



## Agenda

Call to Order

National Anthem

1.0 Additions to the Agenda

2.0 Adoption of Agenda

3.0 Corrections or Amendments:

3.1. October 7, 2020, Regular Meeting of Council Minutes 3-6

4.0 Adoption of:

4.1. October 7, 2020, Regular Meeting of Council Minutes

5.0 Community Spotlight

5.1. Appreciation of Community Member, Mr. Bernie Schell

6.0 Delegations / Administrative Updates

6.1. Drayton Valley RCMP Stats – September 2020 – Acting S/Sgt. Erin Matthews 239

7.0 Decision Items Pages 7-191

7.1. Town of Drayton Valley Land Use Bylaw 2020/12/D  
Presented for First Reading 7-116

7.2. Appointment of Deputy Mayor 117-118

7.3. Approval of Signing Authorities 119-120

7.4. Board and Committee Appointments

- Brazeau Foundation Board Appointments – Community Member at Large for the Town of Drayton Valley 121-127
- Drayton Valley Municipal Library Board Member Appointments 128-150
- Family and Community Support Services (FCSS) Advisory Board Member Appointments 151-156

7.5. Aquatic Facility Re-Validation Report 157-178

7.6. FortisAlberta Inc. and ATCO Gas and Pipelines Ltd. Franchise Fee Revenue 179-180

7.7. Discontinue free entry into Town Recreational facilities for Brazeau County Employees 181-182

7.8. Letter from Brazeau County regarding potential acquisition of United Church parcel (5029 48 Street) 183-191

8.0 Department Reports

8.1. Planning and Development Matt Ellis

8.2. Community Services and FCSS Annette Driessen

8.3. Emergency Services Tom Thomson

8.4. Safety and Protective Services Merlin Klassen

8.5.	CAO/Administration/Capital Project Update	Winston Rossouw
9.0	Council Reports	
9.1.	Deputy Mayor Dodds	
9.2.	Councillor Gammana	
9.3.	Councillor McGee	
9.4.	Councillor Wheeler	
9.5.	Councillor Ballas	
9.6.	Councillor Peebles	
9.7.	Mayor Doerksen	
10.0	Information Items	Pages 192-243
10.1.	Yellowhead Regional Library Board Meeting Minutes – June 22, 2020	193-196
10.2.	Childcare Operational Board Meeting Minutes – June 29, 2020	197-198
10.3.	Sustainability Committee Meeting Notes – August 20, 2020	199-201
10.4.	Drayton Valley Municipal Library Minutes – September 10, 2020, and September Stats	202-207
10.5.	Drayton Valley / Brazeau County Fire Services Stats – August and September 2020	208-211
10.6.	STAR Catholic Schools Board Meeting Highlights – October 2020	212
10.7.	Municipal Affairs – Municipal Restructuring Options	213-238
10.8.	Drayton Valley RCMP Stats – September 2020	239
10.9.	Brazeau Foundation Board Meeting Minutes – September 9, 2020	240-243
11.0	Adjournment	



## Meeting Minutes

### **THOSE PRESENT:**

Councillor Ballas  
Deputy Mayor Dodds  
Councillor Gammana  
Councillor McGee  
Councillor Peebles  
Councillor Wheeler  
Winston Rossouw, CAO  
Elvera Thomson, General Manager of Finance  
Annette Driessen, General Manager of Community Services  
Matt Ellis, Senior Planner & Assistant Director of Emergency Management  
Jennifer Stone, Intergovernmental Relations and Communications

Bree Motkoski, Executive Assistant  
Sabine Landmark, Administrative Assistant  
Nathan Palovcik, Manager of Information Services  
Tom Thomson, Fire Chief  
Doug Whistance-Smith, Library Director  
Acting S/Sgt. Erin Matthews, RCMP  
Graham Long, Drayton Valley and District Free Press  
Cathy Weetman, Drayton Valley Western Review  
Members of the Public

### **ABSENT:**

Mayor Doerksen

### **CALL TO ORDER**

Deputy Mayor Dodds called the meeting to order at 9:04 a.m.

#### **1.0 Additions to the Agenda**

There were no additions or deletions to the Agenda.

#### **2.0 Adoption of Agenda**

##### **RESOLUTION #148/20**

Councillor Gammana moved to adopt the Agenda for the October 7, 2020, Regular Meeting of Council, as presented.

**CARRIED**

#### **3.0 Corrections or Amendments:**

##### **3.1. September 16, 2020, Regular Meeting of Council Minutes**

There were no corrections or amendments to the September 16, 2020, Regular Meeting of Council Minutes.

#### **4.0 Adoption of:**

##### **4.1. September 16, 2020, Regular Meeting of Council Minutes**

##### **RESOLUTION #149/20**

Councillor McGee moved to adopt the Minutes of the September 16, 2020, Regular Meeting of Council, as presented.

**CARRIED**

#### **5.0 Proclamations**

##### **5.1. National Waste Reduction Week, October 19-25, 2020**

Deputy Mayor Dodds proclaimed October 19-25, 2020, as "National Waste Reduction Week" in the Town of Drayton Valley.

5.2. World Polio Day, October 24, 2020

Deputy Mayor Dodds proclaimed October 24, 2020, as "World Polio Day" in the Town of Drayton Valley.

**6.0 Delegations**

6.1. Rotary Club of Drayton Valley – World Polio Day – Mardi Dancey

Ms. Drader and Ms. Vatter provided Council with a presentation on Rotary International Club and its endeavour to achieve a Polio-free world. They shared details of their trips to India for National Immunization Day in 2011 and 2013 and advised of their End Polio Now campaign that is collecting donations.

6.4. Drayton Valley Municipal Library – Doug Whistance-Smith

Mr. Whistance-Smith advised that the Drayton Valley Library Board has assessed the United Church and the SEARS building for their operational requirements and noted that the SEARS building would be the better choice, especially for reasons of security and supervision.

Mrs. Cowper-Smith informed Council about the proposal that was received to purchase the SEARS building. Mrs. Cowper-Smith asked that the proposal be referred to the Town's treasury department to assess the feasibility and add this to the upcoming budget deliberations.

Mr. Whistance-Smith noted that he will present this information also at the Joint Council meeting tomorrow, October 8, 2020.

6.2. Pembina Regional Aerodrome Association – Jerry Greiner

Mr. Greiner and Mr. Howett of the Pembina Regional Aerodrome Association, who has been managing the airport since March 2020, advised that the Fly In in August has been successful and there is opportunity for further economic development and marketing of the airport. They noted that they will ask for an increased budget for 2021 and will submit the request to Mr. Ellis.

6.3. Drayton Valley RCMP Stats – August 2020 – Acting S/Sgt. Erin Matthews

Acting S/Sgt. Matthews presented Council with the stats for the month of August 2020. Acting S/Sgt. Matthews advised Council that there is an online reporting form available on the website and encouraged the Town and residents to use motion sensor lights to deter crime.

*Deputy Mayor Dodds called a break at 10:12 a.m.*

*Deputy Mayor Dodds reconvened the meeting at 10:24 a.m.*

*Ms. Stone entered the meeting at 10:24 a.m.*

**7.0 Decision Items**

7.1. Brazeau County Letter re: Recreation Cost Sharing

**RESOLUTION #150/20**

Councillor Gammana moved that Council direct Administration to draft a response letter to Brazeau County regarding the Recreation Cost Sharing.

**CARRIED**

**8.0 Department Reports**

8.1. Planning and Development

Mr. Ellis provided a report from the Planning and Development Department and from the Land Use Bylaw update.

**Regular Meeting of Council  
Minutes of October 7, 2020  
Page 3 of 4**

*Ms. Stone exited the meeting at 10:43 a.m.*

*Mr. Ellis exited the meeting at 10:46 a.m.*

**8.2. Community Services and FCSS**

Ms. Driessen provided updates on current capital projects of the Community Services department, FCSS, and ECDC.

Ms. Driessen answered Council's question about landscaping and safety at the pump track.

*Mr. Klassen entered the meeting at 10:50 a.m.*

*Councillor McGee exited the meeting at 11:09 a.m.*

**8.3. CAO/Administration/Capital Project Update**

Fire Chief Thomson advised Council that October is Fire Prevention Month with a focus on kitchen safety. As part of that, Fire Services offers an information program at schools, the chimney sweep program, virtual fire videos, and a radon gas online information program.

*Ms. Driessen exited the meeting at 11:13 a.m.*

*Councillor McGee returned to the meeting at 11:13 a.m.*

*Fire Chief Thomson exited the meeting at 11:17 a.m.*

Mr. Klassen provided an update from the activities of the Safety department and advised that the mandatory COR audit is being conducted this week.

*Mr. Klassen exited the meeting at 11:20 a.m.*

Mr. Rossouw provided Council with an update on capital projects, budget preparations, and economic development.

**9.0 Council Reports**

**9.1. Councillor Peebles**

- September 22 – Lanterns on the Pond
- September 23 – Curling Club meeting
- October 6 – Alberta Hemp Alliance meeting

**9.2. Councillor Gammana**

- Education meetings
- September 22 – Meeting with Minister of Municipal Affairs
- September 22 – Lanterns on the Pond
- September 23 – Meeting with WRSD and RCMP
- September 24/25 – AUMA Conference
- September 24 – Conference Call with Minister of Infrastructure
- October 4 – Pump Track Opening
- October 5 – Town Hall meeting
- Drayton Valley Multicultural Association meeting

**9.3. Councillor McGee**

- Brazeau Foundation update

**9.4. Councillor Wheeler**

- Activities under Councillor Wheeler's AUMA capacity
- September 22 – Lanterns on the Pond

**Regular Meeting of Council  
Minutes of October 7, 2020  
Page 4 of 4**

**9.5. Councillor Ballas**

- September 23 – Meeting with Curling Club
- September 23 – Meeting with WRSD and RCMP
- September 24/25 – AUMA Conference
- September 29 – Meeting with MLA Mark Smith
- September 30 – Governance & Priorities Committee Meeting
- October 4 – Pump Track Opening
- October 6 – Alberta Hemp Alliance meeting

**9.6. Deputy Mayor Dodds**

- September 17/18 – Education meetings
- September 22 – Lanterns on the Pond
- September 23 – Meeting with WRSD and RCMP
- September 24/25 – AUMA Conference
- October 1 – Agenda Setting
- October 4 – Pump Track Opening
- October 5 – Meeting with Minister McIver and Town Hall meeting
- October 6 – Sustainability Committee meeting

*Councillor Ballas exited the meeting at 11:40 a.m.*

**10.0 Information Items**

- |  |
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| 10.1. Drayton Valley Brazeau Recreation Board Meeting Minutes – July 23, 2020              |
| 10.2. Drayton Valley Municipal Library Meeting Minutes – August 20, 2020, and August Stats |
| 10.3. STAR Catholic Schools Board Meeting Highlights – September 2020                      |
| 10.4. Drayton Valley RCMP Stats – August 2020  |

**RESOLUTION #151/20**

Councillor Peebles moved that Council accept the above items as information, as presented.

**CARRIED**

**11.0 Adjournment**

Deputy Mayor Dodds adjourned the meeting at 11:41 a.m.

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DEPUTY MAYOR

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CHIEF ADMINISTRATIVE OFFICER

# TOWN OF DRAYTON VALLEY

## REQUEST FOR DECISION

SUBJECT:	Town of Drayton Valley Land Use Bylaw 2020/12/D Presented for First Reading
MEETING:	October 28, 2020 Regular Meeting of Council
PRESENTED BY:	Matt Ellis Senior Planner

### 1. PROPOSAL AND BACKGROUND:

The *Municipal Government Act* (MGA) Sections 632 and 639, requires every municipality in Alberta to have a Municipal Development Plan (MDP) and Land Use Bylaw (LUB). As significant inter-related changes in the Town, including but not limited to the local/regional economy and legislative amendments, have occurred since these documents were passed by Council, they no longer meet the Town's needs in guiding current and future development. Therefore, updating existing MDP 2012/27/D and LUB 2007/24/D was identified as a priority by Council and Administration.

Administration opines that to be effective the MDP and LUB must create a land use planning framework that meets the following objectives:

- Protects the public interest in meeting the needs of all affected parties (i.e. residents, business owners, visitors, non-profit organizations, etc.),
- Reflects current development trends,
- Promotes a sustainable urban environment,
- Integrates lands subject to the 2011/2012 annexation,
- Provides clarity,
- Provides development certainty,
- Is user-friendly.

In the early months of 2019, Administration determined that a complete overhaul of both documents is required for them to meet the above-mentioned objectives, as opposed to a mere "tinkering" of a few sections.

The MDP/LUB update process started in 2019 with a Request for Proposals (RFP) to retain the services of a professional planning consultant to assist Administration in the update of these policy documents. The RFP process resulted in the selection of ISL Engineering and Land Services as the successful proponent for this initiative. Administration initially intended for the MDP and LUB to be completed at the same time. However, due to a variety of reasons, partially related to the COVID-19 pandemic, the MDP/LUB update was revised in May 2020 to focus on the LUB in 2020 and commence updating the MDP in 2021. The last several months have resulted in:

- Steering Committee Orientation and SWOT Analysis for the MDP and LUB on March 4, 2020,
- Circulation of the first online survey for public comment regarding the MDP and LUB from March 30-April 14, 2020 (**see Attachment 1- MDP & LUB Review April Survey Engagement Summary**),
- Drafting of regulations for the various sections of the LUB and Land Use Map to form a consolidated first draft,
- Presentation of an "Open House" draft to the Steering Committee on September 9, 2020,

- Presentation of the Open House draft at a public open house during the evening of September 9, 2020,
- Release of the “Open House” draft on the Town’s website for public review on September 10, 2020,
- Circulation of the second online survey for public comment regarding the LUB from September 14-28, 2020 **(see Attachment 2- LUB Review September Survey Engagement Summary)**,
- Refinement of the “Open House” draft to reflect comments received from the second online survey and the Open House to result in a Circulation draft.

Administration now presents the Circulation Draft of proposed Land Use Bylaw 2020/12/D to Council for First Reading **(see Attachment 3- Draft Land Use Bylaw 2020/12/D)**. As the draft LUB is a complete re-write of current LUB 2007/24/D, Administration feels that it would not be practical to list each of the differences between the current and draft Bylaws. However, Administration summarizes how Draft LUB 2020/12/D meets each of the objectives mentioned earlier in the table below.

Theme	Incorporation into Draft LUB 2020/12/D	Reference(s)
Protects the public interest in meeting the needs of all affected parties	Addition of Care Facility (Small Group) that functions as a typical Dwelling Unit as a Permitted Use in more Residential districts	R-ACG district (Page 47) R-GEN district (Page 48) R-SML district (Page 49) R-TRN district (Page 53) Definition- Care Facility (Small Group) Page 68
	Addition of community-based social programs in definition for Government Services and Religious Assembly	Definition for Government Services (Page 71) Definition for Religious Assembly (Page 73)
	New Bicycle Parking Requirements for Commercial and Residential Uses of 10+ units	Section 3.44 (Pages 29-30)
	New requirement for parking lot plans and landscaped islands in large parking lots	Section 3.40 (Page 28)
	New regulations for excavation, stripping, and grading	Section 4.18 (Page 42)
	New definition and regulations for Secondary Suite (External) regulations and addition as a Permitted or Discretionary Use where appropriate	Section 4.12 (Page 40) R-ACG district (Page 47) R-GEN district (Page 48) R-TRN district (Page 53) Definition for Secondary Suite (External) (Page 75)
	Expanded regulations for general securities and landscaping securities, new process for landscaping inspections	Section 2.23 (Page 15) Section 3.22 (Page 22) Section 3.23 (Page 23)
	Expanded regulations to implement “dark sky” compliant lighting	Section 3.13 (Page 20)
	Increase in required recreational space provided as part of high-density residential developments	R-HID district (Page 52)



Theme	Incorporation into Draft LUB 2020/12/D	Reference(s)
Facilitates economic diversification	New definition for Alcohol Production (breweries, distilleries, and meaderies) and added as a Permitted or Discretionary Use where appropriate	C-GEN district (Page 56) C-DWT district (Page 57) I-LHT district (Page 60) I-HVY district (Page 61) Definition for Alcohol Production (Page 66)
	New definition for Cannabis Processing (Micro) and added as a Permitted or Discretionary Use where appropriate	C-GEN district (Page 56) C-HWY district (Page 59) I-LHT district (Page 60) I-HVY district (Page 61) Definition for Cannabis Processing (Micro) (Page 68)
	New definition and land use district to allow the conversion of a single-detached dwelling to a low-impact commercial use (Office and Retail, Small)	Section 4.9 (Page 38) R-TRN district (Page 53) Definition for Residential Conversion (Page 74)
	Addition of new Land use district for neighbourhood-scale commercial uses	C-NHD district (Page 58)
Streamlines approval process(es)/reduces “red tape”	Extend period for development not starting before cancellation of Development Permit from 90 days to 1 year	Section 2.28.v (Page 16)
	Eliminated requirement to obtain a Development Permit to construct a fence in compliance with maximum height design regulations	Table 2- Development not Requiring a Development Permit (Page 8-9) Section 3.11 (Page 19)
	Incorporated regulations for Home Occupations currently in Business License Bylaw (2008/18/D) and clarified that a Home Offices in compliance with proposed LUB do not require a Development Permit	Table 2- Development not Requiring a Development Permit (Page 8-9) Section 4.7 (Page 37) Section 4.8 (Page 38)
	Eliminated requirement for the occupancy of a Permitted Use of a vacant space within an approved Shopping Centre	Table 2- Development not Requiring a Development Permit (Page 8)
	Eliminated requirement to submit a Real Property Report (RPR) after footings are poured but before starting work on building above ground level	Section 2.20 (Page 14)
	Added ability for landowners of non-residential developments to pool number of required parking spaces and/or submit a payment-in-lieu, at Development Officer’s discretion without Council approval	Sections 3.42 and 3.43 (Page 29)

Theme	Incorporation into Draft LUB 2020/12/D		Reference(s)
Promotes a sustainable urban environment	Overhauled Landscaping section that introduces new regulations for minimum landscaping requirements for new developments, retention of trees for existing developments, permitted and non-permitted landscaping materials		Sections 3.18-3.25 (Pages 21-23) Schedule A-Recommended Tree Plantings
	New section for development on/near waterbody		Section 3.1 (Page 17)
	Requirement for a Development Permit where driveway exceeds the width of a connecting garage/carport, maximum width for driveway		Table 2- Development not requiring a Development Permit (Page 8-9) Definition for driveway (Page 66)
	New regulations that require oil/grit separators and prohibit on-site storage of sludge/waste for car washes		Section 4.4 (Page 36)
	New regulations for Solar Panels/Solar Collectors	New definition for roof-mounted solar panels and addition to list of developments that do not require a Development Permit, and addition as a Permitted Use in all land use districts	Table 2- Development not requiring a Development Permit (Page 8-9)  Definition-Solar Panel (Roof-Top) (Page 75)  Section 5.2.a.iii (Page 44)
		New definitions for Solar Collector (Ground Mounted) and Solar Collector (Wall Mounted)	Definition- Solar Collector (Freestanding) (Page 75)  Definition- Solar Collector (Wall-Mounted) (Page 75)  Section 5: Land Use Districts (Pages 44-65)
	New Parks/Recreation (S-PRK) and Special Open Space (S-NOS) districts, definition for Natural Conservation Lands		S-PRK district (Page 63) S-NOS district (Page 64) Definition, Natural Conservation Lands (Page 72) Schedule B (Land Use Map)

Theme	Incorporation into Draft LUB 2020/12/D	Reference(s)
Provides clarity, development certainty, and is user-friendly.	Addition of a Table of Contents	Pages i-iii
	Number of land use districts reduced from 38 to 18; more orderly and less confusing names of land use districts	Section 1.10 (Page 3) Section 5: Land Use Districts, (Pages 44-65), Table 9- Land Use District Conversions (Page 45), Schedule B (Land Use Map)
	New Development Authority section that provides clarification of authority between Planner/Development Officer and MPC	Sections 1.11-1.14 (Pages 4-5)
	Simplified Bylaw Enforcement Section	Sections 1.15-1.22 (Pages 5-6)
	Simplified sections regarding LUB Amendments, Development Permit application review and Development Permit Decisions, Development Permit Conditions, Variances, and Completion/Cancellation of Development	Sections 1.23-1.27 (Page 7) Sections 2.4-2.29 (Pages 10-16)
	More definitive/clarified requirements for number of parking stalls and loading spaces that incorporate all land uses	Section 3.38, Table 6 (Page 26) Section 3.45, Table 8 (Page 30)
	Consolidation of current LUB 2007/24/D and simplified Signage Bylaw 2012/16/D into one document	Sections 3.46-3.56 (Pages 31-34)
	Increased use of tables that summarize regulations and improve readability	Throughout
	New definitions section with more consistent, orderly, and logical land use definitions	Section 6- Glossary (Pages 66-76)
Integrates lands subject to the 2011/2012 annexation		Residential, Acreage (R-ACG) (Page 47) Industrial, Light (I-LHT) (Page 60) Industrial, Heavy (I-HVY) (Page 61) Special, Urban Reserve (S-URB) (Page 65) Schedule B (Land Use Map)

### Development Authority

An issue regarding the LUB update raised recently by Council is the division of decisions made by the Municipal Planning Commission (MPC) and those made by Administration. Administration clarifies that MPC Bylaw 2006/14/D appoints all of Council as the Town's MPC. The Development Authority is defined as the body or person(s), established in accordance with the *Municipal Government Act* that exercises the development duties and powers on behalf of the Town.

For any application, depending on the nature of the proposed development, the Development Authority may be one of:

- MPC,
- Planning/Development Officer, Senior Planner, or Chief Administrative Officer (CAO), collectively referred to as Administration,
- In the case of appealed decisions, the Subdivision and Development Appeal Board (SDAB).

For ease of explanation, Administration splits the Development Authority Section of this report into two categories- Variance Limits and Discretionary Use Authority.

### ***Variance Limits***

Section 13.7 of existing LUB 2007/24/D limits the authority of a Planner or Development Officer to relax any required *setback* to 30% of the stated requirement; a Variance to a setback requirement of more than 30% requires MPC approval. As Section 13.7 applies to setback requirements only, a Variance of any amount to a requirement other than a setback, for example, number of parking spaces must be approved by the MPC. Administration assumes this section when LUB 2007/24/D was first drafted was intended to extend the 30% limit to all Variances. However, interpreting this section exactly as written is a serious detriment to the goal of streamlining approval processes that facilitate development.

Sections 2.10 and 2.14 of the current draft of proposed LUB 2020/12/D is an improvement to existing LUB 2007/24/D in this area by applying the 30% limit to all variances. This section of the proposed Bylaw appeared to receive consensus at the Steering Committee meeting on September 9, 2020.

### ***Discretionary Uses***

In accordance with Section 642(1) of the *Municipal Government Act*, a Development Permit *must* be issued for a land use that is listed as a Permitted Use in the respective land use district and complies with all the applicable requirements of the Land Use Bylaw (i.e. setbacks, parking, landscaping, etc.). Furthermore, Development Permit conditions may only be imposed when authorized by the Land Use Bylaw. An example of this is a Development Permit condition that requires a fence along the side of a drive-through that is adjacent to a Residential land use district.

Discretionary Uses are those land uses that may or may not be considered appropriate for a given parcel, depending on the nature of the development and surrounding land uses. For example, in proposed LUB 2020/12/D, a Shopping Centre listed as a Discretionary Use in the Commercial, General (G-GEN) district may be appropriate on a large parcel that located along an arterial road that is zoned in the C-GEN district but might be considered inappropriate on a smaller parcel in this same district that does not allow for adequate parking or traffic circulation. Furthermore, according to the Alberta Municipal Affairs SDAB Training Manual, the Development Authority is provided with more flexibility to impose conditions, even if those conditions are not stated in the LUB. The only limitations to this are that any conditions imposed must achieve a reasoned land use planning objective and consistent with the intent of the LUB.

In accordance with existing LUB 2007/24/D and proposed LUB 2020/12/D, Discretionary Uses must be approved by Council. As per Section 1.13.c of proposed LUB 2020/12/D and in most municipalities, applications for all Discretionary Uses are decided by their respective Municipal Planning Commissions. However, in some municipalities such as the City of Airdrie, City of Cold Lake, and the City of Grande Prairie, Discretionary Uses are divided into two types- those that are decided by a Development Officer and those decided by the MPC. The advantage of this two-tier method is only those Discretionary Uses considered by Council to require the highest degree of scrutiny are required to be approved by the MPC, therefore reducing the approval time for the applications that are not required to be approved by the MPC. The possible disadvantage to this approach is that it could create perceptions of mistrust among residents who feel decisions for these applications should be made by a larger body that is comprised of their locally elected officials than a Planner and/or Development Officer. As such, a two-tier discretionary use system could invite more appeals from surrounding landowners, perhaps not based on their objections to a proposed development, but because they simply wanted the decision to be made by more persons than a Development Officer or Planner. Lastly, the current version of proposed LUB 2020/12/D was presented to the Steering Committee and the open house mentioned earlier and published on

the Town's website based on a single-tier arrangement for Discretionary Uses. Administration feels that such a fundamental change to the proposed Land Use Bylaw would require further community engagement.

Administration recognizes the Development Authority part of a Land Use Bylaw is a delicate issue. On one hand, regulations must provide enough flexibility to respond to unique situations where a certain land use may not quite meet a specific requirement, but could be considered appropriate for the area and Administration does not wish to unnecessarily delay approval for these land uses that could improve the Town's tax base and/or create jobs. On the other hand, allowing too much flexibility in decisions to the point where Administration may decide on all applications could create perceptions of mistrust in the community that Administration does not have the public's best interest at heart when deciding on development applications. As such, this would contradict Goal Two of Council's Strategic Plan 2019-2021, which is partially based on increasing public trust and confidence. Furthermore, providing Administration with too much authority for Variances and Discretionary Uses risks inviting more appeals from surrounding landowners to the Subdivision and Development Appeal Board (SDAB), that in the end would lead to more delay and expense for the Town through per diems paid to Board members that hear the appeal.

In summary, the eventual Land Use Bylaw must strike an effective balance between:

- providing sufficient flexibility for Administration to respond to unique situations and avoiding unnecessary delay for the Applicant to obtain approval, and
- providing a sufficient degree of transparency that maintains public trust in Administration and Council.

### **Municipal Development Plan 2012/27/D**

The regulations contained in proposed LUB 2020/12/D comply with existing MDP 2012/27/D. Updating existing MDP 2012/27/D, which will build on the new LUB is expected to be completed in 2021.

## **2. BUDGET / GRANT / RESOURCE IMPLICATIONS:**

A total of \$104,457.00 was approved by Council as part of the 2020 budget for the MDP/LUB update project. At the time of this report, \$50,477.21 of the above-mentioned amount has been expensed to ISL Engineering and Land Services. This results in \$53,979.79 remaining for preparing the final draft and the public hearing presentation prior to Second and Third Readings of proposed LUB 2020/12/D anticipated for November 25, 2020, and completion of the new MDP in 2021.

Regarding staff resource implications, as proposed LUB 2020/12/D contains clearer, more consistent regulations and definitions less staff time would be spent towards interpreting the LUB, which allows for more efficient use of staff resources and, therefore, improved levels of customer service.

### 3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	Yes	<i>Municipal Government Act (MGA), Alberta Land Stewardship Act (ALSA) Alberta Building Code Alberta Interpretation Act</i>
Municipal Bylaws	Yes	Business License Bylaw 2008/15/D Signage Bylaw 2012/16/D Community Standards Bylaw 2015/08/D Animal Control Bylaw 2014/01/D SDAB Bylaw 2018/03/D, SDAB Amending Bylaw 2018/05/D Municipal Planning Commission (MPC) Bylaw 2006/14/D
Municipal Development Plan	Yes	All Sections, to be updated in 2021
Sustainability Vision 2019-2021	Yes	Natural Landscaping Creek Slope and Bed Management
Town of Drayton Valley Strategic Plan 2019-2021		<p>Goal One- several of the regulations contained within the proposed LUB aim to reduce economic impacts to business owners/developers and support entrepreneurship through streamlined regulations for Home Offices and Home-Based Businesses. New land use definitions such as Alcohol Production and Cannabis Processing (Micro) aim to diversify our economy by allowing businesses in these sectors to locate where appropriate within Town boundaries</p> <p>Goal Two-proposed LUB 2020/12/D by providing more clarity and consistency in land use definitions and regulations- less time is required by all (including Administration) for interpretation. This allows residents/business owners to more easily decide how a given property can/cannot be utilized and results in a more efficient use of staff time which improves customer service.</p> <p>Goal Three- Proposed LUB 2020/12/D has been completed with input from the community and includes regulations that foster inclusivity such as required bicycle parking spaces for commercial developments and allowing Secondary Suites (External)</p>
Other Plans or Policies		Re-Zoning Applications PD-02-12 Addressing and Naming Policy PD-02-14 Encroachment Agreement Policy PD-02-99 Development Notices to the Public Policy PD-04-08

**4. POTENTIAL MOTIONS:**




- A. That Council give First Reading to proposed Land Use Bylaw 2020/12/D as presented.
- B. That Council give First Reading to proposed Land Use Bylaw 2020/12/D with amendments to \_\_\_\_\_.
- C. That Council table First Reading of proposed Land Use Bylaw 2020/12/D (to request further information).
- D. That Council decline to give First Reading of proposed Land Use Bylaw 2020/12/D.

**5. RECOMMENDATION**

Administration recommends giving First Reading to proposed Land Use Bylaw 2020/12/D. After First Reading of proposed Land Use Bylaw 2020/12/D, Administration will advertise a public hearing prior to Second and Third Readings of the Bylaw on November 28, 2020.

**6. ATTACHMENTS:**

- 1. MDP & LUB Review April Survey Engagement Summary
- 2. LUB Review September Survey Engagement Summary
- 3. Draft Land Use Bylaw 2020/12/D

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			

**ATTACHMENT 1**  
**MDP & LUB REVIEW**  
**APRIL SURVEY ENGAGEMENT SUMMARY**



# Town of Drayton Valley MDP & LUB Review

## April Survey Engagement Summary

April 21, 2020

### 1. Introduction

The Town of Drayton Valley is undertaking a comprehensive review and update of the Municipal Development Plan (MDP) and Land Use Bylaw (LUB). The MDP and LUB are key documents, required by the province, that guide and regulate future growth and development within a municipality.

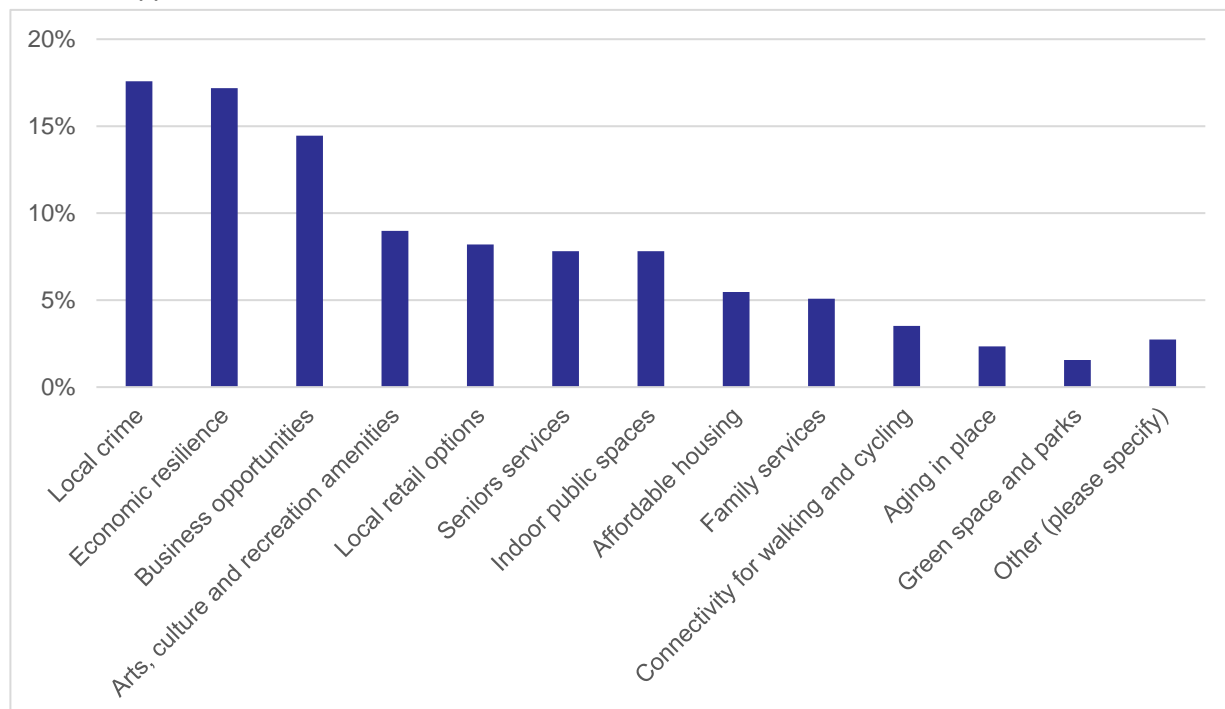
In April 2020, a community survey was used to gather feedback from residents and stakeholders about their priorities and perspectives related to social well-being, the local economy and Drayton Valley's natural and built environment. This survey was conducted in place of the 3BL World Café that was cancelled as a result of the COVID-19 pandemic. In total, 97 survey submissions were received. The feedback shared will be used to help inform the development of updated MDP policies and potential changes to LUB regulations.

A high-level summary of key themes that emerged are provided in the following sections.

### 2. Priorities

#### Top 3 Priorities

The top three priorities identified by residents were addressing local crime, economic resilience and business opportunities.



## What do you like most about living in Drayton Valley?

### Community character

- Community is resilient and residents support each other during hard times
- Residents are friendly and generous
- Aesthetics and beautiful scenery of the area

### Small town feel

- Close-knit community where residents know neighbours
- Quiet, family friendly community
- Local amenities that meet residents' needs, but also close to cities with additional services

### Greenspace and activities

- Easy access to outdoor activities, trails, ponds, parks and the river valley

### Employment

- Close to local employment opportunities and workplaces

## What does the Town need or what would you like to see in Drayton Valley?

### Economy

- Increased diversity of businesses to reduce dependency on the oil and gas industry as the volatility of the industry has negative impacts to the local economy
- Additional job opportunities beyond oil and gas
- More local retail options and support for small businesses to open and stay in town
- Reduction in unnecessary spending by the Town

### Crime and enforcement

- Address crime and drug-related matters through increased policing and stronger sentencing

### Activities and amenities

- Affordable programs/activities for parents, expecting parents, children, youth and seniors
- New pool and/or recreation center for the region
- Activities and programming for all seasons
- Additional health professionals and facilities in town to reduce travel to other places

### Maintenance and infrastructure

- Better road and infrastructure maintenance and upgrades

### Affordability

- More affordable housing, both rental and ownership

### 3. Challenges and Opportunities

**Social Well-Being** refers to topics that support quality of life for residents such as housing, local social services, community gathering places, recreation spaces and educational opportunities.

#### Challenges

##### Economy

- Lack of available local jobs and high unemployment

##### Activities and amenities

- Need more recreational facilities and programming for children, youth, expecting parents, single parents, families and seniors
- Access to recreation and community facilities and programs should be more affordable
- Better communication and awareness for community programs and activities
- Lack of access to healthcare and mental health services and educational programming and resources

##### Vulnerable populations

- High percentage of the population are experiencing homelessness
- Need for more programs, services and affordable housing options

#### Opportunities

##### Activities and amenities

- More programs and recreation activities for all ages, including children and youth in particular
- New pool and/or recreation center
- Additional options for outdoor recreation activities to attract tourists into the community

##### Economy

- Diversify employment opportunities and support small businesses
- Limiting unnecessary spending during economic downturns
- Additional employment opportunities in oil and gas, manufacturing, alternative energy and hemp production

##### Affordable housing

- Housing options and supports for low income families and people experiencing homelessness or at risk of homelessness
- Additional seniors housing and long-term care facilities

**Economy Prosperity** refers to supporting a variety of opportunities for local employment and economic activity, the broader business environment and local tax base.

### Challenges

#### Industry

- Oil prices are low which negatively impacts local economy
- Oil and gas industry is important to the community, but there is an over-reliance on the industry
- Local businesses are impacted by economic downturn and changing shopping habits and not able to survive

#### Employment

- Lack of local employment opportunities

#### Affordability

- More residents are experiencing homelessness
- Cost of living (rent, taxes, good and services) is increasing for residents and business owners

#### Commercial / local and small businesses

- Need for additional supports and incentives for local businesses to operate and remain open

### Opportunities

#### Economic diversification

- Invest in and support new local businesses and entrepreneurs to create more local employment opportunities
- Strategies to attract businesses to locate in Drayton Valley
- Support production of goods locally
- Diversify the local economy by bringing in industries other than oil and gas, such as hemp production, green energy, manufacturing and other innovative ideas

#### Collaboration

- Need for everyone to work together and support strategic partnerships

#### Tourism

- Additional support for building up the tourism industry that capitalizes on features in the local community, such as the parks and river valley

**Environmental Sustainability** refers to the local built environment, how walkable and connected the community is, including trail networks and natural features around Town that are amenities for residents.

### Challenges

#### Active modes

- Walking trails and pathways are well used
- Need better connections to existing trails and pathways both within the community and connecting to the County

#### Infrastructure maintenance

- Sidewalks and trails need to be better maintained to improve accessibility, including during the winter
- Infrastructure is aging and lack of appropriate stormwater management, but not enough funding to manage

#### Greenspace

- Increased trees and green space to recover what has been lost due to development

#### Safety

- Concern about safety on the trail system and in parks with increased vandalism, drug use and people experiencing homelessness
- Need for additional crosswalks on busy streets

### Opportunities

#### Active modes

- Current trail system is well supported and used by residents
- Trail system could be further expanded and connections between existing trail networks increased

#### Green spaces

- Provide additional green spaces and areas for outdoor activities such as picnic spaces, ponds, natural areas and campgrounds

#### Infrastructure

- Repair and upgrade roadways and sidewalks
- Explore alternative ways to manage waste

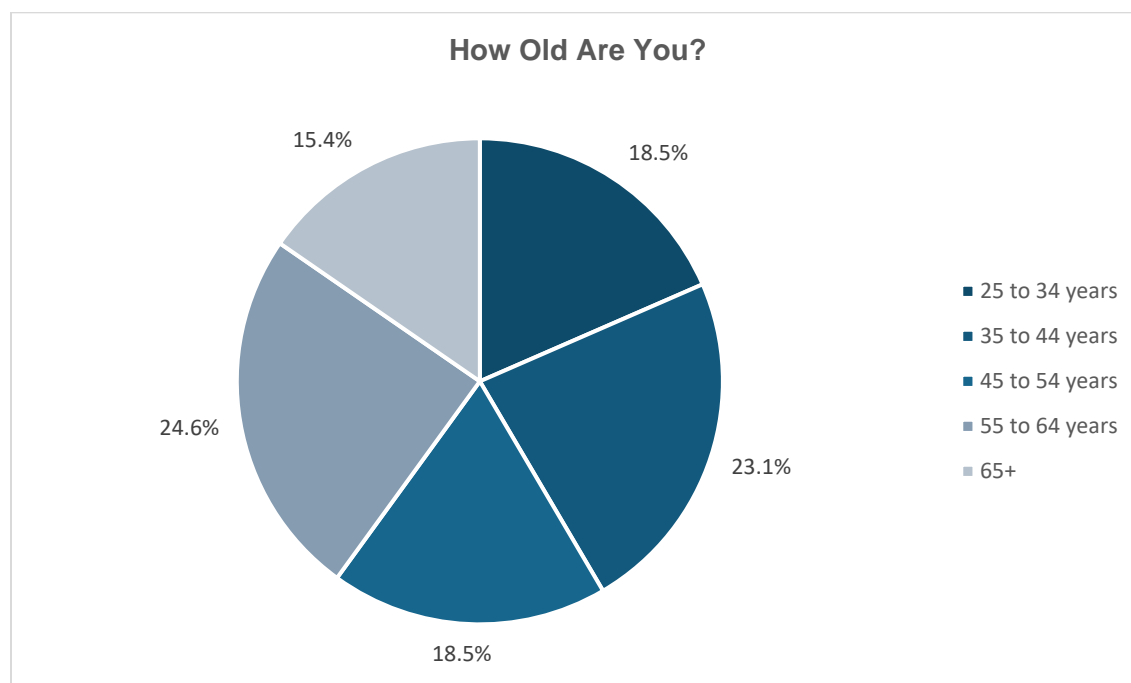
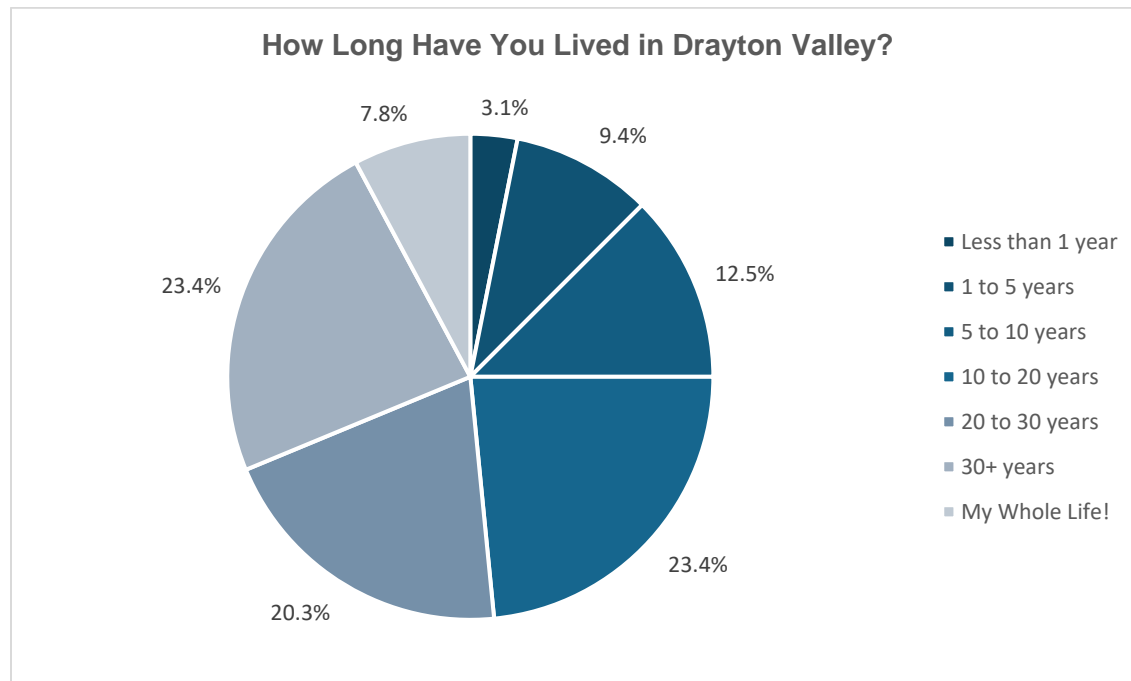
#### Tourism

- Increase tourism through trails, hiking, a retreat centre and outdoor activities

#### Cost

- Funds should be spent on supporting employment and local businesses

#### 4. Participant Demographics



**ATTACHMENT 2**  
**MDP & LUB REVIEW**  
**SEPTEMBER SURVEY ENGAGEMENT SUMMARY**

## Land Use Bylaw Update Engagement Summary October 2020

### Introduction

The Town of Drayton Valley is undertaking a comprehensive review and update of the Municipal Development Plan (MDP) and Land Use Bylaw (LUB). The MDP and LUB are key documents, required by the province, that guide and regulate future growth and development within a municipality.

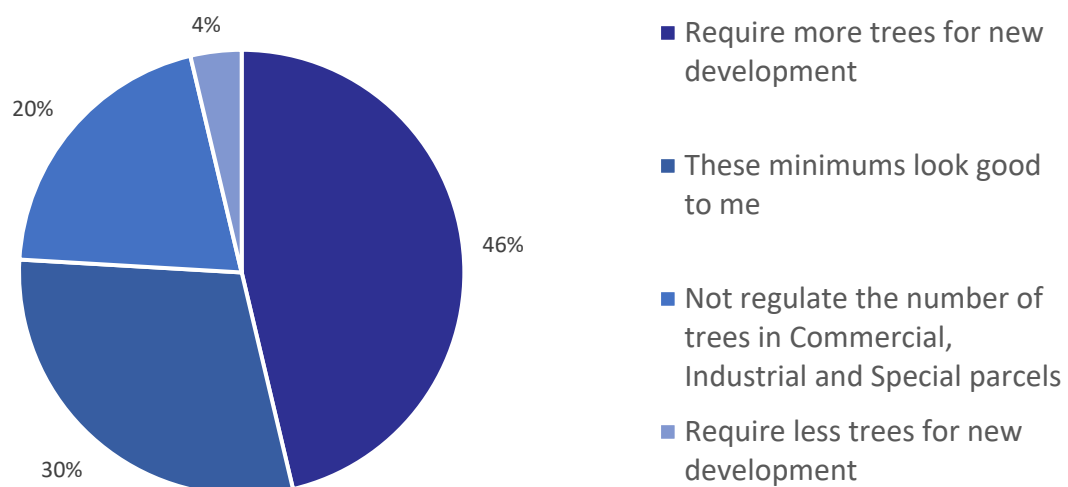
In September 2020, a community open house and community survey were used to share the draft changes to the Land Use Bylaw regulations and gather feedback from residents and stakeholders about their perspectives related to changes. An in-person open house was held on September 9, 2020 and 2 participants attended. The community survey was available from September 14-28 and 54 responses were received. The feedback shared will be used to help inform potential changes to LUB regulations.

A high-level summary of key themes that emerged are provided in the following sections.

### High Level Summary

#### Tree Regulations

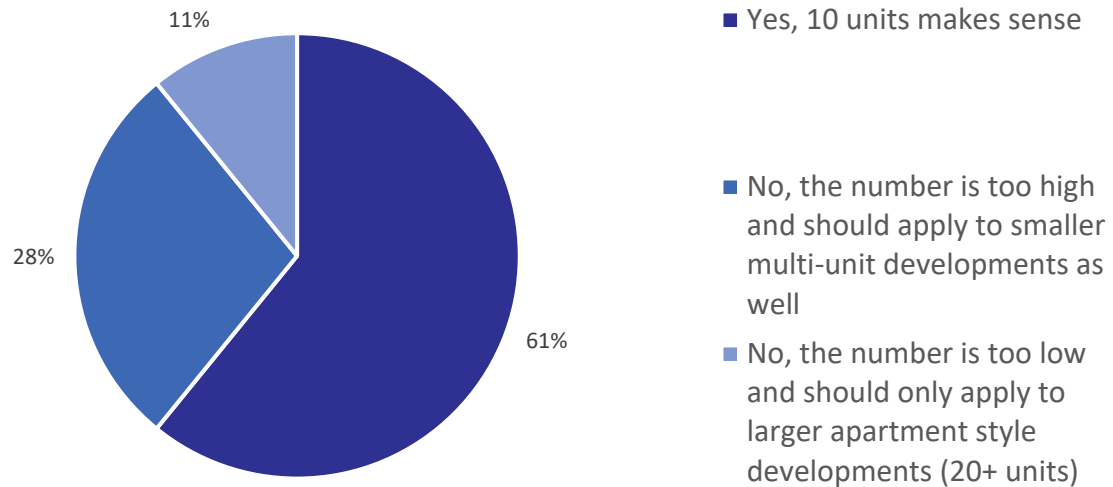
##### Minimum Requirements for Trees in New Developments (54 responses)





## Higher-Density Dwellings

**Requirements for Higher-Density Dwellings (multi-unit dwellings over 10 units) (46 responses)**



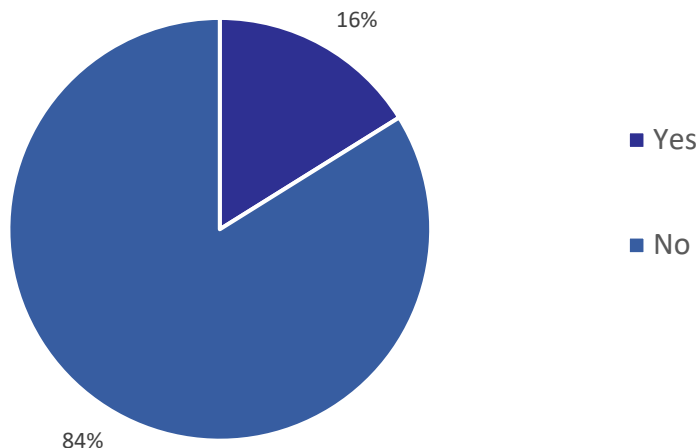
**Additional Requirements Needed for Multi-unit Dwellings Over 10 Units (10 responses)**

- Lots of parking to accommodate residents and visitors – need to reduce street parking
  - Consider larger stalls to accommodate bigger vehicles such as one ton trucks
- Parking lot area landscaping needs to be managed and keep clean
- Bike racks should not be required

## Home Offices

**Development Permit Requirements for Home Offices (37 responses)**

- A majority of respondents indicated there should be no requirements



- Feedback was mixed from respondents who provided additional comments:
  - Should not be regulating what residents are doing inside their home when it doesn't impact others (i.e. no customers or additional staff)
  - As long as residents are following the regulations, doesn't need to be complicated further
  - Definition is contradictory – does not involve anyone coming to the dwelling unit, but up to one visitor a week on average
  - Homebased businesses should have strict regulations for visitors and customer visit to limit impacts to residential areas
  - Development permit or business license should be required

### Direct Control Districts

#### Development That Should Be Direct Control Only (19 Responses)

- Several residents indicated they did not know or were unsure
- A couple of respondents indicated that it was already addressed in the Land Use Bylaw
- Ideas that were shared included the following:
  - Oil wells/pumpjacks/pumphouses
  - Communications towers
  - Cannabis and food processing that emit sound or odours
  - Farmer's Market

### Residential Conversions

#### Residential Conversions in Other Residential Districts (25 Responses)

- Respondents were split on whether or not they agreed with residential conversions in other districts
  - Conversions should only be allowed with direct approval from all nearby parcels
  - Consultation and discussions need to occur prior to any conversion
  - Concerns about parking and traffic
  - Supportive if there is minimal impact and fits in with existing neighbourhood
  - There is enough business frontage available

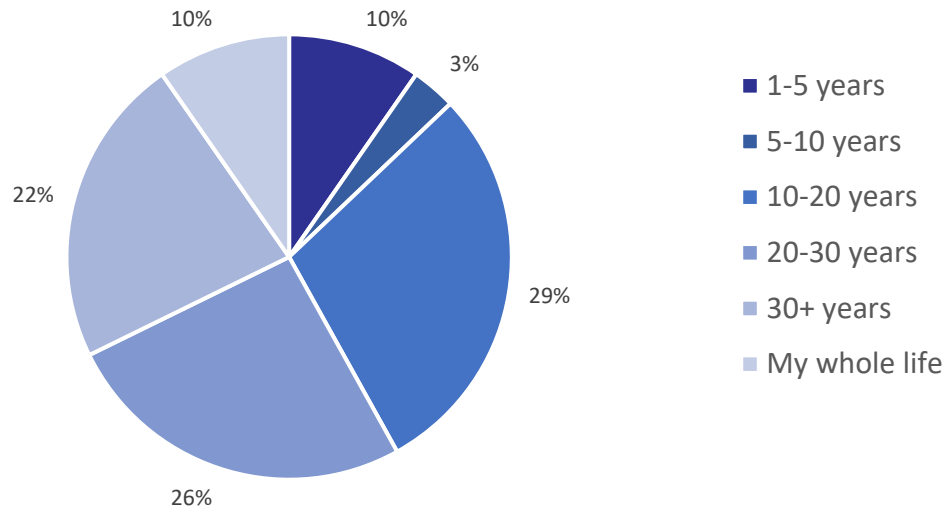
### Additional Comments

#### Additional Feedback on Land Use Bylaw (11 responses)

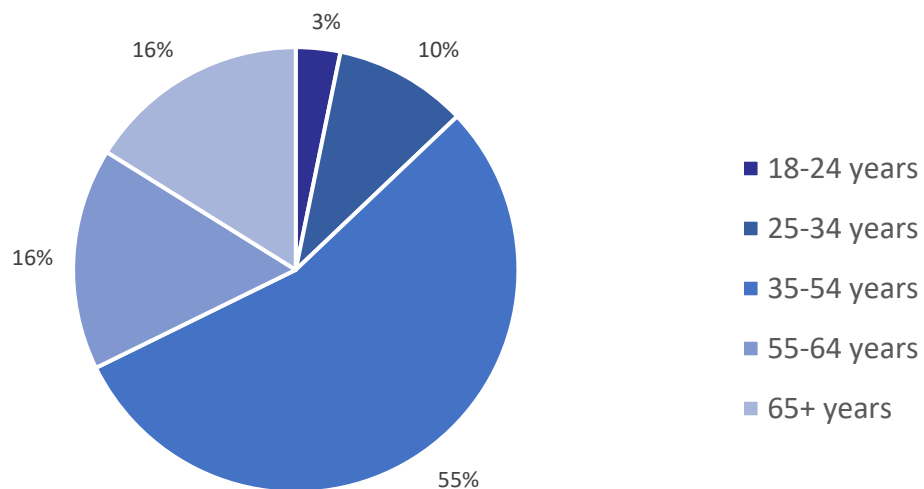
- Residential neighbourhoods need to remain solely residential – no business uses, conversions, increased traffic or noise
- Residential outdoor lighting section doesn't make sense
- Businesses should be concentrated in the downtown and not spread out to support downtown shopping
  - Parking is also an issue
- Drainage concerns in the back alleys of commercial properties (e.g. Royal Bank/Remax area). Ice builds up in winter and creates safety concerns for people walking and driving

## About You

### Lived in Drayton Valley (33 Responses)



### Age (31 Responses)



**ATTACHMENT 3**  
**DRAFT LAND USE BYLAW 2020/12/D**



## **BYLAW NO. 2020/12/D**

### **Name of Bylaw: Land Use Bylaw**

**WHEREAS** Section 639, Municipal Government Act, R.S.A 2000, c M-26 requires Council to pass a Land Use Bylaw.

**AND WHEREAS** the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 2000 and amendments thereto, authorizes Council to repeal or amend a Bylaw.

**AND WHEREAS** a public hearing was conducted in accordance with Section 692 of the Act

**NOW THEREFORE** the Council of the Town of Drayton Valley, duly assembled, hereby enacts as follows:

### **TITLE**

1. This Bylaw may be cited as the "Land Use Bylaw" of the Town of Drayton Valley.

### **PURPOSE**

2. The purposes of this Bylaw are to:
  - Foster orderly growth and development within Town boundaries;
  - Update and, where deemed appropriate, establish new standards and procedures regarding the use and development of land within Town boundaries;
  - Update and, where deemed appropriate, incorporate new development standards for uses within Town boundaries; and
  - Amending the existing Land Use District Map to reflect redesignations and new land use districts

### **INTERPRETATION**

3. Words used in the singular include the plural and vice-versa.
4. When a word is used in the masculine or feminine it will refer to either gender.
5. Words used in the present tense include the other tenses and derivative forms.

### **SEVERABILITY**

6. If any provision of this Bylaw is held be invalid by a court of competent jurisdiction, that decision will not affect the validity of the remaining provisions of the Bylaw.

**NOW THEREFORE** this Bylaw shall rescind Bylaw No. 2007/24/D, being the former Land Use Bylaw of the Town of Drayton Valley, and rescind Bylaw No. 2012/16/D, being the former Signage Bylaw of the Town of Drayton Valley

**AND THAT** this Bylaw shall come into force and have effect from and after the date of third reading thereof.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, A. D.

Public Hearing held this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, A. D.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, A. D.

Read a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, A. D.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

**Town of Drayton Valley**

# **Land Use Bylaw**

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***Circulation Draft  
OCTOBER 2020***

# Table of Contents

page

## Section 1: Purpose

*This section introduces readers to the Land Use Bylaw, establishes jurisdiction, enforcement and amendment regulations, and introduces the people and groups with the authority to exercise development powers in Town.*

Jurisdiction .....	1
Bylaw Authorities .....	4
Bylaw Enforcement .....	5
Bylaw Amendments .....	7

## Section 2: Development Process

*This section outlines requirements, procedures and responsibilities related to the Town's Development Permit Process.*

Requirements .....	8
Receive and Review .....	10
Decisions .....	12
Conditions .....	14
Appeals .....	15
Completion and Cancellation .....	16

## Section 3: General Regulations

*This section outlines general regulations that apply to development within Town*

Setbacks .....	17
Parcels .....	19
Landscaping .....	21
Buildings and Structures .....	23
Parking and Loading .....	26
Signage .....	31

## Section 4: Specific Uses and Activities

*This section outlines specific regulations that apply to particular types of development within Town.*

Bed & Breakfast .....	35
Cannabis Processing (Micro & Standard) .....	36
Car Wash .....	36
Drive-Through .....	36
Gas Station .....	37
Home Office .....	37
Home-Based Business .....	38
Residential Conversion .....	38
Retail (Cannabis) .....	39



Retail (Liquor).....	39
Secondary Suites (External) .....	40
Secondary Suites (Internal) .....	40
Solar Panels (Roof Top) .....	40
Solar Panels (Wall Mounted) .....	41
Solar Panels (Free Standing) .....	41
Surveillance Suites .....	41
Excavation, Stripping & Grading .....	42
Demolition or Removal of Buildings .....	42
Moved-In Principal Buildings.....	43

## Section 5: Land Use Districts

*This section outlines specific regulation that applies to the Town's Land Use Districts.*

DC Direct Control Districts.....	46
R-ACG Residential, Acreage District .....	47
R-GEN Residential, General District .....	48
R-SML Residential, Small Parcel District.....	49
R-MLT Residential, Multiple Dwelling District.....	51
R-HID Residential, High Density District.....	52
R-TRN Residential, Transition District.....	53
R-MAN Residential, Manufactured Home Park District .....	55
C-GEN Commercial, General District.....	56
C-DWT Commercial, Downtown District.....	57
C-NHD Commercial, Neighbourhood District .....	58
C-HWY Commercial, Highway District.....	59
I-LHT Industrial, Light District.....	60
I-HVY Industrial, Heavy District.....	61
S-COM Special, Community Services District.....	62
S-PRK Special, Parks and Recreation District .....	63
S-NOS Special, Natural Open Space District .....	64
S-URB Special, Urban Reserve District.....	65

## Section 6: Glossary

*This section provides definitions for terms used within the Land Use Bylaw.*

## Schedule A: Recommended Tree Plantings

## Schedule B: Land Use Map

## Figures

Figure 1 – Corner Parcel Garage Setbacks .....	18
Figure 2 – Corner Visibility Triangle .....	18
Figure 3 – Determining Building Height .....	24
Figure 4 – Parking Stall Dimensions .....	27
Figure 5 – Landscaped Islands Within Parking Lots .....	28
Figure 6 – Permitted Bicycle Rack Designs.....	30

## Tables

Table 1 – Minimum Specified Penalties .....	6
Table 2 – Development Not Requiring a Development Permit .....	8
Table 3 – Public Consultation Requirements .....	12
Table 4 – Maximum Fence Height* .....	19
Table 5 – Tree Planting Minimums .....	21
Table 6 – Parking Minimums.....	26
Table 7 – Minimum Parking Stall Dimensions.....	27
Table 8 – Minimum Loading Space Requirements .....	30
Table 9 – Land Use District Conversions .....	45

# SECTION ONE

## Purpose

# 1

*This section introduces readers to the Land Use Bylaw, establishes jurisdiction, enforcement and amendment regulations, and introduces the people and groups with the authority to exercise development powers in Town.*

## Jurisdiction

### 1.1 TITLE

This Bylaw is entitled ‘Town of Drayton Valley Land Use Bylaw No. 2020/12/D’, hereinafter referred to as the “Bylaw”.

### 1.2 PURPOSE

The purpose of this Bylaw is to regulate and control the use and development of land and buildings within the municipality to achieve the orderly and economic development of land, and for that purpose, among other things to:

- a) Divide the municipality into Land Use Districts,
- b) Prescribe and regulate for each Land Use District the purposes for which land and buildings may be used,
- c) Establish the office of Development Authority,
- d) Establish a method of making decisions on applications for development permits including the issuing of Development Permits,
- e) Prescribe a procedure to notify owners of land likely to be affected by the issue of a Development Permit, and
- f) Establish a procedure for appeals against the decisions of the Development Authority.

### 1.3 CONSISTENCY

#### **Municipal Government Act**

- a) The Bylaw is consistent with the Municipal Government Act (MGA), as amended, and the MGA takes precedence in a case of dispute on the meanings of all words or clauses,

**Alberta Land Stewardship Act**

- b) The Bylaw is consistent with the Alberta Land Stewardship Act (ALSA), as amended,

**Alberta Interpretation Act**

- c) Timelines outlined within the Bylaw shall be complied with pursuant to the Alberta Interpretation Act, as amended,

**Alberta Building Code**

- d) In the case where this bylaw conflicts with the Alberta Building Code, the Alberta Building Code shall prevail,

**Alberta Land Titles**

- e) All measurements in this bylaw are metric, in accordance with Alberta Land Titles procedures, and where an imperial measurement is also given it is for convenience only and has no legal status, and

**Municipal Development Plan**

- f) The Bylaw is consistent with the 'Town of Drayton Valley Municipal Development Plan (MDP) Bylaw No. 2012/27/D, as amended.

## **1.4 REQUIREMENTS OF OTHER AUTHORITIES**

- a) Development authorized under this Bylaw is subject to:
- i. Federal and Provincial law (including orders by the Municipal Government Board),
  - ii. Other bylaws, statutory plans (i.e. Area Structure Plans, Area Redevelopment Plans) and inter-municipal agreements,
  - iii. Minimum Design Standards and Infrastructure Master Plans as they pertain to Transportation, Water Sanitary and/or Stormwater Management, and
  - iv. Any easements, caveats, covenants, and other encumbrances on the title to the land in question, whether or not the Development Permit refers to these other requirements.

## **1.5 EFFECTIVE DATE & TRANSITION**

- a) 'Land Use Bylaw No. 2007/24/D' and all amendments thereto, are rescinded upon this Bylaw passing and coming into full force and effect,
- b) The 'Town of Drayton Valley Land Use Bylaw No. 2020/12/D', is passed and comes into full force and effect when it receives third reading and is signed pursuant to the MGA,
- c) All amendments to the Bylaw, any land use Redesignations, or Development Permit applications received on or after the effective date of the Bylaw shall be processed and considered upon the provisions outlined herein, and
- d) All applications received in a complete form prior to the effective date of this Bylaw shall be processed based on 'Land Use Bylaw No. 2007/24/D' unless the Applicant requests that the application be processed based on the regulations of this Bylaw.

## **1.6 FEES AND CHARGES**

All fees and charges under and pursuant to the Bylaw, are established within the "Fee Schedule", as amended.

## 1.7 INTERPRETATION

- a) Words used in the singular include the plural and words used in the present tense include the other tenses and derivative forms,
- b) Words, phrases and terms not defined in the Glossary may be given their definition in the MGA, as amended, or common dictionary definitions,
- c) Compliance with the policies in this Bylaw shall be interpreted and applied as follows:
  - i. “shall” means mandatory compliance except where a Variance has been granted pursuant to the MGA or the Bylaw,
  - ii. “should” means compliance in principle but is subject to the discretion of the Development Authority where compliance is impracticable or undesirable because of relevant planning principles or circumstances unique to a specific application,
  - iii. “may” means discretionary compliance or a choice in applying policy,
- d) Where a regulation involves two (2) or more conditions or provisions connected by a conjunction:
  - i. “and” means all the connected items shall apply in combination,
  - ii. “or” indicates that the connected items may apply singly or in combination,
  - iii. “and/or” indicates the items shall apply singly or in combination, at the discretion of the Development Authority,
- e) In the case of any conflict between the text of the Bylaw and any maps or drawings used to illustrate any aspect of the Bylaw, the text shall govern.

## 1.8 IMPACT OF SUBDIVISION

- a) Where a property boundary is adjusted by subdivision, or by the inclusion of closed road or other land not previously assigned a land use class, the Land Use District boundary follows the new property boundary, and
- b) Any doubt as to the boundaries of a Land Use District as shown on the Land Use Map shall be settled by a resolution of Council.

## 1.9 SEVERABILITY

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

## 1.10 LAND USE DISTRICT GROUPS

- a) For the purposes of the Bylaw, Land Use Districts may be referred to collectively:
  - i. **‘Residential Districts’**, which include: R-ACG, R-GEN, R-SML, R-MLT, R-HID, R-MAN
  - ii. **‘Commercial Districts’**, which include: C-GEN, C-DWT, C-NHD, C-HWY
  - iii. **‘Industrial Districts’**, which include: I-LHT, I-HVY, and
  - iv. **‘Special Districts’**, which include: S-COM, S-PRK, S-NOS, S-URB,
- b) More information on Districts can be found in **Section 5 – Land Use Districts**.

# Bylaw Authorities

## 1.11 MUNICIPAL PLANNING COMMISSION

- a) The Municipal Planning Commission (MPC) is established pursuant to the 'Drayton Valley Municipal Planning Commission Bylaw No. 2006/14/D, as amended,
- b) The MPC shall perform such duties as specified in this Bylaw and the 'Drayton Valley Municipal Planning Commission Bylaw No. 2006/14/D, as amended

## 1.12 DEVELOPMENT AUTHORITY

- a) The Development Authority is established herein pursuant to the MGA and is a person who is authorized to exercise development powers and duties on behalf of the Town,
- b) The Development Authority shall include one or more of the following:
  - i. The Municipal Planning Commission, and/or
  - ii. The Chief Administrative Officer (CAO), and/or
  - iii. A Planning and Development Officer, and/or
  - iv. A Senior Planner of the Town

## 1.13 DUTIES OF THE DEVELOPMENT AUTHORITY

- a) The Development Authority shall:
  - i. Receive and process and make decisions on all Development Permit applications,
  - ii. Keep, and maintain for inspection during regular municipal office hours, a copy of the Bylaw as amended, and ensure that an online version is made available on the Town's website and hard copies are available to the public for a fee,
  - iii. Keep a register of all Development Permit applications, and the decisions rendered on them, for a minimum of seven (7) years, and
- b) The Development Authority may:
  - i. Refer a Development Permit application, in whole or in part, to any outside agency or local authority they deem necessary for comment,
  - ii. Provide a written Time Extension Agreement, in alignment with the Bylaw,
  - iii. Allow a Variance, provided it complies with the requirements of the Alberta Building Code, and the 'Requirements of Other Authorities' (s.1.4),
  - iv. Refer a decision of a Development Permit to another 'Development Authority' (s.1.12),
  - v. Refuse a Development Permit application and provide the Applicant with notice stating the decision of refusal and the reasoning for it, or
  - vi. Issue letters certifying whether a current or proposed use of a building or property complies with this Bylaw.
- c) Notwithstanding a)i), the MPC, acting as the 'Development Authority' (s.1.12), shall make decisions on Development Permit applications for Discretionary Uses and permitted uses with a Variance of 31 % or more, in accordance with Section 2.10,
- d) Notwithstanding a)i), the CAO, Planning and Development Officer, or a Senior Planner of the Town, acting as the 'Development Authority' (s.1.12), shall make decisions on Development Permit applications for Permitted Uses and Variances of 0-30%, in accordance with Section 2.10.

#### 1.14 SUBDIVISION AND DEVELOPMENT APPEAL BOARD

- a) The Subdivision and Development Appeal Board (SDAB) is established pursuant to the 'SDAB Bylaw No. 2018/03/D and SDAB Amending Bylaw No. 2019/05/D', as amended,
- b) The SDAB shall perform such duties as specified in this Bylaw and the 'SDAB Bylaw No. 2018/03/D and SDAB Amending Bylaw No. 2019/05/D', as amended.

## Bylaw Enforcement

#### 1.15 CONTRAVENTION

- a) Any person who contravenes, causes or permits a contravention of the Bylaw commits an offence,
- b) It is an offence for any person to commence or continue development when:
  - i. A Development Permit is required but has not been issued,
  - ii. A Development Permit has expired,
  - iii. A Development Permit has been revoked or suspended, or when
  - iv. A condition of a Development Permit has been contravened, and
- c) It is an offence for a person to prevent or obstruct a designated officer from carrying out any official duty under this Bylaw or the MGA.

#### 1.16 ENFORCING THE BYLAW

- a) The Development Authority or a Designated Officer may enforce the provisions of the Bylaw, or the conditions of a Development Permit pursuant to the MGA and the *Provincial Offences Procedure Act* (POPA), as amended,
- b) Enforcement may be by violation ticket pursuant to POPA, notice of violation or any other authorized action to ensure compliance,
- c) The enforcement powers granted to the Development Authority under the Bylaw are in addition to any enforcement powers that the Town or any of its Designated Officers may have under POPA, and
- d) The Development Authority may exercise all such powers concurrently.

#### 1.17 STOP ORDER

- a) Pursuant to Section 645 of the MGA where an offense under the Bylaw occurs, the Development Authority may by written notice, order the owner or the person in possession of the land or buildings, or the person responsible for the contravention to:
  - i. Stop the development or use of the land or buildings in whole or in part as directed by the notice, or
  - ii. Demolish, remove or replace the development, or
  - iii. Carry out any other actions required by the notice so that the development or use complies with the Bylaw, and
- b) A person who receives a notice may appeal to the Subdivision and Development Appeal Board (SDAB) in accordance with the MGA.

#### 1.18 STOP ORDER CAVEATS

- a) The Town may register a caveat under the *Land Titles Act* against the certificate of title for the land that is the subject to a stop order, and
- b) The Town must discharge the caveat when the order has been complied with.

### 1.19 ENTRY AND INSPECTION

- a) Pursuant to Section 542 of the MGA, a Designated Officer may, after giving twenty-four (24) hours notice to the owner or occupier of land or the structure to be entered:
  - i. Enter on that land or structure at any reasonable time, and carry out any inspection, enforcement or action required to assess or enforce compliance with this Bylaw,
  - ii. Request anything to be produced to assist in the inspection, remedy, enforcement or action, and
  - iii. Make copies of anything related to the inspection, remedy, enforcement or action,
- b) The Development Authority shall be a Designated Officer for the purposes of Section 542 of the MGA.

### 1.20 SPECIFIED PENALTIES

- a) Contravention of this bylaw is an offence and is subject to a fine not more than \$10,000,
- b) Pursuant to POPA the following fine amounts are established for use on notices of violation and violation tickets:

**Table 1 – Minimum Specified Penalties**

Offence	First Offence	Second Offence	Third Offence
Failure to obtain a Development Permit	Double Applicable Permit Fee(s)	Triple Applicable Permit Fee(s)	Quadruple Applicable Permit Fee(s)
Failure to comply with Development Permit Conditions	\$500	\$750	\$1,250
Failure to comply with District Regulations	\$1,000	\$1,500	\$2,000
Failure to comply with any other condition of the Bylaw	\$1,000	\$1,500	\$1,500

- c) Noted fines for additional offences are for when the offence has occurred within a twelve (12) month period of the previous offence,
- d) Payment of a fine does not release the offender from the requirement to comply with the requirements of this Bylaw.

### 1.21 VACANT BUILDINGS

Within six (6) months of a building being vacated, owners are responsible for the following, to the satisfaction of the Development Authority:

- a) Removing any Signs,
- b) Boarding up any windows and doors that are open to the elements, and
- c) Removing any graffiti, posters and other debris.

### 1.22 SIGN MAINTENANCE & REMOVAL

- a) Signs not maintained to the satisfaction of the Development Authority may be required to be renovated or removed, such as:
  - i. When a sign is physically damaged or illegible, or
  - ii. When a sign is no longer relevant to the Permitted Use of the Building (e.g. the Building is vacant),
- b) Non-compliance may result in the removal of a sign without notice and any cost associated with its removal shall be charged to the owner of the sign, and
- c) Any sign removed shall be held for thirty (30) days; if not claimed, the sign will be disposed of at the discretion of the Town.



# Bylaw Amendments

## 1.23 AMENDMENT

- a) Any person may apply to have the Bylaw amended,
- b) An application to change the district of any parcel may be initiated only by the owner of that parcel, or by the municipality,
- c) Council may, on its own initiative and in accordance with the MGA, initiate an amendment to the Bylaw, having referred the proposed Amending Bylaw to the Development Authority prior to first reading, and
- d) Any amendment to the Bylaw shall be made pursuant to the MGA.

## 1.24 APPLICATION TO AMEND THE BYLAW

A person making an application to amend the Bylaw shall do so using the appropriate application form available at the Town office and on the Town's website and shall include the following:

- a) An application fee as set within the "Fee Schedule", as amended,
- b) A certificate of title of the land affected or other documents satisfactory to the development authority, including the applicant's interest in the said land,
- c) Any drawings specified by the development authority, such drawings to be on standard material and fully dimensioned, accurately figured, explicit, and complete, and
- d) Where required, a document authorizing the right of entry by a designated officer of Council to such lands or buildings as may be required for investigation of the proposed amendment.

## 1.25 AMENDING DUTIES OF THE DEVELOPMENT AUTHORITY

Upon receipt of a completed application requesting an amendment to the Bylaw, the Development Authority shall:

- a) Prepare an Amending Bylaw for Council,
- b) Prepare a background report, including plans and other relevant material, and submit same to Council for their review, and
- c) Provide a minimum of two (2) weeks' notice of any public hearing to all Adjacent Registered Owners.

## 1.26 DECISIONS ON BYLAW AMENDMENTS

Council may, in reviewing a proposed amendment to the Bylaw:

- a) Approve the proposed Amending Bylaw as it is, or
- b) Make any changes it considers necessary to the proposed Amending Bylaw and proceed to approve it without further advertisement or hearing, or
- c) Refer the proposed Amending Bylaw back to administration for more information or further review and changes, then reschedule the application for further consideration, or
- d) Refuse the proposed Bylaw Amendment as it is.

## 1.27 RECONSIDERATION

If a proposed Amending Bylaw has been refused by Council, the same application shall not be resubmitted for at least six (6) months after the date of refusal, unless, in the opinion of the Development Authority, the reasons for refusal have been adequately addressed or the circumstances of the application have changed significantly.

# SECTION TWO

## Development Process

# 2

*This section outlines requirements, procedures and responsibilities related to the Town's Development Permit Process.*

## Requirements

### 2.1 CONTROL OF DEVELOPMENT

- a) Except as provided in 'Development Not Requiring a Development Permit' (s.2.2), no person shall commence any development unless a Development Permit has been issued.
- b) All development shall proceed in accordance with the terms and conditions of the Development Permit.

### 2.2 DEVELOPMENT NOT REQUIRING A DEVELOPMENT PERMIT

A Development Permit is not required for the following development, provided it complies with all applicable provisions of the Bylaw, and does not require a Variance:

**Table 2 – Development Not Requiring a Development Permit**

Development	Permit Not Required
Accessory Building/Structure	The placement or construction of a single Accessory Building/Structure with a footprint less than 10.25 m <sup>2</sup> and a maximum height less than 3.05 m.
Uncovered Deck	Where the walking surface is less than 0.3 metres in height.
Decorations	Seasonal or holiday decorations.
Driveways	So long as it does not impact existing grades and does not exceed the width of a garage or carport at the end of the driveway.
Fences and Gates	Less than 2.0 metre in height in a rear or side yard and/or 1.0 metre in a front yard.
Poles	Less than 4.5 metres in height.
Government Services	The installation, maintenance or and repair of public works, roads, highways, facilities and/or utilities carried out by or on behalf of federal, provincial, or local authorities.
Home-Based Office	In compliance with Section 4.7.
Landscaping	Where the proposed grades will not adversely affect the subject or adjacent parcel.

Development	Permit Not Required
Maintenance	Routine maintenance to any building or structure, provided that such work: <ul style="list-style-type: none"> <li>a) complies with the requirements of the Alberta Building Code,</li> <li>b) does not constitute structural alterations, and</li> <li>c) does not change the use or intensity of the use of the building or structure.</li> </ul>
Occupancy within a Shopping Centre	The occupancy of a Permitted Use of a vacant space within an existing and approved Shopping Centre.
Oil/Gas Development	Pursuant to Section 618 of the Act, the installation of a well or battery within the meaning of the <i>Oil and Gas Conservation Act</i> , a pipeline or installation of a structure incidental to the operation of a pipeline.
Outdoor Fire Pit	The construction or installation of a fire pit, that complies with 'Drayton Valley/Brazeau Fire Services Bylaw 2013/08/P', as amended.
Retaining walls	Less than 1.0 metres in height. If a fence is placed on top of a retaining wall, the height of the retaining wall factors into the total height of the fence.
Satellite Dishes	Less than 1.0 metres in diameter directly attached to a roof, side wall or Balcony.
Signs	As specified 'Signs Not Requiring a Development Permit' (s.3.49).
Solar Panels (Roof Top)	In compliance with the Alberta Building Code and Section 4.14.
Temporary Accommodation	The occupation of a motor home, travel trailer, or recreational vehicle on private property for a period of less than five days.
Temporary building	The sole purpose of which is incidental to the erection or alteration of a building, for which a Development Permit has been issued under this bylaw.

## 2.3 NON-CONFORMING BUILDINGS AND USES

- a) Development rendered legally non-conforming as a result of the passage of this Bylaw shall be permitted to remain in accordance with the MGA,
- b) A non-conforming use of land or a non-conforming use of a building may be continued but if that use is discontinued for a period of six (6) consecutive months or more, any future use of the land or building shall conform with the provisions of the Land Use Bylaw then in effect,
- c) If a non-conforming building is damaged or destroyed to the extent of more than 75 percent of the value of the building above its foundation, the building shall not be repaired or rebuilt except in accordance with the Bylaw,
- d) The use of land or the use of a building is not affected by reason only of a change of ownership, tenancy, or occupancy of the land or building,
- e) The Development Authority may issue a Variance permitting a non-conforming building to be enlarged, added-to or rebuilt where:
  - i. The proposed development is consistent with the purpose and intent of the applicable Land Use District,
  - ii. The proposed development will not result in any additional non-compliance with the requirements of this Bylaw, and
  - iii. There is, in the opinion of the Development Authority, no significant change to the land use or an increase in the intensity of use, and
- f) The Development Authority may consider a Variance in any District if the non-conforming use complies with the uses authorized in the applicable District and it complies with the Variance criteria for a permitted or discretionary use as set out in in this Bylaw.

## 2.4 DEVELOPMENT PERMIT APPLICATIONS

A Development Permit application shall be made using the appropriate application form available at the Town office and on the Town's website and shall include the following:

- a) An application fee as set within the "Fee Schedule, as amended,
- b) Current copy of the Certificate of Title (within 30 days of submission) for the affected lands,
- c) Current copies of any restrictive covenants or easements (within 30 days of submission),
- d) A copy of the Site Plan showing:
  - i. legal description of the site with north arrow and scale,
  - ii. site area and dimensions of the front, rear and side yards if any,
  - iii. site drainage including any watercourses, finished lot grades, road grades and slopes greater than 15%,
  - iv. locations and distances of on-site existing or proposed water and sewer connections, septic tanks, disposal fields, water wells, culverts and crossings,
  - v. existing and proposed access and egress to and from the site,
  - vi. where applicable, the identification of trees to be cut down or removed,
  - vii. the height, dimensions and setbacks of all existing and proposed buildings and structures,
  - viii. any rights-of-way and setbacks, and
- e) When required by the Development Authority:
  - i. building floor plans, elevation drawings and a description of exterior finishing materials,
  - ii. a Fire Safety Plan in accordance with the *Alberta Fire Code*,
  - iii. a real property report drawn by an Alberta Land Surveyor, if there is any doubt as to the boundaries of the parcel,
  - iv. engineering and other reports to prove the safety and suitability of the site for the purpose intended, including a declaration that the site is free from contamination,
  - v. a Traffic Impact Assessment, and
  - vi. Any supporting studies, plans or other information deemed necessary, and
- f) Any other additional information required for a Specific Use or Activity, as outlined in **Section 4 – Specific Uses and Activities**.

# Receive and Review

## 2.5 RECEIVED APPLICATIONS

A Development Permit application shall not be received by the Town until such time that the 'Development Permit Applications' (s.2.4) requirements have been met to the satisfaction of the Development Authority.

## 2.6 DETERMINATION OF COMPLETENESS

- a) The Development Authority shall determine the completeness of a received application within twenty (20) days of receipt,
- b) In reviewing an application for completeness, the Development Authority may:

- i. Determine that the application is complete and provide an 'Acknowledgment of Completeness' to the applicant, or
  - ii. Determine that the application is incomplete; provide a 'Notice of Incompleteness' and request outstanding information from the applicant, along with a time period within which the outstanding information is required, and
- c) An 'Acknowledgement of Completeness' or 'Notice of Incompleteness' shall be provided to the applicant via email.

## **2.7 REVIEW PERIOD**

- a) The Development Authority must make a decision on a Development Permit Application within forty (40) days,
- b) The review period commences once the 'Acknowledgement of Completeness' is provided to the applicant, and
- c) Notwithstanding a), a decision on a Development Permit Application can be extended within a written 'Time Extension Agreement' (s.2.8).

## **2.8 TIME EXTENSION AGREEMENT**

- a) The Development Authority may request up to a three (3) month extension of the review period of a Development Permit application from the applicant,
- b) The Development Authority may grant up to a three (3) month extension of the review period of a Development Permit Application at the request of the applicant, and
- c) A 'Time Extension Agreements' shall be agreed to by both parties in writing.

## **2.9 REVIEWING DEVELOPMENT PERMIT APPLICATIONS**

- a) In reviewing a Development Permit Application the Development Authority shall have regard to:
  - i. The purpose and intent of the applicable District,
  - ii. The purpose and intent of any Statutory Plan adopted by the Town,
  - iii. The purpose and intent of any other plan and pertinent policy adopted by the Town, and
  - iv. The circumstances and merits of the application, and
- b) Notwithstanding the provisions of the Bylaw, the Development Authority may impose more stringent development regulations or standards on a Development Permit for a Discretionary Use in order to ensure that the Development is compatible with and complementary to surrounding land use and other planning considerations.

## 2.10 PUBLIC CONSULTATION REQUIREMENTS

A Development Permit is not required for the following development, provided it complies with all applicable provisions of the Bylaw, and does not require a Variance:

**Table 3 – Public Consultation Requirements**

Approval of a:	Type of Public Consultation Required				
	Notice sent to surrounding landowners prior to decision	Notice published on Town website prior to decision	MPC meeting required	Notice sent to surrounding landowners after decision	Notice published on Town website after decision
Permitted Use	No	No	No	No	No
Permitted Use w. Variance < 10%	No	No	No	No	No
Permitted Use w. Variance 10% - 30%	Yes	Yes	No	Yes	Yes
Permitted Use w. Variance 31% +	Yes	Yes	Yes	Yes	Yes
Discretionary Use	Yes	Yes	Yes	Yes	Yes
Discretionary Use w. Variance < 10%	Yes	Yes	Yes	Yes	Yes
Discretionary Use w. Variance 10% - 30%	Yes	Yes	Yes	Yes	Yes
Discretionary Use w. Variance 31% +	Yes	Yes	Yes	Yes	Yes

## Decisions

### 2.11 DECISIONS ON DEVELOPMENT PERMIT APPLICATIONS

The Development Authority, in making a decision on a Development Permit Application for:

#### A Permitted Use

- i. Shall approve the application for a Permitted Use, with or without conditions, if the proposed development conforms with the Bylaw, or
- ii. May approve the application for a Permitted Use, with or without conditions, if the proposed development does not conform with the Bylaw, subject to the approval of any required Variances,

#### Discretionary Use:

- iii. May approve the application for a Discretionary Use, with or without conditions, if the proposed development conforms with the Bylaw,
- iv. May approve the application for a Discretionary Use, with or without conditions, if the proposed development does not conform with the Bylaw, subject to the approval of any required Variances, or
- v. May refuse the application for a Discretionary Use even though it meets the requirements of the Bylaw, and

#### A Discretionary Use in a Direct Control District:

- vi. May consider and approve the application for a discretionary use in a Direct Control District providing it meets the direction set out by Council, where Council has delegated the decision to the Development Authority.

## 2.12 NOTICE OF DECISION

### Notice to Applicant:

- a) All decisions on Development Permit applications shall be given in writing to the applicant the same day the decision is made,
- b) If the Development Permit application is refused, approved without conditions, or conditionally approved, the 'Notice of Decision' shall contain the conditions imposed or the reasons for the refusal or as part of the approval,

### Public Notice:

- c) Approved Development Permit applications shall be posted on the Town's website. This notice shall include:
  - i. The location and use of the Parcel,
  - ii. The date the Development Permit was issued, and
  - iii. Notice that an appeal may be made by a person affected by the decision by serving written notice of the appeal to the SDAB within twenty-one (21) days of the date of the decision on the application or the date of the deemed refusal.

## 2.13 APPROVAL OF A SIMILAR USE

- a) The Development Authority may approve a Development Permit, with or without conditions, for a use that is neither Permitted nor Discretionary in the District in which the development is to be located, provided that:
  - i. The proposed use is a similar use,
  - ii. The proposed use is not defined elsewhere in this Bylaw, and
  - iii. All public notices of the Development Permit approval specifically reference that the use was approved as a similar use.

## 2.14 VARIANCES

- a) Unless a specific provision of the Bylaw provides otherwise, the Development Authority may issue a Variance as a condition of a Development Permit,
- b) Variances may be issued under one or more of the following circumstances:
  - i. The proposed development, with Variance, would not unduly interfere with neighbouring parcels, or
  - ii. The Variance is specific to the parcel, building or sign to which it applies, not shared by a significant number of other properties in Town, or
  - iii. The Variance is a result of an error in the siting of a building or structure, and the rectifying of the error would create unnecessary hardship to the registered owner, or
  - iv. The Variance is deemed by the Development Authority to be preferable to complying with the Bylaw, and
- c) Applicants requesting a variance shall provide a supporting rationale in support of the variance,
- d) In the event that a Variance is granted, the Development Authority shall specify the nature of the approved Variance in the Development Permit approval.

## 2.15 DEEMED REFUSALS

An application for a Development Permit shall be deemed to be refused in the following circumstances:

- a) Outstanding information requested as part of the 'Determination of Completeness' (s.2.6) is not submitted by the Applicant, or
- b) The Development Authority does not make a decision on a Development Permit within the 40 day 'Review Period' (s.2.7), or
- c) The Development Authority does not make a decision on a Development Permit within the alternative review period stated within a written 'Time Extension Agreement' (s.2.8).

## 2.16 EFFECTIVE DATE

Barring an appeal to the SDAB, a Development Permit does not come into effect until twenty-one (21) days from the date on which public notice was issued.

## 2.17 DEVELOPMENT PERMIT EXTENSIONS

- a) The Development Authority may grant time extensions on any approved Development Permit for a period of six (6) months to a maximum of two (2) extensions, and
- b) Time extensions are not permitted on approvals from the SDAB.

# Conditions

## 2.18 CONTINUATION OF CONTROLS

A condition attached to a development permit issued under a former Land Use Bylaw continues under this Bylaw.

## 2.19 CONDITIONS ATTACHED TO DEVELOPMENT PERMITS

- a) The Development Authority, in imposing conditions on a Development Permit may:
  - i. For a Permitted Use, impose conditions only to ensure compliance with this Bylaw, or
  - ii. For a Discretionary Use, impose conditions as deemed appropriate, so long as they serve a legitimate planning objective and do not sub-delegate the Development Authority's discretionary powers.
- b) Conditions may include that the applicant:
  - i. pay an off-site levy or redevelopment levy imposed by bylaw,
  - ii. register an Encroachment Agreement,
  - iii. enter into a Development Agreement,
  - iv. fence a site during construction,
  - v. repair municipal improvements that may be damaged as a result of the development,
  - vi. grade, landscape or pave a parcel,
  - vii. register a restrictive covenant concerning architectural controls and/or landscaping, and/or
  - viii. enter into an agreement to remediate the site when the use comes to an end.
- c) Any conditions that the Development Authority may deem appropriate to ensure compatibility neighbouring development, including:
  - i. limiting hours of operation,
  - ii. requiring the mitigation of noise or other nuisances,



## 2.20 ENCROACHMENT AGREEMENTS

If an applicant applies for a Development Permit for a building or structure that encroaches on property owned by the Town, the Development Authority may as a condition of approval require the applicant to enter into an Encroachment Agreement with the Town.

## 2.21 DEVELOPMENT AGREEMENTS

As a condition of approval, the Development Authority may require the applicant to enter into a 'Development Agreement' with the Town, in accordance with the MGA, and may require the applicant to:

- a) Construct, install or pay for any improvements and utilities that are needed to serve the development or access to it, or
- b) Pay a Security or Levy an Offsite Levy or redevelopment levy, or
- c) Repair or reinstate to original or improved condition any street furniture, curbing, sidewalk, boulevard landscaping or trees, which may be damaged, destroyed or otherwise harmed by development or building operations upon the site, and/or
- d) Attend to all other matters the Development Authority considers appropriate.

## 2.22 DEVELOPMENT AGREEMENT CAVEATS

To ensure compliance with a Development Agreement, the Town may register a caveat against a property being developed which shall be discharged upon the terms of the Development Agreement being met. This requirement does not apply to development under any Federal, Provincial or local authority.

## 2.23 SECURITIES

- a) To ensure compliance with a Development Agreement the Town may require the applicant to provide an Irrevocable Letter of Credit, or any other acceptable form of security, to the Development Authority to guarantee performance of conditions imposed upon the Development Permit,
- b) The amount required as a security shall be based on the estimated cost of construction of on-site and off-site infrastructure unless otherwise determined in the terms of the Development Permit or the Development Agreement, and
- c) Cost estimates are subject to review and verification by the Development Authority, and quoted costs shall be valid for the required work.

# Appeals

## 2.24 APPEALING A DEVELOPMENT PERMIT DECISION

Pursuant to the 'SDAB Bylaw 2015/03/D and SDAB Amending Bylaw 2018/05/D,' as amended, any person affected by an order, decision or Development Permit made or issued by a Development Authority, including the applicant, may appeal the decision to the SDAB.

## 2.25 APPEAL PROCESS

The Process followed by the SDAB is articulated within the 'SDAB Bylaw 2015/03/D and SDAB Amending Bylaw 2018/05/D, as amended.

## 2.26 SDAB DECISIONS

- a) If the decision to approve a Development Permit application is reversed by the SDAB:
  - i. The Development Permit shall be null and void, and
  - ii. The Development Authority shall be directed to issue a 'Notice of Refusal' in accordance with the SDAB decision, and
- b) If the decision to approve a Development Permit application is varied by the SDAB, the Development Authority shall be directed to issue a Development Permit in accordance with the terms of the decision of the SDAB.

# Completion and Cancellation

## 2.27 COMPLETION OF DEVELOPMENT

- a) A Development shall be completed to the satisfaction of the Development Authority within twelve (12) months of the Development Permit approval or as otherwise identified in the conditions of approval.
- b) A Development Permit shall lapse after twelve (12) months from the date of issuance unless development has commenced on the site, or as otherwise identified in the conditions of approval, and

## 2.28 SUSPENSION OR CANCELLATION OF A DEVELOPMENT PERMIT

- a) The Development Authority may cancel, suspend, or modify a Development Permit by written notice to the holder of the permit when, after a Development Permit has been issued, the Development Authority becomes aware of one the following circumstances:
  - i. The application contained a misrepresentation, or
  - ii. Facts concerning the application or the development were not disclosed which should have been disclosed at the time the application was considered, or
  - iii. Any condition under which the development permit was issued has been contravened, or
  - iv. The Development Permit was issued in error, or
  - v. Development has not commenced within 12 months of the effective date,
  - vi. The applicant has requested cancellation of the permit in writing, or
  - vii. The approved use or development is discontinued or abandoned for two (2) or more consecutive years, and
- b) An applicant whose Development Permit is cancelled, suspended, or modified may appeal to the SDAB.

## 2.29 RE-APPLICATION INTERVAL

Pursuant to MGA, when an application for a development permit or change of land use designation has been refused, the Development Authority may refuse to accept another application on the same property and for the same or similar use of the land by the same or any other applicant for six months after the date of previous refusal, unless the circumstances have changed sufficiently to warrant otherwise.

# SECTION THREE

## General Regulations

# 3

*This section outlines general regulations that apply to development within Town.*

### Setbacks

#### 3.1 DEVELOPMENT ON OR NEAR A BODY OF WATER

Parcels shall be located at least 6.0 m back from the high-water line of any body of water or an area subject to flooding as established by the province.

#### 3.2 DEVELOPMENT ON OR NEAR A SLOPE

Buildings and Structures shall be located at least 10.0 m back from a slope of 15% or greater.

#### 3.3 DOUBLE-FRONTING AND CORNER PARCELS

Where a Parcel abuts two (2) or more public roadways, the front yard setback shall be established on the street that is identified by a municipal address.

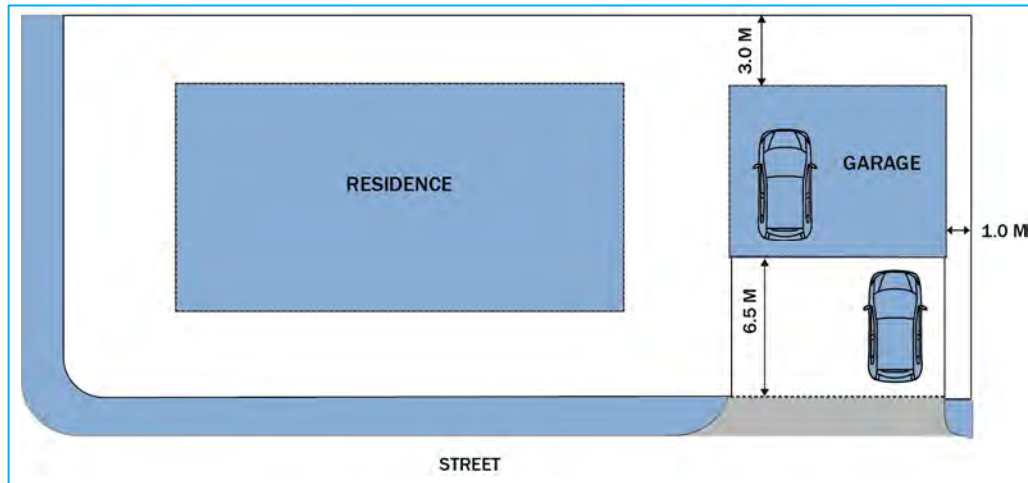
#### 3.4 PROJECTIONS

- a) The following Structures are allowed to project into required yard setbacks by up to 0.6 m:
  - i. Front and Rear Yards: awnings, cantilevered bays with a floor area not exceeding 2.3 m<sup>2</sup>, decks and eaves,
  - ii. Side Yards: awnings, chimneys, decks, eaves, landings, ramps and stairs, and
  - iii. Front Yards: stairs or a barrier free ramp attached to a landing,
- b) Door or gates of a building, fence, or enclosure shall not swing out over a property line.

#### 3.5 GARAGE LOCATION

In Residential Districts, garages shall be located so that there is a 6.5 m clear space between the garage door and any built or planned sidewalk, lane or curb so that vehicles can be parked in front of the garage doors without overhanging a pedestrian or vehicle travel surface, as illustrated in **Figure 1 – Corner Parcel Garage Setbacks**.

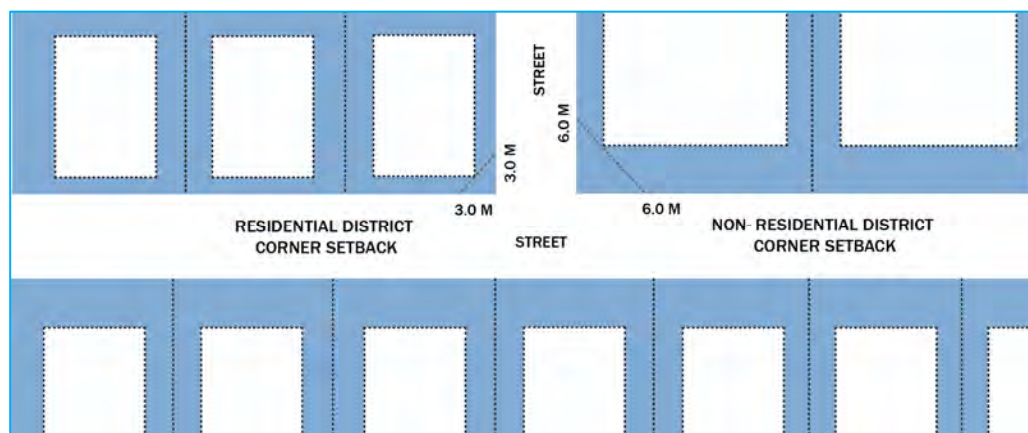
Figure 1 – Corner Parcel Garage Setbacks



### 3.6 CORNER VISIBILITY

- In a Residential District, buildings, structures, fences and landscaping shall be setback at least 3.0 m from the intersection of two roads, as measured from the curb intersect point or edge of pavement, to maintain corner visibility, as illustrated in **Figure 2 – Corner Visibility Triangle**, and
- In a Non-Residential District, private buildings, structures, fences and landscaping shall be setback at least 6.0 m from the intersection of two roads, as measured from the curb intersect point or edge of pavement, to maintain corner visibility, as illustrated in **Figure 2 – Corner Visibility Triangle**.

Figure 2 – Corner Visibility Triangle



### 3.7 EASEMENTS

No permanent or temporary Buildings shall be placed on land which is subject to an easement without the written consent of the easement holder.

### 3.8 EMERGENCY ACCESS

Setbacks in any District may be increased at the discretion of the Development Authority in order to provide adequate emergency access.

# Parcels

## 3.9 GRADING & DRAINAGE

- a) Parcel drainage is to be directed to adjacent streets or lanes and not onto an adjacent parcels except, where permitted by the Development Authority,
- b) In a Residential District where there is no lane, a swale shall be constructed along the rear of all lots to carry water to a road or drainage course, and the swale shall be protected by an easement in favour of the Town,
- c) Where, during development, there are areas requiring leveling, filling, or grading, the topsoil shall be removed before work commences, stockpiled, and then replaced following completion of the work,
- d) All landscaped areas shall be designed to facilitate effective surface drainage, and
- e) Site grading shall be in accordance with the Town's Minimum Engineering Design Standards.

## 3.10 SCREENING

- a) Visual screening to a minimum height of 2.0 m shall be provided by a fence or a combination of fence and soft landscaping where a Non-Residential District abuts a Residential District,
- b) All exterior work areas, storage areas and waste handling areas shall be screened and/or enclosed from view to the satisfaction of the Development Authority, and
- c) In those cases where wrecked or damaged vehicles are permitted to be stored or located on a parcel they shall be screened or enclosed to the satisfaction of the Development Authority.

## 3.11 FENCING

- a) In a Residential District, barbed wire, chicken wire and/or rough-hewn wooden slab fences are not permitted fence materials,
- b) In a Non-Residential District, fences shall be constructed out of chain-link or an equivalent as approved by the Development Authority,
- c) Barbed wire may be used only as the top strand of a fence in a Non-Residential District, that is greater than 2.0 m in height.
- d) Fences shall be restricted to the maximum heights listed below, notwithstanding a variance granted by the Development Authority:

**Table 4 – Maximum Fence Height\***

	Residential District	Non-Residential District
Front Yard	1.0 m	2.5 m
Side Yard	1.8 m	2.5 m
Rear Yard	1.8 m	2.5 m

\*Maximum permitted heights shall include posts and trellises/lattice running adjacent to the top of the fence

### 3.12 RETAINING WALLS

- a) Any retaining wall over 1.0 m in height must be designed and inspected after construction by a professional engineer,
- b) The landowner shall provide to the Town the design and inspection report, both bearing the seal and signature of a professional engineer, within thirty (30) days of construction of the retaining wall,
- c) Creosote railway ties are not a permitted construction material for any retaining wall.

### 3.13 LIGHTING

- a) All outdoor lighting shall be located and arranged so that light is directed away from adjoining properties and local roads,
- b) The maximum mounting height for an outdoor light fixture shall be 8.0 m in any Residential District, and up to 12.0 m Non-Residential Districts,
- c) No outdoor light fixture may emit light above the horizontal plane at the bottom of the light fixture,
- d) Notwithstanding c), outdoor lighting used to illuminate architectural features, landscaping, monuments, signs, or trees may emit light above the horizontal plane so long as it is directed at such features,
- e) Full Cut-Off Fixtures shall be installed for all exterior lighting, and
- f) No flashing, strobe, or revolving lights are permitted in Town.

### 3.14 PROHIBITED OR RESTRICTED OBJECTS

- a) No person shall keep in any part of the yard:
  - i. a loaded or unloaded commercial vehicle with a maximum weight in excess of 5500 kg,
  - ii. Any dismantled or wrecked vehicle,
  - iii. Any object or chattel, which, in the opinion of the Development Authority is unsightly or tends to adversely affect the amenities of the District,
  - iv. A Communications Tower, and
  - v. Any Livestock, except where approved in as a Discretionary Use in the R-ACG or S-URB Districts.

### 3.15 MOTOR VEHICLES

- a) Any motor vehicle kept in the front yard of a residential parcel shall be kept on the driveway,
- b) Any motor vehicle parked on an approved driveway shall be in a moveable condition.

### 3.16 RECREATIONAL VEHICLES

- a) Outside of a Campground, no person shall occupy a Recreational Vehicle for more than five consecutive days unless a Development Permit has been issued,
- b) Up to one (1) Recreational Vehicle may be kept on a residential parcel, so long as the Recreational Vehicle, including any hitch, is setback at least 0.5 from the interior edge of the sidewalk, or where no sidewalk exists, 1.5 m from the interior edge of the curb or propertyline,
- c) Notwithstanding b), up to two (2) Recreational Vehicles are permitted on R-ACG parcels
- d) Any Recreational Vehicle kept in the front yard of a residential parcel shall be kept on the driveway,

### 3.17 GARBAGE AREAS

- a) In all Districts, garbage areas shall be wholly provided on the same site as the buildings to be served, unless otherwise approved by the Development Authority,
- b) Garbage shall be stored in weather-proof containers, screened from adjacent parcels and public thoroughfares, and in a location easily accessible for pickup.
- c) Any garbage storage or collection area co-existing with any parking or loading area shall be:
  - i. Clearly delineated as separate from the parking or loading stalls,
  - ii. Located to optimize collection vehicles access, and
  - iii. Screened by a fence or landscaping.

## Landscaping

### 3.18 LANDSCAPING OF NEW DEVELOPMENT

- a) All portions of a Parcel not covered by a Building, Structure, parking stall or driveway shall be landscaped and maintained to the satisfaction of the Development Authority,
- b) In Non-Residential Districts and Multi-Unit Dwellings of more than ten (10) units:
  - i. A minimum 1.8 m landscaped buffer is required along each public road, and
  - ii. A minimum 6.0 m landscaped buffer is required along every boundary adjacent to a Residential District.
- c) In Residential Districts, landscaping shall be completed eighteen (18) months of the date of occupancy or two growing seasons, whichever is less.

### 3.19 TREE PLANTING

- a) Trees planted as part of a new development/addition to existing development shall be of a native species to Central Alberta, as listed in **Schedule A – Recommended Tree Plantings**,
- b) If trees not listed in **Schedule A** are proposed as part of a development, the applicant shall provide written confirmation from a qualified landscape professional that the proposed trees are suitable,
- c) Trees planted to meet landscaping requirements shall be a minimum of 1.8 meters (6 feet) in height at the time of installation,
- d) Evergreens shall not be planted close to walkways, streets or buildings because of their broad base that will become an obstruction as the trees mature,
- e) The required number of trees per Land Use District Group are:

**Table 5 – Tree Planting Minimums**

District	Required Number of Trees
Residential	N/A
Commercial	1 per 400.0 m <sup>2</sup> gross parcel area
Industrial	1 per 800.0 m <sup>2</sup> gross parcel area
Special	1 per 400.0 m <sup>2</sup> gross parcel area
Direct Control	As stated within the DC District

### 3.20 RETAINING EXISTING TREES

- a) Existing trees should be retained as much as possible.
- b) Existing trees shall be counted towards meeting the minimum required amount of trees
- c) Any proposed clearing is subject to the approval of the Development Authority.

### 3.21 LANDSCAPING PLANS

- a) In Non-Residential Districts and Multi-Unit Dwellings of more than ten (10) units, a Landscaping Plan shall be required to the satisfaction of the Development Authority,
- b) The Landscaping Plan shall, to the satisfaction of the Development Authority, include the following:
  - i. name of the project and/or applicant,
  - ii. name and/or endorsement stamp of the landscape professional,
  - iii. north arrow, plan scale and legal and civic addresses,
  - iv. location of existing plant materials and indication as to whether they are to be removed or retained,
  - v. location of planting beds and identification of bedding material,
  - vi. location of trees shown as their typical mature size,
  - vii. total number and type of trees proposed to be provided,
  - viii. identification of proposed surfacing of parking and storage areas,
  - ix. a list of any proposed Variances,
  - x. all other physical features, existing or proposed, including berms, walls, fences, outdoor furniture and decorative paving, and
  - xi. if landscaping is being proposed within a utility right-of-way the plan must be endorsed by all utility companies that have access to the right-of-way, indicating their approval of the proposed landscaping.

### 3.22 LANDSCAPING SECURITIES

- a) 'Landscaping Plans' (s3.21) shall be accompanied by a quote from a landscape professional indicating the cost to implement the Landscaping Plan,
- b) An irrevocable letter of credit or bank draft/certified cheque from a recognized Canadian financial institution having the value equivalent to 100% of the established costs will be retained until all landscaping is completed,
- c) The amount of the landscaping securities shall include the cost of the following, where applicable:
  - i. Rough grading of landscaped area,
  - ii. Minimum of 150mm of topsoil and sod or seed,
  - iii. Trees in accordance with this Bylaw, and
  - iv. 150mm height concrete curb separating landscaped areas and parking areas

### 3.23 INSPECTING NEW LANDSCAPING

- a) Upon receipt of a written request from an applicant, an inspection of finished landscaping may be scheduled by the Development Authority,
- b) Tags that identify the species of trees shall be left intact with the tree until the landscaping inspection is performed by the Development Authority



- c) Landscaping inspections shall be:
  - i. Conducted only during the normal growing season, approximately May 15<sup>th</sup> through October 15<sup>th</sup>, and
  - ii. Performed within thirty (30) days of receipt of the inspection request subject to i) above,
- d) Fifty percent (50%) of the 'Landscaping Securities' (s.3.22) will be returned when satisfactory completion of the landscaping is confirmed with an inspection by the Development Authority.
- e) The remaining 'Landscaping Securities' (s.3.22), unless otherwise drawn upon, shall be fully released once it is confirmed with an inspection by the Development Authority that the landscaping has survived a minimum of two full growing seasons.

### **3.24 LANDSCAPING OF EXISTING DEVELOPMENT**

- a) Every developed lot shall be landscaped and maintained to a standard which in the opinion of the Development Authority is reasonably compatible with neighbouring properties.
- b) Every undeveloped lot shall be maintained to a standard which in the opinion of the Development Authority is reasonably compatible with neighbouring properties.
- c) If a person alters the approved lot drainage on/from a site so that water drains onto adjacent parcels, that person shall be responsible for corrective action, including but not limited to constructing drainage structures to the satisfaction of the Development Authority, including retaining walls, to divert water from neighbouring properties.

### **3.25 NON-PERMISSABLE MATERIALS**

- a) Creosote railway ties are not permitted in any landscaping within Town, including the construction of retaining walls,
- b) Plants recognized as invasive species by the Province of Alberta are not permitted as planting materials for landscaping within Town.

## **Buildings and Structures**

### **3.26 ADDRESSING**

The civic address assigned under 'Addressing and Naming Policy' PD-02-14 (Resolution #331/14), as amended shall be clearly displayed on all houses and business premises, and this requirement applies during construction as well as after completion.

### **3.27 BUILDING ORIENTATION**

All Principal Buildings shall face the frontage street of a parcel, unless otherwise authorized by the Development Authority.

### **3.28 USES WITHIN A BUILDING**

- a) A Building may be occupied by a combination of one or more uses listed in a District, and
- b) A Development Permit may include a number of uses and/or units within a Building.

### **3.29 INFILL DEVELOPMENT**

Infill development shall be in keeping with the scale and character of the surrounding area, having regard to the provisions of the prescribed District.

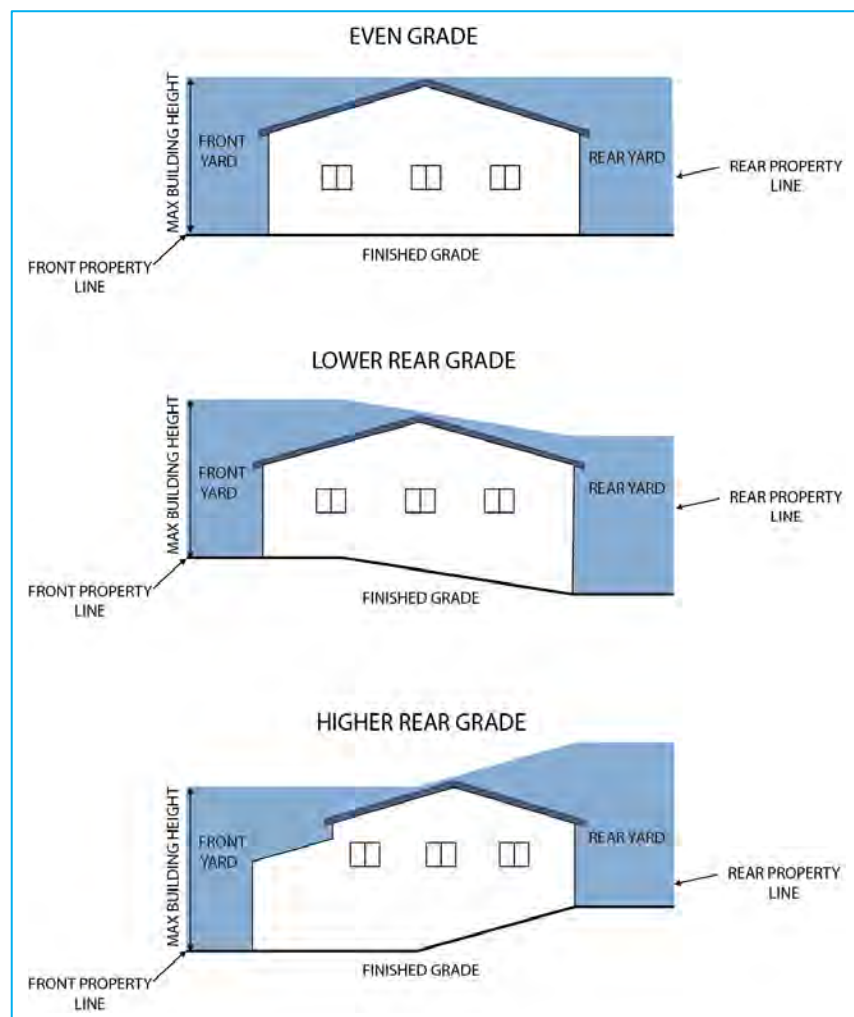
### 3.30 BUILDING DESIGN

- a) A Building's character and appearance may be considered in the review of proposed development, with respect to:
  - i. Consistency with the prescribed District,
  - ii. Compatibility with nearby Buildings, and
  - iii. Compliance to the provisions of any Statutory Plan, which sets out specific guidelines as to the design, character, appearance, or building materials used in a development,
- b) A Building's mechanical housing shall be screened, to the satisfaction of the Development Authority.

### 3.31 BUILDING HEIGHT

- a) The base from which to measure the height of a Building or Structure shall be from any point on the finished ground elevation which adjoins an exterior wall as illustrated in **Figure 3 – Determining Building Height**,
- b) In determining the highest point of a building, the following structures are not considered part of the building: elevator or mechanical housing, roof stairway entrance, ventilation fans, a skylight, a steeple, a smokestack, a parapet wall or a flagpole.

**Figure 3 – Determining Building Height**



### 3.32 MANUFACTURED HOMES

- a) No Manufactured Home, or additions thereto, shall exceed 5.0 m in height,
- b) Manufactured Homes shall have CSA certification,
- c) Manufactured Homes must be placed on a foundation in accordance with provincial standards,
- d) The crawl space between a Manufactured Home and the ground shall be suitably enclosed from view by skirting, or another means satisfactory to the Development Authority, within thirty (30) days of siting, and
- e) Axles, wheels and trailer hitches shall be removed once a Manufactured Home is sited.

### 3.33 MIXED-USE BUILDINGS

- a) A Building may be occupied by a combination of uses and each use shall be considered as a separate use, and each use shall obtain Development Permit approval,
- b) The minimum size of a Dwelling Unit in a Mixed-Use Building is 65.0 m<sup>2</sup>,
- c) Dwelling Units shall have at grade access that is separate from the access for commercial premises,
- d) Direct access from a residential dwelling unit to a commercial premise shall not be permitted, and
- e) The minimum amenity area shall be of 4.00 m<sup>2</sup> per Dwelling Unit.

### 3.34 ACCESSORY BUILDINGS/STRUCTURES

- a) An Accessory Building/Structure in a Residential District shall be similar to, and complement, the principal building in exterior material, colour and appearance,
- b) An Accessory Building/Structure shall not exceed a height of 3.6 m,
- c) Notwithstanding b). Secondary Suites (External) may be of equal height to the Principal Dwelling when located on top of an Accessory Building, at the discretion of the Development Authority,
- d) Where the Principal Building is a Manufactured Home, the height of an Accessory Building/Structure shall not exceed the height of the Manufactured Home,
- e) No Accessory Building/Structure shall be permitted in the front yard,
- f) No Accessory Building/Structure shall be permitted that will preclude access to a rear yard where a parcel has vehicular access from the front yard only, and
- g) Where the Accessory Building is a Shipping Container it:
  - i. Shall not be attached, in any way, to a Principal Building,
  - ii. Shall not be stacked in any Non-Industrial District, and
  - iii. Shall be visually screened from public roads and adjacent properties in a manner which satisfies the Development Authority.

### 3.35 SWIMMING POOLS AND HOT TUBS

Every private swimming pool and hot tub shall be secured against unauthorized entry by a fenced yard.

### 3.36 COMMUNICATIONS TOWERS

- a) Communications Towers shall be setback from any property line at least the distance equal to the height of the tower plus the furthest extent of any attachment mounted on the tower, and
- b) Communications Towers regulated by Industry Canada are not regulated by this Bylaw but are subject to Industry Canada requirements.

# Parking and Loading

## 3.37 GENERAL PROVISIONS

- a) Where any development is proposed, parking shall be provided and maintained by the owner in accordance with the requirements of this Bylaw,
- b) Parking stalls and loading spaces shall be clearly marked and maintained to ensure legibility, to the satisfaction of the Development Authority.
- c) Barrier-free parking stalls are intended for use by mobility-reduced persons and shall be included in the calculation of the applicable minimum parking requirement,
- d) Where provision of off-street parking or loading space is required by this Bylaw, a plan of the proposed site layout shall be included with the Development Permit application, and
- e) Parking stalls shall have a minimum clearance of 2.0 m.

## 3.38 NUMBER OF STALLS

- a) The minimum number of parking stalls required for each Use is below,
- b) Where the Use is not listed, the number of spaces shall be determined by the Development Authority, having regard for similar uses and the estimated parking demand of the proposed use,
- c) Where a calculation does not yield a whole number, the required number of spaces shall be rounded down to the next whole number.

**Table 6 – Parking Minimums**

Use	Required Parking Stalls
Alcohol Production	1 per 100.0 m <sup>2</sup> gross floor area
Animal Services (Major/Minor)	1 per 100.0 m <sup>2</sup> gross floor area
Auction Market	5 per 100.0 m <sup>2</sup> gross floor area
Automotive Sales and Service	1 per 100.0 m <sup>2</sup> gross floor area
Bed and Breakfast	1 per Guest Room
Bulk Fuel Station	0.5 per 100.0 m <sup>2</sup> gross floor area (minimum of 2)
Car Wash	2 per 100.0 m <sup>2</sup> gross floor area (minimum of 2)
Care Facility (Child/Medical)	3 per 100.0 m <sup>2</sup> gross floor area
Care Facility (Clinic)	2 per 100.0 m <sup>2</sup> gross floor area
Care Facility (Small Group/Large Group)	1 per 100.0 m <sup>2</sup> gross floor area
Dwelling (Manufactured Home)	2 per unit
Dwelling (Multi-Unit)	1 per unit
Dwelling, (Duplex/Semi)	2 per unit
Dwelling (Single Detached)	2 per unit
Establishment (Eating & Drinking/Entertainment)	5 per 100.0 m <sup>2</sup> gross floor area
Establishment (Adult)	2 per 100.0 m <sup>2</sup> gross floor area
Financial Institution	2 per 100.0 m <sup>2</sup> gross floor area
Funeral Home	2 per 100.0 m <sup>2</sup> gross floor area
Gas Station	2 per 100.0 m <sup>2</sup> gross floor area (minimum of 2)
Government Services	N/A
Home Office	1 additional stall
Home Based Business	2 additional stalls
Hotel/Motel	1 per guest room plus 3 for staff

Use	Required Parking Stalls
Industrial (Light)	1 per 100.0 m <sup>2</sup> gross floor area
Industrial (Medium/Heavy/Logistics)	0.5 per 100.0 m <sup>2</sup> gross floor area
Lodging House	1 per bed
Office	2 per 100.0 m <sup>2</sup> gross floor area
Park	N/A
Recreation (Culture & Tourism/Private/Public)	5 per 100.0 m <sup>2</sup> gross floor area
Recycling Facility	1 per 100.0 m <sup>2</sup> gross floor area
Religious Assembly	5 per 100.0 m <sup>2</sup> gross floor area
Residential Conversion	2 per 100.0 m <sup>2</sup> gross floor area
Retail (Cannabis/Liquor/Small/General)	2 per 100.0 m <sup>2</sup> gross floor area
Retail (Groceries/Large)	3 per 100.0 m <sup>2</sup> gross floor area
Retail (Shopping Centre)	2 per 100.0 m <sup>2</sup> gross floor area
Secondary Suite	1 additional stall
School	Elementary School (K-6): 1.5 per classroom Middle School (7-9): 1.5 per classroom High School (10-12): 5 per classroom
School (Trade)	2 per 100.0 m <sup>2</sup> gross floor area
Show Home	Same as Dwelling Type

### 3.39 SIZE OF PARKING STALLS

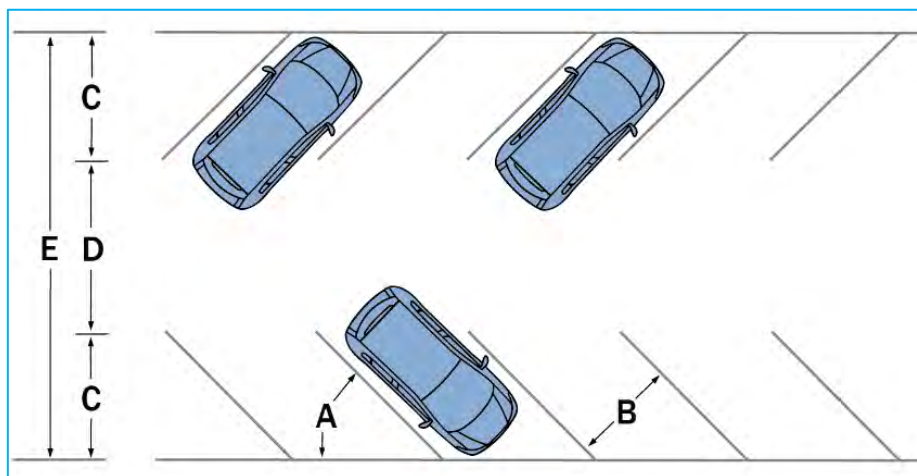
Minimum parking stall dimensions are specified below and illustrated in **Figure 4 – Parking Stall Dimensions**:

**Table 7 – Minimum Parking Stall Dimensions**

A Angle of Parking	B Stall Width	C Stall Depth*	D Aisle Width	E Overall Depth
30°	3.0 m	5.0 m	3.6 m	13.6 m
45°	3.0 m	6.5 m	3.6 m	16.6 m
60°	3.0 m	6.5 m	5.5 m	18.5 m
90°	3.0 m	6.0 m	7.0 m	19.0 m

\*Perpendicular to Aisle

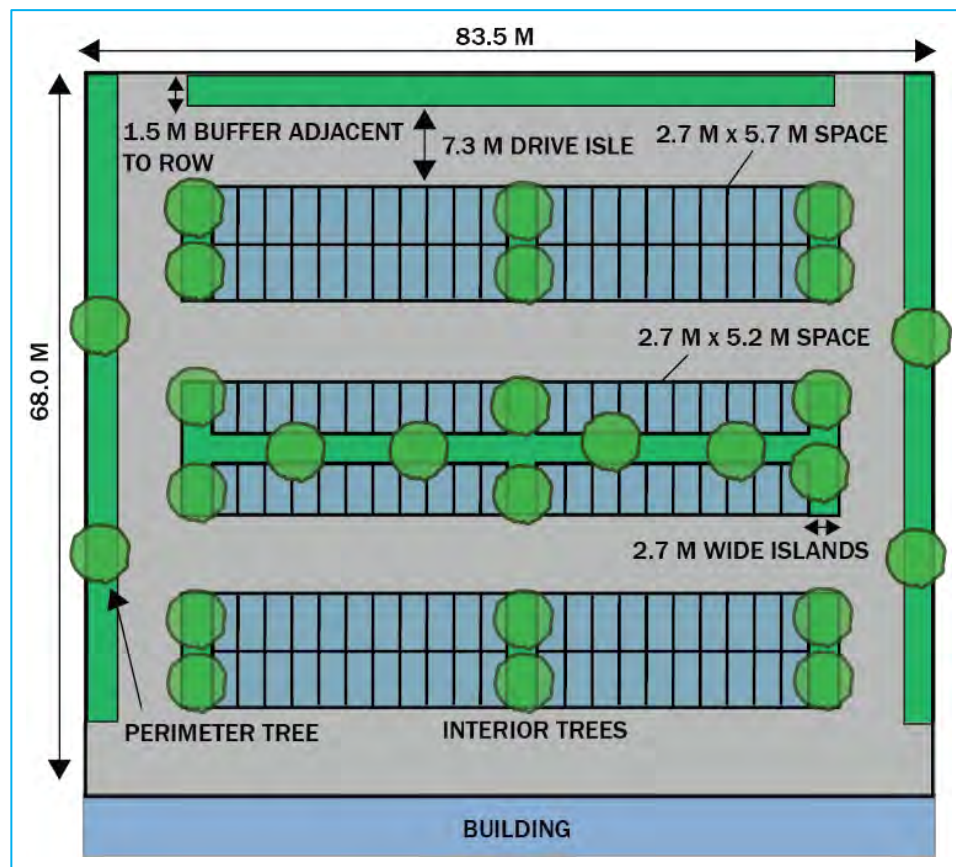
**Figure 4 – Parking Stall Dimensions**



### 3.40 PARKING LOT PLANS

- a) For parking areas larger than thirty (30) stalls in Commercial or Industrial Districts, a Parking Lot Plan that addresses parking requirements and landscaping design shall be completed as part of the Development Permit application to the satisfaction of the Development Authority.
- b) A Parking Lot Plan shall meet the following requirements, as generally illustrated in **Figure 5 – Landscaped Islands Within Parking Lots**:
  - i. The minimum total landscaped area in the parking lot shall equal to 1.5 m<sup>2</sup> for every parking stall,
  - ii. Landscaped areas within and abutting parking areas are to be contained by a 150 mm height concrete curb or approved alternative,
  - iii. For sunken landscaped areas, gaps in the concrete curb are required to allow for storm water drainage,
  - iv. Landscaped islands shall be dispersed across the parking lot to provide visual relief and break up large areas of parking into smaller cells,
  - v. The number of trees within required landscaped parking islands shall not be less than one tree per ten parking spaces,
  - vi. Landscape islands shall be a minimum of 2.7 m wide, and
  - vii. Landscaping shall not interfere with parking lot lighting, vehicle and pedestrian sight lines or increase the opportunity for criminal activity.

**Figure 5 – Landscaped Islands Within Parking Lots**





### 3.41 OFF-STREET PARKING STANDARDS

- a) Off-street parking areas shall be constructed in the manner shown on an approved Site Plan and the entire area is to be graded and hard-surfaced to ensure drainage,
- b) In Commercial and Industrial Districts and for Apartments, hard-surfacing shall be completed before occupancy of the building,
- c) Off-street parking areas shall have minimum 1.0 m buffer between the outside edge of the parking stall and a road, and
- d) Off-street parking areas shall be landscaped in a manner satisfactory to the Development Authority.

### 3.42 DEFICIENT PARKING OR LOADING SPACES

- a) In deciding on a proposed development that is deficient in parking or loading spaces, the Development Authority may at their discretion:
  - i. Vary the number of parking stalls required,
  - ii. Require the developer to provide off-street parking on an alternate site, and
  - i. Accept a cash payment in-lieu as set within the 'Fee Schedule', as amended,
- b) When a building is enlarged, or its use is changed or intensified, resulting in deficient parking or loading spaces the increased parking shall be limited to the requirements for the intensification.

### 3.43 COMMUNAL PARKING

- a) In Non-Residential Districts, owner(s) may pool required off-street parking stalls within one (1) or more communal parking stalls on a parcel other than the parcel of the principal use, provided:
  - i. The communal parking provides the sum of the off-street parking requirements for each development served by the parking facility. A smaller number may be permitted if supported by a Parking Study acceptable to the Development Authority,
  - ii. Owners who have pooled their parking requirements enter into an agreement with the Town and consent to such an agreement being registered as an encumbrance against the titles of land involved,
  - iii. Owners that are involved in a communal parking arrangement pay the full costs of preparation and registration of the agreement.

### 3.44 BICYCLE PARKING

- a) Onsite bike racks shall be provided by the developer for any Commercial Development,
- b) Bicycle racks shall be provided entirely on the same site as the development,
- c) Owners may not pool required bicycle stall requirements,
- d) Bicycle racks shall be separated from vehicle parking by a physical barrier or a minimum 1.5 m of open space,
- e) Bicycle racks capable of accommodating the number of bicycles that is equivalent to at least 5% of the minimum number of parking spaces (but in no case less than four bicycles) shall be provided and located to the satisfaction of the Development Authority,
- f) Bicycle racks shall be in proximity to main or side building entrances
- g) Bicycle racks shall:
  - i. Be constructed industrial-grade metals with a smooth painted surface to prevent rusting and, as much as reasonably possible, scratching of bicycle frames,
  - ii. Be securely affixed to the finished grade, and

- iii. Have two points of contact between the bicycle and the rack to allow a wheel and frame to be locked to the rack, similar to those shown in **Figure 6 – Permitted Bicycle Rack Designs**,
- h) Bicycle rack designs that include only one contact point between the bicycle and the rack, are prohibited in Town.

**Figure 6 – Permitted Bicycle Rack Designs**



### 3.45 OFF-STREET LOADING

- a) Off-street loading spaces shall be provided and maintained by the Owner in accordance with the requirements of the Bylaw,
- b) Off-street loading space shall be provided entirely within the property of the development being served,
- c) Off-Street Loading Spaces Shall:
  - i. Have minimum dimensions of 4.0 m in width and 8.0 m in length,
  - ii. Have overhead clearance of at least 5.0 m above grade,
  - iii. Have vehicular access from a street or lane either directly or by a clearly defined traffic aisle, and
  - iv. Be surfaced to the satisfaction of the Development Authority,
- d) The minimum number of loading spaces required for each type of development is specified below. Where the use is not listed in, the number of spaces shall be determined by the Development Authority, having regard for similar uses:

**Table 8 – Minimum Loading Space Requirements**

Use of Building or Site	Minimum Number of Loading Spaces Required
All uses in Commercial Districts	1 space for each loading door with a minimum of 1 space to be provided
All uses in Industrial Districts	1 space for each loading door with a minimum of 1 space to be provided
All Institutional Uses	1 space for every 2,790 m <sup>2</sup> of gross floor area or fraction thereof
All other uses	As required by the Development Authority



# Signage

## 3.46 GENERAL PROVISIONS

- a) Signs shall be compatible with the general character of the prescribed District,
- b) No sign or any part of a sign shall be within 3.0 m of overhead power and service lines,
- c) A sign shall not be erected or affixed on a property unless permission is granted in writing from the owner,
- d) A sign shall be located entirely within the site unless prior written approval granting permission for the sign to overhang another property is submitted by the affected owner,
- e) With the exception of the special provisions relating to 'Billboard Signs' (s.3.51), all signs shall only contain advertising pertaining to the site on which they are displayed,
- f) No sign shall be permitted which is attached to a fence pole, tree, or any object in a public street or publicly owned place,
- g) No sign shall be erected so as to obstruct free and clear vision of vehicular traffic or at any location where it may interfere with, or be confused with, any authorized traffic sign, signal, or device, and
- h) All signs must be maintained in a manner satisfactory to the Development Authority or notice will be served to perform the necessary repairs or remove the sign(s) within 30 days.

## 3.47 DIGITAL DISPLAY

- a) Digital Displays, or electronic changeable copy, is permitted on 'Billboard Signs' (s. 3.51) and 'Freestanding Signs' (s.3.53),
- b) A signs' illumination shall not exceed 5,000 candelas per square metre.

## 3.48 DEVELOPMENT PERMIT FOR A SIGN

- a) No sign may be erected or affixed unless a Development Permit has been issued, excluding 'Signs Not Requiring a Development Permit' (s.3.49),
- b) Application for a development permit shall be made to the Development Authority and shall be supported by drawings that include:
  - i. a site plan showing the location of the sign,
  - ii. an elevation showing the overall dimensions of the sign,
  - iii. the size of the letters,
  - iv. the amount of projection from the face of the building,
  - v. the amount of projection over the property line,
  - vi. the height of the sign and its supporting structure above grade and clearance from grade of any horizontal components building,
  - vii. the manner of illuminating the sign and any form of animated or intermittent lights that may be embodied in the construction, and
  - viii. the least distance that the sign will be erected from an intersection of one street with another and the least distance from any device for the control of traffic at such an intersection.

### 3.49 SIGNS NOT REQUIRING A DEVELOPMENT PERMIT

The following signs do not require a Development Permit, but shall otherwise comply with the Bylaw:

- c) Replacement of copy on a sign for which a Development Permit has been issued,
- d) Signs displayed by or on behalf of the federal, provincial, or local government,
- e) Banners and pennant flags that are not permanently installed and which are displayed for a period not exceeding thirty (30) days,
- f) Election Signs,
- g) Temporary signs of contractors relating to construction work in progress on the land on which the sign is erected, provided that the signs are:
  - i. Wholly situated upon the site of the structure or the land use to which it refers,
  - ii. Limited to a maximum of 3.0 m<sup>2</sup> in size,
  - iii. Limited to one (1) per contractor, and
  - iv. Removed within 30 days following occupancy of the building
- h) Real Estate Signs, and
- i) Sandwich Boards.

### 3.50 AWNING/CANOPY SIGNS

Means a sign which either forms part of, or is attached to, a retractable or permanently affixed canopy.

<b>District</b>	Residential Commercial Industrial Special	Prohibited Permitted Permitted Discretionary
<b>Maximum Sign Dimensions</b>	N/A	
<b>Standards</b>	<ul style="list-style-type: none"> <li>• Shall be constructed of durable, waterproof, colourfast material</li> <li>• Shall be attached to the building or structure to which it refers</li> <li>• Shall project from 0.6 m to 1.2 m from the building or structure</li> <li>• Shall have a minimum clearance of 2.5 m above grade</li> </ul>	

### 3.51 BILLBOARD SIGNS

Means a sign which stands independently of a building for the purposes of advertising a product or service.

<b>District</b>	Residential Commercial Industrial Special	Prohibited Discretionary Discretionary Discretionary
<b>Maximum Sign Dimensions</b>	<ul style="list-style-type: none"> <li>• 3.0 m high by 6.0 m wide sign face</li> <li>• 12.0 m sign height</li> </ul>	
<b>Standards</b>	<ul style="list-style-type: none"> <li>• Shall be a minimum 150.0 m apart from any like sign</li> <li>• May be illuminated by a constant source of light</li> <li>• Shall not be lit by a flashing, animated or intermittent light source</li> <li>• Shall be setback at a minimum of 5.0 m from the Parcel line</li> <li>• Shall have a minimum clearance of 3.0 m above grade</li> </ul>	

- Shall not have vertical posts supporting the structure that project above the upper edge of the sign
- the rear of any single faced billboard which is plainly visible from a public roadway shall be covered with wooden slats or trellis fixed against the rear edge of the vertical posts and painted

### 3.52 FASCIA SIGNS

Means a flat sign that is attached flush to a Building face or is painted on.

<b>District</b>	Residential	Prohibited
	Commercial	Permitted
	Industrial	Permitted
	Special	Discretionary
<b>Maximum Sign Dimensions</b>		<ul style="list-style-type: none"> <li>• Shall not exceed 25% of the area of the wall in which they are placed</li> </ul>
<b>Standards</b>		<ul style="list-style-type: none"> <li>• Shall be painted on or safely and securely attached to the building by means of metal anchors, bolts or expansion screws</li> <li>• Shall not project more than 0.4 m above the vertical face of the wall to which they are attached</li> </ul>

Banners displayed for a period of more than thirty (30) days are considered as Fascia Signs. Banner placement shall be limited to the side or rear of the building.

### 3.53 FREESTANDING SIGNS

Means a sign, other than a billboard, that is self-supporting in a fixed location and not attached to a Building.

<b>District</b>	Residential	Discretionary
	Commercial	Permitted
	Industrial	Permitted
	Special	Discretionary
<b>Maximum Sign Dimensions</b>		<ul style="list-style-type: none"> <li>• Residential, 7.5 m<sup>2</sup> sign area</li> <li>• Residential, 2.5 m sign height</li> <li>• Non-Residential, 7.0 m<sup>2</sup> sign area</li> <li>• Non-Residential, 9.0 m sign height</li> </ul>
<b>Standards</b>		<ul style="list-style-type: none"> <li>• Only one (1) sign shall be permitted per parcel, except where sites have 60.0 m or more of street frontage and signs are placed no closer than 30.0 m apart</li> <li>• In Commercial and Industrial Districts, the sign may be illuminated and may contain electronic message display and changeable copy</li> <li>• In Commercial and Industrial Districts, the sign shall have a minimum clearance of 2.5 m above grade</li> <li>• Shall not project beyond the property line</li> </ul>

### 3.54 INFLATABLE SIGNS

Means a sign that is inflated.

<b>District</b>	Residential	Prohibited
	Commercial	Discretionary
	Industrial	Discretionary
	Special	Discretionary
<b>Maximum Sign Dimensions</b>		N/A
<b>Standards</b>		<ul style="list-style-type: none"> <li>• Shall be at the discretion of the Development Authority</li> <li>• Shall be anchored against the wind</li> <li>• Shall be a minimum of 10.0 m from power and service lines and road rights-of-way</li> </ul>

### 3.55 PROJECTING SIGNS

Means a sign that is attached to a wall of a Building and horizontally extends more than 0.3 m from the face of that wall.

<b>District</b>	Residential	Prohibited
	Commercial	Permitted
	Industrial	Permitted
	Special	Discretionary
<b>Maximum Sign Dimensions</b>		<ul style="list-style-type: none"> <li>• Commercial, 5.0 m<sup>2</sup> sign area</li> <li>• Industrial, 9.0 m<sup>2</sup> sign area</li> </ul>
<b>Standards</b>		<ul style="list-style-type: none"> <li>• Only one (1) sign shall be permitted per parcel, except where sites have 15.0 m or more of street frontage and signs are placed no closer than 15.0 m apart</li> <li>• Shall not project more than 2.0 m from a building</li> <li>• Shall have a minimum clearance of 3.0 m above grade</li> <li>• Shall not project above the roof or parapet of a Building</li> <li>• Shall not be located within 0.6 m from the back of the curb of a road right-of-way</li> </ul>

### 3.56 ROOF SIGNS

Means any sign erected upon, against, or directly above a roof or on top of or is entirely above the parapet wall of a building.

<b>District</b>	Residential	Prohibited
	Commercial	Permitted
	Industrial	Permitted
	Special	Prohibited
<b>Maximum Sign Dimensions</b>		<ul style="list-style-type: none"> <li>• 9.0 m<sup>2</sup> sign area</li> <li>• 5.0 m above the roof (not exceeding the height in the prescribed District)</li> </ul>
<b>Standards</b>		<ul style="list-style-type: none"> <li>• Shall be erected so that the supporting structure is not visible</li> <li>• Shall refer to the principal use of the building on which it is erected</li> </ul>

# SECTION FOUR

# Specific Uses and Activities

# 4

*This section outlines specific regulations that apply to particular types of development within Town.*

## 4.1 SPECIFIC USE REQUIREMENTS

- a) The Development Permit requirements outlined for specific uses in this section are over and above the development permit application requirements stated within 'Development Permit Applications' (s.2.4), and
- b) The Development Authority shall have regard to these requirements in addition to the requirements of 'Development Permit Applications' (s.2.4).

## 4.2 BED & BREAKFAST

### General Requirements

- a) A Bed & Breakfast shall not be permitted in a dwelling which has an existing 'Home Office' (s.4.7) or 'Home-Based Business' (s.4.8),
- b) The Bed & Breakfast shall be contained entirely within the principal building,
- c) The Bed & Breakfast shall be limited to a maximum of four (4) guest rooms,
- d) No cooking facilities are permitted in guest rooms,
- e) A maximum stay of ninety (90) days per person is permitted, and
- f) One (1) 'Freestanding Sign' (s.3.53) is permitted, at the discretion of the Development Authority,

### Site Requirements

- g) Minimal exterior modifications of the structure or grounds may be made only if such changes are compatible with the character of the neighbourhood,
- h) One (1) off-street parking stall per guest room shall be required, and

### Development Permit Requirements

- i) A Development Permit application will respond to the above noted Requirements.

### 4.3 CANNABIS PROCESSING (MICRO & STANDARD)

#### General Requirements

- a) Cannabis Processing (Micro) shall be restricted to the Non-Residential Districts,
- b) Cannabis Processing (Standard) shall be restricted to Industrial Districts only,

#### Site Requirements

- c) The property line of a parcel containing a Cannabis Processing use shall not be permitted within 150 m of a:
  - i. Residential District,
  - ii. School or School Reserve parcel,
  - iii. Care Facility (Child, Clinic or Medical),
  - iv. Park, or other use which may have an ancillary playground,
- d) Distances are measured from closest property lines,
- e) No outside storage of cannabis goods, materials, or supplies is permitted,
- f) The use must include an air filtration system to remove odours as an extra precaution to ensure the use does not create odour impacts for adjacent parcels, and

#### Development Permit Requirements

- g) A Development Permit application will respond to the above noted Requirements and any Federal regulations.

### 4.4 CAR WASH

#### General Requirements

- a) Car Washes shall not be located on parcels which, in the opinion of the Development Authority, negatively impact adjacent Parcels in terms of noise and traffic generation,

#### Site Requirements

- b) The parcel shall contain space for at least twelve (12) vehicles or a minimum of three (3) vehicles per Car Wash bay, whichever is greater, so that vehicles have space to line up in front of the bays,
- c) An oil/grit separator is required, in accordance with applicable Provincial regulations,
- d) On-site storage of sludge/waste is prohibited,

#### Development Permit Requirements

- e) A Development Permit application will respond to the above noted Requirements, and
- f) An applicant may be required to submit a Traffic Impact Assessment.

### 4.5 DRIVE-THROUGH

#### General Requirements

- a) The owner or operator of a drive-through shall at all times maintain the parcel, its buildings and structures in a clean, neat, tidy, and attractive condition, free from rubbish and debris,

#### Site Requirements

- b) The boundary between a parcel with a Drive-Through use and any adjacent Residential Districts shall be fenced, not less than 1.8 m in height,
- c) A minimum of one (1) garbage receptacle is required along the length of the Drive-Through,

**Development Permit Requirements**

- d) A Development Permit application will respond to the above noted Requirements,
- e) An applicant is required to submit a Site Plan illustrating how motor vehicles will enter and exit the Drive-Through and not obstruct adjacent sidewalks, streets or lanes, and
- f) An applicant may be required to submit a Traffic Impact Assessment.

**4.6 GAS STATION****General Requirements**

- a) Gas Stations shall not be located on Parcels which, in the opinion of the Development Authority, would be considered unsafe in terms of vehicle circulation, or access to/egress from the Parcel,
- b) A Development Permit application for a Gas Station shall be referred to the Fire Chief, and the Development Authority shall be guided by the Fire Chief's recommendations when making a decision on the permit,

**Site Requirements**

- c) A parcel on which a Gas Station is located shall have a road frontage of at least 30 m,
- d) No fuel pump or storage tank shall be located within 12.0 m from the front property line,
- e) No fuel pump or storage tank shall be located within 6.0 m from any side or rear property line,
- f) A minimum of ten percent (10%) of the parcel shall be landscaped to the satisfaction of the Development Authority, and

**Development Permit Requirements**

- g) A Development Permit application will respond to the above noted Requirements and any Provincial regulations.

**4.7 HOME OFFICE****General Requirements**

- a) Persons employed in the Home Office shall be residents of the principal building,
- b) The Home Office shall be contained entirely within the principal building,
- c) The Home Office may occupy up to thirty percent (30%) of the floor area of the principal building,
- d) The Home Office may generate up to one (1) business-related visit per week, defined as one (1) delivery visiting the office,
- e) The Home Office should not operate between the hours of 20:00 and 8:00 if noise is generated,
- f) The sale of goods is restricted, unless they are incidental to the service provided by the office,

**Site Requirements**

- g) The Home Office shall not alter the character or external appearance of the principal building,
- h) No outside storage of equipment, goods, materials, commodities, or finished products is permitted,
- i) No more than one (1) commercial vehicle shall be parked onsite,
- j) No form of advertising related to the Home Office is allowed onsite, apart from a small nameplate not exceeding 0.2 m<sup>2</sup>,
- k) At least one (1) off-street parking stall shall be required, and

**Development Permit Requirements**

- l) A Development Permit is not required for a Home Office so long as it complies with the above Requirements.

## 4.8 HOME-BASED BUSINESS

### General Requirements

- a) Persons employed in the Home-Based Business shall be residents of the principal building,
- b) Notwithstanding a) there can be one (1) employee or partner working at the Home-Based Business who does not live on the property,
- c) The Home-Based Business shall be contained entirely within the principal building,
- d) The Home-Based Business may occupy up to thirty percent (30%) of the floor area of the principal building,
- e) The Home-Based Business may generate up to twelve (12) business-related visits per day, defined as twelve (12) vehicles visiting the business per day,
- f) The Home-Based Business should not operate between the hours of 20:00 and 8:00 if noise is generated,
- g) The sale of goods is restricted, unless they are incidental to the service provided by the Home-Based Business,

### Site Requirements

- h) The Home-Based Business shall not alter the character or external appearance of the principal building,
- i) Outside storage, related to the Home-Based Business, may be permitted at the discretion of the Development Authority provided it:
  - i. Is screened from adjacent lands and roads,
  - ii. Meets minimum setback requirements, and
  - iii. Does not exceed 40.0 m<sup>2</sup>,
- j) No commercial vehicles are permitted onsite,
- k) One (1) non-illuminated Fascia Sign is permitted,
- l) At least two (2) off-street parking stalls shall be required,

### Development Permit Requirements

- m) A Development Permit application will respond to the above noted Requirements, and
- n) All permits issued for Home-Based Business shall be subject to the above conditions. If in the opinion of the Development Authority, the use is or has become detrimental to the amenities of the neighborhood, a stop order shall be issued.

## 4.9 RESIDENTIAL CONVERSION

### General Requirements

- a) The Residential Conversion should not operate between the hours of 20:00 and 8:00 if noise is generated,
- b) The sale of goods is restricted, unless they are incidental to the service provided in the Residential Conversion,

### Site Requirements

- c) The Residential Conversion shall not alter the character or external appearance of the principal building,
- d) Commercial land uses shall be sufficiently screened from Residential land uses by a solid fence 1.8 meters in height and be reasonably maintained to the satisfaction of the Development Authority,
- e) The subject parcel shall be landscaped and reasonably maintained to the satisfaction of the Development Authority,
- f) One (1) non-illuminated Fascia Sign is permitted, and

### Development Permit Requirements

- g) A Development Permit application will respond to the above noted Requirements.



#### 4.10 RETAIL (CANNABIS)

##### General Requirements

- a) Retail (Cannabis) must be a permanent freestanding building without another business, or in a building with other businesses if:
  - i. The store has its own entrance, receiving and storage,
  - ii. There is no access between the Retail (Cannabis) store and other businesses,
- b) Retail (Cannabis) must have signs prohibiting minors,
- c) Inflatable Signs and banners are prohibited,
- d) The maximum operating hours of a Retail (Cannabis) store shall be 10:00 to 22:00, seven (7) days per week, excluding those dates of closure mandated by the Province of Alberta,

##### Site Requirements

- e) Customer parking shall be restricted to the front of the Retail (Cannabis) store only,
- f) Customer access to the Retail (Cannabis) store from any lane is strictly prohibited,
- g) The property line of a parcel containing a Cannabis Store use shall not be permitted within 150 m of a:
  - i. School or School Reserve parcel,
  - ii. Care Facility (Child, Clinic or Medical),
  - iii. Recreational (Culture & Tourism or Public), or
  - iv. Park, or other use which may have an ancillary playground,
- h) The property line of a parcel containing a Cannabis Store use shall not be permitted within 200 m of a:
  - i. Site that contains any other Retail (Cannabis) store,
- i) Distances are measured from closest property lines,

##### Development Permit Requirements

- j) A Development Permit application will respond to the above noted Requirements and any Provincial regulations, and
- k) Only Council can provide a Variance for a Retail (Cannabis) use.

#### 4.11 RETAIL (LIQUOR)

##### General Requirements

- a) None,

##### Site Requirements

- b) The property line of a parcel containing a Retail (Liquor) use shall not be permitted within 150 m of a:
  - i. School (or School Reserve parcel),
  - ii. Care Facility (Child, Clinic or Medical),
  - iii. Recreational (Culture & Tourism or Public),
  - iv. Religious Assembly, or
  - v. Park, or other use which may have an ancillary playground,

##### Development Permit Requirements

- c) A Development Permit application will respond to the above noted Requirements.

#### 4.12 SECONDARY SUITES (EXTERNAL)

##### General Requirements

- a) All units shall be constructed on a permanent foundation,
- b) All units shall be considered part of the total building area of an accessory building,
- c) Units shall:
  - i. Comply with the regulations in the applicable District,
  - ii. Contain at least one (1) room and include sleeping, sanitary, and cooking facilities, and
  - iii. Provide a minimum of one (1) dedicated on-site parking stall,

##### Site Requirements

- d) Units shall:
  - i. Not exceed a floor area greater than fifty percent (50%) of the principal dwelling floor area,
  - ii. Provide a minimum of one (1) dedicated on-site parking stall, and
  - iii. Have a shared approach with the principal dwelling,

##### Development Permit Requirements

- e) A Development Permit application will respond to the above noted Requirements and provincial regulations and further provide:
  - i. A Floor Plan,
  - ii. Elevations for the Secondary Suite (front, side and rear),
  - iii. A Site Plan detailing amenity space for the unit, and any landscaping or screening, and
  - iv. Colour photographs of the existing site and surrounding area.

#### 4.13 SECONDARY SUITES (INTERNAL)

##### General Requirements

- a) Units shall have a minimum floor area of 30.00 m<sup>2</sup> and maximum of 110.0 m<sup>2</sup>, unless it is located in a basement of a principal dwelling unit in which case the maximum may be exceeded,
- b) The exterior of the principal dwelling shall continue to appear as a single dwelling,

##### Site Requirements

- c) Provide a minimum of one (1) dedicated on-site parking stall, and

##### Development Permit Requirements

- d) A Development Permit application will respond to the above noted Requirements and provincial regulations and further provide:
  - i. A Floor Plan

#### 4.14 SOLAR PANELS (ROOF TOP)

##### General Requirements

- a) May project a maximum of 1.3 m from the surface of the roof and shall not exceed the maximum height requirements of the applicable District, and
- b) Shall not extend beyond the outermost edge of the roof,

#### **Site Requirements**

- c) None, and

#### **Development Permit Requirements**

- d) A Development Permit is not required for Solar Panels (Roof Top) so long as they comply with the above Requirements.

### **4.15 SOLAR PANELS (WALL MOUNTED)**

#### **General Requirements**

- a) May project a maximum of 1.5 m from the surface of the wall, when the wall faces the rear property line, subject to the setback requirements of the applicable District,
- b) May project a maximum of 0.6 m from the surface of the wall when the wall faces the front, or side property line, subject to the setback requirements of the applicable District,

#### **Site Requirements**

- c) Shall be located such that it does not create undue glare on neighbouring parcels or roadways,
- d) Shall be located a minimum of 2.4 m above grade, and

#### **Development Permit Requirements**

- e) A Development Permit application will respond to the above noted Requirements.

### **4.16 SOLAR PANELS (FREE STANDING)**

#### **General Requirements**

- a) Solar Panels (Free Standing) are restricted to R-ACG, I-HVY, S-COM, S-PRK, and S-URB Districts
- b) Solar Panels (Free Standing) are considered to be an Accessory Building/Structure,

#### **Site Requirements**

- c) Shall be located such that it does not create undue glare on neighbouring parcels or roadways,
- d) Shall not be located in the front yard or side yard of a parcel, and

#### **Development Permit Requirements**

- e) A Development Permit is not required for Solar Panels (Free Standing) so long as they comply with the above Requirements.

### **4.17 SURVEILLANCE SUITES**

#### **General Requirements**

- a) A Surveillance Suite shall be clearly subordinate to and compatible with the principal use,
- b) No more than one (1) Surveillance Suite shall be located on a lot,
- c) A Surveillance Suite may be located in a Dwelling (Manufactured Home), but shall not be located in a Recreational Vehicle,

#### **Site Requirements**

- d) Provide a minimum of one (1) dedicated on-site parking stall,

#### **Development Permit Requirements**

- e) A Development Permit application will respond to the above noted Requirements and further set out:
  - i. The appearance of the Surveillance Suite

- ii. The screening, storage, collection and disposal of solid waste, and
- f) An applicant is required to submit the following in support of a Development Permit:
  - i. A Site Plan illustrating the location of the Surveillance Suite.

#### 4.18 EXCAVATION, STRIPPING & GRADING

##### General Requirements

- a) Excavation, Stripping and Grading activities are considered a Discretionary Use in all Districts,
- b) A Development Permit is required for all Excavation, Stripping and Grading activity, with the exception of those lands governed by a valid Development Agreement,

##### Site Requirements

- c) None,

##### Development Permit Requirements

- d) A Development Permit application will respond to the above noted Requirements and further provide:
  - i. A description of the excavation, stripping or grading operation proposed,
  - ii. A plan showing the location of the area of the operation relative to site boundaries and depth of excavation or the quantity of topsoil to be removed,
  - iii. A detailed timing and phasing program covering the length of the proposed operation,
  - iv. A plan showing the final site conditions following completion of the operation and any land reclamation proposals where applicable,
  - v. A description of the measures to be taken for the prevention or lessening of dust and other nuisances during and after the operation, and
- e) The Development Authority may require an Irrevocable Letter of Credit or cash up to the value of the estimated cost of all or any proposed work/activities, including final grading and landscaping to ensure that same is carried out with reasonable diligence.

#### 4.19 DEMOLITION OR REMOVAL OF BUILDINGS

##### General Requirements

- a) The demolition or removal of a Building is allowed in all Land Use Districts,

##### Site Requirements

- b) None,

##### Development Permit Requirements

- c) Prior to the Demolition or removal of a Building, a Development Permit must be approved by the Development Authority
- d) Notwithstanding c), a Development Permit is not required where:
  - i. The demolition or removal of a Building is a result of a Development for which a Development Permit has already been approved and issued, and
  - ii. The building that is being demolished or removed does not require a Development Permit as noted in 'Development Not Requiring a Development Permit' (s.2.2), and
- e) A Building Permit shall be required, as per the *Safety Codes Act*, for the Demolition or removal of any Building.

## 4.20 MOVED-IN PRINCIPAL BUILDINGS

### General Requirements

- a) A Development Permit is required to move an existing Principal Building onto a parcel,

### Site Requirements

- b) The Development Authority shall consider whether the building is compatible with the character of the neighbourhood in which it is proposed to be set,

### Development Permit Requirements

- c) A Development Permit application will respond to the above noted Requirements and further provide:
  - i. photographs showing all sides of the building,
  - ii. a statement of the type of construction, condition, and age of the building, and
  - iii. a statement of proposed improvements with an estimate of costs, and
- d) The Development Authority may require the applicant to provide evidence of a building inspection that demonstrates that the moved-in principal building is habitable.

# SECTION FIVE

## Land Use Districts

# 5

*This section outlines specific regulation that applies to the Town's Land Use Districts.*

### 5.1 LAND USE DISTRICT MAP

- e) Districts are described in the short form on the Land Use District Map, within “Schedule B” of this Bylaw,
- f) District boundaries are delineated on the Land Use District Map. Where the precise location of the boundary is uncertain, the following rules apply:
  - iv. Where a boundary follows a street, lane, stream or canal it shall follow the centreline thereof,
  - v. Where a boundary generally follows a parcel line, it shall follow the parcel line,
  - vi. Where specific dimensions are noted on the Land Use District Map, those dimensions shall be followed,
  - vii. Where there is doubt or dispute concerning the exact location of the boundary of a District, Council shall determine the location of the boundary according to the direction of this Bylaw,
- g) Boundaries shall not be altered except by an amendment to this Bylaw, and
- h) Council shall maintain a list of amendments to the boundaries on the Land Use District Map.

### 5.2 PERMITTED USES FOR ALL LAND USE DISTRICTS

- a) Unless otherwise stated in the District the following uses shall be permitted in all Districts:
  - i. Home Office,
  - ii. Park,
  - iii. Solar Panels (Roof Top), and
  - iv. Utilities

### 5.3 LAND USE DISTRICT CONVERSION

Districts in the Bylaw have been updated as follows:

**Table 9 – Land Use District Conversions**

Land Use Bylaw No. 2007/24/D (as amended)		Land Use Bylaw No. 2020/12/D	
AG	Agricultural District	S-UBR	Special, Urban Reserve District
CR	Country Residential District	R-ACG	Residential, Acreage District
CRS	Country Residential Suburban Estates District	R-ACG	Residential, Acreage District
R1E	Estate Residential District	R-ACG	Residential, Acreage District
R1A	Low Density Residential District	R-GEN	Residential, General District
R1B	Standard Residential District	R-GEN	Residential, General District
R1N	Low Density Narrow Lot Residential District	R-SML	Residential, Small Parcel District
R1Z	Zero Lot line Residential District	R-SML	Residential, Small Parcel District
R2	General Residential District	R-SML	Residential, Small Parcel District
R3	Medium Density Residential District	R-MLT	Residential, Multiple Dwelling District
R4	High Density Residential District	R-HID	Residential, High Density District
---	NEW	R-TRN	Residential, Transition District
RMS	Manufactured Housing Subdivision District	R-SML	Residential, Small Parcel District
RMP	Manufactured Housing Park District	R-MAN	Residential, Manufactured Home District
C1	Central Commercial District	C-GEN	Commercial, General District
C2	General Commercial District	C-GEN	Commercial, General District
BE	Bar and Entertainment Zoning	C-GEN	Commercial, General District
---	NEW	C-HWY	Commercial, Highway District
---	NEW	C-NHD	Commercial, Neighbourhood District
M	Industrial District	I-LGT	Industrial, Light District
RI	Rural Industrial District	I-HVY	Industrial, Heavy District
IPU	Institutional and Public Uses	S-COM	Special, Community Services District
---	NEW	S-PRK	Special, Parks and Recreation District
---	NEW	S-NAT	Special, Natural Open Space District
WVP	West Valley Park Multi Use District	DC	Direct Control District
UX	Urban Expansion District	S-URB	Special, Urban Reserve District
DC	Direct Control District	DC	Direct Control District
DC2	Direct Control Two	DC	Direct Control District
DTDC	Downtown Revitalization Direct Control District	C-DWT	Commercial, Downtown District
AG-B	Agricultural District (Annexed Lands)	S-URB	Special, Urban Reserve District
CR	Country Residential (Annexed Lands)	R-ACG	Residential, Acreage District
CRS	Country Residential Suburban Estates (Annexed Lands)	R-ACG	Residential, Acreage District
C	Commercial (Annexed Lands)	I-LHT	Industrial, Light District
HWY-C	Highway Commercial (Annexed Lands)	I-LHT	Industrial, Light District
HI	Highway Industrial (Annexed Lands)	I-LHT	Industrial, Light District
I	Industrial (Annexed Lands)	I-LHT	Industrial, Light District
PI	Public Institutional (Annexed Lands)	S-COM	Special, Community Services District
RI	Rural Industrial (Annexed Lands)	I-HVY	Industrial, Heavy District

## 5.4 DIRECT CONTROL DISTRICTS (DC)

- a) Direct Control Districts provide for development that, due to unique characteristics, innovative ideas or unusual site constraints, require specific regulations unavailable in other Districts,
- b) Land uses within a Direct Control district shall be at the discretion of Council,
- c) All development regulations shall be at the discretion of Council,
- d) Direct Control Districts must not be used:
  - i. in substitution of any other land use district in this Bylaw that could be used to achieve the same result either with or without relaxations of this Bylaw, or
  - ii. to regulate matters that are regulated by subdivision or Development Permit approval conditions,
- e) Where a parcel is designated Direct Control, the guidelines approved by Council at the time of such designation shall continue to apply, notwithstanding any requirement of this Bylaw to the contrary, and
- f) The following uses must only be listed as a use on a parcel that has been designated Direct Control:
  - i. Farmer's Market

## 5.5 DIRECT CONTROL DISTRICT APPLICATIONS

- a) Application requirements for the submission of a Direct Control District include:
  - i. All information required for an 'Application to Amend the Bylaw' (s.1.24),
  - ii. A written statement indicating why, in the applicant's opinion, a Direct Control District is necessary and why the same results cannot be achieved through the use of a land use district in this Bylaw,
  - iii. A list of permitted and discretionary uses proposed for the site,
  - iv. Plans and elevations or other documentation, that would help to substantiate the need for the Direct Control District, and
  - v. Any other information as may be required by the Development Authority and Council.



## R-ACG Residential, Acreage District

**PURPOSE:** To provide for single family detached dwellings on acreage parcels

PERMITTED USES:	DISCRETIONARY USES:
Accessory Building/Structure	Bed & Breakfast
Dwelling (Single Detached)	Care Facility (Child)
Care Facility (Small Group)	Dwelling (Manufactured Home)
Secondary Suite (Internal/External)	Home-Based Business
Solar Panels (Free Standing)	Livestock
Solar Panels (Wall Mounted)	

Those uses, not otherwise defined in the Bylaw, which in the opinion of the Development Authority are similar to the Permitted or Discretionary Uses and conform to the purpose of this District.

**MINIMUM PARCEL SIZE:**

Parcel Width	Parcel Depth
30.0 m at building line	50.0 m
15.0 m road frontage for irregular parcel	

**MAXIMUM PARCEL SIZE:** 1.6 ha.

**MAXIMUM DENSITY:** One (1) dwelling unit per parcel and one (1) Secondary Suite.

**MAXIMUM BUILDING HEIGHT:** 12.0 m

**MINIMUM SETBACKS:**

MAIN AND ACCESSORY BUILDINGS		
Front Yard	Side Yard	Rear Yard
8.0 m	6.0 m	10.0 m

**ADDITIONAL REQUIREMENTS:**

- Architectural controls may be registered on title at the time of subdivision,
- All parcels shall be connected to the municipal water system.,
- All other development standards shall be negotiated with the municipality and a development agreement shall be registered on title, and
- Livestock kept within Town limits is subject to the *Animal Control Bylaw*.

## R-GEN Residential, General District

**PURPOSE:** To provide for low density single family detached dwellings.

PERMITTED USES:	DISCRETIONARY USES:
Accessory Building/Structure	Bed & Breakfast
Dwelling (Single Detached)	Care Facility (Child/Large Group)
Care Facility (Small Group)	Dwelling (Manufactured Home)
Show Home	Government Services
Secondary Suite (Internal)	Home-Based Business
Solar Panels (Wall Mounted)	Religious Assembly
	Secondary Suite (External)

Those uses, not otherwise defined in the Bylaw, which in the opinion of the Development Authority are similar to the Permitted or Discretionary Uses and conform to the purpose of this District.

### MINIMUM PARCEL SIZE:

Parcel Width	Parcel Depth
11.0 m	33.5 m
14.0 m corner parcel	
10.0 m road frontage for irregular parcel	

**MAXIMUM DENSITY:** One (1) dwelling unit per parcel and one Secondary Suite.

### MINIMUM SETBACKS:

MAIN BUILDING		
Front Yard	Side Yard	Rear Yard
5.5 m	1.5 m	5.5 m with lane
	3.0 m corner parcel street side	7.5 without lane
	3.0 m one side if no rear access and no front garage	
ACCESSORY BUILDINGS		
Front Yard	Side Yard	Rear Yard
No Accessory Buildings permitted in the front yard	1.0 m	1.0 m Garages, see Section 3.5 (Garage Location)
	3.0 m corner parcel street side, Garages, see Section 3.5 (Garage Location)	
	No Accessory Buildings Permitted on street side	

**MAXIMUM SITE COVERAGE:** 50%

### ADDITIONAL REQUIREMENTS:

- a) Where oversized lots are being re-subdivided, the required widths may be relaxed to accommodate existing buildings.

## R-SML Residential, Small Parcel District

**PURPOSE:** To provide for single family and two-family dwellings on smaller parcels, including manufactured homes where units are located on separately registered parcels.

PERMITTED USES:	DISCRETIONARY USES:
Accessory Building/Structure	Care Facility (Child)
Dwelling (Duplex/Semi)	Care Facility (Large Group)
Dwelling (Manufactured Home)	Home-Based Business
Dwelling (Single Detached)	Show Home
Care Facility (Small Group)	
Secondary Suite (Internal)	

Those uses, not otherwise defined in the Bylaw, which in the opinion of the Development Authority are similar to the Permitted or Discretionary Uses and conform to the purpose of this District.

### MINIMUM PARCEL SIZE:

Parcel Width	Parcel Depth
10.0 m	33.5 m with lane
13.0 m corner parcel	35.0 m without lane
7.5 m road frontage for irregular parcel	

**MAXIMUM DENSITY:** One (1) Principal Dwelling and one (1) Secondary Suite per parcel or one (1) Dwelling, Duplex per parcel.

**MAXIMUM BUILDING HEIGHT:** 12.0 m

### MINIMUM SETBACKS:

MAIN BUILDING		
Front Yard	Side Yard	Rear Yard
5.5 m	1.2m	5.5 m with lane
	Dwelling (Duplex/Semi)- None on common lot line	
	3.0 m corner parcel street side	7.5 without lane
	3.0 m one side if no rear access and no front garage	
ACCESSORY BUILDINGS		
Front Yard	Side Yard	Rear Yard
No Accessory Buildings permitted in the front yard	1.0 m	1.0 m Garages, 2.0 m, see Section 3.5 (Garage Location)
	3.0 m corner parcel street side Garages, see Section 3.5 (Garage Location) and Section 3.6 (Corner Visibility Triangle)	
	No Accessory Buildings Permitted on street side	

**MAXIMUM SITE COVERAGE:** 65%

**ADDITIONAL REQUIREMENTS:**

- a) A dwelling without a front attached garage must have a garage or concrete parking pad in the rear yard constructed at the same time as the principal dwelling.

**EXCEPTIONS:**

- a) Lots less than 11.0m in width require lane access, and
- b) Parcel widths for Semi-Detached or Attached Dwellings shall be a minimum of 6.0 m per interior unit and 7.5m per end unit.

## R-MLT Residential, Multiple Dwelling District

**PURPOSE:** To provide for medium density development by allowing a wide variety of street-oriented multiple unit dwelling types.

PERMITTED USES:	DISCRETIONARY USES:
Accessory Building/Structure	Care Facility (Child)
Care Facility (Large Group)	Dwelling (Duplex/Semi)
Dwelling (Multi-Unit)	Dwelling (Single Detached)
	Dwelling (Manufactured Home)
	Government Services
	Home-Based Business
	Religious Assembly
	Show Home

Those uses, not otherwise defined in the Bylaw, which in the opinion of the Development Authority are similar to the Permitted or Discretionary Uses and conform to the purpose of this District.

**MINIMUM PARCEL SIZE:** Parcel widths shall comply with the rules of the Residential, Small Parcel Single Dwelling (R-S) District. Otherwise at the discretion of the Development Authority.

**DENSITY:** At the discretion of the Development Authority

**MAXIMUM BUILDING HEIGHT:** At the discretion of the Development Authority

### MINIMUM SETBACKS:

MAIN BUILDING		
Front Yard	Side Yard	Rear Yard
5.5 m	1.5 m	5.5 m
	Dwelling (Multi-Unit)- None on common lot line	
	3.0 m, corner parcel street side	
ACCESSORY BUILDINGS		
Front Yard	Side Yard	Rear Yard
No Accessory Buildings permitted in Front Yard	3.0 m corner parcel street side, Garages- see Section 3.5 (Garage Location)	1.0 m- Garages see Section 3.5 Garage Location)
	No Accessory Buildings permitted on street side	1.0 m Garages 2.0 m and see Section 3.5 (Garage Location)

**MAXIMUM SITE COVERAGE:** 65%

### ADDITIONAL REQUIREMENTS:

- a) Lots shall be served by a rear lane.

### EXCEPTIONS:

- a) Attached housing may be built straddling the side property line.

## R-HID Residential, High Density District

**PURPOSE:** To provide for medium to high-density development by allowing comprehensive multiple unit dwelling developments and apartments.

PERMITTED USES:	DISCRETIONARY USES:
Accessory Building/Structure	Care Facility (Child/Large Group)
Dwelling (Multi-Unit)	Solar Panels (Wall Mounted)

Those uses, not otherwise defined in the Bylaw, which in the opinion of the Development Authority are similar to the Permitted or Discretionary Uses and conform to the purpose of this District.

**MINIMUM PARCEL SIZE:** At the discretion of the Development Authority.

**DENSITY:** At the discretion of the Development Authority

**MAXIMUM BUILDING HEIGHT:** At the discretion of the Development Authority

**MINIMUM SETBACKS:**

MAIN BUILDING		
Front Yard	Side Yard	Rear Yard
5.5 m from travel surface	1.5 m	6.0 m
	Dwelling (Multi-Unit)- None on common lot line	
	3.0 m, corner parcel street side	
ACCESSORY BUILDINGS		
Front Yard	Side Yard	Rear Yard
No Accessory Buildings permitted in the front yard	1.0 m	1.0 m
	No Accessory Building permitted on street side	

**MAXIMUM SITE COVERAGE:** 65%

**ADDITIONAL REQUIREMENTS:**

- All internal roads shall have a right-of-way width of 7.0 m and be hard surfaced, well drained and maintained to the satisfaction of the Development Authority,
- For developments exceeding 10 dwelling units, a minimum of 5% of the gross site area shall be devoted to recreational space, and
- A Landscaping Plan (s.3.21) shall be required for the development project.

## R-TRN Residential, Transition District

**PURPOSE:** To allow for the redevelopment of older, low-density residential neighbourhoods that includes a mix of low-density residential uses and compatible low-impact professional and service type commercial uses that are compatible with the surrounding residential neighbourhood in both appearance and operation.

PERMITTED USES:	DISCRETIONARY USES:
Accessory Building/Structure	Bed and Breakfast
Dwelling (Duplex/Semi)	Care Facility (Child/Large Group)
Dwelling (Manufactured Home)	Home-Based Business
Dwelling (Single Detached)	Secondary Suite (External)
Care Facility (Small Group)	Show Home
Residential Conversion	Solar Panels (Wall Mounted)
Secondary Suite (Internal)	

Those uses, not otherwise defined in the Bylaw, which in the opinion of the Development Authority are similar to the Permitted or Discretionary Uses and conform to the purpose of this District.

### MINIMUM PARCEL SIZE:

Parcel Width	Parcel Depth
10.0 m	33.5 m with lane
13.0 m corner parcel	35.0 m without lane
7.5 m road frontage for irregular parcel	

**MAXIMUM DENSITY:** One (1) Principal Dwelling and one (1) Secondary Suite per parcel or one (1) Dwelling, Duplex or one business as a Residential Conversion per parcel.

**MAXIMUM BUILDING HEIGHT:** 12.0 m

### MINIMUM SETBACKS:

MAIN BUILDING		
Front Yard	Side Yard	Rear Yard
5.5 m	1.2m	5.5 m with lane
	Dwelling (Duplex/Semi)- None on common lot line	
	3.0 m corner parcel street side	7.5 without lane
	3.0 m one side if no rear access and no front garage	
ACCESSORY BUILDINGS		
Front Yard	Side Yard	Rear Yard
No Accessory Buildings permitted in the front yard	1.0 m	1.0 m Garages 2.0 m and see Section 3.5 (Garage Location)
	3.0 m corner parcel street side, Garages, see Section 3.5 (Garage Location) and Section 3.6 (Corner Visibility Triangle)	
	No Accessory Buildings Permitted on street side	

**MAXIMUM SITE COVERAGE:** 65%

**ADDITIONAL REQUIREMENTS:**

- a) A dwelling without a front attached garage must have a garage or concrete parking pad in the rear yard constructed at the same time as the principal dwelling.

**EXCEPTIONS:**

- a) Lots less than 11.0m in width require lane access, and
- b) Parcel widths for Semi-Detached or Attached Dwellings shall be a minimum of 6.0 m per interior unit and 7.5m per end unit.



## R-MAN Residential, Manufactured Home Park District

**PURPOSE:** To permit and regulate Manufactured home parks where stalls are provided on a rental basis.

PERMITTED USES:	DISCRETIONARY USES:
Accessory Building/Structure	Dwelling (Mobile Home)
Dwelling (Manufactured)	Home-Based Business

Those uses, not otherwise defined in the Bylaw, which in the opinion of the Development Authority are similar to the Permitted or Discretionary Uses and conform to the purpose of this District.

**MINIMUM PARCEL SIZE (per development):** At the discretion of the Development Authority

**MINIMUM PARCEL SIZE (per unit):**

Parcel Width	Parcel Depth
12.0 m	36.0 m
16.5 m, corner parcel	

**MAXIMUM DENSITY:** 3.2 units per hectare

**MAXIMUM BUILDING HEIGHT:** 4.5 m

**MINIMUM SETBACKS:**

MAIN BUILDING		
Front Yard	Side Yard	Rear Yard
3.0 m, from internal road	1.5 m	3.0 m
4.5 m, from public road	3.0 m, corner lot street side	
ACCESSORY BUILDINGS		
Front Yard	Side Yard	Rear Yard
No Accessory Buildings permitted in the front yard	1.0 m	1.0 m
	No Accessory Building permitted on street side	

**ADDITIONAL REQUIREMENTS:**

- All internal roads shall have a right-of-way width of 7.0 m and be hard surfaced, well drained and maintained,
- All internal pathways shall be 1.0 m in width, providing safe, convenient, all-season pedestrian access between units, parks, and community facilities,
- All areas occupied by dwelling units, internal roads or pathways shall be fully landscaped to the satisfaction of the Development Authority,
- A minimum of 5% of the gross site area shall be devoted to recreational space,
- Visitor parking shall be provided at a ratio of at least one space for every two manufactured home dwelling units, located at convenient locations throughout the park, and
- One (1) freestanding sign may be erected at the entrance to a manufactured home park.

## C-GEN Commercial, General District

**PURPOSE:** To provide for intensive commercial uses, offering a wide variety of goods and services with an attractive environment for pedestrians while accessible to motor vehicles.

PERMITTED USES:	DISCRETIONARY USES:
Accessory Building/Structure	Auction Market
Alcohol Production	Automotive Sales and Service
Animal Services (Minor)	Cannabis Processing (Micro)
Establishment (Eating & Drinking/Entertainment)	Care Facility (Child/Large Group)
Financial Institution	Communications Tower
Government Services	Establishment (Adult)
Hotel/Motel	Funeral Home
Office	Gas Station
Recreation (Culture & Tourism)	Industrial (Light)
Recreation (Private)	Recreation (Public)
Religious Assembly	Recycling Facility
Retail (Cannabis/Liquor/Small/General)	Retail (Large/Shopping Centre)
School (Trade)	School
	Drive-Through
	Solar Panels (Wall Mounted)

Those uses, not otherwise defined in the Bylaw, which in the opinion of the Development Authority are similar to the Permitted or Discretionary Uses and conform to the purpose of this District.

**MINIMUM PARCEL SIZE:** 0.3 hectares

Parcel Width	Parcel Depth
6.0 m	30.0 m

**DENSITY:** At the discretion of the Development Authority

**MAXIMUM BUILDING HEIGHT:** At the discretion of the Development Authority

**MINIMUM SETBACKS:**

Front Yard	Side Yard	Rear Yard
8.0 m	3.0 m	5.0 m

**ADDITIONAL REQUIREMENTS:**

- Outdoor storage and display shall not be permitted except for sidewalk sales,
- Garbage storage shall be confined to a designated area and shall not have an adverse affect on the use or circulation on the parcel or adjacent lands, and
- No shipping containers are allowed.

**EXCEPTIONS:**

- Auction Markets exclude livestock sales.

## C-DWT Commercial, Downtown District

**PURPOSE:** To provide for pedestrian-oriented commercial uses and accessory residential uses to encourage redevelopment of the downtown core with more flexibility than other commercial districts.

PERMITTED USES:	DISCRETIONARY USES:
Accessory Building/Structure	Care Facility (Child)
Dwelling Unit (accessory to a commercial use)	Establishment (Adult)
Alcohol Production	Recreation (Public)
Animal Services (Minor)	Retail (Cannabis/General)
Establishment (Eating & Drinking/Entertainment)	School (Trade)
Government Services	School
Financial Institution	Solar Panels (Wall Mounted)
Hotel/Motel	
Office	
Recreation (Culture & Tourism)	
Recreation (Private)	
Religious Assembly	
Retail (Liquor/Small)	

Those uses, not otherwise defined in the Bylaw, which in the opinion of the Development Authority are similar to the Permitted or Discretionary Uses and conform to the purpose of this District.

**MINIMUM PARCEL SIZE:** 0.3 hectares

Parcel Width	Parcel Depth
6.0 m	30.0 m

**DENSITY:** At the discretion of the Development Authority

**MAXIMUM BUILDING HEIGHT:** At the discretion of the Development Authority

**MINIMUM SETBACKS, MAIN AND ACCESSORY BUILDINGS:** No setbacks required, except where space is needed at the rear for parking, loading or garbage containers

**ADDITIONAL REQUIREMENTS:**

- a) Outdoor storage and display shall not be permitted except for sidewalk sales,
- b) Garbage storage shall be confined to a designated area and shall not have an adverse affect on the use or circulation on the parcel or adjacent lands, and
- c) No shipping containers are allowed.

**EXCEPTIONS:**

- a) Dwelling units that are an accessory to a commercial use shall be attached to but located in a completely separate space from the commercial use and have direct access to the outside at ground level,
- b) No off-street parking is required for a parcel less than 600 m<sup>2</sup>, and
- c) No building setbacks are required except where space is required at the rear for parking, loading or garbage containers.

## C-NHD Commercial, Neighbourhood District

**PURPOSE:** To provide for local commercial uses which are compatible with surrounding residential uses.

PERMITTED USES:	DISCRETIONARY USES:
Accessory Building/Structure	Dwelling Unit (accessory to a commercial use)
Care Facility (Child/Clinic)	Establishment (Eating & Drinking)
Recreation (Private)	Gas Station
Retail (Small)	Office
	Recreation (Public)
	Solar Panels (Wall Mounted)

Those uses, not otherwise defined in the Bylaw, which in the opinion of the Development Authority are similar to the Permitted or Discretionary Uses and conform to the purpose of this District.

**MAXIMUM PARCEL SIZE:** 0.5 hectares

**MAXIMUM BUILDING HEIGHT:** 10.0 m

**MINIMUM SETBACKS:**

MAIN AND ACCESSORY BUILDINGS		
Front Yard	Side Yard	Rear Yard
5.5 m	3.0 m	5.5 m

**ADDITIONAL REQUIREMENTS:**

- a) Outdoor storage and display shall not be permitted,
- b) Garbage storage shall be confined to a designated area, and
- c) No shipping containers are allowed in this District.

**EXCEPTIONS:**

- a) Dwelling units that are an accessory to a commercial use shall be attached to but located in a completely separate space from the commercial use and have direct access to the outside at ground level.

## C-HWY Commercial, Highway District

**PURPOSE:** To provide for commercial uses adjacent to a major thoroughfare which require large areas for parking and display of merchandise and caters to the traveling public and large retailers.

PERMITTED USES:	DISCRETIONARY USES:
Accessory Building/Structure	Auction Market
Animal Services, Minor	Cannabis Processing (Micro)
Automotive Sales and Service	Car Wash
Drive-Through	Communications Tower
Establishment (Eating & Drinking/Entertainment)	Funeral Home
Gas Station	Industrial (Light/Logistics)
Government Services	Recreation (Private)
Hotel/Motel	Retail (Cannabis/Liquor/Large/Shopping Centre)
Retail (General/Groceries)	School (Trade)
Solar Panels (Wall Mounted)	

Those uses, not otherwise defined in the Bylaw, which in the opinion of the Development Authority are similar to the Permitted or Discretionary Uses and conform to the purpose of this District.

### MINIMUM PARCEL SIZE:

Parcel Width adjacent to a service road	15.0 m
Parcel Width without a Service Road	46.0 m

**MAXIMUM BUILDING HEIGHT:** 15.0m

### MINIMUM SETBACKS:

MAIN AND ACCESSORY BUILDINGS		
Front Yard	Side Yard	Rear Yard
9.0 m	3.0 m	3.0 m

### ADDITIONAL REQUIREMENTS:

- Building setbacks shall allow for the planned widening of streets and/or provision of service roads providing there is a road widening plan adopted by Council,
- All outdoor storage shall be screened, and
- No storage is permitted in the front yard.

### EXCEPTIONS:

- Auction Markets exclude livestock sales.

## I-LHT Industrial, Light District

**PURPOSE:** To provide for a variety of light industrial activities, including support services and storage, where nuisance factors are confined to the site area.

PERMITTED USES:	DISCRETIONARY USES:
Accessory Building/Structure	Animal Services (Major)
Animal Services (Minor)	Alcohol Production
Auction Market	Bulk Fuel Station
Automotive Sales and Service	Car Wash
Cannabis Processing (Micro)	Cannabis Processing (Standard)
Communications Tower	Surveillance Suite
Gas Station	Establishment (Eating & Drinking/Adult)
Government Services	Funeral Home
Retail (Agriculture/General)	Industrial (Medium)
Industrial (Light/Logistics)	Recreation (Private)
Office	Retail (Cannabis/Liquor)
Recycling Facility	School (Trade)
Solar Panels (Wall Mounted)	

Those uses, not otherwise defined in the Bylaw, which in the opinion of the Development Authority are similar to the Permitted or Discretionary Uses and conform to the purpose of this District.

**MAXIMUM BUILDING HEIGHT:** At the discretion of the Development Authority

**MINIMUM SETBACKS:**

MAIN AND ACCESSORY BUILDINGS		
Front Yard	Side Yard	Rear Yard
6.0 m	3.0 m	6.0 m

**MAXIMUM SITE COVERAGE:** 60%

**ADDITIONAL REQUIREMENTS:**

- a) The Development Authority may require greater setbacks and landscaping requirements for an industrial development which may interfere with the amenity of adjacent sites,
- b) The Development Authority may require an Environmental Impact Assessment where there is uncertainty regarding the potential risk from the proposed development, and
- c) Storage shall be located to the rear and side of the Principal Building.

**EXCEPTIONS:**

- a) Auction Markets exclude livestock sales.

## I-HVY Industrial, Heavy District

**PURPOSE:** To provide for a variety of industrial activities, including support services and storage, that may have off-site nuisance impacts.

PERMITTED USES:	DISCRETIONARY USES:
Accessory Building/Structure	Animal Services (Major)
Alcohol Production	Government Services
Animal Services (Minor)	Industrial (Heavy)
Auction Market	Office
Automotive Sales and Service	Recreation (Private)
Bulk Fuel Station	Retail (Cannabis/Liquor)
Cannabis Processing (Micro & Standard)	
Communications Tower	
Retail (Agriculture)	
Industrial (Light/Logistics/Medium)	
Solar Panels (Free Standing)	
Solar Panels (Wall Mounted)	

Those uses, not otherwise defined in the Bylaw, which in the opinion of the Development Authority are similar to the Permitted or Discretionary Uses and conform to the purpose of this District.

**MAXIMUM BUILDING HEIGHT:** At the discretion of the Development Authority

**MINIMUM SETBACKS:**

MAIN AND ACCESSORY BUILDINGS		
Front Yard	Side Yard	Rear Yard
8.0m	3.0 m	9.0 m

**ADDITIONAL REQUIREMENTS:**

- a) The Development Authority may require greater setbacks and landscaping requirements for an industrial development to avoid interfering with the amenity of adjacent sites, and
- b) The Development Authority may require an Environmental Impact Assessment where there is uncertainty regarding the potential risk from the proposed development.

## S-COM Special, Community Services District

**PURPOSE:** To provide for either public or private development of community services or amenities.

PERMITTED USES:	DISCRETIONARY USES:
Accessory Building/Structure	Campground
Care Facility (Child/Large Group/Clinic/Medical)	Communications Tower
Establishment (Entertainment)	Surveillance Suite
Government Services	Funeral Home
Recreation (Culture & Tourism)	Office
Recreation (Outdoor)	Recreation (Private)
Recreation (Public)	
Religious Assembly	
School	
Solar Panels (Free Standing)	
Solar Panels (Wall Mounted)	

Those uses, not otherwise defined in the Bylaw, which in the opinion of the Development Authority are similar to the Permitted or Discretionary Uses and conform to the purpose of this District.

**PARCEL SIZE:** At the discretion of the Development Authority

**MAXIMUM BUILDING HEIGHT:** At the discretion of the Development Authority

**MINIMUM SETBACKS, MAIN AND ACCESSORY BUILDINGS:** At the discretion of the Development Authority



## S-PRK Special, Parks and Recreation District

**PURPOSE:** To provide for the development of public areas to meet active or passive recreational and leisure pursuits.

<b>PERMITTED USES:</b>	<b>DISCRETIONARY USES:</b>
Accessory Building/Structure	Communications Tower
Recreation (Public/Private)	Government Services
School	
Solar Panels (Free Standing)	
Solar Panels (Wall Mounted)	

Those uses, not otherwise defined in the Bylaw, which in the opinion of the Development Authority are similar to the Permitted or Discretionary Uses and conform to the purpose of this District.

**PARCEL SIZE:** At the discretion of the Development Authority

**MAXIMUM BUILDING HEIGHT:** At the discretion of the Development Authority

**MINIMUM SETBACKS, MAIN AND ACCESSORY BUILDINGS:** At the discretion of the Development Authority

## S-NOS Special, Natural Open Space District

**PURPOSE:** To protect environmentally sensitive areas by restricting development to clearly compatible uses and to provide access to the public in a manner that preserves the area in accordance with the Act.

PERMITTED USES:	DISCRETIONARY USES:
Natural Conservation Lands	

Those uses, not otherwise defined in the Bylaw, which in the opinion of the Development Authority are similar to the Permitted or Discretionary Uses and conform to the purpose of this District.

### ADDITIONAL REQUIREMENTS:

- a) All parcel and development regulations shall be at the discretion of the Development Authority and shall proceed in a manner to minimize impacts on the natural environment.

### EXCEPTIONS:

- a) Parks exclude playgrounds
- b) Utilities are a Discretionary Use

## S-URB Special, Urban Reserve District

**PURPOSE:** To protect lands for future orderly and economic development, provide for a limited range of temporary uses and allow existing agricultural operations to continue on lands annexed to the Town until such time as redevelopment occurs.

<b>PERMITTED USES:</b>	<b>DISCRETIONARY USES:</b>
Accessory Building/Structure	Animal Services (Major)
Agriculture (existing only)	Dwelling, Single Detached (new build)
Dwelling, Single Detached (existing only)	Government Services
Solar Panels (Free Standing)	Recreational (Public)
Solar Panels (Wall Mounted)	Livestock

Any strictly temporary use, which in the opinion of the Development Authority, will not prejudice the orderly and economic development of the area in the future.

Those uses, not otherwise defined in the Bylaw, which in the opinion of the Development Authority are similar to the Permitted or Discretionary Uses and conform to the purpose of this District

### **ADDITIONAL REQUIREMENTS:**

- a) All siting, Parcel coverage, densities, setbacks and heights of Buildings shall be at the discretion of the Development Authority,
- b) The Development Authority may specify the length of time a use is permitted, having regard to the future servicing and development of the subject land, and
- c) No land shall be reclassified from Urban Reserve district into other land use districts unless the development of the same land constitutes an orderly and economic development, having due regard for the provisions of Schools, Parks, roads, Utilities and services, and such development as in the opinion of the Council shall not detract or disrupt any other orderly and economic development already initiated in the Town, and

# SECTION SIX

## Glossary

# 6

*This section provides definitions for terms used within the Land Use Bylaw.*

Please note, definitions pertaining to specific uses are **HIGHLIGHTED** below:

**ABUTTING** – means immediately contiguous to or physically touching, and when used in respect of a lot, means that the two abutting lots share a property line.

**ACCESSORY BUILDING/STRUCTURE** – means any building or structure which is separate from the principal building on the parcel on which both are located, and the use of which is subordinate and incidental to that of the principal building. Typical accessory building/structures include, but are not limited to, sheds, flagpoles, hot tubs, satellite dishes, shipping containers, play structures, etc.

**ACCESSORY USE** – means a use customarily incidental and subordinate to the main use.

**ADDITION** – means adding onto an existing building, provided that there are no structural changes to the existing building, no removal of the roof structure and no removal of the exterior walls other than that required to provide an opening for access from, and integration of, the existing building to the portion added thereto and there is a common structural connection from the existing building to the addition that includes a foundation, constructed to the minimum standards outlined in the Alberta Building Code, and a roof.

**ADJACENT** – means contiguous or would be contiguous if not for an easement, right-of-way, street or natural feature.

**AGRICULTURE** – means a use where agricultural activities occur such as cultivating soil, producing crops and raising livestock or poultry, and in varying degrees the preparation and marketing of the resulting products. Not including Cannabis Processing.

**ALCOHOL PRODUCTION** – means a use where beer, spirits and/or other alcoholic beverages are manufactured that may include the retail sale of products. Typical development includes breweries, distilleries and meaderies. This use may be combined with another use such as an Establishment (Eating & Drinking).

**ANIMAL SERVICES (MAJOR)** – means a use for livestock outpatient care and treatment, boarding, training, or grooming of large animals and includes retail sales of associated products. This includes such uses as animal hospitals, boarding/breeding kennels for both livestock and domestic pets, impounding and quarantining facilities.

**ANIMAL SERVICES (MINOR)** – means a use for domestic pet outpatient care and treatment, pet training not exceeding ten animals on the premises at any one time, treatment or grooming of animals and includes retail sales of

associated products. Temporary boarding of small animals is permitted when associated with a veterinary clinic. Typical Uses include pet grooming salons, animal daycares and domestic pet veterinary clinics. This use does not include Animal Services (Major).

**APPLICANT** – means the registered owner of the land or the representative or agent certified or authorized as such to act on their behalf.

**APPLICATION FORM** – means a form provided to an Applicant pursuant to the Bylaw, including Text Amendment Application Forms, Land Use Redesignation Application Forms and Development Permit Application Forms etc.

**AUCTION MARKET** – means a use where goods and equipment are auctioned, including the temporary storage of such goods and equipment.

**AUTOMOTIVE SALES AND SERVICE** – means a use where motor vehicles are sold, rented out and/or serviced, including automobiles, recreational vehicles, and farm equipment and parts.

**BED & BREAKFAST** – means a use where temporary sleeping accommodation is provided within a Dwelling.

**BOULEVARD** – means the portion of the street right-of-way that lies between the curb or edge of road surface and the adjacent property line.

**BUILDING** – means any structure used or intended for supporting or sheltering any use or occupancy.

#### **BUILDING – COMMON TERMS**

- a) **ATTACHED GARAGE** – means a building or portion of a building that can be used for motor vehicle storage that is attached to the principal building by sharing a common wall which usually has an interconnecting door. For the purpose of calculating yard setbacks and site coverage requirements, an attached garage is deemed to be part of the principal building.
- b) **AWNING** – means a cloth like or lightweight shelter projecting from a building.
- c) **BALCONY** – means a projecting elevated platform on a building, which is enclosed by a railing or parapet and is greater than 0.6 m above grade and width. Access is from the building only.
- d) **BASEMENT** – means that portion of a building located below the uppermost floor level that does not exceed 2.0 m above grade.
- e) **BAY** – means a self-contained unit of part of a building or of the whole building which can be sold or leased for individual occupancy.
- f) **CANOPY** – means a non-retractable solid projection extending from the wall of the building intended to be used as a protection against weather, other than normal architectural features such as lintels, sills, moldings, architraves and pediments, but includes the structure known as the theatre marquee.
- g) **CANTILEVER** – means a long projecting beam or girder fixed at only one end.
- h) **DECK** – means an open-sided roofless platform adjoining a building up to a height of 0.61 m from grade.
- i) **DRIVEWAY** – means a hard-surfaced area used for parking vehicles on private property, often connecting a house or garage with a public road. Driveways must be constructed of asphalt, or concrete. Driveways that are not connected to a garage or carport are limited to 5.0 m in width.
- j) **FOUNDATION** – means the lower portion of a building, usually concrete or masonry, and includes the footings, which transfers the weight of and loads on a building to the ground.
- k) **PATIO** – means an uncovered open platform or area situated directly on the ground.

- l) **PORCH** – means a roofed structure having direct access to and projecting from the principal building with walls that are unenclosed and open to the extent of at least 50% and may be glazed or screened.

**BUILDING PERMIT** – means a permit issued in writing by a designated Safety Codes Officer authorizing the commencement of a use, occupancy, relocation, construction, or demolition of any building.

**BULK FUEL STATION** – means development for handling petroleum products in bulk quantities and includes supplementary tanker vehicle storage. Key-lock pumps and retail fuel sales may be incorporated as an accessory use.

**BUSINESS** – means:

- a) a commercial, merchandising or industrial activity or undertaking, or
- b) a profession, trade, occupation, calling or employment, or
- c) an activity providing goods and services, whether or not for profit and however organized or formed, including a co-operative or association of persons.

**CAMPGROUND** – means a use where temporary overnight lodging in tents, travel trailers, or recreational vehicles occurs.

**CANNABIS PROCESSING (MICRO)** – means a use, as licenced by Health Canada where:

- a) Cannabis is grown or harvested, and the surface of the plant canopy does not exceed 200 square meters, but does not include Cannabis (Retail), or
- b) A maximum of 600 kilograms of dried cannabis product per year is processed, manufactured, packaged, and labelled or stored on-site, but does not include Cannabis (Retail)

**CANNABIS PROCESSING (STANDARD)** – means a use, as licensed by Health Canada, where cannabis is grown, harvested, processed, tested, destroyed and/or stored on site, but does not include Retail (Cannabis).

**CAR WASH** – means a development where motor vehicles are washed on a commercial basis.

**CARE FACILITY (CHILD)** – means a use where care, instruction, maintenance or supervision is provided for seven or more children under the age of 13 years, by persons other than one related by blood or marriage, for periods not exceeding 24 consecutive hours. Typical development includes day-care centres, early childhood services, nurseries and after-school or baby-sitting programs.

**CARE FACILITY (CLINIC)** – means a use where medical and health care services are provided on an outpatient basis only. Typical development includes medical and dental offices, health care clinics, pre-natal clinics and counseling services.

**CARE FACILITY (LARGE GROUP)** – means a use that is recognized, authorized, licenced or certified by a public authority intended to provide room and board for more than six residents, exclusive of staff, and family members residing onsite where individuals who are in need of supervision reside on a temporary or long-term basis in a group setting where twenty-four (24) hour personal care or support may be provided. Typical development includes senior homes, large boarding homes, large group homes, large family homes and large long-term special needs care facilities.

**CARE FACILITY (SMALL GROUP)** – means a residential care facility which is recognized, authorized, licensed or certified by a public authority such as a social care facility intended to provide room and board for six residents or less, exclusive of staff or family members residing in the home, where residents are in need of supervision reside on a temporary or long-term basis in a group setting and 24-hour personal care or support may be provided. The residential character of the Dwelling shall be primary; with the occupants living together as a single housekeeping unit and using shared cooking facilities. Typical uses include small boarding homes, small group homes and small long-term special needs facilities.

**CARE FACILITY (MEDICAL)** – means a use that is authorized by the applicable Provincial authority where medical treatment for the sick, injured or infirm occurs, including out-patient services and accessory staff dwellings. Typical development includes hospitals, sanitariums, nursing homes, hospices, psychiatric hospitals, auxiliary hospitals, and detoxification centres.

**COMMUNICATIONS TOWER** – means a building or structure for the transmission of wireless communication signals. Typical facilities include telecommunication towers, antennae, and the buildings that house their supporting equipment.

**CORNER VISIBILITY TRIANGLE** – means the triangular area formed on a corner parcel by the two (2) curb lines and a straight line, which intersects them 3.0 meters from where they meet in Residential districts and 6.0m from where they meet in all other districts.

**COMPATIBLE** – means the characteristics of different uses or activities or designs which allow them to be located near or Adjacent to each other in harmony. Compatibility does not mean “same as”. Rather, compatibility refers to the sensitivity of development proposals in maintaining the character of existing developments.

**CONSTRUCT** – means to build, rebuild, or relocate and without limiting the generality of the word, also includes: any preliminary operation such as excavation, filling or draining; altering an existing building or structure by addition, enlargement, extension, or other structural change; and any work which requires a Building Permit.

**CONVENTION CENTRE** – means a use that provides permanent facilities for meetings, seminars, conventions, weddings or other special events, that may include areas for food preparation.

**COUNCIL** – means the Council of the Town of Drayton Valley

**CURB CUT** – means a place where vehicles cross a curb, even if there is no built curb.

**DEMOLITION** – means the pulling down or destruction or removal of a structure.

**DENSITY** – means the number of dwelling units on a site expressed in units per hectare (uph).

**DESIGNATED OFFICER(S)** – means those persons designated by bylaw under the MGA and for purposes of the Bylaw are the Development Officer, Community Peace Officer, Bylaw Enforcement Officer, and Town’s CAO or their Designate.

**DEVELOPER** – means a person or an owner of land in accordance with the Statutes of the Province of Alberta who wishes to proceed with development.

**DEVELOPMENT** – means:

- a) An excavation or stockpile and the creation of either of them, or
- b) A building or an addition to, or replacement or repair of a building, or
- c) A change of use of land (via “Redesignation”) or a building or an act done in relation to land or a building that results in or is likely to result in a change in the land or building, or
- d) A change in the intensity of use of land or a building that results in or is likely to result in a change in the intensity of use of the land or building.

**DEVELOPMENT AGREEMENT** – means an agreement which is a contract between a developer and the Town regarding the sharing of costs arising from the construction or servicing of a development.

**DEVELOPMENT AUTHORITY** – means a Development Authority established pursuant to the MGA to exercise development powers and duties on behalf of the Town.

**DEVELOPMENT COMMENCEMENT** – means the moment construction is started on site (i.e. excavation) or the land use has begun for the purposes of the Development Permit application.

**DEVELOPMENT COMPLETION** – means the moment the required Building/Development Permit conditions and requirements have been met for the purposes of the Development Permit application and/or the final inspection reports have been received.

**DEVELOPMENT PERMIT** – means a document or permit, which may include attachments, issued pursuant to this Bylaw authorizing a development.

**DIRECT CONTROL DISTRICT** – means a district in the Land Use Bylaw which details guidelines established by Council for control over the use and development of an area pursuant to the provisions of the MGA.

**DISTRICT** – means a Land Use District.

**DRIVE THROUGH** – means a use where services are provided to patrons who are in a motor vehicle. This use will always be approved with another use such as eating and drinking establishments or financial institution.

**DWELLING OR DWELLING UNIT** – a building or portion of a building consisting of one or more rooms operated or intended to be operated as a permanent residence for a household, containing cooking, sleeping and sanitary facilities only for that unit.

**DWELLING (MANUFACTURED HOME)** – means a dwelling that is manufactured to be moved from one point to another that is located on a permanent foundation and which provides completely self-contained, year-round residential accommodation and meets the requirements for a residence under the Canadian Standards Association.

**DWELLING (MULTI-UNIT)** – means a dwelling with three (3) or more dwelling units. Typical multi-unit dwellings include Apartments, Row Houses, Town Houses, Stacked-Townhouses, Tri or Four-plexes and Seniors Manors. Secondary Suites are not permitted in Dwelling (Multi-Unit).

**DWELLING (DUPLEX/SEMI)** – means a dwelling containing two (2) dwelling units having the dwelling area of one located above the dwelling area of the other each with a private entry or a dwelling containing not more than two (2) side-by-side dwelling units sharing a common wall, which may be subdivided along the common wall.

**DWELLING (SINGLE DETACHED)** – means a dwelling (constructed on site or modular construction) that is supported on a permanent foundation or basement but does not include Dwelling (Manufactured Home).

**EASEMENT** – means a right to use land generally for access to other property or as a right-of-way for a public utility.

**ESTABLISHMENT (EATING & DRINKING)** – means use where food is prepared and alcoholic beverages may be offered for sale to the public for consumption. Typical development includes restaurants, diners, fast food restaurants, takeout only restaurants, bars and pubs.

**ESTABLISHMENT (ENTERTAINMENT)** – means a use where live performances or motion pictures are shown. Typical development includes auditoria, bingo halls, casinos, cinemas and theatres but does not include Establishment (Adult).

**ESTABLISHMENT (ADULT)** – means a premise or parts thereof in which products or services are provided which are of a sexual intent and shows or displays nudity with an erotic or sexually explicit intent. Typical uses would include but are not limited to adult mini-theatres, strip clubs or shows, sex shops and adult video stores.

**EXCAVATION** – means any breaking of ground except for gardening and ground care.

**FENCE** – means a vertical physical barrier constructed to prevent visual intrusions, unauthorized access, or provide sound abatement.

**FARMER'S MARKET** – means a use where individual vendors provide goods for sale directly to the public. Vendors may change on a frequent or seasonal basis and goods may be sold both inside and outside of the building. Goods being sold are primarily fresh food products, finished consumer goods, produce, handcrafted articles, antiques or second-hand goods.



**FLOOR AREA** – means the area of all floors in a building, measured within the exterior walls of a building, not including basements, decks, patios, driveways, sidewalks, or porches.

**FINANCIAL INSTITUTION** – means a use where banks, credit unions, trust companies, treasury branches, pawn shops or payday loan services are located.

**FUNERAL HOME** – means a use where the deceased are prepared for burial or cremation, and/or funeral services are held.

**FULL CUT-OFF FIXTURES** – means lighting fixtures that direct light directly down towards the ground (the luminous intensity at or above an angle of 90° above nadir is zero).

**GAS STATION** – means a use where gasoline and related fuels are sold, typically including a small retail component. This use does not include a Bulk Fuel Facility.

**GOVERNMENT SERVICES** – means a use where municipal, provincial or federal government services/programs are provided. Typical development includes cemeteries, police stations, fire stations, courthouses, post offices, municipal offices or social service offices.

**GRADING** – means the alteration of the grade of a site.

**GREEN SPACE** – means an area of grass, trees, or other vegetation set apart for aesthetic purposes in an otherwise urban environment.

**GROSS FLOOR AREA (GFA)** – means the total floor area of a building within the exterior and basement walls, excluding areas used exclusively for parking, mechanical/electrical equipment, common laundry and storage lockers, and common areas such as stairways, halls and corridors.

**HOME OFFICE** – means any occupation, trade, profession, or craft carried on as a secondary use of a dwelling unit which does not involve any employees or customers coming to the dwelling unit (other than deliveries in accordance with Section 4.7.d), on-site storage or display of materials, or the creation of any nuisance whatsoever.

**HOME-BASED BUSINESS** – means a use where business is conducted in a Principal Building or Accessory Building with moderate weekly visits and with one employee who does not live on the property. Uses are secondary to the residential use of the parcel and do not change the residential appearance of the land and buildings. Typical development includes day homes.

**HOTEL/MOTEL** – means a use where sleeping accommodation and ancillary services are provided in rooms or suites which may contain facilities for food preparation. This use may be combined with another use such as an Establishment (Eating & Drinking), Retail (Small) Convention Centre.

**INDUSTRIAL (LIGHT)** – means a use where activities are primarily carried on within an enclosed building and no significant nuisance factor is created or apparent outside an enclosed building. Any development, even though fully enclosed, where, in the opinion of a Development Authority, there is significant risk of interfering with the amenity of adjacent sites because of the nature of the site, materials or processes, shall not be considered Industrial (Light). Typical development includes laboratories, general contractors and landscaping services, equipment rentals, warehouses and warehouse sales of furniture, floor coverings etc.

**INDUSTRIAL (MEDIUM)** – means a use where all or a portion of the activities and uses are carried on outdoors, without any significant nuisance such as noise, appearance, or odour, extending beyond the boundaries of the site. Any development where the risk of interfering with the amenity of adjacent or nearby sites, because of the nature of the site, materials or processes, cannot be successfully mitigated shall be considered Industrial (Heavy). Typical development includes storage yards, grain storage, construction, maintenance, equipment rental or sales, and manufacturing or processing facilities that do not pose a Nuisance.

**INDUSTRIAL (HEAVY)** – means a use that may have an effect on the safety, use, amenity, or enjoyment of adjacent or nearby sites due to appearance, noise, odour, emission of contaminants, fire or explosive hazards, or dangerous goods, but does not include Industrial (Cannabis Processing). Typical development includes abattoirs, concrete plants, wreckage and salvage yards, and manufacturing and processing facilities that create a Nuisance.

**INDUSTRIAL (LOGISTICS)** – means a use where storage and inter-modal (highway) distribution of goods occurs, resulting in larger traffic volume. Typical development includes shipping/receiving facilities, transshipment and distribution centres.

**LANDSCAPING** – means to change or modify the natural features of a site so as to make it more attractive by adding lawns, trees, shrubs, ornamental plantings, fencing, walks, drives, or other structures and materials.

**LANE** – means a public thoroughfare, which provides a secondary means of access to a parcel.

**LIVESTOCK** – means all domesticated animals kept for use on a farm or raised for sale or profit and includes horses, cattle, sheep, swine, poultry or other animals as determined by the Town.

**LODGING HOUSE** – means a use, other than a hotel/motel, where lodging with or without meals is provided for remuneration. No more than four (4) rooms may be used for the purpose of accommodating guests on site.

**MAINTENANCE** – means the upkeep of a building or property that does not involve structural change, the change of use, or the change of intensity of use.

**MANUFACTURED HOME PARK** – means a parcel of land under one title, which provides spaces for the long-term parking and occupancy of a Dwelling (Manufactured Home).

**MIXED-USE BUILDING** – means a building used partly for residential use and partly for commercial use.

**MIXED-USE DEVELOPMENT** – means a parcel of land or a building or structures developed for two or more different uses such as residential, office, manufacturing, retail, public, or entertainment.

**MUNICIPAL GOVERNMENT ACT (MGA)** – means the *Municipal Government Act* of Alberta, as amended.

**NATURAL CONSERVATION LANDS** – means areas set aside for conservation of natural features or areas of cultural or scenic value. Such lands are intended to be kept in a natural state with limited development

**NON-CONFORMING BUILDING** – means a building:

- a) That is lawfully constructed or lawfully under construction at the date a land use bylaw affecting the building or the land on which the building is situated becomes effective, and
- b) That on the date the land use bylaw becomes effective does not, or when constructed will not, comply with the land use bylaw.

**NON-CONFORMING USE** – means a lawful specific use:

- a) Being made of land or a building or intended to be made of a building lawfully under construction at the date a land use bylaw affecting the land or building becomes effective, and
- b) That on the date the land use bylaw becomes effective does not, or in the case of a building under construction will not, comply with the land use bylaw.

**NUISANCE** – means anything that interferes with the use or enjoyment of property, endangers personal health or safety, or is offensive to the senses.

**OFF STREET PARKING** – means parking constructed entirely off any road or lane.

**OFFICE** – means a use where professional, management, administrative, consulting and similar business support services occur.

**PARCEL** – means the aggregate of the one or more areas of land described in a Certificate of Title or described in a Certificate of Title by reference to a plan filed or registered in a Land Titles Office. May also be referred to as a site.

**PARCEL AREA** – means the total area of a parcel.

**PARCEL COVERAGE** – means the combined area of all buildings or covered/roofed structures upon the parcel, measured at the approved grades, including all porches and verandas, enclosed terraces, steps, cornices, eaves, and similar projections; such area shall include air wells, and all other space within an enclosed building.

**PARCEL FRONTAGE** – means the length of a street boundary measured along the front line of a parcel.

**PARCEL, CORNER** – means a parcel that abuts two (2) intersecting streets.

**PARCEL, DOUBLE FRONTING** – means a parcel which abuts two (2) non-intersecting streets (excluding lanes).

**PARCEL, INTERIOR** – means a parcel which is bounded by only one (1) street.

**PARK** – means land developed for recreational activities that invite the public and includes picnic areas, playgrounds, pedestrian and bicycle paths, and associated public washrooms.

**PLAYGROUND** – means an outdoor play area, containing recreational equipment such as slides and swings.

**PRINCIPAL BUILDING** – means a building which:

- a) occupies the major or central portion of a parcel,
- b) is the chief or main building on a parcel, or
- c) constitutes, by reasons of its use, the primary purpose of which the parcel is used.

**PRINCIPLE USE** – means the main purpose for which a parcel is used.

**PROPERTY LINE** – means any boundary of a parcel, and includes the rear, front and side property lines.

**RECREATION (CULTURE & TOURISM)** – means a use where public or private cultural or tourism recreation occurs. Typical development includes tourist information centres, libraries, museums, or other cultural facilities, but does not include Recreation (Public) facilities nor Establishment (Entertainment).

**RECREATION (OUTDOOR)** – means a use where outdoor recreation occurs. Typical development includes outdoor skating rinks, lawn bowling greens, tennis courts, swimming and wading pools, water spray parks, rodeo grounds, go-cart tracks, miniature golf, theme parks and golf courses.

**RECREATION (PRIVATE)** – means a use where sports or recreation, that is privately owned, occurs within an enclosed Building. Typical development includes private clubs or lodges, health or fitness clubs, or private recreation facilities such as bowling alleys, arcades or racquet courts.

**RECREATION (PUBLIC)** – means a use where sports or recreation, that is open to the public, occurs within an enclosed building. Typical development includes recreation centres, community halls, public swimming pools, curling rinks and arenas, but does not include Government Services.

**RECYCLING FACILITY** – means a use where waste is sorted and/or packaged for shipment. Typical development includes recycling depots, bottle depots and compost facilities.

**REDESIGNATION** – means the conversion of land from one land use to another.

**REGISTERED OWNER** – means;

- a) in the case if land by Crown in right of Alberta or the Crown in right of Canada, the Minister of the Crown having the administration of the land, or

- b) in the case of any other land:
  - i. the purchaser of the fee simple estate in the land under an agreement for sale that is the subject of a caveat registered against the certificate of title in the land and any assignee of the purchaser's interest that is the subject of a caveat registered against the certificate of title, or
  - ii. in the absence of a person described in clause (a), the person registered under the owner of the fee simple estate in the land.

**RESERVE, ENVIRONMENTAL (ER)** – means the land designated as Environmental Reserve per the MGA.

**RESERVE, SCHOOL (SR)** – means the land designated as School Reserve per the MGA.

**RESERVE, MUNICIPAL (MR)** – means the land designated as Municipal Reserve per the MGA.

**RELIGIOUS ASSEMBLY** – means a use where religious organizations worship and related social activities/programs occur that may include areas for food preparation as well as accessory dwellings. Typical development includes churches, mosques, temples, synagogues, parish halls, convents, monasteries and manses.

**RESIDENTIAL CONVERSION** – means a development in a Residential district that involves the conversion, but does not substantially change the general residential appearance, of a Dwelling (Single-Detached) for Office or Retail (Small) use.

**RETAIL (AGRICULTURE)** – means a use specially designed for the commercial growing of vegetables, flowers or other plants for transplanting or sale.

**RETAIL (CANNABIS)** – means a use, that is licensed by the Province of Alberta, where cannabis and cannabis accessories are sold for consumption off the premises.

**RETAIL (SMALL)** – means a use where goods and/or services are sold in a building with a gross floor area less than 1,000.0 m<sup>2</sup>. Typical development includes a convenience store or sandwich shop or personal services such as hairdressers/salons, massage clinics, laundromats, or tailors.

**RETAIL (GENERAL)** – means a use where goods and services are sold in a building with a gross floor area between 1,000.0 - 4,000.0 m<sup>2</sup>. Typical development includes a clothing store or pharmacy but does not include Retail (Groceries).

**RETAIL (LARGE)** – means a use where goods and services are sold in a building with a gross floor area larger than 4,000.0 m<sup>2</sup>. Typical development includes 'big box' or building supplies retailers but does not include Retail (Groceries).

**RETAIL (LIQUOR)** – means development used for the provincially licensed retail sale of any and all types of alcoholic beverages to the public for consumption off the premises.

**RETAIL (GROCERIES)** – means use where raw or prepared foods are sold. This use may be combined with another use such as small retail.

**RETAIL (SHOPPING CENTRE)** – means a use where commercial establishments are grouped on a site planned, developed, and managed as a single unit with on-site parking provided. Typical development includes a strip mall, power centre or shopping mall.

**RETAINING WALL** – means a wall for holding in place, a mass of earth or the like, as at the edge of a terrace or excavation.

**SCHOOL** – means a use operated with public funds pursuant to the School Act, which may be located on reserve land pursuant to the MGA.

**SCHOOL (TRADE)** – means a school that offers instruction and practical introductory experience in the skills needed to provide a skilled service or trade as such as mechanics, carpentry, plumbing, welding, hairstyling or esthetics.

**SECONDARY SUITE (INTERNAL)** – means a secondary Dwelling Unit located within a Principal Building.

**SECONDARY SUITE (EXTERNAL)** – means a secondary Dwelling Unit located within an Accessory Building.

**SETBACK** – means the perpendicular or radial distance from a property line to the nearest portion of the foundation of the building including any columns supporting or appearing to support a roof load. In the case of a cantilevered floor, the setback shall be to the outer wall of the cantilevered section.

**SHOW HOME** – means the use of an unoccupied dwelling as a sales office and/or to demonstrate housing product.

**SIDEWALK** – means a pathway or right-of-way for pedestrian traffic.

**SIGN** – means an object or device intended to advertise or call attention to a person, matter, event or location.

**SIGN, SANDWICH BOARD** – means a non-illuminated sign having an “A” shape, limited to a maximum of 1.0 m<sup>2</sup> in size, which is set upon the ground.

**SIGN – COMMON TERMS**

- a) “COPY” means the letters, graphics or characters that make up the message on the sign face.
- b) “CHANGEABLE COPY” means that portion of the copy that can be readily changed either manually or electronically.
- c) “BUILDING FACE” means any exterior wall of a Building.
- d) “THIRD PARTY ADVERTISING” means advertising which directs attention to a business, commodity, service or event that is conducted, sold or offered elsewhere than on the premises on which the sign is located.

**SOLAR PANELS (ROOF TOP)** – means a roof-mounted device that converts light into electricity.

**SOLAR PANELS (WALL MOUNTED)** – means a wall-mounted device that converts light into electricity.

**SOLAR PANELS (FREE STANDING)** – means a freestanding device that converts light into electricity, which is set upon the ground.

**STATUTORY PLAN** – means an Inter-Municipal Development Plan, Municipal Development Plan, Area Structure Plan or Area Redevelopment Plan adopted by a municipality under the MGA, as amended.

**STOCKPILE** – means an accumulation materials or raw materials, including snow dumps, stored outdoors in a pile.

**STOREY** – means the habitable space between the upper face of one floor and the lower face of the next higher floor. A basement shall be considered a storey if the upper face of the floor above it is more than 1.8 metres above ground level.

**STREET** – means a public thoroughfare, often paved and referred to interchangeably as a road.

**SUBDIVISION** – the process of dividing land into smaller Parcels, overseen by the Subdivision Authority.

**SUBDIVISION & DEVELOPMENT APPEAL BOARD (SDAB)** – means a subdivision & development appeal board pursuant to the ‘SDAB Bylaw No. 2018/03/D and SDAB Amending Bylaw No. 2019/05/D’, as amended or replaced.

**SURVEILLANCE SUITE** – means a dwelling unit used solely to accommodate a person or persons related as a family member, or employee, whose official function is to provide surveillance, maintenance and/or security for a development,

**TEMPORARY** – means a use which is limited in its permanence.

**TOWN** – means the Town of Drayton Valley.

**USE** – means the utilization of a parcel of land for a particular development activity.

**USE, DISCRETIONARY** – means the use of land or a building provided for in this Bylaw for which a decision on a Development Permit may be issued upon a Development Permit application having been made and subject to the enabling conditions for each proposed development being satisfied.

**USE, PERMITTED** – means the use of land or a building provided for in this Bylaw for which a Development Permit shall be approved and issued by the Development Authority when the proposed development conforms to all applicable requirements and rules of this Bylaw, with or without conditions, upon application having been made to the Development Authority.

**USE, INTENSITY OF** – means the degree or scale of operation of use or activity in relation to the amount of land and buildings associated with the use, vehicular traffic generation resulting thereof, amount of parking facilities required for the particular land use activity, etc.

**USE, SIMILAR** – means a use of a site or building in a District which, in the opinion of the Development Authority, is so similar to a Permitted Use or Discretionary Use in that District that it meets the intent of Council for the development of that District as set out in the purpose and intent statement, but does not include a use that is specifically defined as a Permitted or Discretionary Use in any other District.

**UTILITIES** – means a system or works used to provide services such as potable water, sewage disposal, waste management or storm systems, as well as the buildings that house the utility and any offices or equipment.

**YARD** – means a part of a parcel upon or over which no building or structure other than a boundary fence is erected, unless otherwise permitted.

**YARD, FRONT** – means that portion of a parcel that lies between the front face of the principal building and the front property line. In the case of a corner lot, the front yard is on the same side as the other lots in the row on the block regardless of the orientation of the principal building.

**YARD, REAR** – means the portion of a parcel that lies between the rear face of the principal building and the rear property line.

**YARD, SIDE** – means that portion of a parcel that lies between the side face of the principal building and the side property line.

All other words have the meanings assigned to them by the MGA, as amended, or common dictionary definitions.

# Schedule Recommended Tree Plantings **A**



**Please Note:** Drayton Valley is located in the zone Alberta Tree Hardiness Zone 4a, which is the same zone that Edmonton is located in. Trees planted in Edmonton should also have optimal chances of survival (all other factors being equal) if they were planted in Drayton Valley. This list is not an exhaustive list and is provided only as a courtesy to assist in deciding which tree plantings are suitable for a given site, in a variety of scenarios.

#### AMUR CHERRY

Species name: *Prunus maackii*

Other Common names: Amur Chokecherry, Manchurian Cherry

Likes: full sun (to maximize fruiting), well-drained soil

Dislikes: Compacted or saline soil, salt spray

Growth rate: Moderate

Lifespan: 30 years

- Susceptible to winter injury, requires a sheltered location
- Distinct reddish bark with white spring flowers
- Vulnerable to fungal disease (Fireblight)

#### BUR OAK

Species name: *Quercus macrocarpa*

Other Common names: Burr Oak, Mossycup Oak

Likes: Full sun, tolerates some shade, well-drained loam soil and moderate moisture, somewhat drought tolerant

Growth rate: Slow to moderate

Lifespan: 100-300 years

- Generally pest and disease free
- Tolerant to air pollution
- Adapts to most soil and growing conditions

#### EUROPEAN MOUNTAIN ASH

Species names: *Sorbus americana* Marsh. (American Mountain Ash) *Sorbus aucuparia* L. (European Mountain Ash) *Sorbus decora* Schneid. (Showy Mountain Ash)

Other Common names: Mountain Ash, Rowan, Dogberry

Likes: Full sun, Well-drained soil, Grows better as a multi-stemmed tree than with a single trunk

Dislikes: Poorly drained sites; susceptible to drowning,

Full sun on its trunk may cause damage

Growth Rate: Moderate

Lifespan: 30-50 years

- Showy orange-red fruit that attracts birds
- It can be either single stemmed or multi-stemmed
- Not good by walkways or on boulevards, as falling fruit may stain concrete, clothing and vehicles
- Susceptible to fire blight
- Not susceptible to Emerald Ash Boer or Western Ash Bark Beetle

#### AMUR MAPLE

Species name: *Acer ginnala*

Other Common names: N/A

Likes: Full sun, well-drained soil and moderate moisture

Dislikes: Saline soil and salt spray

Growth rate: Moderate

Lifespan: 60 years

- Adapts to a wide range of soil and pH levels
- Low-headed ornamental tree
- Beautiful fall foliage colour
- Generally pest and disease free

#### COLORADO SPRUCE

Species name: *Picea pungens*

Other Common names: Blue Spruce, Colorado Blue

Spruce, Green Spruce

Likes: Full sun, Well-drained, acidic soil; somewhat drought tolerant

Dislikes: Flooding, Compacted or alkaline soil

Growth rate: Moderate

Lifespan: 50-100 years

- Blue or green colour
- Dense, blue-green needles and stiffly pyramidal shape make this a popular landscape tree
- More salt tolerant than other spruces
- Rigid needles

#### IVORY SILK JAPANESE LILAC

Species name: *Syringa reticulata*

Other Common names: Japanese tree lilac

Likes: Full sun, Well-drained soil, Tolerates pollution well

Dislikes Heavily shaded sites, Drought,

Growth Rate: Moderate

Lifespan: 40-50 years

- Bears large sprays of showy, fragrant white flowers
- Small, neat size fits well in small yards
- Generally free of pests and disease issues
- Cream coloured flowers
- Dense canopy
- Bark is a deep brown that resembles a cherry



**LAUREL-LEAF WILLOW**

Species name: *Salix pentandra*

Other Common names: N/A

Likes: Full sun or partial shade, Moisture; tolerates some flooding, Organic, slightly acidic soil

Dislikes: Wind - sheds branches easily and may be untidy in an urban yard situation, Droughty areas, Alkaline soil, Not suitable near sewer pipes or water lines

Growth Rate: Fast; annual growth rate from 50 to 150 cm (1.5 to 5 ft)

Lifespan: 40-50 years

- Has shiny, glossy leaves and rough, twisted bark
- Retains its leaves long into fall
- May experience some winter dieback when young
- Generally pest and disease free

**MORDEN HAWTHORN**

Species name: *Crataegus x mordenensis*

Other Common names: Toba Hawthorn

Likes: Full sun or partial shade, highly adaptable to dry and moist soil conditions, successful growth in range of soil types and varying levels of pH

Dislikes: Although this tree is adaptable to moist soil conditions, it will not tolerate standing water

Growth Rate: Moderate

Lifespan: 40 years

- Glossy dark green foliage
- Light pink flower clusters
- Has some thorns
- Suitable for planting under power lines

**RUSSIAN OLIVE**

Species name: *Elaeagnus angustifolia*

Other Common names:

Likes: Dry, well-drained sites, drought and salt tolerant, strong preference to clay and alkaline soils. Very tolerant of urban pollution/

Dislikes: Excessive moisture

Growth Rate: Moderate

Lifespan: 50+ years

- May be difficult to find
- Has grey foliage
- Very fragrant yellow flowers

**LINDEN**

Species names: *Tilia cordata* Mill. (Littleleaf Linden)

*Tilia x flavescens* (Dropmore Linden) *Tilia mongolica* (Mongolian Linden)

Other Common names: American Basswood

Likes: Full sun, Well-drained soil, Neutral soil

Dislikes: Saline or compacted soil, Wind exposure - susceptible to sunscald

Growth Rate: Moderate

Lifespan: 50 years

- Dense, pyramidal canopy on a straight, tapered trunk
- Bears fragrant blossoms that are a valuable nectar source for honeybees
- Yellow fall colour
- Mongolian lindens have beautiful exfoliating bark for winter interest
- Generally pest and disease free

**OHIO BUCKEYE**

Species name: *Aesculus glabra*

Other Common names: American buckeye, fetid buckeye

Likes: Full sun, Well-drained acidic soil and moderate moisture, Tolerant to saline soil

Dislikes: Compacted soil

Growth Rate: Slow

Lifespan: 75 years

- Mature height 12m
- Highly ornamental, with creamy yellow blossoms, ornamental nut-like fruit
- Suitable for smaller yards
- Form is low-headed and has a dense canopy
- Palmate leaf with the leaflets about 10-15cm long
- It is fully hardy and slow growing
- Light orange fall colour

**SCOTS PINE**

Species name: *Pinus sylvestris*

Other Common names:

Likes: Full sun, Well-drained, acidic soil, Moderate moisture; will tolerate drought conditions

Dislikes: Alkaline or saline soil, Compaction

Growth Rate: Moderate-fast

Lifespan: 50-90 years

- Unique, twisted form at maturity
- Orange-brown bark
- Great for the urban landscape
- Mountain Pine Beetle mostly affects Lodgepole Pine, however the Scots Pine is still vulnerable. Inspect and maintain these trees regularly, particularly from July through September

### SIBERIAN LARCH

Species name: *Larix sibirica*

Other Common names: Russian larch

Likes: Full sun, Moist soils with a high-water table; some drought tolerance, Acidic soil, Some tolerance to compaction

Dislikes Saline or alkaline soil, Salt spray

Growth Rate: Moderately fast (15-30 cm annually)

Lifespan: 100 years

- Symmetrical shape
- Distinctive conifer sheds its needles every fall and grows new ones in spring
- Striking yellow fall colour
- Does well in parks or large yards
- Generally pest and disease free
- Maximum height 10m
- Maximum branch spread 3m

### WHITE SPRUCE

Species name: *Picea glauca*

Other Common names: White Spruce, Canada Spruce, Porsild Spruce, Skunk Spruce, Cat Spruce, Black Hills Spruce

Likes: Full sun, Well-drained, acidic soil. Prefers sites with more available moisture than the Colorado spruce

Dislikes Compacted or alkaline soil

Growth Rate: Moderate

Lifespan: 50-100 years

- Available in dwarf cultivars 'Densata' and 'Albertiana Conica'.
- Short, soft needles and small cones make this an attractive specimen tree
- Hardy native tree
- Needles are softer than the Colorado spruce

### SWISS STONE PINE

Species name: *Pinus cembra*

Other Common names: Swiss pine, Arolla pine, Stone pine

Likes: Full sun, Well-drained, acidic soil, Moderate moisture

Dislikes: Alkaline or saline soil, Compaction

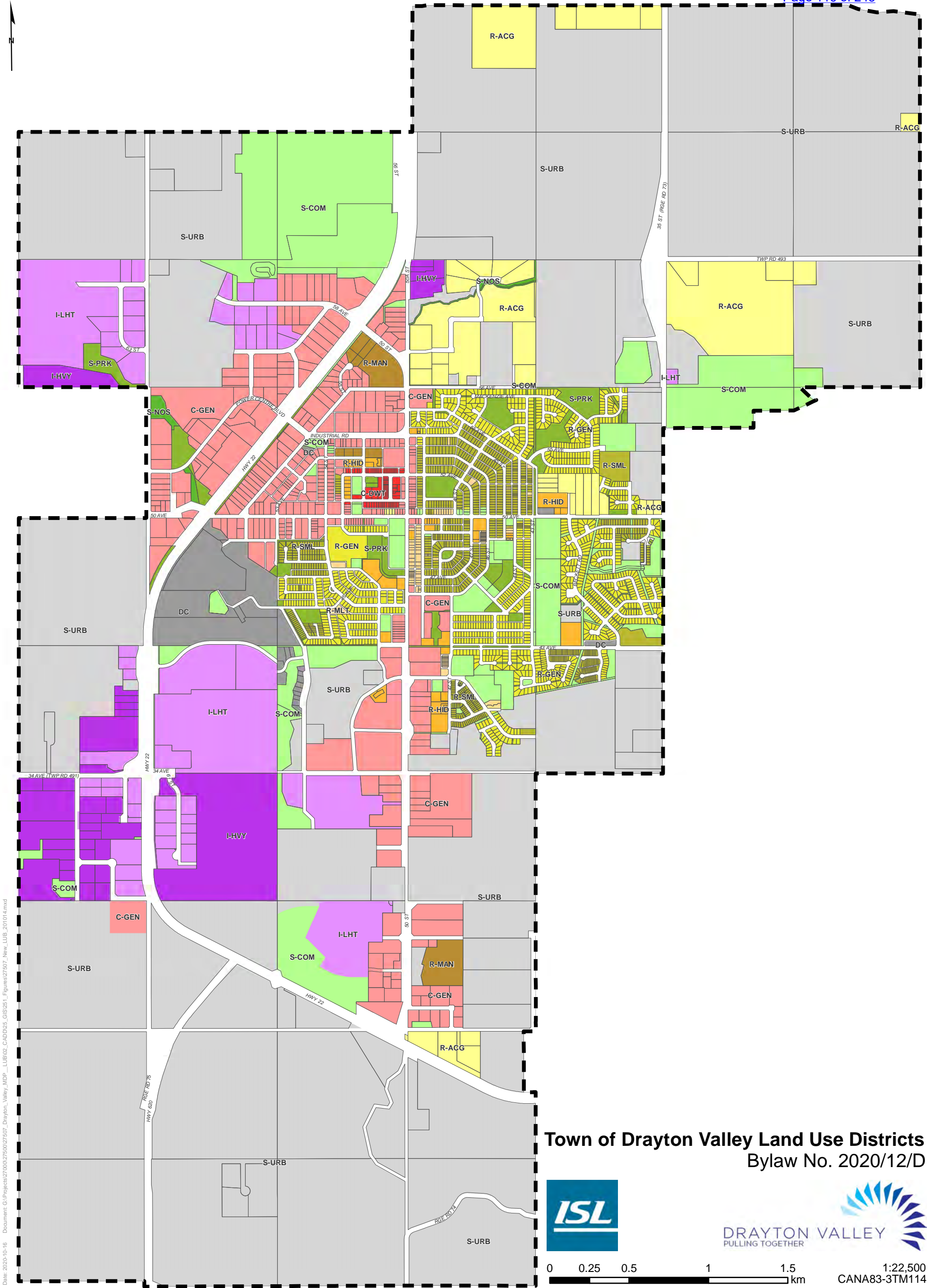
Growth Rate: Moderately slow

Lifespan: 100+ years

- Attractive dense, pyramidal shape
- Produces edible pine nuts at maturity
- Mountain Pine Beetle mostly affects Lodgepole Pine, however the Scots Pine is still vulnerable. Inspect and maintain these trees regularly, particularly from July through September

# Schedule Land Use Map

# B



# TOWN OF DRAYTON VALLEY

## REQUEST FOR DECISION



<b>SUBJECT:</b>	Appointment of Deputy Mayor
<b>MEETING:</b>	October 28, 2020 Regular Meeting of Council
<b>PRESENTED BY:</b>	Administration on behalf of Council

### 1. PROPOSAL AND BACKGROUND:

The *Municipal Government Act* (MGA) Section 152(1) states that “[a] Council must appoint one or more councillors as deputy chief elected official so that (a) only one councillor will hold that office at any one time, and (b) the office will be filled at all times.”

As per Policy C-03-14, the position of Deputy Mayor for the Town of Drayton Valley is held on a rotating basis for a term of eight months. The order of rotation is based on the number of votes each Councillor received in the election in descending order: however, within Policy C-03-14, Council may choose to change the order of appointments. In keeping with that provision, Council amended the order of appointments following a vacancy in late 2018 (Resolution 253/18). The amended order is as follows:

Councillor Fayrell Wheeler	October 25, 2017 – June 30, 2018
Mr. Eric Butz	July 1, 2018 – October 23, 2018
Councillor Bill Ballas	October 31, 2018 – June 30, 2019
Councillor Corey Peebles	July 1, 2019 – February 28, 2020
Councillor Nancy Dodds	February 29, 2020 – October 31, 2020
Councillor Amila Gammama	November 1, 2020 – June 30, 2021
Councillor Thomas McGee	July 1, 2021 – October 31, 2021

### 2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

There are no anticipated budgetary implications connected with this decision.

### 3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	Yes	MGA, Section 152
Municipal Bylaws	N/A	
Municipal Development Plan	N/A	
Sustainability Vision 2019-2021	N/A	
Town of Drayton Valley Strategic Plan 2019-2021	N/A	
Other Plans or Policies	Yes	Appointment of Deputy Mayor Policy C-03-14




### 4. POTENTIAL MOTIONS:

- A. That Council approve the appointment of Councillor Amila Gammama as the Deputy Mayor for the period November 1, 2020 – June 30, 2021.
- B. That Council appoint \_\_\_\_\_ as the Deputy Mayor for the period November 1, 2020 - June 30, 2021.

**5. RECOMMENDATION**

**6. ATTACHMENTS:**

1. None

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			



# TOWN OF DRAYTON VALLEY

## REQUEST FOR DECISION



<b>SUBJECT:</b>	Approval of Signing Authorities
<b>MEETING:</b>	October 28, 2020 Regular Meeting of Council
<b>PRESENTED BY:</b>	Elvera Thomson General Manager of Finance

### 1. PROPOSAL AND BACKGROUND:

As a result of recent changes within the organizational structure of Administration, a resolution of Council is required to set out the signing authorities for the Municipal Corporation of the Town of Drayton Valley.

### 2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

Administration will notify the appropriate staff to ensure the mailing lists are updated based on Council's decision.

### 3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	N/A	
Municipal Bylaws	N/A	
Municipal Development Plan	N/A	
Sustainability Vision 2019-2021	N/A	
Town of Drayton Valley Strategic Plan 2019-2021	N/A	
Other Plans or Policies	N/A	

### 4. POTENTIAL MOTIONS:

- A. I move that the signing authorities for the Town of Drayton Valley be as follows, effective October 28, 2020:

The Municipal Corporation of the Town of Drayton Valley resolves that any one of the following – Mayor Michael Doerksen, Councillor Thomas McGee, Councillor Fayrell Wheeler, Councillor Bill Ballas, Councillor Corey Peebles, Councillor Nancy Dodds, Councillor Amila Gammana; along with any one of the following individuals with the following titles from Administration – Chief Administrative Officer; Assistant Chief Administrative Officer; General Manager of Finance; Finance Manager; or any person designated by the Chief Administrative Officer in writing – are hereby authorized for and in the name of the Corporation to draw, endorse, accept, sign and make all or any bills of exchange, cheques, promissory notes and order for the payment of money, and other instruments whether negotiable or not for deposit or collection for the credit of the Corporation only with the bankers of the Corporation, and that the Chief Administrative Officer or any person designated by the Chief Administrative Officer in writing, may arrange, settle and certify all books and accounts between the Corporation and its bankers and sign receipts for vouchers;

and,

with regard to documents relating to Administration, the Chief Administrative Officer or designate be authorized in writing, to sign such instruments.

**5. RECOMMENDATION**

Administration recommends approving the signing authorities.

**6. ATTACHMENTS:**

1. None

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			



# TOWN OF DRAYTON VALLEY

## REQUEST FOR DECISION



<b>SUBJECT:</b>	Brazeau Foundation Board Appointment – Community Member at Large for the Town of Drayton Valley
<b>MEETING:</b>	October 28, 2020 Regular Meeting of Council
<b>PRESENTED BY:</b>	Winston Rossouw CAO

### 1. PROPOSAL AND BACKGROUND:

Brazeau Foundation is an organization which manages social housing programs in Drayton Valley and surrounding area. Operations for the Foundation are mandated through a Provincial Ministerial Order and governed by a local Board of Directors (Attachment 1). Social housing programs offered include the Shangri-La Lodge; Senior Apartments Projects; Family/Individual Housing Programs; and the Direct to Tenant Rent Supplement Program. These programs all have separate reporting requirements and separate budgets.

The Brazeau Foundation Board of Directors composition, as outlined in the Ministerial Order for the Brazeau Foundation Board and confirmed by their Executive Director, consists of the following membership (comprised of three (3) elected officials and two (2) appointed Members at Large):

- Two (2) members from the Town of Drayton Valley;
- Two (2) members from Brazeau County; and
- One (1) member from the Village of Breton.

The membership for Mrs. Jeannette Vatter, Community Member at Large for the Town of Drayton Valley, expires as of October 31, 2020. The position was advertised in the Drayton Valley Western Review, as well as, on the Town's website and Facebook pages. One (1) application for re-appointment from Mrs. Jeannette Vatter (Attachment 2) has been received.

### 2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

There are no additional budgetary implications.

### 3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	Yes	Ministerial Order for the Brazeau Foundation
Municipal Bylaws	N/A	
Municipal Development Plan	N/A	
Sustainability Vision 2019-2021	N/A	
Town of Drayton Valley Strategic Plan 2019-2021	N/A	
Other Plans or Policies	N/A	

### 4. POTENTIAL MOTIONS:

- A. That Council appoint Mrs. Jeannette Vatter as a Community Member at Large for the Town of Drayton Valley on the Brazeau Foundation Board for a one (1) year term, ending October 31, 2021.




- B. That Council direct Administration to re-advertise the position for the Community Member at Large for the Town of Drayton Valley on the Brazeau Foundation Board.

**5. RECOMMENDATION**

Administration recommends re-appointing Mrs. Jeannette Vatter to allow the Brazeau Foundation to continue their operations.

**6. ATTACHMENTS:**

- 1) Excerpt Ministerial Order for the Brazeau Foundation
- 2) Application from Mrs. Jeannette Vatter

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			

## **A P P E N D I X**

### **Brazeau Foundation**

1. Brazeau Foundation (hereafter referred to as the "management body") is hereby established as a management body.
2. The members of the management body are as follows:
  - Town of Drayton Valley
  - Municipal District of Brazeau No. 77
  - Village of Breton
3. (1) The management body shall be governed by a board (hereafter referred to as "the board"), comprised of five (5) members, as follows and appointed in accordance with subsection (2):
  - (a) two (2) members appointed by the Town of Drayton Valley:
    - (i) one (1) member from its municipal council; and
    - (ii) one (1) member at large selected in the manner it determines appropriate,
  - (b) two (2) members appointed by the Municipal District of Brazeau No. 77:
    - (i) one (1) member from its municipal council; and
    - (ii) one (1) member at large selected in the manner it determines appropriate, and
  - (c) one (1) member, appointed by the Village of Breton from its municipal council and selected in the manner the Village determines appropriate.
- (2) The board shall be appointed as follows:
  - (a) Each member of the board shall be appointed at the organizational meeting of the appointing member of the management body in accordance with this Order.
  - (b) The term of office of each member of the board:
    - (i) are for a maximum one (1) year term;
    - (ii) shall begin the day after the appointing member of the management body holds its annual organizational meeting in the year appointed; and
    - (iii) end the day the appointing member of the management body holds its annual organizational meeting in the year the term expires.
  - (c) Members of the board may hold consecutive terms of office.
  - (d) A municipal councillor appointed to the board by a member of the management body may only remain a member of the board while a municipal councillor for the



## TOWN OF DRAYTON VALLEY

### Application for Board/Committee Membership

FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

NAME: Jeannette Vatter

PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

OCCUPATION: Retired

I AM INTERESTED IN (SELECT ONE): ☒ 1 Year Term ☐ 2 Year Term ☐ 3 Year Term  
☐ No Preference

SOME BOARDS/COMMITTEES HAVE SPECIFIC POSITIONS FOR CERTAIN DEMOGRAPHICS, PLEASE ANSWER THE FOLLOWING:

AGE:

☐ Under 21 ☐ 21-35 ☐ 35-55 ☒ Over 55

MUNICIPALITY OF RESIDENCE:

☒ Town of Drayton Valley ☐ Brazeau County ☐ Other(Please State): \_\_\_\_\_


BOARD/COMMITTEE MEMBERSHIP APPLIED FOR: (Please Choose)

<input type="checkbox"/> Aquatic Fund Development Strategy Committee	<input checked="" type="checkbox"/> Brazeau Seniors Foundation
<input type="checkbox"/> Childcare Operational Board	<input type="checkbox"/> Drayton Valley Municipal Library Board
<input type="checkbox"/> Family and Community Support Services (FCSS) Advisory Board	<input type="checkbox"/> Mayor's Advisory Committee
<input type="checkbox"/> Subdivision and Development Appeal Board	<input type="checkbox"/> Traffic Advisory Committee
<input type="checkbox"/> Other: (Please state)	

☒ I hereby give permission to have my name stand for other vacant positions on Town of Drayton Valley Boards or Committees, should I not be selected to serve on this Board or Committee.

The personal information requested on this form is being collected for the purpose of assessing suitability for appointment to a Board or Committee constituted or formed by the Town of Drayton Valley. It is collected under the authority of Section 33 of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, Chapter F-25, and is used exclusively and expressly for the purpose mentioned above. If you have any questions on disclosure or the use of information, please contact the FOIPP Coordinator at (780) 514-2200.





DRAYTON VALLEY

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**RELATED EXPERIENCE AND QUALIFICATIONS:**

I HAVE HAD THE PRIVILEGE TO SERVE THIS  
BOARD AND PROVIDE LEADERSHIP OVER THE YEARS.

I FEEL IT IS IMPORTANT TO MAINTAIN CONTINUITY & STABILITY.

**BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:**

TO BRING CONTINUITY TO THE BOARD

---

**OTHER PERTINENT INFORMATION:**

I TAKE GREAT PRIDE IN SERVING  
ON THIS BOARD AND HAD GREAT RESULTS OVER  
THE YEARS.

**Will you be able to attend all regular meetings and attend to matters which may require allocation of personal time?**

☒

YES

☐

NO

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**PLEASE PROVIDE TWO (2) LETTERS OF REFERENCE ATTACHED WITH THIS APPLICATION.**

FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

**SIGNATURE**

**DATE:**

*Sept 17/2020*

Please return the completed form marked

**ATTENTION: Administration Department**

In Person

5120-52 Street, Drayton Valley

Mail

Box 6837, Drayton Valley, AB, T7A 1A1

E-mail

admin-support@draytonvalley.ca

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## Jeannette Vatter

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**From:** Janet Young FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)  
**Sent:** September 14, 2020 1:55 PM  
**To:** Jeannette Vatter  
**Subject:** Appointment- Town of Drayton Valley for your Representative to sit on the Board for the Brazeau Foundation Board.

?

To: Mayor and Councillors of Drayton Valley, AB

I am strongly asking you to re-appoint Jeannette Vatter to the Brazeau Foundation Board. She is very knowledgeable about the Foundation. At this time with the changes which could be made we need to have the background and knowledge that she has to share and keep everything going in the proper direction. As we all know things are a changing and we need her expertise in the upcoming year.

Thank you for your consideration.

Sincerely yours,

Janet Young  
( Breton, Alberta)  
Sent from my iPad=

## Jeannette Vatter

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**To:** Donna Wiltse  
**Subject:** RE: reference

**From:** Donna Wiltse [<mailto:DWiltse@brazeau.ab.ca>]  
**Sent:** September 17, 2020 9:59 PM  
**To:** FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)  
**Subject:** reference

Dear Drayton Council

This is a reference letter of support for Jeanette Vatter to be selected to sit on the Brazeau Senior Foundation. Jeanette has worked tirelessly on this board and is a great asset to the Lodge with the knowledge of the daily operations.

**Donna Wiltse**  
Division Councillor  
**Brazeau County**  
[www.brazeau.ab.ca](http://www.brazeau.ab.ca)

.....  
Please consider the environment before printing this email.

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# TOWN OF DRAYTON VALLEY

## REQUEST FOR DECISION

DRAYTON VALLEY



<b>SUBJECT:</b>	Drayton Valley Municipal Library Board Member Appointments
<b>MEETING:</b>	October 28, 2020 Regular Meeting of Council
<b>PRESENTED BY:</b>	Douglas Whistance-Smith Library Director

### 1. PROPOSAL AND BACKGROUND:

The Town of Drayton Valley Library Board established under Town Bylaw 99-15 originally allowed for the appointment of a minimum of three (3) and a maximum of five (5) non-elected members-at-large which each serve a three-year term.

*Excerpts from Bylaw 99-15*

#### 7. Composition of the Board

a) The Board shall consist of seven (7) but no less than five (5) members, who shall be appointed by resolution of Council for a three-year term. However, Board members appointed from Council may serve a one-year term. The Board shall be constituted as follows:

- i) Two (2) members, being (one each) from the Town of Drayton Valley Council and Brazeau County Council.
- ii) Five (5) or a minimum of three (3) members from the community-at-large.

The Town of Drayton Valley recently updated the Library Bylaw 2019/15/B to expand the number of serving Board members to align with the maximum allowed under the *Libraries Act* section:

4(1) A municipal board shall consist of not fewer than 5 and not more than 10 members appointed by council.

*Excerpts from Town Bylaw 2019/15/B*

#### Composition of the Board

6. The Board shall consist of up to ten (10) but no less than five (5) members. The Board shall be constituted as follows:

- 6.1. Two (2) members, being one each from the Town of Drayton Valley Council and Brazeau County Council; and
- 6.2. Eight (8) or a minimum of three (3) members from the community-at-large.

8. Board members shall be selected on the basis of an active interest in library board activities and community development as a whole. Board members shall have a long view of the in terms of social infrastructure.

9. Members of the Board shall be appointed by Town Council.

9.1. Members-at-large shall be appointed by resolution of council for three (3) year terms, expiring October 31.

The Library Board currently has eight (8) trustees including six (6) members-at-large and two (2) elected members being one each from the Town of Drayton Valley Council and Brazeau County Council.

At the Board's October 15, 2020, meeting, trustees whose three-year appointments conclude on October 31, 2020, were asked to state their intent. Town resident and Board Treasurer, Pat Adamson, expressed her commitment to seek a third appointment to the Board. County resident



and member-at-large, Donna Gawalko, also expressed her commitment to seek a second appointment to the Board. County resident and member-at-large, Colleen Andersen, stated her intent to retire from the Board effective October 31, 2020. This will leave three (3) vacant positions on the Board.

The Board received three (3) applications from Town and County residents expressing interest in serving on the Library Board. These applicants attended the October 15, 2020, Board meeting and were given the opportunity to introduce themselves and their background in community service. The applicants include:

1. Colleen Schoeninger (County resident) - former Bonnyville Town Councillor, Brazeau County Library Board member and retired library worker.
2. Karen Hickerty (Town resident) - former school councillor, youth coach, and retired library worker.
3. Susan Schwindt (Town resident) - past involvement in community organizations, committees and retired teacher.

The Board seeks to establish a sustainable balance in the cycle of term appointments for trustees that fill these newly expanded positions in accordance with section 4 of the *Libraries Act*.

- 4(5) Subject to subsection (6), appointments to the municipal board shall be for a term of up to 3 years.
- 4(6) When appointments are made in respect of a first municipal board, council shall, as nearly as may be possible, appoint 1/3 of the members for a term of one year, 1/3 of the members for a term of 2 years and the remaining members for a term of 3 years.
- 4(7) Notwithstanding this section, the term of office of a member continues until a member is appointed in that member's place.

RSA 2000 cL-11 s37; 2006 c5 s13

## 2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

No impact to budget.

## 3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	Yes	<i>Alberta Libraries Act</i> section 4 regarding trustee appointments as outlined above
Municipal Bylaws	Yes	Town of Drayton Valley Bylaw 2019/15/B as defined above.
Municipal Development Plan	N/A	N/A
Sustainability Vision 2019-2021	N/A	N/A
Town of Drayton Valley Strategic Plan 2019-2021	N/A	N/A
Other Plans or Policies	N/A	N/A

## 4. POTENTIAL MOTIONS:

- A. That Council appoint following members-at-large to the Town of Drayton Valley Library Board: Pat Adamson, Donna Gawalko, and Colleen Schoeninger for a three (3) year term, expiring October 31, 2023; Karen Hickerty for a two (2) year term, expiring October 31, 2022; and Susan Schwindt for a one (1) year term, expiring October 31, 2021.
- B. That Council re-appoint \_\_\_\_\_ as member-at-large to the Town of Drayton Valley Library Board for an additional three (3) year term, expiring October 31, 2023.
- C. That Council appoint \_\_\_\_\_ as member-at-large to the Town of Drayton Valley Library Board for a three (3) year term, expiring October 31, 2023.
- D. That Council appoint \_\_\_\_\_ as member-at-large to the Town of Drayton Valley Library Board for a two (2) year term, expiring October 31, 2022.

- E. That Council appoint \_\_\_\_\_ as member-at-large to the Town of Drayton Valley Library Board for a one (1) year term, expiring October 31, 2021.
- F. That Council direct Administration to re-advertise the positions for the member-at-large for the Town of Drayton Valley Municipal Library Board.

## 5. RECOMMENDATION

The Board recommends that Pat Adamson be reappointed to the Library Board for a third three-year term, expiring on October 31, 2023.

The Board recommends that Donna Gawalko be reappointed to the Library Board for a second three-year term, expiring on October 31, 2023.

The Board recommends that Colleen Schoeninger be appointed to the Library Board for a preliminary three-year term, expiring on October 31, 2023.

The Board recommends that Karen Hickerty be appointed to the Library Board for a preliminary two-year term, expiring on October 31, 2022.

The Board recommends that Susan Schwindt be appointed to the Library Board for a preliminary one-year term, expiring on October 31, 2021.

## 6. ATTACHMENTS:

1. Pat Adamson's TODV Applications for Board/ Committee Membership with letter of support from Library administration and Board.
2. Donna Gawalko's TODV Applications for Board/ Committee Membership with letter of support from Library administration and Board.
3. Colleen Schoeninger's TODV Applications for Board/ Committee Membership with letter of support from Library administration and Board.
4. Karen Hickerty's TODV Applications for Board/ Committee Membership with letter of support from Library administration and Board.
5. Susan Schwindt's TODV Applications for Board/ Committee Membership with letter of support from Library administration and Board.

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			



## TOWN OF DRAYTON VALLEY

### Application for Board/Committee Membership

NAME: PAT ADAMSON PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
 STREET ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

OCCUPATION: RETIRED

I AM INTERESTED IN (SELECT ONE):

☐ 1 Year Term      ☐ 2 Year Term  
☒ 3 Year Term      ☐ No Preference

*Please note that eventually the length of the term is depending on the Board's or Committee's Bylaw, Terms of Reference or similar.*

**SOME BOARDS/COMMITTEES HAVE SPECIFIC POSITIONS FOR CERTAIN DEMOGRAPHICS, PLEASE ANSWER THE FOLLOWING:**

AGE: ☐ Under 21      ☐ 21-35      ☐ 35-55      ☒ Over 55

MUNICIPALITY OF RESIDENCE:

☒ Town of Drayton Valley      ☐ Brazeau County      ☐ Other(Please State): \_\_\_\_\_

**BOARD/COMMITTEE MEMBERSHIP APPLIED FOR: (Please Choose)**

<input type="checkbox"/> Aquatic Facility Committee	<input type="checkbox"/> Brazeau Foundation
<input type="checkbox"/> Early Childhood Development Centre (Childcare Operational) Board	<input checked="" type="checkbox"/> Drayton Valley Municipal Library Board
<input type="checkbox"/> Family and Community Support Services (FCSS) Advisory Board	<input type="checkbox"/> Other: (Please state) _____
<input type="checkbox"/> Subdivision and Development Appeal Board	

☐ *I hereby give permission to have my name stand for other vacant positions on Town of Drayton Valley Boards or Committees, should I not be selected to serve on this Board or Committee.*

*Please note any preferred Boards or Committees:* \_\_\_\_\_




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**RELATED EXPERIENCE AND QUALIFICATIONS:**

*EMPLOYED FOR 29 YEARS IN THE EDUCATION SYSTEM.*

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**BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:**

*AN INTEREST TO PROMOTE AND ENHANCE  
LIBRARY SERVICES IN DRAYTON VALLEY.*

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**OTHER PERTINENT INFORMATION:**


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Will you be able to attend all regular meetings and attend to matters which may require allocation of personal time?

☒ YES ☐ NO

---

**PLEASE PROVIDE TWO (2) LETTERS OF REFERENCE ATTACHED WITH THIS APPLICATION.**

---

FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

**SIGNATURE:**

**DATE:** *09/01/2020*

---

Please return the completed form marked

**ATTENTION: Administration Department**

In Person 5120-52 Street, Drayton Valley  
Mail Box 6837, Drayton Valley, AB, T7A 1A1  
E-mail admin-support@draytonvalley.ca

The personal information requested on this form is being collected for the purpose of assessing suitability for appointment to a Board or Committee constituted or formed by the Town of Drayton Valley. It is collected under the authority of Section 33 of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, Chapter F-25, and is used exclusively and expressly for the purpose mentioned above. If you have any questions on disclosure or the use of information, please contact the FOIPP Coordinator at (780) 514-2200.

# Drayton Valley Libraries

Imagine ~ Engage ~ Explore ~ Discover!

October 16, 2020

## Town Council

### Town of Drayton Valley

P.O. Box 6837 (5120 – 52<sup>nd</sup> Street)

Drayton Valley, AB T7A 1R7

## Re: Recommendation for Patricia Adamson's re-appointment to the Library Board

The Drayton Valley Municipal Library Board received an application from Trustee Patricia (Pat) Adamson to continue her service on Town Boards and Committees for an additional three-year term.

Pat Adamson currently holds an Executive position on the Library Board as our Treasurer. Her contributions in our financial governance efforts has been exemplary and we fully support her continued service to the community through the Library Board.

Pat Adamson has completed two full three-year appointments on our Board and has expressed interest in continuing her service. The Library Board recommends council's re-appointment of Mrs. Patricia Anderson to our governance team for a third term appointment to extend from **October 2020 to October 2023**.

Sincerely,

## Doug Whistance-Smith

Director, Drayton Valley Municipal Library

P.O. Box 6240 (5120-52<sup>nd</sup> Street)

Drayton Valley, AB T7A 1A1

CC: Town of Drayton Valley C.A.O, Winston Rossouw

CC: Lyndara Cowper-Smith

**Attachment:** TODV Application for Board/Committee Membership, completed by Patricia Adamson.

---

"As we lose ourselves in the service of others, we discover our own lives and our own happiness"

- Dieter Uchtdorf





## TOWN OF DRAYTON VALLEY

### Application for Board/Committee Membership

FOIP Act; RSA 2000; Chapter F-25; section 17(1) &amp; (4)

NAME: Downa GAWACKO PHONE: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_  
 STREET ADDRESS: \_\_\_\_\_  
 E-MAIL ADDRESS: \_\_\_\_\_  
 OCCUPATION: Retired

FOIP Act; RSA 2000; Chapter F-25; section 17(1) &amp; (4)

I AM INTERESTED IN (SELECT ONE):

☐

1 Year Term

☒

2 Year Term

3 Year Term

☐

No Preference

*Please note that eventually the length of the term is depending on the Board's or Committee's Bylaw, Terms of Reference or similar.*

SOME BOARDS/COMMITTEES HAVE SPECIFIC POSITIONS FOR CERTAIN DEMOGRAPHICS, PLEASE ANSWER THE FOLLOWING:

AGE:

☐

Under 21

☐

21-35

☐

35-55

☒

Over 55

MUNICIPALITY OF RESIDENCE:

☐

Town of Drayton Valley

☒

Brazeau County

☐

Other(Please State): \_\_\_\_\_

BOARD/COMMITTEE MEMBERSHIP APPLIED FOR: (Please Choose)

☐  
☐  
☐  
☐

Aquatic Facility Committee

Early Childhood Development Centre (Childcare Operational) Board

Family and Community Support Services (FCSS) Advisory Board

Subdivision and Development Appeal Board

☐  
☒  
☐

Brazeau Foundation

Drayton Valley Municipal Library Board

Other: (Please state) \_\_\_\_\_

☒

*I hereby give permission to have my name stand for other vacant positions on Town of Drayton Valley Boards or Committees, should I not be selected to serve on this Board or Committee.*

Please note any preferred Boards or Committees: Brazeau Foundation

RELATED EXPERIENCE AND QUALIFICATIONS:

*Retired Librarian - FPMHS*

BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:

*This should be on file  
as I am*

OTHER PERTINENT INFORMATION:

*Currently  
on the Library Board*

Will you be able to attend all regular meetings and attend to matters which may require allocation of personal time?

☒ YES ☐ NO

PLEASE PROVIDE TWO (2) LETTERS OF REFERENCE ATTACHED WITH THIS APPLICATION.

FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

SIGNATURE

DATE: *Aug. 22 - 2020*

Please return the completed form marked

**ATTENTION: Administration Department**

In Person 5120-52 Street, Drayton Valley  
Mail Box 6837, Drayton Valley, AB, T7A 1A1  
E-mail [admin-support@draytonvalley.ca](mailto:admin-support@draytonvalley.ca)

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# Drayton Valley Libraries

Imagine ~ Engage ~ Explore ~ Discover!

October 16, 2020

## Town Council

### Town of Drayton Valley

P.O. Box 6837 (5120 – 52<sup>nd</sup> Street)

Drayton Valley, AB T7A 1R7

## Re: Recommendation for Donna Gawalko's re-appointment to the Library Board

The Drayton Valley Municipal Library Board received an application from Trustee Donna Gawalko to continue her service on Town Boards and Committees for an additional three-year term.

Donna Gawalko has been a valuable contributor to our governance team. Her efforts have been exemplary, and we fully support her continued service to the community through the Library Board.

Donna Gawalko has completed one full three-year appointment with our Board and has expressed interest in continuing her service. The Library Board recommends council's re-appointment of Mrs. Donna Gawalko to our governance team for a second three-year term appointment to extend from **October 2020 to October 2023**.

Sincerely,

## Doug Whistance-Smith

Director, Drayton Valley Municipal Library

P.O. Box 6240 (5120-52<sup>nd</sup> Street)

Drayton Valley, AB T7A 1A1

CC: Town of Drayton Valley C.A.O, Winston Rossouw

CC: Lyndara Cowper-Smith

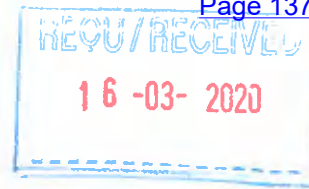
**Attachment:** TODV Application for Board/Committee Membership, completed by Donna Gawalko.

---

"What you get by achieving your goals is not as important as what you become by achieving your goals."

– Henry David Thoreau





## TOWN OF DRAYTON VALLEY

### Application for Board/Committee Membership

NAME: Colleen Schoeninger PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

OCCUPATION: Realtor - farmers Market Manager

I AM INTERESTED IN (SELECT ONE):

☒ 1 Year Term ☐ 2 Year Term  
☐ 3 Year Term ☐ No Preference

*Please note that eventually the length of the term is depending on the Board's or Committee's Bylaw, Terms of Reference or similar.*

**SOME BOARDS/COMMITTEES HAVE SPECIFIC POSITIONS FOR CERTAIN DEMOGRAPHICS, PLEASE ANSWER THE FOLLOWING:**

AGE: ☐ Under 21 ☐ 21-35 ☒ 35-55 ☐ Over 55

MUNICIPALITY OF RESIDENCE: ☐ Town of Drayton Valley ☒ Brazeau County ☐ Other(Please State): \_\_\_\_\_

**BOARD/COMMITTEE MEMBERSHIP APPLIED FOR: (Please Choose)**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Aquatic Facility Committee                                       | <input checked="" type="checkbox"/> Brazeau Foundation                     |
| <input checked="" type="checkbox"/> Early Childhood Development Centre (Childcare Operational) Board | <input checked="" type="checkbox"/> Drayton Valley Municipal Library Board |
| <input checked="" type="checkbox"/> Family and Community Support Services (FCSS) Advisory Board      | <input type="checkbox"/> Other: (Please state) _____                       |
| <input checked="" type="checkbox"/> Subdivision and Development Appeal Board                         |  |

☒ *I hereby give permission to have my name stand for other vacant positions on Town of Drayton Valley Boards or Committees, should I not be selected to serve on this Board or Committee.*

*Please note any preferred Boards or Committees: Library + Aquatic*



**RELATED EXPERIENCE AND QUALIFICATIONS:**

Five years Municipal Council in Bonnyville during construction of the Centennial Center. 3 years as Programmer for D.V. Municipal Library. 3 years served on Brazeau Library Board 2 years as Chair. Current Secretary for the D.V. + District Agricultural Society. Bachelor of Arts in Sociology + English Community Economic Development certification.

**BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:**

Interested in the growth and development of our community and wise use of taxpayer dollars. Good governance and. correct processes to meet organizational needs

**OTHER PERTINENT INFORMATION:**

Very tuned in and accessible to community members. Have good working relationships with Not for Profits. Variety of experience have time to commit to volunteer for worthwhile community projects. Recently completed Real Estate Education & became licenced.

Will you be able to attend all regular meetings and attend to matters which may require allocation of personal time?

☒ YES ☐ NO

**PLEASE PROVIDE TWO (2) LETTERS OF REFERENCE ATTACHED WITH THIS APPLICATION.**

FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

**SIGNATURE:**

**DATE:** March 10, 2020

Please return the completed form marked

**ATTENTION: Administration Department**

In Person

5120-52 Street, Drayton Valley

Mail

Box 6837, Drayton Valley, AB, T7A 1A1

E-mail

admin-support@draytonvalley.ca



# Drayton Valley Libraries Imagine ~ Engage ~ Explore ~ Discover!

October 16, 2020

## Town Council

### Town of Drayton Valley

P.O. Box 6837 (5120 – 52<sup>nd</sup> Street)

Drayton Valley, AB T7A 1R7

## Re: Recommendation for Colleen Schoeninger's appointment to the Library Board

The Drayton Valley Municipal Library Board received an application to serve on Town Boards and Committees from Brazeau County resident Mrs. Colleen Schoeninger in early 2020.

Mrs. Schoeninger attended our October 15, 2020 Library Board meeting to be introduced to the governance team and become familiar with our initiatives. Mrs. Schoeninger's past service on Bonnyville Town Council, her prior engagement on the Brazeau Library Board as well as her previous experience working in Drayton Valley Library programs make her an ideal candidate for our governance team.

The Town of Drayton Valley recently updated the Library Bylaw 2019/15/B to expend the number of serving Board members to align with the maximum allowed under the *Libraries Act section 4(1)*:

- (1) A municipal board shall consist of not fewer than 5 and not more than 10 members appointed by council.

The Board seeks to establish a sustainable balance in the cycle of trustee term appointments that fill these newly expanded positions. *Section 4* of the *Act* specifies that:

- (5) Subject to subsection (6), appointments to the municipal board shall be for a term of up to 3 years.
- (6) When appointments are made in respect of a first municipal board, council shall, as nearly as may be possible, appoint 1/3 of the members for a term of one year, 1/3 of the members for a term of 2 years and the remaining members for a term of 3 years.
- (7) Notwithstanding this section, the term of office of a member continues until a member is appointed in that member's place.

RSA 2000 cL-11 s37; 2006 c5 s13

The Library Board recommends appointment of Mrs. Colleen Schoeninger to our governance team for a preliminary three-year appointment from **October 31, 2020 to October 31, 2023**.

Sincerely,

### Doug Whistance-Smith

Director, Drayton Valley Municipal Library

P.O. Box 6240 (5120-52<sup>nd</sup> Street)

Drayton Valley, AB T7A 1A1

CC: Town of Drayton Valley C.A.O, Winston Rossouw

CC: Lyndara Cowper-Smith

**Attachment:** TODV Application for Board/Committee Membership, completed by Colleen Schoeninger.

---

"For a community to be whole and healthy, it must be based on people's love and concern for each other."

– Millard Fuller



## TOWN OF DRAYTON VALLEY

### Application for Board/Committee Membership

NAME: Karen Hickerty PHONE: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_  
OCCUPATION: Administrator

FOIP Act; RSA 2000; Chapter F-25; section 17(1) &amp; (4)

FOIP Act; RSA 2000; Chapter F-25; section 17(1) &amp; (4)

I AM INTERESTED IN (SELECT ONE):

☐ 1 Year Term      ☐ 2 Year Term  
☐ 3 Year Term      ☒ No Preference

*Please note that eventually the length of the term is depending on the Board's or Committee's Bylaw, Terms of Reference or similar.*

**SOME BOARDS/COMMITTEES HAVE SPECIFIC POSITIONS FOR CERTAIN DEMOGRAPHICS, PLEASE ANSWER THE FOLLOWING:**

AGE:

☐ Under 21      ☐ 21-35      ☐ 35-55      ☒ Over 55

MUNICIPALITY OF RESIDENCE:

☒ Town of Drayton Valley      ☐ Brazeau County      ☐ Other(Please State):

**BOARD/COMMITTEE MEMBERSHIP APPLIED FOR: (Please Choose)**

<input type="checkbox"/> Aquatic Facility Committee	<input type="checkbox"/> Brazeau Foundation
<input type="checkbox"/> Early Childhood Development Centre (Childcare Operational) Board	<input checked="" type="checkbox"/> Drayton Valley Municipal Library Board
<input type="checkbox"/> Family and Community Support Services (FCSS) Advisory Board	<input type="checkbox"/> Other: (Please state)
<input type="checkbox"/> Subdivision and Development Appeal Board	

☐ *I hereby give permission to have my name stand for other vacant positions on Town of Drayton Valley Boards or Committees, should I not be selected to serve on this Board or Committee.*

*Please note any preferred Boards or Committees:* \_\_\_\_\_



DRAYTON VALLEY

**RELATED EXPERIENCE AND QUALIFICATIONS:**

Avid reader, and use the local library frequently. I worked at the McBride Public Library Before relocating to AB. Previously involved in School Councils, children's sports team and youth groups.

**BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:**

Now being an empty nester and working part time, I have time available to contribute to my community. As well, literacy and reading are very important to me.

**OTHER PERTINENT INFORMATION:**

In previous groups I choose the role of secretary as I enjoy taking minutes, keeping organized notes and having my hands + mind involved in the organization. I do believe I could be an asset to the Board.

Will you be able to attend all regular meetings and attend to matters which may require allocation of personal time?

☒

YES

☐

NO

**PLEASE PROVIDE TWO (2) LETTERS OF REFERENCE ATTACHED WITH THIS APPLICATION.**

FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

**SIGNATURE****DATE:** Feb 14 20

Please return the completed form marked

**ATTENTION: Administration Department**

In Person

5120-52 Street, Drayton Valley

Mail

Box 6837, Drayton Valley, AB, T7A 1A1

E-mail

admin-support@draytonvalley.ca

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Wayne MacKinnon  
5203 Industrial Road  
Drayton Valley, AB T7A 1R6

Administration Department  
Town of Drayton Valley  
5120-52 Street  
Drayton Valley, AB T7A 1A1

February 14, 2020

Dear Administration Department:

I would recommend Karen as candidate for the Drayton Valley Municipal Library Board. She has been employed by Century 21 Hi-Point Realty for 11 years, first as receptionist and then as the company Administrator. She is responsible for book keeping, accounts payable/receivable, payroll, government remittances, word processing and office support, amongst other responsibilities.

Karen is organized, efficient, tidy and computer literate. She has excellent communication skills. Karen works independently and always assures that projects are completed competently. She is willing to work and volunteers in many areas of company operations.

Karen would be an asset to the town Library Board and has my recommendation. If you have any questions, or require further information, please do not hesitate to call me.

Sincerely,

FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

Wayne MacKinnon  
Owner/Manager  
Century 21 Hi-Point Realty

My apologies, this application is being submitted with a single reference letter as the other one that I requested still has not been sent to me.

I do want to assist with the Municipal Library, and I hope that my chance is not affected by only one letter.

Thank you

Karen Dickert



# Drayton Valley Libraries Imagine ~ Engage ~ Explore ~ Discover!

October 16, 2020

## Town Council

### Town of Drayton Valley

P.O. Box 6837 (5120 – 52<sup>nd</sup> Street)

Drayton Valley, AB T7A 1R7

## Re: Recommendation for Karen Hickerty's appointment to the Library Board

The Drayton Valley Municipal Library Board received an application to serve on Town Boards and Committees from Mrs. Karen Hickerty in early 2020.

Mrs. Hickerty attended our October 15, 2020 Library Board meeting to be introduced to the governance team and become familiar with our initiatives. Mrs. Hickerty's past engagements on boards and committees as well as her previous experience working in other libraries make her an ideal candidate. The Board has determined that she would be of great value to our organizational efforts.

The Town of Drayton Valley recently updated the Library Bylaw 2019/15/B to expend the number of serving Board members to align with the maximum allowed under the *Libraries Act* section 4(1):

- (1) A municipal board shall consist of not fewer than 5 and not more than 10 members appointed by council.

The Board seeks to establish a sustainable balance in the cycle of trustee term appointments that fill these newly expanded positions. *Section 4* of the *Act* specifies that:

- (5) Subject to subsection (6), appointments to the municipal board shall be for a term of up to 3 years.
- (6) When appointments are made in respect of a first municipal board, council shall, as nearly as may be possible, appoint 1/3 of the members for a term of one year, 1/3 of the members for a term of 2 years and the remaining members for a term of 3 years.
- (7) Notwithstanding this section, the term of office of a member continues until a member is appointed in that member's place.

RSA 2000 cL-11 s37; 2006 c5 s13

The Library Board recommends council's appointment of Mrs. Karen Hickerty to our governance team for a preliminary two-year term appointment from **October 2020 to October 2022**.

Sincerely,

## Doug Whistance-Smith

Director, Drayton Valley Municipal Library

P.O. Box 6240 (5120-52<sup>nd</sup> Street)

Drayton Valley, AB T7A 1A1

CC: Town of Drayton Valley C.A.O, Winston Rossouw

CC: Lyndara Cowper-Smith

**Attachment:** TODV Application for Board/Committee Membership, completed by Karen Hickerty.



## TOWN OF DRAYTON VALLEY

### Application for Board/Committee Membership

FOIP Act; RSA 2000; Chapter F-25; section 17(1) &amp; (4)

NAME: Susan Schwindt PHONE: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_  
 STREET ADDRESS: \_\_\_\_\_  
 E-MAIL ADDRESS: \_\_\_\_\_  
 OCCUPATION: retired teacher

FOIP Act; RSA 2000; Chapter F-25; section 17(1) &amp; (4)

I AM INTERESTED IN (SELECT ONE):

☐ 1 Year Term ☐ 2 Year Term  
☐ 3 Year Term ☒ No Preference

*Please note that eventually the length of the term is depending on the Board's or Committee's Bylaw, Terms of Reference or similar.*

**SOME BOARDS/COMMITTEES HAVE SPECIFIC POSITIONS FOR CERTAIN DEMOGRAPHICS, PLEASE ANSWER THE FOLLOWING:**

AGE: ☐ Under 21 ☐ 21-35 ☐ 35-55 ☒ Over 55

MUNICIPALITY OF RESIDENCE:

☒ Town of Drayton Valley ☐ Brazeau County ☐ Other(Please State): \_\_\_\_\_

**BOARD/COMMITTEE MEMBERSHIP APPLIED FOR: (Please Choose)**

<input type="checkbox"/> Aquatic Facility Committee	<input type="checkbox"/> Brazeau Foundation
<input type="checkbox"/> Early Childhood Development Centre (Childcare Operational) Board	<input checked="" type="checkbox"/> Drayton Valley Municipal Library Board
<input type="checkbox"/> Family and Community Support Services (FCSS) Advisory Board	<input type="checkbox"/> Other: (Please state)
<input type="checkbox"/> Subdivision and Development Appeal Board	

☒ *I hereby give permission to have my name stand for other vacant positions on Town of Drayton Valley Boards or Committees, should I not be selected to serve on this Board or Committee.*

*Please note any preferred Boards or Committees:* Braz. Fdn. & ?

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DRAYTON VALLEY

**RELATED EXPERIENCE AND QUALIFICATIONS:**

- \* I have had leadership/executive roles with many committees & organizations since forming JOTV, incl Communities in Bloom, DV Agricultural Society, 4-H, Church, the May calendar, etc
- \* Taught Jr & Sr. High, wide variety of subjects

**BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:**

- \* I'm looking to be involved in community decision making, & recognize the changing roles of libraries
- \* I've always enjoyed reading - a variety of genres - & appreciate the range of resources libraries offer

**OTHER PERTINENT INFORMATION:**

- \* BSc. Home Economics & BEd Secondary
- \* Taught many Further education courses (esp during the 1980's - 90's) w/ Powerhouse FEC.
- \* I began a book club/group which has been running for 10yrs now (~5x/yr)

Will you be able to attend all regular meetings and attend to matters which may require allocation of personal time?



YES



NO

PLEASE PROVIDE TWO (2) LETTERS OF REFERENCE ATTACHED WITH THIS APPLICATION.

C. Sather & D. Grawalko

SIGNATURE

DATE:

Oct 13/2020

Please return the completed form marked

**ATTENTION: Administration Department**

In Person 5120-52 Street, Drayton Valley  
 Mail Box 6837, Drayton Valley, AB, T7A 1A1  
 E-mail admin-support@draytonvalley.ca

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October 8, 2020

Town Of Drayton Valley  
Municipal Library Board  
Drayton Valley, AB.

Dear Drayton Valley Municipal Library Board Members:

I am writing regarding Susan Schwindt who, as a member of the Drayton Valley community, has expressed an interest in serving on the Drayton Valley Municipal Library Board.

I have known and worked with Susan for many years and consider her to be an ideal candidate for a Library Board seat. She is extremely organized and reliable.

Susan is also very community minded as can be seen in her current and past involvement in various local organizations. She is a forward thinking individual who also has a passion for literature and reading.

Please consider Susan Schwindt as an addition to the Drayton Valley Municipal Library Board.

Yours truly,

M. Claire Sather  
Frank Maddock High School  
Library Learning Commons Facilitator  
780-542-4401

October 8, 2020

Town of Drayton Valley  
Municipal Library Board

To Whom It Concerns  
Re: Application for Susan Schwindt to DV Library Board

I have known Susan for some 30 years and she has been an active participant in our community during those years.

I also worked with her for many of those years at Frank Maddock High School.

Susan is also an active member in one of our Local Churches in Drayton Valley.

Susan has also been an active participant in a local book club therefore has many interests in Libraries both personally and for the community.

She is a very community minded person and would be an advocate for our local Library.

She would be a welcome participant in the Library Board

Donna Gawalko

FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

Friend and former co-worker

# Drayton Valley Libraries Imagine ~ Engage ~ Explore ~ Discover!

October 16, 2020

## Town Council

### Town of Drayton Valley

P.O. Box 6837 (5120 – 52<sup>nd</sup> Street)  
Drayton Valley, AB T7A 1R7

## Re: Recommendation for Susan Schwindt appointment to the Library Board

The Drayton Valley Municipal Library Board recently received an application for Mrs. Susan Schwindt to serve on Town Boards and Committees.

Mrs. Schwindt attended our October 15, 2020 Library Board meeting to be introduced to the governance team and become familiar with our initiatives. Mrs. Schwindt is a retired teacher with extensive experience as a leader on committees and in the community that make her an ideal candidate for joining our team. The Board has determined that she would be of great value to our organizational efforts.

The Town of Drayton Valley recently updated the Library Bylaw 2019/15/B to expend the number of serving Board members to align with the maximum allowed under the *Libraries Act section 4(1)*:

- (1) A municipal board shall consist of not fewer than 5 and not more than 10 members appointed by council.

The Board seeks to establish a sustainable balance in the cycle of trustee term appointments that fill these newly expanded positions. *Section 4* of the *Act* specifies that:

- (5) Subject to subsection (6), appointments to the municipal board shall be for a term of up to 3 years.
- (6) When appointments are made in respect of a first municipal board, council shall, as nearly as may be possible, appoint 1/3 of the members for a term of one year, 1/3 of the members for a term of 2 years and the remaining members for a term of 3 years.
- (7) Notwithstanding this section, the term of office of a member continues until a member is appointed in that member's place.

RSA 2000 cL-11 s37; 2006 c5 s13

The Library Board recommends council's appointment of Mrs. Susan Schwindt to our governance team for a preliminary one-year term appointment from **October 2020 to October 2021**.

Sincerely,

## Doug Whistance-Smith

Director, Drayton Valley Municipal Library  
P.O. Box 6240 (5120-52<sup>nd</sup> Street)  
Drayton Valley, AB T7A 1A1

CC: Town of Drayton Valley C.A.O, Winston Rossouw

CC: Lyndara Cowper-Smith

**Attachment:** TODV Application for Board/Committee Membership, completed by Susan Schwindt.

---

"We cannot live for ourselves alone. Our lives are connected by a thousand invisible threads, and along these sympathetic fibers, our actions run as causes and return to us as results."

- Herman Melville

# TOWN OF DRAYTON VALLEY

## REQUEST FOR DECISION

DRAYTON VALLEY



<b>SUBJECT:</b>	Drayton Valley and District Family and Community Support Services (FCSS) Board Member Appointment
<b>MEETING:</b>	October 28, 2020 Regular Meeting of Council
<b>PRESENTED BY:</b>	Annette Driessen Director of Community Services

### 1. PROPOSAL AND BACKGROUND:

Town Bylaw 2018/14/B requires that the Drayton Valley and District Family and Community Support Services (FCSS) Board consist of seven (7) members who shall be appointed by Resolution of Town Council for either a one-, two- or three-year term.

When vacancies occur, applicants for FCSS Board membership must meet the criteria stated in the Bylaw including place of residence and age group category. As per the FCSS Bylaw, Board members are then selected on the basis of an active interest in FCSS activities and community development as a whole.

The membership for Community Representative - County expires on October 31, 2020. The position was advertised and the following one (1) eligible application was received:

- Ethel Mankow.

### 2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

The honorariums paid to Board members are considered within the departmental budget for FCSS. Accordingly, there are no additional budgetary implications.

### 3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations		
Municipal Bylaws	Yes	Town Bylaw 2018/14/B
Municipal Development Plan		
Sustainability Vision 2019-2021		
Town of Drayton Valley Strategic Plan 2019-2021		
Other Plans or Policies		




### 4. POTENTIAL MOTIONS:

- That Council appoint Ethel Mankow as the Community County Representative for the FCSS Board for a two-year term expiring October 31, 2022.
- That Council direct Administration to continue to advertise the position(s) of Representative for the FCSS Board.

### 5. RECOMMENDATION

### 6. ATTACHMENTS:

- Ethel Mankow's Application for Board/Committee Membership

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			



## TOWN OF DRAYTON VALLEY

### Application for Board/Committee Membership

NAME: Ethel Markow PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

OCCUPATION: Retired

I AM INTERESTED IN (SELECT ONE):

FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

☐ 1 Year Term ☐ 2 Year Term  
☐ 3 Year Term ☒ No Preference

Please note that eventually the length of the term is depending on the Board's or Committee's Bylaw, Terms of Reference or similar.

#### SOME BOARDS/COMMITTEES HAVE SPECIFIC POSITIONS FOR CERTAIN DEMOGRAPHICS, PLEASE ANSWER THE FOLLOWING:

AGE: ☐ Under 21 ☐ 21-35 ☐ 35-55 ☒ Over 55

MUNICIPALITY OF RESIDENCE: ☐ Town of Drayton Valley ☒ Brazeau County ☐ Other(Please State): \_\_\_\_\_

#### BOARD/COMMITTEE MEMBERSHIP APPLIED FOR: (Please Choose)

<input type="checkbox"/> Aquatic Facility Committee	<input type="checkbox"/> Brazeau Foundation
<input type="checkbox"/> Early Childhood Development Centre (Childcare Operational) Board	<input type="checkbox"/> Drayton Valley Municipal Library Board
<input checked="" type="checkbox"/> Family and Community Support Services (FCSS) Advisory Board	<input type="checkbox"/> Other: (Please state) _____
<input type="checkbox"/> Subdivision and Development Appeal Board	

☐ I hereby give permission to have my name stand for other vacant positions on Town of Drayton Valley Boards or Committees, should I not be selected to serve on this Board or Committee.

Please note any preferred Boards or Committees: \_\_\_\_\_

**RELATED EXPERIENCE AND QUALIFICATIONS:**

I have a lot of experience as I have been on the executive for many non profit organizations. Presently I am a board member of the Violet Grove Community Club and DV 55 plus club.

**BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:**

I am now retired so am happy to do some volunteer work in my community.

**OTHER PERTINENT INFORMATION:**

my last job was at the Drayton Valley Western Review (18 years) where I did accounts payable and receivable so feel my experience would be an asset to the FCSS board.

Will you be able to attend all regular meetings and attend to matters which may require allocation of personal time?

☒

YES

☐

NO

**PLEASE PROVIDE TWO (2) LETTERS OF REFERENCE ATTACHED WITH THIS APPLICATION.**

FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

**SIGNATURE:**

**DATE:** August 31, 2020

Please return the completed form marked

**ATTENTION: Administration Department**

In Person

5120-52 Street, Drayton Valley

Mail

Box 6837, Drayton Valley, AB, T7A 1A1

E-mail

admin-support@draytonvalley.ca

The personal information requested on this form is being collected for the purpose of assessing suitability for appointment to a Board or Committee constituted or formed by the Town of Drayton Valley. It is collected under the authority of Section 33 of the Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25, and is used exclusively and expressly for the purpose mentioned above. If you have any questions on disclosure or the use of information, please contact the FOIPP Coordinator at (780) 514-2200.

FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

Re: Recommendation of Ethel Mankow

To Whom It May Concern;

I have known Ethel Mankow for many years and feel confident in recommending her as a member of your board. During my association with her, I have found her to be an honest and conscientious person. She, also, has computer and financial skills necessary as a member of such a board, and can be of benefit in many ways.

Sincerely,

FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

Lilly Mayhew

FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

Mrs. Verna Sprague

FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

August 18, 2020

To Whom It May Concern:

I have known Ethel Mankow since 1991. Ethel and I are both active horseback riders and we both belong to the Drayton Valley Horse Club and the Tennessee Walking Horse Association of Western Canada.

Ethel is a hard worker and gives freely of her time to any organization she belongs to. Ethel's commitment and dedication kept the Drayton Valley Horse Club's Cancer Ride alive in Drayton Valley. In 1999 there was no one who wanted to organize the Cancer ride so Ethel stepped up to the plate and organized the ride in 2000 until 2015.

While a member of the Drayton Valley Horse Club I was the ride manager (2 years) for the Endurance Ride held at the Pembina Riverside Trails. Ethel was my ride Secretary; therefore we spent many working hours together. This was a huge undertaking and I was continuously impressed by the knowledge she brought to the table and her dedication to staying on top of the latest in the field. Ethel combines sharp analysis skills with a strong intuition, and I always knew I could rely on her to meet deadlines and exceed our expectations.

Ethel and I also worked together on many activities hosted by the TWHAWC and she was also Treasurer two years for that club. Ethel was always optimistic, engaging, easy to get along with, and executed all of the duties exceptionally well.

With that said I am highly confident that Ethel would be a great fit for the FCSS Board.

Sincerely,

FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

Verna Sprague

FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

# TOWN OF DRAYTON VALLEY

## REQUEST FOR DECISION



<b>SUBJECT:</b>	Aquatic Facility Re-Validation Report
<b>MEETING:</b>	October 28, 2020 Regular Meeting of Council
<b>PRESENTED BY:</b>	Annette Driessen General Manager of Community Services

### 1. PROPOSAL AND BACKGROUND:

In January 2020, the Town of Drayton Valley approved the Aquatic Centre Validation Report. The Validation Report gave confirmation of the construction of an eight-lane aquatic centre for a capital cost of \$21,241,319. This construction cost was guaranteed up to the date of April 30, 2020. With the delay in the announcement of the ICIP grant, the IPD (Integrated Project Delivery) Team required additional time to re-validate the capital budget.

The IPD Team has readdressed the capital budget and the following additions have been identified to the Client budget:

- \$528,358 has been identified as required alternate energy measures (Solar Photovoltaics) to meet the requirements of the ICIP grant.
- \$100,000 has been identified as extra costs associated to increase the size of the front entrance.
- \$67,258 has been identified as escalation costs associated with material procurement as well as costs related to COVID 19 safety measures.

The revised capital budget for the new Aquatic Centre is \$21,936,935.

The revised Aquatic Centre Capital Budget and Re-validation Report are presented to Council for its review and approval.

### 2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

The increase in the Capital Budget for the Aquatic Facility adds an additional amount of \$695,616 to the total funds that need to be raised through grants, sponsorships and donations. An aggressive fundraising campaign has been initiated by the local Aquatic Committee.

### 3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	N/A	
Municipal Bylaws	N/A	
Municipal Development Plan	N/A	
Sustainability Vision 2019-2021	N/A	
Town of Drayton Valley Strategic Plan 2019-2021	N/A	
Other Plans or Policies	Yes	The Community Sustainability Plan, through its objectives, sets out to achieve the following goals: <ul style="list-style-type: none"> <li>• Recreational facilities and programs are available and accessible for all;</li> </ul>

		<ul style="list-style-type: none"> <li>• There are strong, inclusive relationships between municipalities; and</li> <li>• All development and redevelopment projects are highly energy efficient and use sustainable building practices.</li> </ul> <p>The Social Development Plan, through its objectives, sets out to:</p> <ul style="list-style-type: none"> <li>• Improve the community's quality of life;</li> <li>• Drayton Valley and Brazeau County are clean and green communities;</li> <li>• Drayton Valley and Brazeau County are vibrant healthy communities; and</li> <li>• Recreational facilities and programs are available and accessible for all.</li> </ul>
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#### 4. POTENTIAL MOTIONS:




- A. That Town Council approve the Re-validation Report for the Aquatic Centre with a revised Capital Budget of \$21,936,935.
- B. That Town Council not approve the Re-validation Report and direct the IPD Team to make the following functional changes to the Aquatic Centre design.

#### 5. RECOMMENDATION

That Town Council approve the Re-validation Report for the Aquatic Centre with a revised Capital Budget of \$21,936,935.

#### 6. ATTACHMENTS:

1. Re-validation Report Addendum - Drayton Valley Brazeau Aquatic Centre

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			



A photograph of two young girls in a swimming pool. The girl in the foreground is wearing a pink swim cap and orange goggles, resting her chin on her arms and smiling. The girl in the background is wearing a black swim cap and blue goggles, also smiling. The water is a light blue color.

## **RE-VALIDATION ADDENDUM**

**Drayton Valley and Brazeau Aquatic Centre  
Town of Drayton Valley and Brazeau County**

**October 14<sup>h</sup> 2020**



# Re-Validation Addendum to the Drayton Valley and Brazeau Aquatic Centre Validation Report

## Executive Summary

With the approval of Government funding through the ICIP Funding program, the Town of Drayton Valley passed a resolution to proceed with the construction of the Drayton Valley and Brazeau Aquatic Centre. The approval was for an eight lane 25 metre pool with area to accommodate a future water slide. The Integrated Project Delivery (IPD) Team was requested to proceed with a Re-Validation of the January 15th, 2020 Drayton Valley and Brazeau Aquatic Centre Validation Report.

The ICIP funding agreement requires that the photo voltaic panels be included in the project as well as the future implementation of a Combined Heat Power engine (CHP) within three years of construction. The original validation report allowed for the future installation of the photo voltaic panels and did not include CHP.

The Town also requested the design team increase the size and presence of the main entrance as part to the re-validation process.

Each of the Project Implementation Teams (PITs) reviewed the project design and the implications of moving from a six lane 25 meter pool to an eight lane 25 meter pool with area for a future water slide, the addition of the photo voltaic panels on the Natatorium roof, the implementation of CHP, and the impact of the revised schedule. The PIT responses are included in the addendum.

The IPD Team reassessed the Risk Register and Wish List to confirm assumptions and review cost implications.

The project schedule was reviewed as part of the re-validation process and is attached to the addendum. Chandos has completed a site survey and will begin stripping the site as well as completing additional bore holes in the area of the pool tanks, support spaces and parking lot to confirm soils conditions and water table levels.

The Target Budget identified in the Validation Report for an eight lane 25 meter pool with area for a future water slide was \$21,214,319 (January 9th, 2020) which includes \$620,608 Fee at risk. The revised target budget is **\$21,936,934** (October 14th, 2020) which includes \$750,000 Fee at risk. Material escalation along with the addition of the photo voltaic panels, future CHP, additional area for main entrance and revised schedule have resulted the increased costs.

## Re-Validation Reports from PIT Teams

### Architectural

The Architectural design, building systems and finishes identified in the Validation Report remain in accordance with Section 3.1.

The area of the Natatorium has been increased to accommodate the 8 lane 25 meter pool configuration, hot tub and future water slide. The areas of the support spaces remains the same.

### Pool

Pool Mechanical Design

Revised 25m pool characteristics

PARAMETER	25m Pool – 8-lane
VOLUME	286 494 USG
TURNOVER RATE	228 min / 3.8 hrs 360 min / 6 hrs night turndown
FLOWRATE	1256 USGPM
NIGHT TURNDOWN FLOWRATE	850 USGPM
DESIGN BATHER LOAD	200 Bathers
TEMPERATURE (F)	72 F
HEAT UP TIME	72 hours

Revised 25m pool description:

“The 25m Pool will feature 8 lanes, and be dimensioned and outfitted to suit regional/Canadian (however not international) competition standards. It will feature a ‘negative edge’ or continuous gutter skimming edge design, and will be dimensioned to accommodate ‘touch pads’ during competitive use. It will feature a shallow end suitable for swimming lessons and general play, and deck mounted play accessories including basketball hoops. It will feature a deep end suitable for a climbing wall or diving board installation at a future time. An internal staircase and mobile lift will allow access by those of limited mobility.”

### Structural

Structural systems remain in accordance with Section 3.3.

The structure is lengthened to accommodate two additional lanes at the lap pool and deep foundations are added for a future water slide.

## Mechanical

The mechanical systems will be designed as outlined in section 3.4 Mechanical of the Validation Report with the following revisions/additions:

- The S/A, O/A, and E/A capacity of AHU-1 will be revised to 21,000 L/s.
- Piping connections to tie-in a future combined heat and power system to the boiler plant/hydronic system will be provided.

## Electrical

Noted below are the revisions made within the electrical budget during the re-validation stage.

Provisions for a 300kW photovoltaic system is to be provided as part of the base building and include conduit between the proposed PV cell locations on the roof and the proposed location of the new electrical room. System shall be connected to the 600V Main Distribution Panel (MDP).

Allowance for a future 35kW Combined Heat & Power (CHP) system with a breaker space in the 600V Main Distribution Panel (MDP).

Allowance in designed panel loads for up to 4 future level 2 EV charge stations and conduit rough in to facilitate future addition of chargers in parking lot.

## Solar scope

The grant funding for the project requires Solar on the project and based on discussions for funding and future payback we have selected to install solar only on the natatorium roof.

- Solar scope is based upon install and supply of a complete solar array
- Targeted array size for the roof installation would be 297 kW of ballasted solar array
- Intended design of roof array is based on Trina 480w modules and Huawei Sun2000 inverters

Re-Validated scope for the Drayton Valley Aquatic Center solar is based upon the below included proposal for an array on the Natatorium as provided by AltaPro Solar.

The helioscope simulation summary follows.

# Helioscope Simulation Summary



Annual Production Report produced by David DeBruin

## Aquatic Centre 2020 Rev1 Drayton Valley Netzero Pool, 6285+C5 Drayton Valley, Brazeau No. 77, AB

### Report

Project Name	Drayton Valley Netzero Pool
Project Address	6285+C5 Drayton Valley, Brazeau No. 77, AB
Prepared By	David DeBruin solar@altapro.ca

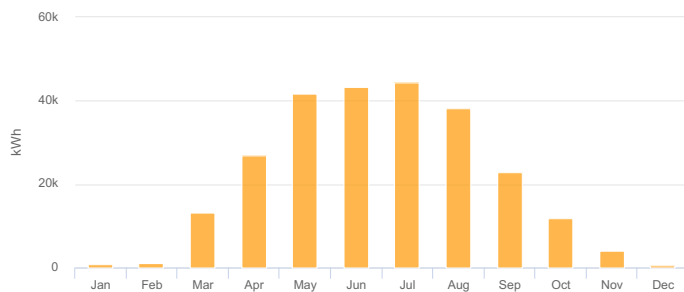
### System Metrics

Design	Aquatic Centre 2020 Rev1
Module DC Nameplate	297.6 kW
Inverter AC Nameplate	180.0 kW Load Ratio: 1.65
Annual Production	249.2 MWh
Performance Ratio	64.0%
kWh/kWp	837.2
Weather Dataset	TMY, 10km Grid, meteonorm (meteonorm)
Simulator Version	c9dbaf8ddb-988a84c71c-f80b80750a-9316cd3e94

### Project Location

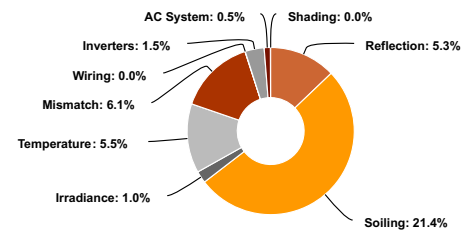


### Monthly Production



Month	GHI (kWh/m <sup>2</sup> )	POA (kWh/m <sup>2</sup> )	Shaded (kWh/m <sup>2</sup> )	Nameplate (kWh)	Grid (kWh)
January	32.2	35.1	35.1	921.2	681.1
February	55.0	58.2	58.2	1,597.6	1,164.6
March	105.1	108.8	108.8	13,746.2	13,143.5
April	143.8	146.5	146.5	29,166.8	27,024.9
May	174.2	176.0	176.0	49,242.3	41,710.3
June	184.9	186.2	186.2	52,169.4	43,341.2
July	190.9	192.6	192.6	53,814.6	44,484.5
August	160.0	162.6	162.6	45,266.1	38,339.5
September	105.1	107.9	107.9	25,821.6	22,971.0
October	67.8	71.1	71.1	12,739.6	11,792.3
November	34.0	36.5	36.5	4,384.9	3,984.7
December	24.2	26.6	26.6	684.6	512.2

### Sources of System Loss





## Annual Production Report produced by David DeBruin

⚡ Annual Production			
	Description	Output	% Delta
Irradiance (kWh/m <sup>2</sup> )	Annual Global Horizontal Irradiance	1,277.3	
	POA Irradiance	1,308.2	2.4%
	Shaded Irradiance	1,308.2	0.0%
	Irradiance after Reflection	1,238.5	-5.3%
	Irradiance after Soiling	973.4	-21.4%
	<b>Total Collector Irradiance</b>	<b>973.4</b>	<b>0.0%</b>
Energy (kWh)	Nameplate	289,554.9	
	Output at Irradiance Levels	286,774.6	-1.0%
	Output at Cell Temperature Derate	270,864.8	-5.5%
	Output After Mismatch	254,323.2	-6.1%
	Optimal DC Output	254,207.5	0.0%
	Constrained DC Output	254,258.2	0.0%
	Inverter Output	250,402.0	-1.5%
	<b>Energy to Grid</b>	<b>249,150.0</b>	<b>-0.5%</b>
Temperature Metrics			
	Avg. Operating Ambient Temp		7.3 °C
	Avg. Operating Cell Temp		18.3 °C
Simulation Metrics			
	Operating Hours		4598
	Solved Hours		4598

☁ Condition Set												
Description	Condition Set 1											
Weather Dataset	TMY, 10km Grid, meteonorm (meteonorm)											
Solar Angle Location	Meteo Lat/Lng											
Transposition Model	Perez Model											
Temperature Model	Sandia Model											
Temperature Model Parameters	Rack Type	a	b	Temperature Delta								
	Fixed Tilt	-3.56	-0.075	3°C								
	Flush Mount	-2.81	-0.0455	0°C								
	East-West	-3.56	-0.075	3°C								
	Carport	-3.56	-0.075	3°C								
Soiling (%)	J	F	M	A	M	J	J	A	S	O	N	D
	90	90	55	30	2	2	2	2	15	35	55	90
Irradiation Variance	5%											
Cell Temperature Spread	4° C											
Module Binning Range	-2.5% to 2.5%											
AC System Derate	0.50%											
Module Characterizations	Module						Uploaded By	Characterization				
	TSM-480DEG15VC.20(II) (Trina Solar)						Alta Pro	07.07 TSM-480DE15V(II).PAN, PAN				
Component Characterizations	Device						Uploaded By	Characterization				
	Sun2000-45KTL-US-HV-D0 (Huawei)						Folsom Labs	Spec Sheet				

📦 Components		
Component	Name	Count
Inverters	Sun2000-45KTL-US-HV-D0 (Huawei)	4 (180.0 kW)
Strings	10 AWG (Copper)	24 (1,892.3 ft)
Module	Trina Solar, TSM-480DEG15VC.20(II) (480W)	620 (297.6 kW)

👤 Wiring Zones			
Description	Combiner Poles	String Size	Stringing Strategy
Aquatic Center	12	23-29	Along Racking
Wiring Zone 2	12	23-29	Along Racking

🏠 Field Segments									
Description	Racking	Orientation	Tilt	Azimuth	Intrarow Spacing	Frame Size	Frames	Modules	Power
Field Segment 1	Flush Mount	Portrait (Vertical)	2°	151.2°	3.0 ft	4x1	155	620	297.6 kW
Field Segment 2	Fixed Tilt	Portrait (Vertical)	10°	151.271°	2.0 ft	1x1	0	0	0



Detailed Layout



## Civil and Site

There are no additions or revisions to Section 3.6 of the Validation Report.

## Sustainability

See Solar Scope

## Cost Review

See following breakdown of costs showing the cost variance between the current budget in comparison to the original validation budget of January 15, 2020. Pricing has been adjusted to include increased COVID sanitation, escalation costs, and savings. The overall price increase for the same scope is \$196,649.

Added solar scope increased the budget value by \$528,358. Included is an additional \$129,392 opportunity / fee at risk to increase the new fee at risk value to \$750,000. \$158,507 of grant money is anticipated to be provided to the project for the addition of the solar Photovoltaic Panels. The grant money, if received, would offset the opportunity / fee at risk.

An additional \$100,000 is also added to be used for additional scope front entrance upgrades.

Including the escalation costs and added scope, the overall the revised project value is **\$21,936,934**.

The updated Cost Estimate Breakdown, Risk Register, Wish List, and Schedule follow the breakdown of costs.



**COST ESTIMATE SUMMARY**

Class D Estimate

**PROJECT NAME:** Drayton Valley and Brazeau County Aquatic Centre  
**VERSION:** 8 Lane - Slide Ready  
**LOCATION:** Drayton Valley  
**CONSULTANT:** Group 2  
**SCHEDULE (MOS):** 18

**ESTIMATE NO.:** 2019.504  
**ESTIMATOR:** HH  
**DATE:** October 19, 2020

SECTION	CURRENT			ORIGINAL VALIDATION [JAN 15 2020]			VARIANCE	COMMENTS
	COST	27,990	% OF TOTAL CONS COST	COST		% OF TOTAL	COST	
		SF						
		\$/GCA			\$/GCA			
02 00 00 EXISTING CONDITIONS	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	
03 00 00 CONCRETE	\$ 1,231,880	\$ 44.01	5.89%	\$ 1,230,509	\$ 47.12	5.95%	\$ 1,371	updated concrete pricing
04 00 00 MASONRY	\$ 426,434	\$ 15.24	2.04%	\$ 418,694	\$ 16.03	2.02%	\$ 7,740	quantity change / updated pricing
05 00 00 METALS	\$ 918,428	\$ 32.81	4.39%	\$ 902,179	\$ 34.55	4.36%	\$ 16,249	escalation cost on steel joists
06 00 00 WOOD, PLASTICS & COMPOSITES	\$ 141,619	\$ 5.06	0.68%	\$ 132,890	\$ 5.09	0.64%	\$ 8,729	increase in material cost
07 00 00 THERMAL AND MOISTURE PROTECTION	\$ 1,314,765	\$ 46.97	6.28%	\$ 1,314,241	\$ 50.33	6.35%	\$ 523	
08 00 00 OPENINGS	\$ 345,568	\$ 12.35	1.65%	\$ 329,728	\$ 12.63	1.59%	\$ 15,840	updated metal door / Kalwal pricing
09 00 00 FINISHES	\$ 1,228,394	\$ 43.89	5.87%	\$ 1,214,231	\$ 46.50	5.87%	\$ 14,164	updated flooring pricing
10 00 00 SPECIALTIES	\$ 162,242	\$ 5.80	0.78%	\$ 180,410	\$ 6.91	0.87%	\$ (18,168)	reduced number of toilet stalls
11 00 00 EQUIPMENT	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	
12 00 00 FURNISHINGS	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	
13 00 00 SPECIAL CONSTRUCTION	\$ 2,001,479	\$ 71.51	9.56%	\$ 1,952,023	\$ 74.75	9.44%	\$ 49,456	escalation increase in pool systems
14 00 00 CONVEYING EQUIPMENT	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	
21 00 00 - 25 00 00 MECHANICAL	\$ 3,051,890	\$ 109.04	14.58%	\$ 2,967,960	\$ 113.66	14.35%	\$ 83,930	escalation increase in mechanical systems
26 00 00 - 28 00 00 ELECTRICAL	\$ 976,205	\$ 34.88	4.66%	\$ 948,830	\$ 36.34	4.59%	\$ 27,375	escalation increase in electrical systems
31 00 00 EARTHWORK	\$ 551,962	\$ 19.72	2.64%	\$ 615,969	\$ 23.59	2.98%	\$ (64,006)	decrease price from site stripping tender
32 00 00 EXTERIOR IMPROVEMENTS	\$ 638,129	\$ 22.80	3.05%	\$ 642,541	\$ 24.61	3.11%	\$ (4,412)	updated asphalt paving pricing
33 00 00 UTILITIES	\$ 554,500	\$ 19.81	2.65%	\$ 554,500	\$ 21.23	2.68%	\$ -	
TOTAL DIRECT COST	\$ 13,543,496	\$ 483.87	64.71%	\$ 13,404,705	\$ 513.33	64.80%	\$ 138,791	
General Requirements	\$ 1,862,173			\$ 1,804,803			\$ 57,370	added COVID cleaning costs
Winter Conditions	\$ 272,388			\$ 272,388			\$ -	
LOA / travel - superintendent	\$ 144,000			\$ 144,000			\$ -	
LOA / travel - craft	\$ 347,416			\$ 371,332			\$ (23,915)	adjusted to current
Insurances	\$ 52,424			\$ 51,774			\$ 650	
Permits	\$ 140,997			\$ 139,232			\$ 1,765	
Subtrade Bonding	\$ 40,083			\$ 41,219			\$ (1,135)	
CM Bonding	\$ 100,960			\$ 99,709			\$ 1,251	
Validation Costs	\$ 500,000			\$ 500,000			\$ -	
Design, Warranty and As Built Costs	\$ 1,399,702			\$ 1,379,165			\$ 20,537	
Overhead	\$ 1,369,699			\$ 1,345,324			\$ 24,375	
Profit	\$ 1,154,737			\$ 1,133,277			\$ 21,461	
TOTAL CONSTRUCTION COSTS	\$ 20,928,076	\$ 747.70		\$ 20,686,927	\$ 792.20		\$ 241,149	
Design Contingency 0.00%	\$ -			\$ -			\$ -	
Construction Contingency 0.00%	\$ -			\$ -			\$ -	
Risk Register	\$ 728,000			\$ 747,500			\$ (19,500)	reduced escalation from 2% to 1.5%
Opportunity / Fee at Risk 3% of total construction cost	\$ (620,608)			\$ (620,608)			\$ (0)	
Variance Log	\$ -			\$ -			\$ -	
Cash Allowances	\$ 402,500			\$ 427,500			\$ (25,000)	reduced co-location costs from \$50K to \$25K
ANTICIPATED TOTAL CONSTRUCTION COSTS INCL. CONTINGENCIES, EXCLUDES GST	\$ 21,437,968	\$ 765.92		\$ 21,241,319	\$ 813.43		\$ 196,649	

SEE COST ESTIMATE BREAKDOWN FOR FURTHER DETAILS

**Costs Excluded From Above**

Solar PV Added to Natatorium Roof \$ 528,358  
 Solar PV Grant Rebate (additional fee at risk) \$ (129,392) \* \$158,507 Expected back from grant funding. \$129,392 of the grant carried as additional fee at risk.  
 Front Entrance Upgrades (allowance) \$ 100,000

**TOTAL ANTICIPATED CONSTRUCTION COST WITH ADDITIONAL SCOPE ITEMS \$ 21,936,934**

Municipal Improvements

This construction estimate should not, at this time, be relied upon as a commitment that the contemplated project can or will be constructed for the above noted estimated cost.

**COST ESTIMATE BREAKDOWN**

Class D Estimate

**PROJECT NAME:** Drayton Valley and Brazeau County Aquatic Centre  
**VERSION:** 8 Lane - Slide Ready  
**LOCATION:** Drayton Valley  
**CONSULTANT:** Group 2  
**SCHEDULE (MOS):** 18

**ESTIMATE NO.:** 2019.504  
**ESTIMATOR:** Harry Hanson  
**DATE:** October 14, 2020

CSI #	DESCRIPTION	CURRENT				VARIANCE		COMMENTS
		QUAN.	UOM	UNIT RATE \$	TOTAL \$	27,990	COST \$	
						SF		
02 00 00	EXISTING CONDITIONS				\$ -	\$ -	\$ -	
02 41 00	DEMOLITION				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
02 80 00	FACILITY REMEDIATION				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
03 00 00	CONCRETE				\$ 1,231,880	\$ 44.01	\$ 1,231,880	
	FORMWORK / CONCRETE / REINFORCING				\$ 1,231,880	\$ 44.01	\$ 1,231,880	
	formwork / concrete / reinforcing	1	LS	\$ 1,231,880.37	\$ 1,231,880	\$ 44.01	\$ 1,231,880	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
03 40 00	PRECAST CONCRETE				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
04 00 00	MASONRY				\$ 426,434	\$ 15.24	\$ 426,434	
04 21 13	BRICK VENEER MASONRY				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
04 22 00	CONCRETE UNIT MASONRY				\$ 426,434	\$ 15.24	\$ 426,434	
	CMU walls - program area	833	m2	\$ 290.00	\$ 241,570	\$ 8.63	\$ 241,570	185m x 4.5m tall
	CMU walls - natatorium	603	m2	\$ 290.00	\$ 174,870	\$ 6.25	\$ 174,870	123m x 4.9m tall
	wind bracing / dowels / rough bucks (see div 4)	1	ls	\$ 9,993.92	\$ 9,994	\$ 0.36	\$ 9,994	
05 00 00	METALS				\$ 918,428	\$ 32.81	\$ 918,428	
05 12 00	STRUCTURAL STEEL FRAMING				\$ 904,253	\$ 32.31	\$ 904,253	
	Structural Steel	1	ls	\$ 858,495.00	\$ 858,495	\$ 30.67	\$ 858,495	Spartan
	item				\$ -	\$ -	\$ -	
	misc metals - supply	1	ls	\$ 42,567.90	\$ 42,568	\$ 1.52	\$ 42,568	
	misc metals - install	1	ls	\$ 3,189.75	\$ 3,190	\$ 0.11	\$ 3,190	
05 20 00	METAL JOISTS				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
05 30 00	METAL DECKING				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
05 40 00	COLD FORMED METAL FRAMING				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
05 50 00	METAL FABRICATIONS				\$ 14,175	\$ 0.51	\$ 14,175	
	railing - between swimming & public area	35	m	\$ 405.00	\$ 14,175	\$ 0.51	\$ 14,175	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
06 00 00	WOOD, PLASTICS & COMPOSITES				\$ 141,619	\$ 5.06	\$ 141,619	
06 10 00	ROUGH CARPENTRY				\$ 57,364	\$ 2.05	\$ 57,364	
	rough carpentry	1	LS	\$ 57,364.21	\$ 57,364	\$ 2.05	\$ 57,364	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
06 11 00	WOOD FRAMING				\$ -	\$ -	\$ -	

PROJECT NAME:	Drayton Valley and Brazeau County Aquatic Centre
VERSION:	8 Lane - Slide Ready
LOCATION:	Drayton Valley
CONSULTANT:	Group 2
SCHEDULE (MOS):	18

**ESTIMATE NO.:** 2019.504  
**ESTIMATOR:** Harry Hanson  
**DATE:** October 14, 2020

CSI #	DESCRIPTION	CURRENT				VARIANCE		COMMENTS
		QUAN.	UOM	UNIT RATE \$	TOTAL \$	27,990	COST \$	
						SF		
						\$/SF		
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
					\$ -	\$ -	\$ -	
06 20 00 FINISH CARPENTRY & MILLWORK		\$ 84,255				\$ 3.01	\$ 84,255	
	front reception desk	1	pcs	\$ 15,000.00	\$ 15,000	\$ 0.54	\$ 15,000	
	reception cabinets	4	m	\$ 350.00	\$ 1,540	\$ 0.06	\$ 1,540	
	vanity	8	pcs	\$ 3,500.00	\$ 28,000	\$ 1.00	\$ 28,000	
	MP room cabinets	7	m	\$ 350.00	\$ 2,275	\$ 0.08	\$ 2,275	
	lifeguard room cabinets	8	m	\$ 350.00	\$ 2,940	\$ 0.11	\$ 2,940	
	benches	12	pcs	\$ 2,500.00	\$ 30,000	\$ 1.07	\$ 30,000	
	cubbies on deck	3	pcs	\$ 1,500.00	\$ 4,500	\$ 0.16	\$ 4,500	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
12 36 00 COUNTERTOPS		\$ -				\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
07 00 00 THERMAL AND MOISTURE PROTECTION		\$ 1,314,765				\$ 46.97	\$ 1,314,765	
07 10 00 DAMPPROOFING AND WATERPROOFING		\$ 110,175				\$ 3.94	\$ 110,175	
	dampproofing & insulation to perimeter grade beam	212	m2	\$ 150.00	\$ 31,800	\$ 1.14	\$ 31,800	
	weeping tile	627	m	\$ 125.00	\$ 78,375	\$ 2.80	\$ 78,375	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
07 21 00 THERMAL INSULATION		\$ -				\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
07 24 00 E.I.F.S.		\$ -				\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
07 31 00 SHINGLES		\$ -				\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
07 41 00 ROOF PANELS & MEMBRANE ROOFING		\$ 570,996				\$ 20.40	\$ 570,996	
	SBS - R40 mechanically fastened	27,990	sf	\$ 20.40	\$ 570,996	\$ 20.40	\$ 570,996	budget price from CCS
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
07 42 00 WALL PANELS & GENERAL CLADDING		\$ 614,001				\$ 21.94	\$ 614,001	
	standing seam wall cladding - over R25 rockwool	7,836	sf	\$ 31.50	\$ 246,834	\$ 8.82	\$ 246,834	budget price from CCS
	soffit - lux panel	2,077	sf	\$ 42.50	\$ 88,273	\$ 3.15	\$ 88,273	budget price from CCS
	lkme - R25 rockwool	7,244	sf	\$ 38.50	\$ 278,894	\$ 9.96	\$ 278,894	budget price from CCS
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
07 60 00 FLASHING AND SHEET METAL		\$ -				\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
07 70 00 ROOF AND WALL SPECIALTIES		\$ -				\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	

**COST ESTIMATE BREAKDOWN**

Class D Estimate

**PROJECT NAME:** Drayton Valley and Brazeau County Aquatic Centre  
**VERSION:** 8 Lane - Slide Ready  
**LOCATION:** Drayton Valley  
**CONSULTANT:** Group 2  
**SCHEDULE (MOS):** 18

**ESTIMATE NO.:** 2019.504  
**ESTIMATOR:** Harry Hanson  
**DATE:** October 14, 2020

CSI #	DESCRIPTION	CURRENT				VARIANCE		COMMENTS
		QUAN.	UOM	UNIT RATE \$	TOTAL \$	27,990	COST \$	
						SF		
						\$/SF		
07 81 00 APPLIED FIREPROOFING		\$ - \$ -					\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
07 84 00 FIRESTOPPING		\$ 19,593 \$ 0.70					\$ 19,593	
	firestopping	27,990	sf	\$ 0.70	\$ 19,593	\$ 0.70	\$ 19,593	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
07 90 00 JOINT PROTECTION		\$ - \$ -					\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
07 95 00 EXPANSION CONTROL		\$ - \$ -					\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
08 00 00 OPENINGS		\$ 345,568 \$ 12.35					\$ 345,568	
08 10 00 DOORS AND FRAMES & HARDWARE		\$ 53,515 \$ 1.91					\$ 53,515	
	HMD / PSF - interior	14	pcs	\$ 1,500.00	\$ 21,000	\$ 0.75	\$ 21,000	
	HMD / PSF - exterior	3	pcs	\$ 2,300.00	\$ 6,900	\$ 0.25	\$ 6,900	
	install doors , frames, hardware	1	LS	\$ 8,615.05	\$ 8,615	\$ 0.31	\$ 8,615	
	auto operators	5	pcs	\$ 3,400.00	\$ 17,000	\$ 0.61	\$ 17,000	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
08 30 00 SPECIALTY DOORS AND FRAMES		\$ - \$ -					\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
08 40 00 ENTRANCES / STOREFRONTS / CURTAIN WALLS & HARDWARE		\$ 195,413 \$ 6.98					\$ 195,413	
	exterior aluminum frame & glazing (double)	1,421	sf	\$ 83.00	\$ 117,943	\$ 4.21	\$ 117,943	
	interior aluminum frame & glazing	538	sf	\$ 65.00	\$ 34,970	\$ 1.25	\$ 34,970	
	aluminum doors	17	pcs	\$ 2,500.00	\$ 42,500	\$ 1.52	\$ 42,500	
					\$ -	\$ -	\$ -	
					\$ -	\$ -	\$ -	
08 50 00 WINDOWS		\$ 96,640 \$ 3.45					\$ 96,640	
	kalwall - R7.1	1,510	sf	\$ 64.00	\$ 96,640	\$ 3.45	\$ 96,640	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
08 80 00 GLAZING		\$ - \$ -					\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
08 90 00 LOUVERS AND VENTS		\$ - \$ -					\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
09 00 00 FINISHES		\$ 1,228,394 \$ 43.89					\$ 1,228,394	
09 20 00 PLASTER AND GYPSUM BOARD		\$ 262,370 \$ 9.37					\$ 262,370	
	drywall & steel studs	1	LS		\$ 257,500	\$ 9.20	\$ 257,500	budget price from Kerr
	added exterior wall	431	sf	\$ 11.30	\$ 4,870	\$ 0.17	\$ 4,870	
	exterior wall	15,178	sf	\$ 11.30		\$ -	\$ -	
	interior wall	5,113	sf	\$ 8.20		\$ -	\$ -	
	parapets	610	sf	\$ 10.50		\$ -	\$ -	
09 30 00 TILING		\$ - \$ -					\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	

**COST ESTIMATE BREAKDOWN**

Class D Estimate

**PROJECT NAME:** Drayton Valley and Brazeau County Aquatic Centre  
**VERSION:** 8 Lane - Slide Ready  
**LOCATION:** Drayton Valley  
**CONSULTANT:** Group 2  
**SCHEDULE (MOS):** 18

**ESTIMATE NO.:** 2019.504  
**ESTIMATOR:** Harry Hanson  
**DATE:** October 14, 2020

CSI #	DESCRIPTION	CURRENT				VARIANCE		COMMENTS
		QUAN.	UOM	UNIT RATE \$	TOTAL \$	27,990	COST \$	
						SF		
						\$/SF		
	Item				\$ -	\$ -	\$ -	
09 50 00 CEILINGS					\$ -	\$ -	\$ -	
	acoustic (T-bar)	3,262	sf	\$ 6.00	\$ -	\$ -	\$ -	
	wood slat ceiling		sf	\$ 30.00	\$ -	\$ -	\$ -	
	drywall	3,132	sf	\$ 10.25	\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
09 60 00 FLOORING					\$ 660,584	\$ 23.60	\$ 660,584	
	Flooring	1	ls	\$ 660,584.00	\$ 660,584	\$ 23.60	\$ 660,584	XMG
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
09 70 00 WALL FINISHES					\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	natatorium access scaffold		ls	\$ 50,000.00	\$ -	\$ -	\$ -	move to Risk Register
	Item				\$ -	\$ -	\$ -	
09 80 00 ACOUSTIC TREATMENT					\$ 132,500	\$ 4.73	\$ 132,500	
	acoustics - semi rigid	5,300	sf	\$ 25.00	\$ 132,500	\$ 4.73	\$ 132,500	budget price from WNC
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
09 90 00 PAINTING & COATING					\$ 172,940	\$ 6.18	\$ 172,940	
	paint	27,990	sf	\$ 6.00	\$ 167,940	\$ 6.00	\$ 167,940	
	Item				\$ -	\$ -	\$ -	
	paint RTU's	1	ls	\$ 5,000.00	\$ 5,000	\$ 0.18	\$ 5,000	
	Item				\$ -	\$ -	\$ -	
10 00 00 SPECIALTIES					\$ 162,242	\$ 5.80	\$ 162,242	
MISCELLANEOUS					\$ 162,242	\$ 5.80	\$ 162,242	
	washroom accessories	4	pcs	\$ 3,500.00	\$ 14,000	\$ 0.50	\$ 14,000	
	boot racks	4	pcs	\$ 575.00	\$ 2,300	\$ 0.08	\$ 2,300	
	entry mat	1	pcs	\$ 2,600.00	\$ 2,600	\$ 0.09	\$ 2,600	
	lockers - double tier / phenolic	180	pcs	\$ 405.00	\$ 72,900	\$ 2.60	\$ 72,900	metal
	lockers - wallet	1	pcs	\$ 1,200.00	\$ 1,200	\$ 0.04	\$ 1,200	metal
	change room partitions	30	pcs	\$ 1,050.00	\$ 31,500	\$ 1.13	\$ 31,500	metal
	exterior basement access hatch	1	pcs	\$ 10,000.00	\$ 10,000	\$ 0.36	\$ 10,000	
	reception security grille	1	pcs	\$ 14,750.00	\$ 14,750	\$ 0.53	\$ 14,750	
	install accessories	1	ls	\$ 12,992.32	\$ 12,992	\$ 0.46	\$ 12,992	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
10 14 00 SIGNAGE					\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
11 00 00 EQUIPMENT					\$ -	\$ -	\$ -	
11 20 00 COMMERCIAL EQUIPMENT					\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
11 30 00 RESIDENTIAL EQUIPMENT					\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
MISCELLANEOUS					\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
12 00 00 FURNISHINGS					\$ -	\$ -	\$ -	
12 20 00 WINDOW TREATMENTS					\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	

**COST ESTIMATE BREAKDOWN**

Class D Estimate

**PROJECT NAME:** Drayton Valley and Brazeau County Aquatic Centre  
**VERSION:** 8 Lane - Slide Ready  
**LOCATION:** Drayton Valley  
**CONSULTANT:** Group 2  
**SCHEDULE (MOS):** 18

**ESTIMATE NO.:** 2019.504  
**ESTIMATOR:** Harry Hanson  
**DATE:** October 14, 2020

CSI #	DESCRIPTION	CURRENT				VARIANCE		COMMENTS
		QUAN.	UOM	UNIT RATE \$	TOTAL \$	27,990	COST \$	
						SF		
						\$/SF		
	Item				\$ -	\$ -	\$ -	
MISCELLANEOUS					\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
13 00 00 SPECIAL CONSTRUCTION					\$ 2,001,479	\$ 71.51	\$ 2,001,479	
13 11 00 SWIMMING POOLS					\$ 2,001,479	\$ 71.51	\$ 2,001,479	
	Pool Mechanical	1	LS	\$ 2,001,479.00	\$ 2,001,479	\$ 71.51	\$ 2,001,479	MPA
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
13 18 00 ICE RINKS					\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
13 30 00 SPECIAL STRUCTURES					\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
13 30 00 SPECIAL STRUCTURES					\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
14 00 00 CONVEYING EQUIPMENT					\$ -	\$ -	\$ -	
14 20 00 ELEVATORS					\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
21 00 00 - 25 00 00 MECHANICAL					\$ 3,051,890	\$ 109.04	\$ 3,051,890	
MISCELLANEOUS MECHANICAL					\$ 3,051,890	\$ 109.04	\$ 3,051,890	
	Mechanical	27,990	sf	\$ 108.86	\$ 3,046,890	\$ 108.86	\$ 3,046,890	Priority
	Item				\$ -	\$ -	\$ -	
	backfill	1	ls	\$ 5,000.00	\$ 5,000	\$ 0.18	\$ 5,000	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
TRENCHING / CONCRETE WORKS					\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
26 00 00 - 28 00 00 ELECTRICAL					\$ 976,205	\$ 34.88	\$ 976,205	
MISCELLANEOUS ELECTRICAL					\$ 976,205	\$ 34.88	\$ 976,205	
	Electrical	27,990	sf	\$ 34.70	\$ 971,205	\$ 34.70	\$ 971,205	Alta Pro
	Solar PV	1	ls	\$ -	\$ -	\$ -	\$ -	Alta Pro
	Item				\$ -	\$ -	\$ -	
	backfill	1	ls	\$ 5,000.00	\$ 5,000	\$ 0.18	\$ 5,000	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
TRENCHING / CONCRETE WORKS					\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
31 00 00 EARTHWORK					\$ 551,962	\$ 19.72	\$ 551,962	
31 10 00 SITE CLEARING					\$ 32,000	\$ 1.14	\$ 32,000	
	clear site - 8,770m2	1	ls	\$ 32,000.00	\$ 32,000	\$ 1.14	\$ 32,000	
	Item				\$ -	\$ -	\$ -	

**COST ESTIMATE BREAKDOWN**

Class D Estimate

**PROJECT NAME:** Drayton Valley and Brazeau County Aquatic Centre  
**VERSION:** 8 Lane - Slide Ready  
**LOCATION:** Drayton Valley  
**CONSULTANT:** Group 2  
**SCHEDULE (MOS):** 18

**ESTIMATE NO.:** 2019.504  
**ESTIMATOR:** Harry Hanson  
**DATE:** October 14, 2020

CSI #	DESCRIPTION	CURRENT				VARIANCE		COMMENTS
		QUAN.	UOM	UNIT RATE \$	TOTAL \$	27,990	COST \$	
						SF		
						\$/SF		
	Item				\$ -	\$ -	\$ -	
31 20 00 EARTH MOVING		\$ 225,708 \$ 8.06				\$ 225,708		
	excavation / backfill (see tab 31)	1	LS	\$ 225,708.00	\$ 225,708	\$ 8.06	\$ 225,708	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
31 21 00 RADON MITIGATION		\$ 183,894 \$ 6.57				\$ 183,894		
	gravel & membrane	27,990	sf	\$ 6.57	\$ 183,894	\$ 6.57	\$ 183,894	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
31 40 00 SHORING AND UNDERPINNING		\$ - \$ -				\$ -		
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
31 60 00 SPECIAL FOUNDATIONS		\$ 110,360 \$ 3.94				\$ 110,360		
	belled piles	62	pcs	\$ 1,600.00	\$ 99,200	\$ 3.54	\$ 99,200	
	casing - allow 3m per pile x 50%	93	m	\$ 120.00	\$ 11,160	\$ 0.40	\$ 11,160	
	Item				\$ -	\$ -	\$ -	
32 00 00 EXTERIOR IMPROVEMENTS		\$ 638,129 \$ 22.80				\$ 638,129		
MISCELLANEOUS PAVING		\$ 351,319 \$ 12.55				\$ 351,319		
	light duty - 150 + 250 + 75	723	m2	\$ 78.00	\$ 56,394	\$ 2.01	\$ 56,394	
	heavy duty - 150 + 350 + 100	1,563	m2	\$ 87.00	\$ 135,981	\$ 4.86	\$ 135,981	includes service road
	gravel roadway	-	m2	\$ 45.00	\$ -	\$ -	\$ -	switched to HD asphalt
	patch asphalt	1,020	m2	\$ 150.00	\$ 153,000	\$ 5.47	\$ 153,000	
	sawcutting	650	m	\$ 6.56	\$ 4,264	\$ 0.15	\$ 4,264	includes for new driveways and underground
	line painting	48	pcs	\$ 35.00	\$ 1,680	\$ 0.06	\$ 1,680	
	Item				\$ -	\$ -	\$ -	
CURBS, GUTTERS, SIDEWALKS AND DRIVEWAYS		\$ 126,345 \$ 4.51				\$ 126,345		
	curbs	144	m	\$ 175.00	\$ 25,200	\$ 0.90	\$ 25,200	
	sidewalks	511	m2	\$ 180.00	\$ 91,980	\$ 3.29	\$ 91,980	
	concrete apron	39	m2	\$ 235.00	\$ 9,165	\$ 0.33	\$ 9,165	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
SITE IMPROVEMENTS AND LANDSCAPING		\$ 160,465 \$ 5.73				\$ 160,465		
	landscaped area - 150mm topsoil and sod	2,603	m2	\$ 55.00	\$ 143,165	\$ 5.11	\$ 143,165	
	shrubs	100	pcs	\$ 50.00	\$ 5,000	\$ 0.18	\$ 5,000	
	trees	8	pcs	\$ 600.00	\$ 4,800	\$ 0.17	\$ 4,800	
	garbage enclosure	1	ls	\$ 7,500.00	\$ 7,500	\$ 0.27	\$ 7,500	
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	
33 00 00 UTILITIES		\$ 554,500 \$ 19.81				\$ 554,500		
MISCELLANEOUS UTILITIES		\$ 554,500 \$ 19.81				\$ 554,500		
	sanitary	1	ls	\$ 328,960.00	\$ 328,960	\$ 11.75	\$ 328,960	budget price from Kichton
	storm	1	ls	\$ 101,030.00	\$ 101,030	\$ 3.61	\$ 101,030	budget price from Kichton
	water	1	ls	\$ 124,510.00	\$ 124,510	\$ 4.45	\$ 124,510	budget price from Kichton
	Item				\$ -	\$ -	\$ -	
	Item				\$ -	\$ -	\$ -	

<b>TOTAL DIRECT COST</b>					<b>\$ 13,543,496</b>	<b>\$ 483.87</b>	<b>\$ 13,543,496</b>	
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<b>CASH ALLOWANCES</b>					<b>\$ 402,500</b>	<b>\$ 14.38</b>	<b>\$ 402,500</b>	
<b>CASH ALLOWANCES</b>					<b>\$ 402,500</b>	<b>\$ 14.38</b>	<b>\$ 402,500</b>	
	Testing & Inspections (concrete and earthwork)	1	LS	\$ 75,000.00	\$ 75,000	2.68	\$ 75,000	
	Pipe Line Relocation	1	LS	\$ 70,000.00	\$ 70,000	2.50	\$ 70,000	
	Sport Field Relocation	1	LS	\$ -	\$ 25,000	0.89	\$ 25,000	was \$35K, will be covered by the Town of DV
	FFE	1	LS	\$ 50,000.00	\$ 50,000	1.79	\$ 50,000	
	Design co-location costs	1	LS	\$ 25,000.00	\$ 25,000	0.89	\$ 25,000	reduced from \$50,000
	Underground Utility Locates	1	LS	\$ 7,500.00	\$ 7,500	0.27	\$ 7,500	
	Utility Connection Costs	1	LS	\$ 50,000.00	\$ 50,000	1.79	\$ 50,000	
	Site Security	1	LS	\$ 5,000.00	\$ 5,000	0.18	\$ 5,000	



### COST ESTIMATE BREAKDOWN

Class D Estimate

<b>PROJECT NAME:</b>	Drayton Valley and Brazeau County Aquatic Centre
<b>VERSION:</b>	8 Lane - Slide Ready
<b>LOCATION:</b>	Drayton Valley
<b>CONSULTANT:</b>	Group 2
<b>SCHEDULE (MOS):</b>	18

**ESTIMATE NO.:** 2019.504  
**ESTIMATOR:** Harry Hanson  
**DATE:** October 14, 2020

[illegible]

PROJECT RISK REGISTER

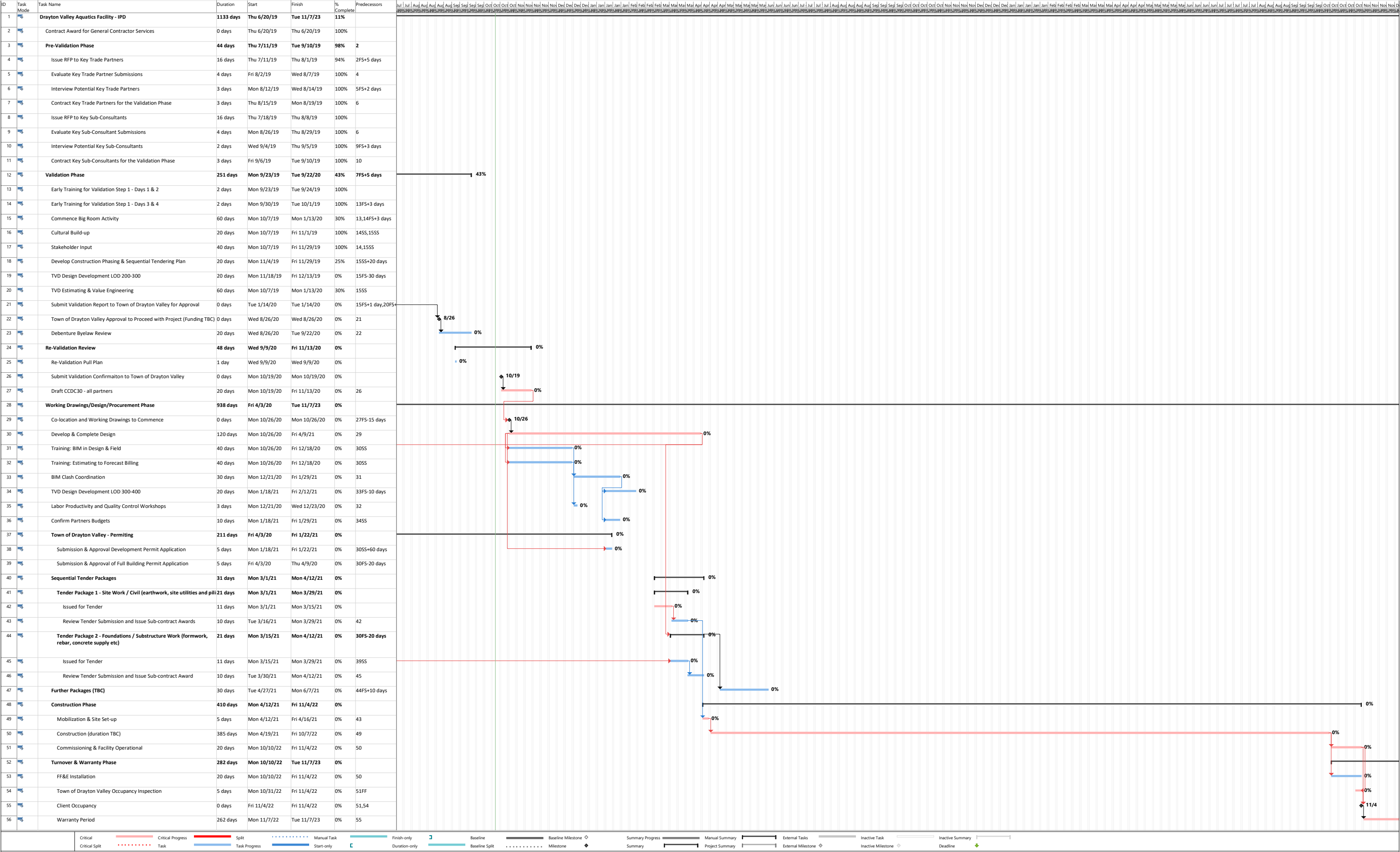
**Project:** Drayton Valley Aquatics Facility  
**Location:** Drayton Valley  
**Client:** Town of Drayton Valley & Brazeau County  
**Date:** 13-Oct-20

RISK ITEM #	STATUS: <div>Active Dormant Retired</div>	DATE POSTED	POTENTIAL RISK	DETAILED DESCRIPTION	RISK TRIGGER	AFFECTS (Environmental, Health, Safety, Costs / Schedule, Relationships, Tendering, Logistics )	PROBABILITY <div>Low = &lt;33% Medium &lt;66% High &gt;66%</div>	IMPACT <div>Low = &lt;1%, Medium &lt;2%, High &gt;2%</div>	Risk Matrix	POTENTIAL COST RANGE	RISK AMOUNT CARRIED	RISK STRATEGY: <div>Avoidance, Transfer, Mitigation, Acceptance</div>	RISK OWNER	RISK STRATEGY DESCRIPTION	RISK MITIGATION PLAN	
															MILESTONE CHECKS	DATE UPDATED
1	Retired	11-Oct-19	Pipelines Relocation	2 separate oil emulsion lines running north-south and east-west through the proposed site	Coordination with ARC Resources confirming that one of the lines is already abandoned but another is classified as discontinued (meaning they do not know if there is a potential of using it again in the future).	Cost, Location, Schedule	Medium	Medium	<div>PROB.<div><div><div></div><div></div><div></div></div><div><div></div><div>X</div><div></div></div><div><div></div><div></div><div></div></div></div><div>IMPACT</div></div>	\$ -	\$ -	Transfer	Owner	ARC Resources have provided a ROM of \$70k to remove the existing pipelines - this is included within the budget. Any further costs outside of this from ARC are not included within the budget and will not be the responsibility of the IPD team (inc. any contaminated soils requiring removal).		8-Nov-19
2	Retired	15-Oct-19	Town has hard water and a water softener system will be required in the facility	If required, a water softener will assist in extending the lifecycle of HVAC and Plumbing Systems	Water quality test comes back with hard water	Costs / Schedule	Medium	Medium	<div>PROB.<div><div><div></div><div></div><div></div></div><div><div></div><div>X</div><div></div></div><div><div></div><div></div><div></div></div></div><div>IMPACT</div></div>	\$ 30,000	\$ -	Avoidance	IPD Team	TODV confirmed water hardness is 160 - this is satisfactory so no further risk.		2-Dec-19
3	Active	15-Oct-19	The main pool mechanical air handling unit does not show up as per originally designed (i.e. power, weight, sizes, etc.) is larger	Careful attention on the design, selection of vendor and monitoring the QA/QC process during the construction of the unit by the vendor	*Shop drawings may need to be submitted and reviewed early to pre-order equipment but units show up on site months later so we will need to select a reputable supplier	Costs / Schedule	Low	High	<div>PROB.<div><div><div></div><div></div><div></div></div><div><div></div><div></div><div></div></div><div><div></div><div></div><div>X</div></div></div><div>IMPACT</div></div>	\$ 100,000	\$ 2,500	Avoidance	IPD Team	Cost is to account for any changes need to be made to the AHUs once on site. Can be avoided by proper coordination with the manufacturer.		18-Nov-19
4	Active	15-Oct-19	Heat Recovery System fails requiring the affect air systems to turn down in airflow or shut down completely	Major design decision from Owner on how the system is designed. If required, the heating system will be sized to the full load (i.e. failure of Heat Recovery System)	We need feedback from facilities group to discuss what their desired contingency plans are during a major AHU failure	Costs / Schedule	Medium	Medium	<div>PROB.<div><div><div></div><div></div><div></div></div><div><div></div><div>X</div><div></div></div><div><div></div><div></div><div></div></div></div><div>IMPACT</div></div>	\$ 75,000	\$ -	Transfer	Owner	Potential wish-list item		18-Nov-19
5	Retired	15-Oct-19	Building Glazing is not sufficient enough to maintain a 50% RH during winter months	The mechanical systems may need to reset the space RH% setpoints to lower it towards 40%RH in order to mitigate the condensation of air on glazing surfaces.	R2.5 Win ~ RH 40% During Winter W/O cond. R3.0 Win ~ RH 50% During Winter W/O cond. *(Barely) R3.5 Win ~ RH 50% During Winter W/O cond. (Recommended)	Costs / Schedule	High	High	<div>PROB.<div><div><div></div><div></div><div></div></div><div><div></div><div></div><div></div></div><div><div></div><div></div><div>X</div></div></div><div>IMPACT</div></div>	\$ 1,000,000	\$ -	Avoidance	IPD Team	Mitigate this item through design - in conjunction with the building energy workshop.		18-Nov-19
6	Active	15-Oct-19	Mechanical controls contingency	Costs to cover additional work required by mechanical controls subtrade for programming/sequence/wiring changes at the end of the project	Owner or project desire to modify the controls at building turnover	Costs	Medium	Medium	<div>PROB.<div><div><div></div><div></div><div></div></div><div><div></div><div>X</div><div></div></div><div><div></div><div></div><div></div></div></div><div>IMPACT</div></div>	\$ 30,000	\$ 20,000	Acceptance	IPD Team	Lump sum trade involvement, always issues at the end once all systems are started-up in conjunction with facility management/operators		18-Nov-19
7	Active	15-Oct-19	Mechanical HVAC contingency	Costs to cover additional work required by mechanical HVAC subtrade for site changes throughout the project	Design issues/poor site coordination	Costs	Medium	High	<div>PROB.<div><div><div></div><div></div><div></div></div><div><div></div><div></div><div></div></div><div><div></div><div></div><div>X</div></div></div><div>IMPACT</div></div>	\$ 50,000	\$ 40,000	Acceptance	IPD Team	Lump sum trade; high probability of needing to issue a CO if we make design changes after tender.		18-Nov-19
8	Active	15-Oct-19	Delay of temporary gas (winter conditions)	Delay in startup of temporary gas system causes the project to require some other form of temp heat (eg. propane)	Slow processing by utility or delay in submitting application	Costs	Medium	Medium	<div>PROB.<div><div><div></div><div></div><div></div></div><div><div></div><div>X</div><div></div></div><div><div></div><div></div><div></div></div></div><div>IMPACT</div></div>	\$ 50,000	\$ 25,000	Acceptance	IPD Team	Work with the gas supplier early to get a gas line and meter on site before winter. Sometimes the gas company gets behind on installs and requires the team to heat with propane for a month or two into winter.		18-Nov-19
9	Active	15-Oct-19	Delay of equipment delivery	Unforeseen circumstances that cause a delay in delivery equipment	Equipment delivery date	Costs / Schedule	Low	Medium	<div>PROB.<div><div><div></div><div></div><div></div></div><div><div></div><div></div><div></div></div><div><div></div><div>X</div><div></div></div></div><div>IMPACT</div></div>	\$ 5,000	\$ 2,500	Acceptance	IPD Team	Cost for extra trips for startup reps if equipment is delayed and they need to make another trip. Can be avoided by managing delivery dates.		18-Nov-19
10	Retired	15-Oct-19	Overly complex design	The mechanical/electrical systems are overly complex and take additional time/materials to install (as well as increased costs to operate)	Poor design choices	Costs / Schedule	Low	High	<div>PROB.<div><div><div></div><div></div><div></div></div><div><div></div><div></div><div></div></div><div><div></div><div></div><div>X</div></div></div><div>IMPACT</div></div>	\$ -	\$ -	Avoidance	IPD Team	This items was created while the geo-field and waste heat from Omniplex were still in play. Retired.		18-Nov-19
11	Active	15-Oct-19	Mechanical sprinkler contingency	Costs to cover additional work required by mechanical sprinkler subtrade for site changes throughout the project	Design issues/poor site coordination	Costs	Medium	Medium	<div>PROB.<div><div><div></div><div></div><div></div></div><div><div></div><div>X</div><div></div></div><div><div></div><div></div><div></div></div></div><div>IMPACT</div></div>	\$ 30,000	\$ 20,000	Acceptance	IPD Team	Lump sum trade; high probability of needing to issue a CO if we make design changes after tender. Placing head locations in the model should help to mitigate this.		18-Nov-19
12	Retired	21-Oct-19	Location of the fire hydrant. Flow rate on the fire hydrant.	Building code requires the hydrant to be within 45 meters of the main fire fighting access point - the front entrance. Verify there is sufficient flow for the fire hydrant.	Location of the existing hydrant and flow rate	Cost / Schedule	Medium	Medium	<div>PROB.<div><div><div></div><div></div><div></div></div><div><div></div><div>X</div><div></div></div><div><div></div><div></div><div></div></div></div><div>IMPACT</div></div>	\$ -	\$ -	Avoidance	IPD Team	Water flow tests have determined that we have sufficient flow to meet the 45 meter requirement. No risk needs to be carried for this item.		3-Dec-19
13	Retired	21-Oct-19	Number of parking stalls required.	The zoning by-law does not include parking requirements for recreation facilities. Currently showing 46 parking stalls. If additional parking is required will impact pool facility budget.	Design issue in coordination with the town.	Cost	Low	High	<div>PROB.<div><div><div></div><div></div><div></div></div><div><div></div><div></div><div></div></div><div><div></div><div></div><div>X</div></div></div><div>IMPACT</div></div>	\$ -	\$ -	Mitigation	Owner / Budget	The Town of Drayton Valley does not have zoning or bylaw requirements for parking associated to recreation facilities. The design team has applied the City of Edmonton Parking requirements to the project and have allowed for 46 additional parking stalls.		3-Dec-19
14	Retired	21-Oct-19	Fire truck access to front entrance.	The fire truck/fire fighting needs to able to pull up within 3 - 15 meters of the fire fighting access point - the front entrance. Fire access requires heavy duty paving and preferably pull through access as opposed to a turn around.	Design of site access and parking.	Cost	Low	Low	<div>PROB.<div><div><div></div><div></div><div></div></div><div><div></div><div>X</div><div></div></div><div><div></div><div></div><div></div></div></div><div>IMPACT</div></div>	\$ -	\$ -	Mitigation	Owner / Budget	The site development will also include a fire truck zone in front of the new Aquatic Centre.		3-Dec-19

Drayton Valley & Brazeau County Aquatics Facility IPD - Wishlist Items

WL Item #	Description	Date Posted	Design Requirement (PIT's)	Procurement Date (Constructability PIT)	Last Responsible Moment (Owner Approval)	Activity Date (Constructability PIT)	Cost (Estimating PIT)	Priority (Owner's Rep.)	Next steps
1	Parking Lot Plug-ins	21-Nov-19	During Construction	Within Project Design	Prior to the seasonal work commencing in 2021		\$ 8,000		Owner approval to proceed - Cost Associated with this wish list item includes 6 double outlet car peds which allows for 6 stalls to have plugs.
2	8 Lane (from original budget of 6 lanes)	21-Nov-19	Immediate upon approval to proceed with design implementation phase	n/a	Prior to design phase commencing (requires foundation work)		\$ 647,000		Owner approval to proceed
3	Waterslide	21-Nov-19	Any time during or after construction if the future slide option is chosen	10 weeks delivery	Prior to design phase commencing (requires foundation work)		\$ 350,000		Future slide not a possibility - due to the reduction of 4 meters to the natatorium overall width (~\$1M cost savings)
4	Climbing Wall	21-Nov-19	Any time during or after construction	10 weeks delivery	3-months before substantial completion / opening of the facility (if required prior to opening)		\$ 80,000		Owner approval to proceed
5	Bathing Suit Spinners	5-Dec-19	Any time during or after construction - electrical rough-in required however	10 weeks delivery	3-months before substantial completion / opening of the facility (if required prior to opening)		\$3600 each plus electrical cost		Owner approval to proceed
6	Water Spins Bikes	5-Dec-19	Any time during or after construction	10 weeks delivery	3-months before substantial completion / opening of the facility (if required prior to opening)		\$2800 each		Owner approval to proceed
7	Westdeck - upgrade to a Westdeck on steel joist roof structure vs conventional metal deck on steel joist	3-Dec-19	During Design Implementation Phase	12-14 weeks post shop drawing approval	Prior to structural steel design commencing		\$ 205,951		Owner approval to proceed
8	Plastic Lockers	21-Nov-19	Mid-way through construction	6-8 weeks post shop drawing approval	3-months before substantial completion / opening of the facility (if required prior to opening)		\$ 55,800		Owner approval to proceed
9	Plastic Toilet Partitions	21-Nov-19	Mid-way through construction	6-8 weeks post shop drawing approval	3-months before substantial completion / opening of the facility (if required prior to opening)		\$ 20,160		Owner approval to proceed
10	Screening of Roof Top Air Handling Units	2-Dec-19	During Design Implementation Phase	6-weeks after approval	6-weeks prior to substantial completion		\$ 50,000		Owner approval to proceed
11	Re-introduce the circular section within the lazy river (c/w bench seating)	4-Dec-19	Only available if the future slide option is accepted	Upon design commencement	Prior to design phase commencing (requires foundation work)		\$ 25,030		Owner approval to proceed
12	Paved access road to back entrance of building (for deliveries)(includes curb)	4-Dec-19	During Design Implementation Phase	n/a	Prior to the seasonal work commencing in 2021	During the Spring/summer prior to hand-over	\$ 31,350		Owner approval to proceed
13	In-Floor Heating in Locker Rooms	10-Dec-19	During Design Implementation Phase	Early Construction	Prior to design phase commencing (requires foundation work)	Early Construction	\$ 15,000		Owner approval to proceed
14	RTU Screening	7-Oct-20	During Design Implementation Phase	Early Construction	Prior to design phase commencing (requires structural roof work)	Early Construction	\$ 5,000		Owner approval to proceed
15	Touch Pads	7-Oct-20	During Design Implementation Phase	Early Construction	Prior to design phase commencing (requires structural foundation work)	Early Construction	\$ 175,000		Owner approval to proceed

Drayton Valley Aquatics Facility - Preliminary IPD Project Schedule





# TOWN OF DRAYTON VALLEY

## REQUEST FOR DECISION

DRAYTON VALLEY



<b>SUBJECT:</b>	FortisAlberta Inc. and ATCO Gas and Pipelines Ltd. Franchise Fee Revenue
<b>MEETING:</b>	October 28, 2020 Regular Meeting of Council
<b>PRESENTED BY:</b>	Elvera Thomson General Manager of Finance

### 1. PROPOSAL AND BACKGROUND:

FortisAlberta Inc. and ATCO Gas and Pipelines Ltd. collect franchise fees from their customers and remit them to the Town of Drayton Valley. The total is based on a percentage of the distribution tariffs that are charged.

FortisAlberta Inc.:

The current rate is 10% and the maximum is 20%. The average rate is 8.5%.

2021 Estimated Revenues at the following rates:

10%	\$844,268.00
12%	\$1,013,121.00
14%	\$1,181,975.00

ATCO Gas and Pipelines Ltd.:

The current rate is 22% and the maximum is 35%. The average rate is 19%.

2021 Estimated Revenues at the following rates:

22%	\$528,336.00
24%	\$576,366.24
26%	\$624,396.76

A 2% increase in our rate would increase our revenues by \$216,883.24 and a 4% increase would increase our revenue by \$433,767.76. These numbers are based on both companies' estimated 2021 revenues so they could change.

Both FortisAlberta Inc. and ATCO Gas and Pipelines Ltd. are increasing their fees, so the customer's bill is going to be increasing this year even without an increase in our franchise fee percentage.

### 2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

An increase in franchise fee revenue would improve our net surplus for the 2021 year.

### 3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	Yes	Gas Utilities Act, Part 4, Section (49) Gas Distribution Act, Section 23 Electric Utilities Act, Part 7, Section (102)
Municipal Bylaws	Yes	Bylaw 2015/11/F Fortis Electric Distribution System Franchise Agreement Bylaw Bylaw 2019/08/F ATCO Gas and

		Pipelines Ltd. Natural Gas Distribution System Franchise Agreement Bylaw
Municipal Development Plan	N/A	
Sustainability Vision 2019-2021	N/A	
Town of Drayton Valley Strategic Plan 2019-2021	N/A	
Other Plans or Policies	N/A	

**4. POTENTIAL MOTIONS:**

- A. That Council approve an increase for the FortisAlberta Inc. Franchise Fees of 2% for the year 2021.
- B. That Council approve an increase for the ATCO Gas and Pipelines Ltd. Franchise Fees of 2% for the year 2021.
- C. That Council neither increase the FortisAlberta Inc. nor the ATCO Gas and Pipelines Ltd. Franchise Fees for the year 2021.

**5. RECOMMENDATION****6. ATTACHMENTS:**

1. Impact to residential customers - distributed separately

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			



# TOWN OF DRAYTON VALLEY

## REQUEST FOR DECISION



<b>SUBJECT:</b>	Discontinue free entry into Town Recreational facilities for Brazeau County Employees
<b>MEETING:</b>	October 28, 2020 Regular Meeting of Council
<b>PRESENTED BY:</b>	Elvera Thomson General Manager of Finance

### 1. PROPOSAL AND BACKGROUND:

Brazeau County recently reduced their share of the recreational costs. It is important to evaluate which elements of the recreational costs could be reduced to minimize the financial impact that this decision has on the Town of Drayton Valley.

Currently the Brazeau County employees are receiving free Total Works Fitness Centre memberships and are allowed free entry into the Park Valley Pool. With the reduction of cost-share dollars provided to the Town of Drayton Valley this year, it might be financially prudent to stop providing these benefits to the Brazeau County employees.

### 2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

A reduction in cost would improve the Town's net surplus.

### 3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	N/A	
Municipal Bylaws	N/A	
Municipal Development Plan	N/A	
Sustainability Vision 2019-2021	N/A	
Town of Drayton Valley Strategic Plan 2019-2021	N/A	
Other Plans or Policies	N/A	

### 4. POTENTIAL MOTIONS:

A. That Council direct Administration to stop providing free entry to the Park Valley Pool and to stop providing free Total Works Fitness Centre Memberships to the Brazeau County employees.

B. That Council direct Administration to continue providing free entry to the Park Valley Pool and free Total Works Fitness Centre memberships to the Brazeau County employees.

### 5. RECOMMENDATION

### 6. ATTACHMENTS:

1. Town's cost of supplying free gym memberships to County employees - distributed separately

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			

# TOWN OF DRAYTON VALLEY

## REQUEST FOR DECISION

DRAYTON VALLEY



<b>SUBJECT:</b>	Letter from Brazeau County regarding potential acquisition of United Church parcel (5029 48 Street)
<b>MEETING:</b>	October 28, 2020 Regular Meeting of Council
<b>PRESENTED BY:</b>	Matt Ellis Senior Planner

### 1. PROPOSAL AND BACKGROUND:

Brazeau County (hereafter referred to as the County) has forwarded notice to Town Council dated October 6, 2020, that indicates their intent to acquire the United Church property located at 5029 48 Street (**see Attachment 1- Brazeau County Letter**)

Section 72 (1) of the *Municipal Government Act* (MGA) states:

*“A municipality may acquire an estate or interest in land outside its boundaries only if*

*a) the Council of the municipal authority in whose boundaries the land is located consents in writing to the acquisition, and*

*b) after the written consent is given, the Council that wishes to acquire the estate or interest in the land authorizes the acquisition”*

In response to the County's letter, the Town sent a letter dated October 14, 2020, (**see Attachment 2- Town of Drayton Valley Letter**) requesting clarification on the intended use(s) of the building on the property and invited a County representative for a discussion regarding the property to the Town's regular Council meeting held on October 28, 2020.

Town Administration confirms the subject property is located in the General Residential (R2) land use district of Town of Drayton Valley Land Use Bylaw 2007/24/D (**see Attachment 3- Land Use Zoning Map**). In accordance with Section B6 of the Town's Land Use Bylaw 2007/24/D, the following land uses are listed as either Permitted Uses or Discretionary Uses in the R2 district:

#### Permitted Uses

- New site-built detached houses
- Modular home
- Duplexes
- Home offices
- Minor day care operations
- Secondary Suites
- Public parks and recreation areas
- Buildings and uses accessory to the above

- Moved-in houses, including new manufactured homes
- Places of worship
- Day Care Facilities
- Group Homes
- Home Businesses
- Bed and Breakfast establishments
- Utility installations
- Residential sales centre
- Buildings and uses accessory to the above

## 2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

Administration is unable to provide comment regarding financial/budget implications at this time.

## 3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	Yes	<i>Municipal Government Act</i> (MGA), Section 72(1),
Municipal Bylaws	Yes	Town of Drayton Valley Land Use Bylaw 2007/24/D
Municipal Development Plan	Yes	Map 4- Residential
Sustainability Vision 2019-2021	N/A	
Town of Drayton Valley Strategic Plan 2019-2021	N/A	
Other Plans or Policies	N/A	

## 4. POTENTIAL MOTIONS:

A. That Council direct Administration to prepare a letter in support of the County's intended acquisition of the subject property, the United Church property located at 5029 48 Street.

B. That Council direct Administration to prepare a letter in opposition of the County's intended acquisition of the subject property, the United Church property located at 5029 48 Street.

C. That Council table the matter of the County's intended acquisition of the subject property, the United Church property located at 5029 48 Street, and request further information.



## 5. RECOMMENDATION

Due to the lack of clarification regarding the county's intended use(s) of the building on the subject property, administration is unable to provide a recommendation at this time.

This report is therefore, provided for information purposes only.

**6. ATTACHMENTS:**

- 1. Brazeau County Letter**
- 2. Town of Drayton Valley Letter**
- 3. Land Use Zoning Map**

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			

**Attachment 1**  
**Brazeau County Letter**



# Brazeau County

7401 – Twp Rd 494, P.O. Box 77, Drayton Valley, Alberta T7A-1R1  
PHONE: (780) 542-7777 - FAX: (780) 542-7770  
www.brazeau.ab.ca

October 6, 2020

Mayor Michael Doerksen and Council  
Town of Drayton Valley  
5120-52 Street  
Box 6837  
Drayton Valley AB T7A 1A1

Dear Mayor Doerksen,

Pursuant to the MGA, section 72(1), Brazeau County Council is requesting written consent from the Town of Drayton Valley in order to purchase property located at 5029-48 Street, formerly the United Church, for public use.

## **Acquisition of land outside municipal boundaries**

**72(1)** A municipality may acquire an estate or interest in land outside its boundaries only if  
(a) the council of the municipal authority in whose boundaries the land is located consents in writing to the acquisition or, in the case of a municipal authority that is an improvement district or special area, the Minister consents in writing to the acquisition,

(a.1) in the case of land located in a province or territory adjoining Alberta, the local government within whose boundaries the land is located consents in writing to the acquisition, and

(b) after the written consent is given, the council that wishes to acquire the estate or interest in the land authorizes the acquisition.

**(2)** This section does not apply when a municipality acquires (a) an option on land outside its boundaries, but it does apply when the municipality exercises the option, or

(b) an estate or interest in mines and minerals.

1994 cM-26.1 s72;1996 c30 s4;1999 c11 s5

Due to the time sensitive nature of this proposal we would appreciate it if you would consider discussing the request at your next Council Meeting prior to October 15, 2020.

Regards,

Bart Guyon  
Reeve

LC/rb



**Attachment 2**  
**Town of Drayton Valley Letter**



DRAYTON  
VALLEY

---

## OFFICE OF THE MAYOR

---

October 14, 2020

Brazeau County  
Box 77, 7401 Twp Rd. 494  
Drayton Valley, AB  
T7A 1R1

Dear Reeve Guyon and Members of Council,

**RE: Drayton Valley United Church, 5029 48 Street, Lot 20; Block 17; Plan 170KS**

---

Thank you for your letter dated October 6, 2020, and providing the Town the opportunity to comment on the County's pending acquisition of the Drayton Valley United Church property located at 5029 48 Avenue.

Town of Drayton Valley Council discussed your letter and the pending acquisition of the United Church property as a closed session item at the Regular Council meeting held on October 7, 2020. For the Town to offer comment in support or opposition, confirmation regarding the County's intended use(s) for the building on the property is required. Town of Drayton Valley Council invites you and/or Brazeau County CAO Jocelyn Whaley to our upcoming Regular Council meeting on October 28, 2020, for a cordial discussion on the County's intended use(s) of the building located at this property.

In the absence of information on the County's intended use(s) for the building located at 5029 48 Avenue and the results of the October 7 Council meeting, we are, unfortunately, unable to meet the October 15, 2020, deadline provided in your letter.

Please confirm if you and/or Ms. Whaley are able to attend our above-mentioned Governance and Priorities Committee meeting at your earliest convenience.

Sincerely,

Michael Doerksen  
Mayor

MD/me

N:\Correspondence\2020\Letters\2020-10-14 Letter to County-United Church.docx



Town of Drayton Valley  
Attachment 3  
Land Use Zoning Map

- AREA OF INTEREST
- DIRECT CONTROL DISTRICT
- GENERAL RESIDENTIAL DISTRICT
- INSTITUTIONAL AND PUBLIC USES DISTRICT
- MEDIUM DENSITY RESIDENTIAL DISTRICT
- STANDARD RESIDENTIAL DISTRICT



1:2,000

October 2020


0 25 50 100 Meters

This map is for advisory purposes only and does not replace a legal land survey. It is based on data sources deemed reliable but the Town of Drayton Valley is not responsible for errors or omissions.





Town of Drayton Valley  
Immediate Context Map

 United Church of Canada



1:2,000

October 2020

0 25 50 100 Meters

This map is for advisory purposes only and does not replace a legal land survey. It is based on data sources deemed reliable but the Town of Drayton Valley is not responsible for errors or omissions.

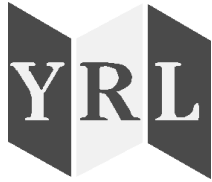
## Information Items

10.0	Information Items	Pages 192-243
	10.1. Yellowhead Regional Library Board Meeting Minutes – June 22, 2020	193-196
	10.2. Childcare Operational Board Meeting Minutes – June 29, 2020	197-198
	10.3. Sustainability Committee Meeting Notes – August 20, 2020	199-201
	10.4. Drayton Valley Municipal Library Minutes – September 10, 2020, and September Stats	202-207
	10.5. Drayton Valley / Brazeau County Fire Services Stats – August and September 2020	208-211
	10.6. STAR Catholic Schools Board Meeting Highlights – October 2020	212
	10.7. Municipal Affairs – Municipal Restructuring Options	213-238
	10.8. Drayton Valley RCMP Stats – September 2020	239
	10.9. Brazeau Foundation Board Meeting Minutes – September 9, 2020	240-243

### **MOTION:**

I move that Town Council accept the above items as information.





**Yellowhead Regional Library  
Board of Trustees Meeting  
Online via GoToWebinar  
June 22, 2020**

**Present**

Chair Hank Smit, Town of Hinton  
Vice Chair Stacey May, Town of Devon  
Bill Elliot, City of Wetaskiwin  
Carla Frybort, City of Leduc  
David Truckey, Town of Westlock  
Dwayne Mayr, Village of Warburg  
Ivor Foster, Town of Thorsby  
Jason Shewchuk, Village of Spring Lake  
Jeff Goebel, Town of Swan Hills  
Jenna McGrath, Municipality of Jasper  
Judy Bennett, Town of Stony Plain  
Judy Valiquette, Village of Alberta Beach  
Krista Gardner, Town of Calmar  
Krystal Baier, Town of Edson  
Len Spink, City of Beaumont  
Lynn Pritchard, Village of Breton  
Margaret Gagnon, Summer Village of Crystal Springs  
Marge Hanssen, Summer Village of Nakamun Park  
Marlene Walsh, Summer Village of Val Quentin  
Pat St. Hilaire, Town of Onoway  
Rick MacPhee, Summer Village of Seba Beach  
Rod Klumph, Town of Barrhead  
Ron Kleinfeldt, County of Barrhead No. 11  
Sandy Morton, Town of Mayerthorpe  
Sherry Jeffreys, Northern Gateway School Division  
Tony Wadsworth, Town of Millet Alternate  
Victor Julyan, Westlock County  
Wayne Rothe, City of Spruce Grove

**Staff**

Karla Palichuk, Director  
Wendy Sears Ilnicki, Deputy Director  
Jessica Knoch, Library Development Services  
Jocie Wilson, Collections and Resource Sharing  
Laina Kelly, Library Development Services  
Stephanie Thero, Technology Services  
Laurie Haak, Executive Assistant and Recorder

**Guests**

Miranda Maguire, Public Library Services Branch  
Robert McClure, YRL Public Libraries' Council

**Absent**

Ann Morrison, Summer Village of Sunset Point  
Brenda Shewaga, Summer Village of Yellowstone  
Dale Woitt, County of Wetaskiwin No. 10  
Dave Gursky, Wetaskiwin School Division  
Dave Kusch, Woodlands County  
Donna Wiltse, Brazeau County  
Jocelyn Wiggins, Village of Wabamun  
John McIvor, Summer Village of Kapasiwin  
Judy Lefebvre, Pembina Hills School Division\*  
Liz Turnbull, Summer Village of Silver Sands  
Lloyd Giebelhaus, Lac Ste. Anne County  
Nancy Dodds, Town of Drayton Valley  
Nat Dvernichuk, Village of Clyde  
Paul Chauvet, Town of Whitecourt  
Penny Lowe, Yellowhead County  
Sandi Benford, Summer Village of South View\*  
Tessa Hutchings, Leduc County  
Tracey Melnyk, Parkland County

\* Proxy vote submitted for decision item 3.

**Representative not Appointed**

Summer Village of Birch Cove  
Summer Village of Castle Island  
Summer Village of Grandview  
Summer Village of Lakeview  
Summer Village of Ma-Me-O Beach  
Summer Village of Norris Beach  
Summer Village of Poplar Bay  
Summer Village of Ross Haven  
Summer Village of Silver Beach  
Summer Village of Sunrise Beach  
Summer Village of West Cove

**CALL TO ORDER**

H. Smit called the meeting to order at 10:15 a.m.

**1. Approval of Agenda**

MOVED by L. Pritchard that the agenda be approved as presented. SECONDED by D. Mayr.	CARRIED	3950
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**2. Approval of Minutes**

MOVED by D. Mayr that the minutes of the September 30, 2019 YRL Board meeting be approved as presented. SECONDED by L. Pritchard.	CARRIED	3951
MOVED by S. Morton that the minutes of the November 25, 2019 YRL Board meeting be approved as presented. SECONDED by K. Baier.	CARRIED	3952
MOVED by J. Shewchuk that the minutes of the March 16, 2020 YRL Board meeting be approved as presented. SECONDED by W. Rothe.	CARRIED	3953

**DECISION ITEMS****3. Auditor Appointment**

Moved by L. Pritchard that Grant Thornton LLP be appointed as the YRL auditor for 2020 to 2022 inclusive. SECONDED by M. Walsh. PROXY VOTES – Two proxy votes received in favour of the motion.	CARRIED	3954
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**4. 2019-2021 Plan of Service Pandemic Workplan****a. Welcome to the Not-Knowing: Pandemic Response Presentation**

K. Palichuk presented an overview of the work completed by staff to support member library staff and patrons during the pandemic shutdown/reopening including: contacting each library manager every week, started issuing new cards and processing card renewals until the library was ready to resume services, sent daily email updates and began weekly video check-in meetings for library staff and trustees, increased eResource purchases and check-out limits, assisted with shifting board meetings and programs to online platforms, implemented chat feature on websites, provided risk assessment framework for curbside delivery, developed cybersecurity newsletter, cancelled one-day in-person fall conference and organized two-day virtual conference in partnership with Parkland Regional and Peace Library Systems and The Alberta Library.

*S. Jeffreys entered the meeting.*

**5. Draft 2021 Budget Direction**

W. Sears Ilnicki stated that the revised budget structure and processes will continue for 2021 and that the leadership team was reviewing their functional budget areas for potential cost savings.



**6. Policy Manual, Finance Policy**

W. Sears Ilnicki provided an overview of the new finance policy; she explained that many policies were being created and would be presented to the Executive Committee for approval in the fall.

**7. YRL Board Executive Committee Minutes**

H. Smit noted that the February 24 and May 4 Executive Committee minutes were in the package.

**8. Infrastructure Grant**

W. Sears Ilnicki stated that when the majority of YRL staff were working remotely, new office space was created, the sorting room was enlarged, and the dock entrance was repaved. She explained that from the \$1.3 million grant received in 2017, there was less than \$10,000 remaining to expend. She noted that as per the grant agreement, a written report will need to be submitted to the province containing the project financial statements, an itemized list of the infrastructure work completed, and the resulting outcomes.

*J. McGrath entered the meeting; J. Bennett left and returned to the meeting.*

**9. Public Library Services Branch (PLSB) Update**

M. Maguire reported that half of the operating grant funds were disbursed recently and the other half will be provided in the fall as long as the grant application form has been submitted by October 1 deadline (extended from June). She reminded trustees that library boards are autonomous and therefore are the decision-makers on operations. She stated that government courier services will resume when all 16 node libraries are ready, and following that Relais, the new interlibrary loan service, will begin operating at the node level and 30 days later for patrons. M. Maguire noted that provincially in the last three months, there was a 200 percent increase in e-content usage, 250 percent increase in e-learning, and 19,000 new library cards were issued.

**10. Alberta Library Trustees' Association (ALTA) Update**

H. Smit announced that he is the new ALTA Area 2 (Yellowhead) representative, following Tanya Pollard's retirement. He stated that the ALTA Trustee Handbook was revised and is currently being reviewed by the PLSB prior to distribution. He added that ALTA will be hosting a 12-part trustee-focused webinar series with 10 questions about each topic (budgets, board meetings, the media, etc.), and are also looking at implementing a trustee chat feature on their website.

**11. YRL Public Libraries' Council (PLC) Update**

R. McClure reported that libraries are starting to reopen although many libraries across the province are facing potential funding cuts. He thanked Karla and the YRL staff for being so very supportive of member library managers and staff over the last three months, and for keeping everyone well informed through the daily updates, and weekly check-ins/coffee chat meetings.

**12. The Alberta Library (TAL) Update**

K. Palichuk stated that Margaret Law is the new acting CEO and that TAL is currently in a good fiscal position. She explained that TAL recently negotiated free access to the Calgary Herald

Archives through ProQuest and are now working on access to the Edmonton Journal Archives. She added that TAL has been engaging libraries across the province and created dedicated webpages for public library staff resources and library-related stories.

Moved by W. Rothe that 2019-2021 Plan of Service Pandemic Workplan, Welcome to the Not-Knowing: YRL Pandemic Response presentation, draft 2021 budget direction, Policy Manual-Finance Policy, YRL Board Executive Committee meeting minutes, and infrastructure grant, along with the Public Library Services Branch, Alberta Library Trustees' Association, YRL Public Libraries' Council and The Alberta Library updates be accepted as presented for information. SECONDED by L. Spink.	CARRIED	3955
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### **ADJOURNMENT**

MOVED by S. Jeffreys that the meeting adjourn at 11:36 a.m.	CARRIED	3956
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### **NEXT MEETING**

The next YRL Board meeting is Monday, October 5, 10:00 a.m. to 12:00 p.m. online via GoToWebinar.

\_\_\_\_\_  
Hendrik Smit, Chair

\_\_\_\_\_  
Karla Palichuk, Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## **TOWN OF DRAYTON VALLEY CHILDCARE OPERATIONAL BOARD**

held on Monday, June 29, 2020  
at 9:30am in Boardroom One  
at the Town Civic Centre and Via Webex

### **MINUTES**

**PRESENT:** Sharon MacLellan, Chair, Community Member  
Annette Driessen, General Manager of Community Services  
Bernice Taylor, Early Childhood Development Centre Program Manager  
Cora Appleby, Administrative Assistant

**VIA WEBEX VIDEO CONFERENCE:** Lisa Buchan, Community Member

#### **1.0 CALL TO ORDER**

The meeting was called to order by Chair MacLellan at 3:35pm.

#### **2.0 AGENDA BUILDING**

##### **2.1 Additions or Deletions**

The following addition was made to the agenda:

4.4 Advocacy

##### **2.2 Approval of Agenda**

**MOTION BY Lisa Buchan to approve the June 29<sup>th</sup> meeting agenda as amended.**

**CARRIED**

#### **3.0 MINUTES FROM THE JUNE 3, 2020 MEETING**

##### **3.1 Approval**

The following change was made to the minutes:

Add Lori-Anne Schamehorn present at the meeting

**MOTION BY Lisa Buchan to approve the June 3<sup>rd</sup> meeting minutes as amended.**

**CARRIED**

#### **4.0 BUSINESS ARISING**

##### **4.1 COVID -19 Re-Opening**

Bernice reported that they opened on June 17<sup>th</sup>. The Childcare is currently offering childcare to 5 to 7 children daily ages 4 and 5. Recently surveyed the parent of the 3 year olds and they are expected to return on July 6<sup>th</sup>. A survey will be sent out to parents of 2 years very shortly and hopefully they will return on August 6<sup>th</sup>.

##### **4.2 Mighty Learners**

Bernice Taylor reported that the Childcare Centre will be offering a program for Kindergarten aged children. Monday, Wednesday and Friday will be full time days and Tuesday and Thursday will be half days.

The program will be nature focused and swimming will be incorporated in to it.

#### **4.3 ELCC Funding**

Bernice Taylor reported that the funding will be available till March of 2021. The Board discussed Universal Childcare and how can the government cover that cost.

The Board discussed the deadline of September 1<sup>st</sup> for parents to give a firm return date. If they cannot return at this time, they will move back onto the waitlist. They will sit on the top of the waitlist for 30 days, if they do not return within the 30 days, they then will move to the bottom of the waitlist.

**MOTION BY Lisa Buchan that the Operational Board has established that September 1<sup>st</sup> as the deadline to remain their enrollment.**

**MOTION BY Lisa Buchan to allow all families enrolled in the Centre during the COVID Closure will have the option to site on the top of the waitlist to return for the 30days.**

**MOTION BY Lisa Buchan that the entry age level for the Centre be adjusted from 13 months to 19 months as of September 1<sup>st</sup>.**

#### **4.4 Advocacy**

The Board discussed the advocacy priorities and what priorities that needs to be focused on in the correspondence being sent to the government.

### **5.0 OTHER BUSINESS**

#### **5.1 Policies and Procedures**

Nothing to report at this time.

### **6.0 NEXT MEETING DATE**

The next meeting will take place on September 8<sup>th</sup> at 9:30am and October 13<sup>th</sup> at 9:30am at the Town Civic Centre.

### **7.0 ADJOURNMENT**

Chair MacLellan adjourned the meeting.

**TIME: 4:30pm**



*Sustainability Committee Meeting  
Thursday, August 20, 2020, 9:00 a.m.-11:00 p.m.  
Town of Drayton Valley Conference Rooms #2*

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**Meeting Notes**

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**Present:** Councillor Nancy Dodds, Councillor Fayrell Wheeler, Aishah Mohd-Isa, Matt Ellis, Khaled Mouallem

**1.0 Call to Order**

Councillor Dodds called the meeting to order at 9:03 a.m.

**2.0 Additions or Deletions to Agenda**

Councillor Wheeler to add item 5.8 on Sustainability Committee  
Added item 5.9 Lanterns on Pond event

**3.0 Adoption of Agenda**

Councillor Wheeler moved to approve the agenda as presented.  
Carried

**4.0 Approval of Committee Meeting Notes**

**4.1** Sustainability Committee Meeting Notes, July 7, 2020

**4.2** Ms. Mohd-Isa requested the minutes be updated to edit financial information regarding the solar benches. Chair, Councillor Nancy Dodds approved.  
Councillor Wheeler approved the revised Sustainability Committee Meeting Notes from July 7, 2020.  
Carried

**5.0 Discussion Items**

**5.1** Community Needle Disposal – Lisa's handout

Further research is required on how to collect the used needles and how to process, and whether there will be cost involved. Councillor Wheeler suggested to reach out to pharmacies that collect needles. Potential to place collection boxes at Omniplex, Pool and parks. Lisa to contact to Merlin, Adam Jensen and pharmacies for further information.

**5.2** PACE Program

Aishah received information package from Rocky Mountain House and Bylaws from Devon. A summary of the information will be provided at next meeting. Aishah will contact MCCAC for latest update on EEA move to MCCAC.

## Sustainability Committee Meeting

August 20, 2020

**5.3** Garbage bin update from G&P and Council

Consensus from Council was to keep recycling on a weekly basis. Need to check with Sabine on the discussion points for garbage bin lids at G&P and Council.

**5.4** Art Policy

Matt Ellis reported that preliminary research is being conducted on incorporating art policies and downtown art in other municipalities. To clarify, there are two programs proposed under this initiative.

The first is a proposal for 1% Art Policy where new developments above a certain threshold is to allocate 1% of their budget to an art project. Councillor Nancy suggested that this policy be included as part of the Community Revitalization Strategy of Municipal Development Plan. It was also suggested to explore the concept of a Business Improvement Area (BIA), and street festival events as part of the Community Revitalization Strategy. Matt to discuss potential ways forward with Winston and Debby.

The second is a public art granting project. Ideas include canvasses on chain link fence (maybe at thrift store?) or at sides of buildings.

**5.5** Energy Stewardship Plan update – Aishah Mohd-Isa

Aishah thanked Councillor Dodds and Councillor Wheeler on their support in getting Milestone 2 adopted by Council. The next steps would be completing the draft plan for Milestone 3 which will be reviewed with senior management and the public.

**5.6** Community Composting Program

Aishah shared the poster for the pilot Community Compost program initiated by Christy Skelton. The Town donated ten bins to the program, and two local businesses are setting aside their organics for this compost. The program will take in more participants once the logistics and composting process are more stable.

**5.7** Free Tipping Days (October)

Khaled Mouallem discussed the resources involved in Free Tipping Days and Curbside Pick-up. He suggested the next Curbside Pick-up is scheduled while summer interns are available (May-August).

The October Free Tipping Days will be during waste week (October 5-11, 2020). A pick-up service is being considered for seniors - they will need to register. This proposal will be brought for G&P on Sept 2, 2020.

**5.8** Sustainability Committee

Councillor Fayrell would like to reconsider the role and purpose of the Committee before the next Org

**5.9** Lanterns on the Pond Event

This event is to raise storm water pond awareness and is set for September 17, 2020 at Northview Pond. Participants will be provided water floatable lanterns and materials for decoration, cookies from DV bakery and hot cocoa from Tim Hortons. Event will start at 7 with lantern launch at 8pm. Information/materials on storm water ponds will be distributed during the event.

Tasks:

- Contact artist in charge of Art Night for advice on water-safe deco materials
- Order lanterns and materials, cookies & cocoa
- Comms to prepare info & promo materials

*Sustainability Committee Meeting*

*August 20, 2020*

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- Public Works to mow area and set up signage (promo a week earlier + hazards on event day), next day lantern pick-up
- Speaker system
- Registration process

Preparation meetings to be held on August 27<sup>th</sup> (lantern testing) and August 31<sup>st</sup> (logistics).

**Standing Items**

**5.10** Sustainability Vision 2019-2021 – Action Plan

**6.0 Other Business**

**7.0 Information Items**

**8.0 Items for Next Meeting**

- 1% Art Policy MDP Update – Matt
- Community Needle Disposal update - Lisa
- PACE Program update - Aishah
- Sustainability Committee Review
- 

**9.0 Next Meeting Date**

- October 6, 2020, 9 a.m. – 11:00 p.m. at Town of Drayton Valley in Conference Room #2

**10.0 Adjournment**

Councillor Dodds adjourned the meeting at 10:53 a.m.



## TOWN of DRAYTON VALLEY LIBRARY BOARD MEETING MINUTES

**The minutes of the Drayton Valley Municipal Library Board regular meeting held  
September 10, 2020, Civic Centre Meeting Room**

**PRESENT**     **Trustees:** Rosemarie Mayan (Vice Chair), Lyndara Cowper-Smith (Chair), Pat Adamson (Treasurer), Colleen Andersen, Sandra Blades, Donna Wiltse (County Council)

**Admin:** Doug Whistance-Smith (Director), Dana Crawford and Darlene Edwards (Recording Secretary)

**ABSENT**       Nancy Dodds (Town Council), Donna Gawalko

**GUESTS**       Laurie Smith

### **CALL TO ORDER**

Rosemarie Mayan called the meeting to order at **9:25 am**.  
Quorum Declared

### **ADOPTION OF AGENDA**

Additions:           None  
Deletions:            Trustee Prospects unable to attend today's meeting- remove from agenda.  
Amendments:        Next meeting date error – change to Oct 15.

**MOTION 2020-062**    **Colleen Andersen** moved to approve the agenda as amended. **CARRIED**

### **ADOPTION OF MINUTES**

Additions:           None  
Deletions:            None  
Amendments:        Spelling error in finance committee report – “top/to” correction made

**MOTION 2020-063**    **Donna Wiltse** moved to adopt the minutes as amended.                    **CARRIED**

### **FINANCIAL**

**Delegation:** The Director and Bookkeeper, Laurie Smith, clarified budget change to include capital improvement section identifying expense amortization of properties. The dollar amounts listed in this section have been adjusted for Operational expense lines to balance. Inserting the capital improvement lines have shown on financial reports but were not previously recorded on budget leading to some confusion as to why certain lines appear underspent. This change also paints a stronger picture for presenting budget to the municipalities as actual costs for maintaining facilities.

**Account Balance** as of September 3 (**\$168,057**)

**August Financial Reports** were reviewed.

*9:48 am Lyndara Cowper-Smith enters the meeting and assumes role of Chair.*

**2021 Budget** was reviewed by the Board including, Payroll budget to include a 1% Cost of Living Allowance (COLA) for staff, a bump up in levels for Darlene (Level 1 to 2) filling in for Dana's mat leave and Lorna (Level 4 to 5) taking on Cataloging duties for Darlene.

**MOTION 2020-064**    **Pat Adamson** moved to approve a 1% COLA for all staff below the level of Director and pay grid level change for Darlene and Lorna.

**Colleen Andersen** seconded the motion.

**CARRIED**

The Payroll budget can be finalized following Board decision on options for Director's salary:

Option 1: increase Director from Level 1 to Level 2 with 1% COLA (\$83380 / ann.)

Option 2: increase Director from Level 1 to Level 2 without 1% COLA (\$82555 / ann.)

Option 3: no increase to Director's salary level but include 1% COLA (\$78376 / ann.)

Option 4: status quo: no increase to Director's salary level and no COLA (\$77600 / ann.)

## REPORTS

**Personnel Committee** has collected and collated feedback on Director's evaluation.

**MOTION 2020-065** *Donna Wiltse* moved to go *in camera* at 10:00 am. **CARRIED**

**MOTION 2020-066** *Pat Adamson* moved to exit *in camera* session at 10:05 am. **CARRIED**

**MOTION 2020-067** *Rosemarie Mayan* moved to approve a pay grid level change for Director, Doug Whistance-Smith from level 1 to 2 not to include a 1% COLA increase. The Director's 2021 salary will be increased to \$82555 per annum effective November 23, 2020

*Sandra Blades* seconded the motion. **CARRIED**

The Director's salary Option 2 was factored into the draft payroll budget. The final 2021 draft budget maintains status quo municipal appropriation requests.

**MOTION 2020-068** *Rosemarie Mayan* moved to approve the 2021 Operating Budget at status quo municipality request and to forward the summary of this budget with an offer to present the appropriation request to Town and County Councils.

*Pat Adamson* seconded the motion. **CARRIED**

**Advocacy Committee** has yet to meet for planning the 2021-26 Plan of Service.

*Action Item: The Director will schedule a date with Rosemarie Mayan and Sandra Blades at the earliest convenience. The Director will contact Jordan DeSousa at Public Library Services Branch to inquire about supports or advice for planning during pandemic.*

**New Facility Planning Committee** has not heard back from councils in response to the letters issued to councils in July requesting the opportunity to present the Board's recommendation.

*Action Item: The Chair will make inquiries with Town about any further information regarding purchase price for Sears space to fill in the gap in the committee's assessment and recommendation.*

**Director's Report** included a verbal report from the most recent YRL Board Executive meeting, a written statistics report on August operations and programs, an update on an adjustment to the STAR Catholic invoice and a reminder to register for the upcoming regional conference.

**Operation Manager's Report** included an announcement that Dana may have to start maternity leave earlier than planned; Darlene is learning and adjusting to the new duties.

**Trustee Report** from Colleen Andersen about her visit to Cochrane where masks were mandatory in the Library and she felt that this requirement was an uncomfortable barrier so she cut her visit short.

**MOTION 2020-069** *Sandra Blades* moved to accept all reports as information. **CARRIED**

## BUSINESS

**Trustee Term Appointments** are wrapping up for Donna Gawalko, Pat Adamson and Colleen Andersen. Donna and Pat indicated their intent to seek reappointment; Colleen stated her intent to step back from the Board but indicated she would be interested in joining a Friends of the Library group if one was formed.

*Action Item: Donna and Pat will complete and submit applications for Board & Committee Membership.*

**Movie Programs** could resume starting in October with COVID precautions to include mandatory masks, social-distancing and no food allowed. Number of attendees could be restricted as space and cohort-size allows and can be managed by registration for attendees.

The Board felt that the risks were manageable and agreed that the decision to run or cancel in-person movie programs was at the Director's discretion.

**WOW Van** recall for a minor mechanical issue was received. The Director will have other mechanical issues assessed while the van is in the shop.

**MOTION 2020-070** *Pat Adamson* moves to accept Business items as information.  
**CARRIED**

## CORRESPONDENCES

### Action Items:

- Sept 9: email from PLSB requiring official letter from Town approving change in accountants for 2019 financial review in order to release second half of Operating Grant. *RFD submitted to Town for presentation to council on Sept 16.*

### Incoming Information Items:

- July 16: Letter from Kaycee Madu, Minister of Municipal Affairs, re COVID & libraries Town Hall virtual meeting.
- Aug 26: YRL email announcing Tanya Allard appointment as Minister of Municipal Affairs.
- Sept 3: Email with attached letter from County re invitation to Kara Westerlund to attend Board meeting for pre-appointment meet & greet. Invite was perceived as an attempt to replace County Council representative on the Board.

### Outgoing Items:

- Sept 3: Letter of apology to Brazeau County Reeve and Council for email mix-up.
- Sept 4: Ed Latke, STAR Catholic, re amendments to invoice for Rotary during COVID.

**MOTION 2020-071** *Donna Wiltse* moved to accept correspondences as information.

**CARRIED**

**NEXT MEETING:** Thursday, **October 15<sup>th</sup>** @ 1:15 pm

**MOTION 2020-072** *Rosemarie Mayan* moved to adjourn meeting.

**CARRIED**

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Board Chair

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Recording Secretary

**Adopted on the \_\_\_\_ day of \_\_\_\_\_, 2020**

# Drayton Valley Libraries Monthly Stats – September 2020 Page 206 of 243

Patrons	Main (ADV)	Rotary (ADVR)	Combined
ME Library users	3	*people from other library systems that registered to borrow directly from ADV	
New/ Renewed Patrons	27	0	27
Patron Records Deleted	2	0	2
<b>TOTAL Patrons</b>	<b>2484</b>	<b>336</b>	<b>2820</b>

**Where They Live:** DV Town: **1657** + Brazeau: **1024** /1280 (226 registered @ Breton) + Other: **139**

DV Town Pop<sup>n</sup> = **7235** Brazeau County Pop<sup>n</sup> = **7771** (6295 adjusted\*) TOTAL Pop<sup>n</sup> = **13530\***

DV Library Users/ Pop<sup>n</sup> = **22.9% Town** DV Library Users/ Pop<sup>n</sup> = **16.3%\* BC** TOTAL/ Pop<sup>n</sup> **20.8%**

<b>Collections</b>	<b>23472 items</b>	<b>6144 items</b>	<b>29616 items</b>
Items Added	186	2	188
Items Deleted	0	0	0
Items Withdrawn	23	0	23

<b>Circulations</b>			
Check-Outs	3868	53	3921
# Patrons	384	16	400
Check-Ins	2766	25	2791
Overdue CKIs	205	0	205

**Note:** Main Branch Library circulations are returning to near pre-pandemic levels. Rotary Library remains closed to the public.

<b>ILL &amp; Holds</b>			
Staff Generated Holds	180	0	180
Holds Satisfied	834	30	864
Holds Cancelled	78	2	80
ILL-Items Borrowed (from other libraries)	1761	45	1806
ILL - Items Lent (to other libraries)	1024	35	1059

**Note:** YRL resumes full ILL delivery services in mid-July. Main Branch Library holds are returning to pre-pandemic volumes.

## Public Access Catalogue (TRACpac) = Patron self-directed activity

Log-ins	767	56	823
Item Renewals	575	7	582
Patron Generated Holds	572	40	612
Patron Cancelled Holds	19	2	21

<b>Public Access - Potential Hrs</b>	<b>244 hrs</b>	<b>135 hrs</b>	<b>379 hrs</b>
<b>Closures: Stat / Pandemic &amp; Staff mtg</b>	<b>(-11/ 57 hrs)</b>	<b>(-7.5/ 127.5 hrs)</b>	<b>(-203 hrs)</b>
<b>Actual Open Hours</b>	<b>176 hrs</b>	<b>0 hrs</b>	<b>176 hrs</b>

**Note:** Main Branch Library modified hours: M-F 9am-12n/ 1pm-7pm (staff cleaned public space and work stations 12-1 pm & 7-8pm). Closed Saturdays (staffing shortage).

## Wi-Fi & Public Computer Usage:

Public Computer Use:	262 sessions/ 139 Hrs	0 sessions/ 0 Hrs	262 Sessions / 139 Hrs
	262 sessions/ 8363 min	0 sessions/ 0 min	262 Sessions / 8363 Min
Wi-Fi Sessions (patrons/staff)	October numbers not included on YRL statistics report		
Wi-Fi Max. Same-time Users	14	5	19 same-time users
Unique Devices	192	97	289 unique devices
Total Data	186.78 GB	15.47 GB	202.25 GB

## eResources

Hoopla Circs	99	1	100
OverDrive Circs	670	30	700 eBook Check-outs
RBDigital Circs	40	0	40
<b>YRL Region DB Circs:</b>	Cloud <b>5075</b> circs	Press Reader <b>7637</b> circs	AB eBooks <b>2</b> circs
<b>Website (DVLibraries):</b>	Users: <b>578</b>	Sessions: <b>944</b>	Page Views: <b>2904</b>

**Note:** Since return to near full service and patron access, eResource use is slowly dropping back to pre-pandemic levels.

**Sept 2020 Virtual Programs & Activities**

(Programmer learning website – fewer social media posts this month)

	<b>Posts</b>	<b>Followers</b>	<b>Reached</b>	<b>Impressions</b>	<b>Engagements</b>
<b>Facebook</b>	<b>42</b>	<b>850</b>	<b>N/A</b>	<b>8405</b>	<b>281</b>
<b>Instagram</b>	<b>13</b>	<b>177</b>	<b>228</b>	<b>476</b>	<b>7</b>
<b>Twitter</b>	<b>15</b>	<b>677</b>	<b>N/A</b>	<b>2402</b>	<b>17</b>
<b>YouTube</b>	<b>15</b>	<b>24</b>	<b>288</b>	<b>1524</b>	<b>28.2 Hrs.</b>

**Virtual Children Programs**

		<b>Sessions</b>	<b>Live Participants</b>	<b>Views</b>
Crafting (Tues)	Ginny	8	6	10
Musical Theatre (Wed am)	Ginny	4	8	3
Art (Wed pm)	Ginny	4	1	6
Reading Adventures (Thu am)	Ginny	3	5	n/a
Art (Thu pm)	Ginny	3	1	3
		<b>22 sessions</b>	<b>21 +</b>	<b>22 = 43</b>

**Virtual Youth Programs**

		<b>Registrants</b>	<b>Live Participants</b>	<b>Recorded Views</b>
Story-on-Request	Verna	n/a	n/a	149
YouthInk Book Clubs	Verna	6	2	14
Teen Time (science, games, art, hacks)	Verna	0	0	44
Variety – Old Program Recordings (for youth)		n/a	n/a	63
		<b>6 +</b>	<b>2 +</b>	<b>270 = 278</b>

**Virtual Adult & Sr. Programs**

		<b>Registrants</b>	<b>Live Participants</b>	<b>Recorded Views</b>
Adult Reading Connection	Verna	10	0	78
Distantly Social (art, home, craft, b.club)	Verna	5	4	n/a
Wake Up & Write	Leah	76	21	n/a
Variety – Old Program Recordings (for adults)		n/a	n/a	7
		<b>91 +</b>	<b>25 +</b>	<b>85 = 201</b>

**Family & Multigenerational Programs**

		<b>Registrants</b>	<b>Live Participants</b>	<b>Recorded Views</b>
For All Ages Story & Craft (old)	Verna	n/a	n/a	27
Homework Help	Verna	0	0	511 (FB 3sec views)
Variety – Old Program Recordings (family)		n/a	n/a	21
		<b>0 +</b>	<b>0 +</b>	<b>559 = 559</b>

**Outreach Social Distanced Services**

Seniors Outreach (x1)	8
Interagency	13 in attendance (14 views of recording)

**Library Awareness & Networking**

<b>Monthly Newsletter</b>	(250 circulated via holds delivery/ pick-up and at certain locations)
<b>Newspaper Ad</b>	<b>ePrograms</b>
<b>Newspaper Articles</b>	<b>1x Mini-Libraries at Elevated Experience Campground</b>
<b>Program E-Newsletter</b>	<b>17 subscribers</b>
<b>Community Registration Night</b>	<b>114 visitors to the table</b>

**Other Initiatives**

<b>Mini-Libraries</b> Leah/ Doug	<b>~15 boxes of booksale items given to the project</b>
<b>Booksale (Aug-Sept): total operational donation revenues = \$1008.90</b>	



## **DRAYTON VALLEY/BRAZEAU COUNTY FIRE SERVICES**

### **TOWN OF DRAYTON VALLEY UPDATE REPORT TO COUNCIL**

**SUBJECT:** 2020 Fire Department August Stats

**DATE TO COUNCIL:** October 28, 2020

**PREPARED BY:** Tom Thomson - Fire Chief

**UPDATE INFORMATION:** To provide Council with updated information regarding department calls for service, the Fire Service has generated a statistical break down for August 2020 response for service numbers. This information includes the number of incidents responded to, the types of incidents, the incident calls for the Town of Drayton Valley and Brazeau County.

#### **Drayton Valley/Brazeau County Fire Services**

##### **2020 August Stats**

##### **Fire Calls - 5**

Vehicle Fires – 2  
Structure Fire- 2  
Rubbish and Grass Fire - 1

##### **Motor Vehicle Collisions - 4**

Single Vehicle Collision- 1  
Two Vehicle Collision- 2  
Three Vehicle Collision- 1

##### **Rescue Calls – 2**

Water Rescue- 2

##### **Alarm Calls - 16**

Residential Alarm Calls- 10 (4 alarms were false)  
Commercial Alarm- 3  
Senior Complex- 1  
School- 2

##### **Assist Another Agency - 6**

EMS Assists (includes cardiac arrests, lift assist calls, overdose calls, etc.) – 5  
RCMP Assist- 1  
(EMS & RCMP arrived on scene first for all calls)



**Miscellaneous Calls – 2**

Public Hazard Powerline Down- 1

Gas Leak – 1

**Provincial**

Motor Vehicle Collisions - 3

***Provincial Total Calls - 3***

**Town of Drayton Valley**

Fire Calls - 2

Motor Vehicle Collision - 1

Rescue Calls - 0

Alarm Calls - 13

Assist Another Agency - 3

Miscellaneous Calls - 0

***Town Total Calls - 19***

**Brazeau County**

Fire Calls - 3

Motor Vehicle Collisions - 0

Rescue Calls - 2

Alarm Calls - 3

Assist Another Agency - 3

Miscellaneous Calls - 2

***County Total Calls - 13***



## **DRAYTON VALLEY/BRAZEAU COUNTY FIRE SERVICES**

### **TOWN OF DRAYTON VALLEY UPDATE REPORT TO COUNCIL**

**SUBJECT:** 2020 Fire Department September Stats

**DATE TO COUNCIL:** October 28, 2020

**PREPARED BY:** Tom Thomson - Fire Chief

**UPDATE INFORMATION:** To provide Council with updated information regarding department calls for service, the Fire Service has generated a statistical break down for September 2020 response for service numbers. This information includes the number of incidents responded to, the types of incidents, the incident calls for the Town of Drayton Valley and Brazeau County.

#### **Drayton Valley/Brazeau County Fire Services**

##### **2020 September Stats**

##### **Fire Calls - 10**

Vehicle Fires- 3

Rubbish and Grass Fires- 7

##### **Motor Vehicle Collisions - 10**

Single Vehicle Collision- 3

Two Vehicle Collision- 3

Three Vehicle Collision- 1

Single Vehicle vs Wildlife- 3

##### **Rescue Calls – 0**

##### **Alarm Calls – 13**

Residential Alarm Calls- 10

Commercial Alarm- 2

Sports Complex- 1

(No Alarms were false)

##### **Assist Another Agency - 2**

EMS Assists (includes cardiac arrests, lift assist calls, overdose calls, etc.) –2  
(EMS arrived on scene first for all calls)

##### **Miscellaneous Calls – 1**

Smoke Investigation- 1

**Provincial**

Motor Vehicle Collisions - 9

***Provincial Total Calls - 9***

**Town of Drayton Valley**

Fire Calls - 2

Motor Vehicle Collision - 0

Rescue Calls - 0

Alarm Calls - 7

Assist Another Agency - 0

Miscellaneous Calls - 0

***Town Total Calls - 9***

**Brazeau County**

Fire Calls - 8

Motor Vehicle Collisions - 1

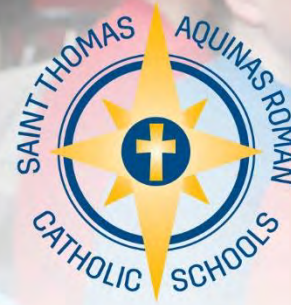
Rescue Calls - 0

Alarm Calls - 6

Assist Another Agency - 2

Miscellaneous Calls - 1

***County Total Calls - 18***



# Souls Seeking Christ

ON A JOURNEY OF FAITH, LEARNING AND LOVE

## Board Meeting Highlights – October 2020

### DATES TO REMEMBER

#### Next Board Meeting

Friday,

November 27,  
10:30 a.m.

STAR Central Office  
4906 50 Ave., Leduc, AB  
*The public is welcome to stream all Board meetings.*

#### Board of Trustees

[Michelle Lamer](#)

Chair  
Leduc

[Henry Effon](#)

Vice Chair  
Wetaskiwin

[Sandra Bannard](#)

Drayton Valley

[Shaun Meaden](#)

Leduc

[Liz Taylor-Sirois](#)

Beaumont

[Dan Svitch](#)

Ponoka

[Donna Tugwood](#)

Lacombe

### International Travel

The Board moved to cancel all international trips for the 2020-2021 school year, including trips that were previously approved for and deferred from the 2019-2020 school year.

### Fourth Quarter Financial Statement

The Board received a fiscal accountability report for the fourth quarter, which included budget comparisons and some financial considerations related to the COVID-19 pandemic.

### School Council Reports

The Board reviewed reports submitted by school councils for the 2019-2020 school year, which included details on council activities, goals, and fundraising efforts.

### Re-Entry Update

The Board received an update on enrollment numbers, the recent change in learning method survey circulated to families, and other aspects of school re-entry.

### Catholic Education Sunday

The Board discussed the upcoming Catholic Education Sunday, which will take place on November 8, including plans to share the good news of Catholic education with community and parish partners.

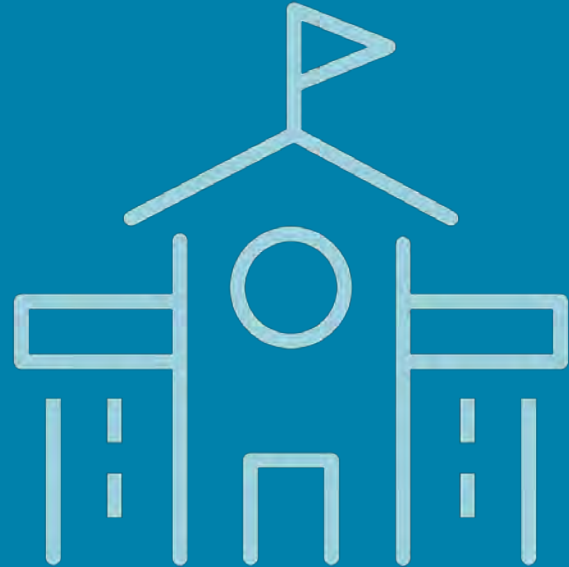
For more information visit: [www.starcatholic.ab.ca](http://www.starcatholic.ab.ca), or call 780.986.2500

# Municipal Restructuring Options

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Town of Drayton Valley  
September 22, 2020

Linda Reynolds  
Municipal Viability Advisor



# Overview

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## Municipal Affairs Priorities



## Restructuring Options

- Viability Reviews
- Amalgamation Process



## Questions

# Municipal Affairs Priorities

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- Supporting municipalities
- Legislative compliance



# Restructuring Options

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- Viability Review
  - Minister's process
  - Outcomes:
    - dissolution into the neighbouring rural municipality; or
    - remaining a municipality and receiving viability directives.
- Amalgamation between two or more municipalities
  - Municipalities control the process
  - Outcome may be formation of a new municipality

# What is a viability review?

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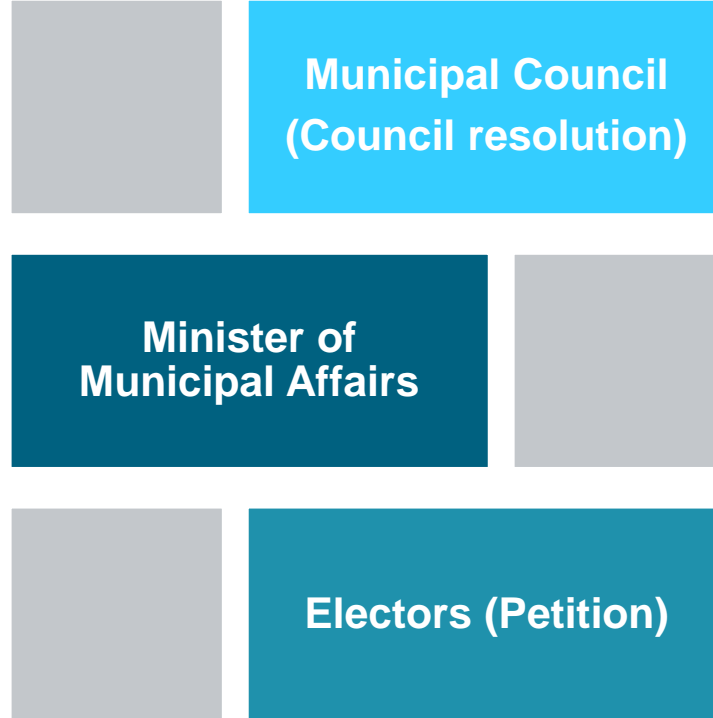
## Viability Review



An objective review of a municipality's **governance**, **finances**, **infrastructure** and **services** that provides options on how the municipality can become viable in the future.

# Who can initiate a viability review?

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MGA Sections 130(2)

# Viability Factors Commonly Found

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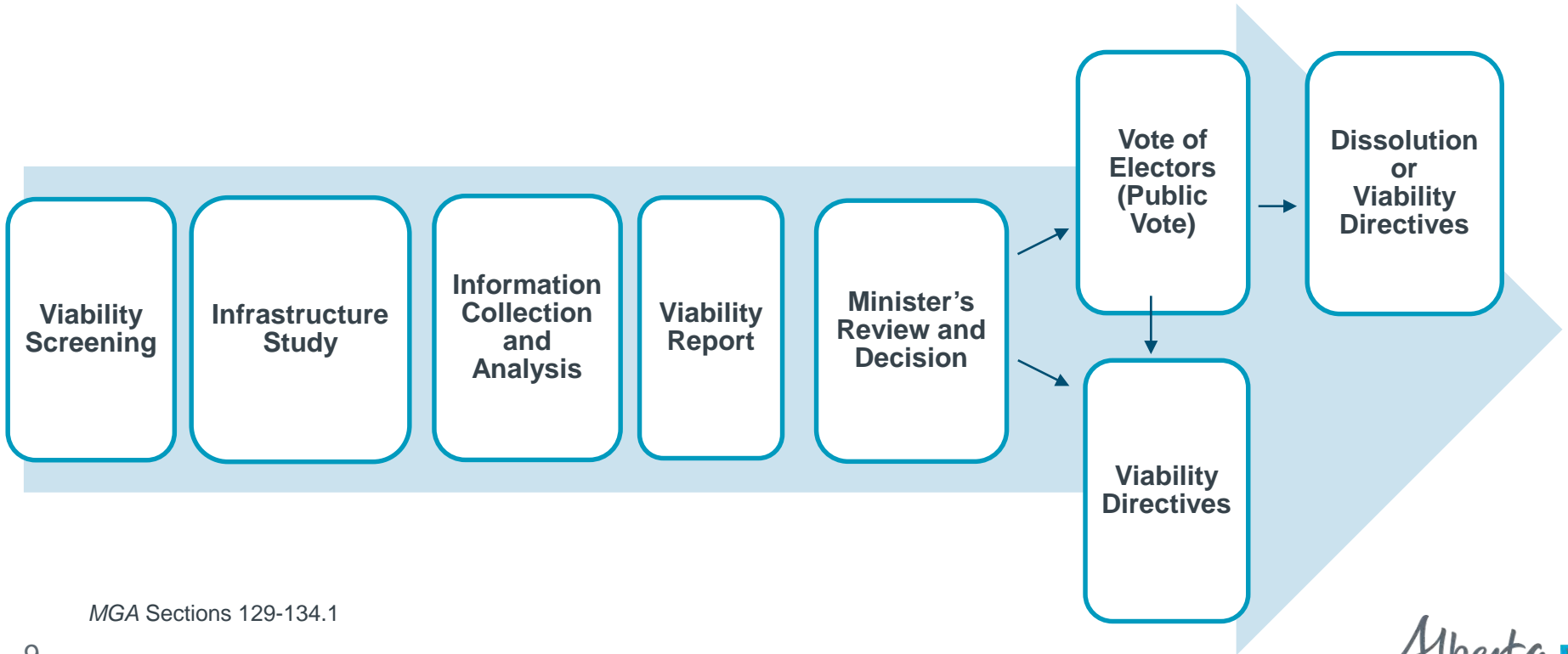
- Declining populations and assessment bases
- Significant infrastructure deficits
- Revenue challenges
  - Reliance on municipal/provincial/federal transfers
  - Elasticity of property tax base
- Depletion of accumulated surpluses
- Lack of priority setting and long-term planning

# What is Reviewed?

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- Governance
- Regional Cooperation
- Administrative & Operational Capacity
- Financial Stability
- Infrastructure
- Municipal Services & Public Safety
- Community Well-being

# Viability Review Process



MGA Sections 129-134.1

# What is Amalgamation?

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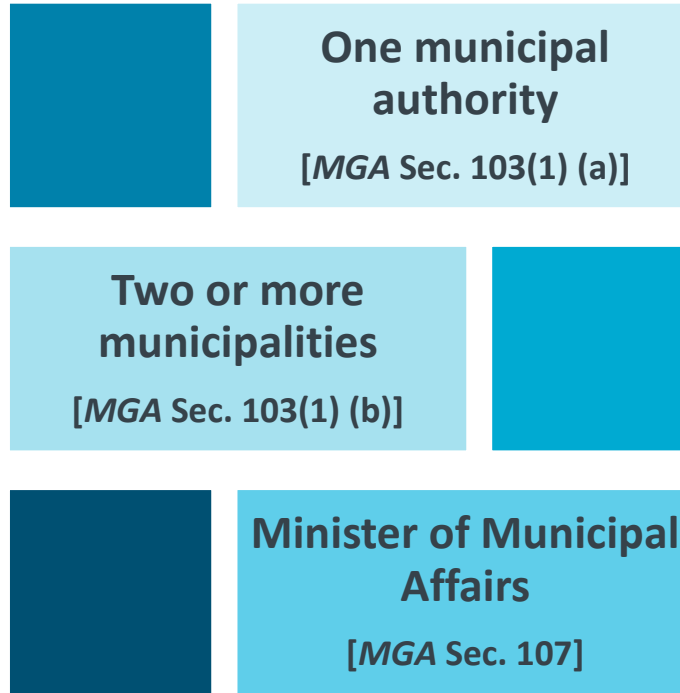
**Amalgamation** = When two or more municipalities join to become one new municipality

- Amalgamation can only occur if there are shared boundaries between the municipalities
- The new municipality may be formed as a village, town, city, municipal district, or specialized municipality



# Who can initiate the amalgamation process?

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MGA Sections 102

# Initiation of Amalgamation

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- The initiating municipality/municipalities must:
  - Pass a council resolution to initiate amalgamation proceedings.
  - Give written notice of the proposed amalgamation to:
    - Municipalities it proposes to amalgamate with;
    - The Minister of Municipal Affairs; and
    - Other Local Authorities that may be affected by the proposed amalgamation.

# Initiation of Amalgamation

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- The notice of initiation of amalgamation proceedings must include:
  - Names of the municipal authorities
  - Reasons for the proposed amalgamation
  - Proposals for consulting with the affected local authorities and the public (consultation plan)

# Negotiations

---

The municipalities that the initiating municipality proposes to amalgamate with must on the receipt of the notice of proposed amalgamation:

- **Meet** with the initiating municipality
- **Discuss** the proposals included in the notice
- **Negotiate** the proposals in good faith

# Negotiations

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- The process and timeline is defined by the municipalities involved
- Beyond the requirement to negotiate in good faith, there are no other guidelines or legislated requirements
- During the amalgamation negotiations there is a requirement to keep the Minister informed of the progress of the negotiations
- Ministry support

# Issues to be Discussed

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- Priorities / Challenges
- Municipal status and name of the proposed new municipality
- Urban and rural service areas if a specialized municipality is proposed
- Proposed council structure and electoral wards (boundaries)
- Finances
  - Assets
  - Liabilities
  - Debt and debt servicing
  - Revenues
  - Expenditures
- Future viability
- Assessment
- Taxation
- Human Resources
- Legal
- Agreements with other parties
- Infrastructure
  - Current state
  - Future maintenance and repairs
  - Future funding
- Municipal Services
  - Utility Rates

# Public Consultation

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- Public consultations are required to be conducted, prior to the completion of the negotiations
- Should be conducted in accordance with the consultation plan that is agreed to by all parties
- A public vote (plebiscite) is not required as part of the consultations



# Report on Negotiations

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The report should include:

- a list of the matters agreed on
- a list of the matters on which there is no agreement
- a description of the stakeholder consultation processes involved in the negotiations
- a summary of the views expressed during the consultation processes

# Minister's Decision

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- The Minister must consider the **principles, standards and criteria** on amalgamation established under Section 76 of the *Municipal Government Act*.
- The most recent set of restructuring principles was set in Ministerial Order L:077/01
- Matters to be considered include:
  - Financial viability
  - Effects on council structure, administration, services and operations
  - Population and political representation
  - Appropriate process used to develop the proposal
  - Impacts on the affected municipalities

# Cabinet Decision

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- Once the Minister is satisfied with the proposed amalgamation, the Minister recommends amalgamation to the Lieutenant Governor in Council (Cabinet).
- Cabinet may, by order, amalgamate municipalities to form a new municipality.

# Amalgamation

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- Minimum Legislated Requirements
  - Notice to Minister and local authorities
  - Proposed consultation with public and local authorities
  - Negotiations
  - Report / Application to the Minister
    - Results of negotiations between municipalities
    - Consultation processes and views expressed

MGA Sections 100-112

# Amalgamations and Regional Governance Projects

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## Amalgamations Completed

- Town of Cold Lake and Town of Grand Centre (1995-96)
- Town of Drumheller and MD of Badlands (1996-97)
- Town of Lac La Biche and Lakeland County (2006-07)

## Previously Explored

- County of Two Hills, Town of Two Hills, and Village of Myrnam (2007-08)
- Town of Barrhead and County of Barrhead (2014-16)
- Leduc County and City of Leduc (2016 - 17)
- Town of Manning and County of Northern Lights (2016)
- County of Newell, City of Brooks, and Town of Bassano (2019)
- Flagstaff Intermunicipal Partnership (2014 - 20)

## Being Explored

- Town of Black Diamond and Town of Turner Valley (2005-08 / 2016 / 2020)
- Town of Fairview and MD of Fairview

# Key Considerations of Amalgamation

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- Municipalities control process
- Public engagement in both municipalities
- Timing considerations
  - Municipal elections

# Amalgamation Process

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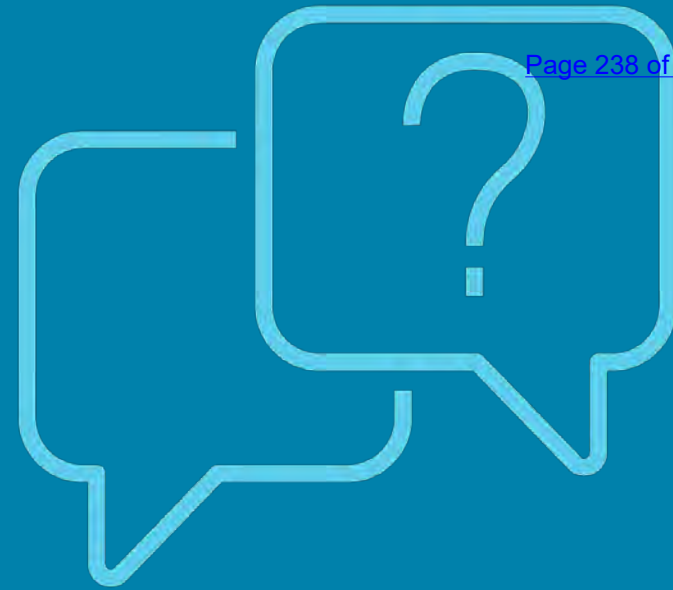


MGA Sections 100-112

# Comparison of Processes

	Dissolution	Amalgamation
Process	Minister determines viability review process led by ministry staff	Process led by the municipalities Outcome is a negotiated amalgamation report/application to the Minister
Scope	Review municipality	Proposed amalgamating municipalities
Focus / goals	Options and recommendations for the long term viability of the review municipality	Structure, governance, and operation of a new amalgamated municipality
Involvement	Review municipality, potential receiving municipality (MD/county), municipal associations, Municipal Affairs	Municipalities proposing to amalgamate; with ministry advisory support as requested
Consultation	Public engagement and binding public vote, in review municipality only	Engagement of public and local authorities; a public vote is an option though not legislatively required
Control over timeline and process	Ministry	Amalgamating municipalities





# Questions?

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<https://www.alberta.ca/viability-reviews-for-municipalities.aspx>

Linda Reynolds  
Municipal Viability Advisor  
[linda.reynolds@gov.ab.ca](mailto:linda.reynolds@gov.ab.ca)  
780-415-4823



## Drayton Valley Municipal Crime Gauge

2020 vs. 2019  
January to September

### Criminal Code Offences



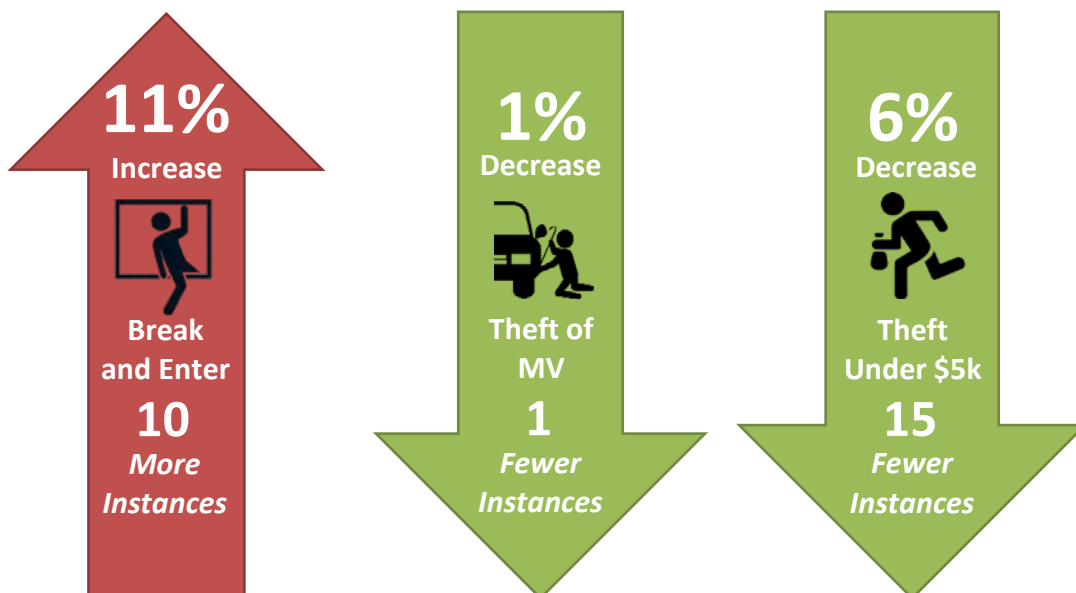
**Total  
Criminal Code  
Offences:**

**1%**

**Decrease**

When compared to  
January to September, 2019

### Select Property Crime



NOTE: If in both 2019 and 2020 a category had fewer than 20 offences, a percent change is not shown. All numbers without a '%' beside them represent counts.



MEETING OF THE BOARD OF DIRECTORS  
CETC, Drayton Valley  
September 9, 2020  
12:00 PM

**ATTENDANCE:**

**Directors Present:**

Tom McGee- Chairperson	Town of Drayton Valley
Jeannette Vatter	Member at Large – Drayton Valley
Cody Brooks	Member at Large – Brazeau County
Marc Gressler	Brazeau County
Janet Young- Vice-Chairperson	Village of Breton

**Administration Present:**

Denise Chesterman	Chief Administrative Officer
Laura Delesalle	Finance Manager

**1.0 CALL TO ORDER**

T. McGee called the meeting to order at 12:15 PM.

**2.0 AGENDA**

**2.1 APPROVAL OF AGENDA**

**Resolution #20-09-93:** Moved by J. Vatter to approve the agenda with no additions.

**Motion ...Carried Unanimously**

**3.0 APPROVAL OF MINUTES**

**3.1 MINUTES FROM THE JULY 9, 2020 REGULAR BOARD MEETING**

**Resolution #20-09-94:** Moved by J. Young to approve the minutes of the July 9, 2020 Regular Board Meeting.

**Motion ...Carried Unanimously**

**3.2 BUSINESS ARISING OUT OF THE MINUTES**

**4.0 FINANCIAL**

**4.1 FINANCIAL REPORTS – Foundation**

**4.1.1 Foundation Disbursements for July & August 2020**

**Resolution #20-09-95: Moved by C. Brooks to accept the Payable Disbursements as information.**

**Motion ...Carried Unanimously**

**4.1.2 Visa Payable for July & August 2020**

**Resolution #20-09-96: Moved by J. Vatter to accept the Visa Payable as information.**

**Motion ...Carried Unanimously**

**4.1.3 Foundation Balance Sheet as of July 31, 2020**

**Resolution #20-09-97: Moved by J. Young to accept the Foundation Balance Sheet as information.**

**Motion ...Carried Unanimously**

**4.1.4 Financial Statements to July 31, 2020**

**4.1.4.1 Central Services / Lodge**

**4.1.4.2 Provincial Housing Units**

**Resolution #20-09-98: Moved by J. Vatter to accept the Financial Statements as information.**

**Motion ...Carried Unanimously**

**4.2 BOARD MEMBER EXPENSE**

**4.2.1 Board Member Expenses for July & August 2020**

**Resolution #20-09-99: Moved by M. Gressler to approve the Board Member Expenses of \$885.21 July 2020 & \$240.00 August 2020.**

**Motion ...Carried Unanimously**

**5.0 OLD BUSINESS**

**6.0 REPORTS**

**6.1 OPERATION'S REPORT**

**6.1.1 CAO's Report**

**6.1.1.1 COVID-19**

**6.1.2 Vacancy Report**



**Resolution #20-09-100:** Moved by M. Gressler to accept the vacancy report as information.

**Motion ...Carried Unanimously**

**6.1.3 In-Private Session (Personnel/Legal)**

**Resolution #20-09-101:** Moved by J. Vatter to go in-private to discuss personnel matters at 1:41 PM.

**Motion ...Carried Unanimously**

**Resolution #20-09-102:** Moved by M. Gressler to come out of in-private at 1:44 PM.

**Motion ...Carried Unanimously**

**6.2 Policy-**

**6.2.1 10.10 Benefits Policy**

**Resolution #20-09-103:** Moved by M. Gressler to accept the benefits policy as presented.

**Motion ...Carried Unanimously**

**6.2.2 Pandemic Policy**

**Resolution #20-09-104:** Moved by J. Vatter to accept the pandemic policy as presented.

**Motion ...Carried Unanimously**

**7.0 CORRESPONDENCE**

**7.1 To: Village of Breton, Brazeau County, Town of Drayton Valley, Carlson Roberts Seely, MLA for Drayton Valley - Calmar RE: Board of Directors Meeting Minutes (August 13, 2020)**

**7.2 From: Seniors & Housing Minister RE: Indigenous Housing Capital Program (July 16, 2020)**

**Resolution #20-09-105:** Moved by M. Gressler to accept correspondence as information.

**Motion ...Carried Unanimously**

**8.0 NEW BUSINESS**

**Resolution #20-09-106:** Moved by J. Young to have administration send a letter to the town of Drayton Valley regarding the parking lot construction and recent incidents in the area.

**Motion ...Carried Unanimously**

**9.0 FUTURE MEETING DATES**

**9.1 NEXT REGULAR MEETING OF THE BOARD – October 19, 2020 @ 1 PM AT THE CETC.**

**10.0 ADJOURNMENT**

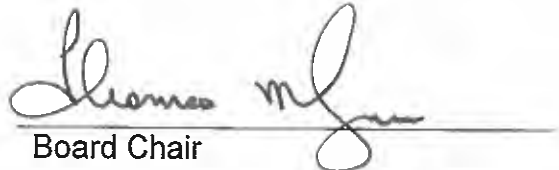
**Resolution #20-09-107: Moved by T. McGee to adjourn the meeting at 2:10 PM.**

**Motion ...Carried Unanimously**

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APPROVED AT THE October 19, 2020 MEETING OF THE BOARD

  
Chief Administrative Officer

  
Board Chair