

CITY OF GRANDE PRAIRIE

BYLAW C-1489

**A Bylaw to amend the definition of "Peace Officer"
in various bylaws of the City.**

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

1. Bylaw C-1078, the Use of Public Lands Bylaw, is hereby amended by:
 - 1.1 In Section 2, deleting the definition of "Peace Officer" in its entirety and replacing it with the following definition:

"Peace Officer" means a sworn member of the Grande Prairie Police Service, a sworn member of the Royal Canadian Mounted Police, a bylaw enforcement officer of the City, or a community peace officer of the City."
2. Bylaw C-1103, the Noise, Nuisance and Public Disturbance Bylaw, is hereby amended by:
 - 2.1 In Section 2, deleting the definition of "Peace Officer" in its entirety and replacing it with the following definition:

"Peace Officer" means a sworn member of the Grande Prairie Police Service, a sworn member of the Royal Canadian Mounted Police, a bylaw enforcement officer of the City, or a community peace officer of the City."
 - 2.2 Deleting each instance of the word "his" in the bylaw and replacing each such instance with the word "their".
 - 2.3 In Section 4, deleting the phrase "he owns" and replacing it with the phrase "they own".
 - 2.4 In Section 13, deleting the word "he" and replacing it with the phrase "the person".
 - 2.5 In Section 14, deleting the word "he" and replacing it with the phrase "the person".
 - 2.6 In Section 15, deleting the word "he" and replacing it with the word "they".
 - 2.7 In Section 28, deleting the word "he" and replacing it with the word "they".
3. Bylaw C-1166, the Traffic Bylaw, is hereby amended by:
 - 3.1 In Section 2, deleting the definition of "Peace Officer" in its entirety and replacing it with the following definition:

"Peace Officer" means a sworn member of the Grande Prairie Police Service, a sworn member of the Royal Canadian Mounted Police, a bylaw enforcement officer of the City, or a community peace officer of the City."
 - 3.2 Deleting each instance of the word "his" in the bylaw and replacing each such instance with the word "their".
 - 3.3 In Section 28.2, deleting the phrase "he takes" and replacing it with the phrase "they take".

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- 3.4 In Section 37.3, deleting the word "he" and replacing it with the word "they".
- 3.5 In Section 79, deleting the word "he" and replacing it with the word "they".
- 3.6 In Section 81, deleting the word "him" and replacing it with the phrase "the owner".
4. Bylaw C-1173A, The Combative Sports Commission Bylaw, is hereby amended by:
- 4.1 In Section 2, deleting the definition of "Peace Officer" in its entirety and replacing it with the following definition:
- "Peace Officer"** means a sworn member of the Grande Prairie Police Service, a sworn member of the Royal Canadian Mounted Police, a bylaw enforcement officer of the City, or a community peace officer of the City."
- 4.2 Deleting each instance of the word "his" in the bylaw and replacing each such instance with the word "their".
- 4.3 In Section 10, deleting the phrase "he or she holds" and replacing it with the phrase "they hold".
- 4.4 In Section 80, deleting the phrase "he or she" and replacing it with the word "they".
5. Bylaw C-1226, the Animals and Responsible Pet Ownership Bylaw, is hereby amended by:
- 5.1 In the Definition Section:
- a) Deleting the numbering of the points.
 - b) Deleting the definition of "Bylaw Enforcement Officer" in its entirety.
 - c) Deleting the definition of "Committee" in its entirety.
 - d) Adding the definition of "Peace Officer" after the definition for "Pathway" as follows:

"Peace Officer" means a sworn member of the Grande Prairie Police Service, a sworn member of the Royal Canadian Mounted Police, a bylaw enforcement officer of the City, or a community peace officer of the City."
 - e) In the definition of "Owner" Section (c), deleting the word "him" and replacing it with the phrase "the person".
 - f) In the definition of "Owner" Section (d), deleting the phrase "Bylaw Enforcement Officer" and replacing it with the phrase "Peace Officer".
 - g) Adding the heading **"INTERPRETATION"** after the definition for "Vicious Animal" and renumbering the following five Sections as 1.1 to 1.5.
- 5.2 Deleting each instance of the phrase "Bylaw Enforcement Officer" in
- a) Sections 2.12(f), 2.14, 2.17, 3.7, 3.11, 3.13, 6.1, 6.12, 8.1, 8.2, 8.3(a), 8.3(c), 8.5, 9.4 and 9.8 of the bylaw; and
 - b) the rows corresponding to sections 6.12, 8.3(a) and 8.3(c) of Schedule "B" of the bylaw
- and replacing it with the phrase "Peace Officer".

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- 5.3 Deleting each instance of the word "his" and replacing each such instance with the word "their".
- 5.4 In Section 2.6(b), deleting the word "he" and replacing it with the phrase "the Person".
- 5.5 In Section 2.11(b), deleting the word "he" and replacing it with the phrase "the Person".
- 5.6 Deleting Section 5.3C in its entirety and replacing it with the following
"5.3C The Director may refuse, alter, suspend or revoke a Livestock Exemption Permit:
a) if a Livestock Exemption Permit is refused, suspended or revoked the applicant or permit holder can appeal the Director's decision in accordance with the [General Appeal Board Bylaw C-1469](#)."
- 5.7 Deleting Section 6.4 in its entirety and replacing it with the following:
"6.4 A Person who receives a declaration pursuant to Section 6.3 may appeal the declaration in accordance with the [General Appeal Board Bylaw C-1469](#)."
- 5.8 Deleting Sections 6.5 and 6.6 in their entirety.
- 5.9 In Section 8.12, deleting the phrase "he has" and replacing it with the phrase "they have".
- 5.10 In Section 9.4, deleting the word "he" and replacing it with the phrase "the Peace Officer".
- 5.11 In Section 9.9, deleting the word "he" and replacing it with the phrase "the Person".
6. Bylaw C-1278, the Smoke Free Public Places Bylaw, is hereby amended by:
- 6.1 In Section 2, deleting the definition of "Peace Officer" in its entirety and replacing it with the following definition:
"**Peace Officer**" means a sworn member of the Grande Prairie Police Service, a sworn member of the Royal Canadian Mounted Police, a bylaw enforcement officer of the City, or a community peace officer of the City."
7. Bylaw C-1282, the Transit System Bylaw, is hereby amended by:
- 7.1 In Section 2, deleting the definition of "Peace Officer" in its entirety and replacing it with the following definition:
"**Peace Officer**" means a sworn member of the Grande Prairie Police Service, a sworn member of the Royal Canadian Mounted Police, a bylaw enforcement officer of the City, or a community peace officer of the City."
- 7.2 Deleting each instance of the phrase "his or her" and replacing each such instance with the word "their".

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8. Bylaw C-1293, the Minimum Property Standard Bylaw, is hereby amended by:
- 8.1 In Section 2.10, deleting the definition of "Peace Officer" in its entirety and replacing it with the following definition:
- "Peace Officer"** means a sworn member of the Grande Prairie Police Service, a sworn member of the Royal Canadian Mounted Police, a bylaw enforcement officer of the City, or a community peace officer of the City;"
9. Bylaw C-1294, the Display of Address Bylaw, is hereby amended by:
- 9.1 In Section 2.10, deleting the definition of "Peace Officer" in its entirety and replacing it with the following definition:
- "Peace Officer"** means a sworn member of the Grande Prairie Police Service, a sworn member of the Royal Canadian Mounted Police, a bylaw enforcement officer of the City, or a community peace officer of the City."
- 9.2 Deleting each instance of the word "his" and replacing each such instance with the word "their".
10. Bylaw C-1299, the Procedure Bylaw, is hereby amended by:
- 10.1 In Section 1, deleting the definition of "Peace Officer" in its entirety and replacing it with the following definition:
- "Peace Officer"** means a sworn member of the Grande Prairie Police Service, a sworn member of the Royal Canadian Mounted Police, a bylaw enforcement officer of the City, or a community peace officer of the City."
11. Bylaw C-1310, the Parkland Bylaw, is hereby amended by:
- 11.1 In Section 2:
- a) Deleting the definition for "City Clerk" in its entirety.
 - b) Deleting the definition for "Committee" in its entirety.
 - c) Deleting the definition of "Peace Officer" in its entirety and replacing it with the following definition:

"Peace Officer" means a sworn member of the Grande Prairie Police Service, a sworn member of the Royal Canadian Mounted Police, a bylaw enforcement officer of the City, or a community peace officer of the City."
- 11.2 Deleting Section 8 in its entirety and replacing it with the following:
- "8. Any Person who is affected by a decision of the Director may appeal the decision in accordance with the [General Appeal Board Bylaw C-1469](#)."
- 11.3 Deleting Sections 9, 10, 11, and 12 in their entirety.

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12. Bylaw C-1312, the Fire Services Bylaw, is hereby amended by:
- 12.1 In Section 2.13, deleting the words "his/her" and replacing them with the word "their".
 - 12.2 In Section 2.34, deleting the definition of "Peace Officer" in its entirety and replacing it with the following definition:

"Peace Officer" means a sworn member of the Grande Prairie Police Service, a sworn member of the Royal Canadian Mounted Police, a bylaw enforcement officer of the City, or a community peace officer of the City;"
 - 12.3 In Section 5(c), deleting the word "himself" and replacing it with "themselves".
 - 12.4 In Section 28, deleting the phrase "he is" and replacing it with the phrase "they are".
13. Bylaw C-1328, the Building Bylaw, is hereby amended by:
- 13.1 In Section 2.35, deleting the word "himself" and replacing it with the word "themselves".
 - 13.2 In Section 2.36, deleting the definition of "Peace Officer" in its entirety and replacing it with the following definition:

"Peace Officer" means a sworn member of the Grande Prairie Police Service, a sworn member of the Royal Canadian Mounted Police, a bylaw enforcement officer of the City, or a community peace officer of the City."
 - 13.3 In Section 13.1, deleting the word "his" and replacing it with the word "their".
14. Bylaw C-1365, the Aquatera Utility Bylaw, is hereby amended by:
- 14.1 In Section 2.30, deleting the definition of "Peace Officer" in its entirety and replacing it with the following definition:

"Peace Officer" means a sworn member of the Grande Prairie Police Service, a sworn member of the Royal Canadian Mounted Police, a bylaw enforcement officer of the City, or a community peace officer of the City."
 - 14.2 Deleting each instance of the word "his" and replacing each such instance with the word "their".
 - 14.3 In Schedule "B", Section 22(c), deleting "he is" and replacing it with "they are".
 - 14.4 In Schedule "C", Section 8(b), deleting "he is" and replacing it with "they are".
15. Bylaw C-1366, the Lot Grading Bylaw, is hereby amended by:
- 15.1 In Section 2,
 - a) Deleting the numbering of the points.
 - b) Deleting the definition for Officer in its entirety.
 - c) Adding the definition of "Peace Officer" after the definition for "Parcel Owner" as follows:

“Peace Officer” means a sworn member of the Grande Prairie Police Service, a sworn member of the Royal Canadian Mounted Police, a bylaw enforcement officer of the City, or a community peace officer of the City.”

- 15.2 In Sections 4.1 and 14.1, deleting the phrase “an Officer” and replacing it with the phrase “a Peace Officer”.
 - 15.3 In Section 14.1, deleting the second instance of “Officer” and replacing it with the phrase “Peace Officer”.
 - 15.4 In Section 14.3, deleting the word “Officer” and replacing it with the phrase “Peace Officer”.
16. Bylaw C-1392, the Grande Prairie Airport Business Operating and Parking Bylaw, is hereby amended by:
- 16.1 In Section 2,
 - a) Deleting the numbering of the points.
 - b) Deleting the definition of “Bylaw Enforcement Officer” in its entirety.
 - c) Adding the definition for “Peace Officer” after the definition of “Parking” as the following:

“Peace Officer” means a sworn member of the Grande Prairie Police Service, a sworn member of the Royal Canadian Mounted Police, a bylaw enforcement officer of the City, or a community peace officer of the City.”
 - d) Deleting Section 2.13 in its entirety.
 - e) Renumbering Section 2.14 as 2.1.
 - 16.2 Deleting each instance of the word “his” and replacing each such instance with the word “their”.
 - 16.3 In Sections 7.1, 7.4, 7.6, 8.1 and 8.2, deleting each instance of the phrase “Bylaw Enforcement Officer” and replacing each such instance with the phrase “Peace Officer”.
17. Bylaw C-1393, the Business Licence Bylaw, is hereby amended by:
- 17.1 In Section 2.1:
 - a) Deleting the definition for “City Clerk” in its entirety.
 - b) Deleting the definition of “Licence Inspector” in its entirety and replacing it with the following definition:

“Licence Inspector” means the Person appointed to that position by the City, or their designate, and includes a Peace Officer where the context permits.”
 - c) Deleting the definition of “Peace Officer” in its entirety and replacing it with the following definition:

“Peace Officer” means a sworn member of the Grande Prairie Police Service, a sworn member of the Royal Canadian Mounted Police, a bylaw enforcement officer of the City, or a community peace officer of the City.”

d) Deleting the definition for “Standing Committee” in its entirety.

17.2 Deleting Section 13.1 in its entirety and replacing it with the following:

“Any Person who is affected by a decision of a Licence Inspector, other than a decision to issue a Violation Ticket, may appeal the decision in accordance with the [General Appeal Board Bylaw C-1469](#).”

17.3 Delete Sections 13.2, 13.3, 13.4, 13.5, 13.6 and 13.7 in their entirety.

18. Bylaw C-1394, the Vehicle for Hire Bylaw, is hereby amended by:

18.1 In Section 3:

- a) Deleting the definition of “Bylaw Enforcement Officer” in its entirety.
- b) Deleting the definition of “Clerk” in its entirety.
- c) Deleting the definition of “Committee” in its entirety.
- d) Adding the definition of “Peace Officer” after the definition of “Municipal Tag” as the following:

“Peace Officer” means a sworn member of the Grande Prairie Police Service, a sworn member of the Royal Canadian Mounted Police, a bylaw enforcement officer of the City, or a community peace officer of the City.”

18.2 In Sections 6(1), 7(1), 10(1), 10(2), 11(1)(d), 20(1)(f), 21(1)(c), 22(3), 33(4), 42(1)(b)(i), deleting each instance of the phrase “Bylaw Enforcement Officer” and replacing each such instance with the phrase “Peace Officer”.

18.3 Deleting Section 46(1) in its entirety and replacing it with the following:

“Any person who is affected by a decision of a Chief License Inspector, other than a decision to issue a Violation Ticket, may appeal the decision in accordance with the [General Appeal Board Bylaw C-1469](#).”

18.4 Deleting Sections 46(2), (3), (4), (5), (6) and (7) in their entirety.

EFFECTIVE DATE

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

READ a first time this _____ day of _____, 2025.

READ a second time this _____ day of _____, 2025.

READ a third time and finally passed this _____ day of _____, 2025.

Mayor

City Clerk

DRAFT

CITY OF GRANDE PRAIRIE

OFFICE CONSOLIDATION

BYLAW C-1078

**A Bylaw of the City of Grande Prairie
To Regulate the Use of Public Lands**

**(As Amended by Bylaws C-1078A, C-1078B,
C-1078C, C-1078D, C-1078E, C-1078F and C-1078G)**

WHEREAS, the *Municipal Government Act* authorizes the Council of a municipality to pass bylaws for municipal purposes respecting the safety, health and welfare of people, the protection of people and property and other matters;

AND WHEREAS the Council of the City of Grande Prairie deems it advisable to pass a bylaw regulating the use of public lands and providing for penalties for the unauthorized use of public lands;

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

SHORT TITLE

1. This Bylaw may be cited as “The Use of Public Lands Bylaw”.

DEFINITIONS

2. In this Bylaw, unless the context otherwise requires:

“**Act**” means the *Municipal Government Act*, as amended.

“**A-Board**” means a freestanding, two-sided sign having the shape of an “A” which is set on, but not attached to, the ground and has no external supporting structure.

(Bylaw C-1078E - March 7, 2016)

“**Boulevard**” means:

- (a) that portion of City Highway lying between the curb line of a City Highway and the adjacent front or side property line excepting that portion occupied by a sidewalk, or
- (b) where there is no curb that portion of City Highway lying between the portion of Highway ordinarily travelled by vehicles and the adjacent front or side property line excepting that portion occupied by a sidewalk.

(Bylaw C-1078G - January 11, 2021)

“**City**” means the Municipal Corporation of the City of Grande Prairie unless the context otherwise requires.

“Community Event” means an event hosted by a Society, as incorporated under the *Societies Act* (Alberta) or Charitable Organization, as defined in the *Charitable Fund-Raising Act* (Alberta), or the City of Grande Prairie, whereby all financial proceeds from the event are to benefit the operation of the host Society, Charitable Organization or the City of Grande Prairie.
(Bylaw C-1078C - April 6, 2015)

“Council” means the Council of the City.

“Court” means the Provincial Court of Alberta.

“Direction” means a written or verbal Direction given pursuant to Section 7.
(Bylaw C-1078G - January 1, 2021)

“Director” means the City’s Community Living Director or a Person or Persons designated to carry out and exercise all or some of the functions of the Community Living Director pursuant to this Bylaw.

(Bylaw C-1078C - April 6, 2015)

“Election Sign” means any sign advertising and promoting the election of a political party or candidate in any municipal, provincial, federal or school board election.
(Bylaw C-1078E - March 7, 2016)

“Highway” has the same meaning as defined in the Traffic Safety Act, RSA 2000, Chapter T-6, as amended.

(Bylaw C-1078G - January 1, 2021)

“Intersection” has the same meaning as defined in the Traffic Safety Act, RSA 2000, Chapter T-6, as amended.

(Bylaw C-1078G - January 1, 2021)

“Municipal Tag” means a Tag or ticket wherein a Person alleged to have committed a breach of a provision of this Bylaw is given an opportunity to pay a voluntary penalty to the City in lieu of prosecution for the alleged breach.

(Bylaw C-1078G - January 1, 2021)

“Peace Officer” ~~means a member of a Royal Canadian Mounted Police, a Bylaw Enforcement Officer or Community Peace Officer of the City.~~ means a sworn member of the Grande Prairie Police Service, a sworn member of the Royal Canadian Mounted Police, a bylaw enforcement officer of the City, or a community peace officer of the City.

(Bylaw C-1078G - January 1, 2021)

“Permit” means a permit issued pursuant to the provisions of this Bylaw.

“Person” includes an individual, a firm, partnership, joint venture, corporation, association, society and any other incorporated body.

“Public Land” means:

- (a) Public Utility Lots and Storm Water Management Facilities;
- (b) Municipal Reserves and School Reserves;
- (c) Environmental Reserves and Natural Areas; and
- (d) Any land subject to the City’s Direction, management or control including but not limited to:
 - i) Land titled to the City of Grande Prairie;
 - ii) Developed or undeveloped Road Right-of-Ways and Statutory Road Allowances;
 - iii) All easements in favour of the City;
 - iv) All Utility Right-of-Ways;
 - v) All Boulevards; and
 - vi) All Highways maintained and controlled by the City.

(Bylaw C-1078B - July 11, 2011 and Bylaw C-1078G - January 11, 2021)

“Public Notification Signs” means placement of a licensed portable sign on Public Land advertising of an off-site Community Event.

(Bylaw C-1078C - April 6, 2015)

“Responsible Person” means a Person who has been convicted of an offence under this Bylaw.

“Transit Property” means transit shelters, terminals, bus benches, garbage bins, recycling bins, and any other structures or devices needed for the operation of the transit system.

(Bylaw C-1078C - April 6, 2015)

“Unauthorized Use” means a Person accessing on or over Public Lands or constructing, storing, erecting or placing anything on/under or over Public Land for any purpose without written consent from the City.

(Bylaw C-1078B - July 11, 2011)

“Utility Lot” means a lot registered in the name of the City and used for the installation and maintenance of utility services.

(Bylaw C-1078G - January 1, 2021)

CONSENT TO USE

3. Any Person wishing to make use of Public Land may apply to the City in writing.
4. The Director may consent to a proposed use subject to whatever terms the Director considers appropriate.
 - (a) notwithstanding (c), Privately owned signs on Public Lands are prohibited, except as exempted by future amendments to this Bylaw on a case-by-case basis for signs for organizations incorporated under the Board of Trade Act (Canada);
 - (b) all privately owned signs referred to in 4(a) must meet the requirements set out in Appendix “A”;

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- (c) Public Notification Signs and private advertising on Transit Property are permitted on Public Lands, as approved by the Director;
(Bylaw C-1078C - April 6, 2015)
 - (d) notwithstanding (a), Election Signs are prohibited on Public Lands except as designated by Council in accordance with Appendix “B”; and
(Bylaw C-1078E - March 7, 2016)
 - (e) notwithstanding (a) A-Board signs are prohibited on Public Lands except in accordance with Appendix “C”.
(Bylaw C-1078E - March 7, 2016)
5. The terms prescribed by the Director may include the provision of security in the form of either cash or a letter of credit to ensure that, upon termination of the permit, the applicant vacates the Public Land and restores it to the condition it was in prior to the applicant commencing use of the Public Land.

UNAUTHORIZED USE

6. No Person shall make Unauthorized Use of Public Land.
- 6A. Unauthorized Uses on Public Land shall include but not limited to the following:
- (a) constructing or erecting a driveway, parking pad, parking site, garage, stairway, walkway, pool, patio, deck, wall, fence, shed, tent, temporary living structure or other such structure;
(Bylaw C-1087G - January 11, 2021)
 - (b) constructing and or maintaining a skating or hockey rink;
 - (c) placing or storage of personal property;
 - (d) landscaping, gardening or tree planting;
 - (e) installing irrigation or electrical systems;
 - (f) constructing drainage facilities including, but not limited to, pipes, catch basins, sumps, swales, detention ponds and ancillary structures;
 - (g) erecting staging, scaffolding or similar structures;
 - (h) depositing or storing building materials/topsoil/clay/sand/gravel, storing or operating machinery, equipment or tools used or to be used in connection with the erection, alteration, demolition, repair or painting of any structure;
 - (i) digging, cutting, excavating, filling or dumping soil, refuse, garden or yard material, compost and other materials;

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- (j) using the Public Land for the parking or temporary storage of any vehicle, whether operable or inoperable, including but not limited to cars, trucks, vans, recreational vehicles, all-terrain vehicles, snowmobiles, boats, campers and trailers;
 - (k) operating any vehicle to access upon or across;
 - (l) placement of unauthorized signage/commercial advertising;
(Bylaw C-1078B - July 11, 2011)
 - (m) occupy, erect, or abandon a tent, shelter, temporary living structure, camper, recreational vehicle, detached travel trailer, or any other such similar living shelter; and
(Bylaw C-1078G - January 11, 2021)
 - (n) ignite a fire, permit a fire to be ignited, cook using a portable cooking appliance, use a combustible propane or natural gas heating device use a use an electric heating device, or use any other device that creates heat for warmth, without written permission from the Director.
(Bylaw C-1078G - January 11, 2021)
7. The Director by written or verbal Direction require the Person responsible for an Unauthorized Use of Public Land to cease such Unauthorized Use. A Direction will:
- (a) identify the Unauthorized Use;
 - (b) direct the Person to take any action or measures necessary to remedy the Unauthorized Use including, but not limited to, the restoration of the Public Land to its state immediately before commencement of the Unauthorized Use;
 - (c) state a time period within which the Person must comply with the written or verbal Direction; and
 - (d) in the case of a Person that occupies, erects, or abandons a tent, shelter, temporary living structure, camper, recreational vehicle, detached travel trailer, or any other such similar living shelter or structure, and if there is a previous history of non-compliance, have the Person immediately remediate, the Unauthorized Use of Public Lands.
(Bylaw C-1078G - January 11, 2021)
8. Written or verbal Direction may be served:
- (a) personally, if it is given to an individual, or in case of written Direction, by delivery to a Person apparently over the age of eighteen (18) years, residing or employed at the address where the individual resides, carries on business or is employed;
(Bylaw C-1078G - January 11, 2021)
 - (b) in accordance with the *Business Corporations Act (Alberta)* if directed to a business corporation;

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- (c) sending by prepaid registered mail to its registered office or its place of business in the case of any other corporation;
 - (d) in the case of firm or partnership, by personal service on any Person over the age of eighteen (18) years who is a member of the firm or partnership or apparently in the employ of the firm or partnership at an office of the firm or partnership; or
 - (e) in accordance with an Order of the Alberta Court of Queen's Bench.
9. No Person shall fail to comply with a Direction.
10. If the City is unable to ascertain the name of the Person responsible for any Unauthorized Use:
- (a) the City will post a sign on the Public Land which is the subject of the Unauthorized Use stating that, if the Unauthorized Use is not stopped and all work done necessary to restore the Public Land to its condition immediately before commencement of the Unauthorized Use, by a date at least twenty-one (21) days after the sign is posted, the City will do such work;
 - (b) if the City does work pursuant to the preceding subsection 10(a), the cost of so doing will be a debt due to the City from the Person responsible for the Unauthorized Use;
(Bylaw C-1078G - January 11, 2021)
 - (c) the work referred to in subsection 10(a) includes, but is not limited to, the removal of materials and chattels of all kinds, excavating and removing improvements and carrying out landscaping;
(Bylaw C-1078G - January 11, 2021)
 - (d) in the case of an emergency of any kind or a perceived threat to public safety, the period of twenty-one (21) days prescribed by subsection 10(a) may be shortened to whatever period the Director considers appropriate;
(Bylaw C-1078A - May 2, 2011 and Bylaw C-1078G - January 11, 2021)
 - (e) the Director, without delay, may remove, any tent, shelter, temporary living structure, camper, recreational vehicle, detached travel trailer, or any other such similar living shelter that is occupied, erected, left or abandoned on Public Land;
(Bylaw C-1078G - January 11, 2021)
 - (f) the City may sell any materials referred to in subsection 10(c) and apply the proceeds towards payment of the debt due to the City from the Person responsible for the Unauthorized Use;
(Bylaw C-1078G - January 11, 2021)
 - (g) the City may dispose of any material referred to in subsection 10(e); and
(Bylaw C-1078G - January 11, 2021)

- (h) the City may hold the material referred to in subsection 10(e), and if the material is not claimed within thirty (30) days, the City may dispose of the material, or sell any materials referred to in subsection 10(e) and apply the proceeds towards payment cost to the City.
(Bylaw C-1078G - January 11, 2021)

MAINTENANCE OF TURF

11. A Person having occupation and control of a residential property, whether such Person is the owner, lessee, tenant or agent of the owner of the property, shall be responsible for maintenance of turf on all Boulevards abutting their property.
(Bylaw C-1078G - January 11, 2021)
12. A Person having occupation and control of a multi-family, commercial, industrial and all other property, whether such Person is the owner, lessee, tenant or agent of the owner of the property, shall be responsible for maintenance of turf on all Boulevards abutting their property.
(Bylaw C-1078G - January 11, 2021)
13. If the Boulevard is not maintained in accordance with the [Minimum Property Standards Bylaw C-1293](#) and, in the opinion of a Peace Officer, has become a Nuisance, the Peace Officer may issue a fine in accordance with Section 18 of this Bylaw.
(Bylaw C-1078G - January 11, 2021)

ENFORCEMENT

14. A Person who contravenes section 6, section 9 or any other provision of this Bylaw is guilty of an offence.
15. Unless specified below, any Person who contravenes any provision of this Bylaw is guilty of an offence, and is liable:
- (a) for a first offence to a specific fine of \$250.00; and
 - (b) for a second subsequent offence, within a calendar year, to a specific fine of \$500.00.
(Bylaw C-1078G - January 11, 2021)
16. Any Person who is found guilty of an offence under this Bylaw is liable to a fine of at least \$250.00 and not exceeding \$10,000.00, or imprisonment for not more than one year, or both.
(Bylaw C-1078G - January 11, 2021)
17. A Peace Officer may issue a Municipal Tag or Violation ticket, pursuant to the Provincial Offences Procedure Act, to any Person who contravenes any provision of this Bylaw.
(Bylaw C-1078G - January 11, 2021)
18. Service of a Municipal Tag shall be sufficient if it is:
- (a) personally served;

-
- (b) attached to a vehicle with respect of an offence alleged to have been committed in relation to that vehicle;
 - (c) sent by ordinary mail to the residence of the Registered Owner of the vehicle, or
 - (d) left for the defendant at their residence with an occupant of the residence who appears to be at least eighteen (18) years of age.
- (Bylaw C-1078G - January 11, 2021)**
19. If a fine imposed pursuant to Section 15 is not paid, the City will proceed to collect it in the same manner as a civil judgement in favour of the City.
- (Bylaw C-1078G - January 11, 2021)**
20. In addition to imposing a fine pursuant to Section 15, the Court may:
- (a) order the Responsible Person to cease the Unauthorized Use and take whatever steps are necessary to restore the Public Land which has been the subject of the use to the condition it was in prior to commencement of the use; and
 - (b) direct that, if the Responsible Person fails to comply with an order pursuant to the preceding subsection 20(a) within a specified time, the City will be at liberty to do the work required and recover the costs of so doing from the Responsible Person. Such costs may be determined either concurrently with imposition of a fine or upon subsequent application to the court.
- (Bylaw C-1078G - January 11, 2021)**

CONTINUING OFFENCE

21. In the case of an offence that is of a continuing nature, a contravention of a provision of this Bylaw constitutes a separate offence with respect to each day, or part of a day, during which the contravention continues, and a Person guilty of such an offence is liable to a fine in an amount not less than that established by this Bylaw for each such separate offence.
- (Bylaw C-1078G - January 11, 2021)**

SEVERABILITY

22. Should any provision of this Bylaw be invalid or unlawful, then that provision shall be severed, and the remaining bylaw shall be maintained and remain in force.
- (Bylaw C-1078G - January 11, 2021)**

OPERATION OF BYLAW

23. This Bylaw applies to all Unauthorized Uses of Public Land which commence at any time after the date that this Bylaw comes into force or which commenced prior to such date.

DATE BYLAW COMES INTO FORCE

24. This Bylaw shall take effect on the date it is passed.

READ a first time this 2nd of July , 2002.

“W. Ayling” (signed)
Mayor

“J. Ferguson” (signed)
City Clerk

READ a second time this 16th of December , 2002.

READ a third time and finally passed this 16th of December , 2002.

“W. Ayling” (signed)
Mayor

“J. Ferguson” (signed)
City Clerk

CITY OF GRANDE PRAIRIE

BYLAW 1078

APPENDIX “A”

**SIGN REQUIREMENTS
FOR PRIVATELY OWNED SIGNS ON PUBLIC LANDS**

(Bylaw C-1078C - April 6, 2015)

1. Billboard Signs

- 1.1 The maximum dimensions for a billboard sign shall be 3.1 m high and 8.0 m wide. A billboard sign shall not exceed 24.8 m² in sign area.
- 1.2 The maximum height of a billboard sign structure shall be 6.0 m from finished grade.
- 1.3 No part of a billboard sign shall be located on, or project over, City property or a utility right-of-way or easement.
- 1.4 No part of a billboard, except supports shall be less than 2.4 m above grade.
- 1.5 The supporting structure shall be free of any extra bracing, angle irons, guy wires, or cables.
- 1.6 Where the rear of the sign is visible to the public, it shall be finished with a material suitable to the Development Authority.
- 1.7 No billboard shall employ the use of flashing lights.
- 1.8 The power source for all billboard signs shall be located underground.
- 1.9 A Billboard shall not be located within:
 - a) 300.0 m of any other billboard with the sign face visible to the same on-coming traffic, and
 - b) 150.0 m of any other billboard with the sign face not visible to the same on-coming traffic.
- 1.10 Billboards shall provide the same front, side and rear yards as required for buildings in that district.
- 1.11 The location of any billboard shall be subject to the approval of the City Engineer for traffic safety.
- 1.12 Billboards shall not be located within 100.0 m of any Intersection or within 30.0 m of any existing access/egress to or from a property.
- 1.13 Billboards may be illuminated and may contain an electronic message display.

2. Rules for Changeable Copy and Electronic Message Display Signs

2.1 Changeable Copy

- a) Changeable copy shall only be allowed on portable, fascia, freestanding and projecting signs;
- b) Changeable copy shall not contain third-party advertising;
- c) The changeable copy component of a freestanding identification sign shall comply with the design of the sign as if it is a panel of the sign;
- d) The changeable copy component of a fascia sign shall not exceed 30% of the area of the fascia sign;
- e) The changeable copy component on a projecting sign shall be included in the sign area allowed for projecting signs.

2.2 Electronic Message Display

- a) Signs with an electronic message display that is between 1.0 m² and 2.3 m² shall be spaced a minimum of 100.0 m from any other sign with an electronic message display. Signs with an electronic message display that is larger than 2.3 m² shall be spaced a minimum of 200.0 m from any other sign with an electronic message display;
- b) No part of an electronic message display shall be less than 2.5 m above grade;
- c) The location of any electronic message display shall be subject to review by the City Engineer, and Alberta Transportation where required;
- d) In the case of a one-sided electronic message display, or where the rear of the display is visible to the public, it shall be finished with a material suitable to the Development Authority;
- e) All electronic message displays must include a dimming feature that will automatically reduce the brightness level to adapt to the ambient light level;
- f) An electronic message display shall only be allowed on a freestanding sign or a billboard.

CITY OF GRANDE PRAIRIE

BYLAW C-1078

SCHEDULE "A-1"

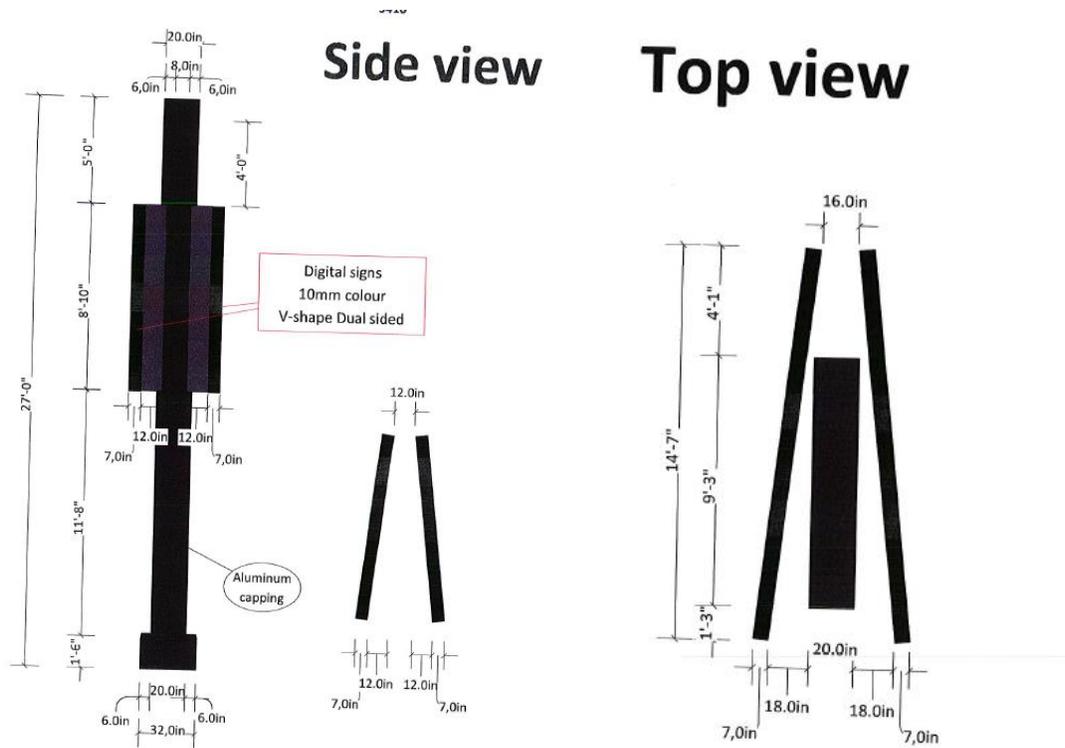
(Bylaw C-1078D - October 5, 2015)

To provide for the development and installation of a Digital Sign for the Grande Prairie District of Commerce, as detailed below and on a site-specific basis.

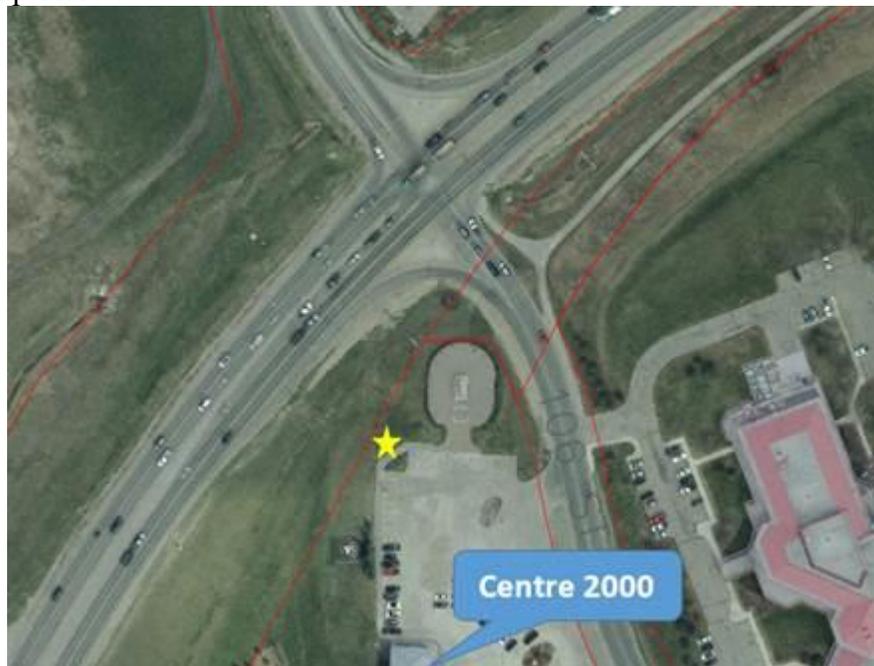


GP Chamber - 2015/06/04
3410





The provisions of this Schedule apply only to Plan 022-0819, Block 7, Lot 1 Muskoseepi Park, as shown on the map below.



CITY OF GRANDE PRAIRIE

BYLAW 1078

APPENDIX “B”

ELECTION SIGNS

(Bylaw C-1078F - June 15, 2020)

- a) All Election signs shall comply with the requirements of any relevant federal or provincial legislation and any other relevant municipal bylaws.
- b) Election signs shall be displayed or placed no earlier than:
 - i) six (6) weeks prior to election day for municipal and school board elections; or
 - ii) the date the election is called for provincial and federal elections.
- c) Election signs shall be removed within seven (7) days after the election to which they refer.
- d) Election signs shall only be displayed or placed in the designated locations identified in Appendix “B-1” as approved by Council.
- e) Election signs shall not be displayed or placed:
 - i) inside the designated “Clear Zones” on the approach to driveways, lanes, Intersections and rail crossings, as identified in Appendix “B-1”;
 - ii) within 1m of curbs, sidewalks, pathways, property lines and/or fences as identified in Appendix “B-1”;
 - iii) within 1 metre of any traffic control device and/or sign; and
 - iv) on any physical roadway structure including bridges, guardrails, retaining walls, fences, concrete barriers, fire hydrants, sidewalks, pathways, crosswalks, street light poles, trees and all municipal parks.
- f) A maximum of two (2) Election signs of the same candidate are permitted for each designated location, as identified in Appendix “B-1”.
- g) A minimum spacing of 3m between candidates’ signs is required per designated location identified in Appendix “B-1”.
- h) A candidate whose name appears on an Election sign that is impounded and removed from municipal property may be assessed impounding and removal charges in addition to any fine or penalty imposed in respect of a violation of this Bylaw.
- i) An Election sign in a residential district, as identified in the Land Use Bylaw, shall not exceed 0.6 m².

CITY OF GRANDE PRAIRIE
BYLAW 1078
APPENDIX “B-1”
ELECTION SIGN LOCATIONS
(Bylaw C-1078F - June 15, 2020)

Designated Election Sign Locations in the City of Grande Prairie.

1. 132 Avenue from 102 Street to 108 Street - South side
2. 132 Avenue from 102 Street to 108 Street - North side
3. Intersection of 100 Street and 116 Avenue - West side to South side
4. 116 Avenue from 105 Street to 106 Street
5. 116 Avenue from 102 Street to 105 Street - North side
6. 116 Avenue from 100 Street to 105 Street - South side
7. 100 Avenue from 106 Street to 108 Street
8. 100 Avenue from 92 Street to 98 Street
9. 102 Street from 124 Avenue to 121 Avenue - East side
10. 102 Street from 130 Avenue to 126 Avenue - East side
11. 102 Street from 115 Avenue to 113 Avenue
12. 108 Street from 128 Avenue to Royal Oaks Drive - East side
13. 108 Street from 107 Avenue to 100 Avenue
14. Lakeland Drive from 123 Avenue to 121 Avenue - West side
15. 88 Street from 116 Avenue to 112 Avenue - West side
16. 132 Avenue from 92 Street to 99 Street
17. 132 Avenue from 88 Street to 92 Street
18. Crystal Ridge Road from 121 Avenue to 119A Avenue
19. Crystal Lake Drive from 119 Avenue to 89A Street
20. 116 Avenue from 96 Street to Rail Crossing
21. 116 Avenue from 88 Street to 92 Street - South side
22. 100 Avenue from 90 Street to 93 Street - South side
23. 92 Street from 108 Avenue to 104 Avenue
24. 92 Street from 111 Avenue to 108 Avenue
25. 92 Street from 100 Avenue to 96 Avenue - West side
26. 93 Street from 97 Avenue to Juno Crossing
27. 92 Street from 92 Avenue to 84 Avenue - West side
28. 84 Avenue from Resources Road to 100 Street
29. 84 Avenue from 100 Street to 108 Street
30. Resources Road from 92 Avenue to 88 Avenue
31. Resources Road from 84 Avenue to 76 Avenue
32. Resources Road from 76 Avenue to 68 Avenue
33. 68 Avenue from Resources Road to Poplar Drive
34. 68 Avenue from 88A Street to 90 Street - South Side
35. 68 Avenue from 100 Street to 108 Street - South Side
36. 92 Street from 72 Avenue to 68 Avenue
37. 100 Street from 75 Avenue to 68 Avenue - East side
38. 108 Street from 84 Avenue to 79 Avenue
39. 108 Street from 76 Avenue to 68 Avenue
40. 108 Street from 68 Avenue to 60 Avenue - East side
41. 68 Avenue from Kateri Drive to Knowledge Way - North side
42. 116 Street from 77 Avenue to 68 Avenue - East side
43. 116 Street from 84 Avenue to 68 Avenue - West side
44. 68 Avenue from 108 Street to 116 Street - South side
45. 113 Street from 84 Avenue to 82 Avenue - East side
46. 84 Avenue from 108 Street to 116 Street - North side
47. 84 Avenue from 113 Street to 115 Street - South side
48. 68 Avenue from Pinnacle Street to 114 Street - North side

CITY OF GRANDE PRAIRIE

BYLAW 1078

APPENDIX “C”

A- Board Signs on City Property

(Bylaw C-1078E - March 7, 2016)

- a) A-Board signs shall be a maximum of 0.6 m wide and 0.9 m high when placed.
- b) A-Board signs shall be constructed of a rigid material such that a rigid and stable frame is created.
- c) A-Board signs shall be placed on the outside of the sidewalk in line with parking meters and light poles, and shall provide a 1.8 m clear width for pedestrian traffic; or in the vestibule of a doorway. A-Board signs are not permitted in the centre of a sidewalk or on grassed areas.
- d) A-Board signs shall be placed in such a way that they do not obstruct sight lines for pedestrians, cyclists and motorists.
- e) A-Board signs shall only be placed on sidewalks during the hours when the business is open to the public.
- f) Businesses are limited to one A-Board sign, which may only be placed directly in front of the premises.
- g) A-Board signs shall not be placed on centre medians.
- h) A-Board signs shall be placed a minimum of 1.0 m away from parking meters.
- i) In the event of conflicts or unforeseen problems the City reserves the right to request the moving or removal of an offending A-Board sign and/or issue a penalty tag.
- j) A-Board signs are only permitted on City property in the Central Commercial - CC District as identified in the Land Use Bylaw (C-1260).

CITY OF GRANDE PRAIRIE

OFFICE CONSOLIDATION

BYLAW C-1103

A Bylaw of the City of Grande Prairie, to prohibit certain nuisances, disturbances and activities creating noise; and to abate the incidence of noise and to restrict when certain sounds may be made

(As Amended by Bylaw C-1103A, C-1103B, C-1103C, C-1103D, C-1103E and C-1103F)

WHEREAS pursuant to the Municipal Government Act, RSA 2000, the Council of the City may pass a bylaw respecting the safety, health, and welfare of people and the protection of people and property and respecting the people, activities, and things in, on, or near a public place.

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

SHORT TITLE

1. This Bylaw may be cited as the “Noise, Nuisance and Public Disturbances Bylaw”.

DEFINITIONS

2. In this bylaw:
 - (a) “Attractant” will include any substance which could be reasonably expected to attract a wild animal or animals or does attract a wild animal or animals, including but not limited to food products, pet food, feed, grain or salt.
 - (b) “Bullying” means any objectionable or inappropriate comment, conduct or display by a person:
 - i) directed at an individual, not of the same household;
 - ii) which causes or is likely to cause physical or emotional distress.
 - (c) “City” means the municipal corporation of the City of Grande Prairie or where the context permits, means the area within the municipal limits of the City of Grande Prairie.
 - (d) “City Manager” means the Chief Administrative Officer of the City from time to time.
 - (e) “Construction Equipment” includes, but is not limited to trenching machines, concrete mixers, backhoes and similar equipment.
 - (f) “Community Safety Director” means the Director of the Community Safety service area.

(Bylaw C-1103F - December 15, 2014)

- (g) “Device” means feeding stands, salt blocks, bird feeders less than (eight) 8 feet in height.

-
- (h) “Disturbance” means the interruption of the peace, quiet and good order of a neighbourhood or community, including but not limited to unnecessary and distracting noises.
- (i) “Feed” or “Feeding” means the deliberate act of furnishing, or otherwise making available, food or other substances which is likely to be consumed by wild animals.
- (j) “Firearm” means a barrelled weapon from which any shot, bullet or other projectile can be discharged and includes, without limitation, a rifle, shotgun, revolver, pistol and airgun.
- (k) “Hazing” means any intentional or reckless act meant to induce physical pain, humiliation or embarrassment that causes physical or mental discomfort and is directed against a minor for the purpose of being initiated, introduced into, affiliated with or maintaining membership in any club, school, athletic team or other similar group or organization in which minors participate.
- (l) “Loiter” means to stand idly around or move slowly about or to linger or spend time idly.
- (m) “Minor” means an individual under 18 years of age.
- (n) “Molesting” means to interfere with, annoy or disturb maliciously.
- (o) “Natural” means food or other substances consumed by wildlife produced by, or existing in nature, not artificial.
- (p) “Peace Officer” ~~means a member of the Royal Canadian Mounted Police, a Special Constable appointment pursuant to the provisions of the Police Act (Alberta), or a Bylaw Enforcement Officer of the City of Grande Prairie.~~ means a sworn member of the Grande Prairie Police Service, a sworn member of the Royal Canadian Mounted Police, a bylaw enforcement officer of the City, or a community peace officer of the City.
- (q) “Person” means an individual or any business or other entity including a Firm, Partnership, Association, Corporation, Company, or Society but does not include the City.
- (r) “Power Tool” includes any tool powered by an engine, motor, or compressed air.
- (s) “Public Place” means any place including privately and publicly owned or leased property, to which the public reasonably has or is permitted to have access, whether on payment or otherwise, within the municipal limits of the City of Grande Prairie.
- (t) “Public Property” means any schoolyard, highway, parkland, public bridge, road, lane, footway, alley or passage, whether a thoroughfare or not, and includes any open space to which the public have or are permitted to have access.
- (u) “Quiet Hours” shall mean between the hours of 10:00 p.m. and 7:00 a.m. on any day.

- (v) “Residential District” means any district designated for residential use in the City’s Land Use Bylaw as amended from time to time.

- (w) “Wild Animals” means all mammals other than domestic animals (some examples include, but are not exclusive to deer, bears, fox, squirrels, groundhogs, etc.).

(Bylaw C-1103C - July 11, 2011)

GENERAL PROHIBITION

3. Except to the extent permitted by this bylaw, no person shall make, continue, cause or allow to be made or continued any unreasonably loud, raucous or unusual noise which annoys, disturbs, injures, endangers or detracts from the comfort, repose, health, peace or safety of any other person of ordinary sensitivity within the City.
4. Except to the extent permitted, by this bylaw, no person shall permit, suffer or allow property, real or personal which they owns, occupies or controls, to be used in a manner such that there emanates therefrom any unreasonably loud, raucous or unusual noise which annoys, disturbs, injures, endangers or detracts from the comfort, repose, health, peace or safety of any other person of ordinary sensitivity within the City.
5. Factors for determining whether a sound is unreasonably loud, raucous or unusual include, but are not limited to, the following:
 - (a) proximity of the sound to sleeping facilities, whether residential or commercial;
 - (b) the time of day or night the sound occurs;
 - (c) the duration and volume of the sound; and
 - (d) whether the sound is recurrent, intermittent or constant.
6. No person shall cause a disturbance in or near public property:
 - (a) by fighting, screaming, shouting, swearing, or using insulting language; or
 - (b) by molesting any other person.
7. No person unless lawfully authorized shall discharge any firearm within the City.
8. No person shall cast, project, or throw any stones, balls of snow or ice, or use any projectile in any manner, which is dangerous to the public.
9. No person shall urinate or defecate on public property.
10.
 - (a) No person shall commit the act of bullying against another person in any public place, on public property or in any other place.
 - (b) No person shall commit the act of bullying against another person through written or electronic communication.

- (c) No person shall commit the act of hazing against a minor in any public place, on public property or in any other place.

(Bylaw C-1103A - October 23, 2006)

11. No person shall by himself or with another person loiter in a public place in such a manner as to obstruct, hinder or impede:
- (a) the free and uninterrupted passage of vehicles, traffic or pedestrians through, from or to such public place;
 - (b) access to the entryway of any premises normally used by the public for gaining entrance to the premises, unless permission is granted by the person in authority of the property.

(Bylaw C-1103B - December 17, 2007)

12. No person shall loiter on any property where the person in authority of the property prohibits loitering on the property.

(Bylaw C-1103B - December 17, 2007)

13. Any person shall be deemed to be loitering within the meaning of this bylaw when the person is standing or sitting on any highway, including, without limiting the generality of the foregoing any sidewalk located thereon or within three feet thereof, and fails to vacate the area when requested to do so by a peace officer.

(Bylaw C-1103B - December 17, 2007)

14. Any person shall be deemed to be loitering within the meaning of this bylaw when the person is standing or putting ~~his~~their feet on the top surface of any table, bench, planter or sculpture placed in any public place.

(Bylaw C-1103B - December 17, 2007)

15. When a peace officer finds any person loitering, they may direct such person to cease such loitering and vacate the area, and any person so directed shall forthwith cease such loitering and vacate.

(Bylaw C-1103B - December 17, 2007)

16. No prosecution shall be commenced for contravention of the loitering provisions of this bylaw unless a warning to cease loitering and vacate the area has first been given by a peace officer or any person in authority of the property.

(Bylaw C-1103B - December 17, 2007)

- 16.A (a) No owner or occupier of land within the City shall intentionally feed, cause to be fed or provide or make available food attractants (any fruit, grain, mineral, plant, salt, vegetable, pellets) or other substances for the consumption by wild animals within the boundaries of the City, either on private property or on public property.

-
- (b) No owner or occupier of land may place or allow any device or other material to be placed outdoors or on any public or private property for the purpose of attracting or feeding wild animals.
 - (c) Each property owner or occupier shall have the duty to remove any device placed on the owner's or occupier's property in violation of this bylaw.
 - (d) Each property owner or occupier shall have the duty to remove any device placed on the owner's or occupier's property to which wild animals or from which wild animals actually feed. Alternatively, a property owner or occupier may modify such a device or make other changes to the property that prevents wild animals from having access to feeding from the device. Failure to remove such a device or to make such modifications within twenty-four (24) hours after notice is given by the City shall constitute a separate violation.
 - (e) This section shall not apply to any natural product that is growing on a particular land owned or occupied where feeding of wildlife is occurring.
 - (f) Bird feeders, using bird feed only, are allowed but must be inaccessible to wild animals.

(Bylaw C-1103C - July 11, 2011)

MOTOR VEHICLES

- 17. No person shall use or engage in the use of engine retarder brakes within the City.
- 18. **Deleted by Bylaw C-1103D - May 13, 2013**
- 19. The failure of a person to comply with the provisions of the Traffic Safety Act or any regulations thereunder regarding:
 - (a) the prohibition against the use of signalling devices on motor vehicles so as to make more noise than is reasonably necessary;
 - (b) the restrictions in the type or use of mufflers and similar equipment;
 - (c) the prohibition against creating or causing the emission of any loud and unnecessary noise from a motor vehicle; or
 - (d) the operation of a vehicle on a highway in a residential district between the hours of 10:00 p.m. and 7:00 a.m. in a manner that unduly disturbs the residents of that area;

is an offence under this Bylaw in addition to and not in substitution for any offence of which a person may be guilty under the provisions of such Act or the regulations thereunder.

CONSTRUCTION

20. Unless written permission from the Community Safety Director is first obtained, no person shall during quiet hours carry on the construction, repair, alteration, or demolition of any type of structure including but not limited to hammering, sawing, and the use of any power tools or construction equipment capable of creating a sound which may be heard beyond the boundaries of the site on which the activity is being carried on within the City.

(Bylaw C-1103F - December 15, 2014)

DOMESTIC

21. No person shall operate construction equipment, power tools, a power lawn mower, or any snow-clearing device in any residential district during quiet hours.

INDUSTRIAL

22. (a) Nothing in this Bylaw shall prevent the continual operation or carrying on of an industrial activity where the activity is one which:
- (i) is a permitted use; or
 - (ii) is an approved discretionary use;
- (b) In the operation or carrying on of an industrial activity, the person operating or carrying on that activity shall make no more noise than is necessary in the normal method of performing or carrying on that activity.

SNOW REMOVAL

23. No person shall remove snow from commercial or private property in or adjacent to a residential district between the hours of 12:00 a.m. and 6:00 a.m. on any day, without a permit granted by the Community Safety Director.

(Bylaw C-1103F - December 15, 2014)

EXCEPTIONS

24. This bylaw shall not apply to:
- (a) Any person performing work of an emergency nature for the preservation or protection of life, health, or property, but the onus shall be on the person performing the work to show that the work was of an emergency nature;
 - (b) Any act of maintenance or repair being carried out by employees or contractors of the City or Aquatera Utilities Inc.;
 - (c) Any act of emergency maintenance or repair being carried out by employees or contractors of any private utility;

- (d) The operation of emergency equipment or any emergency vehicle;
- (e) A Peace Officer engaged in performing ~~his~~their duty; or
- (f) Any activity within the sole jurisdiction of the Government of Canada or the Province of Alberta.
- (g) A special event where a License has been issued under Bylaw C-1292, the Special Events Bylaw.

(Bylaw C-1103E - April 7, 2014)

PERMITS

25. The Community Safety Director may issue a permit to a person for the purpose of allowing noise within a designated area and between designated times. Such permit may be revoked at any time by the City Manager.

(Bylaw C-1103F - December 15, 2014)

SEVERANCE

26. If any section of this Bylaw is found to be illegal or beyond the power of the City's Council to enact, such section shall be deemed to be severable from all other sections of this Bylaw.

PENALTIES

27. Any person who contravenes any provision of this Bylaw, is guilty of an offence punishable on summary conviction and is liable:
- (a) for a first offence to a fine of \$250.00; or
 - (b) for a second or subsequent offence, to a fine of not less than \$500.00 and not more than \$2,500.00.
28. Where an officer believes that a person has contravened any provision of this bylaw, they may commence proceedings by issuing a violation ticket in accordance with the *Provincial Offences Procedure Act*, R.S.A. 2000, provided however that, this section shall not prevent any officer from issuing a violation ticket requiring the court appearance of the defendant or from laying an information instead of issuing a violation ticket.

(Bylaw C-1103B - December 17, 2007)

29. Each occurrence of a contravention of this Bylaw, or in the case of continuous contraventions, each day a contravention occurs or continues, constitutes a separate offence and may be punished separately.

(Bylaw C-1103A - October 23, 2006)

30. Any person who receives a fine for contravention of Section 10 under this bylaw may be given the following choices:

- (a) Paying the specified penalty pursuant to Paragraph 27; or
- (b) At the discretion of the issuing Peace Officer and/or Prosecutor, attending an educational anti-bullying session and having the charge withdrawn.

(Bylaw C-1103A - October 23, 2006)

REPEAL

- 31. Bylaws C-862 and C-873 are hereby repealed.
- 32. This bylaw shall take effect on the date it is passed.

READ a first time this 1st day of December , 2003.

READ a second time this 1st day of December , 2003.

READ a third time and finally passed this 1st day of December , 2003.

“W. Ayling” (signed)
MAYOR

“J. Ferguson” (signed)
CITY CLERK

CITY OF GRANDE PRAIRIE

OFFICE CONSOLIDATION

BYLAW C-1166

**A Bylaw of the City of Grande Prairie
For the Use of Highways and Regulation of Traffic
Within the City of Grande Prairie**

**(As Amended by Bylaw C-1166A, C-1166C, C-1166D,
C-1166E, C-1166F, C-1166G, C-1166H, C-1166I, C-1166J, and C-1166L)**

WHEREAS the Municipal Council of the City of Grande Prairie, in the Province of Alberta deems it necessary to govern the use of highways and regulate traffic within the corporate limits of the City.

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

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| Part 2 | Parking |
| Part 3 | Pedestrians |
| Part 4 | Snow/Ice Clearing |
| Part 5 | Bicycles |
| Part 6 | Deleted by Bylaw C-1166L |
| Part 7 | Off-Highway Vehicles |
| Part 8 | Parking Meters |
| Part 9 | Dangerous Goods |
| Part 10 | General Provisions |
| Part 11 | Offences and Powers of Peace Officers |

SHORT TITLE

1. This Bylaw may be cited as the "Traffic Bylaw".

DEFINITIONS

2. All terms and definitions shall be those which are described in the Traffic Safety Act (Alberta), Regulations and subsequent amendments, the Municipal Government Act (Alberta) and subsequent amendments, the Dangerous Goods Transportation and Handling Act (Alberta), Regulations and subsequent amendments, the City Transportation Act (Alberta), and subsequent amendments, and those in this Bylaw.

(Bylaw C-1166A – June 27, 2011)

In this Bylaw:

"Carrier" means any person transporting dangerous goods in, into, through or out of the City by vehicle and includes the registered owner of such vehicle.

"Central District" means that portion of the City between Resources Road and 106 Street, and between 97 Avenue and 103 Avenue.

"City" means the municipal corporation of the City of Grande Prairie.

"City Manager" means the Chief Administrative Officer of the City or [his](#)/[her](#) designate.

"City Parking Lot" means parking lots owned by, or under the direction, control and management of the City.

"Commercial Waste Container" means a container constructed so that it can be emptied mechanically into or loaded onto a vehicle and has the capacity to hold at least 0.75 cubic metres of waste.

"Curb" means the actual curb if there is one, and if there is no curb in existence shall mean the division of a highway between the roadway and the sidewalk or boulevard.

"Dangerous Goods" means dangerous goods for which placards are required by the Dangerous Goods Transportation and Handling Act, RSA 2000, chapter D-4, and subsequent amendments.

"Dangerous Goods Route" means those highways located within the City and identified as a Dangerous Goods Route on Schedule 2 of this Bylaw.

"Dangerous Goods Route Signs" means signs erected pursuant to Section 55 of this Bylaw.

"Decorative Street Light Pole" means an ornamental street light pole with a shape, style, and colour different from a standard street light pole.

"Emergency Services Personnel" means an on-duty Fire Fighter, Peace Officer, Ambulance Services member, or St. John Ambulance Brigade member.

"Interfere" means to interpose or intervene in a way that hinders or impedes, or an act that is intended to intimidate, distract, embarrass, or induce discomfort.

"Maximum Gross Weight" means the maximum weight specified in the Certificate of Registration for the motor vehicle issued under the Traffic Safety Act, RSA 2000 chapter T-6 and subsequent amendments.

"Metered Space" means a space or section of highway in a metered zone:

- (a) between two adjacent parking meters; or
- (b) as otherwise indicated on the parking meter for the parking of a single vehicle at which space or section a parking meter has been installed.

"Metered Zone" refers to a portion of highway within the City where parking meters are now or may hereafter be located.

"Municipal Tag" means a tag whereby the person alleged to have committed a breach of a provision of this Bylaw is given the opportunity to pay a voluntary penalty to the City in lieu of prosecution for an offence.

"Obstruct" means to hinder, impede, fetter, delay, hamper, or distract from enforcement activities.

"Obstruction" means an encroachment, excavation, structure or other obstacle which interferes with, or prevents the vision, passage, maintenance or use of any public property by vehicles or pedestrians.

"Occupant" means a person who is in physical possession of a property, or a person who has responsibility for, and control over, the condition of a property, the activities conducted on that property, and the persons allowed to enter that property.

"Outdoor Event" means an 'Outdoor Event' as defined in [Bylaw C-1487](#), the Outdoor Event Permit Bylaw.

(Bylaw C-1166L – May 5, 2025)

"Outdoor Event Permit" means a 'Outdoor Event Permit' as defined in [Bylaw C-1487](#), the Outdoor Event Permit Bylaw.

(Bylaw C-1166L – May 5, 2025)

"Owner" means in the case of land, any person who is registered under the Land Titles Act RSA 2000, chapter L-4, and subsequent amendments, as the owner of the land.

"Parking Meter" or "Meter" means a mechanical or electronic device designed for the purpose of indicating the time during which a vehicle may park in a metered space.

"Parking Space" means a space marked with parking guidelines visible on the roadway requiring a person to park a vehicle with the vehicle's sides between and parallel to any two (2) of the guidelines.

"Parkland" means any land used as a playground, park and recreation area, sports field, cemetery, trail, public utility lot, natural area, or school ground, to which the public does not have or is not permitted to have vehicle access.

"Peace Officer" ~~means a sworn member of the Grande Prairie Police Service, a sworn member of the Royal Canadian Mounted Police, a Bylaw Enforcement Officer of the City, or a Community Peace Officer of the City.~~ means a sworn member of the Grande Prairie Police Service, a sworn member of the Royal Canadian Mounted Police, a bylaw enforcement officer of the City, or a community peace officer of the City.

(Bylaw C-1166L – May 5, 2025)

"Permitted Storage Location" means an area designated on a dangerous goods route, as specified in Schedule 2, or at a location as may be approved by Senior Management.

"Person" includes an individual, a corporation, heirs, executors, administrators, and assigns.

"Poster" means a printed or inscribed placard, advertisement or notice without its own support structure, put up on public property.

"Public Property" means any school ground, highway, public bridge, roadway, lane, footway, alley or passage, whether a thoroughfare or not, and includes open space or publicly owned or leased property, to which the public reasonably has or is permitted to have access, whether on payment or otherwise, within the municipal limits of the City.

"Recreation Vehicle" means a vehicle that is designed, constructed and equipped, as a temporary dwelling place, living abode or sleeping place, and includes a detached travel trailer.

"Residential District" means any district designated for residential use in the City's [Land Use](#)

[Bylaw](#) and subsequent amendments.

"Roadway" means that part of a highway intended for use by vehicular traffic.

"Rural Service Area" means the areas within the corporate limits of the City of Grande Prairie identified as such by Schedule 2 of this Bylaw.

"Senior Management" means the corporate leader or designate responsible for the planning, organization, development, implementation and administration of the assigned service area of the City.

"Street Furniture" includes every pole, waste receptacle, bench, bus bench, bus enclosure, vegetation and planting, and any other property authorized for placement on a public property by the City.

"Track" means to allow, cause or permit any substance or material of any nature or kind whatsoever, to become loose or detached or blow, drop, spill, or fall from any vehicle, appurtenances, or tires onto any highway.

"Traffic Control Device" means any sign, signal, marking or device placed, marked or erected under the authority of this Bylaw for the purpose of regulating, warning or guiding traffic.

"Travel Trailer" means a trailer intended to provide accommodation for vacation use and licensed and equipped to travel on a highway.

"Truck Route" means those highways located within the City and identified as a Truck Route on Schedule 3 of this Bylaw.

(Bylaw C-1166J - August 21, 2023)

PART 1 - RULES FOR OPERATION OF VEHICLES

VEHICLE WITH METAL LUGS

3. A person shall not operate a vehicle having metal spikes, lugs, tracks, cleats, skids, or bands projecting from the surface of the wheel or tire of the vehicle, upon a highway, unless a permit to do so has been issued by Senior Management. This does not apply to the use of studded tires or tires with chains.

(Bylaw C-1166D-May 13, 2013, C-1166H-July 1, 2019 and C-1166J-August 21, 2023)

TRACKING

- 4.1 A person shall not drive, operate or permit to be driven or operated, any vehicle of any nature or kind in such a manner as to track upon a highway.
- 4.2 Any person who tracks upon a highway shall, in addition to the penalty, be liable to clean up or remove the substance or material tracked upon the highway, in default of which the City may clean up or remove such substance or material at the expense of the person tracking.
- 4.3 If the person responsible for the tracked material cannot be determined, the owner of the property where the vehicle causing the tracking originated is deemed to be the person who tracked the material unless such owner proves to the satisfaction of the Court that the person

tracking did not have consent, express or implied, to be on the property.

USE OF TARPAULINS AND SECURING LOADS

5.1 A person shall not drive a vehicle with or without a load, or pull onto a highway, without properly cleaning off any loose material from the top and outside of the vehicle body, vehicle box, hitch and trailer box.

5.2 All loads of earth, sand, gravel, snow, or other loose material shall be at least 75 millimetres (mm) below the top of the vehicle box, sideboards, or trailer box, or covered entirely by a tarpaulin or other covering device.

(Bylaw C-1166I - August 10, 2020)

5.2A Notwithstanding Subsection 5.2, loads of blower loaded snow shall be loaded in such manner that they do not exceed the vehicles highest sideboard, with respect to snow removal vehicles operating for and within the City.

(Bylaw C-1166I - August 10, 2020)

5.3 A person shall not drive a vehicle with a load, or pull onto a highway, unless the load has been secured to prevent the load from falling onto a highway or land adjacent thereto or shifting within the vehicle box or trailer box.

5.4 In the event that any part of a vehicle's load becomes loose or detached or blows, drops, spills or falls from any vehicle onto a highway, the operator shall take all reasonable precautions to safeguard traffic and to remove any materials from the highway, as soon as practicable.

VEHICLE OBSTRUCTING TRAFFIC

6.1 An operator shall not stop a vehicle or permit a vehicle to be left upon any highway in such a manner to block, obstruct, impede or hinder pedestrian or vehicle traffic or a waste container.

(Bylaw C-1166F - March 21, 2016)

6.2 Notwithstanding Subsection 6.1, where the obstruction is unavoidable due to mechanical failure, the operator will not be in breach of this section provided measures are taken to remove the vehicle from the highway as soon as practicable.

SCHOOL BUS - FLASHING LIGHTS

7. The operator of a vehicle bearing the sign "School Bus" may activate flashing red or yellow lights or the stop arm on any highway within the City where the designated speed limit is or exceeds 80 kilometres per hour or while loading or unloading passengers on a roadway where there is no curb or gutter present on both sides of the roadway.

(Bylaw C-1166F - March 21, 2016 and C-1166I - August 10, 2020)

PARKLAND

8. A person shall not operate a vehicle on any parkland except where permitted by a traffic control device.

TRUCK ROUTES

9. The operator of any Commercial vehicle, or Commercial vehicle and trailer combination over 11,794 kilograms maximum gross weight or in excess of eight (8.0) metres in overall length shall use a Truck Route, except for loading or unloading, provided the shortest distance to and from a Truck Route is used.
 (Bylaw C-1166F - March 21, 2016 and C-1166I - August 10, 2020)

- 9A.1 Notwithstanding Section 9, Senior Management may issue a special permit with respect to City-owned Snow Removal vehicles and those Snow Removal vehicles contracted to the City, when operating for and within the City.
 (Bylaw C-1166H - July 1, 2019 and C-1166J - August 21, 2023)

- 9A.2 Where a special permit is issued under this Section, a record of the permit number shall be carried in the vehicle to which it is issued.

- 9A.3 An operator unable to produce a permit or permit number as required shall be guilty of an offence for violation of Subsection 9A.1.
 (Bylaw C-1166D - May 13, 2013)

LARGE VEHICLES DOWNTOWN

- 10.1 Any vehicle, or vehicle and trailer combination, exceeding 12 metres in overall length, shall not load or unload on the following highways:
 (Bylaw C-1166I - August 10, 2020)

| <u>ON</u> | <u>FROM</u> | <u>TO</u> |
|------------|-------------|------------|
| 101 Avenue | 98 Street | Bear Creek |
| 100 Avenue | 97 Street | 102 Street |
| 99 Avenue | 98 Street | 102 Street |
| 100 Street | 97 Avenue | 102 Avenue |
| 101 Street | 97 Avenue | 102 Avenue |
| 102 Street | 97 Avenue | 102 Avenue |
| 99 Street | 97 Avenue | 102 Avenue |
| 98 Street | 97 Avenue | 102 Avenue |

or on any alley within the area bounded by 103 Avenue, Bear Creek, 96 Avenue and 97 Street.

- 10.2 Between the hours of 9:00 PM and 7:00 AM any such vehicle may load or unload on the highways specified in this section provided an alley is not obstructed and the vehicle or trailer does not extend into a roadway further than the existing parking lane.
- 10.3 Notwithstanding the prohibitions of this Section, a person may apply for and obtain a permit under Section 74 of this Bylaw.
 (Bylaw C-1166D - May 13, 2013)

FIRE HOSE

11. A person shall not drive on or over a hose or similar equipment of the City's Fire Department which has been placed on a highway, without consent of the Fire Department.

OVERWEIGHT/OVERDIMENSION VEHICLES

- 12.1 A person shall not operate a vehicle, or permit a vehicle to be operated within the City, with a load in excess of the weight or size limits established by the Traffic Safety Act, and the Regulations there under, or any Board order issued pursuant thereto, without first obtaining a permit from Senior Management.
(Bylaw C-1166D-May 13, 2013, C-1166H-July 1, 2019 and C-1166J-August 21, 2023)
- 12.2 The permit, a facsimile of the permit, or a record of the permit number must be in possession of the operator of the vehicle and be produced to a Peace Officer upon demand.
(Bylaw C-1166A - June 27, 2011)
- 12.3 (Deleted by Bylaw C-1166A - June 27, 2011)
- 12.4 That a fee, in accordance with [Bylaw C-1395, Schedule "A"](#) be charged to the applicants for the issuing of permits for overweight and oversize vehicles or of vehicles and the goods being carried by the vehicles to operate on highways under the direction, control and management of the City.
(Bylaw C-1166F - March 21, 2016 and C-1166H - July 1, 2019)

ROAD BANS

13. Senior Management may impose road bans on any highway under the City's direction, control and management, including any bridge that forms part of that highway.
(Bylaw C-1166D-May 13, 2013, C-1166H-July 1, 2019 and C-1166J-August 21, 2023)

SPEED LIMIT GENERAL

14. The maximum speed limit in the City shall be fifty (50) kilometres per hour, unless otherwise provided for in Schedule 4.
(Bylaw C-1166I - August 10, 2020)
- 14.1 The maximum speed limit in the City along Range Roads and Township Roads shall be eighty (80) kilometres per hour, unless otherwise provided for in Schedule 4.
(Bylaw C-1166F - March 21, 2016 and C-1166I - August 10, 2020)

PART 2 - PARKING**PARKING OF VEHICLES FOR DISABLED PERSONS**

- 15.1 A person shall not park a vehicle in a parking space, or any part thereof, on private property or on public property that is marked or designated with a traffic control device for the use of persons with disabilities, unless:
- (a) the vehicle displays a valid handicap placard on inside rearview mirror of the vehicle or license plate that is issued or recognized by the Solicitor General;
(Bylaw C-1166I - August 10, 2020)
 - (b) the vehicle is operated by or is being used to transport a disabled person.
- 15.2 A person shall not allow a vehicle displaying a handicap placard or license plate to remain parked in a parking space reserved for disabled parking in excess of two (2) hours unless a permit has been issued by Senior Management.
(Bylaw C-1166F-March 21, 2016, C-1166H-July 1, 2019 and C-1166J-August 21, 2023)

ALLEYS

- 16.1 A person shall not park a vehicle in an alley, unless a traffic control device permits parking.
- 16.2 Notwithstanding Subsection 16.1, and provided that the vehicle does not obstruct the alley so as to prevent the safe passage of other vehicles and pedestrians, an alley may be used for the loading or unloading:
- (a) of goods from a commercial vehicle for a maximum of thirty (30) minutes; or
 - (b) of goods or passengers from vehicles other than a commercial vehicle for a maximum of five (5) minutes.
- 16.3 Notwithstanding the prohibitions of this Section, a person may apply for and obtain a permit under Section 74 of this Bylaw.
(Bylaw C-1166D - May 13, 2013)

CONSTRUCTION/MAINTENANCE "NO PARKING" SIGNS

- 17.1 Notwithstanding any other provision in this Bylaw, Senior Management may cause "No Parking" signs to be placed on or near a highway for maintenance or construction purposes.
(Bylaw C-1166H - July 1, 2019 and C-1166J - August 21, 2023)
- 17.2 A person shall not park or leave a vehicle on that portion of a highway where "No Parking" signs have been placed.
- 17.3 When maintenance or construction commences, any vehicle parked on the signed highway may be removed.

EXPIRED PLATE

18. A person shall not park a motor vehicle or trailer on a highway with an expired license plate displayed on it.

MARKED PARKING SPACE

19. Where a parking space is marked on public property or on private property, a person shall park a vehicle with the vehicle's sides wholly within, and between and parallel to any two (2) of the marked guide lines.

TAXI STAND

20. A person shall not stop or park a vehicle in a taxi stand unless the vehicle is a licensed taxi cab.
(Bylaw C-1166F - March 21, 2016)

LIMITED PARKING

- 21.1 A person shall not park a vehicle in excess of the time designated and marked on a traffic control device posted for that purpose.
- 21.2 In the event an offence ticket is issued for a vehicle for the first violation of Subsection 21.1 and the vehicle remains parked in excess of the time permitted on the sign for a further period, then a second offence shall be deemed to have occurred and a further offence ticket may be issued

for the second offence.

PERMANENT SNOW ROUTES

- 22.1 A person shall not park a vehicle or permit a vehicle to remain parked on a roadway marked as a Snow Route as identified within Policy 606, Snow Removal and Ice Control, and any subsequent amendments.
- 22.2 Snow Route parking restrictions shall remain in force upon declaration of Senior Management.
(Bylaw C-1166D-May 13, 2013, C-1166H-July 1, 2019 and C-1166J-August 21, 2023)
- 22.3 All vehicles parked on marked Snow Routes following the declaration as indicated in Subsection 22.2 are subject to a fine and/or immediate removal and impound at the expense of the registered owner of the vehicle.

TEMPORARY SNOW ROUTES/STREET CLEANING

- 23.1 A person shall not park a vehicle or permit a vehicle to remain parked on a roadway so as to interfere with the removal or clearing of snow or during roadway cleaning operations.
- 23.2 Subsection 23.1 applies to designated areas as declared by Senior Management and will be in effect for five (5) business days following the declaration and may be extended a further three (3) business days by declaration.
(Bylaw C-1166D-May 13, 2013, C-1166H-July 1, 2019 and C-1166J-August 21, 2023)
- 23.3 Subsection 23.2 applies when temporary parking restrictions for designated areas have been declared and temporary signs have been erected.
- 23.4 All vehicles parked on roadways within the designated areas are subject to a fine and/or immediate removal and impound at the expense of the registered owner of the vehicle.
- 23.5 The declaration indicated in the above subsection may be rescinded in whole or in part by Senior Management prior to the expiration of the no parking declaration.
(Bylaw C-1166D-May 13, 2013, C-1166H-July 1, 2019 and C-1166J-August 21, 2023)

RESIDENTIAL PARKING PERMITS

- 24.1 Where a traffic control device upon a highway restricts parking to permit holders, a person shall not park a vehicle at anytime, or in excess of the time designated and marked on a traffic control device, unless a permit authorized by Senior Management is displayed on inside rearview mirror of the vehicle.
(Bylaw C-1166F-March 21, 2016, C-1166H-July 1, 2019 and C-1166J-August 21, 2023)
- 24.2 A person shall not display a permit on a vehicle that purports to exempt the vehicle from the provisions of Subsection 24.1 unless the permit was authorized by Senior Management.
(Bylaw C-1166D-May 13, 2013, C-1166H-July 1, 2019 and C-1166J-August 21, 2023)

ANGLE PARKING

25. Notwithstanding Section 26, a person shall not park a vehicle at an angle to the curb unless that vehicle is parked in such a manner as not to interfere with the traffic flow or safe passage of pedestrians.

PARALLEL PARKING

26. A person may only park a vehicle on a highway with the sides of the vehicle parallel to the curb or edge of the roadway and with the right wheels of the vehicle not more than 500 millimetres (mm) from the right curb or edge of the roadway.

(Bylaw C-1166I - August 10, 2020)

RECREATION VEHICLE

- 27.1 A person may park a recreational vehicle on a highway in a residential district only in a location completely adjoining the owner's residence as shown in the records of the Motor Vehicle Registry.

(Bylaw C-1166C - September 19, 2011 and C-1166I - August 10, 2020)

- 27.2 A person may park a recreational vehicle pursuant to this section:

(Bylaw C-1166I - August 10, 2020)

- (a) for not more than twenty-four (24) consecutive hours;
- (b) after the unit has been removed to an off-highway location for at least twenty-four (24) consecutive hours, it may be parked again on a highway;
- (c) in such a manner so as not to cause or create an obstruction or prevent the safe passage of vehicles and pedestrians;
- (d) only between April 1 and October 31.

(Bylaw C-1166C - September 19, 2011)

- 27.3 From April 1 to October 31 inclusive, on a residential site with no rear lane, one large recreational vehicle may be parked on an approved driveway in the front yard or, in the case of a corner lot, in a side yard, as long as the vehicle is set back at least 1.5m from the interior edge of the sidewalk, or where no sidewalk exists, from the curb.

(Bylaw C-1166F - March 21, 2016)

- 27.4 From November 1 to March 31, on a residential site with no rear lane, one large recreational vehicle may be stored on site provided that no portion of the recreational vehicle is located within 6.0m of interior edge of the sidewalk, or where no sidewalk exists, from the curb.

(Bylaw C-1166F - March 21, 2016)

- 27.5 Recreational vehicles shall not be parked on front lawns for any longer than a twenty-four (24) hour period. They may be stored during the winter months in the rear yard.

(Bylaw C-1166F - March 21, 2016)

DETACHED TRAILER

- 28.1 A person shall not detach a trailer from a vehicle and park it on a highway. In this section, a trailer shall not include:
- (a) a trailer used for the transportation of Dangerous Goods when parked in an area designated in Schedule 2;
 - (b) a recreational vehicle.
- (Bylaw C-1166C - September 19, 2011 and C-1166I - August 10, 2020)
- 28.2 Notwithstanding Subsection 28.1, where parking the trailer is unavoidable due to mechanical failure, a person will not be in breach of this section provided they takes measures to remove the trailer from the highway as soon as practicable.

SIZE/WEIGHT RESTRICTIONS

29. A person shall not park a Commercial vehicle or Commercial vehicle and trailer combination, over 11,794 kilograms maximum gross weight or in excess of eight (8.0) metres in overall length on a highway other than on a Truck Route.
- (Bylaw C-1166D - May 13, 2013 and C-1166I - August 10, 2020)
- 29.1 Notwithstanding Section 29, if any Commercial vehicle or vehicle and trailer combination is permitted to be stored or parked in accordance with the Land Use Bylaw or any other applicable Bylaw at a location other than on a Truck Route, a person may drive the vehicle or vehicle and trailer combination to and from the place where it is stored or parked using the shortest and most direct route to and from a Truck Route.
- (Bylaw C-1166F - March 21, 2016)

COMMERCIAL VEHICLE IN RESIDENTIAL DISTRICT

30. A person may park a Commercial vehicle or Commercial vehicle and trailer combination which exceeds 11,794 kilograms maximum gross weight or eight (8.0) metres in overall length on private property in a residential district only while engaged in loading or unloading unless such private property is located in the Rural Service Area as identified in Schedule 2 of this Bylaw.
- (Bylaw C-1166G - October 31, 2016 and C-1166I - August 10, 2020)
- 30.A A person shall not park a construction vehicle, including but not limited to, backhoes, skid steers, bulldozers, excavators, farm or forestry equipment, on private property in a residential district except when engaged in a construction activity.
- 30.B A person may park a construction vehicle, including but not limited to, trailers, backhoes, skid steers, on a highway in a residential district within 100m of a residential address where the vehicle or equipment is actively engaged in a construction activity, subject to the size/weight restrictions as listed in Sections 12.1 and 29.
- (Bylaw C-1166I - August 10, 2020)

CITY PARKING LOTS

- 31.1 A person may park a vehicle in a City Parking Lot in compliance with any Traffic Control Devices. Where a Traffic Control Device restricts parking to permit holders, a person shall not park a vehicle at anytime, or in excess of the time designated and marked on a Traffic Control Device, unless a permit authorized by Senior Management is displayed on inside rearview mirror of the vehicle.

(Bylaw C-1166I - August 10, 2020 and C-1166J - August 21, 2023)

- 31.2 Only vehicles up to 5,000 kilograms maximum gross weight or up to six (6.0) metres overall length shall be permitted to park in any City Parking Lot, unless otherwise designated.

(Bylaw C-1166I - August 10, 2020)

- 31.3 A person shall not park for a period longer than twenty-four (24) hours in a City Parking Lot unless otherwise permitted.

PROHIBITED PARKING

32. A person shall not stop or park a vehicle at any of the following locations:

- (a) on a highway abutting any building under construction or repair, when the vehicle will impede or obstruct traffic, unless a permit has been issued by Senior Management;

(Bylaw C-1166D-May 13, 2013, C-1166H-July 1, 2019 and C-1166J-August 21, 2023)

- (b) (b) in any place where the vehicle will in any way interfere with the use of a doorway intended as a fire or emergency exit from any building abutting the highway;

- (c) on a sidewalk or boulevard;

- (d) so as to obstruct or encroach on a sidewalk;

- (e) within five (5.0) metres of a stop sign or yield sign;

(Bylaw C-1166I - August 10, 2020)

- (f) within five (5.0) metres of the near side of a marked crosswalk;

(Bylaw C-1166I - August 10, 2020)

- (g) within one and a half (1.5) metres of a vehicle access to a garage, public road, private road, driveway or vehicle crossway over a sidewalk;

(Bylaw C-1166I - August 10, 2020)

- (h) at any place where a traffic control device prohibits stopping or parking, during the times stopping or parking is prohibited;

- (i) on any parkland except where permitted by a traffic control device; or

- (j) in a Dangerous Goods parking area unless the vehicle contains Dangerous Goods.

(Bylaw C-1166F - March 21, 2016)

SNOW WINDROW

33. A person shall not park a vehicle on any highway containing snow windrows so as to obstruct snow plowing, snow loading operations, or interfere with traffic flow.

PRIVATE PROPERTY

- 34.1 A person shall not park a vehicle or trailer on private property which has been clearly marked as such by a sign containing the words "Private Property No Unauthorized Parking", or similar wording, unless the person has obtained the permission of the owner or person in charge or control of the private property.
- 34.2 Where a parking lot is provided on private property, for which the public has access for vehicle parking as a customer or patron, a person who is not an immediate customer or patron shall not park **histheir** vehicle in the designated parking lot.
- 34.3 Where a parking lot is provided on private property, a person shall not park **histheir** vehicle contrary to any sign posted by the owner or person in charge or control of the private property.
- 34.4 A person shall not park a vehicle or trailer on private property so that any portion of the vehicle or trailer extends past the curb onto a roadway.
(Bylaw C-1166F - March 21, 2016)
- 34.5 On private property in a residential district a person shall park only on those areas approved for parking of vehicles.
(Bylaw C-1166F - March 21, 2016)

PART 3 - PEDESTRIANS**OBSTRUCTION**

- 35.1 A person shall not stand in a group of three (3) or more persons, who are so near to each other, on any highway, in such a manner as to cause an obstruction, and shall immediately disperse when requested by a Peace Officer.
- 35.2 A person shall not conduct himself, or otherwise position himself, on a highway in such a manner as to cause an obstruction.
- 35.3 A person shall not cross at an intersection or a roadway on a bridge if a traffic control device prohibits pedestrians crossing.
(Bylaw C-1166A - June 27, 2011)

WATCHING AN OUTDOOR EVENT

36. Notwithstanding Section 35 above, any number of persons may assemble along a highway for the purpose of watching an Outdoor Event authorized by an Outdoor Event Permit.
(Bylaw C-1166L - May 5, 2025)

PART 4 - SNOW AND ICE CLEARING**SNOW PLACED ON ROAD**

- 37.1 A person shall not place, or permit to be placed, any snow, ice or other material removed from private property onto the highway or other public property.
- 37.1A A person shall not place, or permit to be placed, any snow, ice, or other material removed from a

commercial or industrial property onto the highway or other public property.

(Bylaw C-1166F - March 21, 2016)

- 37.2 A person shall not place, or permit to be placed, any snow, ice or other material removed from a public property onto another public property or onto property other than his own.
- 37.3 Any person who contravenes either of Subsections 37.1 or 37.2 shall remove any snow, ice, or other material within twenty-four (24) hours of the time they placed the snow, ice, or other material on the public or private property.
- 37.4 Senior Management, after the expiry of the twenty-four (24) hours, or if deemed necessary at any time, may cause to remove and clear away the snow, ice or other material deposited in contravention of either of Subsections 37.1 or 37.2.
(Bylaw C-1166D-May 13, 2013, C-1166H-July 1, 2019 and C-1166J-August 21, 2023)
- 37.5 The person who has placed, caused or permitted to be placed, the snow, ice or other material, shall pay to the City on demand all costs of removal.
- 37.6 No employee or agent of the City shall be liable for contravention of either of Subsections 37.1 or 37.2 when acting in the performance of his duties.

SIDEWALK CLEARING

- 38.1 Every occupant, or owner, of property adjacent to a sidewalk, except as identified within Policy 606, Snow Removal and Ice Control, and any subsequent amendments, shall remove, or cause to be removed, and cleared away, any snow or ice from the adjacent sidewalk and the removal shall be completed within twenty-four (24) hours following the most recent deposit of snow or ice.
- 38.2 A person shall not remove snow or ice from a sidewalk by placing it, or causing it to be placed, on the roadway adjacent to the sidewalk, except to the extent that removal of the snow and ice to private property is impractical.
- 38.3 A person shall not cause damage to any sidewalk by striking, picking or cutting with any shovel, pick, crowbar or other metal instrument.
- 38.4 If a person fails to comply with Subsection 38.1, the City may provide for the clearing of the sidewalk, and the cost incurred by the City in so doing shall be charged against the owner or occupant of the adjacent property. The cost shall be added to the tax roll of the adjacent property, in the event of non-payment.

SNOW ON ROOF AND EAVES

39. An occupant, or owner, of a building within three (3.0) metres of a highway, whenever snow or ice accumulates on the roof or eaves, or from downspouts of the building so as to create a potential danger to vehicles or pedestrians, shall remove, or cause to be removed, the snow or ice hazard, and a person, while removing the snow or ice hazard shall take due care and attention for the safety of vehicles or pedestrians passing.

(Bylaw C-1166I - August 10, 2020)

PART 5 - BICYCLES AND SKATEBOARDS**BICYCLES AND SKATEBOARDS ON SIDEWALK**

- 40.1 A person shall not:
- (a) (a) park, leave, or abandon any bicycle or skateboard on any sidewalk;
 - (b) (b) ride any bicycle or skateboard on any sidewalk in such a manner as to cause an obstruction or prevent the safe passage of pedestrians.
- 40.2 This Section shall not apply to emergency services personnel when on bicycles while in the performance of their duties.
- 40.3 Notwithstanding Subsection 40.1, any person may park any bicycle at a stand specifically designed and identified for bicycle parking.
- 40.4 Any bicycle or skateboard found parked or left abandoned on any sidewalk, except any bicycle parked under Subsection 40.3, or any bicycle that is being operated contrary to Subsection 40.1 or being operated contrary to the provisions of Alberta Regulation 122/2009 or Alberta Regulation 304/2002, may be seized by a Peace Officer and impounded for up to fourteen (14) days.
- (Bylaw C-1166F - March 21, 2016)
- 40.5 Any bicycle or skateboard impounded under Subsection 40.4 may be released to the owner after expiry of the impound period.

PART 6 – Deleted by Bylaw C-1166L

- 41.1 Deleted by Bylaw C-1166L – May 5, 2025

PART 7 - OFF-HIGHWAY VEHICLES**OFF-HIGHWAY VEHICLES**

- 42.1 A person shall not operate an off-highway vehicle within the City except on land owned by that person, or on land owned by some other person with the consent of that other person, or with the written permission of Senior Management.
- (Bylaw C-1166D-May 13, 2013, C-1166H-July 1, 2019 and C-1166J-August 21, 2023)
- 42.2 A Peace Officer, employee or agent of the City, may operate an off-highway vehicle on public property in connection with **histheir** duties.

PART 8 - PARKING METERS**DESIGNATING PARKING METER FEES AND HOURS**

- 43.1 Deleted by Bylaw C-1166F - March 21, 2016.
- 43.2 Deleted by Bylaw C-1166F - March 21, 2016.
- 43.3 Every metered space may be used without charge on Saturdays, Sundays, and Holidays, and on any other day after 6:00 o'clock in the afternoon, and before 9:00 o'clock in the forenoon.

- 43.4 Every metered space may be used without charge when taking on or discharging passengers, which time shall not exceed two (2) minutes.
- 43.5 Deleted by Bylaw C-1166F - March 21, 2016.

PARKING METER HOURS AND VIOLATIONS

44. During the hours and days when a parking meter is in operation, as indicated on the parking meter, a person shall not park a vehicle or allow a vehicle to remain parked in a metered space while the violation or expired signal is indicated on the parking meter.

PARKING METER OUT OF ORDER

45. Section 44 shall not apply where a person, upon inserting the required coin into the parking meter, finds that the meter fails to activate, if the person places a written notice securely under the windshield wiper of the vehicle, providing notice that the parking meter is out of order.

PARKING METER VIOLATION - SECOND OFFENCE

46. In the event a parking ticket has been issued for a first violation of Section 44, second and further violations shall occur, as the case may be, if the violation or expired signal is indicated on a parking meter and at least thirty (30) minutes has elapsed after the time of issuance of the previous parking ticket.

(Bylaw C-1166A - June 27, 2011)

METERED SPACE REGULATIONS

- 47.1 A person, when parking a vehicle in a metered space, shall park the vehicle wholly within the area designated as a metered space.
- 47.2 A person shall park a vehicle in a metered space so that if the meter is situated at the front of the vehicle, then the vehicle shall be as near to the parking meter as practicable or, if the meter is situated behind the vehicle, then the vehicle shall be as near to the parking meter as practicable.
- 47.3 Notwithstanding the provisions of this Section a vehicle or the combination of a vehicle and attached trailer may be parked in two adjoining metered spaces parallel to the curb where the required fee is inserted in the parking meter for each metered space.

INSERTING FEE

48. The required fee shall be deposited in the parking meter by an operator of a vehicle as soon as the vehicle is parked in a metered space. Thereafter, the metered space may be lawfully occupied by the vehicle until expiry of the time shown on the parking meter. The operator may use the unexpired time remaining on the meter from a previous user without depositing a coin. The right of occupation of a metered space by a vehicle is subject to any prohibition against parking indicated on a traffic control device attached to the parking meter.

FEES

- 49.1 The fee for parking in any metered space shall be an hourly amount as shown on the parking meter. Where the words "quarter," "dollar," and "two dollars" appear, they shall be construed as meaning, twenty-five cents, one dollar coin and two dollar coin respectively.
- 49.2 Notwithstanding Subsection 49.1, the City may authorize the use of "tokens" as a valid fee for parking in any metered space.

"HOODED" PARKING METERS

- 50.1 Any person requesting any parking meter or meters to be "hooded" to temporarily discontinue the metered space or spaces for parking shall submit an application, in the form prescribed by Senior Management, at least three (3) business days prior to the date requested.
(Bylaw C-1166D-May 13, 2013, C-1166H-July 1, 2019 and C-1166J-August 21, 2023)
- 50.2 When a parking meter has been "hooded", a person shall not park a vehicle at the metered space unless authorized by Senior Management.
(Bylaw C-1166D-May 13, 2013, C-1166H-July 1, 2019 and C-1166J-August 21, 2023)
- 50.3 A person shall not "hood" a parking meter or remove the "hood" from a parking meter unless authorized by Senior Management.
(Bylaw C-1166D-May 13, 2013, C-1166H-July 1, 2019 and C-1166J-August 21, 2023)

VETERAN'S LICENSE PLATE EXEMPTION

51. An operator of any vehicle displaying a Veteran's license plate is exempt from payment of fees as required in Section 48.

TAXI CAB PARKING

52. An operator shall not park a taxi cab at a parking meter unless:
- (a) a "not for hire" sign is displayed and is clearly visible through the windshield of the taxi cab; and
 - (b) the operator is out of the taxi cab; and
 - (c) the fee for the metered space has been paid, as required by Section 48.

MAXIMUM TIME AT METERED SPACE

- 53.1 An operator of a vehicle shall not park a vehicle in a metered space for more than two (2) consecutive hours.
- 53.2 Notwithstanding Subsection 53.1, an operator of a vehicle shall not park a vehicle in a metered space along 99 Avenue, between 101 Street and 102 Street only, for more than three (3) consecutive hours.

PART 9 - DANGEROUS GOODS ROUTES**DANGEROUS GOODS ROUTES SIGNS**

54. The City Manager may authorize Dangerous Goods Routes Signs and Dangerous Goods Routes Prohibitions Signs, conforming to the design standards and specifications of the Manual of Uniform Traffic Control Devices for Canada, or other traffic control devices to be erected along highways within the City to identify Dangerous Goods Routes.

DANGEROUS GOODS ROUTES

55. A carrier shall not transport Dangerous Goods on a highway in the City other than on a designated Dangerous Goods Route as specified in Schedule 2.

PICKUP/DELIVERY

56. Notwithstanding Section 55, a carrier shall travel on a Truck Route using the shortest and most direct route to and from a Dangerous Good Route, when delivering or picking up Dangerous Goods.

PARKING/STOPPING

- 57.1 A carrier shall not park or stop a vehicle or trailer containing Dangerous Goods within fifteen (15.0) metres of an above ground electrical transmission line.
(Bylaw C-1166I - August 10, 2020)
- 57.2 A carrier shall not park or stop a vehicle or trailer containing Dangerous Goods within the City, except:
- (a) at a permitted storage location;
 - (b) to load or unload the Dangerous Goods;
 - (c) in compliance with the directions of a Peace Officer or traffic control device;
 - (d) in compliance with a valid special permit issued pursuant to this Part; or
 - (e) to refuel or carry out emergency repairs.

SPECIAL PERMIT

- 58.1 Senior Management may issue a special permit on application by a carrier with respect to Dangerous Goods being transported within the City.
(Bylaw C-1166D-May 13, 2013, C-1166H-July 1, 2019 and C-1166J-August 21, 2023)
- 58.2 Where a special permit is issued by telephone, a record of the permit number shall be carried in the vehicle to which it is issued.
- 58.3 A carrier unable to produce a permit or permit number as required shall be guilty of an offence for violation of Subsection 58.1.

CENTRAL DISTRICT

- 59.1 A carrier shall not transport, load or unload Dangerous Goods within the Central District, Monday to Saturday inclusive, between the hours of:
- 7:00 AM - 9:00 AM
 - 11:30 AM - 1:30 PM
 - 4:00 PM - 6:00 PM
- 59.2 A carrier in the Central District shall transport Dangerous Goods only by a single vehicle, or by a single trailer as part of a semi-trailer unit.

DANGEROUS GOODS SPILLS

60. A carrier shall not dump or spill or allow or permit the dumping or spilling of any Dangerous Goods on any public property.

EXEMPTIONS

61. This Part does not apply to:
- (a) carriers transporting only medical oxygen;
 - (b) vehicles under 6,500 kg maximum gross weight displaying radioactive placards;
 - (c) two-axle trucks with a maximum gross weight of 12,000 kg, or less, transporting diesel fuel or gasoline in tank(s) with a total tank capacity of 1,000 litres, or less; and
(Bylaw C-1166I - August 10, 2020)
 - (d) any of the specified items listed in the special permit issued by Senior Management pursuant to this Part.
(Bylaw C-1166D-May 13, 2013, C-1166H-July 1, 2019 and C-1166J-August 21, 2023)

PART 10 - GENERAL PROVISIONS**AUTHORITY OF THE CITY MANAGER**

- 62.1 The City Manager is authorized to determine where Traffic Control Devices, except speed limit signs, may be located within the City and to direct a record of such locations be maintained and open to public inspection during business hours, as may be requested.
- 62.2 The City Manager is authorized to further delegate, and to authorize further delegation of any matter delegated to the City Manager by Council under the Bylaw, to any employee of the City.

VEHICLE IDLING

- 62A. No person shall allow a vehicle engine to remain running in a residential district or within 150 metres of a residential district for longer than twenty (20) minutes while the vehicle is not in motion.
(Bylaw C-1166D - May 13, 2013 and C-1166I - August 10, 2020)

CORDS OR HOSES

- 63.1 A person may place, or permit to be placed, a cord or hose on or above the surface of any sidewalk.
- 63.2 The placement of a cord or hose shall be done in such a manner to ensure due care and attention for the safe passage of vehicles or pedestrians.

SIDEWALK

64. A person shall not construct, or cause to be constructed, erect, or place any installation or device which shall open over, obstruct, or in any way encroach upon a sidewalk or highway without a permit issued by Senior Management.
(Bylaw C-1166D-May 13, 2013, C-1166H-July 1, 2019 and C-1166J-August 21, 2023)

WASH VEHICLE

65. A person shall not wash a vehicle upon a highway or so near a highway as to result in depositing mud or creating slush or ice upon a sidewalk or highway.

GOODS FOR SALE

- 66.1 A person shall not sell or display goods, or place any temporary or permanent structure related to the selling or display of such goods on a public property, without first applying for and obtaining a permit from Senior Management.
(Bylaw C-1166D-May 13, 2013, C-1166H-July 1, 2019 and C-1166J-August 21, 2023)
- 66.2 Any goods or structures related to the sale of goods displayed on a public property may be removed by the City without notice and taken to a place of storage and returned to the owner upon payment of any costs for removal and storage.

- 66.3 A person unable to produce a permit as required shall be guilty of an offence for violation of Subsection 66.1.

OBSTRUCTION ON PUBLIC PROPERTY

- 67.1 A person shall not place, pile, or store any material or equipment on a public property without first applying for and obtaining a permit from Senior Management.
(Bylaw C-1166D-May 13, 2013, C-1166H-July 1, 2019 and C-1166J-August 21, 2023)
- 67.2 Any person placing or causing to be placed, piled, or stored any material or equipment or any such obstruction on a public property without a permit shall remove or cause the removal thereof as soon as reasonably possible and in any event no later than twenty-four (24) hours after notification to do so by Senior Management. After twenty-four (24) hours or such lesser time as specified by Senior Management, the City may remove the obstruction, perform all necessary repairs and charge the costs to the person causing the obstruction.
(Bylaw C-1166D-May 13, 2013, C-1166H-July 1, 2019 and C-1166J-August 21, 2023)
- 67.3 A person unable to produce a permit as required shall be guilty of an offence for violation of Subsection 67.1.

TRAFFIC VISIBILITY HAZARD

- 68.1 Every Occupant or Owner shall ensure that vegetation growing on **his**their property shall be trimmed so as not to impede visibility or the safe passage of vehicles or pedestrians.
(Bylaw C-1166F - March 21, 2016)
- 68.2 A Peace Officer may require compliance with the provisions of Subsection 68.1 by issuing to the Occupant or Owner a notice detailing the work to be done and stating a time for compliance. If the Occupant or Owner fails to comply with the notice, the Peace Officer may direct employees or agents of the City to enter upon the property to carry out the necessary work.

VEHICLE REPAIR OR FLUIDS ON PUBLIC PROPERTY

69. A person shall not repair a vehicle on a public property or allow any fluids in a vehicle to fall upon or flow to any public property, except in the event of a collision or emergency repair.
(Bylaw C-1166F - March 21, 2016)

COMMERCIAL WASTE CONTAINER

- 70.1 A person shall not place a commercial waste container on Public Property without first applying for and obtaining a permit from Senior Management.
(Bylaw C-1166D-May 13, 2013, C-1166H-July 1, 2019 and C-1166J-August 21, 2023)
- 70.2 A person unable to produce a permit as required shall be guilty of an offence for violation of Subsection 70.1.

OCCUPYING RV OR TRAILER

71. A person shall not occupy any recreation vehicle at any time while it is parked on public property except in compliance with any posted Traffic Control Device.
(Bylaw C-1166I - August 10, 2020)

POSTERS

- 72.1 A person may place a poster on public property or on private property, with the permission of the owner or occupier, excluding any decorative street light pole, or any item of street furniture or any traffic control device.
- 72.2 Any poster shall display the date the poster was placed.
- 72.3 A person shall not place a poster in accordance with this Part for more than twenty (21) days from the date referred to in Subsection 72.2.
- 72.4 Any poster in contravention of this or any other City Bylaw may be removed without notice by the City.
- 72.5 For the purposes of this part, the person referred to on the poster shall be presumed to be the person who placed or displayed the poster.

HIGHWAY EXCAVATION OR DAMAGE

- 73.1 A person shall not damage any highway or remove any earth, gravel, concrete, pavement, or other highway appurtenance or make any excavation within or under a highway without first applying for and obtaining a permit from Senior Management.
(Bylaw C-1166D-May 13, 2013, C-1166H-July 1, 2019 and C-1166J-August 21, 2023)
- 73.2 A utility company may proceed with an excavation prior to obtaining a permit required by this Part, in emergency situations to restore service to the public.
- 73.3 The City may rectify unsatisfactory restoration work and the cost of such work shall be paid by the person to whom the permit was issued.
- 73.4 A person unable to produce a permit as required or failing to comply with any conditions of a permit shall be guilty of an offence for violation of Subsection 73.1.

BARRICADE ON PUBLIC PROPERTY

- 74.1 A person shall not place any barricade on Public Property without first applying for and obtaining a permit from Senior Management.
(Bylaw C-1166D-May 13, 2013, C-1166H-July 1, 2019 and C-1166J-August 21, 2023)
- 74.2 A barricade placed in contravention of this section may be removed by the City without notice.
- 74.3 A person unable to produce a permit as required or failing to comply with any conditions of a permit shall be guilty of an offence for violation of Subsection 74.1.
- 74.4 This Section does not apply in emergency situations.

PAY BY SPACE

- 75.1 In this section:
- "Pay by Space"** means that portion of a street or off-street where parking is subject to charge and regulation in accordance with a payment terminal.
- "Payment Terminal"** means a device operated and maintained by the City for the collection of parking fees and the regulation of parking spaces.
- 75.2 A person shall not park a vehicle or allow a vehicle to remain parked in a Pay by Space in excess of the time indicated on the traffic control device or in the instructions on the Payment Terminal.
- 75.3 A person shall pay for the use of the Pay by Space in accordance with the instructions on the Payment Terminal or given by a cellular phone payment service.
- 75.4 Payment may be made at the Payment Terminal by:
- (a) the deposit of funds; or
 - (b) electronic payment by credit card; or
 - (c) the activation of an account by a cellular phone payment service.

- 75.5 A person shall not park a vehicle or allow a vehicle to remain parked in the Pay by Space in excess of the time for which payment was made.
- 75.6 Immediately after parking the vehicle in a Pay by Space, the operator shall purchase the use of the space by inputting on the Payment Terminal or the cellular phone payment service:
- (a) the parking space number in which the vehicle is parked;
 - (b) the license plate number of the vehicle parked in the parking space; and,
 - (c) deposit the payment in a form described in Subsection 75.4.
- 75.7 Subsection 75.5 shall not apply where a person, upon making the payment by inputting on the Payment Terminal or the cellular phone payment service, finds that the Payment Terminal fails to accept payment, if the person places a written notice securely under the windshield wiper of the vehicle, providing notice that the Payment Terminal is out of order.
- 75.8 In the event a parking ticket has been issued for a first violation of Subsection 75.5, second and further violations shall occur, as the case may be, if payment at the Payment Terminal has not occurred and at least thirty (30) minutes has elapsed after the time of issuance of the previous parking ticket.
- 75.9 An operator of any vehicle displaying a Veteran's license plate is exempt from payment of fees as required in this Section.

(Bylaw C-1166A - June 27, 2011)

PART 11 - OFFENCES AND POWERS OF PEACE OFFICERS

AUTHORITY TO ENFORCE REMOVAL AND IMPOUND

- 76.1 All Peace Officers are hereby authorized to enforce this bylaw.
- 76.2 All Peace Officers are hereby authorized to remove or cause to be removed any equipment, vehicle, trailer, or off-highway vehicle operated, parked, or placed in contravention of any provision of this bylaw, or where emergency conditions may require the removal from any public property.
- 76.3 Any equipment, vehicle, trailer, or off-highway vehicle may be removed to a place designated by a Peace Officer.
- 76.4 Any equipment, vehicle, trailer, or off-highway vehicle that has been impounded shall be released to its owner or **his**their agent only after the impounding and removal charges have been paid.
- 76.5 The impounding and removal charges identified in Subsection 76.4 shall be in addition to any fine or penalty imposed in respect of a violation, or to any payment made in lieu of prosecution.
- 76.6 The City is not responsible for impounding, towing, or removal charges.

SNOW REMOVAL/STREET CLEANING/ROADWAY REPAIR

77. Notwithstanding anything herein contained, in conjunction with snow removal, street cleaning, or roadway repair operations carried out by the City, the City may tow or remove vehicles from the roadway being cleaned, cleared, or repaired and, without impounding them, may remove them to adjacent public property.

PENALTIES

78. Any person who contravenes any provision or requirements of this bylaw is guilty of an offence and is liable for and subject to the penalties listed in Schedule 1.

TICKETS

79. Where a Peace Officer has reasonable grounds to believe that a person has contravened any provision of this bylaw, they may serve a Municipal Tag or Violation Ticket upon the person.

SERVICE

80. Service of a Municipal Tag shall be sufficient if it is:
- (a) personally served;
 - (b) attached to the vehicle in respect of which an offence is alleged to have been committed;
 - (c) sent by ordinary mail to the address of the Registered Owner of the vehicle; or
 - (d) left for the defendant at **his** residence with a person who appears to be at least eighteen (18) years of age.

ONUS OF PROOF

81. When a vehicle is parked or left in contravention of any provision of this bylaw, the owner of the vehicle is liable for the contravention and shall pay the penalty prescribed herein unless there is evidence before the court that at the time of the contravention, the vehicle was not parked or left by **the owner** or by any other person with **his** consent, express or implied.

(Bylaw C-1166D – May 13, 2013)

CHALKING

82. In order to determine the time which a vehicle has been parked in a location where parking is restricted to a specific time, a Peace Officer may place a chalk mark on the tread face of the tire or may use electronic marking.

OBSTRUCTION AND INTERFERENCE

- 82.A A Person shall not:
- (a) interfere with or attempt to obstruct a Peace Officer who is engaged in enforcement activities, including a Peace Officer engaged in automated traffic enforcement activities; and
 - (b) park a vehicle within ten (10) metres of a vehicle engaged in automated traffic enforcement activities.

(Bylaw C-1166I – August 10, 2020)

SEVERABILITY

- 83. Should any provision of this bylaw be invalid, then that provision shall be severed and the remaining bylaw be maintained.

REPEALED

- 84. Bylaws C-872, C-882, C-889, C-902, C-910, and C-992 and all amendments thereto, are hereby repealed.

EFFECTIVE DATE

- 85. This bylaw shall take effect on the date of its approval by the Minister responsible for Alberta Infrastructure and Transportation or October 1, 2007, whichever is the later date.

READ a first time this 16 day of July, 2007.

READ a second time this 16 day of July, 2007.

READ a third time and finally passed this 16 day of July, 2007.

"W. Ayling" (signed)
MAYOR

"J. Ferguson" (signed)
CITY CLERK

**APPROVED BY THE MINISTER RESPONSIBLE FOR ALBERTA INFRASTRUCTURE AND
TRANSPORTATION THIS 7 DAY OF September , 2007.**

"Minister" (signed)
MINISTER

CITY OF GRANDE PRAIRIE

BYLAW C-1166

SCHEDULE 1

SCHEDULE OF FINES

(Bylaw C-1166F - March 21, 2016 and Bylaw C-1166I - August 10, 2020)

| <u>Section No.</u> | <u>Offence</u> | <u>Fine</u> |
|--|--|-------------|
| <u>Part 1 - Rules for Operation of Vehicles</u> | | |
| 3 | Drive vehicle damaging highway. | \$500.00 |
| 4 | Tracking. | \$250.00 |
| 5 | Transport of unsecured load. | \$400.00 |
| 8 | Drive in parkland. | \$300.00 |
| 9 | Drive off truck route. | \$250.00 |
| 10 | Large vehicle unload downtown. | \$250.00 |
| 11 | Drive over fire hose. | \$250.00 |
| 12.1 | Overweight/over dimension vehicle without permit. | \$300.00 |
| <u>Part 2 - Parking</u> | | |
| 15.1 | Park in disabled space. | \$250.00 |
| 18 | Expired licence plate. | \$250.00 |
| 27 | Park Recreational Vehicle in a prohibited manner. | \$100.00 |
| 28 | Detached Trailer. | \$100.00 |
| 29 | Park Truck off Truck Route. | \$250.00 |
| 30 | Overweight/over dimension park in driveway. | \$250.00 |
| <u>Part 4 - Snow/Ice Clearing</u> | | |
| 37.1 | Removal of snow/ice from private property onto highway/public property. | \$100.00 |
| 37.1A | Removal of snow/ice from commercial or industrial property onto highway/public property. | \$1,000.00 |

| <u>Section No.</u> | <u>Offence</u> | <u>Fine</u> |
|---|---|------------------|
| 37.2 | Removal of snow/ice onto another property. | \$100.00 |
| 38.1 | Failure to clean sidewalk. | \$100.00 |
| 38.2 | Removal of snow/ice from sidewalk onto highway. | \$100.00 |
| 38.3 | Damage sidewalk. | \$100.00 |
| 39 | Failure to clean snow from eaves. | \$100.00 |
| <u>Part 6 – Deleted by C-1166L – May 5, 2025</u> | | |
| <u>Part 7 - Off-Highway Vehicles</u> | | |
| 42 | Unauthorized operation of off highway vehicle. | \$250.00 |
| <u>Part 8 - Parking Meter</u> | | |
| 44 | Overtime Parking. | \$35.00 |
| | | discount \$15.00 |
| 47 | Improper park in a metered space. | \$25.00 |
| 52 | Park taxi at meter. | \$25.00 |
| <u>Part 9 - Dangerous Goods</u> | | |
| 55 | Transport Dangerous Goods off Route. | \$500.00 |
| 57 | Unauthorized parking of Dangerous Goods. | \$500.00 |
| 60 | Dumping Dangerous Goods. | \$600.00 |
| <u>Part 10 - General Provisions</u> | | |
| 62A | Vehicle idling. | \$250.00 |
| 64 | Obstruct sidewalk without permit. | \$100.00 |
| 65 | Wash vehicle on highway. | \$100.00 |

| <u>Section No.</u> | <u>Offence</u> | <u>Fine</u> |
|--------------------|---|------------------|
| 66 | Placing goods on highway without permit. | \$100.00 |
| 67 | Public property obstruction - storing material. | \$100.00 |
| 68 | Traffic visibility hazard. | \$300.00 |
| 69 | Repair vehicle/fluids on public property. | \$100.00 |
| 71 | Occupying RV or trailer. | \$100.00 |
| 70 | Unauthorized commercial waste container. | \$100.00 |
| 72 | Improper display/removal of poster. | \$100.00 |
| 73 | Unauthorized highway excavation or contravene permit. | \$500.00 |
| 74 | Unauthorized barricade or contravene permit. | \$250.00 |
| 75 | Pay by Space - failure to pay or overtime parking | \$35.00 |
| | | discount \$15.00 |
| | Section not specified - any other section to which a fine had not been specified. | \$78.00 |

CITY OF GRANDE PRAIRIE

BYLAW C-1166

SCHEDULE 1-A

Deleted by
(Bylaw C-1166H - July 1, 2019)

CITY OF GRANDE PRAIRIE

OFFICE CONSOLIDATION

BYLAW C-1173A

**A Bylaw of the City of Grande Prairie to
Control and Regulate Combative Sports Events**

(As Amended by Bylaw C-1173B, C-1173C, C-1173D, C-1173E and C-1173F)

WHEREAS Council desires to appoint a commission to control and regulate Combative Sports Events in accordance with this Bylaw.

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

1. This Bylaw may be cited as “The Combative Sports Commission Bylaw”.
2. In this Bylaw:
 - a) “Agent” means every person who, by mutual consent, acts for the benefit of another and includes any employee in the direct or indirect employ of a Promoter of a Combative Sports Event;
 - b) “Amateur” means any person who participates in a Combative Sport but does not receive any money or other gain from such participation;
 - c) “Applicant” means a person who applies for a Licence or renewal of a Licence pursuant to this Bylaw;
 - d) “Chief Licence Inspector” means the Chairman or his~~their~~ designate;
(Bylaw C-1173D - February 23, 2015)
 - e) “City” means the Corporation of the City of Grande Prairie, a municipal corporation in the Province of Alberta;
 - f) “Combative Sports” include boxing, wrestling, kickboxing, karate, judo, muay thai, mixed martial arts, or any similar sport or any variation of any of the foregoing that are officially recognized by the Nevada State Athletic Commission;
 - g) “Combative Sports Event” or “Event” includes any exhibition, sparring exhibition, card, contest or promotion which involves the presentation of Combative Sports;
(Bylaw C-1173E - December 12, 2016)
 - h) “Commission” means the Combative Sports Commission as constituted by this Bylaw;
 - i) “Commission Doctor” means a medical doctor licenced to practice medicine in the Province of Alberta who is appointed by Council as an ex-officio member of the Commission;
 - i.1) “Community Living Director” means the Community Living Director or designate of the City of Grande Prairie;

(Bylaw C-1173D - February 23, 2015)

- j) “Contestant” means any person engaged in a Combative Sports Event;
- j.1) “Corporate Services Director” means the Corporate Services Director or designate of the City of Grande Prairie;
(Bylaw C-1173D - February 23, 2015)
- k) “Council” means the municipal Council of the City;
- l) “County” means the Corporation of the County of Grande Prairie, a municipal corporation in the Province of Alberta;
- m) “County Manager” means the Chief Administrative Officer of the County or ~~his~~their designate;
- n) “Legislative Services Manager” means the Legislative Services Manager, or designate, of the City of Grande Prairie or the County of Grande Prairie as the case may be;
- o) “Licence” means a written authority of the Commission;
- p) “Licence Fee” means those fees as set out in Schedule “A”;
- q) “Licence Inspector” means a person appointed by the City to assist in carrying out the administration and enforcement of the Bylaw and includes the Chief Licence Inspector;
(Bylaw C-1173D - February 23, 2015)
- r) “Official” means a judge, timekeeper, dressing room supervisor, referee or inspector;
(Bylaw C-1173B - December 10, 2012)
- s) “Peace Officer” ~~means a member of a Royal Canadian Mounted Police, a Bylaw Enforcement Officer, a Community Peace Officer, a Sheriff or a Peace Officer of the City or the County;~~means a sworn member of the Grande Prairie Police Service, a sworn member of the Royal Canadian Mounted Police, a bylaw enforcement officer of the City, or a community peace officer of the City.
(Bylaw C-1173F - March 25, 2019)
- t) “Person” includes an individual, a corporation, and other legal entities;
- u) “Premises” means a building, enclosure, or other place occupied or capable of being occupied, by any person for the purpose of carrying on a Combative Sports Event;
- v) “Promoter” means a Person who advances, assists, encourages or takes steps to stage or facilitate a Combative Sports Event;
- w) “Public Member” means a resident of the City or County appointed by resolution of Council.
- x) “Purse Payout” means the money paid out to a Contestant for participation in an Event;
(Bylaw C-1173D - February 23, 2015)
- y) “Regulations” means regulations made by the Commission;

- z) “Second” means a person who assists a Contestant between rounds in the course of an Event;
(Bylaw C-1173D - February 23, 2015)
- aa) “Ticket Agent” means the Revolution Place Box Office;
(Bylaw C-1173D - February 23, 2015)
- bb) “Ticket Sales” means tickets made available or sold for any Combative Sports Event.
(Bylaw C-1173D - February 23, 2015)
3. There is hereby created a Commission to be known as “The Grande Prairie Combative Sports Commission”.
4. The Commission shall consist of at least seven (7) and no more than nine (9) members: at least five (5) and no more than seven (7) Public Members, one (1) member shall be the County’s Manager or designate, and one (1) member shall be a member of Council.
(Bylaw C-1173B - December 10, 2012)
5. Public Members appointed by resolution of Council shall be eligible for re-appointment for a maximum of two (2) consecutive terms.
6. The term for Public Members shall not exceed three (3) years.
7. A member of the Commission may resign at any time upon written notice to the Commission.
8. Council may, by resolution, remove any member of the Commission.
9. Public Members of the Commission may be paid for attending to matters necessary for performance of the Commission’s duties, at the rate as set out in Schedule “D” attached.
10. The term of the County Manager as a member of the Commission, shall be continuing so long as ~~he or she hold~~they hold the office.
(Bylaw C-1173B - December 10, 2012)
11. Council shall appoint one ex-officio non-voting member to the Commission, who shall be a Medical Practitioner authorized to carry on practice in Alberta and shall be referred to as the “Commission Doctor”.
12. No person, while a member of the Commission, shall be associated with any Combative Sports Event by acting as a coach, Promoter, Contestant, Agent, manager, trainer, or in any other capacity, where in the reasonable opinion of the Commission, there is a conflict of interest between the Commission member and the Commission as it performs its duties.
13. The Commission shall control and regulate all Combative Sports Events.
14. The Commission shall hold regular meetings as required and not less often than quarterly each year.
15. The Commission may make rules necessary for the conduct of its meetings that are consistent with this Bylaw, the City’s Procedure Bylaw, or Robert’s Rules of Order, as the case may be.

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16. Any special meetings which are required shall be called by the Chairman with formal notice given by the Community Living Director.
(Bylaw C-1173D - February 23, 2015)
 17. A majority of the members of the Commission, one of who must be the appointed Council member, shall constitute a quorum.
 18. All meetings of the Commission shall be presided over by the Chairman or Vice-Chairman, both of whom shall be elected each year at the first meeting of the Commission held after the annual organizational meeting of Council. In the event the Chairman is absent, the Vice-Chairman shall preside. In the event both the Chairman and Vice-Chairman are absent, the members of the Commission shall elect one (1) of the members to be Chairman for the meeting.
 19. The Commission may make Regulations governing all aspects of Combative Sports Events for any matters not provided for in this Bylaw including the levying of fines and disciplinary actions, provided such Regulations are not inconsistent with this Bylaw, Provincial or Federal legislation or other municipal bylaws, and the Commission may amend or repeal any such Regulations.
 20. Regulations made pursuant to Section 19 shall be filed with the Community Living Director and the Corporate Services Director may make certified copies of the Regulations.
(Bylaw C-1173D - February 23, 2015)
 21. The RCMP Officer-in-Charge, the City Solicitor, and the Community Living Director, Legislative Services Manager of the County, or anyone designated by them may attend meetings of the Commission when requested in writing by the Chair of the Commission.
(Bylaw C-1173D - February 23, 2015)
 22. All persons promoting, conducting or taking part in any Combative Sports Event shall comply with the provisions of this Bylaw and/or Regulations.
 23. The Commission shall reimburse members of the Commission for approved expenses incurred by members of the Commission, in accordance with Schedule "D" attached.
 24. The Commission shall submit to Council annually a proposed budget indicating income and expenses for the forthcoming calendar year and at the same time include an annual report setting out the Commission's past year's activities.
 25. The Commission may establish a bank account in its name to be used only for the purpose of:
 - a) holding and distributing Contestants' purses, Officials' fees and those expenses it considers relevant in relation to a Combative Sports Event; and
 - b) there shall be a minimum of three (3) members of the Commission with signing authority over the said account and at least two signatures must be necessary to validate any cheque or withdrawal.
 26. The City Treasurer shall keep an account of all monies received and expended by the Commission.

27. Revolution Place shall be the Exclusive Ticket Agent for all Combative Sports Events held in any City owned facility or Evergreen Park, which services include the following:
(Bylaw C-1173F - March 25, 2019)
- a) providing all tickets, ticket printing and associated computer setup, the costs of which will be paid by the Event Promoter;
 - b) charging service charges, a facility fee, debit and credit card charges on tickets, all of which shall be negotiated under a separate ticketing contract; and,
 - c) selling tickets to the public.

The Event Promoter, regardless of which Premises are identified for an event, may enter into a ticketing contract with Revolution Place regarding the Combative Sports Event, with conditions as may be mutually negotiated.

(Bylaw C-1173D - February 23, 2015)

27.1 **Deleted by Bylaw C-1173D - February 23, 2015)**

28. No person shall carry on, promote, be a Contestant in or act as an Official, Principal, Agent, second, attendant or such other capacity as designated by the Commission, at any Combative Sports Event, controlled or regulated by the Commission, without first applying for and being granted a Licence.

29. Every person who wishes to stage or promote a Combative Sports Event or participate as a Contestant, an Official or Promoter of an Event, shall obtain the appropriate License from the Chief License Inspector no later than ninety (90) days prior to the date of the Combative Sports Event.

30. Applicants shall provide all information reasonably required by the Commission or determined by the Regulations and approved by the Chief License Inspector.

31. A Licence to stage or promote a Combative Sports Event is required for each Contestant and Official for each Combative Sports Event.

(Bylaw C-1173B - December 10, 2012)

32. A Licence issued for a Contestant or Promoter is valid from January 1 to December 31 of each year.

(Bylaw C-1173D - February 23, 2015)

33. The Commission shall have the authority to suspend or revoke any Licence which it has issued when:

- a) there is a breach of this Bylaw and/or any Regulations; or
- b) a Licence is issued in error.

34. As a condition of issuing a Licence to hold a Combative Sports Event, the Commission shall require the Promoter to provide security, in a form prescribed by the Commission, to ensure that the Promoter holds the Event in accordance with the provisions of this Bylaw and/or Regulations. The security shall be provided to the Commission no later fourteen (14) calendar days prior to the date of the Event in the amount specified by the Commission. The security shall be applied to payment of costs and expenses of any nature including fees as set out in Schedule "B" relating to the provision of medical, official, or supervisory personnel, and legal fees on a solicitor/client basis which the Commission or the City may incur as a result of the Event. Any balance of the security then remaining will be repaid to the Promoter within thirty

(30) days of the conclusion of the Event.

(Bylaw C-1173D - February 23, 2015)

34.1 Deleted by Bylaw C-1173D - February 23, 2015

34.2 As a condition of issuing a Licence to hold a Combative Sports Event, the Commission shall require the Promoter to provide an initial surety deposit of Two Thousand Five Hundred Dollars (\$2,500.00) within thirty (30) days of the date of Licence approval.

(Bylaw C-1173D - February 23, 2015)

34.3 If the Event is cancelled within twenty-one (21) days or less prior to the Event date, the deposit referred to in Section 34.2 shall be non-refundable.

(Bylaw C-1173D - February 23, 2015)

34.4 The Promoter shall provide a deposit to guarantee the funds required for the maximum purse payouts for an Event, no later the seven (7) days prior to the Event.

(Bylaw C-1173D - February 23, 2015)

35. All members of the Commission shall at all times have free access to all Combative Sports Events within the City or County, with the appropriate non-transferable credentials issued by the Promoter.

36. All members of the Commission shall be issued an identification badge bearing the name and current photograph of the member and the words "Grande Prairie Combative Sports Commission <current year>", or in lieu thereof all members of the Commission shall be issued an appropriate identification card.

37. The Commission shall charge a fee as set out in Schedule "A" for the issuance of Licences under this Bylaw and the amount of the fee shall be payable before a Licence is issued. The Licence Fee is not refundable, and the City Treasurer shall be utilized to collect the fees.

38. Deleted by Bylaw C-1173B - December 10, 2012

39. All Officials' fees, medical personnel fees, and supervisory personnel fees shall be held by the City and distributed by the Chief Licence Inspector.

40. The Chief Licence Inspector may withhold the issuance of or suspend a Licence until the person concerned has made arrangements satisfactory to the Chief Licence Inspector for the payment of such amounts.

41. A policy of liability insurance satisfactory to the Chief Licence Inspector shall be held in connection with every Combative Sports Event, and a Licence shall not be issued until the applicant furnishes the Chief Licence Inspector with documentary evidence of such insurance in a form satisfactory to the Chief Licence Inspector.

42. The Chief Licence Inspector shall consult with the Commission prior to issuing or renewing a Licence pursuant to this Bylaw.

43. The Chief Licence Inspector may, prior to issuing or renewing a Licence pursuant to this Bylaw, consult with the RCMP, Alberta Health Services, the City's Development Offices and Safety Codes Inspector, the County's Development Offices and Safety Codes Inspector, the City's Fire Department, the County's Fire Department, the operator/manager of the proposed Premises, and the Alberta Gaming and Liquor Commission to determine or obtain any

- information which may, in the opinion of the Chief Licence Inspector, render it inappropriate for a Licence to be issued or renewed.
44. Where a Promoter intends to carry on an Event at Premises within the City other than a City owned facility, the Promoter shall, prior to the Chief Licence Inspector issuing a Licence, ensure that all necessary approvals required under the Land Use Bylaw have been obtained and shall provide satisfactory proof thereof to the Chief Licence Inspector.
 45. The Chief Licence Inspector may determine that it is inappropriate to issue a Licence to an Applicant where issuance of the Licence may be detrimental to the safety, health or welfare of the public.
 46. Where a Combative Sports Event requires a consultation or approval for licensing or is licensed, the Premises and surrounding property may be inspected by a Licence Inspector.
 47. An Applicant, Promoter, or a person who a Licence Inspector reasonably believes is carrying on, promoting or otherwise assisting in conducting a Combative Sports Event requiring a Licence shall:
 - a) permit and assist in all inspections requested by an Inspector, and
 - b) furnish upon demand all identification, information, or documentation related to the inspection or licensing requirement.
 48. No person shall provide false or misleading information to a Licence Inspector.
 49. No person shall prevent, hinder or obstruct, or attempt to prevent, hinder or obstruct a Licence Inspector.
 50. During an inspection authorized under this Bylaw, a Licence Inspector may examine any business record or documents for the purpose of enforcing this Bylaw, remove any relevant record or documents from the business premises for the purpose of copying and will provide a receipt for any documentation or record so removed.
 51. A Person may obtain a replacement Licence for a Licence that has been lost or destroyed by paying to the City Licence Division the fee for a replacement set out in Schedule "B".
 52. A Licence is not transferable from one Person to another or from one Premises to another.
 53. A Promoter shall ensure that all the Regulations are adhered to at all times during a Combative Sports Event.
 54. All Combative Sports Events shall be conducted in accordance with the rules and regulations set out in Schedule "C".
 55. Where there are no regulations provided for in Schedule "C" the Commission shall not sanction an Event and no Licence shall be issued.
 56. Where there is a conflict between the regulations provided for in Schedule "C" and a provision of this Bylaw, the Bylaw provision shall prevail.
 57. Every Promoter, Person or Agent carrying on a Combative Sports Event shall ensure no unlicensed Contestant or Official participates in the Event.

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58. No Promoter, Person or Agent shall carry on a Combative Sports Event at or from a location not approved by the Chief Licence Inspector.
59. No Promoter, Person or Agent shall carry on a Combative Sports Event between the hours of 12:00 a.m. and 7:00 a.m.
60. No Combative Sports Event shall be commenced, notwithstanding that a Licence has been issued, unless and until the medical requirements pursuant to this Bylaw and/or Regulations have been satisfied, as indicated by the Commission Doctor and/or the Chief Licence Inspector.
61. At the Promoter's expense, the Promoter shall ensure:
- a) good order in and about the Premises where a Combative Sports Event occurs;
 - b) the minimum number of staff, inclusive of Premises requirements, as specified by the Licence, of properly identified personnel to maintain good order;
 - c) the presence, at all times during the course of a Combative Sports Event, of uniformed members of the RCMP, as specified by the Licence;
 - d) the presence of at all times during the course of a Combative Sports Event, any medical personnel as specified by the Licence; and
 - e) facilities at the Combative Sports Event are provided for pre-fight and post-fight medical checks, as specified by the Licence.
62. A Promoter shall ensure that for each Contestant and Official, copies of documents required pursuant to the regulations are provided to the Chief Licence Inspector immediately prior to the Event.
63. **Deleted by Bylaw C-1173E - December 12, 2016.**
64. A Promoter shall ensure a Combative Sports Event does not include a Contestant who is unfit, whether physically, mentally or otherwise.
65. A Promoter shall ensure no suspended Contestant, suspended by any regulatory body whatsoever, participates in a Combative Sports Event, regardless of the body levying the suspension or the reason for the suspension.
66. A Promoter shall ensure:
- a) a Combative Sports Event is not advertised until a Licence has been issued pursuant to this Bylaw; and
 - b) ticket holders and ticket agents are informed of any changes or substitutions to the Contestants involved in a Combative Sports Event which has been advertised.
67. **Deleted by Bylaw C-1173B - December 10, 2012**
68. All Combative Sports Events shall be monitored by the Commission and shall be under the supervision of the Chief Licence Inspector, the Licence Inspectors, Peace Officers and the Commission Doctor.
69. Any of the persons or members of an agency listed in Section 68 shall have the authority to stop any Event, bout or contest if, in the opinion of any of them:
- a) a Contestant is unfit to continue or is not properly matched;
 - b) there is any misconduct of any Promoter, Agent or Contestant;

- c) there is any disorderly conduct on the part of the audience; or
 - d) where the safety, health or welfare of the public may be at risk.
70. The Commission may recommend and the Chief Licence Inspector may make it a condition of a Licence that a Contestant licenced for an Event shall appear before the Commission Doctor designated to determine whether a Contestant is fit to participate in that Combative Sports Event.
- 70.1 The Commission may make regulations establishing anti-doping procedures and testing of contestants.
- (Bylaw C-1173D - February 23, 2015)**
71. The Chief Licence Inspector may, pursuant to this Bylaw, on any grounds whatsoever refuse to grant a Licence, suspend or revoke a Licence, or impose conditions on a Licence.
72. A Licence may be suspended or revoked for non-compliance with any Bylaw of the City of Grande Prairie notwithstanding that the holder of the Licence has not been prosecuted for a contravention of that Bylaw.
73. A Licence may be refused, revoked or suspended where the Chief Licence Inspector has reasonable grounds to believe that the Person or Event poses a danger to the safety, health or welfare of the public, or the protection of property.
74. Where a Licence application is refused, revoked or suspended, or conditions applied, the Chief Licence Inspector shall notify the Person of the decision and reasons by mailing a registered letter to the address provided or by personal service of a notice on the applicant.
75. Where a Licence is suspended or revoked pursuant to this Bylaw, the Person shall surrender the Licence to the Chief Licence Inspector immediately.
76. A suspension of a Licence issued pursuant to this Bylaw may be:
- a) for a period of time not exceeding the unexpired term of the Licence; or
 - b) where the suspension is for non-compliance with a Bylaw and/or Regulations, until the holder of the suspended Licence has, in the opinion of the Chief Licence Inspector, complied with that Bylaw and/or Regulations.
77. Where the Chief Licence Inspector has suspended or revoked a Licence then, the Person shall pay a reinstatement fee specified in Schedule "B", as a condition of any reinstatement.
78. A reinstatement fee is not refundable.
79. Any Person who is affected by a decision of a Licence Inspector, other than a decision to issue a violation ticket pursuant to Section 86, may appeal to the Commission by delivering to the Legislative Services Manager of the City, a notice of appeal in the form prescribed within fourteen (14) days of the decision.
80. If the Legislative Services Manager of the City determines that a notice of appeal is not properly completed, ~~he or she~~they shall notify the appellant and the appellant shall correct the notice of appeal within three (3) days, failing which the appeal will be deemed to be invalid.
81. Upon confirming that a notice of appeal is complete, the Legislative Services Manager of the City shall:

- a) arrange for the Commission to hear the appeal; and
 b) notify the appellant in writing of the date, time and place of the appeal hearing.
82. An appeal shall be heard by the Commission within forty-two (42) days of the date upon which a properly completed notice of appeal is received by the Legislative Services Manager of the City.
83. In an appeal hearing, the Commission shall hear the appellant, the Licence Inspector or ~~his~~their designate and any other person who, in the opinion of the Commission, is affected by the decision. The Commission may accept any other evidence or information deemed pertinent to the subject matter of the appeal.
84. The Commission may uphold, vary, or reverse a decision of a Licence Inspector.
85. The Legislative Services Manager of the City shall advise an appellant of the outcome of an appeal within seven (7) days of the decision being rendered by the Commission.
86. Any Person who violates any provision of this Bylaw or the Regulations shall be guilty of an offence and liable upon summary conviction to a fine not exceeding Two Thousand Five Hundred Dollars (\$2,500.00), exclusive of costs.
87. Notwithstanding the penalties set out in this Bylaw:
- a) where any person is convicted of contravening the same section of this Bylaw and/or Regulations twice within a three (3) year period, the minimum payment payable in respect of the second conviction is twice the amount of the penalty for a first offence; and
 b) where any person is convicted of contravening the same section of this Bylaw three (3) times or more within a three (3) year period, that person shall be banned from obtaining a Licence for no less than five (5) years from the date of conviction.
88. Bylaw C-1173 is hereby repealed.
89. This Bylaw shall take effect on the date it is passed.

READ a first time this 5th day of April, 2010.

"D. Logan" (signed)

Mayor

"J. Ferguson" (signed)

Intergovernmental Services Director

READ a second time this 12th day of July, 2010.

READ a third time and finally passed this 12th day of July, 2010.

"D. Logan" (signed)

Mayor

"J. Ferguson" (signed)

Intergovernmental Services Director

DRAFT

CITY OF GRANDE PRAIRIE

BYLAW C-1173A

SCHEDULE "A"

LICENSE FEES

(Bylaw C-1173D - February 23, 2015)

| | | |
|----|---|----------|
| 1. | License Fee for Promoter | \$250.00 |
| 2. | License Fee for Contestant | \$100.00 |
| 3. | License for Second | \$ 25.00 |
| 4. | Application Fee for each Event Licence | \$100.00 |
| 5. | License Fee for each Event (Payable within thirty (30) days of Licence approval) | \$900.00 |

CITY OF GRANDE PRAIRIE

BYLAW C-1173A

SCHEDULE “B”

OTHER FEES

(Bylaw C-1173F - March 25, 2019)

| | | |
|-----|---|--------------|
| 1. | Medical Personnel Team* *Team comprised of a minimum of one (1) medical doctor, and any two (2) EMT or EMR or Paramedic personnel | Actual costs |
| 2. | Reinstatement Fee | \$300.00 |
| 3. | Notice of Appeal deposit | \$100.00 |
| 4. | (a) Fee for Referee, per Professional bout | \$ 50.00 |
| | (b) Fee for Referee, per Amateur bout | \$ 35.00 |
| | (b) Fee for Referee, per Title bout | \$ 75.00 |
| 5. | Fee for Commission appointed supervisory personnel, per person | \$ 50.00 |
| 6. | (a) Fee for Judges, per Professional bout | \$ 35.00 |
| | (b) Fee for Judges, per Amateur bout | \$ 25.00 |
| 7. | Officials: | |
| | (a) Time Keeper | \$ 50.00 |
| | (b) Score Keeper | \$ 50.00 |
| | (c) Ring General | \$100.00 |
| | (d) Corner Inspectors | \$ 50.00 |
| | (e) Pay Master | \$100.00 |
| 8. | Fine for Contestant late weigh-in | \$ 50.00 |
| 9. | Fine for late submission of Contestant’s medical paper work | \$ 50.00 |
| 10. | Plus mileage and accommodation as per City Policy 308 for all Referees | |

CITY OF GRANDE PRAIRIE

BYLAW C-1173A

SCHEDULE “C”

**RULES AND REGULATIONS FOR
COMBATIVE SPORTS EVENTS FOR ALL SPORTS**

(Bylaw C-1173F - March 25, 2019)

1. **Muay Thai**

All Combative Sports Events involving Muay Thai shall be conducted in accordance with the rules and regulations set by the World Muay Thai Council, as amended from time to time.

2. **Kickboxing**

All Combative Sports Events involving Kickboxing shall be conducted in accordance with the rules and regulations set by the World Kickboxing Association, as amended from time to time.

3. **Mixed Martial Arts**

All Combative Sports Events involving Mixed Martial Arts shall be conducted in accordance with the Unified Mixed Martial Arts rules and regulations set by the Nevada State Athletic Commission, as amended from time to time.

4. **Professional Boxing**

All Combative Sports Events involving Professional Boxing shall be conducted in accordance with the rules and regulations set by the Canadian Boxing Federation, as amended from time to time.

5. **Other Combative Sports**

Promoters proposing to stage or facilitate an Event where the Sport is not specifically listed in this Schedule shall provide rules and regulations of a Canadian governing body or an international council for that sport as part of the license application for consideration by the Commission.

6. **Medical Requirements**

Blood Serology, conducted no more than 90 days prior to submission of medical information, which includes all of the following:

- Hepatitis B surface antigen,
- Hepatitis C antibody,
- HIV, and
- Syphilis.

ECG Baseline - test must be done no more than 90 days prior to submission Event.

Dilated ophthalmologic examination - test must done no more than 180 days prior to submission Event.

General Physical Examination - test must be done no more than one (1) year prior to submission Event.

CT scan (head) or MRI (head) for contestants 38 years of age or older - test must be done no more than one (1) year prior to submission Event.

CITY OF GRANDE PRAIRIE

BYLAW C-1173A

SCHEDULE "D"

MEMBER REIMBURSEMENT RATES

(Bylaw C-1173B - December 10, 2012)

| | | |
|----|---|----------|
| 1. | Member attending a Commission Meeting | NIL |
| 2. | (a) Member attending a Combative Sports Event | \$200.00 |
| | (b) Member attending a pre-fight weigh-in and medical | \$100.00 |
| 3. | Member attending an event outside of Grande Prairie and Immediate area: | |
| | Full day event | \$200.00 |
| | ½ Day (up to 4 hours) event | \$100.00 |
| | Plus Expenses, which may include transportation, accommodation, mileage, meals, and other out-of-pocket expenses incurred, based on current Council Policy #308, Council and Employee Reimbursement | |

CITY OF GRANDE PRAIRIE

OFFICE CONSOLIDATION

BYLAW C-1226

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

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

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

TITLE

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

DEFINITIONS

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

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

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

~~1.11~~—“**EXOTIC ANIMAL**” means any Snake or Reptile.

~~1.12~~—“**HIGHWAY**” has the same meaning as defined in the Traffic Safety Act.

~~1.13~~—“**HORSE OR CATTLE DRAWN VEHICLE**” means a vehicle designed to be pulled or drawn by a horse or cattle including, but not limited to, a wagon or carriage.

~~1.14~~—“**IMPOUND**” means lodgement and care of an Animal at a designated Animal Shelter.

~~1.15~~—“**INFECTIOUS PHYSICAL CONDITION**” means any abnormal physical condition which is liable to be passed on to other Animals or humans by invasion of an organism emanating from the Animal suffering from the abnormal physical condition.

~~1.16~~—“**LEASH**” means a line not exceeding two (2) meters in length capable of leading or restraining the Animal on which it is being used.

~~1.17~~—“**LICENSE**” means a License issued by the City in accordance with the provisions of this Bylaw and, where the context permits, includes Vicious Animal License and Nuisance Animal License.

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

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

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

~~1.19~~—“**LIVESTOCK**” includes, but is not limited to:

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

but does not include a domestic cat or domestic dog.

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

~~1.20~~—“**MOTOR VEHICLE**” has the same meaning as defined in the Traffic Safety Act.

~~1.21~~—“**MUNICIPAL TAG**” means a tag whereby the Person alleged to have committed a breach of a provision of this bylaw is given the opportunity to pay a Specified Penalty to the City in lieu of prosecution for an offence.

1.22 — “MUZZLE” means a device of sufficient strength placed over an Animal’s snout to prevent it from biting.

1.23 — “NUISANCE ANIMAL” means an Animal in respect of which there have been three (3) or more infractions under this Bylaw and as determined by the Chief Bylaw Enforcement Officer.

1.24 — “OFF LEASH AREA” means an area designated by the City for the purpose of exercising and training of dogs while off leash.

1.25 — “OWNER” means a Person:

- a) who has the care, custody, possession or control of an Animal;
- b) who owns or who claims any proprietary interest in an Animal;
- c) who harbours or permits an Animal to be present on any property owned, occupied or leased by ~~the person~~ ~~him~~ or which is otherwise under ~~his~~ ~~their~~ control;
- d) who claims and receives an Animal from custody of the Animal Shelter or a ~~Bylaw Enforcement Officer~~ ~~Peace Officer~~;
- e) to whom an Animal License was issued for an Animal in accordance with this Bylaw.

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

1.26 — “OWNER’S PROPERTY” means any property in which the Owner has a legal or equitable interest or which is otherwise under the control or is in the possession of the Owner, and which property shall include land, buildings and vehicles.

1.27 — “PATHWAY” means a multi-purpose thoroughfare controlled by the City for use by pedestrians, cyclists and Persons using Wheeled Conveyances, which is improved by asphalt, concrete or brick, whether or not it is located in a Park, and includes any bridge or structure with which it is contiguous.

“PEACE OFFICER” means a sworn member of the Grande Prairie Police Service, a sworn member of the Royal Canadian Mounted Police, a bylaw enforcement officer of the City, or a community peace officer of the City.

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1.28 — “PERMITTED PROPERTY” means private property the Owner of which has given permission to the Owner of an Animal for the Animal to be there.

1.29 — “PERSON” means an individual or any business or other entity including a firm, partnership, association, corporation, company or society.

1.30 — “PLAYGROUND” means land controlled by the City upon which apparatus such as swings and slides are placed.

1.31 — “PROPERLY RESTRAINED” means the Animal is:

- a) being carried by a Person capable of restraining the size and strength of the particular Animal;
- b) being confined in a kennel or like container, properly latched or locked; or
- c) being restrained by a Person capable of restraining the size and strength of the specific Animal by means of a leash.

1.32 —“PUBLIC PLACE” means any place including privately and publicly owned or leased property, to which the public reasonably has or is permitted to have access, whether on payment or otherwise, within the City.

1.33 —“PUBLIC PROPERTY” means any school ground, highway, park and recreation area, and includes any open space to which the public reasonably has or is permitted to have access.

1.34 —“RESIDENCE” means a place used by a person as a permanent private dwelling or a temporary residence, including any structure or land adjacent to the private dwelling or temporary residence that is used for the convenience or enjoyment of the occupants of the dwelling.

1.35 —“RUNNING AT LARGE” means an Animal which is not Properly Restrained upon property other than Permitted Property, or upon any Public Property, or Public Place which has not been designated as an Off Leash area.

1.35A —“RURAL SERVICE AREA” means the identified areas within the corporate limits of the City of Grande Prairie.

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

1.36 —“SCHOOL GROUND” means land adjacent to a school and is owned or occupied by any school district or private school and includes property owned or occupied with another party or the City.

1.37 —“SERVICE DOG” means a service dog as defined in the Service Dogs Act.

1.38 —“SEVERE PHYSICAL INJURY” includes any injury resulting from an Attack or Bite and further includes any other injury as determined to be severe by a court upon hearing the evidence.

1.39 —“SPCA” means the Grande Prairie Society for the Prevention of Cruelty to Animals.

1.40 —“SPECIFIED PENALTY” means the penalty specified in Schedule “B” which may be paid in response to a Municipal Tag or Violation Ticket, for an alleged offence of any section of this Bylaw.

1.41 —“VETERINARIAN” means a veterinarian registered and licensed to practice.

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

1.42 —“VICIOUS ANIMAL” means any Animal, whatever its age, which has been declared a Vicious Animal under Section 6.2 of this Bylaw.

INTERPRETATION

1.143 Each provision of this Bylaw is independent of all other provisions and if any provision is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw remain valid and enforceable.

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

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

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

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

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

LICENSING PROVISIONS

ANIMAL LICENSING

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

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

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

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

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

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

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

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

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

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

2.6 A Person shall obtain a License for an Animal:

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

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

NUISANCE OR VICIOUS ANIMAL LICENSING

2.7 A Person may own or keep a Nuisance or Vicious Animal within the City provided it is licensed under this Bylaw.

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

2.8 The Owner of a Nuisance or Vicious Animal shall ensure that ~~his~~their Animal wears the current Animal Tag purchased for that Animal, when the Animal is off the Owner's Property.

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

2.10 Only one (1) Nuisance or one (1) Vicious Animal will be permitted at any premise with a municipal address in the City.

2.11 The Owner of a Nuisance or Vicious Animal shall:

- a) obtain a License for the Nuisance or Vicious Animal on the first business day after the Animal has been declared as a Nuisance or Vicious; or
- b) obtain a License on the first business day after the Person becomes Owner of the Nuisance or Vicious Animal; and
- c) maintain the License current for the Nuisance or Vicious Animal.

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

LICENSING REQUIREMENTS

2.12 When applying for a License under this Bylaw, the Owner shall provide the following:

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

- a) a description of the Animal, Nuisance Animal or Vicious Animal including breed, name, gender and age;
- b) the name, address and telephone number of the Owner;
- c) where the Owner is a body corporate, the name, address and telephone number of the natural Person responsible for the Animal, Nuisance Animal or Vicious Animal;
- d) information establishing that the Animal, Nuisance Animal or Vicious Animal, is neutered or spayed;
- e) the annual License Fee, in accordance with Bylaw C-1395, Schedule "A" for Animal, Nuisance Animal or Vicious Animal; and

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

f) any other information a ~~Bylaw Enforcement Officer~~Peace Officer may require.

2.13 A Person shall not give false or misleading information when applying for a License.

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

2.14 An Owner shall notify a ~~Bylaw Enforcement Officer~~Peace Officer within five (5) business days of any change with respect to information provided in an application for a License under this Bylaw.

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

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

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

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

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

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

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

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

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

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

REPLACEMENT OF LOST ANIMAL TAG

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

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

NON-TRANSFERABLE LICENSE

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

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

LICENSE FEE

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

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

2.22 A License shall be issued free of charge to:

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

- a) an Owner who utilizes a Service Dog;
- b) any police or emergency service utilizing a Service Dog;
- c) an Owner who is 65 years of age or older; and
- d) an Owner who resides in the Rural Service Area.

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

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

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

RESPONSIBILITIES OF ANIMAL OWNERS

BASIC ANIMAL CARE REQUIREMENTS

- 3.1 An Owner shall ensure an Animal is provided with:
- potable water;
 - food of sufficient quantity and quality to allow for normal growth and the maintenance of normal body weight;
 - clean and disinfected food and water receptacles that are located so as to avoid contamination by excrement;
 - the opportunity for regular exercise sufficient to maintain good health;
 - clean and sanitary shelter or yard as the case may be; and
 - veterinary care when the Animal exhibits signs of pain, injury, illness or suffering.

OUTDOOR SHELTER REQUIREMENTS

- 3.2 An Owner may keep an Animal outdoors in a shelter, provided that the shelter:
- protects from wind, heat, cold, wet, and the direct rays of the sun;
 - is appropriate to the Animal's weight and type of coat; and
 - allows sufficient space for the Animal to turn about freely, easily stand at full height, sit and lie in a normal position.

CONTROLLED CONFINEMENT

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

RUNNING AT LARGE

- 3.6 The Owner of an Animal shall ensure the Animal is not Running at Large.
- 3.7 Any Person who has a complaint about a cat Running at Large may obtain a Cat Trap from a ~~Bylaw Enforcement Officer~~ Peace Officer for a fee, in accordance with [Bylaw C-1395, Schedule "A"](#).

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

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

DOGS IN OFF LEASH AREAS

3.9 Notwithstanding Section 3.10, an Owner of a dog is not required to have the dog on a Leash in an Off Leash Area.

3.10 A Person shall comply with any sign that is posted identifying the rules for use of an Off Leash Area.

3.11 A ~~Bylaw Enforcement Officer~~Peace Officer may order that a dog in an Off Leash Area be put on a Leash or be removed from the Area.

3.12 The Owner of a dog in an Off Leash Area shall ensure that the dog is under control at all times.

3.13 Whether a dog is under control is a question of fact to be determined by a ~~Bylaw Enforcement Officer~~Peace Officer, taking into consideration any or all of the following:

- a) whether the dog is at such a distance from its Owner so as to be incapable of responding to voice, sound or sight commands;
- b) whether the dog responds to voice, sound or sight commands from the Owner;
- c) whether the dog Bites, Attacks, or does any act that injures a Person or another Animal;
- d) whether the dog chases or otherwise threatens a Person.

DOGS IN PROHIBITED AREAS

3.14 The Owner of a dog shall ensure the dog does not enter or remain in or on any area where dogs are prohibited by posted signs, or within five (5) meters of a playground, athletic field or school ground.

3.15 Section 3.14 does not apply to an Animal which is on Permitted Property.

DOGS PERMITTED ON PATHWAYS

3.16 The Owner of a dog may allow the dog to pass along or across a Pathway only if the dog:

- a) is on a Leash and does not interfere with or obstruct other Pathway users; and
- b) remains on the right hand side of the Person on the Pathway at all times unless moving around other Pathway users.

SWIMMING PROHIBITED

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

UNATTENDED ANIMALS

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

CYCLING WITH ANIMALS

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

SECURING ANIMALS OUTSIDE VEHICLES

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

DOGS IN HEAT

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

NUISANCES**REMOVING EXCREMENT**

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

NOISE

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

THREATENING OR NUISANCE BEHAVIOURS

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

EXOTIC ANIMALS AND LIVESTOCK**EXOTIC ANIMALS**

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

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

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

LIVESTOCK

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

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

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

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

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

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

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

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

- ~~a) if a Livestock Exemption Permit is refused, suspended or revoked the applicant or permit holder can appeal the Director's decision to the Committee, in accordance with the General Appeal Board Bylaw C-1469.~~
- ~~i) A notice of appeal must be delivered to the City within fourteen (14) days of the date of the decision.~~

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

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

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

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

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OTHER ANIMALS

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

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

VICIOUS ANIMALS**DECLARATION AND APPEALS**

- 6.1 If a ~~Bylaw Enforcement Officer~~Peace Officer believes on reasonable and probable grounds that an Animal has Attacked or Bitten a Person or other Animal, the ~~Bylaw Enforcement Officer~~Peace Officer may seize and impound the Animal.
- 6.2 Upon receipt of a recommendation pursuant to Section 6.1, the Chief Bylaw Enforcement Officer may declare the Animal to be a Vicious Animal.
- 6.3 If the Chief Bylaw Enforcement Officer has declared an Animal to be a Vicious Animal, written notification of the declaration shall be provided to the Animal's Owner.
- 6.4 A Person who receives a declaration pursuant to Section 6.3 may appeal the declaration ~~by giving written notice of the appeal and the reasons therefore to the City within ten (10) calendar days of receiving the declaration, in accordance with the General Appeal Board Bylaw C-1469.~~
- ~~6.5 Upon receipt of a notice of appeal pursuant to Section 6.4, an appeal will be scheduled to be heard by the Committee within forty two (42) days of the appeal being filed.~~
- ~~6.6 The Committee, upon hearing the evidence, may uphold the decision of the Chief Bylaw Enforcement Officer or allow the appeal, with or without conditions.~~
- 6.7 A Vicious Animal Designation pursuant to this Bylaw continues to apply if the Animal is sold, given or transferred to a new Owner.
- 6.8 The Vicious Animal Designation may be rescinded:
- following a review no sooner than twenty-four (24) months from the date of Designation and upon the Owner's request; and

- b) been approved for the removal of the Vicious Animal Designation by the Chief Bylaw Enforcement Officer.

REGULATIONS

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

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

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

- 6.10 The Owner of a Vicious Animal shall:

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

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

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

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

- 6.13 The Owner of a Vicious Animal shall ensure that when the Animal is on the Owner's Property or on Permitted Property, the Animal is:

- a) confined indoors and under the control of a Person sixteen (16) years of age or older;
- b) is in a locked pen or other structure when outdoors, constructed pursuant to Section 6.14 in order to prevent the escape of the Vicious Animal and to prevent the entry of any Person not in control of the Animal; or
- c) securely muzzled, and under the control of a Person sixteen (16) years of age or older by means of a Leash.

- 6.14 The Owner of a Vicious Animal shall ensure that a locked pen or other structure to be used to secure the Vicious Animal when outdoors conforms to the following standards:

- a) have secure sides and a secure top, and if it has no bottom secured to the sides, the sides shall be embedded in the ground to a minimum depth of thirty (30) centimeters;
- b) provide the Vicious Animal with shelter from the elements;
- c) be of the minimum dimensions of one and one-half (1.5) metres by three (3) metres and be a minimum one and one-half (1.5) metres in height; and
- d) be situated more than one (1) metre of any property line or more than five (5) metres of a neighbouring dwelling unit.

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- 6.15 The Owner of a Vicious Animal shall, within ten (10) days of the date of the Declaration, display a sign on the Owner's Property warning of the presence of the Vicious Animal in the form approved by the Chief Bylaw Enforcement Officer.
- 6.16 A sign shall be placed at each entrance to the Owner's Property where the Vicious Animal is kept and on the locked pen or other structure in which the Vicious Animal is confined, and shall be posted to be clearly visible and capable of being seen by any Person accessing the Property.
- 6.17 A Vicious Animal is not permitted in an Off Leash Area.

NUISANCE ANIMALS

DECLARATION

- 7.1 The Chief Bylaw Enforcement Officer may declare an Animal to be a Nuisance Animal.
- 7.2 The declaration of an Animal as a Nuisance Animal shall be reviewed upon request of the Owner annually by the Chief Bylaw Enforcement Officer and may be removed.

REGULATIONS

- 7.3 The Owner of a Nuisance Animal shall, within ten (10) days after the Animal has been declared Nuisance and prior to a License being issued:
(Bylaw C-1226D - July 1, 2019)
- have a veterinarian tattoo or implant an electronic identification microchip in the Animal if the Animal has not had this done;
 - provide the information contained on the tattoo or in the microchip to the Chief Bylaw Enforcement Officer; and
 - have the Animal neutered or spayed, if the Animal is in an unaltered state, provided the Animal is of appropriate age.
- 7.4 The Owner of a Nuisance Animal shall:
- notify the Chief Bylaw Enforcement Officer within five (5) business days when the Animal is sold, gifted, or transferred; and
 - remain liable for the actions of the Animal until formal notification of sale, gift or transfer is provided to the Chief Bylaw Enforcement Officer.

ANIMAL CONTROL OPERATIONS

IMPOUND

- 8.1 A ~~Bylaw Enforcement Officer~~Peace Officer may capture and Impound any Animal:
- found Running at Large;
 - which has bitten, or is alleged to have Bitten or Attacked a Person or other Animal, pending the outcome of an investigation to declare the Animal to be a Vicious Animal;
 - in respect of which there are reasonable and probable grounds to believe that an offence under this Bylaw is being committed or has been committed; or

d) which is required to be Impounded pursuant to the provisions of a Statute of the Province of Alberta, or any Regulation made thereunder.

A ~~Bylaw Enforcement Officer~~Peace Officer is further authorized to enter upon any private or public property and take such reasonable measures as are necessary to subdue any Animal which is Running At Large, including the use of tranquillizer equipment and materials. If the Animal is injured, it may be taken to a Veterinarian for treatment and then Impounded.

FOUND ANIMALS

8.2 A Person who finds an Animal Running At Large shall notify a ~~Bylaw Enforcement Officer~~Peace Officer within twenty-four (24) hours, provide information as may be requested, and surrender the Animal upon request.

OBSTRUCTION AND INTERFERENCE

8.3 A Person, whether or not that Person is the Owner of an Animal which is being or has been pursued or secured shall not:

- a) interfere with or attempt to obstruct a ~~Bylaw Enforcement Officer~~Peace Officer who is attempting to capture or who has captured an Animal which is subject to impoundment;
- b) open the vehicle in which Animals have been secured for impoundment; or
- c) remove, or attempt to remove any Animal from the possession of a ~~Bylaw Enforcement Officer~~Peace Officer.

8.4 A Person shall not:

- a) untie, loosen or otherwise free an Animal which has been tied or otherwise restrained;
- b) negligently or willfully open a gate, door or other opening in a fence or pen in which an Animal has been confined and thereby allow an Animal to Run at Large;
- c) entice an Animal to Run at Large;
- d) tease, throw or poke an object at an Animal in fenced yard or pen.

8.5 Section 8.4 (a) shall not apply to a ~~Bylaw Enforcement Officer~~Peace Officer who is attempting to capture or who has captured an Animal which is subject to impoundment or seizure pursuant to this Bylaw.

8.6 No person shall interfere with, hinder or impede an Animal Control Officer in the performance of any duty authorized by this Bylaw.

RECLAIMING

8.7 The Owner of any impounded Animal may reclaim the Animal upon provision of photo identification or proof of ownership by:

- a) paying the costs of Impoundment; and
- b) obtaining the License for the Animal, where a License is required under this Bylaw.

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

AUTHORITY OF THE CHIEF BYLAW ENFORCEMENT OFFICER

8.8 The Chief Bylaw Enforcement Officer may:

- a) receive an Animal for temporary Impoundment pursuant to fire, flood, or other reasons;
- b) charge the Owner, fees in accordance with [Bylaw C-1395, Schedule "A"](#) for costs of Impoundment; and

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

- c) at the end of a five (5) calendar day period, if no other arrangements are made between the Owner and the Chief Bylaw Enforcement Officer, treat the Animal as an Impounded Animal.

8.9 The Chief Bylaw Enforcement Officer may offer for sale, euthanize, or otherwise dispose of all unclaimed Animals which have been Impounded.

8.10 The Chief Bylaw Enforcement Officer shall not sell, euthanize, or otherwise dispose of an Impounded Animal until the Animal is Impounded for not less than five (5) calendar days:

- a) after the Owner has received notice or is deemed to have received notice that the Animal is in the Animal Shelter; or
- b) if the name and address of the Animal's Owner is not known.

8.11 The prohibitions set out in Section 8.10 do not apply if an Animal is in distress.

8.12 The Chief Bylaw Enforcement Officer may Impound an Animal for longer than five (5) calendar days if in ~~his~~their opinion the circumstances warrant the expense or ~~they have~~es reasonable grounds to believe that the Animal is a continued danger to Persons, Animals, or Property.

FEE FOR EUTHANIZING

8.13 An Owner may request an Animal be euthanized and the Chief Bylaw Enforcement Officer may euthanize the Animal for the fee, in accordance with [Bylaw C-1395, Schedule "A"](#).

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

OFFENCES AND PENALTIES**OWNER**

9.1 If an Animal is involved in an activity in contravention of this Bylaw, the Owner of that Animal is guilty of an offence.

GENERAL PENALTY PROVISIONS

9.2 An Owner who contravenes any of the provisions of this Bylaw by:

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

is guilty of an offence.

- 9.3 A Person who is convicted of an offence pursuant to this Bylaw is liable on summary conviction to a fine not exceeding \$10,000.00, and in default of payment of any fine imposed, to imprisonment for not more than six (6) months.

VIOLATION TICKETS AND PENALTIES

- 9.4 Where a ~~Bylaw Enforcement Officer~~Peace Officer believes that a Person has contravened any provision of this Bylaw, ~~he~~the Peace Officer may commence proceedings by issuing a municipal tag or a summons by means of a violation ticket in accordance with the Provincial Offences Procedure Act.
- 9.5 The Specified Penalty payable in respect of a contravention of a provision of this Bylaw is the amount shown in Schedule "B".
- 9.6 Notwithstanding Section 9.5, where a Person has been convicted of a contravention of the same provision of this Bylaw:
- a) two (2) times within a twelve (12) calendar month period, the specified penalty payable in respect of the second conviction is double the amount shown in Schedule "B"; and
 - b) three (3) or more times within a twelve (12) calendar month period, the specified penalty payable in respect of the third or subsequent conviction is triple the amount shown in Schedule "B".

CONTINUING OFFENCES

- 9.7 In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which the offence continues and any Person guilty of such an offence is liable to a fine in an amount not less than the amount shown in Schedule "B" for each day.

MANDATORY COURT OR INFORMATION

- 9.8 This Section shall not prevent any ~~Bylaw Enforcement Officer~~Peace Officer from issuing a violation ticket requiring the court appearance of the defendant, pursuant to the provisions of the Provincial Offences Procedure Act, or from laying an information in place of issuing a violation ticket.

LIABILITY FOR FEES

- 9.9 The levying and payment of any fine or the imprisonment for any period provided in this Bylaw shall not relieve a Person from the necessity of paying any fees, charges or costs, in accordance with [Bylaw C-1395, Schedule "A"](#) from which ~~he~~the Person is liable under the provisions of this Bylaw.

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

ORDERS BY A JUSTICE

- 9.10 A Justice may, after convicting an Owner of an offence under this Bylaw, if the Justice considers the offence sufficiently serious, direct, order, or declare that:
- a) the Owner prevent the Animal from doing mischief or causing the disturbance or nuisance complained of;

- b) the Animal is a Vicious Animal; or
- c) the Owner be prohibited from owning any Animal for a specified period of time.

PROOF OF LICENSE

9.11 The onus of proving a Person has a valid License is on the Person alleging the existence of the License.

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

9.12 The onus of proving the age of an Animal is on the Person alleging the Animal’s age.

10. TRANSITION (Deleted by Bylaw C-1226D - July 1, 2019)

READ a first time this 30th day of September, 2013.

READ a second time this 30th day of September, 2013.

“B. Given” (signed)
Mayor

“A. Cerny” (signed)
Acting Corporate Services Director

READ a third time and finally passed this 12th day of November, 2013.

“B. Given” (signed)
Mayor

“S. Walker” (signed)
Acting Corporate Services Director

CITY OF GRANDE PRAIRIE

BYLAW C-1226

SCHEDULE "A"

**Deleted by
(Bylaw C-1226D - July 1, 2019)**

CITY OF GRANDE PRAIRIE

BYLAW C-1226

SCHEDULE "B"

FINES

(Bylaw C-1226A - March 24, 2014)

| SECTION | OFFENCE | SPECIFIED PENALTY |
|----------------|--|--------------------------|
| 2.1 | Unlicenced Animal | \$150.00 |
| 2.7 | Unlicenced Nuisance or Vicious Animal | \$500.00 |
| 2.8 | Nuisance or Vicious Animal not wearing issued Animal Tag | \$250.00 |
| 2.13 | Give false or misleading information when applying for a Licence | \$250.00 |
| 3.4 | Owner of an Animal fail to report a Severe Physical Injury inflicted by their Animal | \$250.00 |
| 3.5 | Fail to confine an Animal | \$500.00 |
| 3.6 | Animal running at large | \$100.00 |
| 4.4 | Animal bark or howl in such a manner as to cause a nuisance | \$150.00 |
| 4.5 (b) | Animal cause damage to property | \$250.00 |
| 4.5 (c) | Animal does any act that injures a Person or Animal | \$250.00 |
| 4.5 (d) | Animal attack a Person | \$750.00 |
| 4.5 (e) | Animal attack a Person, causing Severe Physical Injury | \$1,500.00 |
| 4.7 | Owner use or direct an Animal to attack, chase, or threaten a Person or Animal | \$500.00 |
| 6.10 (a) | Fail to notify the Chief Bylaw Enforcement Officer that the Vicious Animal has been sold, gifted or transferred | \$500.00 |
| 6.11 (a) | Vicious Animal chase, injure, Bite, Attack or threaten a Person or other Animal | \$2,000.00 |
| 6.11 (b) | Vicious Animal destroy or damage property | \$1,000.00 |
| 6.11 (c) | Vicious Animal Running at Large | \$1,000.00 |
| 6.12 | Owner fail to notify Bylaw Enforcement Officer Peace Officer of a Vicious Animal Running at Large | \$500.00 |
| 6.13 (a) | Fail to keep Vicious Animal under proper indoor confinement | \$1,000.00 |
| 6.13 (b) | Fail to keep Vicious Animal in controlled confinement | \$1,000.00 |
| 6.13 (c) | Fail to keep Vicious Animal muzzled and properly secured on a Leash | \$1,000.00 |
| 6.15 | Fail to post Vicious Animal Sign | \$1,000.00 |
| 7.4 (a) | Fail to notify the Chief Bylaw Enforcement Officer that the Nuisance Animal has been sold, gifted or transferred | \$500.00 |
| 8.3 (a) | Interfere or Obstruct a Bylaw Enforcement Officer Peace Officer | \$500.00 |
| 8.3 (b) | Open a vehicle in which Animals have been captured for impoundment or seizure | \$500.00 |
| 8.3 (c) | Remove or attempt to remove any Animal from the possession of a Bylaw Enforcement Officer Peace Officer | \$500.00 |
| 8.4 (a) | Untie, loosen or otherwise free an Animal tied or otherwise restrained | \$250.00 |
| | Section not specified - any other section to which a fine has not been specified | \$100.00 |

CITY OF GRANDE PRAIRIE

OFFICE CONSOLIDATION

BYLAW C-1278

**A Bylaw of the City of Grande Prairie,
in the Province of Alberta, to establish
Smoke Free Public Places
(Bylaw C-1278B - June 18, 2018)**

(As Amended by Bylaw C-1278A, C-1278B and C-1278C)

WHEREAS pursuant to Section 7 of the *Municipal Government Act*, RSA 2000, Chapter M-26, Grande Prairie City Council may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property, and services provided by or on behalf of a municipality;

AND WHEREAS pursuant to Section 10 of the *Tobacco and Smoking Reduction Act*, SA 2005, Chapter T-3.8, municipalities are authorized to pass bylaws to regulate, restrict or prohibit smoking;
(Bylaw C-1278A - February 6, 2017)

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

1. This Bylaw may be cited as the “Smoke Free Public Places”.
(Bylaw C-1278B - June 18, 2018)

PART 1 - INTERPRETATION

2. In this Bylaw:
 - (a) **Athletic Field** means any field and/or land of natural and/or man-made composition that is used for athletic purposes to conduct organized or unorganized sporting activities which includes but is not limited to a baseball field, soccer pitch, player or spectator bench and lawn bowling field. A golf course shall not be included as an athletic field.
 - (b) **Cannabis** means any product composed in whole or part of cannabis as defined by the Cannabis Act (Canada).
(Bylaw C-1278B - June 18, 2018)
 - (c) **City** means the City of Grande Prairie.
 - (d) **Consume** where used as a verb in respect of cannabis, includes smoke, vape, apply, inhale or ingest.
(Bylaw C-1278B - June 18, 2018)
 - (e) **Council** means the Municipal Council of the City of Grande Prairie.
 - (f) **Electronic Cigarette** means a vaporizer or inhalant-type device, whether called an electronic cigarette or any other name, that contains a power source and heating element designed to heat a substance and produce a vapour intended to be inhaled by the user of the device directly through the mouth, whether or not the vapour contains nicotine, or any component of such a device.
 - (g) **Minor** means a person who is under 18 years of age.
 - (h) **Peace Officer** ~~means a bylaw enforcement officer appointed by the City of Grande Prairie, a Peace Officer, or a member of the Royal Canadian Mounted Police.~~ means a sworn member of the Grande Prairie Police Service, a sworn member of the Royal Canadian Mounted Police, a bylaw enforcement officer of the City, or a community peace officer of the City.
 - (i) **Playground Equipment** means any kind of structure or apparatus which is customarily found in a park-like setting and which a person may engage in play-like activities such as climbing, swinging, hanging, crawling, jumping, stepping, whether over, across, under, through or upon for enjoyment, exercise and/or as part of relating to others of any age. Without restricting the generality thereof, playground equipment includes swings, slides, climbing apparatus, and municipally-owned

swimming pools, outdoor water parks, and outdoor ice skating surfaces. Playground equipment does not include facilities for walking and biking trails, park fences, trees, a picnic table, bridge, or gazebo.

- (j) **Recreation Facility** means all City owned buildings and venues that support and provide the delivery of cultural, sport and recreational programs and services to the community.
(Bylaw C-1278C - July 11, 2022)
- (k) **Residence** means a place used by a person as a permanent private dwelling or a temporary residence, including any structure or land adjacent to the private dwelling or temporary residence that is used for the convenience or enjoyment of the occupants of the dwelling.
- (l) **Smoke** means to smoke, hold or otherwise have control over a lit Tobacco Product or use an Electronic Cigarette.
- (m) **Temporary Residence** means:
- (i) a place that is used by a traveller in respect of which the traveller pays a fee;
 - (ii) a tent that is set up in an area where overnight camping is legally permitted; and
 - (iii) a motor home or other vehicle that is parked in an area that is not a highway or road and where overnight camping is legally permitted.
- (n) **Tobacco Product** means a product composed in whole or in part of tobacco, including tobacco leaves and any extract of tobacco leaves, but does not include any product for use in nicotine replacement therapy.
- (o) **Use** with respect to Electronic Cigarettes, means to inhale or exhale vapour from an Electronic Cigarette or hold an activated Electronic Cigarette.
- (p) **Violation Ticket** has the same meaning as the Provincial Offences Procedure Act, RSA 2000, Chapter P-34, as amended or repealed and replaced from time to time.
(Bylaw C-1278B - June 18, 2018)

PART 2 - PROHIBITION

3. (a) Notwithstanding subsection (b), no person shall smoke within a 10m radius of:
- i) any Playground Equipment or Athletic Field; or
 - ii) a doorway, window or air intake of a Recreation Facility.
- (b) Nothing in this bylaw shall prohibit a person from smoking in a residence.
(Bylaw C-1278A - February 6, 2017)
- 3.1 (a) No person shall consume cannabis:
- i) in any area or place where that person is prohibited from smoking under the *Tobacco and Smoking Reduction Act* or any other Act or Bylaws of the City;
 - ii) on all streets and avenues including and bounded by 101 Avenue or 100 Avenue between 102 Street and 98 Street;
 - iii) within a 30 meter radius of:
 - a. a recreation facility;
 - b. a public park;
 - c. a parade;
 - d. an outdoor special event, unless in a defined area specifically identified by the event organizer as a designated cannabis consumption area,
 - e. where children are playing or congregating; or
 - f. the front entrance to a commercial movie theatre;
 - v) where smoking is prohibited by a public sign; and
 - vi) in a manner and/or proximity that is adversely affecting another person.
- (b) Nothing in this Bylaw shall prohibit a person from consuming cannabis at a residence.

(Bylaw C-1278B - June 18, 2018)

PART 3 - ENFORCEMENT

4. (a) A Peace Officer may issue a Violation Ticket pursuant to Part 2 of the *Provincial Offences Procedure Act* to any person who the Peace Officer has reasonable and probable grounds to believe has contravened Section 3 of this Bylaw.

(Bylaw C-1278A - February 6, 2017)

- (b) If a Violation Ticket is issued in respect of an offence, the Violation Ticket may:
- (i) Specify the fine amount established by this Bylaw for the offence; or
 - (ii) Require a person to appear in court without the alternative of making a voluntary payment if the Peace Office believe that such appearance is in the public interest.

PART 4 - SPECIFIED PENALTY

5. The specified penalty established for use on a Violation Ticket if a voluntary payment option is offered is \$250.00.

PART 5 - VOLUNTARY PAYMENT

6. If a Violation Ticket is issued with a specified penalty, a person who commits an offence may make a voluntary payment by submitting to a Clerk of the Provincial Court, on or before the initial appearance date indicated on the Violation Ticket, the specified penalty set out on the Violation Ticket.

PART 6 - GENERAL

7. All references in this bylaw will be read with such changes in number and gender as may be appropriate according to whether the reference is to a male or female person, or a corporation or partnership.
8. Should any provision of this bylaw be illegal or unenforceable for any reason whatsoever, it shall be considered separate and severable from the remaining provisions of this bylaw, which shall remain in force as though such provision was not included.

READ a first time this 9 day of July, 2012.

READ a second time this 9 day of July, 2012.

“B. Given” (signed) _____
 Mayor

“B. MacNeill” (signed) _____
 Acting Corporate Services Director

READ a third time and finally passed this 7 day of August, 2012.

“B. Given” (signed) _____
 Mayor

“K. Anderson” (signed) _____
 Corporate Services Director

CITY OF GRANDE PRAIRIE

OFFICE CONSOLIDATION

BYLAW C-1282

A BYLAW IN RESPECT TO OPERATING A MUNICIPAL
TRANSIT SYSTEM IN THE CITY OF GRANDE PRAIRIE

(As Amended by Bylaw C-1282A)

WHEREAS Section 7, of Municipal Government Act, RSA 2000, Chapter M-26 provides for the City to pass Bylaws for municipal purposes respecting public transportation operated by the City.

AND WHEREAS The City of Grande Prairie owns and operates a Public Transit System, together with buildings, permanent facilities and property.

AND WHEREAS The City of Grande Prairie will regulate the conduct and activities of people using the Transit System operated by Grande Prairie Transit in order to promote:

the safety, well-being, comfort and convenience of passengers and employees on the Transit System;

- a) the safe and efficient operation of the Transit System; and
- b) the collection of payment by passenger(s) for the use of the Transit System.

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

1. **NAME**

- 1.1. This Bylaw shall be called the "The Transit System Bylaw".

2. **DEFINITIONS**

In this Bylaw:

"Bicycle" means a vehicle consisting of two wheels propelled by human power but not including motor powered bicycles, mopeds, recumbent bicycles, tandem bicycles or bicycles with training wheels.

"City" means the municipal corporation of The City of Grande Prairie, having authority under the *Municipal Government Act* RSA 2000 C. M-26 and other applicable legislation. Where context requires, City also means the area included within the municipal boundaries of the City.

"Council" means the Municipal Council of the City of Grande Prairie.

"Department Lead" means the senior employee in the highest level of authority in Grande Prairie Transit or designate.

"Grande Prairie Transit" means the department of the City that has been assigned the responsibility of operating the Transit System.

"Loiter" means to linger without due cause.

"Passenger" means a Person who is being transported on a Transit Vehicle.

"Peace Officer" ~~means a bylaw enforcement officer appointed by the City, a Peace Officer, a member of the Municipal Police Services or a member of the Royal Canadian Mounted Police.~~ means a sworn member of the Grande Prairie Police Service, a sworn member of the Royal Canadian Mounted Police, a bylaw enforcement officer of the City, or a community peace officer of the City.

"Person" means an individual and includes, a firm, partnership, joint venture, proprietorship, corporation, association and society.

"Proof of Payment" means a document provided in exchange for the payment of a Transit Fare that has been validated for use on a Transit Vehicle and includes a transfer or pass.

"Senior Management" means the corporate leader or designate responsible for the planning, organization, development, implementation and administration of the service area of the City that oversees Grande Prairie Transit.

"Transfer" means a printed document issued by a Transit Operator to a Passenger which indicates that the Passenger has paid a Transit Fare or used a Transit Fare Product in accordance with Section 3 and is entitled to a ride on a Transit Vehicle within a limited period of time without the need to pay a Transit Fare or use a Transit Fare Product.

"Transit Bus Shelter" means a shelter located on property owned or leased by the City for the comfort and convenience of Passenger(s) waiting to board a Transit Vehicle and does not include a Transit Bus Stop, or Transit Terminal.

"Transit Bus Stop" means a place where Passenger(s) are picked up or dropped off from a Transit Vehicle and includes Transit Bus Shelters.

"Transit Fare" means the amount of money to be paid for travel on a Transit Vehicle as determined by Council as amended from time to time.

"Transit Fare Product" means a mechanism determined by Council to authorize one or more rides on a Transit Vehicle and includes, without limitation, any single or multi ride ticket, or a monthly pass. Transit fare products are the property of GP Transit and any misuse may result in confiscation of the fare product upon request from a Peace Officer or Transit Personnel

"Transit Operator" means an employee of the City who is engaged in operating a Transit Vehicle.

"Transit Pass" means a document or electronic equivalent determined by Council to authorize a Person to obtain rides on Transit Vehicles for a specified period of time.

"Transit Personnel" means any Person employed by the City who works in the Grande Prairie Transit Department.

"Transit Property" means City-owned property located on a fixed transit bus route including benches, waste receptacles, Transit Bus Shelters, garage and depot. Transit Property also includes a Transit Vehicle.

"Transit System" means the regularly-scheduled routes and special events available for use by the general public.

"Transit Terminals" means property owned or leased by the City and used by Transit Vehicles to wait for Passengers.

"Transit Vehicle" means a vehicle operated by or on behalf of Grande Prairie Transit to transport Passengers.

"Valid" means that a Transit Fare Product is not revoked, expired, forged, altered or counterfeited, as determined by Transit Personnel or Peace Officer.

"Violation Ticket" means a violation as defined in the *Provincial Offences Procedure Act*, as amended from time to time.

(Bylaw C-1282A – July 15, 2024)

3. PAYMENT OF TRANSIT FARES

Payment of Transit Fare or Use of Transit Fare Product is mandatory:

- 3.1 Subject to Subsection 3.2, no Person may obtain a ride on a Transit Vehicle without either:
 - a) Cash in valid Canadian or United States currency the amount of a Transit Fare; or
 - b) using a valid Transit Fare Product; at the time of boarding the Transit Vehicle.
- 3.2 Council may exempt certain Passengers from the provisions of Section 3.1.

Misuse of Transit Fare Products:

- 3.3 A Person must not use or attempt to use an invalid Transit Fare Product to obtain a ride on a Transit Vehicle.
- 3.4 A Person must not use or have in their possession an altered or unauthorized reproduction of Transit Fare Product.
- 3.5 A Person must not lend, give or sell to another Person a Transit Fare Product that is identified on its face as non-transferable.
- 3.6 A Person must not use or attempt to use, as ~~his or her~~their own, a Transit Fare Product that is identified on its face as non-transferable which was issued to someone else.
- 3.7 A Person must not use or attempt to use a Transit Fare Product that is being used by another Person at the same time.

4. CONDUCT ON TRANSIT PROPERTY

Prohibited conduct on Transit Property (including Transit Vehicles):

- 4.1 A Person must not do any of the following in or on any Transit Property:
 - a) litter;

- b) apply graffiti, print, write, draw, paint, scratch, etch or cause damage to any Transit Property;
- c) affix any advertisements, notices, words, letters, symbols, names, pictures, geometric figures, numbers, phrases, slogans, stickers or sentences;
- d) spit, urinate, vomit or defecate;
- e) consume an alcoholic beverage;
- f) consume any marijuana edible product;
- g) inhale a solvent or other intoxicating inhaled substance;
- h) smoke, vape, or carry a lighted cigar, cigarette, pipe, e-cigarette, e-cigar, or marijuana (whether for medicinal purposes or not), within five (5) metres;

(Bylaw C-1282A – July 15, 2024)

- i) without the prior written permission of Senior Management, sell or attempt to sell any item, goods or services, including a newspaper, magazine, or merchandise;

(Bylaw C-1282A – July 15, 2024)

- j) without the prior written permission of Senior Management, offer or stage a live musical performance;

(Bylaw C-1282A – July 15, 2024)

- k) carry a container of explosive, flammable or toxic material, except a cigarette lighter;
- l) cause a disturbance or interfere with the comfort or convenience of any other Person;
- m) operate any electronic device that is designed to produce sound, including, but not limited to, a radio, CD player, or Mp3 player, unless the sound from the device is conveyed to the Person by a set of earphones or earbuds and does not create a disturbance or a nuisance for other Passengers;

(Bylaw C-1282A – July 15, 2024)

- n) use or operate any of the following:
 - i. unicycle, tricycle or push scooter;
 - ii. roller skates, in-line skates or roller blades;
 - iii. a skateboard; and
 - iv. a motor vehicle, including an electrically-powered or battery-powered vehicle; with the exception of a motorized mobility aid;
- o) spill or permit to be spilt any food or drink;
- p) fight or engage in a physical altercation;
- q) engage in any activity or behavior or do anything that creates a danger or nuisance to a Person including the Person engaging in the activity or behavior; and
- r) engage in any activity or behavior which prevents or compromises the reasonable and peaceful use of the Transit System.

- 4.2 Any Person in or upon any Transit Property shall observe and obey all posted signs, and any rules, regulations, or orders made or approved by the City for that property.

- 4.3 A Person shall leave Transit Property when requested by Transit Personnel or a Peace Officer.

(Bylaw C-1282A – July 15, 2024)

- 4.4 No Person shall give false, incorrect, or misleading information to Transit Personnel or a Peace Officer.

- 4.5 No Person shall enter Transit Property if that Person has been given notice not to enter. For the purposes of this Section, notice will be given in writing by Senior Management or the Department Lead.

(Bylaw C-1282A – July 15, 2024)

5. CONDUCT ON TRANSIT VEHICLES

- 5.1 A Person must not do any of the following on or in a Transit Vehicle:
- a) cross the safety line near the front of the Transit Vehicle while the vehicle is in motion;
 - b) enter or leave or attempt to enter or leave a Transit Vehicle while it is in motion or when the Transit Operator has declared it unsafe to do so;
 - c) project any part of ~~his or her~~their body or anything through any:
 - i. window;
 - ii. closed door; or
 - iii. door in the process of closing;
 - d) place ~~his or her~~their feet upon a seat or seat back cushion;
 - e) unless the Transit Operator authorizes it, bring aboard an article of any kind that:
 - i. obstructs the aisle;
 - ii. prevents a seat from being used by a Passenger; or
 - iii. hinders the safety of other Passengers;
 - f) unless the Transit Operator authorizes it, bring on board a bicycle;
 - g) bring on board any animal that is not in a cage or kennel, except a dog trained for and used to guide the visually impaired, the hearing impaired or Persons with other disabilities (proof of trained animal certificate may be requested and must be presented to a Transit Operator or Peace Officer);
 - h) occupy a position or act in a manner that interferes or likely to interfere with the safety of any Transit Operator;
 - i) hang on to any exterior part of a Transit Vehicle whether or not the Transit Vehicle is in motion; and
 - j) consume food or drink unless the items are in a sealed or sealable container and under control.
- 5.2 A Person must wear shoes, and clothing covering ~~his or her~~their torso above and below the waist at all times while on or in a Transit Vehicle.
- 5.3 The Transit Operator shall have the right to refuse a Passenger:
- a) to protect the health and safety of another Passenger or the Transit Operator;
 - b) if the Passenger is acting in an offensive or aggressive manner;

- c) if the Passenger refused to pay the required Transit Fare; or
- d) to avoid contravening a law.

5.4 A Person must not occupy a position or act in a manner that interferes or is likely to interfere with the boarding or disembarking of Passengers from a Transit Vehicle, or interfere with access to available seating.

6. LOITER

6.1 Since Transit Bus Shelters and Transit Bus Stops are intended for use by Persons waiting to board a Transit Vehicle, a Person must not loiter and includes but is not limited to:

- a) idly spending time in or on Transit Property without the express purpose of using the Transit System;
- b) lingering, sauntering or remaining in or on Transit Property without due cause; and
- c) failing to board the next available Transit Vehicle, in order to reach ~~his or her~~their destination, but in no case no longer than 90 minutes.

7. OFFENCE

7.1 A Person who contravenes any provision of this Bylaw is guilty of an offence.

8. OBSTRUCTION AND INTERFERENCE

8.1 A Person shall not interfere with, hinder, impede, or obstruct Transit Personnel or a Peace Officer in the performance of any duty authorized by this Bylaw.

9. REMOVAL OF A PERSON

9.1 A Peace Officer or Transit Personnel is authorized to request that a Person who contravenes any provision of this Bylaw leave Transit Property.

9.2 A Person who has been requested to leave Transit Property under subsection 9.1 must comply with the request.

10. BANNING A PERSON FROM TRANSIT PROPERTY

10.1 Senior Management may prohibit a Person who has committed a criminal offence or violated the *Controlled Drugs and Substances Act* on Transit Property or has contravened this Bylaw from entering onto any Transit Property for a specified period of time or until a specified date.

(Bylaw C-1282A – July 15, 2024)

10.2 Before acting under subsection 10.1, Senior Management must give consideration to the severity of the contravention(s), the circumstances surrounding the contravention(s) and the Person's history of previous contravention(s).

(Bylaw C-1282A – July 15, 2024)

10.3 A decision under subsection 10.1 must be in writing and must set out the reasons for the order or decision and a statement that there is a right to appeal the order or decision, and the procedure to be followed for appealing it.

DRAFT

- 10.4 A decision under subsection 10.1 must be served on to the Person:
- a) by personal service (hand delivered); or
 - b) being mailed by registered mail to the Person's residence at the address provided by the Person.

A decision served by a method set out in clause 10.4(b) is deemed to have been served on the Person on the third day after the day it is mailed or delivered.

- 10.5 A Person must not enter Transit Property if they have been banned from doing so.

11. APPEALS

- 11.1 Any Person who is affected by a decision of Senior Management may appeal the decision in accordance with the General Appeal Board Bylaw C-1469.

(Bylaw C-1282A – July 15, 2024)

12. ENFORCEMENT

Powers of a Peace Officer

- 12.1 A Peace Officer may take steps to administer and enforce this Bylaw including issuing common offence notices for violations or contraventions of this Bylaw.

(Bylaw C-1282A – July 15, 2024)

- 12.2 A Peace Officer may issue a Violation Ticket to any Person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.

- 12.3 If a Violation Ticket is issued in respect of an offence, the Violation Ticket shall:
- a) specify the fine amount established by this Bylaw for the offence; or
 - b) require a Person to appear in court without the alternative of making voluntary payment if the Peace Officer believes that such appearance is in the public interest.

- 12.4 The specified penalty established for use on a Violation Ticket if a voluntary payment option is offered are:

- a) First Offence is \$50.00;
- b) Second Offence is \$100.00;
- c) Third and subsequent Offences are \$250.00.

(Bylaw C-1282A – July 15, 2024)

- 12.5 Any Person who is found guilty of an offence under this Bylaw is liable to a fine of not more than \$10,000.00.

13. REPEAL

- 13.1 Bylaw C-709 is hereby repealed.

14. **EFFECTIVE DATE**

14.1 This Bylaw shall take effect on the date it is passed.

READ a first time this 6th day of May, 2019.

READ a second time this 6th day of May, 2019.

READ a third time and finally passed this 6th day of May, 2019.

"B. Given" (signed) _____

Mayor

"S. Walker" (signed) _____

Corporate Services Director

DRAFT

CITY OF GRANDE PRAIRIE

OFFICE CONSOLIDATION

BYLAW C-1293

**A Bylaw of the City of Grande Prairie,
to Regulate Neighbourhood Nuisance,
Safety and Liveability Issues**

(As Amended by Bylaw C-1293A and C-1293B)

WHEREAS pursuant to Section 7 of the *Municipal Government Act*, RSA 2000, Chapter M-26, Grande Prairie City Council may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property, and respecting nuisances, including unsightly property.

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

SHORT TITLE

1. This Bylaw may be cited as the "Minimum Property Standards Bylaw".

DEFINITIONS

2. In this Bylaw:
 - 2.1 **"Cannabis"** means any product composed in whole or part of cannabis as defined by the Cannabis Act (Canada);
(Bylaw C-1293A - June 18, 2018)
 - 2.2 **"Cannabis Plant"** means a plant that belongs to the genus *Cannabis* (*plante de cannabis*);
(Bylaw C-1293A - June 18, 2018)
 - 2.3 **"City"** means the municipal corporation of the City of Grande Prairie or where the context permits, the area within the municipal limits of the City of Grande Prairie;
 - 2.4 **"Director"** means the Infrastructure and Protective Services Director of the City of Grande Prairie or their designate;
(Bylaw C-1293A - June 18, 2018)
 - 2.5 **"Graffiti"** means any images or lettering scratched, scrawled, painted or marked in any manner on Property without the consent of the owner or occupier;
 - 2.6 **"Municipal Tag"** means a tag whereby the person alleged to have committed a breach of a provision of this Bylaw is given the opportunity to pay a voluntary penalty to the City in lieu of prosecution for an offence;

2.7 **"Naturalized Area"** means an area of land within which, in the opinion of a Peace Officer, there exists or has been practised a professionally-accepted method of random plant distribution that simulates the growth of plants in the natural environment and does not include any nuisance, noxious or restricted weeds as identified in the *Weed Control Act*;

(Bylaw C-1293B – April 22, 2024)

2.8 **"Occupy"** means residing on or to be in apparent possession or control of Property;

2.9 **"Own"** means in the case of:

- (a) land, to be registered under the Land Titles Act as the owner of the fee simple estate in a parcel of land; or
- (b) personal property, to be in lawful possession or have the right to exercise control over it or to be the registered owner of it;

2.10 **"Peace Officer"** ~~means a member of a Royal Canadian Mounted Police, a Bylaw Enforcement Officer or Community Peace Officer of the City;~~ means a sworn member of the Grande Prairie Police Service, a sworn member of the Royal Canadian Mounted Police, a bylaw enforcement officer of the City, or a community peace officer of the City;

2.11 **"Person"** without limiting the generality of the term, includes a corporation and other legal entities;

2.12 **"Produce"** in respect of cannabis, means to obtain it by any method or process, including by:

- (a) manufacturing;
- (b) synthesis;
- (c) altering its chemical or physical properties by any means; or
- (d) cultivating, propagating or harvesting it or any living thing from which it may be extracted or otherwise obtained (*production*);

(Bylaw C-1293A - June 18, 2018)

2.13 **"Property"** means a parcel of land including any structures;

2.14 **"Structure"** means a building or other thing erected or placed in, on, over or under land, whether or not it is so affixed to the land as to become transferred without special mention by a transfer or sale of the land;

2.15 **"Violation Ticket"** means a violation ticket as defined in the *Provincial Offences Procedure Act* (Alberta).

(Bylaw C-1293A - June 18, 2018)

Application

3. The standards, requirements and prohibitions contained in this Bylaw shall not apply to the City.

Property Standards

Land

- 4.1 In this Section, a Nuisance means a condition that, in the opinion of a Peace Officer, indicates a serious disregard for general maintenance and upkeep, whether or not the condition is detrimental to the surrounding area, and includes but is not limited to the following:
- (a) excessive accumulation of material including but not limited to construction equipment, building materials, appliances, household goods, tires, vehicle parts, garbage, whether of any apparent value or not;
 - (b) storage of an inoperable, damaged, dismantled or derelict vehicles, whether or not it is insured or registered;
 - (c) smelly or messy compost;
 - (d) grass or weeds higher than 15 centimetres, unless it forms part of a Naturalized Area;
 - (e) production of any generally offensive odours;
 - (f) accumulation of materials that are likely to attract pests;
 - (g) any excavation, ditch, drain or standing water that could pose a danger to persons;
 - (h) any construction project or activity not completed within three (3) years of the date the permit for the project or activity was issued by the City or, if no permit was issued or required, within three (3) years of starting construction;
 - (i) any fence or retaining wall that is excessively damaged or unsound and that abuts City property; and
 - (j) foxtail barley (i.e., wild barley, *Hordeum jubatum*).

(Bylaw C-1293B – April 22, 2024)

- 4.2 A Person shall not cause or permit a Nuisance to exist on Property owned or occupied by that Person.

Personal Cannabis Cultivation

- 4.3 A person shall not produce a cannabis product on a property within the City without first obtaining a Cannabis Production Permit from the Director.

- 4.4 The Director may attach terms and conditions to a Cannabis Production Permit.

(Bylaw C-1293A - June 18, 2018)

Drainage

- 5.1 A Person shall ensure that any eavestroughs, downspout, flow of water from a hose, or sump pump discharges are directed away from a Structure, external stairs, landings and walkways.
- 5.2 Eavestroughs, downspout, flow of water from a hose, or sump pump discharges attached to a Structure, shall not discharge onto abutting Property.

Structures

- 6.1 In this Section, a Nuisance means a condition that, in the opinion of a Peace Officer, indicates a serious disregard for general maintenance and upkeep, whether or not the condition is detrimental to the surrounding area, and includes but is not limited to the following:
- (a) any damage to a Structure;
 - (b) any graffiti displayed on a Structure that is visible from any surrounding property;
 - (c) any excessive rot or other excessive deterioration within the Structure;
 - (d) any peeling, unpainted or untreated exterior surfaces, missing shingles or other roofing materials, broken or missing windows or doors, or any other hole or opening in the Structure; and
 - (e) snow or ice accumulation on the roof, eaves, or awnings of the Structure that may cause a danger to the public.
- 6.2 A Person shall not cause or permit a Nuisance to exist with respect to a Structure owned or occupied by that Person.

Unoccupied Residential Structures

- 7.1 If a Structure normally intended for human habitation is unoccupied, then any door or window opening in the Structure may be covered with a solid piece of wood, or other similar suitable material, only if it is:
- (a) installed from the exterior and fitted within the frame of the opening in a watertight manner;
 - (b) of a thickness sufficient to prevent unauthorized entry into the Structure;
 - (c) secured in a manner sufficient to prevent unauthorized entry into the Structure;
 - (d) coated with an opaque protective finish that matches or complements the existing exterior finish in a manner that is not detrimental to the surrounding area.
- 7.2 Subject to the appropriate appeal process, if a Structure normally intended for human habitation has been declared unfit for human habitation by the local health or building authority then the Owner shall:
- (a) remedy the deficiencies in order for the declaration to be removed; or
 - (b) remove or demolish the building;
- 7.3 Any work or action required by the Owner pursuant to Section 7.2 shall be completed:
- (a) within the specified time, if given by the local health or building authority, or
 - (b) if no time period is given by the local health or building authority, within twenty four (24) months of the building deemed unfit.

Enforcement**Offence**

8.1 A Person who contravenes any provision of this Bylaw is guilty of an offence.

Continuing Offence

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

Fines and Penalties

8.3 A Person who is guilty of an offence under this Bylaw is liable:

- (a) to a fine as prescribed in Schedule "A"; or
- (b) on summary conviction, to a fine not exceeding \$10,000.00 or to an order of imprisonment for not more than one (1) year, or both.

Violation Tickets and Penalties

8.4 Where a Peace Officer believes that a Person has contravened any provision of this Bylaw, they may commence proceedings by issuing a municipal tag or a summons by means of a violation ticket in accordance with the *Provincial Offences Procedure Act*.

(Bylaw C-1293B – April 22, 2024)

8.5 The Specified Penalty payable in respect of a contravention of a provision of this Bylaw is the amount shown in Schedule "A".

9. The Schedule attached to this Bylaw shall form a part of this Bylaw.

10. This Bylaw shall take effect on the date it is passed.

READ a first time this 30 day of June, 2014.

READ a second time this 30 day of June, 2014.

READ a third time and finally passed this 30 day of June, 2014.

"B. Given" (signed) _____
Mayor

"D. Sauve" (signed) _____
Acting Corporate Services Director

Bylaw C-1293

Schedule "A"

Specified Penalties

| OFFENCE | SECTION | PENALTY |
|--|--------------------------|-------------------|
| Cause/Permit nuisance on land owned/occupied | 4.2 | \$1,000.00 |
| Drainage | 5.1 & 5.2 | \$250.00 |
| Cause/Permit nuisance in respect to a Structure on land owned/occupied | 6.2 | \$1,000.00 |
| Use of unauthorized material intended to cover opening in unoccupied residential Structure | 7.1 | \$1,000.00 |
| Failure to remedy deficiencies within prescribed time | 7.3 | \$2,000.00 |

CITY OF GRANDE PRAIRIE

OFFICE CONSOLIDATION

BYLAW C-1294

**A BYLAW FOR THE PURPOSE OF DISPLAYING
AN ADDRESS IN THE CITY OF GRANDE PRAIRIE**

(As Amended by Bylaw C-1294A)

WHEREAS it is deemed to be in the public interest to enact a bylaw for the purpose of displaying an Address.

AND WHEREAS Section 58, of Municipal Government Act, RSA 2000, Chapter M-26, as amended, provides as follows:

- (1) A municipality may name roads or areas within its boundaries and may assign a number or other means of identification to buildings or parcels of land.
- (2) A municipality may require an owner or occupant of a building or a parcel of land to display the identification in a certain manner.

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

1. NAME

- 1.1. This Bylaw shall be called the “The Display of Address Bylaw”.

2. DEFINITIONS

- 2.1. “**Accessory Building**” means a structure that is subordinate to, exclusively devoted to, and located on the same Parcel as the Building.
- 2.2. “**Address**” means the civic address assigned by the City from time to time, which may include a combination of numbers and letters.
- 2.3. “**Advertising Message**” means any word, letter, model, picture, symbol, device, or representation, whether illuminated or not, in the nature of and employed wholly or in part for the purpose of advertisement, announcement or direction.
- 2.4. “**Building**” means any structure having a roof supported by columns or walls and intended for shelter, housing or enclosure of any individual, animal, process, equipment, goods, or material of any kind, but does not include an Accessory Building.
- 2.5. “**City**” means the Corporation of the City of Grande Prairie.
- 2.6. “**Development**” has the meaning set out in the City’s Land Use Bylaw as amended from time to time.

- 2.7. **“Occupant”** means a Person who:
- a. is in physical possession of a Property, or
 - b. has responsibility for, and control over, the condition of a Property, the activities conducted on that Property, and the Persons allowed to enter that Property.
- 2.8. **“Owner”** means any Person who is registered as the owner of land under the Land Titles Act, RSA 2000, Chapter L-4 as amended from time to time.
- 2.9. **“Parcel”** has the meaning set out in the Municipal Government Act, RSA 2000, Chapter M-26 as amended from time to time.
- 2.10. **“Peace Officer”** ~~means a member of the Royal Canadian Mounted Police, a Bylaw Enforcement Officer or a Community Peace Officer of the City.~~ means a sworn member of the Grande Prairie Police Service, a sworn member of the Royal Canadian Mounted Police, a bylaw enforcement officer of the City, or a community peace officer of the City.
- 2.11. **“Person”** includes a corporation and the heirs, executors, administrators or other legal representatives of a person.
- 2.12. **“Primary Access”** means the main access to a Parcel as identified by the City.
- 2.13. **“Property”** means a Parcel, or a Building situated on a Parcel.
- 2.14. **“Road Right-of-way”** means:
- a. a road allowance established by a survey, made under the Surveys Act, RSA 2000, Chapter S-26; or
 - b. a road widening road diversion, highway, road, street, avenue, walkway or other public right of way as shown on a plan of survey registered with the Registrar of Land Titles.
- 2.15. **“Roadway”** means any thoroughfare, highway, street, avenue, crescents, drives, and boulevards which give access to the front of any Property but does not include any lanes.
- 2.16. **“Rural Address Sign”** means a sign which complies with the requirements of Section 9 of this Bylaw.
- 2.17. **“Rural Service Area”** means the area identified on the City’s Land Use Bylaw map as the Rural Service Area, as it may be amended from time to time.
- 2.18. **“Suite”** means a portion of a Building, including suites, bays, condominium units, or apartments.
- 2.19. **“Violation Ticket”** has the meaning as the Provincial Offences Procedure Act, RSA 2000, Chapter P-34, as amended from time to time.

3. The City will assign an Address to all Parcels having a Primary Access onto a developed Public Road Right-of-way.
4. The Owner and the Occupant of the Property are responsible for displaying the Address in accordance with the provisions of this Bylaw.
5. The Owner and the Occupant of the Property shall:
 - 5.1. ensure that all Addresses are displayed in a legible form.
 - 5.2. cease to use an incorrect Address, or an Address not assigned by the City when notified in accordance with Section 11.
 - 5.3. be responsible for all costs associated with the general maintenance of the Address or the Rural Address Sign, including the installation and replacement of the Address or Rural Address Sign.
 - 5.4. make any required changes to the Address within thirty (30) days of written notification by the City of an Address change.
6. The Owner of a Development upon which a Building is being developed shall ensure that a temporary Address is displayed at all times and is plainly visible from the Roadway.
7. The Owner of a Development consisting of more than one (1) Building and using an internal Roadway access system shall be responsible for the construction, and maintenance of the display of Address signage indicating the location of internal Buildings and Suites to the satisfaction of the City.
8. The Owner shall ensure that the Address complies with the following standards:
 - 8.1. The Address assigned by the City shall be affixed to a Building no higher than the ceiling level of the ground floor or in an equivalent height in the case of other Buildings, and at least 1.2 m above ground.
 - 8.2. The Address displayed shall be clearly visible from the Roadway and be on a contrasting background. The minimum size of the characters shall be as follows:

| Distance Building Setback from Adjacent Roadway | Minimum Character Size |
|---|------------------------|
| 0 - 15 m | 10 cm |
| 15 - 20 m | 15 cm |
| Greater than 20 m | 20 cm |

- 8.3. Notwithstanding (8.2) above, where the Building is set back from the Property line 10 m or more or has landscaping obscuring visibility of the Building, a sign may be erected within the Property line displaying the Address of the Building. This sign may not contain any Advertising Message.
9. The owner of a Parcel which is within the Rural Service Areas shall be responsible for the supply, installation and maintenance of a Rural Address Sign:
- 9.1 in the manner described in Schedule “A” attached to this Bylaw; and
- 9.2 to the specifications described in Schedule “B” attached to this Bylaw.
10. No Person may remove, damage, deface, or obliterate or destroy an Address placed upon or affixed to any Building, except during demolition of the Building.
11. **Enforcement:**
- 11.1. If the City receives a complaint of a contravention of this Bylaw, it may send notice of the contravention by certified mail to the Owner or Occupant or both. Such notice shall include:
- a. Nature of the infraction of this Bylaw;
- b. Corrective measures required to comply with this Bylaw; and
- c. The time within which such corrective measure must be performed.
- 11.2. Upon written notification by the City of a contravention of this Bylaw, the Owner or Occupant shall rectify the identified contravention within thirty (30) days.
- 11.3. If the Owner or Occupant does not rectify the identified contravention within the time set out in section 11.2, the Owner or Occupant is guilty of an offence and may be issued a Municipal Tag or Violation Ticket by a Peace Officer pursuant to the Provincial Offences Procedure Act.
(Bylaw C-1294A - January 27, 2020)
- 11.4. Service of a Municipal Tag shall be sufficient if it is:
- a. personally served; or
- b. left for the Owner or Occupant at his~~his~~their residence with a person who appears to be at least eighteen (18) years of age.
(Bylaw C-1294A - January 27, 2020)
12. Notwithstanding sections 11.1 to 11.3, a Peace Officer may issue a Municipal Tag or Violation Ticket, pursuant to the Provincial Offences Procedure Act, to any person who contravenes any section of this Bylaw
(Bylaw C-1294A - January 27, 2020)
13. Each day of violation of any provision of this Bylaw constitutes a separate offence.

14. **Penalty**

14.1. Any person who contravene any provision of this Bylaw is guilty of an offence, and is liable:

- a. for a first offence to a specified fine of \$250.00; and
- b. for a second subsequent offence, within a calendar year, to a specified fine of \$500.00.

(Bylaw C-1294A - January 27, 2020)

15. **General**

15.1. If a portion of this Bylaw is found by a court of competent jurisdiction to be invalid, the invalid portion will be voided by amending this Bylaw, and the rest of the Bylaw remains valid and effective.

16. **REPEAL**

16.1. Bylaw C-523A is hereby repealed.

17. **EFFECTIVE DATE**

17.1. This Bylaw shall take effect on the date it is passed.

READ a first time this 22 day of August, 2016

READ a second time this 22 day of August, 2016.

READ a third time and finally passed this 22 day of August, 2016.

“B. Given” (signed)
Mayor

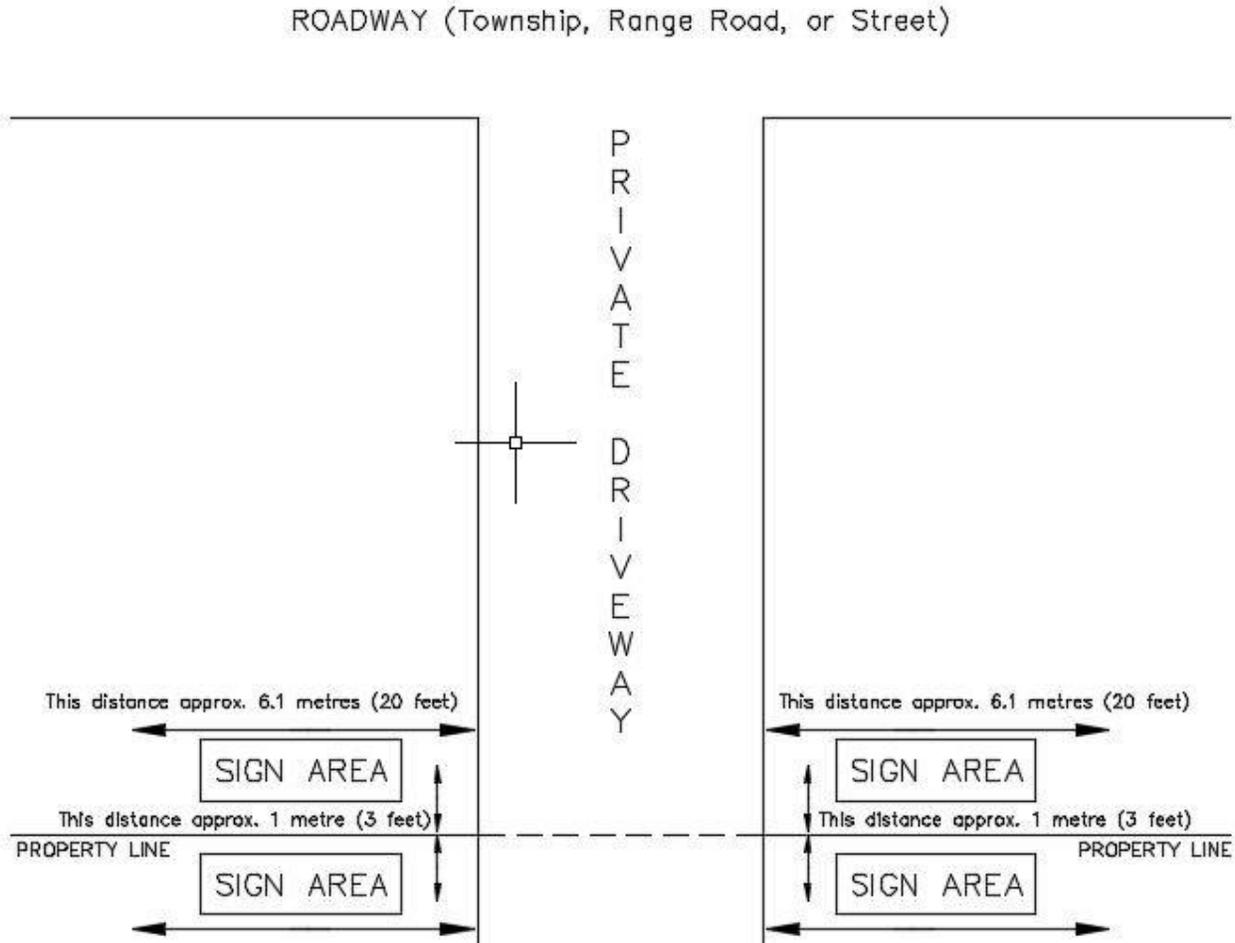
“K. Anderson” (signed)
Corporate Services Director

BYLAW C-1294

SCHEDULE "A"

PRIMARY ACCESS SIGNAGE

RURAL SERVICE AREA



Signs shall be placed within 6.1 metres (20 feet) on either side of the shoulder of the driveway (approach) and located 1 meter (3.3 feet) from the property boundary either within the property boundary or within the road-right-of-way boundary. The sign shall be no lower than 1 meter (3.3 feet) from ground level (measured from bottom of sign) and no higher than 2 meters (6.6 feet) from ground level (measured from top of sign).

RURAL ADDRESS SIGNS

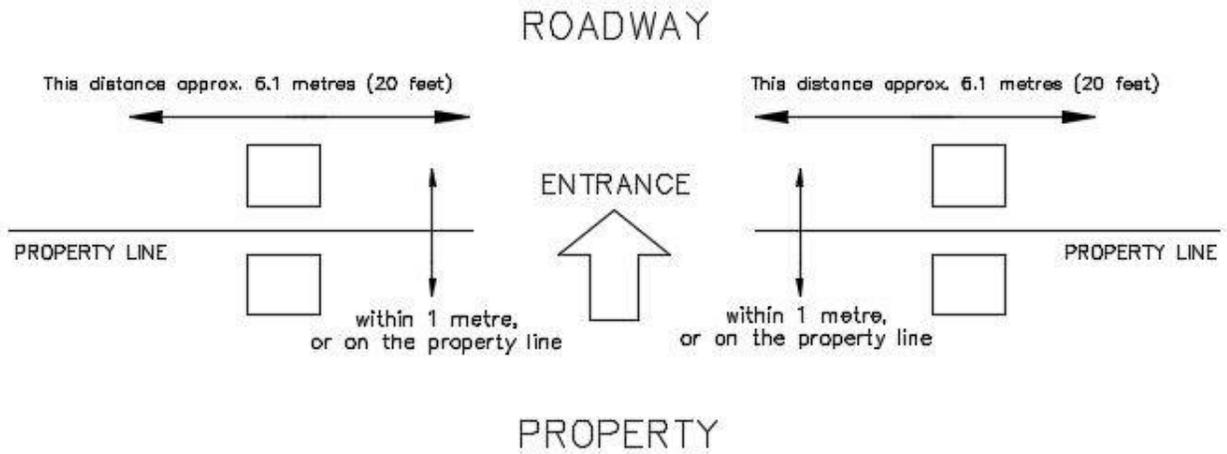
Lot signs and hamlets must be placed either on the property line or 1 meter (3.3 feet) on either side of the property line and within 6.1 metres (20 feet) on either side of the entrance to the property. In the case of a building which fronts the roadway within 1 meter (3.3 feet), the sign may be placed on the building. The sign shall be no lower than 1 meter (3.3 feet) from ground level (measured from bottom of sign) and no higher than 2 meters (6.6 feet) from ground level (measured from top of sign).

BYLAW C-1294

SCHEDULE "A"

PRIMARY ACCESS SIGNAGE

RURAL SERVICE AREA



DRAFT

BYLAW C-1294

SCHEDULE “B”

RURAL ADDRESS SIGN SPECIFICATION

SUBSTRATE: H5052H38 Sign Grade Aluminum

SIGN FACE: 3M High Intensity Prismatic Reflective Sheeting

SIZE:

Rural Address Signs: 8” (20.32cm) high:

9-13 Characters - 40” (101.6cm); 14-17 Characters - 50” (125cm)

Rural Hamlet Lot Signs: 8” (20.32cm) high:

4 Characters - 12” (30cm)

City Residential Subdivision Lot Signs: 8” (20.32cm) high:

1-3 Characters - 12” (30cm)

MOUNTING HOLES:

- Two 3/8” (0.95cm) holes on each end to assist in mounting of rural sign;
- Two 3/8” (0.95cm) holes in middle of sign to assist in mounting of lot sign.

COLOUR:

Message - White

Background - Green

POSTS:

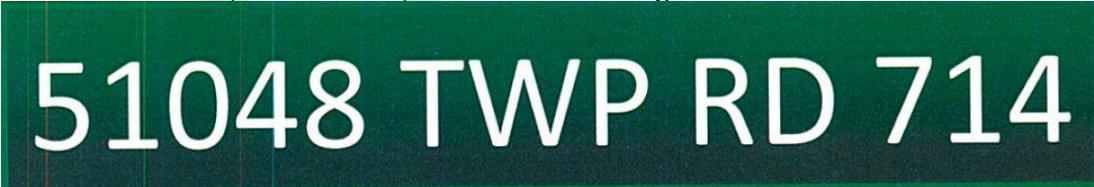
U - Channel (Pipeline post - 1.12lbs/ft. x 7 foot) post and hardware, bolts, nuts, washers, etc.

49 7/32” X 7 7/8” (125 X 20 cm) Rural Address Signs



50013 TWP RD 713 A

39 3/8” X 7 7/8” (100 X 20 cm) Rural Address Signs



51048 TWP RD 714

11 13/16” X 7 7/8” (30 X 20 cm) City Residential Lot Signs



20



308



4806

**CITY OF GRANDE PRAIRIE
OFFICE CONSOLIDATION
BYLAW C-1299**

**A Bylaw established to set the Procedures
of Council for the City of Grande Prairie**

**(As Amended by Bylaw C-1299A, C-1299B, C-1299C, C-1299D,
C-1299E, C-1299F, C-1299G and C-1299H)**

WHEREAS, pursuant to Section 145 of the *Municipal Government Act*, RSA 2000, Chapter M-26, Council may adopt bylaws in relation to the establishment and functions of council committees and the procedure and conduct of council and council committees;

AND WHEREAS, pursuant to Section 203 of the *Municipal Government Act*, Council may by bylaw delegate its powers, duties or functions to a council committee;

AND WHEREAS, the *Municipal Government Act* governs the conduct of Council, Councillors, council committees; municipal organization and administration; public participation; and the powers of a municipality;

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

SHORT TITLE

This Bylaw shall be called the "Procedure Bylaw".

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| PARTICIPATING FROM REMOTE LOCATIONS..... | 1 |
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PART 1 - DEFINITIONS

1. In this Bylaw:

"Act" means the *Municipal Government Act (MGA)*, RSA 2000, Chapter M-26, as amended, or any statute enacted in its place.

"Administration" means Managers, Officers, Supervisors, or any other employee of the City.

"Chair" means the person who has been given authority to direct the conduct of a meeting.

"Challenge" means an appeal of a ruling of the Chair.

"City" means the municipal corporation of the City of Grande Prairie having jurisdiction under the Act and other applicable legislation.

"City Clerk" means the person appointed by Council to the designate officer position of City Clerk or their designate.

"City Manager" means the person appointed by Council to the position of Chief Administrative Officer (CAO) or their designate.

"Council Committee(s)" means a Special Committee, board or other body, that is carrying out a power, duty or function delegated to it by Council, but excluding Committee of the Whole.

(Bylaw C-1299B - May 31, 2021)

"Committee of the Whole" means a committee comprised of all Council which conducts itself as a Committee of Council.

"Corporate Leadership Team" (CLT) means the Senior management team responsible for the planning, organization, development, implementation and administration of the service areas of the City, including the City Manager.

(Bylaw C-1299E - October 17, 2022)

"Corporate Record" means the record of agendas, minutes and other related meeting material, which is dealt with by Council, Standing Committees or Council Committees. It also includes all documents to which the City's corporate seal is affixed.

"Council" means the duly elected municipal Council of the City.

"Councillor" means a member of Council duly elected, excluding the Chief Elected Official.

"Debate", "Debatable" or "Debated" means the act of formally discussing a particular topic in a meeting, in which opposing arguments are put forward.

"Deputy Mayor" means the deputy chief elected official appointed by Council as provided in the MGA.

"Ex-Officio Member" means a member of a voting body who is not specifically appointed as a member, but who is a member by virtue of holding another office, such as the Mayor.

"Freedom of Information and Protection of Privacy Act" (*FOIP Act*) means the *Freedom of Information and Protection of Privacy Act*, RSA 2000, Chapter F-25, as amended, or any statute enacted in its place.

"In Camera" means a closed meeting at which only Council and any other persons specified by Council may attend.

"Land Use Bylaw" (LUB) means the Land Use Bylaw, as amended, or any bylaw enacted in its place.

"Majority" with respect to Quorum means more than half of the appointed Members.

"Mayor" means the member duly elected in the City as the Chief Elected Official under the MGA who continues to hold office.

"Member" means a member of Council duly elected who continues to hold office, or a Member of a Council Committee duly appointed by Council to that committee.

"Municipal Election" means a general election or by-election held in the City to elect the member of Council as described in the *Local Authorities Elections Act*, RSA 2000, Chapter L-21, as amended, or any statute enacted in its place.

(Bylaw C-1299E - October 17, 2022)

"Notice of Motion" means by which a Councillor may bring a topic before Council.

"Orders of the Day" means the order of business for a Council meeting as set out in Schedule "A" of this Bylaw.

(Bylaw C-1299G - September 18, 2023)

"Organizational Meeting" means the meeting held as described in Part 3 of this Bylaw.

(Bylaw C-1299G - September 18, 2023)

~~**"Peace Officer"** means a bylaw enforcement officer appointed by the City, a Peace Officer, a member of the Municipal Police Services or a member of the Royal Canadian Mounted Police.~~
"Peace Officer" means a sworn member of the Grande Prairie Police Service, a sworn member of the Royal Canadian Mounted Police, a bylaw enforcement officer of the City, or a community peace officer of the City.

(Bylaw C-1299G - September 18, 2023)

"Person" means without limiting the generality of the term, any individual, or any business entity including, but not limited to, a firm, partnership, association, corporation, society, or legal entity.

"Point of Order" means a demand by a Councillor that the Mayor enforce the rules of procedure.

"Postpone" means to delay the consideration of any matter, either:

- a) to later in the meeting;
- b) to a specified time and/or date;
- c) until the occurrence of an event; or
- d) indefinitely.

"Public Hearing" means a meeting or portion of a meeting that Council is required to hold under the Act or another enactment for the primary purpose of hearing submissions.

"Public Meeting" means a meeting at which members of the public may attend and may be invited to make submissions.

"Quorum" means the number of Members entitled to vote who must be present in order to conduct a meeting and is a Majority of the membership of the voting body.

"Reconsider" means to bring forward for consideration of Council a motion that has already been brought before, and voted upon by Council, earlier in the same meeting.

"Refer", "Reference" or "Referred" means Council can send a pending motion or agenda item to a Standing Committee, Council Committee or Administration for investigation and report.

"Remote Location Meeting Attendance" means meetings conducted by means of electronic or other communication facilities as set out in Schedule "C" of this Bylaw. [M.G.A. s. 199(1)]

(Bylaw C-1299G - September 18, 2023)

"Rescind" or "Rescinded" means to bring forward to a later meeting a previously successful motion with the intent of revoking the original motion.

"Resolution" means a motion made by Council.

"Standing Committee(s)" means a committee, established by a Council under the Act, as set out in Schedule "B" of this Bylaw.

(Bylaw C-1299G - September 18, 2023)

"Table" means to set a matter aside until a Majority decides to address the item again by means of a motion to raise from the Table as set out in Schedule "D" of this Bylaw.

(Bylaw C-1299G - September 18, 2023)

"Terms of Reference" means a written statement that defines the composition, term, objectives and mode of operation of a Committee.

"Two-Thirds Vote" (2/3 vote) means a vote by two-thirds of Council Members present at the meeting and entitled to vote on the motion.

"Urgent Business" means a time sensitive matter that requires Council's or a Standing Committee's immediate and urgent consideration and where previous notice is not practical.

PART 2 - APPLICATION AND INTERPRETATION

- 2.1 This Bylaw must apply to all meetings of Council, Standing Committees and Committee of the Whole.
- 2.2 Council may make this Bylaw applicable to other Council Committees completely or in part.
- 2.3 To the extent that a matter or a definition is not dealt with in the Act or this Bylaw, Council must have regard to *Robert's Rules of Order Newly Revised*.
- 2.4 The precedence of the rules governing the procedures of Council is:
 - a) the Act;
 - b) other provincial legislation;
 - c) this Bylaw; and
 - d) Robert's Rules of Order Newly Revised.

Suspension of Rules

- 2.5 Council may temporarily suspend all or part of the provisions of this Bylaw for a meeting, if the Members present at this meeting vote unanimously to do so.

Non-Suspendable Rules

- 2.6 Provisions of this Bylaw which contain a reference in square brackets, for example: [M.G.A. s. 120], originate in the *Municipal Government Act* or other governing legislation and these provisions may not be altered or suspended.

PART 3 - ORGANIZATION OF COUNCIL**Organizational Meetings**

- 3.1 Council must hold an Organizational Meeting in October in each year.
- 3.2 At this meeting, Council must establish, by resolution:
- a) the position of Deputy Mayor on a rotation schedule that meets the needs of Mayor and Councillors;
 - b) the dates, times of commencement and location of the regular Council Meetings and Standing Committees;
 - c) appoint Members of Standing Committees, Council Committees, and representatives to boards; and
 - d) conduct other business as identified within the Organizational Meeting agenda.
- 3.3 All Members must be present at the meeting in order to adopt the schedule of regular Council and Standing Committee meetings, being the Meeting Calendar. [M.G.A. s. 193(1)]
- 3.4 Notice for meetings scheduled in the Meeting Calendar, which has been adopted by Council, is not required to be given.

Inaugural and Oath of Office Meeting

- 3.5 The first meeting immediately following a General Municipal Election must be called the Inaugural meeting.
- 3.6 Each Councillor including the Mayor must take the prescribed oath of office as the first order of business at the Inaugural meeting.
- 3.7 In the event of a by-election a duly elected Mayor or Councillor must take the prescribed oath of office as the first order of business upon being elected to office.
- 3.8 Until the Mayor has taken the oath of office, the City Manager must be designated Chair.
- 3.9 Each Councillor including the Mayor must affirm the Council Code of Conduct Bylaw.
- 3.10 Orientation training will be provided for participation by each Councillor including the Mayor within 90 days of taking the oath of office. [M.G.A. s. 201(1)]

(Bylaw C-1299E - October 17, 2022)

PART 4 - MEETINGS

- 4.1 Council will hold regular meetings on the dates established at the Organizational Meeting. If a regular Council meeting falls on a statutory holiday, the meeting will take place on the next business day.

- 4.2 All regular and special Council meetings, Public Hearings, Standing Committee meetings and Committee of the Whole meetings will be held in Council Chambers, Main Floor, City Hall.
(Bylaw C-1299B - May 31, 2021)
- 4.3 Council and Standing Committee meeting dates and changes thereto, must be determined with input from the City Clerk, to minimize conflict between meetings and to ensure proper notification of the public.
- 4.4 Council and Standing Committees may cancel or revise their respective meetings, or schedule additional meeting dates or times as required, in consultation with the City Clerk. The City Clerk must provide notice of the changes or additions as noted in Section 4.7.
- 4.5 The Chair may cancel a scheduled meeting, in consultation with the City Clerk, if the deadline for agenda submissions has passed, and there is no time-sensitive business to bring to that meeting.
- 4.6 The Mayor, in consultation with the City Clerk:
- a) may call a Special Council meeting whenever the Mayor considers it appropriate to do so; and
[M.G.A. s. 194(1)(a)]
 - b) must call a Special Council meeting if the Mayor receives a written request for the meeting, stating its purpose, from a Majority of Members. Such meeting must be held within fourteen (14) days after the date that the Mayor receives the request.
[M.G.A. s. 194(1)(b)]

Providing Notice of Meetings

- 4.7 Except for meetings scheduled on the adopted Meeting Calendar, the City Clerk must notify Council and the public as soon as possible, and no less than twenty-four (24) hours in advance, when meetings are scheduled, re-scheduled, Postponed or cancelled. Notice is deemed to be given by:
- a) notifying Council;
 - b) updating the City's website; and
 - c) posting the Meeting Calendar, and notifications of subsequent changes, in a place in City Hall which is accessible by the public.
[M.G.A. s. 193(3)]

Notice of Special Meetings

- 4.8 The notice for a special meeting must describe the purpose of the meeting. [M.G.A. s. 194(3)]
- 4.9 Special Council meetings will be held on the date, time and in the location specified in the notice. If a matter is not specified in the notice of the Special Council meeting, it may not be dealt with unless all Councillors including the Mayor are present and passes a motion, by Majority vote, to deal with the matter.
[M.G.A. s. 194(5)]
- 4.10 Waiving the notice of a matter to be discussed at a meeting must be kept to a minimum, supporting Council's preference to be as transparent and as accountable to the public as possible.

Quorum

- 4.11 Quorum of Council is a Majority of Council.
- 4.12 At the time set for the start of the meeting, if a Quorum is present, the Chair must call the meeting to order.
- 4.13 If Quorum is not achieved within thirty (30) minutes after the time the meeting is scheduled to begin, the City Clerk will document the names of those who are present, and the meeting will be adjourned and rescheduled.
- 4.14 If at any time during a meeting the Quorum is lost, the meeting must be recessed and if Quorum is not achieved again within fifteen (15) minutes, the meeting must be deemed to be adjourned.
- 4.15 The rules of Quorum shall apply to Standing Committees and Council Committees.

Adjourning the Meeting

- 4.16 When the Chair is satisfied that all the business and purposes of a meeting have been addressed, the Chair must adjourn the meeting or request a motion to adjourn the meeting.
- 4.17 Any Member may move to adjourn the meeting at any time.

Committee of the Whole

- 4.18 There must be a Committee of the Whole comprising all Members of Council.
- 4.19 The Mayor must be Chair of the Committee of the Whole meeting unless another individual is chosen by the Mayor to act as Chair. The Mayor may at any time resume the Chair.
- 4.20 The Mayor, in consultation with the City Clerk may call for a Committee of the Whole meeting at any time.
- 4.21 Subject to the *Act*, Committee of the Whole meeting may consider any matter, including but not limited to:
 - a) the Budget;
 - b) the Audit;
 - c) transportation issues;
 - d) development issues;
 - e) strategic planning;
 - f) legislative reform;
 - g) policing matters; and
 - h) policy formulation.
- 4.22 Committee of the Whole may:
 - a) conduct Public Meetings;
 - b) receive delegations and submissions;
 - c) meet with other municipalities and other levels of governments; and
 - d) recommend annual appointments of members of the public to Council Committees, and other bodies which the City is entitled to have representation.

- 4.23 In addition to the restrictions contained in Section 203(2) of the *Act*, the Committee of the Whole meeting must not hold Public Hearings.
- 4.24 Quorum of Committee of the Whole meetings is a Majority of Council.
- 4.25 The process of Council must be as follows:
- a) a Member may speak even though there is no motion on the floor, but if there is a motion on the floor a Member must only address that motion;
 - b) a Member may speak more than once, provided that each Member who wishes to speak to the matter has had the opportunity; and
 - c) The Mayor may make a motion on any matter without relinquishing the Chair.
- 4.26 Committee of the Whole may move In Camera in accordance with the *Act* and the *FOIP Act*.
- 4.27 No motions may be made when Committee of the Whole is sitting In Camera in accordance with the *FOIP Act* except motions to return to the public meeting.

In Camera/Closed Meetings

- 4.28 All meetings of Council and Standing Committees must be held in public, though a portion of a meeting may be closed to the public. *[M.G.A. s. 197 and 198]*
- 4.29 The only matters to be considered in an In Camera meeting must pertain to one (1) of the exceptions to disclosure in Part 1, Division 2 of the *FOIP Act*. *[M.G.A. s. 197(2)]*
- 4.30 Before holding an In Camera meeting, Council or a Standing Committee must adopt a motion in a Public Meeting, and the motion must include:
- a) the title or general subject of the item(s) to be discussed; and
 - b) a listing of specific sections under Part 1, Division 2 of the *FOIP Act*, which provides the legislative authority to discuss the matters in a closed meeting.
- 4.31 In Camera meetings for Council or Standing Committees:
- a) may allow one or more other persons to attend, as it considers appropriate; and
 - b) a Member or other persons attending via remote access shall comply with the procedures set out in Schedule "C" of this Bylaw.

(Bylaw C-1299C-August 23, 2021, C-1299D-January 24, 2022 and C-1299G-September 18, 2023)

- 4.32 Council or a Standing Committee must not make motions or vote at an In Camera meeting except on a motion to recess or to revert to a Public Meeting. *[M.G.A. s. 197(3)]*

Public Hearings

- 4.33 In rendering certain decisions related to land and planning and as required by the *Act*, Council must hear and consider the submissions of member of the public, including affected landowners.
- 4.34 Council must conduct the Public Hearing during a regular or special Council meeting.

[M.G.A. s. 230(2)(b)]

- 4.35 In a Public Hearing, Council:
- a) must hear any person, group of persons, or a person representing them, who claims to be affected by the proposed bylaw or resolution and who has complied with the procedures outlined by the Council; and *[M.G.A. s. 230(4)(a)]*
 - b) may hear from another person(s) who wish to make representations and from whom Council wishes to hear. *[M.G.A. s. 230(4)(b)]*
- 4.36 The Public Hearing on any proposed bylaw or resolution must be held before:
- a) second reading of the bylaw; or
 - b) before Council votes on the resolution. *[M.G.A. s. 230(1)]*
- 4.37 The proceedings of Public Hearings must be as follows:
- a) the Mayor opens the Public Hearing;
 - b) Administration introduces the bylaw;
 - c) if Administration and the applicant have worked together on the process, they may determine an effective and efficient approach to presenting the pertinent information to Council. Alternately, an applicant may have a maximum of ten (10) minutes to make a presentation to Council following Administration's presentation;
 - d) Council may ask questions of Administration and of the applicant;
 - e) the Mayor invites members of the public to speak to the bylaw;
 - f) Council hears those in attendance who wish to speak to the bylaw. Individuals must be allotted a maximum of five (5) minutes to make their presentations. Those who register as groups must be allotted a maximum of ten (10) minutes. Council may vote to extend time limits;
 - g) an individual or group presentation shall not exceed the allotted time under Section 4.37 f) unless:
 - i. the Mayor, at their discretion, extends the amount of time; or
 - ii. Council, by resolution, extends the amount of time;
 - h) if requested by a Member of Council, a vote of Council must be taken to approve an extension of time given by the Mayor under Section 4.37 g) i);
 - i) Council may ask questions of the members of the public who come forward to speak to the bylaw;
 - j) Council may ask questions of Administration on any points raised by the public; and
 - k) the Mayor closes the Public Hearing.
- (Bylaw C-1299E - October 17, 2022)**
- 4.38 Council may resolve to reopen a Public Hearing which has been concluded when it is determined that critical new information has arisen, provided that the Public Hearing is reopened at the same meeting of Council or is scheduled for another specific meeting of Council in the future.

- 4.39 The vote on an item for which a Public Hearing has been held must comply with the following:
- a) Members who are absent for the whole of a Public Hearing on a matter, are not entitled to vote on the matter; and [M.G.A. s. 184(a)]
 - b) Members who are absent from part of a Public Hearing on a matter may choose to abstain from voting on the matter. [M.G.A. s. 184(b)]
- 4.40 If there is more than one (1) Public Hearing on the agenda, the Mayor must close one (1) Public Hearing before opening another Public Hearing.
- 4.41 All matters related to the same topic may be addressed in the same Public Hearing.

PART 5 - BYLAWS

- 5.1 All proposed bylaws must have:
- a) a bylaw number assigned by Legislative Services; and
 - b) a concise title indicating the purpose of the bylaw.
- 5.2 Members must be provided the opportunity to review a copy of the proposed bylaw, in its entirety, prior to the meeting.

Bylaw Readings

- 5.3 Before first reading, Council may debate the substance of the proposed bylaw.
- 5.4 A proposed bylaw must be introduced at a Council meeting by a motion that the bylaw be read a first time. Council may hear an introduction of the proposed bylaw from Administration and/or applicant.
- 5.5 After first reading has been given, subject to the requirements of the Act, any Councillor may move that the bylaw be read a second time.
- 5.6 Only the title or identifying number has to be read at each reading of the bylaw.
[M.G.A s. 187(5)]
- 5.7 A bylaw is passed after it receives three distinct and separate readings and is signed.
[M.G.A. s. 187(1) and 189]

Amendments to a Bylaw

- 5.8 After first reading and before second reading is given, Council may propose and consider amendments to the bylaw.
- 5.9 When all amendments have been carried or defeated, a vote on second reading of the bylaw as amended must be read.
- 5.10 Any amendments to the bylaw which are carried prior to the vote on third reading will be considered to have been given first and second reading and will be incorporated into the proposed bylaw.
- 5.11 Once a bylaw has been passed, it may only be amended or repealed by another bylaw made in the same way as the original bylaw.

Authorization of Three Readings at One Meeting

- 5.12 A proposed bylaw must not be given more than two (2) readings at the same meeting, except with the unanimous vote of all Members present at the meeting. *[M.G.A. s. 187(4)]*
- 5.13 If a vote on authorization for third reading is not adopted unanimously, the City Clerk must place the proposed bylaw on the agenda of the next Council meeting for third reading.

Bylaws as a Corporate Record

- 5.14 A bylaw, having received third reading, must be signed by the Mayor and the City Clerk.
- 5.15 Subject to Section 5.14, a bylaw must be signed:
- a) in the Mayor's absence, by the Deputy Mayor; and
 - b) in the City Clerk's absence, by the designate.

No Readings or Failure of a Reading

- 5.16 If a reading of a proposed bylaw fails, the previous readings, if any, are rescinded. *[M.G.A. s. 188(b)]*
- 5.17 If a proposed bylaw has not received third reading within two (2) years from the date of the first reading, the previous readings are rescinded and the proposed bylaw is deemed abandoned. *[M.G.A. s. 188(a)]*
- 5.18 Subject to the LUB, the defeat of a proposed bylaw will not preclude the introduction of another proposed bylaw with similar terms and effect.

Consolidation of Bylaws

- 5.19 The City Clerk is designated to consolidate bylaws at their discretion when deemed convenient and in doing so, must:
- a) incorporate all amendments to the bylaw into one (1) bylaw; *[M.G.A. s. 69(2)(a)]*
 - b) omit from the consolidated bylaw a provision that has been repealed or that has expired; and *[M.G.A. s. 69(2)(b)]*
 - c) retain for the Corporate Record the original bylaw and all adopted amending bylaws.

PART 6 - AGENDAS & MINUTES

- 6.1 Items placed on Council agendas must follow the Orders of Day as set out in Schedule "A" of this Bylaw.

(Bylaw C-1299G - September 18, 2023)

- 6.2 Agenda items for the regular Council meeting will be reviewed as follows:
- a) CLT, in consultation with the City Clerk, must establish agenda items no less than one (1) week prior to the meeting; and

- b) The Mayor, in consultation with CLT and the City Clerk, must approve the agenda, no less than four (4) days prior to the meeting.

(Bylaw C-1299E - October 17, 2022)

- 6.3 CLT, in consultation the City Clerk, must approve agenda items for a Standing Committee, no less than one (1) week prior to the meeting.

Agenda Submission Deadlines

- 6.4 Submissions from Administration must be in accordance with administrative guidelines established by the City Clerk. Submissions received after the stated deadline will be placed on the next agenda of the respective Standing Committee for which the submission deadline has not passed.
- 6.5 Any Member has the right to add an item to any agenda by notifying the City Clerk in writing of the proposed item no later than one (1) week prior to the date of the meeting.
- 6.6 When the date for receipt of submissions falls on a statutory holiday, the date for receipt must be the next business day.

Provision of Agendas

- 6.7 Council, Standing Committee, Committee of the Whole, Special Council and Council Committee agendas, all bylaws and other materials published as a part of an agenda, are retained by the City Clerk in the permanent Corporate Record. *[M.G.A. s. 208(1)(b)]*
- 6.8 The City Clerk must provide copies of Council and Standing Committee agendas for each meeting as follows:
- a) delivered electronically to Members, CLT and Administration, as soon as possible after all submissions to the meeting have been approved;
 - b) published on the City's website for the general public and media, no more than twenty-four (24) hours after the agenda is delivered to the Members; and
 - c) made available for review in person by posting the agenda cover pages in a place in City Hall which is accessible by the public, as soon as possible after delivery to the Members.

Confirming the Agenda Order/Changes to a Published Agenda

- 6.9 The agenda and any amendments to it must be confirmed by a Majority vote at the start of meeting of Council meetings.

Addition of Urgent Business to an Agenda

- 6.10 A Member may make a motion to add Urgent Business to a Council or Standing Committee meeting agenda.
- 6.11 Adding a matter as Urgent Business to a published agenda, without notice to the public, must be kept to a minimum, noting Council's preference to be as transparent and as accountable as possible.

- 6.12 A matter proposed as Urgent Business must be provided to the Chair of Council or Standing Committee, in advance of the meeting, in order for the Chair to confirm with Administration whether the item calls for immediate and urgent consideration.
- 6.13 A matter proposed to be added as Urgent Business must also be submitted to the City Clerk.
- 6.14 If the proposed Urgent Business is in written form, the City Clerk will make all reasonable efforts to distribute in advance of the meeting.

Additions to Special Meeting Agendas

- 6.15 Addition of a matter as Urgent Business to a special meeting may only be made if all Members are in attendance at the meeting, the item proposed for addition falls within the stated purpose of the special meeting, and the Members adopt a motion to add the business.
- [M.G.A. s. 194(5)]*

Protocols of Agenda Items

- 6.16 The protocol of addressing each agenda item will be:
- a) Administration initial introduction/presentation;
 - b) questions to Administration from Members;
 - c) informal discussion by Members;
 - d) formal motion;
 - e) formal discussion/debate; and
 - f) vote.

(Bylaw C-1299E - October 17, 2022)

Preparation of Minutes

- 6.17 The City Clerk must prepare all Council, Standing Committee, Committee of the Whole, Special Council and Council Committee meeting minutes, to be recorded in the English language without note or comment, which will include: *[M.G.A. s.208(1)]*
- a) all decisions and other proceedings;
 - b) the names of the Members present and absent from the meeting;
 - c) the names of the Members voting either for or against all motions;
 - d) any abstentions pursuant to a declaration of pecuniary interest or conflict of interest and any other abstentions permitted by the Act; and
 - e) signatures of the Chair and the City Clerk or designate. *[M.G.A. s. 213(1)(a)]*

Adoption/Corrections of Minutes

- 6.18 The minutes of each meeting must be circulated prior to the meeting at which they are to be adopted. If there are errors or omission, Council must:
- a) pass a motion to amend the minutes; and
 - b) adopt the minutes as amended.
- 6.19 If there are no errors or omissions, Council must adopt the minutes as presented.

Recording of Meetings

6.20 Except for meetings or portions of meetings held In-Camera, all regular and special Council meetings, Public Hearings, Standing Committee meetings and Committee of the Whole meetings will be video recorded, and all video recordings will be made available to the public through the City's website.

(Bylaw C-1299B - May 31, 2021)

6.21 Deleted by Bylaw C-1299B - May 31, 2021.

6.22 Deleted by Bylaw C-1299B - May 31, 2021.

PART 7 - ROLES AND CONDUCT**The Mayor**

7.1 The Mayor, when present, presides as the Chair over Council meetings. *[M.G.A. s. 154(1)(a)]*

7.2 The Mayor must:

- a) open and Chair Council meetings;
- b) maintain order and decorum in a manner which promotes fairness and forward progress in Council meetings;
- c) rule on all questions of procedure;
- d) ensure that each Member who wishes to speak on a debatable motion is granted the opportunity to do so; and
- e) decide who aside from Members may address Council.

7.3 The Mayor is an Ex-Officio Member, by virtue of office, of all Standing Committees, unless a bylaw establishing a Council Committee expressly states that the Mayor is not an Ex-Officio Member. *[M.G.A. s. 154(2)]*

7.4 If the Mayor is present at a Standing Committee meeting by virtue of office, the Mayor has all the rights and privileges of the appointed Standing Committee Members including the right to make motions and vote.

Challenging the Ruling of the Mayor

7.5 Any Councillor may challenge the ruling of the Mayor on a Point of Order or privilege and state the terms of the challenge.

7.6 If there is a challenge to the ruling of the Mayor, all further debate must cease until Council has dealt with the challenge.

7.7 If a ruling of the Mayor is challenged, the Mayor must briefly state the reasons for the ruling and then put the question to Council.

7.8 Council must decide on the challenge, by Majority vote, without debate.

7.9 The decision of Council on the challenge is final.

7.10 If the Mayor refuses to put the challenge to Council, Council may request the Deputy Mayor to assume the Chair in order that the challenge to the Mayor's ruling can be put to Council.

The result of the vote is as binding as if conducted under the Mayor and the Mayor must abide by the result.

The Deputy Mayor

- 7.11 The Deputy Mayor Chairs Council meetings when the Mayor is absent or unable to act as Mayor and will have all the powers and responsibilities of the Mayor under this Bylaw.
- 7.12 The Deputy Mayor may Chair meetings of Committee of the Whole when delegated by the Mayor.
- 7.13 In the absence or inability of the Mayor and Deputy Mayor to act, the next Member scheduled to be Deputy Mayor on the schedule must Chair Council meetings and have all the powers and responsibilities of the Mayor under this Bylaw.

The Chair

- 7.14 The Chair must:
- a) maintain order and decorum in a manner which promotes fairness and forward progress;
 - b) keep a sequence of speakers and recognize Members, Administration, delegations or the public to speak at the appropriate segments of an established and approved agenda;
 - c) make rulings on Points of Order and Questions of Privilege;
 - d) ensure that Members understand the motion put before them;
 - e) perform such other leadership functions as may be required for the efficient and effective conduct of the meeting;
 - f) when present at a meeting, must vote only once on all items, unless required or permitted to abstain from voting; *[M.G.A. s. 182 and 183(1)]*
 - g) is not required to vacate the Chair in order to join in the debate so long as the Chair participates on the same basis as all other Members; and
 - h) must vacate the Chair in order to make a motion, and must remain out of the Chair until the item, including any associated bylaw reading, has been concluded.

Enforcement of Rules

- 7.15 The Chair must enforce the rules of this Bylaw. When the Chair interrupts a Member to enforce a rule, the Member must stop speaking and allow the Chair to explain the interruption and cite the rule that has been breached.
- 7.16 If the Chair's ruling is upheld, and a Member continues to breach the rules of this Bylaw, the Chair may call a recess, or may invite a motion that the individual be removed either:
- a) for the balance of the meeting;
 - b) until a time stated in the motion; or
 - c) until the Member makes an apology acceptable to the Chair.
- 7.17 If the motion to remove a Member passes, the Chair must direct the Member to leave the meeting and may request that a Peace Officer enforce this order if required.

The Members

- 7.18 Members must abide by all applicable policies, procedures and bylaws related to conduct.
- 7.19 A seconder to a motion is not required.
- 7.20 Members must keep their comments relevant to the discussion item at hand.
- 7.21 Questions by Members must be directed through the Chair and abide by the directions and rulings of the Chair.
- 7.22 Members who wish to speak or make a motion at a meeting must do so only after being recognized by the Chair. Recognition occurs at the discretion of the Chair, must occur in the order in which Members notify on the electronic device, or if unavailable; raise their hand to request to speak.

(Bylaw C-1299E - October 17, 2022)

- 7.23 A Member must not interrupt another person who was duly recognized to speak, except to raise a Point of Order or a question of privilege.
- 7.24 The Chair may grant further permission to a Member to speak again to:
- d) provide an explanation of the Member's previous remarks if misunderstood;
 - e) in the case of the Member making the motion, to answer questions from the floor directed to the Chair; and
 - f) allow the Member making the motion to reply, closing the debate after the Chair has called for any further discussion and all others have had an opportunity of being heard.

Members of the Public**Criteria for Presentations and Submissions**

- 7.25 Members of the Public who wish to speak at a Council or Standing Committee meeting can attend either in-person or by remote access and must submit a completed Delegation Request Form to Legislative Services no later than 12:00 noon on the business day prior to a scheduled Council or Standing Committee meeting.

(Bylaw C-1299B - May 31, 2021 and C-1299E - October 17, 2022)

- 7.26 Members of the public who wish to speak at a regular meeting of Council on an item scheduled on the agenda for that meeting, must submit a completed Delegation Request Form to Legislative Services no later than 12:00 noon on that day.

(Bylaw C-1299E - October 17, 2022)

- 7.27 Deleted by Bylaw C-1299B - May 31, 2021.
- 7.28 Deleted by Bylaw C-1299E - October 17, 2022.
- 7.29 Deleted by Bylaw C-1299E - October 17, 2022.
- 7.30 The submitted Delegation Request Form must:
- a) be legible, coherent and respectful;
 - b) be able to identify the writer and the writer's contact information;
 - c) outline the subject matter being presented and identify any requests being asked of Council; and

d) indicate the method of attendance by selecting either "In-Person" or "Remote Access".

(Bylaw C-1299B - May 31, 2021)

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Participation by Members of the Public

- 7.31 In order to ensure a safe and respectful meeting environment, those seated in the public gallery at Council or Standing Committee meetings must:
- a) ensure all electronic devices are turned off or set to silent mode, and leave the meeting room if they need to respond to a call; and
 - b) refrain from acts of disruptive, disrespectful or intimidating behavior including spontaneous applause.
- 7.32 When Council is required to hold a Public Hearing on a proposed bylaw, Council must hear from members of the public prior to the second reading of the bylaw, unless another enactment specifies otherwise. *[M.G.A. s. 230(1)]*
- 7.33 When making a presentation to Council or Standing Committee, a member of the public must;
- a) approach the presenter's table when attending in-person or turn on video and microphone when attending via remote access only when invited to do so by the Chair;
(Bylaw C-1299B - May 31, 2021)
 - b) abide by the rules of conduct in Section 7.31 and abide by the Chair's direction regarding participation;
 - c) limit their comments to the matter contained in the report or presentation and the recommendations being discussed;
 - d) address Members for a maximum of five (5) minutes, unless the Chair allows a group to extend this time limit to include multiple presentations without interruption;
 - e) refrain from engaging in argumentative behavior with Members;
 - f) an individual or group presentation shall not exceed the allotted time under Section 4.1 f) unless:
 - i. The Mayor, at their discretion, extends the amount of time; or
 - ii. Council, by resolution, extends the amount of time;
(Bylaw C-1299E - October 17, 2022)
 - g) if requested by a Member of Council, a vote of Council must be taken to approve an extension of time given by the Mayor under Section 7.33 f) i.
(Bylaw C-1299E - October 17, 2022)
- 7.34 At the consent of the Chair, delegations may provide presentation material, to be included in the Corporate Record, for the meeting. Council may move to exclude any written submission deemed to be offensive from the Corporate Record.
- 7.35 The Chair may order that a member of the public, who disturbs or acts improperly at a meeting by words or actions, be expelled:
- a) by requesting a Peace Officer to remove the person attending in-person if required; or *[M.G.A. s. 198]*
 - b) by directing the City Clerk to disable access of the person attending remotely, if required.

Standing Committee Appeal Hearings

- 7.36 The Notice of Appeal Application Form must be submitted to Legislative Services to file an appeal request for decisions made under defined Bylaws and Policies within the approved provision for appeals. *[M.G.A. s. 687]*

(Bylaw C-1299E - October 17, 2022)

- 7.37 Deleted by Bylaw C-1299E - October 17, 2022.

- 7.38 Use the How to Prepare for an Appeal Hearing guide when preparing to attend and present at a Committee hearing.

(Bylaw C-1299B - May 31, 2021)

PART 8 - PECUNIARY OR CONFLICT OF INTEREST

- 8.1 A Member does not have a pecuniary interest by reason only of any interest as set out in the Act. This includes discussing or voting on a bylaw that applies to businesses or business activities, when the Member, an employer of the Member or a member of the Member's family has an interest in a business, unless the only business affected by the bylaw is the business of the Councillor, employer of the Member or the Member's family.*[M.G.A. s. 170(3)(k)]*
- 8.2 A Member who has a pecuniary interest in a matter before Council, a Standing Committee, Council Committee or any other body to which the Member is appointed as a representative of the Council, must:
- a) disclose the general nature of the pecuniary interest prior to any discussion of the matter;
 - b) abstain from voting on any question relating to the matter;
 - c) abstain from any discussion of the matter; and
 - d) leave the room in which the meeting is being held until discussion and voting on the matter are concluded. *[M.G.A. s. 172(1)]*
- 8.3 If the matter with respect to which a Member has a pecuniary interest is a question on which, under the Act or another enactment, the Member as a taxpayer, an elector or an owner has a right to be heard by Council:
- a) it is not necessary for the Member to leave the room; and
 - b) may exercise a right to be heard in the same manner as a person who is not a Member. *[M.G.A. s. 172(3)]*
- 8.4 Where a Member has left the meeting due to a pecuniary interest the City Clerk must record in the minutes the reason for and time of the Member's departure, and return.

PART 9 - MOTIONS**Main Motions**

- 9.1 A main motion may arise out of recommendations related to Administrative reports, directed by either Council, Standing Committees, or when Administration deems a report necessary to fulfill a duty or inform Council.

- 9.2 All efforts must be made to ensure that recommendations and proposed resolutions, which come before Council or Standing Committees are concise, unambiguous and do not compete with previously adopted direction.
- 9.3 Main motions must be provided to all Members, the public and Administration in writing as part of the meeting agenda, except motions from a Member without notice.
- 9.4 The input of Administration must be incorporated into motions to ensure that any legal, financial and operational impacts are professionally addressed.
- 9.5 The Member who has made a motion cannot withdraw a motion once stated by the Chair except by general consent or by Majority vote.
- 9.6 The Chair must state the motion before putting it to a vote, to ensure that the Members and the public fully understand what is being voted on.

Friendly Amendment

- 9.7 The Member making a motion, after debate on a main motion has begun, may, with general consent, make minor changes to the wording or agree to a minor change proposed by another Member.

Questions During Debate

- 9.8 Administration should provide their best professional judgment on issues and Members must not engage in debate with, or ask argumentative questions of Administration.

Secondary Motions

- 9.9 When a main motion has been made and is being considered, a Member may make a secondary motion. Secondary motions include subsidiary, privileged, and incidental motions. Schedule "D" of this Bylaw provides the main rules for secondary motions that are most likely to be used at meetings.

(Bylaw C-1299G - September 18, 2023)

- 9.10 Secondary motions to the main motion are introduced, debated and voted on in a "last-in-first-out" sequence, e.g.: If an amendment is moved while a main motion is pending, the amendment is then debated and voted on, and then debate on the main motion resumes.
- 9.11 At a given time, only one (1) amendment to the main motion and only one (1) amendment to that amendment will be in order.

Notice of Motion

- 9.12 A Member, wishing to introduce a motion for consideration, must provide the Notice of Motion to the City Clerk no later than one (1) week prior to the meeting.
- 9.13 The City Clerk must place the Notice of Motion on the next Council meeting agenda for which the submission deadline has not passed.

Reconsideration of Motions

9.14 Members may bring a motion back before Council or a Standing Committee under the following rules:

| Situation | Rule | Motion Previously Carried | Motion Previously Defeated |
|---|--|--|--|
| Reconsider motion and original motion occur during the same meeting. | Reconsider revisits the entire motion. | <p><u>Step 1:</u> Reconsideration may only be moved by a Member who voted in favour of the motion.</p> <p><u>Step 2:</u> If reconsideration is carried (Majority vote required), the original vote is cancelled and the motion is debated again.*</p> | <p><u>Step 1:</u> Reconsideration may only be moved by a Member who voted against the motion.</p> <p><u>Step 2:</u> If reconsideration is carried (Majority vote required), the original vote is cancelled and the motion is debated again.*</p> |
| Reconsider motion is made at a subsequent meeting as the original vote. | Reconsider revisits all or a portion of the original motion. | <p><u>Step 1:</u> Reconsideration may be moved by any Member and must state whether reconsideration is in full or in part.</p> <p><u>Step 2:</u> If reconsideration is carried (by 2/3 vote), only the portion of the motion Reconsidered is debated again.*</p> | Any Member regardless of how they voted on a defeated motion, can bring back the motion under the procedures for introducing a Notice of Motion (Section 9.12). |

* A motion to Reconsider is debatable only when the motion being Reconsidered is Debatable. An adopted motion may only be Reconsidered if it has not been acted upon in a manner that is impossible to reverse or modify and does not attempt to interfere with a contractual liability. The Chair, in consultation with Administration, shall make such determination. Any reading of a proposed bylaw may be Reconsidered. However, a bylaw that has received three readings and has been signed in accordance with Section 213 of the Act, may not be Reconsidered.

9.15 A Member may only make a motion to Reconsider a motion from a previous meeting by submitting a Notice of Motion, distributed in advance of the meeting. The Notice of Motion must contain the date of the original decision, and the action, which is proposed to be taken on the matter.

PART 10 - VOTING

- 10.1 Every Member present at a meeting of Council, a Standing Committee or Council Committee must vote on every matter put to a vote, unless a Member declares a Pecuniary Interest, or has abstained from voting on a matter due to absence from the Public Hearing.

[M.G.A. s. 170, 182, 183(1) and 184]

- 10.2 A motion will be carried when a Majority of Members present at a meeting vote in favour of the motion, unless otherwise specified in this Bylaw.
- 10.3 If a motion cannot be voted on due to loss of Quorum for any reason, the matter will be Postponed to the next meeting as unfinished business.

Voting Procedure

- 10.4 Voting Members must be present in their designated seat in Council Chambers or, when attending via remote access, must have their video turned on when the Chair calls for the vote to begin.

(Bylaw C-1299B - May 31, 2021)

- 10.5 The Chair must state the motion.
- 10.6 Voting Members must submit their vote:
- a) on the voting app, or, if unavailable;
 - b) verbally; or
 - c) by a show of hands at the call of the Chair.

(Bylaw C-1299B - May 31, 2021)

- 10.7 The Chair must declare the result of the vote.

Voting Results

- 10.8 The Chair immediately calling for a revote on a motion may resolve a question on the results of a vote.
- 10.9 A motion must be declared defeated when it:
- a) does not receive the required number of votes; or
 - b) the vote is tied.

Division of a Motion

- 10.10 A Member may request or the Chair may direct that a recommendation be divided and called separately, but only if the divided parts can stand on their own.

PART 11 - STANDING COMMITTEES/COUNCIL COMMITTEES

- 11.1 The Standing Committees are established as set out in Schedule "B" of this Bylaw.
- 11.2 Council may appoint Special Committees consisting of one (1) or more Members to undertake specific tasks.
- 11.3 Council may appoint Council Committees comprised of Members, Administration or members of the public to investigate and report to Council or about any matter.

- 11.4 When any Council Committee is established, Council must:
- a) name it;
 - b) establish a Terms of Reference;
 - c) establish the term of appointment;
 - d) establish requirements for reporting to Councillor; and
 - e) allocate any necessary budget or other resources as required.
- 11.5 The Terms of Reference of the Standing Committees are as set out in Schedule "B" of this Bylaw.
- 11.6 All Members may attend any meeting of any Standing or Council Committee and participate in debate, but must not make motions or vote.
- 11.7 Quorum of any Standing Committee and Council Committee is a Majority of voting Members.
- 11.8 All Council Committees are advisory to Council unless authority to exercise or perform any power or duty is specifically delegated by Council.
- 11.9 Council Committees:
- a) may Refer matters to other Council or Standing Committees;
 - b) may Refer matters to Administration for a report and may provide direction on the preparation of the report;
 - c) may receive reports for information purposes. Reports received for information may be forwarded to Council at the discretion of the Council Committee and must be forwarded to Council if required by any other bylaw, policy or statute;
 - d) must submit recommendations to Council on any action or decision recommended on any matter within the jurisdiction of the Council Committee; and
 - e) may not appropriate, expend or direct expenditure of any money not provided for in the budget approved by Council.

Member Appointments

- 11.10 The first named Member on any Standing Committee or Council Committee will be its Chair and the second named Member will be Deputy Chair or designated alternate unless otherwise specified.
- 11.11 The Mayor will recommend appointments to Standing Committees and Council Committees and appointments of representatives to external organizations, unless otherwise specified in this Bylaw.
- 11.12 The Mayor will base recommendations for appointments on the following considerations:
- a) the best interests of the City;
 - b) the convenience of Members;
 - c) the competence of Members;
 - d) willingness to serve; and
 - e) the desires expressed by Members.
- 11.13 The Mayor and the Chair (or one (1) Councillor) of the Council Committee with vacancies of public members may conduct interviews of applicants for appointment.

- 11.14 Public member appointments will be considered by Council, In Camera. The recommended appointments are presented at a regular meeting of Council for approval.
(Bylaw C-1299E - October 17, 2022)
- 11.15 A Member may resign from a Council Committee at any time by giving written notice to the City Clerk.
- 11.16 The Mayor, in consultation with the City Clerk, may appoint a Councillor to replace an absent Member of a Standing Committee for obtaining Quorum.

Committee Rules of Procedure

- 11.17 There is no limit to the number of times a Member may speak to a question.
- 11.18 A motion for the Previous Question is not in order.
- 11.19 Informal discussion of an item is permitted prior to making a motion.
- 11.20 Unless specific rules exist, Council Committees must follow the procedural rules of Council.

PART 12 - REPEAL AND COMING INTO FORCE

- 12.1 Bylaw C-962 and all amendments are hereby repealed.
- 12.2 This Bylaw shall take effect on October 21, 2019.

READ a first time this 7 day of October, 2019.

READ a second time this 7 day of October, 2019

READ a third time and finally passed this 7 day of October, 2019

"B. Given" (signed)

Mayor

"A. Karbasheski" (signed)

City Clerk

CITY OF GRANDE PRAIRIE

BYLAW C-1299

SCHEDULE "A"

ORDERS OF THE DAY

(As Amended by Bylaw C-1299E - October 17, 2022
and C-1299G - September 18, 2023)

Regular Council Meeting

The order of business of the Regular Council Meeting is outlined below and is subject to change as approved through a motion of Council.

Part 1 - Afternoon Session - 3:00 PM (unless a different time is specified within the applicable Agenda for the Regular Council Meeting)

1. Call to Order
2. National Anthem
3. Land Acknowledgement
4. Adoption of Previous Council Meeting Minutes
5. Adoption of Agenda
6. Delegation(s)
7. Reports
8. Committee Business
9. Correspondence
10. Delegation Business
11. Notices of Motion
12. Recess

Part 2 - Evening Session - 6:00 PM (unless a different time is specified within the applicable Agenda for the Regular Council Meeting)

1. Meeting Resumed
2. Delegation(s)
3. Unfinished Business
4. Public Hearings
 - 16.1 Call to Order
 - 16.2 Introduction by Administration
 - 16.3 Presentations/Submissions
 - 16.4 Close Public Hearing
 - 16.5 Business Arising from the Hearing
5. Scheduled Delegation Business
6. Council Member Reports
7. Adjournment

CITY OF GRANDE PRAIRIE

BYLAW C-1299

SCHEDULE "B"

STANDING COMMITTEES

**(As Amended by Bylaw C-1299A - December 2, 2019, C-1299E - October 17, 2022,
C-1299G - September 18, 2023, and C-1299H – October 21, 2024)**

1. By this Bylaw, Council establishes the following as Standing Committees:
 - 1.1 Financial and Administrative Services Committee
 - 1.2 Investment and Strategy Committee
 - 1.3 Operational Services Committee
 - 1.4 Public and Protective Services Committee
2. Each Standing Committee shall consist of three members of Council, to be assigned annually at the Organizational Meeting.
3. Standing Committees shall study all matters placed before them and make recommendations by resolution of Committee to Council on these matters.
4. The Committees shall deal with any matters referred to them by Council.
5. As established by the Subdivision Authority Bylaw C-1323, the Operational Services Committee shall be the Subdivision Authority.
6. As established by the Land Use Bylaw C-1260, the Operational Services Committee shall be the Development Authority.

CITY OF GRANDE PRAIRIE

BYLAW C-1299

SCHEDULE "C"

PARTICIPATING FROM REMOTE LOCATIONS

**(As Amended by Bylaw C-1299B - May 31, 2021, C-1299C - August 23, 2021,
C-1299D - January 24, 2022 and C-1299F - May 1, 2023)**

1. Members participating in a meeting held by means of a communication facility are deemed to be present at the meeting. *[MGA, s.199(2)]*
2. Members may participate in all or a portion of a Council or Standing Committee meeting via remote access if:
 - a) the Member is in a location outside Grande Prairie for any reason; or
 - b) the Member is unable to attend in-person due to personal, medical or family medical reasons.
 - c) Deleted by Bylaw C-1299F-May 1, 2023.
 - d) Deleted by Bylaw C-1299F-May 1, 2023.
3. Any Member who is planning to attend via remote access must:
 - a) notify the Mayor or City Clerk or designate, in writing or by email; and
 - b) specify which meeting the Member is attending via remote access.
4. Members may participate in In Camera meetings via remote access if:
 - a) the Member is in a secure and private location, behind closed doors;
 - b) prior to the In Camera session, the Chair may ask a member attending via remote access to confirm the location is secure and private by the use of their device camera;
 - c) personal devices used to access In Camera meetings shall be registered with the City Clerk. Devices may include cellphones, laptops, monitors, desktops, Wi-Fi networks and external hard drives;
 - d) all devices must possess all necessary security protections including anti-virus software, password protection and a secure Wi-Fi network;
 - e) the use of headphones or earbuds is mandatory. The use of a speakerphone including "hands-free" options in a personal vehicle is strictly prohibited;
 - f) sharing, copying, printing, photographing, saving or otherwise recording of the information provided is strictly prohibited; and
 - g) any and all information provided via electronic means shall be deleted from the device upon adjournment of the In Camera session.
5. The City Clerk will provide the Member with instructions for joining the meeting via remote access and will include the access link, date and time of the meeting.
6. In the event the connection to the Member is lost, the Member will make every effort to reconnect via the remote access link provided.
7. All Members whether attending in-person or via remote access shall use their voting app to record their votes.

-
8. After a vote is called by the Chair, if the Member attending via remote access is not able to submit their vote through the voting app, the Chair will call for the Member's vote orally and the City Clerk will record the results of the vote manually.
 9. In the event a Member is absent at the time a special Council meeting is called, the City Clerk or designate will:
 - a) notify the Member by email; and
 - b) provide instructions for joining the meeting via remote access including the access link, date and time of the special Council meeting.
 10. Council may consider requests for exceptions from this Schedule when exceptional circumstances or matters of an urgent or emergent nature exist.

CITY OF GRANDE PRAIRIE

BYLAW C-1299

SCHEDULE "D"

SECONDARY MOTIONS

Secondary Motions - Subsidiary

The seven (7) subsidiary motions are listed below in order of their precedence, from the highest ranking to the lowest ranking.

Note:The rules contained in this Schedule supersede *Robert's Rules of Order Newly Revised* where differences exist.

| | Motion | Usage | Rules of Debate | Vote | Reconsideration |
|---|---------------------------------|---|--------------------------------|-----------------------|-------------------------------|
| 1 | Lay on the Table "Table" | A motion to set a pending main motion aside temporarily, within the course of the meeting, to accommodate something else of an urgent nature. | Not debatable Not amendable | Majority vote to pass | No |
| 2 | Previous Question | Closes debate and voting begins immediately. | Not debatable Not amendable | 2/3 vote to pass | Only before the vote is taken |
| 3 | Limit/Extend Time for Debate | Sets a time limit or extends a set time limit for debate. | Not debatable Amendable | Majority vote to pass | Yes |
| 4 | Postpone to a certain date/time | Postpones consideration of a motion to a date or time later in the same meeting, or to a later meeting. | Debatable Amendable | Majority vote to pass | Yes |
| 5 | Refer to Committee | A motion to send the pending motion to a Committee or Administration. | Debatable Amendable | Majority vote to pass | Yes |
| 6 | Amend | A motion to change the wording of another motion before voting on it. Amendments typically occur by adding, inserting, deleting or replacing text. | Debatable Amendable | Majority vote to pass | Yes |
| 7 | Postpone Indefinitely | A motion to decline to take a position on a pending main motion. The intent is to "kill" the main motion for the current Council Term. | Debatable Not Amendable | Majority vote to pass | Affirm vote only |

Secondary Motions - Privileged

The following privileged motions can be addressed formally (by a motion) or informally (by general consent).

Note: The rules contained in this Schedule supersede *Robert’s Rules of Order Newly Revised* where differences exist.

| | Motion | Usage | Rules of Debate | Vote | Reconsideration |
|---|-----------------------|--|------------------------------------|-------------------------------|-----------------|
| 1 | Question of Privilege | A question or motion relating to the rights and comforts of the Members collectively. (Noise, temperature, distractions, etc.) | Not Debatable Not Amendable | Not required. Chair rules. | No |
| 2 | Recess | A motion to take a short break during a meeting. | Not Debatable Amendable | Majority to pass | No |
| 3 | Adjourn | A motion to close the meeting. | Not debatable Not Amendable | Majority vote to pass | No |
| 4 | Set Time to Adjourn | A motion to set an “adjourned meeting” (a continuation of the same meeting, to conclude the same order of business, e.g.: when a Public Hearing is not concluded). | Not Debatable Amendable | Majority vote to pass | Yes |

Secondary Motions - Incidental

Below are the most commonly used incidental motions in this Schedule supersede *Robert’s Rules of Order Newly Revised* where differences exist.

| | Motion | Usage | Rules of Debate | Vote | Reconsideration |
|---|--|---|------------------------------------|------------------------|--------------------|
| 1 | Incidental Main: Take from the Table | A motion to resume consideration of a motion previously set aside to address an urgent matter. | Not Debatable Not Amendable | Majority vote to pass. | No |
| 2 | Incidental Main: Rescind | A motion to bring back a completed motion, at the same meeting that the motion was addressed, to cancel the vote and resume debate. | Debatable Amendable | 2/3 vote to pass | Negative vote only |
| 3 | Point of Order | Raised by a Member who believes a rule has been breached. | Not debatable Not Amendable | Chair rules | No |
| 4 | Appeal | A Member who disagrees with the Chair’s ruling can appeal. The Chair puts the appeal to a vote immediately without debate: “Shall the ruling of the Chair be upheld?” A Majority against the ruling is required to override it. | Not Debatable Not Amendable | Majority vote to pass | No |
| 5 | Dividing a motion | A multi-part motion can be divided at the request of a Member, as long as the separate parts can stand on their own. | Not Debatable Amendable | Majority to pass | No |
| 6 | Withdraw a motion | After a motion is moved, the motion belongs to Council or Standing Committee, which may withdraw it by a Majority vote or by general consent. | Not Debatable Not Amendable | Majority to pass | Negative vote only |

CITY OF GRANDE PRAIRIE

OFFICE CONSOLIDATION

BYLAW C-1310

**A Bylaw of the City of Grande Prairie
to regulate the use of Parkland**

(As Amended by Bylaw C-1310A)

WHEREAS, pursuant to Section 7 of the Municipal Government Act RSA 2000, Chapter M-26, Grande Prairie City Council may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property;

WHEREAS, pursuant to Section 7 of the Municipal Government Act, Council may pass bylaws for municipal purposes respecting people, activities and things in, on or near a public place or place that is open to the public; and

WHEREAS, pursuant to section 7 of the Municipal Government Act, Council may pass bylaws for municipal purposes respecting the enforcement of bylaws made under this or any other enactment, including the creation of offences.

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

SHORT TITLE

1. This Bylaw shall be called the "Parkland Bylaw".

DEFINITIONS

2. In this Bylaw:

"**Boulevard**" has the same meaning as defined in the Traffic Safety Act, RSA 2000, Chapter T-6, and amendments thereto.

"**Bicycle**" means a Bicycle or power Bicycle, as those terms are defined in the *Use of Highway and Rules of the Road Regulation, AR 304/2002*.

(Bylaw C-1310A – December 11, 2023)

"**City**" means the municipal corporation of the City of Grande Prairie, or the municipal boundaries of the City of Grande Prairie, as the context requires.

(Bylaw C-1310A – December 11, 2023)

~~"**City Clerk**" means the City Clerk of the City or their designate.~~

"**City Manager**" means the person appointed by Council to the position of Chief Administrative Officer of the City or their designate.

(Bylaw C-1310A – December 11, 2023)

~~"**Committee**" means a Council Standing Committee as defined in Schedule "B" of the Procedure Bylaw C-1299 that carry out the powers, duties or functions delegated to it by Council.~~

~~**(Bylaw C-1310A – December 11, 2023)**~~

“**Council**” means the duly elected municipal Council of the City.

“**Director**” means the City Manager.

(Bylaw C-1310A – December 11, 2023)

“**Foreign Matter**” means dirt, clay, rock, gravel, cinders, shavings, wood scrap, ashes, iron or metal scrap, trade waste, house refuse, grass clippings, tree cuttings, garden waste, or any other material, matter or substance that is likely to interfere with the appearance of the Parkland.

“**Highway**” has the same meaning as defined in the Traffic Safety Act, RSA 2000, Chapter T-6, and amendments thereto.

“**Municipal Tag**” means a tag or ticket wherein a Person alleged to have committed a breach of a provision of this Bylaw is given an opportunity to pay a Voluntary Penalty to the City in lieu of prosecution for the alleged breach.

“**Mobility Aid**” means a device used to facilitate the transport, typically in a seated orientation, of a person with a physical disability.

(Bylaw C-1310A – December 11, 2023)

“**Motor Vehicle**” means:

- a) a car, truck, motorcycle or any other vehicle which, in order to be operated on a Highway in accordance with applicable law, must display a valid and subsisting licence plate issued by a province or territory of Canada, including any vehicle displaying such a licence plate;
- b) an all-terrain vehicle, dirt bike, gas-powered Bicycle, side by sides, golf carts, snowmobile, motorboat or any other vehicle propelled by an internal combustion engine; and
- c) a holiday trailer, trailer, camper or other device which may be towed behind another Vehicle and which in order to be towed on a highway in accordance with applicable law, must display a valid and subsisting licence plate issued by a province or territory of Canada, including any vehicle displaying such a licence plate; but
- d) does not include a Wheeled Conveyance, or a drone.

(Bylaw C-1310A – December 11, 2023)

“**Parkland**” means:

- a) those portions of any lands owned by The Grande Prairie Public School Division, The Grande Prairie Roman Catholic Separate School Division, and Northwestern Polytechnic which are referred under the SCORES agreement;
- b) environmental reserves and natural areas; and
- c) any land under the City’s direction, management or control including but not limited to:
 - i) land titled to the City;
 - ii) developed or undeveloped road right-of-ways and statutory road allowances;
 - iii) all easements in favour of the City; and
 - iv) all utility right-of-ways.
- d) Public Land commonly referred as Parkland in the City, subject to any exception provided in any statute of the Province of Alberta, or any agreement entered by the City affecting the use of Public Land; and
- e) public space controlled by the City and set aside as a park to be used for rest, recreation, exercise, pleasure, amusement, cultural heritage, education, appreciation of nature, and enjoyment and includes, playgrounds, natural areas, sports fields, pathways, and trails.

“**Park Signage**” means any visual communication, including signs, symbols, graphics and other visual elements, that are strategically placed on or about a Parkland, Pathway or Trail to convey information, instructions, regulations or guidance to park visitors, users and the general public.

(Bylaw C-1310A – December 11, 2023)

“**Pathway**” means a multi-purpose thoroughfare controlled by the City which is:

- a) improved by asphalt, concrete, brick or similar surface;
- b) designed for use by pedestrians, cyclists and persons using Wheeled Conveyances;
- c) designated as a Pathway in Schedule “B” of this Bylaw; and
- d) includes any bridge or structure with which it is contiguous.

(Bylaw C-1310A – December 11, 2023)

“**Peace Officer**” ~~means a bylaw enforcement officer, a sworn member of a Royal Canadian Mounted Police, an officer appointed under the Peace Officer Act, S.A. 2006, chapter P-3-5, or a police officer appointed under the Police Act, RSA 2000, chapter P-17.~~ means a sworn member of the Grande Prairie Police Service, a sworn member of the Royal Canadian Mounted Police, a bylaw enforcement officer of the City, or a community peace officer of the City.

(Bylaw C-1310A – December 11, 2023)

“**Permit**” means written permission granted by the Director, for an activity not otherwise allowed under this Bylaw.

“**Person**” means an individual Person, a firm, partnership, joint venture, corporation, association, society and any other incorporated body.

“**Public Land**” means:

- a) public utility lots and storm water management facilities;
- b) municipal reserves and school reserves;
- c) environmental reserves and natural areas; and
- d) any land under the City’s direction, management or control including but not limited to:
 - i) land titled to the City;
 - ii) developed or undeveloped road right-of-ways and statutory road allowances;
 - iii) all easements in favour of the City;
 - iv) all utility right-of-ways;
 - v) all Boulevards; and
 - vi) all Highways maintained and controlled by the City.
- e) all lands and premises owned by the City which are designated as a Parkland.

“**Public Notice**” means an official notice disseminated by the Director through the City’s website and any other channels deemed appropriate by the Director, to inform the general public, stakeholders and concerned parties about significant matters relating to this Bylaw, including Parklands or the use thereof.

(Bylaw C-1310A – December 11, 2023)

“**Trail**” means a path, made of gravel or natural, controlled by the City which is:

- a) not improved by asphalt, concrete, brick or similar surface;
- b) suitable for use by pedestrians seeking rough terrain;
- c) designated as a Trail in Schedule “B” of this Bylaw; and
- d) includes any bridge or structure with which it is contiguous.

(Bylaw C-1310A – December 11, 2023)

“**Unauthorized Use**” means a Person accessing on or over Public Lands or constructing, storing, erecting or placing anything on/under or over Public Land for any purpose without written consent from the City.

“**Wheeled Conveyance**” means a human powered or electric motorized vehicle which conforms to one (1) of the following varieties:

- a) a Bicycle;
- b) a Mobility Aid; or
- c) any other device which is designated by the Director as a Wheeled Conveyance in a Public Notice published on the City’s website, as amended from time to time.”

(Bylaw C-1310A – December 11, 2023)

(Deleted by Bylaw C-1310A – December 11, 2023)

“**Voluntary Penalty**” means a penalty specified in Schedule “A” of this Bylaw which amount may be paid by the Person to whom a Municipal Tag is issued, in lieu of prosecution.

AUTHORITY OF CITY COUNCIL

3. Council may make rules and regulation governing the use or uses of such Parkland or portion thereof and may amend and repeal any such rules and regulation. Records of rules and regulation governing the use of any Parkland will be maintained by the City and open to public inspection during business hours, as requested.
4. Council may, shut off or close any Parkland, or portion thereof, including all Highways or thoroughfares, and may control traffic flow within any Parkland.
5. Council may, at any time, authorize a charge or charges in accordance with [Bylaw C-1395, Schedule “A”](#) to be levied for the admission to or use of a Parkland or portion thereof.

AUTHORITY OF DIRECTOR

6. The Director is hereby authorized to:
 - a) issue any Permit required under this Bylaw;
 - b) impose conditions, set fees in accordance with [Fees, Rates and Charges Bylaw C-1395, Schedule “A”](#), modify, suspend or cancel any Permit issued under this Bylaw;
 - c) designate, by Public Notice, Wheeled Conveyances which may be used on some or all Pathways;
 - d) designate, by Public Notice, Wheeled Conveyances which may be used on some or all Trails;
 - e) determine the content and location of signs, including traffic control devices, in, on or about a Parkland, Pathway or Trail and cause the placement, amendment or removal of same; and
 - f) issue a Public Notice in respect of any Parklands or the use thereof.

(Bylaw C-1310A – December 11, 2023)

7. The Director may, at any time deemed necessary, temporarily close any Parkland or any portion thereof to public use, limit the use of any Parkland or portion thereof to the playing of one or more types of active games, or prohibit the use of any Parkland or portion thereof for any activity or game, that may damage grass, flowers, trees, shrubs, equipment, buildings or structures.

APPEALS

8. Any Person who is affected by a decision of the Director may appeal ~~to the Committee by delivering to the City Clerk, a notice of appeal in the form prescribed by the City within fourteen~~

~~(14) days of the date of the decision, the decision in accordance with the General Appeal Board Bylaw C-1469.~~

9. ~~Upon receipt of a notice of appeal, the City Clerk shall:
a) arrange for the Committee to hear the appeal; and
b) notify the appellant in writing of the date, time and place of the appeal hearing.~~
10. ~~An appeal shall be heard by the Committee within forty-two (42) days of the date a notice of appeal is received by the City Clerk.~~
11. ~~The Committee may uphold, vary, or reverse a decision of the Director.~~
12. ~~The Director shall advise an appellant of the outcome of the appeal within seven (7) days of the decision being rendered by the Committee.~~

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CONTRAVENTION OF PERMIT

13. No Person shall contravene any term or condition contained in a Permit issued by the Director, pursuant to this Bylaw.

PERMISSION FOR ACTIVITIES ON PARKLAND

14. Notwithstanding any other provision of this Bylaw a Person may carry out an activity on Parkland otherwise regulated, restricted or prohibited by this Bylaw, providing that:
 - a) a Permit has been issued by the Director allowing such activity;
 - b) the activity is permitted pursuant to a license, or a rental agreement, which governs the activity, or the usage of Parkland for the activity; and
 - c) the activity takes place in an area designated by the Director, for such activity.

ACTIVITIES ALLOWED IN DESIGNATED AREAS

15. As allowed by the Director, and in accordance with any terms or conditions established by the Director, in a designated area a Person may engage in the following activities:
 - a) ride downhill on a toboggan, sleigh, carpet or any other sliding device;
 - b) ride downhill on skis, on a snowboard or on another similar device;
 - c) play hockey;
 - d) play disc golf; or
 - e) engage in any other similar activity, specifically approved by the Director.

Providing the activity is not specifically prohibited on Parkland by any other City bylaw.

COMMERCIAL ACTIVITY

16. The Director may, by Permit or lease, authorize a commercial activity in any Parkland, where that activity provides user convenience, encourages active living, supports arts, culture and tourism, or improves the efficiency of park operations. Commercial activities include, but are not limited to:
 - a) food service providers;
 - b) festivals and cultural events; (as defined in [Bylaw C-1405](#), Outdoor Events Permit Bylaw)
 - c) entertainment or busking; or
 - d) vendor provided programs, lessons, equipment rentals or other park related activities.

17. The Director may refuse any commercial activity, that in the opinion of the Director, will have a negative impact on other users of Parkland, or have a negative impact on the natural environment of any Parkland, or is inconsistent with the City guiding principles and values.
18. No Person shall engage in a commercial activity in any Parkland without a Permit from the Director.

ENTRANCE

19. No Person, other than a City official, an employee of the City, or agent of the City, while acting in the course of their duties or employment, shall enter any Parkland or portion thereof while it is closed.

GENERAL PROHIBITION

20. Except with a Permit, or written permission from the Director, in a Parkland, no Person shall:
 - a) place or erect any structures, sign, bulletin board, post, pole, or advertising device of any kind, or attach any notice, bill, poster, sign, wire, or cord to any tree, shrub, fence, railing, post or structure;
 - b) distribute any hand bills or circulars;
 - c) use any audible advertising device;
 - d) throw or cast any stones, balls of snow or ice, projectiles, or any other dangerous object, unless it is a part of a recreational sport, specifically permitted in Parkland;
 - e) kill, injure, tease, molest, or disturb any bird or animal, or take, destroy or disturb the eggs or young of such bird or animal;
 - f) remove, destroy, mutilate, deface, or climb upon any tree, structure or fixture including but not limited to any monument, fountain, wall, fence, wire netting, Motor Vehicle, gate, sign, seat, bench or exhibit;
(Bylaw C-1310A – December 11, 2023)
 - g) plug into, tamper with, or in any way damage any plumbing, electrical, heating, or other fixture;
 - h) cut, chop or in any way harm or deface any tree, turf, shrub, hedge, plant, flower or ornament;
 - i) walk, stand, or sit on any flowerbed;
 - j) walk upon any lawn or garden area where Public Notice prohibits Persons from so doing;
 - k) dig in the soil or ground, or remove any tree, plant, shrub, or equipment of any kind that is growing or fixed therein;
 - l) write, mark, draw, or paint on any fence, tree, post, equipment, shed, building, or other structure;
 - m) drive, ride, or lead any horse or other animal, except on a Highway, trail, walkway, or area designated for such purpose by the Director;
 - n) have a dog off leash other than a designated off leash area, unless the Person is participating in a City authorized and City sanctioned off leash dog event;
(Also see the provisions in [Bylaw C-1226 Animals and Responsible Pet Ownership Bylaw](#))
 - o) operate a Motor Vehicle in Parkland, other than on a Highway designated for Motor Vehicle usage, and in accordance with the *Traffic Safety Act* and any Park Signage or Public Notice which apply, provided that this subsection, 20.o), shall not apply to Motor Vehicles of the Grande Prairie Fire Department, the Grande Prairie Police Services, the Royal Canadian Mounted Police, the City, Alberta Health Services or other EMS provider or contractors of the City, while actively engaged in carrying out their duties;
(Bylaw C-1310A – December 11, 2023)

- p) start, ignite, or maintain a fire, permit a fire to be started or ignited, use a combustible wood or charcoal cooking or heating device, use a propane or natural gas cooking or heating device, or use a use an electric cooking or heating device, except in a designated fireplace, fire pit, or other apparatus provided therein for such purposes;
- q) set off fireworks;
- r) place, deposit or discard, paper, glass or other refuse which may be offensive, injurious, or inconvenient to Persons using a Parkland, except in a receptacle provided for such purpose; or
- s) place or deposit any foreign matter in a Parkland, except in a receptacle provided for such purpose.

USE OF PATHWAYS AND TRAILS

- 20.1 Unless expressly authorized to do so by Public Notice, Park Signage or a Permit, a Person shall not operate or ride as a passenger in:
- a) a Motor Vehicle on a Pathway or a Trail; and
 - b) any vehicle other than a Wheeled Conveyance on a Pathway or a Trail.

Provided that this provision shall not apply to Motor Vehicles crossing a Pathway or a Trail perpendicularly for the purposes of entering or existing a driveway, parking lot, or other legally permitted ingress or egress point.

- 20.2 While operating a Wheeled Conveyance on a Pathway or a Trail, a Person shall:
- a) exercise reasonable care to prevent collisions with pedestrians or other Wheeled Conveyance operators;
 - b) operate at a speed and in a manner which is reasonable given the existing environment conditions, including but not limited to weather, visibility, and traffic congestion;
 - c) always maintain a position on the right-hand side of the Pathway or Trail, except when overtaking another Person on the Pathway or Trail;
 - d) when overtaking another Person on the Pathway or Trail, issue an audible warning signal in a manner sufficient to alert the Person being overtaken;
 - e) display a forward-facing white light and a rear-facing red reflector when operating between the times of sunset and sunrise; and
 - f) not carry a passenger, unless the Wheeled Conveyance is designed to carry a passenger and a Person who claims that a Wheeled Conveyance is designed to carry a passenger shall have the burden of proof with respect to same.
- 20.3 Sections 20.1 and 20.2 shall not apply to Motor Vehicles or Wheeled Conveyances of the Grande Prairie Fire Department, the Grande Prairie Police Service, the Royal Canadian Mounted Police, the City, Alberta Health Services or other EMS provider, or contractors of the City, while actively engaged in carrying out their duties.
- 20.4 No Person who is less than 18 years old shall operate or ride as a passenger on a Wheeled Conveyance, other than a Mobility Aid, unless that Person is wearing a safety helmet. For the purposes of this Section, a "safety helmet" has the same meaning ascribed under Division 3 of the Vehicle Equipment Regulations, Alta Reg 322/2002.

(Bylaw C-1310A – December 11, 2023)

OCCUPYING PARKLAND

21. Without first obtaining permission from the Director, in any Parkland, no Person shall reside or camp, except for those areas specifically established and permitted for such purpose, and then only in accordance with the terms and conditions established by the Director.
22. Without first obtaining permission from the Director, in any Parkland, no Person shall occupy, erect, control, park, or abandon a tent, structure, temporary shelter, utility trailer, motor Vehicle, camper, recreational Vehicle, travel trailer, building, or any other similar living shelter.
23. Without first obtaining permission from the Director, in any Parkland, no Person shall store, place or leave anything, including but not limited to, personal property or belongings, carts, bicycles, tools, constructions material or equipment or any other similar or related items.

UNAUTHORIZED USE

24. No Person shall make Unauthorized Use of Public Lands.

DISTURBANCE

25. No Person shall make loud noise, use blasphemous, vulgar, or insulting language, engage disorderly conduct of any kind, or engage in any activity which is likely to lead to a breach of the peace, or disturb any other Person in any Parkland or using any Parkland facility.
26. No Person shall obstruct the free use or enjoyment of any Parkland by any other Person.

GAMBLING WITHOUT PERMIT

27. No Person shall administer or participate in any game of chance or other gambling in any Parkland except when written permission has been obtained from the Director.

PARADE AND CONCERT

28. Without first obtaining Permit from the Director, in any Parkland, no Person shall sponsor or participate in a concert, march, drill, parade, public picnic, political gathering, religious gathering, unlawful protest, or any other such similar ceremony or activity.

PROHIBITED ACTIVITIES

29. No Person shall ride a Wheeled Conveyance or other vehicle within any Parkland where riding a Wheeled Conveyance or other vehicle is prohibited by a sign or Public Notice.
(Bylaw C-1310A – December 11, 2023)
30. No Person shall play golf in a Parkland, except in those areas specifically established and permitted for such purpose, and then only then in accordance with the terms and conditions established by the Director.
31. No Person shall swim, bathe, or wade in any lake, stream, river, pond, or pool within a Parkland, other than in a designated swimming facility, and then only then in accordance with the terms and conditions established by the Director, who may regulate the days and hours wherein the activity is permitted.

32. No Person shall operate a boat, wind-surfer or other water-borne craft on any lake, pond or other similar body of water except in an area designated by the City for such activity.
33. No Person shall skate on the ice in a Parkland, other than in a designated area, and then only then in accordance with the terms and conditions established by the Director.
34. Without a Permit from the Director, no Person shall operate a drone in any Parkland, unless:
 - a) the drone weighs less than 250 grams;
 - b) the drone complies with all provincial and federal legislation including all requirements under the Canadian Aviation Regulations (SOR/96-433); and
 - c) the drone is operated in a designated area, approved by the Director.
35. Without a Permit from the Director, no Person shall launch or land a hot air balloon, unless it's launching or landing a hot air balloon is required due to safety considerations or in an emergency situation.

EXEMPTION

36. This Bylaw shall not apply to any employee, or agent of the City acting in the course of their duties or employment.
37. This Bylaw shall not apply to any act of emergency maintenance or repair being carried out by employees or contractors of any private utility on behalf of the City.

OFFENCES AND POWERS OF PEACE OFFICERS

38. Any Person who contravenes any provision or requirements of this Bylaw is guilty of an offence and is liable for, and subject to the fines listed in Schedule "A".
39. Any Person who contravenes any provision of this Bylaw is guilty of an offence, and is liable:
 - a) for a first offence to a specific fine listed in Schedule "A".
 - b) for a second subsequent offence, within a calendar year, to double the specific fine listed in Schedule "A".
40. Any Person who is found guilty of an offence under this Bylaw is liable to a fine of at least the specified fine, and for each offence imposing a fine not exceeding \$10,000.00, or imprisonment for not more than one year, or both.
41. A Peace Officer may issue a Municipal Tag, violation ticket, or summons pursuant to the Provincial Offences Procedure Act, to any Person who contravenes any provision of this Bylaw.
42. Service of a Municipal Tag shall be completed if it is:
 - a) personally served;
 - b) attached to any Motor Vehicle with respect of an offence alleged to have been committed in relation to that Motor Vehicle;
 - c) sent by ordinary mail to the residence of the registered owner of a Motor Vehicle; or
 - d) left for the defendant, at their residence with an occupant of the residence who appears to be at least eighteen (18) years of age.

(Bylaw C-1310A – December 11, 2023)

CONTINUING OFFENCE

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

SEVERABILITY

44. Should any provision of this Bylaw be invalid or unlawful, then that provision shall be severed, and the remaining bylaw shall be maintained and remain in force.

REPEALED

45. Bylaw C-834 and all amendments thereto, are hereby repealed.

COMING INTO FORCE

46. This Bylaw shall take effect on the date it is passed.

READ a first time this 14 day of December, 2020.

READ a second time this 14 day of December, 2020.

READ a third time and finally passed this 14 day of December, 2020.

"B. Given" (signed)
Mayor

"A. Karbasheski" (signed)
City Clerk

BYLAW C-1310

SCHEDULE "A"

FINES

| <u>Section No.</u> | <u>Offence</u> | <u>Fine</u> |
|--------------------------------|--|--------------------|
| CONTRAVENTION OF PERMIT | | |
| 13. | Contravene term or condition of a Permit | \$500.00 |
| COMMERCIAL ACTIVITY | | |
| 18. | Engage in commercial activity without Permit | \$250.00 |
| ENTRANCE | | |
| 19. | Enter Parkland while closed | \$150.00 |
| GENERAL PROHIBITION | | |
| 20.(a) | Erect or attach sign, advertising, notice, poster | \$150.00 |
| 20.(b) | Distribute hand bills or circulars | \$150.00 |
| 20.(c) | Use audible advertising device | \$150.00 |
| 20.(d) | Throw or cast any stones, or any other dangerous object | \$150.00 |
| 20.(e) | Kill, injure, tease, or disturb bird or animal | \$150.00 |
| 20.(f) | Remove, destroy, deface or climb on structure or fixture | \$150.00 |
| 20.(g) | Plug into, damage or tamper with plumbing, electrical or heating | \$150.00 |
| 20.(h) | Cut, harm, deface any turf, tree, shrub, plant or ornament | \$150.00 |
| 20.(i) | Walk, stand in any flowerbed | \$150.00 |
| 20.(j) | Walk on lawn or garden area where prohibited | \$150.00 |
| 20.(k) | Dig in ground, or remove tree, plant, or equipment of any kind | \$250.00 |
| 20.(l) | Write, mark or paint on any fence, tee, equipment or shed | \$250.00 |
| 20.(m) | Drive, ride or lead a horse or other animal in Parkland | \$150.00 |
| 20.(n) | Have a dog off leash in Parkland | \$150.00 |
| 20.(o) | Operate motorized Vehicle in Parkland | \$250.00 |
| 20.(p) | Start a fire or other use a combustible device in Parkland | \$250.00 |

| <u>Section No.</u> | <u>Offence</u> | <u>Fine</u> |
|------------------------------|--|-------------|
| 20.(q) | Set off fireworks | \$250.00 |
| 20.(r) | Litter in a Parkland | \$250.00 |
| 20.(s) | Dump or deposit foreign matter within a Parkland | \$250.00 |
| 20.1(a) | Motor Vehicle on a Pathway or Trail (Bylaw C-1310A – December 11, 2023) | \$500.00 |
| 20.1(b) | Other vehicle on a Pathway or Trail (Bylaw C-1310A – December 11, 2023) | \$500.00 |
| 20.2(a) | Failure to exercise reasonable care while operating a Wheeled Conveyance (Bylaw C-1310A – December 11, 2023) | \$250.00 |
| 20.2 (b) | Failure to operate Wheeled Conveyance at a speed and in a manner which is reasonable, given conditions (Bylaw C-1310A – December 11, 2023) | \$250.00 |
| 20.2(c) | Failure to operate Wheeled Conveyance on right-hand side (Bylaw C-1310A – December 11, 2023) | \$100.00 |
| 20.2(d) | Failure to issue audible signal while overtaking (Bylaw C-1310A – December 11, 2023) | \$100.00 |
| 20.2(e) | Failure to display light and reflector (Bylaw C-1310A – December 11, 2023) | \$100.00 |
| 20.2(f) | Carry passenger on Wheeled Conveyance (Bylaw C-1310A – December 11, 2023) | \$100.00 |
| 20.4 | Minor on Wheeled Conveyance without safety helmet (Bylaw C-1310A – December 11, 2023) | \$100.00 |
| OCCUPYING PUBLIC LAND | | |
| 21. | Camp or reside in any Parkland without permission | \$250.00 |
| 22. | Occupy or erect a tent, temporary structure, or other living shelter | \$250.00 |
| 23. | Store or leave property, belongings, material, or equipment on Parkland | \$250.00 |
| UNAUTHORIZED USE | | |
| 24. | Make Unauthorized Use of Public Lands | \$250.00 |

| <u>Section No.</u> | <u>Offence</u> | <u>Fine</u> |
|--------------------------------|--|-------------|
| DISTURBANCE | | |
| 25. | Make loud noise or use insulting, vulgar or offensive language | \$250.00 |
| 26. | Obstruct free use or enjoyment of any Parkland | \$250.00 |
| GAMBLING WITHOUT PERMIT | | |
| 27. | Administer or participate in gambling without permission of the Director | \$250.00 |
| PARADE OR CONCERT | | |
| 28. | March, drill, parade, protest or gather without Permit from Director | \$250.00 |
| PROHIBITED ACTIVITIES | | |
| 29. | Ride Wheeled Conveyance or other vehicle in prohibited area (Bylaw C-1310A – December 11, 2023) | \$100.00 |
| 30. | Play golf in a Parkland | \$100.00 |
| 31. | Swim, wade in lake, stream, river, pond or pool without permission | \$100.00 |
| 32. | Operate a boat or other watercraft, not in a designated area | \$100.00 |
| 33. | Skate on in a Parkland outside designated area | \$100.00 |
| 34. | Operate a drone in Parkland without Permit | \$150.00 |
| 35. | Launch or land hot air balloon without Permit | \$150.00 |

CITY OF GRANDE PRAIRIE

OFFICE CONSOLIDATION

BYLAW C-1312

**A Bylaw to Establish and Operate Fire Services
For the City of Grande Prairie**

(As Amended by Bylaw C-1312A and C-1312B)

WHEREAS:

- A. The *Municipal Government Act* provides that Council may pass a Bylaw for the safety, health and welfare of people and the protection of people and property;
- B. The Council of the City of Grande Prairie desires to establish and operate a fire service within the City to provide for efficient operation of emergency and non-emergency services;
- C. The Council of the City of Grande Prairie desires to offset the cost of providing emergency and non-emergency services;
- D. The *Municipal Government Act* provides for a municipality to take whatever actions or measures necessary to eliminate an emergency and the expenses and costs of the actions and measures are an amount owing to the municipality by the person who caused the emergency;
- E. The *Environmental Protection and Enhancement Act* provides for the regulation of substance release;
- F. The Council of the City of Grande Prairie deems it necessary to restrict open air burning within the City; and,
- G. The Council of the City of Grande Prairie is an accredited municipality under the *Safety Codes Act*.

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

- 1. This Bylaw may be cited as “The Fire Services Bylaw”.
- 2. In this Bylaw:
 - 2.1 **“Apparatus”** means any vehicle with machinery and equipment for incident response, and vehicles used to transport members and supplies;
 - 2.2 **“Burn Barrel”** means a non-combustible structure or container located on public or private property, used for recreational open burning and constructed pursuant to this Bylaw;

-
- 2.3 **“Burnable Debris”** has the same meaning pursuant to the *Substance Release Regulation 124/93, Environmental Protection and Enhancement Act*;
- (a) straw and stubble;
 - (b) grass and weeds;
 - (c) leaves and tree prunings;
 - (d) brush and fallen trees on newly cleared land or associated with logging operations;
 - (e) used power, telegraph and telephone poles that do not contain wood preservatives;
 - (f) wooden materials, which do not contain wood preservatives, from the construction or demolition of buildings;
 - (g) solid waste from post and pole operations that does not contain wood preservatives;
 - (h) solid waste from tree harvesting operations;
- 2.4 **“City Manager”** means the person appointed as City Manager of the City or designate;
- 2.5 **“City”** means the municipal corporation of the City of Grande Prairie or, where the context so requires, the area contained within the boundaries of the City;
- 2.6 **“Consumer Fireworks”** means recreational fireworks (Canadian class 7.2.1/F.1) such as small fountains, volcanoes, pinwheels, cakes, preloaded articles, sparklers, and Roman candles. These items are classified as “low hazard” and can be purchased by anyone over 18;
- 2.7 **“Council”** means the Council of the City of Grande Prairie;
- 2.8 **“Dangerous Goods”** means any product, substance or organism specified in the *Dangerous Goods Transportation and Handling Act*, and regulations;
- 2.9 **“Display Fireworks”** means high hazard recreational fireworks (Canadian Class 7.22) such as aerial shells, mines, and larger Roman candles, designed for use at public gatherings. Only Supervisors in Charge are permitted to fire display fireworks;
- 2.10 **“Equipment”** means any tools, devices or materials used by the Fire Department to combat an incident;
- 2.11 **“False Alarm”** means:
- (a) any malfunction in a fire safety installation or other safety monitoring device whereby the alarm activation was not caused by heat, smoke or fire; or
 - (b) a response initiated by equipment or human negligence in circumstances where the caller is aware that no actual danger or possible danger to safety, health and welfare of people, property or the environment existed at the time the call was placed;
- 2.12 **“Fire”** means any combustible material in a state of combustion;
- 2.13 **“Fire Ban”** means a Provincial Ministerial Order or an order by a member of the Grande Prairie Fire Department. The Fire Chief may, at ~~his~~her~~their~~ discretion, cancel any or all fire permits, prohibit the lighting or requiring the extinguishing of a fire;

- 2.14 **“Fire Chief”** means the Member as Head of the Fire Department, or designate, and includes the incident Commander;
- 2.15 **“Fire Department”** means Grande Prairie Fire Department as established by the City pursuant to the provisions of this Bylaw consisting of, but not limited to, all Members, equipment, and apparatus, necessary for the operation, maintenance and administration of the fire services, including fire stations;
- 2.16 **“Fire Hazard”** means any condition, circumstance or event wherein the possibility of fire is increased;
- 2.17 **“Fire Investigation”** means the process of determining the cause, origin and circumstances of a fire pursuant to the *Safety Codes Act*;
- 2.18 **“Fire Permit”** means a document issued by the Fire Chief pursuant to this Bylaw;
- 2.19 **“Fire Pit”** means a non-combustible structure or container located on public or private property, used for recreational purposes and constructed pursuant to this Bylaw;
- 2.20 **“Fire Pit Permit”** means a document issued by the Fire Chief pursuant to this Bylaw for recreational open burning;
- 2.21 **“Fire Season”** means from March 1 to October 31, annually, unless otherwise directed by the Province of Alberta;
- 2.22 **“Highway”** has the same meaning as defined in the *Traffic Safety Act*;
- 2.23 **“Incident”** means any situation to which the City has responded due to the danger or a possible danger to safety, health and welfare of people, property or the environment;
- 2.24 **“Incident”** means any situation to which the City has responded due to the danger or a possible danger to safety, health and welfare of people, property or the environment;
- 2.25 **“Member”** means any person who is an employee of the Fire Department;
- 2.26 **“Non-profit Organization”** has the same meaning pursuant to the *Municipal Government Act*;
- 2.27 **“Nuisance”** means any condition on or around a property that is dangerous to the safety or health of individuals, or which interferes with the use or enjoyment of other property;
- 2.28 **“Occupier”** means a person using a property and includes an owner, tenant, agent and any other person who has the right of access to the property;
- 2.29 **“Open Air Burning”** means any fire which is not an outdoor incinerator fire, fire pit, public park site fire or a smudge fire, and which, without limiting the generality of the foregoing shall include grass fires, forest and brush fires, running fires, structure fires, building fires, wood scrap fires and ground thawing fires;
- 2.30 **“Operator”** means a person providing private alarm monitoring services;

- 2.31 **“Outdoor Fireplace”** means a fireplace installed to the standards of the Alberta Building Code, as amended, and that is located on the exterior of a building;
- 2.32 **“Outdoor Incinerator”** means equipment designed predominately for burning solid waste, which must meet the requirements of the Alberta Fire Code;
- 2.33 **“Owner”** means:
- (a) in the case of land, any person who is registered pursuant to the *Land Titles Act*, as the owner of the land; and
 - (b) in respect of any property other than land, the person in lawful possession of it;
- 2.34 **“Peace Officer”** ~~means a Member of the Royal Canadian Mounted Police, a Bylaw Enforcement Officer appointed by the City, or a Community Peace Officer;~~ means a sworn member of the Grande Prairie Police Service, a sworn member of the Royal Canadian Mounted Police, a bylaw enforcement officer of the City, or a community peace officer of the City;
- 2.35 **“Permit”** means a permit issued pursuant to this Bylaw;
- 2.36 **“Person”** without limiting the generality of the term, includes a corporation and other legal entities;
- 2.37 **“Portable Cooking Appliance”** means any appliance sold or constructed for the purpose of cooking food in the outdoors;
- 2.38 **“Premises”** means a store, office, warehouse, factory, building, enclosure, yard or any space occupied or used by a person for the purposes of a business and/or residence;
- 2.39 **“Prohibited Debris”** has the same meaning pursuant to the *Substance Release Regulation 124/93, Environmental Protection and Enhancement Act*;
- (a) animal manure;
 - (b) pathological waste;
 - (c) non-wooden material;
 - (d) waste material from building or construction sites, excluding wooden materials that do not contain wood preservatives;
 - (e) combustible material in automobile bodies;
 - (f) tires;
 - (g) rubber or plastic, or anything containing or coated with rubber or plastic or similar substances, except rubber or plastic attached to shredded scrap steel;
 - (h) used oil;
 - (i) wood or wood products containing substances for the purpose of preserving wood;
- 2.40 **“Property”** means a lot or combination of contiguous lots upon which is constructed a single development;
- 2.41 **“Public Park Site Fire”** means a fire for recreational purposes, on land owned or leased by the City or its agents, which is confined to a portable cooking appliance or a non-combustible container supplied by the City, and the fire is set for cooking food, obtaining

warmth, or viewing, and which may be fuelled only with dry wood, charcoal, natural gas or propane;

- 2.42 **“Pyrotechnic Special Effects”** means pyrotechnic articles, compositions, and devices created for entertainment purposes using propellant and explosive materials, black powder, smokeless powder, commercial high explosives combined with flammable liquids, gases and solids;
- 2.43 **“Quality Management Plan (QMP)”** means the accredited system approved by Council pursuant to the authority of the *Safety Codes Act*;
- 2.44 **“Recreational Open Burning”** means a fire of relatively short duration used for recreational, cultural or theatrical purposes;
- 2.45 **“Running Fire”** means a fire not under the proper control of any person;
- 2.46 **“Rural Service Area”** means lands within City boundaries that was annexed effective January 1, 2016;
- 2.47 **“Safety Codes Officer”** means a Member who is designated as a Safety Codes Officer for the Fire Discipline pursuant to the *Safety Codes Act*;
- 2.48 **“Security Alarm”** means an alarm system intended to detect an unauthorized entry to a premises or to alert people to the commission of an unlawful act, or both;
- 2.49 **“Smudge Fire”** means a fire confined within a non-combustible structure or container that is set on land of one (1) hectare/(2.5) acres or greater in area, for the purpose of protecting livestock from insects or for preventing frost in an orchard or garden.

(Bylaw C-1312A - October 3, 2016)

3. Council hereby establishes the Fire Department to:
- (a) prevent, combat and control incidents;
 - (b) report and investigate the cause and origin of fires pursuant to the QMP and the *Safety Codes Act*;
 - (c) provide rescue services and medical emergency response;
 - (d) carry out preventable patrols, pre-fire planning and fire inspections pursuant to the QMP; and,
 - (e) provide a 911 public service answering point and dispatch service.
4. The Fire Chief:
- (a) ensures the development of rules, regulations and policies for the ongoing organization and administration of the Fire Department;
 - (b) is responsible for Fire Protection as required pursuant to the *Safety Codes Act*;
 - (c) is empowered to enter any Property or Premises, including adjacent Property or Premises, to combat or control any incident in whatever manner deemed necessary to limit injury or damage to people, property or the environment;
 - (d) may establish boundaries or limits to keep persons from entering an area where the Fire Department is responding to an incident unless authorized;

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- (e) may call upon Peace Officers to enforce restrictions on persons entering within the boundaries or limits outlined in this Section;
 - (f) may obtain assistance from other officials of the City as deemed necessary, in order to discharge duties and responsibilities at an incident;
 - (g) may require persons who are not Members to assist at an incident;
 - (h) is empowered to commandeer privately owned equipment that may be necessary to respond to an incident; and
 - (i) is empowered to activate and utilize any aid agreements the City may have with other municipalities, industry, or agencies.
5. No Person shall:
- (a) impede any Member or any person engaged in an incident or related duties;
 - (b) obstruct or otherwise interfere with access to an incident, or to a fire hydrant, cistern or body of water designated for firefighting purposes or any connections thereto; or
 - (c) falsely represent ~~himself~~~~themselves~~ as a Member, wear or display any Fire Department badge, cap, button, insignia or other paraphernalia for the purpose of false representation.
6. When certain conditions exist that constitutes a Fire Hazard, the Fire Department may, pursuant to the *Safety Codes Act*, order the Owner or Occupier to reduce or remove the Fire Hazard within a specified timeframe.
7. When an order is issued under Section 6 and the Owner or Occupier fails to carry out the order within the time specified, the Fire Department may take whatever action is necessary pursuant to the *Safety Codes Act* to ensure compliance with the order.
8. An Owner or Occupier shall report to the Fire Department:
- (a) damage to property caused by fire; or,
 - (b) any accidental or unplanned release of Dangerous Goods.
9. The City may charge fees, in accordance with [Bylaw C-1395, Schedule "A"](#) for a Fire Inspection to a Person who made the request.
(Bylaw C-1312B - July 1, 2019)
10. The City may charge fees, in accordance with [Bylaw C-1395, Schedule "A"](#) for permits issued.
(Bylaw C-1312B - July 1, 2019)
11. The City may charge fees, in accordance with [Bylaw C-1395, Schedule "A"](#) for Dangerous Goods Response to an Owner, a Person who caused the incident, or a Person who is responsible at law for the clean-up.
(Bylaw C-1312B - July 1, 2019)
12. The City may charge fees, in accordance with [Bylaw C-1395, Schedule "A"](#) for False Alarm Response to an Owner, an Operator, or a Person who is responsible at law in respect of the False Alarm Response.
(Bylaw C-1312B - July 1, 2019)
13. The City may charge fees, in accordance with [Bylaw C-1395, Schedule "A"](#) for Security Alarm Response to an Owner or Operator.
(Bylaw C-1312B - July 1, 2019)

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14. The City may charge fees, in accordance with [Bylaw C-1395, Schedule "A"](#) for Fire Rescue Standby Service required as a condition of a Permit or where the Member has determined that there is sufficient risk to the safety, health and welfare of people, property, or the environment to merit on scene Fire Rescue Services.
(Bylaw C-1312B - July 1, 2019)
15. The City may charge fees, in accordance with [Bylaw C-1395, Schedule "A"](#) for Administration, to a Person who requests the service.
(Bylaw C-1312B - July 1, 2019)
16. In addition to any fees charged under Sections 9 to 15, inclusive, the City may:
- (a) charge a fee, in accordance with [Bylaw C-1395, Schedule "A"](#) for any service provided by a Member or for Apparatus;
 - (b) recover from any Person convicted of arson pursuant to the *Criminal Code of Canada*, all fees, costs and charges of the response, in accordance with [Bylaw C-1395, Schedule "A"](#);
(Bylaw C-1312B - July 1, 2019)
 - (c) recover any amounts owing to a third party who has provided labour, services, equipment or materials from the Person who has caused an incident; and,
 - (d) recover any amounts owing to a third party who has provided labour, services, equipment or materials from an Owner of the Property or Premises where an incident has occurred.
17. An Owner, Occupant, or other Person causing or contributing to a Fire in contravention of the provisions of this Bylaw may be charged fees, in accordance with [Bylaw C-1395, Schedule "A"](#) at the discretion of the City, in the event the City provides Fire Rescue.
(Bylaw C-1312B - July 1, 2019)
18. The City may add the fees charged under Section 17 to the tax roll of the Property should those fees remain unpaid, pursuant to the *Municipal Government Act*.
19. A Person may undertake Recreational Open Burning only after first applying for and obtaining a Fire Pit Permit issued by the Fire Department.
20. A Fire Pit Permit issued under Section 19 is valid for up to five (5) years.
21. A Person unable to produce a Permit as required or failing to comply with any conditions of a Permit shall be guilty of an offence for violation of Section 19.
22. An application in a form approved by the Fire Chief for a Permit required under Section 19 shall be accompanied by the appropriate fee, in accordance with [Bylaw C-1395, Schedule "A"](#), and the fee is non-refundable.
(Bylaw C-1312B - July 1, 2019)
23. Fire Pit construction standards shall be developed and enforced by the Fire Department.
- 23.A Burn Barrel construction standards shall be developed and enforced by the Fire Department.
(Bylaw C-1312A - October 3, 2016)
- 23.B Burn Barrels will not be permitted for use in a Multi-Parcel Residential subdivision.
(Bylaw C-1312A - October 3, 2016)

24. The Fire Chief may:
- approve a Permit, with or without conditions as required; or,
 - refuse a Permit; or,
 - suspend or cancel a Permit; and,
 - require an inspection of the parcel for which the application for a Permit is requested.
25. No Permit is required for:
- cooking food using a portable cooking appliance;
 - burning in municipal or private campgrounds and parks where outdoor fireplaces, fire pits and stoves have been approved by the Fire Department;
 - burning a smudge fire;
 - burning by the Fire Department for the purpose of training or hazard abatement;
 - the installation and operation of an outdoor incinerator;
 - the installation and operation of an outdoor fireplace;
 - any process, industry or facility that is governed or regulated, pursuant to the *Environmental Protection and Enhancement Act*; or
 - Open Air Burning occurring out of Fire Season in Rural Service Areas. Fire Department Verbal notification is still required prior to ignition of burnable debris.

(Bylaw C-1312A - October 3, 2016)

26. Notification of suspension or cancellation of an Open Air Burning Permit may be made by telephone to the Permit holder and shall be confirmed by providing written notice of the suspension or cancellation to the Permit holder.
27. A Person may apply for and receive approval for a Permit for Open Air Burning of Burnable Debris, not closer than 2,500 metres to a residential community, and a coordinated plan outlining all details of the proposed burning (including fire protection, particulate matter dispersal control and burn dates) has been submitted to the Fire Chief and reviewed relative to the other permitted burning in the area.

(Bylaw C-1312A - October 3, 2016)

28. A Person may use Display Fireworks or Pyrotechnic Special Effects pursuant to the provisions of this Bylaw and provided ~~he is~~they are certified pursuant to the *Explosives Act (Canada)*.

- 28.A A Person may apply for and receive approval for a Consumer Fireworks permit to purchase and/or display Consumer Fireworks pursuant to the provisions of this Bylaw. Fireworks are allowed to be displayed on private lands one (1) hectare/(2.5) acres or greater in area, and must be 50 meters or greater distance from property line.

(Bylaw C1312A - October 3, 2016)

29. A Person shall not:
- contravene any provision of this Bylaw;
 - burn or permit to be burned any Prohibited Debris;
 - ignite or permit to be ignited a Fire without the written consent of the Owner of the Property;
 - deposit, discard or abandon any burning material where it might ignite other material and cause a Fire;

- (e) provide false, incomplete or misleading information to the Fire Department on, or with respect to, a Fire Permit application;
- (f) light a Fire or permit a Fire to be lit when the weather conditions are conducive to create a Fire burning out of control, or without first taking sufficient precautions to ensure that the Fire can be kept under control at all times, not create smoke obscuration in inhabited areas, otherwise create a nuisance to occupied properties, or impede traffic visibility;
- (g) light a Fire or permit a Fire to be lit on lands owned or controlled by the City, without having first obtained the City’s express written consent;

30. The Specified Penalty established for use on a Violation Ticket, if a voluntary payment option is offered, is \$250.00.

31. Notwithstanding Section 30, where a Person has been convicted of a contravention of the same provision of this Bylaw:

- (a) a second time within a twelve (12) month period, the Specified Penalty payable in response to the second conviction is \$500.00; and,
- (b) a third or subsequent time within a twelve (12) month period, the Specified Penalty is \$1,500.00.

32. Where a contravention of this Bylaw is of a continuing nature, further Violation Tickets may be issued by a Peace Officer in respect of each day or part of each day on which it continues.

33. Deleted by Bylaw C-1312B - July 1, 2019.

34. All references in this Bylaw will be read with such changes in number and gender as may be appropriate according to whether the reference is to a male or female person, or a corporation or partnership.

35. Should any provision of this Bylaw be illegal or unenforceable for any reason whatsoever, it shall be considered separate and severable from the remaining provisions of this Bylaw, which shall remain in force as though that provision had not been included.

36. Bylaws C-864, C-876 and C-1261 are hereby repealed.

37. This Bylaw shall take effect on the date it is passed.

READ a first time this 26th day of January, 2015.

READ a second time this 26th day of January, 2015.

READ a third time and finally passed this 26th day of January, 2015.

“B. Given” (signed)
Mayor

“K. Anderson” (signed)
Corporate Services Director

CITY OF GRANDE PRAIRIE

BYLAW C-1312

SCHEDULE "A"

**Deleted by
(Bylaw C-1312B - July 1, 2019)**

DRAFT

CITY OF GRANDE PRAIRIE

BYLAW C-1312

SCHEDULE "B"

**Deleted by
(Bylaw C-1312B - July 1, 2019)**

DRAFT

CITY OF GRANDE PRAIRIE

BYLAW C-1312

SCHEDULE "C"

**Deleted by
(Bylaw C-1312B - July 1, 2019)**

DRAFT

CITY OF GRANDE PRAIRIE

BYLAW C-1312

SCHEDULE “D”

**Deleted by
(Bylaw C-1312B - July 1, 2019)**

DRAFT

CITY OF GRANDE PRAIRIE

OFFICE CONSOLIDATION

BYLAW C-1328

**A Bylaw to Provide for the Regulation and Control of the Form,
and Content for the Construction, Alteration, Addition, Occupancy,
Change of Occupancy, Installation, Repair, or Demolition of Buildings,
Electrical, Plumbing, Gas Equipment and Systems**

(As Amended by Bylaw C-1328A and C-1328B)

WHEREAS the *Safety Codes Act* RSA 2000, Chapter S-1, provides that a municipality with any power and duties relating to matters under the *Safety Codes Act* is deemed to be an accredited municipality with those powers and duties;

AND WHEREAS the *Safety Codes Act* provides that the Minister may by Order designate any local authority as an accredited municipality authorized to administer all or part of the *Safety Codes Act* within its respective municipality;

AND WHEREAS the Minister delegated authority to the Safety Codes Council to designate any local authority as an accredited municipality pursuant to Section 26(1) of the *Safety Codes Act*;

AND WHEREAS the Safety Codes Council, by Order dated December 13, 1995, designated the City of Grande Prairie as an accredited municipality in the building and plumbing disciplines;

AND WHEREAS the Safety Codes Council, by Order dated June 16, 1997, designated the City of Grande Prairie as an accredited municipality in the gas and electrical disciplines; and,

AND WHEREAS if a local authority is so accredited, it is authorized pursuant to Section 66 of the *Safety Codes Act* to make bylaws respecting fees for anything issued or any material or service provided pursuant to the *Act*, and respecting the carrying out of its powers and duties as an accredited municipality including:

- (a) Providing for the issuance of permits;
- (b) Prescribing the fee, in accordance with [Bylaw C-1395, Schedule "A"](#) to be charged for the issuance of permits;

(Bylaw C-1328A - July 1, 2019)

- (c) Providing for the form and content of permits for the use, occupancy, relocation, construction, demolition, installation, alteration, repair, removal or change of occupancy of a building, electrical, plumbing and gas equipment and systems; and,
- (d) Prohibiting the commencement by any person of the use, occupancy, relocation, construction, demolition, installation, alteration, repair, removal or change of occupancy of a building, electrical, plumbing and gas equipment and systems, unless that person is authorized by a permit to do so.

NOW THEREFORE, THE COUNCIL OF THE CITY OF GRANDE PRAIRIE, IN THE PROVINCE OF ALBERTA, ENACTS AS FOLLOWS:

1. **TITLE**

This Bylaw shall be known as the “Building Bylaw.”

2. **DEFINITIONS**

In this Bylaw:

- 2.1. “**ACT**” means the *Safety Codes Act*, as amended from time to time and Regulations made under the *Safety Codes Act* as amended from time to time.
- 2.2. “**ADDITION**” means a series of planned changes and updates made to increase an existing building or structure.
- 2.3. “**ALTERATION**” means a series of planned changes and updates made to an existing building or system where the size of the existing building or system is unchanged.
- 2.4. “**APPLICANT**” means the owner of a building or property or representative/agent authorized in writing by the owner who applies for a permit.
- 2.5. “**AUTHORITY HAVING JURISDICTION**” (AHJ) means an Officer in the building discipline exercising authority pursuant to designation of powers and terms of employment as defined in the *Act*.
- 2.6. “**BASEMENT**” means any storey or stories of a building located below the first storey.
- 2.7. “**BARRIER-FREE DESIGN**” means the absence of obstacles in an environment, therefore allowing persons with physical mental or sensory disabilities safer and easier access into buildings and then use of those buildings and related facilities and services.
- 2.8. “**BUILDING**” means any structure used or intended for supporting or sheltering any use or occupancy.
- 2.9. “**CHANGE OF USE**” means when one tenancy in a commercial unit ends and a new tenancy begins.
- 2.10. “**CITY**” means the municipal corporation of the City of Grande Prairie, or the area contained within the boundary thereof, according to the context in which the word is used.
- 2.11. “**CODES**” means collectively to those codes declared in force by the regulations passed pursuant to the *Act* in respect of buildings, electrical systems, plumbing systems and gas systems.

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- 2.12. **“COMMERCIAL”** means a building or structure used for or intended to be used for, in whole or in part, commercial, industrial or institutional purpose, or a multi-family residential building containing five (5) or more dwelling units.
- 2.13. **“COMPLIANCE ASSESSMENT”** means an onsite assessment for life safety requirements on existing construction, completed without previously successfully following the permit process as required by the Authority having Jurisdiction.
- 2.14. **“COST OF CONSTRUCTION” (C.C.)** means expense incurred by a contractor for labour, material, equipment, services, utilities, etc.
- 2.15. **“CONSTRUCTION WAIVER”** means a document produced by the City and signed by the Building Contractor to accept all liability in the event of a fire in a subdivision where there hasn't been a successful hydrant flow test.
- 2.16. **“DECK”** means a structure, which is constructed with a floor on posts and beams above grade.
- 2.17. **“DEMOLITION”** means a permit authorizing the demolition, or partial demolition, of a building structure.
- 2.18. **“DO NOT OCCUPY NOTICE”** means a directive by an Officer to the Owner to prohibit the occupancy of a building. Notice can only be removed by the AHJ.
- 2.19. **“DUPLEX”** means a building that is divided horizontally into two (2) separate dwelling units.
- 2.20. **“DWELLING UNIT”** and **“DWELLING”** means a suite operated as a housekeeping unit, used or intended to be used by one or more persons and usually containing cooking, eating, living, sleeping and sanitary facilities.
- 2.21. **“FLOOR AREA”** means the area (interior wall to interior wall) of the upper most storey having its floor level at or above grade and any storey above.
- 2.22. **“GARAGE”** means a building which is designed or used for the sheltering of motor vehicles and the storage of household goods incidental to the residential use of the dwelling.
- 2.23. **“GARAGE SUITE”** means a dwelling unit contained within a detached garage.
- 2.24. **“GENERAL CONTRACTOR”** means a person who contracts with an owner to undertake a project.
- 2.25. **“GREEN BUILT INCENTIVES”** means an incentive program set up to waive permit fees, in accordance with [Bylaw C-1395, Schedule “A”](#) for the installation of one (1) of the methods outlined.
- 2.26. **“HYDRONIC SYSTEM”** means a heating or cooling system that transfers heat by circulating a fluid (usually water or glycol mix) through a closed system of pipes.

- 2.27. **“MANUFACTURED/MODULAR HOME”** means a factory-constructed, detached dwelling unit readily relocatable as a single unit or in modules.
- 2.28. **“MASTER ELECTRICIAN”** means a person who is the holder of a Master Electrician Certificate issued by the Board of Certification.
- 2.29. **“MULTI-FAMILY”** means a building which contains five (5) or more units intended for residential occupancy.
- 2.30. **“NEW HOME WARRANTY”** means the *New Home Buyer Protection Act*, requiring builders to provide home warranty coverage for all new homes built in the province.
- 2.31. **“OCCUPANCY”** means the use or intended use of a building or part thereof for the shelter or support of persons, animals or property.
- 2.32. **“OCCUPANCY CERTIFICATE”** means a certificate authorizing the occupancy of a building. Certificate issued after a successful final inspection has been achieved on the Building, Electrical, Plumbing and Gas Permits.
- 2.33. **“ORDER”** means a directive by an Officer to the interested party/parties to do or stop doing in respect of the thing, process or activity in contravention of the *Act* with a reasonable time within which it must be done or stopped.
- 2.34. **“OFFICER”** means a person appointed as a Safety Codes Officer who holds an appropriate certification of competency and meets the requirements of the regulations with respect to all or part of the *Act*.
- 2.35. **“OWNER”** means any person in charge, or who has care and control, or holds ~~themselves~~ ~~himself~~ out as having the powers and authority of ownership, or who for the time being exercises the powers and authority of ownership.
- 2.36. **“PEACE OFFICER”** ~~means a member of a Royal Canadian Mounted Police, a Bylaw Enforcement Officer or Community Peace Officer of the City.~~ means a sworn member of the Grande Prairie Police Service, a sworn member of the Royal Canadian Mounted Police, a bylaw enforcement officer of the City, or a community peace officer of the City.
- 2.37. **“PERMIT”** means permission or authorization in writing to commence the use, occupancy, relocation, construction or demolition of any building.
- 2.38. **“PERMIT FEE”** means a fee, in accordance with [Bylaw C-1395, Schedule “A”](#) payable for a permit.
- 2.39. **“PERMIT ISSUER”** means a person designated under the *Act* to issue permits.
- 2.40. **“PERMIT SERVICE REPORT”** means a report which remains on file as a record of compliance or noncompliance with the provisions of the *Act*, Regulations Code and Standards.

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- 2.41. **“PREVAILING MARKET VALUE”** means the prevailing price at which something can be constructed on a given market. Prevailing Market Value will be set at \$180.00/square foot for the purpose of this Bylaw.
- 2.42. **“REGISTERED PROFESSIONAL”** means:
- (a) a person who is registered or licensed to practice as an architect under the *Architects Act*; or
 - (b) a person who is registered or licensed to practice as a professional engineer under the *Engineering and Geoscience Professions Act*.
- 2.43. **“RETAINING WALL”** means a wall supporting and confining a mass of earth.
- 2.44. **“RESIDENTIAL”** means a building not more than three (3) storeys in height, not more than 600m² in area.
- 2.45. **“SECONDARY SUITE”** means a self-contained, accessory dwelling unit located within a principal single-detached dwelling or in an accessory building on the same parcel as a single-detached dwelling.
- 2.46. **“SEMI-DETACHED”** means a building that is divided vertically into two (2) separate dwelling units.
- 2.47. **“SINGLE FAMILY DWELLING”** means a house used or intended to be used by one (1) or more persons and contains cooking, eating, living, sleeping and sanitary facilities. Also referred to as single detached dwelling.
- 2.48. **“SITE”** means the physical location of the work that is the subject of a permit.
- 2.49. **“SOLAR PANEL”** means a panel designed to absorb the sun's rays as a source of energy for generating electricity or heating.
- 2.50. **“SOLID FUEL BURNING APPLIANCE”** means all solid fuel (wood, coal, etc.) burning appliances including stoves, factory made fireplaces (natural gas not included).
- 2.51. **“SUB CONTRACTOR”** is an individual or business that signs a contract to perform part or all of the obligations of another's contract.
- 2.52. **“TEMPORARY HEAT PERMIT”** means a gas permit required to supply temporary heat during construction.
- 2.53. **“TEMPORARY PLUMBING PERMIT”** means a plumbing permit required to supply temporary plumbing during construction.
- 2.54. **“TEMPORARY POWER PERMIT”** means an electrical permit required to supply temporary power during construction.
- 2.55. **“TEMPORARY STAGE”** means a temporary platform constructed to support loads.

- 2.56. “**TEMPORARY TENT**” means a temporary structure composed of a covering made of a pliable membrane or fabric, supported by such mechanical means as poles, metal frames, ropes or cables and anchored in such a manner to reduce uplift.
- 2.57. “**VERIFICATION OF COMPLIANCE**” (V.O.C) means a document providing reasonable assurance provided by a guarantor, that the work in question complies with the applicable code.

All definitions contained in the *Safety Codes Act* shall apply to this Bylaw except to the extent that they are inconsistent with the definitions of words and expressions as set out in this Bylaw, and in the case of such inconsistency, the definitions set out in this Bylaw shall apply.

(Bylaw C-1328B - June 15, 2020)

3. **SCOPE**

- 3.1. The provisions of this Bylaw shall apply to the issuance of Permits respecting the construction, alteration, addition, occupancy, change in occupancy, installation, repair or demolition of buildings, electrical, plumbing, gas equipment and systems regulated by the Act within the City.

(Bylaw C-1328B - June 15, 2020)

4. **SAFETY CODES OFFICER’S POWERS AND DUTIES**

- 4.1. An Officer may exercise the powers and duties only in accordance with the designation as defined in Section 32 of the *Act* and the City’s Quality Management Plan.
- 4.2. An Officer is hereby authorized to enforce the provisions of this Bylaw, the *Act* and the Regulations.
- 4.3. An Officer shall keep an accurate account of all Permits issued and all fees, in accordance with [Bylaw C-1395, Schedule “A”](#) and other monies collected and received under this Bylaw.

(Bylaw C-1328A - July 1, 2019)

5. **PROHIBITION**

- 5.1. **Permit(s) Required:** No person shall use, occupy, relocate, construct, demolish, install, alter, or repair any building, electrical, gas or plumbing equipment or system located in a building or on any premises, unless there is a valid or temporary permit.
- 5.2. **No False Information:** A person who knowingly makes a false or misleading statement as defined in Section 67(2) of the *Act*, either orally or in writing is guilty of an offence.
- 5.3. **Deviation:** No person shall deviate or authorize a deviation from a permit or conditions of a permit without first obtaining the written permission of the permit issuer as defined in Section 27 of the Permit Regulations.

- 5.4. **No Obstruction of an Officer:** No person shall obstruct the entry of an Officer as defined in Section 34 of the *Act*.
- 5.5. **Do Not Occupy:** No person shall occupy a building without receiving an Occupancy Certificate.
- 5.6. **Construction Waiver:** No person shall start construction in a subdivision that has not received a successful hydrant flow test, unless a Construction Waiver has been signed.

6. **PERMIT HOLDER REGULATION**

6.1. **Building Discipline Permit Holder:**

- (a) A permit issuer may issue a permit in the building discipline to the following:
- (i) a person having the appropriate certification to carry out the undertaking as required by the *Apprenticeship and Industry Training Act*;
 - (ii) an owner who resides or intends to reside in a single family dwelling for the installation of building systems in the dwelling; or
 - (iii) an owner's agent.

6.2. **Gas Discipline Permit Holder:**

- (a) A permit issuer may issue a permit in the gas discipline to the following:
- (i) a gasfitter;
 - (ii) an owner who resides or intends to reside in a single family dwelling if the gas system serves the dwelling; or
 - (iii) an owner of a farm building if the gas system serves the farm building.
- (b) Without limiting the generality as defined in Section 44(2) of the *Act*, for the purpose of achieving the level of safety intended by the *Act* and the regulations, a permit issuer may limit the type and scope of the undertaking for which a permit is issued as stated above.

6.3. **Plumbing Permit Holder:**

- (a) A permit issuer may issue a permit in the plumbing discipline to the following:
- (i) a plumber;
 - (ii) an owner who resides or intends to reside in a single family dwelling if the plumbing system serves the dwelling; or
 - (iii) an owner of a farm building if the plumbing system serves the farm building.

6.4. **Electrical Permit Holder:**

- (a) A permit issuer may issue a permit in the electrical discipline to the following:
- (i) a master electrician for any electrical system within the scope of the master electrician's certification;

- (ii) an owner who resides or intends to reside in a single family dwelling where the electrical system serves that dwelling; or
 - (iii) an owner of a farm building served by a single phase electrical system.
- (b) Without limiting the generality as defined in Section 44(2) of the *Act*, for the purpose of achieving the level of safety intended by the *Act* and the regulations, a permit issuer may limit the type and scope of the undertaking for which a permit is issued as stated above.

6.5. **Private Sewage Treatment System Permit Holder:**

- (a) a Permit issuer may issue a Permit in the private sewage discipline to the following:
- (i) a private sewage installer for any private sewage system;
 - (ii) a restricted private sewage installer for the installation of holding tank;
 - (iii) an owner who resides or intends to reside in a single family residential dwelling for any private sewage system if the private sewage system serves the dwelling; and
 - (iv) an owner of a farm building for any private sewage system if the private sewage disposal system serves the farm building.
- (b) without limiting the generality as defined in Section 44(2) of the *Act*, for the purpose of achieving the level of safety intended by the *Act* and the regulations, a Permit issuer may limit the type and scope of the undertaking for which a permit is issued as stated above.

(Bylaw C-1328B - June 15, 2020)

7. **BUILDING PERMIT PRELIMINARIES**

- 7.1. **Development Permit:** Despite any other provision of this Bylaw a development permit must be issued, prior to Building Permit issuance, where such permit is required by the current Land Use Bylaw.
- 7.2. **Business License:** Despite any other provision of this Bylaw, General and Sub Contractors shall have an issued, valid business license to operate in the City prior to submitting for a Building or Subtrade Permit.

(Bylaw C-1328B - June 15, 2020)

- 7.3. **Lot Grading Plan:** When required, a Lot Grading Plan must be approved prior to Building Permit issuance.
- 7.4. **New Home Warranty:** When required, New Home Warranty, or proof of exemption thereof, must be approved prior to Building Permit issuance.
- 7.5. **Builder License:** When required, a General Contractor License or Developer Licence is required prior to having a Building Permit issued.

(Bylaw C-1328B - June 15, 2020)

8. PERMIT APPLICATIONS

8.1. To obtain a Permit, an Applicant shall file a complete application on the form prescribed by the City.

(Bylaw C-1328B - June 15, 2020)

9. PLANS AND SPECIFICATIONS

Commercial

9.1. One (1) set of building plans and specifications shall be submitted for a building permit. Each set shall:

- (a) be drawn in permanent ink (hard copy or digital file);
- (b) be drawn to a legible scale;
- (c) indicate the proposed occupancy use of all parts of the building; and
- (d) as required, show calculations of unprotected openings shown as a percentage of exposed building face.

9.2. One (1) site plan shall be submitted for a building permit. Each plan shall specify:

- (a) actual dimensions of the lot;
- (b) the building footprint;
- (c) dimensions to front, rear and side yard property lines;
- (d) dimensions of any projections outside of the building footprint (ex: eaves and cantilever); and
- (e) barrier Free Design requirements. On extensive building alterations, Barrier Free Design requirements shall be determined by the Authority Having Jurisdiction.

9.3. Pending complexity and scope of work, professional involvement may be required as per AHJ.

9.4. Each application shall have a:

- (a) completed Permit application form; and
- (b) completed Permit application check sheet.

(Bylaw C-1328B - June 15, 2020)

Residential

9.5. One (1) set of building plans and specifications shall be submitted for a building permit. Each set shall:

- (a) be drawn in permanent ink (hard copy or digital file);
- (b) be drawn to a legible scale;
- (c) indicate the proposed occupancy use of all parts of the building; and
- (d) as required (ex: single family dwelling, semi-detached, etc.), show calculations of unprotected openings as a percentage of exposed building face.

- 9.6. One (1) site plan shall be submitted for a building permit. Each plan shall specify:
- (a) actual dimensions of the lot;
 - (b) the building footprint;
 - (c) dimensions to front, rear and side yard property lines; and
 - (d) dimensions of any projections outside of the building footprint (ex: eaves and cantilever).
- 9.7. Each application shall have a:
- (a) completed Permit application form; and
 - (b) completed Permit application check sheet.

(Bylaw C-1328B - June 15, 2020)

10. **ISSUANCE OF PERMITS**

- 10.1. If an Officer is satisfied that the work described in an application for a Permit is in accordance with the provisions as defined in the *Act*, the applicable Regulations and Codes, the provisions of this Bylaw and the fees, in accordance with [Bylaw C-1395, Schedule "A"](#) have been paid, a Permit shall be issued to the applicant, with or without conditions.

(Bylaw C-1328A - July 1, 2019)

11. **INSPECTIONS**

- 11.1. During construction, until all Final Inspections are complete, permit placard must be posted on site, and visible from the street.
- 11.2. At the time of inspection the following Building Permit documents shall be onsite:
- (a) plans stamped "EXAMINED";
 - (b) engineer floor joist layout;
 - (c) engineer roof truss layout; and
 - (d) permit conditions.

(Bylaw C-1328B - June 15, 2020)

- 11.3. All work related to an inspection booked, must be complete and ready for date of inspection.
- 11.4. Adequate site access required to complete inspections. Sites must be clean, safe, and complete with secured ladders or stairs.
- 11.5. Receiving an inspection with failure to meet any of the above requirements, will result in a "FAILED", "NOT READY", or "NO ENTRY" inspection, subject to the Fines as defined in Schedule "C".

(Bylaw C-1328A - July 1, 2019)

- 11.6. Failure to receive a required inspection resulting in the issuance of a V.O.C may result in a fine as defined in Schedule "C".

(Bylaw C-1328B - June 15, 2020)

12. NON-ISSUANCE, EXPIRATION & EXTENSION OF PERMITS

Unless otherwise specified in this Bylaw:

- 12.1. Permit application submitted for approval, for which no Permit is issued and on which no action is taken by the Applicant for ninety (90) days may be cancelled.
- 12.2. Every Permit issued by an Officer may expire:
 - (a) if the work authorized by the Permit has not commenced within ninety (90) days from the date of permit issuance;
 - (b) if the work authorized by the Permit is suspended or abandoned, or deemed to be abandoned by the Officer for a period of one hundred and twenty (120) days at any time after the work has commenced; or
(Bylaw C-1328B - June 15, 2020)
 - (c) after one (1) year of permit issuance.
- 12.3. An Officer may grant an extension to a Permit before the Permit has expired. A request for an extension shall be made by way of written request from the Applicant. The permit extension will be based on the information provided to the Officer and the length of extension will be determined by the Officer.
(Bylaw C-1328B - June 15, 2020)

13. CANCELLATION, & SUSPENSION OF PERMITS

Unless otherwise specified in this Bylaw:

- 13.1. A Permit (prior to receiving inspections) or application may be cancelled upon written request to an Officer from the owner or ~~his~~[their](#) authorized agent. Refunds are in accordance with [Bylaw C-1395, Schedule "A"](#).
(Bylaw C-1328B - June 15, 2020)
- 13.2. An Officer may by notice in writing, suspend or cancel a Permit, if in the opinion of the Officer:
 - (a) there has been a contravention of any condition of the Permit;
 - (b) the Permit was issued in error; or
 - (c) the Permit was issued on the basis of incorrect information supplied to the City.
- 13.3. Any fees, in accordance with [Bylaw C-1395, Schedule "A"](#) collected for a Permit, which has been cancelled by an Officer or allowed to expire as defined in Section 12.2 of this Bylaw, shall not be refunded.
(Bylaw C-1328A - July 1, 2019)

14. FEES

- 14.1. The fees, in accordance with [Bylaw C-1395, Schedule "A"](#) for each Permit shall be submitted at the time of application.
(Bylaw C-1328A - July 1, 2019)

14.2. If a Building Permit expires in accordance with Section 12.2 of this Bylaw, the Applicant may apply for a new Permit at fifty (50%) percent of the fee in accordance with [Bylaw C-1395, Schedule "A"](#), with no changes to the original Permit submittal.

(Bylaw C-1328B - June 15, 2020)

14.3. Upon receipt of a new application and the written request from an Owner a building Permit may be transferred. The fee to transfer a Permit is, in accordance with [Bylaw C-1395, Schedule "A"](#).

(Bylaw C-1328B - June 15, 2020)

14.4. If any unauthorized work, including excavation, has been started before the issuance of a Permit, the Permit fine shall be as defined in Schedule "C".

(Bylaw C-1328B - June 15, 2020)

15. **OFFENCE**

15.1. Any person who contravenes any provisions of this Bylaw is guilty of an offence and:

(a) liable upon prosecution of a fine of not less than Two Hundred Fifty Dollars (\$250.00) and not more than Ten Thousand Dollars (\$10,000.00), issued by a Peace Officer; or

(Bylaw C-1328B - June 15, 2020)

(b) may be issued an Order by an Officer, to remedy the contravention.

15.2 At the request of the AHJ, as a result of outstanding fees (fees in the arrears after 90 days), Business License may be suspended by a Peace Officer.

16. **GENERAL**

16.1. An Applicant for a Permit is responsible for, and is not excused from, ascertaining and complying with the requirements of any Federal, Provincial or other Municipal legislation and the Codes referenced in this Bylaw.

17. Bylaw C-1039 and all amendments are hereby repealed.

18. This Bylaw shall take effect on the date it is passed.

READ a first time this 8 day of August , 2016.

READ a second time this 8 day of August , 2016.

READ a third time and finally passed this 8 day of August , 2016.

"B. Given" (signed)
Mayor

"T. Williams" (signed)
Acting Corporate Services Director

BYLAW C-1328

SCHEDULE "A"

**Deleted by
(Bylaw C-1328A - July 1, 2019)**

DRAFT

BYLAW C-1328

SCHEDULE "B"

**Deleted by
(Bylaw C-1328A - July 1, 2019)**

DRAFT

BYLAW C-1328

SCHEDULE "C" - VIOLATION FINES

(Bylaw C-1328B - June 15, 2020)

Offence Fines

- 1) Commencement of work without a valid permit
(per contractor)
 - 1st Violation Fine **Double original permit fee**
 - 2nd Violation Fine (within 365 days of the 1st offence) **Triple original permit fee**
 - 3rd Violation (within 365 days of the 1st offence) **Fine to be set as defined in Section 15.1 of this Bylaw**

- 2) Occupying a Building:
 - a) Without passing final inspections **\$500.00 / discipline**
 - b) While a "Do Not Occupy Notice" is posted onsite
 - 1st Violation Fine **\$1,000.00**
 - 2nd Violation Fine **\$1,500.00**
 - 3rd Violation Fine **\$2,000.00**

- 3) Do Not Cover Notice:
 - Proceeding with work while a 'Do Not Cover' notice is posted **All covered portions shall be uncovered at Owners expense.**

- 4) Re-inspection:
(as defined in Section 11.5 of this Bylaw)
 - 1st Violation Fine **\$100.00 + SCL**
 - 2nd Violation Fine **\$200.00 + SCL**
 - 3rd Violation Fine **\$300.00 + SCL**

- 5) V.O.C.
(as defined in Section 11.6 of this Bylaw)
 - 1st Violation Fine **\$100.00**
 - 2nd Violation Fine **\$200.00**
 - 3rd Violation Fine **\$300.00**

- 6) General Offence
 - All offences, not already specified on this Schedule **Fine to be set as defined in Section 15.1 of this Bylaw**

BYLAW C-1328

SCHEDULE "D"

**Deleted by
(Bylaw C-1328A - July 1, 2019)**

DRAFT

CITY OF GRANDE PRAIRIE

OFFICE CONSOLIDATION

BYLAW C-1365

A Bylaw regulating and providing for the terms, conditions, rates and charges for the supply and use of the Water, Wastewater and Solid Waste Utility Services

provided by Aquatera Utilities Inc. in the City of Grande Prairie

(As Amended by Bylaws C-1365A, C-1365B, C-1365C, C-1365D and C-1365E)

PART I - ENACTMENT

WHEREAS, pursuant to Section 7, *Municipal Government Act*, RSA 2000, Chapter M-26, the City of Grande Prairie may pass bylaws respecting public utilities; and

- A. Has the authority to provide public utilities for public consumption, benefit, convenience or use;
- B. Has contracted with Aquatera Utilities Inc., for the provision of Water, Wastewater and Solid Waste Utility Services in the City;
- C. Desires to set the terms and conditions, and rates and charges under which Water, Wastewater, and Solid Waste Utility Services shall be provided by Aquatera Utilities Inc.;
- D. May pass bylaws for municipal purposes respecting the enforcement of bylaws made under this or any other enactment, including the creation of offences; and
- E. May pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property, and respecting services provided by or on behalf of the municipality.

(Bylaw C-1365C – 2022)

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

1. This Bylaw shall be called "The City - Aquatera Utility Bylaw".

PART II - INTERPRETATION

2. In this Bylaw, including its Schedules, unless the context specifically indicates otherwise:

(Bylaw C-1365E – 2025)

- 2.1 **"APPLICATION"** means the application made by a Person for a Utility Service in the manner prescribed by Aquatera.
- 2.2 **"AQUATERA"** means Aquatera Utilities Inc.
- 2.3 **"AQUATERA MANAGER"** means the Chief Executive Officer (CEO) of Aquatera from time to time, or the person designated to act on ~~his~~their behalf.
- 2.4 **"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.

(Bylaw C-1365E – 2025)

- 2.5 **"BYLAW"** means this City of Grande Prairie Bylaw C-1365 and its Schedules.
- 2.6 **"CHARGE"** means an amount assessed by Aquatera to a Consumer.
- 2.7 **"CITY"** means the municipal corporation of the City of Grande Prairie, or the area contained within the boundaries thereof, as the context requires.
- 2.8 **"CITY MANAGER"** means the Chief Administrative officer for the City within the meaning of the *Municipal Government Act* (Alberta).
- 2.9 **"CONSTRUCTION MANUAL"** means the Standard Specifications for Construction of Municipal Improvements as revised from time to time and adopted by Aquatera.
- 2.10 **"CONSUMER"** means any Person who receives a Utility Service from Aquatera, and where the context requires, includes a Person who applies for a Utility Service.
- 2.11 **"COUNCIL"** means the duly elected Council of the City of Grande Prairie.
- 2.12 **"DESIGN MANUAL"** means the Standard Guidelines for Design and Development of Municipal Improvements as revised from time to time and adopted by Aquatera.
- 2.13 **"DISPOSE"** means the act of discarding, abandoning, disposal, doing away with, dropping, or throwing out.
- 2.14 **"DISPOSAL SITE"** means the Aquatera landfill site and any other lands used by Aquatera from time to time to Dispose of Acceptable Solid Waste and Acceptable Recyclables.
- 2.15 **"DWELLING UNIT"** means any building occupied or used as living quarters by not more than three (3) families, and does not include a Manufactured Home Community, Institutional Premises, Lodges, or Mixed Use Development.
- 2.16 **"ECO CENTRE"** means the depot for Acceptable Recyclables in the City.
- 2.17 **"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.

(Bylaw C-1365E – 2025)

- 2.18 **"INDUSTRIAL, COMMERCIAL, AND INSTITUTIONAL CONSUMER"** means any Consumer who is not a Residential Consumer.

- 2.19 **"INSTITUTIONAL PREMISES"** means hospitals, schools, care centres, correctional centres and similar institutions.
- 2.20 **"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.
- 2.21 **"IRRIGATION CONSUMER"** means any Consumer with a separate Meter used only for Irrigation.
- 2.22 **"LODGE"** means a Lodge accommodation as defined in the *Alberta Housing Act* (Alberta).
- 2.23 **"LOT"** means a lot as defined in the *Municipal Government Act* (Alberta).
- 2.24 **"MANUFACTURED HOME COMMUNITY"** means a development on a site under single ownership designed to accommodate numerous manufactured homes on leased units in a community setting.
- 2.25 **"METER"** means any device supplied, used and owned by Aquatera for the purpose of measuring the volume of Water consumed on a Property.
- 2.26 **"MIXED USE DEVELOPMENT"** means a development that is designed to accommodate more than one (1) type of use on a single site, which includes Residential Premises.
- 2.27 **"MUNICIPAL TAG"** means a tag or ticket where a Person alleged to have committed a breach of a provision of this Bylaw is given an opportunity to pay a Voluntary Penalty to the City in lieu of prosecution for the alleged breach.
(Bylaw C-1365C – 2022)
- 2.28 **"OCCUPANT"** means a Person that leases or occupies a Property to which Aquatera Utility Services are provided.
- 2.29 **"OWNER"** means the Person registered as the owner of a Property pursuant to the provisions of the *Land Titles Act* (Alberta).
- 2.30 **"PEACE OFFICER"** ~~means a member of the Royal Canadian Mounted Police, a Peace Officer appointed pursuant to the *Peace Officer Act* (Alberta), or a Bylaw Enforcement Officer.~~ means a sworn member of the Grande Prairie Police Service, a sworn member of the Royal Canadian Mounted Police, a bylaw enforcement officer of the City, or a community peace officer of the City.
- 2.31 **"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.
- 2.32 **"PRIVATE SERVICE"** means that portion of 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.

(Bylaw C-1365E – 2025)

- 2.33 **"PROPERTY"** means a Lot or combination of contiguous Lots and includes any development located on the land as the context requires.
- 2.34 **"RATE"** means any rate assessed by Aquatera to a Consumer as provided in Schedules "E", "F", and "G".
- 2.35 **"REGULATIONS"** means regulations made pursuant to the Canadian Plumbing Code and other applicable regulations made under Alberta legislation.
- 2.36 **"RESIDENTIAL CONSUMER"** means a Consumer of a Utility Service for Residential Premises.
- 2.37 **"RESIDENTIAL PREMISES"** means all buildings designed, constructed, and used as living accommodations including Dwelling Units, Manufactured Home Communities, Lodges, and Mixed Use Development.
- 2.38 **"SANITARY SEWER MAIN"** means a pipe owned by Aquatera and used or intended to be used for carrying Wastewater and to which storm water, surface water and groundwater are not intentionally admitted.
- 2.39 **"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.
- 2.40 **"SERVICE VALVE"** means the valve on an Aquatera Service that is located so that the Water supply from Aquatera to a Property can be turned on or off.
- 2.41 **"SOLID WASTE"** means any waste as set out in the *Environmental Protection and Enhancement Act* (Alberta) and regulations, with the exception that it shall not include liquid materials which are prohibited waste for the Disposal Site.
- 2.42 **"SOLID WASTE REDUCTION SERVICE"** means services designed to reduce the amount of materials entering the Solid Waste disposal stream, and to reduce the volume and weight of disposal of materials at a Disposal Site.
- 2.43 **"SPECIFIED PENALTY"** means a specified penalty as defined in the *Provincial Offences Procedures Act* (Alberta).
- 2.44 **"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.

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- 2.45 **"STORM SEWER"** means a pipe for the collection of storm water, uncontaminated water, drainage from land or a Water Body, and which excludes the collection of any Wastewater.
- 2.46 **"STREET"** means all those lands situated within a road plan registered pursuant to the *Land Titles Act* (Alberta).
- 2.47 **"UTILITY INVOICE"** means an invoice prepared for a Consumer that provides a statement of Rates and Charges payable by that Consumer pursuant to this Bylaw.
- 2.48 **"UTILITY SERVICE"** means:
- a) the supply of Water;
 - b) the provision of Wastewater collection, treatment, and disposal;
 - c) the provision of Solid Waste services including collection and disposal of Solid Waste from Dwelling Units;
 - d) the provision of Solid Waste Reduction Services; and
 - e) the provision of other Utility Services as Council may determine.
- 2.48.1 **"VEHICLE"** means:
- a) a car, truck, motor home, boat, all-terrain vehicle, motorcycle, snowmobile or other device which is or may be propelled by a motor; and
 - b) a holiday trailer, trailer, camper, non-power boat or other device which may be towed behind another Vehicle; but
 - c) does not include a bicycle or drone.
- (Bylaw C-1365C – 2022)
- 2.49 **"VIOLATION TICKET"** means a violation ticket as defined in the *Provincial Offences Procedures Act* (Alberta).
- 2.50 Deleted by Bylaw C-1365E – 2025
- 2.50.1 **"VOLUNTARY PENALTY"** means a penalty specified in Schedule "J" of this Bylaw for a contravention of a provision of this Bylaw which amount may be paid by the Person to whom a Municipal Tag is issued, in lieu of prosecution.
- (Bylaw C-1365C – 2022)
- 2.51 **"WASTE MANAGEMENT FACILITY"** means a Waste Management Facility as defined in the *Environmental Protection and Enhancement Act* (Alberta) and regulations.
- 2.52 **"WASTEWATER"** means a combination of Water-carried wastes from any building, together with storm water, surface water and groundwater as may be present.
- (Bylaw C-1365C – 2022)
- 2.53 **"WASTEWATER SYSTEM"** means a Wastewater System as defined in the *Environmental Protection and Enhancement Act* (Alberta) and regulations.

- 2.54 **"WATER"** means potable Water as defined in the *Environmental Protection and Enhancement Act* (Alberta).
(Bylaw C-1365C – 2022)
- 2.55 **"WATER BODY"** means a permanent and naturally occurring body of water, or a naturally occurring river, stream, watercourse, or lake.
- 2.56 **"WATER MAIN"** means those pipes installed or owned by Aquatera for the conveyance of Water to which Service Pipes may be connected.
- 2.57 **"WATERWORKS SYSTEM"** means a Waterworks System as defined in the *Environmental Protection and Enhancement Act* (Alberta) and regulations.

PART III - TERMS AND CONDITIONS - GENERAL

Management

- 3.1 The City and Aquatera have entered into an agreement for Aquatera to be the sole provider of certain public utilities, more specifically Water supply, Wastewater disposal and Solid Waste utility services, for public consumption, benefit, convenience, or use within the City boundaries.
- 3.2 Aquatera shall, in accordance with the terms and conditions in this Bylaw, be responsible for the operation and management of the Waterworks System, the Wastewater System, the Waste Management Facility, and equipment transferred to or owned by Aquatera for the:
- a) treatment, supply, and distribution of Water;
 - b) Wastewater collection, treatment, and disposal;
 - c) Solid Waste collection and disposal from Dwelling Units within areas of the City in which collection services are available and provided by Aquatera;
 - d) provision of Solid Waste Reduction Services; and
 - e) operation and management of Disposal Sites and Eco Centres.
- 3.3 The Aquatera Manager may establish standards, guidelines and specifications for the design, construction and maintenance of all Wastewater Systems, Waterworks Systems, and Waste Management Facilities required for the operation of Aquatera.
- 3.4 The Aquatera Manager shall exercise the powers and perform the duties with respect to Aquatera given or assigned to them by this Bylaw and by any other Bylaw of the City, as well as by any order from the City, any direction of the City or any agreement made with the City.

(Bylaw C-1365E – 2025)

General

- 3.5 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 of this Bylaw shall be brought in the courts of the Province of Alberta.
- 3.6 Nothing in this Bylaw relieves Aquatera, the Consumer, or any other Person from compliance with any Federal or Provincial legislation or with any other bylaw of the City.
- 3.7 Aquatera shall provide for construction, testing, connection, and disconnection of all Utility Services in accordance with the terms and conditions of this Bylaw and at Rates and Charges set out in this Bylaw.
- 3.8 Aquatera may without limitation, act in response to government or civil authority directives, which may affect a Utility Service. The Consumer agrees to cooperate with Aquatera in order to comply with such directives.
- 3.9 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 businesses as a result of such measures.
- 3.10 All costs of work done pursuant to this Bylaw may include any direct and indirect engineering costs that may be incurred by Aquatera.
- 3.11 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.
- 3.12 Aquatera shall remain the Owner of all Aquatera Services unless Aquatera and the Consumer have expressly agreed in writing otherwise.
- 3.13 Subject to Section 3.6, 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 a Utility Service.
- 3.14 No Person shall:
- a) remove, operate, or alter any portion of any Aquatera Services, except when authorized by the Aquatera Manager and the City as may be required;
 - b) use any Aquatera Service in a manner that causes any interference or disturbance to any Consumer's use of the Utility Services;
 - c) obstruct or impede free and direct access to the Utility Services or to any Aquatera Service;
 - d) 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;

(Bylaw C-1365E – 2025)

- e) maliciously, willfully, or negligently break, damage, destroy, uncover, deface, or tamper with the Aquatera Services; or
- f) trespass on Aquatera Property.

3.14.1 If a Consumer or Owner, or person authorized by a Consumer or Owner, fails to comply with provision 3.14, the Consumer or Owner 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 or Owner, unless caused by circumstances, as determined in Aquatera's sole discretion, to have been beyond the Consumer or Owner's control.

(Bylaw C-1365E – 2025)

Utility Services

- 3.15 Aquatera shall endeavor to provide regular and uninterrupted operations of Utility Services. However, failures, defects, fluctuations, reductions, or interruptions to the Waterworks System, Wastewater System, and the Waste Management Facility are inherent to the normal operation of Utility Services.
- 3.16 Aquatera may disconnect, interrupt or reduce Utility Services at any time, with or without prior notice, subject to Section 3.17:
- a) in the event of any threatened or actual danger to life or Property, or in any other similar circumstance that Aquatera determines, in its sole discretion, acting reasonably, requires such action;
 - b) to make repairs or improvements necessary to facilitate construction, installation, maintenance, repair, replacement, or inspection of any part of the Aquatera Services;
 - c) to maintain the safety and reliability of the Aquatera Services; or
 - d) 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.
- 3.17 Aquatera shall use reasonable efforts to:
- a) provide prior notice of any reduction or interruption of a Utility Service;
 - b) minimize interruption duration and occurrences; or
 - c) schedule planned interruptions as much as possible at times convenient to Consumers.
- 3.18 Should Aquatera be unable, due to any event arising from a Force Majeure, to carry out its obligation, to supply a Utility Service either wholly or in part, Aquatera's obligation to do so shall be suspended.

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

Liability

- 3.20 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 the provision of a Utility Service.

(Bylaw C-1365E – 2025)

- 3.21 Aquatera Parties shall be liable only for direct physical loss, injury, or damage to a Consumer or an Owner, or to the Property of a Consumer or an Owner 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, 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.

(Bylaw C-1365E – 2025)

- 3.22 A Consumer or an 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.

(Bylaw C-1365E – 2025)

- 3.23 All limitations, protections and exclusions of liability contained in any Provincial or Federal legislation shall be applicable to and shall benefit the City 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:

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

(Bylaw C-1365E – 2025)

Repairs

- 3.24 Aquatera shall maintain and repair the Aquatera Service at no Charge to the Consumer or the Owner except where the damage to the Aquatera Service is due to Consumer or Owner negligence or intentional damage.
- 3.25 When Aquatera performs a repair on the Aquatera Service that affects the Property of a Consumer or an Owner, Aquatera shall return the Property to its original or similar condition at Aquatera's cost, unless the damage is due to negligence or intentional damage done by the Consumer or the Owner, in which case the costs shall be borne by the Consumer or the Owner responsible for the negligence or intentional damage.

Maintenance

- 3.26 Aquatera shall install Meters less than 38mm in diameter, and Aquatera shall own and maintain all Meters, except those installed by a Consumer or an Owner for **his** own purposes.
- 3.27 Aquatera shall own and maintain the Aquatera Service at its expense.
- 3.28 The Owner shall own the Private Service and shall be responsible to maintain the Private Service and fixtures at **his** expense, except when any damage is caused by an Aquatera employee, in which case the costs for the repair shall be borne by Aquatera.

Rates

- 3.29 Aquatera may levy and Consumers shall pay for Solid Waste services and Solid Waste Reduction Services at the Rates as provided in Schedule "E".
- 3.30 Aquatera may levy and Consumers shall pay for Wastewater collected by Aquatera at the Rates as provided in Schedule "F".
- 3.31 Aquatera may levy and Consumers shall pay for Water supplied by Aquatera as determined by a Meter reading at the Rates as provided in Schedule "G".

Groundwater Wells

- 3.32 Once a Property is connected to an Aquatera Service, any groundwater wells utilized for potable water situated within the Property must be permanently disconnected so that such wells do not supply water to the Aquatera Service.

(Bylaw C-1365E – 2025)

Solid Waste Disposal at Disposal Site

- 3.33 All Solid Waste shall be removed to and disposed of at the Disposal Site, and no Person shall dispose of Solid Waste collected from any Property in the City except at the Disposal Site.

Inspections

- 3.34 An Aquatera employee may enter a Property to inspect the Private Services and any Meter, which may include observation, Meter maintenance, measurement, sampling, or testing, in accordance with this Bylaw.

(Bylaw C-1365E – 2025)

- 3.35 Should an inspection identify any 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, 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.

- 3.36 Failure or refusal by the Consumer or Owner to allow an Aquatera employee to enter a Property for the purposes of an inspection under Section 3.34, may result in a discontinuance or denial of Utility Services by Aquatera.

(Bylaw C-1365E – 2025)

Service Connections

- 3.37 Each Aquatera Service shall be constructed by Aquatera at the expense of the Owner benefited by the service.

- 3.38 Application for connection of Water or Wastewater service to a Property shall be made in the manner prescribed by Aquatera and shall be accompanied by a site plan.

(Bylaw C-1365E – 2025)

Service Calls

- 3.39 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 to invoice the Consumer for the cost.

- 3.40 When a Consumer requests a service call and Aquatera is unable to enter the Property for any reason, the Consumer shall still be required to pay the applicable service call charge.

Application for Services

- 3.41 A Person requesting Utility Services shall apply to Aquatera for a utility account, in the manner prescribed by Aquatera, by providing information required and paying the Application Charge, and any deposit that may be required, subject to Section 3.49.

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

- 3.43 Aquatera shall set up a utility account in the name of the applicant, provided the applicant is:
- a) the Owner or an agent of the Owner;

- b) the Occupant;
 - c) the general contractor, in the case of a building under construction; or
 - d) in any other instance, as may be approved by the Aquatera Manager.
- 3.44 Notwithstanding Section 3.43, Aquatera at its sole discretion may require a utility account to be in the name of the Owner of the Property.
- 3.45 A Consumer may transfer or assign a utility account only with approval of the Aquatera Manager.
(Bylaw C-1365C - April 18, 2022)
- 3.46 A Consumer shall provide two (2) business days' notice to Aquatera to close a utility account.
- 3.47 A separate utility account shall be set up for each Meter located on a Property.
- 3.48 This Bylaw shall apply to a Person when one (1) or more of the following has occurred:
- a) the Person's Application for the supply of Utility Services has been approved;
 - b) the payment by a Person of a Utility Invoice for Rates or Charges; or
 - c) the Person receives Utility Services from Aquatera.

Account Deposits and Interest

- 3.49 A Consumer shall pay a deposit as follows:
- a) 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;
 - b) Industrial, Commercial, and Institutional 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; or
 - c) 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.
- 3.50 Notwithstanding Section 3.49:
- a) a Person who wants to open a new utility account and who is indebted to Aquatera for Utility Services previously supplied by Aquatera shall not be allowed to make an 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;
 - b) a Consumer opening a new utility account due to a change of residence within the City shall be charged the same deposit subject to Section 3.49 unless the deposit is waived as set out below;
 - c) the Aquatera Manager may waive the deposit for a Residential Consumer who has been established for the prior continuous twelve (12) months and if that Residential Consumer's utility account has been maintained in good standing;
 - d) the Aquatera Manager may waive the deposit for an Industrial, Commercial, and

Institutional Consumer, or an 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; or

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

3.51 Notwithstanding Sections 3.49 and 3.50, if:

- a) payment of a Utility Invoice is in arrears;
- b) a Utility Service to a Property has been shut off for non-payment of a Utility Invoice;
- c) a payment has been dishonoured;
- d) the Consumer is not an Occupant of a Property or the general contractor and the Consumer wishes to set up a utility account for that Property in a name other than that of the Owner of the Property; or
- e) 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 (3) month period and to pay any arrears of a Utility Invoice.

3.52 Notwithstanding Sections 3.49, 3.50, and 3.51, the Aquatera Manager may enter into any payment arrangements with a Consumer.

3.53 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.

3.54 A deposit shall be refunded or applied as a credit to a Utility Invoice, together with the interest as provided in Section 3.53 if the:

- a) Residential Consumer has paid all Utility Invoices rendered on or before the due dates for the previous twelve (12) consecutive months;
- b) Industrial, Commercial, and Institutional Consumer, or the Irrigation Consumer has paid all Utility Invoices rendered on or before the due dates for the previous twenty-four (24) consecutive months; or
- c) utility account is closed, and any outstanding Utility Invoices are deducted from the deposit.

Account Payment and Closure

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

- 3.56 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.
- 3.57 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:
- service charges;
 - deposits;
 - late payment charges;
 - arrears owing for Rates and Charges for all Utility Services; and
 - current Rates and Charges owing for all Utility Services.
- (Bylaw C-1365E – 2025)
- 3.58 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 shall pay for all services supplied up to and including the time of the Meter reading. Aquatera may base the final Charge for Utility Service on an estimated Meter reading which shall be prorated from the time of the actual Meter reading.
- 3.59 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.
- 3.60 If a Consumer is in arrears for payment of any Rates or Charges levied, the Aquatera Manager may enforce payment by all or any of the following:
- shutting off or discontinuing the Utility Service being supplied to the Consumer;
 - commencing an action in any court of competent jurisdiction; and/or
 - any other remedies available at law.
- (Bylaw C-1365E – 2025)
- 3.61 If pursuant to Section 3.60, 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 or attempting to obstruct shut off is an offence.

(Bylaw C-1365C - April 18, 2022)

Extension of Service Area

- 3.62 Subject to the provisions of this Bylaw, Aquatera shall provide Utility Services within the boundaries of the City as follows:
- Aquatera shall provide Utility Services to those areas of the City as may be agreed by the City and Aquatera;
 - When the City authorizes new development or subdivision of Property that requires Utility Services, the City shall require the Owner, as a condition of subdivision or development

approval, to construct at the Owner's expense, Water Mains and Sanitary Sewer Mains as may be required, Service Pipes and related appurtenances. It shall be the Owner's responsibility to ensure that construction of the above complies with the standards established by the City, the Construction Manual and the Design Manual. Upon the Owner obtaining from the City 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;

(Bylaw C-1365E – 2025)

- c) Aquatera may provide Solid Waste collection services and Solid Waste Reduction Services to Residential Premises when occupied, according to the terms and conditions of this Bylaw and upon payment of the applicable Rates and Charges;
- d) 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; and
- e) 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 with applicable Federal, Provincial, or Municipal legislation or regulations.

PART IV - TERMS AND CONDITIONS - SOLID WASTE SERVICES

- 4.1 The terms and conditions for the provision of Solid Waste collection services and Solid Waste Reduction Services as provided in Schedule "A".

PART V - TERMS AND CONDITIONS - WASTEWATER SERVICES

- 5.1 The Terms and Conditions for the provision of Wastewater services as provided in Schedule "B".

PART VI - TERMS AND CONDITIONS - WATER SERVICES

- 6.1 The Terms and Conditions for the provision of Water services as provided in Schedule "C".

PART VII - CHARGES FOR UTILITY SERVICES

- 7.1 Aquatera may impose Charges and Consumers shall pay for services as provided in Schedule "D".

PART VIII - RATE ADJUSTMENTS FOR UTILITY SERVICES

- 8.1 On or before October 31st of the year prior to contemplating Rate adjustments for the provision of Utility Services, Aquatera shall request feedback from the City, via the City Manager, regarding the upcoming business plan and any associated Rate changes.

PART IX - ENFORCEMENT

- 9.1 Any Person who contravenes any provision or requirement of this Bylaw is guilty of an offence and is liable for, and subject to the fines prescribed in Schedule "J".
(Bylaw C-1365C - April 18, 2022)
- 9.2 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, during which the contravention continues, and a Person who is found guilty of an offence is liable to a fine in an amount not less than that established by this Bylaw for each separate offence.
- 9.3 A Person who is guilty of an offence is liable:
- to a fine as prescribed in Schedule "J" of this Bylaw; or
 - on summary conviction, to a fine not exceeding \$10,000.00 or to an order of imprisonment for not more than one (1) year or both.
- (Bylaw C-1365C - April 18, 2022)
- 9.4 A Peace Officer may issue a Municipal Tag, Violation Ticket or summons pursuant to the *Provincial Offences Procedure Act*, to a Person who contravenes a provision of this Bylaw.
(Bylaw C-1365C - April 18, 2022)
- 9.5 Service of a Municipal Tag shall be completed if it is:
- personally served;
 - attached to any Vehicle with respect of an offence alleged to have been committed in relation to that Vehicle;
 - sent by ordinary mail to the residence of the registered owner of a Vehicle; or
 - left for the defendant, at their residence with an occupant of the residence who appears to be at least eighteen (18) years of age.
- (Bylaw C-1365C - April 18, 2022)
- 9.6 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 that Person, or in the course of the agent exercising the powers or performing the duties on behalf of that Person under their agency relationship.
- 9.7 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.

PART X - GENERAL PROVISIONS

- 10.1 In the event any portion of this Bylaw is found invalid in a Court of Law or is overturned by a superior jurisdiction, that portion of this Bylaw shall be severed or amended as necessary and the validity of the remaining portions of this Bylaw shall not be affected.
- 10.2 Words used in the present tense include the other tenses and derivative forms. Words used in the singular include the plural and vice versa. Words used in the masculine include the feminine. A word or expression and grammatical forms of the same word or expression have corresponding meanings. Headings are provided for reference purposes only.

PART XI - REPEAL

- 11.1 Bylaw C-1139 and all amendments are hereby repealed

PART XII - EFFECTIVE DATE

- 12.1 This Bylaw shall take effect on the date it is passed.

READ a first time this 18 day of December , 2017.

READ a second time this 18 day of December , 2017.

READ a third time and finally passed this 18 day of December , 2017.

"B. Walker" (signed)
Mayor

"T. Williams" (signed)
Legislative Services Manager

CITY OF GRANDE PRAIRIE

BYLAW C-1365

SCHEDULE "A"

TERMS AND CONDITIONS - SOLID WASTE SERVICES

(Bylaw C-1365C – 2022)

DEFINITIONS

In this Schedule:

- 1.1 **"ACCEPTABLE COLLECTABLE CURBSIDE RECYCLABLES"** means any product listed in Schedule "I" which is contained in a Blue Bag and which may be collected curbside.
- 1.2 **"ACCEPTABLE RECYCLABLES"** means any product listed in Schedule "H" which may be Disposed of at the Eco Centre or the Disposal Site.
- 1.3 **"ACCEPTABLE SOLID WASTE"** means any Solid Waste which may be Disposed of at the Disposal Site.
- 1.4 **"BAG"** means a plastic bag typically used to Dispose of Collectable Solid Waste, equal to or less than 0.66 m wide and 1.0 m high.
- 1.5 **"BAG TAG"** means a sticker purchased from Aquatera for the removal of Collectable Solid Waste exceeding the standard collection service level.
- 1.6 **"BLUE BAG"** means a blue transparent plastic bag utilized for the collection of Acceptable Collectable Curbside Recyclables.
- 1.7 **"BIOMEDICAL WASTE"** means waste that contains or may contain pathogenic agents that may cause disease in humans exposed to the waste, and is defined in the *Environmental Protection and Enhancement Act* (Alberta) and regulations.
- 1.8 **"COLLECTABLE SOLID WASTE"** means all waste generated by or from Dwelling Units which is acceptable for disposal at the Disposal Site.
- 1.9 **"COLLECTION CONTRACTOR"** means the Person with whom Aquatera may contract for the purpose of collecting Acceptable Solid Waste from Dwelling Units.
- 1.10 **"COLLECTION DAY"** means the day or days designated by the Aquatera Manager for waste removal from a particular area of the City.
- 1.11 **"COLLECTION POINT"** means the curb side directly in front of a Dwelling Unit, or alternate location as designated by the Aquatera Manager.
- 1.12 **"COMMERCIAL WASTE CONTAINER"** means a container constructed in accordance with the Alberta Fire Code regulations which can be emptied mechanically into a motor vehicle.
- 1.13 **"CURBSIDE RECYCLING"** means a single stream recycling program that collects Acceptable Collectable Curbside Recyclable materials from Residential Premises and Multi-Family Residential Buildings, placed

in a Blue Bag. The materials may be left in a Blue Bag to be picked up by a Curbside Recycling Collection Contractor.

- 1.14 **"CURBSIDE RECYCLING COLLECTION CONTRACTOR"** means the Person with whom Aquatera may contract for the purpose of collecting, processing, and marketing of Acceptable Collectable Curbside Recyclables.
- 1.15 **"GARBAGE CART"** means a cart supplied by Aquatera intended for automated collection of Acceptable Solid Waste from Dwelling Units.
- 1.16 **"HAZARDOUS WASTE"** means any:
- a) hazardous chemical as defined by the *Environmental Protection and Enhancement Act* (Alberta) and regulations;
 - b) waste which contains a nuclear substance as defined by the *Nuclear Safety and Control Act* (Canada) and regulations;
 - c) waste which contains trichlorophenol, tetrachlorophenol, pentachlorophenol, free cyanides or polychlorinated biphenyls;
 - d) liquid waste which contains arsenic, cadmium, chromium, lead, mercury, nickel, selenium or thallium concentrations of 1.0 mg/L or more;
 - e) liquid waste which contains an organic solvent in concentrations of 1000 mg /k or more;
 - f) pesticides, herbicides, explosives, quick lime, sewage sludge, septic tank pumpings, oil, combustible liquids, batteries, poisons, acids, caustics;
 - g) containers used to transport any such waste; and
 - h) any other waste which presents disposal problem for reasons of health or safety, as determined by the Aquatera Manager.
- 1.17 **"MULTI-FAMILY RESIDENTIAL BUILDING"** means one (1) building containing four (4) or more Dwelling Units.
- 1.18 **"NON-ACCEPTABLE SOLID WASTE"** means waste which cannot be accepted at the Disposal Site including, but not limited to, Hazardous Waste, Biomedical Waste, oilfield waste, liquid waste, manure, radioactive waste, and any other waste deemed by Aquatera as unacceptable for disposal.
- 1.19 **"NON-COLLECTABLE RECYCLABLE"** means any product not listed in Schedule "I".
- 1.20 **"NON-COLLECTABLE SOLID WASTE"** means any Solid Waste generated by or from Dwelling Units which is Non-Acceptable Solid Waste and any waste not packaged in accordance with this Bylaw and other Solid Waste including motorized equipment or portions thereof, vehicles or portions thereof, animal carcasses or portions thereof, furniture, appliances, tree trunks, manure, dirt, rocks, yard waste, and lumber.
- 1.21 **"RURAL SERVICE AREA"** means those annexed lands to which the Lieutenant Governor in Council's Order 296/2015 refer.
- 1.22 **"TRANSFER STATION"** means a site where Acceptable Recyclables are collected and sorted for processing.

- 1.23 **"WORKING FACE"** means that portion of the active Disposal Site where Acceptable Solid Waste is deposited, spread, and compacted.

TERM AND CONDITIONS - SOLID WASTE SERVICES

General

1. Solid Waste may be collected, stored, Disposed of or managed only in compliance with this Bylaw.
2. Aquatera shall provide for the collection and disposal of Collectable Solid Waste and Acceptable Collectable Curbside Recyclables in the City in accordance with this Bylaw.
3. No Person shall provide Solid Waste collection and Disposal, and Curbside Recycling from Dwelling Units in the City except in accordance with this Bylaw.
4. Notwithstanding Sections 2 and 3, the City may authorize alternate practices and procedures for Solid Waste collection and Disposal, and Curbside Recycling Collection in the Rural Service Area.
5. The Collectable Solid Waste and Acceptable Collectable Curbside Recyclables are deemed to have been abandoned by the Consumer placing the material for collection.
6. No Person shall scavenge, rummage, or remove material from Garbage Carts, Blue Bags, Commercial Waste Containers, any Collection Point, or from the Eco Centre.
7. A Residential Consumer shall use the Garbage Cart supplied by Aquatera for Collectable Solid Waste.
8. The Aquatera Manager shall specify the quantities and types of Acceptable Solid Waste eligible for collection or disposal in accordance with the current operating authority.

Standard Collection Services Level

9. The standard collection service level for Collectable Solid Waste for each Dwelling Unit is once a week pick up, at a day and time determined by Aquatera, of one (1) Garbage Cart, containing bagged Collectible Solid Waste and weighing 90 kg or less.
10. Collectable Solid Waste exceeding the standard collection service level shall be placed in a Bag with a Bag Tag visibly affixed and Aquatera or the Collection Contractor shall not collect any Bags that do not display a Bag Tag.
11. A Consumer is responsible for the disposal of any Collectable Solid Waste exceeding the standard collection service level, excepting any Bags with a Bag Tag affixed which are placed at the Collection Point.
12. The standard collection service level for Acceptable Collectable Curbside Recyclables for each Dwelling Unit, Multi-Family Residential Building, and Lodges is once a week pick up at a day and time determined by Aquatera.
13. A Person shall be responsible to Dispose of any Non-Collectable Solid Waste and any Non-Collectable Recyclables generated from a Property at an appropriate Waste Management Facility.

Garage Carts

14. Aquatera shall provide one (1) Garbage Cart to each Dwelling Unit where automated collection is available.
15. A Consumer shall place a Garbage Cart at the Collection Point with the Garbage Cart handles facing the Dwelling Unit with one (1.0) metre clearance to facilitate automated collection.
16. Only Collectable Solid Waste and Acceptable Collectable Curbside Recyclables shall be placed at a Collection Point.
17. A Garbage Cart and Blue Bags shall be set out for collection no earlier than 4:00 pm the day prior to the scheduled Collection Day and the Garbage Cart shall be returned to private property within twenty-four (24) hours of being emptied.

Blue Bags

18. Acceptable Collectable Curbside Recyclables must be contained within a Blue Bag, weighing 30 kg or less.
19. An unlimited number of Blue Bags containing Acceptable Collectable Curbside Recyclables may be placed at a Collection Point.

Collection Point

20. All material situated within three (3) metres of a Collection Point which appears to be Acceptable Collectable Curbside Recyclables may be collected and Disposed of by Aquatera or the Curbside Recycling Collection Contractor.
21. Aquatera or the Curbside Recycling Collection Contractor is not obligated to collect any materials situated more than three (3) meters from a Collection Point.

Industrial, Commercial and Institutional Premises

22. Aquatera is not obligated to collect Solid Waste from Industrial, Commercial, and Institutional Premises or building projects.
23. Acceptable Solid Waste generated from Industrial, Commercial, and Institutional Premises or building projects shall be Disposed of at the Disposal Site.

Waste Reduction Services

24. Aquatera shall design waste reduction services to reduce the amount of materials entering the Solid Waste Disposal stream and to reduce the volume and weight of disposal of materials at the Disposal Site.

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25. Aquatera shall provide recycling services at the Eco Centre or the Transfer Station where a Person may deliver and deposit Acceptable Recyclables, in compliance with any posted rules and regulations.
 26. All Acceptable Recyclables deposited at the Eco Centre or the Transfer Station shall be considered abandoned by the Person depositing the material.

Disposal Site

27. A Person delivering waste to the Disposal Site shall:
 - a) ensure that the waste being delivered is Acceptable Solid Waste;
 - b) report to Aquatera prior to disposal and provide information about the contents of the Acceptable Solid Waste;
 - c) comply with directions from Aquatera staff and any posted rules and regulations;
 - d) ensure that the vehicle carrying Acceptable Solid Waste is weighed prior to and after disposal; and
 - e) pay for disposal of Acceptable Solid Waste as provided for in Schedule "E".
28. A Person transporting Acceptable Solid Waste to the Disposal Site shall ensure the load is secure.
29. A Person transporting an animal carcass or portion thereof, except beef, to the Disposal Site shall do so either in double strength plastic bags which are securely fastened or in a covered vehicle.
30. A Person disposing of a beef carcass or portion thereof at the Disposal Site must transport the waste material under a Canadian Food Inspection Agency permit.
31. No Person shall Dispose of, or attempt to Dispose of, any Non-Acceptable Solid Waste at the Disposal Site.
32. All Acceptable Solid Waste delivered to the Disposal Site shall be deemed to be abandoned and no Person shall scavenge, rummage or remove any Solid Waste or other materials from the Disposal Site unless permitted at designated areas.
33. Aquatera or the Collection Contractor may provide a collection service to Dwelling Units for yard waste or other designated materials. Participation in such service shall be voluntary and by agreement between the Consumer and Aquatera or the Collection Contractor. If a Consumer uses this service, the Consumer shall ensure that the yard waste placed at the Collection Point is acceptable and prepared as specified by Aquatera or the Collection Contractor.

CITY OF GRANDE PRAIRIE

BYLAW C-1365

SCHEDULE "B"

TERMS AND CONDITIONS - WASTEWATER SERVICES

(Bylaws C-1365B – 2021, C-1365C – 2022 and C-1365E – 2025)

DEFINITIONS

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"** means that 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 the purpose of 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 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 into the Wastewater System that exceeds one or more constituent concentrations.

(Bylaw C-1365E – 2025)

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.

TERM AND CONDITIONS - WASTEWATER SERVICES

Restricted Discharge

1. No Person shall discharge any Wastewater into:
 - a) any Storm Sewer or Water Body within the City as per the [Drainage Bylaw C-1241](#); or
 - b) the Wastewater System except with a connection approved under this Bylaw and the Regulations.
2. No Person shall discharge or cause to be discharged any storm water, surface water, groundwater, roof runoff, sub-surface drainage, or Water into a Sanitary Sewer Main.
3. Notwithstanding Section 2, the Aquatera Manager may approve discharge of storm water, surface water, groundwater, roof runoff, subsurface drainage, or Water to a Sanitary Sewer Main where exceptional conditions exist and Aquatera shall levy the Rate as provided in Schedule “F” 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

4. The Owner of any building located on Property adjacent to a Sanitary Sewer Main may request that the building be connected to the Sanitary Sewer Main.
5. If a Sanitary Sewer Main is constructed adjacent to a Property on which a private Wastewater disposal system is installed, the City, 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.
6. If notice is issued pursuant to Section 5, 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 City.

Service Connections

7. 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 City as may be required, prior to backfill.
8. 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 Regulations.

(Bylaw C-1365E – 2025)

9. Notwithstanding Section 8, if a new building is constructed on the same Property as an existing building and it is not practicable to construct a separate sewer to the new building, the existing Private Service may be extended to the new building, subject to approval by the City and Aquatera.
10. Any Person who seeks to make a new connection to an existing Aquatera Service shall obtain written approval from the Aquatera Manager.
11. Aquatera shall be responsible for all costs incurred in constructing a new Aquatera Service if the existing pipe is deemed unacceptable for reuse, and if upsizing of the pipe is not required.
12. 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.
13. The Owner shall be responsible for all costs incurred by Aquatera in constructing a new Aquatera Service to any properties that were not previously serviced or where additional Aquatera Services are required.
14. The construction of the Aquatera Service shall conform to the requirements in the Design Manual and the Construction Manual and the City's Design Manual and City's Construction Manual.
15. 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.
16. 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.
17. All excavations as may be required under this Bylaw shall be guarded with barricades, lights and other warning devices in a manner satisfactory to both the City and the Aquatera Manager.
18. Streets, parklands, and other public Property disturbed during excavation shall be restored in a manner satisfactory to both the City and the Aquatera Manager.

Clearing Tree Roots

19. Clearing tree roots infesting a Private Service shall be the responsibility of the Person who maintains the affected portion of the Private Service.
20. 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.
21. Where a dispute exists as to the responsibility for a 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

22. Any Person delivering Wastewater or Interceptor material for treatment, and which may be subject to inspection, sampling, or analysis:
 - a) shall obtain a Treatment Facilities Waste Manifest issued by Aquatera; and
 - b) shall comply with Aquatera requirements;
 - c) and if the Person fails to comply with this Section, ~~he is~~they are guilty of an offence.

Wastewater Discharge Prohibitions

23. No Person shall discharge, or cause or permit to be discharged, any of the following into any Sanitary Sewer Main:
 - a) any gasoline, benzene, naphtha, fuel oil, or other flammable or explosive substance;
 - b) 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;
 - c) 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;
 - d) 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;
 - e) animal carcasses, parts, or wastes including those from tanning operations;
 - f) any liquid or vapour having a temperature higher than 65°C;
 - g) 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;
 - h) 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 #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 | 0.02 mg/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 |

(Bylaw C-1365E – 2025)

- i) Pollutants which are prohibited from being discharged under any Provincial or Federal legislation;
(Bylaw C-1365E – 2025)
- j) 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;
(Bylaw C-1365E – 2025)
- k) 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 odours;
- l) 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;
- m) Any Wastewater containing more than 2000 mg/L of B.O.D. or per litre of suspended solids;
- n) Waste which contains, exerts, or causes;
- i. 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;
 - ii. excessive discoloration, including but not limited to dye, wastes, and vegetable tanning solutions;
 - iii. 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
 - iv. unusual volume of flow or concentration of Wastewater;

- o) 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;
- p) Wastewater having two (2) or more separate liquid layers;
- q) Wastewater containing biomedical wastes, PCBs, or any other waste, which in the opinion of the Aquatera Manager:
 - i. is or may become harmful to the Wastewater System and recipient Water Body;
 - ii. may interfere with the proper operation of the Wastewater System; and
 - iii. may become a hazard to Persons, Property, or animals.

24. 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 23 of this Schedule.

(Bylaw C-1365E – 2025)

25. 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:

- a) reject the Wastewater;
- b) require pre-treatment of the Wastewater to an acceptable condition for discharge;
- c) require control over the quantities and rates of discharge of the Wastewater; or
- d) 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.

(Bylaw C-1365E – 2025)

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

27. The design, installation, maintenance, and operation of the plants and equipment required to comply with Section 26 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.

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

(Bylaw C-1365E – 2025)

28. 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 provided in Schedule “F”.

(Bylaw C-1365E – 2025)

Interceptors

29. 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.
30. All Interceptors shall comply with the Regulations, shall be located readily and be easily accessible for cleaning and inspection, and shall be maintained in a satisfactory condition and effective operation by the Owner at [histheir](#) expense.
31. All Interceptors shall be connected to the Sanitary Sewer Main unless the Aquatera Manager approves an alternate solution.
32. A Control Manhole is required when an Interceptor is installed, as stated in Section 30, as part of any commercial or industrial building constructed after the effective date of this Bylaw, as stated in PART XII – Effective Date.

(Bylaw C-1365E – 2025)
33. 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 the previous two (2) years confirming clean-out of the Interceptor.
34. No Person shall use enzymes, bacteria, solvents, hot Water or other agents to facilitate passage of Oil and Grease, including Hydrocarbons through an Interceptor.
35. No Person shall deposit, cause, or allow Interceptor residue to enter the Sanitary Sewer Main.

Control Manhole

36. If a Control Manhole does not exist on a Property prior to the effective date of this Bylaw, as stated in PART XII – Effective Date, 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.

(Bylaw C-1365E – 2025)
37. Aquatera may require the Owner of an Industrial, Commercial, or Institutional Property with a Private Service connection to install and maintain at [histheir](#) expense a Control Manhole on the Property in accordance with the Construction Manual.

Sampling

38. 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.
39. 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.
40. 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.
- 40.1 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.

(Bylaw C-1365E – 2025)

Wastewater Surcharge

41. Aquatera may assess a surcharge to the Consumer for Wastewater, as provided in Schedule “F”, when the concentration of Wastewater samples exceed any or all of the limits identified in Section 28.
42. 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 that additional sampling be conducted at **his** expense.
43. Notwithstanding the prohibitions in this Schedule, Aquatera may accept Polluted Waste of unusual strength or characteristic for treatment, subject to the Person requesting its 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.

(Bylaw C-1365E – 2025)

CITY OF GRANDE PRAIRIE

BYLAW C-1365

SCHEDULE "C"

TERMS AND CONDITIONS - WATER SERVICES

(Bylaws C-1365C – 2022 and C-1365E – 2025)

DEFINITIONS

In this Schedule:

- 1.1 **"BACKFLOW PREVENTER"** also referred to as 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 Pipe used to supply Water for both Water and for fire protection purposes.
- 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 **"REMOTE READING DEVICE"** means the device attached to the outside of a building or elsewhere which enables Aquatera to determine the Water consumption registered by a Meter, without entering the building in which the Meter is installed.
- 1.12 **"SEAL"** means a sealed wire loop that passes through an end connection and the body of a Meter or a Remote Reading Device to prevent tampering.
- 1.13 **"SERVICE BOX"** means the operating rod, casing, and extension used for the operation of a Service

Valve from ground level.

1.14 “SHUT OFF” means an interruption of the supply of Water.

TERMS AND CONDITIONS - WATER SERVICES

Water Supply Shut Off

1. The Aquatera Manager may Shut Off the Water supply to a Consumer, provided that reasonable efforts are first used to give notice to that affected Consumer.

Water Supply and Pressure

2. Aquatera does not guarantee Water pressure and may at any time, without notice, change the operating Water pressure.
3. A Consumer requiring an uninterrupted Water supply or pressure or having processes or equipment requiring Water quality of a specific standard shall provide the necessary fixtures to ensure an uninterrupted supply, pressure, or quality of Water.

Inspection

4. Aquatera may inspect a Consumer’s Property to conduct tests and inspections as may be required 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.
(Bylaw C-1365E – 2025)

Water Connections

5. A Person constructing or relocating a building on Property adjacent to a Water Main after this Bylaw comes into effect, as stated in PART XII – Effective Date, shall connect the building to the Water Main.
(Bylaw C-1365E – 2025)
6. If a Water Main is constructed adjacent to a Property on which a private Water system is installed, the City, with written notification to the Aquatera Manager, may give the Owner of the Property notice to connect any building with the Water Main within a specified time. Without restricting the generality of the foregoing, it is the intent of the City to require connection to a Water Main upon an intensification of use or development on a Property.
7. No Person shall connect a private water system to an Aquatera Service.

Water Use

8. A Consumer shall:
 - a) use Water for ~~his~~their own use and benefit;
 - b) not sell Water unless ~~he~~is~~they~~ are an authorized Bulk Water Outlet;
 - c) not lend, give away, or dispose of Water; and
 - d) not increase Water usage above the volume agreed upon with Aquatera.
9. If a Consumer is in breach of Section 8, the Aquatera Manager may charge for all the Water supplied

to the Consumer at the current Bulk Water Rate.

Bulk Water

10. Aquatera may permit Bulk Water to be provided at Bulk Water Outlets.
11. Bulk Water may be purchased at a Bulk Water Station at the current Bulk Water Rate.

Irrigation

12. 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.

(Bylaw C-1365E – 2025)

13. Any Consumer, except premises with a Dwelling Unit building, may apply to Aquatera to become an Irrigation Consumer.
14. An Irrigation Consumer shall install at ~~his~~their expense, a Cross Connection Control Device as required by Aquatera.

Discharge of Water to Waste

15. 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

16. 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

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

Fire Hydrants

18. A fire hydrant may be operated only by Aquatera employees or City Fire Department employees, or a Person authorized by the Aquatera Manager.
19. Fire hydrants shall be used only for fire protection, unless authorized by the Aquatera Manager.
20. No Person shall allow anything to be constructed, placed, erected, or planted adjacent to a fire hydrant, which may interfere with access to the hydrant, or the use, maintenance, or visibility of the hydrant.
21. If requested by a Person and approved by Aquatera and the City, a fire hydrant on public Property may be relocated, raised or lowered at that Person's expense.

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

Cross Connection

23. No Consumer shall cause, permit or allow any pipe, fixture, fitting, container or other apparatus to connect or to remain connected to **histheir** Water supply, which may cause Water from a source other than from Aquatera, or any deleterious liquid or substance, to enter the Waterworks System.
24. A Consumer shall install an approved Cross Connection Control Device to prevent Water in the Waterworks System to become contaminated with any deleterious liquid or substance.
25. A Consumer shall install, maintain, and test a Cross Connection Control Device on a Waterworks System connection, including a Fire Line, in compliance with Aquatera's Cross Connection Control Policy.
26. In compliance with the Cross Connection Control Policy, a Consumer shall provide Aquatera with annual testing of the Cross Connection Control Device and shall address any failed tests.
27. Aquatera may enter a Property for the purposes of inspection to determine if a situation exists where the Consumer is in breach of Section 23.
28. Should a breach of Sections 24 to 27, inclusive be confirmed to exist, and depending on the nature of the hazard, Aquatera:
- a) may immediately, without notice, Shut Off the Water supply; and/or
 - b) shall give notice to the Consumer to correct the situation at **histheir** expense within the time specified in the notice.
29. Should a Consumer fail to comply with the notice in Section 28 within the specified time, Aquatera may Shut Off the Water supply until the Consumer corrects the situation and the Consumer may be subject to penalties as set out in Schedule "J".

Meters

30. All Water supplied by Aquatera through a Private Service shall be measured by a Meter and by a Remote Reading Device owned and maintained by Aquatera.
31. Aquatera, at its expense, shall supply and install a Meter that replaces an obsolete Meter.
32. Notwithstanding Section 31, any re-sizing during the replacement of obsolete Meters shall comply with this Schedule.
33. 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 for any plumbing modifications.
34. The Aquatera Manager may suspend a request to re-size a Meter, pending a review of the Consumer's consumption history, usage patterns and maximum flow requirements.

Subsidiary Meter

35. 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

36. Aquatera or a Consumer may dispute a Meter reading by giving written notice to the other party. Upon receipt of such notice, Aquatera shall test or calibrate the Meter in question.
37. If a Meter is found to be accurate within 97% to 103% of the volume of Water passing through it, the Charge set out in Schedule “D” for the test or calibration and all costs as may be associated with the disputed reading shall be borne by the party disputing the reading.
38. If a Meter fails to be accurate within the limits in Section 37:
- 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;
 - 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;
 - the Consumer shall pay, or be refunded, as the case may be, the amount determined; and
 - 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.
39. 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.
40. Notwithstanding Section 38, 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

41. 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 container or chamber for a Meter at the Property line and shall maintain the container or chamber to Aquatera standards.

Meter Service

42. Aquatera shall supply only one (1) Meter for each Water service to a building.
43. If a building is to be constructed over two (2) 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, at 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.

(Bylaw C-1365E – 2025)

44. 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 City and Aquatera, as may be required.

(Bylaw C-1365E – 2025)

45. 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.

(Bylaw C-1365E – 2025)

Meter Service Size

46. The maximum size of a Meter shall not exceed the size of the Private Service.
47. 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.
48. A Meter may be installed on a Fire Line at the Consumer’s expense, with prior approval of the Aquatera Manager.

Meter Protection

49. A Consumer shall immediately notify the Aquatera Manager of any damage to or operating irregularity of a Meter.
50. A Consumer shall ensure the Meter on **his**their 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.
51. No Consumer shall obstruct, tamper, or impede the direct, safe and convenient access to a Meter, Remote Reading Device, Communication Wire, or Seal.

Meter Relocation

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

Meter Reading

53. 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.
54. Notwithstanding Section 53, every Meter must be read at least once in a three (3) month period. 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

55. 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.
56. 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.
57. If a Consumer breaches Section 55 the Aquatera Manager may Shut Off the Water supply until acceptable arrangements have been made to estimate the volume of Water supplied through a bypass.

Meter Valves

58. A Consumer shall supply and maintain Meter valves at **his** expense, on both sides of any Meter and within 300mm of any Meter.
59. 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

60. A Remote Reading Device shall be situated on a building to facilitate reading of the Remote Reading Device.
61. A Consumer may relocate a Remote Reading Device at **his** expense, with prior approval of the Aquatera Manager.

Temporary Water Service

62. 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.
63. When a temporary Water service is required, Application for that service, shall be made in accordance with this Bylaw and the applicant shall pay Aquatera, in advance the cost of the construction and Discontinuation of the temporary Water service, as estimated by the Aquatera Manager.

Re-use of Existing Aquatera Services

64. An existing Aquatera Service may be used to provide service to a building constructed after the effective date of this Bylaw only with the Aquatera Manager's approval.
65. No Person shall re-use a lead Water Service Pipe to provide service.
66. 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.
67. 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.

-
68. 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 Water demand and no subdivision of the Property is intended or required.

Discontinue Water Services

69. When a building is to be demolished or removed from a Property, a Person shall request approval from Aquatera for the Discontinuation of Water service and shall pay the cost of the Discontinuation of the service.
70. 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.
71. 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

72. 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.
73. Aquatera shall be notified if a Service Box is damaged prior to an occupancy permit being issued.
74. 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.
75. 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

76. 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 that 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

(Bylaw C-1365E – 2025)

77. 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:
- the Waterworks System;
 - the Wastewater System;
 - human health or safety;

- d) property;
- e) the environment.

Outdoor Water Use Restrictions

(Bylaw C-1365E – 2025)

78. If the Aquatera Manager believes there is a reason to require reduced water usage, the Aquatera Manager may declare an outdoor water use restriction.
79. The declaration of an outdoor water use restriction by the Aquatera Manager may apply to:
- a) the entire City;
 - b) geographic area(s) of the City; or
 - c) other specific locations as defined by the Aquatera Manager.
80. If there is reason to declare an outdoor water use restriction, the Aquatera Manager may declare such restriction effective immediately.
81. In the event of a declaration of an outdoor water use restriction made pursuant to this Section, the Aquatera Manager:
- a) 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;
 - b) 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:
 - i. Aquatera press release;
 - ii. notice on the Aquatera website;
 - iii. radio announcements;
 - iv. social media;
 - v. notices through the utility billing system;
 - vi. circulation of flyers; or
 - vii. signage;
 - c) may declare different phases of outdoor water use restrictions in different geographic areas of the City;
 - d) 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 81 b);
 - e) 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 81 b).
82. 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 phase of restrictions set out in Aquatera’s Water Restrictions posted to the Aquatera website at www.aquatera.ca:

- a) Phase 1;
- b) Phase 2;
- c) Phase 3;
- d) Phase 4.

83. 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.

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CITY OF GRANDE PRAIRIE

BYLAW C-1365

SCHEDULE "D"

(Bylaw C-1365E – 2025)

CHARGES

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.

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

- service call during normal business hours;
- service call outside normal business hours;
- electronic location of Service Pipes on Property;
- video inspection of Service Pipes;
- clearing of blocked sewer;
- thawing of Private Service lines;
- 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;
- supply, install, repair or replacement of Meters;
- Meter accuracy tests;
- temporary Water supply and construction Meters;
- service connections;
- Application Charges for commencement of a utility account;
- Water supply Shut Off or turn on;
- Discontinuation of services;
- utility account collection Charge;
- dishonoured payment;
- discharge of Wastewater or Interceptor material into the Wastewater System;
- lab analysis of Wastewater or Interceptor material samples;
- infrastructure charges;
- Bulk Water;
- maintenance of private fire hydrants; and
- paper billing.

(Bylaw C-1365E – 2025)

CITY OF GRANDE PRAIRIE

BYLAW C-1365

SCHEDULE "E"

RATES - SOLID WASTE SERVICES

(Bylaws C-1365A – 2019, C-1365B –2021, C-1365C – 2022, C-1365D – 2024 and C-1365E –2025)

RESIDENTIAL CONSUMERS

| Residential Consumer (per unit Rate) | March 1, 2025 (monthly) |
|---|------------------------------------|
| Solid Waste Collection/Disposal | \$22.03 |
| Recycle Program | \$6.25 |
| Solid Waste Franchise Recovery Fee | \$2.75 |

(Bylaw C-1365E – 2025)

INDUSTRIAL, COMMERCIAL AND INSTITUTIONAL CONSUMERS

| Industrial, Commercial & Institutional Consumer | March 1, 2025 (monthly) |
|--|------------------------------------|
| Commercial Cardboard Recycling | \$16.58 |
| Recycle Program | \$15.89 |

(Bylaw C-1365E – 2025)

1. Industrial, Commercial, and Institutional Consumers do not pay for commercial cardboard recycling if the Consumer is renting a Commercial Waste Container specifically for the purpose of recycling cardboard and provides a copy of the rental agreement to the Aquatera Manager.

CITY OF GRANDE PRAIRIE

BYLAW C-1365

SCHEDULE "F"

RATES - WASTEWATER SERVICES

(Bylaw C-1365A – 2019, C-1365B – 2021, C-1365C – 2022, C-1365D – 2024 an C-1365E – 2025)

| Consumption Rate per cubic metre (m3) | March 1, 2025 |
|--|----------------------|
| | \$2.60 |
| Fixed Rate | March 1, 2025 |
| 16mm (5/8") | \$12.00 |
| 19mm (3/4") | \$18.00 |
| 25mm (1") | \$29.99 |
| 38mm (1-1/2") | \$59.99 |
| 50mm (2") | \$95.98 |
| 75mm (3") | \$209.96 |
| 100mm (4") | \$377.94 |
| 150mm (6") | \$839.86 |
| 200mm (8") | \$1,679.71 |
| 250mm (10") | \$2,639.55 |

(Bylaw C-1365E – 2025)

Franchise Fee

1. Every Consumer shall pay a Municipal Franchise Fee of ten (10%) percent 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 as provided in Schedule "B", then the Consumer shall pay the following:
 - a) 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;
 - b) 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

- c) an Overstrength Surcharge based on the amount of B.O.D., TSS, Oil and Grease, including Hydrocarbons, at the following Rates:

(Bylaw C-1365E – 2025)

| 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 | 100 | 275 mg/L | \$0.81/kg |
| Inc. Hydrocarbons | | | |
| TIER TWO | | | |
| 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 | 275 | 450 mg/L | \$1.08/kg |
| Inc. Hydrocarbons | | | |
| TIER THREE | | | |
| B.O.D. | 2,000 mg/L | | \$2.08/kg |
| TSS | 2,000 mg/L | | \$1.98/kg |
| Oil and Grease | 450 mg/L | | \$1.62/kg |
| Inc. Hydrocarbons | | | |

CITY OF GRANDE PRAIRIE

BYLAW C-1365

SCHEDULE "G"

RATES - WATER SERVICES

(Bylaw C-1365A – 2019, C-1395B – 2021, C-1365C – 2022, C-1365D – 2024 and C-1365E – 2025)

RESIDENTIAL CONSUMERS

| Residential Consumption Rate per cubic metre (m3) | March 1, 2025 |
|--|---|
| | \$1.98 |
| Residential Fixed Rate (based on Meter size) | March 1, 2025 Rate (monthly) |
| 16mm (5/8") | \$16.19 |
| 19mm (3/4") | \$24.28 |
| 25mm (1") | \$40.46 |
| 38mm (1-1/2") | \$80.93 |
| 50mm (2") | \$129.49 |
| 75mm (3") | \$283.25 |
| 100mm (4") | \$509.85 |
| 150mm (6") | \$1,133.01 |
| 200mm (8") | \$2,266.01 |
| 250mm (10") | \$3,560.88 |

INDUSTRIAL, COMMERCIAL AND INSTITUTIONAL CONSUMERS

| Industrial, Commercial & Institutional Consumption Rate per cubic metre (m3) | March 1, 2025 |
|---|---|
| | \$2.16 |
| Industrial, Commercial & Institutional Fixed Rate (based on Meter size) | March 1, 2025 Rate (monthly) |
| 16mm (5/8") | \$17.80 |
| 19mm (3/4") | \$26.71 |
| 25mm (1") | \$44.51 |
| 38mm (1-1/2") | \$89.02 |
| 50mm (2") | \$142.44 |
| 75mm (3") | \$311.58 |
| 100mm (4") | \$560.84 |
| 150mm (6") | \$1,246.31 |
| 200mm (8") | \$2,492.61 |
| 250mm (10") | \$3,916.96 |

IRRIGATION CONSUMERS

| Irrigation Consumption Rate per cubic metre (m3) | March 1, 2025 |
|---|---|
| | \$2.96 |
| Irrigation Fixed Rate (based on Meter size) | March 1, 2025 Rate (monthly) |
| 16mm (5/8") | \$24.28 |
| 19mm (3/4") | \$36.43 |
| 25mm (1") | \$60.71 |
| 38mm (1-1/2") | \$121.42 |
| 50mm (2") | \$194.28 |
| 75mm (3") | \$424.98 |
| 100mm (4") | \$764.97 |
| 150mm (6") | \$1,699.93 |
| 200mm (8") | \$3,399.86 |
| 250mm (10") | \$5,342.62 |

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 described in this Schedule.

CITY OF GRANDE PRAIRIE

BYLAW C-1365

SCHEDULE "H"

ACCEPTABLE RECYCLABLES

(Bylaws C-1365B – 2021, C-1365C – 2022 and C-1365E – 2025)

The following products may be Disposed of at the Eco Centre:

1. "BATTERIES" means alkaline and rechargeable batteries such as AAA, AA, C, D, and 9 volt, cell phone batteries, vehicle batteries, and small lithium batteries.
(Bylaw C-1365E – 2025)
2. "CARDBOARD/BOXBOARD" means cardboard and paper board used for retail packaging and brown paper bags.
3. "ELECTRONICS" means including but not limited to, televisions, monitors, CPU's, keyboards, speakers, printers, scanners, fax machines, laptops, small countertop appliances, audio visual, telecom devices, power and air tools, games, toys and musical instruments.
4. "FLUORESCENT BULBS" means fluorescent light tubes with ballasts containing PCBs.
(Bylaw C-1365E – 2025)
5. "HOUSEHOLD HAZARDOUS WASTE (HHW)" means household products in original containers properly sealed and intact, that contain corrosive, toxic, flammable, or reactive ingredients and the containers include one (1) or more of the HHW warning symbols, and include flammable or explosive products.
6. "METAL" means metal products in the form of food containers, beverage cans, tin foil wrap, propane bottles and tanks not exceeding 30 pounds and foil trays.
7. "MIXED PAPER" means paper products made from newsprint including newspapers and advertising flyers, magazines, catalogues, office paper, shredded paper, non-metallic wrapping paper and disposable paper beverage cups.
8. "PAINT/STAIN" means architectural oil and latex paint or stain, in containers of at least 100 ml up to and including 23 litres, and includes all paints in aerosol cans, regardless of paint-type or size.

9. "PLASTIC FILM" means plastic bags as provided by merchants for the protection and containment of merchandise.
10. "RIGID PLASTICS" means plastic household containers in various categories with a recycling triangle symbol and the number 1, 2, 3, 4, 5, 6, or 7.
11. "STYROFOAM" means polystyrene products with a recycling triangle symbol and the number 6.
12. "TIRES" means car, truck and off-road tires.
13. "USED OIL" means used motor oil in containers not exceeding 20 litres, plastic oil containers, oil filters and used household cooking oil.

The following products may be Disposed of at the Disposal Site:

14. "BATTERIES" means alkaline and rechargeable batteries such as AAA, AA, C, D and 9 volt, cell phone batteries, vehicle batteries, and small lithium batteries. All batteries are to be handled by the Aquatera Manager or the Aquatera Manager's appointed delegate and shall not otherwise be disposed in the Disposal Site.
(Bylaw C-1365E – 2025)
15. "CARDBOARD/BOXBOARD" means cardboard and paper board used for retail packaging, and brown paper bags.
16. "ELECTRONICS" means televisions, monitors, CPU's, keyboards, printers, scanners, fax machines, laptops, small countertop appliances, audio visual, telecom devices, power and air tools, games, toys, and musical instruments.
17. "FLUORESCENT BULBS" means fluorescent light tubes and compact fluorescent lamps (CFL) with ballasts not containing PCBs, and other bulbs containing mercury. All bulbs are to be handled by the Aquatera Manager or the Aquatera Manager's appointed delegate and shall not otherwise be disposed in the Disposal Site.
(Bylaw C-1365E – 2025)
18. "METAL" means metal products in the form of food containers, beverage cans, tin foil wrap, propane bottles and tanks not exceeding 100 pounds, and foil trays. Propane bottles and tanks are to be handled by the Aquatera Manager or the Aquatera Manager's appointed delegate and shall not otherwise be disposed in the Disposal Site.
(Bylaw C-1365E – 2025)
19. "PLASTIC FILM" means plastic bags as provided by merchants for the protection and containment of merchandise.
20. "RIGID PLASTICS" means plastic household containers in various categories with a recycling triangle symbol and the number 1, 2, 3, 4, 5, 6, or 7.
21. "STYROFOAM" means polystyrene products with a recycling triangle symbol and the number 6.
22. "TIRES" means car, truck, specialty, industrial and off-road tires to a maximum rim size of 99mm (39").
(Bylaw C-1365E – 2025)

CITY OF GRANDE PRAIRIE

BYLAW C-1365

SCHEDULE "I"

ACCEPTABLE COLLECTABLE CURBSIDE RECYCLABLES

(Bylaws C-1365B – 2021 and C-1365C – 2022)

The following products may be placed in Blue Bags for curbside collection:

1. "CARDBOARD/BOXBOARD" means cardboard and paper board used for retail packaging and brown paper bags.
2. "METAL" means metal in the form of food containers, beverage cans, tin foil wrap and foil trays.
3. "MIXED PAPER" means paper products made from newsprint including newspapers and advertising flyers, magazines, catalogues, office paper, shredded paper, non-metallic wrapping paper and disposable paper beverage cups.
4. "RIGID PLASTICS" means plastic household containers in various categories with a recycling triangle symbol and the number 1, 2, 3, 4, 5, 6, or 7.

CITY OF GRANDE PRAIRIE

BYLAW C-1365

SCHEDULE "J"

SCHEDULE OF FINES

(Bylaws C-1365C – 2022 and C-1365E – 2025)

| SECTION | OFFENCE | SPECIFIED PENALTY |
|----------------------------|--|--------------------------|
| Schedule "A", Section 6 | Scavenge, rummage or remove Solid Waste at Collection Point | \$1,000.00 |
| Schedule "A", Section 28 | Failure to secure load | \$1,000.00 |
| Schedule "A", Section 31 | Disposal of Non-Acceptable Solid Waste at Disposal Site | \$1,000.00 |
| Schedule "A", Section 32 | Scavenge, rummage or remove Solid Waste at Disposal Site | \$1,000.00 |
| Schedule "B", Section 1 | Discharge of Wastewater in Storm Sewer, Water Body, or Wastewater System without approved connection | \$7,500.00 |
| Schedule "B", Section 22 | Failure to comply with requirements for treatment of Wastewater or Interceptor material | \$2,500.00 |
| Schedule "B", Section 23 | Failure to comply with Wastewater Discharge Prohibitions | \$7,500.00 |
| Schedule "B", Section 32 | Failure to install Control Manhole | \$2,500.00 |
| Schedule "B", Section 34 | Use of Agents to facilitate Oil and Grease through Interceptor | \$2,500.00 |
| Schedule "B", Section 35 | Deposit Interceptor residue into Sanitary Sewer Main | \$2,500.00 |
| Schedule "C", Section 23 | Unauthorized Cross Connection Control Device | \$1,500.00 |
| Schedule "C", Section 24 | Failure to install approved Cross Connection Control Device | \$2,000.00 |
| Schedule "C", Section 25 | Failure to test approved Cross Connection Control Device | \$1,500.00 |
| Schedule "C" Section 82 a) | Failure to comply with Phase 1 | \$400.00 |
| Schedule "C" Section 82 b) | Failure to comply with Phase 2 | \$600.00 |
| Schedule "C" Section 82 c) | Failure to comply with Phase 3 | \$1,500.00 |
| Schedule "C" Section 82 d) | Failure to comply with Phase 4 | \$2,500.00 |
| Section not specified | Any other Section for which a fine has not been specified | \$1,000.00 |

CITY OF GRANDE PRAIRIE

OFFICE CONSOLIDATION

BYLAW C-1366

**A Bylaw to Regulate
Lot Grading**

(As Amended by Bylaw C-1366A)

WHEREAS the *Municipal Government Act* (Alberta) authorizes a municipality to pass bylaws respecting the public utilities, the protection of property and the enforcement of bylaws;

AND WHEREAS the *Municipal Government Act* (Alberta) authorizes a municipality to deal with development, and provide for a system of permits;

AND WHEREAS it is desirable to ensure that properties are graded at the completion of construction and inspected at subsequent intervals in compliance with approved grades;

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

1. **TITLE**

1.1 This Bylaw shall be called the “Lot Grading Bylaw”.

2. **DEFINITIONS**

In this Bylaw:

~~2.1~~ **“As-Built Drawings”** means a set of drawings following the requirements as set out in Schedule “E” - Part B.

~~2.2~~ **“As Constructed Grade Certificate”** means a post-construction plan of the subsoil in the form as set out in Schedule “D” - Part C.

~~2.3~~ **“Building Permit”** means a building permit issued pursuant to the Building Bylaw C-1328.

~~2.4~~ **“City”** means the municipal corporation of the City of Grande Prairie.

~~2.5~~ **“City Land”** means any land owned or controlled by the City.

~~2.6~~ **“Commercial Development”** means the development of a building or structure used for or intended to be used for, in whole or in part, commercial, industrial or institutional purpose, or a multi-family residential building containing five (5) or more dwelling units.

~~2.7~~ **“Commercial Lot Grading Permit Application”** means the form provided by the City utilized to apply for a Lot Grading Permit for a Commercial Development.

- ~~2.8~~ **“Director”** means the City’s Infrastructure and Economic Development Director or a person or persons designated to carry out and exercise all or some of the functions of the Director pursuant to this Bylaw.
(Bylaw C-1366A - July 1, 2019)
- ~~2.9~~ **“Easement”** means a drainage easement or other easement, also known as a Utility Right of Way (URW), which grants an individual, company, or municipality the right to use a portion of the landowner’s property and is registered with the Alberta Land Titles Office.
- ~~2.10~~ **“Foundation Drainage”** means Stormwater collected beneath the surface of the ground by a foundation drain or weeping tile.
- ~~2.11~~ **“Graded Lot”** means any Parcel which has undergone alterations or improvements to, existing clay or landscape elevations, including the addition or removal of clay, topsoil, or material of any kind.
- ~~2.12~~ **“Infill Type Development”** means a redevelopment of an existing Parcel including substantial or complete reconstruction of the existing structure.
- ~~2.13~~ **“Lot Grading Letter of Review”** means a letter issued by the Director as a result of a review of documented evidence and provides a decision as to the relaxation of any part of this Bylaw.
- ~~2.14~~ **“Lot Grading Permit”** means a permit issued by the City pursuant to this Bylaw.
- ~~2.15~~ **“Lot Grading Plan”** means a plan submitted with a Residential or Commercial Lot Grading Permit Application adhering to the requirements set out in Schedule “D” for residential submissions or Schedule “E” for commercial submissions, and meeting all additional requirements imposed by the Director.
- ~~2.16~~ **“Negative Drainage”** means on a Parcel with a building, that a continuous downward slope exists on any side of the Parcel from the property line to the elevation of finished ground surface at any point immediately adjacent to the building(s) on the Parcel.
- ~~2.17~~ **“Negative Impact”** means impairment of or damage to, or the ability to cause impairment of or damage to:
- a) the Storm Drainage System;
 - b) human health or safety;
 - c) public or private property; or
 - d) the environment.
- ~~2.18~~ **“Occupancy Certificate”** means a certificate authorizing the occupancy of a building for which a building permit was issued, and is issued once all inspections have been passed with a permit service report.
- ~~2.19~~ **“Officer”** means a Peace Officer or Bylaw Enforcement Officer of the City.

2.20 **“Parcel”** means:

- a) a quarter section;
- b) a settlement shown on an official plan, as defined in the *Surveys Act* (Alberta) that is filed in a Land Titles Office;
- c) a part of a piece of land described in a certificate of title if the boundaries of the part are described in the certificate of title other than by reference to a legal subdivision; or
- d) a part of a piece of land described in a certificate of title if the boundaries of the part are described in a certificate of title by reference to a subdivision plan.

2.21 **“Parcel Owner”** means a Person or persons whose name appears on the title of a Parcel.

“Peace Officer” means a sworn member of the Grande Prairie Police Service, a sworn member of the Royal Canadian Mounted Police, a bylaw enforcement officer of the City, or a community peace officer of the City.

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2.22 **“Person”** means without limiting the generality of the term, any individual, or any business entity including, but not limited to, a firm, partnership, association, corporation, society, or legal entity.**2.23** **“Person Responsible”** means a builder, general contractor, homeowner or agent of the homeowner, responsible for obtaining a Lot Grading Permit.**2.24** **“Residential Development”** means a building not more than three (3) storeys in height, not more than 600 m² in area.**2.25** **“Residential Footing Elevation Certificate”** means a letter certified by the home builder that the top of the concrete footing of a building under construction is in accordance with the Lot Grading Plan to within accepted tolerances as set out in Schedule “C”.**2.26** **“Residential Lot Grading Permit Application”** means the form provided by the City utilized to apply for a Lot Grading Permit for a Residential Development.**2.27** **“Safety Codes Act”** means the *Safety Codes Act* (Alberta) and regulations.**2.28** **“Side Yard”** means the portion of a Parcel extending from the front yard to the rear yard and between the side property line of the Parcel and the closest side of the principal building.**2.29** **“Stakeout Plan”** means a plan submitted to the City which, at a minimum, contains the information as set out in Schedule “D” - Part B.**2.30** **“Storm Drainage System”** means the City’s system for collecting, storing and disposing of Stormwater, and includes:

- a) catch basins, sewers and pumping stations that make up the storm drainage collection system;
- b) storm drainage facilities, structures and land masses used for storage, management and treatment;
- c) storm drainage outfall structures; and

- d) Surface Drainage Facilities; but
- e) does not include plumbing within buildings or service connections to buildings.

~~2.31~~ **“Stormwater”** means runoff that is the result of rainfall and other natural precipitation or runoff from the melting of snow and ice.

~~2.32~~ **“Surface Drainage Facility”** means any facility or facilities associated with drainage or control of Stormwater that is ultimately directed to a street or other City Land or Storm Drainage System, and includes, but is not limited to:

- a) a grass swale;
- b) a concrete or asphalt walkway, gutter or swale;
- c) a drainage control fence or structure; or
- d) the sloping and contouring of the land to facilitate or control Stormwater.

All definitions in the City’s Land Use Bylaw C-1260, the Building Bylaw C-1328, and the Drainage Bylaw C-1241, shall apply to this Bylaw except to the extent that they are inconsistent with the definitions of words and expressions as set out in this Bylaw, and in the case of such a discrepancy, the definitions set out in this Bylaw shall apply.

3. **LOT GRADING PERMIT**

3.1 Every Person Responsible for:

- a) the construction of a duplex dwelling, semi-detached dwelling or single-detached dwelling;
- b) the construction of a new hard surface on a lot with an existing duplex dwelling, semi-detached dwelling or single-detached dwelling;
- c) the construction of a multi-family housing development;
- d) the construction of any building on a commercial, industrial, or institutional Parcel;
- e) an addition or alteration to an existing duplex dwelling, semi-detached dwelling, single-detached dwelling, commercial development, industrial development, or institutional development;
- f) the grading of an undeveloped Parcel;
- g) the construction of a shed in which a Building Permit is required; or
- h) the construction of a retaining wall.

Shall obtain a Lot Grading Permit from the City with respect to the Parcel on which construction is to take place, prior to commencement of construction. Every Person Responsible shall ensure that the Parcel is graded to meet the requirements of such Lot Grading Permit.

3.2 Applications for residential Lot Grading Permits are to be made by submitting a completed Residential Lot Grading Permit Application form along with a Lot Grading Plan which complies with the requirements as outlined on the Residential Lot Grading Permit Application and must also contain, at a minimum, the information as set out in Schedule “D”.

3.3 Applications for commercial Lot Grading Permits are to be made by submitting a completed Commercial Lot Grading Permit Application form along with the necessary drawings which comply with the requirements as outlined on the

Commercial Lot Grading Permit Application and must also contain, at a minimum, the information as set out in Schedule “E”.

- 3.4 At the sole discretion of the Director, for minor developments, or developments which do not to alter the established grading pattern or conditions of the As-Built Drawings or As Constructed Grade Certificate, an application can be made for a Lot Grading Letter of Review in place of filing a Lot Grading Permit Application.
- 3.5 The City shall charge a fee, in accordance with [Bylaw C-1395, Schedule “A”](#), for the issuance of a Lot Grading Permit.

(Bylaw C-1366A - July 1, 2019)

4. **CANCELLATION AND SUSPENSION OF PERMITS**

Unless otherwise specified in this Bylaw.

- 4.1 A Permit or application may be cancelled upon written request to an ~~an~~ [Peace Officer](#) from the owner or their authorized agent.
- 4.2 The Director may, by notice in writing, suspend or cancel a Permit, if in the opinion of the Director:
- there has been a contravention of any condition of the Permit;
 - the permit was issued in error, or
 - the permit was issued on the basis of incorrect information supplied to the City.
- 4.3 An issued Lot Grading Permit or Lot Grading Letter of Review expires if the building permit issued for the same Parcel has expired where building permit expiration is governed by the Building Bylaw C-1328.
- 4.4 Any fees, in accordance with [Bylaw C-1395, Schedule “A”](#) collected for a Permit, which has been cancelled by the Director or allowed to expire as defined in the Building Bylaw C-1328, shall not be refunded.

(Bylaw C-1366A - July 1, 2019)

5. **GRADED LOTS**

- 5.1 Grading of a Parcel can only be modified from the elevations as shown on the As Constructed Grade Certificate or As-Built Drawings when the drainage pattern of the Parcel can be maintained as designed.
- 5.2 The owner of a Graded Lot has the responsibility to ensure that:
- no building or other structure is constructed, erected, placed or allowed to remain on or over a Surface Drainage Facility;
 - the Surface Drainage Facility remains clear of soil, silt, yard waste, debris, ice, snow or other matter which may obstruct, restrict or otherwise prevent the flow of Stormwater within a Surface Drainage Facility;
 - proper grading is maintained within the Parcel, ensuring positive drainage, from building foundations and exterior elements, to an acceptable Surface Drainage Facility; and

d) any nuisance, hazards, or damaging Stormwater conditions originating from the Parcel are eliminated as directed by the City.

5.3 Parcels graded prior to this Bylaw coming into force shall not be modified to restrict or prevent drainage from an existing Surface Drainage Facility unless authorized by the Director or as otherwise described in Sections 5.4, 5.5 or 5.6.

5.4 Driveways or walkways constructed in side yards after April 19, 2010 shall not be constructed or modified so that the drainage is affected unless a provision has been made for proper drainage and the City has been consulted on the drainage implications of the construction.

5.5 Roof leaders and sump pump outlets shall not direct water onto adjacent Parcels or otherwise cause water expelled from sump pump outlets or roof leaders to flow onto adjacent Parcels or be allowed to cause a Negative Impact.

5.6 Surface drainage, except through the use of a Surface Drainage Facility, shall not be directed onto adjacent Parcels in a manner which causes a Negative Impact.

5.7 Engineering Services will not support variance applications for buildings or other structures, which may include but are not limited to; driveways, sidewalks, hard surfaced pads, or other permanent or semi-permanent objects which may obstruct the flow of Stormwater, which have encroached upon a Surface Drainage Facility, unless otherwise approved by the Director.

5.8 Retaining walls shall not be constructed or installed in a manner that affects the Parcel drainage without the written approval of the Director.

5.9 Drainage right-of-ways within the City shall be maintained as required by an easement registered in the Land Titles Office with the City reserving the right to enforce this Bylaw whether the City is part of the agreement or whether it is an agreement between property owners.

5.10 If an easement contains a provision permitting the City to identify maintenance or repairs to a servient tenement which the City deems necessary for the effective operation of the easement, the registered owner of the servient tenement shall carry out such maintenance or repairs as directed by the City through written notice. Failure to comply with any such notice shall be deemed an offence under this Bylaw.

6. REQUIREMENT TO SUBMIT LOT GRADING PLANS

6.1 All Residential Lot Grading Permit Applications must be submitted with an accurate and complete Lot Grading Plan.

6.2 All Commercial Lot Grading Permit Applications must be submitted with an accurate and complete Lot Grading Plan.

6.3 At the sole discretion of the Director, for residential Parcels larger than 4,000 m², certain requirements as set out in Schedule "D" may be given further consideration on a case by case basis.

7. **STAKEOUT PLAN**

7.1 A Stakeout Plan must be accepted by the Director prior to the construction of a foundation on any Parcel undergoing a Residential Development.

8. **TOP OF FOOTING ELEVATION CHECK**

8.1 A Top of Footing Elevation Certificate, meeting the tolerances as set out in Schedule "C", must be submitted to the City prior to backfilling of the foundation for all residential lot grading permits.

9. **REQUIREMENT TO SUBMIT AS CONSTRUCTED GRADE CERTIFICATES**

9.1 In the case of the construction of a duplex dwelling, a semi-detached dwelling, or a single detached dwelling, the person responsible must deliver an As Constructed Grade Certificate to the City within twelve (12) calendar months of the date of issuance of the Occupancy Certificate.

9.2 All As-Constructed Grade Certificates must, unless otherwise approved or altered by the Director, provide at a minimum, the information outlined on the Residential Lot Grading Application form and the information as set out in Schedule "D" - Part C.

9.3 All As-Constructed Grade Certificates must be submitted with a minimum of eight (8) photos demonstrating the completed rough-grading with one taken from each Parcel corner looking towards the house and one (1) taken from adjacent to each corner of the house looking along the house.

9.4 In the case of construction in which a building permit is not required but a lot grading permit is issued, the person responsible must deliver an As Constructed Grade Certificate to the City within twenty four (24) calendar months of the date of issuance of the Lot Grading Permit.

9.5 Any time limit in Section 9 may be extended by the Director as provided in Section 11.

10. **REQUIREMENT TO SUBMIT AS-BUILT DRAWINGS**

10.1 In the case of the construction of a multi-family housing development or a commercial, industrial, or institutional building, where the Building Permit is for one building, the person responsible must deliver As-Built Drawings to the City within twelve (12) calendar months of the date of issuance of the Occupancy Certificate.

10.2 In the case of construction on a Parcel of a multi-family housing development or a commercial, industrial, or institutional building where the building permit is for more than one building ("Staged Development"), the Person responsible must deliver As-Built Drawings to the City within twelve (12) calendar months of the date of issuance of the Occupancy Certificate for the final building on the Parcel.

-
- 10.3 Notwithstanding the time to file As-Built Drawings set out in Section 10.2, As-Built Drawings must be submitted to the City within twelve (12) calendar months of the last Occupancy Certificate in relation to a staged development on a Parcel, where the determination of the beginning of subsequent construction, which would thus extend the submission deadline, shall be conclusively determined by the Director.
- 10.4 If at any time after the issuance of an Occupancy Certificate for a building which is part of a staged development, there appears to be a drainage issue with respect to the Parcel on which the staged development is located in the course of subsequent construction:
- a) the Director may require the Person Responsible to deliver As-Built Drawings, with respect to the Parcel, to the City, within such a time as the Director specifies;
 - b) at the discretion of the Director, As-Built Drawings may only be required for specific portions of the Parcel; and
 - c) the obligations of Sections 10.2 and 10.3, must be met in addition to Sections 10.4a) and 10.4b).
- 10.5 All commercial and institutional As-Built Drawings must, unless otherwise approved or altered by the Director, provide at a minimum, the information outlined in the Commercial Lot Grading Application and the information outlined by the As-Built Drawing Requirements as set out in Schedule "E" - Part B.
- 10.6 In the case of construction in which a Building Permit is not required but a Lot Grading Permit is issued, the Person responsible must deliver As-Built Drawings to the City within twenty four (24) calendar months of the date of issuance of the Lot Grading Permit.
- 10.7 Any time limit in Section 10 may be extended by the Director as provided in Section 11.
11. **TIME EXTENSIONS**
- 11.1 The Parcel Owner or Parcel Owner's agent of a Parcel to which a Lot Grading Permit relates, may apply to the City in writing on the form prescribed by the Director for an extension of the time to file the As Constructed Grade Certificate or As-Built Drawings.
- 11.2 A non-refundable fee, in accordance with [Bylaw C-1395, Schedule "A"](#), must accompany any request for an extension of time pursuant to Section 11.1.
(Bylaw C-1366A - July 1, 2019)
- 11.3 An application for an extension of time must be submitted to the Director at least five (5) business days prior to the filing deadline the applicant is seeking to have extended.

- 11.4 Upon receiving an application for an extension of time, the Director:
- a) reserves the right to refuse the application;
 - b) may attach any conditions to an extension of time which they consider appropriate; and
 - c) will provide a written decision on the time extension application.
- 11.5 An extension of time granted pursuant to this Section shall not exceed six (6) calendar months from the original filing deadline.
- 11.6 Only one (1) extension of time may be granted under this Section.
- 11.7 Any decision by the Director under this Section may be appealed to the Director with a written notice, which must be submitted to the City within seven (7) business days from the date that the Parcel Owner or Parcel Owner's agent is notified of the original decision.

12. **POWERS OF THE DIRECTOR**

12. In the event that a person responsible for construction determines during construction that grades or elevations will not achieve adequate drainage or are otherwise inappropriate, that person must notify the Director, in writing, and request that the grade requirements be altered and the Director may authorize, in writing, such a change.

13. **ENFORCEMENT - GENERAL PENALTY PROVISION**

- 13.1 A Person who contravenes any of the provisions of this Bylaw by:
- a) doing any act or thing which the Person is prohibited from doing; or
 - b) failing to do any act or thing the Person is required to do;
- is guilty of an offence.
- 13.2 A Person who is convicted of an offence pursuant to this Bylaw is liable on summary conviction to a fine not exceeding \$10,000 and in default of any fine imposed, to imprisonment for not more than six (6) months.
- 13.3 In the case of an offence that is of a continuing nature, a contravention of a provision of this Bylaw constitutes a separate offence with respect to each day, or part of a day, during which the contravention continues, and a Person guilty of such an offence is liable to a fine in an amount not less than that established by this Bylaw for each separate offence.

14. **VIOLATION TICKETS AND PENALTIES**

- 14.1 Where a Peace Officer believes that a Person or party has contravened any provision of this Bylaw, the Peace Officer may commence proceedings against the person alleged to be responsible by issuing a violation ticket pursuant to the *Provincial Offences Procedures Act* (Alberta).

- 14.2 Where there is a specified penalty for an offence as set out in Schedule “B”, that amount is the specified penalty for each occurrence of the offence.
- 14.3 This Section shall not prevent any Peace Officer from issuing a violation ticket requiring a court appearance of the alleged offender pursuant to the provisions of the Provincial *Offences Procedures Act* (Alberta) or from laying any information in lieu of issuing a violation ticket.
- 14.4 The levying and payment of any fine provided in this Bylaw shall not relieve a Person or party from the necessity of:
 - a) performing any required work or taking any required action for which the Person or party is responsible; and
 - b) paying any fees, charges, or costs, in accordance with Bylaw C-1395, Schedule “A” for which that Person or party is responsible or liable.

(Bylaw C-1366A - July 1, 2019)

15. **GENERAL**

- 15.1 Nothing in this Bylaw relieves a person from complying with any Federal, Provincial or Municipal legislation and any requirement of any lawful permit, order or license issued pursuant to such legislation.
- 15.2 Where this Bylaw refers to any Act, Bylaw or Regulation, it includes reference to the entire Act, Bylaw, Regulation and any lawful permit, order or license issued pursuant to the Act, regulation or agency.
- 15.3 If a portion of this Bylaw is found by a court of competent jurisdiction to be invalid, the invalid portion will be voided by amending this Bylaw, and the rest of the Bylaw remains valid and effective.

16. **REPEALING OF EXISTING BYLAW**

- 16.1 Bylaw C-1240 is hereby repealed.

17. **EFFECTIVE DATE**

- 17.1 This Bylaw shall take effect on the date it is passed.

READ a first time this 18 day of December , 2017.

READ a second time this 18 day of December , 2017.

READ a third time and finally passed this 18 day of December , 2017.

“B. Given” (signed) _____
 Mayor

“T. Williams” (signed) _____
 Legislative Services Manager

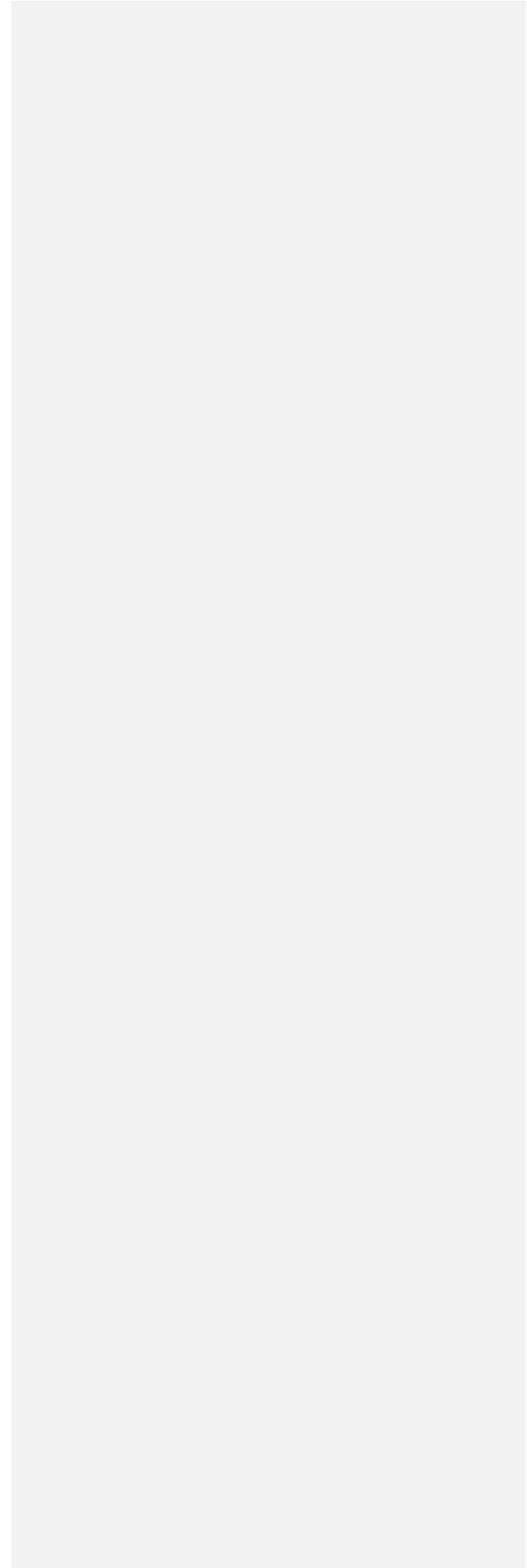
CITY OF GRANDE PRAIRIE

BYLAW C-1366

SCHEDULE "A"

**Delete by
(Bylaw C-1366A - July 1, 2019)**

DRAFT



CITY OF GRANDE PRAIRIE

BYLAW C-1366

SCHEDULE "B"

SPECIFIED MINIMUM PENALTIES

| <u>OFFENCE</u> | <u>PENALTY</u> |
|---|-----------------------|
| Failure to file an file an accepted As Constructed Grade Certificate pursuant to Section 9 of this Bylaw. | \$1,000.00 |
| Failure to file accepted As Built Drawings pursuant to Section 10 of this Bylaw. | \$1,000.00 |
| Failure to construct as per the approved Lot Grading Plan. | \$1,000.00 |
| Failure to comply with Section 5.2 and/or Section 5.5. | \$1,000.00 |
| Failure to submit Residential Footing Elevation Certificate prior to the backfilling of the foundation. | \$ 200.00 |

CITY OF GRANDE PRAIRIE

BYLAW C-1366

SCHEDULE "C"

TOLERANCES AND MINIMUM GRADES

| ITEM | ACCEPTABLE LOT GRADING TOLERANCES | OVER-RIDING MINIMUM GRADES | OTHER |
|---|--|---|---|
| Top of footing elevation | ± 50 mm | | Alternative design required from the designer and must be approved by the City or original consultant |
| Concrete driveways, sidewalks and patios elevations | ± 50 mm | 2% grade away from garage entrance or house or building foundation wall | |
| Rough grade elevations | 70 - 200 mm below design | | |
| Final grade elevations | 0 - 80 mm below design | | |
| Excavation Zone grade (1.2 m around foundation) | $2.0 \% \leq \text{Slope} \leq 33.3 \%$ | 2 % grade | |
| Property Line grade (Break Point to front or back of Parcel) | $\geq 2.0 \%$ | | |

CITY OF GRANDE PRAIRIE

BYLAW C-1366

SCHEDULE "D"

RESIDENTIAL LOT GRADING PERMIT PLAN REQUIREMENTS

PART A - RESIDENTIAL LOT GRADING PLAN REQUIREMENTS

1. **BASIC INFORMATION**

- 1.1 Company name of home builder.
- 1.2 Contact information for surveying company.
- 1.3 Sanitary invert elevation.
- 1.4 Storm invert elevation (if applicable).
- 1.5 Municipal address.
- 1.6 Legal address.
- 1.7 Development name and phase.
- 1.8 North arrow.
- 1.9 Legend.
- 1.10 Drawing scale (Either 1:200 or 1:250).

2. **LOT GRADING & DRAINAGE**

- 2.1 Drainage pattern shown with arrows.
- 2.2 Proposed elevations:
 - a) at all corners of the Parcel;
 - b) at break points along the property lines; and
 - c) of grade at the foundation.
- 2.3 Proposed slope percentages:
 - a) along property lines; and
 - b) from proposed grade at foundation to the property line.
- 2.4 Identify status of adjacent Parcel (existing house, vacant Parcel, under construction).
- 2.5 Precise location of proposed building relative to property lines.

3. **DRAINAGE EASEMENTS (IF APPLICABLE)**

- 3.1 Drainage pattern shown with arrows.
- 3.2 Slope percentage.
- 3.3 Proposed elevations of the swale.
- 3.4 Detail of the swale.
- 3.5 Registered Plan Number.

4. FOUNDATION

- 4.1 Proposed Elevations:
- a) top of foundation wall;
 - b) bottom of footing;
 - c) top of footing; and
 - d) final grade at foundation.

5. ADDITIONAL REQUIREMENTS

- 5.1 Additional requirements may be put forth by the Director for specific developments based on unique or challenging on-site conditions and must be observed in addition to all other requirements in Sections 1 through 4, in Part A of this Schedule.
- 5.2 This Schedule is to act only as a guideline of minimum requirements for Lot Grading Plan submissions and does not replace or override any Bylaw, development condition, or other legally binding document or agreement.

PART B - STAKEOUT PLAN REQUIREMENTS**1. BASIC INFORMATION**

- 1.1 Company name of home builder.
- 1.2 Contact information for surveying company.
- 1.3 Sanitary invert elevation.
- 1.4 Storm invert elevation (if applicable).
- 1.5 Municipal address.
- 1.6 Legal address.
- 1.7 Development name and phase.
- 1.8 Datum information.
- 1.9 North arrow.
- 1.10 Legend.
- 1.11 Date of survey.
- 1.12 Drawing scale (Either 1:200 or 1:250).

2. LOT GRADING & DRAINAGE

- 2.1 Drainage pattern shown with arrows.
- 2.2 Proposed elevations:
 - a) at all corners of the Parcel;
 - b) at break points along the property lines; and
 - c) of grade at the foundation.
- 2.3 Proposed slope percentages:
 - a) along property lines; and
 - b) from proposed grade at foundation to the property line.
- 2.4 Existing elevations:
 - a) existing infrastructure including but not limited to sidewalk, top of curb, and concrete drainage swale (if applicable).

- 2.5 Identify status of adjacent Parcel (existing house, vacant Parcel, under construction).
- 2.6 Precise location of proposed building relative to property lines.

3. **DRAINAGE EASEMENTS (IF APPLICABLE)**

- 3.1 Drainage pattern shown with arrows.
- 3.2 Slope percentage.
- 3.3 Proposed elevations of the swale.
- 3.4 Detail of the swale.
- 3.5 Registered plan number.
- 3.6 Existing elevations of concrete drainage swales (if applicable).

4. **FOUNDATION**

- 4.1 Proposed Elevations:
 - a) top of foundation wall;
 - b) bottom of footing;
 - c) top of footing; and
 - d) final grade at foundation.

5. **ADDITIONAL REQUIREMENTS**

- 5.1 Additional requirements may be put forth by the Director for specific developments based on unique or challenging on-site conditions and must be observed in addition to all other requirements in Sections 1 through 4 in Part B of this Schedule.
- 5.2 This Schedule is to act only as a guideline of minimum requirements for Lot Grading Plan submissions and does not replace or override any Bylaw, development condition, or other legally binding document or agreement.

PART C - GRADE CERTIFICATE REQUIREMENTS

1. **BASIC INFORMATION**

- 1.1 Company name of home builder.
- 1.2 Contact information for surveying company.
- 1.3 Lot Grading Permit number.
- 1.4 Municipal address.
- 1.5 Legal address.
- 1.6 Development name and phase.
- 1.7 Datum information.
- 1.8 North arrow.
- 1.9 Legend.
- 1.10 Date of survey.

2. AS-BUILT LOT GRADING & DRAINAGE

- 2.1 As-Built drainage pattern shown with arrows.
- 2.2 As-Built and proposed elevations:
 - a) at all corners of the Parcel;
 - b) at break points along the property lines;
 - c) of grade at the foundation; and
 - d) at centerline of the drainage easement at property lines, if applicable.
- 2.3 As-Built slope percentages:
 - a) along property lines;
 - b) from grade at foundation to the property line; and
 - c) within the drainage easement, if applicable.
- 2.4 Existing elevations:
 - a) existing infrastructure including but not limited to sidewalk, top of curb, and concrete drainage swales (if applicable).
- 2.5 Identify status of adjacent Parcel (existing house, vacant Parcel, under construction).

3. STRUCTURES

- 3.1 As-Built house elevations:
 - a) top of footing; and
 - b) garage floor.
- 3.2 As-Built elevations of features (concrete walkways, concrete driveways, etc.).

4. DRAINAGE EASEMENTS (IF APPLICABLE)

- 4.1 As-Built drainage pattern shown with arrows.
- 4.2 As-Built slope percentage.
- 4.3 As-Built and proposed elevations of the swale.
- 4.4 Detail of the swale.
- 4.5 Registered plan number.
- 4.6 Existing elevations of concrete drainage swale (if applicable).

5. CERTIFICATION

- 5.1 Certification by an Alberta Land Surveyor, Registered Architect or Professional Engineer which must include both a signature and stamp.
- 5.2 Notes to be included:
 - a) subject to the acceptance of the local approving authority; and
 - b) grading will provide positive drainage for the Parcel and is directed as per the approved design.

CITY OF GRANDE PRAIRIE

BYLAW C-1366

SCHEDULE "E"

COMMERCIAL LOT GRADING PERMIT REQUIREMENTS

PART A - COMMERCIAL LOT GRADING PLAN REQUIREMENTS

1. BASIC INFORMATION

- 1.1 Contact information for permit applicant (name, phone number, email).
- 1.2 Contact information for Consultant (Engineer, Architect, etc.).
- 1.3 Municipal address.
- 1.4 Legal address.
- 1.5 Development name and phase.
- 1.6 Datum information.
- 1.7 North arrow.
- 1.8 Legend.
- 1.9 Date of survey.
- 1.10 Storm invert elevation.

2. LOT GRADING & DRAINAGE

- 2.1 Drainage pattern shown with arrows.
- 2.2 Slope percentages and proposed elevations:
 - a) at all corners of the Parcel;
 - b) throughout the entire body of the Parcel; and
 - c) along property lines (break points).
- 2.3 Existing elevations:
 - a) existing infrastructure including but not limited to sidewalks, public utility parcels, tops of curbs, services, and drainage swales.
- 2.4 Identify status of adjacent Parcel:
 - a) existing businesses or residential properties and their status (vacant, under construction, etc.).
- 2.5 Precise location of proposed building relative to property lines.

3. GRADES AT BUILDING(S)

- 3.1 Proposed elevations:
 - a) along all edges of the foundation for the primary building; and
 - b) along all edges of any accessory buildings or other structures proposed on the Parcel.

4. DRAINAGE EASEMENTS (IF APPLICABLE)

- 4.1 Drainage pattern shown with arrows.
- 4.2 Slope percentage.
- 4.3 Proposed elevations of the swale.
- 4.4 Detail of the swale.
- 4.5 Registered plan number.
- 4.6 Existing elevations including but not limited to fences, concrete, swales, structures, etc.

5. FOUNDATION

- 5.1 Proposed Elections:
 - a) top of foundation(s);
 - b) bottom of foundation(s); and
 - c) final grade at foundation(s).

6. STORMWATER MANAGEMENT

- 6.1 To be in accordance with Section 12 of the Engineering Design Manual.
- 6.2 Discuss with the Director to determine if on-site stormwater detention is required.
- 6.3 Stormwater calculations using the rational method:
 - a) total area of Parcel including breakdown of each surface type and relevant coefficient (grass, concrete, roof, pavement, etc.);
 - b) total volume of stormwater required to be detained;
 - c) actual volume of stormwater detained on-site including a breakdown of each catchment area;
 - d) orifice details;
 - e) allowable release rate; and
 - f) actual release rate.
- 6.4 Overland drainage:
 - a) ponding extents in a 1:100 year storm event;
 - b) overflow elevations identified;
 - c) maximum ponding depth;
 - d) overland flow route marked by arrows; and
 - e) critical swales identified.

7. CERTIFICATION

- 7.1 Certification by an Alberta Land Surveyor, Registered Architect or Professional Engineer which is supported by both a signature and official stamp.
- 7.2 Notes to be included:
 - a) subject to the acceptance of the local approving authority; and
 - b) complies with all instruments of this Bylaw and the Drainage Bylaw C-1241.

8. ADDITIONAL REQUIREMENTS

- 8.1 Additional requirements may be put forth by the Director for specific developments based on unique or challenging on-site conditions and must be observed in addition to all other requirements in Sections 1 through 7 in Part A of this Schedule.
- 8.2 This Schedule is to act only as a guideline of minimum requirements for plan submissions and does not replace or override any Bylaw, development condition, or other legally binding document or agreement.

PART B - AS-BUILT DRAWING REQUIREMENTS**1. BASIC INFORMATION**

- 1.1 In addition to all of the information required from “Part A - Commercial Lot Grading Plan Requirements”, all information listed in the following Sections 2 through 6 of Part B - As-Built Plan Requirements must be added to the originally accepted plan.
- 1.2 Lot Grading Permit number.

2. AS-BUILT LOT GRADING & DRAINAGE

- 2.1 As-Built drainage pattern shown with arrows.
- 2.2 As-Built and proposed elevations:
 - a) at all corners of the Parcel;
 - b) throughout the entire body of the Parcel; and
 - c) along property lines and at break points.
- 2.3 As-Built slope percentages:
 - a) along property lines (break points).
- 2.4 Precise location of constructed structures and location of constructed buildings relative to property lines.

3. GRADES AT BUILDING(S)

- 3.1 As-Built and proposed elevations:
 - a) along all edges of the foundation for the primary building; and
 - b) along all edges of any accessory buildings or other structures on the Parcel.

4. AS-BUILT OF DRAINAGE EASEMENTS (IF APPLICABLE)

- 4.1 As-Built and proposed drainage pattern shown with arrows.
- 4.2 As-Built and proposed slope percentage.
- 4.3 As-Built and proposed elevations of the swale.
- 4.4 Registered plan number.

5. **FOUNDATIONS**

- 5.1 As-Built elevations:
 - a) top of footing;
 - b) bottom of footing; and
 - c) final grade at foundation(s).

6. **STORMWATER MANAGEMENT**

- 6.1 As-Built total volume of Stormwater detained.
- 6.2 As-Built orifice details.
- 6.3 As-Built release rate.
- 6.4 As-Built ponding extents in a 1:100 year storm event and maximum ponding depths.
- 6.5 As-built overland flow route(s) marked by arrows.

7. **DESIGN CHANGES**

- 7.1 Any design changes or deviations from the originally accepted plan must be accurately and adequately detailed on the submitted As-Built drawings to the satisfaction of the Director.

CITY OF GRANDE PRAIRIE

BYLAW C-1392

A Bylaw of the City of Grande Prairie to Establish certain Requirements for Operating Businesses and Parking within the Lands of the Grande Prairie Airport

WHEREAS the City of Grande Prairie has purchased the Grande Prairie Airport from Her Majesty the Queen;

AND WHEREAS pursuant to the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended or replaced from time to time, Council may pass a bylaw respecting services provided by or on behalf of the municipality;

AND WHEREAS pursuant to the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended or replaced from time to time, Council may pass a bylaw respecting transport and transportation systems.

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE CITY OF GRANDE PRAIRIE, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. **Name**

This Bylaw shall be called the “Grande Prairie Airport Business Operating and Parking Bylaw”.

2. **Definitions**

~~2.1~~ “Airport” means the Grande Prairie Airport located on the lands described in Schedule “A”, Part I.

~~2.2~~ “Airport Commission” means the Grande Prairie Airport Commission, a non-profit private company under the *Companies Act*, RSA 2000, Chapter C-21, as amended.

~~2.3~~ “Airport Lease” means and includes the lease agreement entered into between the City and the Airport Commission effective January 1, 2019, which sets out their respective rights and obligations regarding the use and occupation of the Airport.

~~2.4~~ “Airport Premises” means the lands and buildings of the Airport, outlined in red, on the map, as shown on Schedule “A”, Part II.

~~2.5~~ “Bylaw Enforcement Officer” means a peace officer appointed by the City to do any act, perform any duty, and enforce any provision outlined to any City Bylaw, and includes a member of the Royal Canadian Mounted Police.

~~2.6~~ “City” means the City of Grande Prairie.

~~2.7~~ “Council” means the Council of the City of Grande Prairie.

~~2.8~~ “Commercial Passenger Vehicle” means a motor vehicle used in the transportation of persons for compensation.

~~2.9~~ “Parking” means the standing of any means of transportation, whether occupied or not, including aircraft and all other types of vehicles of any kind whatsoever.

“Peace Officer” means a sworn member of the Grande Prairie Police Service, a sworn member of the Royal Canadian Mounted Police, a bylaw enforcement officer of the City, or a community peace officer of the City.

2.10 “Vehicle” means an automobile, bicycle, all-terrain vehicle, truck, bus or any self-propelled vehicle or device in, on or by which a person or thing is or may be transported, carried, or conveyed on land, but does not include an aircraft.

~~2.11~~ “Violation Tag” means a tag or similar document issued by the City pursuant to the *Provincial Offences Procedures Act*, RSA 2000, Chapter P-34, as amended from time to time or replaced.

2.12 “Violation Ticket” means a violation ticket as defined in the *Provincial Offences Procedures Act*, RSA 2000, Chapter P-34, as amended from time to time or replaced.

~~2.13 Words importing the masculine gender also include the feminine gender whenever the context so requires and vice versa.~~

~~2.142.1~~ Words importing the singular shall include the plural whenever the context so requires and vice versa.

3. Authority of the Airport Commission

3.1 Subject to the Airport Commission’s articles of incorporation, as amended, and the Airport Lease, the Airport Commission is hereby authorized to:

- (a) negotiate and approve rates or fees for all permits, leases, or licenses in relation to the Airport;
- (b) enter into contracts for the maintenance, operation and management of the Airport as necessary; and
- (c) set fees and charges to be charged for Parking, landing charges (both domestic and international flights), and any other charges as required.

4. Prohibited Operations

4.1 Except as authorized in writing by the Airport Commission, no person shall:

- (a) conduct any business or undertaking, commercial or otherwise, at the Airport;
- (b) advertise or solicit at the Airport on ~~his~~their own behalf or on behalf of any other person;
- (c) fix, install or place anything at the Airport for the purpose of any business or undertaking;
- (d) operate a Commercial Passenger Vehicle for the pickup and transportation of persons to or from the Airport, without arrangement for the transportation being made by or on behalf of the passenger prior to the Commercial Passenger Vehicle’s arrival at the Airport; and
- (e) operate any motor vehicle or mobile device used in the direct fueling or defueling of

aircraft without a permit.

5. **General Safety Rules**

- 5.1 No person shall smoke (including e-cigarette and cannabis) or operate a spark or flame producing device or appliance, except at designated outdoor areas of the Airport Premises and on a case-by-case basis, as permitted by the Airport Commission, for purposes such as maintenance.
- 5.2 Users of the Airport shall comply with the Alberta Fire Code and appropriate federal, provincial and municipal laws and regulations pertaining to all matters of fire safety and fire prevention.
- 5.3 All safety rules as prescribed by Transport Canada shall be adhered to at all times.

6. **Penalties**

- 6.1 Except as provided in the Traffic Bylaw C-1166, any person violating any of the provisions of this Bylaw or any person responsible for such violation shall be liable upon conviction to pay a penalty not exceeding \$500.00.

7. **Violation Tags**

- 7.1 A ~~Bylaw Enforcement Officer~~Peace Officer is hereby authorized and empowered to issue a Violation Tag to any person who the ~~Bylaw Enforcement Officer~~Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
- 7.2 A Violation Tag may be issued to such person:
- (a) either personally; or
 - (b) by mailing a copy to such person at ~~his~~their last known post office address.
- 7.3 The Violation Tag shall be in the form approved by the *Provincial Offences Procedure Act*, RSA 2000, Chapter P-34, and shall state:
- (a) the name of the person;
 - (b) the offence;
 - (c) the appropriate penalty for the offence as set out in this Bylaw; and
 - (d) that the penalty shall be paid within thirty (30) days of issuance of the Violation Tag.
- 7.4 Where a contravention of this Bylaw is of a continuing nature, the ~~Bylaw Enforcement Officer~~Peace Officer may issue further Violation Tags, provided that no more than one (1) Violation Tag shall be issued for each day that the contravention continues.
- 7.5 Where a Violation Tag is issued pursuant to this Bylaw, the person to whom the Violation Tag is issued may, in lieu of being prosecuted for the offence, pay to the City the penalty specified on the Violation Tag.
- 7.6 Nothing in this Bylaw shall prevent a ~~Bylaw Enforcement Officer~~Peace Officer from immediately issuing a Violation Ticket for the mandatory court appearance of any person who contravenes any provision of this Bylaw.

8. **Violation Ticket**

8.1 If the penalty specified on a Violation Tag is not paid within the prescribed time period, then a ~~Bylaw Enforcement Officer~~Peace Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to Part 2 or Part 3 of the *Provincial Offences Procedure Act*, RSA 2000, Chapter P-34, as amended.

8.2 Notwithstanding Section 8.1 of this Bylaw, a ~~Bylaw Enforcement Officer~~Peace Officer is hereby authorized and empowered to immediately issue a Violation Ticket pursuant to Part 2 or Part 3 of the *Provincial Offences Procedure Act*, RSA 2000, Chapter P-34, as amended, to any person who the ~~Bylaw Enforcement Officer~~Peace Officer has reasonable grounds to believe has contravened any provision of this Bylaw.

9. **General Provisions**

9.1 Should any provision of this Bylaw be invalid, then such provision shall be severed and the remaining Bylaw shall be maintained.

9.2 The Traffic Bylaw C-1166 applies *mutatis mutandis* to the regulation, control and management of vehicle and pedestrian traffic at the Airport.

10. Bylaws C-981 and C-982 and all amendments are hereby repealed.

11. This Bylaw shall take effect on the date it is passed.

READ a first time this _____ day of _____, 2019.

READ a second time this _____ day of _____, 2019.

READ a third time and finally passed this _____ day of _____, 2019.

Mayor

Corporate Services Director

BYLAW C-1392

SCHEDULE "A"

PART I

Page 1

LANDS

1. Plan 6172 NY (Airport Public Work) in Township 71, Range 6, West of the Sixth Meridian, containing 483 Hectares (1194.69 Acres), more or less, comprising part of:
 - A) NE 30; SE 31, S ½ Section 32; SW 33; NW 28; and Section 29; and
 - B) All intervening Road Allowances.

Excepting thereout: All that portion described as follows:

- A) commencing at a point on the North limit of said Plan 6172 NY, 585.4 Metres Westerly from the East boundary of the South East Quarter of said Section 32, said Township and Range; thence Southerly and at right angles thereto 43.5 Metres; thence Westerly and parallel to the said North limit 100 Metres; thence Northerly and at right angles to the said North limit to a point thereon; thence Easterly thereon to the point of commencement, containing 0.435 Hectares (1.08 Acres), more or less; and
- B) Plan 782-3544, Block 5, Lot 1 containing 0.908 Hectares (2.24 Acres) more or less.

Excepting thereout all mines and minerals

(Certificate of Title No. 072 735 377 + 1)

2. Plan 852-0504 (Right-of-Way) containing 4.66 Hectares (13.5 Acres), more or less (Pt. SW ¼ 28-71-6-W6)

Excepting thereout all mines and minerals

(Certificate of Title No. 852 065 590)

3. All that portion of the SW ¼ Section 28, Township 71, Range 6, West of the Sixth Meridian described as follows:

commencing at a point on the West boundary of the said SW ¼, 1984 Feet (604.723 Metres) Northerly from the South West corner thereof; thence Easterly at right angles to the said West boundary 150 Feet (45.72 Metres); thence Northerly and parallel to the said West boundary 290 Feet (88.392 Metres); thence Westerly at right angles to the said West boundary to a point thereon; thence Southerly along the said West boundary to the point of commencement, containing 1.0 Acres (0.405 Hectares), more or less.

Excepting thereout all mines and minerals

(Certificate of Title No. 902 094 147)

BYLAW C-1392

SCHEDULE "A"

PART I

LANDS

4. SE 31 in Township 71, Range 6, West of the Sixth Meridian containing 65.2 Hectares (161 Acres) more or less.

Excepting thereout: All that portion described as follows:

- A) the southerly 1375 Feet of the said quarter section containing 33.8 Hectares (83.50 Acres) more or less;
- B) 1.63 Hectares (4.02 Acres) more or less as shown on Road Plan 4963NY; and
- C) that portion which is designated as Area "A" on Right-of-Way Plan 4331NY containing 3.11 Hectares (7.70 Acres) more or less.

Excepting thereout all mines and minerals

(Certificate of Title No. 112 089 568)

5. NE 28 in Township 71, Range 6, West of the Sixth Meridian containing 65.2 Hectares (161 Acres) more or less.

Excepting thereout all mines and minerals

(Certificate of Title No. 142 027 282)

CITY OF GRANDE PRAIRIE

OFFICE CONSOLIDATION

BYLAW C-1393

**A Bylaw for the Licensing and Regulation of Businesses
within the City of Grande Prairie**

(As amended by Bylaw C-1393A)

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000, Chapter M-26, Grande Prairie City Council may pass bylaws for municipal purposes respecting services provided by or on the behalf a municipality;

AND WHEREAS, pursuant to Section 7(e) of the *Municipal Government Act*, a council may pass bylaws for municipal purposes respecting businesses, business activities and persons engaged in business;

AND WHEREAS, pursuant to section 7(i) of the *Municipal Government Act*, a council may pass bylaws for municipal purposes respecting the enforcement of bylaws made under the *Municipal Government Act* or any other enactment including any or all of the matters listed therein;

AND WHEREAS, pursuant to section 8 of the *Municipal Government Act*, a council may in a bylaw:

- (a) Regulate or prohibit;
- (b) Deal with any development, activity, industry, business or thing in different ways, divide each of them into classes and deal with each class in different ways; and
- (c) Provide for a system of licences, permits or approvals, including any or all of the matters listed therein.

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

SHORT TITLE

1. This Bylaw shall be called the "Business Licence Bylaw".

PART I - INTERPRETATION

DEFINITIONS

- 2.1 In this Bylaw, the following terms will have the following definitions:

"Act" means the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended, or any statute enacted in its place.

"Application" means a written Application for a Business Licence and includes an Application to renew, transfer or amend a Business Licence.

"Business" means as per the *Municipal Government Act*:

- (a) a commercial, merchandising or industrial activity or undertaking;

- (b) a profession, trade, occupation, calling or employment; or
- (c) an activity providing goods and services;

Whether for profit or Non-Profit and however organized or formed, including a co-operative or association of Persons.

"Business Licence" or "Licence" means any Business Licence issued pursuant to the provisions of this Bylaw.

"Business Location" means the premises used or occupied by any Person in the conduct of Business.

"Charitable or Non-Profit Organization" means an organization defined pursuant to the *Charitable Fund-Raising Act* and registered as such.

"Chief Business Licence Inspector" means the Person appointed to that position by the City or their designate.

"City" means the municipal corporation of the City of Grande Prairie having jurisdiction under the *Act* and other applicable legislation.

~~**"City Clerk"** means the Person appointed by Council to the designate officer position of City Clerk or their designate.~~

"Contractor" means a Business of offering to any Person to perform or arrange to perform work including but not limited to involving anything; built, placed, altered or repaired which is in, upon, over or under land or water, including a building and any clearing, dismantling, digging, drilling, excavating, grading, filling or tunneling.

"Council" means the duly elected municipal Council of the City.

"Criminal Record Check" means a Criminal Record Check obtained from the Royal Canadian Mounted Police or other Police Service.

"Direct Seller" means a Person who goes from house to house, Business to Business or Person to Person selling any merchandise and/or service.

"Entrepreneurial Youth" means any Person under the age of eighteen (18) years.

"Home Occupation" means a business that is located in a residential dwelling, or combination of a residential dwelling and an accessory building, in a residential neighbourhood to conduct a business activity by at least one (1) permanent resident of the dwelling. This includes Home Businesses and Home Offices as defined in the City's [Land Use Bylaw C-1260](#). This does not include business entities where the entirety of the operations of the business occur off site.

~~**"Licence Inspector"** means a Licence Inspector employed by the City, a Peace Officer and, where the context permits, means the Person appointed to that position by the City, or their designate, and includes a Peace Officer where the context permits.~~

"Mobile Cooking Operation" means a motor vehicle, trailer, pushcart, or similar mobile structure designed for the purpose of offering food products or beverages ready for immediate consumption.

"Mobile Vending Unit" means a Non-Resident Business who has a temporary sales location in the City selling or attempting to sell goods or services.

"Non-Resident Business" means a Business that does not reside or maintain a permanent Business Location in City.

"Peace Officer" ~~means any member of the Royal Canadian Mounted Police, a Peace Officer and a Bylaw Enforcement Officer of the City.~~ means a sworn member of the Grande Prairie Police Service, a sworn member of the Royal Canadian Mounted Police, a bylaw enforcement officer of the City, or a community peace officer of the City.

"Person" means without limiting the generality of the term, any individual, or any Business entity including, but not limited to, a firm, partnership, association, corporation, society, or legal entity.

"Private Child Care Provider" means the provision of care in a residence for six (6) or less children under the age of thirteen (13) years, not including the operator's children and provides care for more than six (6) hours per week.

"Resident Business" means a Business which is carried on from a permanent Business Location within the City limits.

"Separate Business Entity" means a distinct legal entity or any form of undertaking Business that takes one (1) of the following forms:

- (a) an individual;
- (b) a corporation, with or without share capital, that is not traded on a public exchange;
- (c) a corporation with shares that are traded on a public exchange;
- (d) a non-profit corporation;
- (e) an Indian Band;
- (f) a partnership (general or limited) of individuals, corporations, Indian Bands or any combination thereof;
- (g) a joint venture of individuals, corporations, Indian Bands, or any combination thereof; or
- (h) any other form of legal entity or form of undertaking Business.

"Standing Committee" ~~means a committee established by a Council under the Act, as set out in the City's Procedure Bylaw C-1299, Schedule "B".~~

"Temporary Business" means a Business which is carried on for a pre-determined period.

"Violation Ticket" means a Violation Ticket as defined in the *Provincial Offences Procedures Act*.

- 2.2 Terms which are not defined in this Bylaw will, where the context permits, have the meanings assigned to them in the [Land Use Bylaw C-1260](#).

- 2.3 Any reference to legislation of Canada or the Province of Alberta is deemed to include a successor legislation.

PART II - LICENCE PROVISIONS

NECESSITY FOR LICENCE

- 3.1 This Bylaw shall apply to any trade, Business or occupation with the intent of making a profit. No Person shall engage in or operate a Business within the City unless a Business Licence has been issued pursuant to the provisions of this Bylaw.
- 3.2 No Business shall operate in the City unless in compliance with any Federal, Provincial or Municipal statute, regulation or Bylaw.
- 3.3 A separate Business Licence is required for each Separate Business Entity.
- 3.4 A separate Business Licence is required for each Business Location.

EXEMPTIONS

- 4.1 A Business Licence is not required for the following organizations or Businesses, but shall nonetheless comply with the provisions of this Bylaw and must be carried out in accordance with all other applicable legislation, regulations and bylaws:
- (a) Municipal Government offices and services;
 - (b) Provincial Government offices and services;
 - (c) Federal Government offices and services;
 - (d) Charitable or Non-Profit Organizations;
 - (e) any Person specifically exempt from municipal licensing by legislation;
 - (f) any institution, association or other entity which is not conducted for gain, as determined by the Chief Business Licence Inspector;
 - (g) a Business that rents a stall, table or space as a vendor at a tradeshow, farmer's market or community event;
 - (h) a Non-Resident Business whose only Business activity is the supply or delivery of wholesale or bulk goods to a Resident Business;
 - (i) any Person who is an employee of another Person who holds a Business Licence, or a Person or other entity not required to obtain a Licence pursuant to this Section 4, unless otherwise provided in this Bylaw; and
- 4.2 For the purpose of Section 4.1(g), a tradeshow, farmer's market, or community event, the organizer is required to obtain a Business Licence. Businesses that rent a stall, table or space as a vendor at a tradeshow, farmer's market, or community event do not require a Business Licence and are limited to operating only during the scheduled hours of the event and only at that location. A Business operating outside of these specific event hours or location will require a Business Licence.
- 4.3 For the purpose of Section 4.1(i), an "employee" is a Person who is paid a salary or wage with respect to which there are deductions for any Income Tax, Canada Pension Plan, or Employment Insurance.

APPOINTMENT, AUTHORITY AND DUTIES OF CHIEF BUSINESS LICENCE INSPECTOR AND LICENCE INSPECTOR

- 5.1 The City shall appoint a Chief Business Licence Inspector and may employ one or more other Licence Inspectors.
- 5.2 The Chief Business Licence Inspector and the Licence Inspectors are authorized to:
- (a) administer and enforce this Bylaw;
 - (b) approve or refuse Business Licence Applications, either with or without conditions;
 - (c) cancel, suspend, alter, add conditions to, or revoke any Business Licence where it is deemed to be appropriate;
 - (d) issue a minor variance or exemption from the terms of this Bylaw where it is deemed to be appropriate;
 - (e) inspect or investigate any Business to determine whether it is in compliance with this Bylaw;
 - (f) issue orders requiring compliance with this Bylaw;
 - (g) initiate and conduct prosecutions for violations of this Bylaw; and
 - (h) collect Business Licence fees on behalf of the City.

PREREQUISITES FOR A BUSINESS LICENCE

- 6.1 Any Business requiring any other permit(s) related to ensuring the eligibility of the proposed Business Location, which may include but not limited to a Development Permit under the [Land Use Bylaw C-1260](#) or permit(s) under the *Safety Codes Act*, must obtain these permit(s) prior to the issuance of a Business Licence.
- 6.2 Notwithstanding Section 4.1(e), the Chief Business Licence Inspector may request any other information or involve any agency, authorities or department deemed necessary to issue a Business Licence in accordance with this Bylaw.
- 6.3 Applicants for Businesses under Part III of this Bylaw shall comply with the regulatory requirements as stipulated under the specific Business type by delivering the appropriate document or documents to the Chief Business Licence Inspector.

APPLICATION PROCESS

- 7.1 An Application must be submitted for:
- (a) a new Business Licence;
 - (b) amendments to an existing Business Licence, including a change to a different Business name, a change to a different Business Location or a change to the nature of the Business;
 - (c) a transfer of a Business Licence to another Person; and
 - (d) an exemption as described in Section 4.1.

- 7.2 An applicant for a Business Licence shall make Application to the City on a form prescribed by the Chief Business Licence Inspector and include the following:
- (a) the name of the Business, including the legal or corporate name if any and any trade names under which the Business is to be conducted;
 - (b) the applicant's name;
 - (c) the phone number of the Business;
 - (d) the email address of the Business;
 - (e) the physical address of the Business;
 - (f) the mailing address of the Business;
 - (g) the proper name of the owner(s) of the Business;
 - (h) the address of the owner(s) of the Business;
 - (i) the phone number of the owner(s) of the Business;
 - (j) the email address of the owner(s) of the Business;
 - (k) the main contact name, position, phone number, and email address of the Business, if different from the applicant or owner(s);
 - (l) a description of the nature of the Business that includes, primary type of business as classified by the North American Industry Classification System (NAICS), the approximate square footage of the business premises, if the business premises is owned, leased, or rented, if the business is part of a franchise, the number of full-time and part-time employees;
 - (m) the provincial licence number if the Business is required to be licensed by the province;
 - (n) the signature of the applicant or applicant's representative; and
- 7.3 An applicant shall not submit any information with respect to an Application which is false, misleading, incomplete or inaccurate.
- 7.4 If a Person ceases to carry on the Business for which a Business Licence is granted, that Person shall immediately notify the Chief Business Licence Inspector.

BUSINESS LICENCE APPLICATION FEE, DURATION OF LICENCE, CONDITIONS AND VALIDITY

- 8.1 All Business Licence Applications shall be accompanied by the relevant fee in accordance with the [Fees, Rates and Charges Bylaw C-1395, Schedule "A"](#).
- (a) if an Application for a Business Licence is refused because a Development Permit cannot be obtained, the fee for the Business Licence will be refunded;
 - (b) if an Application for a Business Licence is withdrawn prior to processing, the fee for the Business Licence will be refunded; or
 - (c) if a complete Business Licence Application is not received within three (3) months of the application date, the fee will not be refunded, and the Application will be closed.
- 8.2 Unless otherwise specifically determined, every Business Licence shall expire at 12:00 a.m., at month end, one (1) calendar year from the initial date of issuance, unless revoked by the Chief Business Licence Inspector.

- 8.3 Notwithstanding Section 8.2, a Temporary Business Licence shall be issued for a Non-Resident Business that intends to conduct Business for a period of three (3) consecutive months or less. A Business which exceeds the term of this Licence for its operations must apply for a Non-Resident Business Licence.
- 8.4 The Chief Business Licence Inspector may issue a Licence for a limited term or for a specified date in any case where the Chief Business Licence Inspector considers it appropriate to do so. A Person:
- (a) may not appeal a decision to issue a Licence for a limited term or for a specified date.
- 8.5 Renewal notices will be sent out one (1) month prior to the Business Licence expiring. Businesses that have not renewed their Business Licence by month end of its anniversary month will receive a final notice and be deemed delinquent. Delinquent Businesses will be subject to the renewal fee and late fee in accordance with the [Fees, Rates and Charges Bylaw C-1395, Schedule "A"](#). Businesses that fail to renew will receive a late fee for each month that they remain delinquent.
- 8.6 At any relevant time, the Chief Business Licence Inspector may impose conditions on a new or existing Business Licence in relation to the establishment or operation of the applicable Business.
- 8.7 The Chief Business Licence Inspector may refuse to issue a Business Licence or may impose conditions on a Business Licence if the Chief Business Licence Inspector:
- (a) has revoked or suspended a Business Licence of the applicant for the same or a similar Business within past twelve (12) months;
- (b) has reasonable grounds for believing that the applicant does not or will not comply with this Bylaw, with any Federal, Provincial or other Municipal statute, regulation, bylaw or other requirement;
- (c) has reasonable grounds for believing that issuing a Business Licence with respect to the proposed Business is not in the public interest; or
- (d) has determined that it is inappropriate to issue a Licence to an applicant where the safety, health or welfare of the public may be at risk due to the issuance of a Licence.
- 8.8 A Business Licence is not valid until it has been signed and sealed by a Licence Inspector.

TRANSFER OF LICENCE

- 9.1 A Business Licence may be transferred from one location to another location or from one Person to another Person with consent of a Licence Inspector and provided that the transfer fee, in accordance with the [Fees, Rates and Charges Bylaw C-1395, Schedule "A"](#) is paid.

GENERAL PROVISIONS TO ALL BUSINESS LICENCES

- 10.1 No Business shall:
- (a) display adult video tapes or sexually explicit material so that it is visible from outside the Business Location;
 - (b) display any sign or other form of advertisement that indicated that sexually explicit displays, shows or material will be available in the Business Location; or
 - (c) engage in or allow any employee or other Person on the Business Location, to engage in or offer to engage in any act of prostitution.
- 10.2 A Business Licence does not relieve the Licence holder from the obligation to obtain any other permit, Licence or other approval that may be required under another bylaw of the City or any other governmental authority.
- 10.3 All Business Licences granted are subject to the provisions of any land use or development regulations of the City and issuance of a Licence shall not be deemed as approval to carry on a Business in or on any Business Location in contravention of the provisions in the City's [Land Use Bylaw C-1260](#).

POSTING OF LICENCE

- 11.1 A Business Licence shall be posted in a conspicuous place at the Business Location so that is it visible to the customers of the Business.
- 11.2 A Business Licence issued with respect to a Business that is not conducted at a fixed location shall be carried on the Person of the Licence holder or in or on the vehicle or apparatus from which such Business is conducted and shall be shown to a Licence Inspector upon request. If there is more than one employee conducting Business off site, each employee shall be required to provide a copy of the Business Licence upon request.
- 11.3 If a Business Licence is lost or damaged, a new one may be issued provided that the replacement fee, in accordance with the [Fees, Rates and Charges Bylaw C-1395, Schedule "A"](#) is paid.
- 11.4 All Business Licences remain the property of the City.

REVOCAION OR SUSPENSION OF A BUSINESS LICENCE

- 12.1 The Chief Business Licence Inspector may revoke or suspend a Business Licence if:
- (a) the Person to whom the Licence is issued contravenes any Federal, Provincial or Municipal statute, regulation, directive or Bylaw, including this Bylaw, in the course of carrying on the Business covered by the Licence;
 - (b) a Licence has been issued in error without all the necessary approvals required;
 - (c) in the opinion of the Chief Business Licence Inspector, there are just and reasonable grounds to suspend or revoke a Business Licence; or
 - (d) any certification, authority, Licence or other document of qualification under any Federal, Provincial or Municipal statute, regulation or Bylaw required for the operation of the Business covered by the Licence is suspended, cancelled, terminated or

surrendered effective on the date of the suspension, cancellation, termination or surrender.

- 12.2 Upon a Business Licence being suspended or revoked, the holder shall be notified:
- (a) by personal service of a notice on the holder; or
 - (b) by mailing a notice to the holder by registered mail to the holder's Business Location or mailing address noted on the application for the Business Licence.
- 12.3 A notice of suspension or revocation of a Business Licence shall be deemed to be received on the date of service or five (5) working days after the date it is mailed.
- 12.4 Upon receiving a notice of suspension or revocation of a Business Licence, a Person shall cease to carry on the Business with respect to which the Licence was issued.

APPEALS

- 13.1 Any Person who is affected by a decision of a Licence Inspector, other than a decision to issue a Violation Ticket, may appeal ~~to the Standing Committee by delivering to the City Clerk, a notice of appeal in the form prescribed by the City within fourteen (14) days of the date of the decision; the decision in accordance with the General Appeal Board Bylaw C-1469.~~
- ~~13.2 If the City Clerk determines that a notice of appeal is not properly completed, they shall notify the appellant and the appellant shall correct the notice of appeal within three (3) days, failing which the notice of appeal will be deemed to be invalid.~~
- ~~13.3 Upon confirming that a notice or appeal is complete, the City Clerk shall:~~
- ~~(a) arrange for the Standing Committee to hear the appeal; and~~
 - ~~(b) notify the appellant in writing of the date, time, and place of the appeal hearing.~~
- ~~13.4 An appeal shall be heard by the Standing Committee within forty-two (42) days of the date upon which a properly completed notice of appeal is received by the City Clerk.~~
- ~~13.5 In an appeal hearing, the Standing Committee shall hear the appellant, the Licence Inspector or their designate and any other Person who, in the opinion of the Standing Committee, is affected by the decision. The Standing Committee may accept any other evidence or information deemed pertinent to the subject matter of the appeal.~~
- ~~13.6 The Standing Committee may uphold, vary, or reverse a decision of a Licence Inspector.~~
- ~~13.7 The City Clerk shall advise an appellant of the outcome of the appeal within seven (7) days of the decision being rendered by the Standing Committee.~~

PART III - SPECIAL PROVISIONS RELATING TO CERTAIN BUSINESSES**CANNABIS RETAIL STORE (Removed by Bylaw C-1393A – April 22, 2024)****CONTRACTOR**

- 15.1 A Contractor that makes application for a permit with the City including but not limited to a Building Permit, a Development Permit, Plumbing and Gas Permit, an Electrical Permit or a Mechanical Permit, must have a Business Licence.
- 15.2 Prior to a Licence being issued to an individual or company, the Chief Business Licence Inspector shall be satisfied by the complete submission of a prerequisite form confirming that:
- (a) the individual or company; or
 - (b) an employee of the individual or company actively engaged by the individual or company;
- has a valid and subsisting provincial certificate for the trade or trades in which the individual or company wishes to engage.
- 15.3 Any Licence granted to an individual or company is granted subject to the following conditions:
- (a) if the Licence was granted to an individual or company based upon their or its qualifications under Section 15(1) and they or it ceases to be actively engaged in the Business or ceases to be so qualified the Licence shall be revoked; or
 - (b) if the Licence was granted based upon the qualifications of an employee actively engaged by the individual or company and that employee ceases to be actively engaged by that individual or company or ceases to be qualified, the Licence shall be revoked.

DIRECT SELLER

- 16.1 Seven (7) full days prior to the commencement of the Business operation, a Direct Seller Business shall provide the following information:
- (a) the names and addresses of the Persons comprising the representatives' team, including their temporary or permanent places of residence in the City;
 - (b) a recent identification photo of each representative; and
 - (c) the contact information of the regional lead hand responsible for the Direct Sellers in the City.
- 16.2 A Direct Seller Business shall hold a valid Business Licence during the soliciting, negotiating or concluding in Person, of sale contracts for goods and services of the Business' representatives.
- 16.3 A separate Licence is required for each Direct Seller regardless of whether that Direct Seller is an employee of some other Person.

16.4 A new Criminal Record Check is required for every new or renewal application for a Direct Seller's Licence. Criminal Record Checks older than ninety (90) days will not be accepted for a Direct Seller's Licence application.

- (a) upon the Direct Seller receiving their Licence, each Direct Seller shall provide:
- (i) their company issued ID card; and
 - (ii) a government issued ID card.

16.5 An Applicant who has been convicted of theft, fraud, possession of stolen property or any other criminal offence involving an accusation of dishonest or fraudulent conduct in the preceding two (2) years will not be granted a Direct Seller's Licence.

16.6 A Direct Seller may not carry on Business between the hours of 8:00 p.m. and 9:00 a.m.

16.7 A Direct Seller must display both their company issued ID card and their City issued ID card when soliciting sales for goods and services.

16.8 A Direct Seller's Licence shall be valid for six (6) months from when the Licence is issued.

ENTREPRENEURIAL YOUTH

17.1 An Entrepreneurial Youth is eligible for a Business Licence free of charge.

17.2 A Business Licence is not an obligatory process and a youth proprietor will not be penalized if a Business Licence Application is not made.

GARAGE SALES AND YARD SALES

18.1 A maximum of two (2) garage sales, each for a period not exceeding three (3) consecutive days, in any calendar year may be conducted on any private residential property without a Business Licence.

MOBILE COOKING OPERATIONS

19.1 Prior to a Licence or a renewal of a Licence being issued to a Mobile Cooking Operation, the Chief Business Licence Inspector shall be satisfied that the unit has passed all inspections governed under the Safety Codes Act for Mobile Cooking Operations and has received approval from Alberta Health Services.

19.2 Mobile Cooking Operations shall only carry on Business on non-residential private property with permission of the property owner or on public/City-owned property approved by the City.

19.3 Mobile Cooking Operations shall provide recycling and waste receptacles to customers when in operation, unless participating in an event where receptacles are provided by the event organizer.

MOBILE VENDING UNITS

- 20.1 Mobile Vending Units shall only carry on Business on non-residential private property with permission of the property owner or on public/City-owned property approved by the City.

PRIVATE CHILD CARE PROVIDER

- 21.1 A Private Child Care Provider shall provide:
- (a) a new Criminal Record Check with Vulnerable Sector Check for every new or renewal Application. A Criminal Record Check with Vulnerable Sector Check is required for each Child Care Provider and for any Person residing in the residence over the age of eighteen (18) years. Criminal Record Checks older than ninety (90) days will not be accepted for a Private Child Care Provider's Application; and
 - (b) a valid First Aid Certificate in Child Care.

TRADE-SHOW, FARMER'S MARKET OR COMMUNITY EVENTS

- 22.1 A Person who is a participant in a tradeshow, farmer's market, or community event is entitled to accept orders or payments of money at the event location for performance of services, sales of goods or for delivery of goods.

PART IV - OFFENCES AND PENALTIES

- 23.1 A Person who breaches provisions of this Bylaw is guilty of an offence and is liable for the following specified fine amounts:
- (a) \$500.00 for commencing Business operations without a valid Business Licence;
 - (b) \$50.00 for failing to display a valid Business Licence;
 - (c) \$500.00 for continuing Business activity after the Business Licence has been suspended or cancelled;
 - (d) \$1,000.00 for any offence of Section 10.1; and/or
 - (e) \$250.00 for any offence for which a fine is not otherwise established in this section.
- 23.2 Each day that a violation continues to exist shall constitute a separate offence.
- 23.3 In addition to any fine imposed for an offence under Section 3.1, a court may impose a fine in the amount of the Licence fee for each Business being engaged in or operating without a Licence.
- 24.1 If a Violation Ticket is issued in respect of an offence, the Violation Ticket may:
- (a) specify the fine amount established by this Bylaw for the offence; or
 - (b) require a Person to appear in court without the alternative of making a voluntary payment.

- 25.1 A Person who commits an offence:
 - (a) if a Violation Ticket is issued in respect of the offence; and
 - (b) if the Violation Ticket states the fine amount specified in this Section for the offence; may make a voluntary payment equal to the specified fine.

REPEAL EXISTING BYLAW

26.1 Effective May 1, 2021, Bylaw C-1064 and all amendments are hereby repealed.

READINGS

27.1 This Bylaw shall come into force on May 1, 2021.

READ a first time this 19 day of October, 2020.

READ a second time this 19 day of October, 2020.

"B. Given" (signed)

Mayor

"A. Karbasheski" (signed)

City Clerk

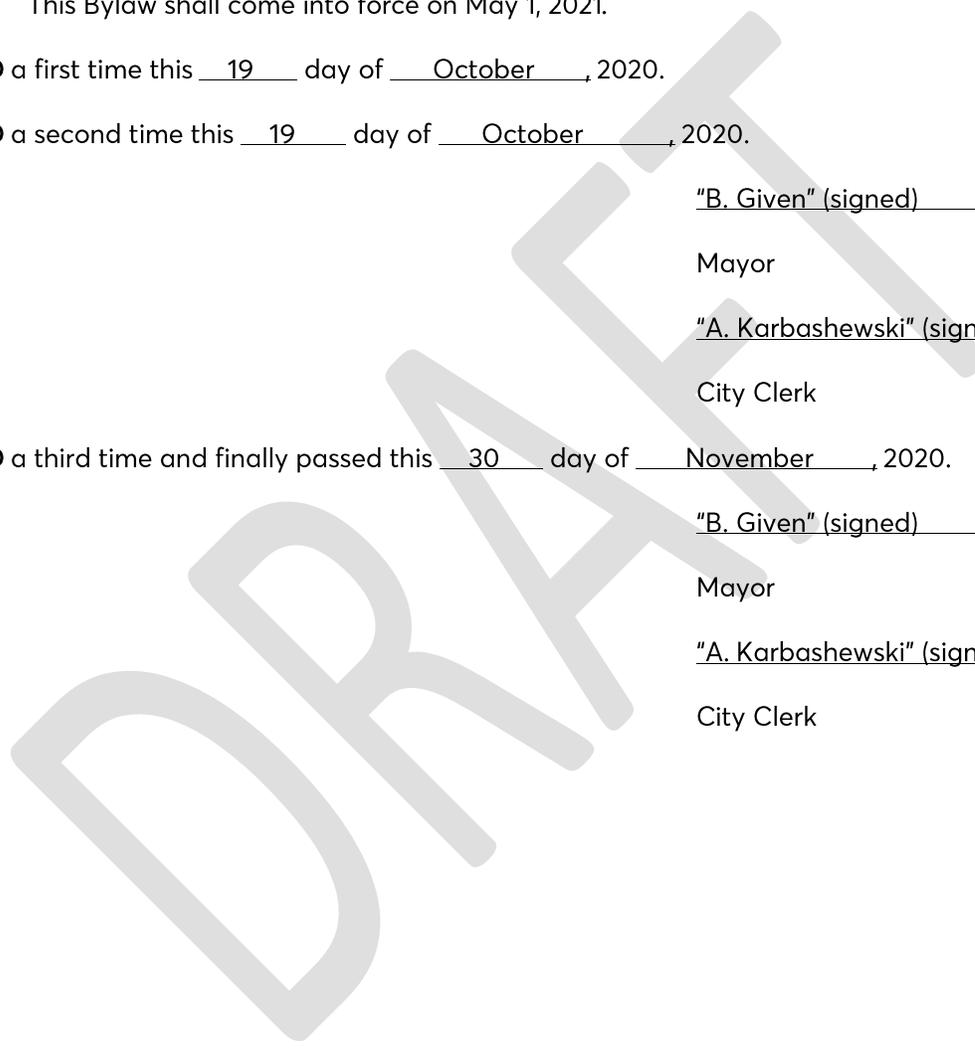
READ a third time and finally passed this 30 day of November, 2020.

"B. Given" (signed)

Mayor

"A. Karbasheski" (signed)

City Clerk



CITY OF GRANDE PRAIRIE

BYLAW C-1394

**A Bylaw of the City of Grande Prairie
for the Licensing and Regulation of Vehicle for Hire
within the City of Grande Prairie**

WHEREAS, pursuant to sections 7 & 8 of the *Municipal Government Act*, RSA 2000, Chapter M-26, Council may pass bylaws for municipal purposes respecting:

- A. the safety, health and welfare of people and the protection of people and property;
- B. transport and transportation systems;
- C. businesses, business activities, and persons engaged in business;
- D. the regulation of businesses, activities, and industries;
- E. licenses, permits, and approvals; and
- F. enforcement of Bylaws.

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

SHORT TITLE

- 1. This Bylaw shall be called the “Vehicle for Hire Bylaw”.

PART I - INTERPRETATION

PURPOSE

- 2. The purpose of this Bylaw is to establish a system of licensing and regulation of Vehicles for Hire.

DEFINITIONS

- 3. In this Bylaw, the following terms will have the following definitions:

“**Accessible Taxi**” means a vehicle which is specially equipped to accommodate the transportation of persons with physical disabilities and has been approved as an Accessible Taxi by the Chief License Inspector.

“**Act**” means the Municipal Government Act (MGA), RSA 2000, Chapter M-26, as amended, or any statute enacted in its place.

~~“**Bylaw Enforcement Officer**” means a Member of the Royal Canadian Mounted Police, a Bylaw Enforcement Officer, or a Community Peace Officer of the City.~~

“**Chauffeur**” means a licensed driver of a Vehicle for Hire who holds a valid Chauffeur Permit.

“**Chauffeur Permit**” means a permit to drive a Vehicle for Hire issued in accordance with this Bylaw.

“**Chief License Inspector**” means the person appointed to that position by the City, or the designate of that person.

“**City**” means the municipal corporation of the City of Grande Prairie having jurisdiction under the Act and other applicable legislation.

~~“**Clerk**” means the City Clerk of the City or their designate.~~

~~“**Committee**” means the standing Committee of Council in accordance with the Procedure Bylaw C 1299, Schedule “B”.~~

“**Designated Driver**” means any person who operates a motor vehicle owned by another registered motor vehicle owner for the purposes of providing Designated Driving Services.

“**Designated Driving Service**” means the transportation of a registered motor vehicle’s owner and that person’s passengers, if any, in the registered motor vehicle owner’s vehicle from any place in the City to any other place for payment of a salary, fee, or for any other consideration.

“**Designated Driver Support Vehicle**” means a vehicle utilized by a Designated Driving Service solely for the transportation of Designated Drivers in the provision of Designated Driving Services.

“**Dispatch**” means the sending of a Vehicle for Hire to a location for the purpose of offering or providing transportation to a passenger, and includes but is not limited to:

- (a) receiving telephone or radio calls from prospective passengers and directing a person operating a Vehicle for Hire to attend at the passenger’s requested location;
- (b) offering or operating any part of a mobile application, transportation network, or other electronic service that receives requests for transportation services from prospective passengers and connects such requests to a person operating a Vehicle for Hire; or
- (c) any other action that results in a passenger and Vehicle for Hire being in the same place at the same time for the purpose of providing the passenger with Vehicle for Hire services, regardless of whether the Vehicle for Hire services are actually provided to the passenger.

“**Dispatch License**” means any Vehicle for Hire License to Dispatch Vehicles for Hire issued in accordance with this Bylaw, and includes:

- (a) a Designated Driving Service Dispatch License;
- (b) an Exclusive Dispatch License;
- (c) a General Dispatch License;
- (d) a Taxi Dispatch License; or
- (e) a Transportation Network Dispatch License.

“**Dispatcher**” means a person who dispatches a Vehicle for Hire, and includes a person named on a Dispatch License.

“**Licensee**” means a person named on the License issued in accordance with this Bylaw.

“**Limousine**” means a luxury Vehicle for Hire that provides a Pre-arranged Service and includes but is not limited to a vehicle for which a Limousine Permit has been issued.

“**Municipal Tag**” means a tag whereby the person alleged to have committed a breach of a provision of this Bylaw is given the opportunity to pay a Specified Penalty to the City in lieu of prosecution for an offence.

“**Peace Officer**” means a sworn member of the Grande Prairie Police Service, a sworn member of the Royal Canadian Mounted Police, a bylaw enforcement officer of the City, or a community peace officer of the City.

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“**Police Information Check**” means a police information or criminal record check obtained from the Royal Canadian Mounted Police or other Police Service within Canada.

“**Pre-arranged Service**” means the transportation services provided by a Vehicle for Hire that are arranged, booked, scheduled, or requested by the passenger in advance of the Vehicle for Hire arriving at the passenger’s location.

“**Private Transportation Provider**” means a Vehicle for Hire that provides a Pre-arranged Service to passengers and includes but is not limited to a vehicle for which a Private Transportation Provider Permit has been issued but does not include a Transportation Network Vehicle.

“**Shuttle**” means a Vehicle for Hire that provides Pre-arranged Service to passengers based on a pre-determined schedule and route and includes but is not limited to a vehicle for which a Shuttle Permit has been issued.

“**Street Hailing**” means offering, soliciting, or accepting offers to provide transportation service, to passengers that is not Pre-arranged Service.

“**Taxi**” or “**Cab**” means a Vehicle for Hire that provides transportation service to passengers as requested by the passenger based on time and distance travelled and includes but is not limited to a vehicle for which a Taxi Permit has been issued, but does not include a Private Transportation Provider or a Transportation Network Vehicle.

“**Traffic Safety Act**” means the *Traffic Safety Act*, RSA 2000, Chapter T-6.

“**Transportation Network Companies Regulation**” means the Transportation Network Companies Regulation, AR 100/2016.

“**Transportation Network Vehicle**” has the same meaning as “Transportation Network Automobile” as defined in the Transportation Network Companies Regulation.

“**Vehicle for Hire**” means a motor vehicle used or offered for the transportation of at least one (1) passenger in return for compensation from any place within the City to a destination either within or outside of the City, and includes but is not limited to:

- (a) an Accessible Taxi;
- (b) a Limousine;
- (c) a Motor Vehicle operated by a Designated Driver;
- (d) a Private Transportation Provider;
- (e) a Shuttle;
- (f) a Taxi; or
- (g) a Transportation Network Vehicle;

but, does not include any vehicle or class of vehicle exempted by the Chief License Inspector; and

- (h) without limiting the generality of this definition, if the transportation of a passenger is provided as part of a package of additional goods or services for which there is compensation, then the transportation of the passenger is considered to be in return for compensation unless the transportation is shown, on a balance of probabilities, to be merely ancillary to the goods or services.

“**Vehicle Permit**” means a permit issued for a Vehicle for Hire in accordance with this Bylaw, and includes:

- (a) an Accessible Taxi Permit;
- (b) a Limousine Permit;
- (c) a Private Transportation Provider Permit;
- (d) a Shuttle Permit; and
- (e) a Taxi Permit.

“**Violation Ticket**” means a violation ticket as defined in the *Provincial Offences Procedures Act*, RSA 2000, Chapter P-34.

“**Vulnerable Sector Check**” means a Police Information Check including a check to see if a person has a record suspension (pardon) for sexual offences.

Any reference to legislation of Canada or the Province of Alberta is deemed to include a successor legislation.

PART II - VEHICLE FOR OPERATION

Division 1 - General Operation of All Vehicles for Hire

REQUIRED LICENSES

- 4. (1) No person may drive, cause or permit the driving of a Vehicle for Hire, unless the person holds a valid Chauffeur Permit except if:
 - (a) the Support Vehicle operated by a Designated Driving Service is exempt from Subsection 4(1).

- (2) No person may drive, cause or permit the driving of a Vehicle for Hire, except a Transportation Network Vehicle or a vehicle operated by a Designated Driver unless a valid Vehicle Permit has been issued for that vehicle.
- (3) No person may Dispatch or participate in the dispatching of a Vehicle for Hire unless the person holds a valid Dispatch License.
- (4) No person may undertake, cause or permit any of the actions in Subsections 4(1) (2) and (3) contrary to any term or condition imposed on a License and/or Permit.
- (5) No person may drive, cause or permit the driving, of a Transportation Network Vehicle, unless the person holds a valid Provincial Class 1, 2 or 4 Operator's License.
- (6) No person may drive, cause or permit the driving, of a Transportation Network Vehicle, unless a valid Provincial Class 1-55 Registration Certificate has been issued for that vehicle.
- (7) No person may drive, cause or permit the driving, of a Transportation Network Vehicle, unless the person can provide proof of valid insurance that meets the requirements of Section 33.
- (8) This Section does not apply to:
 - (a) a motor vehicle used as a part of a transit system operated by the City;
 - (b) a motor vehicle licensed and used as part of an inter-municipal or inter-provincial bus service; or
 - (c) an emergency vehicle.

DISPLAY OF INFORMATION

5. (1) No person may drive, cause or permit the driving, of a Vehicle for Hire unless the following information is displayed so that it is visible to all passengers:
 - (a) the Dispatcher's name and contact information;
 - (b) City contact information, as prescribed by the Chief License Inspector;
 - (c) either the valid Chauffeur Permit issued to the person driving the Vehicle for Hire, or the driver's name and a current photograph of the driver's face; and
 - (d) payment methods, rates and terms unless prearranged.
- (2) The information required to be provided by Subsection 5(1) may be:
 - (a) subject to Sections 13, 14 and 15, clearly and prominently displayed on the interior or exterior of the vehicle in a location that is visible to all passengers; or
 - (b) accessible to all passengers electronically through a mobile application used by the Dispatcher for that Vehicle for Hire.
- (3) A person driving, or that causes or permits the driving of a Vehicle for Hire, except a Transportation Network Vehicle or a vehicle operated by a Designated Driver, must ensure that the valid Vehicle Permit issued for that vehicle is displayed on the exterior of the vehicle.

DOCUMENTS FOR INSPECTION

6. (1) On the request of a ~~Bylaw Enforcement Officer~~Peace Officer, the driver of a Vehicle for Hire must produce to the ~~Bylaw Enforcement Officer~~Peace Officer any of the following:
- (a) a License or documentation required by Section 4;
 - (b) a valid Mechanical Inspection Certificate, in a form satisfactory to the Chief License Inspector, for that vehicle dated within one (1) year prior to the date of the request is:
 - (i) a vehicle operated by a Designated Driver is exempt from the requirements of Subsection 6(1)(b);
 - (c) proof of valid insurance that meets the requirements of Section 33;
 - (d) the person's valid Provincial Class 1, 2 or 4 Operator's License;
 - (e) a valid Provincial Class 1-55 Registration Certificate for that vehicle; and
 - (f) any other information pertaining to the operation of the Vehicle for Hire requested by the ~~Bylaw Enforcement Officer~~Peace Officer.

VEHICLE INSPECTION & MAINTENANCE

7. (1) Upon the direction of a ~~Bylaw Enforcement Officer~~Peace Officer or the Chief License Inspector, a vehicle Licensee or person driving a Vehicle for Hire, except a Designated Driver, must:
- (a) provide the vehicle for inspection at a time and location specified by the ~~Bylaw Enforcement Officer~~Peace Officer or Chief License Inspector;
 - (b) provide the ~~Bylaw Enforcement Officer~~Peace Officer or Chief License Inspector with proof of a satisfactory mechanical inspection completed within five (5) days of the date of the direction; or
 - (c) upon the direction of a ~~Bylaw Enforcement Officer~~Peace Officer or the Chief License Inspector, a vehicle Licensee or person driving a Vehicle for Hire must, by the date specified in the direction, undertake any repairs or maintenance directed by the ~~Bylaw Enforcement Officer~~Peace Officer or Chief License Inspector.

DRIVER CONDUCT

8. (1) A person driving a Vehicle for Hire must:
- (a) take the most economical route to the passenger's destination unless otherwise directed by the passenger;
 - (b) be courteous at all times and provide reasonable assistance to any passenger as requested or required in the circumstances;
 - (c) at the conclusion of each trip, check the vehicle for any personal property apparently left behind by a passenger and make any such property available for retrieval by the passenger unless otherwise directed by the Chief License Inspector; and
 - (d) allow for electronic payment.

STREET HAILING

9. (1) No persons may engage in Street Hailing while driving a Vehicle for Hire on a highway unless the person is driving a vehicle for which a valid Taxi Permit or Accessible Taxi Permit has been issued.
- (2) For greater certainty, a Designated Driving Service or a person driving a Limousine, Shuttle, Private Transportation Provider, or Transportation Network Vehicle may not engage in Street Hailing on a highway at any time and may only provide Pre-arranged Service that has been dispatched by a Dispatcher.
- (3) The onus of proving that a service is pre-arranged for the purpose of this section is on the person alleging a Pre-arranged Service on a balance of probabilities.

SEIZURE OF PERMIT

10. (1) If a ~~Bylaw Enforcement Officer~~Peace Officer has reasonable grounds to believe that a Vehicle for Hire is being driven in a manner contrary to this Bylaw, the ~~Bylaw Enforcement Officer~~Peace Officer may seize and take possession of the Vehicle Permit issued for that vehicle and/or the Chauffeur Permit of the driver of the Vehicle for Hire.
- (2) A permit seized pursuant to this Section must be returned to the Chief License Inspector as soon as practicable, along with a written summary of the basis of the ~~Bylaw Enforcement Officer~~Peace Officer's reasonable belief in support of the seizure.
- (3) Upon receipt of a seized permit, the Chief License Inspector must either return the permit or provide notice of the intent to suspend, cancel, or impose terms and conditions on the permit pursuant to Section 43.

Division 2 - Operation of Certain Vehicles for Hire**ACCESSIBLE TAXI/TAXI REQUIREMENTS**

11. (1) A person driving, or that causes or permits the driving, of a Taxi, or Accessible Taxi ensure that:
 - (a) the vehicle is equipped with an operating meter and top light;
 - (b) the colour and marking of the vehicle comply with requirements prescribed by the Chief License Inspector;
 - (c) the Dispatcher's name, telephone number and vehicle unit number are displayed on the exterior of the vehicle;
 - (d) a valid meter accuracy certificate, in a form satisfactory to the Chief License Inspector and dated within the previous one year, is accessible and produced to a passenger or ~~Bylaw Enforcement Officer~~Peace Officer upon request; and
 - (e) effective May 1, 2022, the vehicle is equipped with an operating Global Positioning System (GPS) approved by the Chief License Inspector capable of tracking retrievable records for a period of no less than thirty (30) days.

DESIGNATED DRIVER REQUIREMENTS

12. (1) Any person who operated a motor vehicle owned by another registered motor vehicle owner for the purposes of providing Designated Driving Services will ensure that:
- (a) the Designated Driver maintains an agreement with a Licensed Designated Driving Service;
 - (b) immediately prior to each occasion on which the propose to operate a customer's motor vehicle, the Designated Driver shall have:
 - (i) reviewed the necessary documents to satisfy themselves that the motor vehicle has a valid registration and is insured under a contract for automobile insurance;
 - (ii) secured the registered motor vehicle owner's consent to operate the motor vehicle;
 - (iii) ensured that the number of individuals to be transported in the registered motor vehicle owner's motor vehicle does not exceed the number of available seatbelts and will otherwise be in compliance with applicable safety and highway traffic laws; and
 - (iv) struck an agreement with the registered motor vehicle owner respecting the Designated Driver's fee for operating the motor vehicle.
- (2) The Designated Driver Support Vehicle is prohibited from conveying passengers with the exceptions of other Designated Drivers.
- (3) The Designated Driver will have proof of appropriate commercial insurance that meets the requirements pursuant to Section 33.
- (4) No person shall advertise or promote themselves as providing Designated Driving Services, or as a Designated Driver unless they are licensed in accordance with this Bylaw.

DESIGNATED DRIVER SUPPORT VEHICLE MARKING

13. (1) A person driving, that causes or permits the driving, of a Designated Driver Support Vehicle must ensure that:
- (a) the Dispatcher's name is clearly displayed so that it is visible from the exterior of the vehicle;
 - (b) no equipment or markings visible from the exterior are present in or on the vehicle that identify the vehicle as a Taxi or Accessible Taxi including but not limited to:
 - (i) the words "Taxi", "Cab", or "Accessible Taxi";
 - (ii) a top light or meter; or
 - (iii) the Dispatcher's name, contact information, or other than that required by Subsection 13(1)(a).

PRIVATE TRANSPORTATION PROVIDER MARKINGS

14. (1) A person driving, that causes or permits the driving, of a Private Transportation Provider must ensure that no equipment or markings visible from the exterior are present in or on the vehicle that identify the vehicle as a Taxi or Accessible Taxi, including, but not limited to:
- (a) the words "Taxi", "Cab", or "Accessible Taxi"; or
 - (b) a top light or meter.

TRANSPORTATION NETWORK VEHICLE MARKINGS

15. (1) A person driving, that causes or permits the driving, of a Transportation Network Vehicle must ensure that:
- (a) the Dispatcher's name is clearly displayed on the front and rear of the vehicle so that it is visible from the exterior of the vehicle;
 - (b) the size of the Dispatcher's name required by Subsection 15(1)(a) is at least 8cm x 8cm and does not exceed 20cm x 20cm; and
 - (c) no equipment or markings visible from the exterior are present in or on the vehicle that identify the vehicle as a Taxi or Accessible Taxi including but not limited to:
 - (i) the words "Taxi", "Cab", or "Accessible Taxi";
 - (ii) a top light or meter; or
 - (iii) the Dispatcher's name, contact information, or other than that required by Subsection 15(1)(a).

ACCESSIBILITY EXCEPTION

16. (1) Nothing in Sections 11, 13, 14 or 15 restricts a Vehicle for Hire from displaying the international symbol of access, provided that it does not exceed 20cm x 20cm and does not contain any words.

SERVICE REFUSAL

17. (1) A person driving a Vehicle for Hire must not refuse a request for service from a potential passenger.
- (2) Notwithstanding Subsection 17(1), a person driving a Vehicle for Hire may refuse a request for service from a potential passenger if, based on the circumstances, the person reasonably believes there is a danger to their personal safety or of serious damage to property or the service would contravene this Bylaw.
- (3) The fact that a potential passenger is accompanied by an assistance animal cannot be used to support a reasonable belief as referred to in Subsection 17(2).

- (4) If a request for service is refused pursuant to Subsection 17(2), the person driving the Vehicle for Hire must:
- (a) immediately provide verbal notice of the refusal to the Dispatcher that either arranged the refused request or is otherwise providing Dispatch services to the Vehicle for Hire at the time of the refusal; and
 - (b) within twenty-four (24) hours of the refusal, provide a signed written report of the circumstances of the refusal to the Chief License Inspector.
- (5) A notice of refusal required by Subsection 17(4) must include:
- (a) date of refusal;
 - (b) time of refusal;
 - (c) location of refusal;
 - (d) the Chauffeur Permit number, or full name and Provincial Operator's License number, of the person driving the Vehicle for Hire at the time of the refusal;
 - (e) the Vehicle Permit number, or provincial license plate and vehicle identification number;
 - (f) a complete description of the circumstances and the reasons for refusing the request for service; and
 - (g) any other information requested by the Chief License Inspector.

ACCESSIBLE TAXI PRIORITY

18. (1) A person driving Accessible Taxi must provide priority to request for service from passengers using a mobility aid.

NOTATION REQUIRED

19. (1) No person may drive an Accessible Taxi unless that person holds a valid Chauffeur Permit with a notation from the Chief License Inspector indicating the person has completed the required Accessible Taxi driver training.

SHUTTLE RESTRICTIONS

20. (1) A person driving a Shuttle must:
- (a) not provide service upon the request of a passenger at a time or location specified by the passenger;
 - (b) not permit a passenger to choose the route, duration, or destination of the trip;
 - (c) provide service only pursuant to a pre-determined, fixed, and published schedule and route;
 - (d) only load and unload passengers at pre-determined locations specified in the schedule;
 - (e) charge a fare that is a flat rate based solely on the destination and regardless of the number of passengers; and
 - (f) provide a copy of the schedule and route required by Subsection 20(1)(c) to the Chief License Inspector or a ~~Bylaw Enforcement Officer~~ Peace Officer upon request.

Division 3 - Dispatcher Requirements**DISPATCHER OBLIGATIONS**

21. (1) A Dispatcher must:
- (a) not Dispatch the Vehicle for Hire unless a valid Vehicle Permit has been issued for:
 - (i) a Vehicle for Hire dispatched by a Transportation Network Dispatch Licensee, or a Designated Driving Service Dispatch Licensee is exempt from the requirements of Subsection 21(1)(a);
 - (b) not Dispatch a Vehicle for Hire unless the person driving the Vehicle for Hire holds a valid Chauffeur Permit:
 - (i) a Designated Driver Support Vehicle dispatched by a Designated Driving Service may be operated by a Designated Driver without a Chauffeur Permit; and
 - (ii) Designated Drivers operating without a Chauffeur Permit may not operate a customer's vehicle at any time;
 - (c) maintain a commercial or branch office within the Grande Prairie Region which ensures a central point of contact with representation from the Dispatch Licensee for the Chief License Inspector, License Inspectors or ~~Bylaw Enforcement Officer~~ Peace Officers:
 - (i) Exclusive Dispatch Licensees may submit application to be exempt from Subsection 21(1)(c).
- (2) A Taxi Dispatch Licensee must:
- (a) not Dispatch a Vehicle for Hire unless a valid Taxi Permit has been issued for that vehicle.
- (3) A Transportation Network Dispatch Licensee must:
- (a) not Dispatch a Vehicle for Hire unless the person driving the Vehicle for Hire holds a valid Provincial Class 1, 2 or 4 Operator's License;
 - (b) not Dispatch a Vehicle for Hire unless a valid Provincial Class 1-55 Registration Certificate has been issued for that vehicle;
 - (c) not Dispatch a person driving a Vehicle for Hire unless that person has been issued a Police Information Check and Vulnerable Sector Check that meets the requirements of Section 38;
 - (d) not Dispatch a Vehicle for Hire unless the driver and all passengers are covered by valid insurance that meets the requirements of Section 33;
 - (e) not Dispatch a Vehicle for Hire unless the vehicle is a Transportation Network Vehicle; and
 - (f) comply with the requirements of the Transportation Network Companies Regulation.

DISPATCHER RECORDS

22. (1) A Dispatcher must keep records related to all Vehicles for Hire for which it provides Dispatch services, including:
- (a) an account of all trips in the form prescribed by the Chief License Inspector;
 - (b) a complete list of all drivers and vehicles associated with or that receive Dispatch services from the Dispatcher;
 - (c) a summary of verbal notices of refusal provided to the Dispatcher pursuant to Subsection 17(4)(a), including the date, time, location, and Chauffeur Permit or full name and Provincial Operator's number of the person that reported the refusal; and
 - (d) any other information required by the Chief License Inspector.
- (2) A Dispatcher must keep all of the records required by Subsection 22(1) for a minimum of one (1) year of the date of the record.
- (3) Upon request of the Chief License Inspector or a ~~Bylaw Enforcement Officer~~ Peace Officer, a Dispatcher must, within ten (10) days of the request, provide copies, or access to an electronic database where such records are stored, of any record required to be kept by the Dispatcher pursuant to Subsection 22(1).

EXCLUSIVE DISPATCH

23. (1) If, when applying for a Vehicle Permit, a person makes a declaration pursuant to Subsection 29(1)(f) that the vehicle will be dispatched and driven exclusively by the person applying for the Vehicle Permit:
- (a) the person making the declaration is deemed a Dispatcher for the purposes of this Bylaw, and must submit an application and pay all applicable fees pursuant to Subsection 39(1)(a) and (b) to obtain an Exclusive Dispatch License;
 - (b) no person other than the person making that declaration may provide dispatch services for that vehicle; and
 - (c) at no time is the Exclusive Dispatch Licensee to provide Dispatch services for any other Vehicle for Hire.
- (2) A person may revoke a declaration made pursuant to Subsection 29(1)(f) at any time by providing the Chief License Inspector with proof of a valid agreement with at least one (1) Dispatcher who holds a valid Dispatch License to provide Dispatch services for the vehicle for which the Vehicle Permit has been issued.
- (3) The Exclusive Dispatch License must be surrendered to the Chief License Inspector upon revocation of a declaration made pursuant to Subsection 29(1)(f).

PART III - VEHICLE FOR HIRE LICENSING**TYPES OF PERMIT AND LICENSES**

24. (1) Subject to the requirements of this Part, the Chief License Inspector may issue the following permits and licenses for:
- (a) a Chauffeur Permit;
 - (b) a Dispatch License; and
 - (c) a Vehicle Permit.

VEHICLE PERMITS

25. (1) Subject to the requirements of this Part, the Chief License Inspector may issue the following types of Vehicle Permits for:
- (a) an Accessible Taxi Permit;
 - (b) a Limousine Permit;
 - (c) a Private Transportation Provider Permit;
 - (d) a Shuttle Permit; and
 - (e) a Taxi Permit.

DISPATCH LICENSES

26. (1) Subject to the requirements of this Part, the Chief License Inspector may issue the following types of Dispatch Licenses for:
- (a) a Designated Driving Service Dispatch License;
 - (b) an Exclusive Dispatch License;
 - (c) a general Dispatch License;
 - (d) a Taxi Dispatch License; and
 - (e) a Transportation Network Dispatch License.

PROPERTY OF THE CITY

27. (1) Every License and permit issued pursuant to this Bylaw or any bylaw preceding this Bylaw does not confer any property rights and remains at all times the sole property of the City.
- (2) A Licensee or other person in possession of a License and permit issued pursuant to this Bylaw or any bylaw preceding this Bylaw may not sell, assign, lease or otherwise dispose of or give up control of a License or permit, except in accordance with this Bylaw, and must surrender the License or permit to the City immediately if requested by the Chief License Inspector.

TRANSFERABILITY

28. (1) All Licenses and permits are non-transferable.

- (2) A person driving a Vehicle for Hire, that causes or permits the driving of a Vehicle for Hire, must not display a Vehicle Permit or Provincial License Plate that has not been issued for that vehicle.

VEHICLE PERMIT ISSUE

29. (1) A person applying for a Vehicle Permit must provide all of the following to the Chief License Inspector:
- (a) a completed application form;
 - (b) the fee(s) in accordance with [Bylaw C-1395, Schedule "A"](#);
 - (c) proof in a form satisfactory to the Chief License Inspector that the person has a sufficient ownership interest in the vehicle for which the Vehicle Permit will be issued a Transportation Provider License;
 - (d) proof in a form satisfactory to the Chief License Inspector that the vehicle for which the Vehicle Permit will be issued has a valid Provincial Class 1-55 Registration Certification;
 - (e) proof in a form satisfactory to the Chief License Inspector that the vehicle for which the Vehicle Permit will be issued and all persons who may drive that vehicle are covered by valid insurance that meets the requirements of Section 33;
 - (f) proof in a form satisfactory to the Chief License Inspector that the person has a valid agreement with a Dispatch Licensee to provide Dispatch services for that vehicle, or a declaration that the vehicle will be dispatched and driven exclusively by the person applying for the Vehicle Permit;
 - (g) if the person is applying for an Accessible Taxi Permit, proof in a form satisfactory to the Chief License Inspector that the vehicle for which the Accessible Taxi Permit will be issued is equipped to provide service to persons using mobility aids; and
 - (h) if the person is applying for a Limousine Permit, proof in a form satisfactory to the Chief License Inspector that the vehicle for which the Limousine Permit will be issued is:
 - (i) a stretch sedan or stretch sport utility vehicle containing a Limousine package interior;
 - (ii) a specialized vehicle containing a Limousine package interior;
 - (iii) a bus or motor coach containing a Limousine package interior;
 - (iv) any other vehicle approved by the Chief License Inspector; and
 - (v) any other information reasonably required by the Chief License Inspector to process the application.

VEHICLE PERMIT EXPIRY

30. (1) Unless cancelled pursuant to this Bylaw or as otherwise specified on the Vehicle Permit, every Vehicle Permit expires on April 30 each year.
- (2) A suspended Vehicle Permit may be re-issued to the same Licensee, however the re-issuance will not alter the term of the suspension imposed pursuant to this Bylaw.

- (3) If a Taxi Permit or Accessible Taxi Permit has not been re-issued to the current Licensee prior to October 31, the Chief License Inspector may not issue the same Taxi Permit or Accessible Taxi Permit to another person until after December 31 of that year.

DUTY TO INFORM

31. (1) If, at any time during the term of a Vehicle Permit, the Provincial Registration Certificate, Insurance Policy, or agreement with a Dispatcher required by Section 29 expires or is suspended or cancelled, the Licensee must immediately notify the Chief License Inspector.

AUTOMATIC SUSPENSION

32. (1) If a Licensee's Provincial Registration Certificate, Insurance Policy, or agreement with a Dispatcher is suspended, cancelled, or expires at any time during the term of the Vehicle Permit, the Vehicle Permit is deemed to be immediately suspended without prior notice to the Licensee.

INSURANCE REQUIREMENTS

33. (1) Every driver of a Vehicle for Hire and every Vehicle for Hire must be covered at all times by either:
- (a) a Motor Vehicle Liability Policy that complies with the *Insurance Act*, RSA 2000, Chapter I-3 and provides coverage of not less than the limits prescribed in the Commercial Vehicle Certificate and Insurance Regulation, AR 314/2002;
 - (b) a Motor Vehicle Liability Policy or a Transportation Network Automobile Insurance Policy that complies with the *Insurance Act*, RSA 2000, Chapter I-3 and the Transportation Network Companies Regulation and provides coverage of not less than the limits prescribed in the Transportation Network Companies Regulation; and
 - (c) Designated Driving Services will have proof of appropriate Commercial Insurance for their Support Vehicle(s) as well as Commercial General Liability insurance for their company of no less than \$1,000,000 per accident or occurrence
- (2) The insurance required by Subsection 33(1) may be satisfied by a valid insurance policy held by:
- (a) a Dispatcher that holds a valid Dispatch License, provided that the Dispatch Licensee is a named insured on the policy;
 - (b) the driver of a Vehicle for Hire;
 - (c) the owner of a Vehicle for Hire; and
 - (d) any combination of the persons listed in Subsections 33(2)(a), (b) and (c).
- (3) If the insurance required by this Section expires or is cancelled or suspended, the policy holder must immediately notify the Chief License Inspector.

- (4) Upon request of the Chief License Inspector or a ~~Bylaw Enforcement Officer~~ Peace Officer, a person listed in Subsections 34(2)(a), (b) and (c) must provide a complete copy of the insurance policy.
- (5) In a prosecution for a contravention of this Bylaw pertaining to insurance required by this Section, the onus of proving that a valid insurance policy exists is on the person alleging the sufficiency of the insurance policy on the balance of probabilities.

CHAUFFEUR PERMIT ISSUE

34. (1) A person applying for a Chauffeur Permit must provide all of the following to the Chief License Inspector:
 - (a) a completed application form;
 - (b) the fee(s) in accordance with Bylaw C-1395, Schedule "A";
 - (c) proof in a form satisfactory to the Chief License Inspector that the applicant or Licensee holds a valid Provincial Class 1, 2 or 4 Operator's License;
 - (d) recent, and in any event dated within ninety (90) days prior to the date of application, Police Information Check including Vulnerable Sector Check that meets the requirements of Section 38;
 - (e) a driver's abstract dated within thirty (30) days prior to the date of the application;
 - (f) if the person may drive an Accessible Taxi at any time, proof of successful completion of an Accessible Taxi driver training program acceptable to the Chief License Inspector;
 - (g) a photograph of the applicant's or Licensee's face for information into the Chauffeur Permit, to be taken by the Chief License Inspector at the time of application or in compliance with requirements prescribed by the Chief License Inspector; and
 - (h) any other information reasonably required by the Chief License Inspector to process the application.

CHAUFFEUR PERMIT EXPIRY

35. (1) Unless cancelled pursuant to this Bylaw or as otherwise specified on the Chauffeur Permit, every Chauffeur Permit expires on the second date of birth of the Licensee following the date the Chauffeur Permit is issued.

DUTY TO INFORM

36. (1) If, at any time during the term of a Chauffeur Permit, any information contained in the Police Information Check required by Section 34 changes, the Licensee must immediately notify the Chief License Inspector and provide an updated Police Information Check including Vulnerable Sector Check.
- (2) If, upon receipt and review of the Police Information Check including Vulnerable Sector Check, the Chief License Inspector believes an offence may have been committed which could negatively affect the functions, duties or business of a Vehicle for Hire or driver, the Chief License Inspector may suspend, cancel or impose terms and conditions to the Chauffeur Permit until the charges are resolved.

- (3) If, at any time during the term of a Chauffeur Permit, the Licensee's Provincial Operator's License expires, is suspended or cancelled, the Licensee must immediately notify the Chief License Inspector.

AUTOMATIC SUSPENSION

37. (1) If a Licensee's Provincial Operator's License is suspended, cancelled, or expires at any time during the term of a Chauffeur Permit, the Chauffeur Permit is deemed to be immediately suspended without prior notice to the Licensee.

POLICE INFORMATION CHECK AND VULNERABLE SECTOR REQUIREMENTS

38. (1) No Chauffeur Permit, or renewal shall be issued to any person who:
- (a) within the past ten (10) years, was convicted of an offence under the Criminal Code (Canada), the Controlled Drugs and Substances Act (Canada), or the Cannabis Act (Canada) that is related to the functions, duties, or business of a Vehicle for Hire or driver, which includes, but is not limited to:
 - (i) any offence of a violent nature, including firearms and weapons offences;
 - (ii) any offence involving sexual assault, sexual exploitation, sexual interference, procuring or invitation to sexual touching;
 - (iii) trafficking, or possession for the purpose of trafficking;
 - (iv) any offence involving fraud or fraudulent transactions, conspiracy to defraud, the use of false pretences, bribery, extortion, or theft; or
 - (v) any offence relating to the unlawful operation of a motor vehicle.

DISPATCH LICENSE ISSUE

39. (1) A person applying for a Dispatch License must provide all of the following to the Chief License Inspector:
- (a) a completed application form;
 - (b) the fee(s) in accordance with [Bylaw C-1395, Schedule "A"](#);
 - (c) if the person is applying for a Transportation Network Dispatch License, proof in a form satisfactory to the Chief License Inspector that the person has a valid approval granted by the Registrar pursuant to the Transportation Network Companies Regulation to operate as a transportation network company;
 - (d) if the person is applying for a General Dispatch License or Transportation Network Dispatch License, proof in a form satisfactory to the Chief License Inspector of the number of vehicles that may be dispatched by the applicant during the term of the License, including the number of accessible vehicles;
 - (e) appropriate documentation proving a commercial or branch office has been established within the City at an approved location; whereas an exclusive Dispatch Licensee(s) may submit an application to be exempt; and
 - (f) any other information reasonably required by the Chief License Inspector to process the application.

DISPATCH LICENSE EXPIRY

40. (1) Unless cancelled pursuant to this Bylaw or as otherwise specified on the Dispatch License, every Dispatch License expires on April 30 each year.

TRANSITIONAL

41. (1) On the coming into force of this Bylaw the following transitional provisions will apply to current Licenses, until the expiry, suspension, or cancellation of the License for a valid:
- (a) Chauffeur Permit is deemed to be a valid Chauffeur Permit;
 - (b) Limousine Broker License is deemed to be a valid General Dispatch License;
 - (c) Taxi Broker License is deemed to be a valid Taxi Dispatch License;
 - (d) Vehicle Permit (Limousine) is deemed to be a valid Limousine Permit; or
 - (e) Vehicle Permit (Taxi) is deemed to be a valid Taxi Permit.
- (2) If any License deemed valid by the operation of this Section was subject to terms and conditions prior to the coming into force of this Bylaw, those same terms and conditions are deemed to be applicable to the License issued pursuant to this Bylaw.

PART IV - ROLE OF THE CHIEF LICENSE INSPECTOR**LICENSE REVIEW**

42. (1) The Chief License Inspector may refuse to issue or transfer, suspend, or cancel any License issued pursuant to this Bylaw, and may impose any terms and conditions on any License for any of the following reasons:
- (a) the applicant or Licensee does not or no longer meets the requirements of this Bylaw;
 - (b) the applicant or Licensee or any of its officers, employees, agents, or affiliates:
 - (i) furnishes false information or misrepresents any fact or circumstance to a ~~Bylaw Enforcement Officer~~ Peace Officer or the Chief License Inspector;
 - (ii) has, in the opinion of the Chief License Inspector based on reasonable grounds, contravened this Bylaw whether or not the contravention has been prosecuted;
 - (iii) fails to pay a fine or obey any order issued by a court for a contravention of this Bylaw;
 - (iv) fails to pay any fee in accordance with Bylaw C-1395, Schedule "A"; or
 - (v) provides a cheque or other negotiable instrument for payment of a fee in accordance with Bylaw C-1395, Schedule "A" that is returned to the City based on non-sufficient funds;
 - (c) in the opinion of the Chief License Inspector based on reasonable grounds it is in the public interest to do so.

NOTICE TO LICENSEE

43. (1) Before refusing to issue, transfer, suspending, or cancelling a License, or imposing terms and conditions on a License, the Chief License Inspector must provide the applicant or Licensee with:
- (a) a notice in writing of the proposed refusal, suspension, cancellation, or terms and conditions;
 - (b) reasons for the proposed refusal, suspension, cancellation, or terms and conditions; and
 - (c) the opportunity to make a written representation to the Chief License Inspector in response to the proposal prior to the Chief License Inspector making a decision.

NOTICE NOT REQUIRED

44. (1) Notwithstanding Section 43, the Chief License Inspector is not required to provide notice to the applicant or Licensee prior to making a decision if the reason for the proposed condition, refusal, or suspension is:
- (a) a failure by the applicant or Licensee to pay a required fee in accordance with [Bylaw C-1395, Schedule "A"](#), including providing a cheque or other negotiable instrument that is returned to the City based on non-sufficient funds;
 - (b) a failure to provide any information required pursuant to this Bylaw for the issuance of a License;
 - (c) an automatic suspension of a Vehicle Permit pursuant to Section 32; or
 - (d) an automatic suspension or cancellation of a Chauffeur Permit pursuant to Sections 37 or 38.

SERVICE OF DECISION

45. (1) A decision to refuse to issue or transfer, suspend, cancel, or impose terms and conditions on any License issued pursuant to this Bylaw must be in writing and served on the applicant or Licensee.
- (2) The applicant or Licensee will be notified of a decision made pursuant to Subsection 45(1) by one (1) of the following means:
- (a) by personal service of a notice on the Licensee or applicant; or
 - (b) by mailing a notice to the Licensee or applicant's business location or residential address on file with the City by registered mail.
- (3) A decision made pursuant to Subsection 45(2) shall be deemed to have been received on the date of service or five (5) working days after the date it is mailed.
- (4) The Chief License Inspector must provide written notice of a decision to suspend or cancel a Vehicle Permit to the Dispatcher that provides Dispatch services for that vehicle.

APPEAL

- 46. (1) Any person who is affected by a decision of a Chief License Inspector, other than a decision to issue a ~~V~~iolation ~~T~~icket, may appeal ~~to the Committee by delivering to the Clerk, a notice of appeal in the form prescribed by the City within fourteen (14) days of the date of the decision~~ the decision in accordance with the General Appeal Board Bylaw C-1469.
- ~~(2) If the Clerk determines that a notice of appeal is not properly completed, he or she shall notify the appellant and the appellant shall correct the notice of appeal within three (3) days, failing which the notice of appeal will be deemed to be invalid.~~
- ~~(3) Upon confirming that a notice of appeal is complete, the Clerk shall:~~
 - ~~(a) arrange for the Committee to hear the appeal; and~~
 - ~~(b) notify the appellant in writing of the date, time and place of the appeal hearing.~~
- ~~(4) An appeal shall be heard by the Committee within forty two (42) days of the date upon which a properly completed notice of appeal is received by the Clerk.~~
- ~~(5) In an appeal hearing, the Committee shall hear the appellant, the Chief License Inspector or their designate and any other person who, in the opinion of the Committee, is affected by the decision. The Committee may accept any other evidence or information deemed pertinent to the subject matter of the appeal.~~
- ~~(6) The Committee may uphold, vary, or reverse a decision of the Chief License Inspector.~~
- ~~(7) The Clerk shall advise an appellant of the outcome of the appeal within seven (7) days of the decision being rendered by the Committee.~~

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CHIEF LICENSE INSPECTOR ROLE

- 47. (1) In addition to any other power, duty, or function pursuant to this Bylaw, the Chief License Inspector may:
 - (a) issue, refuse, suspend, cancel, or impose terms and conditions on any License authorized by this Bylaw;
 - (b) designate vehicles or classes of vehicles as exempt Vehicles for Hire;
 - (c) prescribe City contact information that must be displayed in Vehicles for Hire;
 - (d) prescribe forms for vehicle inspection and meter accuracy certificates;
 - (e) prescribe the forms of Vehicle Permits, Chauffeur Permit, or Dispatcher Licenses;
 - (f) prescribe application and consent to transfer forms for Licenses issued pursuant to this Bylaw;
 - (g) prescribe the form of Accessible Taxi notation required for Chauffeur Permits;
 - (h) prescribe colours for Taxis and Accessible Taxis;
 - (i) prescribe driver training requirements;
 - (j) prescribe minimum ownership interest requirements for issuance of a Vehicle Permit;
 - (k) prescribe requirements for photographs to be incorporated into Chauffeur Permits;

- (l) approve vehicles or classes of vehicles as Limousines;
- (m) prescribe the form for accounts of trips;
- (n) prescribe criteria for any requirements or approvals not otherwise specified in this Section;
- (o) modify or waive any requirement for issuance of a License pursuant to this Bylaw, including reducing or waiving the applicable fee;
- (p) carry out any inspection necessary to determine compliance pursuant to this Bylaw; or
- (q) delegate any power, duty, or function pursuant to this Bylaw.

FEES

48. (1) A person who changes or updates any information required to be provided to the Chief License Inspector pursuant to this Bylaw must pay the administration fee in accordance with [Bylaw C-1395, Schedule "A"](#) prior to the acceptance of the changed or updated information by the Chief License Inspector.
- (2) If a License issued pursuant to this Bylaw is lost, damaged, stolen, or destroyed, the Chief License Inspector may issue a replacement License of the same type, term, and with the same terms and conditions upon payment of the License replacement fee in accordance with [Bylaw C-1395, Schedule "A"](#).

PART V - ENFORCEMENT

OFFENCE

49. (1) A person who contravenes this Bylaw is guilty of an offence.

CONTINUING OFFENCE

50. (1) In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which it continues and a person guilty of such an offence is liable to a fine for each such day.

FINES AND PENALTIES

51. (1) A person who is guilty of an offence pursuant to this Bylaw is liable:
- (a) to a fine as prescribed in Schedule A; or
 - (b) on summary conviction, to a fine not exceeding \$10,000.00 or to an order of imprisonment for not more than one (1) year, or both.

MUNICIPAL TAG

52. (1) A Municipal Tag may be issued for any offence pursuant to this Bylaw.
53. (1) If a Municipal Tag is issued for an offence, the Municipal Tag must specify the fine amount established pursuant to this Bylaw for the offence.

PAYMENT IN LIEU OF PROSECUTION

54. (1) A person who commits an offence may, if a Municipal Tag is issued for the offence, pay the fine amount established pursuant to this Bylaw for the offence and if the full amount is paid on or before the required date, the person will not be prosecuted for the offence.

VIOLATION TICKET

55. (1) If a Violation Ticket is issued for an offence pursuant to this Bylaw, the Violation Ticket may:
- (a) specify the fine amount established pursuant to this Bylaw for the offence; or
 - (b) require a person to appear in court without the alternative of making a voluntary payment.
56. (1) A person who commits an offence may, if a Violation Ticket is issued specifying the fine amount established pursuant to this Bylaw for the offence, make a voluntary payment equal to the specified fine amount.

PROOF OF LICENSE OR PERMIT

57. (1) The onus of proving that a person has a valid License or permit for the purpose of this Bylaw is on the person alleging the License or permit on a balance of probabilities.

PROOF OF EXEMPTION

58. (1) The onus of proving that a person is exempt from a requirement of this Bylaw is on the person alleging the exemption on a balance of probabilities.

PROOF OF BUSINESS

59. (1) In a prosecution for a contravention of this Bylaw pertaining to providing Dispatch or Vehicle for Hire services without a License or permit, proof of one (1) transaction or that the service has been advertised is sufficient to establish that the person has provided Dispatch or Vehicle for Hire services.
- (2) In a prosecution for a contravention pursuant to this Bylaw pertaining to the driving of a Vehicle for Hire, proof that the vehicle is displaying a Vehicle Permit or trade dress marking as required pursuant to this Bylaw, or proof that the driver or vehicle is presented in or has access to a mobile application used by a Dispatcher to offer Vehicle for Hire services, is sufficient proof that the vehicle is operating as a Vehicle for Hire, unless the contrary is established on a balance of probabilities.

VICARIOUS LIABILITY

60. (1) For the purposes of this Bylaw, an act or omission by an employee or agent of a person is deemed to be an act or omission of the person if the act or omission occurred in the course of the employee's employment or agency relationship with the person.

CORPORATIONS

61. (1) If a corporation commits an offence pursuant to this Bylaw, every principal, director, manager, officer, employee, or agent of the corporation who authorized, assented to, 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.

PARTNERSHIPS

62. (1) If a partner in a partnership is guilty of an offence pursuant to this Bylaw, each partner in that partnership who authorized, assented to, acquiesced, or participated in the act or omission that constitutes the offence is guilty of the offence.

READINGS

63. This Bylaw shall come into force and effect on May 1, 2021.

READ a first time this ____ day of _____, 2021.

READ a second time this ____ day of _____, 2021.

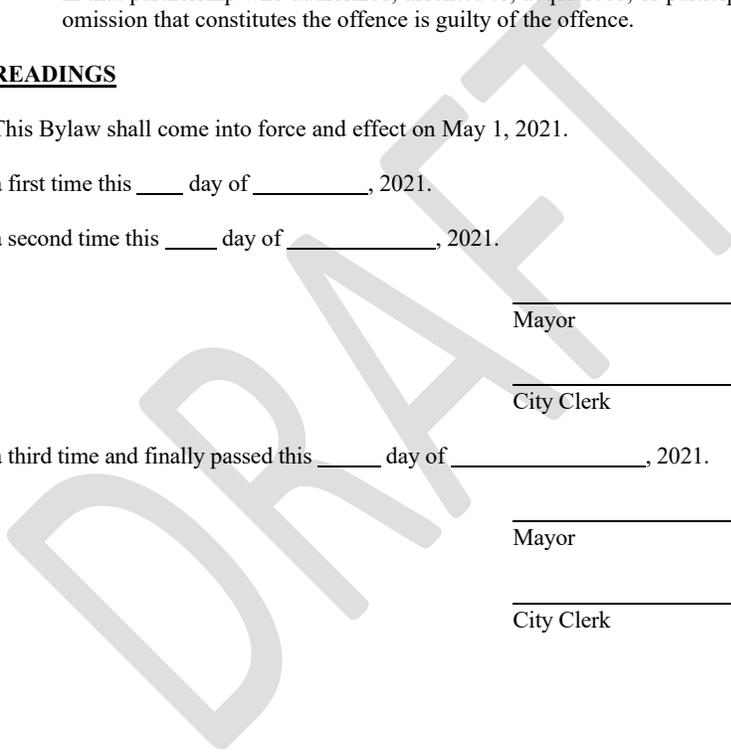
Mayor

City Clerk

READ a third time and finally passed this ____ day of _____, 2021.

Mayor

City Clerk



CITY OF GRANDE PRAIRIE

BYLAW C-1394

SCHEDULE "A"

SPECIFIED PENALTIES

| OFFENCE | SECTION(S) | PENALTY |
|---|-------------------|-----------------|
| Operate Vehicle for Hire without valid Chauffeur Permit | 4 (1) | \$1,000.00 |
| Operate Vehicle for Hire without valid Vehicle Permit | 4 (2) | \$1,000.00 |
| Dispatch Vehicle for Hire without valid Dispatch License | 4 (3) | \$1,000.00 |
| Fail to abide by License and/or Permit condition | 4 (4) | \$500.00 |
| Operate a Transportation Network Vehicle without a valid Provincial Class 1, 2 or 4 Operator's License | 4 (5) | \$1,000.00 |
| Operate a Transportation Network Vehicle without a valid Provincial Class 1-55 Registration Certificate | 4 (6) | \$1,000.00 |
| Operate a Transportation Network Vehicle without required insurance | 4 (7) | \$1,000.00 |
| Fail to provide License or document | 6 (1)(a) | \$500.00 |
| Fail to provide a valid Mechanical Inspection Certificate | 6 (1)(b) | \$500.00 |
| Fail to provide proof of valid insurance | 6 (1)(c) | \$500.00 |
| Fail to provide a valid Provincial Class 1, 2 or 4 Operator's License | 6 (1)(d) | \$500.00 |
| Fail to provide a valid Provincial Class 1-55 Registration Certificate | 6 (1)(e) | \$500.00 |
| Engage in Street Hailing without Taxi or Accessible Taxi Permit | 9 (1) | \$500.00 |
| Fail to meet Accessible Taxi/Taxi requirements | 11 (1) | \$500.00 |
| Fail to meet Designated Driver requirements | 12 (1) | \$500.00 |
| Conveying passengers with Designated Driver Support Vehicle | 12 (2) | \$500.00 |
| Designated Driver fail to show proof of appropriate commercial insurance | 12 (3) | \$500.00 |
| Advertise or promote providing Designated Driving Services when not licensed to do so | 12 (4) | \$500.00 |
| Fail to meet Designated Driver Support Vehicle Marking requirements | 13 (1) | \$500.00 |
| Fail to meet Private Transportation Vehicle Marking requirements | 14 (1) | \$500.00 |
| Fail to meet Transportation Network Vehicle Marking requirements | 15 (1) | \$500.00 |
| Vehicle for Hire unreasonably refuse service | 17 (1) | \$500.00 |
| Accessible Taxi fail to provide priority to passenger using mobility aid | 18 (1) | \$500.00 |
| Dispatcher fail to meet obligations | 21 | \$1,000.00 |
| Dispatching contrary to declaration | 23 (1)(a) | \$1,000.00 |
| Fail to provide insurance policy upon request of the Chief License Inspector | 33 (4) | \$1,000.00 |
| For any offence for which a fine is not otherwise established | | \$250.00 |