



Agenda

Call to Order

National Anthem

1.0	Additions to the Agenda	
2.0	Adoption of Agenda	
3.0	Corrections or Amendments:	
3.1.	December 16, 2020, Regular Meeting of Council Minutes	3-6
4.0	Adoption of:	
4.1.	December 16, 2020, Regular Meeting of Council Minutes	
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6.0	Delegations / Administrative Updates	
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6.2.	Drayton Valley RCMP Stats – December 2020 – Acting S/Sgt. Erin Matthews	225-232
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7.2.	Town of Drayton Valley Public Works Equipment Debenture Bylaw 2021/01/F Presented for First Reading	130-133
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7.8.	RCMP Furniture Request	216-217
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8.1.	Planning and Development	Matt Ellis
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8.3.	Community Services and FCSS	Annette Driessen
8.4.	Emergency Services	Tom Thomson
8.5.	Safety and Protective Services	Merlin Klassen
8.6.	CAO/Administration/Capital Project Update	Annette Driessen

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9.0	Council Reports	
	9.1. Councillor Wheeler	
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	9.3. Councillor Peebles	
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	9.5. Deputy Mayor Gammara	
	9.6. Councillor McGee	
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	10.2. Drayton Valley / Brazeau County Fire Services Stats – November and December 2020	221-224
	10.3. Drayton Valley RCMP Stats – December 2020	225-232
11.0	Adjournment	



Meeting Minutes

THOSE PRESENT:

Mayor Doerksen
Councillor Ballas
Councillor Dodds
Deputy Mayor Gammana
Councillor McGee
Councillor Peebles
Councillor Wheeler
Winston Rossouw, CAO
Manny Deol, Assistant CAO
Elvera Thomson, General Manager of Finance
Annette Driessen, General Manager of Community Services
Aishah Mohd Isa, Energy Program Coordinator
Jennifer Fancey, Finance Manager

Bree Motkoski, Executive Assistant
Sabine Landmark, Administrative Assistant
Abdulrahman Mogbonjubola, Intermediate Systems & Network Analyst
Matt Ellis, Senior Planner (Call-In)
Tom Thomson, Fire Chief
Merlin Klassen, Manager of Safety
Acting S/Sgt. Erin Matthews, RCMP
Graham Long, Drayton Valley and District Free Press (Call-In)
Cathy Weetman, Drayton Valley Western Review
Members of the Public (Call-In)

ABSENT:

CALL TO ORDER

Mayor Doerksen called the meeting to order at 9:02 a.m.

1.0 Additions to the Agenda

There were no additions or deletions to the Agenda.

2.0 Adoption of Agenda

RESOLUTION #190/20

Deputy Mayor Gammana moved to adopt the Agenda for the December 16, 2020, Regular Meeting of Council, as presented.

CARRIED

3.0 Corrections or Amendments:

3.1. November 25, 2020, Regular Meeting of Council Minutes

There were no corrections or amendments to the November 25, 2020, Regular Meeting of Council Minutes.

3.2. December 9, 2020, Special Meeting of Council Minutes

There were no corrections or amendments to the December 9, 2020, Special Meeting of Council Minutes.

4.0 Adoption of:

4.1. November 25, 2020, Regular Meeting of Council Minutes

RESOLUTION #191/20

Councillor McGee moved to adopt the Minutes of the November 25, 2020, Regular Meeting of Council, as presented.

CARRIED

4.2. December 9, 2020, Special Meeting of Council Minutes

RESOLUTION #192/20

Councillor McGee moved to adopt the Minutes of the December 9, 2020, Special Meeting of Council, as presented.

CARRIED

5.0 Delegations

5.1. Elevated Experience Camping – Carmen and Jason Roberts-Kowalchuk (Call-In)

Mr. and Mrs. Roberts-Kowalchuk advised of the society status of Elevated Experience Camping Society (EECS) that was received in July 2020. They presented Council with information on the Operation Sasquatch program, a program for youth that teaches culinary skills, team building, sustainability, budgeting, etc. EECS has partnered with local organizations for this program and is currently accepting applications with the intention to start in March 2021.

5.2. Drayton Valley RCMP Stats – November 2020 – Acting S/Sgt. Erin Matthews

Acting S/Sgt. Matthews presented Council with the stats for the month of November 2020. She further provided an update on the pilot project that she is working on with Alberta Health Services to have mental health support workers on calls or to have a Drayton Valley designated as secure location with mental health assessments available.

6.0 Decision Items

6.1. Internal Drayton Valley Recreation Committee – Terms of Reference

RESOLUTION #193/20

Councillor Peebles moved that Town Council adopt the Drayton Valley Recreation Committee Terms of Reference as presented.

CARRIED

Ms. Fancey entered the meeting at 9:36 a.m.

6.2. Local Energy Stewardship Plan for Partners for Climate Protection Program (PCP) Milestone Framework

Councillor Wheeler exited at 9:37 a.m.

Councillor Wheeler returned to the meeting at 9:43 a.m.

RESOLUTION #194/20

Councillor Wheeler moved that Council adopt the Local Energy Stewardship Plan as presented.

CARRIED

Mr. Klassen entered the meeting at 9:51 a.m.

6.3. 2021 Property Tax Forgiveness Request

RESOLUTION #195/20

Councillor Wheeler moved that Council decline the request from Alloy Energy Services Inc. for the forgiveness of municipal taxes for tax roll no. 70306900 for the 2021 year.

CARRIED

Mayor Doerksen called a break at 10:05 a.m.

Mayor Doerksen reconvened the meeting at 10:15 a.m.

7.0 Department Reports

7.1. Planning and Development

Mr. Ellis provided an update of the activities in the Planning and Development department, including Land Use Bylaw, Town Marketing Strategy for Economic Development, and business licenses.

Councillor Wheeler entered the meeting at 10:17 a.m.

7.2. Community Services and FCSS

Ms. Driessen provided an update from the Community Services department, Early Childhood Development Centre, Park Valley Pool, and FCSS. She noted that the preparations for the outdoor rinks have to be restarted and that the signage for citizens to stay off the ice until it is ready will be improved.

Council asked about the possibility of skating trails. Ms. Driessen will look into this matter.

Mr. Deol entered the meeting at 10:20 a.m.

7.3. Emergency Services

Fire Chief Thomson informed Council on the activities of the Animal Control Officer and Community Peace Officer.

7.4. Safety and Protective Services

Mr. Klassen advised that the review by the Emergency Management Agency has been completed. He further noted that Safety has been busy to train safe work procedures at the MAT program and the snow angel program. Finally, he provided an update on the COVID-19 situation.

7.5. CAO/Administration/Capital Project Update

Mr. Rossouw shared comments on the COVID-19 situation and impacts on Town staff. He provided an update on capital projects.

Councillor McGee exited the meeting at 10:42 a.m.

Councillor McGee returned to the meeting at 10:43 a.m.

8.0 Council Reports

8.1. Councillor McGee

- RYSE Project meeting

8.2. Councillor Wheeler

- wished a Merry Christmas

8.3. Councillor Ballas

- read a poem

8.4. Councillor Peebles

- wished a Merry Christmas

8.5. Councillor Dodds

- Education meetings
- Chamber of Commerce meeting
- wished a Merry Christmas

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8.6. Deputy Mayor Gammana

- Education meetings
- November 26 – Municipal Affairs discussion
- November 27 – Light up Drive Thru
- December 9 – Special Meeting
- wished a Merry Christmas

8.7. Mayor Doerksen

- December 8 – Zoom Call with the Mayors of Edson, Rocky Mountain House, and Hinton
- recognized Winston Rossouw’s contribution as the CAO to the Town
- wished a Merry Christmas

9.0 Information Items

9.1. Drayton Valley Municipal Library Minutes – October 15, 2020 and October Stats

9.2. Brazeau Foundation Meeting Minutes – October 19, 2020

9.3. STAR Catholic Schools Board Meeting Highlights – November 2020

9.4. Sustainability Committee Meeting Notes – November 4, 2020

9.5. Yellowhead Regional Library Board Meeting Minutes – October 5, 2020

9.6. Drayton Valley RCMP Stats – November 2020

RESOLUTION #196/20

Deputy Mayor Gammana moved that Council accept the above items as information, as presented.

CARRIED

10.0 Adjournment

Mayor Doerksen adjourned the meeting at 10:57 a.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

PUBLIC HEARING

January 20, 2021

9:00 A.M.

Virtual/Call-in via WebEx

1. DECLARE PUBLIC HEARING OPEN

Bylaw No. 2020/12/D – Town of Drayton Valley Land Use Bylaw

2. PRESENT

3. PURPOSE OF THE PUBLIC HEARING

To receive comments, concerns, and questions from the public with regard to the proposed Town of Drayton Valley Land Use Bylaw 2020/12/D. Purposes of Land Use Bylaw 2020/12/D are to:

- a) Foster orderly growth and development within Town boundaries;
- b) Update and, where deemed appropriate, establish new procedures regarding the use(s) and development of land within Town boundaries;
- c) Update and, where deemed appropriate, incorporate new development standards for land uses within Town boundaries; and
- d) Amend the existing Land Use District Map to reflect redesignations and new land use districts.

4. BACKGROUND

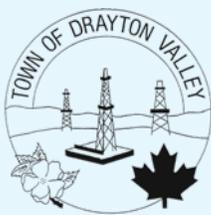
Proposed Town of Drayton Valley Land Use Bylaw 2020/12/D received First Reading at the October 28, 2020 Regular Meeting of Council, and may receive Second and Third Readings today, depending upon the comments received at this Public Hearing.

Notification of the Bylaw, requesting comments from the public, and advising them of the Public Hearing, has been provided in the Drayton Valley and District Free Press as well as on the Town of Drayton Valley website and social media platforms in accordance with Town of Drayton Valley Bylaw 2018/07/A (Electronic Advertising Bylaw). To facilitate the Public Hearing process, any comments received (written or verbal) will be presented as a package at the time of the Public Hearing.

5. CALL FOR COMMENTS FROM THE FLOOR.

6. CALL FOR COMMENTS OR WRITTEN SUBMISSIONS.

7. DECLARE PUBLIC HEARING CLOSED.



Town of Drayton Valley Delegation Request Form

Name(s): Scott Huska

Organization: Noble

Contact Number: 780-514-4490 Contact E-mail: scott@noblegrowthcorp.com

Mailing Address: Box 6224 Drayton Valley AB T7A-1R7

Meeting you would like to attend as a Delegation (please check all that apply)*:

- Council Meeting
- Governance & Priorities Committee Meeting
- Special Meeting/Presentation
- Administration Meeting

* Request must be received a minimum of TWO WEEKS prior to the meeting being requested for; please refer to the Meeting Schedule for dates

Reason for Requesting Delegation:
(information only, request for funding, concern, etc)

Information update on where Noble is currently at. To request tax forgiveness for 2021.

Additional Information Provided

Please list the information you attached or included with your delegation request:

Please indicate any preference you have for meeting:

January 20, 2021

Please submit your request by:

Fax: 780.542.5753

E-mail: admin-support@draytonvalley.ca

In person: 5120-52 ST

TOWN OF DRAYTON VALLEY

REQUEST FOR DECISION



SUBJECT:	Town of Drayton Valley Land Use Bylaw 2020/12/D Presented for Second and Third Readings
MEETING:	January 20, 2021 Regular Meeting of Council
PRESENTED BY:	Matt Ellis Senior Planner

1. PROPOSAL AND BACKGROUND:

Town of Drayton Valley Land Use Bylaw (LUB) 2020/12/D was given First Reading at the Regular Council meeting held on October 28, 2020. Administration presented the draft LUB, summarized the main themes addressed in the LUB and provided a review of the community engagement process leading up to the meeting on October 28 that informed the regulations contained in the draft LUB (**See Attachment 1- LUB First Reading Report**).

Prior to giving First Reading, Council requested the following changes:

- Section 1.17- Stop Orders. Add a stated time limit, such as 30 days, for a landowner to address the violation(s) of the Land Use Bylaw referenced in the Stop Order before the Town can take further action (i.e., entering the subject lands to correct the violations, impose fines, initiate legal proceedings).
- Section 2.4.d.iv- add discharge radius/area of private on-site septic systems to the required components of a site plan submitted with a Development Permit application.
- Section 2.15- deemed refusals, add a time limit, stating when an Applicant may re-apply for a Development Permit that is deemed to be refused.

After the Bylaw received First Reading, Administration circulated it to the County, and various commenting agencies (Alberta Municipal Affairs, Alberta Environment and Parks, etc.) for their feedback (**See Attachment 2- LUB Circulation Notices**) as well as advertising the Public hearing prior to Second and Third Readings in the DV Free Press, the Town's website and Town's Facebook page (**see Attachment 3- November 25, 2020 Public Hearing Advertisement**). Comments of no concern from the County were received on November 16, 2020 (**see Attachment 4- Brazeau County Comments**). No further comments from commenting agencies regarding proposed Land Use Bylaw 2020/12/D were received at the time of this report. Lastly, Administration circulated the LUB to the Town's legal counsel for their review from a legal perspective that the LUB complies with relevant Provincial legislation.

Due to the number of active COVID-19 cases in the Drayton Valley/Brazeau County region the public hearing initially scheduled for November 25, 2020, was postponed on November 19, 2020 (which, at that time was approximately 25 cases). The need for this postponement was later reaffirmed by the restrictions for indoor gatherings announced by the Province on November 24, 2020 (**See Attachment 5- November 25, 2020 Public Hearing Postponement Advertisement**).

Administration has since developed a protocol for public hearings in accordance with Provincial restrictions regarding indoor gatherings in place at the time of this report and best practices for ensuing community health during the COVID-19 pandemic while ensure that draft LUB 2020/12/D can be finalized so the resulting benefit to the community may be realized as soon as possible. Administration

has now advertised this public hearing prior to Second and Third Readings in the same manner as the previous advertisement (**see Attachment 6- January 20, 2021 Public Hearing Advertisement**).

Each of these changes requested by Council, as mentioned earlier are discussed separately below.

Stop Orders (Section 1.17)

Administration previously advised that it could specify a time limit after which the Town can take further action to correct a violation. The Town has such powers already, as Sections 645 and 646 of the MGA allows Administration to initiate further action if the violation(s) stated in the Stop Order is/are not corrected or the Stop Order is not appealed to the Subdivision and Development Appeal Board (SDAB) by the stated deadline. Depending on the nature of the violation, the length of time stated in a Stop Order to correct the violation(s) of the LUB or Development Permit condition can be adjusted to suit the circumstances. For example, removing an oversized trailer from a driveway would likely be easier than paving a parking lot at the end of the typical construction season.

Administration recommends against adding a rigid time limit, such as 30-45 days of the date of the Stop Order to this section of the LUB because doing so would not provide enough flexibility to accommodate the wide variety of situations discussed above. At the same time, Administration recognizes the need for clarity in this section of the LUB. Therefore, the wording of this section has been revised to reiterate the Town's legal abilities to initiate further action if the Stop Order is not complied with or appealed by the deadline stated in the Stop Order.

Private Septic Discharge Radius/Area (Section 2.4.d.iv)

This has been added to the required features to be shown on a site plan (where applicable) to be considered as part of a completed application.

Deemed Refusals and Re-application Interval (Section 2.15)

This item is already addressed in the draft LUB, however, as Section 2.29. Section 2.29 states,

“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 to sufficiently warrant otherwise”

Administration notes this section does not preclude a re-application for a refused Development Permit (including Discretionary Uses and Variances) or re-designation in cases where an applicant has addressed the reason(s) for an application being refused.

Density and Height Provisions

Two items that did not appear in draft LUB 2020/12/D when it was presented to Council for First Reading are the provisions in each of the land use districts for density and height. As these two inter-related measures may fundamentally change overall growth patterns and character for a municipality, Administration initially intended to update these two measures in each of the land use districts until after the update of the Municipal Development Plan (MDP) is completed and, in the meantime, allow these measures to be determined at the Development Authority's discretion. However, Administration has been advised that leaving the measures for height and density open-ended introduces uncertainty for the development community and, therefore, exposes the LUB to appeal.

As a result, Administration has updated the density and height provisions in the various land use districts that apply in these districts to reflect the existing LUB (2007/24/D) and the same kind of land use provisions of municipalities that are of a similar size to the Town of Drayton Valley.

The above-mentioned changes requested by Council, commenting agencies and legal counsel have been incorporated into the latest version of the LUB and noted in the bold/red font. Administration now presents Town of Drayton Valley LUB 2020/12/D for public hearing, in accordance with the MGA, as well as Second and Third Readings (**See Attachment 7- Draft LUB 2020/12/D**). Once the Draft LUB is passed, the bold/red font will be changed to regular black font.

2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

Budget and resource implications regarding draft LUB 2020/12/D are reflected in **Attachment 1- LUB First Reading Report**, except for minor financial impacts for two further advertisements in the DV Free Press regarding the postponement of the initially intended public hearing date of November 25, 2020, in light of the number of active COVID-19 cases within the Drayton Valley/Brazeau County area at that time (**See Attachment 5- November 25, 2020 Public Hearing Postponement Advertisement**) and the new public hearing date of January 20, 2021 (**see Attachment 6- January 20, 2021 Public Hearing Advertisement**).

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	Yes	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 Goal Two-proposed LUB 2020/12/D by providing more clarity and consistency in land use definitions and regulations- less

		<p>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	Yes	<p>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</p>

4. POTENTIAL MOTIONS:

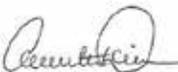
- A. That Council give Second Reading to proposed Land Use Bylaw 2020/12/D as presented.
That Council give Third Reading to proposed Land Use Bylaw 2020/12/D as presented.
- B. That Council give Second Reading to proposed Land Use Bylaw 2020/12/D with amendments to _____.
That Council give Third Reading to proposed Land Use Bylaw 2020/12/D, as amended.
- C. That Council table proposed Land Use Bylaw 2020/12/D, with direction to Administration as to next steps.

5. RECOMMENDATION

Administration recommends giving First and Second Reading to proposed Land Use Bylaw 2020/12/D

6. ATTACHMENTS:

- 1. LUB First Reading Report
- 2. LUB Circulation Notices
- 3. November 25, 2020 Public Hearing Advertisement
- 4. Brazeau County Comments
- 5. November 25, 2020 Public Hearing Postponement Advertisement
- 6. January 20, 2021 Public Hearing Advertisement
- 7. Draft LUB 2020/12/D

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			

ATTACHMENT 1
LUB First Reading Report

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 regulations for Solar Panels/Solar Collectors	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:

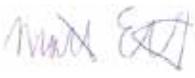
- A. That Council give First Reading to proposed Land Use Bylaw 2020/12/D as presented.
- B. That Council give First Reading to proposed Land Use Bylaw 2020/12/D with amendments to _____.
- C. That Council table First Reading of proposed Land Use Bylaw 2020/12/D (to request further information).
- D.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

5. RECOMMENDATION

Administration 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:	[Signature]
APPROVED BY:	[Signature]		

ATTACHMENT 2
LUB Circulation Notices

Matt Ellis

From: Matt Ellis
Sent: October 29, 2020 5:31 PM
To: Planning; Jocelyn Whaley
Cc: Winston Rossouw; Manny Deol
Subject: Town of Drayton Valley Land Use Bylaw //D
Attachments: Town of Drayton Valley Land Use Bylaw 2020_20_D .pdf; Bylaw- 2020_12_D.pdf; Drayton Valley LUB Circulation Draft_Oct16-20.pdf

The Town of Drayton Valley is in the process of updating its existing Land Use Bylaw 2007/24/D. Town of Drayton Valley Council gave First Reading to draft Land Use Bylaw 2020/12/D at its Regular Council meeting held on October 28, 2020.

In accordance with Section 5.2.3 of Inter-Municipal Development Plan 2011/17/D, please find attached for your review and comment:

- Circulation letter to Ms. Jocelyn Whaley, Chief Administrative Officer (CAO)
- Draft Bylaw 2020/12/D adopting new Land Use Bylaw (LUB) 2020/12/D that received first reading on October 28, 2020
- Draft Land Use Bylaw 2020/12/D

The public hearing for draft Town of Drayton Valley Land Use Bylaw 2020/12/D is scheduled for **November 25, 2020 at 9:00am** in the Council Chambers at the Town of Drayton Valley Civic Centre- 5120 52 Street Drayton Valley, Alberta.

Please send comments to me by Written submissions received by 5:00pm **November 16, 2020** will be included in the administrative report that will be presented to Council at the Public Hearing. Comments received after November 16 and up to November 24, 2020 will also be presented to Council at the Public Hearing.

In the event we do not hear from you by November 24, 2020 draft Land Use Bylaw 2020/12/D will be considered as though your office has no objection.

If you have any questions concerns, please do not hesitate to contact our office.

Sincerely,



Matt Ellis, BES, RPP, MCIP
Senior Planner &
Assistant Director of Emergency Management
Town of Drayton Valley
5120-52 Street, Box 6837 Drayton Valley, AB T7A 1A1
P: 780-514-2203 | F: 780-542-5753 | C: 780-514-2963
E: mellis@draytonvalley.ca



DRAYTON VALLEY



October 30, 2020

Brazeau County
P.O. Box 77
Drayton Valley, AB
T7A 1R1

ATTENTION: Jocelyn Whaley, Chief Administrative Officer (CAO)

Dear Ms. Whaley

Re: Town of Drayton Valley Land Use Bylaw 2020/12/D

You may be aware that Town Council and Administration have been busy in the last several months with the update of existing Land Use Bylaw 2007/24/D. Town of Drayton Valley Council gave First Reading to draft Land Use Bylaw 2020/12/D at its Regular Council meeting held on October 28, 2020.

In accordance with Section 5.2.3 of Inter-Municipal Development Plan 2011/17/D, please find attached a copy of draft Town of Drayton Valley Land Use Bylaw 2020/12/D for your review and comment as well as a copy of existing Land Use Bylaw 2007/24/D.

The public hearing for draft Town of Drayton Valley Land Use Bylaw 2020/12/D is scheduled for **November 25, 2020 at 9:00am** in the Council Chambers at the Town of Drayton Valley Civic Centre- 5120 52 Street Drayton Valley, Alberta.

Please send comments by:

Email to mellis@draytonvalley.ca

Fax to 780-898-5847, attention Matt Ellis, referencing Draft Land Use Bylaw 2020/12/D.

Written submissions received by 5:00pm **November 16, 2020** will be included in the administrative report that will be presented to Council at the Public Hearing. Comments received after November 16 and up to November 24, 2020 will also be presented to Council at the Public Hearing.

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If you have any questions concerns, please do not hesitate to contact our office.

Sincerely,

Matt Ellis, BES, RPP, MCIP
Senior Planner and Assistant Director of Emergency Management

C.C.

- Alberta Culture, historical.lup@gov.ab.ca
- Alberta Health Services Health Inspector Adam Jensen adam.jensen@ahs.ca
- Alberta Municipal Affairs , Municipal Policy and Planning, christina.ward@gov.ab.ca; heather.goralski@gov.ab.ca
- Alberta Parks and Environment, Dean Muhlbiel dean.muhlbiel@gov.ab.ca
- Alberta Transportation- Paul Buryn, Paul.Buryn@gov.ab.ca
- Alberta Transportation Lisa Gordon lisa.gordon@gov.ab.ca
- ARC Resources, Land Department
- ATCO Gas, land.admin@atcogas.com
- Brazeau County, planning@brazeau.ab.ca
- Canada Post, Mail Delivery Planner, Chad Cochrane chad.courchene@canadapost.ca
- Canada Post, Mail Delivery Planner Jeffery Way jeffrey.way@canadapost.ca;
- Drayton Valley Rural Electricification Association (REA) DraytonREA@gmail.com
- Fortis Attn: Land Dept landserv@fortisalberta.com
- North Saskatchewan River Watershed Alliance MaryEllen.Shain@nswa.ab.ca.
- Pembina Pipeline, Land landrequests@pembina.com
- St. Thomas Aquinas Catholic School (STARS) Division susan.mears@starcatholic.ab.ca
- Telus circulations@telus.com
- Wild Rose School Division (WRSD) No. 66 - ama.urbinsky@wrsd.ca;
- Wild Rose School Division (WRSD) No. 66- mike.lundstrom@wrsd.ca

Matt Ellis

From: Matt Ellis
Sent: October 30, 2020 4:33 PM
To: historical.lup@gov.ab.ca; Alberta Health Services- Adam Jensen ; christina.ward@gov.ab.ca; heather.goralski@gov.ab.ca; dean.muhlbiel@gov.ab.ca; Paul.Buryn@gov.ab.ca; Alberta Transportation-Lisa Gordon ; John Dmetruik; land.admin@atcogas.com; Planning; chad.courchene@canadapost.ca; jeffrey.way@canadapost.ca; DraytonREA@gmail.com; Fortis ; Mary Ellen Shain; landrequests@pembina.com; susan.mears@starcatholic.ab.ca; Ama Urbinsky; Mike Lundstrom
Cc: Brian Conger; Winston Rossouw; Manny Deol; Lowani Mubanga
Subject: Town of Drayton Valley Land Use Bylaw 2020/12/D
Attachments: Town of Drayton Valley Land Use Bylaw 2020__20__D- Circulation letter.pdf; Bylaw-2020__12__D.pdf; Drayton Valley LUB Circulation Draft_Oct16-20.pdf

The Town of Drayton Valley is in the process of updating its existing Land Use Bylaw 2007/24/D. Town of Drayton Valley Council gave First Reading to draft Land Use Bylaw 2020/12/D at its Regular Council meeting held on October 28, 2020.

In accordance with Section 5.2.3 of Inter-Municipal Development Plan 2011/17/D, please find attached for your review and comment:

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- Draft Bylaw 2020/12/D adopting new Land Use Bylaw (LUB) 2020/12/D that received first reading on October 28, 2020
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In the event we do not hear from you by November 24, 2020 draft Land Use Bylaw 2020/12/D will be considered as though your office has no objection.

If you have any questions concerns, please do not hesitate to contact our office.

Sincerely,

 **DRAYTON VALLEY**

Matt Ellis, BES, RPP, MCIP
Senior Planner &
Assistant Director of Emergency Management
Town of Drayton Valley
5120-52 Street, Box 6837 Drayton Valley, AB T7A 1A1
P: 780-514-2203 | F: 780-542-5753 | C: 780-514-2963
E: mellis@draytonvalley.ca



October 30, 2020

To Whom it may Concern

Re: Town of Drayton Valley Land Use Bylaw 2020/12/D

You may be aware that Town Council and Administration have been busy in the last several months with the update of existing Land Use Bylaw 2007/24/D. Town of Drayton Valley Council gave First Reading to draft Land Use Bylaw 2020/12/D at its Regular Council meeting held on October 28, 2020.

In accordance with Section 5.2.3 of Inter-Municipal Development Plan 2011/17/D, please find attached a copy of draft Town of Drayton Valley Land Use Bylaw 2020/12/D for your review and comment as well as a copy of existing Land Use Bylaw 2007/24/D.

The public hearing for draft Town of Drayton Valley Land Use Bylaw 2020/12/D is scheduled for **November 25, 2020 at 9:00am** in the Council Chambers at the Town of Drayton Valley Civic Centre- 5120 52 Street Drayton Valley, Alberta.

Please send comments by:

Email to mellis@draytonvalley.ca

Fax to 780-898-5847, attention Matt Ellis, referencing Draft Land Use Bylaw 2020/12/D.

Written submissions received by 5:00pm **November 16, 2020** will be included in the administrative report that will be presented to Council at the Public Hearing. Comments received after November 16 and up to November 24, 2020 will also be presented to Council at the Public Hearing.

In the event we do not hear from you by November 24, 2020 draft Land Use Bylaw 2020/12/D will be considered as though your office has no objection.

If you have any questions concerns, please do not hesitate to contact our office.

Sincerely,

Matt Ellis, BES, RPP, MCIP
Senior Planner and Assistant Director of Emergency Management

c.c.

- Alberta Culture, historical.lup@gov.ab.ca
- Alberta Health Services Health Inspector Adam Jensen adam.jensen@ahs.ca
- Alberta Municipal Affairs , Municipal Policy and Planning, christina.ward@gov.ab.ca; heather.goralski@gov.ab.ca
- Alberta Parks and Environment, Dean Muhlbiel dean.muhlbiel@gov.ab.ca
- Alberta Transportation- Paul Buryn, Paul.Buryn@gov.ab.ca
- Alberta Transportation Lisa Gordon lisa.gordon@gov.ab.ca
- ARC Resources, Land Department
- ATCO Gas, land.admin@atcogas.com
- Brazeau County, planning@brazeau.ab.ca
- Canada Post, Mail Delivery Planner, Chad Cochrane chad.courchene@canadapost.ca
- Canada Post, Mail Delivery Planner Jeffery Way jeffrey.way@canadapost.ca;
- Drayton Valley Rural Electricification Association (REA) DraytonREA@gmail.com
- Fortis Attn: Land Dept landserv@fortisalberta.com
- North Saskatchewan River Watershed Alliance MaryEllen.Shain@nswa.ab.ca.
- Pembina Pipeline, Land landrequests@pembina.com
- St. Thomas Aquinas Catholic School (STARS) Division susan.mears@starcatholic.ab.ca
- Telus circulations@telus.com
- Wild Rose School Division (WRSD) No. 66 - ama.urbinsky@wrsd.ca;
- Wild Rose School Division (WRSD) No. 66- mike.lundstrom@wrsd.ca

ATTACHMENT 3

November 25, 2020 Public Hearing
Advertisement

Town of Drayton Valley

NOTICE OF PUBLIC HEARING



November 25, 2020 – 9:00 am Council Chambers, Drayton Valley Civic Centre

Please be advised that Town Council will be holding a Public Hearing to receive comments, concerns and questions from the public regarding proposed Town of Drayton Valley Land Use Bylaw (LUB) 2020/12/D.

Section 639 of the Alberta Municipal Government Act (MGA) requires the Council of every municipality in the Province to pass a Land Use Bylaw (LUB). The purposes of the LUB 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

This hearing is open to the general public and you are encouraged to attend to express your views to Town Council regarding proposed Town of Drayton Valley LUB 2012/12/D. Draft LUB 2020/12/D is also available for viewing on the Town's website at <https://www.draytonvalley.ca/mdp-lubupdate/> and in a paper format at the Town's Civic Centre- 5120 52 Street.

Time & Place:**Date:** November 25, 2020**Time:** 9:00 am**Location:** Council Chambers, Drayton Valley Civic Centre

You are encouraged to submit your comments in writing to the Senior Planner prior to the hearing. Written submissions received by 5:00pm November 16, 2020 will be included in the Senior Planner's report that will be presented to Council at the Public Hearing. Comments received after November 16, 2020 will also be presented by the Senior Planner to Council at the Public Hearing. Written comments may be submitted via:

Email: mellis@draytonvalley.ca

Fax Attention- Matt Ellis at 780-898-5847

Mail: 5210 52 Street, Box 6837
Drayton Valley, AB
T7A 1A1

In-person: Town of Drayton Valley Civic Centre, 5120 52 Street Drayton Valley, AB

Should you have any questions with regard to proposed LUB 2020/12/D, please contact Matt Ellis, BES, RPP, MCIP, Senior Planner and Assistant Director of Emergency Management at 780-514-2203 or by email at mellis@draytonvalley.ca.



ATTACHMENT 4
Brazeau County Comments

Matt Ellis

From: Jocelyn Whaley <JWhaley@brazeau.ab.ca>
Sent: November 16, 2020 11:54 AM
To: Matt Ellis; Planning
Cc: Winston Rossouw; Manny Deol
Subject: RE: Town of Drayton Valley Land Use Bylaw //D

Thank you for the opportunity to reply. Brazeau County has no concerns at this time.

Jocelyn Whaley
Chief Administrative Officer
Brazeau County

Brazeau County
Box 77
Drayton Valley, Alberta
T7A 1R1
Tel: 780-542-7777 Fax:780-542-7770
www.brazeau.ab.ca

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

PRIVILEGE AND CONFIDENTIALITY NOTICE

This email and any attachments are being transmitted in confidence for the use of the individual(s) or entity to which it is addressed and may contain information that is confidential, privileged, and proprietary or exempt from disclosure. Any use not in accordance with its purpose, and distribution or any copying by persons other than the intended recipient(s) is prohibited. If you received this message in error, please notify the sender and delete the material.

From: Matt Ellis <mellis@draytonvalley.ca>
Sent: Thursday, October 29, 2020 5:31 PM
To: Planning <Planning@brazeau.ab.ca>; Jocelyn Whaley <JWhaley@brazeau.ab.ca>
Cc: Winston Rossouw <wrossouw@draytonvalley.ca>; Manny Deol <mdeol@draytonvalley.ca>
Subject: Town of Drayton Valley Land Use Bylaw //D

The Town of Drayton Valley is in the process of updating its existing Land Use Bylaw 2007/24/D. Town of Drayton Valley Council gave First Reading to draft Land Use Bylaw 2020/12/D at its Regular Council meeting held on October 28, 2020.

In accordance with Section 5.2.3 of Inter-Municipal Development Plan 2011/17/D, please find attached for your review and comment:

- Circulation letter to Ms. Jocelyn Whaley, Chief Administrative Officer (CAO)
- Draft Bylaw 2020/12/D adopting new Land Use Bylaw (LUB) 2020/12/D that received first reading on October 28, 2020
- Draft Land Use Bylaw 2020/12/D

The public hearing for draft Town of Drayton Valley Land Use Bylaw 2020/12/D is scheduled for **November 25, 2020 at 9:00am** in the Council Chambers at the Town of Drayton Valley Civic Centre- 5120 52 Street Drayton Valley, Alberta.

Please send comments to me by Written submissions received by 5:00pm **November 16, 2020** will be included in the administrative report that will be presented to Council at the Public Hearing. Comments received after November 16 and up to November 24, 2020 will also be presented to Council at the Public Hearing.

In the event we do not hear from you by November 24, 2020 draft Land Use Bylaw 2020/12/D will be considered as though your office has no objection.

If you have any questions concerns, please do not hesitate to contact our office.

Sincerely,



Matt Ellis, BES, RPP, MCIP
Senior Planner &
Assistant Director of Emergency Management
Town of Drayton Valley
5120-52 Street, Box 6837 Drayton Valley, AB T7A 1A1
P: 780-514-2203 | F: 780-542-5753 | C: 780-514-2963
E: mellis@draytonvalley.ca



PRIVILEGE AND CONFIDENTIALITY NOTICE

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ATTACHMENT 5

November 25, 2020 Public Hearing
Postponement Advertisement

Town of Drayton Valley

NOTICE OF PUBLIC HEARING



POSTPONED

Further to our previous notice regarding proposed Town of Drayton Valley Land Use Bylaw 2020/12/D, the public hearing scheduled for November 25, 2020 is postponed until the current number of active COVID-19 cases in the Drayton Valley/Brazeau County region subsides and/or alternative measures regarding participation in compliance with Alberta Health Services (AHS) best practices are communicated.

The decision to postpone the public hearing is made in the interests of community health during the COVID-19 pandemic. We sincerely apologize for any inconvenience and appreciate your patience this time.

Draft LUB 2020/12/D is also available for viewing on the Town's website at <https://www.draytonvalley.ca/mdp-lubupdate/> and in a paper format at the Town's Civic Centre- 5120 52 Street.

In the meantime, you are encouraged to submit your comments regarding proposed Town of Drayton Valley LUB 2020/12/D in writing via:

Email: mellis@draytonvalley.ca

Fax Attention- Matt Ellis at 780-898-5847

Mail: 5120 52 Street, Box 6837
Drayton Valley, AB
T7A 1A1

In-person: Town of Drayton Valley Civic Centre, 5120 52 Street Drayton Valley, AB.



Should you have any questions with regard to proposed LUB 2020/12/D, please contact Matt Ellis, BES, RPP, MCIP, Senior Planner and Assistant Director of Emergency Management at 780-514-2203 or by email at mellis@draytonvalley.ca.

ATTACHMENT 6

January 20, 2021 Public Hearing Advertisement

Town of Drayton Valley

NOTICE OF PUBLIC HEARING

**January 20, 2021 – 9:00 am**

Please be advised that Town Council will be holding a Public Hearing to receive comments, concerns and questions from the public regarding proposed Town of Drayton Valley Land Use Bylaw (LUB) 2020/12/D.

Section 639 of the *Municipal Government Act* (MGA) requires the Council of each municipality in the Province of Alberta to pass a Land Use Bylaw (LUB). The purposes of the LUB are to:

- Foster orderly growth and development within Town boundaries;
- Update and, where deemed appropriate, establish new procedures regarding the use(s) and development of land within Town boundaries;
- Update and, where deemed appropriate, incorporate new development standards for land uses within Town boundaries; and
- Amending the existing Land Use District Map to reflect redesignations and new land use districts.



The hearing will be held on January 20, 2021, at 9:00 am.

Due to the ongoing concerns with the COVID-19 pandemic and Alberta Health Services (AHS) restrictions regarding indoor gatherings, the public hearing will be held virtually via WebEx, the Town's online streaming platform or by phone. As such the following measures apply:

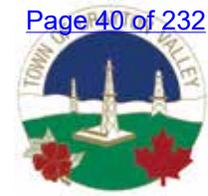
- Those wishing to make a verbal presentation at the public hearing via the WebEx live stream or phone are encouraged to register no later than **12 noon on January 19, 2021**, and provide a contact number with:
 - Administrative Assistant Sabine Landmark at 780-514-2213 or admin-support@draytonvalley.ca
 - Senior Planner and Assistant Director of Emergency Management Matt Ellis at 780-514-2203 or mellis@draytonvalley.ca
- Those who wish to participate virtually or by phone, may do so by following the link to the WebEx live stream http://tiny.cc/TODV-Council_Jan20 or via phone by dialing the WebEx Edmonton call-in number at 1-780-851-3573. This link and number will also be posted on the Town's website and social media platforms.
- Presentations/comments delivered via the WebEx live stream or phone are limited to one person at a time and a maximum of five minutes.
- Written submissions received no later than **12 noon on January 12, 2021**, will be included in the Council agenda that is posted on the Town's website on the Friday prior to the public hearing. Written submissions received after this time but no later than **4:00 pm on January 19, 2021**, will be read aloud during the public hearing by the Senior Planner.

We understand these measures may be an inconvenience for some who have questions or comments regarding proposed LUB 2020/12/D. However, these measures are made in the interests of public health to reduce the likelihood of further transmission of the COVID-19 virus while ensuring this important process for the Town may proceed that provides interested parties with the opportunity to participate in the hearing. We appreciate the community's patience and cooperation during this time.

Any questions or concerns with this process may be forwarded to Senior Planner Matt Ellis at 780-514-2203 mellis@draytonvalley.ca.

Personal information provided in submissions related to public hearing matters before Council is collected under the authority of Council Meeting, Agenda and Public Hearings Policy C-02-14, Section 33(c) of the Freedom of Public Participation and Protection of Privacy (FOIP) Act of Alberta and/or Section 636 of the Municipal Government Act (MGA) for the purpose of receiving public participation in municipal decision making. Your name and comments will be made publically available in the Council agenda. If you have questions regarding the use of your name and comments, please contact the Town of Drayton Valley at the number and address provided below.

ATTACHMENT 7
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 28th day of October, 2020, 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

DRAFT

Town of Drayton Valley

Land

Use

Bylaw

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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 commencing 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~~ **stop order** may appeal to the Subdivision and Development Appeal Board (SDAB) in accordance with the MGA,
- c) **If a Stop Order isn't complied with or appealed to the SDAB by the stated deadline, the Town may elect to take further action.**

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 **stop** 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 of 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 or 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 stored 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, **tenant or agent (with the owner's consent)**, 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 ² 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 of 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 an adjacent parcel.

Development	Permit Not Required
Maintenance	Routine maintenance to any building or structure, provided that such work: <ol style="list-style-type: none"> complies with the requirements of the Alberta Building Code, does not constitute structural alterations, and does not change the use or intensity of the use of the building or structure.
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

- Development rendered legally non-conforming as a result of the passage of this Bylaw shall be permitted to remain in accordance with the **provisions of the MGA**,
- 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,
- 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,
- 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,
- The Development Authority may issue a Variance permitting a non-conforming building to be enlarged, added-to or rebuilt where:
 - The proposed development is consistent with the purpose and intent of the applicable Land Use District,
 - The proposed development will not result in any additional non-compliance with the requirements of this Bylaw, and
 - 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
- The Development Authority may consider a Variance **under Section 2.3(e)** 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 (including drainage area), 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 deemed to have been** received by the Town until such time ~~that~~ as 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 **and** provide a 'Notice of Incompleteness' **to** 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), **time to make a** decision on a Development Permit Application ~~can~~ **may** 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 **applicable** 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:

The Development Authority shall provide the following notice(s) of a Development Permit Application:

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, ~~except for permitted uses and permitted uses with a variance of less than 10%~~, 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 this 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 where:~~
 - i. The proposed development, with Variance, would not unduly interfere with ~~the amenities of the neighbourhood or materially interfere with or affect the use, enjoyment or value of neighbouring properties, and neighbouring parcels, or~~
 - ii. The ~~need for 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 ~~that is minor in nature~~ in the siting of a building or structure ~~for which a Development Permit has been approved~~, 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 **within the time period identified by the Development Authority**, 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

- a) **A Development Permit for a Permitted Use where no Variance has been approved comes into effect on the date the Permit was issued.**
- b) Barring an appeal to the SDAB, a Development **Permit for a Discretionary Use or where a Variance has been approved**, 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 **one (1) twelve (12) month 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) **In addition to the foregoing, conditions may include but are not limited to** any conditions that the Development Authority may deem appropriate to ensure compatibility **with** neighbouring development, including:
- i. limiting hours of operation, **and/or**
 - 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 **or controlled** 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 **provisions of 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 **provide** 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 **in respect of the Development Agreement** against **the title to** 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 Town** to guarantee performance of **conditions imposed upon the Development Permit obligations imposed in the Development Agreement**,
- b) The amount required as security shall be based on the estimated cost of construction of on-site and off-site infrastructure unless **provided** 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.
- d) **The Town is permitted to draw upon Securities in the event that the required works are not completed, in accordance with the conditions a Development Agreement.**

Appeals

2.24 APPEALING A DEVELOPMENT PERMIT DECISION

Pursuant to the 'SDAB Bylaw 2018/03/D and SDAB Amending Bylaw 2019/05/D,' as amended, and the MGA, 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 2018/03/D and SDAB Amending Bylaw 2019/05/D, as amended, and the MGA.

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.

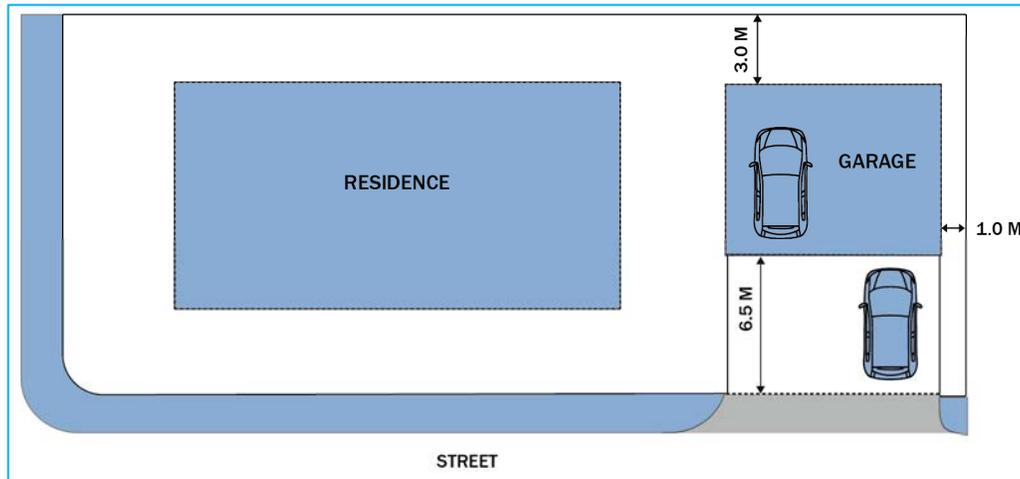
3.4 PROJECTIONS

- 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 m², 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**.

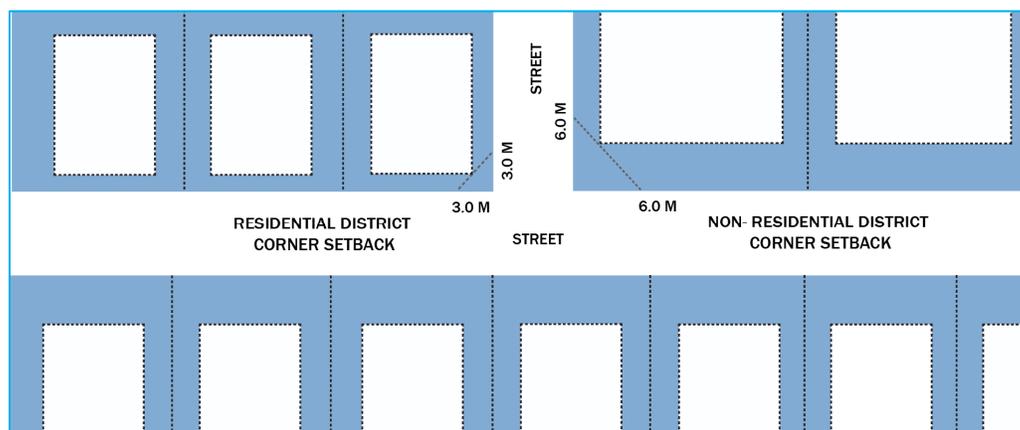
Figure 1 – Corner Parcel Garage Setbacks



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~~ shall 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 **only** be used ~~only in a Non-Residential District~~ 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~~ **including any** 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, **in a Residential District**
 - 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 **on parcels with** 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 **within** 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 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 ² gross parcel area
Industrial	1 per 800.0 m ² gross parcel area
Special	1 per 400.0 m ² 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~~ number 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 **on parcels with** 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 **to implement the Landscaping Plan** will be **provided to the Town within thirty (30) days of the Development Permit being issued and 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 15th through October 15th, 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.
- f) **The Town is permitted to draw upon 'Landscaping Securities' (s.3.22), in the event that the required works are not completed.**

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 such as** 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.

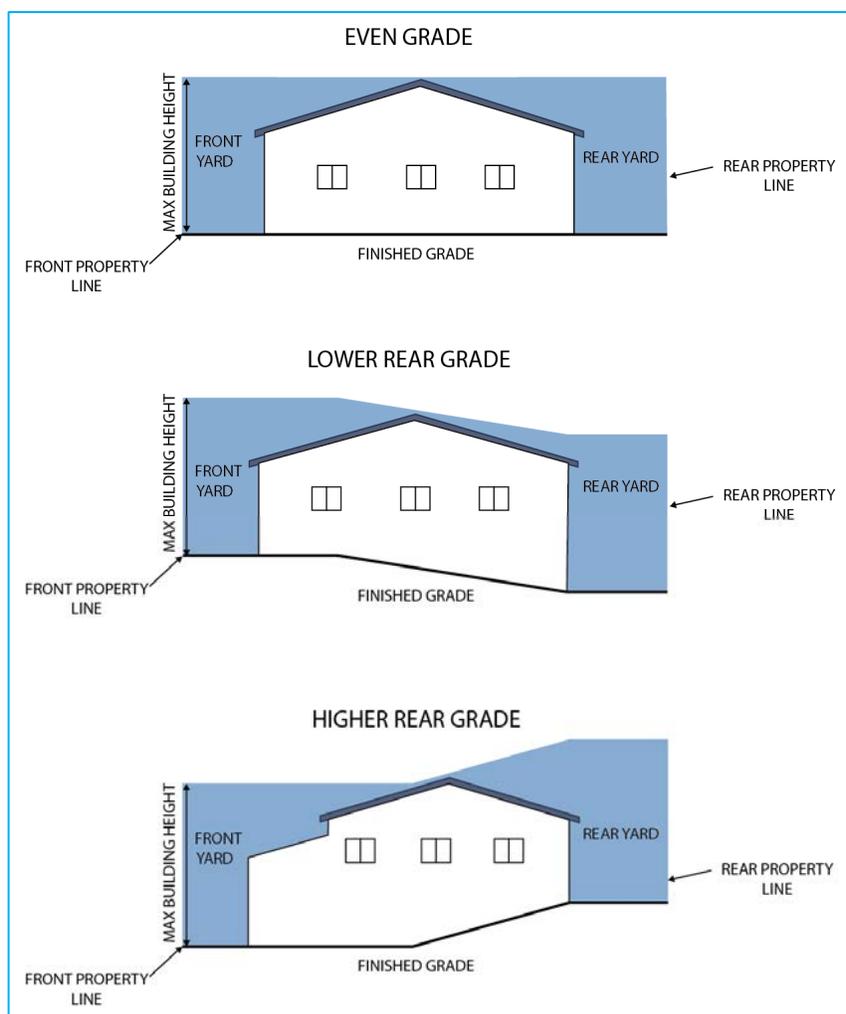
3.30 BUILDING DESIGN

- 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 m²,
- 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 4.00 m² 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 the 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 ² gross floor area
Animal Services (Major/Minor)	1 per 100.0 m ² gross floor area
Auction Market	5 per 100.0 m ² gross floor area
Automotive Sales and Service	1 per 100.0 m ² gross floor area
Bed and Breakfast	1 per Guest Room
Bulk Fuel Station	0.5 per 100.0 m ² gross floor area (minimum of 2)
Car Wash	2 per 100.0 m ² gross floor area (minimum of 2)
Care Facility (Child/Medical)	3 per 100.0 m ² gross floor area
Care Facility (Clinic)	2 per 100.0 m ² gross floor area
Care Facility (Small Group/Large Group)	1 per 100.0 m ² 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 ² gross floor area
Establishment (Adult)	2 per 100.0 m ² gross floor area
Financial Institution	2 per 100.0 m ² gross floor area
Funeral Home	2 per 100.0 m ² gross floor area
Gas Station	2 per 100.0 m ² 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 ² gross floor area
Industrial (Medium/Heavy/Logistics)	0.5 per 100.0 m ² gross floor area
Lodging House	1 per bed
Office	2 per 100.0 m ² gross floor area
Park	N/A
Recreation (Culture & Tourism/Private/Public)	5 per 100.0 m ² gross floor area
Recycling Facility	1 per 100.0 m ² gross floor area
Religious Assembly	5 per 100.0 m ² gross floor area
Residential Conversion	2 per 100.0 m ² gross floor area
Retail (Cannabis/Liquor/Small/General)	2 per 100.0 m ² gross floor area
Retail (Groceries/Large)	3 per 100.0 m ² gross floor area
Retail (Shopping Centre)	2 per 100.0 m ² 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 ² gross floor area
Show Home	Same as Dwelling Type

3.39 SIZE OF PARKING STALLS

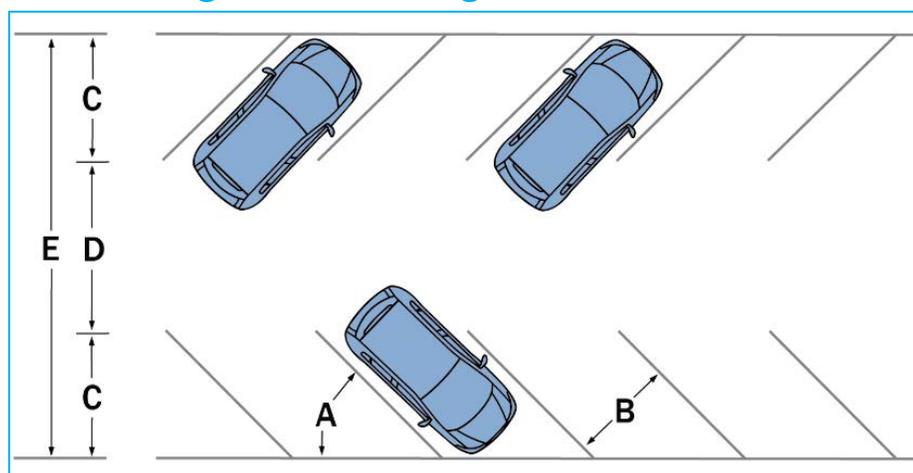
Minimum parking stall dimensions are specified below and illustrated in **Figure 4 – Parking Stall Dimensions**:

Table 7 – Minimum Parking Stall Dimensions

A	B	C	D	E
Angle of Parking	Stall Width	Stall Depth*	Aisle Width	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

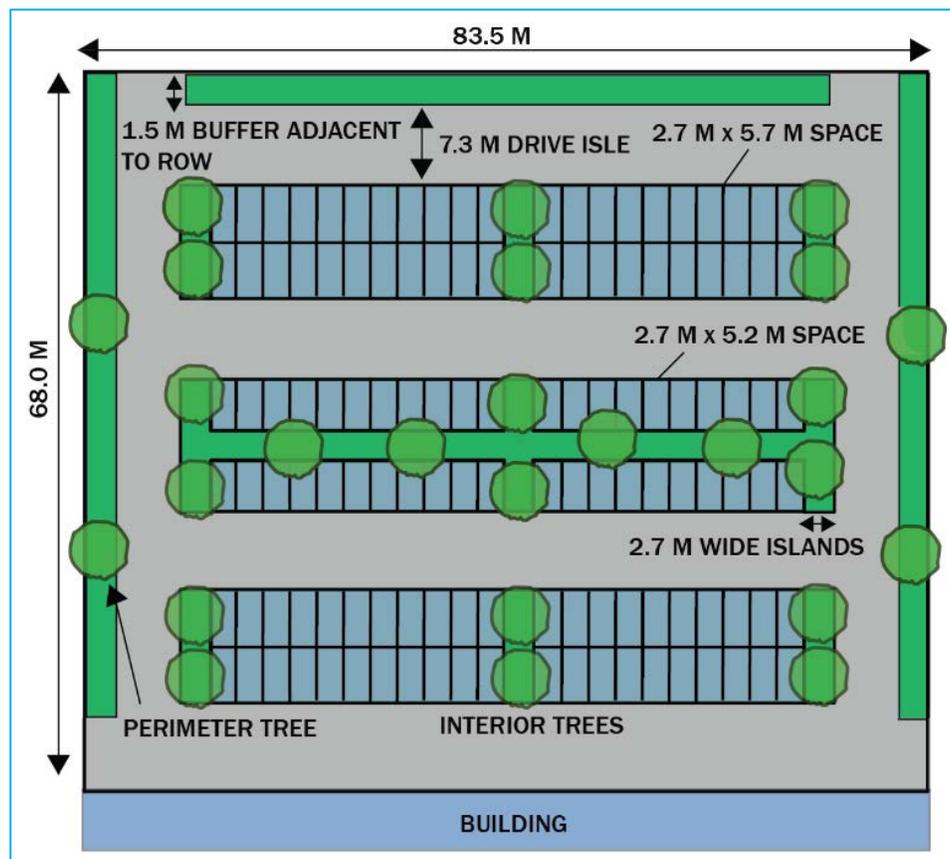
Figure 4 – Parking Stall Dimensions



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 m² 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~~ applicant 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

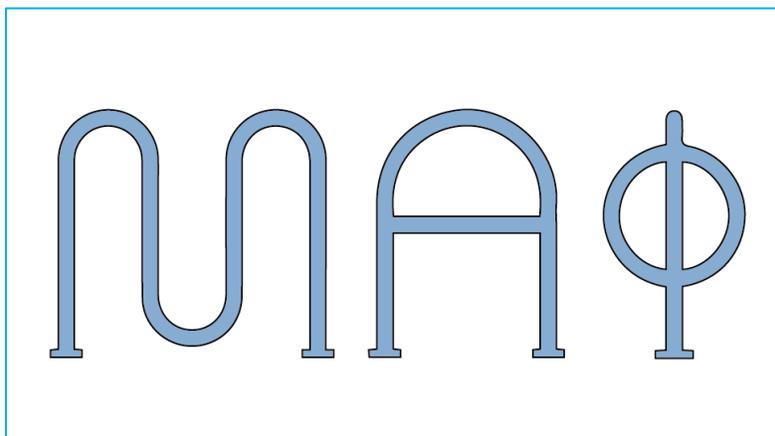
- a) In Non-Residential Districts, owner(s) may pool required off-street parking stalls within one (1) or more communal parking stalls on a parcel other than the parcel of the principal use, provided:
 - i. The communal parking provides the sum of the off-street parking requirements for each development 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~~ applicant of 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 of 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, the number of spaces shall be determined by the Development Authority, having regard to 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 ² 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 **only** 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 building 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:

- a) Replacement of copy on a sign for which a Development Permit has been issued,
- b) Signs displayed by or on behalf of the federal, provincial, or local government,
- c) Banners and pennant flags that are not permanently installed and which are displayed for a period not exceeding thirty (30) days,
- d) Election Signs,
- e) 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 m² in size,
 - iii. Limited to one (1) per contractor, and
 - iv. Removed within 30 days following occupancy of the building or completion of the works
- f) Real Estate Signs, and
- g) Sandwich Boards.

3.50 AWNING/CANOPY SIGNS

Awning/Canopy Sign means a sign which either forms part of, or is attached to, a retractable or permanently affixed canopy and is permitted as follows:

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

3.51 BILLBOARD SIGNS

Billboard Sign means a sign which stands independently of a building for the purposes of advertising a product or service and is permitted as follows:

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

- Shall be setback at a minimum of 5.0 m from the Parcel line
- Shall have a minimum clearance of 3.0 m above grade
- 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

Fascia Sign means a flat sign that is attached flush to a Building face or is painted on **and is permitted as follows:**

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

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

Freestanding Sign means a sign, other than a billboard, that is self-supporting in a fixed location and not attached to a Building **and is permitted as follows:**

District	Residential	Discretionary
	Commercial	Permitted
	Industrial	Permitted
	Special	Discretionary
Maximum Sign Dimensions		<ul style="list-style-type: none"> • Residential, 7.5 m² sign area • Residential, 2.5 m sign height • Non-Residential, 7.0 m² sign area • Non-Residential, 9.0 m sign height
Standards		<ul style="list-style-type: none"> • 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 • In Commercial and Industrial Districts, the sign may be illuminated and may contain electronic message display and changeable copy • In Commercial and Industrial Districts, the sign shall have a minimum clearance of 2.5 m above grade • Shall not project beyond the property line

3.54 INFLATABLE SIGNS

Inflatable Sign means a sign that is inflated and is permitted as follows:

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

3.55 PROJECTING SIGNS

Projecting Sign 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 and is permitted as follows:

District	Residential	Prohibited
	Commercial	Permitted
	Industrial	Permitted
	Special	Discretionary
Maximum Sign Dimensions		<ul style="list-style-type: none"> • Commercial, 5.0 m² sign area • Industrial, 9.0 m² sign area
Standards		<ul style="list-style-type: none"> • 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 • Shall not project more than 2.0 m from a building • Shall have a minimum clearance of 3.0 m above grade • Shall not project above the roof or parapet of a Building • Shall not be located within 0.6 m from the back of the curb of a road right-of-way

3.56 ROOF SIGNS

Roof Sign 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 and is permitted as follows:

District	Residential	Prohibited
	Commercial	Permitted
	Industrial	Permitted
	Special	Prohibited
Maximum Sign Dimensions		<ul style="list-style-type: none"> • 9.0 m² sign area • 5.0 m above the roof (not exceeding the height in the prescribed District)
Standards		<ul style="list-style-type: none"> • Shall be erected so that the supporting structure is not visible • Shall refer to the principal use of the building on which it is erected

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 m²,
- 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 m²,
- 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,
- n) All permits issued for Home-Based Business shall be subject to the above conditions, and
- o) 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 the MPC 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 m² and maximum of 110.0 m², 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

- a) Districts are described in the short form on the Land Use District Map, within “Schedule B” of this Bylaw,
- b) District boundaries are delineated on the Land Use District Map. Where the precise location of the boundary is uncertain, the following rules apply:
 - i. Where a boundary follows a street, lane, stream or canal it shall follow the centreline thereof,
 - ii. Where a boundary generally follows a parcel line, it shall follow the parcel line,
 - iii. Where specific dimensions are noted on the Land Use District Map, those dimensions shall be followed,
 - iv. 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,
- c) Boundaries shall not be altered except by an amendment to this Bylaw, and
- d) Council shall maintain a list of amendments to the boundaries on the Land Use District Map **and update the local GIS database to reflect amendments.**

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 **within a Direct Control district** 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:

- a) Architectural controls may be registered on title at the time of subdivision,
- b) All parcels shall be connected to the municipal water system.,
- c) All other development standards shall be negotiated with the municipality and a development agreement shall be registered on title, and
- d) 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 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	

~~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.~~

~~**MAXIMUM DENSITY:** At the discretion of the Development Authority 30 Dwelling Units/Hectare~~

~~**MAXIMUM BUILDING HEIGHT:** At the discretion of the Development Authority 12.0m~~

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.~~ 1000 m²

MAXIMUM DENSITY: ~~At the discretion of the Development Authority.~~ 74 Dwelling Units/Hectare

MAXIMUM BUILDING HEIGHT: ~~At the discretion of the Development Authority.~~ 30 m

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): 10 Hectares.

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~~ 5.0 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 20m~~

MINIMUM SETBACKS:

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

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) 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~~ 30m

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 m², 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~~ 20m

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:

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

EXCEPTIONS:

- 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~~ 30m

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.

PERMITTED USES:	DISCRETIONARY USES:
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.

PERMITTED USES:	DISCRETIONARY USES:
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.

~~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.

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 and 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 an ~~developer applicant~~ and the Town regarding the ~~sharing-apportionment~~ 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, **except for ongoing conditions**.

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 Establishments (Eating or Drinking) 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 this Land Use Bylaw becomes effective does not, or when constructed will not, comply with this 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 this Land Use Bylaw becomes effective does not, or in the case of a building under construction will not, comply with this 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 district to another.

REGISTERED OWNER – means;

- a) in the case of 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 m². 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 m². 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 m². 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 Retail (Small).

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 m² 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

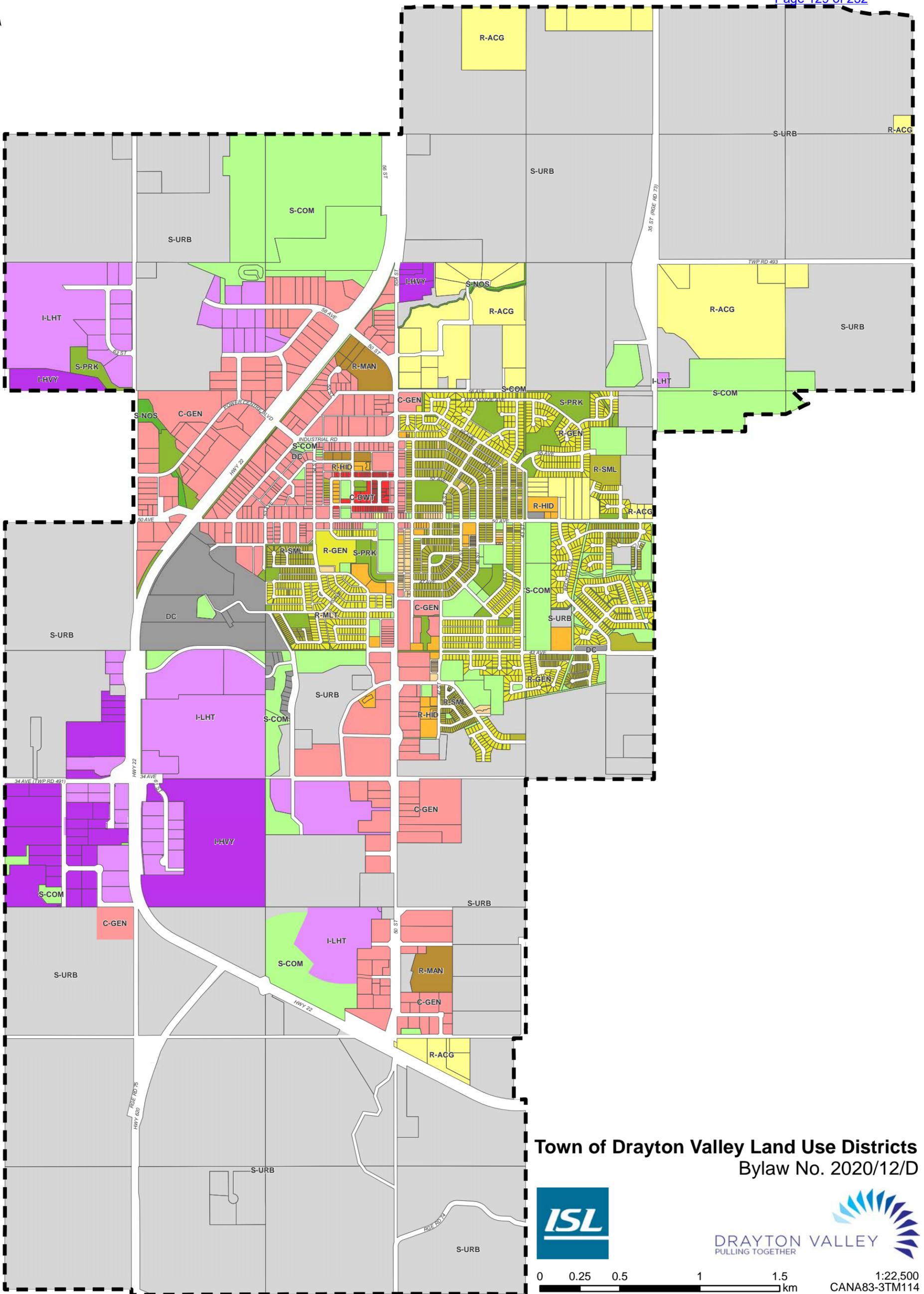
Growth Rate: Moderately slow

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



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- | | | |
|---|--|---|
| ■ R-ACG Residential, Acreage District | ■ C-GEN Commercial, General District | ■ S-PRK Special, Parks and Recreation District |
| ■ R-GEN Residential, General District | ■ C-DWT Commercial, Downtown District | ■ S-NOS Special, Natural Open Space District |
| ■ R-SML Residential, Small Parcel District | ■ C-NHD Commercial, Neighbourhood District* | ■ S-URB Special, Urban Reserve District |
| ■ R-MLT Residential, Multiple Dwelling District | ■ C-HWY Commercial, Highway District* | ■ DC Direct Control District |
| ■ R-HID Residential, High Density District | ■ I-LHT Industrial, Light District | |
| ■ R-TRN Residential, Transition District* | ■ I-HVY Industrial, Heavy District | |
| ■ R-MAN Residential, Manufactured Home Park District | ■ S-COM Special, Community Services District | |
- * District in Bylaw but not currently assigned to property

TOWN OF DRAYTON VALLEY REQUEST FOR DECISION



SUBJECT:	Town of Drayton Valley Public Works Equipment Debenture Bylaw 2021/01/F Presented for First Reading
MEETING:	January 20, 2021 Regular Meeting of Council
PRESENTED BY:	Elvera Thomson General Manager of Finance

1. PROPOSAL AND BACKGROUND:

As per the 2021 Capital Budget, the attached proposed Borrowing Bylaw 2021/01/F is for the purpose of purchasing equipment for the Town's Public Works department for a total of \$591,200. This includes the following:

- Parks Equipment \$157,342
- Tandem Truck \$211,500
- 2 Toro Workman GTX 4-Seat \$45,728
- Ford F550 1Ton Dumpbody \$101,000
- KM 8000 Asphalt Hotobx \$75,630

2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

This will increase the Town's debt and subsequent principal and debt payments.

3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	Yes	MGA, Section 187, 230, 251, 254
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 give First Reading to proposed Borrowing Bylaw 2021/01/F.
- B. That Council give First Reading to proposed Borrowing Bylaw 2021/01/F with the following amendment(s): _____.
- C. That Council table the First Reading to proposed Borrowing Bylaw 2021/01/F to request from Administration information regarding _____.
- D. That Council does not give First Reading to proposed Borrowing Bylaw 2021/01/F.

5. RECOMMENDATION

Administration recommends that Council give First Reading to Borrowing Bylaw 2021/01/F.

6. ATTACHMENTS:

1. DRAFT Borrowing Bylaw 2021/01/F

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			

**BYLAW NO. 2021/01/F****Name of Bylaw: Public Works Equipment Debenture Bylaw****WHEREAS**

The Council of the Municipality has decided to issue a bylaw pursuant to Section 258 of the *Municipal Government Act* to authorize the financing, undertaking and purchasing of the Public Works equipment.

Plans and specifications have been prepared and the total cost of the project is estimated to be \$591,200.00 and the Municipality estimates the following grants and contributions will be applied to the project:

Capital Reserves	\$0
Provincial Grants	\$0
Debentures	<u>\$591,200.00</u>
Total Costs	\$591,200.00

In order to complete the project, it will be necessary for the Municipality to borrow the sum of \$591,200.00, for a period not to exceed 10 years, from the Province of Alberta or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw.

The estimated lifetime of the project financed under this bylaw is equal to, or in excess of 5 years.

The principal amount of the outstanding debt of the Municipality at December 31, 2020, is \$11,222,916.81 and no part of the principal or interest is in arrears.

All required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Province of Alberta.

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 "Public Works Equipment Debenture Bylaw" of the Town of Drayton Valley.

PURPOSE

2. That for the purpose of purchasing Public Works equipment, the sum of Five Hundred Ninety-one thousand and two hundred DOLLARS (\$591,200) be borrowed from the Province of Alberta or another authorized financial institution by way of debenture on the credit and security of the Municipality at large, of which amount the full sum of is to be paid by the Municipality at large.

INTERPRETATION

3. The proper officers of the Municipality are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose as authorized by this bylaw, namely the purchase of Public Works equipment.
4. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest instalments not to exceed 10 years calculated at a rate not exceeding the interest rate fixed by the Province of Alberta, or another authorized financial institution, on the date of the borrowing and not to exceed (three) percent.
5. The Municipality shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
6. The indebtedness shall be contracted on the credit and security of the Municipality.
7. The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.

SEVERABILITY

8. 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.

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.

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 REQUEST FOR DECISION



SUBJECT:	Sustainability Committee - Terms of Reference
MEETING:	January 20, 2021 Regular Meeting of Council
PRESENTED BY:	Councillor Wheeler on behalf of the Sustainability Committee

1. PROPOSAL AND BACKGROUND:

The Sustainability Committee reviewed the Terms of Reference at their meeting on December 2, 2020, and made amendments to them to update the Committee's mandate, background, objectives, and authority.

The Terms of Reference outline the mandate of the Committee and are presented for Council's consideration.

2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

There is no impact on the budget.

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 approve the Terms of Reference for the Internal Sustainability Committee, as presented.
- B. That Council approve the Terms of Reference for the Internal Sustainability Committee with amendment(s) to _____.

5. RECOMMENDATION

Administration recommends that Council approve the Terms of Reference for the Internal Sustainability Committee, as presented.

6. ATTACHMENTS:

1. DRAFT Internal Sustainability Committee Terms of Reference

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			

Town of Drayton Valley Sustainability Committee Terms of Reference

Committee Mandate:

The mandate of the Town of Drayton Valley's Sustainability Committee is to encourage sustainability throughout our community by way of community events and engaging and reviewing the objective of the sustainability vision and associated projects.

Background:

The Town of Drayton Valley initially set out and developed a sustainability plan between 2015-2019. This plan was redesigned and replaced with the Sustainability Vision. This plan outlines projects from 2019-2021.

Objectives:

The Sustainability Committee will be addressing the following key objectives:

1. To ensure the Quality of life for our residents is supported through community engagement and events;
2. To review achievements of the Town and promote and enhance these achievements;
3. The coordination of efforts with community organizations and individuals to advance the promotion and implementation of sustainability measures and principles;
4. To prepare for Town Council an outline of working model options that will accommodate the Town's goals of advancing sustainability initiatives within the municipality and the community.

Committee Membership and Term:

The Sustainability Committee is comprised of two (2) Town Councillors. The Committee shall be supported by an administrative team as appointed by the CAO. The Mayor of the Town of Drayton Valley sits as ex-officio member of the Committee. The Committee's composition and the Terms of Reference will be reviewed on a yearly basis after the Organizational Meeting of the Town Council that is held annually in October.

Meetings of the Committee

The Committee shall meet based on once a month. The work of the Committee may necessitate additional meetings. Any recommendations from the Committee affecting the operations of the Town shall be forwarded to the CAO for review and action as deemed appropriate. Any policy matters or direction arising out of Committee deliberations will be forwarded to Town Council for review and/or approval. The Committee shall ensure that records of its meetings are kept and appropriately distributed. Committee members may send an alternate member to the meetings.

Authority of the Committee

The Committee does not have the authority to expend any funds unless directed by Town Council unless approved in the sustainability budget. The Committee shall operate in a manner that is consistent with the Municipal Government Act. A Chair shall be appointed and shall become the spokesperson of the Committee.

TOWN OF DRAYTON VALLEY REQUEST FOR DECISION



SUBJECT:	Request for Letter of Resolution for Alberta Community Partnership Grant
MEETING:	January 20, 2021 Regular Meeting of Council
PRESENTED BY:	Khaled Mouallem Manager of Utilities

1. PROPOSAL AND BACKGROUND:

The Administration group applied for the Alberta Community Partnership (ACP) Grant (Intermunicipal Collaboration) on January 5, 2021. This grant would assist with funding for the IMS Project along with our partnering communities of Town of Hinton, Town of Mayerthorpe, and Town of Rocky Mountain House.

2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

This grant will bring up to \$200,000 to assist with funding of this project with no additional funding required]

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 provide a letter of support for the Alberta Community Partnership (ACP) grant application.
- B. That Council defer the Alberta Community Partnership (ACP) to Administration for further information regarding: _____.
- C. That Council decline to provide a letter of support for the Alberta Community Partnership (ACP) grant application.

5. RECOMMENDATION

That Council provide a letter of support for the Alberta Community Partnership (ACP) grant application.

6. ATTACHMENTS:

1. Overview of ACP Grant
2. Letter to Council

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			



January 7, 2021

Town of Drayton Valley
Attn: Mayor Doerksen and Town Council
Box 6837
Drayton Valley, AB
T7A 1A1

Dear Mayor Doerksen and Town Council

Re: ACP Grant Application

The Administration team applied for the ACP grant on January 5th, 2021 under the Intermunicipal Collaboration (IC) portion. This grant value is up to \$200,000 and requires no additional commitment from the Town of Drayton Valley for financing. The grant would be used for our IMS project that see's us working with the Town of Hinton, the Town of Mayerthorpe, The Town of Rocky Mountain House and the Town of Edson.

The idea and concept of fostering a climate of collaboration between urban municipalities with a population up to 15, 000 'took root' while CAO's for the Towns of Whitecourt, Rocky Mountain House, Hinton and Drayton Valley attended a brain storming session aiming to develop a potential economic framework between the respective municipalities and the possibility for jointly applying for the C.A.R.E.S Grant in November 2019.

From this initial collaborative effort the idea of inter-municipal collaboration was born and emanated into further interest to explore collaboration options which can include infrastructure planning, engineering and planning and development where resources, internal skills and best practice amongst municipal partners could be harnessed and thereby being able to do more with less and thus potentially reducing the need to hire for individual municipal needs but rather to share resources and achieve value through resource and best practice sharing and improvement.

The need for this collaboration is due to decreased budget capacity from economic downturn and of course the effects that COVID-19 has had on everyone. We also face a limited talent pool in smaller communities compared to larger ones. Affordability is also a challenge for communities operating on smaller budgets and having a limited amount of work limits and the capacity to hire full time staff and not being able to attract the required skilled workers and by harnessing the collective service gaps in the communities within the partnership.

The grant would assist in funding in the areas of Administrative associated costs, Oversight Management, Information and Technology services, Contractors and Service Providers and a Partner Assessment.

The Administration Team seeks a support of resolution from our Council. This project will help all our communities meet milestone markers and do bigger things with less staff as we move into a new future. Together we be able to support our communities in a better and more efficient manner.

Sincerely,

A handwritten signature in black ink, appearing to read 'Khaled Moullem', with a long horizontal line extending to the right.

Khaled Moullem
Manager of Utilities
Town of Drayton Valley

Overview

The objective of the Alberta Community Partnership (ACP) is to improve the viability and long-term sustainability of municipalities.

Key program outcomes include:

- new or enhanced regional municipal services
- improved municipal capacity to respond to municipal and regional priorities
- effective intermunicipal relations through joint and collaborative activities

Program highlights

In total, the 2020/21 ACP budget commitment is \$15.4 million.

Project eligibility under the competitive Intermunicipal Collaboration (IC) component has been expanded to include a focus on risk mitigation and streamlined service delivery processes.

On-time reporting is encouraged under the IC by the implementation of phased funding, whereby 25% of funding will be withheld until all requirements are fully met.

The formula for transitional and infrastructure funding under the Municipal Restructuring component has been adjusted to provide funding neutrality between the dissolution and amalgamation processes. Regional governance studies will also be supported through phased funding.

IC applications are due by January 5, 2021; Municipal Restructuring, Mediation and Cooperative Processes, and Strategic Initiatives applications are due by February 5 of the current program year.

The Municipal Internship deadline will be announced in the formal program invitation email.

Eligibility

Eligible entities

- municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, improvement districts and special areas)
- Metis Settlements
- Townsite of Redwood Meadows Administration Society
- Calgary Metropolitan Region Board and Edmonton Metropolitan Region Board
- municipally controlled planning service agencies (eligible only under the Municipal Internship component to host a Land Use Planner intern)

Eligible projects and components

Intermunicipal Collaboration

Provides funding to partnerships of 2 or more municipalities to develop regional plans, service delivery frameworks and regional service delivery efficiencies.

Municipal Restructuring

Provides funding to municipalities involved with regional governance and municipal restructuring processes such as amalgamation, dissolution or viability reviews.

Mediation and Cooperative Processes

Provides funding to municipalities to help develop collaborative protocols and processes to proactively manage conflict, and to establish an agreed-upon process for collaboration.

Provides funding to support municipalities in using mediation, facilitation or other dispute resolution alternatives to resolve intermunicipal conflict and to assist with intermunicipal collaboration framework negotiations.

Municipal Internship

Provides funding to municipalities and planning service agencies to recruit, train and retain competent municipal employees who may pursue careers in municipal administration, finance or land use planning.

TOWN OF DRAYTON VALLEY REQUEST FOR DECISION



SUBJECT:	Community Grants, First Quarter Allocation
MEETING:	January 20, 2021 Regular Meeting of Council
PRESENTED BY:	Annette Driessen General Manager of Community Services

1. PROPOSAL AND BACKGROUND:

Community Events Grant

The Town of Drayton Valley recognizes there are non-profit organizations that host community events to raise funds or require donations for worthwhile projects, programs, or services. In an effort to support these organizations, the Town may provide grants to assist with the hosting of community events and initiatives. Funding applications are to be reviewed on a quarterly basis. The first quarter deadline was January 4, 2021.

A total of two (2) eligible applications under Council's purview were received for the Community Events Grant first quarter.

Organization	Event	Date(s)	Request
Elevated Experience Camping Society	To help cover the costs associated with supplying the Operation Food Trailer with 2 months' worth of food supplies	April 30 to October 30, 2021	\$10,000
Frank Maddock High School - Family Wellness	To help cover the costs associated with hosting the equine therapy	Spring, 2021	\$6,640

There is a total of \$5,000 available in this quarter allocation of the Community Events Grant for the two (2) applications under Council's purview.

The two (2) eligible applications are being submitted for Council consideration.

2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

The Town identifies in its yearly administration budget a set amount of funding available for grants. The Community Events Grant was allocated \$20,000 for the 2021 Interim Budget, which is \$5,000 per quarter.

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	N/A	

Strategic Plan 2019-2021		
Other Plans or Policies	Yes	<p>The Community Sustainability Plan, through its objectives, sets out to achieve the following goals:</p> <ul style="list-style-type: none"> · diversity is embraced and all residents are welcomed and involved, and participate in community activities; · arts are celebrated and opportunities to get involved are available for all ages; · Drayton Valley is host to a diversity of talent and creativity; and · all levels of public engagement within Drayton Valley are high. <p>The Community Events Grant helps organizations and individuals achieve some of the community goals set out in the Social Development Plan, Community Sustainability Plan, and all applications are reviewed under the guidelines contained within Policy No. A-01-01 Support Grants for Community Events.</p> <p>The Social Development Plan, through its objectives, sets out to:</p> <ul style="list-style-type: none"> · support individual abilities by encouraging citizen engagement; · use the power of local organizations, including service clubs and private enterprises; · make the most of non-traditional assets such as parks, green spaces, and community pride; · build resilience in the community; and · improve the community's quality of life.

4. POTENTIAL MOTIONS:

OPTIONS FOR THE APPLICATION FROM ELEVATED EXPERIENCE CAMPING SOCIETY:

- 1) That Council award Elevated Experience Camping Society \$ _____ from the Community Events Grant to help the costs associated with supplying the Operation Food Trailer with two (2) months' worth of food supplies from April 30 to October 3, 2021.
- 2) That Council decline the funding request from Elevated Experience Camping Society to help the costs associated with supplying the Operation Food Trailer with two (2) months' worth of food supplies from April 30 to October 3, 2021.

OPTIONS FOR THE FRANK MADDOCK HIGH SCHOOL - FAMILY WELLNESS:

- 1) That Council award the Frank Maddock High School - Family Wellness \$ _____ from the Community Events Grant to help cover rental costs associated with hosting the Equine Therapy in the Spring of 2021.

- 2) That Council decline the funding request from the Frank Maddock High School - Family Wellness to help cover rental costs associated with hosting the Equine Therapy in the Spring of 2021.

5. ATTACHMENTS:

- 1. First Quarter Grant Applications

REPORT PREPARED BY:	<i>Cora Appley</i>	REVIEWED BY:	<i>[Signature]</i>
APPROVED BY:	<i>[Signature]</i>		



TOWN OF DRAYTON VALLEY

COMMUNITY EVENT GRANT CHECKLIST

OFFICE USE ONLY

Name of Applicant: Elevated Experience Camping Society

Name of Event: Operation Sasquatch - April 30 to October 3, 2021

CRITERIA	
Policy Requirements:	Notes:
application (complete, signed and accompanied by supporting documents) received by deadline	Yes
benefit the community as a whole or a specific major group within the community	Benefits a select group of youth ages 14 - 20 years who are at risk for unemployment and poverty.
not duplicate past or present local services (unless a need can be demonstrated)	Does not duplicate another event.
provide equal access to the service without discrimination	Open to the public, although the program is geared towards youth ages 14-20 years of age.
not already be receiving direct or indirect support from the Town for the stated service	Received \$15,000 grant funding from FCSS.
address an identified need in the community or contribute to the common good of the community	Youth Empowerment, Employability, Mentorship and Success for the Future.
recognize the Town's contribution to the event or service sponsored	Social Media, Website, Advertising on the Food Trailer and any Media coverage.
other revenue sources have been sought or obtained	Several Contributors identified.

Additional Information	Notes:
Has the Town directly sponsored this event before?	No
Does the organization work to achieve some of the community goals set out in statutory plans (Social Development Plan, Community Sustainability Plan, etc.)?	Supported by goals within the Social Development Plan (eg. resilience, responsible, education)

Comments:

Requesting \$10,000 to help cover the costs associated with supplying the Operation Food Trailer with two months' worth of food supplies.

Recommendation to Council:

For consideration by Council.

DRAYTON VALLEY



TOWN OF DRAYTON VALLEY

COMMUNITY EVENT GRANT

APPLICATION FORM

Date: January 2, 2021 Event Date: April 30-October 3, 2021Organization Name: Elevated Experience Camping SocietyMailing Address: Box 7296 Drayton Valley, AB T7A 1S6Contact Name: Carmen Roberts-Kowalchuk Title: DirectorEmail: info@eecsociety.com Telephone: 780-515-1007

ORGANIZATION MANDATE

Description of the organization's mandate:

Vision: Together Different. Inspiring innovative change for vulnerable populations.

Mission: To create opportunities in employment, community inclusion and leadership for vulnerable individuals to achieve their autonomous potential.

As part of Elevated Experience Camping (EEC) Society, we are committed to support Drayton Valley and Brazeau County's economic development and align with our goals around social enterprise. (see attached)

STATED SERVICE

Details of the stated service or initiative (including date(s), time(s), location(s) and activities):

Dates: April 30- October 3, 2021

Time: 10-6 daily

Location: Monday- Wednesday -Drayton Valley, Wednesday Evening- Farmer's market Thursday-Sunday- Day use area at Willey Weest Campground

Activities:

Operation Sasquatch is a 7-month program that serves youth ages 14-20 years who are at-risk for unemployment and poverty. The program will commence March 2021. The mandate of " Operation (see attached)

Number of individuals and/or organizations (please specify) that will benefit from the stated service:

Operation Sasquatch will support 10 youth during the 2021 program season. Community members from Drayton Valley and Brazeau County will be able to benefit from the program. Additionally, we have potential to provide a service to over 65% of tourism guests into our beautiful central Alberta home which will increase and support local businesses.

Other organizations that will benefit from this program/ event/ initiative include but are not limited to:

FCSS

Drayton Valley youth hub

Children Services

Frank Maddock High school

Youth Justice

Drayton Valley Outreach

Manner in which those individuals and/or organizations will benefit:

Individuals in Operation Sasquatch Program benefits:

- Learn employable job skills
- Supported by a mentor for success
- Paid Employment
- Reduced "AT Risk" factors

SPONSORSHIP REQUEST

Reason for request from the Town:

This is Operation Sasquatch first year of operations and we are looking for support for direct operational costs to support the program. Our 3 year vision is to be completely self-sufficient by year 3. As we want to ensure the youth receive the best possible program and experience for continued success we are looking for support for food costs for the initial 2 months of operations until the revenue from the food trailer can support itself financially.

Nature of the request and/or amount requested:

The request is for 2 months worth of food supplies for Operation Food trailer.
Requested Amount:
\$10000.00

Please attach:

a budget or business plan (showing anticipated revenue sources and expenditures) for the specific service/function requiring sponsorship

a list of other organizations that have been or will be approached for sponsorship

How will sponsoring organizations be recognized?

All Sponsoring Organizations will be recognized through the following:

- Social Media
- Website
- Advertising on Food Trailer Directly
- Any Media Coverage

January 3, 2021

ORGANIZATION MANDATE:

Vision: Together Different. Inspiring innovative change for vulnerable populations.

Mission: To create opportunities in employment, community inclusion and leadership for vulnerable individuals to achieve their autonomous potential.

As part of Elevated Experience Camping (EEC) Society, we are committed to support Drayton Valley and Brazeau County's economic development and align with our goals around social enterprise; Campground Support Staff will be employees through a partnership with BeeHive Employment Services (Drayton Valley) for Persons with Disabilities. Through the Employment Program, EEC Society will be able to offer employment training, skills and opportunities to individuals that struggle to find successful employment. Through this partnership we will be able to support several individuals in gaining meaningful employment.

Stated Service:

Operation Sasquatch is a 7-month program that serves youth ages 14-20 years who are at-risk for unemployment and poverty. The program will commence March 2021. The mandate of "Operation Sasquatch" is to provide youth with support and skill development to help aid youth from at-risk to self-sufficient and employable. Youth participate in an eight-week volunteer in classroom skill education component of the program that focuses on but not limited to:

- Basic Food Handling
- Basic Culinary and Knife Skills
- Kitchen Health and Safety
- Food Sustainability
- Team Building
- Effective Communication
- Exceptional Customer Service
- Money Matters and Budgeting
- Entrepreneurship

In conjunction with interactive classroom workshops, youth will have an opportunity to have hands-on experience in a commercial kitchen practising newly learned skills and developing expertise within the culinary world. Additionally, the latter five months of the program has the youth working as a paid employee in a commercial Food Truck creating and serving the communities of central Alberta.

At-risk youth behaviors have both social and economically issues that have tremendous costs to both youth and our communities. Prevention through social development consists of intervention programs carefully targeted at individuals most at risk with the goal of changing the social factors and conditions such as poverty or inadequate work skills. Programs delivered on

improving specific behaviors and skills tend to be more successful such as “on the job” training. For some youth, entering adulthood can possess some unique challenges for growth and development. At-risk youth can face societal barriers and challenges that can lead to undesirable social, emotional and behavior which can negatively impact future endeavors. Barriers to success for at-risk youth include such conditions familial substance abuse, violence, neglect, and poverty. Youth facing these challenges often confront situations that impedes their success in school, graduation, poor health, and employability. A youth’s ability to acquire and maintain employment contributes to an individual’s sense of identity and promotes psychological, social, and emotional well-being. When youth face barriers such as poor literacy, school failure, unstable family conditions, mental health, poor health, and delinquency reduce their ability to be successful in the workforce.

BY AFFIXING HIS/HER SIGNATURE BELOW, THE APPLICANT CONFIRMS THAT THE FOLLOWING STATEMENTS ARE TRUE, TO THE BEST OF HIS/HER KNOWLEDGE.

1. The information provided is accurate.
2. The signature below is that of the registered director, board member or authorized designate of the organization requesting sponsorship.
3. I understand and agree that this application for municipal sponsorship, or any information related there to, is not confidential information and may be released by the Town of Drayton Valley.

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

Applicant's Signature

Date: 01/03/2021

MAIL TO:

Town of Drayton Valley
Community Event Grant
Box 6837
Drayton Valley, AB T7A 1A1

DELIVER TO:

Town of Drayton Valley
Community Event Grant
5102 - 52 Street
Drayton Valley, AB

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP) STATEMENT

The personal information on the Community Event Grant Application is being collected under authority of Section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and will be used to administer Grant Funding. The Town of Drayton Valley will use the aggregate data for program planning and evaluation. All personal information will be protected in accordance with the privacy provision of the *FOIP Act*. If you have any questions about the Grant or questions about the collection, use or disclosure of our personal information, please contact the Town of Drayton Valley at (780) 514-2200.

BUSINESS PLAN ELEVATED EXPERIENCE CAMPING SOCIETY

Elevated Experience Camping Society at Willey West Campground
7710 Highway 22, Drayton Valley T7A 2A

Brief Summary

Elevated Experience Camping Inc. operates Willey West campground which is nestled in the valleys of Brazeau County Alberta. It is seasonally operated from April- October each year offering several amenities that appeal to a wide range of camping cognisors and guests looking for a "Staycation Experience". Willey West Campground prides itself as more than just a campsite, but an experience for guests that will enhance their current lifestyles, passions and recreational activities. We offer full service, power only, non-power sites with a plan to increase campsite capacity by 10% within 5 years and create up to 5 "Glamping" sites (people who want to enjoy the outdoors but still want their amenities).

There are several hiking trails that are bike friendly throughout the campground and neighboring areas for adventurers of all ages and experience to enjoy. Willey West Campground also offers a beach area and boat launch with access to the North Saskatchewan River for all campers and guests. Several booking options will be availability in 2020 to allow potential guests opportunities to directly pick their campsites via CampMaster.ca. Willey West Campground will be a business that generates revenue while supporting social innovation, community sustainability and inclusion.

Willey West Campground will be operated by through an incorporated business model. This business model will support our business plan for generating revenue, seek potential investments and opportunities from stakeholders and allow for possible small business tax advantages. Alongside the For-Profit Corporation for Willey West Campground, we will be operating a subsidiary non-profit division to the organization that focuses on social innovation, community sustainability and inclusion.

Elevated Experience Camping Society received its Society status in July 2020 from the Government of Alberta. The initial board is created of 5 volunteers' members with an anticipated growth to a maximum of 10 board members. Our board also supports the growth and development of youth leadership, therefore allowing for junior board members to sit on the board. As the Society's primary focus is social innovation, community sustainability and inclusion, Elevated Experience Camping Society is initially focusing on supporting employment opportunities for some of the community's most vulnerable individuals, persons with disabilities and at-risk youth. The Society will be supporting employing persons with disabilities through a partnership with Beehive Support Services.

Elevated Experience Society will operate the Sasquatch Hideaway Mobile Kitchen which will provide opportunities and programming for youth ages 14-20 who are deemed at-risk for unemployment and poverty. The goal for this program is to be fully operational and supporting at-risk youth by March 2021. As our commitment to these projects and to their success continue, our Society and board will continue to seek out

BUSINESS PLAN ELEVATED EXPERIENCE CAMPING SOCIETY

partnerships with organizations around Drayton Valley and Brazeau County that are equally committed to social innovation, community sustainability and inclusion.

Vision and Mission Statement

Vision: Together Different. Inspiring innovative change for vulnerable populations.

Mission: To create opportunities in employment, community inclusion and leadership for vulnerable individuals to achieve their autonomous potential.

As part of Elevated Experience Camping (EEC) Society, we are committed to support Drayton Valley and Brazeau County's economic development and align with our goals around social enterprise, Campground Support Staff will be employees through a partnership with BeeHive Employment Services (Drayton Valley) for Persons with Disabilities. Through the Employment Program, EEC Society will be able to offer employment training, skills and opportunities to individuals that struggle to find successful employment. Through this partnership we will be able to support several individuals in gaining meaningful employment and align our strategic business plan with opportunities for grants/ employment rebates and Federal/ Provincial government employee wage cost-sharing opportunities.

EEC Society will also be running a seasonal food trailer in the day use area of Willey West Campground. The food trailer will be operated solely through a program developed by EEC to support at risk youth 14-20 years of age. This program will be mentored by an Elevated Experience Camping Inc. employee with support from a similar program called the Hallway in Edmonton, Alberta. The program for at risk youth will offer on the job training and experience in areas of Culinary skills, customer services, budgeting/ costs, communication, teamwork and entrepreneurship and food sustainability.

To support the Business Strategy of EEC Society, the following measures/ activities have been completed to substantiate the Business Plan and futures revenues.

- Completed Primary and Secondary Research (2020).
- Connected with other non- profit entities within Drayton Valley/ Brazeau County and within Alberta, for consultation on projects and partnerships present and future to support EEC Societies Vision and mission.
- Completed financial analysis.
- Priced out all start-up costs and first year financial statement.
- Consultation with both Legal and Accounting professionals.
- Attended workshops/ seminars on entrepreneurial opportunities for success.
- Completed SWOT analysis.
- 5-year plan for future development and opportunities.

BUSINESS PLAN ELEVATED EXPERIENCE CAMPING SOCIETY

- Researched grants and future funding options.
- Researched sustainable food initiatives,
- Researched potential operational opportunities for programming and increased revenue for EEC Society.

Date Established

07/10/2020

Compelling Value for Elevated Experience Camping

In a research study, " Potential Demand for Rural vacation experiences in Alberta by Residents of Alberta" completed by Alberta Tourism, Parks and Culture suggested that rural vacation experiences lack the following conveniences:

- Missing Amenities (Food/ Entertainment)
- Accommodations
- Children's needs
- Bathroom facilities (cleanliness/ ability to use safely)
- Gas, Groceries (fresh produce) and Laundry

When you stay at our Wiley West Campground, our commitment is to mitigate the shortfalls or rural vacationing. Your stay at Wiley West will offer more than just a campsite, but an experience. Available on-site will be weekly activities/ entertainment for the young and young at heart.

Accommodations will be maintained to preserve the beauty of rural vacationing while allowing several options for booking availability in 2020. We will also be offering Glamping opportunities for people who want to enjoy the outdoors but still want their amenities.

As a business that supports social innovation, families and community, campers will find a wide variety of child friendly/ family conveniences to keep anybody busy including:

- Barrier limited pathways throughout the campground.
- Well kept playground
- Tons of outdoor games (2020)
- Convenient Store
- Arcade (2020)
- Bike Rentals (2020)
- Access to the North Saskatchewan River
- Community gardens sales in support of persons with disabilities. (2020)
-

Compelling Value for Elevated Experience Camping Society (EECS)

Alberta shares a common vision when addressing vulnerable youth and persons with disabilities. Supporting the employment and training needs of at-risk youth and persons with disabilities of the labour market is best done by building an integrated, client-

BUSINESS PLAN ELEVATED EXPERIENCE CAMPING SOCIETY

centred, outcomes-driven, employment and training model that responds to the evolving needs of individuals, employers and communities.

Service Description

Elevated Experience Camping Society (EECS) is a partnership with Elevated Experience Camping Inc. where we utilize Drayton Valley's #1 tourism destination Willey West Campground to support strategic initiatives to empower and employ our community's vulnerable populations. Our first initiative is supporting individuals with disabilities with meaningful employment throughout the Campgrounds season May – October annually. All employees receive the same training, benefits and inclusive environment to work in. Our second initiative slated for 2021 in to operate a food trailer at Willey West Campground that is fully operated by at risk youth. The trailer will offer a 6 month program for youth that will focus on customer service, communication, teamwork, budgeting and costing, culinary skills and entrepreneurship. We offer several amenities that set us apart from other campgrounds and make us an Alberta Staycation destination. Our campground offers both full service and power only sites. We have a shower house with flushable toilets and outhouses throughout the grounds for customer convenience. Additionally, to best align with social innovation, partnerships, and community sustainability EECS has but is not limited to:

- Acquired Non-profit status.
- Engaging potential collaborations and partnerships
- Created a legacy fund for sustainability
- Grants and funding options
- Sustainable food initiatives

Society Description

At EECS, we are dedicated to engaging, empowering and employing our vulnerable populations within our communities serviced by Brazeau county and the surrounding areas. We believe in social enterprise that focuses on the social innovation, and community inclusion with the potential to contribute to economic development.

Compelling Value

YOUTH

- Youth tend to seek, access, and respond to services and supports differently than other at-risk individuals.
- They often avoid the support-serving systems out of fear of authorities.
- At-risk youth become entrenched in "Street Lifestyle" very quickly, due to:
 - ✓ Quickly developing new social networks with other street-involved youth
 - ✓ Substance abuse issues for themselves or within the family. • Losing ties with the education system.

Homelessness is a dangerous, unstable lifestyle for youth, characterized by several high-risk, negative experiences, including:

- ✓ Violence, victimization, physical and sexual abuse

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- ✓ Involvement with police and the justice system
- ✓ Criminal activity
- ✓ Stress, depression, anxiety disorders and suicide

Many at-risk youths are struggling with developmental and attachment issues that make their transition to adulthood more challenging. They have never lived independently or developed critical life skills. Only 23% of youth looking for employment are successful in achieving employment opportunities. Many at-risk youths do not have the skill, means or opportunities to access employment opportunities. Without these opportunities youth become at-risk for homelessness, school drop out rates increase, and street life becomes a daily reality.

Outcomes that best meet the needs of at-risk youth include:

Safe – Live free from fear of abuse and violence.

Increased housing stability - Healthy housing or family reunification.

Health and Well-Being - Achieve the highest attainable standards.

Secure and Resilient – Support themselves and their households through safe work and career opportunities, with access to effective income supports.

Lifelong Learners – Develop the knowledge, skills, and commitment to learning necessary to realize their potential and participate in society.

PERSON WITH DEVELOPMENTAL DISABILITIES

In 2017/2018, 3,033 of the 12,027 Albertans receiving supports through PDD participated in PDD employment support programs. Of these, 1,708 (56 per cent) obtained and/or maintained employment. Employment opportunities for persons with disabilities continues to fluctuate as the job market ebbs and flows in Alberta. Employers struggle to be able to support positions and persons with disabilities are competing for minimum wage positions with the increased unemployment rate of Alberta.

In Brazeau County, hospitality and tourism has seen a steady increase of revenue of 23% annually since 2014 with virtually little efforts made by the county and surrounding areas. Tourism Alberta is a 4.3-billion-dollar revenue for the province of Alberta and currently is less than 3% of Brazeau County's generating revenue. Research has identified that is virtually an untapped market with enormous revenue potential. We at EECS see such an opportunity to merge the drive for increased tourism within the area and the opportunity to create programmed employment opportunities for hard to serve populations.

Board of Directors

NAME: Sarah Supernault

POSITION: Executive Director

After working 10 years in the customer service industry Sarah began her career as a registered nurse having graduated from the University of Alberta. She has had an

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opportunity to work in several facets of nursing including general surgery, plastic surgery, emergency, and virtual clinics. Sarah has also worked in acting roles such as charge nurse, unit manager, and program developer on top of her registered nurse role. Through all these roles she has learned to become efficient, an independent and team player, a quick learner, and an effective communicator.

Sarah has a large family including her husband Russell, her three rescue dogs Chewie, Buddy, and Conan as well as her cat, Comet. She is currently expanding her family by expecting her first child in December 2020.

In her downtime she sees herself as a foodie, enjoying new restaurants and activities around the city like escape rooms and festivals, and watching movies both at home and in the theatre.

NAME: Carmen Roberts-Kowalchuk

POSITION: Director

Carmen has twenty-five years of experience working with the public sector and seventeen years working directly within Child and Youth Services and Disability Services in a variety of leadership/ management capacities achieving excellent outcomes in service delivery, best practice, policy and procedures, agility and employee satisfaction and retention. She has significant experience successfully developing, implementing, monitoring and evaluating unique and creative programs. Policy and overall project management has earned her many accolades with peers, stakeholders and individuals and families supported through her professional roles.

Some of Carmen's strengths are around her ability to assess, pursue innovative opportunities that achieve exceptional outcomes through understanding "Best Practice". Regarding healthy retention, she resourcefully leverages strengths and diverse learning opportunities to maintain strong, productive and satisfied employee preservation.

Carmen has spent many hours proactively building networks, and building trusting relationships with stakeholders, colleagues, and clientele through different focus groups, committees and initiatives that have identified gaps in services for vulnerable individuals including children and youth. Carmen is dedicated to bridging such deficits as housing, employment, mental health supports, reintegration to community after incarceration, indigenous understandings, effective educational programming, healthy relationships, boundaries and social media safety etc.; with new projects and more effective service delivery of supports.

Carmen has strong adaptive skills that allow her to anticipate, assess and readily adapt to changing priorities, well maintaining resiliency and employee engagement in times of uncertainty. She thrives both in an environment that is continually within a change management model and environments where the work can be challenging.

Throughout her years, she has developed solid communication and interpersonal skills, both verbal and written and is highly motivated to excel in all work environments. Her

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years of working with the public have enabled her to deal with all situations with professional tact and courtesy towards both colleagues and clientele. Carmen is passionate about dog rescue and in her spare time she volunteers or sews products for Rescue dogs and cats. Carmen can also be found completing several DIY projects at home and for friends and family as she has found a real gift in repurposing items.

NAME: Debbie Enyedy
POSITION: Director

Debbie has worked with Persons with Disabilities for many years and currently works for Beehive Supports Services. She has spent a better part of her career serving vulnerable populations and when asked to be a part of the EECS board she jumped at the opportunity.

NAME: Danny Ortsby
POSITION: Director

Danny has lived in Drayton valley for many years and had a variety of roles within the community. This is Danny's first role within a board and he is excited to learn and support the community.

NAME: Robert Stephenson
POSITION: Director

Robert has an MBA and has spent several years working in a variety of governmental policy roles. He is an active community member and currently sits on 2 boards. He was very excited to join EECS as he has never been a part of a board from infancy and he is excited to help our board grow and develop.

NAME: Rowyn Mudry
POSITION: Junior Board Member
NAME: Avrie M
POSITION: Junior Board Member

NAME: Jason Roberts-Kowalchuk
POSITION: EECS Mobile Kitchen Mentor

Jason has twenty-five years of experience working with the public sector in a variety of including:

- Warehouse Personnel
- Commercial Painter
- Edmonton Transit Bus Driver
- Maintenance and Lawn Care Personnel for government funded agency
- Business Owner (Frenzy Photo Booth)
- Campground Caretaker

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His years of working with the public have enabled him to deal with all situations with professional tact and courtesy towards both colleagues and clientele. Jason has supported the development and implementation of OHS, Maintenance and lawn care while working in the role of Maintenance and Lawn Care from 2008- 2015. His contributions to a high standard of overall care to the facilities helped secure multiply year, licensing, accreditations and continued contracts with the Government of Alberta. Jason has his WHIMS, Fork-lifting certificate and Standard First-Aid training.

In Jason's spare time, he is involved in woodworking, building arcade games from scratch and mastering magic. He is very family orientated and always supporting his 6 children in their life endeavors. Over the last decade, camping has become both a pastime and a passion for Jason. Currently he is working at Willey West Campground as the evening and overnight staff, so he will bring guidance, an understanding of current operations and procedures, maintenance processes, camper expectations and ideas/ opportunities for efficiencies and increased revenues.

Legal Structure

EECS is a non-profit incorporated organization.

Professional Advisors

- Business Link Alberta
- The Law Society of Alberta
- Spurrell and Associates
- Inspired Methods Marketing
- Always Bookkeeping
- Canada Revenue Agency
- Alberta Labor Standards
- Brazeau County
- Disability Services
- Town of Drayton Valley
- Drayton Valley Hospitality and Tourism Authority
- FCSS Drayton Valley
- Youth Hub of Drayton Valley
- Patrick Cummings Law

Goals & Objectives

Over the next 5 years, as operators of Willey West campground we plan to make Willey West Campground a top 3 camping destination in Alberta. We plan seasonal occupancy minimally to increase by 10% annually (from current 34%) and incorporate longer term family campers for guaranteed revenue. We are also committed to increasing amenities that target current market trends.

Our research has identified that consumer trends are evolving faster than ever. And it's never been more important—or challenging—for entrepreneurs to keep in front of these trends, if they hope to compete and grow. Below are ***Five Game-Changing Consumer Trends*** that EECS will consider when developing potential programming, projects and revenue opportunities.

BUSINESS PLAN ELEVATED EXPERIENCE CAMPING SOCIETY

- **Millennials drive consumer revolution.** They are driving a profound transformation in habits among all consumers. They tend to be frugal, savvy shoppers and not particularly brand loyal.
- **Mobile rules.** Canadians love their mobile devices more than ever, it's vital for businesses to not only be online, but also to offer a mobile-friendly website.
- **One size doesn't fit all.** Consumers increasingly demand the personal touch. Targeting customers with customized messages and personalized experiences significantly improves results.
- **We like to share.** Canadians have embraced the \$15-billion global sharing economy, using services like Uber, Airbnb and others to save money.
- **Canadians are more concerned about their health.** A trend that just keeps strengthening.

Market Research for Tourism in Drayton Valley

Industry

Alberta Travel and Tourism currently lists 219 campgrounds registered in Alberta ranging from municipally, provincially and privately owned with 75% reporting annual profits. The campground and RV Parks industry has a low market share concentration, with the 3 largest companies in the industry controlling less than 10.0% of industry revenue. An estimated 93.8% of industry establishments have less than 20 employees. Although the Recreational vehicle (RV) parks and recreational camps industry has been around for several decades, new and emerging trends and campground users are becoming utilization "Staycation" opportunities for their recreational and vacation needs.

The successful key factors to operating a seasonal campground are:

- Successful industry participants take advantage of their geographic location, whether this is proximity to national parks or areas of favorable weather.
- Labor costs in the industry tend to be high, relative to other industries. Companies can gain a competitive advantage and drive down costs by employing a skilled but temporary workforce.
- Being a member of an industry organization has marketing benefits in that industry organizations raise awareness of member companies.
- Companies benefit from good word-of-mouth recommendations, which will generate new and repeat customers.

Demand for the Campgrounds and RV Parks industry historically derives primarily from domestic travelers. Travel trends are affected by economic conditions. A spike in gas and oil prices can adversely affect industry revenue, making travel costs more prohibitive to consumers.

Adults age 50 and older predominantly make up over 50% of the demographic population of campers. Slowly as the baby boomer era ages, this trend is shifting and in

BUSINESS PLAN ELEVATED EXPERIENCE CAMPING SOCIETY

2018 it was estimated that only 24% of campers were 55 and older. 36% of campers ranged in age from 35-54 and 40% of people camping were 34 and under.

The campground and RV Parks industry competes with other hospitality accommodation industries like hotels and motels. One of the industries distinctive advantage is pricing.

What are the predictions for the future?

The Campground and RV Parks industry requires a medium and increasing level of capital. Consumer demand for more activities and amenities at RV parks and campgrounds has driven up capital costs and this trend is expected to continue until at least 2023.

The industry's overall low fragmentation affords new participants an opportunity to enter the market, specifically in geographic territories that have a low concentration of establishments.

Local Market

Willey West Campground is nestled in the Valleys of Brazeau County. Environics Analytics states that our immediate target demographic is middle aged, middle income and blue-collar individuals, couples and families that enjoy their "Wide Open Spaces" with an average income of \$97, 887.00. Over 1/4 of middle age couples/ families work in the agricultural and oil and gas and make up on of Canada's wealthiest rural segments. They spend much of their leisure time outside fishing, camping, golfing and gardening. Generally, they stay close to home, travelling to their local community campgrounds in their RV's. Like their fellow rural consumers, this demographic scores high in owning pick-up trucks multiple recreational vehicles including RV's, ATV's and snowmobiles.

Target Market

Willey West Campgrounds target consumers are individuals and families looking for an affordable "stay-cation" experience that offers the beauty and tranquility of the great outdoors without compromising amenities and activities/ events to parallel the vacation experience.

In Alberta, Campgrounds and back country camping is the second highest preferred accommodation (23%) for Albertans looking for a short overnight trip or "stay-cations. Alberta Tourism reported in their overnight top 15 list that Ideal overnight trips placed greater emphasis on relaxing; perhaps by being near a lake, reservoir, river or stream; and camping. Additionally, Albertans that plan to travel within the province typically make up 4 different types of campers:

- Enthusiastic Indulgents.
- Learners.
- Familiarity Seekers.
- Escapists.

BUSINESS PLAN ELEVATED EXPERIENCE CAMPING SOCIETY

Keys to Success

Alberta Tourism indicates that 3 out of 4 campers want online access when searching trips within Alberta. Through our research, it was noted that well developed, interactive and up to date web applications were not predominant amongst current campground facilities.

EECS sees this as a fairly untapped area of marketing for campgrounds and plans to optimize content marketing (DIY projects/ videos, Blogs, downloadable guides, App), digital advertising (ads) and social media (Word of mouth) as our part of our Strategic Marketing Strategy.

Marketing Strategy

EECS committed to becoming one of the top #5 camping destinations for Alberta. Our commitment is to increase occupancy by 10% in 2020, generate weekday camping, increased amenities, family programming and up to five "Glamping" sites.

EECS Strategic Marketing plan will embrace three primary marketing strategies.

Content Marketing: Our strategic approach to Marketing will focus on building our Brand, creating and distributing valuable, relevant, and consistent content to stimulate interest in our organization, our opportunities, attract and retain customers, supporters and funders and, ultimately, drive profitable customer action. EECS will:

- Create a new interactive website that will support the following:
 - ❖ Virtual videos of our learning's and progress on all current initiatives
 - ❖ Weekly Blogs
 - ❖ Be involved in monthly events around Drayton Valley/Brazeau County
 - ❖ Links to relevant websites
- Multi-platform experiences
- Pilot programs and tech-driven experiments that illustrate how to test the waters for new products/ services/ partnerships
- Grassroots campaigns that created a big bang on a small budget
- Content tools that provide real-world utility
- Stand-out social media efforts that cut through the online clutter

Direct Marketing: EECS will be providing programming, products or services directly to the public. Strategic direct marketing will include:

- Current advertisement material and content
- Utilizing community boards in Drayton Valley/ Brazeau County and neighboring Counties.
- In person advertising to local businesses, targeted focus groups/ communities to generate revenue
- Advertising material available at all collaboration/ partnership organizations

BUSINESS PLAN ELEVATED EXPERIENCE CAMPING SOCIETY

Social Media: EECS will utilize social platforms to market our target audiences and customers. EECS social media strategy will include:

- Social campaigns structured around EECS Business Plan and Objectives
- Seamless and cohesive visual experiences
- Leverage the power of life events
- Build communities around actionable #Hashtags
- Use Twitter to test out content ideas
- Taking followers behind the scene with stories
- Monitor performance to keep content fresh

Marketing Objectives

EECS key Strategic Marketing objectives:

Generate Revenue: EECS wants to generate revenue so that the society can solely support itself successfully.

Develop Brand Awareness: EECS marketing objective is to establish ourselves as an industry leader in supporting vulnerable individuals differently with successful outcomes

Strategic Alliances

POTENTIAL COLABORATIONS/ PARTNERSHIPS/ STRATEGIC ALLIANCES		
Number	Organization/ Agency	Value Added to Willey West Campground
1	BeeHive Employment Services	Employment Support
2	Eaglepoint Blue Rapids Council	Programming
3	Drayton Valley Hospitality and Tourism Alliance	Tourism strategies <ul style="list-style-type: none"> • History and Heritage • Eco-tourism/ Walking trails • Outdoor Adventure • Sports Tourism
4	Solaire Lunaire Yoga	Health and Wellness Programming
5	Town of Drayton Valley	Programming/ support
6	Drayton Valley Triathlon	Events
7	Drayton Valley FCSS	Programming/ Collaboration
8	Brazeau County Parks and Trails	Programming/ Expansion

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9	Drayton Valley Youth Hub	Programming/ Collaboration
10	T-Bone	Grocery Partnerships
11	Drayton Valley Outreach	Programming/ Partnerships
12	Norquest College	Student Placement Opportunities
13	Alberta Fish and Wildlife	Workshops/ Wildlife Safety
14	Treaty #6 First Nations	Consultation/Programming
15	Drayton Valley Museum	Consultation/Programming

Operations

Legal Issues

EECS has obtained both legal and accounting support through Alberta Woman's Entrepreneurs, Business Link and Legal Services of Alberta.

Any barrier that we encounter, we will seek support and consultation from the direct source where applicable or other businesses with related services to help trouble shoot. Areas that we have already addressed include but are not limited to:

- Business licenses
- Location and zoning by-laws
- Health inspection(s)
- Registering employees
- Contract agreements
- Insurance requirements (life/ property/ business)

Human Resources

How many full-time staff will you have?

1 FTE employees

Up to 20 PTE employees

Volunteer Admin position

EECS Staffing Compliment

EECS will operate on the following Annual Staffing Compliment

- **Foods Manager** – This position has the primary focus on Administration, Human Resources, Staff recruitment and training, generating revenue, customer complaints, collaborations/ partnerships/ event planning with community stakeholders and assisting with all food trailer operations

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- **Junior Chefs**– This position is responsible for the day to day operations of the food trailer
- **Maintenance Crew** – This position is responsible for cleaning campsites, garbage disposal, ground maintenance, clean facilities (shower house/ cook house etc.) and lawn maintenance
- **Campground Support Staff** – This position is responsible for a variety of activities throughout the campground that is not limited to:
 - ❖ Maintenance support
 - ❖ Retail sales for new revenue
 - ❖ Monitoring of programming/ activities
 - ❖ Recyclable program

Risk Assessment

Because our market audience can range from 18-65+ there is potential for alienating a potential demographic while catering to another demographic in our marketing approach. Additionally, some camper's values may not align with strategic operations and partnerships with Willey West Campground and EECS.

EECS will need to address the following as much as possible to mitigate risk to generating revenue

- Partner with other companies and organizations with a strong community presence and following.
- Position ourselves as an additional complimentary service to their current outstanding work that appeals to everyone from millennials to baby boomers.
- Add-on to their services and compliment their offering. Ensure that all marketing strategies have varied degrees of consumer accessibility and touch points to meet the needs of all kinds of enthusiasts.

EECS believes in continual improvement. We will conduct seasonal surveys with our customers to help identify and strategize the upcoming years goals, financial forecast, marketing strategies, programming and projects.

We will also be completing exit surveys with all employees to support continual improvements to HR practices and employee culture.

Business ceasing to operate

There is a gestation period for any new businesses. EECS believe that if it cannot achieve a bare minimum of zero deficit by the end of its first year it would need to re-evaluate and seriously re-examine the business model and possibly not continue operationally.



Elevated Experience Camping Society Executive

1. **Executive Director**
Sarah Supernault
Phone: 780-264-8477
Email Address: Supernaultsarah@gmail.com
2. **Director**
Debbie Enyedy
Phone: 780-621-2233
Email Address:
3. **Director**
Robert Stephenson
Phone: 780-554-9422
Email Address: Robert.stephenson@hotmail.ca
4. **Director**
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Phone: 780-515-1007
Email Address: ckowal7@hotmail.com
5. **Director**
Danny Obtsy
Phone: 780-621-7456
Email Address: dannyobtsy77@gmail.com
6. **Jr. Board Member** (non-voting)
Rowyn Mudry
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Email Address: rowynmudry@gmail.com
7. **Jr. Board Member** (non-voting)
Phone: 780-898-3147
Email Address: Avriescneider@gmail.com

OPERATION SASQUATCH



Operation Sasquatch is a 7-month program that serves youth ages 14-20 years who are at-risk for unemployment and poverty. The program will commence March 2021. The mandate of "Operation Sasquatch" is to provide youth with support and skill development to help aid youth from at-risk to self-sufficient and employable. Youth participate in an eight-week volunteer in classroom skill education component of the program that focuses on but not limited to:

- Basic Food Handling
- Basic Culinary and Knife Skills
- Kitchen Health and Safety
- Food Sustainability
- Team Building
- Effective Communication
- Exceptional Customer Service
- Money Matters and Budgeting
- Entrepreneurship

In conjunction with interactive classroom workshops, youth will have an opportunity to have hands-on experience in a commercial kitchen practising newly learned skills and developing expertise within the culinary world. Additionally, the latter five months of the program has the youth working as a paid employee in a commercial Food Truck creating and serving the communities of central Alberta.

At-risk youth behaviors have both social and economically issues that have tremendous costs to both youth and our communities. Prevention through social development consists of intervention programs carefully targeted at individuals most at risk with the goal of changing the social factors and conditions such as poverty or inadequate work skills. Programs delivered on improving specific behaviors and skills tend to be more successful such as "on the job" training. For some youth, entering adulthood can possess some unique challenges for growth and development. At-risk youth can face societal barriers and challenges that can lead to undesirable social, emotional and behavior which can negatively impact future endeavors. Barriers to success for at-risk youth include such conditions familial substance abuse, violence, neglect, and poverty. Youth facing these challenges often confront situations that impedes their success in school, graduation, poor health, and employability. A youth's ability to acquire and maintain employment contributes to an individual's sense of identity and promotes psychological, social, and emotional well-being. When youth face barriers such as poor literacy, school failure, unstable family conditions, mental health, poor health, and delinquency reduce their ability to be successful in the workforce.

REFERRAL SOURCES

Youth can be referred to "Operation Sasquatch" thru a variety of sources including but not limited to:

- Teachers/schools
- Community Organizations

OPERATION SASQUATCH



- Social Programs
- Word-of mouth
- Friends or family members

Referrals are completed annually from November to January. To request an application, please contact info@eecsociety.com or contact 780-515-1007. All applicants will be reviewed for program suitability.

INTAKE PROCEDURE

All referral sources that have identified a youth that may be an appropriate candidate for "Operation Sasquatch", shall contact Elevated Experience Camping Society at info@eecsociety.com or contact 780-515-1007. If a youth shows interest, has questions, or would like more details about the program an informal information session can be set up prior to the intake procedure.

February – Face to face intake process

The intake process for "Operation Sasquatch" is used to assess the youths' commitment to being part of the program, their ability to get to and from the training and work locations and their genuine interest in the food industry, entrepreneurship and employment. The application form is used to collect information on various aspects of the youths' lives, to help support the program to identify strengths in the youths' life and areas where additional support may be required for their success. During the face to face intake an EECS board member and/ or the Operation Food Truck Mentor, will review the application in detail to determine youth suitability for the program. Suitability will be determined by the following:

1. Is the youth between the ages of 14-20 years of age?
2. Is the youth currently involved in street life? (Successful candidates are expected not to be involved in street life for the duration of the program including but not limited to:
 - Drug and alcohol abuse
 - Criminal activity
 - Gang involvement
 - Prostitution
 - Violence
3. Is the youth dealing with addictions? (Marijuana use does not exempt youth from the program)
4. Does the youth have a stable living situation? (Stable defined in this context means a safe living environment to sleep at consistently, and access to food daily)
5. Does the youth have serious health issues? If mental health concerns are present, a professional will need to recommend that youth for the program based on mental health stability
6. Does the youth have a reasonable level of maturity? Youth has an understanding and appropriate hygiene habits, social skills, and independence.
7. Does the youth have adequate reading and writing skills? (Reading and learning skills comparable to a grade 5 level are deemed necessary for successful completion of the training portion of the program and ability to read recipes/ customer orders and menu boards. Some exceptions may apply based on the program's ability to accommodate.

OPERATION SASQUATCH



8. Are there conflicting interests between the youth and other participants? We will consider connections of participants. For example, romantic couples are not allowed. Siblings may be considered. Peers that have a negative history may be deemed inappropriate to take the program at the same time.

VOLUNTEER TRAINING COMPONENT

Operation Sasquatch's training sessions will be held between a designated commercial kitchen and a classroom like setting with Drayton Valley/ Brazeau County. The program will help support any transportation limitations youth may have to attend the training component of the program. The eight-week training program consists of but is not limited to:

- Basic Food Handling
- Basic Culinary and Knife Skills
- Kitchen Health and Safety
- Food Sustainability
- Team Building
- Effective Communication
- Exceptional Customer Service
- Money Matters and Budgeting
- Entrepreneurship

During the volunteer training component of the program, youth must:

- Attend everyday
- Be on time in the morning after breaks and after lunch
- Call the Mentor if they will be late or absent
- Participate in all aspects of the training
- Have a reasonable positive attitude and be respectful
- Complete all assignments
- Abide by program and building rules
- No sign of alcohol or drug use

Youth are expected to complete the training component in its entirety and to the satisfaction of the Mentor. Failure to complete will unfortunately negate the youth to complete the employment paid portion of the program (5 months).

The training component is regarded as an important time for the mentor to develop a relationship with the youth and help them develop effective and efficient punctuality, attendance and social skills needed for successful employment at the food trailer.

THE FOOD TRAILER "SASQUATCH HIDEAWAY"

Sasquatch Hideaway is a public Food Trailer that operates 7 days a week May – October annually. Operating hours are generally from 10-7pm daily. The Mentor is responsible for the success of the Food trailer and ensuring youth understand and are highly trained on all aspects of the food trailer including but not limited to:

OPERATION SASQUATCH



- Food preparation
- Cooking
- Customer Service
- Health and cleaning standards

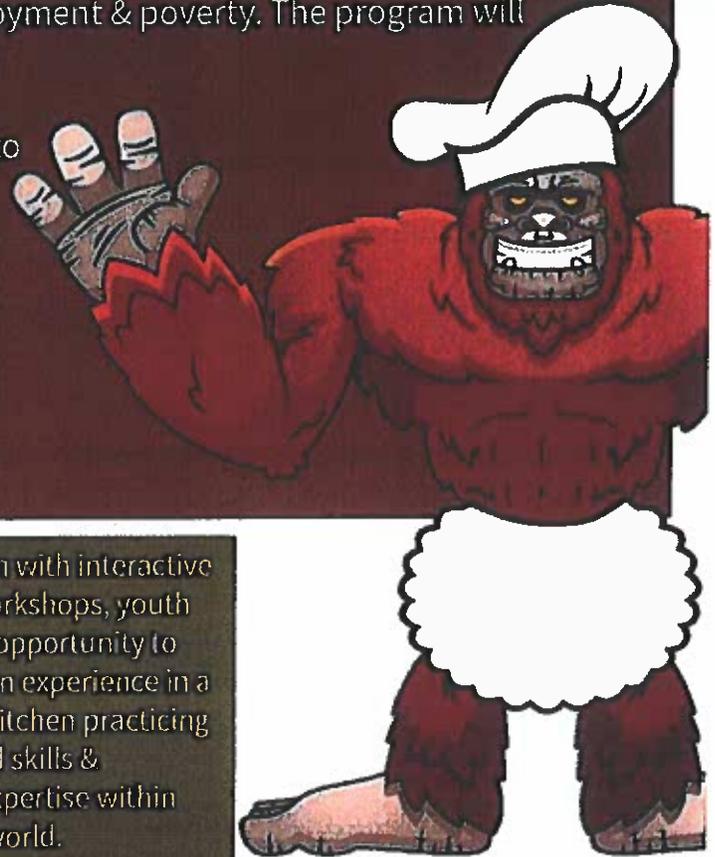
The Mentors relationship with the youth is like a boss-employee relationship in a regular food industry setting with room for additional support, patience, and room for error. Monthly, the Mentor will complete an evaluation of the youth's job performance. The mentor will discuss the youth's strengths and offer constructive feedback for further growth and development in the food industry. Once youth have completed the program, Operation Sasquatch will help support the youth transition to other employment opportunities with help and support from their referral source.

OPERATION SASQUATCH

Operation Sasquatch is a 7-month program that serves youth between the ages of 14 & 20 years who are at-risk for unemployment & poverty. The program will commence March 2021.

The mandate of *Operation Sasquatch* is to provide youth with support and skill development to help support youth. Helping at-risk youth become self sufficient & employable.

Youth participate in an 8-week volunteer program.



Operation Sasquatch has a classroom and skill component that focuses on, but is not limited to:

- Basic food handling
- Basic culinary & knife skills
- Kitchen health & safety
- Food sustainability
- Team building
- Effective communication
- Exceptional customer service
- Money matters & budgeting
- Entrepreneurship

In conjunction with interactive classroom workshops, youth will have the opportunity to have hands-on experience in a commercial kitchen practicing newly learned skills & developing expertise within the culinary world.

Additionally, the latter five months of the program has the youth working as a paid employee in a commercial Food Truck creating & serving the communities of central Alberta while continuing to build their diverse skill set that will help them throughout their career, in any field.

Referral Sources

Youth can be referred to *Operation Sasquatch* through a variety of courses including but not limited to:

- Teachers & schools
- Community organizations
- Social programs
- Word-of-mouth
- Friends or family members

Referrals are completed annually from November to January. To request an application, or additional information regarding this exciting opportunity, please contact info@eecsociety.com or contact 780-515-1007

INTAKE APPLICATION FOR SASQUATCH HIDE-A-WAY

YOUTH EMPLOYMENT PROGRAM



APPLICANT INFORMATION

Name: _____

Address: _____

City: _____ Province: _____

Contact Number: _____

May we leave messages on this phone? Yes No

Birthdate: _____ Age: _____

How did you hear about Elevated Experience Camping Society Youth Employment Program?

EMERGENCY CONTACT INFORMATION

Emergency Contact Name: _____

Relationship to you: _____

Emergency Contact Number: _____

Whom does the youth primarily live with:

___ Mother ___ Father ___ Siblings ___ Grandparents ___ Independent ___ Other

How would you describe the youth's relationship with:

Mother: _____

Father: _____

Siblings: _____

How would you describe youth's current home life?

INTAKE APPLICATION FOR SASQUATCH HIDE-A-WAY

YOUTH EMPLOYMENT PROGRAM

SCHOOL INFORMATION



Is Youth currently attending school? Yes No Last Grade Completed: _____

Name of School: _____

How is the Youth Performance in School: Good Fair Poor

Please describe Youth's social interactions at School? _____

Does the youth have positive adult interactions at School? Yes No

Has the youth experienced Bullying? Yes No

Has the youth bullied others? Yes No

Does the youth have a learning disability? Yes No

If yes, What is the diagnosis? _____

What supports does the youth engage in? _____ Counseling _____ Tutoring

_____ Youth Hub _____ Sports _____ After School Activities _____ Other

TRAUMA INFORMATION

Currently or in the past, has the youth experienced:

___ Physical Abuse (including use of excessive force for discipline)

___ Emotional/ verbal abuse

___ Sexual Abuse

___ Neglect

INTAKE APPLICATION FOR SASQUATCH HIDE-A-WAY

YOUTH EMPLOYMENT PROGRAM



Homelessness

Any history of attempted suicide/ suicide ideation? ___ Yes ___ No

LEGAL INFORMATION

Has the youth been involved with the legal system? ___ Yes ___ No

If yes, charge or reason? _____

Does the Youth require progress reports to a judge, Probation Officer or Children Services? ___ Yes ___ No

Has the youth currently involved with Children Services? ___ Yes ___ No

If yes, what type of order: _____

Case Worker Name: _____

Case Worker Number: _____

HEALTH AND MEDICAL INFORMATION

Physician: _____ Phone: _____

Any current medical problems: _____

Any Mental health concerns? ___ Yes ___ No

If yes, list Diagnosis: _____

Currently taking medication: ___ Yes ___ No

If yes, list medication: _____

Can the youth take their medication independently: ___ Yes ___ No

INTAKE APPLICATION FOR SASQUATCH HIDE-A-WAY



YOUTH EMPLOYMENT PROGRAM

Does  the youth smoke? ___ Yes ___ No How much per day?

Does the youth use alcohol? ___ Yes ___ No

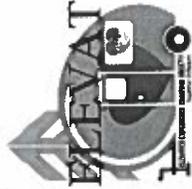
How much/ Often? _____

Does the youth engage in drug use? ___ Yes ___ No

No How much/ Often? _____

If yes, List the type of drug use: _____

*****Please note any drug or alcohol use prior to and while working will not be tolerated and can exclude the youth from the program*****



ELEVATED EXPERIENCE CAMPING SOCIETY 2021 OUTCOMES

When creating a new program, you are likely expected to create a program profile, or description. Usually this includes core details, such as program Goals, Procedures (how to run the program) and Requirements (needed equipment, supplies, staff, volunteers, contacts, etc.).

WHAT ARE INPUTS? Resources committed to the program

Money, time, staff, expertise, methods, and facilities the organization commits to bring about the intended outputs, outcomes, and impact. Resources can be financial, but also the time of staff or volunteers. Expertise, such as a consultant or a partner organization, can be considered an input.

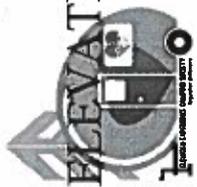
WHAT ARE OUTPUTS? What is counted.

Numerical counts of a program's actions or products that were created or delivered, the number of people served, and the activities or services provided. For instance, a training program provides graduates. A particular effort might yield information such as white papers or studies. A homeless shelter creates filled beds.

We usually describe outputs with numbers. For instance, "...we filled 96% of available beds..." or "...our training program resulted in 95 graduates." Outputs are measurable and readily determined. It's tempting to stop with outputs because they are easy to produce. You just count. How many people did you serve? How many meals did you dish out?

WHAT ARE OUTCOMES? What the program wishes to achieve.

Outcomes are meaningful changes for the population served, such as anticipated changes in knowledge, skills, attitudes, behavior, condition, or status. Changes should be measured and monitored and link directly to the program. An outcome is an effect your program produces on the people or issues you serve or address.



ELEVATED EXPERIENCE CAMPING SOCIETY 2021 OUTCOMES

An outcome is a change that occurred because of our program. It is measurable and time-limited, although it may take a while to determine its full effect.

Outcomes are written in clear, plain language descriptors of knowledge and performance tasks. In other words, outcomes state the skills and knowledge that the learner is expected to demonstrate. Often the outcome will indicate what specifically will be assessed to determine success. Ideally, an outcome should be measurable and achievable. However, not all outcomes will be easy to measure; often some of the most important outcomes are challenging to measure.

Outcomes guide the selection and coordination of appropriate content, learning activities, and assessment strategies that promote the overall learning process. Instructors/ mentors and self-reporting determine the level of competency achieved. Performance is assessed against criteria, rather than against other learners or participants.

Indicators: What helps the program to stay on course

These are specific, observable, and measurable characteristics, actions, or conditions that show whether the desired change has happened. Indicators reveal progress during the program. If indicators are positive, continue that activity. If indicators are negative, then it is time to change course or introduce programmatic changes.

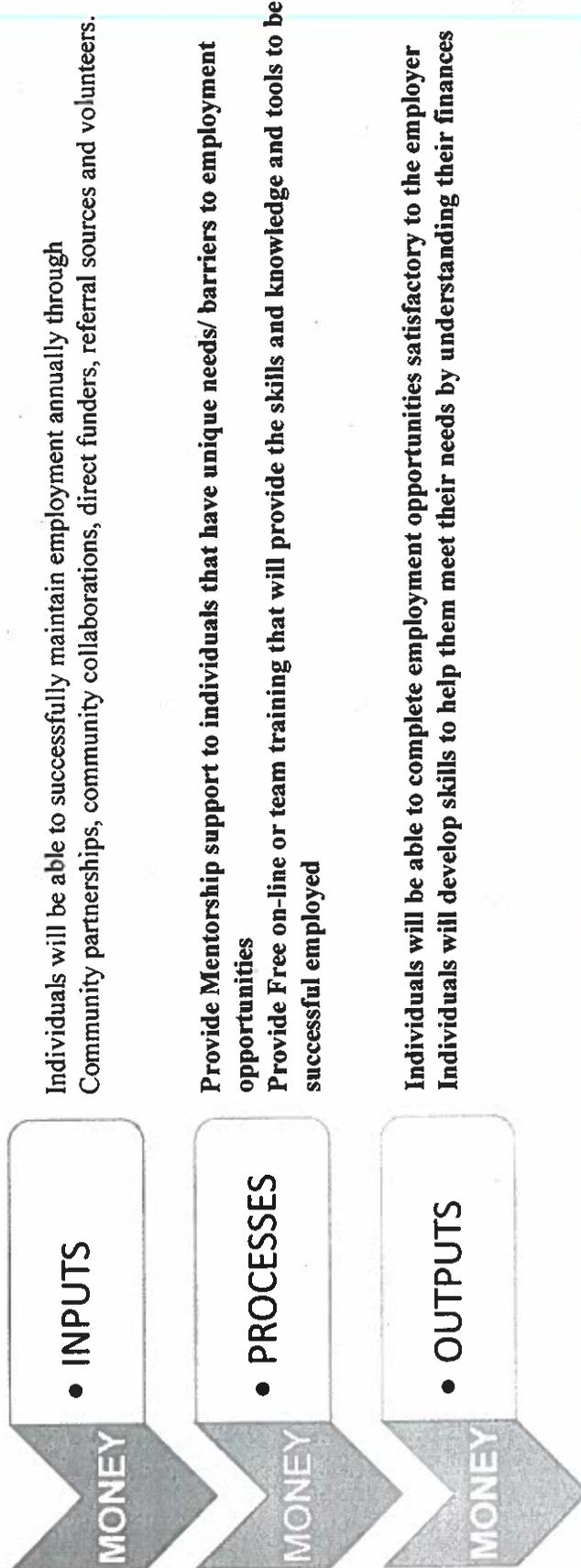
IMPACT: What effect took place because of the program (short/medium/long term goals?)

Impact consists of the results that are directly due to the outcomes of a program. Results are determined by evaluations that factor out other explanations for these results. Impacts are the **long-term or indirect effects** of your outcomes.



ELEVATED EXPERIENCE CAMPING SOCIETY 2021 OUTCOMES

Community social issues are identified and addressed.
OUTCOME ONE: Social issue identified - Money Matters



LONG TERM GOALS

- Individuals will have the experience and skills to gain consistent employment
- Individuals will earn income that will allow them to meet their own needs, and mitigate risks of homelessness, mental health, and addiction.

Short-term

- Individuals will maintain employment during the duration of their employment
- Individuals will be able to meet their financial needs

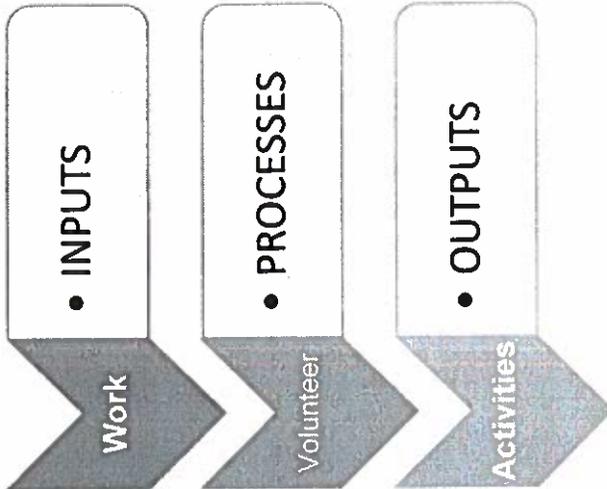
Short-term

- Individuals will learn basic health safety
- Individuals will learn basic skills based on employment position
- Individuals will have the basic skills to work in food and tourism industries



ELEVATED EXPERIENCE CAMPING SOCIETY 2021 OUTCOMES

Individuals are connected with others (I realize I have a lot to offer others/my community/the world)
OUTCOME TWO: Working/ Volunteering and Activities



Individuals will successfully maintain employment, volunteer opportunities and activities through community partnerships, community collaborations, referral sources and volunteers.

Advocate, support and identify opportunities for employment, volunteering, and activities for individuals with potential barriers
Educate and mentor businesses and organizations on impactful ways to support employment, volunteering, and activities inclusive settings

Individuals will have employment, volunteer opportunities available to support their autonomous potential
Individuals will develop working relationship and friendships that support inclusivity

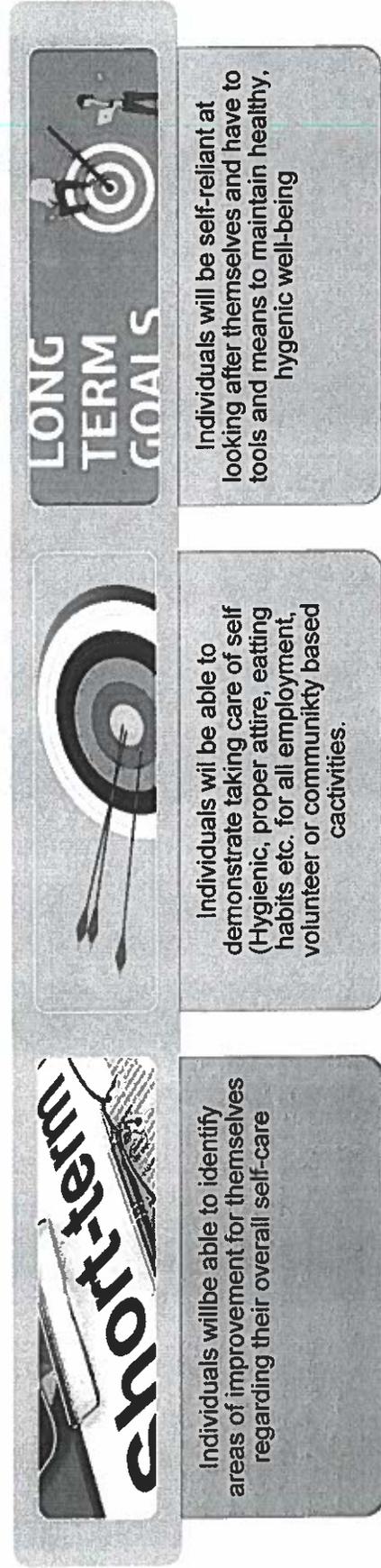
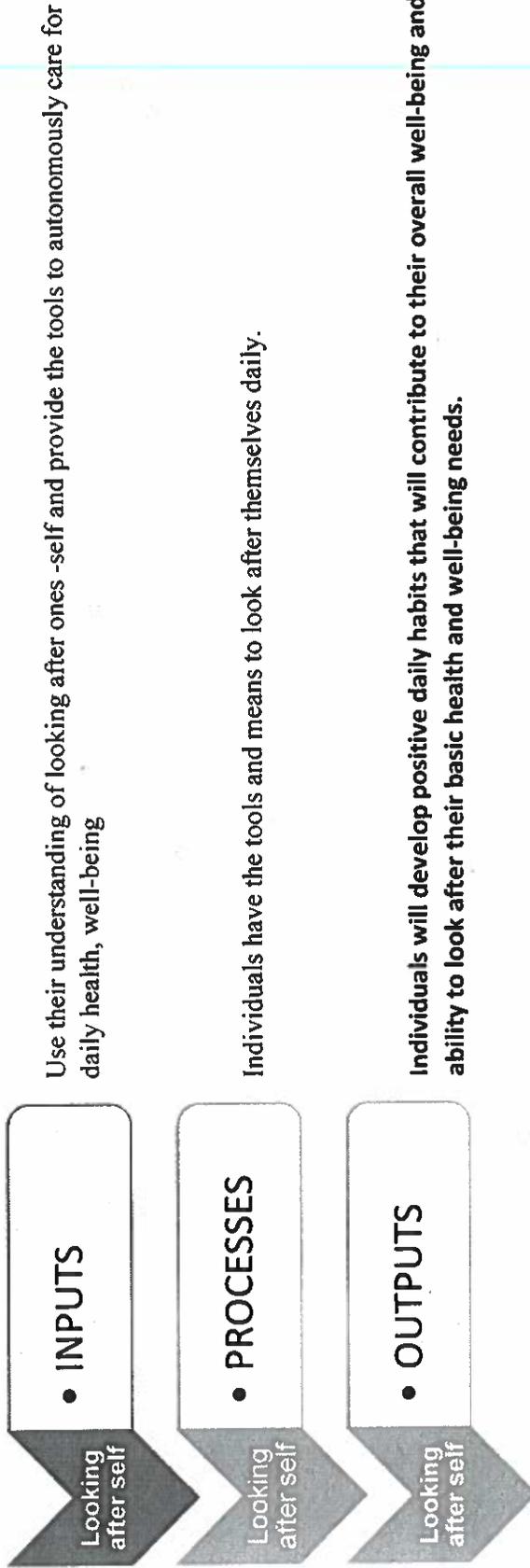




ELEVATED EXPERIENCE CAMPING SOCIETY 2021 OUTCOMES

Individuals Experience Social Well-being

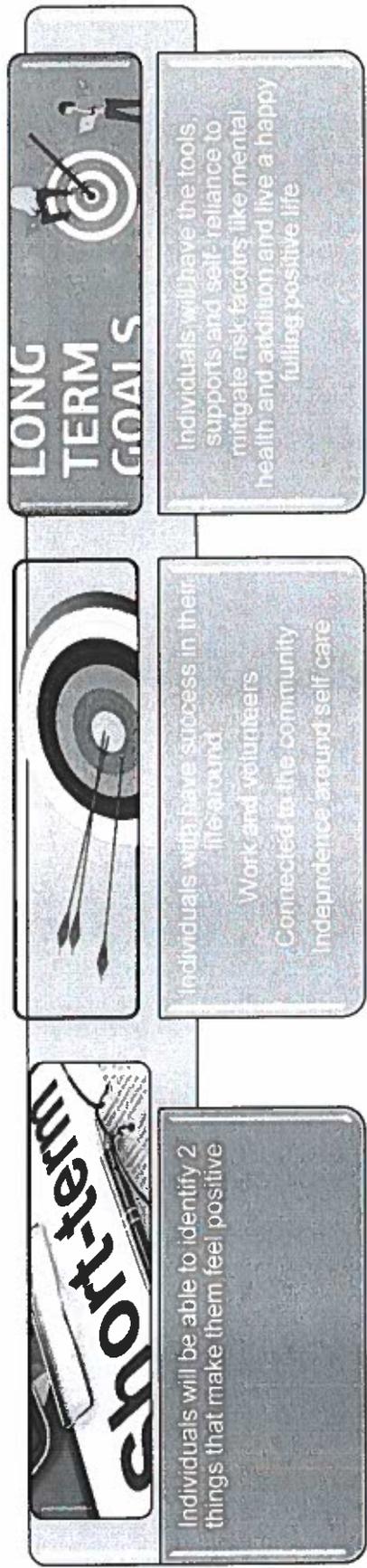
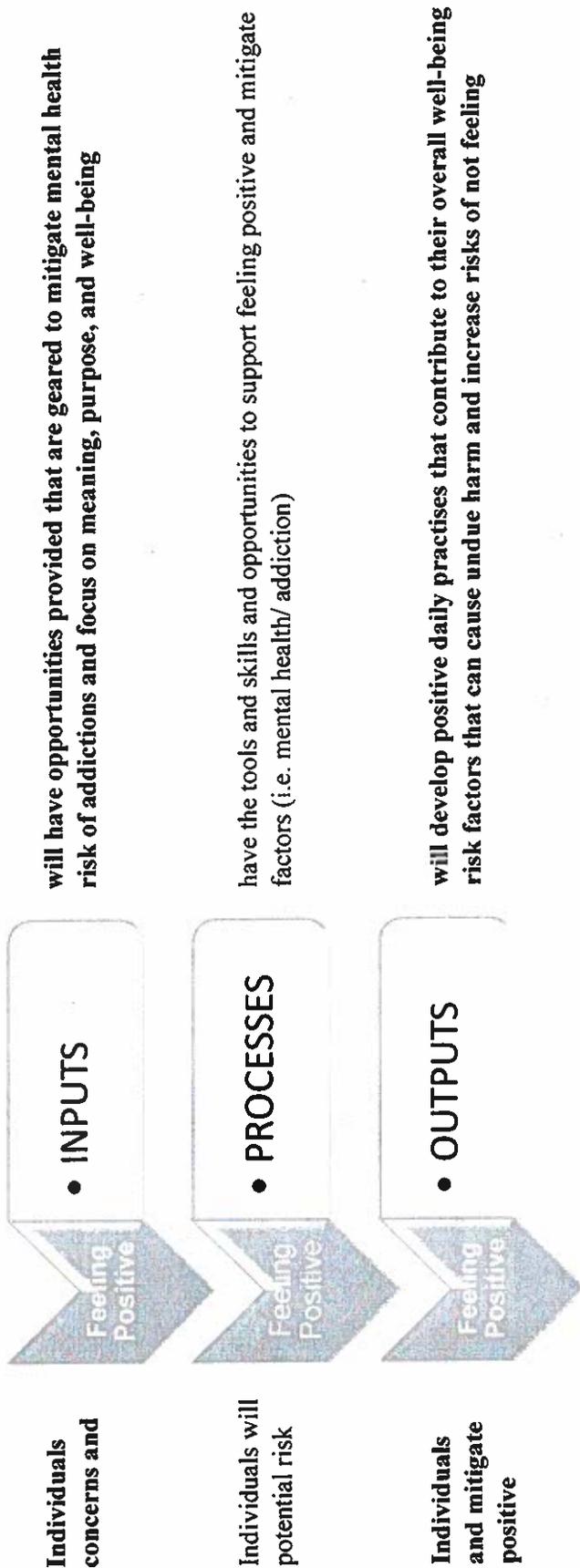
Outcome Three: Lifestyle – Looking after Self





ELEVATED EXPERIENCE CAMPING SOCIETY 2021 OUTCOMES

Individuals Experience Social Well-being
Outcome Four: Feeling Positive





Elevated Experience Camping Society (IECS) Operation Sasquatch 2021

Year 1 - Cash Flow Projection

	Opening Position	Month 1 March	Month 2 April	Month 3 May	Month 4 June	Month 5 July	Month 6 August	Month 7 Sept	Month 8 October	Month 9	Month 10	Month 11	Month 12	Year Total
Cash In: Receipts														
Cash invested by owner(s) & others	\$15,000													15000
Grant proceeds (Youth Spirit)	\$3,000													21245.6
Grant proceeds (FCS)	\$21,246													91940
Cash sales- Food Trailer			1000	18000	18600	19500	19500	15340						
Cash sales														
Grocery														
New Revenue														
Total cash received A	\$39,246		1000	18000	18600	19500	20500	15340	0	0	0	0	0	130186
Cash Out: Disbursements														
Purchase of furn/equip/machinery		3569.5												3569.48
Purchase of computers and software		7040												7040
Building reno/leasehold improv		2310	200											2510
Purchase of inventory/supplies (food/trakeaway containers)		3670	2200	7500	8000	8000	8000	6000	600					43970
Accounting & legal fees		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A					0
Advertising and marketing		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A					0
Automotive (gas)			100	400	400	400	400	400	200					2300
Bank charges		12.95	12.95	12.95	12.95	12.95	12.95	12.95	12.95					155.4
Employee wages & benefits			400	8400	8400	8400	8400	8400	500					42900
Income tax payments				1300	1300	1300	1300	1300	1300					7800
Insurance coverage		236	236	236	236	236	236	236	236					2832
Licenses/permits/business taxes		150												150
Loan payments														0
Office supplies/postage/copying		1140	75	75	75	75	75	75	40					1630
Owner salary/draws														0
Repairs & maintenance			150	150	150	150	150	150	150					1650
Telephone & Utilities			114	114	114	114	114	114	114					912
Training & course fees														0
Total Cash Paid Out B	0	18242	3488	18188	18688	18688	18688	16688	3152.95	398.95	398.95	398.95	398.95	117419
Opening Cash Balance C*		39246	21003	18515	18515	18327	18239	19051	20863	19515	16363	15964	15565	15166
Closing Cash Balance A-B+C		39246	21003	18515	18327	18239	19051	20863	19515	16363	15964	15565	15166	14767

Notes: The following have been donated to the project: Commercial Food trailer, prep space and table, accounting and legal fees, marketing and advertising

GRANT APPLIED	AMOUNT APPLIED FOR	DATE COMPLETED	COMMENTS
FCCS- Drayton Valley	\$15,000	11/15/2020	December 9 awarded \$21, 245.60
DVCF	\$10,000	11/27/2020	Waiting for date on board meeting presentation
Youth Rising- Rowyn	\$1,500	02-Dec-20	December 12- Requested reference. 12/15- Reference submitted
Youth Rising- Avrie	\$1,500	02-Dec-20	December 14, requested reference. 12/15 reference submitted
Yeti Program	N/A	N/A	Meeting December 4 at 2pm/ does not align
Ypl Program	N/A		Meeting December 8 at 2pm/ not for current year
			Status update with 2 weeks of submission...see email in grants folder. Email received December 10 stating they
ATCO GAS	\$25,000	01-Dec-20	are reviewing the grant
			Response within 12 weeks of application ... see email in grants folder- re-apply 3rd quarter 2021. Rural
Telus	\$50,000	01-Dec-20	communities can only apply for a max of \$5000.00
			12/01/2020- inquiring about grant details. 12/15/2020- Grant application completed. They start the review
Cooperators	\$20,000	20-Dec-20	process January 15, 2021
			12/01/2020- inquiring about grant details December 12- no response. Will need to follow up with a phone call. 12/15- started grant application
ECAP- GOA			
FCC- agri Fund/ https://www.fcc-fac.ca/en/community/giving-back.html	\$5000-\$25000.00		Apply March 2021
TD Community Foundation	\$25,000	12/11/2020	Will review once closed on January 15, 2021
Fortis Alberta	\$5,000.00	12/12/2020	Confirmation email stating they received 12/14/2020
Walmart	\$5,000.00		Link not working. Emailed for tech support 12/12
			Scotts Canada Gro for good garden and green spaces
			grants - Communities in Bloom
Grow for food grant- apply February 2021	\$2,500.00		
Canada Post - Apply in April 2021	\$25,000.00		

Canada Youth Summer wage subsidy
program- check weekly/ will open anytime
Drayton Valley Events Grant

Varies

\$10,000.00

04-Jan-21

Opened December 29- Closes January 29, 2021



TOWN OF DRAYTON VALLEY

COMMUNITY EVENT GRANT CHECKLIST

OFFICE USE ONLY

Name of Applicant: Frank Maddock High School - Family Wellness

Name of Event: Equine Therapy - Spring, 2021

CRITERIA	
Policy Requirements:	Notes:
application (complete, signed and accompanied by supporting documents) received by deadline	No budget provided.
benefit the community as a whole or a specific major group within the community	Benefits a select group of youth ages 14 - 18 years
not duplicate past or present local services (unless a need can be demonstrated)	Does not duplicate another event.
provide equal access to the service without discrimination	Program is exclusive to children enrolled in the Wild Rose School Division.
not already be receiving direct or indirect support from the Town for the stated service	No other support from the Town has been received.
address an identified need in the community or contribute to the common good of the community	Promote the importance of Mental Health and help the students gain courage, encourage self-awareness, gain self-esteem, social skills, etc.
recognize the Town's contribution to the event or service sponsored	This is negotiable pending on the Town's expectations.
other revenue sources have been sought or obtained	No other sources have been disclosed.

Additional Information	Notes:
Has the Town directly sponsored this event before?	No
Does the organization work to achieve some of the community goals set out in statutory plans (Social Development Plan, Community Sustainability Plan, etc.)?	Supported by goals within the Social Development Plan (eg. resilience, responsible, education)

Comments:

Requesting up to \$6,640 to help cover the costs associated with hosting the equine therapy.

The Community Events Grant policy defines "education institutions" as non-eligible applicants. Council does, however, have the authority to approve non-eligible applicants should the objective of the proposal be justified.

Recommendation to Council:

For consideration by Council.

emailed @ 2:15pm
Jan 4/21



DRAYTON VALLEY

TOWN OF DRAYTON VALLEY

COMMUNITY EVENT GRANT
APPLICATION FORM

Date: Dec 17/20 Event Date: Spring 2021
 Organization Name: Frank Maddock - Family Wellness
 Mailing Address: 4801-43 ST. Drayton Valley AB T7A 1P4
 Contact Name: Lenore Schrader Title: Family Wellness Worker
 Email: lenore.schrader@wrsd.ca Telephone: (780) 542-4401

ORGANIZATION MANDATE

Description of the organization's mandate:

Provide support and education on mental health + wellness, connection to outside supports, collaboration with all stakeholders.

STATED SERVICE

Details of the stated service or initiative (including date(s), time(s), location(s) and activities):

Equine Therapy - program runs for 8 weeks; days and start times are flexible to meet the needs of school + students.
see attached info

Number of individuals and/or organizations (please specify) that will benefit from the stated service:

The program requires 4-6 students @ a time. We would like to send 2 groups/year, ages 14-18, boys + girls.

Manner in which those individuals and/or organizations will benefit:

Students learn self-regulation, self-awareness, gain self-esteem, self-efficacy, gain courage, acceptance, Comradery + social skills.

SPONSORSHIP REQUEST

Reason for request from the Town:

Alberta Education does not provide funding for mental health programs in schools, Children's Services no longer provides mental health support for children + families.
*this program can change the outcomes for students in a very significant way.

Nature of the request and/or amount requested:

I am requesting \$6240 + \$400 transportation expenses, total of \$6640.00

Please attach:

a budget or business plan (showing anticipated revenue sources and expenditures) for the specific service/function requiring sponsorship

a list of other organizations that have been or will be approached for sponsorship

How will sponsoring organizations be recognized?

This is negotiable depending on the Town's expectations.

BY AFFIXING HIS/HER SIGNATURE BELOW, THE APPLICANT CONFIRMS THAT THE FOLLOWING STATEMENTS ARE TRUE, TO THE BEST OF HIS/HER KNOWLEDGE.

1. The information provided is accurate.
2. The signature below is that of the registered director, board member or authorized designate of the organization requesting sponsorship.
3. I understand and agree that this application for municipal sponsorship, or any information related there to, is not confidential information and may be released by the Town of Drayton Valley.

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

Applicant's Signature:

Date: Jan 4, 2021

MAIL TO:
Town of Drayton Valley
Community Event Grant
Box 6837
Drayton Valley, AB T7A 1A1

DELIVER TO:
Town of Drayton Valley
Community Event Grant
5102 - 52 Street
Drayton Valley, AB

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP) STATEMENT

The personal information on the Community Event Grant Application is being collected under authority of Section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and will be used to administer Grant Funding. The Town of Drayton Valley will use the aggregate data for program planning and evaluation. All personal information will be protected in accordance with the privacy provision of the *FOIP Act*. If you have any questions about the Grant or questions about the collection, use or disclosure of our personal information, please contact the Town of Drayton Valley at (780) 514-2200.

Throughout an Equine Empowerment 8 week course, students will focus on and achieve many objectives.

All Equine Empowerment lessons are facilitated in a way that ensures experiential learning situations, completed with a horse, while simultaneously paralleling social development and emotional regulation objectives.

Every single Equine Empowerment lesson has the overall objective of practicing and modeling emotional regulation. Every class with the students encompasses this overall goal.

-Students will understand that horses are prey animals with specific instincts that are universal to the herd.

-Students will learn that all horses have a hierarchy within the herd that create specific behaviors in each of the horses, depending on where they rank in the hierarchy.

-Students will verbalize and recognize safe horse practices, like the blind spots of a horse, staying on the same side of the horse as their team, holding a rope safely, and always offering their horses "an out" or a path of movement, that keeps their teammates and horses safe.

-Students will learn the parts of a horse's body, in relation to movement of the horse.

-Students will learn the parts of a horse's hoof and how to clean it.

-Students will practice grooming the horses.

-Students will be able to identify the names of specific grooming tools, halters and halter shanks.

-Student will constantly demonstrate the safe and proper technique for holding a halter shank while attached to a horse.

-Students will demonstrate how to move a horse forward, backwards, side pass to the left and side pass to the right.

-Students will practice pressure and release touch techniques with each horse they work with.

-Students will understand that since horses are herd bound, prey, animals they are always drawn to strong leadership, either from a lead horse or lead human.

-Students will verbalize the 5 ways in which horses communicate with us to let us know when they are comfortable with the leadership.

- Students will verbalize the 4 ways in which horses communicate with us to let us know when they are uncomfortable with the leadership.
- Once recognizing that a horse is uncomfortable, students will demonstrate how to calm and reassure a horse.
- Students will learn the difference between aggressiveness and assertiveness.
- Students will practice verbalizing the needs of the horse to their group, and in turn listen to other group members as they relay the needs of the horse as well.
- Students will work with their partners to solve puzzles, obstacles, and tasks with their horse for their group.
- Students will reflect and consider how they build relationships and what they can do to change and control the result of interactions with others.
- Students will reflect and adjust how they enter a space, and how they make others feel, based on the horse's reaction to their body language.
- Students will understand the value associated with team and starting relationships and positive first impressions.
- Students will reflect and consider how they speak to others while working in a group and adjust their communication style to create a preferred response.
- Students will listen to their teammates, then repeat and articulate the message being conveyed in order to solidify clear communication practices.
- Students will learn to articulate the needs of their horses, and then the needs of themselves as leaders, to practice varying responses and styles of communicating with others.
- Students will reflect on how all horses have varying personalities and strengths, and that these personalities are similar to the different personalities and strengths of people. Additionally that all horse / human personalities can be respected even though the level of connection with each will vary.
- Students will verbalize the 4 skills that great leaders always demonstrate and repeatedly notice these traits in themselves and their teams.
- Students will develop their observation skills to ensure safe and predictable arena movements. Additionally they will consider the movements of others to ensure the safety of others.

- Students will adjust their style of approach and touch to the comfort level of each horse.
- Students will practice negotiating and verbalizing to achieve the outcomes they want while communicating with others.
- Students will understand the impact they have on a team and the impact of others on a team for a positive or negative result.
- Students will distinguish between hearing and listening and reflect on the feelings of others when listening ensures the other person feels valued.
- Students will notice and practice how anticipation and assumption can impede the communication process.
- Students will reflect on how changing the focus of an interaction can shift the way people communicate.
- Students will reflect on their perception of others and the concept of judgment, by studying the commonalities of horses and people, and related stories of hurt.
- Students will focus and reflect on the empathy they feel for the horses and then establish parallels to people in their lives.
- Students will practice communicating without verbalizing to understand how much can be expressed without speaking.
- Students will witness how horses in leadership positions within the herd assert themselves with trust. Additionally they will notice parallels to people in leadership and the horses they are working with.
- Students will practice adaptability and goal adjustment in completing obstacles.
- Students will practice and notice that horses thrive in encouraging environments and then parallel school and home situations to times when encouragement could help change the result of the interaction.
- Students will practice noticing the good attributes of their horses their teammates and themselves.
- Students will practice reframing challenges and relying on the strengths of teammates and their horses to complete task, likewise contributing when they have attributes of value.

-Students will chose a reflective word to represent how they feel after their time with the horses and their group. Additionally they will speak to the group about the word they chose and what it represents to them.

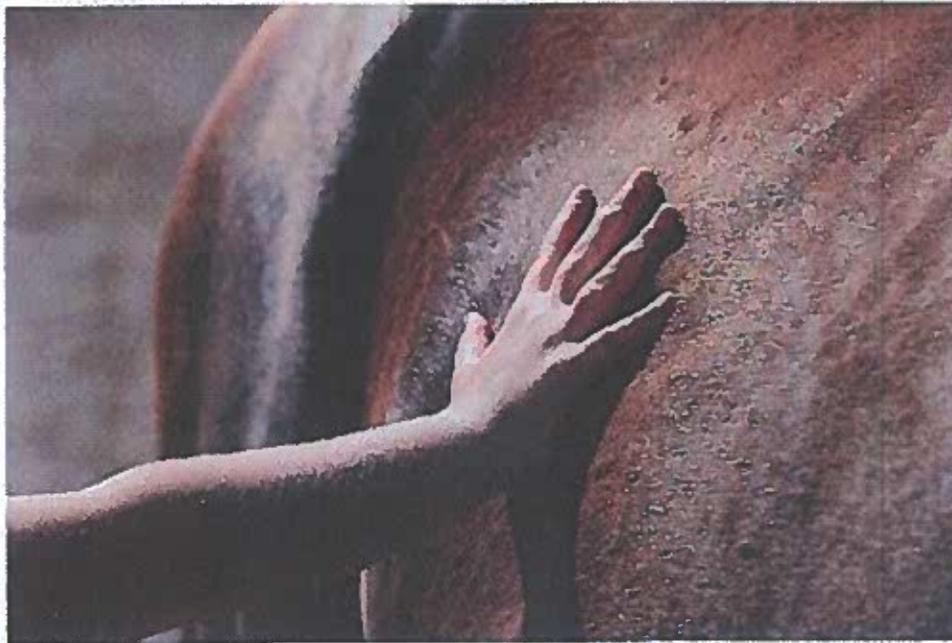
-Students will write a weekly reflection summarizing the tasks they completed with their horse and the parallel to the social and emotional regulation they are developing.

-Student will practice emotional regulation by adjusting their emotions to comfort and calm the horses.

-Students will work to develop confidence in maneuvering, comforting and leading the horses.

-Students will respectfully and attentively listen to the reflective words of others and respect the person speaking to the group.

Equine Empowerment



Equine Empowerment works with horses, as the teachers, to practice and model emotional regulation. Learners can practice specific objectives like, trust, confidence, communication and team building in experiential learning situations.

Shannon Davie
www.equineempowerment.ca
780-202-2435

Equine Empowerment is so excited to welcome Frank Maddock to a barn full of amazing horse teachers. The objective for this 8-week program is to offer

students a chance to work with horses, and realize the strength and skills they offer others, in every facet of their lives. We will work on team building, communication, body language, trust and choices. The goal, every single day at EQE, is to model emotional regulation and realize our self-worth and incredible talents, while having fun with horses.

Equine Empowerment 8 Week Curriculum.

Program 1 - Starting the Journey- Objective: Building Relationships – The first time coming to the EQE barn, we take our time getting to know the horses and the facility and creating a safe interactive environment. We start to discuss how the horses communicate with us and how we can notice the subtle ways they interact. Students will get the chance to groom and be with the horses on this day and start to build a relationship with their horse teammates.

Program 2 - Circuit Training- Objective: Skill Development. This program day we practice and fine-tune our horse handling skills. Through grooming, handling, leading and getting to know our horses we create a bond that helps us complete the programs in the upcoming days.

Program 3– Push Me Pull You- Objective: Communication. Push Me Pull You is a very fun program that presents an obstacle for us to achieve with our horses and teams. Everyone works together to help the horse finish an obstacle, all of the while communicating and noticing the horses body language. This class really helps us see all of the great skills and talents we bring to a team.

Program 4– Who's The Brain- Objective: Listening and Articulation. This Program is a chance for participants to see what they bring to a team as a leader and a supporter. Everyone gets the chance to lead and create success for their team and with their horse.

Program 5 - Silent Communication Objective: Body Language. Working on this program with our horses, helps us to see the hidden body language in communication and how a change in our positioning or movements can create a completely different outcome while working with others.

Program 6- Blind man's Adventure- Objective: Trust.
This Program is a great chance for us to connect with our teammates and horses through trust. Can we combine all of the communication, team building, and skills to really achieve and work to help empower others and ourselves with the obstacles?

Program 7 - It's All Up To You- Objective: Choices.
This Program empowers students, to work with their horse and help decide which choices are best for the horse and the teams. Participants are in the drivers seat and get to be in charge of the positive and negative consequences of their

decisions for their horses. And noticing and having appreciation for their teammates when they are in a similar situation.

Program 8 - Horse In The Pocket- Objective: Leadership Final Achievements Moments. This last Program is the culmination of all of our efforts. The obstacles are the most difficult but amplify the amazing connections and achievements that have been made with the horses. This day is about noticing how far the horses have come and how much their leaders helped them in getting there.

There are additional programs that are substituted for the listed programs based on the needs of the students. EQE works with the teachers and student advisors to determine what programs are most applicable and specific to each student groups needs.

It is important to mention that there isn't any horse riding at EOE, and it is very important to have closed toe shoes while at the barn. Lastly waivers must be signed by guardians in order to participate. When you join us at EQE, we take photos of your time here and create videos so that you can remember the horses you were with and the amazing things that you accomplished, but in order to do this we need you to sign the photo waiver. Thank you so much for joining us. We can't wait for your first day.

Shannon Davie
www.equinc empowerment.ca
780-202-2436

TOWN OF DRAYTON VALLEY REQUEST FOR DECISION



SUBJECT:	2021 Census of Population
MEETING:	January 20, 2021 Regular Meeting of Council
PRESENTED BY:	Administration on behalf of Council Annette Driessen, Acting CAO

1. PROPOSAL AND BACKGROUND:

Town Council received an email from Statistics Canada on January 13, 2021, seeking the support of the municipality to encourage citizens to participate in the census questionnaire 2021.

The next census will take place in May 2021. In response to the COVID-19 pandemic, Statistics Canada has adapted to ensure that the 2021 Census is conducted throughout the country in the best possible way, using a safe and secure approach.

Statistics Canada will be hiring approximately 32,000 people across the country to assist with census collection.

The municipality's support in encouraging its residents to complete the census will have a direct impact on gathering the data needed to plan, develop and evaluate programs and services such as schools, daycare, family services, housing, emergency services, roads, public transportation and skills training for employment.

2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

Passing this resolution has no budgetary impact.

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	

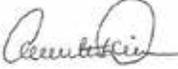
4. POTENTIAL MOTIONS:

- A. That the Council of the Corporation of the Town of Drayton Valley supports the 2021 Census, and encourages all residents to complete their census questionnaire online at www.census.gc.ca. Accurate and complete census data support programs and services that benefit our community.

5. RECOMMENDATION

Administration recommends that Council move to support the 2021 Census, and encourages all residents to complete their census questionnaire online at www.census.gc.ca. Accurate and complete census data support programs and services that benefit our community.

6. ATTACHMENTS:

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			

TOWN OF DRAYTON VALLEY REQUEST FOR DECISION



SUBJECT:	Town of Drayton Valley/Brazeau County Co-Mediation IDP/ICF
MEETING:	January 20, 2021 Regular Meeting of Council
PRESENTED BY:	Matt Ellis Senior Planner

1. PROPOSAL AND BACKGROUND:

A Joint Council meeting with Brazeau County was held on January 12, 2021, to discuss co-mediation for the finalization of the ongoing Inter-Municipal Collaboration Framework (ICF).

Brazeau County Council will select a mediator at its Regular Council Meeting held on January 19, 2021, who will be either Bill Diepeveen or Bill Sutherland. Town Administration is supportive of the County's appointment of either person.

Town Administration has short-listed two qualified practitioners from the Alberta Municipal Affairs Arbitrator and Mediator Roster – Andrew Fulton with ADR Education and Deborah Howes with High Clouds Incorporated (**see Attachment 1- Mediator/Arbitrator Resumes**).

After following up with references as part of its due diligence process, Town Administration recommends Andrew Fulton as co-mediator. While Administration is optimistic of coming to a resolution that is fair for both municipalities on the remaining ICF matters, there is always the possibility of the matters not being resolved with co-mediation and arbitration is, therefore, required. As such, Administration notes that with his experience as a Mediator/Arbitrator, Mr. Fulton would also serve as Arbitrator, which could expedite the arbitration process should this be required.

2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

Administration is applying for the Alberta Community Partnership (ACP) – Mediation Stream Grant that, if successful, could fund up to \$15,000 of the total mediation costs for the Town and County (**see Attachment 2- ACP Application**). A requirement for the ACP grant application is a letter from Mayor Doerksen that confirms a resolution has been passed by Town Council to commit the Town to the co-mediation process (**see Attachment 3- ACP Grant Letter**).

Although it is difficult to confirm exact costs for the Town at this time, Administration notes that Mr. Fulton's previous training and experience with Mr. Diepeveen and Sutherland could lead to a somewhat expedited co-mediation process and, therefore, less overall cost. Secondly, due to Mr. Fulton's qualifications as Mediator/Arbitrator, some of the additional labour costs regarding arbitration could be avoided, should arbitration be required.

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) Part 17.2 Inter-Municipal Collaboration <i>Arbitration Act</i> , where the Arbitration Act conflicts with Part 17.2 of the MGA above, Part 17.2 of the MGA prevails

Municipal Bylaws	Yes	Various, as it relates to the specific areas of the ICF
Municipal Development Plan	No	N/A
Sustainability Vision 2019-2021	Yes	Waste and Recycling Innovative Infrastructure
Town of Drayton Valley Strategic Plan 2019-2021	Yes	Goal One- Recovery in Drayton Valley (Building Municipal Economic Resilience) Goal Two- Continue to Provide Service Delivery to Residents (Manage Service Levels, Increase Public Trust and Confidence) Goal Three- A Sense of Community (Council's Commitment to Strengthening our Sense of Future)
Other Plans or Policies	Yes	Various, as it relates to the specific areas of the ICF

4. POTENTIAL MOTIONS:

A. That Town Council appoint Mr. Andrew Fulton as Mediator/Arbitrator

AND

approve in principle Brazeau County's appointment of _____ as mediator for matters related to the Intermunicipal Collaboration Framework (ICF)

AND

send a letter to Alberta Minister of Municipal Affairs Hon. Ric McIver in support of the Alberta Community Partnership (ACP) – Mediation and Cooperative Processes Grant.

B. That Town Council appoint _____ as Mediator/Arbitrator

AND

approve, in principle Brazeau County's appointment of _____ as Mediator for matters related to the Intermunicipal Collaboration Framework (ICF)

AND

send a letter to Alberta Minister of Municipal Affairs Hon. Ric McIver in support of the Alberta Community Partnership (ACP) – Mediation and Cooperative Processes Grant.

C. That Town Council appoint Mr. Andrew Fulton as Mediator/Arbitrator

AND

not approve Brazeau County's appointment of _____ as Mediator for matters related to the Intermunicipal Collaboration Framework (ICF).

D. That Town Council appoint _____ as Mediator or Mediator/Arbitrator

AND

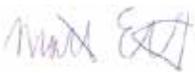
not approve Brazeau County's appointment of _____ as Mediator for matters related to the Intermunicipal Collaboration Framework (ICF).

5. RECOMMENDATION

Administration recommends appointing Mr. Andrew Fulton as Mediator/Arbitrator, approve Brazeau County's appointment of _____ as Mediator for matters related to the Inter-Municipal Collaboration Framework (ICF) and send a letter to Alberta Minister Municipal Affairs Ric McIver in support of the Alberta Community Partnership (ACP) – Mediation and Cooperative Processes Grant

6. ATTACHMENTS:

- 1. Mediator/Arbitrator Resumes**
- 2. ACP Application**
- 3. ACP Grant Letter**

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			

ATTACHMENT 1
Mediator/Arbitrator Resumes

ANDREW FULTON

Andrew Fulton, MA., C Med., Q. Arb.
Partner, ADR Education
Ph: (780) 903-1445
afulton@adrededucation.ca
www.adrededucation.ca



Overview

Andrew Fulton has been working in the dispute resolution field for over twenty years. He is sought after to resolve conflict, create proactive strategic plans, structure decisions or take action. Mr. Fulton is also an accomplished instructor and trainer of dispute resolution and has also worked extensively as a facilitator, assisting parties to articulate ideas and structure plans. Andrew's education and experience has been significant in his development as a leader in the dispute resolution field. He is a partner in ADR Education, a firm dedicated to providing high quality dispute resolution services across Canada.

Intermunicipal Mediations/Facilitations

Andrew has been involved with AMA mediations/facilitations for approximately 20 years. He has contributed to the processes, protocols and systems incorporated throughout the AMA program. In this time Mr. Fulton has been involved in **over 60 mediations/facilitations in Alberta** concerning intermunicipal matters. These have included issues such as:

- Annexations
- Intermunicipal Development Plans (IDP)
- Cost/Revenue Sharing Arrangements
- 690 Appeals
- Servicing Arrangements
- Facility Placement
- Growth Management
- Collaborative Governance
- Intermunicipal Collaboration Framework (ICFs)

Mr. Fulton's background, education and experience have assisted him in understanding the complexities of intermunicipal mediations and facilitation; working with municipalities of all sizes and locations, their councils, administration, staff and public.

Mediation and Facilitation

Mediations and facilitations concerning governments, land-use, resource development, civil disputes, workplace, First Nations, health professionals, business and corporations, tourism, family and environmental issues are also part of Mr. Fulton's diverse services experience. Andrew was the lead facilitator for the Province's review of the revised Municipal Government Act.

Collaborative Governance

Mr. Fulton has worked with municipalities focused on determining how they can provide collaborative arrangements internally and with their neighbours. The results of this work

have been the creation of protocols and the implementation of plans to achieve efficiencies and cooperative relationships through services and governance.

Mediation/Arbitration (Med-Arb)

Andrew is trained and qualified to arbitrate a variety of matters. He has experience in Med-Arb as the ombudsman in the Prairie Region for Health Canada. Similarly he works for a number of organizations providing this service in workplace conflicts. His experience in intermunicipal matters makes him uniquely qualified in Med-Arb. Philosophically he believes in working with municipalities to encourage decision making by them up to the point where agreement may not be possible. Andrew's experience in general and knowledge of their dispute allows him to provide an insightful and fair outcome.

Education, Instruction and Training

In addition to a Masters Degree in Planning, Andrew is well grounded in the fundamentals and skills required to mediate. Mr. Fulton has also contributed to over 400 courses as an instructor and coach of mediation, Interest Based Negotiation (IBN), Alternative Dispute Resolution (ADR), consensus building and communication skills to distinct groups such as municipal Councillors, administration and staff, government ministries and agencies, lawyers and other dispute resolution practitioners.

Professional Associations and Recognition

Recognized in the dispute resolution field through a Chartered Mediator (C Med) and Qualified Arbitrator (Q. Arb) designations, Andrew is a long standing member of the ADR Institute of Alberta as well as the national ADR Institute of Canada.

The Province of Alberta has twice recognized Mr. Fulton for his contributions to the field through mediations for Alberta Municipal Affairs and for assisting in the development of a mediation program for Court of Queens Bench.

References

Troy Fleming, City Manager, City of Fort Saskatchewan
Tel: 780.992.6212 Email: tfleming@fortsask.ca

Rob Coon
Chief Commissioner, Strathcona County
Tel : 780-464-8100 Email: Rob.Coon@strathcona.ca

Sharlene Brown, CAO, Town of Black Diamond
Tel: (403)-933-4348 Email sharleneb@town.blackdiamond.ab.ca

Resume

Contact Information

Deborah M. Howes
B.A., LL.B., ACCI, FCCI, CTAJ, C. Arb., C. Med., IMI Cert.
High Clouds Incorporated
34 St. Business Centre, 3438 - 78 Ave NW, Edmonton AB T6B 2X9
Phone: 780-466-8250 Fax: 780-466-8015
Email: dhowes@highclouds.ca
Website: www.highclouds.ca

Personal overview/ Professional philosophy

I have taught med/arb and advocate for its use. I believe it is a valuable tool to assist parties in an appropriate case. It enables parties to control as much of the outcome of their case as possible, but provides a method of binding settlement, sometimes without duplicating procedures.

As a mediator/arbitrator, I believe in the value of case management and disclosure. Parties need to understand how med/arb differs from either mediation or arbitration and how the combined process can or would work. I also believe the processes should be responsive to the needs of the parties which occurs when they participate in designing the process for their dispute.

Med/Arb Experience

2018 Town of Fort MacLeod, Town of Nanton, Town of Claresholm, Town of Stavely, Town of Granum, MD of Willow Creek re: Mediator/Facilitator/Arbitrator for Intermunicipal Framework Agreements and related matters.

2018 AUPE and Gov of Alberta re essential services agreement and umpire.

2018 AUPE and Well Being Services Millrise Ltd. re first agreement bargaining dispute.

2004 – present contract med/arb for private parties in dispute.

2004 The Town of Swan Hills and The Municipal District of Big Lakes re cost sharing agreement.

Training

2010 Certificate in Tribunal Administrative Justice (3 streams – Tribunal Member, Administrator, Advocate)
2001 Certificate in Arbitration
1997 Certificate in Conflict Management
1988 Bachelor of Laws (U of A)

1987 Bachelor of Arts (U of A)
1985 Certificate in International Business Relations (Santa Clara University)
1972 Chemical Technology Diploma (Honours) (NAIT)

Professional Associations

International Mediation Institute
ADR Institute of Canada Inc.
ADR Institute of Alberta
British Columbia International Commercial Arbitration Centre
Canadian Bar Association
Council of Canadian Administrative Tribunals
Canadian Condominium Institute
Canadian Industrial Relations Association (North and South Alberta)
Foundation of Administrative Justice
Law Society of Alberta

References

Available on request to protect client confidentiality.

Resume

Contact Information

Bill Diepeveen
14620-90 Ave, Edmonton, AB, T5R 4V3
Ph: 780-483-5693 or Cell: 780-218-8656
bill@diepeveen.ca

Personal overview/ Professional philosophy

Bill Diepeveen is a nationally recognized mediator and conflict management specialist. His experience includes working with municipal and provincial clients (including municipal associations) as well as those in the agricultural community, oil and gas sector, first nations, and local community groups. Bill's mediation practice is guided by a philosophy that emphasizes local solutions to local issues. He strongly believes in the ability of individuals to develop creative solutions to the issues that face them. To that extent he strives to create a collaborative framework that empowers participants to work together to reach decisions that meet the interests of all involved.

Mediation Experience

Bill has been mediating large, complex multiparty disputes since 1990. His extensive mediation work with municipalities has spanned the province and has involved intermunicipal disputes ranging from large annexations, to cost sharing, as well as land use, waste management and recreation issues. In addition, he has worked with individual municipalities on issues related to internal council conflict and individual landowner disputes. Both the RMA and the AUMA have jointly utilized his services to address intermunicipal cost sharing issues.

Recent Projects (2018)

Beaumont – Land use issues
Edmonton, Leduc, Leduc County and Edmonton International airport – Transit
City of Edmonton and Leduc County - Annexation
Alberta Justice - Legal Aid funding

Current projects (2019)

Sturgeon County – Land use issues
Edmonton, Beaumont, Leduc County – Land use issues
Cardston and Cardston County - Intermunicipal cooperation
Cardston County and Magrath - Intermunicipal cooperation
Strathcona County and Ft Saskatchewan – Annexation and Intermunicipal cooperation
RMA District 1, Irrigation Districts and Gov't of Alberta - Interjurisdictional issues

Training

Bill has taken over 450 hours of mediation and facilitation training since 1985. He has taken conflict management and mediation training from individuals associated with the Harvard Program on Negotiation; The Banff Center; CDR Associates, Boulder Colorado; ADR Education; Eastern Mennonite University; and Central Michigan University. Specific courses include:

Resolving Environmental Controversy	1992	14 hrs	G. Cormick
Multiparty Mediation	1993	40 hrs	Whistler Center
Advanced Mediation	1999	14 hrs	G. Sloan
Designing ADR Systems	1999	14hrs	Sharon Wilson
ADR System Design	2000	7hrs	CS Merchant
Mediators in Conflict	2001	14hrs	B Mayer
Mediating in the Workplace	2001	21hrs	Whistler Center
Intensely Value Based Identity Driven Conflict	2006	14 hrs	ADR Education
Value Based Conflicts	2006	14 hrs	Jane Dougherty
Apology	2007	14 hrs	M Umbriet, D. Peachy, P. Field, & N. Funk-Unra
Creating Collaborative Municipal Cultures	2010	14 hrs	D Brubaker
Insight Mediation	2008	21hrs	C Picard
Restorative Justice in the Municipal Sector	2011	14hrs	H Mika
Restorative Practices	2013	40 hrs	ADRIA

In addition he has taught over 50 courses, and made presentations nationally and internationally on topics such as interest-based negotiation, consensus decision-making, multi-party mediation, collaborative leadership, and preparing for mediation. He has degrees from the University of Alberta and Wilfred Laurier University.

Professional Associations

ADRIA
ADRIC

References

Drew Hyndman, Senior Manager, Development Services, Town of Cochrane
Phone 403-851-2563 Email: drew.hyndman@cochrane.ca

Bill Robertson, Mayor of Okotoks
Phone 403-938-8904 Email: okotoksmayor@okotoks.ca

Grant Bain, RPP, MCIP, MPA Director, Planning & Development, Leduc County
Phone: (780)979-6178 Cell: (587)983-9879 Email: Grant@leduc-county.com

Heather Hemingway, Director of Planning, Municipal District of Foothills No. 31
T:(403) 652-2341, Email: heather.hemingway@mdfoothills.com

Rob Coon, Chief Commissioner, Strathcona County Telephone: 780-464-8100
Fax number: 780-464-8050 Email: rob.coon@strathcona.ca

2887 – 212 Street
Langley, BC
V2Z 2E8

Home: (778) 277-2230
Cell: (780) 935-7200
bill.sutherland1@outlook.com



W.G.S. (Bill) Sutherland

Profile

An acknowledged and proven senior leader and strategic thinker who has been intimately involved with municipal issues, both urban and rural, as Chief Commissioner for the Specialized Municipality of Strathcona County and since 2007 in working with municipalities and inter-jurisdictional regions as a strategic advisor, governance advisor and facilitator/mediator. Well known as an innovator who sees the big picture, builds relationships and gets things done. Believes in integrated, holistic approaches to creating sustainable communities and in the benefit of good intermunicipal and inter-governmental relationships. An award-winning and respected former senior public servant who believes in the value of such service and contributes to the success of Municipal, regional and Provincial Governments.

Related Experience

Strategic Advisor, Mediator, Facilitator (Sep 2007- Present)

As a strategic advisor, assists municipalities and other public and private sector organizations to develop strategic approaches to decision-making and governance as well as the internal capacity to accomplish them. Assists municipalities in developing mutually beneficial intermunicipal relationships, regional cooperative initiatives and self-determined approaches to collaboration. Assists and mentors elected and administrative officials to become better leaders and deal effectively with the issues confronting them.

Advises elected officials and senior administrations on effective municipal governance. Provides coaching to Councils, CAOs and senior administrations on organizational dynamics, effective leadership and productive decision-making in both urban and rural municipal contexts.

Mediates intermunicipal disputes and facilitates enhanced relationships between and among governments. Has worked with a number of urban and rural municipalities and at times, First Nations, to mediate/facilitate improved collaborative intermunicipal relationships and to help them think and act more strategically individually and collectively. This has involved bilateral as well as multi-lateral mediation/facilitation and invariably results in improved relationships, intermunicipal operational and/or capital cost-sharing

agreements, Intermunicipal Collaboration Frameworks (ICFs) and self-determined approaches to multi-jurisdictional/regional governance.

Experienced in mediating/facilitating complex and large-scale intermunicipal annexations to assist the parties to move from confrontation to collaborative solutions.

Assisted in the recovery of the Slave Lake Region as the Recovery's Strategic Governance Advisor. Acted as a Strategic Advisor to municipalities and the Government of Alberta in the post-flood recovery phase of the 2013 Southern Alberta floods.

Recent Clients and References: City of Edmonton, Leduc County, City of Leduc, Edmonton Regional Airports Authority, Parkland County, City of Spruce Grove, City of Lloydminster, County of Vermilion River, Woodlands County, Town of Whitecourt, Mountain View County, Mountain View Seniors Housing, City of Pitt Meadows, Saddlehills County.

Chief Commissioner, Specialized Municipality of Strathcona County, Alberta (1997- 2007)

As Chief Commissioner, was instrumental in creating an empowered and innovative corporate culture; introducing and applying a comprehensive strategic planning regime to municipal governance; establishing a corporate applied leadership development program; establishing a sustainable community development ethic and the enabling policy, planning and organizational framework to accomplish it. Established good working relationships with both urban and rural municipalities; various Provincial Ministries; the private sector and civil society organizations.

Officer, Canadian Army (Prior to 1997)

Served in increasingly senior leadership positions in the Canadian Army as an officer with Princess Patricia's Canadian Light Infantry. Last two assignments were as Chief of Staff for the Army in Western Canada when the Army consolidated its operations in Edmonton and then as the Base Commander when Edmonton Garrison was turned into one of the Army's four super bases in Canada.

Recent Awards

2016 – Commissionaires Award of Merit for outstanding service.

2012 – Queens Diamond Jubilee Medal for exceptional volunteer service.

2010 – Commissionaires Distinguished Service Medal (CDSM) for outstanding leadership and volunteer service in support of veterans.

2005 - The Institute of Public Administration of Canada (IPAC) Lieutenant Governor's Gold Medal for "Exceptional achievement, distinctive leadership and outstanding contribution to public administration."

2002 - Queen's Golden Jubilee Medal for distinguished volunteer service.

ATTACHMENT 2
ACP Application

Alberta Community Partnership - [Mediation and Cooperative Processes] - Application

INSTRUCTIONS

1. Please complete all sections of the application form below prior to submission. Fields that require mandatory information will be flagged with a red asterisk or red box.
2. Press the Save button to save the application at any time. A previously saved draft of an application form can be retrieved through the Applications tab under the left-hand menu.
3. In order to change an answer for questions that ask you to select a single checkbox response from a list, deselect (uncheck) the old response first before selecting a new one.
4. The stated project completion date should allow for sufficient time to fully expend any awarded grant funding and submit required reporting.
5. Refer to the ACP Program Guidelines for further information on project eligibility requirements.
6. If you have additional questions about your project application, please contact a grant advisor at 780-422-7125 (dial 310-000 first for toll-free calling) or email acp.grants@gov.ab.ca.

Save

Submit

Close

APPLICANT INFORMATION

Legal Name of Entity

Town of Drayton Valley

Mailing Address

Address:

PO Box 6837

City:

Drayton Valley

Postal Code:

T7A 1A1

Province:

AB

Contact

First Name:

Elvera

Last Name:

Thomson

Email Address:

ethomson@draytonvalley.ca

Phone Number:

(780) 514-2317

Preferred Contact Name (if different from above):

Preferred Contact Title:

Preferred Contact Phone Number:

Preferred Contact Email Address:

PROJECT TITLE

Choose a concise title for your project (*maximum 100 characters*):

PROJECT TIMELINE

Project Start Date (DD-MMM-YY):



Project Completion Date (DD-MMM-YY):



MEDIATION AND COOPERATIVE PROCESSES

Contact Intermunicipal Relations staff at 780-427-2225 prior to completing the application.

1. Select one funding stream and indicate the estimated project cost.

Note:

- Mediation stream grants may be used towards one-third of total project costs.
- Cooperative Processes stream grants may be used towards half of the total project costs.
- **Applicant cost-share contributions are required for the remaining project costs.**

(See Schedule 3 of the ACP guidelines for further information.)

	Grant Request
<input type="checkbox"/> Mediation (municipal contribution required) Up to \$15,000	<input type="text" value="\$0"/>
<input type="checkbox"/> Cooperative Processes (matching municipal contribution required) Protocol Development up to \$50,000	<input type="text" value="\$0"/>
<input type="checkbox"/> Protocol Implementation up to \$30,000	<input type="text" value="\$0"/>
<input type="checkbox"/> Intermunicipal Collaboration Framework Negotiation up to \$50,000	<input type="text" value="\$0"/>

2. (a) Provide the names of all eligible municipalities/organizations with whom you are collaborating. Applicant must be an eligible entity, however, other project participants may include: boards, government agencies, First Nations, regional authorities, and regional services commissions.

Insert Municipalities

(b) Describe the nature of your collaboration (i.e. ICFs, Intermunicipal Cooperation Protocols, regional or joint projects that require facilitation or mediation assistance). If your collaboration is internal to your municipality briefly describe the nature of your collaboration (i.e. Council wanting to work more effectively together and/or improve relationships, internal council conflict, council and staff relationship development, municipal department conflict, etc.).

3. (a) Provide a brief description of your mediation or cooperative project including:

- the urgency of the project (i.e. Conflict is escalating and becoming detrimental with the parties, critical deadlines and decisions are being impacted, etc.); and
- the barriers that keep you from successfully completing your project without external assistance (i.e. positive or negative status of working relationship(s), internal capacity constraints with financial/staff time/ internal expertise in conflict management).

(b) What are the anticipated outcomes expected to be achieved by the end of the project (i.e. Council/staff functioning better and more effectively, improved relationships, improved decision making, improved intermunicipal collaboration frameworks, protocols and procedures, etc.).

APPLICATION CHECKLIST

4. I confirm that:

- I have completed all sections of the application form.
- I have contacted Intermunicipal Relations staff at 780-427-2225 for assistance in completing the application.

5. Check one of the following two:

As a single project participant:

- A letter has been sent or is attached from my municipality's Chief Elected Official to the Minister of Alberta Municipal Affairs describing the nature of the issue and requesting provincial government support.
The council has completed a resolution confirming their involvement in the project.

or

As managing partner of a project with multiple participants:

- A letter has been sent or is attached from my municipality's Chief Elected Official, with cc to project participants, to the Minister of Alberta Municipal Affairs, describing the nature of the issue and requesting provincial government support.
All project participants have completed resolutions or motions confirming their involvement in the project.

APPLICATION CERTIFICATION

Certification Type:

- Chief Administrative Officer Representative

By clicking "Submit" I certify the statement selected above to be true.

Elvera Thomson

14-Jan-21

ATTACHMENTS

Attachment Name	File Name
<input type="text" value="Additional Documents"/>	<input type="button" value="Click here to attach a file"/>

Save

Submit

Close

LEGAL DISCLOSURE

The personal information provided on this form or on any attachments is required to administer the Alberta Community Partnership (ACP) program. This personal information is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and will be managed in accordance with the privacy provisions under the FOIP Act. If your ACP application is approved, your name, the grant program and the grant amount may be published by the Government of Alberta as authorized under section 40(1)(b) and (f) of the FOIP Act. Should you have any questions about the collection, use or disclosure of this information, please contact the Grant Program Delivery Unit at 780-422-7125, or by email at acp.grants@gov.ab.ca, or write the Director of Grant Program Delivery, Alberta Municipal Affairs, 15th Floor, Commerce Place, 10155 – 102 Street, Edmonton, Alberta T5J 4L4.

ATTACHMENT 3
ACP Grant Letter



OFFICE OF THE MAYOR

February 2, 2021

Hon. Alberta Minister of Municipal Affairs Ric McIver
 Grants and Education Property Tax Branch
 Alberta Municipal Affairs
 15th Floor, Commerce Place
 10155 102 Street
 Edmonton, Alberta T5J 4L4

Dear Mr. McIver,

RE: Alberta Community Partnership (ACP)- Mediation and Cooperative Processes Grant

The Town of Drayton Valley and Brazeau County are in the process of finalizing its Intermunicipal Collaboration Framework (ICF) with neighbouring Brazeau County. However, there are a number of outstanding matters where the respective Councils of both municipalities have significantly differing perspectives and mediation is required to reach a solution that achieves the best possible outcome for Town and County residents.

At its Regular Meeting held on January 20, 2021, Council for the Town of Drayton Valley passed the following resolution:

Resolution No. That Town Council appoints Mr. Andrew Fulton as Mediator/Arbitrator and

approve in principle Brazeau County's appointment of _____ mediator for matters related to the Intermunicipal Collaboration Framework (ICF) and

send a letter to Alberta Minister of Municipal Affairs Hon. Ric McIver in support of the Alberta Community Partnership (ACP)- Mediation and Cooperative Processes Grant

Likewise, at its Regular Meeting held on February 2, 2021 Council for the Town of Drayton Valley passed the following resolution:

Resolution No.

The Town of Drayton Valley and Brazeau County are jointly applying for the Alberta Community Partnership (ACP)- Mediation and Cooperative Processes Grant to help fund this co-mediation process

Please kindly accept this letter as confirmation of the Town of Drayton Valley and Brazeau County's commitment to the co-mediation process to achieve a resolution for the remaining ICF matters in the collective best interests of our residents in both municipalities and as part of our application for the Alberta Community Partnership (ACP)- Mediation and Cooperative Processes Grant.

If the Ministry requires any further information in support of our application, please do not hesitate to me. We look forward to hearing from your administration and continued collaboration with Brazeau County on these matters.

Sincerely,

Michael Doerksen
Mayor

/me

c.c. Brazeau County Reeve Bart Guyon and Council

L:\Correspondance\2021-02-02. Letter of Support ACP Grant Application

TOWN OF DRAYTON VALLEY

REQUEST FOR DECISION



SUBJECT:	RCMP Furniture Request
MEETING:	January 20, 2021 Regular Meeting of Council
PRESENTED BY:	Elvera Thomson General Manager of Finance

1. PROPOSAL AND BACKGROUND:

The RCMP Detachment is requesting additional funding to complete its detachment renovation. Last year, the Staff Sergeant ordered new furniture for the Detachment which arrived in the summer of 2020. However, the furniture does not meet the workspace requirements.

The monies requested would help purchase side tables for each desk and improve the functionality. The total cost of the renovation would be \$24,602 which would include \$7,000 for installation and reconfiguration. The RCMP Detachment is requesting 65% of the total cost (\$15,591.30) less the \$3,774 credit received from sending items back. The total request from the Town of Drayton Valley totals \$12,217.30.

The RCMP Detachment is under budget on its operations and maintenance as well as overtime costs for a total of approximately \$75,000 for its fiscal year which is direct savings to the Town of Drayton Valley.

2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

The funding will be included in the 2021 final budget if Council approves.

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	

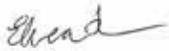
4. POTENTIAL MOTIONS:

- A. That Council approve the RCMP Detachment funding request for furniture and renovations of \$12,217.30.
- B. That Council deny the RCMP Detachment funding request for furniture and renovations of \$12,217.30.

5. RECOMMENDATION

Administration recommends that Council approve the RCMP Detachment request for funding to assist in the purchase of additional furniture that will make its workstations functional.

6. ATTACHMENTS:

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			

TOWN OF DRAYTON VALLEY REQUEST FOR DECISION



SUBJECT:	2021 Property Tax Forgiveness Request – Noble Growth Alberta Limited Partnership
MEETING:	January 20, 2021 Regular Meeting of Council
PRESENTED BY:	Elvera Thomson General Manager of Finance

1. PROPOSAL AND BACKGROUND:

Noble Growth Alberta Limited Partnership is Cannabis Production and Distribution Facility seeking to continue its operations in Drayton Valley. The company offers diversification and expansion to our local economy. Administration has received a request from Noble Growth Alberta Limited Partnership for the forgiveness of 2021 municipal property taxes for roll no. 70417600.

Council forgave the 2020 municipal taxes for roll no. 701417600, registered under Twin West Ventures Inc. totaling \$46,631.81. This is a reasonable number to consider for the 2021 tax year.

2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

Based on an estimate from 2020 municipal tax rates, the 2021 revenue loss would be approximately \$46,631.81.

3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	Yes	MGA - S.347(1) Cancellation, reduction, refund or deferral of taxes.
Municipal Bylaws	N/A	
Municipal Development Plan	N/A	
Sustainability Vision 2019-2021	N/A	
Town of Drayton Valley Strategic Plan 2019-2021	Yes	Goal One: Recovery in Drayton Valley. This goal aims to diversify and create resiliency for the local economy.
Other Plans or Policies	Yes	Cancellation of Taxes (TF-06-96)

4. POTENTIAL MOTIONS:

- A. That Council approve the forgiveness of municipal taxes for Tax Roll 70417600 for the 2021 year.
- B. That Council decline the forgiveness of municipal taxes for Tax Roll 70417600 for the 2021 year.
- C. That Council _____.

5. ATTACHMENTS:

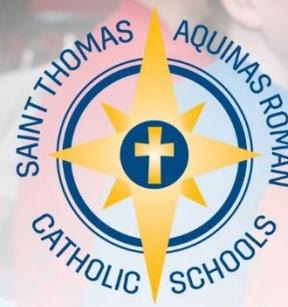
REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			

Information Items

10.0	Information Items	Pages 219-232
	10.1. STAR Catholic Schools Board Meeting Highlights – December 2020	220
	10.2. Drayton Valley / Brazeau County Fire Services Stats – November and December 2020	221-224
	10.3. Drayton Valley RCMP Stats – December 2020	225-232

MOTION:

I move that Town Council accept the above items as information.



Souls Seeking Christ

ON A JOURNEY OF FAITH, LEARNING AND LOVE

Board Meeting Highlights – December 2020

DATES TO REMEMBER

Next Board Meeting

Wednesday,

January 20,
10:30 a.m.

STAR Central Office

4906 50 Ave., Leduc, AB

The public is welcome to stream all Board meetings.

Board of Trustees

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General Election

The Board heard an update on legislation surrounding the General Election in October 2021. The Board appointed a Returning Officer and Substitute Returning Officer and gave authorization to enter into agreements with other elected authorities to conduct elections on behalf of the Division.

Budget Update

The Board heard an update on the 2020-2021 update and approved the projected deficit of \$565,217 dollars. The Board moved to request permission from the Minister of Education for the use of operating reserves.

Father Lacombe Update

The Board heard an update on the Father Lacombe Replacement School, including projected timelines for construction, a review of the proposed site layout, and artist renderings of key features.

Insurance Report

The Board heard their first Annual Insurance and Litigation Report, which explained that Division insurance premiums have decreased by 28.4% from last year. The previous year, premiums increased by 168.2%.

Stakeholder Engagement & Meetings

The Board directed Administration to draft a proposal for conducting stakeholder engagement that will be used to guide the Division's Education Plan. The Board also discussed reaching out to sister school boards, municipalities, and local MLAs about potentially meeting virtually in the new year to discuss items relevant to both parties.

For more information visit: www.starcatholic.ab.ca, or call 780.986.2500



DRAYTON VALLEY/BRAZEAU COUNTY FIRE SERVICES

TOWN OF DRAYTON VALLEY UPDATE REPORT TO COUNCIL

SUBJECT: 2020 Fire Department November Stats

DATE TO COUNCIL: January 20, 2021

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 November 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 November Stats

Fire Calls - 5

Vehicle Fires - 3

Structure Fire - 1

Landfill Fire- 1

Motor Vehicle Collisions - 4

Single Vehicle Collision- 3 (Highway 616 & RR 53, Highway 39 & RR 52, Highway 22 & River Hill)

Two Vehicle Collision- 1 (Highway 22 & 50 Street Drayton Valley)

Rescue Calls - 0

Alarm Calls - 14

Residential Alarm Calls- 9

Senior Living Complex-1

Public School- 1

Commercial Alarm- 2

Church-1

(No Alarms were false)

Assist Another Agency - 3

EMS Assists (includes cardiac arrests, lift assist calls, Stars Landing, overdose calls, etc.)- 3

(EMS arrived on scene first for all calls)

Miscellaneous Calls - 2

Smoke Investigation- 1

Ruptured Water Pipes- 1

Provincial

Motor Vehicle Collisions - 4

Provincial Total Calls -4

Town of Drayton Valley

Fire Calls - 3

Motor Vehicle Collision - 0

Rescue Calls - 0

Alarm Calls - 8

Assist Another Agency - 0

Miscellaneous Calls - 2

Town Total Calls - 13

Brazeau County

Fire Calls - 2

Motor Vehicle Collisions - 0

Rescue Calls - 0

Alarm Calls - 6

Assist Another Agency - 3

Miscellaneous Calls - 0

County Total Calls - 11



DRAYTON VALLEY/BRAZEAU COUNTY FIRE SERVICES

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Drayton Valley/Brazeau County Fire Services

2020 December Stats

Fire Calls - 3

Vehicle Fires - 2

Structure Fire - 1

Motor Vehicle Collisions - 2

Single Vehicle Collision- 1 (Highway 761 & Highway 616)

Single Vehicle Vs Wildlife- 1 (Highway 620 & RR 80)

Rescue Calls - 0

Alarm Calls - 14

Residential Alarm Calls- 9

Senior Living Complex- 1

Hospital- 1

Public School- 1

Commercial Alarm- 2

(No Alarms were false)

Assist Another Agency - 3

EMS Assists (includes cardiac arrests, lift assist calls, Stars Landing, overdose calls, etc.)- 3

(EMS arrived on scene first for all calls)

Miscellaneous Calls - 1

Toxic Chemical Spill-1 (Ammonia)

Provincial

Motor Vehicle Collisions - 2

Provincial Total Calls - 2

Town of Drayton Valley

Fire Calls - 0

Motor Vehicle Collision - 0

Rescue Calls - 0

Alarm Calls - 11

Assist Another Agency - 2

Miscellaneous Calls - 0

Town Total Calls - 13

Brazeau County

Fire Calls - 3

Motor Vehicle Collisions - 0

Rescue Calls - 0

Alarm Calls - 3

Assist Another Agency - 1

Miscellaneous Calls - 1

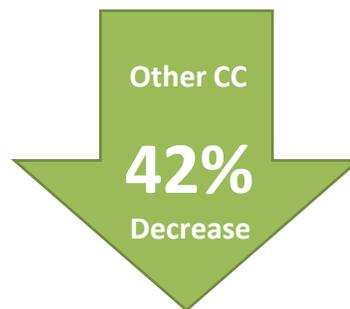
County Total Calls - 8



Drayton Valley Municipal Crime Gauge

2020 vs. 2019
January to December

Criminal Code Offences



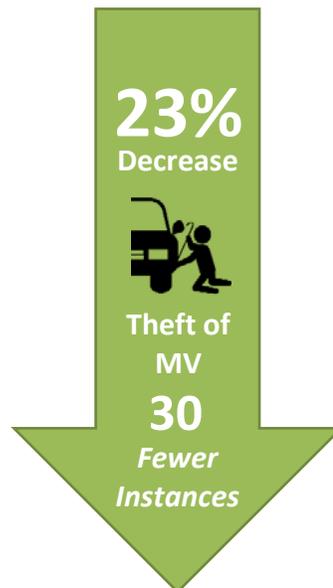
**Total
Criminal Code
Offences:**

13%

Decrease

When compared to
January to December, 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.

**Drayton Valley Municipal Detachment
Crime Statistics (Actual)
January to December: 2016 - 2020**

All categories contain "Attempted" and/or "Completed"

January-04-21

CATEGORY	Trend	2016	2017	2018	2019	2020	% Change 2016 - 2020	% Change 2019 - 2020	Avg File +/- per Year
Homicides & Offences Related to Death		0	0	1	0	2	N/A	N/A	0.4
Robbery		5	5	4	5	4	-20%	-20%	-0.2
Sexual Assaults		13	14	8	6	15	15%	150%	-0.4
Other Sexual Offences		9	7	15	6	7	-22%	17%	-0.5
Assault		84	101	146	99	107	27%	8%	4.4
Kidnapping/Hostage/Abduction		1	4	2	4	2	100%	-50%	0.2
Extortion		1	0	2	2	2	100%	0%	0.4
Criminal Harassment		16	22	21	32	27	69%	-16%	3.2
Uttering Threats		29	37	41	42	43	48%	2%	3.3
TOTAL PERSONS		158	190	240	196	209	32%	7%	10.8
Break & Enter		91	113	174	119	123	35%	3%	7.0
Theft of Motor Vehicle		68	92	122	132	102	50%	-23%	10.8
Theft Over \$5,000		7	9	23	9	15	114%	67%	1.6
Theft Under \$5,000		271	351	525	356	293	8%	-18%	4.9
Possn Stn Goods		31	46	91	82	68	119%	-17%	11.0
Fraud		50	68	89	75	82	64%	9%	7.1
Arson		0	2	4	6	7	N/A	17%	1.8
Mischief To Property		176	213	236	233	256	45%	10%	18.0
TOTAL PROPERTY		694	894	1,264	1,012	946	36%	-7%	62.2
Offensive Weapons		15	15	20	17	20	33%	18%	1.2
Disturbing the peace		40	97	83	88	72	80%	-18%	5.5
Fail to Comply & Breaches		102	107	198	192	78	-24%	-59%	3.7
OTHER CRIMINAL CODE		30	40	49	52	34	13%	-35%	2.0
TOTAL OTHER CRIMINAL CODE		187	259	350	349	204	9%	-42%	12.4
TOTAL CRIMINAL CODE		1,039	1,343	1,854	1,557	1,359	31%	-13%	85.4

**Drayton Valley Municipal Detachment
Crime Statistics (Actual)
January to December: 2016 - 2020**

All categories contain "Attempted" and/or "Completed"

January-04-21

CATEGORY	Trend	2016	2017	2018	2019	2020	% Change 2016 - 2020	% Change 2019 - 2020	Avg File +/- per Year
Drug Enforcement - Production		0	1	1	0	0	N/A	N/A	-0.1
Drug Enforcement - Possession		31	48	64	41	37	19%	-10%	0.5
Drug Enforcement - Trafficking		13	15	19	13	15	15%	15%	0.2
Drug Enforcement - Other		4	0	0	3	0	-100%	-100%	-0.5
Total Drugs		48	64	84	57	52	8%	-9%	0.1
Cannabis Enforcement		0	0	0	1	1	N/A	0%	0.3
Federal - General		7	17	29	23	5	-29%	-78%	0.2
TOTAL FEDERAL		55	81	113	81	58	5%	-28%	0.6
Liquor Act		15	13	18	18	16	7%	-11%	0.7
Cannabis Act		0	0	5	3	5	N/A	67%	1.3
Mental Health Act		71	69	113	101	129	82%	28%	14.8
Other Provincial Stats		146	131	158	183	247	69%	35%	25.4
Total Provincial Stats		232	213	294	305	397	71%	30%	42.2
Municipal By-laws Traffic		5	5	2	3	3	-40%	0%	-0.6
Municipal By-laws		90	97	99	82	90	0%	10%	-1.5
Total Municipal		95	102	101	85	93	-2%	9%	-2.1
Fatals		0	1	1	1	1	N/A	0%	0.2
Injury MVC		14	8	12	7	2	-86%	-71%	-2.5
Property Damage MVC (Reportable)		203	207	177	188	116	-43%	-38%	-19.3
Property Damage MVC (Non Reportable)		31	22	23	23	23	-26%	0%	-1.5
TOTAL MVC		248	238	213	219	142	-43%	-35%	-23.1
Provincial Traffic		475	361	712	762	665	40%	-13%	78.1
Other Traffic		17	13	10	25	13	-24%	-48%	0.4
Criminal Code Traffic		72	64	88	98	81	13%	-17%	5.2
Common Police Activities									
False Alarms		276	248	201	85	74	-73%	-13%	-56.7
False/Abandoned 911 Call and 911 Act		106	106	120	122	94	-11%	-23%	-0.8
Suspicious Person/Vehicle/Property		69	106	169	217	223	223%	3%	41.9
Persons Reported Missing		33	31	30	29	29	-12%	0%	-1.0
Search Warrants		1	2	0	0	0	-100%	N/A	-0.4
Spousal Abuse - Survey Code (Reported)		183	164	157	195	190	4%	-3%	4.5
Form 10 (MHA) (Reported)		0	0	0	4	8	N/A	100%	2.0

**Drayton Valley Municipal Detachment
Crime Statistics (Actual)
December: 2016 - 2020**

All categories contain "Attempted" and/or "Completed"

January-04-21

CATEGORY	Trend	2016	2017	2018	2019	2020	% Change 2016 - 2020	% Change 2019 - 2020	Avg File +/- per Year
Homicides & Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		1	0	1	0	0	-100%	N/A	-0.2
Sexual Assaults		2	0	0	0	2	0%	N/A	0.0
Other Sexual Offences		0	1	0	3	0	N/A	-100%	0.2
Assault		3	4	11	9	6	100%	-33%	1.1
Kidnapping/Hostage/Abduction		0	0	0	1	0	N/A	-100%	0.1
Extortion		0	0	1	0	1	N/A	N/A	0.2
Criminal Harassment		2	1	2	6	3	50%	-50%	0.7
Uttering Threats		2	2	0	0	4	100%	N/A	0.2
TOTAL PERSONS		10	8	15	19	16	60%	-16%	2.3
Break & Enter		3	17	13	13	4	33%	-69%	-0.2
Theft of Motor Vehicle		4	12	8	10	6	50%	-40%	0.2
Theft Over \$5,000		1	2	3	1	0	-100%	-100%	-0.3
Theft Under \$5,000		18	36	41	35	11	-39%	-69%	-1.5
Possn Stn Goods		1	2	6	4	5	400%	25%	1.0
Fraud		5	6	6	7	6	20%	-14%	0.3
Arson		0	0	1	2	0	N/A	-100%	0.2
Mischief To Property		10	12	24	27	12	20%	-56%	1.9
TOTAL PROPERTY		42	87	102	99	44	5%	-56%	1.6
Offensive Weapons		0	0	1	0	1	N/A	N/A	0.2
Disturbing the peace		3	9	3	4	2	-33%	-50%	-0.7
Fail to Comply & Breaches		12	9	14	16	6	-50%	-63%	-0.5
OTHER CRIMINAL CODE		2	5	2	7	1	-50%	-86%	0.0
TOTAL OTHER CRIMINAL CODE		17	23	20	27	10	-41%	-63%	-1.0
TOTAL CRIMINAL CODE		69	118	137	145	70	1%	-52%	2.9

**Drayton Valley Municipal Detachment
Crime Statistics (Actual)
December: 2016 - 2020**

All categories contain "Attempted" and/or "Completed"

January-04-21

CATEGORY	Trend	2016	2017	2018	2019	2020	% Change 2016 - 2020	% Change 2019 - 2020	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		2	7	2	6	1	-50%	-83%	-0.3
Drug Enforcement - Trafficking		1	1	1	1	0	-100%	-100%	-0.2
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		3	8	3	7	1	-67%	-86%	-0.5
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		0	1	0	0	0	N/A	N/A	-0.1
TOTAL FEDERAL		3	9	3	7	1	-67%	-86%	-0.6
Liquor Act		1	1	1	1	0	-100%	-100%	-0.2
Cannabis Act		0	0	1	0	0	N/A	N/A	0.0
Mental Health Act		6	1	8	9	6	0%	-33%	0.8
Other Provincial Stats		9	13	3	17	15	67%	-12%	1.6
Total Provincial Stats		16	15	13	27	21	31%	-22%	2.2
Municipal By-laws Traffic		1	0	0	0	0	-100%	N/A	-0.2
Municipal By-laws		2	4	3	6	3	50%	-50%	0.4
Total Municipal		3	4	3	6	3	0%	-50%	0.2
Fatals		0	0	0	1	0	N/A	-100%	0.1
Injury MVC		1	2	1	0	1	0%	N/A	-0.2
Property Damage MVC (Reportable)		22	14	13	16	9	-59%	-44%	-2.4
Property Damage MVC (Non Reportable)		5	2	1	3	1	-80%	-67%	-0.7
TOTAL MVC		28	18	15	20	11	-61%	-45%	-3.2
Provincial Traffic		42	30	28	44	37	-12%	-16%	0.4
Other Traffic		1	0	0	7	1	0%	-86%	0.7
Criminal Code Traffic		5	6	6	5	5	0%	0%	-0.1
Common Police Activities									
False Alarms		27	23	10	11	3	-89%	-73%	-6.0
False/Abandoned 911 Call and 911 Act		8	5	6	11	3	-63%	-73%	-0.4
Suspicious Person/Vehicle/Property		4	4	12	22	16	300%	-27%	4.2
Persons Reported Missing		2	3	4	1	3	50%	200%	0.0
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		18	4	13	10	17	-6%	70%	0.4
Form 10 (MHA) (Reported)		0	0	0	0	0	N/A	N/A	0.0

**Drayton Valley Municipal Detachment
Crime Statistics (Actual)
January to December: 2016 - 2020**

All categories contain "Attempted" and/or "Completed"

January-04-21

Category	Trend	2016	2017	2018	2019	2020	FLAG
Theft Motor Vehicle (Total)		68	92	122	132	102	Within Norm
Auto		6	4	15	4	8	Within Norm
Truck		42	62	72	101	68	Within Norm
SUV		3	3	6	8	8	Issue
Van		4	1	2	0	0	Within Norm
Motorcycle		0	0	8	2	1	Within Norm
Other		11	20	15	14	15	Within Norm
Take Auto without Consent		2	2	4	3	2	Within Norm
Break and Enter (Total)*		91	113	174	119	123	Within Norm
Business		51	47	72	43	36	Within Norm
Residence		28	43	54	24	25	Within Norm
Cottage or Seasonal Residence		0	0	0	0	0	Within Norm
Other		6	20	33	39	53	Issue
Theft Over & Under \$5,000 (Total)		278	360	548	365	308	Within Norm
Theft from a motor vehicle		102	145	273	148	131	Within Norm
Shoplifting		37	60	70	59	34	Within Norm
Mail Theft (includes all Mail offences)		0	9	10	5	10	Within Norm
Theft of bicycle		11	15	14	20	11	Within Norm
Other Theft		128	131	183	133	123	Within Norm

Mischief To Property		176	213	236	233	256	Issue
Suspicious Person/ Vehicle/ Property		69	106	169	217	223	Issue
Fail to Comply/Breach		102	107	198	192	78	Within Norm
Wellbeing Check		30	42	65	61	86	Issue
Mental Health Act		71	69	113	101	129	Issue
False Alarms		276	248	201	85	74	Within Norm

Traffic	Trend	2016	2017	2018	2019	2020	FLAG
Roadside Suspensions - alcohol related - No grounds to charge*		6	1	2	6	4	Within Norm
Occupant Restraint/Seatbelt Violations*		0	12	93	104	36	Within Norm
Speeding Violations*		129	27	25	11	40	Within Norm
Intersection Related Violations*		15	20	26	27	62	Issue
Other Non-Moving Violation*		65	60	288	263	230	Within Norm
Pursuits**		2	2	3	9	21	Issue
Other CC Traffic**		14	14	4	15	15	Within Norm

Actual" *Reported"

Categories flagged with "Issue" only indicate that the current number of offences are higher the statistical norm based on previous years.

Drayton Valley Municipal Detachment - Break and Enters (includes unlawfully in a dwelling place)

All categories contain "Attempted" and/or "Completed"

January-04-21

2019												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	7	5	4	6	8	13	15	22	11	10	5	13
Running Total	7	12	16	22	30	43	58	80	91	101	106	119
Quarter	16			27			48			28		
2020												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	4	21	10	14	10	8	15	19	3	9	6	4
Running Total	4	25	35	49	59	67	82	101	104	113	119	123
Quarter	35			32			37			19		
Year over Year % Change	-43%	108%	119%	123%	97%	56%	41%	26%	14%	12%	12%	3%

Drayton Valley Municipal Detachment - Theft of Motor Vehicles (includes taking without consent)

All categories contain "Attempted" and/or "Completed"

January-04-21

2019												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	8	14	8	4	17	12	9	6	14	17	13	10
Running Total	8	22	30	34	51	63	72	78	92	109	122	132
Quarter	30			33			29			40		
2020												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	16	17	15	6	15	7	7	4	6	3	0	6
Running Total	16	33	48	54	69	76	83	87	93	96	96	102
Quarter	48			28			17			9		
Year over Year % Change	100%	50%	60%	59%	35%	21%	15%	12%	1%	-12%	-21%	-23%

Drayton Valley Municipal Detachment - Theft Under \$5,000

All categories contain "Attempted" and/or "Completed"

January-04-21

2019												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	37	25	27	27	42	19	28	22	29	35	30	35
Running Total	37	62	89	116	158	177	205	227	256	291	321	356
Quarter	89			88			79			100		
2020												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	34	46	30	24	27	21	22	27	14	20	17	11
Running Total	34	80	110	134	161	182	204	231	245	265	282	293
Quarter	110			72			63			48		
Year over Year % Change	-8%	29%	24%	16%	2%	3%	0%	2%	-4%	-9%	-12%	-18%

Drayton Valley Municipal Detachment - Theft from Motor Vehicles

All categories contain "Attempted" and/or "Completed"

January-04-21

2019												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	21	7	12	11	13	11	6	11	8	15	13	20
Running Total	21	28	40	51	64	75	81	92	100	115	128	148
Quarter	40			35			25			48		
2020												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	21	26	8	13	13	9	9	6	4	7	8	7
Running Total	21	47	55	68	81	90	99	105	109	116	124	131
Quarter	55			35			19			22		
Year over Year % Change	0%	68%	38%	33%	27%	20%	22%	14%	9%	1%	-3%	-11%