



OPERATIONAL SERVICES COMMITTEE AGENDA

September 2, 2025

9:45 AM

Council Chambers, City Hall

ATTENDEES

W. Pilat, M. O'Connor, K. O'Toole, J. Clayton

*All City of Grande Prairie public meetings of Council are accessible to the public as a live stream broadcast through our website at: **Meeting Webcast / City of Grande Prairie (cityofgp.com)***

*Anyone wishing to attend to speak as a delegate must contact Legislative Services at **AgendaAdmin@cityofgp.com** to submit their presentations in advance. Delegation requests must be submitted by 12:00 p.m. on August 29.*

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. DELEGATIONS

4. REPORTS

4.1 Service Area Update

Brian Glavin

4.2 Development Permit PL250290 - Liquor Store

Brian Glavin

4.3 Preliminary Design Costs for Paving 101 Street

Brian Glavin

5. CORRESPONDENCE

6. OTHER BUSINESS

7. BYLAW & POLICY REVIEW

8. OUTSTANDING ITEMS LIST

9. ADJOURN

ADMINISTRATIVE REPORT

TO: Shane Bourke, City Manager	DATE: September 2, 2025
FROM: Brian Glavin, Chief Operating Officer	MEETING: Operational Services Committee
REPORT WRITER: Alison Downing, Manager Planning and Development Permitting	
SUBJECT: Development Permit PL250290 for the addition of a Liquor Store at 103, 9131 Crystal Lake Drive	

RECOMMENDATIONS

That Committee approve Development Permit PL250290 for the addition of a Liquor Store at 103, 9131 Crystal Lake Drive.

PREVIOUS COUNCIL / COMMITTEE DIRECTIONS

No previous direction.

BACKGROUND

The City has received a development permit application for a proposed liquor store at 103, 9131 Crystal Lake Drive. The site is in the Crystal Lake Estates neighbourhood. A map showing the location is provided below:



Map 1: Location

The subject property is in the Local Commercial (CL) District. A Liquor Store is classified as a **Discretionary Use – Committee** in this district.

The property is currently designated as a Commercial Business Centre under the land use bylaw. In this designation, any uses listed as permitted in the district do not require a Change of Use development application. However, because a liquor store is a discretionary use, a Change of Use Development Permit is required. As the Development Authority for this use is the appropriate standing Committee, the application must be reviewed and approved by the Operational Services Committee.

ANALYSIS

The subject property is located in the CL – Local Commercial District, where the intent is to support small-scale commercial services that meet the daily needs of surrounding residential areas. The site's existing designation as a Commercial Business Centre indicates that it already functions as a multi-tenant retail complex with shared access and parking, which is suitable for accommodating a Liquor Store.

The proposed Liquor Store aligns with this intent by offering a retail service that is common in neighbourhood commercial nodes. The subject property is located within a commercial complex that previously accommodated a Liquor Store in 2017, this demonstrates that the use has historically operated at this location. Similar retail uses, such as Cannabis Retail Stores, are also permissible in the district.

A Liquor Store is a commonly expected and contextually appropriate use within neighbourhood commercial districts and is consistent with the scale and function of the CL – Local Commercial District. While it is classified as a Discretionary Use in the CL District, it aligns with the typical range of services expected in such locations, including convenience retail, cannabis retail, and personal service establishments.

Based on this analysis Administration supports this Change of Use application.

Relationship to City Council's Areas of Focus / Strategic Priorities

The proposed amendment conforms to the following Strategic Plan Area of Focus:

- **Innovative Efficiencies & Economic Readiness:** *Developing and executing actions that foster a strong and resilient local economy.*
- **Inclusive and Caring Community:** *A community that includes all people and serves all people.*

Environmental Impact

None foreseen.

Economic Impact

The proposed development enhances local commercial activity and introduces a new service within walking distance of surrounding residential areas. It also activates a currently vacant commercial unit, supporting the overall vitality and occupancy of the business centre.

Social Impact

Liquor Store is common neighbourhood-scale retail use. Liquor Stores are licensed and monitored under provincial legislation through the Alberta Gaming, Liquor and Cannabis Commission (AGLC), which enforces operating standards.

Relevant Statutes / Master Plans / City Documents

Land Use Bylaw C-1260

The subject property is located in the Local Commercial (CL) district, which includes Liquor Store- as a Discretionary Use- Committee.

Existing Designation: Commercial Business Centre, Minor means any group of commercial establishments planned, constructed and managed by a single or a group of owners or tenants, either in a mall type-setting or on a common site. Commercial Business Centres, Minor must have:

1. Common and/or shared site access; and
2. Common and/or shared parking for customers and staff, and include rental projects and conventional condominium developments, developed in accordance with the Condominium Property Act.



Map 2: Surrounding Uses

Use Addition: Liquor Store means a retail store licensed to sell liquor to the public, including wine and beer stores.

Administration has reviewed the application and considers that the proposed Liquor Store meets the requirements of the Land Use Bylaw for the following reasons. As shown on Map 2: Surrounding Uses, a Liquor Store is a compatible use within the “Commercial Business Centre, Minor,” which includes adjacent uses such as a restaurant, butcher and catering shop, photography studio, grocery store, and animal clinic.

Within this district, permitted uses can change without the need for a Development Permit; however, discretionary uses, such as a Liquor Store, require a permit and must be reviewed to ensure compliance with the Land Use Bylaw. The proposed Liquor Store meets all requirements of the Land Use Bylaw, and no variances are proposed. In addition, the site provides adequate parking to accommodate the proposed use.

Risk

None foreseen.

Alternatives

In consideration of the application the Operational Services Committee may:

- a) Approve the Development Permit
- b) Approve the Development Permit with conditions
- c) Refuse the Development Permit, with stated reasons for the refusal; or
- d) Table the Development Permit application for further information

Land Use Bylaw C-1260 requires notification of adjacent property owners for discretionary uses. Administration has sent an information package to all adjacent property owners informing them of the proposed development. A total of seven (7) notices were distributed, and at the time of preparing this report, one letter has been received (see Attachment #3).

BUDGET / FINANCIAL IMPLICATIONS

Applicable fees have been collected for the development permit application as required in the Fees, Rates, and Charges Bylaw (C-1395).

SUMMARY / CONCLUSION

The City received a Development Permit application for a Liquor Store at 103, 9131 Crystal Lake Drive in the Local Commercial (CL) District. As a discretionary use, the application is before the Operational Services Committee for a decision. Administration has reviewed the proposal, confirmed it meets all Land Use Bylaw C-1260 requirements, and found it compatible with surrounding uses.

Administration recommends that the Operational Services Committee approve Development Permit PL250290.

ATTACHMENTS

Attachment #1 – Adjacent Neighbour Notification Map

Attachment #2 – Development Permit- PL250290

Attachment #3 – Objection Letter



CITY OF GRANDE PRAIRIE
DEVELOPMENT SERVICES
DEVELOPMENT PERMIT
Conditions of Approval

Permit Number
PL250290

This development permit is issued solely for the purpose of construction of:

Project: **Change of Use to Liquor Store**

Located at:

Legal: **Lot: 1; Block: 1; Plan: 9221035**
Address: **9131 CRYSTAL LAKE DRIVE, Unit:103, GRANDE PRAIRIE, AB T8X1J6**
Land Use: **CL Local Commercial**
District:

- 1. **This is not a Building Permit**
- 2. The development subject to this approval may not commence until any other required permits or approvals have been obtained. It is the responsibility of an applicant to obtain all other approvals or licenses that may be required by the City, Provincial or Federal departments or agencies.
- 3. Development shall be completed in accordance with the approved plans which are attached hereto and form part of this Development Permit. Any modifications to the approved plans shall require written approval from the Development Authority.
- 4. This permit shall expire in one year from the date of issuance. Development must commence prior to the permit expiry date in order for the development permit to remain valid. To apply for an extension, please contact the Development Permitting Department in writing at least 30 days before the permit expires.
- 5. Separate application shall be made for all signage proposed to be located on any proposed structure and on the subject property. For more information please contact the Development Permitting Department at 780-538-0325 for application information. Any signs indicated on the proposed site plan have not been approved on this Development Permit.

Date of Decision: September 02, 2025

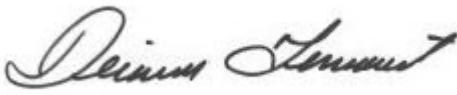
Date of Issuance: September 02, 2025

Appeal Expiry Date: September 23, 2025

Permit Expiry Date: September 02, 2026

Development Completion Deadline: September 02, 2028

This Development Permit is not valid until the expiration of the Appeal Date listed above, and provided that an appeal is not filed against this Decision within the prescribed period. In the event that an appeal is received, this Permit could be amended or nullified.



Diane Tennant
Development Officer

From: Sandra Leslie [REDACTED]
Sent: August 11, 2025 1:23 PM
To: Diane Tennant [REDACTED]
Subject: File # PL250290

To: Dianne Tennant. (City of Grande Prairie Development Officer)

I am writing to you about the Crystal Lake proposed Liquor Store. We own the home right across the street, [REDACTED] We have resided there for 25 years.

We understand the need for business development; we believe this location is not appropriate for a Liquor Store for several reasons:

- 1- Our street already experiences significant traffic volume. Introducing a Liquor Store would likely increase congestion and raise safety concerns, especially near the entrance which is close to a busy intersection.
- 2- This is a residential area with many families and children walking and biking on the same street. The entrance to the walking trails is also on the same street. Adding a Liquor Store could compromise the family-friendly atmosphere.
- 3- Liquor Stores can sometimes increase disturbances, particularly after hours. This raises safety concerns for nearby residents, especially with young children.
- 4- Our neighborhood is built around families, outdoor recreation and quiet residential living. A Liquor Store does not provide that.

We respectfully urge the city to consider an alternative location better suited for this type of business – ideally one that is not adjacent to homes or active community spaces.

Thanks for your time and consideration. We hope you will listen to our concerns and prioritize the safety and character of our neighbourhood.

Can you please confirm you received this email.

Thanks,

Dan and Sandra Leslie

ADMINISTRATIVE REPORT

TO: Shane Bourke, City Manager	DATE: September 2, 2025
FROM: Brian Glavin, Chief Operating Officer	MEETING: Operational Services Committee
REPORT WRITER: Mathew Hinton, Capital Planning and Construction Manager	
SUBJECT: Preliminary Design Costs for Paving 101 Street (124 Ave to 132 Ave)	

RECOMMENDATIONS

Committee receive this report for information.

PREVIOUS COUNCIL / COMMITTEE DIRECTIONS

Operational Services Committee - July 22, 2025:

“Committee direct Administration to bring a report with engineering costs for 101 Street paving and lights to be installed.”

Public Works Committee - October 30, 2006:

“MOVED by Alderman Mazer the Committee recommend Council receive the Declaration of Sufficiency of Petition objecting to the proposed 101 Street Paving and Upgrade Local Improvement for information, and further, direct Administration cancel the project as a local improvement.” and “

“MOVED by Mayor Alying the Committee direct Administration refer the matter of the proposed 101 Street Paving and Upgrade Local Improvement to the 2007 Budget Deliberations.”

Council - June 20, 2005:

“MOVED by Alderman Rice Council receive the Declaration of Insufficiency for the Petition objecting to the proposed 101 Street Paving and Upgrade Local Improvement project, for information.”

“MOVED by Alderman Rice Council proceed with the Local Improvement Plan to upgrade 101 Street from 124 Avenue north to 132 Avenue and approaches based on 83% of the project cost as proposed, with local landowners responsible for 100% of the project at \$1,705,484 and the City responsible for 17% and further, that a source of funding for the City’s 17% to be determined by Administration and referred to Council for approval.”

Roadways within the City are constructed to meet the standards in place at the time of development, resulting in a mix of cross-section types and surface treatments. Upgrades to current standards, such as paving or installation of municipal utilities, typically occur either through a successful local improvement petition initiated by adjacent property owners or through direct funding allocation by Council.

101 Street was constructed in the late 1960s and early 1970s to a rural standard with no pedestrian infrastructure or streetlighting. In the early 2000s, two petitions for a local improvement were undertaken, both were deemed insufficient to move forward.

For the 2005 Capital budget, the 101st paving and upgrade project was approved by council to be funded by local improvement. In April 2005 Administration approached the adjacent landowners with a letter for the local improvement that provided the associated costs. Part of this letter included a statement that the project would proceed unless a petition objecting to the local improvement was received and 2/3 of the property owners and the owners who sign must represent at least ½ of the value of the assessment of the properties adjacent to the proposed road upgrade was received by the City. On June 20, 2005 Council received for information a declaration for insufficiency reflecting the outcome of the petition objecting to the proposed 101 St paving and upgrade local improvement program for information.

At the same meeting Council moved to proceed with the Local Improvement Plan to upgrade 101 Street from 124 Avenue north to 132 Avenue and approaches based on 83% of the project cost as proposed, with local landowners responsible for 100% of the project at \$1,705,484 and the City responsible for 17% and further, that a source of funding for the City's 17% to be determined by Administration and referred to Council for approval plan.

In 2006 Administration again approached the adjacent landowners with a letter for the local improvement that provided the associated costs. The proposed project would be funded 83% by the landowners and 17% by the City. Part of this letter included a statement that the project would proceed unless a petition objecting to the local improvement was received and 2/3 of the property owners and the owners who sign must represent at least ½ of the value of the assessment of the properties adjacent to the proposed road upgrade was received by the City.

At the Public Works meeting on October 30, 2006 Council received for information a declaration for sufficiency for the petition objecting to the proposed 101 St paving and upgrade local improvement program for information.

At the Committee meeting "MOVED by Alderman Mazer the Committee recommend Council receive the Declaration of Sufficiency of Petition objecting to the proposed 101 Street Paving and Upgrade Local Improvement for information, and further, direct Administration cancel the project as a local improvement." and

"MOVED by Mayor Alying the Committee direct Administration refer the matter of the proposed 101 Street Paving and Upgrade Local Improvement to the 2007 Budget Deliberations

ANALYSIS

The estimate for a preliminary design (30% design) is \$70,000. Once completed, the City can use the information to develop a capital project to complete the upgrades or to engage the adjacent

landowners to initiate a Local Improvement Project. Information on Local Improvements Projects of 15 can be found on the City's website at:

[Local Improvement Projects | City of Grande Prairie \(cityofgp.com\)](https://cityofgrandeprairie.com/local-improvement-projects)

[Petition Information Package | City of Grande Prairie \(cityofgp.com\)](https://cityofgrandeprairie.com/petition-information-package)

A preliminary design is required to determine options to upgrade the road within the limited road right of way, and to consider the existing constraints like shallow utilities, anticipated vehicle use, drainage concerns and street lighting. This design would also consider factors like ensuring the roadway is wide enough to accommodate the expected traffic turning into driveways, and identify if additional road right-of-way is required to widen the ditches to manage the increased stormwater demand.

This design work would determine the most effective option to upgrade the infrastructure in this area, while providing budgetary cost estimates. As part of this work, 128 Ave from 101 St to 100 St would also be considered in the design to be paved, as it is currently constructed to the same standard as 101 Street. A high-level magnitude cost for the upgrades to 101 Street from 124 Avenue to 132 Avenue, and the immediately adjacent gravel roads, is between \$2.6 million and \$4.0 million, depending on the scope of improvements.

Relationship to City Council's Areas of Focus / Strategic Priorities

Innovative Efficiencies and Economic Readiness through Attraction.

Engage Relationships through Reputation Management by enhancing the quality of our reputation as a community of choice, and Culture and Pride by ensuring appropriate attention and resources are dedicated to economic, political, community and cultural relationships.

Environmental Impact

Use of the recycled concrete and asphalt that is crushed by the City is a potential alternative to using native gravel for the road base.

Economic Impact

Use of the recycled concrete and asphalt that is crushed by the City is a potential alternative to using native gravel for the road base.

Social Impact

Improved infrastructure can attract businesses and stimulate economic activity.

Relevant Statutes / Master Plans / City Documents

Municipal Development Plan

Transportation Master Plan

Transportation Off-site Levy Bylaw

City of Grande Prairie Design and Construction Manuals

Risk

Costs for construction can escalate based on unforeseen items at the time of construction, particularly in older, established areas.

Committee recommend that Council refer \$70,000 in funding for the preliminary design of paving 101 Street, from 124 Avenue to 132 Avenue, and 128 Avenue, from 101 Street to 100 Street, to the 2026 budget deliberations.

STAKEHOLDER ENGAGEMENT

No stakeholder engagement has been undertaken.

BUDGET / FINANCIAL IMPLICATIONS
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There are no budget or financial implications associated with accepting this report for information.

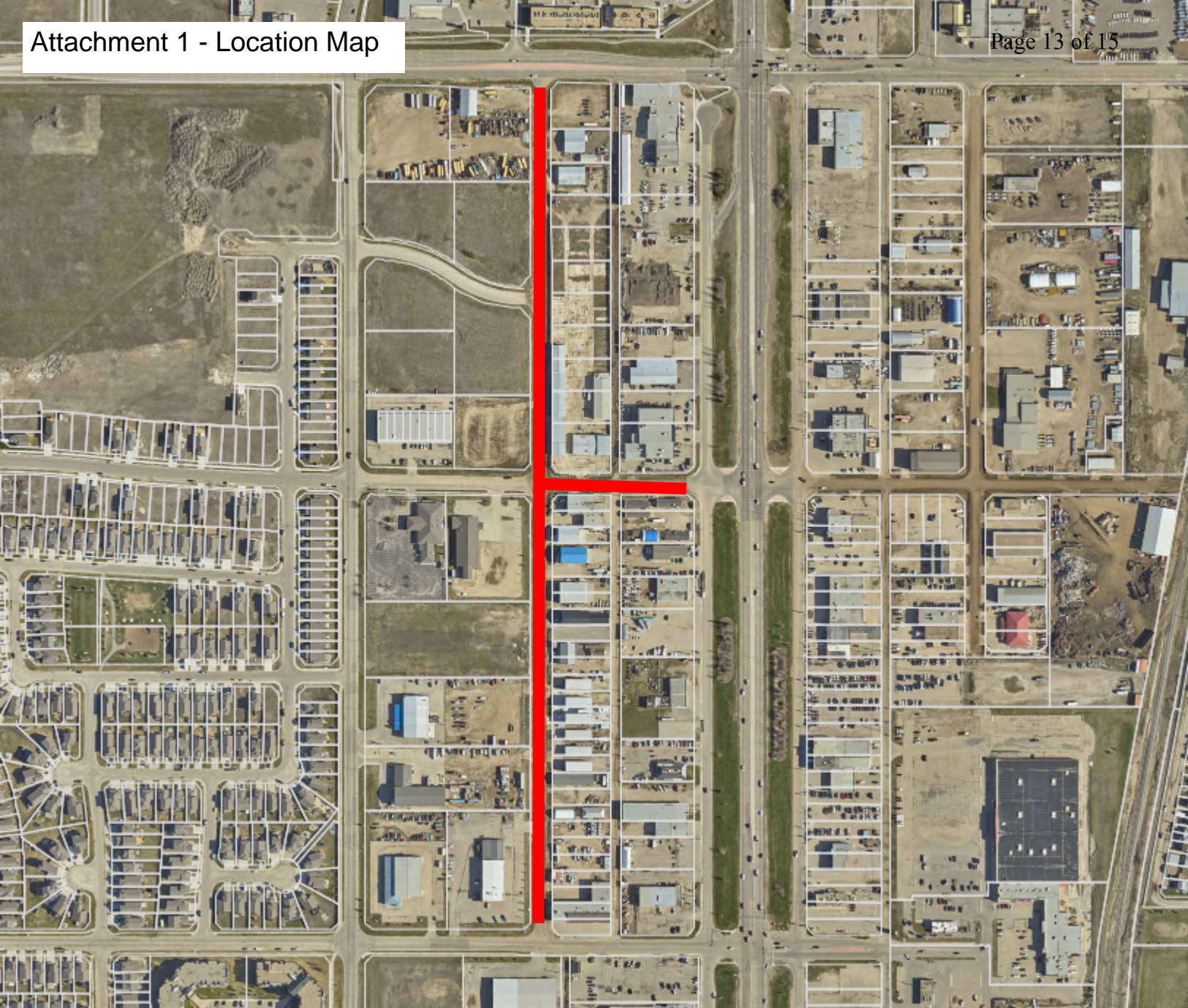
SUMMARY / CONCLUSION

The identified segments of gravel roadways were both constructed to the standard at the time of construction; this provides a different level of service than present-day standards.

Local and collector roadways can be upgraded to paved roadways through the allocation of budget funds by Council, or through a petition for a Local Improvement Project by adjacent landowners. 101 Street, from 124 Avenue to 132 Avenue, and the immediately adjacent gravel road are estimated to cost \$2.6 million and \$4.0 million to pave and upgrade to an urban standard. A preliminary design is estimated to cost approximately \$70,000; completion of the work would provide options for determining roadway upgrades and funding requirements.

ATTACHMENTS

Attachment 1 – Location Map



OPERATIONAL SERVICES COMMITTEE - OUTSTANDING ITEMS LIST - SEPTEMBER 2, 2025

ID	Title	Requested on	People Responsible	Item Notes	Expected Report Date
1383	Bear Creek Valley Maintenance	8/26/2025	Wade Nellis	Council direct Administration to bring further information to the appropriate Standing Committee regarding this matter (maintenance/slope stability in Bear Creek Valley).	Q4 2025
1381	Free Transit Days and Awareness	7/28/2025	Steve Harvard	Council direct Administration to bring a report back to the appropriate Standing Committee regarding potential free transit days and a public awareness campaign.	Q4 2025
1378	Trees on Private Lands	7/14/2025	Kase DeVries	Council direct Administration to bring back a report with a strategy to protect trees on private lands.	Q4 2025
1333	Extended Producer Responsibility Update	9/9/2024	Brian Glavin	Council direct Administration to bring a report to the appropriate Standing Committee in April 2026 providing an evaluation of the performance of the EPR program within the City.	Q2 2026
1382	Richmond View Outline Plan Servicing	8/19/2025	Joe Johnson	Committee direct Administration to bring back a report with information on how to proceed with the proposed strategies and any other potential options.	Q1 2026
1374	Muskoseepi Park Lighting	6/23/2025	Kase DeVries	Committee direct Administration to bring back further information regarding lighting around the pond at Muskoseepi Park, to a maximum of \$70,000.	Q4 2025
1362	Policy 606 Amendments	5/14/2025	Wade Nellis	Committee direct Administration to bring a report back to the appropriate Standing Committee with potential amendments to Policy 606 to identify options for increased residential snow removal, as well as more flexible language to accommodate unusual weather conditions.	Q3 2025
1363	Snow Pile Removal	5/14/2025	Wade Nellis	Committee direct Administration to bring a report back to the appropriate Standing Committee with potential opportunities for enhanced services on removing snow piles.	Q3 2025
1344	Business License Fees	11/14/2024	Joe Johnson	Committee direct Administration to consult with businesses in 2025 regarding the possibility of implementing a Business License Fee in 2026.	Q3 2025

1379	Residential Development in Central Commercial District	7/22/2025	Joe Johnson	Committee direct Administration to draft an amendment to the Land Use Bylaw C-1260, to amend the CC Central Commercial district to allow residential development with fewer than 24 units. Update Aug. 19/25 - Committee direct Administration to bring forward an amendment to the Land Use Bylaw to Council for consideration, including amendments identified in today's discussions (add metal to Architectural Controls).	Q3 2025
1380	Engineering Costs for 101 Street	7/22/2025	Wade Nellis	Committee direct Administration to bring back a report with engineering costs for 101 Street paving and lights to be installed.	Q4 2025
11					