenter:	**Nick Lapp, General Manager, Planning and Development Services**
Supported By:	Taofeek Oladipo, Planner
Meeting:	Committee of the Whole Meeting
Meeting Date:	June 25, 2026
Agenda Category:	New Business

Recommended Action

For information.

Previous Council / Committee Action

Not applicable.

Background and Analysis

The County of Grande Prairie is undertaking the preparation of an Intermunicipal Area Concept Plan (IACP) in response to the requirements of the Grande Prairie Intermunicipal Development Plan (IDP).

The IDP establishes a two-tier statutory planning process for lands within the IDP area, where IACPs are intended to provide broad planning direction for larger areas, while local Area Structure Plans (ASPs) which is also Conceptual Scheme in County context, provide more detailed planning direction at the quarter-section level.

The IDP requires the County to prepare IACPs to establish direction for future land use distribution, servicing, transportation, and phasing of development within the IDP area. The IDP also requires the County to develop a framework and Terms of Reference for IACPs within one year of the IDP's approval. The proposed Terms of Reference have been prepared to fulfill this requirement and to guide the preparation of the IACP.

The proposed IACP area encompasses approximately 10,416.81 hectares (25,737.17 acres) within the IDP area shared with the City of Grande Prairie. The subject area is located primarily south of the City and includes existing Area Structure Plans, developed areas such as Wedgewood, environmentally sensitive lands, key transportation corridors, and lands with long-term growth and development.

The plan will establish a policy baseline to guide land use compatibility, infrastructure coordination, servicing feasibility, transportation planning, environmental protection, and future development phasing.

In accordance with the IDP, the IACP is expected to address:

- Proposed land uses
- Potential water, sanitary, and storm servicing framework
- Potential transportation network, including collector and arterial road improvements, and linkages to adjacent quarter sections
- Environmental Reserve requirements and protection of watercourses, significant wetlands, and water bodies
- Parks, open space, trails, and school sites through Municipal Reserve dedication or other means;
- Potential phasing of development
- Any other matters or engineering investigations identified by the County

The proposed Terms of Reference identify the following key components of the IACP:

- A generalized land use framework
- A conceptual infrastructure and servicing strategy
- A transportation network concept
- Environmental and natural feature protection
- Intermunicipal interface and transition policies
- Development phasing based on infrastructure capacity and servicing feasibility
- Internal planning units to support future detailed planning
- Public, stakeholder, agency, and intermunicipal engagement

The County will lead the preparation and adoption of the IACP under Section 633 of the Municipal Government Act. Although the plan area is located within the jointly adopted IDP boundary, the IACP is proposed to be a County-led initiative. Input from the City of Grande Prairie will be sought throughout the process on matters related to growth, infrastructure, transportation, servicing, and land use interface considerations.

Organizational Capacity and Resourcing

Level of Service: Not applicable.

Additional resources required: Yes ☐ No ☒

Not applicable.

Options Analysis and Financial Implications

For information.

Strategic Plans Alignment: Strategic and Business Plan | County of Grande Prairie

Strategic Themes:

- ☒ Theme 1 | Quality of Life
- ☒ Theme 2 | Economy
- ☒ Theme 3 | Transportation
- ☒ Theme 4 | Land Use and Management
- ☒ Theme 5 | Governance and Organizational Excellence
- ☐ Not applicable.

Other Plans:

The IACP Terms of Reference aligns with and supports implementation of the following plans and policy documents:

- Grande Prairie Intermunicipal Development Plan
- County of Grande Prairie Municipal Development Plan
- Existing Area Structure Plans and Conceptual Schemes within or adjacent to the plan area
- County of Grande Prairie Land Use Bylaw
- Intermunicipal Collaboration Framework commitments, where applicable
- Other applicable infrastructure, servicing, transportation, and environmental planning documents

Stakeholder Engagement

The IACP will require collaboration with internal County departments as needed. External engagement will include the City of Grande Prairie, provincial agencies, utility providers, school boards, landowners, residents, developers, and other affected stakeholders.

Engagement with the City of Grande Prairie will be important to support coordination on intermunicipal matters, including land use compatibility, servicing, transportation connections, stormwater management, environmental protection, and long-term growth planning.

Public Engagement and Communication

Public engagement will be required as part of the Intermunicipal Area Concept Plan.

Attachments

1. Intermunicipal Area Concept Plan Presentation
2. Intermunicipal Area Concept Plan Terms of Reference
3. IACP - Grande Prairie IDP Policy Area Map

☒ Approved by General Manager

☒ Approved by County Manager

Intermunicipal Area Concept Plan
Terms of Reference

What is an IACP?

An Intermunicipal Area Concept Plan (IACP) is a County-led statutory planning document prepared in response to the Grande Prairie Intermunicipal Development Plan (IDP).

It provides broad planning direction for larger areas within the IDP area and establishes a policy baseline for future land use, servicing, transportation, environmental protection, development phasing and more detailed local planning.

Conceptual Schemes provide more detailed planning direction at the quarter-section level.

Why an IACP?

The IACP responds to the requirements of the Grande Prairie Intermunicipal Development Plan and will guide long-term planning within a strategic portion of the IDP area.

Policy Drivers

- Grande Prairie Intermunicipal Development Plan
- Municipal Development Plan
- Existing ASPs and Conceptual Schemes

Planning Need

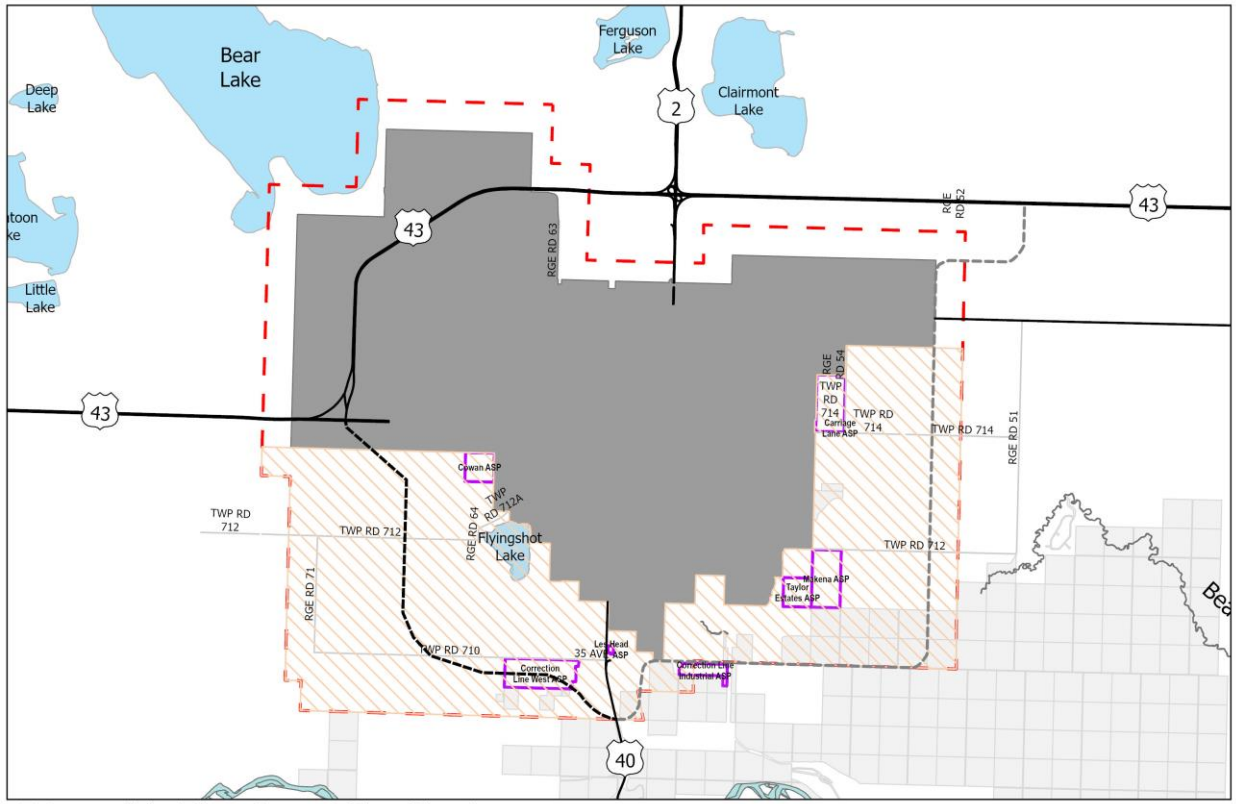
- Future land use distribution
- Servicing and infrastructure coordination
- Transportation and phasing of development

Outcome

- High-level planning framework
- Policy baseline for future planning

The attached TOR sets out the project scope, objectives, deliverables and process.

Plan Area & Policy Context



Intermunicipal Area Concept Plan- Plan Area

Provincial Highway
Arterial Roads
Proposed Highway Bypass
Proposed Ring Road
Plan Area
City of Grande Prairie
Crown Land
Area Structure Plans
IDP Boundary
Lakes & Rivers

N

Scale: 1:125,000

Date: 2026-06-11

Plan Area

Location

Primarily south of the City of Grande Prairie within the shared IDP area.

Plan Area

Approximately 10,416.81 ha / 25,737.17 ac.

Existing Context

Includes existing ASPs, developed areas such as Wedgewood and transportation corridors.

Planning Role

Coordinates long-term land use, servicing, infrastructure and urban-rural interface planning.

What the IACP Will Address

The TOR focuses the IACP on the broad planning matters needed to guide long-term growth and future detailed planning within the IDP area.

1 Land Use Framework

Generalized land use distribution, transition areas and compatibility policies.

2 Servicing Strategy

High-level water, sanitary and stormwater servicing approach.

3 Transportation Network

Arterial and collector road connections, access patterns and intermunicipal linkages.

4 Environment & Reserves

Protection of watercourses, wetlands, natural features and reserve dedication planning.

5 Intermunicipal Interface

Urban-rural transition policies, buffering, referrals and City-County coordination.

6 Phasing & Planning Units

Development phasing and internal planning units to support future ASPs and Conceptual Schemes.

Project Process & Engagement

Planning timeline to be confirmed through project initiation/RFP

Engagement will include internal County departments, the City of Grande Prairie, provincial agencies, utility providers, school boards, landowners, residents, developers and other affected stakeholders.

Note: City engagement will support coordination on land use compatibility, servicing, transportation connections, stormwater management, environmental protection and long-term growth planning.

Deliverables & Next Steps

Key deliverables

- Conceptual land use and servicing framework
- Policy maps: land use, servicing, transportation and environmental features
- Internal planning units for future ASPs and Conceptual Schemes
- Working and final digital files
- Council adoption package with bylaw materials

Next steps

- **Initiate project**
  Confirm scope, resources and consultant requirements.
- **Prepare RFP**
  Seek consultant services for technical work, engagement and plan preparation.
- **Coordinate and engage**
  Engage the City, agencies, stakeholders and public through the planning process.

Recommended action: Accept the TOR as information.

TERMS OF REFERENCE

INTERMUNICIPAL AREA CONCEPT PLAN (IACP)

COUNTY OF GRANDE PRARIE NO. 1

1.0 Introduction

The County of Grande Prairie No. 1 is undertaking the preparation of an **Intermunicipal Area Concept Plan (IACP)** to guide long-term planning and land use decision-making within a strategic portion of the *Intermunicipal Development Plan (IDP)* area shared with the City of Grande Prairie. The IACP will function as a high-level, policy-oriented planning document that sets the framework for future land use, infrastructure development, servicing strategies, and urban-rural transition management.

The subject area encompasses approximately **10,416.81 hectares (25,737.17 acres)**, situated primarily on the **south side of the City of Grande Prairie**, a location experiencing growing development interest due to its proximity to existing urban infrastructure and major transportation corridors. The IACP will establish a coordinated land use and servicing framework that supports the long-term growth objectives of both municipalities, while thoughtfully balancing a range of development interests including **residential and industrial opportunities, environmental stewardship, and land use compatibility**.

The development of this IACP is grounded in the policy direction of the **Grande Prairie Intermunicipal Development Plan (IDP)**, which identifies this area as a key zone for **coordinated growth management**, **urban expansion interface planning**, and **alignment of infrastructure and servicing investment**. The IACP will also support future statutory planning processes, including Conceptual Schemes, by establishing an agreed-upon policy baseline between the municipalities.

Through collaborative engagement with County internal departments, External Agencies and stakeholders, and the public, the IACP aims to ensure that future development occurs in a planned, logical, and efficient manner, minimizing land use conflicts and optimizing shared infrastructure opportunities across the intermunicipal boundary.

2.0 Scope of the Project

The IACP will establish a comprehensive planning framework to guide growth and development within the designated plan area. The scope of this project includes:

2.1 Geographic Scope

- Encompasses approximately **10,416.81 hectares (25,737.17 acres)** as defined within the Grande Prairie IDP boundary, primarily south of the City of Grande Prairie.
- Includes a mix of development typologies, existing Area Structure Plans (ASPs), developed areas such as Wedgewood, environmentally sensitive features, and lands with long-term urban development potential.

2.2 Policy Scope

The IACP will address:

- Generalized land use patterns and transition areas;
- High-level servicing strategies for water, sanitary, and stormwater;
- Transportation network concept and intermunicipal connections;
- Environmental protection strategies and reserve allocation;
- Development phasing based on infrastructure capacity and servicing feasibility;
- Integration with existing ASPs and alignment with higher-level policy documents.

2.3 Deliverables and Outputs

- A conceptual land use and servicing framework;
- Policy maps (land use, transportation, servicing, and environmental features);
- Identification of internal planning units for future ASPs and Conceptual Schemes;
- Adoption-ready final document with supporting bylaw materials.

2.4 Time Horizon

- The IACP will provide a planning outlook of **20+ years**, subject to periodic review and updates based on infrastructure build-out, market conditions, and intermunicipal coordination.

3.0 Purpose

The IACP is intended to serve as a **strategic planning framework** to coordinate land use, servicing, and infrastructure decisions within a defined portion of the IDP area.

The plan will:

- Establish general land use distribution to accommodate future growth;
- Define servicing approaches for water, sanitary, and stormwater;
- Outline the transportation network, including arterial and collector road connections;
- Protect environmentally sensitive areas and establish reserve dedication policies;
- Provide for parks, trails, and school site planning;
- Define development phasing strategies; and
- Support future ASPs and Conceptual Schemes through policy alignment.

The IACP will be adopted by **bylaw** in accordance with Section 633 of the Municipal Government Act (MGA).

4.0 Planning Authority & Governance

4.1 Authority

- The County of Grande Prairie No. 1 will initiate and adopt the IACP under Section 633 of the Municipal Government Act.
- The IACP will be a consultant-led project prepared on behalf of the County.

4.2 Intermunicipal Collaboration

- As the plan area is located within the jointly adopted IDP boundary, the County will engage the City of Grande Prairie throughout the process.
- The IACP is not a jointly adopted plan, but City input will be requested to support alignment on growth, infrastructure, and interface matters.

4.3 Administrative Oversight

- The County's Planning Department will oversee and steer the project, with the Consultant leading all aspects of the project including ; technical analysis, mapping, engagement support, and preparation of plan materials.

4.4 Policy Context

The IACP will align with:

- The **Grande Prairie IDP**;
- The **County of Grande Prairie MDP**;
- Existing statutory and non-statutory plans within or adjacent to the plan area;
- Regional planning principles under the **Alberta Land Stewardship Act (ALSA)** where applicable.

5.0 Planning Units of the IACP Area

Due to the size and diversity of the plan area, the IACP will be organized into **multiple internal planning units** to support phased, context-specific planning based on technical constraints or unique planning considerations.

Final boundaries will be confirmed through analysis of:

- Physical and environmental characteristics;
- Existing and planned infrastructure;
- Land ownership and development interest;
- Logical growth and phasing opportunities.

6.0 Key Components of the IACP

The Intermunicipal Area Concept Plan (IACP) will provide a high-level planning framework to guide future growth and development within the plan area. The key components of the IACP include:

6.1 Land Use Framework

The IACP will establish a generalized land use structure to inform future statutory plans and provide clarity for long-term growth management. It will include:

- Broad land use designations (e.g., residential, commercial, employment, institutional, and open space)
- Integration and coordination with existing statutory plans, including Area Structure Plans (ASPs) and Outline Plans
- Policies to guide land use transitions and compatibility across the municipal boundary

6.2 Infrastructure and Servicing Strategy

This section will outline a conceptual servicing strategy to support staged and cost-effective development:

- High-level approach to water, wastewater, and stormwater infrastructure

- Conceptual transportation network including arterials, collectors, and key connections between jurisdictions
- Identification of existing infrastructure constraints and servicing extension priorities
- Consideration of regional servicing models and City-County coordination opportunities

6.3 Environmental and Natural Features
The IACP will identify and protect key environmental assets, ensuring they are incorporated into future development planning:

- Mapping of wetlands, riparian corridors, flood-prone areas, tree stands, and other environmental features
- Strategies for environmental preservation, integration into green infrastructure, and appropriate reserve dedications
- Guidance on stormwater management that respects natural drainage patterns
- Fire risk mitigation considerations, including emergency access, vegetation management, setbacks, fire breaks, and interface design

6.4 Intermunicipal Interface
Specific attention will be given to how development at the urban-rural boundary is planned and coordinated:

- Policies for edge treatment, land use transitions, and buffering between urban and rural forms
- Coordination of road and stormwater infrastructure across the boundary
- Establishment of referral protocols for proposed amendments or significant changes in concept

6.5 Development Phasing Strategy
Phasing will be used to coordinate development with servicing availability and growth management objectives:

- Logical sequencing of development aligned with infrastructure investment and capacity
- Prioritization of areas based on proximity to existing services, transportation access, and municipal priorities
- Alignment with City of Grande Prairie's servicing boundaries and long-term growth projections

6.6 Policy Alignment and Compliance

The IACP will align with relevant municipal and regional policies to ensure consistency and conformance:

- Conformity with the County's Municipal Development Plan (MDP), Intermunicipal Development Plan (IDP), and applicable ASPs
- Alignment with Alberta Land Stewardship Act (ALSA) regional policies and Land Use Framework (where applicable)
- Support for implementation of Intermunicipal Collaboration Framework (ICF) commitments

6.7 Internal Planning Units

To address the size and diversity of the IACP area, the plan will be organized into distinct internal planning units (or sectors), each with a tailored sub-framework that includes:

- A conceptual land use plan
- Preliminary servicing overview (water, wastewater, stormwater, and transportation)
- Identification of natural features and environmental considerations
- Land use transition strategies and edge policies

These units will serve as a basis for the preparation of more detailed Conceptual Schemes, in accordance with the County's planning hierarchy

7.0 Public and Stakeholder Engagement

Public and stakeholder engagement is essential to the preparation of the Intermunicipal Area Concept Plan (IACP), ensuring that the plan reflects shared interests, values, and long-term aspirations across jurisdictions. Engagement will be inclusive, transparent, and structured to support collaboration between municipalities and stakeholders.

The engagement process will include the following components:

- **Intermunicipal Collaboration:**
  The City of Grande Prairie will be engaged throughout the planning process, with formal referral opportunities and working-level collaboration to address matters such as land use compatibility, servicing coordination, transportation linkages, and environmental management along the shared boundary.
- **Agency and Stakeholder Referrals:**
  Input will be sought from key stakeholders, including:
    - Utility providers (e.g., ATCO, Aquatera, TELUS)

    - School boards
    - Provincial agencies (e.g., Alberta Transportation, Alberta Environment and Protected Areas, Alberta Health Services)

- **Public Engagement:**
  Public consultation will include opportunities for residents, landowners, and the broader community to learn about the project and provide input. This will be carried out through:
    - In-person open houses
    - Online surveys and engagement tools
    - Project updates via the County dedicated websites and social media channels

- **Feedback Integration:**
  Input received through engagement activities will be documented, reviewed, and analyzed. Meaningful feedback will be incorporated into the development of the draft IACP and refined through a subsequent round of engagement prior to finalization.

- **Council and Committee Reporting:**
  Updates on engagement outcomes and draft policy directions will be provided to Council, as required, to ensure continued alignment and oversight.

The engagement approach will follow applicable public participation policies and legislative requirements under the **Municipal Government Act** and Grande Prairie IDP.

8.0 Technical Studies and Supporting Information

The IACP may require the following technical studies to inform land use planning, servicing strategies, and environmental considerations context:

- **Transportation Impact Overview**
  A high-level assessment of the regional and local transportation network, including future arterial and collector roads, internal access patterns, and integration with the City of Grande Prairie's transportation system.

- **Servicing Feasibility Review (Water, Sanitary, Stormwater)**
  Preliminary engineering analysis to evaluate the feasibility of extending water, sanitary, and stormwater services to each planning unit. This includes reviewing capacity, alignment with existing infrastructure corridors, and cost implications.

- **Environmental Screening and Site Constraints Analysis**
  Desktop and/or field-based identification of key natural features such as wetlands, drainage corridors, riparian zones, flood-prone areas, and other environmentally significant lands. Supports Environmental Reserve (ER) mapping and policy

development in accordance with the Environmental Protection and Enhancement Act (EPEA) and Alberta Wetland Policy.

- **Topography and Geotechnical Constraints Overview**
  Identification of slope, terrain, and development limitations related to topography or soil conditions. Supports preliminary stormwater and road network planning.
- **Land Ownership and Use Analysis**
  Mapping of existing land uses, titles, and tenure patterns to understand development interest, constraints, and future ASP/Conceptual Scheme implementation feasibility.
- **Infrastructure Costing and Phasing Model**
  High-level infrastructure cost estimates to support staged development and servicing priorities. May assist in identifying funding responsibilities and potential off-site levies.

These studies will be scoped as needed during project initiation and may be conducted by the County or third-party consultants depending on technical capacity and resource availability.

9.0 Implementation and Monitoring

- The IACP will identify how future ASPs, Conceptual Schemes, subdivision, and infrastructure investment align with its framework.
- It will provide triggers and guidance for initiating future detailed planning efforts.
- Policies may be reviewed periodically to reflect infrastructure delivery, market conditions, and City-County coordination outcomes.

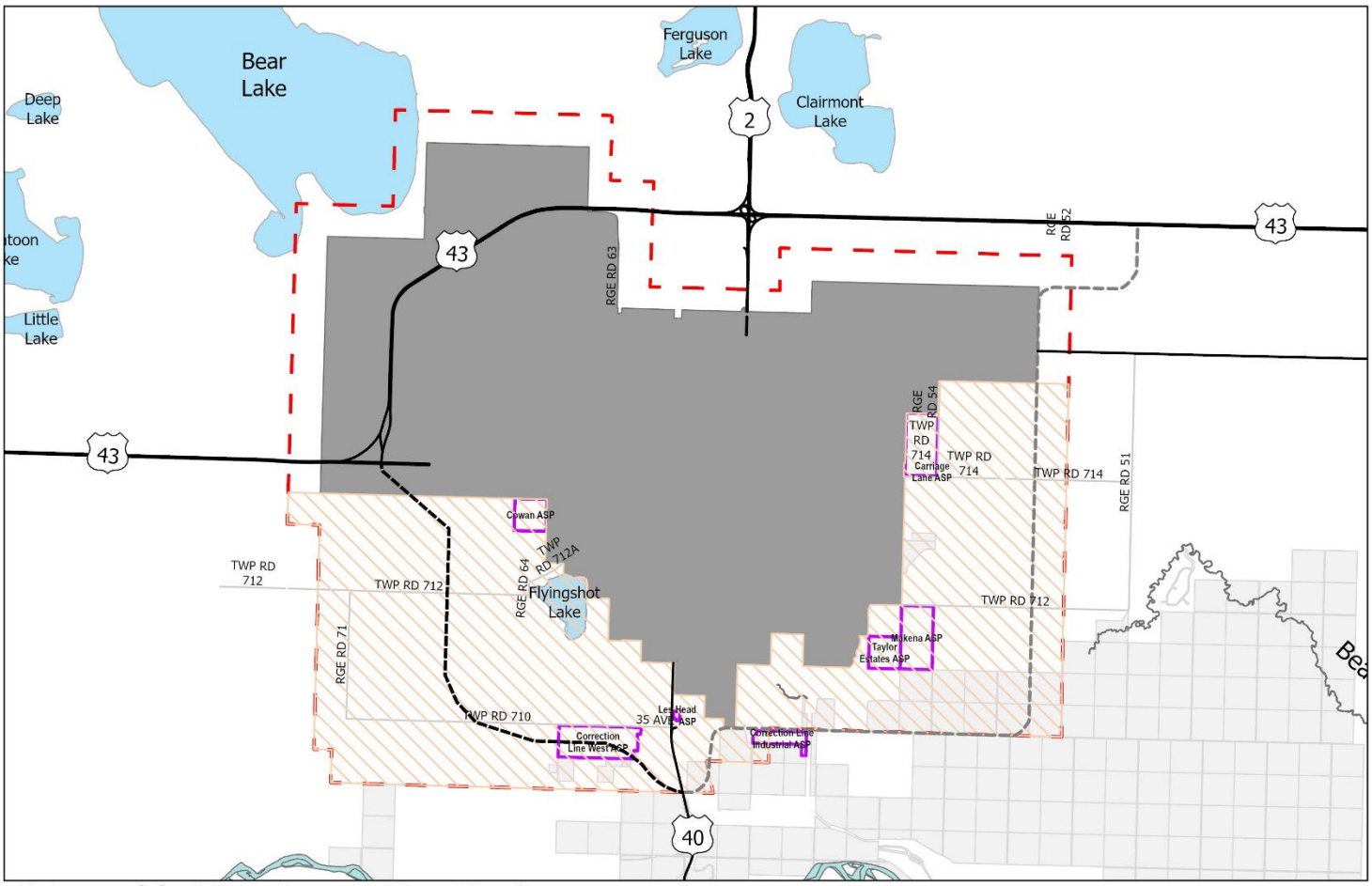
10.0 Deliverables

- Working and Final Document (All digital format including pdf, InDesign, CAD, GIS)
- Policy Maps (Land Use, Servicing, Recreational, Transportation)
- Council adoption package with bylaw, summary report, and referral responses.

11.0 Timeline

TBD

Fig 1 : Intermunicipal Area Concept Plan Area



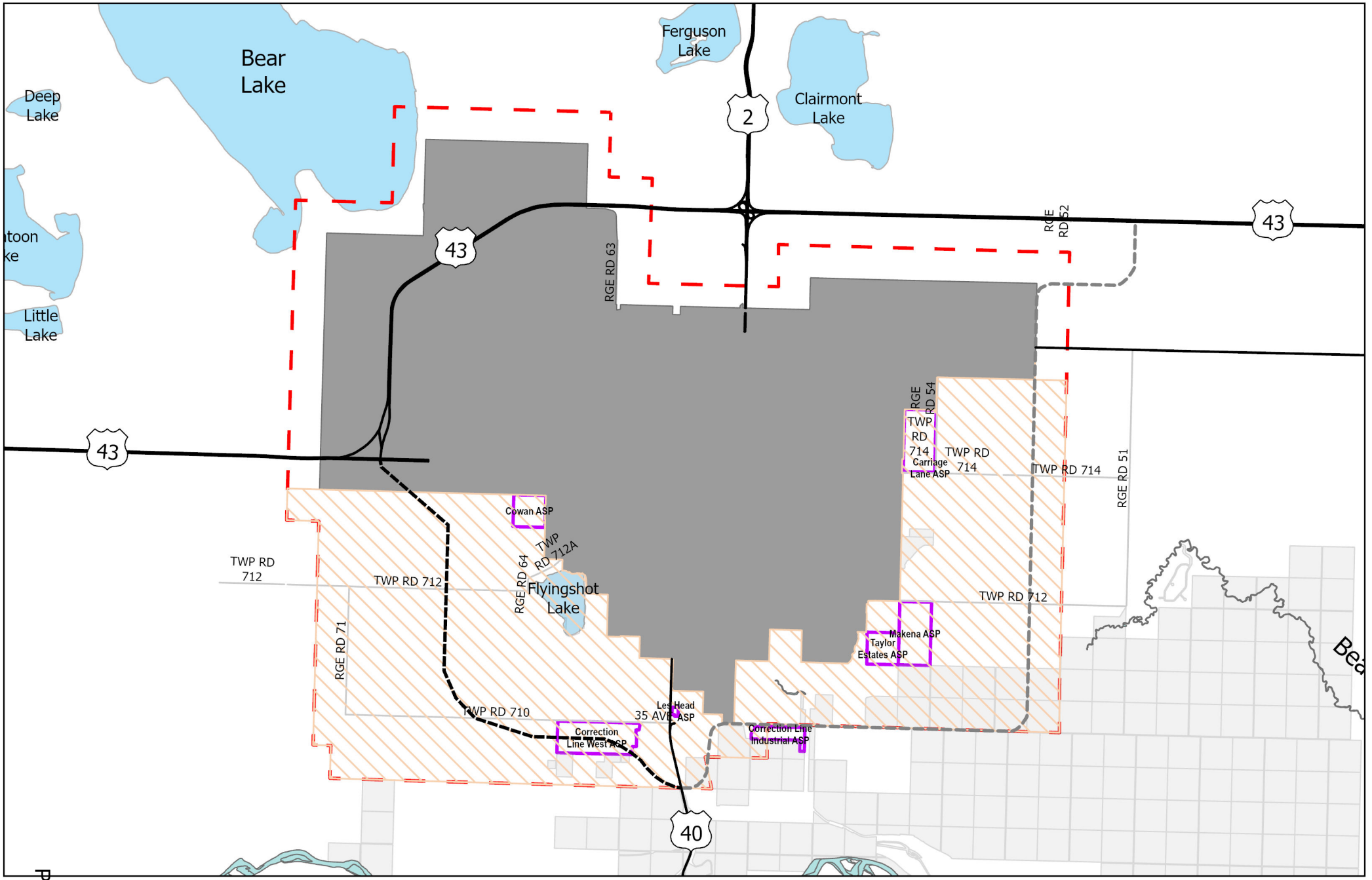
Intermunicipal Area Concept Plan- Plan Area

Provincial Highway
Arterial Roads
Proposed Highway Bypass
Proposed Ring Road
Plan Area
City of Grande Prairie
Crown Land
Area Structure Plans
IDP Boundary
Lakes & Rivers

N

Date: 2026-06-11

Scale: 1:125,000



Intermunicipal Area Concept Plan- Plan Area

- Provincial Highway
- Arterial Roads
- Proposed Highway Bypass
- Proposed Ring Road
- Plan Area
- City of Grande Prairie
- Crown Land
- Area Structure Plans
- IDP Boundary
- Lakes & Rivers

N

Scale: 1:125,000

Date: 2026-06-11

Request for Decision

Report Submission Details

Item Number:	**5.4**
Report Title:	**Recreation and Culture Grant Policy Recommendations**
Presenter:	**Lee Brachmann, General Manager, Community Services**
Supported By:	Hayley Kramps, Director, Nora-Lee Gilkyson, Supervisor, Chelsea de Ruiter, Administrative and Cemeteries Coordinator, Recreation and Culture
Meeting:	Committee of the Whole Meeting
Meeting Date:	June 25, 2026
Agenda Category:	New Business

Recommended Action

Option 1:

Motion 1:

That the Committee of the Whole recommend to Council to approve Policy K6 – Community Assistance Grant as presented.

Motion 2:

That the Committee of the Whole recommend to Council to approve K10 – Major Capital Grants as presented.

Motion 3:

That the Committee of the Whole recommend to Council to approve K14 – Operating Assistance – Facilities as presented.

Motion 4:

That the Committee of the Whole recommend to Council to approve K15 – Operating Assistance – Recreation Advisory Boards as presented.

Previous Council / Committee Action

Resolution # CM20260309.003

MOVED by Councillor Terri Beaupre

That Council direct Administration to bring a summary of all operational grants offered by the County, including the processes involved prior to disbursement, to a future Committee of the Whole Meeting for review and discussion**.**

CARRIED

Resolution # CM2026413.037

MOVED by Councillor Brian Peterson

That Council direct Administration to develop a grant program for High School Graduation Planning Committees, including consideration of funding levels based on the amount of County students attending, and bring back findings to a future Council Meeting.

CARRIED

Resolution # COW20250414.002

Moved by Leanne Beaupre

That the committee of the Whole recommend to Council to revise Policy K14 - Operating Assistance Facilities to include a matrix with facility funding comparisons.

CARRIED

Background and Analysis

Recreation and Culture has been working to revise and enhance the County's grant policies as a part of the 2026 Policy Review Project and is seeking Council's feedback on the proposed amendments.

The initial goals of the review are:

- to reduce the amount of administrative time dedicated to each request
- provide sufficient information for deliberations regarding funding
- streamline the number of policies in place
- move procedural or operational details into Administrative Directives, where appropriate

Administration's intent is that these improvements will enhance the applicant experience by reducing confusion and provide greater clarity in identifying the most appropriate funding stream for each project or request.

During the development of these drafts, Recreation and Culture has worked to include recent feedback from Council, such as including a funding option for Graduation Support. These added benefits have been included in the policy amendments put forward by Administration for review and feedback. Currently, Recreation and Culture has 14 policies:

- K1 – Barbeque Rental
- K2 - 100th Anniversary Grant Funding
- K6 - Community Assistance Grant
- K7 - Cemetery Improvement Grant
- K10 - Major Capital Grant
- K11 - Neighbourhood Ice Surface
- K12 - Community Beautifications Initiatives
- K14 - Operating Assistance – Facilities
- K15 - Operating Assistance - Recreation Advisory Boards
- K16 - Funding of Major Community Projects

- K17 – Recreation Advisory Boards
- K18 – Recreational Use on Stormwater Ponds
- K19 – County Agricultural Fairs
- K20 – Playground Grant Funding

As part of these changes, Recreation and Culture is proposing the consolidation of several existing policies to reduce duplication, improve clarity and streamline the overall grant process. The chart below outlines the proposed movement and consolidation of each policy.

Current Policy Format	Proposed Format	Highlighted Changes
K6 – Community Assistance Grant	**K6 – Connected Communities Grant** with three funding streams: • Community Vibrancy and Wellness • Sponsorship, Donations and Community Support • Emergent Funding	The following policies would be combined under three streams of funding in K6: • K2 - 100th Anniversary Grant Funding • K6 – Community Assistance Grant • K11 - Neighbourhood Ice Surface • K12 - Community Beautifications Initiatives • K19 - County Agricultural Fairs
K10 – Major Capital Grants	**K10 – Capital Grants** with two funding streams: • Capital Grants • Playground Funding	The following policies would be combined under two streams in Capital Grants: • K10 – Major Capital Grants • K16 – Funding of Major Community Projects • K20 – Playground Grant Funding
K14 – Operating Assistance – Facilities	**K14 – Operating Assistance** with two funding streams: • Facility and Organization Operating Assistance • Transportation Operating Assistance	The following policies would be combined under two streams in Operating Assistance: • K14 - Operating Assistance – Facilities • Portions of G14 – Seniors and Accessible Transportation Operating Assistance Grant
K15 – Operating Assistance – Recreation Advisory Boards	**K15 – Recreation Advisory Boards**, with funding remaining allocated through the recommendations of the six (6) Recreation Advisory Boards to Council.	The following policies would be combined under the Recreation Advisory Boards: • K15 – Operating Assistance – Recreation Advisory Boards • K17 – Recreation Advisory Boards • Portions of G14 – Seniors and Accessible Transportation Operating Assistance Grant

Combining these policies would allow Recreation and Culture to reduce the number of grant streams available for applications, while maintaining the same overall funding levels and providing broader application guidelines. Along with the consolidation of these policies, Administration is also recommending changes to some of the application time frames. The proposed application timelines for the 4 proposed grants are as follows:

Grant Name	Application Information
K10 – Capital Grants	August 1 – September 15 intake, with recommendations going forward to Council in the first week of November.
K14 – Operating Assistance	Open year round for new applications, with existing agreements being renewed on an as needed basis.
K15 – Recreation Advisory Boards	January 1 – March 1 annually, with Recreation Advisory Board deliberations taking place in early April to allow any additional recommendations to be made to Council prior to final budget.

The Connected Communities Grant (formerly Community Assistance) is recommended to adopt a quarterly schedule, with applications being brought forward according to the schedule below:

Application due date:	March 1	June 1	September 1	December 1
Event takes place between:	April 1 - June 30	July 1 – September 30	October 1 – December 31	January 1 – March 31
Council Meeting Date:	March	June	September	December

It is worth noting, that the Cemeteries Improvement Grant will not be included in any of the proposed changes, due to it's direct relation to the Cemetery Bylaw.

Organizational Capacity and Resourcing

Level of Service: Maintain Level of Service

Additional resources required: Yes ☐ No ☒

Not applicable.

Options Analysis and Financial Implications

Option 1:

Motion 1:

That the Committee of the Whole recommend to Council to approve Policy K6 – Community Assistance Grant as presented.

Motion 2:

That the Committee of the Whole recommend to Council to approve K10 – Major Capital Grants as presented.

Motion 3:

That the Committee of the Whole recommend to Council to approve K14 – Operating Assistance – Facilities as presented.

Motion 4:

That the Committee of the Whole recommend to Council to approve K15 – Operating Assistance – Recreation Advisory Boards as presented.

Option 2:

Motion 1:

That the Committee of the Whole direct Administration to amend Policy K6 – Community Assistance Grant as follows:

- List of amendments

and bring the amended Policy to a future Regular Council Meeting for review and approval.

Motion 2:

That the Committee of the Whole direct Administration to amend Policy K10 – Major Capital Grants as follows:

- List of amendments

and bring the amended Policy to a future Regular Council Meeting for review and approval.

Motion 3:

That the Committee of the Whole direct Administration to amend Policy K14 – Operating Assistance – Facilities as follows:

- List of amendments

and bring the amended Policy to a future Regular Council Meeting for review and approval.

Motion 4:

That the Committee of the Whole direct Administration to amend Policy K15 – Operating Assistance – Recreation Advisory Boards as follows:

- List of amendments

and bring the amended Policy to a future Regular Council Meeting for review and approval.

Option 3:

As Council directs.

Strategic Plans Alignment: Strategic and Business Plan | County of Grande Prairie

Strategic Themes:

- ☒ Theme 1 | Quality of Life
- ☐ Theme 2 | Economy
- ☐ Theme 3 | Transportation
- ☐ Theme 4 | Land Use and Management
- ☐ Theme 5 | Governance and Organizational Excellence
- ☐ Not applicable.

Other Plans:

Not applicable.

Stakeholder Engagement

Recreation and Culture has engaged with Agriculture Services and Family and Child Support Services in the review of these policies. Communications and Marketing has also been consulted regarding media campaign for awareness.

Public Engagement and Communication

Pending Council approval of the revised policies, Recreation and Culture will implement a comprehensive communications and awareness campaign to inform stakeholders of the changes.

All organizations that have previously applied for funding will be notified directly, and information sessions will be offered to assist applicants in understanding the updated funding streams, eligibility criteria and application processes. The goal is to ensure a smooth transition and support community groups with the tools and information needed to effectively navigate the revised grant program changes.

Attachments

1. 2026 Proposed Rec and Culture Grant Changes Presentation
2. K6 – Community Assistance Grant Draft Changes – Red Line
3. K6 – Community Assistance Grant Draft Changes – Clean Copy
4. K10 – Major Capital Grants Draft Changes – Red Line
5. K10 – Major Capital Grants Draft Changes – Clean Copy
6. K14 – Operating Assistance – Facilities Draft Changes – Red Line
7. K14 – Operating Assistance – Facilities Draft Changes – Clean Copy
8. K15 – Operating Assistance – Recreation Advisory Boards Draft Changes – Red Line
9. K15 – Operating Assistance – Recreation Advisory Boards Draft Changes – Clean Copy

☒ Approved by General Manager

☒ Approved by County Manager

County of
Grande Prairie No. 1

Recreation and Culture

Proposed Grant Program Changes

General Grant Information

- Recreation and Culture department manages the intake, review and payment processes for 11 grant programs.
- Funding for the Recreation and Culture grant budgets all sit within the Recreation Operating Budget.
- Detailed grant budget information is provided in the December Interim and April Final budget packages.
- Recreation and Culture grants are administered through an online application portal available on the County website: Recreation and Culture Grants - County of Grande Prairie (County of Grande Prairie Grant Application Portal)
- FCSS, Transportation and Utilities, Agricultural Services and other service areas manage and administer their own grants.

11 Current Grant Funding Programs

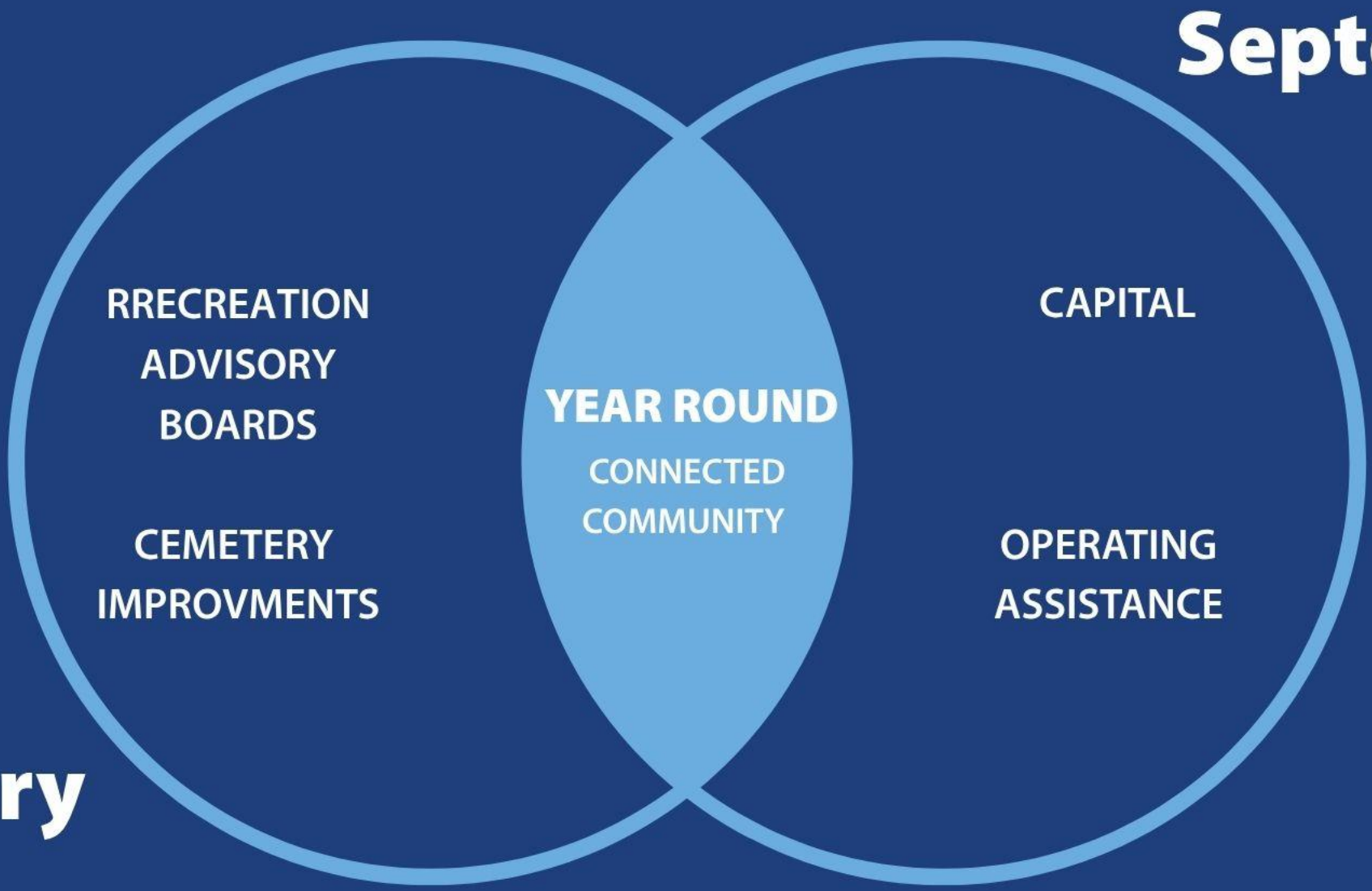
- K2 - 100th Anniversary Grant Funding
- K6 - Community Assistance Grant
- K7 - Cemetery Improvement Grant
- K10 - Capital Grant
- K11 - Neighborhood Ice Surfaces
- K12 - Community Beautification Initiatives
- K14 - Operating Assistance Facilities
- K15 - Operating Grant-Recreation Advisory Boards
- K16 - Funding Major Community Projects
- K19 - Agricultural Fairs
- K20 - Playground Grant Funding

Proposed 5 Grant Programs

1. **K-7 Cemetery Improvement Grant**
2. **K-6 Connected Communities Grant**
    - K6 - Community Assistance Grant
    - K11 - Neighbourhood Ice Surfaces
    - K12 - Community Beautification Initiatives
    - K19 - Agricultural Fairs
    - K02- 100th Anniversary Grant Funding
    - County School Grad Event Funding (Proposed)
3. **K-14 Operating Assistance**
    - K14 - Operating Assistance Facilities
    - G14 - Seniors and Accessible Transportation Operating Assistance Grant Organizations that own Accessilbe vehicles
    - K6 - Community Assistance Grant- multi-year operating funding.
4. **K-15 Recreation Advisory Boards**
    - K15 - Operating Grant-Recreation Advisory Boards
    - K17 - Grant-Recreation Advisory Boards structure
    - G14 - Seniors and Accessible Transportation Operating Assistance Grant for programs
5. **K-10 Capital Grant**
    - K10 - Capital Grant
    - K16 - Funding Major Community Projects
    - K20 - Playground Grant Funding

Proposed Policy format	Current Policy Format	Highlighted Changes
1. K07 - Cemetery Improvement Grant	K07 - Cemetery Improvement Grant	• Remains the same.
2. K06 - Connected Communities Grant • Community Assistance Grant • Neighbourhood Ice Surfaces • Community Beautification Initiatives • Agricultural Fairs • Anniversary Grant Funding • County School Grad event funding	• K02 - 100th Anniversary Grant Funding. • K06 - Community Assistance Grant. • K11 - Neighbourhood Ice Surfaces. • K12 - Community Beautification Initiatives. • K19 - Agricultural Fairs.	• Multiple stand-alone grant policies are consolidated under one broader Policy. • County School Grad event funding was also added. • Renamed to K06 - Connected Communities Grant.
3. K14 - Operating Assistance • Seniors and Accessible Transportation Operating Assistance Grant • Multi-year operating funding	• K06 - Community Assistance Grant - multi-year operating funding. • K14 - Operating Assistance Facilities. • G14 - Seniors and Accessible Transportation Operating Assistance Grant.	• Category expanded to include transportation and multi-year operating support. • Additional operating-related items are grouped together rather than listed separately. • Proposed name K14 - Operating Assistance.
4. K15 - Recreation Advisory Board Grant • Operating Grant - Recreation Advisory Boards funding allocations • Recreation Advisory Boards Structure • Seniors and Accessible Transportation Operating Assistance Grant for programs	• K15 - Operating Grant - Recreation Advisory Boards. • K17 - Recreation Advisory Boards structure. • G14 - Seniors and Accessible Transportation. Operating Assistance Grant for program.	• Combines related Recreation Advisory Board allocation funding policy, board structure policy and seniors transportation grants for programs and medical appointments under one policy. • Proposed name would be K15 - Recreation Advisory Board Grants.
5. K10 - Capital Grant • Capital Grant • Funding Major Community Projects • Playground Grant Funding	• K10 - Capital Grant. • K16 - Funding Major Community Projects. • K20 - Playground Grant Funding.	• Three capital-related grants are grouped together into one Policy. • Proposed name would remain the same K10 - Capital Grants.

RECREATION & CULTURE GRANT PROGRAMS APPLICATIONS



K06 - Community Assistance Grant

Current Program

Applications: Year-round via Council Request for Decision

Objective: General funding "pot", also known as the "catch all" grant line

- **Multi Year Operating Funding**: For organizations and facilities that contribute to the quality of life and enhance livability that fall outside ICF Agreements and Policy K14 which covers halls, arenas and curling rinks. Allocated independently per group based on funding request to Council and Council Motion.
- **Community Wellness & Safety:** For groups or organizations that undertake protective measures to respond and protect the community from harm or contribute to providing a safe and healthy community. Also, groups or organizations that foster connections among people through socially inclusive services with a diverse offering of cultural and recreational opportunities, outside of Family Community Support Services mandates.
- **Event Sponsorship, Donations & Community Support**: For groups or organizations that provide County residents with cultural and recreational opportunities or contribute to the quality of life and enhance the livability of the community can apply for event sponsorship or other emergent support or funding needs. *Events or groups that fundraise to disperse funding raised to other organizations are not eligible for this grant program.*
- **Emergent Funding Requests:** Funding available year-round on an as needed basis, requests must go before Council to defend the request as emergent. Funding for emergent request comes from the community grants reserve.

Neighbourhood Ice Surfaces, Agricultural Fairs and Community Hall Connectivity incentive pilot program budgets fall under this section in the Grant Budget Spreadsheet presented as part of Interim and Final budget.

K06 – Connected Communities Grant

Proposed Changes

New name: Connected Communities Grant

Applications: accepted year-round and new funding matrix developed for allocation process and will be evaluated quarterly.

Objective: General funding "pot", also known as the "catch all" grant line

- **Multi Year Operating Funding**: this section of the policy would now be included in K14 - Operating Assistance.
- **Community Vibrancy and Wellness:** Designed to support initiatives led by community and volunteer groups that enhance civic pride, environmental responsibility, and overall community safety and well-being within hamlets and rural subdivisions. This includes projects such as community beautification, the development and maintenance of temporary or non-fixed local amenities (e.g., volunteer-led ice surfaces), and initiatives that foster safe, healthy and inclusive communities.
- **Emergent Funding Requests:** Considered to be an unforeseen situation or outcome where an urgency exists, and the situation must be dealt with in a timely manner. Applicants must meet the definition of emergent within this policy, and the applicant must be prepared to defend the situation as emergent.
- **Sponsorship, Donations and Community Support Requests:** For groups or organizations that provide County residents with cultural and recreational opportunities or contribute to the quality of life and enhance the livability of the community can apply for event sponsorship, or other support or funding needs. Events or groups that fundraise to disperse funding raised to other organizations are not eligible for this grant program.

Community Vibrancy and Wellness			
Level 1	Up to $1000	Approved by Administration	For Community Beautification Initiatives within participating hamlets or rural subdivisions.
Level 2	Up to $1,500	Approved by Administration	For Neighborhood ice surfaces, community gardens, and safety/wellness programs impacting fewer than 300 people.
Level 3	Up to $5,000	Approved by Council	For Rural Crime Watch initiatives, non-fixed infrastructure upgrades, and safety/wellness programs impacting more than 300 people.
Sponsorship, Donations and Community Support			
Level 1	Under $500	Approved by Administration	For Dry Graduation support and similar initiatives where County resident participation directly impacts funding.
Level 2	Under $1,500	Approved by Administration	For Agricultural fairs, community fundraisers, single-day festivals, and dine & dances with fewer than 299 attendees.
Level 3	Under $5,000	Approved by Council	For Multi-day community fundraisers, single-day cultural events, dine & dances with 300–999 attendees, and groups hosting provincial/national competitions with less than $100,000 GDP impact.
Level 4	Under $7,500	Approved by Council	For Dine & dances with more than 1,000 attendees, groups hosting provincial/national competitions with more than $101,000 GDP impact, and multi-day cultural events.
Level 5	$7,501 – $10,000	Approved by Council with Presentation	For large-scale events funded through the Community Grants Reserve with estimated attendance exceeding 7,500 people for a multi-day event.
Level 6	$10,000 and over	Approved by Council with Presentation	For large-scale multi-day events such as folk festivals, community milestone anniversaries, and pro rodeos. Funding source determined by Council during budget deliberations.

K06 - Connected Communities Grant

Proposed Changes

Application due date:	March 1	June 1	September 1	December 1
Event takes place between:	April 1 - June 30	July 1 – Sept. 30	Oct. 1 – Dec. 31	Jan 1 – March 31
Council Meeting Date	March	June	September	December

For grants approved by Administration:

- A report will be provided to Council on a quarterly basis.
- Councilors with events taking place in their division will be notified via email once the grant has been approved for awareness.

K02 - 100th Anniversary Grant

Proposed inclusion in Connected Communities Grant

Current: To provide a one-time grant up to a maximum of $25,000 to a community within the County of Grande Prairie to enable them to commemorate the 100th anniversary of their community with a Capital improvement or a Community event.

Proposed: to provide funding for a “Community Milestone” which means an anniversary occurring at intervals of 25 years for a community, that could be a city, town, village, hamlets, residential subdivision or localized residential area with a minimum of five households, and a school or church located wholly within the boundaries of the County of Grande Prairie.

100th Anniversary Grant

Additional Information

Community	Commonly Founded Year	Centennial Year
Teepee Creek	1917	2017
La Glace	1917	2017
Valhalla Centre	1912	2012
Demmitt	1930	2030
Dimsdale	1924–26 (historic)	2024–26
Goodfare	1919	2019
Clairmont	1915	2015
Bezanson	1910	2010
Hythe	1928	2028
Huallen	Undocumented	TBD
Wedgewood	Modern (late 1900s)	N/A

Community	Commonly Founded Year	Centennial Year
Beaverlodge	1909	2009
Wembley	1928	2028
Sexsmith	1916	2016
Grande Prairie	1914	2014

Community Beautification Initiatives and Neighbourhood Ice Surfaces

Proposed Changes – Inclusion in Connected Communities Grant

Community Beautification Initiatives – Included in Level 1 of Community Vibrancy and Wellness

- To foster civic pride and environmental responsibility by providing financial and administrative support to Community Beautification Initiatives within County hamlets and rural subdivisions.
- Provide funding to Applicant(s) from a participating Hamlet or Rural Subdivision that is to be used solely for a Community Beautification Initiative within their area to a maximum of $1,000.00 per year.
- Now defined as “small-scale outdoor projects that directly enhance the appearance, comfort or functionality of a community space. This may include, but is not limited to, garden supplies, plants, landscaping features, temporary decorative assets such as lighting and beautification infrastructure including benches, picnic tables and similar amenities”

Seasonal Neighbourhood Ice Surfaces Program – Included in Level 2 of Community Vibrancy and Wellness

- Seasonal Neighbourhood Ice Surfaces can be created on Municipal Reserve greenspace and provide low cost, outdoor recreation opportunities for spontaneous use by the community. *This policy does not address high board, permanent outdoor rinks or access to ice on storm water ponds.*
- The Volunteer Group is solely responsible for the construction and operation of the Neighbourhood Ice Surface. The County of Grande Prairie is not responsible for the operation, management or storage of any items relating to the Neighbourhood Ice Surface.
- New applications may be funded up to $1,500 for start up costs. Recurring applications may be funded up to $750 for ongoing maintenance costs. Funding released on resubmission of receipts.

County Agricultural Fairs

Proposed Changes

- Now included in Level 2 of the Sponsorship, Donations & Community Support, within the Connected Communities Policy.
- While this Policy has an agricultural focus, community event funding is coordinated through the County's Policy K06 – Community Assistance Grant.
- Funding is available to a maximum of $1,000 per Country Agricultural Fair for the 7 community groups.
- To qualify for funding for a Country Agricultural Fair, the event must have an agricultural focus and enhance the quality of life for people living in the community.
- Community fairs supported include: Valhalla, Beaverlodge, Sexsmith, Clairmont, Bezanson, Hythe and Wembley. Groups must notify both Recreation and Culture and Agriculture department of event to get funding. The Ag department usually participates in event or parade.

Proposed Policy Format	Current Policy Format	Highlighted Changes
2. K06 - Connected Communities Grant • Community Assistance Grant • Neighbourhood Ice Surfaces • Community Beautification Initiatives • Agricultural Fairs • Anniversary Grant Funding • County School Grad event funding	• K02 - 100th Anniversary Grant Funding • K06 - Community Assistance Grant • K11 - Neighbourhood Ice Surfaces • K12 - Community Beautification Initiatives • K19 - Agricultural Fairs	• Multiple stand-alone grant policies are consolidated under one broader Policy, which will have one application point on the County's Grant Portal. • County School Grad event funding was also added for consideration. • Renamed to K06 - Connected Communities Grant. • There are now three main streams of funding, Community Vibrancy and Wellness, Emergent Funding Requests, and Sponsorship, Donations and Community Support. • Funding levels now exist, where opportunities for sponsorship under $1,500 may be approved by administration and applicants must choose what level of support the request falls into. • Community Vibrancy and Wellness, and Sponsorship, Donations and Community Support requests will presented on a quarterly basis, with and funds allocated by administration provided as a report to Council. • Emergent funding remains available at any time.

K14 - Operating Assistance Facilities

Current Program

- County Council establishes Operating Assistance funding for recreation and community facilities during their annual budget process. This funding will be distributed automatically to **approved facility operators** without an application process. The intention is to help offset utility and operational costs unless otherwise directed by Council.
- In the policy, funding allocations are primarily determined by facilities :
  - 3.1.1. Halls - $5,380 annually for 2025 (3%) escalator – 12 Halls
  - 3.1.2. Curling Rinks -$13,450 for 2025 (3%) Escalator- Beaverlodge, La Glace and Mountview
  - 3.1.3. Arenas (does not include natural or seasonal ice surfaces)- Determined by presentation to Council. Hythe $135,795 for 2025 and La Glace $101,531 for 2025.
- Teepee Creek Stampede Association, Rio Grande Sports Association, Hythe Community Centre, and Bezanson Agricultural Society receive operational funding allocations based on presentation to Council and Council Motion.
- Intermunicipal Collaboration Framework agreements with neighboring municipalities fall outside of this policy.

K14 - Operating Assistance

Proposed Changes

- County Council establishes Operating Assistance funding for recreation and community facilities during their annual budget process. This funding will be distributed to approved facility operators through an online application process. The intention is to help offset utility and operational costs unless otherwise directed by Council.
- The policy would now include all requesting for annual operating support, including transportation funding requests for organizations that own their own accessible vehicle that had previously been funded under Policy G-14 Senior and Disabled Transportation Grants. Applications annually at the end of approved term funding from August 1 –September 30.
- The policy would include **Multi Year Operating Funding**: For organizations and facilities that contribute to the quality of life and enhance livability that were previously included under K-6 Community Assistance Grant.
- The new policy would include all operating funding requests for Halls, Arenas, Curling Rinks, Museums, Event Centres, Community Centres, Rodeo Grounds and facilities or organizations that provide regional services.
- Facilities and organizations included in Intermunicipal Collaboration Framework agreements with neighboring municipalities fall outside of this policy.

Proposed Policy format	Current Policy Format	Highlighted Changes
K-14 Operating Assistance		
• Seniors and Accessible Transportation Operating Assistance Grant • Multi-year operating funding	Current K-14 Operating Assistance Facilities fund Halls, Arenas and Curling Rinks. Other operating requests were funded through: • G14 Seniors and Accessible Transportation Operating Assistance Grant • K-6 Community Assistance Grant - multi-year operating funding • K-15 Operating Grant - Recreation Advisory Boards	• Annual application in fall, August 1- September 31 • Category expanded to include transportation and multi-year operating support. • Additional operating-related items are grouped together rather than listed separately. • Proposed name K-14 Operating Assistance • Includes operating funding for organizations that own buses and provide transportation services to seniors and disabled persons • Update definition of operating funding “Operating Funding” is funding intended to help offset utility and operating costs or for projects related to maintaining or enhancing operations that are not directly related to infrastructure unless otherwise directed by Council. Snow removal and mowing could be considered enhancements. • Requests $5,000.00 and under will still be directed to the Recreation Advisory Boards as outlined in Policy K-15 Recreation Advisory Boards. • The policy would now include museums, community centres, event centres, organizations owned assessable vehicle and community organizations that provide significant impact. • Facilities and organizations included in Intermunicipal Collaboration Framework agreements with neighboring municipalities fall outside of this policy.

K15 -Operating Assistance- Recreation Advisory Boards and K17-Recreation Advisory boards

Current Program

- **Applications:** February 1 to April 1 annually and Board deliberates applications early May to make recommendations to Council.
- **Objective:** To assist with organizations that benefit County residents with general operations and programming.
- County Council allocates Operating Assistance Grant funding through the existence of the six (6) County Recreation Advisory Boards as defined in County Policy K17 - Recreation Advisory Boards.
- Each Recreation Advisory Board is comprised of seven (7) members, two of whom are members of County Council and five (5) of whom represent the residents within the Recreation Advisory Board boundaries.
- Base amount for 2026 was assigned at $24,620 per Board + $3.00 / per capita based on 2026 census (with a 3% escalator annually on both amounts).
- $5,000 maximum award per group, submit a report on funding by December 31.

Recreation Boards	2025 Population	Base Amount 2026	Per Capital $3 per person (3 x Population)	3% inflation costs	Total Base+ Per Capita +3% Inflation
Beaverlodge-Elmworth Huallen Recreation Board*	2467	$24,620	$7401	$1,970	$33,990
Clairmont-Bezanson Recreation Board	8890	$24,620	$26,670	$3,990	$55,280
Hythe-Demmitt-Valhalla Recreation Board	1551	$24,620	$4,653	$1,260	$30,530
Grande Prairie Area Recreation Board*	5744	$24,620	$17,320	$4,660	$46,600
Sexsmith-LaGlace-Teepee Recreation Board	4151	$24,620	$12,450	$2,850	$39,920
Wembley-Dimsdale-Saskatoon Recreation Board*	2399	$24,620	$8,800	$2,200	$35,620

Recreation Advisory Boards- Policy K15

Proposed Changes

- **Applications date**: January 1 to March 1 annually and Board deliberates applications early April to make recommendations to Council prior to Final budget.
- **Objective:** To assist with organizations that benefit County residents with general operations and programming and accessible transportation.
- Combined Policy K-15 and K-17 into one policy, it now includes the board structure, responsibilities and allocation requirements.
- Included accessible and senior transportation grants for organizations who provide programs that were previously under G-14 Senior and Disabled Transportation grants.
- Each Recreation Advisory Board is comprised of seven (7) members, two of whom are members of County Council and five (5) of whom represent the residents within the Recreation Advisory Board boundaries.
- Base amount for 2027 assigned at $25,360 per Board + $3.00 / per capita based on 2026 census (with a 3% escalator annually on both amounts$5,000 maximum award per group, annual reporting on funding required by December 31.

Proposed Policy format	Current Policy Format	Highlighted Changes
K15 – Recreation Advisory Boards • Recreation Advisory Boards Structure • Seniors and Accessible Transportation Operating Assistance Grant for programs	• K-15 Operating Grant - Recreation Advisory Boards • K-17 Grant - Recreation Advisory Boards • G-14 Seniors and Accessible Transportation Operating Assistance Grant for program	• Combines related Recreation Advisory Board allocation funding policy and board structure policy with the seniors transportation grants for programs and medical appointments under one policy. • Proposed name would be K-15 Recreation Advisory Board Grants. • Application intake changes to January 1- March 1 so requests outside allocated budget of a base amount $24,620 + per capital amount could be taken to final budget for approval. • The Tangible Capital Assets (TCA) has a capital threshold of $10,000 for Capital projects, so smaller capital request items were still included in this policy (under $5,000).
• **Transportation grant funding request of the past few years that would now be allocated under this policy**	• The Beaverlodge Senior Citizen Association: 2025 received no funding, 2026 received $2,500 • Beaverlodge Hidden Potential Society: 2025 received $3,000 funding, 2026 received $3,000 funding • PARDS Therapeutic Centre: 2025 received $2,000, 2026 received $3,000 • Sexsmith Sunset Homes & Tenant Association: 2025 received no funding, 2026 received • Twilight Club of LaGlace: 2025 received $2500, 2026 received $2,500 • Golden Years Club of Bezanson: 2025 received no funding, 2026 received $2,500	Hythe & District Pioneer Homes and Grande Spirit Foundation transportation requests would be included under proposed K-14 Operating Assistance. • City of Grande Prairie is a separate agreement for three years. • Will have a funding impact to recreation boards, may want to evaluate increasing the base amount for each recreation board to accommodate. • Max funding for transportation and programming would be $5,000 annually under this program.

K10 - Capital Grant Program

Current Program

- **Applications:** August 1 – September 15th annually
- Group Delegations & Council Deliberations: November

There are two streams to this current policy:

- **Major Capital** to assist with large scale community projects, Requests of $100,000 or more, No matching fund requirement and can be multi-year funded projects
- **Capital Assistance** to assist with small to mid-sized community projects, request for $10,000 to 100,000, must have matching funds

The amount in proposed budget is $598,795 +/- for disbursement annually

K10 - Capital Grants

Proposed Changes

- **Applications:** August 1 – September 15th annually
- Group Delegations & Council Deliberations: Scheduled annually between October and November.

There are two streams in the proposed policy:

- **Capital Grants** to assist with large scale community projects, Requests of $10,000 or more, can be multi-year funded projects
- Funding thresholds up to $100,000, over $100,000 and $250,000 +
- **Playgrounds**

The amount in proposed budget is $598,795 +/- for disbursement annually

Proposed Policy format	Current Policy Format	Highlighted Changes
5. K-10 Capital Grant		
5. K-10 Capital Grant • K-10 Capital Grant • Funding Major Community Projects • Playground Grant Funding	• K-10 Capital Grant • K-16 Funding Major Community Projects • K-20 Playground Grant Funding	• Three capital-related grants are grouped together into one Policy. Proposed name would remain the same K-10 Capital Grants. • Capital project are defined by Tangible Capital Assets (TCA) as those project that are $10,000 +

Community Grants Reserve

Additional Information

Typically used for:

- It is common to direct unallocated Recreation and Culture grant funds to this reserve.
- Allows for emergent funding requests that do not fit other grant programs.
- Provides funding options for all grant programs should Council wish to support a request outside the approved budget.
- More information can be found in Policy C27 – Financial Reserves.

Intermunicipal Collaboration Framework Agreements

Additional Information

- As part of the updated *Municipal Government Act* (MGA), Intermunicipal Collaboration Frameworks (ICFs) are required for municipalities that share a border.
- An Intermunicipal Collaboration Framework is a tool to facilitate cooperation between neighbouring municipalities to ensure municipal services are provided to residents efficiently and cost effectively.
- Funding is allocated through collaborative discussion; the County of Grande Prairie has successfully completed all required ICFs.
- Recreation Funding allocated in these agreements sits in the Recreation and Culture Operating Budget.
- Towns of Beaverlodge, Wembley, Sexsmith, Grande Prairie, Saddle Hills and M.D. Greenview have an ICF agreement with the County.
- New to grant policies, applicants must reach out to their own Municipality's first before seeking funding from the County.

~~Community Assistance~~Connected Community Grant

Recreation and Culture
Policy K6

Policy:	K6 – ~~Community Assistance~~ Connected Community Grant
Policy Department(s):	Recreation and Culture
Adoption Date:	December 6, 2004
Adoption Reference:	12/1283/2004
Effective Date:	December 6, 2004
Last Amended:	December 12, 2022

Policy Purpose

The purpose of this policy is to define ~~the process~~ and establish a unified framework through which the County of Grande Prairie No.1 provides financial support to community organizations, volunteer groups and community members for initiatives that enhance recreation, culture, heritage, safety and community pride within the County.~~by which the County of Grande Prairie No. 1 provides Community Assistance funding and/or donations of items other than cash to support operating costs, fundraising endeavors, achievements, and milestones associated with the delivery of programs, services and events by organizations and groups that operate on a not-for-profit basis. This includes requests that promote active, safe and sustainable communities and improve quality of life in the County.~~

Policy Statement

The County of Grande Prairie No. 1 is committed to ensuring that recreational, cultural and community improvement programs and opportunities are available to meet the needs of County residents.

The following ~~Community Assistance~~ Connected Community Grant streams are available under this grant program:

- **Community Vibrancy and Wellness:** Designed to support initiatives led by community and volunteer groups that enhance civic pride, environmental responsibility, and overall community safety and well-being within hamlets and rural subdivisions. This includes projects such as community beautification, the development and maintenance of temporary or non-fixed local amenities (e.g., volunteer-led ice surfaces), and initiatives that foster safe, healthy and inclusive communities.

- ~~**Multi Year Operating Funding:** For organizations and facilities that contribute to the quality of life and enhance livability that fall outside Policy K14 which covers halls, arenas and curling rinks.~~

- ~~**Community Wellness & Safety:** For groups or organizations that undertake protective measures to respond and protect the community from harm or contribute in providing a safe and healthy community. Also, groups or organizations that foster~~

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Not Italic

Formatted: Justified, Don't add space between paragraphs of the same style, Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Indent: Left: 1.27 cm, Space After: 8 pt, Don't add space between paragraphs of the same style, No bullets or numbering

~~connections among people through socially inclusive services with a diverse offering of cultural and recreational opportunities, outside of Family Community Support Services mandates.~~

- ~~**Event Sponsorship, Donations & Community Support:** For groups or organizations that provide County residents with cultural and recreational opportunities or contribute to the quality of life and enhance the livability of the community can apply for event sponsorship or other emergent support or funding needs. Events or groups that fundraise to disperse funding raised to other organizations are not eligible for this grant program.~~

~~**Country Agricultural Fairs:** As governed by Policy K19 - an exhibition or event that is intended to promote agriculture by including a variety of exhibits of livestock and /or agriculture products.~~

- **Emergent Funding Requests:** Considered to be an unforeseen situation or outcome where an urgency exists, and the situation must be dealt with in a timely manner. Applicants must meet the definition of emergent within this policy, and the applicant must be prepared to defend the situation as emergent.
- ~~**Neighbourhood Ice Surfaces:** As governed by Policy K11 - any temporary, outdoor natural ice surface set up for the winter season on a Municipal Reserve greenspace within a neighbourhood or subdivision. The ice surface could have low board edge or a snowbank edge.~~ **Sponsorship, Donations and Community Support Requests:** For groups or organizations that provide County residents with cultural and recreational opportunities or contribute to the quality of life and enhance the livability of the community can apply for event sponsorship, or other support or funding needs. Events or groups that fundraise to disperse funding raised to other organizations are not eligible for this grant program.

Definitions

"Agriculture" means the science, art, or occupation concerned with cultivating land, raising crops, and feeding, breeding and raising livestock; farming.

"Agriculture Society" means an organization with the objective of encouraging improvement in agriculture and enhanced quality of life for persons living in the community by developing educational programs, events, services and facilities"

"CAO" also known as "County Manager" or "Chief Administrative Officer" means the person, or delegate appointed by Council to the position of Chief Administrative Officer under the Municipal Government Act for the County.

"Capital" means any tangible asset with an estimated useful life exceeding one year, including:

- Land or Buildings;
- Facility Construction, renovation or repair;

Formatted: Font: 11 pt, Font color: Auto, Pattern: Clear

Formatted: Font: (Default) Arial, Italic

Formatted: Highlight

Formatted: Font: (Default) Arial, Italic

- Facility assessment, study, design or construction documents to support the above projects;
- Furnishings and/or equipment for use at community operated facilities; and
- Site improvements.

"Community Beautification Initiative" means small-scale outdoor projects that directly enhance the appearance, comfort or functionality of a community space. This may include, but is not limited to, garden supplies, plants, landscaping features, temporary decorative assets such as lighting, and beautification infrastructure including benches, picnic tables and similar amenities.

"Community Group" means the organization, formal neighborhood association or informal group of people that would be responsible for coordinating and implementing the initiative or project for which they have applied to the County for funding. ~~the organization, formal neighborhood association or informal group of people that would be responsible for coordinating and implementing the initiative or project~~

"Community Milestone" means an anniversary occurring at intervals of 25 years for a community, that could be a city, town, village, hamlets, residential subdivision or localized residential area with a minimum of five households and a school or church located wholly within the boundaries of the County of Grande Prairie.

"Contact Person" means the designated member of the Volunteer Group who is responsible for communicating on the group's behalf. An alternate Contact Person must also be identified on the application form as required.

"Council" means the duly elected Council members of the County of Grande Prairie No. 1.

"County" means the municipality of the County of Grande Prairie No. 1 having jurisdiction under the Municipal Government Act and other applicable legislation.

"Donation" means a gift for charity, humanitarian aid or to benefit a cause without a return consideration. It may take various forms including money, aims, services or goods. Charitable donations of goods or services are also called gifts in kind. Gifts or gifts-in-kind may include gift baskets, County swag and event tickets.

"Emergent" is considered an unforeseen situation or outcome where urgency exists and the situation must be dealt with in a timely manner. Examples can include natural disasters, critical infrastructure failure, sudden loss of major funding or urgent safety needs~~To meet this criteria within this policy, an applicant must be prepared to defend the situation as being emergent~~.

~~"Grants" are non-repayable funds or products disbursed by Council to a recipient. Under this policy it is often a non-profit entity, local organization or volunteer group that provides recreation or cultural programs and opportunities that benefit County residents.~~"Fair" means an exhibition that is intended to promote agriculture by including a variety of exhibits of livestock and/or agriculture products.

Formatted: Font: (Default) Arial, English (United States)

Formatted: Normal, No bullets or numbering

Formatted: Font: (Default) Arial, English (United States)

Formatted: Font color: Auto

"Funding Raised for Other Associations" means groups who fundraise on behalf of a third party with the intention to donate purchased goods or supplies to another third party with County recognition. This excludes groups that donate monetary funds.

"Graduation Support" refers to dry grad events, where no alcohol is present, for Grade 12 graduating classes. Funding can be utilized for items such as venue, equipment, marketing, supplies and similar approved purposes.

"Grants" are non-repayable funds or products disbursed by the County of Grande Prairie Council to a grant recipient, such as a not-for-profit entity, local organization or volunteer group that provides recreation or cultural programs and opportunities that benefit County of Grande Prairie residents~~non-repayable funds or products disbursed by the Council to a recipient. Under this policy it is often a non-profit entity, local organization or volunteer group that provides recreation or cultural programs and opportunities that benefit County residents~~.

"Greenspace" means land used for recreation and leisure, including public parks and community buildings owned by the County of Grande Prairie that is dedicated for recreational purposes and accessible to the public.

"Hamlet" means an unincorporated community designated by Council as a "Hamlet" that consists of 5 or more dwellings, has a generally accepted boundary and name, and contains land that is used for non-residential purposes.

"Municipal Reserve" means land that has been designated as reserve and are available for public enjoyment. May include both municipal reserve (MR) and municipal and school reserve (MSR) as described under Division 8 Reserve Land, Land for Road and Utilities of the Municipal Government Act.

~~"Municipal Reserve / Greenspace" means the land owned by the County of Grande Prairie No. 1 within a subdivision that is dedicated for recreational purposes and accessible to the public.~~

"Neighborhood Ice Surface" means any temporary, outdoor natural ice surface set up for the winter season on a Municipal Reserve greenspace within a neighborhood or subdivision. The ice surface could have low board edge or a snowbank edge.

"Operating" means funding or projects related to maintaining or enhancing operations that are not directly related to infrastructure.

"Recreation" refers to the range of experiences that support individual and community wellbeing, including play, sport, cultural activities, and outdoor pursuits, and that contribute to the social, mental, and physical health of individuals and communities.

"Rural Subdivision" means a group of two or more parcels within the area(s) of the County that are predominately utilized for agricultural purposes.

"Site" means location of the Neighborhood Ice Surface within the neighborhood or subdivision. It is acknowledged that there may be several potential sites within the same subdivision – for

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Indent: Left: 0 cm, First line: 0 cm

Formatted: English (Canada)

Formatted: Font color: Auto

Formatted: English (Canada)

Formatted: Font: Not Bold

example, phased development within a subdivision. In this case, a separate Volunteer Group must be established to manage each Neighborhood Ice Surface site.

"Sponsorship" means the act of supporting an event, activity, person or organization financially or through the provision of products or services with an expectation of corporate recognition.

"Water Standpipe" means specific utility infrastructure located within the municipal reserve with the purpose of providing water for a seasonal ice rink.

Policy Guidelines

1. Eligibility

1.1. Any events, programs or ice surfaces supported by this policy must be open and accessible to County ~~R~~residents.

1.2. Any events or programs occur within the County, and/or benefit County residents.

1.3. Recipients are in good standing with no compliance issues.

1.4. Programs or events do not fall within the funded FCSS mandate.

~~1.~~2. Funding

2.1. County Council will identify a Connected Community~~mmunity Assistance~~ grant funding budget during the annual budget process. Financing for the grant will come from general revenues or other funding sources as determined by County Council.

~~1.1.~~2.2. In recognition of the Intermunicipal Collaboration Frameworks (ICFs) established between the County of Grande Prairie and surrounding municipalities, organizations located within a partnering municipality are required to apply to their own municipality before seeking County funding. Applicants must outline any municipal funding or in-kind support received and identify the extent to which County residents benefit from their facilities.

~~1.2.~~ Each year, the ~~Community Assistance~~Connected Community grant program has the following sub sections within the grant line to direct the distribution of funds:

2.3. ~~Multi-year funding (specific term) - approved by Council Motion.~~

2.3.1. **Community Vibrancy and Wellness:** Applicants can apply for one of the following levels, based off of the type of initiative.

2.3.1.1. **Level 1: Up to $1,000.00** – Approved by Administration and intended to support participating Hamlet or Rural Subdivision that is to be used solely for a Community Beautification Initiative within their area.

2.3.1.2. **Level 2: Up to $1,500.00** – Approved by Administration and intended for programs such as Neighborhood Ice Surfaces, Community Gardens, and Safety and Wellness programs that impact less than 300 people.

Formatted: Font: (Default) Arial
Formatted
Formatted: Not Highlight
Formatted: Space After: 8 pt
Formatted: Font: (Default) Arial
Formatted: Font: (Default) Arial
Formatted: Font: Not Bold
Formatted: Indent: Left: 2.34 cm, Hanging: 1.41 cm
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Commented [LB1]: If this is going to be a common phrase, it should be added to the definitions section.
Commented [HK2R1]: I have added a definition. Thank you!
Formatted: Font: Not Bold
Formatted: Font: Bold
Formatted: Font: Bold
Formatted: Not Highlight
Formatted: Not Highlight

2.3.1.3. **Level 3: Up to $5,000.00** – Approved by Council with no presentation and intended for programs such as Rural Crime Watch initiatives, non-fixed infrastructure upgrades, and Safety and Wellness programs that impact more than 300 people.

~~1.2.1.~~

~~1.2.2. Community Assistance - to support applications throughout the year (allocated amount with 3% escalator each year with a maximum budget of $100,000).~~

~~1.2.3. **Community Wellness and Safety** - to support applications throughout the year.~~

~~1.2.4. **Country Agricultural Fairs**.~~

2.3.2. ~~**Neighbourhood Ice Surfaces**~~**Sponsorship, Donations & Community Support:** Applicants can apply for one of the following funding levels:

2.3.2.1. **Level 1: Under $500.00** – Approved by Administration and intended for programs such as Graduation Support, where the amount of County Residents directly impacts approved funding.

2.3.2.2. **Level 2: Under $1,500.00** – Approved by Administration and intended for events such as Agricultural Fairs, Community Fundraisers, Single Day Festivals and Dine & Dances with less than 299 attendees.

2.3.2.3. **Level 3: Under $5,000.00** – Approved by Council with no presentation and intended for events such as Multi-Day Community Fundraisers, Single Day Cultural Events, Dine & Dances with 300 to 999 attendees, and Groups hosting Provincial/National competitions under $100K GDP.

2.3.2.4. **Level 4: Under $7,500.00 –** Approved by Council with no presentation and intended for Dine & Dances with over 1000 attendees, Groups hosting Provincial/National Competitions with over 101k GDP, and Multi-Day Cultural Events

2.3.2.5. **Level 5: $7,501.00 to $10,000.00 –** Presentation to Council required for approval and intended for ~~L~~large-scale events with funding from the Community Grants Reserve and with estimated attendance of over 7,500 people for a multi-day event.

2.3.2.6. **Level 6: Over $10,000.00 –** A presentation is required to Council prior to interim budget for the upcoming year in which the event takes place. This is intended for large scale, multi-day events such as Folk Festivals, Community Milestone

Formatted: Font: Bold
Formatted: Font: Bold
Formatted: Font: Bold
Formatted: Not Highlight
Formatted: Font: (Default) Arial, Highlight
Formatted: Indent: Left: 4.5 cm, Hanging: 0.5 cm
Formatted: Font: Bold
Formatted: Font: Bold
Formatted: Font: Bold
Formatted: Indent: Hanging: 0.5 cm, Space After: 6 pt
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Bold

Anniversaries~~y's~~ and Pro-Rodeos~~'s~~. The funding source is to be determined by Council at budget.

~~1.2.5.~~ ~~-~~

~~1.3.~~2.4. Any ~~Community Assistance~~ grant funds initially budgeted but not allocated (undersubscribed) during the fiscal year (to a maximum of $20,000) can either be transferred to the Community Grants Reserve or otherwise through a motion by Council.

2.5. If ~~Community Assistance~~ grant funds are depleted before the end of the fiscal year, Council can make a motion to supplement the funds for an agreed amount from the Community Grants Reserve or another source.

~~1.4.~~2.6. **Emergent funding** is sourced from the Community Grants Reserve.

~~2.~~3. Applications for Funding

3.1. Applications must be received ~~in the prescribed form~~through the County's grant application software by the specific deadlines:

~~2.1.~~3.1.1. **Community Vibrancy and Wellness:** Any requests over $1,500.00 will follow the quarterly submission chart below. Requests under $1,500.00 can apply at any time for administrative approval. A maximum of $5,000.00 will be allocated per initiative, unless otherwise approved by Council.

~~2.1.1. **New Multi Year Funding Requests:** Submitted a minimum of 60 days and must use Community Assistance grant portal on website.~~

~~2.1.2. **Renewing Multi Year Funding Requests:** Submitted a minimum of 60 days and may submit by email to Administration via: parksandrecreation@countygp.ab.ca~~

~~2.1.3. **Community Safety and Wellness:** Submitted a minimum of 45 days prior to event date or program start and must use Community Assistance grant portal on website.~~

~~2.1.4. **Sponsorship, Donations and Community Support Requests:** Submitted a minimum of 45 days prior to event date and must use Community Assistance grant portal on website. Funding requests over $10,000 will be required to have a delegation to present to Council.~~

~~2.1.5. **Country Agricultural Fairs:** Submitted a minimum 90 days prior to event date and may submit via email to Administration via: recreationandculture@countygp.ab.ca~~

~~2.1.6. **Neighbourhood Ice Surfaces:** Submitted by November 30 each year via the application form on County website.~~

Formatted: Font: (Default) Arial

Formatted: Normal, No bullets or numbering

Formatted: Font: Bold

Formatted: Indent: Left: 2.25 cm, Hanging: 1.5 cm

Commented [LB3]: Unless otherwise approved by Council motion?

Formatted

3.1.2. **Emergent Operating Funding Requests:** Will be prioritized by Administration and scheduled at the next available Council meeting. To meet ~~this criteria~~these criteria the applicant must provide a business case to justify the emergent nature of the request.

~~2.1.7.~~3.1.3. **Sponsorship, Donations and Community Support Requests:** Any requests over $1,500.00 will follow the quarterly submission chart below. Requests under $1,500.00 can apply at any time for administrative approval. Funding requests over $7,500 will be required to have a delegation to present to Council.

3.2. Applications that are received after the deadline may be considered pending approval by the CAO or General Manager of Community Services.

3.3. Applications that do not meet the criteria may not be brought forward for consideration.

3.4. Religious faith-based groups may apply if the program services provide a recreational and cultural benefit to the broader community, they are a registered charity or incorporated not-for-profit, the Grant funding is not used towards religious activities or programs and is inclusive to all members of the community following equity and diversity guidelines.

3.5. The quarterly application schedule is as follows:

Application due date:	March 1	June 1	September 1	December 1
Event takes place between:	April 1 - June 30	July 1 – September 30	Oct 1 – December 31	Jan 1 – March 31
Council Meeting / Funding released:	March	June	September	December

~~2.2.~~

~~2.3. Issues of an emergent nature may be submitted year-round to County Administration to be presented to Council.~~

~~2.4.~~3.6. Applications ~~for assistance~~ must demonstrate that the opportunities being provided are open for the use and enjoyment of County residents. If user fees are charged, all users will be charged at the same rate. Preference will be given to projects that:

Formatted: Font: (Default) Arial

Formatted: Space After: 8 pt

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

Formatted: Normal, No bullets or numbering

Formatted: Justified

Formatted Table

Formatted: Indent: Left: 2.22 cm, No bullets or numbering

~~2.4.1.~~3.6.1. Benefit a ~~large~~ number of County residents or open to the community for use.

~~2.4.2.~~3.6.2. Provide evidence that there is a large volume of volunteerism and/or fundraising.

~~2.4.3.~~3.6.3. Demonstrate success in achieving project or ~~program~~ initiative goals.

~~2.4.4.~~3.6.4. Include a well-organized business plan that includes performance measures.

3.6.5. Applications ~~should~~ that do not duplicate or compete with existing recreational or cultural opportunities unless there is a definite need or benefit to be achieved.

~~2.4.5.~~3.6.6. Funding for Sponsorship and Donations should not exceed ~~the~~ 50% of the total costs.

~~3.~~4. Distribution of Funds

3.1. ~~**Successful applicants for Multi-year operational funding will be released to organizations in late June/early July. Requests for early release of funds can be submitted to Administration for approval by the Community Services Director.**~~

4.1. **Community Vibrancy and Wellness:** Upon approval by Council minutes, funding for successful applications will be processed within two business weeks or less. For requests under $1,500 that are approved by administration, funding for successful applications will be processed within two business weeks or less minimum within two weeks of notification.

4.2. **Emergent Funding:** Upon approval by Council minutes, funding for successful applications will be processed within two business weeks or less.

Sponsorship, Donation and Community Support: Upon approval by Council minutes, funding for successful applications will be processed within two business weeks or less. For requests under $1,500 that are approved by administration, funding for successful applications will be processed within two business weeks or less minimum within two weeks of notification.~~Upon approval by Council, successful applicants for sponsorship, operational or emergent funding will receive funds within two business weeks or less.~~

4.3.

5. Reporting Compliance Requirements

Administration will provide a quarterly report to ~~c~~Council on funding allocations approved by administration.

Formatted: Font: Bold, Highlight

Commented [HK4]: Move this to the Organizational Grants Policy

Formatted: Font: (Default) Arial

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

Formatted: Indent: Left: 0.63 cm, Don't add space between paragraphs of the same style

Formatted: Font: (Default) Arial

~~4.~~All recipients of the Connected Community Grant must complete the following compliance requirements:

5.1. ~~Organizations~~ All funding recipients ~~receiving Community Assistance funding over $1,000~~ will be required to submit a written report that shows outcomes and includes a financial account of the funds expended and net proceeds for fundraising events.

5.2. Any and all unused funding for any Connected Community Grant Initiatives must be returned to the County.

~~4.1.~~5.3. Failure to submit compliance reporting may result in ineligibility for future funding.

~~4.2. Organizations receiving Multi-Year operational funding are expected to provide an annual report to Administration and / or present to Council as requested.~~

~~5.~~6. Risk Management & Insurance Considerations

~~5.1.~~6.1. All grant recipients must be willing to undertake a review process if requested by the County ~~'s Risk Management & Insurance Coordinator~~ to ensure that insurance compliance and best practices are being followed.

~~6.~~7. Recognition

~~6.1.~~7.1. All grant recipients must publicly recognize the contributions that the County made to their project ~~in accordance with~~ as reasonably requested by Administration through the County's Recognition ~~G~~guidelines.

Attachments

N/A

References

Legal Authorities	Municipal Government Act, RSA 2000, c M-26 Freedom of Information and Protection of Privacy Act
Related Plans, Bylaws, Policies, Etc.	Policy B1 – Policy Development Policy C27 – Financial Reserves Policy ~~Policy K2 – 100th Anniversary Grant Funding~~ ~~Policy K10 – Capital Grant~~ ~~Policy K14 – Operating Assistance – Facilities Grant~~ ~~Policy K19 – Country Agricultural Fairs~~ Policy S2 – Public Relations, Promotions and Donations
Other	~~Community Assistance~~County Grant Portal

Formatted: Indent: Left: 0.95 cm, No bullets or numbering
Formatted: Font: (Default) Arial
Formatted: Indent: Left: 0.95 cm, Hanging: 1.3 cm
Formatted: Font: Not Bold
Formatted: Font: (Default) Arial
Formatted: Font: Not Bold
Formatted: Font: (Default) Arial
Formatted: Indent: Left: 1 cm, Hanging: 1.25 cm
Formatted: Normal, Space After: 0 pt, No bullets or numbering
Formatted: Normal, Indent: Left: 0 cm, Space After: 0 pt
Commented [HK5]: Complete these as an admin directive
Formatted: Highlight
Formatted: Not Highlight

~~Community Assistance~~Connected Community Grant

Recreation and Culture
Policy K6

Revision History

Review Date	Description
December 12, 2022	Reviewed and Amended CM20221212.007
January 20, 2020	Reviewed and Amended CM20200120.003
March 7, 2016	Reviewed and Amended CM20160307.1015
December 6, 2004	Adoption Date CM12/1283/2004

Connected Community Grant

Recreation and Culture
Policy K6

Policy:	K6 – Connected Community Grant
Policy Department(s):	Recreation and Culture
Adoption Date:	December 6, 2004
Adoption Reference:	12/1283/2004
Effective Date:	December 6, 2004
Last Amended:	December 12, 2022

Policy Purpose

The purpose of this policy is to define and establish a unified framework through which the County of Grande Prairie No.1 provides financial support to community organizations, volunteer groups and community members for initiatives that enhance recreation, culture, heritage, safety and community pride within the County.

Policy Statement

The County of Grande Prairie No. 1 is committed to ensuring that recreational, cultural and community improvement programs and opportunities are available to meet the needs of County residents.

The following Connected Community Grant streams are available under this grant program:

- **Community Vibrancy and Wellness:** Designed to support initiatives led by community and volunteer groups that enhance civic pride, environmental responsibility, and overall community safety and well-being within hamlets and rural subdivisions. This includes projects such as community beautification, the development and maintenance of temporary or non-fixed local amenities (e.g., volunteer-led ice surfaces), and initiatives that foster safe, healthy and inclusive communities.

- **Emergent Funding Requests:** Considered to be an unforeseen situation or outcome where an urgency exists, and the situation must be dealt with in a timely manner. Applicants must meet the definition of emergent within this policy, and the applicant must be prepared to defend the situation as emergent.

- **Sponsorship, Donations and Community Support Requests:** For groups or organizations that provide County residents with cultural and recreational opportunities or contribute to the quality of life and enhance the livability of the community can apply for event sponsorship, or other support or funding needs. Events or groups that fundraise to disperse funding raised to other organizations are not eligible for this grant program.

Definitions

“Agriculture” means the science, art, or occupation concerned with cultivating land, raising crops, and feeding, breeding and raising livestock; farming.

“Agriculture Society” means an organization with the objective of encouraging improvement in agriculture and enhanced quality of life for persons living in the community by developing educational programs, events, services and facilities”

”CAO” also known as “County Manager” or “Chief Administrative Officer” means the person, or delegate appointed by Council to the position of Chief Administrative Officer under the Municipal Government Act for the County.

“Capital” means any tangible asset with an estimated useful life exceeding one year, including:

- Land or Buildings;
- Facility Construction, renovation or repair;
- Facility assessment, study, design or construction documents to support the above projects;
- Furnishings and/or equipment for use at community operated facilities; and
- Site improvements.

“Community Beautification Initiative” means small-scale outdoor projects that directly enhance the appearance, comfort or functionality of a community space. This may include, but is not limited to, garden supplies, plants, landscaping features, temporary decorative assets such as lighting, and beautification infrastructure including benches, picnic tables and similar amenities.

“Community Group” means the organization, formal neighborhood association or informal group of people that would be responsible for coordinating and implementing the initiative or project for which they have applied to the County for funding.

“Community Milestone” means an anniversary occurring at intervals of 25 years for a community, that could be a city, town, village, hamlets, residential subdivision or localized residential area with a minimum of five households and a school or church located wholly within the boundaries of the County of Grande Prairie.

“Contact Person” means the designated member of the Volunteer Group who is responsible for communicating on the group’s behalf. An alternate Contact Person must also be identified on the application form as required.

“Council” means the duly elected Council members of the County of Grande Prairie No. 1.

“County” means the municipality of the County of Grande Prairie No. 1 having jurisdiction under the Municipal Government Act and other applicable legislation.

“Donation” means a gift for charity, humanitarian aid or to benefit a cause without a return consideration. It may take various forms including money, aims, services or goods. Charitable donations of goods or services are also called gifts in kind. Gifts or gifts-in-kind may include gift baskets, County swag and event tickets.

“Emergent” is considered an unforeseen situation or outcome where urgency exists and the situation must be dealt with in a timely manner. Examples can include natural disasters, critical infrastructure failure, sudden loss of major funding or urgent safety needs.

“Fair” means an exhibition that is intended to promote agriculture by including a variety of exhibits of livestock and/or agriculture products.

“Funding Raised for Other Associations” means groups who fundraise on behalf of a third party with the intention to donate purchased goods or supplies to another third party with County recognition. This excludes groups that donate monetary funds.

“Graduation Support” refers to dry grad events, where no alcohol is present, for Grade 12 graduating classes. Funding can be utilized for items such as venue, equipment, marketing, supplies and similar approved purposes.

“Grants” are non-repayable funds or products disbursed by the County of Grande Prairie Council to a grant recipient, such as a not-for-profit entity, local organization or volunteer group that provides recreation or cultural programs and opportunities that benefit County of Grande Prairie residents.

“Greenspace” means land used for recreation and leisure, including public parks and community buildings owned by the County of Grande Prairie that is dedicated for recreational purposes and accessible to the public.

“Hamlet” means an unincorporated community designated by Council as a “Hamlet” that consists of 5 or more dwellings, has a generally accepted boundary and name, and contains land that is used for non-residential purposes.

"Municipal Reserve” means land that has been designated as reserve and are available for public enjoyment. May include both municipal reserve (MR) and municipal and school reserve (MSR) as described under Division 8 Reserve Land, Land for Road and Utilities of the Municipal Government Act.

“Neighborhood Ice Surface” means any temporary, outdoor natural ice surface set up for the winter season on a Municipal Reserve greenspace within a neighborhood or subdivision. The ice surface could have low board edge or a snowbank edge.

“Operating” means funding or projects related to maintaining or enhancing operations that are not directly related to infrastructure.

“Recreation” refers to the range of experiences that support individual and community wellbeing, including play, sport, cultural activities, and outdoor pursuits, and that contribute to the social, mental, and physical health of individuals and communities.

"Rural Subdivision" means a group of two or more parcels within the area(s) of the County that are predominately utilized for agricultural purposes.

"Site" means location of the Neighborhood Ice Surface within the neighborhood or subdivision. It is acknowledged that there may be several potential sites within the same subdivision – for example, phased development within a subdivision. In this case, a separate Volunteer Group must be established to manage each Neighborhood Ice Surface site.

"Sponsorship" means the act of supporting an event, activity, person or organization financially or through the provision of products or services with an expectation of corporate recognition.

"Water Standpipe" means specific utility infrastructure located within the municipal reserve with the purpose of providing water for a seasonal ice rink.

Policy Guidelines

1. Eligibility

1.1. Any events, programs or ice surfaces supported by this policy must be open and accessible to County residents.

1.2. Any events or programs occur within the County, and/or benefit County residents.

1.3. Recipients are in good standing with no compliance issues.

1.4. Programs or events do not fall within the funded FCSS mandate.

2. Funding

2.1. County Council will identify a Connected Community grant funding budget during the annual budget process. Financing for the grant will come from general revenues or other funding sources as determined by County Council.

2.2. In recognition of the Intermunicipal Collaboration Frameworks (ICFs) established between the County of Grande Prairie and surrounding municipalities, organizations located within a partnering municipality are required to apply to their own municipality before seeking County funding. Applicants must outline any municipal funding or in-kind support received and identify the extent to which County residents benefit from their facilities.

2.3. Each year, the Connected Community grant program has the following sub sections within the grant line to direct the distribution of funds:

2.3.1. **Community Vibrancy and Wellness:** Applicants can apply for one of the following levels, based off of the type of initiative.

2.3.1.1. **Level 1: Up to $1,000.00** – Approved by Administration and intended to support participating Hamlet or Rural Subdivision that is to be used solely for a Community Beautification Initiative within their area.

2.3.1.2. **Level 2: Up to $1,500.00** – Approved by Administration and intended for programs such as Neighborhood Ice Surfaces, Community Gardens, and Safety and Wellness programs that impact less than 300 people.

2.3.1.3. **Level 3: Up to $5,000.00** – Approved by Council with no presentation and intended for programs such as Rural Crime Watch initiatives, non-fixed infrastructure upgrades, and Safety and Wellness programs that impact more than 300 people.

2.3.2. **Sponsorship, Donations & Community Support:** Applicants can apply for one of the following funding levels:

2.3.2.1. **Level 1: Under $500.00** – Approved by Administration and intended for programs such as Graduation Support, where the amount of County Residents directly impacts approved funding.

2.3.2.2. **Level 2: Under $1,500.00** – Approved by Administration and intended for events such as Agricultural Fairs, Community Fundraisers, Single Day Festivals and Dine & Dances with less than 299 attendees.

2.3.2.3. **Level 3: Under $5,000.00** – Approved by Council with no presentation and intended for events such as Multi-Day Community Fundraisers, Single Day Cultural Events, Dine & Dances with 300 to 999 attendees, and Groups hosting Provincial/National competitions under $100K GDP.

2.3.2.4. **Level 4: Under $7,500.00 –** Approved by Council with no presentation and intended for Dine & Dances with over 1000 attendees, Groups hosting Provincial/National Competitions with over 101k GDP, and Multi-Day Cultural Events

2.3.2.5. **Level 5: $7,501.00 to $10,000.00 –** Presentation to Council required for approval and intended for large-scale events with funding from the Community Grants Reserve and with estimated attendance of over 7,500 people for a multi-day event.

2.3.2.6. **Level 6: Over $10,000.00 –** A presentation is required to Council prior to interim budget for the upcoming year in which the event takes place. This is intended for large scale, multi-day events such as Folk Festivals, Community Milestone Anniversaries and Pro-Rodeos. The funding source is to be determined by Council at budget.

2.4. Any grant funds initially budgeted but not allocated (undersubscribed) during the fiscal year (to a maximum of $20,000) can either be transferred to the Community Grants Reserve or otherwise through a motion by Council.

2.5. If grant funds are depleted before the end of the fiscal year, Council can make a motion to supplement the funds for an agreed amount from the Community Grants Reserve or another source.

2.6. **Emergent funding** is sourced from the Community Grants Reserve.

3. Applications for Funding

3.1. Applications must be received through the County's grant application software by the specific deadlines:

3.1.1. **Community Vibrancy and Wellness:** Any requests over $1,500.00 will follow the quarterly submission chart below. Requests under $1,500.00 can apply at any time for administrative approval. A maximum of $5,000.00 will be allocated per initiative, unless otherwise approved by Council.

3.1.2. **Emergent Operating Funding Requests:** Will be prioritized by Administration and scheduled at the next available Council meeting. To meet these criteria the applicant must provide a business case to justify the emergent nature of the request.

3.1.3. **Sponsorship, Donations and Community Support Requests:** Any requests over $1,500.00 will follow the quarterly submission chart below. Requests under $1,500.00 can apply at any time for administrative approval. Funding requests over $7,500 will be required to have a delegation to present to Council.

3.2. Applications that are received after the deadline may be considered pending approval by the CAO or General Manager of Community Services.

3.3. Applications that do not meet the criteria may not be brought forward for consideration.

3.4. Religious faith-based groups may apply if the program services provide a recreational and cultural benefit to the broader community, they are a registered charity or incorporated not-for-profit, the Grant funding is not used towards religious activities or programs and is inclusive to all members of the community following equity and diversity guidelines.

3.5. The quarterly application schedule is as follows:

Application due date:	March 1	June 1	September 1	December 1
Event takes place between:	April 1 - June 30	July 1 – September 30	Oct 1 – December 31	Jan 1 – March 31
Council Meeting / Funding released:	March	June	September	December

3.6. Applications must demonstrate that the opportunities being provided are open for the use and enjoyment of County residents. If user fees are charged, all users will be charged at the same rate. Preference will be given to projects that:

3.6.1. Benefit a number of County residents or open to the community for use.

3.6.2. Provide evidence that there is a large volume of volunteerism and/or fundraising.

3.6.3. Demonstrate success in achieving project or initiative goals.

3.6.4. Include a well-organized business plan that includes performance measures.

3.6.5. Applications that do not duplicate or compete with existing recreational or cultural opportunities unless there is a definite need or benefit to be achieved.

3.6.6. Funding for Sponsorship and Donations should not exceed 50% of the total costs.

4. Distribution of Funds

4.1. **Community Vibrancy and Wellness:** Upon approval by Council minutes, funding for successful applications will be processed within two business weeks or less. For requests under $1,500 that are approved by administration, funding for successful applications will be processed within two business weeks or less minimum within two weeks of notification.

4.2. **Emergent Funding:** Upon approval by Council minutes, funding for successful applications will be processed within two business weeks or less.

4.3. **Sponsorship, Donation and Community Support:** Upon approval by Council minutes, funding for successful applications will be processed within two business weeks or less. For requests under $1,500 that are approved by administration, funding for successful applications will be processed within two business weeks or less minimum within two weeks of notification.

5. Reporting Compliance Requirements

Administration will provide a quarterly report to Council on funding allocations approved by administration.

All recipients of the Connected Community Grant must complete the following compliance requirements:

5.1. All funding recipients will be required to submit a written report that shows outcomes and includes a financial account of the funds expended and net proceeds for fundraising events.

5.2. Any and all unused funding for any Connected Community Grant Initiatives must be returned to the County.

5.3. Failure to submit compliance reporting may result in ineligibility for future funding.

6. Risk Management & Insurance Considerations

6.1. All grant recipients must be willing to undertake a review process if requested by the County to ensure that insurance compliance and best practices are being followed.

7. Recognition

7.1. All grant recipients must publicly recognize the contributions that the County made to their project as reasonably requested by Administration through the County's Recognition Guidelines.

Attachments

N/A

References

Legal Authorities	Municipal Government Act, RSA 2000, c M-26 Freedom of Information and Protection of Privacy Act
Related Plans, Bylaws, Policies, Etc.	Policy B1 – Policy Development Policy C27 – Financial Reserves Policy Policy S2 – Public Relations, Promotions and Donations
Other	County Grant Portal

Revision History

Review Date	Description
December 12, 2022	Reviewed and Amended CM20221212.007

Connected Community Grant

Recreation and Culture
Policy K6

January 20, 2020	Reviewed and Amended CM20200120.003
March 7, 2016	Reviewed and Amended CM20160307.1015
December 6, 2004	Adoption Date CM12/1283/2004

Capital Grant

Recreation and Culture
Policy K10

Policy:	K10 – Capital Grants
Policy Department(s):	~~Parks and Recreation~~Recreation and Culture
Adoption Date:	April 2, 2012
Adoption Reference:	04/312/12
Effective Date:	April 2, 2012
Last Amended:	April 4, 2022

Policy Purpose

The purpose of this policy ~~is to define the process by which the County of Grande Prairie No. 1 provides Capital Grant funding to projects over $10,000 for Capital~~is to establish a clear and consistent process for allocating Capital Grant funding provided by the County of Grande Prairie ~~No. 1~~ for capital projects including ~~improvements to a Facility~~ facilities, infrastructure~~,~~ and playgrounds. This policy applies to projects over $10,000 that involve capital improvements to assets ~~that is~~ owned and/or operated by not-for~~n~~-profit organizations or other municipal governments ~~and~~ which provide~~s~~ a recognizable benefit to County residents. It also governs community capital projects or recreational facilities where the County contributes funding at or above 50% of the total project cost and/or more than $250,000, ensuring financial diligence, adherence to industry best practices, and completion within approved budgets and timelines. This policy does not apply to operating funding and does not transfer ownership or additional responsibilities for the project to the County.

Commented [LB1]: @Hayley Kramps I really like the direction of this policy. Do you think it would be beneficial to include an evaluation framework (i.e. community benefit, sustainability, link to the County's strategic plan or rec master plan) either in this policy or as a procedure?

Policy Statement

Recreational and Cultural Facilities provide opportunities for people to enjoy sport, leisure, or community activities that promote healthy, active and satisfying lifestyles.

The County is committed to ensuring that Recreational and Cultural Facilities are available to meet the needs of County residents and visitors. County Council offers financial assistance to organizations and neighboring municipalities to construct, rehabilitate or expand facilities within the County and neighboring municipalities.

Capital Grants are subdivided into ~~two~~ three streams – ~~Major Capital, Capital Assistance,~~Capital Grants and Playgrounds, with ~~Major Capital and Capital Assistance,~~ each having its own criteria and funding models.~~.~~

Definitions

"Capital" means any tangible asset with an estimated useful life exceeding one year, including:

- Land or Buildings;
- Facility Construction, renovation or repair;
- Facility assessment, study, design or construction documents to support the above projects;
- Furnishings and/or equipment for use at community operated facilities;
- Site improvements.

"Community Group" means the organization, formal neighborhood association or informal group of people that would be responsible for coordinating and implementing the initiative or project for which they have applied to the County for funding.

"Council" means the duly elected Council members of the County of Grande Prairie No. 1.

"County" means the municipality of the County of Grande Prairie No. 1 having jurisdiction under the Municipal Government Act and other applicable legislation.

"Cultural Facilities" means museums, libraries, art galleries, community centers, historical sites, theatres and other publicly accessible facilities intended to support the enhancement of regional civilization.

"Facility" means a physical structure that is designed and built to serve a specific function affording a convenience or service.

"General Contractor" means a designated company that is formally contracted by a community group to perform work on a facility.

~~"Major Community Project (the Project)" means any community capital project, new building or renovation that the County funds at or above 50% of the total project cost and/or over $250,000. The project could run over one or multiple years.~~

"Municipal Reserve" means land that has been designated as reserve and are available for public enjoyment. May include both municipal reserve (MR) and municipal and school reserve (MSR) as described under Division 8 Reserve Land, Land for Road and Utilities of the Municipal Government Act.

"Operating Funding" is funding intended to help offset utility and operating costs or for projects related to maintaining or enhancing operations that are not directly related to infrastructure unless otherwise directed by Council. ~~(S~~snowing and mowing operations could be considered enhancements under this definition.~~)~~

Formatted: Font color: Auto

Commented [LB2]: Is this a required definition given that the funding thresholds are noted below?

Formatted: Font color: Auto

Formatted: English (Canada)

"Operating" means funding or projects related to maintaining or enhancing operations that are not directly related to infrastructure.

"Organization" means an incorporated municipality, or a duly registered society in good standing within the Province of Alberta, or a formal service group which has been identified by County Council as the provider of community services.

"Playground" means an area designed at a school or in a public area for children to play outdoors. This could include play structures, outdoor sports courts, natural ice surfaces, skateparks or bike parks.

"Project Manager" means a designated individual or company who is responsible for overseeing the Capital project to completion within the original project budget and timeline.

"Recreation" refers to the range of experiences that support individual and community wellbeing, including play, sport, cultural activities, and outdoor pursuits, and that contribute to the social, mental, and physical health of individuals and communities.

"Recreation and Community Facilities" ice arenas, swimming pools, curling rinks, community halls, and major event centres that serve a large number of County residents by supporting physical activity, community engagement, and quality of life.

~~"Recreational Facilities" means ice arenas, swimming pools, curling rinks, community halls, agricultural complexes, playgrounds and other publicly accessible facilities intended to support agreeable exercise or healthy pastimes.~~

~~"Regional Recreation Committee" means a committee, employing a Coordinator, comprised of representatives from the municipalities of the County of Grande Prairie, the City of Grande Prairie, the Town of Sexsmith, the Town of Wembley, the Town of Beaverlodge, , and the M.D. of Greenview, that is mandated with implementing the 2016 Grande Prairie Joint Recreation Master Plan.~~

"Safety Codes" means a specialized team within the County Planning Division that is capable of inspecting structural, mechanical and electrical systems for CSA Code Compliance.

Policy Guidelines

1. Eligibility

1.1. Local, not-for-profit, community volunteer group or neighbouring municipalities

1.2. Recipients are in good standing with no compliance issues.

~~1.~~2. ~~Recreation Capital~~ Funding

~~1.1.~~2.1. The County establishes Capital funding~~,~~ during County Council's annual budget process, which may be accessed for the purpose of developing, rehabilitating or

Formatted: Font: Not Bold

Formatted: Font: (Default) Arial, Not Bold, Font color: Auto, English (United States)

Formatted: Font: (Default) Arial, Not Bold, English (United States)

Formatted: Font: (Default) Arial, Font color: Auto, English (United States)

Formatted: Font color: Auto

Formatted: Font: (Default) Arial, English (United States)

Formatted: Font: (Default) Arial

Formatted: Indent: Left: 0.95 cm, No bullets or numbering

expanding recreational and cultural facilities that are accessible to County residents and visitors.

2.2. The funding allocation will be financed through general revenue, Community Grants Reserve, or such other sources as may be determined by County Council.

2.3. In recognition of the Intermunicipal Collaboration Frameworks (ICFs) established between the County of Grande Prairie and surrounding municipalities, organizations located within a partnering municipality are required to apply to their own municipality before seeking County funding. Applicants must outline any municipal funding or in-kind support received and identify the extent to which County residents benefit from their facilities.

~~1.2.~~ Each year, the Capital grant program has the following sub sections within the grant line to direct the distribution of funds:

2.4.

~~1.2.1. The Capital Grant funding stream is available for p~~**Projects with a total value of over $100,000** – with applicants eligible to ~~receive up to 100% of the capital costs of proposed construction, rehabilitation or expansion projects. While there is no requirement for matching funding for this stream, Council may request some demonstration of the applicant's commitment to the project. The project budget or project summary may include donated goods and/or donated labour that is linked directly to the project. Documentation of the value of donated goods, and a description and value of the tasks performed by volunteers must be submitted at the end of the project. Donated labour will be valued at the rates as specified in Schedule A.~~

~~The Capital Assistance funding stream is available to projects valued between $10,000 and $99,999~~**Projects with a total value under $100,000** – with applicants eligible to ~~receive up to 50% of the capital costs of proposed construction, rehabilitation or expansion projects, to a maximum of $50,000. The applicant must demonstrate confirmed matching funding for the other 50% of the project expense as part of the application process.~~

~~**Playground** projects eligible to apply for grant funding under the Capital grant program as per recommendation as per Schedule C.~~

2.4.1. Projects with approved funding of over $250,000 – with applicants eligible to receive ~~up to 100%~~ greater than 50% of the capital costs of proposed construction, rehabilitation or expansion projects. While there is no requirement for matching

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Font: (Default) Arial, Bold

Commented [LB3]: @Hayley Kramps For this one and the over $250k project value section, I'm wondering why the County would fund 100% of a project of a higher value without matching than we would for a lower value project (i.e. under $100k)? I know this has been past practice, but I'm wondering about the rationale behind it. I believe for grant programs like CFEP large there is a matching requirement and they only fund 50% of the project. Thanks.

Formatted: Font: (Default) Arial

Formatted: Add space between paragraphs of the same style, Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 1.25 cm + Indent at: 2.14 cm

Formatted: Font: (Default) Arial, Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Indent: Left: 2.14 cm, No bullets or numbering

Commented [LB4]: Consider wordsmithing to enhance clarity.

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: Bold

funding for this stream, Council may request some demonstration of the applicant's commitment to the project.

2.4.2. **Projects with a total value of over $100,000** - with applicants eligible to receive greater than 50% of the capital costs of proposed construction, rehabilitation or expansion projects. While there is no formal requirement for matching funding for this stream, Council may request some demonstration of the applicant's commitment to the project, subject to Council's discretion.

2.4.3. **Projects with a total value under $100,000** - with applicants eligible to receive up to 50% of the capital costs of proposed construction, rehabilitation or expansion projects, to a maximum of $50,000. The applicant must demonstrate confirmed matching funding for the other 50% of the project expense as part of the application process.

~~1.3.~~

2.4.4.1 If the cost of project changes prior to completion due to inflationary or other reasons, the County is not obligated to provide additional funding.

~~1.4.~~

~~1.5.~~2.4.4.2 Any Capital grant funds budgeted and allocated to a project but not paid out during a budget year, will be transferred to the Community Grants Reserve to be paid out once all conditions are met under Policy C27~~,~~ - Financial Reserves and Levies ~~Policy~~.

~~1.6.~~2.4.4.3 Any Capital grant funds initially budgeted but not allocated (undersubscribed) during the Council grant deliberation meeting, will be transferred to the Community Grants Reserve or the funds may be otherwise allocated through a motion by Council.

2.4.4.4 Council may request an engineering report or other professional evaluation prior to the commencement of any approved Capital project. Funding for these external reports ~~-~~will be identified separately within the Capital ~~-~~Grant Budget.

2.4.4. **Playground**- projects eligible to apply for grant funding under the Capital grant program with funding allocations as per Schedule C.

~~1.7.~~

~~1.8. Applicants allocated Capital Grant funding at or above 50% of the total cost and/or over $250,000 must follow the process outlined in Policy K16 – Funding of Major Community Projects.~~

Formatted: Font: (Default) +Body (Calibri), Bold

Commented [LB5]: @Hayley Kramps For this one and the over $250k project value section, I'm wondering why the County would fund 100% of a project of a higher value without matching than we would for a lower value project (i.e. under $100k)? I know this has been past practice, but I'm wondering about the rationale behind it. I believe for grant programs like CFEP large there is a matching requirement and they only fund 50% of the project. Thanks.

Formatted: Font: (Default) +Body (Calibri)

Formatted: Add space between paragraphs of the same style, Outline numbered + Level: 4 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 1.9 cm + Indent at: 3.05 cm

Formatted: Indent: Left: 1.27 cm

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

Formatted: Indent: Left: 3.17 cm, Don't add space between paragraphs of the same style, No bullets or numbering

Formatted: Outline numbered + Level: 4 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 1.9 cm + Indent at: 3.17 cm

Formatted: Indent: Left: 1.27 cm

Formatted: Font: (Default) Arial

Formatted: Indent: Left: 1.27 cm, Don't add space between paragraphs of the same style, No bullets or numbering

Formatted: Font: (Default) Arial, 12 pt

Formatted: Normal, No bullets or numbering

Formatted: Don't add space between paragraphs of the same style, Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

~~2. Regional Recreation Committee Pre-Screening~~

~~2.3. Applicants seeking Capital funding for "new build" facilities that meet the Regional Recreation Committee's definition of being a 'Regional Facility" must first bring their project to the Regional Recreation Committee to be evaluated as a candidate for potential multi municipal regional funding.~~

~~2.4. It is the responsibility of the applicant to complete the necessary documentation and submit their project to the Regional Recreation Committee for consideration. Feedback from the Regional Recreation Committee must be included in the Application. An application for Capital Grant funds can still be made directly to County Council in the event it is not supported by the Regional Recreation Committee.~~

3. Applications

~~3.3.~~3.1. Applications for Capital funding:

~~3.3.1.~~3.1.1. Must clearly identify that the facilities~~.~~, infrastructure or playground being developed are accessible to the public ~~facilities that~~and will benefit ~~all~~ County residents and visitors. If user fees are charged, all users will be charged at the same rate.

~~3.3.2.~~3.1.2. Must be submitted and approved before a project begins or any related expenses incurred.

~~3.3.3.~~3.1.3. Must have completed and submitted all required reporting for previously approved County funded projects~~.~~.

3.1.4. Should not duplicate or compete with existing recreational or cultural opportunities unless there is a definite need or benefit to be achieved.

3.1.5. Must include a business plan and/or a plan for ~~long-term~~long-term sustainability.

~~3.3.4.~~3.1.6. Projects with a total value of over $100,000 require a project budget or project summary that may include any donated goods and~~/or~~ donated labour that is linked directly to the project. Documentation of the value of donated goods, and a description and value of the tasks performed by volunteers must be submitted at the end of the project. Donated labour will be valued at the rates as specified in Schedule A.

~~3.4.~~3.2. Applications for Capital Grants are managed by the Recreation and Culture department according to established grant p~~P~~rocedures

4. Payment

~~4.3.~~4.1. The County reserves the right to determine if payment of Capital Grant funding will be released fully or partially based on project status:

Formatted: Indent: Left: 0.98 cm, Hanging: 1.24 cm, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.4 cm

Formatted: Font: Font color: Auto

Formatted: Font: Font color: Auto

Formatted: Font: Not Bold

~~4.3.1.~~4.1.1. In June of the year following application or earlier if approved by the General Manager of Community Services or a designate or;

4.1.2. Upon the submission of a Project Summary of expenses to be claimed and associated revenues for the project and / or invoices for completed work, or receipts for the expenditures or;~~.~~

~~4.3.2.~~4.1.3. Upon notice of the project start date.

~~4.4.~~4.2. Any clarifications, requests or changes to the method of payout must be specified in a written agreement signed by the General Manager of Community Services that can be attached to the original Conditional Grant Agreement as an addendum.

~~4.5.~~4.3. The County reserves the right to request an externally prepared audit review engagement, by a certified accountant, and any other documentation deemed necessary by the County of the Organization receiving the Capital Grant.

~~4.6.~~4.4. Grant recipients are expected to meet the following responsibilities or jeopardize their opportunity to receive the anticipated funds or be considered for future funding:

~~1.2.2.~~ Two duly authorized officers of the organization must sign a conditional grant agreement and meet the conditions outlined therein;

4.4.1.

~~1.2.3.~~ Expense the grant money in the year received or make a special request to County Council to carry over funds into the next calendar year. County Council has the authority to reclaim the funds if no such request is made, with funds being transferred to the Community Grants Reserve.~~;~~

4.4.2.

4.5. Applicants have 24 months from the date of contract signing to use the funds towards the project, unless otherwise directed by council.

5. Project Management – O~~o~~nly for projects with County approved funding over $250,000

5.1.1. Must have a designated professional Project Manager assigned to the project, as part of the total project expense or listed as a separate line item in addition to the project value. If the community group does not have a designated Project Manager assigned to the project, the County reserves the right to assign one at the County's expense or make it a conditional requirement of the applicant before approving funding.

5.1.2. Must have a County employee assigned as the official point of contact for the community group regarding all aspects of the project.

Formatted: Indent: Left: 2.44 cm, Hanging: 1.37 cm, Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 1.25 cm + Indent at: 2.14 cm

Formatted: Font: (Default) Arial

Formatted: Add space between paragraphs of the same style

Formatted: Indent: Left: 3.81 cm, No bullets or numbering

Formatted: Font: (Default) Arial

Formatted: Indent: Left: 1.4 cm, No bullets or numbering

Formatted: Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 1.25 cm + Indent at: 2.14 cm

5.1.3. May require County led project sub-committee or intermunicipal committee established in addition to, or in place of, a sole County representative to oversee the County's interest if so, directed by County Council.

6. Procurement & Contract Approval - Oonly for projects with County approved funding over $250,000

6.1.1. The Community Group is recommended to follow procurement best practices when soliciting quotes for the project. The County liaison can provide some direction to ensure it aligns, but is not restricted to County procurement processes.

6.1.2. The County retains the right to review the proposed contract with general or major contractor(s) prior to the Community Group signing the contract to ensure that the group fully understands the terms and has a clear understanding of:

6.1.2.1. Benefits of a stipulated price contract.

6.1.2.2. Management fees – fixed or variable.

6.1.2.3. Requirements for performance bonds or holdbacks.

6.1.2.4. Schedules for progress payments.

6.1.2.5. Individual budget for each phase of the project before commencing.

6.1.2.6. Total project and phased timelines.

6.1.2.7. Expected progress report frequency and accountability measures.

7. Reporting

7.1. The fFunding recipient is to notify County liaison immediately in writing with concerns about:

7.1.1. Performance of the general or major contractor(s).

7.1.2. Change orders or cost overruns.

7.1.3. Any other matter that could impact the project budget or timeline.

7.2. All funding recipients will be required to submit a written report that shows outcomes and includes a financial account of the funds expended and net proceeds for fundraising events.

7.3. Any and all unused funding must be returned to the County.

7.4. Failure to submit compliance reporting may result in ineligibility for future funding.

7.5. Required over the lifetime of the project - —Oonly for projects with County approved funding over $250,000:

Formatted: Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 1.25 cm + Indent at: 2.14 cm

Formatted: Outline numbered + Level: 4 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 1.9 cm + Indent at: 3.05 cm

Formatted: Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.4 cm

Formatted: Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 1.25 cm + Indent at: 2.14 cm

Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.4 cm

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

Formatted: Space After: 6 pt, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.4 cm

Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.4 cm

7.5.1. Project Manager to submit a monthly progress report to the designated County liaison including actual expenses ~~relative~~related to the budget.

7.5.2. Project Manager or community group to provide a formal quarterly update or as requested by County Council including photographs of the project.

7.5.3. Project Manager to provide a detailed report upon completion of the project.

7.5.4. The County can request that the Community Group come and present an update to County Council at a reasonable frequency.

8. Insurance

8.1. Required over the lifetime of the project and upon completion for all funding streams:

8.1.1. The contract must stipulate that the general contractor carries insurance to cover the value of the project until the project is officially handed over to the C~~c~~ommunity G~~g~~roup or the Community Group must have their own insurance in place for the total project value.

8.1.2. The Community Group must maintain sufficient replacement insurance throughout the lifecycle of the completed project that was funded by County.

9. Safety Codes and certifications

9.1. Required over the lifetime of the project and upon completion for all funding streams:

9.1.1. All contractors involved in the project must follow their respective legislated Safety Codes throughout all stages of the project.

9.1.2. The Project Manager must provide copies of all permits issued and completed to the County liaison.

9.1.3. The Project Manager, Community Group and County liaison must all sign off on a final completion document.

9.1.4. Applicants must follow the M~~m~~unicipal Land Use Bylaw to develop their Playground project.

9.1.5. All playground equipment must meet Canadian Standards Association (CSA) safety standards.

~~4.6.1.~~10. Project Completion Compliance

10.1. Complete an Acknowledgement of Compliance as per Schedule B and attach applicable photos and invoices as a final report before December 31 of the year in which funding was received.

Formatted: Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 1.25 cm + Indent at: 2.14 cm

Formatted: Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.4 cm

Formatted: Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 1.25 cm + Indent at: 2.14 cm

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

Formatted: Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.4 cm

Formatted: Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 1.25 cm + Indent at: 2.14 cm

Formatted: Font: (Default) Arial

Formatted: Line spacing: Multiple 1.08 li, Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 1.25 cm + Indent at: 2.14 cm, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

Formatted: Font: (Default) Arial

Formatted: Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 1.25 cm + Indent at: 2.14 cm

Formatted: Indent: Left: 2.16 cm, No bullets or numbering

Formatted: Font: (Default) Arial

Formatted: Add space between paragraphs of the same style, Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted

~~4.6.2.~~10.2. The County can request that the grant recipient present a final report to County Council.

~~5.~~11. Recognition Requirements

11.1. All grant recipients must publicly recognize the contributions that the County made to their project as reasonably requested by Administration through the County's Recognition Guidelines.

~~5.3. All grant recipients must publicly recognize the contributions that the County made to their project as reasonably requested by Council~~

Formatted: Indent: Left: 0 cm, Hanging: 0.95 cm, Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.4 cm

Attachments

Schedule A – Donated Labour Rates

Schedule B – Acknowledgement of Compliance

Schedule C – Playground Funding Matrix

References

Legal Authorities	Municipal Government Act, RSA 2000, c M-26 Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25
Related Plans, Bylaws, Policies, Etc.	Policy B1 – Policy Development Policy C27 – Financial Reserves Policy K14 – Operating Assistance Grant Policy K6 – Connected Community ~~mmunity Assistance~~ Grant ~~Policy K16 – Funding of Major Community Projects~~
Other	N/A

Revision History

Review Date	Description
April 4, 2022	Reviewed and Amended CM20220404.017
April 8, 2019	Reviewed and Amended CM20190408.008
March 7, 2016	Reviewed and Amended CM20160307.1015
April 12, 2012	Adoption Date 04/312/12

Formatted Table

Schedule A – Donated Labour Rates

Donated Labour will be valued at the following rates:

Description	Hourly Rate
Unskilled Labour	$20.00 per hour
Skilled Labour	$35.00 per hour
Heavy Equipment and Operator	$70.00 per hour

Schedule B – Acknowledgement of Compliance

Organization: _____
Project Name: _____
Funding Year: _____
Approved Funding: _____

I certify that the following information is true and correct:

1. The entire grant (plus any income earned, if applicable) was used for the purpose(s) stated in Schedule A of the original Conditional Grant Agreement, without material alteration, as signed by the County of Grande Prairie No. 1 on _____ or as amended on _____.
2. The grant (plus any income earned, if applicable) was expended and the work was completed by December 31, 20____ or by _____.
3. The Organization did not use any portion of the grant to pay for any item not associated with the project.
4. The Organization did not use any portion of the grant to pay for work done or materials obtained before the original conditional grant agreement was approved by the County.
5. The County of Grande Prairie was acknowledged for financial support in any publicity prepared in relation to the project, including electronic, print or visual material.

Included in this package are the following:

- ☐ Detailed Report outlining project expenditures
- ☐ Photos of completed project
- ☐ Evidence of compliance with the recognition requirements
- ☐ A short report outlining the benefits of the project for the community

_____
Print Name

_____ _____
Signature of Authorized Signing Officer Date

Return completed form to: Recreation and Culture Department, 10001-84 Avenue, Clairmont, AB T8X 5B2
or by email to recreationandculture@countygp.ab.ca

Schedule C – Playground Funding Matrix

Playground projects eligible to apply for grant funding under the Capital grant program will fit within one of the following categories:

Community Playgrounds at Schools in the County - includes any request for eligible funding up to a maximum of $75,000 for a Playground by a not-for-profit Organization that is adjacent to an elementary, junior high or high school located in the County that would be considered the "hub" or destination of the hamlet. This structure would be maintained by the group or school and subsequently owned by the respective landowner.

School Playgrounds in the County - includes any request for eligible funding up to a maximum of $50,000 for a Playground by a community group or not-for-profit Organization that is adjacent to an elementary, junior high or high school located in the County where residents already have access to other Playground resources within Municipal Reserve (MR) that were built and maintained by the County.

School Playgrounds or other Playgrounds within other municipalities inside the boundaries of the County – includes any request for eligible funding up to a maximum of $25,000 (provided the host municipality matches the allocation) for a playground by a not-for-profit Organization that is located within the boundaries of the Town of Sexsmith, Town of Beaverlodge or the Town of Wembley.

Community Playgrounds - includes any request for eligible funding up to a maximum of $50,000 for a Playground on land leased, owned and operated by a not-for-profit Organization that provides recreation services to County residents.

Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold
Formatted: Font: Not Bold

Capital Grant

Recreation and Culture
Policy K10

Policy:	K10 – Capital Grants
Policy Department(s):	Recreation and Culture
Adoption Date:	April 2, 2012
Adoption Reference:	04/312/12
Effective Date:	April 2, 2012
Last Amended:	April 4, 2022

Policy Purpose

The purpose of this policy is to establish a clear and consistent process for allocating Capital Grant funding provided by the County of Grande Prairie for capital projects including facilities, infrastructure and playgrounds. This policy applies to projects over $10,000 that involve capital improvements to assets owned and/or operated by not-for-profit organizations or other municipal governments which provide a recognizable benefit to County residents. It also governs community capital projects or recreational facilities where the County contributes funding at or above 50% of the total project cost and/or more than $250,000, ensuring financial diligence, adherence to industry best practices, and completion within approved budgets and timelines. This policy does not apply to operating funding and does not transfer ownership or additional responsibilities for the project to the County.

Policy Statement

Recreational and Cultural Facilities provide opportunities for people to enjoy sport, leisure, or community activities that promote healthy, active and satisfying lifestyles.

The County is committed to ensuring that Recreational and Cultural Facilities are available to meet the needs of County residents and visitors. County Council offers financial assistance to organizations and neighboring municipalities to construct, rehabilitate or expand facilities within the County and neighboring municipalities.

Capital Grants are subdivided into three streams – Capital Grants and Playgrounds, with each having its own criteria and funding models.

Definitions

“Capital” means any tangible asset with an estimated useful life exceeding one year, including:

- Land or Buildings;
- Facility Construction, renovation or repair;
- Facility assessment, study, design or construction documents to support the above projects;
- Furnishings and/or equipment for use at community operated facilities;
- Site improvements.

“Community Group” means the organization, formal neighborhood association or informal group of people that would be responsible for coordinating and implementing the initiative or project for which they have applied to the County for funding.

“Council” means the duly elected Council members of the County of Grande Prairie No. 1.

“County” means the municipality of the County of Grande Prairie No. 1 having jurisdiction under the Municipal Government Act and other applicable legislation.

“Cultural Facilities” means museums, libraries, art galleries, community centers, historical sites, theatres and other publicly accessible facilities intended to support the enhancement of regional civilization.

“Facility” means a physical structure that is designed and built to serve a specific function affording a convenience or service.

“General Contractor” means a designated company that is formally contracted by a community group to perform work on a facility.

"Municipal Reserve” means land that has been designated as reserve and are available for public enjoyment. May include both municipal reserve (MR) and municipal and school reserve (MSR) as described under Division 8 Reserve Land, Land for Road and Utilities of the Municipal Government Act.

“Operating Funding” is funding intended to help offset utility and operating costs or for projects related to maintaining or enhancing operations that are not directly related to infrastructure unless otherwise directed by Council. Snowing and mowing operations could be considered enhancements under this definition.

“Operating” means funding or projects related to maintaining or enhancing operations that are not directly related to infrastructure.

“Organization” means an incorporated municipality, or a duly registered society in good standing within the Province of Alberta, or a formal service group which has been identified by County Council as the provider of community services.

“Playground” means an area designed at a school or in a public area for children to play outdoors. This could include play structures, outdoor sports courts, natural ice surfaces, skateparks or bike parks.

“Project Manager” means a designated individual or company who is responsible for overseeing the Capital project to completion within the original project budget and timeline.

“Recreation” refers to the range of experiences that support individual and community wellbeing, including play, sport, cultural activities, and outdoor pursuits, and that contribute to the social, mental, and physical health of individuals and communities.

"Recreation and Community Facilities" ice arenas, swimming pools, curling rinks, community halls, and major event centres that serve a large number of County residents by supporting physical activity, community engagement, and quality of life.

"Safety Codes" means a specialized team within the County Planning Division that is capable of inspecting structural, mechanical and electrical systems for CSA Code Compliance.

Policy Guidelines

1. Eligibility

1.1. Local, not-for-profit, community volunteer group or neighbouring municipalities

1.2. Recipients are in good standing with no compliance issues.

2. Funding

2.1. The County establishes Capital funding during County Council's annual budget process, which may be accessed for the purpose of developing, rehabilitating or expanding recreational and cultural facilities that are accessible to County residents and visitors.

2.2. The funding allocation will be financed through general revenue, Community Grants Reserve, or such other sources as may be determined by County Council.

2.3. In recognition of the Intermunicipal Collaboration Frameworks (ICFs) established between the County of Grande Prairie and surrounding municipalities, organizations located within a partnering municipality are required to apply to their own municipality before seeking County funding. Applicants must outline any municipal funding or in-kind support received and identify the extent to which County residents benefit from their facilities.

2.4. Each year, the Capital grant program has the following sub sections within the grant line to direct the distribution of funds:

2.4.1. Projects with approved funding of over $250,000 – with applicants eligible to receive greater than 50% of the capital costs of proposed construction, rehabilitation or expansion projects. While there is no requirement for matching funding for this stream, Council may request some demonstration of the applicant's commitment to the project.

2.4.2. **Projects with a total value of over $100,000** - with applicants eligible to receive greater than 50% of the capital costs of proposed construction, rehabilitation or expansion projects. While there is no formal requirement for matching funding for this stream, Council may request some demonstration of the applicant's commitment to the project, subject to Council's discretion.

2.4.3. **Projects with a total value under $100,000** - with applicants eligible to receive up to 50% of the capital costs of proposed construction, rehabilitation or expansion projects, to a maximum of $50,000. The applicant must demonstrate confirmed matching funding for the other 50% of the project expense as part of the application process.

2.4.4.1 If the cost of project changes prior to completion due to inflationary or other reasons, the County is not obligated to provide additional funding.

2.4.4.2 Any Capital grant funds budgeted and allocated to a project but not paid out during a budget year, will be transferred to the Community Grants Reserve to be paid out once all conditions are met under Policy C27 - Financial Reserves and Levies.

2.4.4.3 Any Capital grant funds initially budgeted but not allocated (undersubscribed) during the Council grant deliberation meeting, will be transferred to the Community Grants Reserve or the funds may be otherwise allocated through a motion by Council.

2.4.4.4 Council may request an engineering report or other professional evaluation prior to the commencement of any approved Capital project. Funding for these external reports will be identified separately within the Capital Grant Budget.

2.4.4. **Playground**- projects eligible to apply for grant funding under the Capital grant program with funding allocations as per Schedule C.

3. Applications

3.1. Applications for Capital funding:

3.1.1. Must clearly identify that the facilities, infrastructure or playground being developed are accessible to the public and will benefit County residents and visitors. If user fees are charged, all users will be charged at the same rate.

3.1.2. Must be submitted and approved before a project begins or any related expenses incurred.

3.1.3. Must have completed and submitted all required reporting for previously approved County funded projects.

3.1.4. Should not duplicate or compete with existing recreational or cultural opportunities unless there is a definite need or benefit to be achieved.

3.1.5. Must include a business plan and/or a plan for long-term sustainability.

3.1.6. Projects with a total value of over $100,000 require a project budget or project summary that may include any donated goods and donated labour that is linked directly to the project. Documentation of the value of donated goods, and a description and value of the tasks performed by volunteers must be submitted at the end of the project. Donated labour will be valued at the rates as specified in Schedule A.

3.2. Applications for Capital Grants are managed by the Recreation and Culture department according to established grant procedures

4. Payment

4.1. The County reserves the right to determine if payment of Capital Grant funding will be released fully or partially based on project status:

4.1.1. In June of the year following application or earlier if approved by the General Manager of Community Services or a designate or;

4.1.2. Upon the submission of a Project Summary of expenses to be claimed and associated revenues for the project and / or invoices for completed work, or receipts for the expenditures or;

4.1.3. Upon notice of the project start date.

4.2. Any clarifications, requests or changes to the method of payout must be specified in a written agreement signed by the General Manager of Community Services that can be attached to the original Conditional Grant Agreement as an addendum.

4.3. The County reserves the right to request an externally prepared audit review engagement, by a certified accountant, and any other documentation deemed necessary by the County of the Organization receiving the Capital Grant.

4.4. Grant recipients are expected to meet the following responsibilities or jeopardize their opportunity to receive the anticipated funds or be considered for future funding:

4.4.1. Two duly authorized officers of the organization must sign a conditional grant agreement and meet the conditions outlined therein;

4.4.2. Expense the grant money in the year received or make a special request to County Council to carry over funds into the next calendar year. County Council has the authority to reclaim the funds if no such request is made, with funds being transferred to the Community Grants Reserve.

4.5. Applicants have 24 months from the date of contract signing to use the funds towards the project, unless otherwise directed by council.

5. Project Management – Only for projects with County approved funding over $250,000

5.1.1. Must have a designated professional Project Manager assigned to the project, as part of the total project expense or listed as a separate line item in addition to the project value. If the community group does not have a designated Project Manager assigned to the project, the County reserves the right to assign one at the County's expense or make it a conditional requirement of the applicant before approving funding.

5.1.2. Must have a County employee assigned as the official point of contact for the community group regarding all aspects of the project.

5.1.3. May require County led project sub-committee or intermunicipal committee established in addition to, or in place of, a sole County representative to oversee the County's interest if so, directed by County Council.

6. Procurement & Contract Approval - Only for projects with County approved funding over $250,000

6.1.1. The Community Group is recommended to follow procurement best practices when soliciting quotes for the project. The County liaison can provide some direction to ensure it aligns, but is not restricted to County procurement processes.

6.1.2. The County retains the right to review the proposed contract with general or major contractor(s) prior to the Community Group signing the contract to ensure that the group fully understands the terms and has a clear understanding of:

6.1.2.1. Benefits of a stipulated price contract.

6.1.2.2. Management fees – fixed or variable.

6.1.2.3. Requirements for performance bonds or holdbacks.

6.1.2.4. Schedules for progress payments.

6.1.2.5. Individual budget for each phase of the project before commencing.

6.1.2.6. Total project and phased timelines.

6.1.2.7. Expected progress report frequency and accountability measures.

7. Reporting

7.1. The funding recipient is to notify County liaison immediately in writing with concerns about:

7.1.1. Performance of the general or major contractor(s).

7.1.2. Change orders or cost overruns.

7.1.3. Any other matter that could impact the project budget or timeline.

7.2. All funding recipients will be required to submit a written report that shows outcomes and includes a financial account of the funds expended and net proceeds for fundraising events.

7.3. Any and all unused funding must be returned to the County.

7.4. Failure to submit compliance reporting may result in ineligibility for future funding.

7.5. Required over the lifetime of the project - Only for projects with County approved funding over $250,000:

7.5.1. Project Manager to submit a monthly progress report to the designated County liaison including actual expenses related to the budget.

7.5.2. Project Manager or community group to provide a formal quarterly update or as requested by County Council including photographs of the project.

7.5.3. Project Manager to provide a detailed report upon completion of the project.

7.5.4. The County can request that the Community Group come and present an update to County Council at a reasonable frequency.

8. Insurance

8.1. Required over the lifetime of the project and upon completion for all funding streams:

8.1.1. The contract must stipulate that the general contractor carries insurance to cover the value of the project until the project is officially handed over to the Community Group or the Community Group must have their own insurance in place for the total project value.

8.1.2. The Community Group must maintain sufficient replacement insurance throughout the lifecycle of the completed project that was funded by County.

9. Safety Codes and certifications

9.1. Required over the lifetime of the project and upon completion for all funding streams:

9.1.1. All contractors involved in the project must follow their respective legislated Safety Codes throughout all stages of the project.

9.1.2. The Project Manager must provide copies of all permits issued and completed to the County liaison.

9.1.3. The Project Manager, Community Group and County liaison must all sign off on a final completion document.

9.1.4. Applicants must follow the Municipal Land Use Bylaw to develop their Playground project.

9.1.5. All playground equipment must meet Canadian Standards Association (CSA) safety standards.

10. Project Completion Compliance

10.1. Complete an Acknowledgement of Compliance as per Schedule B and attach applicable photos and invoices as a final report before December 31 of the year in which funding was received.

10.2. The County can request that the grant recipient present a final report to County Council.

11. Recognition Requirements

11.1. All grant recipients must publicly recognize the contributions that the County made to their project as reasonably requested by Administration through the County's Recognition Guidelines.

Attachments

Schedule A – Donated Labour Rates

Schedule B – Acknowledgement of Compliance

Schedule C – Playground Funding Matrix

References

Legal Authorities	Municipal Government Act, RSA 2000, c M-26 Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25
Related Plans, Bylaws, Policies, Etc.	Policy B1 – Policy Development Policy C27 – Financial Reserves Policy K14 – Operating Assistance Grant Policy K6 – Connected Community Grant
Other	N/A

Revision History

Review Date	Description

Capital Grant

Recreation and Culture
Policy K10

April 4, 2022	Reviewed and Amended CM20220404.017
April 8, 2019	Reviewed and Amended CM20190408.008
March 7, 2016	Reviewed and Amended CM20160307.1015
April 12, 2012	Adoption Date 04/312/12

Schedule A – Donated Labour Rates

Donated Labour will be valued at the following rates:

Description	Hourly Rate
Unskilled Labour	$20.00 per hour
Skilled Labour	$35.00 per hour
Heavy Equipment and Operator	$70.00 per hour

Schedule B – Acknowledgement of Compliance

Organization: _____
Project Name: _____
Funding Year: _____
Approved Funding: _____

I certify that the following information is true and correct:

1. The entire grant (plus any income earned, if applicable) was used for the purpose(s) stated in Schedule A of the original Conditional Grant Agreement, without material alteration, as signed by the County of Grande Prairie No. 1 on _____ or as amended on _____.
2. The grant (plus any income earned, if applicable) was expended and the work was completed by December 31, 20____ or by _____.
3. The Organization did not use any portion of the grant to pay for any item not associated with the project.
4. The Organization did not use any portion of the grant to pay for work done or materials obtained before the original conditional grant agreement was approved by the County.
5. The County of Grande Prairie was acknowledged for financial support in any publicity prepared in relation to the project, including electronic, print or visual material.

Included in this package are the following:

- ☐ Detailed Report outlining project expenditures
- ☐ Photos of completed project
- ☐ Evidence of compliance with the recognition requirements
- ☐ A short report outlining the benefits of the project for the community

_____
Print Name

_____ _____
Signature of Authorized Signing Officer Date

Return completed form to: Recreation and Culture Department, 10001-84 Avenue, Clairmont, AB T8X 5B2
or by email to recreationandculture@countygp.ab.ca

Schedule C – Playground Funding Matrix

Playground projects eligible to apply for grant funding under the Capital grant program will fit within one of the following categories:

Community Playgrounds at Schools in the County - includes any request for eligible funding up to a maximum of $75,000 for a Playground by a not-for-profit Organization that is adjacent to an elementary, junior high or high school located in the County that would be considered the "hub" or destination of the hamlet. This structure would be maintained by the group or school and subsequently owned by the respective landowner.

School Playgrounds in the County - includes any request for eligible funding up to a maximum of $50,000 for a Playground by a community group or not-for-profit Organization that is adjacent to an elementary, junior high or high school located in the County where residents already have access to other Playground resources within Municipal Reserve (MR) that were built and maintained by the County.

School Playgrounds or other Playgrounds within other municipalities inside the boundaries of the County– includes any request for eligible funding up to a maximum of $25,000 (provided the host municipality matches the allocation) for a playground by a not-for-profit Organization that is located within the boundaries of the Town of Sexsmith, Town of Beaverlodge or the Town of Wembley.

Community Playgrounds - includes any request for eligible funding up to a maximum of $50,000 for a Playground on land leased, owned and operated by a not-for-profit Organization that provides recreation services to County residents.

Operating Assistance – Facilities

Recreation and Culture
Policy K14

Policy:	K14 – Operating Assistance ~~– Facilities, Transportation~~
Policy Department(s):	Recreation and Culture, Financial and Business Planning Services
Adoption Date:	January 25, 2021
Adoption Reference:	CM20210125.012
Effective Date:	January 25, 2021
Last Amended:	December 12, 2022

Policy Purpose

The purpose of this policy is to define the process by which the County of Grande Prairie No.1 provides Operating Assistance Grant funding to eligible not-for-profit ~~local~~ organizations and volunteer groups that own~~e~~ or operate recreational or cultural facilities, or that own accessible vehicles that benefit residents within the County of Grande Prairie. ~~on a not-for-profit basis.~~

Policy Statement

Recreational and Cultural Facilities or accessible vehicles provide opportunities for people to enjoy sport, leisure, or community activities that promote healthy, active and satisfying lifestyles.

The County is committed to ensuring that Recreational and Cultural Facilities and accessible vehicles are available to meet the needs of County residents and visitors. County Council offers financial assistance to organizations and neighboring municipalities to help support a portion of facility operating expenses.

The following streams are available under this grant program:

- Facility & Organization ~~Multi-Year~~ Operating Assistance Grant Funding: For organizations and facilities that contribute to the quality of life and enhance livability that fall outside ICF agreements. ~~For organizations that~~. The term is to be determined by Council. ~~contribute to the quality of life and enhance livability in the County of Grande Prairie.~~

-

- Transportation ~~For organizations that contribute to the quality of life and enhance livability in the County of Grande Prairie.~~

- O~~o~~perating A~~a~~ssistance G~~g~~rant F~~f~~unding: For ~~to~~ local organizations and municipalities who own buses that provide transportation to seniors and individuals, with physical and cognitive disabilities, for medical appointments, shopping~~,~~ and recreation.

Formatted: Bulleted + Level: 1 + Aligned at: 1.59 cm + Indent at: 2.22 cm

Formatted: Bulleted + Level: 1 + Aligned at: 1.59 cm + Indent at: 2.22 cm

Formatted: Bulleted + Level: 1 + Aligned at: 1.59 cm + Indent at: 2.22 cm

Formatted: Font: (Default) +Body (Calibri)

Formatted: Normal, Left, Space After: 0 pt

Definitions

"Automatic Funding" refers to operating funding for facility/organizations that has been allocated for distribution on a recurring on a term basis unless otherwise directed by Council.

"Council" means the duly elected Council members of the County of Grande Prairie No. 1

"County" means the municipality ~~municipal corporation~~ of the County of Grande Prairie No.1 having jurisdiction under the Municipal Government Act and other applicable legislation.

"Cultural Facilities" means museums, libraries, art galleries, community centers, historical sites, theatres and other publicly accessible facilities intended to support the enhancement of regional civilization.

"Facility" means a physical structure that is designed and built to serve a specific function affording a convenience or service

"Grants" are non-repayable funds or products disbursed by the County of Grande Prairie Council to a grant recipient, such as a not-for-profit entity, local organization or volunteer group that provides recreation or cultural programs and opportunities that benefit County of Grande Prairie residents~~non-repayable funds or products disbursed by the County Council to a recipient. Under this policy it is typically a non-profit entity, local organization or volunteer group that provides recreation or cultural programs and opportunities that benefit County residents~~.

"Operating Funding" is funding intended to help offset utility and operating costs or for projects related to maintaining or enhancing operations that are not directly related to infrastructure unless otherwise directed by Council. (snowing and mowing could be considered enhancements)~~is funding intended to help offset utility and operating costs (which can include mowing and snow removal) unless otherwise directed by Council.~~

"Organization" means an incorporated municipality, or a duly registered society in good standing within the Province of Alberta, or a formal service group which has been identified by County Council as the provider of community services.

"Persons with physical disabilities" means short or long term loss or impairment of part of a person's body function, resulting in a limitation of physical functioning, mobility, dexterity or stamina.

"Persons with cognitive disabilities" means certain limitations in mental functioning and in skills such as communicating, taking care of him or herself and social skills.

"Recreation" refers to the range of experiences that support individual and community wellbeing, including play, sport, cultural activities, and outdoor pursuits, and that contribute to the social, mental, and physical health of individuals and communities.

"Recreation and Community Facilities" ice arenas, swimming pools, curling rinks, community halls, and major event centres that serve a large number of County residents by supporting physical activity, community engagement, and quality of life.

Formatted: Font color: Auto
Formatted: Font color: Auto
Formatted: Font color: Auto
Formatted: English (Canada)
Formatted: Font: (Default) Arial
Formatted: Normal, Line spacing: single
Formatted: Font: (Default) Arial
Formatted: Font: Not Bold
Formatted: Font color: Auto
Formatted: Font: (Default) Arial, English (United States)

Operating Assistance – Facilities

Recreation and Culture
Policy K14

~~"Recreation and Community Facilities" are ice arenas, swimming pools, curling rinks, community halls, major event centers and facilities operated by non-profits that provide services that benefit a large amount of County residents which are eligible to receive a funding allocation on an annual basis under this policy.~~

~~"Recreational opportunities" means non-essential activities that promote social engagement and well-being, such as attending community events, visiting parks or participating in leisure activities.~~

"Shopping" means transportation to acquire essential goods such as groceries, household supplies, or personal care items.

"Term Funding" refers to operating funding for a facility/organization that has been allocated through a council motion with specific timelines attached.

Policy Guidelines

1. Eligibility

1.1. Local, not-for-profit, community volunteer group located within the county or within a neighbouring municipalities with significant regional impact.

1.2. Any operations supported by this policy must be open and accessible to County Residents.

1.3. Recipients are in good standing with no compliance issues.

~~1.~~2. Funding

~~1.1.~~2.1. County Council establishes Operating Assistance funding for recreation and community facilities or accessible vehicles during their annual budget process. This funding will be distributed ~~automatically~~ to approved facility operators based on an ~~without an~~ application process. The intention is to help offset utility and operational costs unless otherwise directed by Council.

2.2. ~~Automatic~~ Operating Assistance funding is dependent on completion of the previous year's reporting requirements.

~~1.2.~~2.3. Requests $5000.00 and under will be directed to the Recreation Advisory Boards as outlined in Policy K15 – Recreation Advisory Boards.

~~1.3.~~2.4. Term funding is dependent on the organization making a request to Council to extend funding to another term.

~~1.4.~~2.5. Intermunicipal Collaboration Framework agreements with ~~neighbouring~~neighboring municipalities fall outside of this policy. Organizations

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

Formatted: Indent: Left: 0.95 cm, No bullets or numbering

Formatted: Font: Not Bold

operating facilities or accessible vehicles located within a partnering municipality are required to apply to their own municipality before seeking County funding support.

~~1.5.~~2.6. Council retains the right to modify annual Operating Assistance funding for a specific facility outside of this policy with a Council motion.

~~1.6. Emergent funding requests for facilities are covered by Policy K6 – Connected Community Grant.~~Assistance.

~~2.~~3. Applications for Funding

~~2.1.~~3.1. Applications for Operating Assistance grants are accepted from August 1-September 1 annually and managed by the Recreation and Culture department according to established grant procedures.

~~2.2. New groups seeking an annual allocation of Operating Assistance funds for a recreation or cultural facility, not currently included, must make an application to County Council.~~

~~2.3.~~3.2. ~~New a~~Applications for Operating Assistance must include:

~~2.3.1.~~3.2.1. Current year operating budget;

~~2.3.2.~~3.2.2. Financial statement from prior year;

~~2.3.3.~~3.2.3. Clearly identify costs for ~~comunications~~communications~~telephone~~, internet, heating, water, sewer, solid waste and insurance;

~~2.3.4.~~3.2.4. Program and project objectives;

~~2.3.5.~~3.2.5. Benefit to County residents;

~~2.3.6.~~3.2.6. ~~Using the attached template, p~~Provide membership and facility usage data annually;

~~2.3.7.~~3.2.7. Level of volunteerism and fundraising efforts; and

~~2.3.8.~~3.2.8. Proof of valid insurance.

~~2.4.~~3.3. ~~New a~~Applicants should not duplicate or compete with existing recreational or cultural opportunities funded by the County of Grande Prairie unless there is a definite need or benefit to be achieved.

~~2.5.~~3.4. ~~New applicants~~Applicants ~~maybe are~~ required ~~to contact the Recreation and Culture department to~~ to present their operating funding request to ~~request a~~ Council. ~~delegation to present their request.~~

~~3.~~4. Allocation of Funds

Formatted: Font: Not Bold

Commented [LB1]: If it's covered under a different policy, we may not need to mention it here.

~~3.1.~~4.1. Funding allocations are primarily determined by facility and regional impact:

~~3.1.1.~~4.1.1. Halls.

~~3.1.2.~~4.1.2. Curling Rinks.

4.1.3. Arenas (does not include natural or seasonal ice surfaces).

4.1.4. Museums.

4.1.5. Community Centers.

4.1.6. Event Centre.

4.1.7. Organization Owned Accessible Vehicle.

~~3.1.3.~~4.1.8. Community Organizations that provide significant regional impact.

4.2. Preference for funding allocations for Transportation will be given to:

4.2.1. Applications that demonstrate that the transportation opportunities being provided are open for the use of rural residents.

4.2.2. Applications that provide transportation to County or rural residents for medical, shopping, and recreation activities.

4.2.3. Applications that demonstrate other funding sources, including ridership fees and corporate sponsorship or donations.

Formatted: Indent: Left: 2.36 cm

~~3.2.~~4.3. Additional financial consideration may be given to facilities that are significantly greater in size, scope or operating budget.

~~3.3.~~4.4. The amount of funding for each facility will be determined at the annual Interim Budget process, based on a flat rate or percentage of facility utility expenses as determined by Council.

Formatted: Highlight

~~4.~~5. Notification

5.1. ~~New a~~Applicants will be notified on the status of their application following approval of interim budget. ~~presentation to Council.~~

~~4.1.~~

Formatted: Indent: Left: 2.22 cm, No bullets or numbering

~~4.2. There is no formal notification process for automatic recurring Operating Assistance funding, unless it was discontinued by a Council motion.~~

~~5.~~6. Distribution of Funds

~~5.1.~~6.1. Operating Assistance facility funding is released to organizations in late June or ~~/~~ early July. Requests for early release of funds can be submitted to County Administration or approval by the General Manager of Community Services.

~~6.~~7. Reporting Requirements

~~6.1.~~7.1. Recipients of A~~a~~nnual or ~~/~~Term Operating Assistance funding for recreation and cultural facilities ~~(arenas, halls and curling rinks)~~ must submit:

~~6.1.1.~~7.1.1. Valid and adequate insurance certificate – property and liability;

~~6.1.2.~~7.1.2. Financial statements for prior year;

~~6.1.3.~~7.1.3. Society Annual Return/proof of filing;

~~6.1.4.~~7.1.4. Current year operating budget;

~~6.1.5.~~7.1.5. Clearly identify costs for telephone, internet, heating, water, sewer, solid waste and insurance; and

~~6.1.6.~~7.1.6. Complete and submit the Compliance Report (Schedule A) by December 31st of the year that funding is received.

~~6.2.~~7.2. Recipients of A~~a~~nnual or Term~~!~~ Operating Assistance funding for recreation and cultural facilities and accessible ~~(arenas, halls and curling rinks)~~ must notify the County if the facility becomes inoperable for any reason.

~~6.3.~~7.3. Failure to comply with ~~7.6~~.1 or ~~7.6~~.2 may impact an organization's ability to receive any additional County grants in the future.

~~7.~~8. Risk Management & Insurance Considerations

~~7.1.~~8.1. Organizations receiving Operating Assistance facility funding are required to hold valid insurance and be willing to undertake a review process by the County's ~~s Risk Management & Insurance Coordinator to~~ ensure insurance compliance and best practices are followed.

~~7.2.~~8.2. Insurance inspections~~, and~~ building and accessible vehicle maintenance best practice expectations are to be followed as determined by the County.

~~8.~~9. Recognition

~~8.1.~~9.1. All Operating Assistance grant recipients must publicly recognize the contributions that the County made to their project as reasonably requested by Council.

Attachments

N/A

References

Legal Authorities	Municipal Government Act, RSA 2000, c M-26 Freedom of Information and Protection of Privacy Act

Operating Assistance – Facilities

Recreation and Culture
Policy K14

Related Plans, Bylaws, Policies, Etc.	Policy B1 - Policy Development Policy K6 ~~–~~ Connected Community~~Community Assistance~~ Grant Policy K10 - Capital Grant Policy C27 - Financial Reserves
Other	Compliance Report

Revision History

Review Date	Description
December 12, 2022	Reviewed and Amended CM20221212.016
January 25, 2021	Adoption Date CM20210125.012

Operating Assistance – Facilities

Recreation and Culture
Policy K14

Policy:	K14 – Operating Assistance
Policy Department(s):	Recreation and Culture, Financial and Business Planning Services
Adoption Date:	January 25, 2021
Adoption Reference:	CM20210125.012
Effective Date:	January 25, 2021
Last Amended:	December 12, 2022

Policy Purpose

The purpose of this policy is to define the process by which the County of Grande Prairie No.1 provides Operating Assistance Grant funding to eligible not-for-profit organizations and volunteer groups that own or operate recreational or cultural facilities, or that own accessible vehicles that benefit residents within the County of Grande Prairie.

Policy Statement

Recreational and Cultural Facilities or accessible vehicles provide opportunities for people to enjoy sport, leisure, or community activities that promote healthy, active and satisfying lifestyles.

The County is committed to ensuring that Recreational and Cultural Facilities and accessible vehicles are available to meet the needs of County residents and visitors. County Council offers financial assistance to organizations and neighboring municipalities to help support a portion of facility operating expenses.

The following streams are available under this grant program:

- Facility & Organization Operating Assistance Grant Funding: For organizations and facilities that contribute to the quality of life and enhance livability that fall outside ICF agreements. The term is to be determined by Council.
- Transportation Operating Assistance Grant Funding: For local organizations and municipalities who own buses that provide transportation to seniors and individuals, with physical and cognitive disabilities, for medical appointments, shopping and recreation.

Definitions

“Automatic Funding” refers to operating funding for facility/organizations that has been allocated for distribution on a recurring on a term basis unless otherwise directed by Council.

“Council” means the duly elected Council members of the County of Grande Prairie No. 1

“County” means the municipality of the County of Grande Prairie No.1 having jurisdiction under the Municipal Government Act and other applicable legislation.

“Cultural Facilities” means museums, libraries, art galleries, community centers, historical sites, theatres and other publicly accessible facilities intended to support the enhancement of regional civilization.

“Facility” means a physical structure that is designed and built to serve a specific function affording a convenience or service

“Grants” are non-repayable funds or products disbursed by the County of Grande Prairie Council to a grant recipient, such as a not-for-profit entity, local organization or volunteer group that provides recreation or cultural programs and opportunities that benefit County of Grande Prairie residents.

“Operating Funding” is funding intended to help offset utility and operating costs or for projects related to maintaining or enhancing operations that are not directly related to infrastructure unless otherwise directed by Council. (snowing and mowing could be considered enhancements)

“Organization” means an incorporated municipality, or a duly registered society in good standing within the Province of Alberta, or a formal service group which has been identified by County Council as the provider of community services.

*“*Persons with physical disabilities” means short or long term loss or impairment of part of a person’s body function, resulting in a limitation of physical functioning, mobility, dexterity or stamina.

“Persons with cognitive disabilities” means certain limitations in mental functioning and in skills such as communicating, taking care of him or herself and social skills.

“Recreation” refers to the range of experiences that support individual and community wellbeing, including play, sport, cultural activities, and outdoor pursuits, and that contribute to the social, mental, and physical health of individuals and communities.

“Recreation and Community Facilities” ice arenas, swimming pools, curling rinks, community halls, and major event centres that serve a large number of County residents by supporting physical activity, community engagement, and quality of life.

“Shopping” means transportation to acquire essential goods such as groceries, household supplies, or personal care items.

“Term Funding” refers to operating funding for a facility/organization that has been allocated through a council motion with specific timelines attached.

Policy Guidelines

1. Eligibility

1.1. Local, not-for-profit, community volunteer group located within the county or within a neighbouring municipalities with significant regional impact.

1.2. Any operations supported by this policy must be open and accessible to County Residents.

1.3. Recipients are in good standing with no compliance issues.

2. Funding

2.1. County Council establishes Operating Assistance funding for recreation and community facilities or accessible vehicles during their annual budget process. This funding will be distributed to approved facility operators based on an application process. The intention is to help offset utility and operational costs unless otherwise directed by Council.

2.2. Operating Assistance funding is dependent on completion of the previous year's reporting requirements.

2.3. Requests $5000.00 and under will be directed to the Recreation Advisory Boards as outlined in Policy K15 – Recreation Advisory Boards.

2.4. Term funding is dependent on the organization making a request to Council to extend funding to another term.

2.5. Intermunicipal Collaboration Framework agreements with neighboring municipalities fall outside of this policy. Organizations operating facilities or accessible vehicles located within a partnering municipality are required to apply to their own municipality before seeking County funding support.

2.6. Council retains the right to modify annual Operating Assistance funding for a specific facility outside of this policy with a Council motion.

3. Applications for Funding

3.1. Applications for Operating Assistance grants are accepted from August 1-September 1 annually and managed by the Recreation and Culture department according to established grant procedures.

3.2. Applications for Operating Assistance must include:

3.2.1. Current year operating budget;

3.2.2. Financial statement from prior year;

3.2.3. Clearly identify costs for communications, internet, heating, water, sewer, solid waste and insurance;

3.2.4. Program and project objectives;

3.2.5. Benefit to County residents;

3.2.6. Provide membership and facility usage data annually;

3.2.7. Level of volunteerism and fundraising efforts; and

3.2.8. Proof of valid insurance.

3.3. Applicants should not duplicate or compete with existing recreational or cultural opportunities funded by the County of Grande Prairie unless there is a definite need or benefit to be achieved.

3.4. Applicants maybe required to present their operating funding request to Council.

4. Allocation of Funds

4.1. Funding allocations are primarily determined by facility and regional impact:

4.1.1. Halls.

4.1.2. Curling Rinks.

4.1.3. Arenas (does not include natural or seasonal ice surfaces).

4.1.4. Museums.

4.1.5. Community Centers.

4.1.6. Event Centre.

4.1.7. Organization Owned Accessible Vehicle.

4.1.8. Community Organizations that provide significant regional impact.

4.2. Preference for funding allocations for Transportation will be given to:

4.2.1. Applications that demonstrate that the transportation opportunities being provided are open for the use of rural residents.

4.2.2. Applications that provide transportation to County or rural residents for medical, shopping, and recreation activities.

4.2.3. Applications that demonstrate other funding sources, including ridership fees and corporate sponsorship or donations.

4.3. Additional financial consideration may be given to facilities that are significantly greater in size, scope or operating budget.

4.4. The amount of funding for each facility will be determined at the annual Interim Budget process, based on a flat rate or percentage of facility utility expenses as determined by Council.

5. Notification

5.1. Applicants will be notified on the status of their application following approval of interim budget.

6. Distribution of Funds

6.1. Operating Assistance facility funding is released to organizations in late June or early July. Requests for early release of funds can be submitted to County Administration or approval by the General Manager of Community Services.

7. Reporting Requirements

7.1. Recipients of Annual or Term Operating Assistance funding for recreation and cultural facilities must submit:

7.1.1. Valid and adequate insurance certificate – property and liability;

7.1.2. Financial statements for prior year;

7.1.3. Society Annual Return/proof of filing;

7.1.4. Current year operating budget;

7.1.5. Clearly identify costs for telephone, internet, heating, water, sewer, solid waste and insurance; and

7.1.6. Complete and submit the Compliance Report (Schedule A) by December 31st of the year that funding is received.

7.2. Recipients of Annual or Term Operating Assistance funding for recreation and cultural facilities and accessible must notify the County if the facility becomes inoperable for any reason.

7.3. Failure to comply with 7.1 or 7.2 may impact an organization's ability to receive any additional County grants in the future.

8. Risk Management & Insurance Considerations

8.1. Organizations receiving Operating Assistance facility funding are required to hold valid insurance and be willing to undertake a review process by the County' ensure insurance compliance and best practices are followed.

8.2. Insurance inspections, building and accessible vehicle maintenance best practice expectations are to be followed as determined by the County.

9. Recognition

9.1. All Operating Assistance grant recipients must publicly recognize the contributions that the County made to their project as reasonably requested by Council.

Attachments

N/A

References

Legal Authorities	Municipal Government Act, RSA 2000, c M-26 Freedom of Information and Protection of Privacy Act
Related Plans, Bylaws, Policies, Etc.	Policy B1 - Policy Development Policy K6 – Connected Community Grant Policy K10 - Capital Grant Policy C27 - Financial Reserves
Other	Compliance Report

Revision History

Review Date	Description
December 12, 2022	Reviewed and Amended CM20221212.016
January 25, 2021	Adoption Date CM20210125.012

~~Operating Assistance –~~ Recreation Advisory Boards Grants

Recreation and Culture
Policy K15

Policy:	K15 – ~~Operating Assistance –~~ Recreation Advisory Boards Grants
Policy Department(s):	Recreation and Culture, Communications, Legislative Services
Adoption Date:	January 25, 2021
Adoption Reference:	CM20210125.012
Effective Date:	January 25, 2021
Last Amended:	March 7, 2022

Policy Purpose

To establish County Recreation Advisory Boards and define the process by which the County of Grande Prairie No. 1 reviews funding applications and provides recommendations to County Council for allocation of Operating Assistance Grant funding ~~within approved budgets~~ to ~~through Recreation Advisory Boards to~~ local organizations and volunteer groups that provide recreational or cultural programs and opportunities on a not-for-profit basis.

Policy Statement

The County of Grande Prairie ~~supports and promotes recreation and culture and~~ is committed to funding ~~these~~ activities that support County residents through the allocation of Operating Assistance grants to local ~~o~~organizations~~o~~organizations and volunteer groups that provide ~~in~~ recreational or cultural opportunities through not–for~~r~~r–profit community groups~~-~~. The Recreation Advisory Members and County staff ~~All County staff~~ will follow the proper procedures to ensure that the intentions of this policy are achieved for collaborative and transparent distribution of Operating Assistance grant funding ~~to assist in the provision of recreational or cultural opportunities through not for profit community group~~ s~~s~~

Definitions

"County" means the municipality of the County of Grande Prairie No. 1 having jurisdiction under the Municipal Government Act and other applicable legislation.

"Grant" means non-repayable funds or products disbursed by the County of Grande Prairie Council to a grant recipient, such as a ~~non~~not-for-profit entity, local organization or volunteer group that provides recreation or cultural programs and opportunities that benefit County of Grande Prairie residents.

"Operating Assistance funding" means funding for general operations related to maintaining or enhancing recreation and cultural services, including programing, and transportation for seniors or persons with special needs for programming, equipment, and general expenses. Special one-time events should apply through K06 ~~-the~~ ~~Community Assistance~~Connected Community grant program.

Formatted: Font: (Default) Arial

~~Operating Assistance –~~ Recreation Advisory Boards Grants

Recreation and Culture
Policy K15

"Recreation" refers to the range of experiences that support individual and community wellbeing, including play, sport, cultural activities, and outdoor pursuits, and that contribute to the social, mental, and physical health of individuals and communities.

Policy Guidelines

1. ~~Recreational and Cultural Opportunities~~Eligibility

   1.1. Recreational and cultural opportunities include all those programs, services and facilities that enable County residents to participate in activities that promote a healthy, active~~,~~ and satisfying lifestyle.

   1.2. Applications can include transportation costs for seniors or persons with special needs as part of their overall programming or operational budget. These applications must demonstrate the transportation opportunities being provided are open for the use of rural residents.

      1.2.1. Transportation may be provided using a rented specialized van, bus, or personal vehicle(s) for programming (reimbursing expenses).

      1.2.2. Organizations that own and operate transportation vehicles are not eligible for funding under this program and should apply under Policy K14 ~~–~~ Operating Grants - Facilities and ~~/~~Accessible Vehicles~~Buses~~

   1.3. Recipients are in good standing with no compliance issues.

   1.4. Programs or events do not fall within the funded FCSS mandate.

      ~~1.1.~~

2. County Recreation Advisory Board Designations and Boundaries

County Council allocates Operating Assistance Grant funding through the existence of the six (6) County Recreation Advisory Boards ~~as defined in County Policy K17 - Recreation Advisory Boards.~~ The following six (6) Recreation Advisory Boards are established with their boundaries defined in Schedule A:

   2.1. County – Sexsmith – La Glace – Teepee Creek Area Recreation Advisory Board

   2.2. County – Clairmont – Bezanson Area Recreation Advisory Board

   2.3. County – Beaverlodge – Elmworth – Huallen Area Recreation Advisory Board

   2.4. County – Wembley – Dimsdale – Saskatoon Lake Area Recreation Advisory Board

   2.5. County – Hythe – Demmitt – Valhalla Area Recreation Advisory Board

Formatted: Font: (Default) Arial, Font color: Auto
Formatted: Font: (Default) Arial, Not Bold, Font color: Auto
Formatted: Font: (Default) Arial, Font color: Auto
Formatted: Indent: Left: 0.95 cm, No bullets or numbering
Formatted: Font: (Default) Arial
Formatted: Space After: 6 pt
Formatted: Font: (Default) Arial
Formatted: Font: (Default) Arial
Formatted: Font: (Default) Arial
Formatted: Indent: Hanging: 0.66 cm
Formatted: Font: (Default) Arial
Formatted: Not Highlight
Formatted: Not Highlight
Formatted: Font: (Default) Arial
Formatted: Not Highlight
Formatted: Font: (Default) Arial
Formatted: Font: (Default) Arial, Not Highlight
Formatted: Not Highlight
Formatted: Not Highlight
Formatted
Formatted: Indent: Left: 2.22 cm, No bullets or numbering

2.6. County – Grande Prairie Area Recreation Advisory Board

~~2.1.~~

3. County Recreation Advisory Board Membership - Each Recreation Advisory Board is comprised of seven (7) members, two of whom are members of County Council and five (5) of whom represent the residents within the Recreation Advisory Board boundaries as follows:

3.1. One elected or administrative official from any incorporated municipality within the Recreation Advisory Board boundary, nominated by the incorporated municipality; and

3.2. Four (4) members at large representing a diverse geographic area and recreational background.

3.3. Where there is no incorporated municipality within the Recreation Advisory Board boundary, five (5) members at large shall be appointed.

~~3.~~ 3.4

Nomination and vacancies for members at large are handled as per County Policy B30 – Public Appointment to Boards and Committees Policy. Terms of appointment are as follows:

3.3.1. County Councillors: appointed annually at the Organizational Meeting;

3.3.2. Incorporated municipality representatives: appointed annually at the Organizational Meeting with nominations submitted by the incorporated municipality to the County prior to September 30;

3.3.3. Members-at-large: four (4) -year terms appointed at the Organizational Meeting;

3.3.4. The chairperson for each Recreation Advisory Board shall be selected from within the group at their annual meeting.

~~3.1. and Policy K17 – Recreation Advisory Boards.~~

4. County Recreation Advisory Board Responsibilities

4.1. County Recreation Advisory Boards shall encourage applications from eligible organizations and groups. Recreation Advisory Boards will meet annually in ~~May~~ April of each year as a minimum to review applications for Operating Assistance Grant funding, or as often as directed by County Council.

4.2. County Recreation Advisory Boards will review all applications for Operating Assistance Grant funding from community-based organizations and will recommend specific Grant allocations, within the allotted budget, to County Council.

Formatted: Indent: Hanging: 1.22 cm

Formatted: Indent: Left: 1.03 cm, Hanging: 1.22 cm

Formatted: Indent: Left: 1.25 cm, Hanging: 1.25 cm

Formatted: Indent: Hanging: 0.91 cm

Formatted: Indent: Left: 1.25 cm, Hanging: 1.25 cm

Formatted: Indent: Left: 2.22 cm, No bullets or numbering

~~4.1.~~

5. ~~County Recreation Advisory Board~~ Funding

5.1. County Council will allocate Operating Assistance Grant funding annually to each of the six (6) Recreation Advisory Boards. The allocations will include a common base level of funding for each board on a per capita allotment with a 3% yearly escalator. The level of funding will be established during County Council's annual budget process and will be financed through general revenues, or another funding source as may be determined by Council.

5.2. Any Operating Assistance Recreation Advisory Board Grant funding initially budgeted, but not allocated (undersubscribed) during the Recreation Advisory Boards Annual Meeting, will be transferred to the Community Grants Reserve.

~~5.3.1.1. County Recreation Advisory Boards will review all applications for Operating Assistance Grant funding from community based organizations and will recommend specific Grant allocations, within the allotted budget, to County Council.~~

6. Applications ~~for Funding~~

6.1. Applicants seeking Operating Assistance Grant funding from County Recreation Advisory Boards shall complete an online application, applications will be accepted from January 1- March 1 annually, and ~~that~~ can be accessed on the County of Grande Prairie website.

6.2. Applications to Recreation Advisory Boards can be made for funds to a maximum of $5,000 for recreational and cultural programming, senior and accessible transportation ~~–~~or for infrastructure improvements including:

6.2.1. land or buildings;

6.2.2. facility construction, renovation or repair;

6.2.3. facility assessment, study design or construction documents to support the above projects;

6.2.4. furnishings or equipment for use at community operated facilities; and

6.2.5. site improvements.

6.3. Applications must be submitted through County of Grande Prairie's website by the deadline of ~~April~~ March 1 of each year or the next business day, or unless otherwise advertised.

6.4. Organizations are only eligible to submit one application per intake.

6.5. The same program(s) or project(s) cannot be funded by two separate groups.

6.6. Religious ~~faith based~~faith-based groups may apply if the program services provide a recreational and cultural benefit to the broader community, they are a registered charity or incorporated not-for~~a~~-profit, the Grant funding is not used towards religious activities or programs and funded programs must be delivered in a manner that is inclusive and non-discriminatory, consistent with the principles of the Alberta Human Rights Act. ~~and the program is inclusive to all members of the community following equity and diversity guidelines regardless of race, sexual orientation or religion.~~

~~6.6.~~

6.7. Family & Community Support Services (FCSS) may assist community groups with applications but are not qualified to seek funding for their own FCSS programs through this Grant.

6.8. Recreation Boards may provide funding for programs that do not meet FCSS provincial requirement but enhance the social supports in the County.

6.9. Applications for Operating Assistance Grant funding must include:

6.9.1. Total budget for the program or project.

~~6.9.2.~~ Program or project objectives and fees charged.

6.9.2.

6.9.3. Benefit to County residents including attendance numbers for programming and ridership numbers for transportation funding asks.

6.9.4. Member information, including both total and County resident members or participants.

6.9.5. Level of volunteerism and fundraising efforts.

~~6.9.5.~~6.9.6. Organizations are encouraged to seek and confirm support from alternative funding sources for the program, transportation needs, or project. Preference may be given to applicants that can demonstrate their ability to contribute financial resources or secure additional funding partnerships.

~~6.9.6.~~6.9.7. Which Recreation Advisory Board the application is being made to (only one can be selected). Groups must apply to the Recreation Advisory Board that they are located within geographically as per Schedule 'A'.

~~6.9.7.~~6.9.8. Proof of valid insurance.

6.10. Applications for Operating Assistance Grant funding must demonstrate that the opportunities being provided are open for the use and enjoyment of all County residents. If user fees are charged, all users will be charged at the same rate. Preference will be given to projects that:

Commented [LB1]: @Hayley Kramps Are these specific guidelines or based on human rights legislation protected grounds?

Formatted: Font: (Default) Arial, English (Canada)

Formatted: Indent: Left: 2.22 cm, Don't add space between paragraphs of the same style, No bullets or numbering

Formatted: Font: (Default) Arial

6.10.1. Benefit a large number of County residents.

6.10.2. Provide a life skill such as swimming lessons.

6.10.3. Provide evidence that there is a large volume of volunteerism and/or fundraising.

6.10.4. Provide evidence of their ability to contribute financial resources or secure additional partnerships.

~~6.10.3.~~

~~6.10.4.~~6.10.5. Demonstrate success in achieving project or program goals.

~~6.10.5.~~6.10.6. Include a well-organized business plan that includes performance measures.

7. Application Review

7.1. Applications will be reviewed at the Annual Recreation Advisory Board Meeting in April~~May~~ of each year.

7.2. Applicants who receive an annual Facility Operating Grant (as per County Policy K14 – Operating Assistance~~ – Facilities~~) cannot apply for Recreation Advisory Board Operating Assistance Grant funding that is intended to offset additional facility operating expenses. They may only apply for programming requirements.~~pr.~~ The Operating Assistance Grant funding does not allow for ~~"top-up"~~supplemental funding for utility expenses covered in Policy K14 – Operating Assistance~~ – Facilities~~.

7.3. Only groups that have submitted a formal application through the County Grant Portal will be considered for Operating Assistance Grant funding.

7.4. Funding for Seniors and Accessible Transportation services, that are owned and/or operated by a local municipality will be addressed through Intermunicipal Collaboration Framework Agreements.

7.5. In recognition of the Intermunicipal Collaboration Frameworks (ICFs) established between the County of Grande Prairie and surrounding municipalities, organizations located within a partnering municipality are required to apply to their own municipality before seeking County funding. Applicants must outline any municipal funding or in kind support received and identify the extent to which County residents benefit from their facilities.

~~In recognition of the Intermunicipal Collaboration Frameworks (ICFs) established between the County of Grande Prairie and surrounding municipalities, organizations located within a partnering municipality are encouraged to apply for funding o connect with their own municipality prior~~

Commented [LB2]: April as noted in 4.1?

Formatted: Font: (Default) Arial

Formatted: Indent: Left: 0.98 cm, Hanging: 1.27 cm

Formatted: Font: (Default) Arial

Formatted: Indent: Left: 0.98 cm, Hanging: 1.27 cm, No bullets or numbering

Formatted: Indent: Left: 0.98 cm, Hanging: 1.27 cm

Formatted: Font: (Default) Arial, Not Bold

Formatted: Indent: Left: 1.4 cm, No bullets or numbering

~~to submitting an application. Applicants must outline any municipal funding or in-kind support received and identify the extent to which County residents benefit from their programs or services.~~

~~7.3.~~

8. Recommendations of the Board

8.1. County Recreation Advisory Boards will review all applications for Operating Assistance Grant funding and will recommend specific grant allocations within the allotted budget to County Council. County Council will review the Recreation Advisory Board recommendations and ratify them or amend as applicable.

9. Notification

9.1. Upon approval of the request by County Council, each applicant will be advised of the status of their application and notified with two business weeks of Council approval.

10. Distribution of Funds

10.1. Upon approval by County Council, funding will be distributed to successful applicants in June of each year.

11. Reporting Requirements

Administration will provide a quarterly report to council on funding allocations approved by administration.

All recipients of the Operating Assistance must complete the following compliance requirements:

11.1. All funding recipients will be required to submit a written report that shows outcomes and includes a financial account of the funds expended and net proceeds for fundraising events.

11.2. Failure to submit compliance reporting may result in ineligibility for future funding.

~~11.1. Organizations receiving Operating Assistance Grant funding through the Recreation Advisory Boards must submit a letter outlining how the funds were spent and impact on the community by the end of the calendar year to be eligible for future funding.~~

12. Recognition

12.1. All grant recipients must publicly recognize the contributions that the County made to their project as reasonably requested by Administration through the County's Recognition Guidelines Administrative Directive.

~~12.1. All Grants recipients must publicly recognize the contributions that the County made to their project as reasonably requested by Council.~~

Formatted: Font: (Default) Arial

Commented [Cd3]: Update to be consistent with K6 and K10

Formatted: Not Highlight

Formatted: Not Highlight

~~Operating Assistance –~~ Recreation Advisory Boards Grants

Recreation and Culture
Policy K15

Attachments

Schedule 'A' – Map Depicting the Recreation Board Boundaries

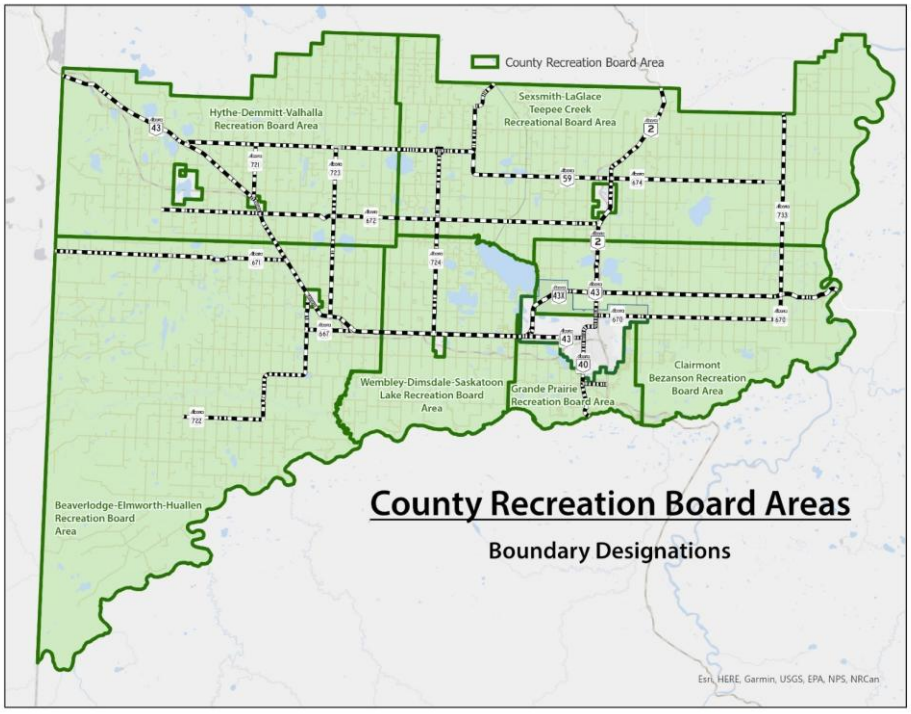
References

Legal Authorities	Municipal Government Act, RSA 2000, c M-26 Freedom of Information and Protection of Privacy Act
Related Plans, Bylaws, Policies, Etc.	B1 – Policy Development B30 – Appointment to Boards and Committees C27 – Community Grants Reserve C31 – Budget Development ~~K5 – Capital Assistance Grant~~ K6 – ~~Community Assistance~~Connected Community Grant K14 – Operating Assistance – Facilities ~~K17 – Recreation Advisory Boards~~
Other	Operating Assistance Grant Application Form Online

Revision History

Review Date	Description
March 7, 2022	Reviewed and Amended CM20220307.016
January 25, 2021	Adoption Date – CM20210125.012

Schedule 'A' – Recreation Advisory Group Boundary Designations



Recreation Advisory Boards Grants

Recreation and Culture
Policy K15

Policy:	K15 – Recreation Advisory Boards Grants
Policy Department(s):	Recreation and Culture, Communications, Legislative Services
Adoption Date:	January 25, 2021
Adoption Reference:	CM20210125.012
Effective Date:	January 25, 2021
Last Amended:	March 7, 2022

Policy Purpose

To establish County Recreation Advisory Boards and define the process by which the County of Grande Prairie No. 1 reviews funding applications and provides recommendations to County Council for allocation of Operating Assistance Grant funding to local organizations and volunteer groups that provide recreational or cultural programs and opportunities on a not-for-profit basis.

Policy Statement

The County of Grande Prairie is committed to funding activities that support County residents through the allocation of Operating Assistance grants to local organizations and volunteer groups that provide recreational or cultural opportunities through not-for-profit community groups. The Recreation Advisory Members and County staff will follow the proper procedures to ensure that the intentions of this policy are achieved for collaborative and transparent distribution of Operating Assistance grant funding.

Definitions

“County” means the municipality of the County of Grande Prairie No. 1 having jurisdiction under the Municipal Government Act and other applicable legislation.

“Grant” means non-repayable funds or products disbursed by the County of Grande Prairie Council to a grant recipient, such as a not-for-profit entity, local organization or volunteer group that provides recreation or cultural programs and opportunities that benefit County of Grande Prairie residents.

“Operating Assistance funding” means funding for general operations related to maintaining or enhancing recreation and cultural services, including programing, and transportation for seniors or persons with special needs for programming, equipment, and general expenses. Special one-time events should apply through K06 - Connected Community grant program.

“Recreation” refers to the range of experiences that support individual and community wellbeing, including play, sport, cultural activities, and outdoor pursuits, and that contribute to the social, mental, and physical health of individuals and communities.

Policy Guidelines

1. Eligibility

    1.1. Recreational and cultural opportunities include all those programs, services and facilities that enable County residents to participate in activities that promote a healthy, active and satisfying lifestyle.

    1.2. Applications can include transportation costs for seniors or persons with special needs as part of their overall programming or operational budget. These applications must demonstrate the transportation opportunities being provided are open for the use of rural residents.

        1.2.1. Transportation may be provided using a rented specialized van, bus, or personal vehicle(s) for programming (reimbursing expenses).

        1.2.2. Organizations that own and operate transportation vehicles are not eligible for funding under this program and should apply under Policy K14 - Operating Grants - Facilities and Accessible Vehicles

    1.3. Recipients are in good standing with no compliance issues.

    1.4. Programs or events do not fall within the funded FCSS mandate.

2. County Recreation Advisory Board Designations and Boundaries

County Council allocates Operating Assistance Grant funding through the existence of the six (6) County Recreation Advisory Boards. The following six (6) Recreation Advisory Boards are established with their boundaries defined in Schedule A:

    2.1. County – Sexsmith – La Glace – Teepee Creek Area Recreation Advisory Board

    2.2. County – Clairmont – Bezanson Area Recreation Advisory Board

    2.3. County – Beaverlodge – Elmworth – Huallen Area Recreation Advisory Board

    2.4. County – Wembley – Dimsdale – Saskatoon Lake Area Recreation Advisory Board

    2.5. County – Hythe – Demmitt – Valhalla Area Recreation Advisory Board

    2.6. County – Grande Prairie Area Recreation Advisory Board

3. County Recreation Advisory Board Membership - Each Recreation Advisory Board is comprised of seven (7) members, two of whom are members of County Council and five (5) of whom represent the residents within the Recreation Advisory Board boundaries as follows:

3.1. One elected or administrative official from any incorporated municipality within the Recreation Advisory Board boundary, nominated by the incorporated municipality; and

3.2. Four (4) members at large representing a diverse geographic area and recreational background.

3.3. Where there is no incorporated municipality within the Recreation Advisory Board boundary, five (5) members at large shall be appointed.

3.4 Nomination and vacancies for members at large are handled as per County Policy B30 – Public Appointment to Boards and Committees Policy. Terms of appointment are as follows:

3.3.1. County Councillors: appointed annually at the Organizational Meeting;

3.3.2. Incorporated municipality representatives: appointed annually at the Organizational Meeting with nominations submitted by the incorporated municipality to the County prior to September 30;

3.3.3. Members-at-large: four (4) year terms appointed at the Organizational Meeting;

3.3.4. The chairperson for each Recreation Advisory Board shall be selected from within the group at their annual meeting.

4. County Recreation Advisory Board Responsibilities

4.1. County Recreation Advisory Boards shall encourage applications from eligible organizations and groups. Recreation Advisory Boards will meet annually in April of each year as a minimum to review applications for Operating Assistance Grant funding, or as often as directed by County Council.

4.2. County Recreation Advisory Boards will review all applications for Operating Assistance Grant funding from community-based organizations and will recommend specific Grant allocations, within the allotted budget, to County Council.

5. Funding

5.1. County Council will allocate Operating Assistance Grant funding annually to each of the six (6) Recreation Advisory Boards. The allocations will include a common base level of funding for each board on a per capita allotment with a 3% yearly escalator. The level of funding will be established during County Council's annual budget process and will be financed through general revenues, or another funding source as may be determined by Council.

5.2. Any Operating Assistance Recreation Advisory Board Grant funding initially budgeted, but not allocated (undersubscribed) during the Recreation Advisory Boards Annual Meeting, will be transferred to the Community Grants Reserve.

6. Applications

6.1. Applicants seeking Operating Assistance Grant funding from County Recreation Advisory Boards shall complete an online application, applications will be accepted from January 1- March 1 annually, and can be accessed on the County of Grande Prairie website.

6.2. Applications to Recreation Advisory Boards can be made for funds to a maximum of $5,000 for recreational and cultural programming, senior and accessible transportation or for infrastructure improvements including:

6.2.1. land or buildings;

6.2.2. facility construction, renovation or repair;

6.2.3. facility assessment, study design or construction documents to support the above projects;

6.2.4. furnishings or equipment for use at community operated facilities; and

6.2.5. site improvements.

6.3. Applications must be submitted through County of Grande Prairie's website by the deadline of March 1 of each year or the next business day, or unless otherwise advertised.

6.4. Organizations are only eligible to submit one application per intake.

6.5. The same program(s) or project(s) cannot be funded by two separate groups.

6.6. Religious faith-based groups may apply if the program services provide a recreational and cultural benefit to the broader community, they are a registered charity or incorporated not-for-profit, the Grant funding is not used towards religious activities or programs and funded programs must be delivered in a manner that is inclusive and non-discriminatory, consistent with the principles of the Alberta Human Rights Act.

6.7. Family & Community Support Services (FCSS) may assist community groups with applications but are not qualified to seek funding for their own FCSS programs through this Grant.

6.8. Recreation Boards may provide funding for programs that do not meet FCSS provincial requirement but enhance the social supports in the County.

6.9. Applications for Operating Assistance Grant funding must include:

6.9.1. Total budget for the program or project.

6.9.2. Program or project objectives and fees charged.

6.9.3. Benefit to County residents including attendance numbers for programming and ridership numbers for transportation funding asks.

6.9.4. Member information, including both total and County resident members or participants.

6.9.5. Level of volunteerism and fundraising efforts.

6.9.6. Organizations are encouraged to seek and confirm support from alternative funding sources for the program, transportation needs, or project. Preference may be given to applicants that can demonstrate their ability to contribute financial resources or secure additional funding partnerships.

6.9.7. Which Recreation Advisory Board the application is being made to (only one can be selected). Groups must apply to the Recreation Advisory Board that they are located within geographically as per Schedule 'A'.

6.9.8. Proof of valid insurance.

6.10. Applications for Operating Assistance Grant funding must demonstrate that the opportunities being provided are open for the use and enjoyment of all County residents. If user fees are charged, all users will be charged at the same rate. Preference will be given to projects that:

6.10.1. Benefit a large number of County residents.

6.10.2. Provide a life skill such as swimming lessons.

6.10.3. Provide evidence that there is a large volume of volunteerism and/or fundraising.

6.10.4. Provide evidence of their ability to contribute financial resources or secure additional partnerships.

6.10.5. Demonstrate success in achieving project or program goals.

6.10.6. Include a well-organized business plan that includes performance measures.

7. Application Review

7.1. Applications will be reviewed at the Annual Recreation Advisory Board Meeting in April of each year.

7.2. Applicants who receive an annual Facility Operating Grant (as per County Policy K14 – Operating Assistance) cannot apply for Recreation Advisory Board Operating Assistance Grant funding that is intended to offset additional facility operating expenses. They may only apply for programming requirements. The Operating Assistance Grant funding does not allow for supplemental funding for utility expenses covered in Policy K14 – Operating Assistance.

7.3. Only groups that have submitted a formal application through the County Grant Portal will be considered for Operating Assistance Grant funding.

7.4. Funding for Seniors and Accessible Transportation services, that are owned and/or operated by a local municipality will be addressed through Intermunicipal Collaboration Framework Agreements.

7.5. In recognition of the Intermunicipal Collaboration Frameworks (ICFs) established between the County of Grande Prairie and surrounding municipalities, organizations located within a partnering municipality are required to apply to their own municipality before seeking County funding. Applicants must outline any municipal funding or in kind support received and identify the extent to which County residents benefit from their facilities.

8. Recommendations of the Board

8.1. County Recreation Advisory Boards will review all applications for Operating Assistance Grant funding and will recommend specific grant allocations within the allotted budget to County Council. County Council will review the Recreation Advisory Board recommendations and ratify them or amend as applicable.

9. Notification

9.1. Upon approval of the request by County Council, each applicant will be advised of the status of their application and notified with two business weeks of Council approval.

10. Distribution of Funds

10.1. Upon approval by County Council, funding will be distributed to successful applicants in June of each year.

11. Reporting Requirements

Administration will provide a quarterly report to council on funding allocations approved by administration.

All recipients of the Operating Assistance must complete the following compliance requirements:

11.1. All funding recipients will be required to submit a written report that shows outcomes and includes a financial account of the funds expended and net proceeds for fundraising events.

11.2. Failure to submit compliance reporting may result in ineligibility for future funding.

12. Recognition

12.1. All grant recipients must publicly recognize the contributions that the County made to their project as reasonably requested by Administration through the County's Recognition Guidelines Administrative Directive.

Attachments

Schedule 'A' – Map Depicting the Recreation Board Boundaries

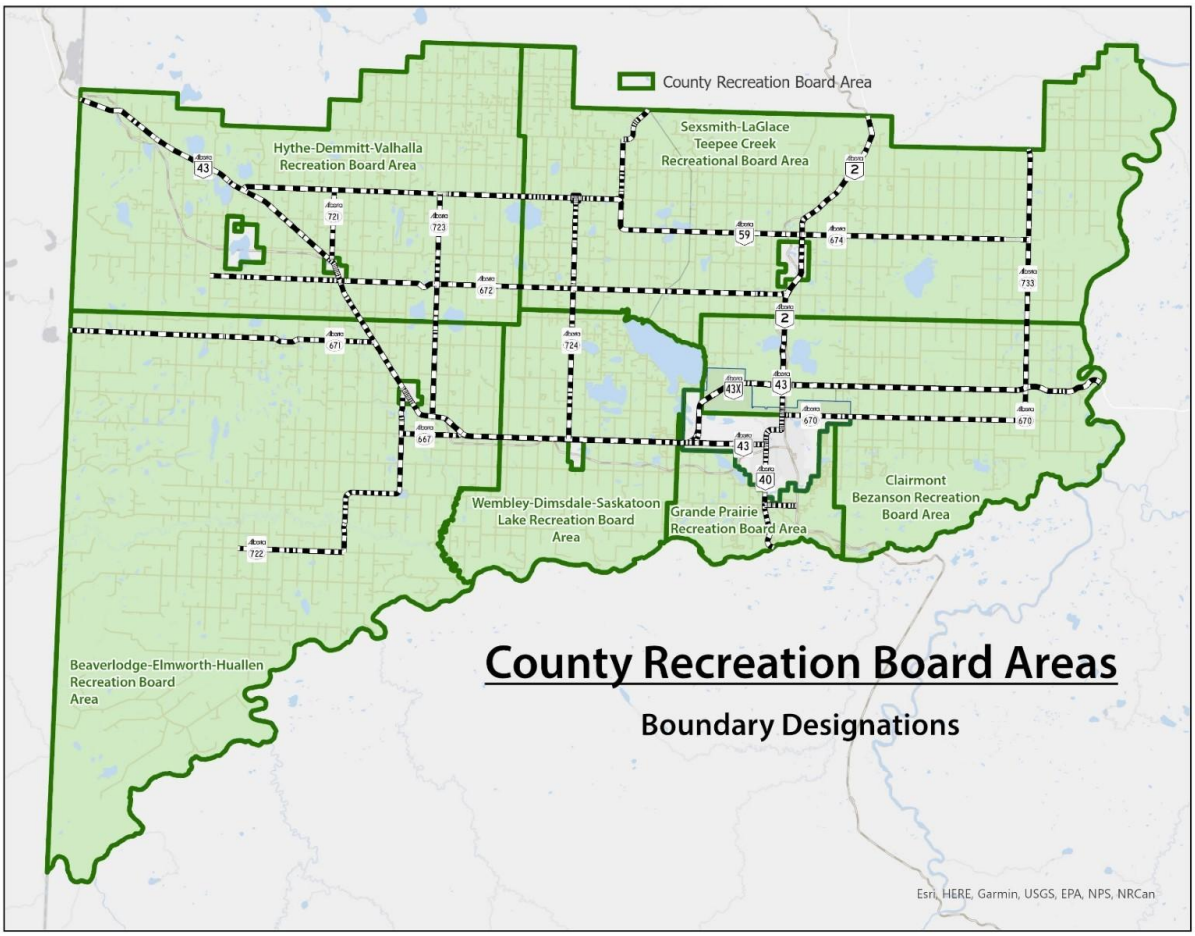
References

Legal Authorities	Municipal Government Act, RSA 2000, c M-26 Freedom of Information and Protection of Privacy Act
Related Plans, Bylaws, Policies, Etc.	B1 – Policy Development B30 – Appointment to Boards and Committees C27 – Community Grants Reserve C31 – Budget Development K6 – Connected Community Grant K14 – Operating Assistance – Facilities
Other	Operating Assistance Grant Application Form Online

Revision History

Review Date	Description
March 7, 2022	Reviewed and Amended CM20220307.016
January 25, 2021	Adoption Date – CM20210125.012

Schedule 'A' – Recreation Advisory Group Boundary Designations



County of Grande Prairie 2026-2030

Corporate Business Plan

JUNE 2026

County of Grande Prairie No. 1

www.cogp.ab.ca

TABLE OF CONTENTS

1 Introduction

2 STRATEGIC THEME 1 | Quality of Life

3 STRATEGIC THEME 2 | Economy 4

6 STRATEGIC THEME 3 | Transportation

7 STRATEGIC THEME 4 | Land Use and Management

8 STRATEGIC THEME 5 | Governance and Organizational Excellence

A MESSAGE FROM THE COUNTY MANAGER

The adoption of Council's Strategic Plan sets a clear course for the organization and reinforces our commitment to thoughtful, responsible growth for the County of Grande Prairie.

The Corporate Business Plan translates that direction into focused administrative priorities and coordinated actions. It serves as a practical guide for our work, ensuring that resources, efforts and decisions remain aligned with Council's vision. As a dynamic document, it will continue to evolve in response to changing needs, emerging opportunities and lessons learned through implementation.

Delivering on this Plan requires collaboration, accountability and dedication across the organization. I am confident in the expertise and commitment of our employees and leadership team, whose efforts ensure we continue to provide high-quality services and support a strong, resilient community.

Together, our team will continue to build on our successes and position the County for the opportunities ahead.

Joulia Whittleton

COUNTY OF GRANDE PRAIRIE SENIOR ADMINISTRATION

Nick Lapp
General Manager, Planning and Development Services

Ryan Konowalyk General Manager, Transportation and Utilities

Rory Tarant General Manager, Corporate Services and Strategy

Rob Beaupertuis General Manager, Financial and Business Planning Services

Charlotte Bierman
General Manager, People and Organizational Development

Lee Brachmann
General Manager, Community Services

Introduction

Once Council has established its strategic direction, administration is responsible for aligning resources, planning initiatives and delivering services that advance Council's priorities and achieve meaningful results for the community.

Strategic Theme 1 | QUALITY OF LIFE

Support safe, active, connected communities.

AREA OF FOCUS: RECREATION AND COMMUNITY FACILITIES

Leverage our natural and built amenities to enhance opportunities.

Administrative Activities	Project Lead	Timeline	KPIs/Targets
Implement a strategic approach to facility development and natural attraction enhancement, including trail system support and long term planning.	GM Community Services	2026-27	• Recreation Master Plan approved
Review access to low or no cost community programs to support participation and wellbeing.	GM Community Services	Ongoing	• At least 90% program participation • Resident satisfaction above 85%

AREA OF FOCUS: SAFETY AND EMERGENCY PREPAREDNESS

Protect residents through proactive safety.

Administrative Activities	Project Lead	Timeline	KPIs/Targets
Review community risk areas related to safety and natural disaster mitigation.	GM Community Services	Ongoing	• Annual Hazard Identification Risk Assessment through GPREP completed

AREA OF FOCUS: COMMUNITY CONNECTION AND ENGAGEMENT

Strengthen participation, communication, and community pride.

Administrative Activities	Project Lead	Timeline	KPIs/Targets
Develop and implement a County wide engagement plan, including education on service levels, rural living, and community expectations.	GM Corporate Services & Strategy	2026-27	• Engagement plan approved • Guide to County living published • 15% increase in engagement participation
Explore volunteer capacity through training, support, and neighbourhood associations.	GM Community Services	2027	• Report to Council on feasibility of neighbourhood associations developed
Develop an event permit policy and communications plan to support consistent, high quality community events.	GM Community Services	2027	• Events policy approved • 90% satisfaction with County supported programs/events

AREA OF FOCUS: HEALTH

Advocate for services that support our residents' health and wellbeing.

Administrative Activities	Project Lead	Timeline	KPIs/Targets
Strengthen healthcare advocacy, including physician recruitment, retention strategies, and support for regional health initiatives (e.g., SPPARC).	GM Corporate Services & Strategy	Ongoing	• Minimum of four advocacy engagements per year • Increase in % of residents who have a family doctor as expressed in Citizen Satisfaction Survey

Strategic Theme 2 | ECONOMY

Capitalize on our economic strength to sustain long-term prosperity.

AREA OF FOCUS: ENABLEMENT

Provide clear, predictable conditions for growth.

Administrative Activities	Project Lead	Timeline	KPIs/Targets
Update the County's Growth and Economic Development Plan (GEDP) to align with regional strategies, the MDP, and emerging economic trends.	GM Corporate Services & Strategy	2026	• Updated GEDP approved • Annual reporting on alignment with regional strategies complete
Develop a County wide investment attraction strategy, including marketing, investor closing processes, and clarity on regulatory pathways.	GM Corporate Services & Strategy	2027	• Investment attraction strategy approved by Council
Create a County marketing plan that promotes competitive advantages, tax benefits, and quality of life.	GM Corporate Services & Strategy	2026-27	• Marketing plan launched
Improve clarity and predictability in development processes by balancing red tape reduction with regulatory certainty.	GM Planning & Development	Ongoing	• Average processing time for development applications reduced • Annual investor satisfaction improvements
Integrate economic development considerations into land use decision frameworks, including servicing capacity and long term growth planning.	GM Corporate Services & Strategy	Ongoing	• Annual alignment review between land use decisions and economic development priorities

AREA OF FOCUS: EXISTING BUSINESSES AND INDUSTRIES

Support core industries and businesses.

Administrative Activities	Project Lead	Timeline	KPIs/Targets
Strengthen business retention and expansion (BRE) efforts, including annual surveys, follow up actions, and targeted support for key sectors.	GM Corporate Services & Strategy	Ongoing	• 90% positive response on annual BRE survey • 150 completed surveys annually • 90% of businesses would recommend the County
Enhance partnerships with Northwestern Polytechnic, Alberta colleges, and training providers to support workforce development and industry needs.	GM Corporate Services & Strategy	Ongoing	• Minimum of four joint initiatives per year through WorkNW • Annual report on training alignment with industry needs
Maximize access to grants and funding opportunities for local businesses through coordinated support and promotion.	GM Corporate Services & Strategy	Ongoing	• Minimum 20 businesses supported annually • Total grant dollars leveraged year over year

AREA OF FOCUS: ATTRACT DIVERSIFIED INVESTMENT

Promote the County's competitive advantages.

Administrative Activities	Project Lead	Timeline	KPIs/Targets
Formalize Invest Northwest partnership to support coordinated investment attraction.	GM Corporate Services & Strategy	2026	• Invest Northwest incorporation formalized
Promote tax incentives and grant programs to businesses looking to relocate to the County or expand current operations.	GM Corporate Services & Strategy	Ongoing	• Incentives policy reviewed • Annual reporting on uptake and ROI completed

Strategic Theme 3 | TRANSPORTATION

Enable the movement of goods and people to and through our County.

AREA OF FOCUS: ROAD STANDARDS AND SERVICE LEVELS

Set clear road service expectations aligned with resources.

Administrative Activities	Project Lead	Timeline	KPIs/Targets
Modernize road engineering and construction specifications and standards.	GM Transportation & Utilities	2026	• Updated specifications and standards
Update and modernize the Transportation Master Plan (TMP).	GM Planning & Development	2026	• Updated TMP presented to Council
Define and communicate clear service levels for road maintenance and construction.	GM Transportation & Utilities	2026-27	• Service level framework approved by Council

AREA OF FOCUS: TRANSPORTATION INFRASTRUCTURE

Sustainably invest in long-term transportation infrastructure.

Administrative Activities	Project Lead	Timeline	KPIs/Targets
Advance the County's asset management program, including lifecycle planning, long term maintenance strategies, and fleet replacement optimization.	GM Transportation & Utilities	2026-28	• Asset management system implemented

AREA OF FOCUS: REGIONAL TRANSPORTATION

Advocate for improvements and maintenance on highways, air and rail priorities.

Administrative Activities	Project Lead	Timeline	KPIs/Targets
Strengthen collaboration with regional partners (municipal, industry, provincial agencies) to advance local transportation priorities.	GM Transportation & Utilities	Ongoing	• Minimum of 10 meetings per year
Advocate for improvements across all transportation modes, including highway upgrades, air access enhancements, and rail capacity improvements.	GM Corporate Services & Strategy	Ongoing	• Advocacy priorities approved • Annual advocacy plan published

Strategic Theme 4 | LAND USE AND MANAGEMENT

Make disciplined land decisions reflecting County priorities.

AREA OF FOCUS: COORDINATED DEVELOPMENT

Balance development and agriculture in alignment with the County's land use framework.

Administrative Activities	Project Lead	Timeline	KPIs/Targets
Update Municipal Development Plan	GM Planning & Development	Complete	• New MDP adopted by Council
Update Land Use Bylaw	GM Planning & Development	2027	• New LUB adopted by Council
Policy supporting hierarchy of Planning documents and technical report standards	GM Planning & Development	2026	• New policy adopted by Council
Revamp Planning and Development webpage / online portal	GM Planning & Development	2026	• Number of page views from external IP addresses increased
Revamp presentation and background materials for Council and MPC files	GM Planning & Development	2026	• Presentation and background materials updated
Continue to review and update Development and Subdivision Processes	GM Planning & Development	Ongoing	• Annual reporting of process timelines

AREA OF FOCUS: GROWTH AND INFRASTRUCTURE ALIGNMENT

Align land decisions with servicing capacity.

Administrative Activities	Project Lead	Timeline	KPIs/Targets
Review and update Minimum Design Standards	GM Planning & Development	2026	• Design Standards policy approved by Council
Establish infrastructure master plans (water, sewer, transportation, recreation, stormwater, fire, police)	GM Planning & Development	2027-28	• New and updated master plans adopted
Review and update funding strategies for developer driven/contributed municipal infrastructure	GM Planning & Development	2027-28	• New and updated offsite levies adopted and implemented

Strategic Theme 5 | GOVERNANCE AND ORGANIZATIONAL EXCELLENCE

Lead responsibly to maintain trust and stability.

AREA OF FOCUS: ORGANIZATIONAL PERFORMANCE AND SERVICE EXCELLENCE

Deliver efficient and responsive services within our region.

Administrative Activities	Project Lead	Timeline	KPIs/Targets
Refine County wide customer service strategy, including standardized service best practices, staff training, and process documentation.	GM People & Organizational Development	2027	• Customer service strategy approved • 90% of staff trained • Maintain and/or improve citizen satisfaction as measured by bi-annual survey.

AREA OF FOCUS: EVIDENCE BASED GOVERNANCE

Ground decisions in policy and evidence.

Administrative Activities	Project Lead	Timeline	KPIs/Targets
Modernize the County's policy, procedure, bylaw, and RFD framework to support consistent, evidence based governance.	GM of Corporate Services & Strategy	Ongoing	• Updated policy/RFD/procedure framework approved • Provincial legislation compliance
Establish a centralized data governance and analytics approach to support decision making and performance measurement.	GM Financial & Business Planning Services	2026-27	• Data governance model implemented • Annual data quality audit completed

AREA OF FOCUS: ADVOCACY

Promote County priorities with other governments and entities.

Administrative Activities	Project Lead	Timeline	KPIs/Targets
Develop and implement a County advocacy plan aligned with Council priorities, including transportation, health, economic development, and infrastructure.	GM Corporate Services & Strategy	Annual	• Advocacy plan approved • Annual advocacy report to Council presented
Coordinate advocacy efforts with regional partners to strengthen shared positions and improve outcomes.	GM Corporate Services & Strategy	Ongoing	• Minimum of four joint advocacy initiatives per year • Measurable progress on priority files

AREA OF FOCUS: FISCAL DISCIPLINE AND ASSET SUSTAINABILITY

Protect long-term stability through financial discipline.

Administrative Activities	Project Lead	Timeline	KPIs/Targets
Implement a comprehensive asset management system, including training, lifecycle planning, and proactive maintenance strategies.	GM Financial & Business Planning Services	2026-28	• Asset management system operational • Annual lifecycle investment plan produced
Develop service delivery standards and level of service equity tables to ensure consistent, cost-effective service across the County.	GM Financial & Business Planning Services	2026-27	• Level of service standards approved • Annual level of service performance reporting

AREA OF FOCUS: RELATIONSHIPS

Advance shared priorities with partners.

Administrative Activities	Project Lead	Timeline	KPIs/Targets
Support County relationship-building efforts with Indigenous communities, regional partners, and key stakeholders through structured engagement and shared priority setting.	GM Corporate Services & Strategy	Ongoing	• Minimum of six formal engagement sessions per year • Shared priorities documented
Continue to develop a consistent approach to strategic partnerships, including criteria, evaluation, and reporting.	GM Corporate Services & Strategy	2027	• Partnership frameworks approved • Annual partnership report developed

GLOSSARY OF TERMS

TMP Transportation Master Plan
GEDP Growth and Economic Development Plan
MPC Municipal Planning Commission
MDP Municipal Development Plan
LUB Land Use Bylaw
RFD Request for Decision
BRE Business Retention and Expansion
SPPARC South Peace Professional Attraction and Retention Committee
GPREP Grande Prairie Regional Emergency Partnership
ROI Return on Investment

Administration Building
Ph: 780-532-9722
Fax: 780-539-9880

Community Services Building
Ph: 780-532-9727
Fax: 780-567-5576

County of Grande Prairie 2026-2030

Corporate Business Plan

JUNE 2026

County of Grande Prairie No. 1

www.cogp.ca

TABLE OF CONTENTS

1 Introduction

2 STRATEGIC THEME 1 | Quality of Life

4 STRATEGIC THEME 2 | Economy

6 STRATEGIC THEME 3 | Transportation

7 STRATEGIC THEME 4 | Land Use and Management

8 STRATEGIC THEME 5 | Governance and Organizational Excellence

A MESSAGE FROM THE COUNTY MANAGER

The adoption of Council's Strategic Plan sets a clear course for the organization and reinforces our commitment to thoughtful, responsible growth for the County of Grande Prairie.

The Corporate Business Plan translates that direction into focused administrative priorities and coordinated actions. It serves as a practical guide for our work, ensuring that resources, efforts and decisions remain aligned with Council's vision. As a dynamic document, it will continue to evolve in response to changing needs, emerging opportunities and lessons learned through implementation.

Delivering on this Plan requires collaboration, accountability and dedication across the organization. I am confident in the expertise and commitment of our employees and leadership team, whose efforts ensure we continue to provide high-quality services and support a strong, resilient community.

Together, our team will continue to build on our successes and position the County for the opportunities ahead.

Joulia Whittleton

COUNTY OF GRANDE PRAIRIE SENIOR ADMINISTRATION

Nick Lapp
General Manager, Planning and Development Services

Ryan Konowalyk
General Manager, Transportation and Utilities

Rory Tarant
General Manager, Corporate Services and Strategy

Rob Beaupertuis
General Manager, Financial and Business Planning Services

Charlotte Bierman
General Manager, People and Organizational Development

Lee Brachmann
General Manager, Community Services

Introduction

Once Council has established its strategic direction, administration is responsible for aligning resources, planning initiatives and delivering services that advance Council's priorities and achieve meaningful results for the community.

Strategic Theme 1 | QUALITY OF LIFE

Support safe, active, connected communities.

AREA OF FOCUS: RECREATION AND COMMUNITY FACILITIES

Leverage our natural and built amenities to enhance opportunities.

Administrative Activities	Project Lead	Timeline	KPIs/Targets
Implement a strategic approach to facility development and natural attraction enhancement, including trail system support and long term planning.	GM Community Services	2026-27	• Recreation Master Plan approved
Review access to low or no cost community programs to support participation and wellbeing.	GM Community Services	Ongoing	• At least 90% program participation • Resident satisfaction above 85%

AREA OF FOCUS: SAFETY AND EMERGENCY PREPAREDNESS

Protect residents through proactive safety.

Administrative Activities	Project Lead	Timeline	KPIs/Targets
Review community risk areas related to safety and natural disaster mitigation.	GM Community Services	Ongoing	• Annual Hazard Identification Risk Assessment through GPREP completed

AREA OF FOCUS: COMMUNITY CONNECTION AND ENGAGEMENT

Strengthen participation, communication, and community pride.

Administrative Activities	Project Lead	Timeline	KPIs/Targets
Develop and implement a County wide engagement plan, including education on service levels, rural living, and community expectations.	GM Corporate Services & Strategy	2026-27	• Engagement plan approved • Guide to County living published • 15% increase in engagement participation
Explore volunteer capacity through training, support, and neighbourhood associations.	GM Community Services	2027	• Report to Council on feasibility of neighbourhood associations developed
Develop an events policy and communications plan to support consistent, high quality community events.	GM Community Services	2027	• Events policy approved • 90% satisfaction with County supported events

AREA OF FOCUS: HEALTH

Advocate for services that support our residents' health and wellbeing.

Administrative Activities	Project Lead	Timeline	KPIs/Targets
Strengthen healthcare advocacy, including physician recruitment, retention strategies, and support for regional health initiatives (e.g., SPPARC).	GM Corporate Services & Strategy	Ongoing	• Minimum of four advocacy engagements per year • Increase in % of residents who have a family doctor as expressed in Citizen Satisfaction Survey

Strategic Theme 2 | ECONOMY

Capitalize on our economic strength to sustain long-term prosperity.

AREA OF FOCUS: ENABLEMENT

Provide clear, predictable conditions for growth.

Administrative Activities	Project Lead	Timeline	KPIs/Targets
Update the County's Growth and Economic Development Plan (GEDP) to align with regional strategies, the MDP, and emerging economic trends.	GM Corporate Services & Strategy	2026	• Updated GEDP approved • Annual reporting on alignment with regional strategies complete
Develop a County wide investment attraction strategy, including marketing, investor closing processes, and clarity on regulatory pathways.	GM Corporate Services & Strategy	2027	• Investment attraction strategy approved by Council
Create a County marketing plan that promotes competitive advantages, tax benefits, and quality of life.	GM Corporate Services & Strategy	2026-27	• Marketing plan launched
Improve clarity and predictability in development processes by balancing red tape reduction with regulatory certainty.	GM Planning & Development	Ongoing	• Average processing time for development applications reduced • Annual investor satisfaction improvements
Integrate economic development considerations into land use decision frameworks, including servicing capacity and long term growth planning.	GM Corporate Services & Strategy	Ongoing	• Annual alignment review between land use decisions and economic development priorities

AREA OF FOCUS: EXISTING BUSINESSES AND INDUSTRIES

Support core industries and businesses.

Administrative Activities	Project Lead	Timeline	KPIs/Targets
Strengthen business retention and expansion (BRE) efforts, including annual surveys, follow up actions, and targeted support for key sectors.	GM Corporate Services & Strategy	Ongoing	• 90% positive response on annual BRE survey • 150 completed surveys annually • 90% of businesses would recommend the County
Enhance partnerships with Northwestern Polytechnic, Alberta colleges, and training providers to support workforce development and industry needs.	GM Corporate Services & Strategy	Ongoing	• Minimum of four joint initiatives per year through WorkNW • Annual report on training alignment with industry needs
Maximize access to grants and funding opportunities for local businesses through coordinated support and promotion.	GM Corporate Services & Strategy	Ongoing	• Minimum 20 businesses supported annually • Total grant dollars leveraged year over year

AREA OF FOCUS: ATTRACT DIVERSIFIED INVESTMENT

Promote the County's competitive advantages.

Administrative Activities	Project Lead	Timeline	KPIs/Targets
Formalize Invest Northwest partnership to support coordinated investment attraction.	GM Corporate Services & Strategy	2026	• Invest Northwest incorporation formalized
Promote tax incentives and grant programs to businesses looking to relocate to the County or expand current operations.	GM Corporate Services & Strategy	Ongoing	• Incentives policy reviewed • Annual reporting on uptake and ROI completed

Strategic Theme 3 | TRANSPORTATION

Enable the movement of goods and people to and through our County.

AREA OF FOCUS: ROAD STANDARDS AND SERVICE LEVELS

Set clear road service expectations aligned with resources.

Administrative Activities	Project Lead	Timeline	KPIs/Targets
Modernize road engineering and construction specifications and standards.	GM Transportation & Utilities	2026	• Updated specifications and standards
Update and modernize the Transportation Master Plan (TMP).	GM Planning & Development	2026	• Updated TMP presented to Council
Define and communicate clear service levels for road maintenance and construction.	GM Transportation & Utilities	2026-27	• Service level framework approved by Council

AREA OF FOCUS: TRANSPORTATION INFRASTRUCTURE

Sustainably invest in long-term transportation infrastructure.

Administrative Activities	Project Lead	Timeline	KPIs/Targets
Advance the County's asset management program, including lifecycle planning, long term maintenance strategies, and fleet replacement optimization.	GM Transportation & Utilities	2026-28	• Asset management system implemented

AREA OF FOCUS: REGIONAL TRANSPORTATION

Advocate for improvements and maintenance on highways, air and rail priorities.

Administrative Activities	Project Lead	Timeline	KPIs/Targets
Strengthen collaboration with regional partners (municipal, industry, provincial agencies) to advance local transportation priorities.	GM Transportation & Utilities	Ongoing	• Minimum of 10 meetings per year
Advocate for improvements across all transportation modes, including highway upgrades, air access enhancements, and rail capacity improvements.	GM Corporate Services & Strategy	Ongoing	• Advocacy priorities approved • Annual advocacy plan published

Strategic Theme 4 | LAND USE AND MANAGEMENT

Make disciplined land decisions reflecting County priorities.

AREA OF FOCUS: COORDINATED DEVELOPMENT

Balance development and agriculture in alignment with the County's land use framework.

Administrative Activities	Project Lead	Timeline	KPIs/Targets
Update Municipal Development Plan	GM Planning & Development	Complete	• New MDP adopted by Council
Update Land Use Bylaw	GM Planning & Development	2027	• New LUB adopted by Council
Policy supporting hierarchy of Planning documents and technical report standards	GM Planning & Development	2026	• New policy adopted by Council
Revamp Planning and Development webpage / online portal	GM Planning & Development	2026	• Number of page views from external IP addresses increased
Revamp presentation and background materials for Council and MPC files	GM Planning & Development	2026	• Presentation and background materials updated
Continue to review and update Development and Subdivision Processes	GM Planning & Development	Ongoing	• Annual reporting of process timelines

AREA OF FOCUS: GROWTH AND INFRASTRUCTURE ALIGNMENT

Align land decisions with servicing capacity.

Administrative Activities	Project Lead	Timeline	KPIs/Targets
Review and update Minimum Design Standards	GM Planning & Development	2026	• Design Standards policy approved by Council
Establish infrastructure master plans (water, sewer, transportation, recreation, stormwater, fire, police)	GM Planning & Development	2027-28	• New and updated master plans adopted
Review and update funding strategies for developer driven/contributed municipal infrastructure	GM Planning & Development	2027-28	• New and updated offsite levies adopted and implemented

Strategic Theme 5 | GOVERNANCE AND ORGANIZATIONAL EXCELLENCE

Lead responsibly to maintain trust and stability.

AREA OF FOCUS: ORGANIZATIONAL PERFORMANCE AND SERVICE EXCELLENCE

Deliver efficient and responsive services within our region.

Administrative Activities	Project Lead	Timeline	KPIs/Targets
Refine County wide customer service strategy, including standardized service best practices, staff training, and process documentation.	GM People & Organizational Development	2027	• Customer service strategy approved • 90% of staff trained • Maintain and/or improve citizen satisfaction as measured by bi-annual survey.

AREA OF FOCUS: EVIDENCE BASED GOVERNANCE

Ground decisions in policy and evidence.

Administrative Activities	Project Lead	Timeline	KPIs/Targets
Modernize the County's policy, procedure, bylaw, and RFD framework to support consistent, evidence based governance.	GM of Corporate Services & Strategy	Ongoing	• Updated policy/RFD/procedure framework approved • Provincial legislation compliance
Establish a centralized data governance and analytics approach to support decision making and performance measurement.	GM Financial & Business Planning Services	2026-27	• Data governance model implemented • Annual data quality audit completed

AREA OF FOCUS: ADVOCACY

Promote County priorities with other governments and entities.

Administrative Activities	Project Lead	Timeline	KPIs/Targets
Develop and implement a County advocacy plan aligned with Council priorities, including transportation, health, economic development, and infrastructure.	GM Corporate Services & Strategy	Annual	• Advocacy plan approved • Annual advocacy report to Council presented
Coordinate advocacy efforts with regional partners to strengthen shared positions and improve outcomes.	GM Corporate Services & Strategy	Ongoing	• Minimum of four joint advocacy initiatives per year • Measurable progress on priority files

AREA OF FOCUS: FISCAL DISCIPLINE AND ASSET SUSTAINABILITY

Protect long-term stability through financial discipline.

Administrative Activities	Project Lead	Timeline	KPIs/Targets
Implement a comprehensive asset management system, including training, lifecycle planning, and proactive maintenance strategies.	GM Financial & Business Planning Services	2026-28	• Asset management system operational • Annual lifecycle investment plan produced
Develop service delivery standards and level of service equity tables to ensure consistent, cost-effective service across the County.	GM Financial & Business Planning Services	2026-27	• Level of service standards approved • Annual level of service performance reporting

AREA OF FOCUS: RELATIONSHIPS

Advance shared priorities with partners.

Administrative Activities	Project Lead	Timeline	KPIs/Targets
Support County relationship-building efforts with Indigenous communities, regional partners, and key stakeholders through structured engagement and shared priority setting.	GM Corporate Services & Strategy	Ongoing	• Minimum of six formal engagement sessions per year • Shared priorities documented
Continue to develop a consistent approach to strategic partnerships, including criteria, evaluation, and reporting.	GM Corporate Services & Strategy	2027	• Partnership frameworks approved • Annual partnership report developed

GLOSSARY OF TERMS

TMP Transportation Master Plan
GEDP Growth and Economic Development Plan
MPC Municipal Planning Commission
MDP Municipal Development Plan
LUB Land Use Bylaw
RFD Request for Decision
BRE Business Retention and Expansion
SPPARC South Peace Professional Attraction and Retention Committee
GPREP Grande Prairie Regional Emergency Partnership
ROI Return on Investment

Administration Building
Ph: 780-532-9722
Fax: 780-539-9880

Community Services Building
Ph: 780-532-9727
Fax: 780-567-5576

www.countygp.ab.ca

Request for Decision

Report Submission Details

Item Number:	**6.1**
Report Title:	**Committee of the Whole Meeting Agenda Items**
Presenter:	**Joulia Whittleton, County Manager**
Supported By:	N/A
Meeting:	Committee of the Whole Meeting
Meeting Date:	June 25, 2026
Agenda Category:	Topics for Next Agenda Discussion

Recommended Action

For information.

Previous Council / Committee Action

Not applicable.

Background and Analysis

The following topics are currently scheduled for upcoming Committee of the Whole meetings:

Quarterly Reports:

- Financial Reports – May, August, November, April – Fourth Quarter (Q4) to be presented with audited financial statements
- Economic Development – March, June, September, December
- Regional Policing – March, June, September, December
- Fire Services – February, May, August, November
- Alberta Environment and Protected Areas (EPA) Update – March, June, September, December
- In depth Task List Update - March, June, September, December

Organizational Capacity and Resourcing

Level of Service: Not applicable.

Additional resources required: Yes ☐ No ☒

Not applicable.

Options Analysis and Financial Implications

For information.

Strategic Plans Alignment: Strategic and Business Plan | County of Grande Prairie

Strategic Themes:

- ☐ Theme 1 | Quality of Life
- ☐ Theme 2 | Economy
- ☐ Theme 3 | Transportation
- ☐ Theme 4 | Land Use and Management
- ☐ Theme 5 | Governance and Organizational Excellence
- ☒ Not applicable.

Other Plans:

Not applicable.

Stakeholder Engagement

Not applicable.

Public Engagement and Communication

Not applicable.

Attachments

Not applicable.

☒ Approved by County Manager

Request for Decision

Report Submission Details

Item Number:	**7.1**
Report Title:	**2026 Policy Review Project**
Presenter:	**Joulia Whittleton, County Manager**
Supported By:	Nick Lapp, General Manager, Planning and Development Services, Lisa Wanke, Director, Land and Development Services
Meeting:	Regular Council Meeting
Meeting Date:	June 25, 2026
Agenda Category:	Information Items

Recommended Action

For information.

Previous Council / Committee Action

In accordance with Policy B20 – Mandatory Review of Policies, each County policy contained within the County's Policy and Procedure Master Manual shall be reviewed by the responsible department and referred to Council for consideration and endorsement every four (4) years in the year following an Election.

Resolution # CM20260608.038

MOVED by Councillor Marty Tissington

That Council direct Administration to bring Policy M3 – Development or Enhancement of Municipal Reserve Land to a future Committee of the Whole Meeting for further discussion and clarification.

CARRIED

Background and Analysis

As part of the 2026 Policy Review, Policy M3 – Development or Enhancement of Municipal Reserve Land is being presented to the Committee of the Whole for further clarification regarding Section 1 under Policy Guidelines:

Section 1 refers to the fact that Municipal Reserve land is intended for public access and any development that occurs on a Municipal Reserve parcel cannot restrict or limit access to a Municipal Reserve parcel from neighbouring lands. It also references the intent for the County to be "good neighbours" by not negatively impacting adjacent lands.

Organizational Capacity and Resourcing

Level of Service: Not applicable.

Additional resources required: Yes ☐ No ☒

Not applicable.

Options Analysis and Financial Implications

For information.

Strategic Plans Alignment: Strategic and Business Plan | County of Grande Prairie

Strategic Themes:

- ☐ Theme 1 | Quality of Life
- ☐ Theme 2 | Economy
- ☐ Theme 3 | Transportation
- ☐ Theme 4 | Land Use and Management
- ☒ Theme 5 | Governance and Organizational Excellence
- ☐ Not applicable.

Other Plans:

Not applicable.

Stakeholder Engagement

Not applicable.

Public Engagement and Communication

Not applicable.

Attachments

1. Policy M3 – Development or Enhancement of Municipal Reserve Land

☒ Approved by County Manager

Development or Enhancement of Municipal Reserve Land

Planning & Development Services
Policy M3

Policy:	M3 – Development or Enhancement of Municipal Reserve Land
Policy Department(s):	Planning & Development Services, Parks & Recreation
Adoption Date:	June 14, 1999
Adoption Reference:	196/06/99
Effective Date:	June 14, 1999
Last Amended:	May 8, 2023

Policy Purpose

To provide transparent guidelines on developments or enhancements proposed on Municipal Reserve lands.

Policy Statement

The County of Grande Prairie No. 1 uses Reserve lands, as defined in the Municipal Government Act, to provide lands for schools, parks, recreation purposes or preserving natural areas. This Policy establishes requirements to ensure any proposed development or enhancements on these lands will meet legislative requirements and position the County a sustainable, prosperous, and safe community.

Definitions

"Council" means the duly elected Council members of the County of Grande Prairie No. 1.

"County" means the municipality of the County of Grande Prairie No. 1 having jurisdiction under the Municipal Government Act and other applicable legislation.

"Municipal Reserve" means land that can be used for public parks, a public recreation area, school board purposes or to separate areas of land that are used for different purposes. Municipal Reserve land may include both municipal reserve (MR) and municipal and school reserve (MSR) as described under Division 8 Reserve Land, Land for Road and Utilities of the Municipal Government Act.

"Municipal Reserve Fund" means a reserve fund that has been established to develop green space or parks within the County in accordance with Section 671 of the Municipal Government Act.

"Enhancements" means something that improves the quality, value, or use of the Municipal Reserve land including improving accessibility, beautification, and function.

Policy Guidelines

1. The County is dedicated to carefully managing Municipal Reserve lands and will consider development proposals that reflect County values and ensure the integrity of the land

along with the overall enjoyment of County residents. Any proposed development cannot create isolation from adjacent landowners, subdivisions, or farmlands and cannot adversely affect the neighbouring uses.

2. Council shall consider the current and future potential impacts from any proposed developments or Enhancements and shall make a decision based on merits and ensure approving such developments or Enhancements will benefit the overall community's health, wellness and quality of life.

    2.1. Approving Enhancements or developments on Municipal Reserve lands requires the applicant to obtain all necessary permits from the Planning & Development Services to ensure proposals comply with the Land Use Bylaw and any circulation requirements as deemed necessary by the discretion of the Development Authority.

3. All Municipal Reserve lands subjected to any regulatory documents, shall be developed and maintained in accordance with the Minimum Design Standards to ensure principles and frameworks that are adopted, are met pursuant to the following:

    3.1. Municipal Development Plan(s), Master Plan(s), Area Structure Plan(s), Intermunicipal Development Plan(s), Land Use Bylaw, Subdivision(s).

Attachments

N/A

References

Legal Authorities	Municipal Government Act, RSA 2000, c M-26
Related Plans, Bylaws, Policies, Etc.	Policy B1 – Policy Development Land Use Bylaw Minimum Design Standards (2018)
Other	

Revision History

Review Date	Description
May 8, 2023	Reviewed and Amended CM20230508.010
November 9, 2020	Reviewed and Amended CM20201109.031
June 14, 1999	Adoption Date CM196/06/99

Request for Decision

Report Submission Details

Item Number:	**7.2**
Report Title:	**Council and Committee of the Whole Meeting Task Lists**
Presenter:	**Joulia Whittleton, County Manager**
Supported By:	Lyndie Ruthven, Legislative Services Clerk
Meeting:	Committee of the Whole Meeting
Meeting Date:	June 25, 2026
Agenda Category:	Information Items

Recommended Action

For information.

Previous Council / Committee Action

Not applicable.

Background and Analysis

The Council and Committee of the Whole task lists are being presented in 1 document, sorted by Division/General Manager with completed tasks highlighted in green. Once the Committee of the Whole has reviewed the task list, the highlighted items will be marked as complete and will not be shown in the report next month.

The Task List has been updated up to and including tasks from the June 8, 2026 Regular Council Meeting.

The Council Meeting and Committee of the Whole Meeting task lists are provided monthly for review and discussion. The task lists provide updates on actions taken by Administration regarding Council and Committee of the Whole motions.

Organizational Capacity and Resourcing

Level of Service: Not applicable.

Additional resources required: Yes ☐ No ☒

Not applicable.

Options Analysis and Financial Implications

For information.

Strategic Plans Alignment: Strategic and Business Plan | County of Grande Prairie

Strategic Themes:

- ☐ Theme 1 | Quality of Life
- ☐ Theme 2 | Economy
- ☐ Theme 3 | Transportation
- ☐ Theme 4 | Land Use and Management
- ☐ Theme 5 | Governance and Organizational Excellence
- ☒ Not applicable.

Other Plans:

Not applicable.

Stakeholder Engagement

Not applicable.

Public Engagement and Communication

Not applicable.

Attachments

1. Council and Committee of the Whole Task Lists

☒ Approved by County Manager

	Resolution Number	Moved by	Resolution Text	Staff Responsible	Due Date	Follow-Up Stat	Comments
1	CM20251006.043	Leanne Beaupre	That Council support formalizing Invest NW as a corporation with Part 9 legal structure as an economic development entity for the Grande Prairie / Greenview region in equal partnership with the City of Grande Prairie and the Municipal District of Greenview and that Administration be directed to include the County's one third (1/3) share funding in the amount of $150,000 with funding to come from Council Initiatives Budget .	Joulia Whittleton	30 Jun 2026	COMPLETE	Joulia Whittleton 09 Jun 2026 02:28:19 PM The Articles of Association were approved by Council at their June 8, 20026 meeting. Completed. Joulia Whittleton 04 Nov 2025 12:49:48 PM Administrations are proceeding as directed. InvestNW meeting will be called in due course. In progress.
2	CM20260112.010	Brian Lieverse	That Council approve the Interprovincial Committee Terms of Reference as presented.	Joulia Whittleton	22 Jun 2026	In Progress	Joulia Whittleton 01 Jun 2026 09:55:07 AM This item was pushed to June 8 meeting. Joulia Whittleton 01 Jun 2026 09:54:35 AM This item will be brought forward to May 25 council meeting. Joulia Whittleton 02 Mar 2026 03:41:11 PM The TOR will need to be amended to include the MD or Greenview and County of Northern Lights. This will be brought forward to a Council meeting following the next interprovincial meeting.
3	CM20260209.007	Karen Rosvold	That Council authorize up to two (2) Councillors to attend the Alberta Recycling Spring Conference (CARE), to be held on March 18 - 20, 2026, in Brooks, Alberta, and up to two (2) Councillors to attend the 2026 Alberta Recycling Fall Conference (CARE) with funding for travel and per diem expenses to come from Council's budget.	Joulia Whittleton	31 Jul 2026	In Progress	Shannon Baird 09 Mar 2026 03:34:59 PM The AB CARE Fall Confeence dates are not yet available so this is not in calendars at this time. Shannon Baird 09 Mar 2026 03:34:25 PM March 18-20 Spring Conference in Council calendars - This conference conflicts with the following: Last day of RMA, Lunch and Tour with International Paper, Water and Wastewater Committee meeting and those attending the Regional Fire and Enforcement Service Awards. Complete file closed.
4	CM20260209.011	Bob Chrenek	That Council authorize up to two (2) Councillors attendance at the 2026 Synergy Conference with funding for travel and per diem expenses to come from Council's budget.	Joulia Whittleton	30 Sep 2026	In Progress	Shannon Baird 09 Mar 2026 03:43:03 PM Still awating information on dates and location.
5	CM20260413.034	Brian Lieverse	That Council appoint Councillor Brian Peterson and Councillor Brian Grant to the Maskwa Medical Center Construction Committee for the duration of the project.	Joulia Whittleton	30 Apr 2026	COMPLETE	Joulia Whittleton 01 Jun 2026 09:42:37 AM The appointments information was sent to Maskwa. Completed.
6	CM20260413.044	Bob Chrenek	That Council direct Administration review Bill 28 and its subsequent regulations, identify any required revisons to County policies and bylaws, and bring back to a future Committee of the Whole Meeting.	Joulia Whittleton	31 Dec 2026	In Progress	Joulia Whittleton 01 Jun 2026 09:53:10 AM The Bill 28 was approved. Administration is waiting for the regulations to be put in place. Joulia Whittleton 15 Apr 2026 11:50:31 AM This item will be actioned pending Bill 28 approval and release of implementation guides by Municipal Affairs.
7	CM20260504.037	Marty Tissington	That Council direct Administration to proceed with item 6.2 - Aquatera Director Compensation as discussed in Closed Session.	Joulia Whittleton	25 May 2026	COMPLETE	Joulia Whittleton 01 Jun 2026 09:51:34 AM Council's questions were sent to Aquatera and the responses were presented to Council at their May 25, 2026 meeting. Completed.
8	CM20260504.042	Terri Beaupre	That Council engage a third party to assist with the Chief Administrative Officer annual performance evaluation as discussed in Closed Session.	Joulia Whittleton	15 May 2026	COMPLETE	Joulia Whittleton 01 Jun 2026 09:50:25 AM A consultant is engaged. Completed.
9	CM20260504.055	Kurt Balderston	That Council take no action on the Request for Reeve and Council Attendance at the Veterans Memorial Golf Classic.	Joulia Whittleton	15 May 2026	COMPLETE	Joulia Whittleton 01 Jun 2026 09:47:54 AM The organizers were notified that the Reeve is unable to attend due to prior commitment. Completed.
10	CM20260525.055		That Councillors who wish to participate in the Transportation and Economic Corridors Peace Region Golf Tournament to be held on July 9, 2026, at the Grande Prairie Golf & Country Club be authorized to participate with funding for the registration fees of $215 per person to come from Council's budget.	Joulia Whittleton	30 Jun 2026	COMPLETE	Joulia Whittleton 01 Jun 2026 09:44:37 AM Registration is completed. File closed.

11	CM20260608.023	Kurt Balderston	That Council authorize the Reeve and County Manager to proceed with signing the Articles of Association and other applicable incorporation documents establishing Invest NW Alberta Ltd. in partnership with the City of Grande Prairie and Municipal District of Greenview, subject to approval by all members.	Joulia Whittleton	30 Jun 2026	In Progress	Joulia Whittleton 09 Jun 2026 02:24:42 PM This will be done in due course. The approval motion was sent to the RMRF representative.
12	CM20260608.024	Bob Chrenek	That Council direct Administration to submit the names of Reeve Amanda McDonald and Councillor Terri Beaupre as the County of Grande Prairie's Director appointees to Invest NW Alberta Ltd. Board of Directors.	Joulia Whittleton	22 Jun 2026	COMPLETE	Joulia Whittleton 09 Jun 2026 02:23:19 PM The information was sent to RMRF representative for corporate filing. Completed.
13	COW20260507.005	Brian Peterson	That the Committee of the Whole direct Administration to bring back Policy F17 – Councillor Information Request to a future Regular Council or Committee of the Whole Meeting for review in 6 months.	Joulia Whittleton	30 Nov 2026	In Progress	Joulia Whittleton 01 Jun 2026 09:46:08 AM This item will be presented to Council at November 2026 COW meeting.
14	BM20260422.007	Brian Grant	That Council direct Administration to commence reclamation work and the process to have the Brainard Lake Recreational Lease REC1584 return to vacant Crown land at an estimated cost in the amount of $16,410 with funding to come from General Operating Reserve.	Lee Brachmann	11 Dec 2026	In Progress	Tracy Green 14 May 2026 03:12:31 PM In progress. Recreation and Culture administration is coordinating with Lands regarding the non-renewal of the lease.
15	BM20260422.024	Brian Lieverse	That Council direct Administration to defer the funding for Brainard Lake Reclamation in the amount of $16,410 to 2027 Interim Budget.	Lee Brachmann	11 Dec 2026	In Progress	Tracy Green 06 May 2026 11:16:17 AM In progress
16	CM20230828.022	Leanne Beaupre	That Council direct Administration to work with the City of Grande Prairie Administration in establishing a policy or procedure for early engagement and engaging with non-profit organizations in hosting regional events and sporting games.	Lee Brachmann	30 Jun 2026	In Progress	Tracy Green 29 Apr 2026 04:26:28 PM In progress; (previous due date May 1/26); confirming the next date for ICC meeting with the City of Grande Prairie. Tracy Green 20 Mar 2026 09:03:49 AM In progress (previous due date March 31/26). This item will be brought forward to the next ICC meeting with the City of Grande Prairie. Tracy Green 18 Dec 2025 02:38:58 PM In progress (previous due date December 31/25); the Letter of Understanding will be brought forward to a future meeting as the December ICC meeting with the City of Grande Prairie was designated as a training session. Tentative date for next ICC meeting is March 2026.
17	CM20231016.004	Leanne Beaupre	That Council direct Administration to engage the Off-Highway Vehicle Association, the City of Grande Prairie, Alberta Environment and Protected Areas, and the affected private landowners in discussions regarding a solution on the Off-Highway Vehicle access to public lands south of Bear Creek and the use of the Taylor Environmental Reserve and to bring a recommendation to a future Council meeting for Council's consideration.	Lee Brachmann	30 Jun 2026	In Progress	Tracy Green 26 Mar 2026 10:54:28 AM In progress (due date remains June 30/26). Administration has a meeting set with the Government of Alberta's representative for the implementation of the Wapiti Trail Management Plan (WTMP) to seek clarity on the direction provided in the plan. Stakeholder meetings have started, beginning with conversations with the Wapiti Trail organization. Tracy Green 19 Mar 2026 04:11:51 PM In progress (previous due date March 31/26). The final Wapiti Trail Management Plan has now been released to the public and has zoned the parcel of land to the south for non-motorized vehicles. As a result, administration is working with multiple internal and external stakeholders, including the GOA to determine any possible solutions.
18	CM20231016.005	Karen Rosvold	That Council table the approval of Community Facility Inventory and Community Group Organizational Assessment Scorecard program to the October 31, 2023 Regular Council Meeting to allow Administration to provide more information including the Score Card and the list of facilities.	Lee Brachmann	30 Jun 2026	In Progress	Tracy Green 29 Apr 2026 04:21:38 PM In progress (previous due date April 30/26): consultant will engage with Council prior to finalizing the Strategic Plan. Due date extended to reflect the timeline for engagement and finalizing plan. Tracy Green 19 Mar 2026 03:57:38 PM In progress (previous due date March 31/26). This item is reliant on the Recreation Strategic Plan to allow for framework regarding the scorecard. The due date has been updated to reflect the final draft of the plan which is expected in April 2026. Tracy Green 29 Jan 2026 11:32:06 AM In progress (previous due date Jan. 31/26); this item is reliant on the Recreation Strategic Plan to allow for framework regarding the scorecard. This will be included in the Strategy and ideally presented alongside the strategy. Due date has been adjusted to align with projected completion of the Strategy.

19	CM20241030.007	Kurt Balderston	That Council direct Administration to bring back recommendations on an internal process for recreation infrastructure project requests on County land to a future Committee of the Whole meeting for discussion.	Lee Brachmann	30 Jun 2026	In Progress	Tracy Green 29 Apr 2026 04:22:48 PM In progress (previous due date April 30/26): consultant will engage with Council prior to finalizing the Strategic Plan. Due date extended to reflect the timeline for engagement and finalizing plan. Tracy Green 19 Mar 2026 04:01:00 PM In progress (previous due date Mar. 31/26). The "What we heard" and "What we learned" reports are expected to be completed and circulated shortly in March. The final plan will be complete in April as per the Consultant's original timeline. Tracy Green 09 Mar 2026 09:26:09 AM In progress (no change to estimated completion date); public consultation has now concluded, and the consultants are on to the next phase, compiling the "What We Heard" report. Tracy Green 26 Jan 2026 01:48:05 PM In progress (no change to due date); initial consultation with facilities and user groups has been completed. Public engagement for the plan has begun with a resident survey open until February 24. Focus groups will take place at the end of February. Tracy Green 08 Dec 2025 10:07:20 AM In progress (no change to due date); development of the Recreation Strategic Plan is on track with public consultation anticipated to begin in January 2026. Tracy Green 12 Aug 2025 09:17:51 AM
20	CM20250623.014	Peter Harris	That Council direct Administration to work with the RCMP on a Crown Construct option for the building of a policing facility in the Clairmont area that would include: a negotiated lease for Clairmont Municipal Police Services Agreement positions, a negotiated sale of the County's owned land designated for this project, and consideration of County capital funding for Regional Enforcement Services. Any capital funding requests are to be presented to Council for further direction.	Lee Brachmann	30 Jun 2026	In Progress	Tracy Green 19 Mar 2026 03:43:56 PM In progress (previous due date March 31/26). The latest update from RCMP indicates this project will be included in their Cycle 4 project list from 2027 to 2032. The County has been advised informally that the rural detachment building project is a priority. Tracy Green 29 Jan 2026 02:02:01 PM In progress (previous due date Jan. 31/26). On January 16, 2026, County administration met with the RCMP Western Alberta District Commander and briefed him on the project so that he can make inquiries on his side.
21	CM20250714.011	Peter Harris	That Council direct Administration to draft a bylaw to establish a Municipal Policing Committee for the County of Grande Prairie and bring the draft bylaw to a future Regular Council meeting for Council's consideration.	Lee Brachmann	30 Jun 2026	In Progress	Tracy Green 09 Jun 2026 11:42:58 AM In progress (due date unchanged); the draft bylaw is being reviewed by Legislative Services. Tracy Green 29 Apr 2026 04:33:27 PM In progress (previous due date May 1, 2026), the legal review is complete and adjustments being made to the draft bylaw. Tracy Green 19 Mar 2026 03:46:29 PM In progress (previous due date March 31/26). The draft bylaw is out for legal review. Tracy Green 03 Mar 2026 08:53:58 AM In progress (previous due date Feb. 23/26); GM Brachmann has completed his review of the draft bylaw, and all identified items were addressed. The draft bylaw is ready for legal review.
22	CM20260309.003	Terri Beaupre	That Council direct Administration to bring a summary of all operational grants offered by the County, including the processes involved prior to disbursement, to a future Committee of the Whole Meeting for review and discussion.	Lee Brachmann	25 Jun 2026	In Progress	Tracy Green 16 Mar 2026 11:05:10 AM In progress (estimated date for completion is June 25, 2026); administration has begun reviewing and making proposed changes to the current policies. Recommendations will be brought forward to Committee of the Whole for review.
23	CM20260413.032	Kurt Balderston	That Council direct Administration to implement measures to enable the deployment of additional staff during the forecasted conditions, as presented, to reduce the response times out of the rural response, contract, and full-time stations during the peak burn period and to retain helicopter resources for up to 6 days following the lifting of a fire ban where another ban may be imminent for a total cost of up to $212,882.45 with funding to come from the Environmental Emergency Reserve.	Lee Brachmann	31 Oct 2026	In Progress	Tracy Green 16 Apr 2026 02:44:06 PM In progress (previous due date April 30/26). Extended due date to the end of fire season, October 31, 2026, for full response. Tracy Green 14 Apr 2026 01:12:18 PM In progress

24	CM20260413.037	Brian Peterson	That Council direct Administration to develop a grant program for High School Graduation Planning Committees, including consideration of funding levels based on the amount of County students attending, and bring back findings to a future Council Meeting.	Lee Brachmann	30 Jun 2026	In Progress	Tracy Green 14 Apr 2026 03:29:29 PM In progress; administration plans to bring this new grant forward with the rest of our grants in June 2026.
25	CM20260504.006	Terri Beaupre	That Council direct Administration to proceed with construction of the Wapiti Bridge Trail Connector, as outlined in Class C Project Estimate (with a gravel pad parking lot), for a total project cost in the amount of $254,183 with funding to come from the Year End Carry Forward Projects Reserve of $200,000 and $54,183 from General Capital Reserve.	Lee Brachmann	31 Oct 2026	In Progress	Tracy Green 08 May 2026 09:36:15 AM The Recreation and Culture portion of this project is complete. Transportation and Utilities will oversee the construction phase of the project. Tracy Green 06 May 2026 11:16:44 AM In progress.
26	CM20260504.022	Kurt Balderston	That Council direct Administration to explore a site in Whispering Ridge and the Old Clairmont for a cement pad for summer recreation and winter skating.	Lee Brachmann	13 Jul 2026	In Progress	Tracy Green 06 May 2026 11:49:37 AM In progress; Recreation and Culture is working with Planning to coordinate possible sites. Following site identification, quotes for the work will be obtained. We aim to return to Council in July 2026.
27	CM20260504.041	Brian Lieverse	That Council direct Administration to proceed with Item 6.6 - Personnel as discussed in Closed Session.	Lee Brachmann	30 Jun 2026	In Progress	Tracy Green 06 May 2026 11:17:38 AM In progress
28	CM20260504.043	Terri Beaupre	That the County of Grande Prairie enter into an agreement with Forest Resource Improvement Association of Alberta (FRIAA) under the Community Fireguard Program to complete Priority Areas 1 and 2 as identified in the 2025 Wildfire Mitigation Strategy, with in-kind contributions in the amount $20,250, and funding for consultant services and Indigenous and community engagement costs in the amount of $79,750 to come from the General Operating Reserve, subject to FRIAA project approval.	Lee Brachmann	28 Jul 2026	In Progress	Tracy Green 06 May 2026 11:17:58 AM In progress.
29	CM20260504.044	Terri Beaupre	That the County of Grande Prairie enter into an agreement with Forest Resource Improvement Association of Alberta (FRIAA) for the Fire Smart Media and Community Education Grant in the amount of $21,650 and in-kind contribution in the amount of $10,480 with funding to come from the current approved operating budget.	Lee Brachmann	02 Jun 2026	COMPLETE	Tracy Green 27 May 2026 03:54:24 PM Item completed. The grant agreement has been fully signed and the project is underway. Tracy Green 06 May 2026 11:18:18 AM In progress
30	CM20260504.057	Karen Rosvold	That Council approve the Cellular Connectivity Upgrade Project at Evergreen Park and the related funding request from the Grande Prairie Regional Agricultural and Exhibition Society in the amount up to $63,978 to address the projected funding shortfall, with funding to come from the unallocated 2026 Capital Grants budget, with any remaining costs to be addressed through additional external funding or future budget consideration.	Lee Brachmann	22 May 2026	COMPLETE	Tracy Green 22 May 2026 10:19:52 AM Item completed. The funding agreement has been signed by all parties, and payment entered. Tracy Green 06 May 2026 11:54:15 AM In progress for payment of funds to Evergreen Park.
31	CM20260525.005	Brian Lieverse	That Council accept the verbal update on the Hythe Brine Line Project for information and approve Administration to access up to $300,000 in additional funding from General Operating Reserve to complete the remediation requirements for the project, with Administration to provide Council with a detailed cost analysis once further information becomes available.	Lee Brachmann	06 Nov 2026	In Progress	Tracy Green 26 May 2026 02:30:02 PM In progress; Recreation and Culture administration is working with Municipal Utilities and Facilities to complete this task.
32	CM20260525.036	Brian Lieverse	That Council appoint the respective recipient as the County Youth Ambassador for the County of Grande Prairie for a term of one year starting May 26, 2026 as discussed in Closed Session.	Lee Brachmann	29 May 2026	COMPLETE	Tracy Green 01 Jun 2026 02:18:04 PM Item completed; the appointment has been made for the 2026 County Youth Ambassador. Tracy Green 26 May 2026 02:35:03 PM In progress.
33	CM20260525.038	Kurt Balderston	That Council direct Administration to proceed with the development of an off-leash dog park in the Hamlet of Clairmont located at S-25-72-6-W6 with the entrance on 107A Avenue utilizing the existing baseball diamond fencing at the estimated cost of $18,598.65 with funding to come as per Policy C40 - Divisional Equitable Fiscal Allocation, Division 2.	Lee Brachmann	19 Oct 2026	In Progress	Tracy Green 15 Jun 2026 11:59:03 AM In progress; administration is gathering more quotes for additional amenities and the procurement process for fencing. Tracy Green 26 May 2026 02:27:02 PM In progress

34	CM20260525.039	Kurt Balderston	That Council direct Administration to proceed with the development of an off-leash dog park in Whispering Ridge at NW-2-72-6-W6 with the entrance on 149 Avenue, as presented at the estimated cost of $21,829.62 with funding to come as per Policy C40 - Divisional Equitable Fiscal Allocation, Division 2.	Lee Brachmann	10 Jul 2026	In Progress	Tracy Green 15 Jun 2026 12:01:18 PM In progress; at this time, it's been indicated that this motion is under further consideration. Administration is waiting for formal action. Tracy Green 26 May 2026 02:27:27 PM In progress.
35	CM20260525.040	Kurt Balderston	That Council direct Administration to explore alternative pricing options for benches, waste bins, and signage for the two approved off-leash dog parks.	Lee Brachmann	10 Aug 2026	In Progress	Tracy Green 05 Jun 2026 09:43:21 AM In progress; administration has begun comparing costs and gathering alternatives with the intent to bring this forward at the August 10, 2026 Regular Council meeting. Tracy Green 26 May 2026 02:30:46 PM In progress.
36	CM20260525.041	Kurt Balderston	That the Clairmont Detachment Building Project Committee be disbanded as the Committee is no longer able to fulfill its mandate.	Lee Brachmann		COMPLETE	Tracy Green 27 May 2026 04:00:13 PM Item complete as the motion was made by Council to disband the Clairmont Detachment Building Project Committee. Tracy Green 26 May 2026 02:43:41 PM In progress.
37	CM20260525.051	Kurt Balderston	That Council approve the sponsorship request from the Grande Prairie Youth Emergency Shelter Society for the 14th Annual Odyssey House Sunrise House Golf Tournament fundraiser in the amount of $1,500 with funding to come from the 2026 Community Assistance Grant.	Lee Brachmann	03 Jun 2026	COMPLETE	Tracy Green 03 Jun 2026 04:27:21 PM Item complete and processed for payment.
38	CM20260525.052	Brian Grant	That Council approve the sponsorship request from the Resource Center for Suicide Prevention (RCSP) for the RCSP Charity Classic Golf Tournament in the amount of $1,000 with funding to come from the 2026 Community Assistance Grant.	Lee Brachmann	03 Jun 2026	COMPLETE	Tracy Green 03 Jun 2026 04:28:08 PM Item complete and processed for payment.
39	CM20260525.054	Terri Beaupre	That Council approve the sponsorship request from the Sexsmith & District Community Foundation for the Sexsmith & District Community Foundation Golf Tournament in the amount of $500 with funding to come from the 2026 Community Assistance Grant.	Lee Brachmann	03 Jun 2026	COMPLETE	Tracy Green 03 Jun 2026 04:28:35 PM Item complete and processed for payment.
40	CM20260525.057	Brian Lieverse	That Council approve the sponsorship request from the Friends of Grande Prairie Aboriginal Circle of Services Society for the 7th Annual Grande Prairie Traditional Pow Wow in the amount of $14,879.77 with funding to come from the 2026 Community Assistance Grant.	Lee Brachmann		COMPLETE	Tracy Green 16 Jun 2026 08:59:42 AM Item completed. Payment will be paid directly to Evergreen Park (as requested by the Society) and will be invoiced after the event. Tracy Green 05 Jun 2026 09:48:31 AM In progress
41	CM20260608.019	Karen Rosvold	That Council direct Administration to submit the following community safety priorities for inclusion in the Grande Prairie Rural / Clairmont RCMP Detachment Community Priorities Plan for the RCMP's 2026 - 2027 fiscal year: •Relationship building with the community; •Community engagement; •Crime prevention; and •Enhanced service delivery.	Lee Brachmann		In Progress	Tracy Green 09 Jun 2026 02:26:25 PM In progress.
42	CM20260608.020	Brian Grant	That Council direct Administration to submit the following community safety priorities for inclusion in the Beaverlodge RCMP Detachment Community Priorities Plan for the RCMP's 2026 - 2027 fiscal year: •Crime reduction; •Traffic/road safety; •Clear and accountable communication between the RCMP and ratepayers; •Off Highway Vehicle issues; and •Trespassing.	Lee Brachmann		In Progress	Tracy Green 09 Jun 2026 02:30:39 PM In progress.
43	CM20260608.028	Marty Tissington	That Council direct Administration to proceed as discussed in Closed Session.	Lee Brachmann		In Progress	Tracy Green 09 Jun 2026 02:39:06 PM In progress.

44	CM20260608.029	Karen Rosvold	That Council approve the 2026 Cemetery Improvement Grant requests for a total amount of $40,000 as shown in the table below with funding to come from the 2026 Cemetery Improvement Grant program budget: Cemetery Name Grant Amount Approved Teepee Creek Cemetery $5,000 Elmworth Cemetery $5,000 Hythe Cemetery $5,000 Halcourt Cemetery $5,000 Riverview Cemetery $5,000 St. John's Lutheran Cemetery $5,000 Valhalla Cemetery $5,000 Webster Community Cemetery $5,000 Total $40,000	Lee Brachmann		In Progress	Tracy Green 15 Jun 2026 01:23:00 PM In progress.
45	CM20260608.030	Karen Rosvold	That Council transfer the unallocated funds from the 2026 Cemetery Improvement Grant Program in the amount of $10,000 to the Community Grants Reserve.	Lee Brachmann		In Progress	Tracy Green 15 Jun 2026 01:23:23 PM In progress
46	CM20260608.031	Karen Rosvold	That Council approve the 2026 Recreation Advisory Board Operating Assistance grant allocations as presented and recommended by the County's Recreation Advisory Boards for a total amount of $199,395 with funding to come from the 2026 Operating Assistance budget, as shown in the table below: Recreation Advisory Board 2026 Grant Amount Approved Clairmont-Bezanson Recreation Advisory Board $33,670 Sexsmith-La Glace-Teepee Creek Recreation Advisory Board $27,500 Hythe-Demmitt-Valhalla Recreation Advisory Board $28,800 Beaverlodge-Elmworth-Huallen Recreation Advisory Board $33,990 Grande Prairie and Area Recreation Advisory Board $40,435 Wembley-Dimsdale-Saskatoon Recreation Advisory Board $35,000 Total $199,395	Lee Brachmann		In Progress	Tracy Green 15 Jun 2026 01:23:52 PM In progress
47	CM20260608.033	Brian Lieverse	If the TC Energy Community Investment Program grant application is successful: That Council direct Administration to proceed with the purchase of the M400 drone, H30T Camera and 2-year coverage plan for the total amount of $25,000 with funding to come from the TC Energy Community Investment Program grant and training for 2 drone pilots with funding to come from the current Regional Fire Services operational budget.	Lee Brachmann		In Progress	Tracy Green 09 Jun 2026 02:42:35 PM In progress.
48	CM20260608.034	Brian Lieverse	If the TC Energy Community Investment Program grant application is not successful: That Council take no action on the purchase of the M400 drone, H30T Camera and 2-year coverage plan for a total amount of $25,000.	Lee Brachmann		In Progress	Tracy Green 09 Jun 2026 02:45:07 PM In progress
49	CM20260608.035	Brian Peterson	That Council approve the funding request from the Hythe Heritage & Historical Society in the amount of $5,000 to contract a third party to complete the Society's dissolution requirements, with funding to come from the 2026 Community Assistance Grant.	Lee Brachmann	17 Jul 2026	In Progress	Tracy Green 15 Jun 2026 01:22:30 PM In progress.

50	CM20260608.036	Brian Peterson	That Council approve Administration to act as the primary contact, as requested by the Hythe Heritage & Historical Society for the third-party contract required to complete the Society's dissolution.	Lee Brachmann	17 Jul 2026	In Progress	Tracy Green 15 Jun 2026 01:26:25 PM In progress
51	CM20260608.037	Brian Lieverse	That Council approve the 2026 Crime Prevention Work Plan as presented.	Lee Brachmann		In Progress	Tracy Green 15 Jun 2026 01:26:45 PM In progress
52	CM20260608.039	Kurt Balderston	That Council approve the sponsorship request from the Grande Prairie Women's Residence Association (operating as) Odyssey House for the 2026 GrandeCon event in the amount of $3,000 (Volunteer Champion) with funding to come from the 2026 Community Assistance Grant.	Lee Brachmann		In Progress	Tracy Green 15 Jun 2026 01:27:07 PM In progress
53	CM20260608.041	Brian Lieverse	That Council approve the funding request from the Rotary Club of Grande Prairie in the amount of $7,500 (Gold Sponsor) for the Grande Prairie Regional Airshow with funding to come from the 2026 Community Assistance Grant.	Lee Brachmann		In Progress	Tracy Green 15 Jun 2026 01:27:56 PM In progress
54	COW20250522.002	Brian Peterson	That the Committee of the Whole direct Administration to amend Bylaw #3098 being the Community Standards Bylaw to include an offence specific to grass length and to add a schedule referencing urbanized areas where the offence is enforceable and punitive fines associated with the offence and bring back the amended bylaw to a future Regular Council meeting for consideration.	Lee Brachmann	30 Jun 2026	In Progress	Tracy Green 29 Apr 2026 04:36:34 PM In progress (previous due date May 1/26); final review of the draft bylaw being completed then it will be sent for legal review. After legal review administration will address any identified items, then present to General Managers. Tracy Green 20 Mar 2026 09:10:47 AM In progress (Previous due date Feb. 9, 2026); administration is completing final review of the draft bylaw, then it will be sent for legal review. After legal review, administration will address any identified items, then present to General Managers. Tracy Green 08 Dec 2025 09:41:41 AM In progress (previous due date Dec 19/25); General Manager Brachmann is reviewing the draft bylaw then it will proceed to a legal review. Once review is complete and any changes addressed, it will be presented to General Managers for review.
55	COW20250522.003	Peter Harris	That the Committee of the Whole direct Administration to continue with negotiations into a long-term road agreement with the existing LOC771219 holder, Cenovus Energy Inc., for the road LOC771219 at Red Willow Falls to the satisfaction of the Ministry of Forestry and Parks.	Lee Brachmann	31 Aug 2026	In Progress	Tracy Green 29 Apr 2026 04:12:40 PM In progress (previous due date May 4/26); task is in progress with Transportation and Utilities. Tracy Green 19 Mar 2026 03:53:31 PM In progress (previous due date March 31/26). This task is still in progress with Transportation and Utilities. Tracy Green 18 Feb 2026 03:53:20 PM In progress (previous due date Jan. 31/26); this item is still with Transportation & Utilities to work with Cenovus and the Ministry on an agreement to explore trail management options.
56	COW20260123.003	Karen Rosvold	That Committee of the Whole direct Administration to amend Policy G10 - Family and Community Support Services Grants as discussed and bring back the amended Policy to a future Regular Council meeting for review and consideration.	Lee Brachmann	30 Jun 2026	In Progress	Tracy Green 13 Apr 2026 04:28:44 PM In progress (previous due date Apr. 20/26). This work is tied to the work Recreation and Culture is doing on their operational grant policies, subsequent to motion CM20260309.003. Extending due date to coincide with that task. Tracy Green 29 Jan 2026 09:03:15 AM In progress.
57	COW20260123.006	Terri Beaupre	That the Committee of the Whole direct Administration to develop a policy for the Event Permit Program with regard to Public and Private lands with the option to include any required fees on the Schedule of Fees, Rates and Charges Bylaw and bring the draft policy to a future Committee of the Whole Meeting for review and consideration.	Lee Brachmann	30 Jun 2026	In Progress	Tracy Green 29 Jan 2026 11:27:33 AM In progress, this project requires research and coordination with other municipalities to discuss how they are handling permits for private events.

58	CP20260331.008	Kurt Balderston	That the Crime Prevention Committee direct Administration to forward the following recommendations regarding community safety themes for inclusion in the Grande Prairie Rural/Clairmont RCMP Detachment Community Priorities Plan for the RCMP's 2026 - 2027 fiscal year: • Relationship building with the community • Community engagement • Crime prevention • Enhanced service delivery	Lee Brachmann	08 Jun 2026	COMPLETE	Tracy Green 09 Jun 2026 02:27:58 PM Item completed. Presentation to Council was made on June 8, 2026, and subsequent motion #CM20260608.019 to approve the priorities was made. Tracy Green 27 May 2026 04:04:18 PM In progress (previous due date May 30/26); RCMP are invited to present community priorities to Council on June 8, 2026. Tracy Green 29 Apr 2026 03:44:00 PM In progress; RCMP will be invited to present community priorities to Committee of the Whole on May 22, 2026.
59	CP20260331.009	Brian Peterson	That the Crime Prevention Committee recommend to Council to direct Administration to forward the following recommendations regarding community safety themes for inclusion in the Beaverlodge RCMP Detachment Community Priorities Plan for the RCMP's 2026 - 2027 fiscal year: Crime reduction Traffic/road safety Clear and accountable communication between the RCMP and ratepayers Off Highway Vehicle issues Trespassing	Lee Brachmann	08 Jun 2026	COMPLETE	Tracy Green 09 Jun 2026 02:31:50 PM Item completed. Presentation to Council was made on June 8, 2026, and subsequent motion #CM20260608.020 to approve the priorities was made. Tracy Green 27 May 2026 04:02:12 PM In progress (previous due date May 30/26); RCMP are invited to present community priorities to Council on June 8, 2026.
60	CP20260331.010	Brian Grant	That the Crime Prevention Committee recommend to Council to approve the 2026 Crime Prevention Work Plan as amended.	Lee Brachmann	12 Jun 2026	COMPLETE	Tracy Green 09 Jun 2026 02:35:30 PM Item completed. Presentation was made on June 8, 2026, and subsequent motion #CM20260608.037 to approve the Plan was made. Tracy Green 15 May 2026 11:05:03 AM In progress (previous due date May 30, 2026). Presentation to Council is planned for June 8, 2026 Regular Council meeting.
61	DM20260421.007	Amanda McDonald	That the Clairmont Detachment Building Project Committee recommend to Council that the Clairmont Detachment Building Project Committee be disbanded as the Committee is no longer able to fill its mandate.	Lee Brachmann	25 May 2026	COMPLETE	Tracy Green 26 May 2026 02:38:58 PM Item is complete. Presentation was made on May 25, 2026, and subsequent motion CM20260525.041 was made. Tracy Green 14 May 2026 12:02:04 PM In progress. This matter is on the agenda for Council consideration at the Regular Council meeting on May 25, 2026. Tracy Green 06 May 2026 11:15:30 AM In progress.
62	FCSS20250715.003		That the FCSS Advisory Board direct Administration to transition funding into existing grant programs and update Policy K6 – Community Assistance Grant and Policy K15 – Operating Assistance – Recreation Advisory Boards to reflect the changes as discussed and bring back to a future Regular Council meeting for Council's consideration.	Lee Brachmann	25 Jun 2026	In Progress	Tracy Green 20 Mar 2026 11:06:51 AM In progress (previous due date April 4/26), this work is tied to the work Recreation and Culture is doing on their policies, subsequent to motion CM20260309.003. Extending due date to coincide with that task. Tracy Green 17 Feb 2026 10:00:38 AM In progress (previous due date Feb. 27/26); Due to the need to circulate the policy updates and schedule presenters, administration will bring this policy to the March 26 Committee of the Whole meeting. Tracy Green 15 Jan 2026 02:11:58 PM In progress (previous due date Jan 30/26); upon review, Recreation & Culture administration determined that changes to Policy K6 impact required changes to Policies K14, K15, K11, and K20. More time is required.
63	FCSS20260505.003	Karen Rosvold	That the Family and Community Support Services (FCSS) Advisory Board direct Administration to undertake a community consultation and engagement process related to FCSS and social programming needs, and to present the results at a future FCSS Advisory Board meeting to support priority setting and FCSS services.	Lee Brachmann	29 Jan 2027	In Progress	Tracy Green 11 May 2026 01:20:28 PM In progress; administration will bring the matter to Council, if needed, and will begin the planning for community consultation and engagement.

64	CM20260608.032	Brian Lieverse	That Council transfer the unallocated funds from the 6 Recreation Advisory Boards in the amount of $42,545 to the Community Grants Reserve.	Lee Brachmann		In Progress	
65	CM20220110.030	Bob Marshall	That Council direct Administration to proceed with activities as necessary to obtain title to the lands under DML800162 with the trade of lands being the preferred option.	Nick Lapp	31 Mar 2027	In Progress	Nick Lapp 21 Nov 2025 11:22:41 AM UPDATE: Provincial staff have provided updates indicating that they were not able to complete the field work required as part of the process this year and therefore will be looking to the 2026 field season to complete their inspections. This will delay the process by approximately 1 year. Nick Lapp 07 Nov 2025 10:56:54 AM Provincial Staff have become un-responsive. Escalating to ADM. Nick Lapp
66	CM20240812.010	Brian Peterson	That Council direct Administration to enter into encroachment agreements for the purpose of registering a caveat, pursuant to Section 651.2 of the Municipal Government Act, against the certificate of titles on SE-23-73-11-W6 and Plan 8721804; ; Lot 4; Pt. SE-23-73-11-W6 for the structures that are encroaching upon Service Road Plan 852 0959.	Nick Lapp	01 Sep 2026	In Progress	Nick Lapp 28 Nov 2025 09:45:45 AM Received Time Extension request for subdivision application from Landowner Nick Lapp 07 Nov 2025 10:50:09 AM Waiting on endorsement documents from applicant. Nick Lapp 19 Sep 2025 10:05:12 AM Endorsement still pending.
67	CM20241007.009	Leanne Beaupre	That Council direct Administration to refer the discussion of viable alternatives for the Grazing Lease Program to the Committee of the Whole for further direction.	Nick Lapp	30 Jun 2026	In Progress	Nick Lapp 16 Mar 2026 01:22:55 PM Updating surplus land policy to include recommended criteria for disposal. Parcels will be brought in to Council with recommendations following policy update. Nick Lapp 19 Sep 2025 10:03:18 AM Land Task force meeting scheduled for October. Nick Lapp 19 Mar 2025 03:42:08 PM Realtor doing comparables analysis for presentation. Nick Lapp 09 Jan 2025 10:32:00 AM Included in Land Catalogue project approved in 2025 interim budget.
68	CM20250210.027	Steve Zimmerman	That Council deem the Plan 0325496; Lot 2MR and Lot 3MR as surplus and direct Administration to proceed with the sole source sale and consolidation of both parcels to the adjoining respective parcels as the lowest cost alternative to resolve the issues arising from the RGE RD 74 grading project completed in 2023 and subject to all advertising requirements and legislative process for MR designation removals being met prior to the transfer. With the market value of the surplus parcels identified by Administration to be allocated from the Capital Project for RGE RD 74 (Grading) to the Reserve for Municipal Reserve.	Nick Lapp	30 Jun 2026	In Progress	Nick Lapp 16 Mar 2026 12:20:52 PM Sending final notice to landowner. To date, they are refusing to sign the purchase agreement. April 15 deadline to respond and will bring back to Council for direction if not signed. Nick Lapp 07 Nov 2025 10:43:56 AM UPDATE: Still negotiating purchase agreements. Nick Lapp 19 Sep 2025 09:58:49 AM UPDATE: still waiting on signed agreements from Landowner.

69	CM20250520.015	Bob Chrenek	That Council deem the portion of the undeveloped road allowance west of Pt. SW-31-74-5-W6 (C. of T. 232206372) as surplus and direct Administration to enter into a sole source sale at the offered price subject to the adoption of a road closure bylaw and the purchaser agreeing to the terms of the purchase agreement as discussed in closed session with the Applicant being responsible for all survey and transfer costs.	Nick Lapp	01 Jun 2026	In Progress	Nick Lapp 28 Nov 2025 09:42:11 AM Public Hearing Complete. 1st Reading of bylaw received. Sent to ATEC for approval. Nick Lapp 07 Nov 2025 10:34:47 AM Public Hearing scheduled for November 24, 2025 Nick Lapp 19 Sep 2025 09:56:17 AM Purchase agreement complete. Road Closure Bylaw in process. Nick Lapp 11 Jul 2025 09:44:09 AM Purchase agreement drafted. Draft being reviewed.
70	CM20250811.008	Leanne Beaupre	That Council direct Administration to reevaluate the potential market value of Plan 2020659; Block 1; Lot 1 within Pt. NE-20-70-5-W6 once the County has completed the gravel extraction activities on this site and bring the updated market value back to Council for consideration.	Nick Lapp	30 Oct 2026	In Progress	Nick Lapp 13 Aug 2025 09:01:03 PM Marketing of the site through Economic Development continues while gravel crushing operations proceeds.
71	CM20250825.045	Peter Harris	That Council direct Administration to conduct an analysis of potential relocation sites for the existing recreational infrastructure, including associated costs and drainage management considerations, and present the findings at a future Regular Council meeting prior to deliberating the potential disposal of Plan 1927BQ; Block 3; Lots 7 and 8 within Pt. SW-25-72-6-W6.	Nick Lapp	31 Jul 2026	In Progress	Nick Lapp 12 May 2026 09:32:50 AM UPDATE: Proponent has indicated they are exploring a few options but remain interested in the site. Administration is following up with final offers before bringing back to Council for direction Nick Lapp 16 Mar 2026 12:11:19 PM Review complete. Presented options to the Proponent. Awaiting response. The Proponent is reviewing options and considering expanding their offer to purchase for additional lands for the project. Awaiting response.
72	CM20250825.046	Peter Harris	That Council conditionally deem Plan 1927BQ; Block 3; Lots 7 and 8 within Pt. SW-25-72-6-W6 as surplus and direct Administration to proceed with a sole-source sale based on the third-parties offer to purchase, subject to the adoption of the appropriate Land Use Bylaw amendment and issuance of a development permit for the proposed use as identified in Closed Session.	Nick Lapp	31 Jul 2026	In Progress	Nick Lapp 12 May 2026 09:31:58 AM UPDATE: Proponent has indicated they are exploring a few options but remain interested in the site. Administration is following up with final offers before bringing back to Council for direction. Nick Lapp 16 Mar 2026 12:09:13 PM Proponent is reviewing options and considering expanding their offer to purchase for additional lands for the project. Awaiting response.
73	CM20250908.010	Kurt Balderston	That Council direct Administration to conduct a comprehensive evaluation utilizing encroachment agreements and caveated rights-of-ways as possible mitigation strategies to address the encroachment concerns within the Public Utility Lots along the perimeter of the Westlake Village subdivision.	Nick Lapp	31 Aug 2026	In Progress	Nick Lapp 16 Mar 2026 12:06:50 PM Administration is preparing a work plan and budget to achieve this motion. Nick Lapp 15 Jan 2026 09:51:34 AM Administration is bringing an update to the February 2026 COW meeting.
74	CM20250908.012	Peter Harris	That Council direct Administration to amend Bylaw #2680 being the Land Use Bylaw and integrate the content of Bylaw #3222 being the Subdivision Authority Bylaw along with any discussed changes in the Administrative Section of the Land Use Bylaw during the update and bring it to a future Council meeting for review and approval.	Nick Lapp	30 Jul 2026	In Progress	Nick Lapp 16 Mar 2026 12:05:21 PM Amendments drafted and under review / circulation for comments and revisions. Nick Lapp 19 Sep 2025 09:38:13 AM Administration is compiling amendments.
75	CM20260223.043	Brian Lieverse	That Council deem Plan 682EO; Block 3; Lot 25; within Pt. NW-13-73-11 W6 as surplus and direct Administration to assess and prepare the property for disposal as discussed in Closed Session with the findings to be brought to a future Council Meeting for consideration.	Nick Lapp	30 Jun 2026	In Progress	Nick Lapp 16 Mar 2026 11:55:56 AM Administration is compiling information.
76	CM20260323.013	Terri Beaupre	That Council direct Administration to obtain Tax Forfeiture Title and engage the County's contracted realtor, Century 21, on the disposal of the following unsold properties from the 2025 tax sale and authorize Administration to accept offer within the granted allowance as discussed in Closed Session: •Roll #222900 - NW-23-71-05-W6 LINC 0039150263 •Roll #2363100 - 1425133;1;5 Pt. SW-23-72-6-W6 LINC 0036406312 •Roll #2363600 - 1425133;2;4 Pt. SW-23-72-6-W6 LINC 0036406361 •Roll #350700 - SW-23-72-6-W6 LINC 0036406270	Nick Lapp	30 Jun 2026	In Progress	Nick Lapp 07 May 2026 02:48:46 PM Request sent to Land Titles.

77	CM20260504.039	Brian Lieverse	That Council deem the portion of undeveloped Road Allowance lying west of Pt. NW-19-70-10-W6 (C of T 202108624001), and Plan 7620142; Block A;; Pt. NW-19-70-10-W6 as surplus, and direct Administration to enter into an agreement for the sale of these lands based on the unsolicited offer received, with the Purchaser being responsible for all road closure, subdivision, survey and transfer costs.	Nick Lapp	30 Jun 2026	In Progress	Nick Lapp 07 May 2026 02:47:57 PM Purchase offer being drafted.
78	CM20260525.029	Terri Beaupre	That Development Permit application PLDEV20260111 for a Discretionary: Industry/Manufacturing, Large Scale - Frac Sand Trans-Loading Facility, 3 holding bins and 1 office trailer (3.7m x 12.2mx 3.0m) be approved subject to the following conditions: 1. The site is developed as per the site plan submitted. Should changes occur or any new development be proposed, the landowner must re-apply. 2. The development conforms to the district requirements of the Rural Industrial - Direct Control (RMDC) District. 3. A Roadside Development Permit being obtained from Alberta Transportation and Economic Corridors. 4. Landscaping be provided in accordance with Section 28.3.5 of the Land Use Bylaw. 5. The applicant enters into a development agreement with the County of Grande Prairie regarding landscaping, noise barrier to the satisfaction of the County of Grande Prairie , fencing, surface treatment of all driveways and parking areas, timing for completion of all these works, and financial security guaranteeing that all works are completed in accordance with the Development Permit. 6. The applicant shall obtain Safety Code Permits to ensure the development complies with the Alberta Fire Code and Alberta Building Code. The applicant shall work with the County Planning and Development department and the County Fire department to ensure compliance with all Codes. 7. All outdoor lighting shall be located and arranged so that no direct rays of light are directed at any adjoining properties, interfere with the use and enjoyment of neighbouring lands, or interfere with the	Nick Lapp		COMPLETE	Nick Lapp 26 May 2026 02:30:19 PM Complete.
79	CM20260608.012	Brian Lieverse	That Council recess the Public Hearing regarding the application to redesignate 4.05 hectares (10 acres) within Pt. SW-16-72-4-W6 from an Agricultural (AG) District to a Highway Industrial (RM-4) District to the July 13, 2026 Regular Council Meeting.	Nick Lapp	13 Jul 2026	COMPLETE	Nick Lapp 17 Jun 2026 10:27:39 AM Complete.
80	CM20260608.025	Marty Tissington	That Council deem a portion of Public Works Road, Plan 262 0772 within NW-25-72-6, approximately 0.37 acres, as surplus and direct Administration to enter into a land sales agreement based on the proposed offer, subject to all legislative requirements being met, including the registration of a road closure bylaw for the purpose of consolidation.	Nick Lapp	29 Jan 2027	In Progress	
81	CM20260608.026	Karen Rosvold	That Council take no action on the offer to purchase NW-29-72-10-W6.	Nick Lapp		COMPLETE	Nick Lapp 17 Jun 2026 10:26:36 AM Complete.
82	CM20260608.038	Marty Tissington	That Council direct Administration to bring Policy M3 – Development or Enhancement of Municipal Reserve Land to a future Committee of the Whole Meeting for further discussion and clarification.	Nick Lapp	25 Jun 2026	In Progress	Nick Lapp 17 Jun 2026 10:26:18 AM Scheduled for June 25 COW
83	COW20210729.007	Daryl Beeston	That the Committee of the Whole refer to Administration the matter of continuing to investigate the impacts of changing addresses within the Hamlet of Clairmont to establish a consistent municipal identifier, base civic addresses off the Clairmont grid, and resolve addressing errors, and refer the findings to Council for a decision.	Nick Lapp	31 Aug 2026	In Progress	Nick Lapp 07 Nov 2025 10:58:26 AM Task Force has begun compiling a strategy to address issues. Nick Lapp 19 Mar 2025 12:58:30 PM Administrative Task Force has been struck to deal with Addressing and provide recommendations.
84	COW20250821.005	Leanne Beaupre	That the Committee of the Whole direct Administration to draft a policy regarding developer or community driven signage.	Nick Lapp	31 Jul 2026	In Progress	Nick Lapp 16 Mar 2026 12:14:53 PM Policy drafted and proceeding through process for review, presentation to Council, and adoption. Nick Lapp 19 Sep 2025 09:49:19 AM Policy under development.

85	HRC20221201.04		That the Historic Resources Committee recommend to Council that the Ashdown school be placed on Provincial Historic Register of Historic Places.	Nick Lapp	07 May 2027	In Progress	Nick Lapp 06 Dec 2024 11:59:30 AM Update: Administration has not received signed compensation agreement. Lucille Hooper 20 Sep 2024 02:44:10 PM David Leonard will contact landowner to see about getting a response. Nick Lapp 13 Sep 2024 09:54:13 AM Compensation Agreement sent to landowner August 20. Awaiting response.
86	HRC20221201.06		That the Historic Resources Committee recommend to Council to designate St. Andrew's Church as a Municipal Historic Resource.	Nick Lapp	07 May 2027	In Progress	Nick Lapp 06 Dec 2024 12:03:44 PM Update: Administration has not received signed compensation agreement. Lucille Hooper 20 Sep 2024 02:45:37 PM Landowners said they did not get a agreement. Nick to resend letter Nick Lapp 13 Sep 2024 09:55:12 AM Bylaw drafted. Compensation agreement sent to Landowner August 20. Awaiting response.
87	HRC20240416.008		That the Historic Resources Committee directs administration to take forward the Mcnaught Homestead and Glen Leslie Church to council to apply for the Provincial Markers program.	Nick Lapp	07 May 2027	In Progress	Nick Lapp 13 Sep 2024 10:04:23 AM Applications are being compiled.
88	HRC20240416.009		The Historic Resources Committee recommends to County Council that the Teepee Creek Store be designated a Municipal Historic Resource, and Resolution # DM20210820.6 be rescinded.	Nick Lapp	30 Jun 2027	In Progress	Nick Lapp 06 Dec 2024 10:28:06 AM Landowner has requested for the application to be placed on hold pending potential changes with their goals for the property. Lucille Hooper 20 Sep 2024 02:51:02 PM Land owner said didnt receive, resend compensation agreement. Nick Lapp 13 Sep 2024 10:01:12 AM Compensation Agreement sent to Landowner August 20. Awaiting response.
89	CM20250609.019	Peter Harris	That Council approve getting the relocation of the lagoon system for the Hamlet of Bezanson to a tender ready state and direct Administration to apply for a grant with 75% of funding to come from grant proceeds with a maximum cost of $7,500,000 and the remaining balance to identified by Council direction.	Ryan Konowalyk	31 May 2026	In Progress	Katrina Oravec 04 Dec 2025 04:34:11 PM Grant application submitted. Awaiting results. Katrina Oravec 10 Oct 2025 04:12:21 PM Met with Transportation and Economic Corridors (TEC) October 1. Grant application to be submitted by November 30 deadline.
90	CM20251006.031	Leanne Beaupre	That Council direct Administration to bring a draft policy and action plan regarding the replacement or non-replacement of location subdivision signs containing County information to Council for consideration.	Ryan Konowalyk	22 Jun 2026	In Progress	Katrina Oravec 04 Jun 2026 03:33:16 PM RFD to be presented at the June 22 Council meeting. Katrina Oravec 06 Nov 2025 01:10:54 PM In progress. To be brought forward in Q2 of 2026.
91	CM20251006.069	Leanne Beaupre	That Council direct Administration to assume full responsibility for the existing wastewater system at Evergreen Park and conduct an infrastructure assessment of the existing wastewater system at Evergreen Park and provide options for its long-term feasibility including the possibility of it becoming a County wastewater system or an Aquatera system with funding for the infrastructure assessment in the amount of $200,000 to come from the General Capital Reserve.	Ryan Konowalyk	30 Sep 2026	In Progress	Katrina Oravec 04 Nov 2025 03:21:16 PM In progress.

92	CM20260309.004	Brian Peterson	That Council direct Administration to bring back further information on the possibility of reducing the speed limit within the Hamlet of Hythe to 30 kilometers per hour on all roads, excluding the industrial area and all costs associated with changing the existing road signage to a future Committee of the Whole Meeting for review and discussion.	Ryan Konowalyk	08 Jun 2026	COMPLETE	Katrina Oravec 10 Jun 2026 02:24:40 PM Complete. Katrina Oravec 04 Jun 2026 03:34:06 PM RFD to be presented at the June 8 Council meeting. Katrina Oravec 20 Mar 2026 11:25:11 AM In progress.
93	CM20260413.030	Bob Chrenek	That Council direct Administration to decommission the existing water system in Teepee Creek and provide funding for the nine active existing services to have their own well and treatment unit for an estimated total cost in the amount of $550,000 to provide water and treatment and $100,000 to decommission the existing system for a total amount of $650,000 with the additional budget of $70,000 to come from the General Operating Reserve. Additionally, direct Administration to enter into an agreement with the nine exisiting individual lot owners in exchange for funding their replacement water supply.	Ryan Konowalyk	31 Dec 2026	In Progress	Katrina Oravec 29 Apr 2026 10:03:12 AM In progress.
94	CM20260504.010	Bob Chrenek	That Council direct Administration to provide legal notice, effective December 31, 2026, of the decommissioning of the centralized water system in Teepee Creek and have individual residences deliver the Teepee Creek Water Well Drilling Project to the 9 eligible service location owners, with costs paid for by the County.	Ryan Konowalyk	25 May 2026	In Progress	Katrina Oravec 10 Jun 2026 02:45:59 PM Letters sent. Delivery in progress. Katrina Oravec 14 May 2026 09:09:11 AM In progress.
95	CM20260504.011	Brian Lieverse	That Council direct Administration to secure standardized pricing for the Teepee Creek Water Well Drilling Project through invite only, from well drilling and water treatment companies and provide the options to the 9 eligible service locations in Teepee Creek.	Ryan Konowalyk	11 Jun 2026	COMPLETE	Katrina Oravec 10 Jun 2026 02:25:01 PM Motion CM20260525.032 made at the May 25 Council meeting. Complete. Katrina Oravec 14 May 2026 09:09:58 AM In progress.
96	CM20260504.012	Bob Chrenek	That Council set a deadline of November 30, 2027 for the completed construction and occupation of the house located at 9910 101 Ave, Teepee Creek, for inclusion in the Teepee Creek Water Drilling project.	Ryan Konowalyk	30 Nov 2027	In Progress	Katrina Oravec 14 May 2026 09:10:27 AM In progress.
97	CM20260504.013	Brian Lieverse	That Council set a deadline of November 30, 2027 for completed redevelopment / development and operations at 10002 100 Ave, Teepee Creek, for inclusion in the Teepee Creek Water Drilling project.	Ryan Konowalyk	30 Nov 2027	In Progress	Katrina Oravec 14 May 2026 09:11:56 AM In progress.
98	CM20260504.014	Bob Chrenek	That Council direct Administration to host an open house format, by invite only, for the 11 landowners impacted by the Teepee Creek Water Well Drilling Project as soon as possible but no later than June 10, 2026.	Ryan Konowalyk	09 Jun 2026	COMPLETE	Katrina Oravec 10 Jun 2026 02:25:26 PM Complete. Katrina Oravec 05 Jun 2026 12:44:25 PM Open house scheduled on June 9, 2026 Katrina Oravec 14 May 2026 09:13:32 AM In progress.
99	CM20260504.040	Marty Tissington	That Council direct Administration to proceed with the next steps for the land acquisition as discussed in Closed Session.	Ryan Konowalyk	22 Jun 2026	In Progress	Katrina Oravec 21 May 2026 02:57:47 PM In progress. Update to be brought to June 22 Council meeting.
100	CM20260504.051	Marty Tissington	That Council direct Administration to include Flyingshot Lake Estates to the County's Residential Waste Cart Collection Program.	Ryan Konowalyk	30 Sep 2026	In Progress	Katrina Oravec 14 May 2026 09:17:22 AM Flyingshot Lake residential waste cart collection to begin upon reaching 15 occupants.
101	CM20260525.032	Brian Grant	That Council direct Administration to secure standardized pricing for the Teepee Creek Water Well Drilling Project through an invite-only, up to 6 water well drilling companies, and offer the lowest priced proponent to all of the 9 eligible service locations in Teepee Creek.	Ryan Konowalyk	12 Jun 2026	In Progress	Katrina Oravec 10 Jun 2026 02:39:41 PM In progress.
102	CM20260525.033	Terri Beaupre	That Council accept the information regarding the possible cost variances to complete the Teepee Creek Water Well Drilling Project.	Ryan Konowalyk		COMPLETE	Katrina Oravec 10 Jun 2026 02:41:30 PM Complete

103	CM20260525.034	Bob Chrenek	That Council approve providing Teepee Creek School with the option to have a cistern installation and to further provide $35,000 towards future water hauling needs.	Ryan Konowalyk	22 Jun 2026	In Progress	Katrina Oravec 10 Jun 2026 02:42:31 PM In progress
104	CM20260608.007	Terri Beaupre	That Council award the RGE RD 53 and TWP RD 714 Intersection Improvement Option B contract to Knelsen Sand & Gravel Ltd. in the tender amount of $1,024,452.31, excluding GST. The estimated total cost of the project including contingency and other associated costs is $1,202,821, excluding GST, with funding in the amount of $668,580, as budgeted, and the additional funding in the amount of $534,241 to come from General Capital Reserve.	Ryan Konowalyk		In Progress	
105	CM20260608.008	Brian Peterson	That Council direct Administration to commence the process of reducing the speed limit within the Hamlet of Hythe to 30 kilometers per hour on all County roads, excluding the Willow Grove subdivision and the industrial area.	Ryan Konowalyk		In Progress	
106	CM20260608.027	Brian Lieverse	That Council approve the Transportation and Utilities organizational chart revisions as presented in Closed Session.	Ryan Konowalyk		In Progress	
107	BM20251210.044	Brian Peterson	That Council direct Administration to bring back revenue-generating opportunities presented during the 2026 interim budget as follows: •Create snow storage at landfill •Determine full cost including reclamation for the landfill •Review and sell surplus buildings •Increase the recovery rate for dust control •Increase campground fees by 20% •Examine the ability to recoup from insurance companies for fire response •Recoup costs related to third party negligence	Rob Beaupertuis	27 Aug 2026	In Progress	Dawn Greig 15 May 2026 10:03:55 AM Administration to present possible options for these items during an upcoming Committee of the Whole Meeting . Dawn Greig 30 Dec 2025 03:39:25 PM Administration to present to Council throughout 2026.
108	CM20191118.010	Bob Marshall	That Policy I10 – Asset Management be deferred until the Asset Management Plan has been approved.	Rob Beaupertuis	10 Jul 2026	In Progress	Dawn Greig 28 May 2026 09:39:34 AM Amendments to Policy C39 - Asset Management were approved during May 25, 2026 Regular Council Meeting. Administration anticipates presenting Asset Management Orientation to Committee of the Whole on July 10, 2026 for information. Dawn Greig 11 Mar 2026 03:50:03 PM
109	CM20220808.007	Bob Marshall	That Council direct Administration to terminate the user license agreement with Tyler Technologies for the Enterprise Asset Maintenance Software and cancel the Enterprise Asset Maintenance Software Implementation and Operation.	Rob Beaupertuis	30 Nov 2026	In Progress	Dawn Greig 12 Sep 2025 09:45:44 AM Additional time is required to ensure proper scope to facilitate success. Dawn Greig 20 Dec 2024 02:36:50 PM Tyler Technologies software license to continue until implementation of Unit4 Inventory module.
110	CM20230724.004	Leanne Beaupre	That Council postpone the discussion regarding user categories to allow for payment of the waterline connection fee over 20 years for the residents of the Hamlet of La Glace for Administration to bring further information to a future Council meeting.	Rob Beaupertuis	25 May 2026	COMPLETE	Dawn Greig 28 May 2026 09:54:59 AM Complete; in accordance with Resolution # CM20260525.007 Dawn Greig 11 Mar 2026 03:45:55 PM Based on direction from the Water and Wastewater Committee, information will be presented to Council. Dawn Greig 11 Feb 2026 09:17:10 AM Administration to present options for connection fees, including a 20-year repayment plan, to the Water and Wastewater Committee at the next scheduled meeting of March 20, 2026..
111	CM20250717.004	Leanne Beaupre	That Council direct Administration to a draft policy to explore County initiated local improvements as a source of funding to a future Committee of the Whole meeting for discussion and consideration.	Rob Beaupertuis	31 Jul 2026	In Progress	Dawn Greig 15 May 2026 10:09:26 AM Policy development is in progress. Dawn Greig 14 Apr 2026 03:56:21 PM Present during June 25 Committee of the Whole meeting.

112	CM20251006.009	Leanne Beaupre	That Council direct Administration to draft a Water and Wastewater Rate Setting Policy based on the recommended target of 25% recovery of operational costs on water (approximately $100 per month on residential) and 75% recovery of operational costs on wastewater (approximately $75 per month billing on residential) prior to the 2027 calendar year and present it at a future Regular Council Meeting.	Rob Beaupertuis	30 Sep 2026	In Progress	Dawn Greig 28 May 2026 09:56:30 AM Policy is being developed. Administration to present to Council at an upcoming Regular Council Meeting. Dawn Greig 15 Oct 2025 01:17:15 PM Policy to be implemented by July 1st with new Schedule of Fees Bylaw for 2027 interim budget.
113	CM20260309.026	Bob Chrenek	That Council direct Administration to draft a loan guarantee bylaw for Maskwa Medical Centre (Canada) Inc. and obtain further financial information from Maskwa Medical Center (Canada) Inc. and ATB prior to bringing the draft bylaw for consideration of first reading at a future Regular Council Meeting.	Rob Beaupertuis	15 May 2026	COMPLETE	Dawn Greig 28 May 2026 10:08:28 AM Complete; Bylaw #3268 - Maskwa Medical Center (Canada) Inc. Guarantee Bylaw received first reading during May 15, 2026. Also, please reference Resolution # CM20260525.006. Dawn Greig 15 May 2026 10:01:19 AM Administration is presenting guarantee bylaw for Council's consideration on May 15 2026. Dawn Greig 02 Apr 2026 03:52:09 PM Completion date pending on information from ATB.
114	CM20260323.014	Terri Beaupre	That Council direct Administration to bring an amending Bylaw to Bylaw #3232 – Maskwa Medical Facility Lending Bylaw to a future Regular Council Meeting once the ATB terms are known.	Rob Beaupertuis	25 May 2026	COMPLETE	Dawn Greig 12 Jun 2026 02:10:25 PM Complete. Bylaw received 2nd and 3rd reading on June 8th. Dawn Greig 28 May 2026 10:01:27 AM Complete; Bylaw #3280 - Amendments to Bylaw #3232 - Maskwa Medical Facility Lending Bylaw was given first reading during April 13, 2026 Regular Council Meeting. Dawn Greig 08 May 2026 10:10:47 AM Administration to present Bylaw for Council's consideration of 2nd and 3rd reading during May 25th Regular Council Meeting. Dawn Greig 02 Apr 2026 03:48:59 PM Amending Bylaw to be presented to Council on April 13th,
115	CM20260323.017	Karen Rosvold	That Council direct Administration to bring back Policy C27 – Financial Reserves and Levies to a future Committee of the Whole Meeting.	Rob Beaupertuis	25 Jun 2026	In Progress	Dawn Greig 15 May 2026 09:53:29 AM Administration to present during June 25 2026 Committee of the Whole Meeting.
116	CM20260525.006	Brian Peterson	That Council postpone second and third reading for Bylaw #3280 being the Amendment to Bylaw #3232 – Maskwa Medical Facility Lending Bylaw to the June 8, 2026 Regular Council Meeting when additonal information including final terms of the loan guarantee that meets Councils requests from ATB or Maskwa Medical Center becomes available.	Rob Beaupertuis	08 Jun 2026	COMPLETE	Dawn Greig 12 Jun 2026 02:08:49 PM Complete. Bylaw received 2nd and 3rd reading during June 8th Council Meeting.
117	CM20260525.008	Brian Grant	That Council take no futher action on Resolution # COW20220728.007.	Rob Beaupertuis		COMPLETE	Dawn Greig 28 May 2026 10:15:57 AM Complete.
118	CM20260525.035	Brian Grant	That Council direct Administration to prepare a proposed Director compensation as discussed in Closed Session.	Rob Beaupertuis		In Progress	
119	CM20260525.044	Terri Beaupre	That Council direct Administration to present the Schedule of Fees, Rates and Charges Bylaw prior to the end of October to allow sufficient time for review, revisions as directed by Council, and implementation by December 31.	Rob Beaupertuis	29 Oct 2026	In Progress	

120	COW20220728.007	Karen Rosvold	That the Committee of the Whole refer Administration to research the different user classes for water and wastewater connection fees within County Hamlets and bring back the information with recommendations to a future Council Meeting.	Rob Beaupertuis	25 May 2026	COMPLETE	Dawn Greig 28 May 2026 09:53:46 AM Complete; in accordance with Resolution # CM20260525.008 Dawn Greig 11 Mar 2026 03:47:58 PM Based on direction from the Water and Wastewater Committee, information will be presented to Council. Dawn Greig 11 Feb 2026 09:35:44 AM Administration to present options for connection fees, including a 20-year repayment plan, to the Water and Wastewater Committee at the next scheduled meeting of March 20, 2026.
121	COW20260326.003		That the Committee of the Whole direct Administration to bring information to Council with presenting the Schedule of Fees, Rates, and Charges Bylaw prior to the end of October, to allow sufficient time for review, revisions as directed by Council, and implementation by December 31.	Rob Beaupertuis	25 May 2026	COMPLETE	Dawn Greig 28 May 2026 10:03:24 AM Complete; in accordance with Resolution # CM 20260525.044 Dawn Greig 08 May 2026 10:06:54 AM Administration to present to Council during May 25th Regular Council Meeting.
122	CM20250811.042	Peter Harris	That Council direct Administration to prepare an Alberta Community Partnership (ACP) grant application with the Town of Wembley (as a co applicant) for a full business case and investment strategy for the Philip J. Currie Dinosaur Museum.	Rory Tarant	01 Oct 2025	COMPLETE	Lucille Hooper 03 Jun 2026 02:00:38 PM A subsequent motion CM20260413.004 was passed. Task Complete Rory Tarant 20 Mar 2026 01:41:58 PM Received letter on Mar. 19 indicating we were not successful in obtaining ACP grant. An RFD with options will be presented to Council on April 13, 2026. Rory Tarant 23 Jan 2026 02:10:49 PM Grant application submitted. Expected to hear back by end of March 2026. Nick Lapp 13 Aug 2025 08:54:50 PM Administration is compiling information for the grant submission.
123	CM20250825.032	Peter Harris	That Council recommend to incoming Council to review the external Boards and Committees participation prior to the 2026 Organizational Meeting.	Rory Tarant	30 Sep 2026	In Progress	Joulia Whittleton 15 Sep 2025 09:24:48 AM This task will be scheduled for review during Summer 2026.
124	CM20260112.017	Terri Beaupre	That Council defer the request from West Peace Medical Centre for Financial Operating Assistance to a future Regular Council meeting following the review and approval of Policy M13 – Physician Recruitment and Retention.	Rory Tarant		In Progress	Rory Tarant 15 Jun 2026 02:23:14 PM M13 Revisions will be brought to Council on July 13, 2026. Rory Tarant 20 Mar 2026 01:45:16 PM RFD with options will be brought to May 7, 2026 COW for discussion.
125	CM20260126.034	Brian Peterson	That Council direct Administration to evaluate the operational impacts of scheduling Regular Council meetings on Tuesdays and MPC on Mondays and that the operational impacts report be brought to a future Committee of the Whole meeting before August so that changes to the meetings schedule can be introduced and implemented post 2026 Organizational Meeting.	Rory Tarant		In Progress	Rory Tarant 10 Jun 2026 04:28:06 PM Council took no action at May 22, 2026 COW meeting. Rory Tarant 24 Apr 2026 01:45:45 PM RFD will be brought to COW on May 22, 2026
126	CM20260223.006	Terri Beaupre	That Council direct Administration to explore and bring back information on the County's participation in the Clean Energy Improvement Program (CEIP) offered through Alberta Municipalities.	Rory Tarant		COMPLETE	Lucille Hooper 03 Jun 2026 02:07:05 PM Brought forward to May 7 COW for information. No next steps taken at this time. Task Complete. Rory Tarant 24 Apr 2026 01:46:45 PM RFD is being prepared for May 7, 2026 COW Meeting
127	CM20260223.028	Brian Peterson	That Council direct Administration to enter in discussions with PREDA members to establish PREDA and REDI's Northern Transportation Advocacy Bureau (NTAB) subcommittee as an independent alliance of municipalities in northwest Alberta with which the County would consider membership.	Rory Tarant		In Progress	Rory Tarant 20 Mar 2026 02:19:20 PM PREDA has been informed of Council's request. Conversations will continue throughout the year.
128	CM20260323.015	Brian Lieverse	That Council approve the 2026 – 2030 County of Grande Prairie Strategic Plan as presented.	Rory Tarant		COMPLETE	Rory Tarant 15 Jun 2026 02:24:29 PM Complete.

129	CM20260323.056	Brian Lieverse	That Council appoint Councillor Brian Grant to the Water and Wastewater Committee for the period March 23, 2026 to the 2026 Organizational Meeting.	Rory Tarant		COMPLETE	Rory Tarant 15 Jun 2026 02:24:53 PM Complete.
130	CM20260323.057	Terri Beaupre	That Council provide a letter of support to the Municipal District of Greenview for their application to have the Greenview Industrial Gateway designated as a Designated Industrial Zone (DIZ) under the Government of Alberta's DIZ program.	Rory Tarant		COMPLETE	Lucille Hooper 03 Jun 2026 02:10:43 PM A letter of support was provided to the Municipal District of Greenview for their application to have the Greenview Industrial Gateway designated as a Designated Industrial Zone (DIZ) under the Government of Alberta's DIZ program. Task Complete.
131	CM20260413.004	Brian Peterson	That Council direct Administration to re-apply for the Alberta Community Partnership grant with the Town of Wembley (as a co-applicant) for the Phase 2 of the Philip J. Currie Dinosaur Museum Business Plan Study in the fall of 2026 and take no further action on Phase 2 until the applicants are notified of the grant status in March 2027.	Rory Tarant		In Progress	Rory Tarant 15 Jun 2026 02:25:50 PM Applications typically open up in October/November.
132	CM20260504.015	Brian Lieverse	That Council postpone Item 5.6 - Policy B18 – Flag Protocol to a future Regular Council Meeting to allow Administration time to provide further information on Policy B18.	Rory Tarant		In Progress	Rory Tarant 15 Jun 2026 02:26:41 PM Policy B18 amendments are being brought to the June 22, 2026 Council meeting. Lucille Hooper 03 Jun 2026 02:13:57 PM Administration is preparing additional information on Policy B18 – Flag Protocol for presentation at a future Regular Council Meeting.
133	CM20260504.019	Marty Tissington	That Council authorize Administration to accept and allocate secured sponsorship funding for the County of Grande Prairie's 75th Anniversary Celebration, to be added to the previously approved funding in the amount of $150,000, and that the total project budget be increased accordingly to reflect confirmed sponsorship revenues.	Rory Tarant		COMPLETE	Rory Tarant 15 Jun 2026 02:27:07 PM Complete.
134	CM20260504.049	Karen Rosvold	That Council approve the grant request from Dr. Peter Holmes under Policy M13 – Physician Recruitment and Retention in support of Dr. Holmes' 0.6 full time equivalent (FTE) medical practice at the Family Medicine Associates Clinic in the amount of $3,000, effective May 1, 2026 to be paid upon receipt of a fully executed Schedule C – Physician Recruitment and Retention Incentive Contract – Within the County of Grande Prairie No. 1. with funding to come from the Economic Development budget.	Rory Tarant		In Progress	Lucille Hooper 03 Jun 2026 02:47:14 PM Funding is currently being processed through Administration.
135	CM20260504.050	Terri Beaupre	That Council direct Administration to resume the County of Grande Prairie's participation in the Rural Renewal Stream under the Alberta Advantage Immigration Program on a more limited basis, allowing eligible employers to apply until July 31, 2026, and to submit eligible employee applications until September 30, 2026 under the following guidelines: Participation be limited to the provincially allocated endorsement capacity, with approximately 33 new endorsement letters available; Eligibility be restricted to newcomers already living and working within the region; and All existing provincial and committee program requirements remain in effect to ensure program integrity and effective workforce retention.	Rory Tarant		COMPLETE	Lucille Hooper 03 Jun 2026 02:49:17 PM Administration has reopened the Rural Renewal Stream (RRS) for employer applications until July 31, 2026, and accept eligible employee applications until September 30, 2026. Task Complete
136	CM20260515.005	Brian Peterson	That Council direct Administration to prepare communications to the public advising that additional financial information is required from Maskwa Medical Center (Canada) Inc. regarding ATB Financial's loan terms, prior to Council's consideration of second and third readings of Bylaw #3268 being the Maskwa Medical Centre (Canada) Inc. Guarantee Bylaw, following the advertising period, at a future Regular Council Meeting.	Rory Tarant		In Progress	Rory Tarant 15 Jun 2026 02:28:27 PM Engagement is ongoing. Results will be brought to the July 13, 2026 Council meeting.
137	CM20260515.006	Karen Rosvold	That Council direct Administration to bring a communications plan to receive public feedback regarding Bylaw #3268 being the Maskwa Medical Centre (Canada) Inc. Guarantee Bylaw, at the May 25, 2026 Regular Council Meeting.	Rory Tarant		COMPLETE	Rory Tarant 15 Jun 2026 02:29:05 PM Complete.
138	CM20260515.007	Brian Peterson	That the County of Grande Prairie enter into a partnership agreement with Horse Lake First Nation for the purpose of applying for funding through the Federation of Canadian Municipalities' Green Municipal Fund (GMF) – Sustainable Buildings Program.	Rory Tarant		COMPLETE	Rory Tarant 15 Jun 2026 02:29:44 PM Partnership agreement with HLFN has been signed. Complete.

139	CM20260515.008	Brian Lieverse	That Council appoint Councillor Brian Peterson to the Horse Lake First Nation Partnership Committee for the Federation of Canadian Municipalities' Green Municipal Fund (GMF) – Sustainable Buildings Program.	Rory Tarant		COMPLETE	Rory Tarant 15 Jun 2026 02:30:07 PM Complete.
140	CM20260525.009	Marty Tissington	That Council direct Administration to proceed with Plan C - Organic Communications and Engagement Plan for the Maskwa Medical Center Loan Guarantee Public Engagement Plan at no cost.	Rory Tarant		In Progress	Rory Tarant 15 Jun 2026 02:30:39 PM Engagement is ongoing. Results will be brought to the July 13, 2026 Council meeting.
141	CM20260525.037	Kurt Balderston	That Council approve the County of Grande Prairie's participation on the Alberta Rural Industrial Caucus (ARIC), including representation by the Reeve and County Manager or designate, and acknowledge the County of Grande Prairie as host for the August 2026 ARIC meeting.	Rory Tarant		COMPLETE	Rory Tarant 15 Jun 2026 02:31:00 PM Complete.
142	CM20260525.045	Marty Tissington	That Council reschedule the following Council and Committee of the Whole Meetings due to scheduling conflicts: • July 9, 2026 Regular Council Meeting (Pre-Budget) to August 13, 2026 • August 21, 2026 Committee of the Whole Meeting to August 27, 2026	Rory Tarant		COMPLETE	Rory Tarant 15 Jun 2026 02:31:33 PM Meeting dates have been rescheduled and updated online. Complete.
143	CM20260525.046	Terri Beaupre	That Council approve the grant request from Nurse Practitioner Kim Cameron under Policy M13 - Physician Recruitment and Retention in support of their full time Practice within the Wembley Medical Clinic in the amount of $10,0000, effective July 1, 2026 to be paid upon the receipt of a fully executed Schedule C - Physician Recruitment and Retention Incentive Contract – Within the County of Grande Prairie No.1 with funding to come from General Operating Reserve.	Rory Tarant		COMPLETE	Rory Tarant 15 Jun 2026 02:31:52 PM Complete.
144	CM20260525.047	Bob Chrenek	That Council approve the grant request from Dr O. Cladius-Adeniyi, under Policy M13 - Physician Recruitment and Retention in support of their full time Psychiatric Consulting Practice within Alberta Health Services in the amount of $5,000, effective June 1, 2026 to be paid upon receipt of a fully executed Schedule B – Physician Recruitment and Retention Incentive Contract – Within the City of Grande Prairie with funding to come from the General Operating Reserve.	Rory Tarant		COMPLETE	Rory Tarant 15 Jun 2026 02:32:15 PM Complete.
145	CM20260525.048	Marty Tissington	That Council rescind Policy B10 – Audio Recordings of Council and Council Committee Meetings.	Rory Tarant		COMPLETE	Rory Tarant 15 Jun 2026 02:32:39 PM Complete.
146	CM20260525.049	Brian Lieverse	That Council direct Administration to utilize YouTube as the video storage option for Regular Council, Committee of the Whole, Municipal Planning Commission, Agricultural Service Board, and Family and Community Support Services Board meeting recordings.	Rory Tarant		In Progress	Rory Tarant 15 Jun 2026 02:40:21 PM New video recordings will start to be transferred to Youtube by July 31, 2026. All past video recordings will be transferred to Youtube over the next several months.
147	CM20260608.004	Karen Rosvold	That Council direct Administration to proceed with the launch of the Maskwa Medical Center Loan Guarantee Public Engagement Plan.	Rory Tarant		In Progress	Rory Tarant 15 Jun 2026 02:40:51 PM Engagement is ongoing. Results will be brought to the July 13, 2026 Council meeting.
148	COW20250918.006	Karen Rosvold	That the Committee of the Whole direct Administration to explore additional incentive options, such as monetary, property tax relief, housing supports, one-time clinic startup grants, and community integration measures, etc. and bring forward recommendations as part of the broader policy review in 2026.	Rory Tarant		In Progress	Rory Tarant 20 Mar 2026 02:22:15 PM Options will be brought for discussion to the May 7, 2026 COW meeting.
149	COW20260326.004		That the Committee direct Administration to review the advocacy plan provider and the methods and bring the findings back to a future Committee of the Whole Meeting.	Rory Tarant		In Progress	Rory Tarant 15 Jun 2026 02:41:28 PM RFD is being brought to the July 25, 2026 COW meeting.
150	COW20260507.002	Brian Lieverse	That the Committee of the Whole provide a generic letter of support for the Canadian Northern Corridor proposed multi provincial infrastructure initiative.	Rory Tarant		COMPLETE	Lucille Hooper 03 Jun 2026 02:51:18 PM Administration issued letter of support to align the initiative as a more generic, multi-provincial infrastructure initiative. Task Complete
151	COW20260507.010	Brian Peterson	That the Committee of the Whole recommend that the Reeve and County Manager participate in the Alberta Rural Industrial Caucus (ARIC) meeting to be held on May 11, 2026; and that a request for the Committee's Terms of Reference be made to the Caucus at the meeting; and further direct Administration to prepare a Request for Decision to be presented at the May 25, 2026 Regular Council Meeting regarding Council member appointments for future ARIC meetings.	Rory Tarant		COMPLETE	Rory Tarant 15 Jun 2026 02:37:00 PM RFD was presented to Council. Complete.
152	COW20260522.003	Terri Beaupre	That the Committee of the Whole direct Administration to prepare a business case for the County of Grande Prairie partnership with Northern Alberta Development Bursary for Council's consideration as part of the 2027 interim budget process.	Rory Tarant		In Progress	Rory Tarant 15 Jun 2026 02:42:16 PM Will be brought forward with other business cases at interim budget deliberations.

153	COW20260522.004	Bob Chrenek	That Committee of the Whole direct Administration bring back Policy M13 – Physician Recruitment and Retention to a future Committee of the Whole Meeting for review and discussion.	Rory Tarant		In Progress	Rory Tarant 16 Jun 2026 08:35:40 AM RFD with M13 amendments will be brought to Council on July 13, 2026