

**TOWN OF HANNA  
REGULAR COUNCIL MEETING  
AGENDA  
June 13, 2023**

**1 CALL TO ORDER – 6:00 pm**

**2 ADOPTION OF THE AGENDA**

**3 DELEGATIONS**

3.01 Hanna RCMP Detachment – Quarterly Update

**4 PUBLIC PRESENTATION**

**5 ADOPTION OF MINUTES**

5.01 Minutes of the Regular Meeting of Council – May 10, 2023

5.02 Minutes of the Information Meeting of Council – May 31, 2023

**6 FINANCE REPORTS**

6.01 Accounts Payable

6.02 Statement of Revenues & Expenses – May 2023

6.03 Budget Overview – May 2023

**7 COMMITTEE REPORTS**

7.1 Municipal Planning Commission Meeting – May 17, 2023

**8 SENIOR ADMINISTRATIVE OFFICIALS REPORTS**

8.01 Chief Administrative Officer

8.01.1 Community Services Foreman

8.01.2 Community Services Coordinator

8.02 Director of Business & Communication

8.03 Director of Public Works

**9 BUSINESS ITEMS**

- 9.01 Tax Recovery Auction Date
- 9.02 Alberta Advantage Immigration Program – Letter of Support and Collaboration
- 9.03 GIS Instrument Landing System
- 9.04 Employee Benefit Surplus Funds

**10 BYLAWS**

- 10.01 Bylaw 1032-2023 – LUB

**11 COUNCIL REPORTS & ROUNDTABLE**

**12 CORRESPONDENCE ITEMS**

- 12.1 Sam Lockhart – CSB Resignation Letter
- 12.2 Cody Dale McNair – CSB Resignation Letter
- 12.3 Darryl Siddon – Thank You
- 12.4 Prairie Land Pride Newsletter – Volume 8 Issue 4 – April 2022

**13 CLOSED SESSION**

- 13.01 Property Matter - as per FOIP Sections 16 & 17

**14 ADJOURNMENT**

Date: June 13, 2023

Agenda Item No: 03.01

## Hanna RCMP Detachment 2022/2023 Fourth Quarter Report

### Recommended Motion

That Council thanks Sgt. Robert Welsman, OIC Hanna Detachment, for the presentation of policing statistics 2022/2023 fourth quarter (January – March 2023) and the update on the activities of the Hanna RCMP Detachment.

### Background

Sgt. Welsman will be in attendance to provide a presentation and overview of the Hanna RCMP Detachment 2022/2023 4<sup>th</sup> Quarter Report and provide an update on the activities of the Hanna RCMP.

Council members are encouraged to ask questions or seek clarification on any item in the report.

### Communications

Highlights of the report may be communicated through the Town Social Media Programs.

### Financial Implications

Operating: _____	N/A	Capital Cost: _____	N/A
Budget Available: _____		Budget Available: _____	
Unbudgeted Costs: _____		Unbudgeted Costs: _____	
Source of Funds: _____		Source of Funds: _____	



**Policy and/or Legislative Implications**

N/A

**Attachments**

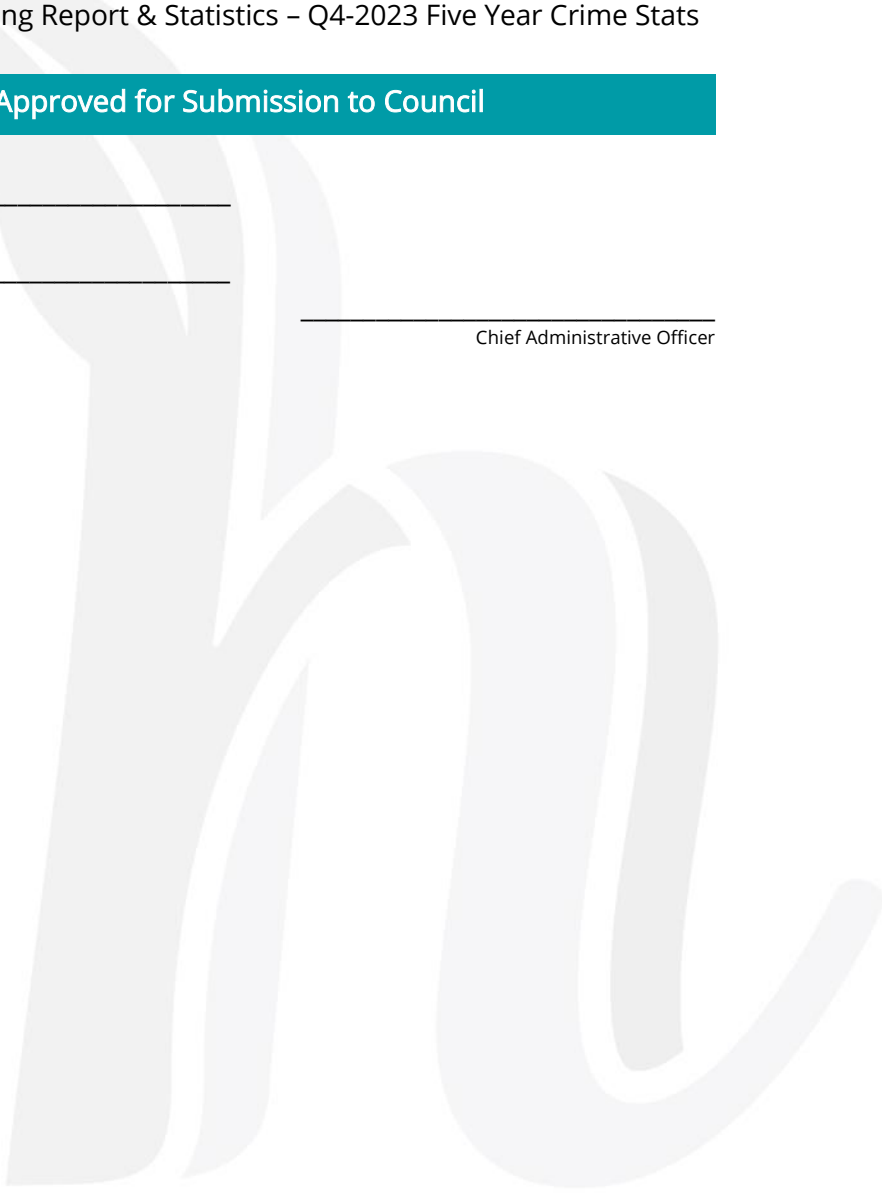
1. Hanna RCMP Detachment 2023 Q4 Community Letter
2. Hanna RCMP Detachment Q4 Provincial Policing Report
3. Hanna RCMP Provincial Policing Report & Statistics – Q4-2023 Five Year Crime Stats

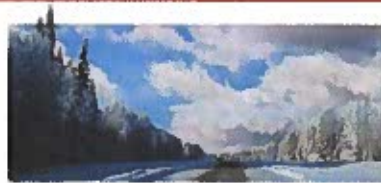
**Reviewed by and Approved for Submission to Council**

Reviewed by: \_\_\_\_\_

Financial Review by: \_\_\_\_\_

\_\_\_\_\_  
Chief Administrative Officer





May 1, 2023

Mayor and Council  
Town of Hanna, Alberta

Dear Mayor and Council,

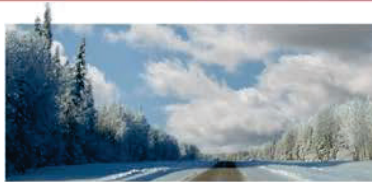
Please find attached the quarterly Community Policing Report that covers the January 1<sup>st</sup> to March 31<sup>st</sup>, 2023 reporting period. This information serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Hanna RCMP Detachment. The sharing of quarterly reports demonstrates our ongoing commitment to transparency while delivering the high level of policing services that you, and the citizens you represent, have come to expect from the Alberta RCMP.

As we transition towards Spring, the safety and security of all Albertans will continue to be our main focus. In an effort to leverage technology to oversee and amplify our response to emergency incidents around the Province, your Alberta RCMP recently established a Real Time Operations Centre (RTOC). Working hand-in-hand with our Operational Communications Centre (OCC), the RTOC has senior police officers monitoring policing operations in real-time, assessing ongoing incident risk, coordinating specialized and expert resources, and managing the response. The existence of the RTOC provides our members real-time guidance, direction and support from seasoned and experienced police officers. The RTOC also ensures a coordinated response to cross-jurisdictional activities and significant events through enhanced interoperability with other policing agencies within the Province.

The attached reporting along with your valued feedback will help ensure that our service delivery to your community is meeting your needs on an ongoing basis. As the Chief of Police for your community, please do not hesitate to contact me if you have any questions or concerns.

Best Regards,

Sgt. Rob Welsman  
Detachment Commander  
RCMP-GRC



## RCMP Provincial Policing Report

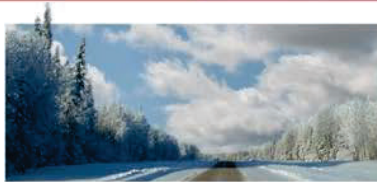
<b>Detachment</b>	Hanna
<b>Detachment Commander</b>	Sgt. Rob Welsman
<b>Quarter</b>	Q4
<b>Date of Report</b>	2023-05-01

### Community Consultations

<b>Date</b>	2023-01-24
<b>Meeting Type</b>	Meeting with Elected Officials
<b>Topics Discussed</b>	Regular reporting and information sharing
<b>Notes/Comments</b>	Detachment commander met with Chief Admin Officer to discuss new bylaw enforcement plan. Also provided updates on detachment staffing.

<b>Date</b>	2023-01-25
<b>Meeting Type</b>	Meeting with Elected Officials
<b>Topics Discussed</b>	Education Session
<b>Notes/Comments</b>	Conducted cross-training with Hanna Fire Department.

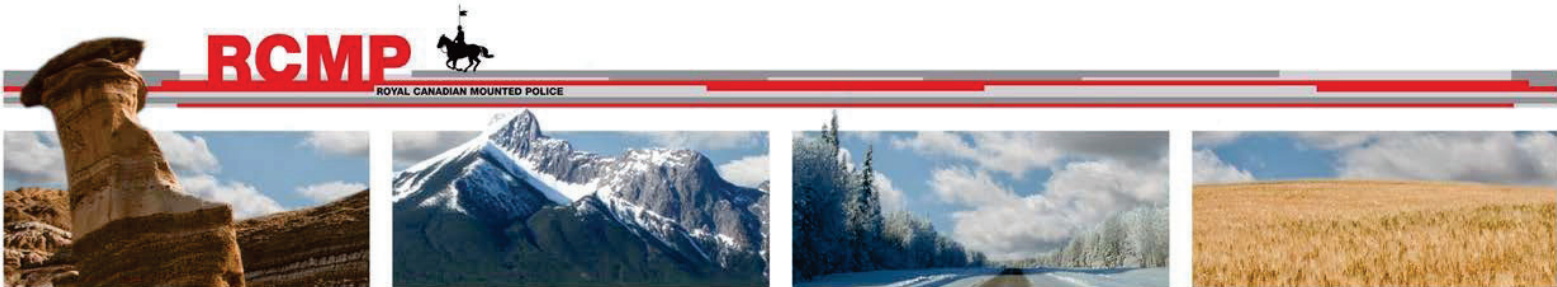
<b>Date</b>	2023-02-01
<b>Meeting Type</b>	Community Connection
<b>Topics Discussed</b>	Education Session
<b>Notes/Comments</b>	Member met with students to present on topics including addiction, consent, and RCMP recruitment.



<b>Date</b>	2023-02-07
<b>Meeting Type</b>	Community Connection
<b>Topics Discussed</b>	Regular reporting and information sharing
<b>Notes/Comments</b>	Member met with seniors at the Hanna lodge to discuss current detachment events, take questions, and listen to senior's concerns.

<b>Date</b>	2023-02-08
<b>Meeting Type</b>	Community Connection
<b>Topics Discussed</b>	Drugs
<b>Notes/Comments</b>	Member presented to high school students on the topic of addiction and substance abuse.

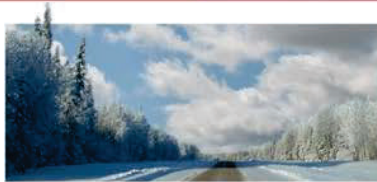
<b>Date</b>	2023-02-08
<b>Meeting Type</b>	Community Connection
<b>Topics Discussed</b>	Education Session
<b>Notes/Comments</b>	Recruitment discussion with senior high school students on RCMP careers.

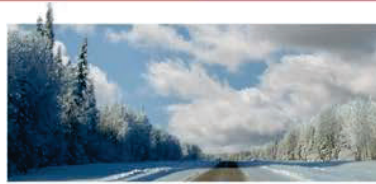


## Community Priorities

<b>Priority 1</b>	Police / Community Relations
<b>Current Status &amp; Results</b>	<p>During Q4, detachment members conducted</p> <ul style="list-style-type: none"> <li>- licensed premise walk throughs</li> <li>- conducted cross training with the fire department,</li> <li>- met with the Hanna CAO</li> <li>- met with volunteer group coordinators</li> <li>- attended senior social activities</li> <li>- attended community hockey games</li> <li>- gave police vehicle tours to youth</li> <li>- met with Special Areas Director</li> <li>- attended the Legion and met with members</li> <li>- dropped in at family skating event</li> <li>- attended theatre event</li> <li>- met with business owners</li> </ul>
<b>Priority 2</b>	Property
<b>Current Status &amp; Results</b>	<p>No property crime prevention in person meetings/presentations were conducted during this quarter, as the target objectives had been met by Q3 and this allowed the members to focus on the other priorities (school presentations and proactive contacts).</p>
<b>Priority 3</b>	Substance Abuse
<b>Current Status &amp; Results</b>	<p>2023-02-01: presented to the Youngstown School Grade 9/10 combined class on substance abuse as well as sexting (due to request from Youngstown school on that topic).</p> <p>2023-02-01: presented to the Youngstown School Grade 11/12 combined class on substance abuse as well as sexting (due to request from Youngstown school on that topic).</p> <p>2023-02-08: presented to the J.C. Charyk BIO 30 class on addiction and substance abuse.</p> <p>2023-02-14: presented to the Hand Hills Colony School about alcohol abuse.</p>







## Crime Statistics<sup>1</sup>

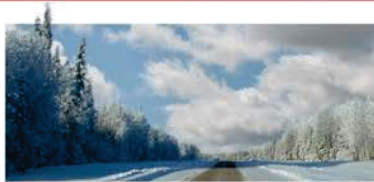
The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	January - March			January - December		
	2022	2023	% Change Year-over-Year	2021	2022	% Change Year-over-Year
<b>Total Criminal Code</b>	106	50	-53%	400	314	-22%
<i>Persons Crime</i>	20	11	-45%	81	56	-31%
<i>Property Crime</i>	61	24	-61%	217	193	-11%
<i>Other Criminal Code</i>	25	15	-40%	102	65	-36%
<b>Traffic Offences</b>						
<i>Criminal Code Traffic</i>	2	2	0%	25	16	-36%
<i>Provincial Code Traffic</i>	150	110	-27%	1,157	781	-32%
<i>Other Traffic</i>	0	0	N/A	5	1	-80%
<b>CDSA Offences</b>	3	0	-100%	19	6	-68%
<b>Other Federal Acts</b>	3	2	-33%	27	11	-59%
<b>Other Provincial Acts</b>	20	31	55%	104	140	35%
<b>Municipal By-Laws</b>	0	0	N/A	10	9	-10%
<b>Motor Vehicle Collisions</b>	49	54	10%	126	164	30%

<sup>1</sup> Data extracted from a live database (PROS) and is subject to change over time.

## Trends/Points of Interest

Decreases have been observed in criminal code offenses compared to the year prior, while motor vehicle collisions have increased.



## Provincial Police Service Composition<sup>2</sup>

Staffing Category	Established Positions	Working	Soft Vacancies <sup>3</sup>	Hard Vacancies <sup>4</sup>
Police Officers	6	5	1	0
Detachment Support	2	2	0	0

<sup>2</sup>Data extracted on March 31, 2023 and is subject to change over time.

<sup>3</sup>Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.

<sup>4</sup>Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

## Comments

Police Officers: Of the six established positions, five officers are working. There is one officer on medical leave.

Detachment Support: Of the two established positions, both are working. There are no soft or hard vacancies detected at this time.

## Quarterly Financial Drivers

N/A.



## Hanna Provincial Detachment Crime Statistics (Actual) January to March: 2019 - 2023

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

April 5, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		2	0	0	0	0	-100%	N/A	-0.4
Sexual Assaults		1	0	3	2	0	-100%	-100%	0.0
Other Sexual Offences		0	0	0	0	0	N/A	N/A	0.0
Assault		13	9	6	3	6	-54%	100%	-2.0
Kidnapping/Hostage/Abduction		2	0	0	0	1	-50%	N/A	-0.2
Extortion		2	0	0	0	0	-100%	N/A	-0.4
Criminal Harassment		8	7	4	6	2	-75%	-67%	-1.3
Uttering Threats		5	2	3	9	2	-60%	-78%	0.1
<b>TOTAL PERSONS</b>		<b>33</b>	<b>18</b>	<b>16</b>	<b>20</b>	<b>11</b>	<b>-67%</b>	<b>-45%</b>	<b>-4.2</b>
Break & Enter		7	3	2	8	1	-86%	-88%	-0.7
Theft of Motor Vehicle		4	1	0	3	0	-100%	-100%	-0.6
Theft Over \$5,000		1	2	1	3	1	0%	-67%	0.1
Theft Under \$5,000		7	10	10	17	7	0%	-59%	0.7
Possn Stn Goods		2	1	2	7	2	0%	-71%	0.6
Fraud		3	5	11	11	10	233%	-9%	2.0
Arson		0	0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		0	2	3	10	2	N/A	-80%	1.2
Mischief - Other		6	2	2	2	1	-83%	-50%	-1.0
<b>TOTAL PROPERTY</b>		<b>30</b>	<b>26</b>	<b>31</b>	<b>61</b>	<b>24</b>	<b>-20%</b>	<b>-61%</b>	<b>2.3</b>
Offensive Weapons		1	0	1	1	1	0%	0%	0.1
Disturbing the peace		3	7	0	4	3	0%	-25%	-0.3
Fail to Comply & Breaches		8	11	13	20	6	-25%	-70%	0.5
<b>OTHER CRIMINAL CODE</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>5</b>	<b>400%</b>	<b>N/A</b>	<b>0.6</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>13</b>	<b>20</b>	<b>17</b>	<b>25</b>	<b>15</b>	<b>15%</b>	<b>-40%</b>	<b>0.9</b>
<b>TOTAL CRIMINAL CODE</b>		<b>76</b>	<b>64</b>	<b>64</b>	<b>106</b>	<b>50</b>	<b>-34%</b>	<b>-53%</b>	<b>-1.0</b>



## Hanna Provincial Detachment Crime Statistics (Actual) January to March: 2019 - 2023

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

April 5, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	0	3	1	0	N/A	-100%	0.1
Drug Enforcement - Trafficking		1	1	0	2	0	-100%	-100%	-0.1
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		<b>1</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>-100%</b>	<b>-100%</b>	<b>0.0</b>
Cannabis Enforcement		0	0	0	0	2	N/A	N/A	0.4
Federal - General		0	4	1	0	0	N/A	N/A	-0.4
<b>TOTAL FEDERAL</b>		<b>1</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>100%</b>	<b>-33%</b>	<b>0.0</b>
Liquor Act		1	0	4	1	1	0%	0%	0.1
Cannabis Act		0	0	1	0	0	N/A	N/A	0.0
Mental Health Act		8	10	15	10	16	100%	60%	1.6
Other Provincial Stats		10	9	23	9	14	40%	56%	0.8
<b>Total Provincial Stats</b>		<b>19</b>	<b>19</b>	<b>43</b>	<b>20</b>	<b>31</b>	<b>63%</b>	<b>55%</b>	<b>2.5</b>
Municipal By-laws Traffic		0	0	0	0	0	N/A	N/A	0.0
Municipal By-laws		3	1	1	0	0	-100%	N/A	-0.7
<b>Total Municipal</b>		<b>3</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>-100%</b>	<b>N/A</b>	<b>-0.7</b>
Fatals		0	0	0	0	1	N/A	N/A	0.2
Injury MVC		0	2	0	3	1	N/A	-67%	0.3
Property Damage MVC (Reportable)		43	33	17	33	47	9%	42%	0.8
Property Damage MVC (Non Reportable)		3	8	2	13	5	67%	-62%	0.9
<b>TOTAL MVC</b>		<b>46</b>	<b>43</b>	<b>19</b>	<b>49</b>	<b>54</b>	<b>17%</b>	<b>10%</b>	<b>2.2</b>
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	2	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
<b>Total Provincial Traffic</b>		<b>191</b>	<b>254</b>	<b>216</b>	<b>150</b>	<b>110</b>	<b>-42%</b>	<b>-27%</b>	<b>-26.6</b>
<b>Other Traffic</b>		<b>3</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>-100%</b>	<b>N/A</b>	<b>-0.7</b>
<b>Criminal Code Traffic</b>		<b>13</b>	<b>5</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>-85%</b>	<b>0%</b>	<b>-2.5</b>
<b>Common Police Activities</b>									
False Alarms		5	12	6	6	5	0%	-17%	-0.6
False/Abandoned 911 Call and 911 Act		2	9	7	10	3	50%	-70%	0.3
Suspicious Person/Vehicle/Property		3	16	11	12	14	367%	17%	1.8
Persons Reported Missing		1	3	1	0	1	0%	N/A	-0.3
Search Warrants		3	0	0	0	0	-100%	N/A	-0.6
Spousal Abuse - Survey Code (Reported)		15	13	9	14	2	-87%	-86%	-2.5
Form 10 (MHA) (Reported)		0	0	1	0	0	N/A	N/A	0.0

Date: June 13, 2023

Agenda Item No: 05.00

## Council Meeting Minutes

### Recommended Motion

That the Minutes of the Regular Meeting of Council held May 9, 2023, be adopted as presented.

That the Minutes of the Information Meeting of Council held May 31, 2023, be adopted as presented.

### Background

Administration at each Regular Council Meeting will provide Council with the minutes of any Council meetings held since the previous regular council meeting. Council must adopt the minutes of the meeting, either as presented or with amendments.

Council members are encouraged to ask questions or seek clarification on any item in the Minutes.

### Communications

Highlights of the report may be communicated in the newsletter as well as on the Town website and through the Town Social Media Program.

### Financial Implications

Operating: _____	N/A	Capital Cost: _____	N/A
Budget Available: _____		Budget Available: _____	
Unbudgeted Costs: _____		Unbudgeted Costs: _____	
Source of Funds: _____		Source of Funds: _____	



## Policy and/or Legislative Implications

As required by the Municipal Government Act, once adopted, the Minutes will be signed by the presiding officer and a designated officer. The Minutes will then be placed in the vault for safekeeping.

## Attachments

1. Minutes of the Regular Meeting of Council – May 9, 2023.
2. Minutes of the Information Meeting of Council – May 31, 2023.

## Reviewed by and Approved for Submission to Council

Reviewed by: \_\_\_\_\_

Financial Review by: \_\_\_\_\_

\_\_\_\_\_  
Chief Administrative Officer

**TOWN OF HANNA  
REGULAR COUNCIL MEETING  
May 9, 2023**

Minutes of a Regular Meeting of the Council of the Town of Hanna held Tuesday, May 9, 2023 at 6:00 p.m. in the Town Council Chambers.

**Council Members Present:**

Mayor Danny Povaschuk  
Sandra Beaudoin  
Fred Crowle  
Sandra Murphy  
Vernon Thuroo  
Angie Warwick

**Council Members Absent**

Kyle Olsen

**Administration Present:**

Kim Neill – Chief Administrative Officer  
Winona Gutsche – Director of Corporate Services  
Laurie Armstrong – Director of Business & Communications  
Brent Olesen – Director of Public Works

**1.0 CALL TO ORDER**

Mayor Povaschuk called the meeting to order at 6:00 p.m.

**2.0 ADOPTION OF AGENDA**

Moved by Councillor Warwick that the agenda for the May 9, 2023, Regular Council Meeting be adopted as presented.

Motion Carried.

**3.0 DELEGATIONS**

3.01 Hanna Long Term Care – Duck Project Proposal

Recreation Therapist Lisa Karg from Hanna Long Term Care provided Council with a presentation on the Duck Project Proposal.



Town of Hanna  
Regular Council Meeting  
May 9, 2023  
Page 040:

094-2023  
Duck Project  
Proposal

Moved by Councillor Beaudoin that Council thanks Lisa Karg for her presentation on the Long Term Care Duck Project Proposal.

Motion Carried.

### 3.02 Hanna Lodge – Urban Hen Proposal

Shelley David, Office Administrator & Dina Nelson, Lodge Manager from the Hanna Lodge were in attendance to present their proposal for the Hanna Lodge Urban Hens Project.

095-2023  
Urban Hen Proposal

Moved by Councillor Crowle that Council thanks the representatives from the Hanna Lodge for the presentation on the Urban Hen Proposal.

Motion Carried.

## 4.0 PUBLIC PRESENTATION

### 4.01 Susan Patterson

Susan Patterson approached Council with concerns relating to the proposed Land Use Bylaw regulations allowing sea-can containers for living spaces and 5G tower locations.

## 5.0 ADOPTION OF MINUTES

### 5.01 Minutes of the Regular Meeting of Council – April 11, 2023

096-2023  
Regular Meeting  
Minutes

Moved by Councillor Thuroo that the Minutes of the Regular Meeting of Council held April 11, 2023 be adopted as presented.

Motion Carried.

### 5.02 Minutes of the Information Meeting of Council – April 26, 2023

097-2023  
Information Meeting  
Minutes

Moved by Councillor Murphy that the Minutes of the Information Meeting of Council held April 26, 2023 be adopted as presented.

Motion Carried.

## 6.0 FINANCE REPORTS

### 6.01 Accounts Payable

Moved by Councillor Beaudoin that Council accepts the accounts payable listings for general account cheques 42591 – 42625 and direct deposit payments 001976 – 002046 for information.

Motion Carried.

098-2023  
Accounts Payable

### 6.02 Statement of Revenue & Expense – April 2023

Moved by Councillor Murphy that Council accepts the Statement of Revenue & Expense Report for April 2023 for information.

Motion Carried.

099-2023  
Statement of  
Revenues &  
Expenses

### 6.03 Budget Overview – April 2023

Moved by Councillor Thuroo that Council accepts the Budget Overview for April 2023 for information.

Motion Carried.

100-2023  
Budget Overview

## 7.0 COMMITTEE REPORTS

## 8.0 SENIOR ADMINISTRATIVE OFFICIALS REPORTS

- 8.01 Chief Administrative Officer
  - 8.01.1 Community Services Foreman
  - 8.01.2 Community Services Coordinator
- 8.02 Director of Business & Communication
- 8.03 Director of Public Works

101-2023  
SAO Reports

Moved by Councillor Beaudoin that Council accepts the Senior Administrative Officials reports 8.01 to 8.03 as presented for information.

Motion Carried.

## 9.0 BUSINESS ITEMS

### 9.01 2023 Spring Budget Adjustment

Moved by Councillor Crowle that

102-2023  
2023 Spring Budget  
Adjustment

- Whereas Council approved the 2023 Operating and Capital Budget for the Town of Hanna at the December 13, 2022, Council Meeting, and
- Whereas adjustments to the adopted budget are require for various reasons prior to setting the 2023 Tax Rates, and
- Whereas the 2023 Operating and Capital Budget has been adjusted to reflect a decrease of 1% change to the residential municipal tax rate from 2022, a 3% decrease to the non-residential municipal tax rate from 2022, and a transfer to surplus in the amount of \$136,582

Therefore, Council adopts the 2023 Operating and Capital Budget dated May 9, 2023, as amended by the Spring Budget Adjustments; and accepts the 2024 & 2025 Operating Budgets and the 2024 – 2026 Capital Budget for information.

Motion Carried.

### 9.02 Airport Runway Lighting Replacement Project Tender Award

103-2023  
Airport Runway  
Lighting  
Replacement Project  
Tender Award

Moved by Councillor Crowle that Council amends the 2023 Capital Budget for the Airport Runway Lighting Replacement Project from \$470,000 to \$352,822 and awards the tender for the Town of Hanna Airport Runway Lighting Replacement Project to Tristar Electric Inc. in the amount of \$249,822 plus GST with the funds derived from the Province of Alberta Strategic Transportation Infrastructure Program Grant (\$264,217), The Town of Hanna (\$44,103) and Special Areas Board (\$44,102).

Motion Carried.

9.03 Visitor Information Centre Management Agreement

104-2023  
Visitor Information  
Centre Management  
Agreement

Moved by Councillor Warwick that Council authorize the Chief Administrator Officer to enter into the Memorandum of Agreement between the Town of Hanna and Harvest Sky Economic Development Corporation, operating as Harvest Sky to allow Harvest Sky to provide management and operation services of the Visitor Information Centre for the 2023 season.

Motion Carried.

9.04 Long Term Care – Duck Raising Project Request

105-2023  
Long Term Care –  
Duck Raising Project  
Request

Moved by Mayor Povaschuk that Council provide approval to Hanna Long Term Care to care for and raise 6 Indian Runner ducks on AHS property between the months of May and September under the following conditions:

1. This approval will be for a trial project for the period of May – September 2023 only.
2. The Long-Term Care staff will be responsible to ensure the ducks will not materially affect the neighboring resident through odor, noise, etc.
3. The Long-Term Care staff will respond satisfactorily to any concern that may be raised regarding the care and raising of the ducks.
4. The location where the ducks will be kept will be in the enclosed courtyard.

Motion Carried.

9.05 Hanna Lodge – Urban Hen Project Request

106-2023  
Hanna Lodge –  
Urban Hen Project  
Request

Moved by Councillor Murphy that Council provide approval to the Hanna Lodge to care for and raise 6 urban hens on Hanna Lodge property between the months of April to October 2023 under the following conditions:

1. This approval will be for a trial project for the period of April – October 2023 only.
2. The Hanna Lodge staff will be responsible to ensure the hens will not materially affect the neighboring resident through odor, noise, etc.
3. The Hanna Lodge staff will respond satisfactorily to any concern that may be raised regarding the care and raising of the birds.
4. The location of the chicken coop will be on the west side of the Hanna Lodge building.

Motion Carried.

## 10.0 BYLAWS

### 10.01 By-Law 1031-2023 – The 2023 Tax Rate Bylaw

107-2023  
Bylaw 1031-2023  
1<sup>st</sup> Reading

Moved by Councillor Crowle that Council give first reading to Bylaw 1031-2023, the 2023 Tax Rate Bylaw.

Motion Carried.

108-2023  
Bylaw 1031-2023  
2<sup>nd</sup> Reading

Moved by Councillor Murphy that Council give second reading to Bylaw 1031-2023, the 2023 Tax Rate Bylaw.

Motion Carried.

109-2023  
Bylaw 1031-2023  
Unanimous Consent

Moved by Councillor Warwick that Council provide unanimous consent for third reading of Bylaw 1031-2023, the 2023 Tax Rate Bylaw, at this meeting.

Motion Carried.

110-2023  
Bylaw 1031-2023  
3<sup>rd</sup> Reading

Moved by Mayor Povaschuk that Council give third and final reading to Bylaw 1031-2023, the 2023 Tax Rate Bylaw.

Motion Carried.

## 11.0 COUNCIL REPORTS AND ROUNDTABLE

111-2023  
Council Reports

Moved by Councillor Beaudoin that Council accepts the Council Reports for information.

Motion Carried.

## 12.0 CORRESPONDENCE

- 12.01 Town of Tofield – Exemption of Newspaper from EPR Program Revisions
- 12.02 Canada Day Funding Approval Letter
- 12.03 Acadia Foundation – CAO Announcement
- 12.04 AHS Update
- 12.05 PLRD Board Highlights April 20, 2023
- 12.06 Community Foundation of South Eastern Alberta – Spring Grant Presentation
- 12.07 RhPAP Board Opportunity Profile May 2023
- 12.08 Coronation Celebration in Honour of His Majesty King Charles III – May 13, 2023
- 12.09 Marigold – Hanna Library – Value of Your Investment 2022
- 12.10 Marigold Library System – 2022 Annual Report
- 12.11 Marigold Library System – April 2023 Notes to Council
- 12.12 Marigold Library System – Plan of Service 2023 – 2025

112-2023  
Correspondence

Moved by Councillor Thuroo that Council accepts Correspondence items 12.01 to 12.12 for information.

Motion Carried.

## 13.0 CLOSED SESSION

## 14.0 ADJOURNMENT

Mayor Danny Povaschuk declared all business concluded and adjourned the meeting at 8:00 p.m.

These minutes approved this 13<sup>th</sup> day of June 2023.

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Mayor Danny Povaschuk

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Chief Administrative Officer  
Kim Neill

**TOWN OF HANNA  
INFORMATION COUNCIL MEETING  
MAY 31, 2023**

Minutes of an Information Meeting of the Council of the Town of Hanna held Wednesday, May 31, 2023 at 8:30 a.m. at the Town of Hanna Council Chambers.

**Councillors Present:**

Mayor Danny Povaschuk  
Sandra Beaudoin  
Fred Crowle  
Sandra Murphy  
Kyle Olsen  
Vern Thuroo  
Angie Warwick

**Administration Present:**

Kim Neill – Chief Administrative Officer  
Winona Gutsche – Director of Corporate Services  
Laurie Armstrong – Director of Business & Communication

**1.0 CALL TO ORDER**

Mayor Danny Povaschuk called the meeting to order at 8:30 a.m.

**2.0 ADOPTION OF AGENDA**

Moved by Councillor Olsen that the agenda for the May 31, 2023 Information Council Meeting be adopted as presented.

Motion Carried.

**3.0 DELEGATIONS**

3.01 Harvest Sky Economic Development - Update – Housing Needs Study

Mark Nikota, Manager of Harvest Sky Economic Development Corporation was in attendance to present the Special Areas Housing Needs and Demands Assessment Study and update Council on the activities of Harvest Sky Economic Development Corporation.

Town of Hanna  
Information Council Meeting  
May 31, 2023  
Page 047:

Councillor Thuroo left the Council Chambers at 8:50 a.m.  
Councillor Thuroo entered the Council Chambers at 8:51 a.m.

Councillor Olsen left the Council Chambers at 9:43 a.m.  
Councillor Olsen entered the Council Chambers at 9:45 a.m.

Moved by Councillor Crowle that Council thanks Mark Nikota, Manager of Harvest Sky Economic Development Corporation for his presentation on the Special Areas Housing Needs and Demands Assessment Study and the update on the activities of Harvest Sky Economic Development Corporation.

Motion Carried.

### 3.02 2023 Music in the Park

Gwen Snell was in attendance to present Council with the 2023 Music in the Park line up of acts, the dates they will be performing and to answer questions council may have.

Moved by Councillor Beaudoin that Council thanks Gwen Snell for the presentation on the 2023 Music in the Park series.

Motion Carried.

Mayor Povaschuk called a recess at 10:48 a.m.  
Mayor Povaschuk called the meeting to order at 10:53 a.m.

## 4.0 PUBLIC PRESENTATION

The Chief Administrative Officer confirmed no one had contacted him regarding a request to speak with Council at this meeting.

## 5.0 CHIEF ADMINISTRATIVE OFFICER REPORT

Chief Administrative Officer Neill reviewed his report with Council.

114-2023  
Harvest Sky  
Economic  
Development  
update

115-2023  
Music in the Park  
Series



## 6.0 BUSINESS ITEMS

### 6.1 ATCO Electric LED Streetlight Conversion

116-2023  
ATCO Electric LED  
Streetlight  
Conversion

Moved by Councillor Warwick that Council accepts for information the ATCO Electric LED Streetlight Conversion Report for information.

Motion Carried.

### 6.2 Business Hub Future Options

117-2023  
Business Hub Future  
Options

Moved by Councillor Crowle that Council accepts for information the Business Hub Future Options Report for information.

Motion Carried.

## 7.0 COUNCIL ROUNDTABLE

The Mayor and Councillors provided verbal reports regarding meetings or items of interest since the May 9, 2023, Regular Council Meeting.

Councillor Warwick left the Council Chambers at 12:11 p.m.

## 8.0 ADJOURNMENT

Mayor Danny Povaschuk declared all business concluded and adjourned the meeting at 12:14 p.m.

These minutes approved this 13<sup>th</sup> day of June 2023.

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Mayor Danny Povaschuk

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Chief Administrative Officer  
Kim Neill

Date: June 13, 2023

Agenda Item No: 06.01

## Accounts Payable

### Recommended Motion

That Council accepts the accounts payable listings for general account cheques 42626 – 42678 and direct deposit payments 002047 – 002120 for information.

### Background

Administration, at each regular council meeting, will provide Council with a detailed listing of the cheques processed since the previous regular council meeting for their information. The reports are separated by cheques and direct deposits. The software program can combine both payment types, but not in ascending order. The reports are attached for your review.

Council members are encouraged to ask questions or seek clarification on any information presented.

### Communications

N/A

### Financial Implications

Operating: _____	N/A	Capital Cost: _____	N/A
Budget Available: _____		Budget Available: _____	
Unbudgeted Costs: _____		Unbudgeted Costs: _____	
Source of Funds: _____		Source of Funds: _____	

### Policy and/or Legislative Implications

N/A



## Attachments

1. Accounts Payable Listing – Cheques 42626 – 42678 totaling \$110,075.45.
2. Accounts Payable Listing – Direct Deposits 002047 – 002120 totaling \$280,081.15.

## Reviewed by and Approved for Submission to Council

Reviewed by: \_\_\_\_\_

Financial Review by: \_\_\_\_\_

\_\_\_\_\_  
Chief Administrative Officer



Date: June 13, 2023

Agenda Item No: 06.02

## Statement of Revenue & Expense

### Recommended Motion

That Council accepts the Statement of Revenue and Expense Report for May 2023 for information.

### Background

Administration at each regular council meeting will provide Council with a Statement of Revenues and Expenses for the month recently concluded. This statement will reflect the financial position of the Town relative to the approved budget.

The budget figures have been updated from the 2023 Operating and Capital budgets approved by Council at the May 9, 2023, Regular Council Meeting. The capital budget figures have been split from the operating in those departments where capital items are in the budget.

The statement reflects the revenues and expenses to May 31, 2023.

Council members are encouraged to ask questions or seek clarification on any information presented.

### Communications

N/A

### Financial Implications

Operating:	_____ N/A _____	Capital Cost:	_____ N/A _____
Budget Available:	_____	Budget Available:	_____
Unbudgeted Costs:	_____	Unbudgeted Costs:	_____
Source of Funds:	_____	Source of Funds:	_____



## Policy and/or Legislative Implications

N/A

## Attachments

1. Statement of Revenue & Expense Report – May 2023

## Reviewed by and Approved for Submission to Council

Reviewed by: \_\_\_\_\_

Financial Review by: \_\_\_\_\_

\_\_\_\_\_  
Chief Administrative Officer

For All Revenue, Expense Accounts  
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2023  
 To 31/05/2023

Description	Account	YTD Actual	YTD Budget	YTD Variance
<b>GENERAL MUNICIPAL</b>				
MUNICIPAL RESIDENTAL REAL PROPERTY T	1-01-0000-111	0.05	2,392,893.00-	2,392,893.05-
COMMERCIAL REAL PROPERTY TAX	1-01-0000-112	0.00	928,975.00-	928,975.00-
INDUSTRIAL REAL PROPERTY TAX	1-01-0000-113	0.00	71,566.00-	71,566.00-
FARMLAND REAL PROPERTY TAX	1-01-0000-114	0.00	1,358.00-	1,358.00-
POWER PIPELINE & CABLE T.V.	1-01-0000-115	0.00	151,220.00-	151,220.00-
PROVINCIAL GRANTS-IN-LIEU	1-01-0000-240	0.00	63,488.00-	63,488.00-
PENALTY & COST ON TAX	1-01-0000-510	3,944.42-	15,000.00-	11,055.58-
CONCESSION & FRANCHISE	1-01-0000-540	207,785.70-	536,000.00-	328,214.30-
RETURN ON INVESTMENTS	1-01-0000-550	56,272.07-	227,000.00-	170,727.93-
	TOTAL GENERAL MUNICIPAL 01:	268,002.14-	4,387,500.00-	4,119,497.86-
<b>GENERAL ADMINISTRATION</b>				
ADMIN GENERAL SERVICE & SUPPLY	1-12-0000-410	1,230.00-	3,300.00-	2,070.00-
ADMIN SOUVENIR	1-12-0000-419	645.76-	2,100.00-	1,454.24-
ADMIN RENTAL & LEASE REVENUE	1-12-0000-560	8,475.00-	16,800.00-	8,325.00-
ADMIN OTHER REVENUE	1-12-0000-590	126,950.00-	5,000.00-	121,950.00-
ADMIN FEDERAL CONDITIONAL	1-12-0000-830	0.00	40,000.00-	40,000.00-
ADMIN PROVINCIAL CONDITIONAL GRANT	1-12-0000-840	0.00	305,700.00-	305,700.00-
ADMIN SPECIAL AREAS PROV. CONDITIONA	1-12-0000-841	0.00	300,000.00-	300,000.00-
ADMIN DRAWN FROM SURPLUS (OPERATING	1-12-0000-920	0.00	55,700.00-	55,700.00-
	TOTAL GENERAL ADMINISTRATION 12:	137,300.76-	728,600.00-	591,299.24-
<b>TAX RECOVERY PROPERTY</b>				
TAX RECOVERY PROPERTY - LEASE	1-12-0600-560	0.00	2,080.00-	2,080.00-
	TOTAL TAX RECOVERY PROPERTY:	0.00	2,080.00-	2,080.00-
<b>POLICE</b>				
POLICE PROVINCIAL FINES	1-21-0000-530	3,033.32-	7,100.00-	4,066.68-
	TOTAL POLICE:	3,033.32-	7,100.00-	4,066.68-
<b>SAFETY &amp; RISK MANAGEMENT</b>				
<b>FIRE</b>				
FIRE FIRE FIGHTING FEES	1-23-0000-410	11,500.00-	96,300.00-	84,800.00-
FIRE OTHER	1-23-0000-590	220,000.00-	440,000.00-	220,000.00-
FIRE SPECIAL AREAS OPERATIONS GRANT	1-23-0000-850	0.00	140,346.00-	140,346.00-
FIRE DRAWN FROM SURPLUS (OPERATING R	1-23-0000-920	0.00	591,000.00-	591,000.00-
	TOTAL FIRE:	231,500.00-	1,267,646.00-	1,036,146.00-
<b>FIRE - ECETP</b>				
FIRE - ECETP PROVINCIAL CONDITIONAL	1-23-0200-840	12,592.74-	12,600.00-	7.26-
	FIRE - ECETP TOTAL:	12,592.74-	12,600.00-	7.26-
<b>BY-LAW ENFORCEMENT</b>				
BY-LAW WORK BILLED TO OTHERS	1-26-0000-410	530.00-	3,000.00-	2,470.00-
BY-LAW DEVELOPMENT PERMITS	1-26-0000-520	310.00-	500.00-	190.00-
BY-LAW BUSINESS LICENSES	1-26-0000-522	16,200.00-	18,200.00-	2,000.00-
BY-LAW COMPLIANCE CERTIFICATES	1-26-0000-525	100.00-	200.00-	100.00-
BY-LAW FINES	1-26-0000-530	450.00-	1,000.00-	550.00-
BY-LAW OTHER REVENUE	1-26-0000-590	0.00	500.00-	500.00-
	TOTAL BY-LAW ENFORCEMENT:	17,590.00-	23,400.00-	5,810.00-
<b>DOG CONTROL</b>				
DOG CONTROL - ANIMAL LICENSES	1-28-0000-526	3,765.00-	4,500.00-	735.00-
DOG CONTROL - IMPOUND & SUSTENANCE	1-28-0000-590	0.00	100.00-	100.00-
	TOTAL DOG CONTROL:	3,765.00-	4,600.00-	835.00-
<b>COMMON SERVICES</b>				
COMMON SERV WORK BILLED TO OTHER	1-31-0000-410	0.00	6,900.00-	6,900.00-
COMMON SERV OTHER REVENUE	1-31-0000-590	100.00-	300.00-	200.00-
	TOTAL COMMON SERVICES:	100.00-	7,200.00-	7,100.00-
<b>STREETS &amp; ROADS</b>				
S & R OTHER REVENUE	1-32-0000-590	1,500.00-	0.00	1,500.00-
S & R PROVINCIAL CONDITIONAL GRANT	1-32-0000-840	0.00	437,814.00-	437,814.00-
S & R DRAWN FROM SURPLUS (OPERATING	1-32-0000-920	0.00	208,900.00-	208,900.00-
	TOTAL STREETS & ROADS:	1,500.00-	646,714.00-	645,214.00-
<b>AIRPORT</b>				

For All Revenue, Expense Accounts  
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2023  
 To 31/05/2023

Description	Account	YTD Actual	YTD Budget	YTD Variance
AIRPORT RENTAL & LEASE REVENUE	1-33-0000-560	3,500.00-	8,600.00-	5,100.00-
AIRPORT OTHER REVENUE	1-33-0000-590	3,839.68-	100.00-	3,739.68
AIRPORT PROVINCIAL CONDITIONAL	1-33-0000-840	50,000.00-	352,500.00-	302,500.00-
AIRPORT LOCAL GRANT	1-33-0000-850	0.00	106,305.00-	106,305.00-
	TOTAL AIRPORT:	57,339.68-	467,505.00-	410,165.32-
<b>WATER SUPPLY &amp; DISTRIBUTION</b>				
WATER SALE OF WATER	1-41-0000-410	325,044.79-	1,125,400.00-	800,355.21-
WATER SERVICE CHARGES	1-41-0000-413	450.00-	1,300.00-	850.00-
WATER DRAWN FROM SURPLUS (OPERATING)	1-41-0000-920	0.00	27,500.00-	27,500.00-
WATER RECOVERY FROM OPERATING - WATE	1-41-0000-963	9,296.60-	83,300.00-	74,003.40-
	TOTAL WATER SUPPLY & DISTRIBUTION:	334,791.39-	1,237,500.00-	902,708.61-
<b>WATER LINES &amp; DISTRIBUTION</b>				
WATER LINES WORK BILLED TO OTHERS	1-41-0200-410	563.04-	0.00	563.04
	TOTAL WATER LINES & DISTRIBUTION:	563.04-	0.00	563.04
<b>SANITARY SEWERS</b>				
SEWER CHARGES	1-42-0000-410	84,101.34-	260,100.00-	175,998.66-
SEWER DRAWN FROM SURPLUS (OPERATING)	1-42-0000-920	0.00	47,500.00-	47,500.00-
	TOTAL SANITARY SEWERS:	84,101.34-	307,600.00-	223,498.66-
<b>GARBAGE COLLECTION &amp; DISPOSAL</b>				
GARBAGE CHARGES RESIDENTIAL	1-43-0000-410	25,366.40-	74,300.00-	48,933.60-
	TOTAL GARBAGE COLLECTION & DISPOSAL:	25,366.40-	74,300.00-	48,933.60-
<b>BIG COUNTRY WASTE AUTHORITY</b>				
REGIONAL WASTE SITE FEES	1-44-0000-410	117,591.21-	353,800.00-	236,208.79-
REGIONAL WASTE OTHER REVENUE	1-44-0000-590	30.00-	100.00-	70.00-
	TOTAL BIG COUNTRY WASTE AUTHORITY:	117,621.21-	353,900.00-	236,278.79-
<b>F.C.S.S.</b>				
FCSS PROGRAM REVENUE	1-51-0000-402	3,800.00-	1,800.00-	2,000.00
FCSS VAN RENTAL	1-51-0000-561	134.10-	900.00-	765.90-
FCSS DONATIONS	1-51-0000-591	0.00	1,000.00-	1,000.00-
FCSS FEDERAL CONDITIONAL	1-51-0000-830	3,360.00-	3,400.00-	40.00-
FCSS PROVINCIAL CONDITIONAL	1-51-0000-840	44,899.00-	89,798.00-	44,899.00-
	TOTAL F.C.S.S.:	52,193.10-	96,898.00-	44,704.90-
<b>FCSS - YOUTH CLUB</b>				
FCSS - YOUTH CLUB - DRAWN FROM SURPL	1-51-0300-920	0.00	30,334.00-	30,334.00-
	TOTAL FCSS - YOUTH CLUB:	0.00	30,334.00-	30,334.00-
<b>CEMETERY</b>				
CEMETERY CHARGES	1-56-0000-410	12,450.00-	16,700.00-	4,250.00-
CEMETERY OTHER	1-56-0000-590	91.82-	400.00-	308.18-
	TOTAL CEMETERY:	12,541.82-	17,100.00-	4,558.18-
<b>COMMERCIAL OFFICE BUILDING</b>				
COMMERCIAL OFFICE BUILDING RENT	1-61-0200-560	7,900.00-	13,200.00-	5,300.00-
COMMERCIAL OFFICE BUILDING DRAW FROM	1-61-0200-930	0.00	13,230.00-	13,230.00-
	TOTAL COMMERCIAL OFFICE BUILDING:	7,900.00-	26,430.00-	18,530.00-
<b>BUSINESS &amp; COMMUNICATIONS</b>				
BUS COM DRAWN FROM SURPLUS (OPERATIN	1-61-0400-920	0.00	5,000.00-	5,000.00-
	TOTAL BUSINESS & COMMUNICATIONS:	0.00	5,000.00-	5,000.00-
<b>SUBDIVISION</b>				
SUBDIVISION SALE OF LAND	1-66-0000-400	28,386.44-	0.00	28,386.44
	TOTAL SUBDIVISION:	28,386.44-	0.00	28,386.44
<b>RECREATION &amp; PARKS FACILITIES</b>				
RECREATION SALES & SERVICE	1-72-0000-410	516.00-	1,500.00-	984.00-
RECREATION PROGRAM REVENUE	1-72-0000-430	6,456.55-	1,000.00-	5,456.55
RECREATION DONATIONS	1-72-0000-591	1,428.57-	0.00	1,428.57
RECREATION FEDERAL CONDITIONAL GRANT	1-72-0000-830	316,873.91-	78,035.00-	238,838.91
RECREATION PROVINCIAL CONDITIONAL GR	1-72-0000-840	0.00	16,620.00-	16,620.00-
RECREATION LOCAL GRANTS	1-72-0000-850	0.00	187,000.00-	187,000.00-
RECREATION DRAWN FROM DEFERRED REVEN	1-72-0000-930	0.00	14,500.00-	14,500.00-
RECREATION OTHER REVENUE	1-72-0000-990	200.00-	0.00	200.00

For All Revenue, Expense Accounts  
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2023  
 To 31/05/2023

Description	Account	YTD Actual	YTD Budget	YTD Variance
RECREATION WORK BILLED TO OTHERS	1-72-0000-998	1,330.00-	7,400.00-	6,070.00-
	TOTAL RECREATION REVENUE:	326,805.03-	306,055.00-	20,750.03
<b>SWIMMING POOLS</b>				
POOL PASSES & PLUNGE CARDS	1-72-0100-410	16,636.91-	22,800.00-	6,163.09-
POOL LESSON REGISTRATIONS	1-72-0100-411	24,347.30-	30,900.00-	6,552.70-
POOL DAILY ADMISSIONS	1-72-0100-412	1,016.05-	14,400.00-	13,383.95-
POOL RETAIL SALES	1-72-0100-419	417.02-	3,800.00-	3,382.98-
POOL RENTAL REVENUE	1-72-0100-560	5,466.50-	6,800.00-	1,333.50-
POOL DONATIONS	1-72-0100-590	0.00	200.00-	200.00-
POOL DRAWN FROM RESERVES	1-72-0100-930	0.00	15,000.00-	15,000.00-
	TOTAL SWIMMING POOLS:	47,883.78-	93,900.00-	46,016.22-
<b>ARENA</b>				
ARENA ADVERTISING REV SIGNS	1-72-0200-410	5,112.50-	8,700.00-	3,587.50-
ARENA RENTAL REVENUE	1-72-0200-560	42,929.66-	75,300.00-	32,370.34-
ARENA LOBBY & CONCESSION RENTAL	1-72-0200-562	1,455.00-	3,300.00-	1,845.00-
ARENA DRAWN FROM SURPLUS (OPERATING)	1-72-0200-920	0.00	5,000.00-	5,000.00-
	TOTAL ARENA:	49,497.16-	92,300.00-	42,802.84-
<b>CURLING RINK</b>				
CURLING RINK SALE OF SERVICES	1-72-0400-410	0.00	35,000.00-	35,000.00-
CURLING RINK RENTAL REVENUE	1-72-0400-560	1,155.00-	7,500.00-	6,345.00-
CURLING RINK DRAWN FROM DEFERRED	1-72-0400-930	0.00	15,000.00-	15,000.00-
	CURLING RINK TOTAL:	1,155.00-	57,500.00-	56,345.00-
<b>BALL DIAMONDS</b>				
BALL DIAMOND REVENUE	1-72-0500-560	4,300.00-	4,400.00-	100.00-
	TOTAL BALL DIAMONDS REVENUE:	4,300.00-	4,400.00-	100.00-
<b>FOX LAKE &amp; HELMER DAM</b>				
FOX LAKE REVENUE	1-72-0700-410	232.14-	5,200.00-	4,967.86-
FOX LAKE RETAIL SALES - ICE & NOVELT	1-72-0700-419	11.91-	514.00-	502.09-
FOX LAKE RENTAL REVENUE	1-72-0700-560	8,372.01-	75,700.00-	67,327.99-
FOX LAKE DRAWN FROM SURPLUS (OPERATI	1-72-0700-920	0.00	28,350.00-	28,350.00-
	TOTAL FOX LAKE & HELMER DAM:	8,616.06-	109,764.00-	101,147.94-
<b>PARKS</b>				
PARKS DRAWN FROM SURPLUS	1-72-0800-930	0.00	25,000.00-	25,000.00-
	TOTAL PARKS:	0.00	25,000.00-	25,000.00-
<b>PLAYGROUND PROGRAM</b>				
PLAYGROUND PROGRAM REVENUE	1-72-1000-410	125.00-	14,100.00-	13,975.00-
PLAYGROUND PROGRAM DONATIONS	1-72-1000-591	0.00	500.00-	500.00-
	TOTAL PLAYGROUND PROGRAM:	125.00-	14,600.00-	14,475.00-
<b>HKH PIONEER PARK</b>				
HKH PIONEER PARK REVENUE	1-72-1300-560	240.00-	0.00	240.00
	TOTAL HKH PARK REVENUE:	240.00-	0.00	240.00
<b>SOCCER FIELDS</b>				
SOCCER FIELDS REVENUE	1-72-1400-560	2,500.00-	2,500.00-	0.00
	TOTAL SOCCER FIELDS REVENUE:	2,500.00-	2,500.00-	0.00
<b>LIBRARY</b>				
LIBRARY DRAWN FROM SURPLUS (OPERATIN	1-74-0200-920	0.00	10,000.00-	10,000.00-
	TOTAL LIBRARY:	0.00	10,000.00-	10,000.00-
<b>REGIONAL COMMUNITY SERVICES CENTRE</b>				
RCSC RENTAL REVENUE	1-74-0800-560	6,094.11-	10,900.00-	4,805.89-
RCSC LEASE AGREEMENT REVENUE	1-74-0800-561	0.00	20,000.00-	20,000.00-
RCSC OTHER	1-74-0800-590	10.01-	0.00	10.01
RCSC DONATIONS / SPONSORSHIPS	1-74-0800-591	0.00	19,050.00-	19,050.00-
RCSC FITNESS CENTRE FEE REVENUE	1-74-0801-561	19,654.45-	29,158.00-	9,503.55-
	TOTAL REGIONAL COMMUNITY SERVICES CENTRE:	25,758.57-	79,108.00-	53,349.43-
<b>COMMUNITY CENTRE</b>				
COMMUNITY CENTRE RENTAL REVENUE	1-74-0900-560	11,785.00-	37,327.00-	25,542.00-
	TOTAL COMMUNITY CENTRE:	11,785.00-	37,327.00-	25,542.00-
<b>LIONS HALL</b>				



For All Revenue, Expense Accounts  
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2023  
 To 31/05/2023

Description	Account	YTD Actual	YTD Budget	YTD Variance
LIONS HALL RENTAL REVENUE	1-74-1000-560	825.00-	2,400.00-	1,575.00-
	LIONS HALL TOTAL:	825.00-	2,400.00-	1,575.00-
	TOTAL REVENUE:	1,875,678.98-	10,538,861.00-	8,663,182.02-
<b>COUNCIL</b>				
COUNCIL WAGES	2-11-0000-110	37,738.64	96,400.00	58,661.36
COUNCIL BENEFITS	2-11-0000-130	1,518.58	4,200.00	2,681.42
COUNCIL NON T4 BENEFITS	2-11-0000-133	525.00	550.00	25.00
COUNCIL TRAVEL & SUBSISTANCE	2-11-0000-211	1,606.48	14,400.00	12,793.52
COUNCIL TRAINING / REGISTRATIONS	2-11-0000-212	1,944.06	13,300.00	11,355.94
COUNCIL GOODS	2-11-0000-500	8,121.51	17,400.00	9,278.49
COUNCIL OTHER (ELECTION)	2-11-0000-990	0.00	1,000.00	1,000.00
COUNCIL PUBLIC RELATIONS & PROMOTION	2-11-0000-999	0.00	3,900.00	3,900.00
	TOTAL COUNCIL:	51,454.27	151,150.00	99,695.73
<b>ADMINISTRATION</b>				
ADMINISTRATION SALARIES	2-12-0000-110	125,528.51	332,800.00	207,271.49
ADMINISTRATION CASUAL LABOUR	2-12-0000-111	0.00	9,000.00	9,000.00
ADMINISTRATION EMPLOYEE BENEFITS	2-12-0000-130	11,831.83	20,900.00	9,068.17
ADMINISTRATION CASUAL BENEFITS	2-12-0000-131	0.00	600.00	600.00
ADMINISTRATION NON T4 BENEFITS	2-12-0000-133	15,001.53	40,900.00	25,898.47
ADMINISTRATION PAYROLL COSTS	2-12-0000-200	8,150.00	8,200.00	50.00
ADMINISTRATION WORKERS COMPENSATION	2-12-0000-201	1,343.86	20,000.00	18,656.14
ADMINISTRATION TRAVEL & SUBSISTANCE	2-12-0000-211	0.00	4,800.00	4,800.00
ADMINISTRATION STAFF TRAINING	2-12-0000-212	203.70	4,900.00	4,696.30
ADMINISTRATION FREIGHT & POSTAGE	2-12-0000-215	2,374.57	9,900.00	7,525.43
ADMINISTRATION TELEPHONE	2-12-0000-217	10,113.50	7,400.00	2,713.50-
ADMINISTRATION ADVERTISING & PRINTIN	2-12-0000-220	4,876.76	6,700.00	1,823.24
ADMINISTRATION SUBSCRIPTION & MEMBER	2-12-0000-221	5,282.51	8,700.00	3,417.49
ADMINISTRATION AUDIT	2-12-0000-230	21,775.00	33,000.00	11,225.00
ADMINISTRATION LEGAL	2-12-0000-231	0.00	5,000.00	5,000.00
ADMINISTRATION PROFESSIONAL SERVICES	2-12-0000-232	54,067.19	153,863.00	99,795.81
ADMINISTRATION REGIONAL PLANNING SER	2-12-0000-233	39,000.00	39,000.00	0.00
ADMINISTRATION CONTRACTED REPAIRS	2-12-0000-250	1,676.00	5,000.00	3,324.00
ADMINISTRATION INSURANCE	2-12-0000-274	17,590.65	17,710.00	119.35
ADMINISTRATION ASSESSOR	2-12-0000-280	4,617.44	50,400.00	45,782.56
ADMINISTRATION LAND TITLES OFFICE	2-12-0000-285	219.05	1,000.00	780.95
ADMINISTRATION GOODS	2-12-0000-500	11,406.22	10,800.00	606.22-
ADMINISTRATION GOODS - SOUVENIRS	2-12-0000-501	0.00	3,700.00	3,700.00
ADMINISTRATION POWER	2-12-0000-541	14,462.77	28,400.00	13,937.23
ADMINISTRATION GRANTS TO OTHER ORGAN	2-12-0000-770	60,583.55	122,500.00	61,916.45
ADMINISTRATION BANK CHARGES	2-12-0000-810	1,258.53	5,400.00	4,141.47
ADMINISTRATION GROSS REC TO OPER - W	2-12-0000-963	136.00	1,340.00	1,204.00
ADMINISTRATION OTHER	2-12-0000-990	0.00	32,000.00	32,000.00
ADMINISTRATION PUBLIC REC. - PROMOTI	2-12-0000-999	575.43	1,000.00	424.57
	TOTAL ADMINISTRATION:	412,074.60	984,913.00	572,838.40
<b>TAX RECOVERY PROPERTY</b>				
TAX RECOVERY PROPERTY - CONTRACTED R	2-12-0600-250	1,303.88	500.00	803.88-
TAX RECOVERY PROPERTY - INSURANCE	2-12-0600-274	325.89	330.00	4.11
TAX RECOVERY PROPERTY - HEAT	2-12-0600-540	585.75	500.00	85.75-
TAX RECOVERY PROPERTY - POWER	2-12-0600-541	84.51	500.00	415.49
TAX RECOVERY PROPERTY - RECOVERIES T	2-12-0600-963	129.00	280.00	151.00
	TOTAL TAX RECOVERY PROPERTY:	2,429.03	2,110.00	319.03-
<b>POLICE</b>				
POLICE TRANSFERS TO PROVINCIAL GOVER	2-21-0000-340	96,171.00	96,000.00	171.00-
	TOTAL POLICE:	96,171.00	96,000.00	171.00-
<b>SAFETY &amp; RISK MANAGEMENT</b>				
SAFETY & RISK MANAGEMENT TRAINING	2-22-0000-212	0.00	2,500.00	2,500.00
SAFETY & RISK MANAGEMENT SUBSCRIPTIO	2-22-0000-221	586.05	1,950.00	1,363.95
SAFETY & RISK MANAGEMENT CONTRACTED	2-22-0000-250	0.00	800.00	800.00
SAFETY & RISK MANAGEMENT GOODS	2-22-0000-500	0.00	1,100.00	1,100.00
	TOTAL SAFETY & RISK MANAGEMENT:	586.05	6,350.00	5,763.95
<b>FIRE</b>				
FIRE SALARIES - OFFICERS & FIRE FIGH	2-23-0000-111	0.00	101,300.00	101,300.00
FIRE BENEFITS - FIRE FIGHTERS	2-23-0000-131	1,343.25	9,600.00	8,256.75
FIRE NON T4 BENEFITS	2-23-0000-133	1,480.00	1,500.00	20.00

For All Revenue, Expense Accounts  
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2023  
 To 31/05/2023

Description	Account	YTD Actual	YTD Budget	YTD Variance
FIRE TRAVEL	2-23-0000-211	1,745.86	7,000.00	5,254.14
FIRE TRAINING	2-23-0000-212	4,899.52	22,300.00	17,400.48
FIRE FREIGHT	2-23-0000-215	470.14	500.00	29.86
FIRE TELEPHONE	2-23-0000-217	2,065.95	6,500.00	4,434.05
FIRE ADVERTISING	2-23-0000-220	0.00	900.00	900.00
FIRE MEMBERSHIPS	2-23-0000-221	845.00	900.00	55.00
FIRE CONTRACTED SERVICES	2-23-0000-232	13,978.65	28,100.00	14,121.35
FIRE CONTRACTED REPAIRS	2-23-0000-250	4,335.73	14,000.00	9,664.27
FIRE CONTRACTED VEHICLE REPAIRS	2-23-0000-255	1,708.13	5,000.00	3,291.87
FIRE INSURANCE	2-23-0000-274	16,806.25	16,810.00	3.75
FIRE PREVENTION & INVESTIGATION	2-23-0000-275	422.95	600.00	177.05
FIRE GOODS	2-23-0000-500	14,152.75	18,200.00	4,047.25
FIRE PETROLEUM PRODUCTS	2-23-0000-521	2,293.80	9,100.00	6,806.20
FIRE VEHICLE MAINTENANCE	2-23-0000-523	0.00	200.00	200.00
FIRE HEATING	2-23-0000-540	6,786.19	10,700.00	3,913.81
FIRE POWER	2-23-0000-541	4,416.49	15,800.00	11,383.51
FIRE GROSS RECOVERIES TO OPERATING	2-23-0000-963	118.00	16,500.00	16,382.00
	<b>TOTAL FIRE:</b>	<b>77,868.66</b>	<b>285,510.00</b>	<b>207,641.34</b>
<b>FIRE - EAST CENTRAL EMERGENCY TRAINING PARTNERSHIP</b>				
FIRE - ECETP ADDED TO OPERATING RESE	2-23-0200-764	0.00	12,000.00	12,000.00
	<b>TOTAL FIRE - ECETP:</b>	<b>0.00</b>	<b>12,000.00</b>	<b>12,000.00</b>
<b>EMERGENCY SERVICES</b>				
EMERGENCY SERVICES TRAINING	2-24-0000-212	0.00	2,000.00	2,000.00
EMERGENCY SERVICES CONTRACTED SERVI	2-24-0000-232	4,333.35	10,400.00	6,066.65
EMERGENCY SERVICES GOODS	2-24-0000-500	0.00	900.00	900.00
EMERGENCY SERVICES OTHER	2-24-0000-990	0.00	100.00	100.00
	<b>TOTAL EMERGENCY SERVICES:</b>	<b>4,333.35</b>	<b>13,400.00</b>	<b>9,066.65</b>
<b>BY-LAW ENFORCEMENT</b>				
BYLAW STAFF TRAVEL	2-26-0000-211	0.00	1,000.00	1,000.00
BYLAW STAFF TRAINING	2-26-0000-212	9,400.00	9,400.00	0.00
BYLAW FREIGHT	2-26-0000-215	540.00	700.00	160.00
BYLAW TELEPHONE	2-26-0000-217	232.81	830.00	597.19
BYLAW ADVERTISING	2-26-0000-220	212.80	1,000.00	787.20
BYLAW MEMBERSHIP	2-26-0000-221	0.00	200.00	200.00
BYLAW PROFESSIONAL SERVICES	2-26-0000-232	19,239.34	46,800.00	27,560.66
BYLAW CONTRACTED VEHICLE REPAIRS	2-26-0000-255	0.00	400.00	400.00
BYLAW INSURANCE	2-26-0000-274	0.00	570.00	570.00
BYLAW GOODS	2-26-0000-500	175.00	2,000.00	1,825.00
BYLAW PETROLEUM PRODUCTS	2-26-0000-521	0.00	1,200.00	1,200.00
BYLAW WORK BILLED TO OTHERS	2-26-0000-998	530.00	3,000.00	2,470.00
	<b>TOTAL BY-LAW ENFORCEMENT:</b>	<b>30,329.95</b>	<b>67,100.00</b>	<b>36,770.05</b>
<b>DOG CONTROL</b>				
DOG CONTROL POSTAGE	2-28-0000-215	607.80	700.00	92.20
DOG CONTROL ADVERTISING	2-28-0000-220	0.00	300.00	300.00
DOG CONTROL CONTRACTED SERVICES	2-28-0000-232	1,149.00	1,500.00	351.00
DOG CONTROL GOODS	2-28-0000-500	267.00	600.00	333.00
DOG CONTROL GRANT TO OTHER AGENCIES	2-28-0000-770	10,000.00	10,000.00	0.00
	<b>TOTAL DOG CONTROL:</b>	<b>12,023.80</b>	<b>13,100.00</b>	<b>1,076.20</b>
<b>COMMON SERVICES</b>				
COMMON SERVICES SALARIES	2-31-0000-110	76,701.27	244,200.00	167,498.73
COMMON SERVICES SEASONAL SALARIES	2-31-0000-111	1,396.72	3,600.00	2,203.28
COMMON SERVICES EMPLOYEE BENEFITS	2-31-0000-130	6,043.58	18,500.00	12,456.42
COMMON SERVICES SEASONAL BENEFITS	2-31-0000-131	101.30	300.00	198.70
COMMON SERVICES NON T4 BENEFITS	2-31-0000-133	15,562.01	44,400.00	28,837.99
COMMON SERVICES TRAVEL	2-31-0000-211	0.00	500.00	500.00
COMMON SERVICES TRAINING	2-31-0000-212	0.00	1,500.00	1,500.00
COMMON SERVICES FREIGHT	2-31-0000-215	1,803.69	900.00	903.69
COMMON SERVICES TELEPHONE	2-31-0000-217	1,311.76	4,400.00	3,088.24
COMMON SERVICES ADVERTISING & PRINTI	2-31-0000-220	0.00	1,000.00	1,000.00
COMMON SERVICES CONTRACTED SERVICES	2-31-0000-232	954.40	3,600.00	2,645.60
COMMON SERVICES CONTRACTED REPAIRS	2-31-0000-250	13,663.36	20,000.00	6,336.64
COMMON SERV CONTRACTED EQUIPMENT REP	2-31-0000-253	4,450.17	10,000.00	5,549.83
COMMON SERV CONTRACTED VEHICLE REPAI	2-31-0000-255	2,152.38	4,500.00	2,347.62
COMMON SERVICES EQUIPMENT RENTAL OR	2-31-0000-263	7,193.30	21,880.00	14,686.70
COMMON SERVICES INSURANCE	2-31-0000-274	29,639.30	30,570.00	930.70

For All Revenue, Expense Accounts  
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2023  
 To 31/05/2023

Description	Account	YTD Actual	YTD Budget	YTD Variance
COMMON SERVICES GOODS	2-31-0000-500	8,441.05	19,300.00	10,858.95
COMMON SERVICES PETROLEUM PRODUCTS	2-31-0000-521	19,195.76	53,300.00	34,104.24
COMMON SERVICE EQUIPMENT MAINTENANCE	2-31-0000-522	6,210.18	13,500.00	7,289.82
COMMON SERVICES VEHICLE MAINTENANCE	2-31-0000-523	7,960.46	12,900.00	4,939.54
COMMON SERVICES HEATING	2-31-0000-540	9,472.94	24,400.00	14,927.06
COMMON SERVICES POWER	2-31-0000-541	7,662.12	17,200.00	9,537.88
COMMON SERVICES INTEREST ON CAPITAL	2-31-0000-831	3,127.24	10,035.00	6,907.76
COMMON SERVICES GROSS REC TO OPER- W	2-31-0000-963	237.70	3,000.00	2,762.30
	TOTAL COMMON SERVICES:	223,280.69	563,485.00	340,204.31
<b>STREETS &amp; ROADS</b>				
S & R SALARIES	2-32-0000-110	50,791.17	84,900.00	34,108.83
S & R SEASONAL SALARIES	2-32-0000-111	636.48	5,400.00	4,763.52
S & R BENEFITS	2-32-0000-130	4,316.82	6,200.00	1,883.18
S & R SEASONAL BENEFITS	2-32-0000-131	47.75	400.00	352.25
S & R NON T4 BENEFITS	2-32-0000-133	8,425.53	14,800.00	6,374.47
S & R FREIGHT	2-32-0000-215	40.92	1,400.00	1,359.08
S & R CONTRACTED SERVICES	2-32-0000-232	600.00	5,900.00	5,300.00
S & R CONTRACTED REPAIRS	2-32-0000-250	5,178.25	145,000.00	139,821.75
S & R EQUIPMENT MAINTENANCE	2-32-0000-253	652.48	5,000.00	4,347.52
S & R VEHICLE REPAIRS	2-32-0000-255	0.00	1,500.00	1,500.00
S & R GOODS	2-32-0000-500	18,481.17	30,500.00	12,018.83
S & R EQUIPMENT GOODS	2-32-0000-522	465.39	6,900.00	6,434.61
S & R VEHICLE MAINTENANCE	2-32-0000-523	0.00	2,500.00	2,500.00
S & R STREET LIGHTS	2-32-0000-553	42,213.45	120,900.00	78,686.55
S & R TRANSFER TO CAPITAL	2-32-0000-762	0.00	437,814.00	437,814.00
	TOTAL STREETS & ROADS:	131,849.41	869,114.00	737,264.59
<b>AIRPORT</b>				
AIRPORT SALARIES	2-33-0000-110	1,574.93	2,100.00	525.07
AIRPORT SEASONAL SALARIES	2-33-0000-111	194.48	3,600.00	3,405.52
AIRPORT BENEFITS	2-33-0000-130	128.53	200.00	71.47
AIRPORT SEASONAL BENEFITS	2-33-0000-131	11.38	200.00	188.62
AIRPORT NON T-4 BENEFITS	2-33-0000-133	218.11	400.00	181.89
AIRPORT FREIGHT	2-33-0000-215	370.39	100.00	270.39
AIRPORT TELEPHONE / RADIO LICENSE FE	2-33-0000-217	47.10	50.00	2.90
AIRPORT CONTRACTED SERVICES	2-33-0000-232	309.53	4,600.00	4,290.47
AIRPORT CONTRACTED REPAIRS	2-33-0000-250	0.00	2,300.00	2,300.00
AIRPORT VEHICLE REPAIRS	2-33-0000-255	109.02	200.00	90.98
AIRPORT INSURANCE	2-33-0000-274	4,959.94	4,960.00	0.06
AIRPORT GOODS	2-33-0000-500	2,464.67	1,500.00	964.67
AIRPORT VEHICLE GOODS	2-33-0000-523	0.00	100.00	100.00
AIRPORT HEATING	2-33-0000-540	900.28	2,800.00	1,899.72
AIRPORT POWER	2-33-0000-541	7,729.15	10,200.00	2,470.85
AIRPORT WATER & SEWER	2-33-0000-542	160.00	500.00	340.00
	TOTAL AIRPORT:	19,177.51	33,810.00	14,632.49
<b>WATER PLANT</b>				
WATER PLANT CHARGES FROM COMMISSION	2-41-0100-300	226,536.00	851,600.00	625,064.00
WATER PLANT POWER	2-41-0100-541	9,499.06	33,800.00	24,300.94
	TOTAL WATER PLANT:	236,035.06	885,400.00	649,364.94
<b>WATER LINES &amp; DISTRIBUTION</b>				
WATER LINES SALARIES	2-41-0200-110	33,468.00	138,400.00	104,932.00
WATER LINES SEASONAL SALARIES	2-41-0200-111	0.00	3,000.00	3,000.00
WATER LINES BENEFITS	2-41-0200-130	2,715.61	11,500.00	8,784.39
WATER LINES SEASONAL BENEFITS	2-41-0200-131	0.00	200.00	200.00
WATER LINES NON T4 BENEFITS	2-41-0200-133	3,463.53	23,500.00	20,036.47
WATER LINES TRAVEL & TRAINING	2-41-0200-211	2,014.29	4,500.00	2,485.71
WATER LINES FREIGHT & POSTAGE	2-41-0200-215	2,795.76	9,200.00	6,404.24
WATER LINES ADVERTISING	2-41-0200-220	0.00	1,000.00	1,000.00
WATER LINES PROFESSIONAL SERVICES	2-41-0200-232	4,179.37	8,400.00	4,220.63
WATER LINES CONTRACTED REPAIRS	2-41-0200-250	26,770.47	35,000.00	8,229.53
WATER LINES GOODS	2-41-0200-500	3,336.87	20,000.00	16,663.13
WATER LINES ADDED TO OPERATING RESER	2-41-0200-764	0.00	50,000.00	50,000.00
	TOTAL WATER LINES & DISTRIBUTION:	78,743.90	304,700.00	225,956.10
<b>SANITARY SEWERS</b>				
SEWERS SALARIES	2-42-0000-110	8,818.99	28,800.00	19,981.01
SEWERS BENEFITS	2-42-0000-130	753.12	2,200.00	1,446.88

For All Revenue, Expense Accounts  
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2023  
 To 31/05/2023

Description	Account	YTD Actual	YTD Budget	YTD Variance
SEWERS NON T4 BENEFITS	2-42-0000-133	1,571.82	5,300.00	3,728.18
SEWERS FREIGHT & POSTAGE	2-42-0000-215	56.38	500.00	443.62
SEWERS LIFT STATION TELEPHONES	2-42-0000-217	436.43	1,800.00	1,363.57
SEWERS CONTRACTED REPAIRS	2-42-0000-250	34,470.96	72,500.00	38,029.04
SEWERS INSURANCE	2-42-0000-274	3,415.72	3,420.00	4.28
SEWERS GOODS	2-42-0000-500	14,161.33	32,000.00	17,838.67
SEWERS HEATING	2-42-0000-540	607.94	1,400.00	792.06
SEWERS POWER	2-42-0000-541	3,830.22	14,400.00	10,569.78
SEWERS ADDED TO OPERATING RESERVE	2-42-0000-764	0.00	50,000.00	50,000.00
	TOTAL SANITARY SEWERS:	68,122.91	212,320.00	144,197.09
<b>GARBAGE</b>				
GARBAGE REMOVAL CONTRACT	2-43-0000-235	29,000.00	75,400.00	46,400.00
GARBAGE GOODS	2-43-0000-500	0.00	300.00	300.00
	TOTAL GARBAGE:	29,000.00	75,700.00	46,700.00
<b>REGIONAL WASTE</b>				
REGIONAL WASTE BCWMC CONTRACT	2-44-0000-235	167,277.44	334,400.00	167,122.56
REGIONAL WASTE - TRANSFER TO RESERVE	2-44-0000-764	0.00	19,400.00	19,400.00
	TOTAL REGIONAL WASTE SYSTEM:	167,277.44	353,800.00	186,522.56
<b>FCSS</b>				
FCSS SALARIES	2-51-0100-110	9,820.44	23,600.00	13,779.56
FCSS BENEFITS	2-51-0100-130	818.82	2,200.00	1,381.18
FCSS NON T4 BENEFITS	2-51-0100-133	2,076.27	5,300.00	3,223.73
FCSS TRAVEL	2-51-0100-211	486.29	1,000.00	513.71
FCSS TRAINING	2-51-0100-212	205.00	700.00	495.00
FCSS FREIGHT & POSTAGE	2-51-0100-215	270.00	300.00	30.00
FCSS ADVERTISING	2-51-0100-220	0.00	800.00	800.00
FCSS SUBSCRIPTIONS/MEMBERSHIPS	2-51-0100-221	120.00	500.00	380.00
FCSS INSURANCE	2-51-0100-274	10.66	11.00	0.34
FCSS GOODS	2-51-0100-500	0.00	2,100.00	2,100.00
FCSS GRANT TO SENIOR CIRCLE	2-51-0100-770	103.00	580.00	477.00
	TOTAL FCSS:	13,910.48	37,091.00	23,180.52
<b>FCSS COORDINATOR</b>				
COORDINATOR SALARIES	2-51-0200-110	10,841.59	26,100.00	15,258.41
COORDINATOR BENEFITS	2-51-0200-130	910.39	2,400.00	1,489.61
COORDINATOR NON T4 BENEFITS	2-51-0200-133	2,310.29	5,900.00	3,589.71
COORDINATOR TRAVEL	2-51-0200-211	0.00	1,200.00	1,200.00
COORDINATOR TRAINING	2-51-0200-212	175.00	700.00	875.00
COORDINATOR POSTAGE & FREIGHT	2-51-0200-215	270.00	300.00	30.00
COORDINATOR TELEPHONE	2-51-0200-217	85.71	400.00	314.29
COORDINATOR ADVERTISING	2-51-0200-220	0.00	2,800.00	2,800.00
COORDINATOR SUBSCRIPTIONS/MEMBERSHIP	2-51-0200-221	0.00	100.00	100.00
COORDINATOR GOODS	2-51-0200-500	0.00	1,200.00	1,200.00
COORDINATOR PROGRAM EXPENSES	2-51-0200-510	48,731.57	101,600.00	52,868.43
COORDINATOR OTHER	2-51-0200-990	0.00	100.00	100.00
	TOTAL COORDINATOR:	62,974.55	142,800.00	79,825.45
<b>YOUTH CLUB SUPPORT</b>				
FCSS YOUTH CLUB SUPPORT SALARIES	2-51-0300-110	5,420.38	13,100.00	7,679.62
FCSS YOUTH CLUB SUPPORT BENEFITS	2-51-0300-130	455.16	1,200.00	744.84
FCSS YOUTH CLUB SUPPORT NON T4 BENE	2-51-0300-133	1,155.04	2,900.00	1,744.96
FCSS YOUTH CLUB SUPPORT ADVERTISING	2-51-0300-220	0.00	2,500.00	2,500.00
FCSS YOUTH CLUB SUPPORT GOODS	2-51-0300-500	0.00	700.00	700.00
	TOTAL FCSS YOUTH CLUB SUPPORT:	7,030.58	20,400.00	13,369.42
<b>COMMUNITY SERVICES VANS</b>				
CSD VAN CONTRACTED VEHICLE REPAIRS	2-51-0500-255	350.00	500.00	150.00
CSD VAN INSURANCE	2-51-0500-274	3,768.04	3,770.00	1.96
CSD VAN GOODS	2-51-0500-500	0.00	100.00	100.00
CSD VAN PETROLEUM PRODUCTS	2-51-0500-521	0.00	100.00	100.00
CSD VAN VEHICLE MAINTENANCE	2-51-0500-523	0.00	800.00	800.00
	TOTAL COMMUNITY SERVICES VANS:	4,118.04	5,270.00	1,151.96
<b>CEMETERY</b>				
CEMETERY SALARIES	2-56-0000-110	3,015.95	8,900.00	5,884.05
CEMETERY SEASONAL SALARIES	2-56-0000-111	1,336.66	5,900.00	4,563.34
CEMETERY BENEFITS	2-56-0000-130	238.77	700.00	461.23

For All Revenue, Expense Accounts  
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2023  
 To 31/05/2023

Description	Account	YTD Actual	YTD Budget	YTD Variance
CEMETERY SEASONAL BENEFITS	2-56-0000-131	101.71	400.00	298.29
CEMETERY NON T-4 BENEFITS	2-56-0000-133	361.96	1,700.00	1,338.04
CEMETERY ADVERTISING	2-56-0000-220	0.00	100.00	100.00
CEMETERY PROFESSIONAL SERVICES	2-56-0000-232	776.80	4,200.00	3,423.20
CEMETERY CONTRACTED REPAIRS	2-56-0000-250	0.00	7,500.00	7,500.00
CEMETERY INSURANCE	2-56-0000-274	24.61	20.00	4.61-
CEMETERY GOODS	2-56-0000-500	627.62	5,000.00	4,372.38
CEMETERY PETROLEUM PRODUCTS	2-56-0000-521	95.24	700.00	604.76
	<b>TOTAL CEMETERY:</b>	<b>6,579.32</b>	<b>35,120.00</b>	<b>28,540.68</b>
<b>MUNICIPAL PLANNING COMMISSION</b>				
MPC GOODS	2-61-0100-500	0.00	500.00	500.00
	<b>TOTAL MUNICIPAL PLANNING COMMISSION:</b>	<b>0.00</b>	<b>500.00</b>	<b>500.00</b>
<b>COMMERCIAL OFFICE BUILDING</b>				
COMMERCIAL OFFICE REPAIRS	2-61-0200-250	245.00	15,590.00	15,345.00
COMMERCIAL OFFICE INSURANCE	2-61-0200-274	543.71	540.00	3.71-
COMMERCIAL OFFICE GOODS	2-61-0200-500	0.00	500.00	500.00
COMMERCIAL OFFICE HEATING	2-61-0200-540	883.20	2,000.00	1,116.80
COMMERCIAL OFFICE POWER	2-61-0200-541	1,193.02	4,000.00	2,806.98
COMMERCIAL OFFICE - RECOVERIES TO OP	2-61-0200-963	94.00	3,550.00	3,456.00
	<b>TOTAL COMMERCIAL OFFICE BUILDING:</b>	<b>2,958.93</b>	<b>26,180.00</b>	<b>23,221.07</b>
<b>TOURISM</b>				
TOURISM SALARIES	2-61-0300-110	9,111.05	22,300.00	13,188.95
TOURISM BENEFITS	2-61-0300-130	760.66	1,800.00	1,039.34
TOURISM NON T4 BENEFITS	2-61-0300-133	1,505.47	4,000.00	2,494.53
TOURISM TRAVEL	2-61-0300-211	0.00	100.00	100.00
TOURISM FREIGHT & POSTAGE	2-61-0300-215	270.00	500.00	230.00
TOURISM ADVERTISING	2-61-0300-220	233.00	2,600.00	2,367.00
TOURISM GOODS	2-61-0300-500	0.00	3,500.00	3,500.00
	<b>TOTAL TOURISM:</b>	<b>11,880.18</b>	<b>34,800.00</b>	<b>22,919.82</b>
<b>BUSINESS &amp; COMMUNICATIONS</b>				
B & C SALARIES	2-61-0400-110	36,441.13	89,200.00	52,758.87
B & C BENEFITS	2-61-0400-130	3,042.76	7,100.00	4,057.24
B & C NON T4 BENEFIT	2-61-0400-133	6,021.15	16,000.00	9,978.85
B & C TRAVEL	2-61-0400-211	0.00	1,000.00	1,000.00
B & C TRAINING	2-61-0400-212	80.00	1,000.00	920.00
B & C FREIGHT & POSTAGE	2-61-0400-215	270.00	300.00	30.00
B & C TELEPHONES	2-61-0400-217	185.71	800.00	614.29
B & C ADVERTISING & PRINTING	2-61-0400-220	0.00	1,800.00	1,800.00
B & C SUBSCRIPTIONS & MEMBERSHIPS	2-61-0400-221	3,455.40	3,400.00	55.40-
B & C CONTRACTED PROFESSIONAL SERVIC	2-61-0400-232	23,574.80	49,000.00	25,425.20
B & C INSURANCE	2-61-0400-274	138.74	140.00	1.26
B & C GOODS	2-61-0400-500	0.00	2,500.00	2,500.00
B & C PETROLEUM PRODUCTS	2-61-0400-521	0.00	500.00	500.00
B & C POWER	2-61-0400-541	1,193.06	4,700.00	3,506.94
	<b>TOTAL BUSINESS &amp; COMMUNICATIONS:</b>	<b>74,402.75</b>	<b>177,440.00</b>	<b>103,037.25</b>
<b>VISITOR INFORMATION CENTRE</b>				
VIC SALARIES	2-62-0000-110	208.92	2,600.00	2,391.08
VIC SEASONAL SALARIES	2-62-0000-111	102.70	1,200.00	1,097.30
VIC BENEFITS	2-62-0000-130	16.81	200.00	183.19
VIC SEASONAL BENEFITS	2-62-0000-131	7.83	100.00	92.17
VIC NON T4 BENEFITS	2-62-0000-133	26.52	500.00	473.48
VIC TELEPHONES	2-62-0000-217	30.95	300.00	269.05
VIC ADVERTISING & PRINTING	2-62-0000-220	0.00	900.00	900.00
VIC CONTRACTED SERVICES	2-62-0000-232	245.00	1,200.00	955.00
VIC CONTRACTED REPAIR	2-62-0000-250	0.00	1,000.00	1,000.00
VIC INSURANCE	2-62-0000-274	945.68	950.00	4.32
VIC GOODS	2-62-0000-500	577.27	2,500.00	1,922.73
VIC HEATING	2-62-0000-540	607.94	1,400.00	792.06
VIC POWER	2-62-0000-541	795.37	3,100.00	2,304.63
VIC WATER	2-62-0000-963	185.00	3,000.00	2,815.00
	<b>TOTAL VISITOR INFORMATION CENTRE:</b>	<b>3,749.99</b>	<b>18,950.00</b>	<b>15,200.01</b>
<b>COMMUNITY SERVICES BOARD</b>				
COMMUNITY SERVICES BOARD GOODS	2-71-0000-500	0.00	500.00	500.00
COMMUNITY SERVICES BOARD GRANTS	2-71-0000-770	0.00	3,000.00	3,000.00

For All Revenue, Expense Accounts  
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2023  
 To 31/05/2023

Description	Account	YTD Actual	YTD Budget	YTD Variance
<b>TOTAL COMMUNITY SERVICES BOARD:</b>		0.00	3,500.00	3,500.00
<b>RECREATION</b>				
RECREATION SALARIES	2-72-0000-110	7,643.12	18,200.00	10,556.88
RECREATION SEASONAL SALARIES	2-72-0000-111	0.00	10,500.00	10,500.00
RECREATION BENEFITS	2-72-0000-130	645.24	1,700.00	1,054.76
RECREATION SEASONAL BENEFITS	2-72-0000-131	0.00	700.00	700.00
RECREATION NON T4 BENEFITS	2-72-0000-133	1,628.23	4,100.00	2,471.77
RECREATION TRAVEL	2-72-0000-211	503.17	1,800.00	1,296.83
RECREATION TRAINING	2-72-0000-212	1,975.72	2,500.00	524.28
RECREATION FREIGHT & POSTAGE	2-72-0000-215	270.00	300.00	30.00
RECREATION TELEPHONE	2-72-0000-217	342.85	1,400.00	1,057.15
RECREATION ADVERTISING	2-72-0000-220	3,901.92	2,800.00	1,101.92-
RECREATION SUBSCRIPTIONS/MEMBERSHIPS	2-72-0000-221	716.00	800.00	84.00
RECREATION PROFESSIONAL SERVICES	2-72-0000-232	6,547.51	16,500.00	9,952.49
RECREATION INSURANCE	2-72-0000-274	11,754.20	11,750.00	4.20-
RECREATION GOODS	2-72-0000-500	283.00	1,200.00	917.00
RECREATION PROGRAM EXPENSES	2-72-0000-510	3,020.00	1,000.00	2,020.00-
RECREATION PETROLEUM - CAR ALLOWANCE	2-72-0000-521	387.49	2,400.00	2,012.51
RECREATION VEHICLE MAINTENANCE	2-72-0000-523	0.00	300.00	300.00
RECREATION TRANSFER TO CAPITAL	2-72-0000-762	0.00	90,000.00	90,000.00
RECREATION OTHER	2-72-0000-990	0.00	10,300.00	10,300.00
<b>TOTAL RECREATION:</b>		39,618.45	178,250.00	138,631.55
<b>SWIMMING &amp; WADING POOLS</b>				
POOLS SALARIES	2-72-0100-110	6,283.04	14,100.00	7,816.96
POOL SEASONAL SALARIES	2-72-0100-111	10,255.38	118,400.00	108,144.62
POOLS BENEFITS	2-72-0100-130	595.24	1,200.00	604.76
POOL SEASONAL BENEFITS	2-72-0100-131	623.10	8,100.00	7,476.90
POOLS NON T-4 BENEFITS	2-72-0100-133	1,588.96	2,800.00	1,211.04
POOLS TRAVEL	2-72-0100-211	0.00	1,400.00	1,400.00
POOLS TRAINING	2-72-0100-212	2,095.29	2,200.00	104.71
POOLS FREIGHT & POSTAGE	2-72-0100-215	1,410.30	2,100.00	689.70
POOLS TELEPHONE	2-72-0100-217	30.95	426.00	395.05
POOLS ADVERTISING	2-72-0100-220	0.00	1,300.00	1,300.00
POOL CONTRACTED SERVICES	2-72-0100-232	2,177.21	1,300.00	877.21-
POOLS CONTRACTED REPAIRS	2-72-0100-250	2,259.90	8,100.00	5,840.10
POOLS INSURANCE	2-72-0100-274	6,817.78	6,820.00	2.22
POOLS GOODS	2-72-0100-500	21,608.87	10,500.00	11,108.87-
POOL RETAIL GOODS	2-72-0100-501	0.00	2,000.00	2,000.00
POOLS CHEMICALS	2-72-0100-531	0.00	19,400.00	19,400.00
POOLS HEATING	2-72-0100-540	2,788.66	13,800.00	11,011.34
POOLS POWER	2-72-0100-541	4,015.52	23,800.00	19,784.48
POOLS GROSS RECOVERIES TO OPERATING	2-72-0100-963	129.38	4,640.00	4,510.62
<b>TOTAL SWIMMING POOLS:</b>		62,679.58	242,386.00	179,706.42
<b>ARENA</b>				
ARENA SALARIES	2-72-0200-110	54,840.98	134,400.00	79,559.02
ARENA SEASONAL SALARIES	2-72-0200-111	775.06	11,900.00	11,124.94
ARENA BENEFITS	2-72-0200-130	4,689.60	11,400.00	6,710.40
ARENA SEASONAL BENEFITS	2-72-0200-131	57.20	800.00	742.80
ARENA NON T4 BENEFITS	2-72-0200-133	10,243.29	25,200.00	14,956.71
ARENA TRAVEL	2-72-0200-211	0.00	800.00	800.00
ARENA TRAINING	2-72-0200-212	934.50	900.00	34.50-
ARENA FREIGHT & POSTAGE	2-72-0200-215	920.00	800.00	120.00-
ARENA TELEPHONE	2-72-0200-217	61.90	336.00	274.10
ARENA ADVERTISING & PRINTING	2-72-0200-220	0.00	1,000.00	1,000.00
ARENA CONTRACTED SERVICES	2-72-0200-232	2,342.39	4,400.00	2,057.61
ARENA CONTRACTED REPAIRS	2-72-0200-250	17,348.76	17,600.00	251.24
ARENA CONTRACTED EQUIPMENT REPAIRS	2-72-0200-253	0.00	8,900.00	8,900.00
ARENA INSURANCE	2-72-0200-274	10,574.15	10,570.00	4.15-
ARENA GOODS	2-72-0200-500	7,030.03	17,900.00	10,869.97
ARENA PETROLEUM PRODUCTS	2-72-0200-521	2,248.44	4,300.00	2,051.56
ARENA HEATING	2-72-0200-540	15,337.64	26,100.00	10,762.36
ARENA POWER	2-72-0200-541	11,702.45	24,900.00	13,197.55
ARENA GROSS RECOVERIES TO OPERATING	2-72-0200-963	1,355.12	4,630.00	3,274.88
ARENA ICE PLANT CONTRACTED REPAIRS	2-72-0201-250	223.24	16,800.00	16,576.76
ARENA ICE PLANT GOODS	2-72-0201-500	11.53	500.00	488.47
ARENA ICE PLANT POWER	2-72-0201-541	11,002.96	18,500.00	7,497.04
<b>TOTAL ARENA:</b>		151,699.24	342,636.00	190,936.76

For All Revenue, Expense Accounts  
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2023  
 To 31/05/2023

Description	Account	YTD Actual	YTD Budget	YTD Variance
<b>PARKS SHOP</b>				
PARKS SHOP TELEPHONE	2-72-0300-217	61.90	720.00	658.10
PARKS SHOP CONTRACTED REPAIRS	2-72-0300-250	4,438.58	5,300.00	861.42
PARKS SHOP INSURANCE	2-72-0300-274	1,964.24	1,960.00	4.24
PARKS SHOP GOODS	2-72-0300-500	564.50	1,300.00	735.50
PARKS SHOP HEATING	2-72-0300-540	4,020.90	6,500.00	2,479.10
PARKS SHOP POWER	2-72-0300-541	1,101.37	4,300.00	3,198.63
PARKS SHOP GROSS RECOVERIES TO OPERA	2-72-0300-963	94.00	600.00	506.00
	<b>TOTAL PARKS SHOP:</b>	<b>12,245.49</b>	<b>20,680.00</b>	<b>8,434.51</b>
<b>CURLING RINK</b>				
CURLING RINK SALARIES	2-72-0400-110	1,187.90	5,100.00	3,912.10
CURLING RINK SEASONAL SALARIES	2-72-0400-111	818.74	2,400.00	1,581.26
CURLING RINK BENEFITS	2-72-0400-130	112.06	500.00	387.94
CURLING RINK SEASONAL BENEFITS	2-72-0400-131	62.60	200.00	137.40
CURLING RINK NON T4 BENEFITS	2-72-0400-133	266.89	1,000.00	733.11
CURLING RINK CONTRACTED REPAIRS	2-72-0400-250	1,692.09	5,600.00	3,907.91
CURLING RINK INSURANCE	2-72-0400-274	6,848.55	6,850.00	1.45
CURLING RINK GOODS	2-72-0400-500	1,067.69	1,500.00	432.31
CURLING RINK HEATING	2-72-0400-540	9,760.33	16,300.00	6,539.67
CURLING RINK POWER	2-72-0400-541	6,446.75	13,700.00	7,253.25
CURLING RINK - SUBSIDY	2-72-0400-771	0.00	14,500.00	14,500.00
CURLING RINK GROSS RECOV TO OPERATIN	2-72-0400-963	558.40	1,920.00	1,361.60
CURLING RINK ICE PLANT REPAIRS	2-72-0401-250	223.24	16,800.00	16,576.76
CURLING RINK ICE PLANT GOODS	2-72-0401-500	11.52	500.00	488.48
CURLING RINK ICE PLANT POWER	2-72-0401-541	11,002.96	18,500.00	7,497.04
	<b>TOTAL CURLING RINK:</b>	<b>40,059.72</b>	<b>105,370.00</b>	<b>65,310.28</b>
<b>BALL DIAMONDS</b>				
BALL DIAMOND SALARIES	2-72-0500-110	3,398.78	5,100.00	1,701.22
BALL DIAMOND SEASONAL SALARIES	2-72-0500-111	310.70	3,600.00	3,289.30
BALL DIAMOND BENEFITS	2-72-0500-130	286.55	500.00	213.45
BALL DIAMOND SEASONAL BENEFITS	2-72-0500-131	23.88	200.00	176.12
BALL DIAMONDS NON T-4 BENEFITS	2-72-0500-133	449.90	1,000.00	550.10
BALL DIAMOND CONTRACTED REPAIRS	2-72-0500-250	0.00	1,000.00	1,000.00
BALL DIAMOND GOODS	2-72-0500-500	386.45	7,500.00	7,113.55
BALL DIAMOND POWER	2-72-0500-541	240.74	1,140.00	899.26
BALL DIAMONDS GROSS RECOV FROM OPERA	2-72-0500-963	90.75	10,510.00	10,419.25
	<b>TOTAL BALL DIAMONDS:</b>	<b>5,187.75</b>	<b>30,550.00</b>	<b>25,362.25</b>
<b>GOLF COURSE</b>				
GOLF COURSE INSURANCE	2-72-0600-274	2,905.93	2,910.00	4.07
	<b>TOTAL GOLF COURSE:</b>	<b>2,905.93</b>	<b>2,910.00</b>	<b>4.07</b>
<b>FOX LAKE PARK</b>				
FOX LAKE SALARIES	2-72-0700-110	1,423.36	5,100.00	3,676.64
FOX LAKE SEASONAL SALARIES	2-72-0700-111	1,019.20	2,400.00	1,380.80
FOX LAKE BENEFITS	2-72-0700-130	139.24	500.00	360.76
FOX LAKE SEASONAL BENEFITS	2-72-0700-131	78.36	200.00	121.64
FOX LAKE NON T-4 BENEFITS	2-72-0700-133	388.23	1,000.00	611.77
FOX LAKE FREIGHT	2-72-0700-215	119.05	200.00	80.95
FOX LAKE ADVERTISING	2-72-0700-220	0.00	1,300.00	1,300.00
FOX LAKE CONTRACTED SERVICES	2-72-0700-232	3,616.53	35,600.00	31,983.47
FOX LAKE CONTRACTED REPAIRS	2-72-0700-250	35.00	6,000.00	5,965.00
FOX LAKE INSURANCE	2-72-0700-274	287.96	290.00	2.04
FOX LAKE GOODS	2-72-0700-500	2,140.57	5,000.00	2,859.43
FOX LAKE RETAIL ITEMS - ICE & NOVELT	2-72-0700-501	0.00	400.00	400.00
FOX LAKE PETROLEUM PRODUCTS	2-72-0700-521	0.00	700.00	700.00
FOX LAKE HEAT	2-72-0700-540	111.75	700.00	588.25
FOX LAKE POWER	2-72-0700-541	15.52	10,700.00	10,715.52
FOX LAKE TO FUNCTION CAPITAL RESERVE	2-72-0700-764	0.00	30,000.00	30,000.00
FOX LAKE GROSS RECOVERIES FROM OPERA	2-72-0700-963	0.00	8,260.00	8,260.00
	<b>TOTAL FOX LAKE PARK:</b>	<b>9,343.73</b>	<b>108,350.00</b>	<b>99,006.27</b>
<b>PARKS</b>				
PARKS SALARIES	2-72-0800-110	33,689.51	80,000.00	46,310.49
PARKS SEASONAL SALARIES	2-72-0800-111	13,311.24	72,400.00	59,088.76
PARKS BENEFITS	2-72-0800-130	2,927.79	6,800.00	3,872.21
PARKS SEASONAL BENEFITS	2-72-0800-131	978.36	5,100.00	4,121.64

For All Revenue, Expense Accounts  
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2023  
 To 31/05/2023

Description	Account	YTD Actual	YTD Budget	YTD Variance
PARKS NON T4 BENEFITS	2-72-0800-133	5,588.61	15,100.00	9,511.39
PARKS TRAVEL	2-72-0800-211	0.00	600.00	600.00
PARKS TRAINING	2-72-0800-212	934.50	1,000.00	65.50
PARKS FREIGHT	2-72-0800-215	397.62	800.00	402.38
PARKS CONTRACTED REPAIRS	2-72-0800-250	224.17	25,000.00	24,775.83
PARKS EQUIPMENT REPAIRS	2-72-0800-253	0.00	9,900.00	9,900.00
PARKS CONTRACTED VEHICLE REPAIRS	2-72-0800-255	10,115.93	2,600.00	7,515.93
PARKS INSURANCE	2-72-0800-274	5,386.26	5,400.00	13.74
PARKS GOODS	2-72-0800-500	15,216.92	24,100.00	8,883.08
PARKS PETROLEUM PRODUCTS	2-72-0800-521	798.17	12,300.00	11,501.83
PARKS EQUIPMENT MAINTENANCE	2-72-0800-522	637.22	3,000.00	2,362.78
PARKS VEHICLE MAINTENANCE	2-72-0800-523	905.73	5,900.00	4,994.27
PARKS POWER	2-72-0800-541	881.88	3,500.00	2,618.12
PARKS RECOVERIES TO OPERATING	2-72-0800-963	330.00	12,010.00	11,680.00
PARKS OTHER	2-72-0800-990	0.00	1,000.00	1,000.00
<b>TOTAL PARKS:</b>		<b>92,323.91</b>	<b>286,510.00</b>	<b>194,186.09</b>
<b>PLAYGROUND PROGRAM</b>				
PLAYGROUND PROGRAM SALARIES	2-72-1000-110	1,100.32	2,600.00	1,499.68
PLAYGROUND PROGRAM SEASONAL SALARIES	2-72-1000-111	2,618.20	22,900.00	20,281.80
PLAYGROUND PROGRAM BENEFITS	2-72-1000-130	90.97	200.00	109.03
PLAYGROUND PROGRAM SEASONAL BENEFITS	2-72-1000-131	199.52	1,600.00	1,400.48
PLAYGROUND PROGRAM NON T4 BENEFITS	2-72-1000-133	230.27	600.00	369.73
PLAYGROUND PROGRAM TRAVEL	2-72-1000-211	223.81	300.00	76.19
PLAYGROUND PROGRAM TRAINING	2-72-1000-212	379.00	600.00	221.00
PLAYGROUND PROGRAM FREIGHT & POSTAGE	2-72-1000-215	135.00	140.00	5.00
PLAYGROUND PROGRAM TELEPHONE	2-72-1000-217	0.00	120.00	120.00
PLAYGROUND PROGRAM ADVERTISING	2-72-1000-220	0.00	1,200.00	1,200.00
PLAYGROUND PROGRAM CONTRACTED SERVIC	2-72-1000-232	0.00	2,500.00	2,500.00
PLAYGROUND PROGRAM GOODS	2-72-1000-500	0.00	6,200.00	6,200.00
<b>TOTAL PLAYGROUND PROGRAM:</b>		<b>4,977.09</b>	<b>38,960.00</b>	<b>33,982.91</b>
<b>SPRAY PARK</b>				
SPRAY PARK SALARIES	2-72-1200-110	0.00	1,300.00	1,300.00
SPRAY PARK SEASONAL SALARIES	2-72-1200-111	0.00	1,100.00	1,100.00
SPRAY PARK EMPLOYEE BENEFITS	2-72-1200-130	0.00	100.00	100.00
SPRAY PARK SEASONAL EMPLOYEE BENEFIT	2-72-1200-131	0.00	100.00	100.00
SPRAY PARK NON T-4 BENEFITS	2-72-1200-133	0.00	300.00	300.00
SPRAY PARK FREIGHT	2-72-1200-215	36.00	200.00	164.00
SPRAY PARK CONTRACTED REPAIRS	2-72-1200-250	0.00	500.00	500.00
SPRAY PARK INSURANCE	2-72-1200-274	759.84	760.00	0.16
SPRAY PARK GOODS	2-72-1200-500	680.52	500.00	180.52
SPRAY PARK CHEMICALS	2-72-1200-531	0.00	1,400.00	1,400.00
SPRAY PARK POWER	2-72-1200-541	446.17	2,800.00	2,353.83
SPRAY PARK RECOVERIES TO OPERATING	2-72-1200-963	85.00	2,180.00	2,095.00
<b>TOTAL SPRAY PARK:</b>		<b>2,007.53</b>	<b>11,240.00</b>	<b>9,232.47</b>
<b>KING HUNTER PARK</b>				
KING HUNTER PARK SALARIES	2-72-1300-110	209.44	5,100.00	4,890.56
KING HUNTER PARK SEASONAL SALARIES	2-72-1300-111	3,197.22	9,500.00	6,302.78
KING HUNTER PARK EMPLOYEE BENEFITS	2-72-1300-130	16.74	500.00	483.26
KING HUNTER PARK SEASONAL EMPL BENEF	2-72-1300-131	245.11	700.00	454.89
KING HUNTER PARK EMP NON T4 BEN	2-72-1300-133	25.85	1,000.00	974.15
KING HUNTER PARK REPAIRS & MAINTENAN	2-72-1300-250	116.40	3,000.00	2,883.60
KING HUNTER PARK INSURANCE	2-72-1300-274	161.90	160.00	1.90
KING HUNTER PARK GOODS	2-72-1300-500	1,545.96	3,000.00	1,454.04
KING HUNTER PARK POWER	2-72-1300-541	420.25	2,100.00	1,679.75
KING HUNTER PARK RECOVERIES TO OPERA	2-72-1300-963	55.00	5,670.00	5,615.00
<b>TOTAL KING HUNTER PARK:</b>		<b>5,993.87</b>	<b>30,730.00</b>	<b>24,736.13</b>
<b>SOCCER FIELDS</b>				
SOCCER FIELD SALARIES	2-72-1400-110	119.61	2,600.00	2,480.39
SOCCER FIELD SEASONAL SALARIES	2-72-1400-111	0.00	1,200.00	1,200.00
SOCCER FIELD BENEFITS	2-72-1400-130	8.29	200.00	191.71
SOCCER FIELD SEASONAL BENEFITS	2-72-1400-131	0.00	100.00	100.00
SOCCER FIELD NON T-4 BENEFITS	2-72-1400-133	0.00	500.00	500.00
SOCCER FIELD GOODS	2-72-1400-500	206.72	1,500.00	1,293.28
SOCCER FIELDS POWER	2-72-1400-541	240.74	1,100.00	859.26
SOCCER FIELD RECOVERIES FROM OPERATI	2-72-1400-963	19.25	3,700.00	3,680.75
<b>TOTAL SOCCER FIELDS:</b>		<b>594.61</b>	<b>10,900.00</b>	<b>10,305.39</b>



For All Revenue, Expense Accounts  
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2023  
 To 31/05/2023

Description	Account	YTD Actual	YTD Budget	YTD Variance
<b>MUSEUM</b>				
MUSEUM GAS	2-74-0100-540	2,879.88	5,600.00	2,720.12
MUSEUM POWER	2-74-0100-541	1,148.61	3,800.00	2,651.39
MUSEUM GRANT	2-74-0100-770	0.00	7,000.00	7,000.00
	<b>TOTAL MUSEUM:</b>	<b>4,028.49</b>	<b>16,400.00</b>	<b>12,371.51</b>
<b>LIBRARY</b>				
LIBRARY TELEPHONE	2-74-0200-217	229.54	1,100.00	870.46
LIBRARY ADVERTISING	2-74-0200-220	0.00	800.00	800.00
LIBRARY CONTRACTED REPAIRS	2-74-0200-250	336.80	2,400.00	2,063.20
LIBRARY INSURANCE	2-74-0200-274	3,602.37	3,600.00	2.37-
LIBRARY GOODS	2-74-0200-500	525.96	1,100.00	574.04
LIBRARY HEATING	2-74-0200-540	2,645.68	5,200.00	2,554.32
LIBRARY POWER	2-74-0200-541	2,356.36	6,400.00	4,043.64
LIBRARY GRANTS	2-74-0200-770	16,878.30	21,400.00	4,521.70
LIBRARY PERSONNEL GRANTS	2-74-0200-771	35,032.05	70,100.00	35,067.95
LIBRARY GROSS RECOVERIES TO OPERATIN	2-74-0200-963	209.00	1,610.00	1,401.00
	<b>TOTAL LIBRARY:</b>	<b>61,816.06</b>	<b>113,710.00</b>	<b>51,893.94</b>
<b>CENTENNIAL PLACE</b>				
RCSC SALARIES	2-74-0800-110	10,167.44	50,800.00	40,632.56
RCSC SEASONAL / PART TIME STAFF	2-74-0800-111	26,696.69	38,500.00	11,803.31
RCSC BENEFITS	2-74-0800-130	819.66	4,300.00	3,480.34
RCSC SEASONAL / PART TIME BENEFITS	2-74-0800-131	1,565.83	2,700.00	1,134.17
RCSC NON T4 BENEFITS	2-74-0800-133	1,513.51	4,700.00	3,186.49
RCSC STAFF TRAINING	2-74-0800-212	525.00	700.00	175.00
RCSC FREIGHT	2-74-0800-215	367.32	300.00	67.32-
RCSC TELEPHONE	2-74-0800-217	341.24	1,176.00	834.76
RCSC ADVERTISING	2-74-0800-220	0.00	2,700.00	2,700.00
RCSC CONTRACTED PROFESSIONAL SERVICE	2-74-0800-232	8,497.34	15,300.00	6,802.66
RCSC CONTRACTED REPAIRS	2-74-0800-250	358.66	5,300.00	4,941.34
RCSC INSURANCE	2-74-0800-274	7,465.21	7,470.00	4.79
RCSC GOODS	2-74-0800-500	4,095.77	10,100.00	6,004.23
RCSC HEATING	2-74-0800-540	5,223.46	9,500.00	4,276.54
RCSC POWER	2-74-0800-541	6,568.48	20,500.00	13,931.52
RCSC WATER - RECOVERIES FROM OPERATI	2-74-0800-963	169.00	1,100.00	931.00
RCSC - HFC EQUIPMENT GOODS	2-74-0801-500	6,379.58	17,000.00	10,620.42
	<b>TOTAL CENTENNIAL PLACE:</b>	<b>80,754.19</b>	<b>192,146.00</b>	<b>111,391.81</b>
<b>COMMUNITY CENTRE</b>				
COMMUNITY CENTRE SALARIES	2-74-0900-110	634.32	5,100.00	4,465.68
COMMUNITY CENTRE SEASONAL SALARIES	2-74-0900-111	17.68	1,200.00	1,182.32
COMMUNITY CENTRE BENEFITS	2-74-0900-130	55.67	500.00	444.33
COMMUNITY CENTRE SEASONAL BENEFITS	2-74-0900-131	1.35	100.00	98.65
COMMUNITY CENTRE NON T4 BENEFITS	2-74-0900-133	115.67	1,000.00	884.33
COMMUNITY CENTRE FREIGHT & POSTAGE	2-74-0900-215	302.81	500.00	197.19
COMMUNITY CENTRE TELEPHONE	2-74-0900-217	133.25	700.00	566.75
COMMUNITY CENTRE ADVERTISING	2-74-0900-220	0.00	200.00	200.00
COMMUNITY CENTRE CONTRACTED SERVICES	2-74-0900-232	12,582.90	33,500.00	20,917.10
COMMUNITY CENTRE CONTRACTED REPAIRS	2-74-0900-250	1,321.32	5,300.00	3,978.68
COMMUNITY CENTRE INSURANCE	2-74-0900-274	4,865.05	4,870.00	4.95
COMMUNITY CENTRE GOODS	2-74-0900-500	2,154.47	4,000.00	1,845.53
COMMUNITY CENTRE HEAT	2-74-0900-540	2,714.65	6,000.00	3,285.35
COMMUNITY CENTRE POWER	2-74-0900-541	4,095.25	10,500.00	6,404.75
COMMUNITY CENTRE GROSS REC TO OPERAT	2-74-0900-963	154.00	1,030.00	876.00
	<b>TOTAL COMMUNITY CENTRE:</b>	<b>29,148.39</b>	<b>74,500.00</b>	<b>45,351.61</b>
<b>LIONS HALL</b>				
LIONS HALL CONTRACTED REPAIRS	2-74-1000-250	5,431.98	7,000.00	1,568.02
LIONS HALL INSURANCE	2-74-1000-274	749.37	750.00	0.63
LIONS HALL GOODS	2-74-1000-500	47.20	500.00	452.80
LIONS HALL HEAT	2-74-1000-540	1,723.22	2,800.00	1,076.78
LIONS HALL POWER	2-74-1000-541	472.01	1,800.00	1,327.99
LIONS HALL WATER - RECOVERIES FROM O	2-74-1000-963	88.00	570.00	482.00
	<b>TOTAL LIONS HALL:</b>	<b>8,511.78</b>	<b>13,420.00</b>	<b>4,908.22</b>
<b>GOVERNMENT REQUISITIONS</b>				
GOVERNMENT REQUISITION - SCHOOL	2-77-0000-741	167,919.28	661,800.00	493,880.72
GOVERNMENT REQUISITION - ACADIA FOUN	2-77-0000-754	0.00	174,900.00	174,900.00

For All Revenue, Expense Accounts  
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2023  
 To 31/05/2023

Description	Account	YTD Actual	YTD Budget	YTD Variance
GOVERNMENT REQUISITION - DESIGNATED	2-77-0000-755	0.00	638.00	638.00
PROVISION FOR DOUBTFUL ACCOUNTS	2-77-0000-757	0.00	2,500.00	2,500.00
	TOTAL GOVERNMENT REQUISITIONS:	167,919.28	839,838.00	671,918.72
	TOTAL EXPENDITURES:	2,610,177.54	8,091,499.00	5,481,321.46
	TOTAL REVENUE & EXPENSES:	734,498.56	2,447,362.00	3,181,860.56

For All Revenue, Expense Accounts  
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2023  
 To 31/05/2023

Description	Account	YTD Actual	YTD Budget	YTD Variance
<b>ASSETS - OPERATING</b>				
<b>CAPITAL FINANCES APPLIED (EXPENDITURES)</b>				
<b>ADMINISTRATION</b>				
ADMINISTRATION BUILDING ADDITIONS	8-12-0000-620	0.00	5,000.00	5,000.00
	TOTAL ADMINISTRATION:	0.00	5,000.00	5,000.00
<b>FIRE DEPARTMENT</b>				
FIRE BUILDING ADDITIONS	8-23-0000-620	220,000.00	0.00	220,000.00-
FIRE MACHINES, EQUIPMENT	8-23-0000-630	15,959.59	536,600.00	520,640.41
FIRE VEHICLE ADDITIONS	8-23-0000-650	0.00	590,000.00	590,000.00
	TOTAL FIRE DEPARTMENT:	235,959.59	1,126,600.00	890,640.41
<b>STREETS &amp; ROADS</b>				
S & R ENGINEERING STRUCTURES	8-32-0000-610	11,893.10	0.00	11,893.10-
S & R MACHINES, EQUIPMENT	8-32-0000-630	0.00	351,200.00	351,200.00
	TOTAL STREETS & ROADS:	11,893.10	351,200.00	339,306.90
<b>AIRPORT</b>				
AIRPORT ENGINEERING STRUCTURES	8-33-0000-610	16,242.60	422,822.00	406,579.40
	TOTAL AIRPORT:	16,242.60	422,822.00	406,579.40
<b>WATER DEPARTMENT</b>				
WATER MACHINES, EQUIPMENT	8-41-0000-630	0.00	27,500.00	27,500.00
	TOTAL WATER DEPARTMENT:	0.00	27,500.00	27,500.00
<b>CEMETERY</b>				
CEMETERY ENGINEERING STRUCTURES	8-56-0000-610	0.00	25,000.00	25,000.00
	TOTAL CEMETERY:	0.00	25,000.00	25,000.00
<b>RECREATION</b>				
RECREATION ENGINEERING STRUCTURES	8-72-0000-610	2,610.62	70,980.00	68,369.38
RECREATION POOL MACHINES & EQUIPMENT	8-72-0100-630	0.00	15,000.00	15,000.00
RECREATION ARENA MACHINES & EQUIPMEN	8-72-0200-630	5,970.00	6,000.00	30.00
RECREATION CURLING RINK BUILDING	8-72-0400-620	0.00	10,000.00	10,000.00
RECREATION FOX LAKE PARK ENGINEERING	8-72-0700-610	0.00	28,400.00	28,400.00
RECREATION PARKS EQUIPMENT	8-72-0800-630	20,075.00	95,100.00	75,025.00
	TOTAL RECREATION:	28,655.62	225,480.00	196,824.38
<b>CULTURE</b>				
LIBRARY BUILDING	8-74-0200-610	0.00	10,000.00	10,000.00
	TOTAL CULTURE:	0.00	10,000.00	10,000.00
	TOTAL CAPITAL FINANCES APPLIED:	292,750.91	2,193,602.00	1,900,851.09
	GRAND TOTAL OF ALL ACCOUNTS:	292,750.91	2,193,602.00	1,900,851.09
	REPORT TOTALS:	1,027,249.47	253,760.00-	1,281,009.47-

\*\*\* End of Report \*\*\*

Date: June 13, 2023

Agenda Item No: 06.03

## Budget Overview

### Recommended Motion

That Council accepts the Budget Overview for May 2023 for information.

### Background

The Budget Overview consolidates information from the Statement of Revenues & Expenses report into categories that compare the revenue and expenses for each department of the Town. To see the detail for each department, refer to the Statement of Revenues & Expenses.

The Budget Overview provides the adopted budget figures and the actual month end totals for each department. The final column compares the figures between budget and actual expense.

As with the Statement of Revenues & Expenses, the budget figures have been updated from the 2023 Operating and Capital budgets approved by Council at the May 9, 2023 Regular Council Meeting. The capital budget figures have been split from the operating in those departments where capital items are in the budget.

The overview reflects the revenues and expenses to May 31, 2023.

Council members are encouraged to ask questions or seek clarification on any information presented.

### Communications

N/A



<b>MAY 2023</b>		<b>BUDGET OVERVIEW - OPERATING REVENUE &amp; EXPENSES</b>					
<b>Council may use the Revenue &amp; Expense Report (06.02) to review more detailed entries for each department</b>							
<b>2023 BUDGET</b> Adopted May 9, 2023	<b>2023</b> <b>ACTUAL</b> <b>REVENUES</b>	<b>2023</b> <b>ACTUAL</b> <b>EXPENSES</b>	<b>REVENUE</b> <b>LESS</b> <b>EXPENSES</b>	<b>2023</b> <b>BUDGET</b> <b>REVENUES</b>	<b>2023</b> <b>BUDGET</b> <b>EXPENSES</b>	<b>REVENUE</b> <b>LESS</b> <b>EXPENSES</b>	<b>DIFFERENCE</b> <b>BUDGET TO</b> <b>ACTUAL</b>
GENERAL MUNICIPAL	-268,002			-4,387,500			-4,119,498
DRAW FROM RESERVES	0			0	0		
REQUISITIONS	0	167,919			837,338		669,419
DOUBTFUL ACCTS		0			2,500		2,500
CONTINGENCY		0			0		0
			-100,083			-3,547,662	
COUNCIL	0			0			0
COUNCIL		51,454			151,150		99,696
			51,454			151,150	
GENERAL ADMINISTRATION	-137,301			-728,600			-591,299
ADMINISTRATION		412,075			984,913		572,838
CAPITAL - ELECTRONIC			274,774		5,000	256,313	0
							5,000
HANNA WAKE PROGRAM	0			0			0
STUDENT EXCHANGE		0			0		0
			0			0	
TAX RECOVERY PROPERTY	0			-2,080			-2,080
TAX RECOVERY PROPERTY		2,429			2,110		-319
			2,429			30	
POLICE	-3,033			-7,100			-4,067
POLICE		96,171			96,000		-171
			93,138			88,900	
SAFETY & RISK MANAGEMENT	0			0			0
SAFETY & RISK MNGMNT		586			6,350		5,764
			586			6,350	
FIRE	-231,500			-1,267,646			-1,036,146
FIRE		77,869			285,510		207,641
CAPITAL - EQUIPMENT		15,960			17,600		1,640
CAPITAL - RADIO EQUIP		0			79,000		79,000
CAPITAL - BURN PROPS		220,000			440,000		220,000
CAPITAL - RESCUE TRUCK		0			590,000		590,000
			82,328			144,464	
FIRE - ECETP	-12,593			-12,600			-7
FIRE - TRAINING		0			12,000		12,000
			-12,593			-600	
EMERGENCY SERVICES	0			0			0
EMERGENCY SERVICES		4,333			13,400		9,067
			4,333			13,400	
BY-LAW ENFORCEMENT	-17,590			-23,400			-5,810
BYLAW		30,330			67,100		36,770
			12,740			43,700	
DOG CONTROL	-3,765			-4,600			-835
ANIMAL CONTROL		12,024			13,100		1,076
			8,259			8,500	

<b>MAY 2023</b>		<b>BUDGET OVERVIEW - OPERATING REVENUE &amp; EXPENSES</b>					
<b>Council may use the Revenue &amp; Expense Report (06.02) to review more detailed entries for each department</b>							
<b>2023 BUDGET</b> Adopted May 9, 2023	<b>2023</b> <b>ACTUAL</b> <b>REVENUES</b>	<b>2023</b> <b>ACTUAL</b> <b>EXPENSES</b>	<b>REVENUE</b> <b>LESS</b> <b>EXPENSES</b>	<b>2023</b> <b>BUDGET</b> <b>REVENUES</b>	<b>2023</b> <b>BUDGET</b> <b>EXPENSES</b>	<b>REVENUE</b> <b>LESS</b> <b>EXPENSES</b>	<b>DIFFERENCE</b> <b>BUDGET TO</b> <b>ACTUAL</b>
<b>PUBLIC WORKS</b>	-100			-7,200			-7,100
<b>PUBLIC WORKS</b>		223,281			563,485		340,204
			223,181			556,285	
<b>STREETS &amp; ROADS</b>	-1,500			-646,714			-645,214
<b>STREETS &amp; ROADS CAPITAL</b>	0			0			0
<b>STREETS &amp; ROADS</b>		131,849			869,114		737,265
<b>S &amp; R - CAPITAL ENGINEER</b>		11,893			142,300		130,407
<b>S &amp; R - CAPITAL GRADER</b>		0			208,900		208,900
			142,243			364,700	
<b>AIRPORT</b>	-57,340			-467,505			-410,165
<b>AIRPORT</b>		19,178			33,810		14,632
<b>AIRPORT CAPITAL</b>		16,243			422,822		406,579
			-21,920			-10,873	
<b>WATER</b>							0
<b>TREATMENT</b>	-334,791			-1,237,500			-902,709
<b>TREATMENT</b>		236,035			885,400		649,365
<b>LINES &amp; DISTRIBUTION</b>	-563			0			563
<b>LINES &amp; DISTRIBUTION</b>		78,744			304,700		225,956
<b>CAPITAL - METER EQUIPMENT</b>		0			27,500		27,500
			-20,575			-19,900	
<b>SANITARY SEWERS</b>	-84,101			-307,600			-223,499
<b>SEWERS</b>		68,123			212,320		144,197
			-15,978			-95,280	
<b>GARBAGE</b>	-25,366			-74,300			-48,934
<b>GARBAGE</b>		29,000			75,700		46,700
			3,634			1,400	
<b>REGIONAL WASTE SYSTEM</b>	-117,621			-353,900			-236,279
<b>ANNUAL CONTRACT</b>		167,277			353,800		186,523
			49,656			-100	
<b>F.C.S.S.</b>	-52,193			-96,898			-44,705
<b>ADMINISTRATION</b>		13,910			37,091		23,181
<b>PROGRAMS</b>		62,975			142,800		79,825
<b>YOUTH CLUB SUPPORT</b>		7,031		-30,334	20,400		13,369
<b>VAN OPERATIONS</b>		4,118			5,270		1,152
			35,841			108,663	

<b>MAY 2023</b>		<b>BUDGET OVERVIEW - OPERATING REVENUE &amp; EXPENSES</b>					
<b>Council may use the Revenue &amp; Expense Report (06.02) to review more detailed entries for each department</b>							
2023 BUDGET Adopted May 9, 2023	2023 ACTUAL REVENUES	2023 ACTUAL EXPENSES	REVENUE LESS EXPENSES	2023 BUDGET REVENUES	2023 BUDGET EXPENSES	REVENUE LESS EXPENSES	DIFFERENCE BUDGET TO ACTUAL
CEMETERY	-12,542			-17,100			-4,558
CEMETERY		6,579			35,120		28,541
CEMETERY CAPITAL			-5,963			18,020	
			0		25,000	0	
MUNICIPAL PLANNING COMM	0			0			0
MPC		0			500		500
			0			500	
COMMERCIAL OFFICE BUILDING	-7,900			-26,430			-18,530
OFFICE BUILDING		2,959			26,180		23,221
			-4,941			-250	
TOURISM	0			0			0
TOURISM		11,880			34,800		22,920
			11,880			34,800	
BUSINESS & COMMUNICATION	0			-5,000			-5,000
		74,403			177,440		103,037
			74,403			172,440	
VISITOR INFORMATION BOOTH	0			0			0
		3,750			18,950		15,200
			3,750			18,950	
SUBDIVISION SUBDIVISION	-28,386			0			28,386
		0			0		0
			-28,386			0	
RECREATION	-326,805			-306,055			20,750
CS BOARD		0			3,500		3,500
RECREATION		39,618			178,250		138,632
REC CAPITAL SA ZONE		2,611			70,980		68,369
			-287,187			-124,305	
SWIMMING POOLS	-47,884			-93,900			-46,016
POOLS		62,680			242,386		179,706
CAPITAL - JO POOL HEATER		0			15,000		15,000
			14,796			163,486	
ARENA	-49,497			-92,300			-42,803
ARENA		140,462			306,836		166,374
ICE PLANT		11,238			35,800		
CAPITAL - FLOOR SCRUB		5,970			6,000		
			108,172			256,336	



<b>MAY 2023</b>		<b>BUDGET OVERVIEW - OPERATING REVENUE &amp; EXPENSES</b>					
<b>Council may use the Revenue &amp; Expense Report (06.02) to review more detailed entries for each department</b>							
2023 BUDGET Adopted May 9, 2023	2023 ACTUAL REVENUES	2023 ACTUAL EXPENSES	REVENUE LESS EXPENSES	2023 BUDGET REVENUES	2023 BUDGET EXPENSES	REVENUE LESS EXPENSES	DIFFERENCE BUDGET TO ACTUAL
PARKS SHOP	0			0			0
PARKS SHOP		12,245			20,680		8,435
			12,245			20,680	
CURLING RINK	-1,155			-57,500			-56,345
CURLING RINK		28,822			69,570		40,748
ICE PLANT		11,238			35,800		
CAPITAL - WALL REPAIR		0			10,000		10,000
			38,905			57,870	
BALL DIAMONDS	-4,300			-4,400			-100
BALL DIAMONDS		5,188			30,550		25,362
			888			26,150	
GOLF COURSE	0			0			0
GOLF COURSE		2,906			2,910		4
			2,906			2,910	
FOX LAKE PARK	-8,616			-109,764			-101,148
FLP		9,344			108,350		99,006
CAPITAL - ELECTRICAL		0			28,400		28,400
			728			26,986	
PARKS	0			-25,000			-25,000
PARKS		92,324			286,510		194,186
CAPITAL - MOWER		20,075			20,100		25
CAPITAL - SKATEPARK		0			75,000		75,000
			112,399			356,610	
SUMMER YOUTH PROGRAM	-125			-14,600			-14,475
		4,977			38,960		33,983
			4,852			24,360	
COMMUNITIES IN BLOOM	0			0			0
COMMUNITIES IN BLOOM		0			0		0
			0			0	
SPRAY PARK	0			0			0
SPRAY PARK		2,008			11,240		9,232
			2,008			11,240	
KING-HUNTER PIONEER PARK	-240			0			240
KING-HUNTER PIONEER PARK		5,994			30,730		24,736
			5,754			30,730	
SOCCER FIELDS	-2,500			-2,500			0
SOCCER FIELDS		595			10,900		10,305
			-1,905			8,400	

<b>MAY 2023</b>		<b>BUDGET OVERVIEW - OPERATING REVENUE &amp; EXPENSES</b>					
<b>Council may use the Revenue &amp; Expense Report (06.02) to review more detailed entries for each department</b>							
<b>2023 BUDGET</b> Adopted May 9, 2023	<b>2023</b> <b>ACTUAL</b> <b>REVENUES</b>	<b>2023</b> <b>ACTUAL</b> <b>EXPENSES</b>	<b>REVENUE</b> <b>LESS</b> <b>EXPENSES</b>	<b>2023</b> <b>BUDGET</b> <b>REVENUES</b>	<b>2023</b> <b>BUDGET</b> <b>EXPENSES</b>	<b>REVENUE</b> <b>LESS</b> <b>EXPENSES</b>	<b>DIFFERENCE</b> <b>BUDGET TO</b> <b>ACTUAL</b>
MUSEUM	0			0			0
MUSEUM		4,028	4,028		16,400	16,400	12,372
LIBRARY	0			-10,000			-10,000
LIBRARY		61,816			113,710		51,894
LIBRARY - CAPITAL - WATER DIVERSION		0			10,000		10,000
			61,816			113,710	
CENTENNIAL PLACE	-25,759			-79,108			-53,349
CENTENNIAL PLACE		80,754			192,146		111,392
CENTENNIAL PLACE CAPITAL		0			0		0
			54,996			113,038	
COMMUNITY CENTRE	-11,785			-37,327			-25,542
CENTRE		29,148			74,500		45,352
			17,363			37,173	
LIONS HALL	-825			-2,400			-1,575
LIONS HALL		8,512			13,420		4,908
			7,687			11,020	
RESERVES	0			0			0
		0			0		0
			0			0	
TOTAL REVENUE	-1,875,679			-10,538,861			-8,663,182
TOTAL EXPENDITURES		2,902,928			10,285,101		7,382,173
TOTAL SURPLUS (DEFICIT)			1,027,249			-253,760	

Date: June 13, 2023

Agenda Item No: 07.00

## Committee Reports

### Recommended Motion

That Council accepts the following Committee Report for information:

1. Municipal Planning Commission Meeting Minutes of May 17, 2023.

### Background

Committee Reports are usually in the form of minutes from the Committee meetings and provide Council with highlights and activities of the committee.

The Minutes may not have been approved by the Committee; however, they are presented for Council's review.

Council members are encouraged to ask questions or seek clarification on any information presented.

### Communications

Highlights of the report may be communicated in the newsletter as well as on the Town website and through the Town Social Media Program.

### Financial Implications

Operating: _____	N/A	Capital Cost: _____	N/A
Budget Available: _____		Budget Available: _____	
Unbudgeted Costs: _____		Unbudgeted Costs: _____	
Source of Funds: _____		Source of Funds: _____	



## Policy and/or Legislative Implications

N/A

## Attachments

1. Municipal Planning Commission Meeting Minutes of May 17, 2023.

## Reviewed by and Approved for Submission to Council

Reviewed by: \_\_\_\_\_

Financial Review by: \_\_\_\_\_

\_\_\_\_\_  
Chief Administrative Officer

Page 4:

TOWN OF HANNA  
MUNICIPAL PLANNING COMMISSION MEETING  
MAY 17, 2023

Minutes of the Municipal Planning Commission Meeting held Wednesday, May 17, 2023 at 11:30 a.m. in the Town of Hanna Council Chambers.

Members Present:

Kyle Olsen  
Sandra Beaudoin  
Larry Stickel  
Richard Preston

Members Absent:

Administration Present:

Kim Neill – Chief Administrative Officer  
Winona Gutsche – Director of Corporate Services  
David Mohl – Development Officer

**1.0 CALL TO ORDER**

Chairperson Kyle Olsen called the Municipal Planning Commission meeting to order at 11:30 a.m.

**2.0 REVIEW & ADOPT AGENDA**

Moved by Sandra Beaudoin that the Agenda for May 17, 2023, be adopted as presented.

Motion Carried.

**3.0 ADOPT MINUTES OF PREVIOUS MEETING**

Moved by Richard Preston that the Minutes of the Municipal Planning Commission Meeting held February 22, 2023, be adopted as presented.

Motion Carried.

05-2023  
Agenda

06-2023  
Minutes

#### **4.0 NEW BUSINESS**

##### **4.1 Development Permit D14-23 Request for a Relaxation on Setbacks**

07-2023  
Dev Permit App  
D14-23

Moved by Larry Stickel that the Commission approves Development Permit D14-23 for the construction of an access ramp on the residential property at 229 – 2<sup>nd</sup> Avenue East, legally described as Plan 6133AW, Lot 12-13, Block 8 (Tax Roll 24000), with a front yard setback relaxation of 15 feet.

Motion Carried.

##### **4.2 Development Permit D24-23 Request for a Relaxation on Setbacks**

08-2023  
Dev Permit App  
D24-23

Moved by Richard Preston that the Commission approves Development Permit D24-23 for the construction of a new dwelling on the residential property at 502 – 2<sup>nd</sup> Avenue West, legally described as Plan 6454GS, Lot 1, Block 55 (Tax Roll 107400), with the following relaxations:

1. A front yard setback relaxation of 16 feet
2. A rear yard setback relaxation of 21 feet.

Motion Carried.

##### **4.3 Next Meeting Date**

Next meeting will be set for June 13, 2023 at Noon

#### **5.0 ADJOURNMENT**

Chairman Kyle Olsen declared that all business being concluded, the Municipal Planning Commission is adjourned at 12:02 p.m.

\_\_\_\_\_  
Chairman Kyle Olsen

\_\_\_\_\_  
Secretary Kim Neill

Date: June 13, 2023

Agenda Item No: 08.00

## Senior Administrative Officials Reports

### Recommended Motion

That Council accepts the Senior Administrative Officials reports 8.01 - 8.03 as presented for information.

### Background

Senior Administration prepare reports on the highlights and activities of their department since the last Council meeting for Council's information. Council members are encouraged to ask questions or seek clarification on any information presented.

If a written report is not submitted, members of Senior Administration attend Council meetings to provide a verbal report.

### Communications

Highlights of the reports may be communicated in the newsletter as well as on the Town website and through the Town Social Media Program.

### Financial Implications

Operating:	_____ N/A _____	Capital Cost:	_____ N/A _____
Budget Available:	_____	Budget Available:	_____
Unbudgeted Costs:	_____	Unbudgeted Costs:	_____
Source of Funds:	_____	Source of Funds:	_____

### Policy and/or Legislative Implications

N/A



**Attachments**

- 1. Chief Administrative Officer
- 2. Director of Business & Communication
- 3. Director of Public Works

**Reviewed by and Approved for Submission to Council**

Reviewed by: \_\_\_\_\_

Financial Review by: \_\_\_\_\_

\_\_\_\_\_  
Chief Administrative Officer





# MEMORANDUM

Date: June 13, 2023  
To: Mayor & Council  
From: Kim Neill  
Chief Administrative Officer  
Re: CAO Report – June 13, 2023 Council Meeting

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## 1. Engineering Project Updates

Administration has been working with MPE on several Engineering Projects which are identified below:

- Downtown Redevelopment Project
  - MPE has completed the drawings & cost estimates to the 90% completion stage.
  - Looking to establish some dates over the summer for Sarah and myself to meet with the business owners in the proposed construction area to review the project and talk about timelines, access issues, and receive any feedback they have on the project.
  - Tender: January 2024 (based on available funding)
  - Construction: May 2024 (based on available funding)
- Palliser & Pioneer Trail Road Rehabilitation
  - Anticipate the FWD testing to occur prior to the end of June. A **falling weight deflectometer** (FWD) is a testing device used by civil engineers to evaluate the physical properties of pavement in highways, local roads, airport pavements, harbor areas, railway tracks and elsewhere. The data acquired from FWDs is primarily used to estimate pavement structural capacity, to facilitate overlay design or determine if a pavement is being overloaded.
- Asset Management Project (FCM Grant Funded Project)
  - Building Condition Assessment – 7 buildings
    - Arena
    - Curling Rink
    - Outdoor Pool
    - Public Works Building
    - Town Office
    - Community Centre
    - Centennial Place
  - MPE finalizing the Building Condition Assessment reports.
  - Goal for building assessments is to assist with long-range capital upgrade/lifecycle plan for the buildings.

- Infrastructure Management Plan Update
  - Mark Steffler is managing this portion of the project and met with Administration on May 26<sup>th</sup> with the project scheduled to be completed prior to the end of June 2023.
  - It is anticipated that Mark will present the updated Infrastructure Management Plan to Council at a Council Information Meeting either July 26<sup>th</sup> or August 30<sup>th</sup>.
- Airport Runway Lighting Project
  - A pre-construction meeting was held virtually on June 5<sup>th</sup> with representatives of MPE, Tristar Electric and Administration in attendance.
  - Materials have been ordered and it is anticipated the work will take approximately 2 weeks and is scheduled for a start sometime in September.
- Pioneer Trail Bridge Replacement
  - MPE has submitted the application for STIP funding for this project.
  - Anticipated a decision on the grant application in April. No notification received to date and with the election announcement it is anticipated there will be no news on this application until sometime in June at the earliest.
  - Have held discussions with MPE on the possibility of using a culvert system and they will look at the pro's & cons of each style.

## **2. Fox Lake Park Campground Electrical Upgrade:**

The electrical upgrade is completed with the Town still needing to connect the new water services that were completed as part of this upgrade since the new pedestals have a water tap on them. Once the new water services are connected there will be several additional sites that will have access to water.

## **3. Signage Project**

The signage project is now complete.

## **4. 2023 Fall Rummage Sale Update**

Administration facilitated a meeting between representatives of Hanna Minor Hockey and the Hospital Auxiliary to see if it was possible on a trial basis in 2023 to move the rummage sale date up one week to September 30<sup>th</sup>. The meeting went well, and the Hospital Auxiliary representative was going to arrange a special meeting with their members to discuss the option of moving up one week on a trial basis. This meeting was to take place on Thursday June 8<sup>th</sup>, but Administration has not heard of any decisions made at the meeting as of this report. The Hospital Auxiliary representative who met with HMHA had an emergency medical issue and was not going to be able to attend the meeting. If Administration hears of a decision from this meeting it will be reported to Council and possibly added to the Agenda for a Council decision.

## **5. Municipal Enforcement Update:**

Municipal Enforcement Officer Raypold is back from Community Police Officer Training and has been dealing with the backlog of complaints that came in while she was away on training. Officer Raypold has begun tackling several unsightly properties and will continue to deal with them both through complaint and proactive patrols.

### **Meetings Attended:**

- Fire & Emergency Preparedness Week Open House – May 10<sup>th</sup>
- Land Use Bylaw Review – May 11, June 6<sup>th</sup>
- Regional Economic, Community Development, Tourism & Marketing Group – May 16<sup>th</sup>
- MPE – Engineering Project Updates – May 23 & June 6<sup>th</sup>
- Signage Project Update – May 23<sup>rd</sup>
- MPE - Building Condition Assessment Report – May 24<sup>th</sup>
- Palliser Regional Municipal Services – CAO Meeting – May 25<sup>th</sup>
- MPE – Infrastructure Management Plan Update – May 26<sup>th</sup>
- Grade Six – Municipal Government Presentation May 29<sup>th</sup>
- Hospital Auxiliary-HMHA Association – Fall Rummage Sale Date Meeting – May 29<sup>th</sup>
- Council Info – May 31<sup>st</sup>
- Council/Staff Spring BBQ – May 31<sup>st</sup>
- Airport Runway Lighting Project – Pre-Construction Meeting – June 5<sup>th</sup>
- Mayors Garden Party – June 6<sup>th</sup>
- CSB Meeting – June 12<sup>th</sup>
- Council Meeting – June 13<sup>th</sup>

### **Upcoming Events:**

- Regional Economic, Community Development, Tourism & Marketing Group – June 20<sup>th</sup>
- Vacation – June 21 – June 26<sup>th</sup>
- Council Info – June 28<sup>th</sup>

## June 2023 COUNCIL REPORT

### KEVIN OLSEN – COMMUNITY SERVICES FOREMAN

#### **Arena**

Circus performed for 2 shows, which were both well attended

Lacrosse finished in the Arena on May 26<sup>th</sup>

PW hauled dirt into arena the first week of June for the 4H show on June 10/11

Glass removed, netting lifted

Grad reception at Curling Rink on May 26<sup>th</sup>

#### **Parks / Cemetery**

Upgrades at Fox Lake are moving along. Most of the power is done. Water tie in will continue as time permits

Mowing/weed whacking and planting are in full swing

Irrigation on in most locations now with a few repairs to be had

Trees planted at cemetery. PW dug the holes, bigger holes seem to give them a better chance of startup and survival.

#### **Centennial Place**

#### **Swimming Pool / Spray Park**

Pool is up and running

Issues with Spray Park delayed startup, but was up and running on June 7th

#### **Parks Shop**

#### **Lions Hall**

Averaging 2-3 rentals per month

#### **Other**

We hosted Parks and Sportsfields Level 1, Eric and Rhonda attended

1 seasonal staff has given their notice and will be leaving

Summer staff will be starting June 28<sup>th</sup>

## **Community Services Coordinator Report – Michele Toews – June 13, 2023**

### **Fire Hall Open House**

In partnership with Special Areas the Town of Hanna hosted an Open House at the Fire Hall on Wednesday, May 10<sup>th</sup>, as part of our Emergency Preparedness Week activities. The evening was well attended with good engagement from residents on our Emergency Preparedness and Fire Prevention handouts/demonstrations. Overall, the event was a success, and Special Areas and the Town staff have discussed ways to continue to partner on Emergency Management messaging to our residents.

### **EPIC Adventures**

Registration is now open for EPIC Adventures. For more information or to register visit [www.hanna.ca/epic](http://www.hanna.ca/epic) Manager Sydney McMillin's staff will all be starting the last week in June, with programming beginning Tuesday, July 4<sup>th</sup>.

### **Seniors' Week**

Seniors' Week was held the first week of June and was successful with lots of local area residents participating in a variety of activities around town. The Mayor's Garden Party and Jumbo Jim's Hot Dogs were highlights again this year.

### **Canada Day**

Canada Day celebrations will be similar to previous years with our Flag Raising Ceremony in RCMP Park being held at 12:30 pm, followed by the Hanna Firefighters' Association barbecuing lunch on the south side of the Community Centre. Hector King-Hunter Park will have live music, bounce houses, and our fun patrol out from 1:00-4:00pm. The pool will be open for Free Swimming from 1:00-9:00pm. At Fox Lake the Derbyshire's will be hosting a Kids Bike Parade at 7:00 pm with local businesses providing prizes for the parade, as well as for the best decorated campsite. Fireworks will close out the day at 11:30pm at the lake.

## Report to Council

Date: June 13, 2023

Submitted by: Laurie Armstrong, Director of Business & Communication

- Attended the wrap-up debrief for the May 10 Wildfire FireSmart event that was held May 10. It's considered a success and Special Areas is hoping to take the event to other communities within the region. We were grateful to work cooperatively with Special Areas to make this happen. We plan to work together with them on more fire safety messaging.
- Work on the forward-facing portion of FinnlySport has been slow, however Raelene is becoming more confident with using the program. That means we can soon abandon the old and unsupported version.
- The advertising pilot project began April 17 with both an ECA Review ad and a mail drop flyer going out every week.
- Additional summer programs and projects have kept us busy for May through August. These are great programs and are well received. The pool has reported back that as soon as the electronic newsletter goes out, they see a flurry in registrations. This is a positive indicator of the effectiveness of this tool to get information out.
- PACE Canada seems to continue to rely heavily on us to get the information out about their public consultations. We don't normally do any promotion for private enterprise but have made an exception in this case we believe it is critical for local people to be aware of the opportunity be heard or learn more about the solar project.
- Received the print copies of the updated Tourism Brochure. I'll have copies available at the meeting.
- Met with the library board to explain the changes to our telephone system(s) and how it impacts the services they provide.
- Assisted with posting a couple of RFP's on Alberta Purchasing Connection.
- Prepared letters of Welcome from Mayor Povaschuk to the following new businesses:
  - Farmhouse Plant Studio
  - The Daisy Inn
  - MiDan Lawn Service
  - 5B Permanent Beauty
- Completed maintenance updates on financial accounting programs.
- Assisting The Business Hub with getting the Visitor Centre Open and operating.
- **Please remember that Council photo retakes will be held JUNE 13 starting at 5:00pm. Individual portraits will be taken and the group photo will be at 5:45pm.**

## **COUNCIL REPORT**

**DATE:** June 13, 2023

**PRESENTED BY:** Brent Olesen, Director of Public Works

- Since the May 9, 2023 Council meeting, the public works department has been busy with the following items:
  - Water & Sewer
    - Have been turning water on at all the facilities for parks.
    - Now that Fox Lake is open, we will be hauling sewers on Fridays.
    - Every Friday we haul sewer from special areas and airport.
  
  - Road Maintenance
    - The crew has been painting lines, the white is complete they are working on the yellow now.
    - The new crosswalk signs have been installed by the Canada Gray along with the white lines for the new path.
    - We have completed spring cleanup which was right after the long weekend so now the grader has started in the laneways.
    - We have been doing lots of line locates for the apex gas project.
    - We have replaced quite a few of our street signs that were faded, and we had in stock.
    - We had the new subdivision crack sealed by Federal Crack Sealing which is the same outfit that Special Areas is using.
    - We have been busy dropping barricades off for special events that have been going on this month.
  
  - Meetings
    - I am attending the Monday morning Director's meetings.
  
  - Airport
    - Federal Crack Sealing also did crack sealing on airport runway.
    - We are doing routine maintenance every week.
    - Attended a "How to Preconstruction" meeting with MPE and the contractor that was awarded the runway light bid this month.
  
  - Cemetery
    - We have had three cremations and one columbarium burial this month.

- We did some dirt work and dug holes for the new trees for the parks crew, the trees are located along the North and West side of the cemetery.
- General



Date: June 13, 2023

Agenda Item No: 09.01

## 2023 Tax Recovery – Public Auction

### Recommended Motion

That in accordance with the Tax Recovery Process as set out in the Municipal Government Act, a Public Auction be set for Monday, September 11<sup>th</sup>, 2023, at 2:00 p.m. in the Town Council Chambers to proceed with the sale of the following properties:

1. Lot 8, Block 45, Plan 6133AW
2. Lot 17, Block 22, Plan 6133AW
3. Lots 10-12, Block 3, Plan 6133AW
4. Condo Unit 1, Condo Plan 1012908
5. Condo Unit 3, Condo Plan 1012908

and further that:

the reserve bid for these properties be set as the 2023 assessed value and the purchaser be required to make a 10% non-refundable deposit at the time of the auction and full payment within 30 days from the date of the auction.

### Background

The Municipal Government Act provides municipalities with the authority to enforce payment of legally levied taxes which are in arrears through the Tax Recovery Process. Taxes are in arrears if they remain unpaid after December 31<sup>st</sup> of the year in which they are imposed. If taxes remain in arrears for more than one year, they are placed on the Tax Arrears List submitted to the Registrar at the Land Titles Office by March 31<sup>st</sup> each year. Notice is sent to the owner of the property at the same time.

Once the Registrar has endorsed the tax recovery notification, the owner of the parcel and anyone with an interest or encumbrance on the property is sent a notice from Land Titles advising that if the taxes are not paid by March 31<sup>st</sup> of the following year the municipality will offer the parcel for sale at public auction. The municipality may become the owner of the parcel if it is not sold at public auction.



As part of the Town's tax procedures, letters are sent twice a year to property owners with outstanding balances, confirming the outstanding tax amount, and advising of future penalty dates.

Seven properties were placed on the Tax Recovery Arrears List in March of 2022 and as of June 14, 2023, there remains five properties with outstanding taxes that can be auctioned. The municipality MUST offer the property for sale at public auction prior to March 2024.

It is recommended that administration be authorized to proceed with the sale of the property in accordance with the Tax Recovery Process as set out in Sections 418 - 425 the Municipal Government Act. The date of the Public Auction must be advertised in the Alberta Gazette, which requires notice not less than 40 days, but not more than 90 days prior to the sale. Considering publication dates of the Alberta Gazette, the earliest date we could set for auction of this property is September 11<sup>th</sup>, 2023.

Notice of the auction must also be placed in the newspaper prior to the sale date and the Town must send a registered letter to the owner, advising that the property will be offered for sale at auction.

As per Section 419 of the MGA, Council must set a reserve bid that is as close as reasonably possible to the market value of the land for sale at the public auction. It is recommended that the 2022 assessed value be used to determine the reserve bid amount.

It is also recommended that the purchaser be required to make a 10% non-refundable deposit at the time of the auction with full payment within 30 days from the date of the auction.

The properties under consideration are:

Lot 8, Block 45, Plan 6133AW	Current balance owing \$5,466.52 2023 assessed value \$48,410
Lot 17, Block 22, Plan 6133AW	Current balance owing \$2,944.39 2023 assessed value \$47,560
Lots 10-12, Block 3, Plan 6133AW	Current balance owing \$3,113.55 2023 assessed value \$48,080



Condo Unit 1, Condo Plan 1012908

Current balance owing \$4,130.87  
2023 assessed value \$62,770

Condo Unit 3, Condo Plan 1012908

Current balance owing \$5,248.32  
2023 assessed value \$62,770

The owner or interested party may pay the tax arrears, penalties, and costs at any time prior to the auction.

### Communications

1. The Tax Recovery Auction will be advertised as required in the Alberta Gazette and the ECA Review.
2. The Tax Recovery Auction may be communicated in the Town newsletters, on the Town website and through the Town Social Media Programs.

### Financial Implications

Operating:	_____ N/A _____	Capital Cost:	_____ N/A _____
Budget Available:	_____	Budget Available:	_____
Unbudgeted Costs:	_____	Unbudgeted Costs:	_____
Source of Funds:	_____	Source of Funds:	_____

### Policy and/or Legislative Implications

1. Municipal Government Act – Part 10, Division 8

### Attachments

N/A



Reviewed by and Approved for Submission to Council

Reviewed by: \_\_\_\_\_

Financial Review by: \_\_\_\_\_

\_\_\_\_\_  
Chief Administrative Officer



Date: June 13, 2023

Agenda Item No: 9.02

## Alberta Advantage Immigration Program – Rural Renewal Stream Letter of Support and Collaboration

### Recommended Motion

That the Town of Hanna provides Special Areas Regional Economic Development with a letter of support and commitment to partner on the Special Areas Alberta Advantage Immigration Program – Rural Renewal Stream Application.

### Background

The Town of Hanna has been invited by Special Areas Regional Economic Development to participate in the Alberta Advantage Immigration Program (AAIP) with the Special Areas Board, Town of Oyen, and Village of Consort. The AAIP is specifically for communities with a population less than 100,000 and communities within the same economic region are eligible to form a partnership and submit a joint application. The Town of Hanna participation in this application and program will reflect well on the application as it will show the importance of the regions unity in endeavors like these and will be a strong step toward our mutual growth.

The Alberta Advantage Immigration Program (AAIP) is an economic immigration program that nominates individuals for permanent residence in Alberta. The AAIP has different streams for both foreign nationals who are living and working in Alberta as well as entrepreneurs wanting to establish or purchase a business in Alberta. AAIP nominees must have the skills and abilities to fill labour shortages or contribute to the economy through the ownership and operation of an Alberta business.

Both the Government of Alberta and the federal government administer the program. If an individual is nominated through the AAIP, they may apply for permanent residence status together with their spouse or common-law partner and dependent children. Program nominees must also meet medical, criminal and security federal checks to be eligible for permanent residency.

Immigration, Refugees and Citizenship Canada (IRCC) makes the final decisions on all permanent residence applications. This initiative aims to foster regional development and growth of our workforce.



**Communications**

Report highlights may be communicated through the Town of Hanna social media program.

**Financial Implications**

Operating: _____	N/A	Capital Cost: _____	N/A
Budget Available: _____		Budget Available: _____	
Unbudgeted Costs: _____		Unbudgeted Costs: _____	
Source of Funds: _____		Source of Funds: _____	

**Policy and/or Legislative Implications**

N/A

**Attachments**

- 1. Letter from Wanda Diakow, Special Areas Regional Economic Development dated May 18, 2023 requesting the Town of Hanna participation in the AAIP Application.
- 2. Alberta Advantage Immigration Program – Rural Renewal Stream Fact Sheet.

**Reviewed by and Approved for Submission to Council**

Reviewed by: \_\_\_\_\_

Financial Review by: \_\_\_\_\_

\_\_\_\_\_  
Chief Administrative Officer



Special Areas  
Regional Economic  
Development

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Box 30, Oyen, AB T0J 2J0

May 18, 2023

Dear Mayor and Council,

On behalf of the Special Areas Regional Economic Development, I am writing to formally invite your municipality to participate in the Alberta Advantage Immigration Program with the Special Areas Board, Town of Oyen, and Village of Consort. Communities within the same economic region may form a partnership to submit an application. Communities with less than 100,00 pop. are eligible to apply and as we have a population of less than 10, 000 we would be eligible for extra points.

This initiative aims to foster regional development and growth of our workforce, and your participation will significantly contribute to the cause. We understand the importance of unity in such endeavors and believe your involvement will be a strong step toward our mutual growth.

If you are interested in participating, I kindly ask for a letter of support from your municipality, on official letterhead, containing the following information:

1. Name and address of the participating town or municipality.
2. Acknowledgment of support for this project and the date it was discussed at your meeting.
3. Acknowledgment that the community's name will be posted on the Government of Alberta website should we become designated.
4. The name, title, and contact information of the person issuing the endorsement letter.

Given the timeline of the application process, I am requesting that the endorsement letters be submitted as soon as possible.

Should there be any questions or if further clarification is needed regarding this matter, please feel free to contact Wanda Diakow at [wanda.diakow@specialareas.ab.ca](mailto:wanda.diakow@specialareas.ab.ca) or at (403) 575-9533. I am more than happy to provide additional information and assistance to ensure smooth collaboration.

Thank you for considering this invitation. I look forward to your response and to the potential of working together toward the betterment of our region.

Yours sincerely,

*W. Diakow*

Wanda Diakow  
Economic Development Officer  
Special Areas Regional Economic Development

cc. Mark Nikota, Harvest Sky Region Economic Development Corporation

# Alberta Advantage Immigration Program (AAIP)

## Rural Renewal Stream (RRS) Fact Sheet

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### What is the Alberta Advantage Immigration Program?

The Alberta Advantage Immigration Program (AAIP) is an economic immigration program that nominates individuals for permanent residence in Alberta. The AAIP has different streams for both foreign nationals who are living and working in Alberta as well as entrepreneurs wanting to establish or purchase a business in Alberta. AAIP nominees must have the skills and abilities to fill labour shortages or contribute to the economy through the ownership and operation of an Alberta business.

Both the Government of Alberta and the federal government administer the program. If an individual is nominated through the AAIP, they may apply for permanent residence status together with their spouse or common-law partner and dependent children. Program nominees must also meet medical, criminal and security federal checks to be eligible for permanent residency.

Immigration, Refugees and Citizenship Canada (IRCC) makes the final decisions on all permanent residence applications.

What makes the Rural Renewal Stream unique is that it is “community driven”. To ensure success in your community, economic development groups, employers and community organizations will work together to achieve community designation to meet the labour force and economic needs of the community.

### How the Rural Renewal Stream Works

Rural Alberta communities express interest in the Rural Renewal Stream (communities within an economic region can partner to apply).



Communities that meet the mandatory criteria submit their application for community designation.



The community partnership works to attract and recruit foreign nationals.



Employer provides a job offer to the successful foreign national and the community partnership ensures the candidate meets the streams criteria. An endorsement letter is provided to the foreign national.



Endorsed foreign national submits application to the Alberta Advantage Immigration Program (AAIP).



AAIP issues nomination for Permanent Residency



Foreign national applies to Immigration Refugees and Citizenship Canada for Permanent Residency.



Designated Community supports newcomers to settle permanently and be successful in the community



## Mandatory Requirements for Community Designation

- Rural communities with a population less than 100,000.
  - Rural communities in the same economic region may form a partnership to submit an application.
  - Census 2016 figure will be the reference year for the population count.
  - Communities must fall outside of the Calgary and Edmonton Census Metropolitan Area.
- Community has an organization/entity whose primary function is economic development for the community that will serve as the community designation lead and coordinator for the Rural Renewal Stream.
- Community has an Economic Development Plan.
- Community has support letters from town/municipality council(s).
- Community has support letter from a settlement providing organization (does not need to be local) that will be collaborating with the community to identify and plan for settlement needs for successful integration into the community.

## Next Steps

For more information on the Rural Renewal Stream and Community Designation, please connect with your regional Workforce Consultant, visit [Rural Renewal Stream](#), or email the Rural Renewal Stream mailbox at [ruralrenewal@gov.ab.ca](mailto:ruralrenewal@gov.ab.ca)

If your Community is not quite ready for Community Designation, please connect with your regional Workforce Consultant for information on additional programs and services, [grants to build community capacity for newcomer integration](#), and [Workforce Partnerships](#).

Date: June 13, 2023

Agenda Item No: 9.03

## GIS Instrument Landing Proposal

### Recommended Motion

That Council Authorize the Chief Administrative Officer to accept the proposal for the installation of a GIS Instrument Land System at the Town of Hanna Airport with the funding from the Town of Hanna 2023 Operating Budget.

### Background

Administration has discussed the priority of having a GIS Instrument System installed at the Hanna Airport with past Councils and the Special Areas Board but this project has not gotten off the ground as of this date. The Town of Oyen and the Special Areas Board are in the process of installing a weather station and GIS Instrument Landing System at the Oyen Airport because of challenges at their airport with fixed wing medevac's landing as a result of the adjacent wind towers that have been installed.

Instrument approach and departure procedures allow aircraft to arrive and depart airports during periods of inclement weather. This is what allows airports to be open when they would otherwise be closed for private aircraft, commercial aircraft operations and time-critical medevac flights.

Weather studies on the Prairies show that instrument flight procedures increase the airport access by almost 10% compared to not having them. In other words, the airport is accessible in visual flight conditions (a cloud ceiling of 1500 ft and a minimum visibility of 3 statute miles) 89% of the time; with the basic instrument approach reducing the weather requirements to a 500 ft ceiling this increases to about 94% and with more sophisticated instrument flight procedures reducing the ceiling to 250 ft, this increases the airport access to 98%.

Fortunately, the Special Areas have airports that can serve to improve the community's access to medical evacuation aircraft, both airplanes and STARS HEMS. Instrument flight procedures can be used by both the Alberta Health Services contract medevac operator (fixed wing) and STARS (helicopter) to provide all-weather access to your community. The value of these procedures is well known as they increase the number of useable days of the airport by up to 10%.



In addition to improving time sensitive medevac patients, our experience with airports that implement better approach and departure procedures is an increase in corporate air traffic too. Businesses that are in a community or thinking of locating in a community realize better all-weather access and can depend upon the airport to be useable more often and reliably.

Year/Cost	Design	Flight Check	Maintenance	Total	Notes
1 (2023)	\$7,000	\$4,000	\$4,000	\$15,000	Initial Flight Check
2 (2024)			\$4,000	\$4,000	
3 (2025)			\$4,000	\$4,000	
4 (2026)		\$4,000	\$4,000	\$8,000	Regulatory Review Flight Check
5 (2027)			\$4,000	\$4,000	Repeat of the 4-year cycle

### Communications

Report highlights may be communicated through the Town of Hanna social media program.

### Financial Implications

Operating:	_____ N/A _____	Capital Cost:	_____ N/A _____
Budget Available:	_____	Budget Available:	_____
Unbudgeted Costs:	_____	Unbudgeted Costs:	_____
Source of Funds:	_____	Source of Funds:	_____

### Policy and/or Legislative Implications

N/A

### Attachments

1. Proposal from Jet Pro – Satellite-based Instrument Approach and Departure System.



Reviewed by and Approved for Submission to Council

Reviewed by: \_\_\_\_\_

Financial Review by: \_\_\_\_\_

\_\_\_\_\_  
Chief Administrative Officer



February 25, 2023

Wanda Diakow  
Economic Development Officer  
Special Areas Regional Economic Development  
4916-50<sup>th</sup> Street, Box 220  
Consort, AB  
TOC 1B0  
Sent via email:Wanda.Diakow@specialareas.ab.ca

### **Satellite-based Instrument Approach and Departure Procedures – Special Areas Board**

Dear Wanda,

This letter is a formal proposal to provide instrument flight procedures to the three airports in the Special Areas, Hanna (CEL4), Consort (CFG3) and Oyen (CED3).

Instrument approach and departure procedures allow aircraft to arrive and depart airports during periods of in climate weather. This is what allows airports to be open when they would otherwise be closed for private aircraft, commercial aircraft operations and time-critical medevac flights.

In the past, airports had to purchase ground-based navigation aids to provide the navigation source for these procedures; with satellite-based procedures using GPS and WAAS<sup>1</sup> the navigation source is free and superior to anything prior to it. Details of what instrument flight procedures can be found at the following link: [JetPro Instrument Procedure Design](#). These presentations detail what instrument procedures are, what they do, how they improve airport access as well as information about maintaining the instrument flight procedures.

Weather studies on the Prairies show that instrument flight procedures increase the airport access by almost 10% compared to not having them. In other words, the airport is accessible in visual flight conditions (a cloud ceiling of 1500 ft and a minimum visibility of 3 statute miles) 89% of the time; with the basic instrument approach reducing the weather requirements to a 500 ft ceiling this increases

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<sup>1</sup> Global Positioning System (GPS) a navigation source provided by the US Air Force; Wide Area Augmentation System (WAAS) a navigation source provided by the US Federal Aviation Administration (FAA).

to about 94% and with more sophisticated instrument flight procedures reducing the ceiling to 250 ft, this increases the airport access to 98%.

With Canada and Alberta's centralized health care model, the ability to effectively move critically ill patients from smaller communities to larger treatment centres is vitally important.

The following has been supplied by Alberta Health Services:

*"Alberta Health Services Air Ambulance program is integrated into Alberta's centralized health care model. The Air Ambulance program moves approximately 7,500 patients a year within the Province of Alberta, supporting ground EMS from rural Alberta. The purpose of the program is to transport both urgent and non-urgent patients from geographically distanced communities to local, regional, or tertiary care hospitals within the province of Alberta, moving the right patient to the right healthcare service.*

*Airport and runway infrastructure play an important part in how air ambulance accesses communities. All eleven of Alberta's fixed wing air ambulance aircraft have the capability to fly using Instrument flight rules, including airport approach and departure systems such as GPS and ILS. Airport/runway maintenance and reporting, and instrument landing/departing infrastructure do impact the ability of air ambulance planes to access communities during inclement weather periods. Limited airfield infrastructure can mean a delay for the patient to be transported, waiting for the weather to lift and runway cleared."*

In the past, STARS Air Ambulance (Helicopter Emergency Medical Service – HEMS) had instrument flight procedures to most community hospitals with helipads. Over the past number of years, these instrument flight procedures have been revoked by STARS for several reasons. These include the inability of the helicopter to flying in icing conditions<sup>2</sup>, fuel and range limitations, a larger helicopter than cannot use the helipad, etc. As a result, small communities have lost their adverse weather medevac capabilities. This can mean, based upon the historical weather, that over 30 days per year aircraft - fixed wing (airplanes) or rotary wing (helicopters) - are unable to serve your community.

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<sup>2</sup> Icing in-clouds occurs due to cloud moisture and temperature. While it might be cloudy on the ground or even raining, conditions may exist that cause ice to form on an aircraft. Helicopters are not well suited to handle icing safely.

Fortunately, the Special Areas have airports that can serve to improve the community's access to medical evacuation aircraft, both airplanes and STARS HEMS. Instrument flight procedures can be used by both the Alberta Health Services contract medevac operator (fixed wing) and STARS (helicopter) to provide all-weather access to your community. The value of these procedures is well known as they increase the number of useable days of the airport by up to 10%.

In addition to improving time sensitive medevac patients, our experience with airports that implement better approach and departure procedures is an increase in corporate air traffic too. Businesses that are in a community or thinking of locating in a community realize better all-weather access and can depend upon the airport to be useable more often and reliably.

In the past, airports had to invest hundreds of thousands of dollars to have instrument flight procedures – this included the ground-based navigation aid's capital cost and operating costs as well as the instrument procedures that are associated with them. With the advent of satellite-based navigation, instrument flight procedures can be developed without the requirement for the equipment and equipment maintenance. Like motor vehicles and other satellite-based navigation, the navigation source is free! This reduces the costs by hundreds of thousands of dollars and the only cost becomes the procedures themselves. And, as you will see these costs are very modest compared to benefit it provides.

### **Costs**

JetPro has worked with community airports in Alberta and across Canada for almost twenty years and understands their financial constraints. Our fees are modest and reflect the challenges of community airports.

The costs to implement these procedures are as follows:

1. Professional design fees - \$0,000 (zero dollars). This includes the basic GPS approach (Lateral Navigation or LNAV) and departures to both runway ends.
2. Runway survey: if a useable survey of the runway is not available JetPro can perform this work. The cost for this is \$3,000.
3. Professional design fees - \$4,000. Upgrade to more sophisticated and effective WAAS approaches (see videos for more detailed explanation of WAAS). This is an important

upgrade, particularly for short runways at all three of these airports as it assists pilots in performing pin-point landings.

4. Flight Checking - \$4,000 for initial flight check.
5. Annual procedure maintenance fee - \$4,000. A document describing procedure maintenance is found in the link above.
6. Regulatory Review (every four years) – there is no charge for the Regulatory Review as it is paid by the annual maintenance fee however a flight check is an extra cost. The estimated cost is \$4,000.

The following table shows the costs and timings (based on 2023 dollars) shows the cost on a per airport basis:

Year/Cost	Design	Flight Check	Maintenance	Total	Notes
<b>1 (2023)</b>	\$4,000 <sup>3</sup>	\$4,000	\$4,000	\$12,000	Initial Flight Check
<b>2 (2024)</b>			\$4,000	\$4,000	
<b>3 (2025)</b>			\$4,000	\$4,000	
<b>4 (2026)</b>		\$4,000	\$4,000	\$8,000	Regulatory Review Flight Check
<b>5 (2027)</b>			\$4,000	\$4,000	Repeat of the 4-year cycle

Note:

**Payment Terms**

As described below, it takes approximately one year for NAV CANADA to process the procedures and for them to appear in the aeronautical publications and aircraft navigation databases. Paying for something then not being able to use it for a year is difficult to take.

**Professional fees** - \$2,000 deposit per airport, balance payable upon delivery of material to NAV CANADA including any options such as runway survey and WAAS upgrade.

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<sup>3</sup> If a runway survey is required add \$3,000.



**Flight check costs** – payable following the flight check.

**Annual procedure maintenance fee** – payable upon delivery of the material to NAV CANADA and annually thereafter.

There are several steps in the process:

1. Gathering the aeronautic information particularly a survey of the runway.
2. Designing and verifying the instrument procedures.
3. Flight checking the procedures.
4. Submitting the material to NAV CANADA for publication.
5. Instrument procedure maintenance – see document in the link describing the JetPro Instrument Procedure Maintenance Program – begins upon submission of the procedures to NAV CANADA.

### **Timing**

We can have the procedures ready to flight check within three to four weeks of formal go ahead and submitted to NAV CANADA immediately thereafter.

NAV CANADA is the only organization in Canada allowed to process these procedures and publish them. It is currently taking nine months to a year before these procedures are processed by NAV CANADA. **We take no responsibility for the time it takes NAV CANADA to exercise its legal obligations.**

JetPro offers several unique qualities that separate us from other instrument procedure design organizations. These include:

1. JetPro is an accredited engineering firm.
2. JetPro carries liability insurance to protect our clients.
3. JetPro provides a fully integrated capability from runway survey, design, flight checking and procedure maintenance.
4. JetPro is Canada's leading commercial design organization for the advanced WAAS procedures.
5. JetPro is fully conversant with aerodrome standards and design.
6. JetPro has pioneered advanced satellite-based procedures to ice runways.

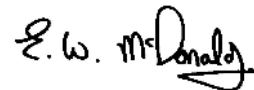
7. JetPro developed the first operational Lateral Procedure with Vertical Guidance (LPV) and Lateral Procedure (LP) approaches in Canada.
8. JetPro's client base is from coast-to-coast including the Arctic including many Alberta airports such as Donnelly, Fairview, Rainbow Lake, Rocky Mountain House, Sundre, etc.

### References

JetPro would be pleased to provide references of satisfied clients throughout Alberta and Canada.

Community airports are significant capital investment and ongoing maintenance cost. Having the facility in inaccessible and unusable for ten percent of the time or more owing to nighttime or poor weather does not extract the full value of the investment in the airport. For a relatively small cost, satellite-based instrument flight procedures can increase the availability and utility of the airport and its benefit to the community.

Sincerely,



Ed McDonald, P.Eng. MBA

Date: June 13, 2023

Agenda Item No: 9.04

## Employee Benefit Program Surplus

### Recommended Motion

That Council Authorize the Chief Administrative Officer to establish a high interest GIC for the Employee Benefit Program Surplus in the amount of \$120,000 with the plan to use the interest generated annually to reduce the cost of the Town of Hanna Employee Benefit Program on the annual operating budget.

### Background

Earlier this year the Town of Hanna's Employee Benefit provider RWAM reached out and indicated that the Town had a significant surplus in their account and Administration requested that the provider provide some potential options the Town could look at for this surplus. The provider suggested the options below:

1. RWAM could just refund the surplus. They would want to retain a minimum of 2 months of anticipated claims on hand, so roughly \$10,000, but the remainder could be refunded.
2. Go on "premium holiday" where the Town wouldn't pay premiums and claims would be paid out of that surplus until it dropped under the \$10,000 level.
3. Adjust the plan design.

Several things that were suggested under the plan design, had been discussed with Administration in the past and included the following:

- Adding the other benefits under a single plan (Life, LTD etc. is currently provide through AMSC and not RAWM) and that premium could be paid out of the existing surplus.
- The current dental plan with 100% basic, 100% major, and 50% ortho is a very robust plan. The one thing you could look at there is the combined max is still at \$1,500 and that has moved up in the past few years, where we see most employers having a combined \$2,000 or \$2,500 limit (in 2022, the Town had 2 people who hit the current \$1,500 max, so not a huge exposure historically at least, for the Town to increase).
- On the Health side, there are a couple things that could be implemented. The Town paramedical practitioner level is at \$400, and the standard is now \$500. RAWM are even seeing a lot of employers increase that up to \$750 as more and more people



are using this portion of their benefit plans than ever before, and employers are feeling the need to increase to accommodate. The other item you could look at on the health side is the prescription drugs. Right now, they are covered at 80%, and when we set the plan up the CAO felt it important that the employee at least pay something for their medications. If you were to bump it to 100% coverage, based on 2022 claims, it would have cost you an additional \$4,000 over the course of the year (you could move to 90% as well of course if you wanted to split that difference). The other option under the health side that is becoming more popular is to have a health spending account (HSA) and RAWM certainly could do that, but the majority of employers that are doing that do so because they have “gaps” in their plan, vision being the primary one, but the Town has a very good vision plan at \$500, so in general terms RAWM isn’t sure that an HSA would get used as much (RAWM could though remove vision and parameds from the core plan, which would have been \$17,000 in claims last year, and then replace that with an HSA of say \$2,000 a year... That would give the individual a little more flexibility in how they spend their claim dollars, while still giving you cost certainty and containment).

Administration has reviewed the options and have asked RAWM to reimburse the Town \$120,000 of the surplus which they have done. Administration is recommending that the Town put this surplus in a GIC and then use the interest annually (anticipated to be \$5,000 - \$6,000 annually) to reduce the overall costs of the benefit plan to the Town while leaving the principal untouched.

### Communications

Report highlights may be communicated through the Town of Hanna social media program.

### Financial Implications

Operating:	_____ N/A _____	Capital Cost:	_____ N/A _____
Budget Available:	_____	Budget Available:	_____
Unbudgeted Costs:	_____	Unbudgeted Costs:	_____
Source of Funds:	_____	Source of Funds:	_____



Policy and/or Legislative Implications

N/A

Attachments

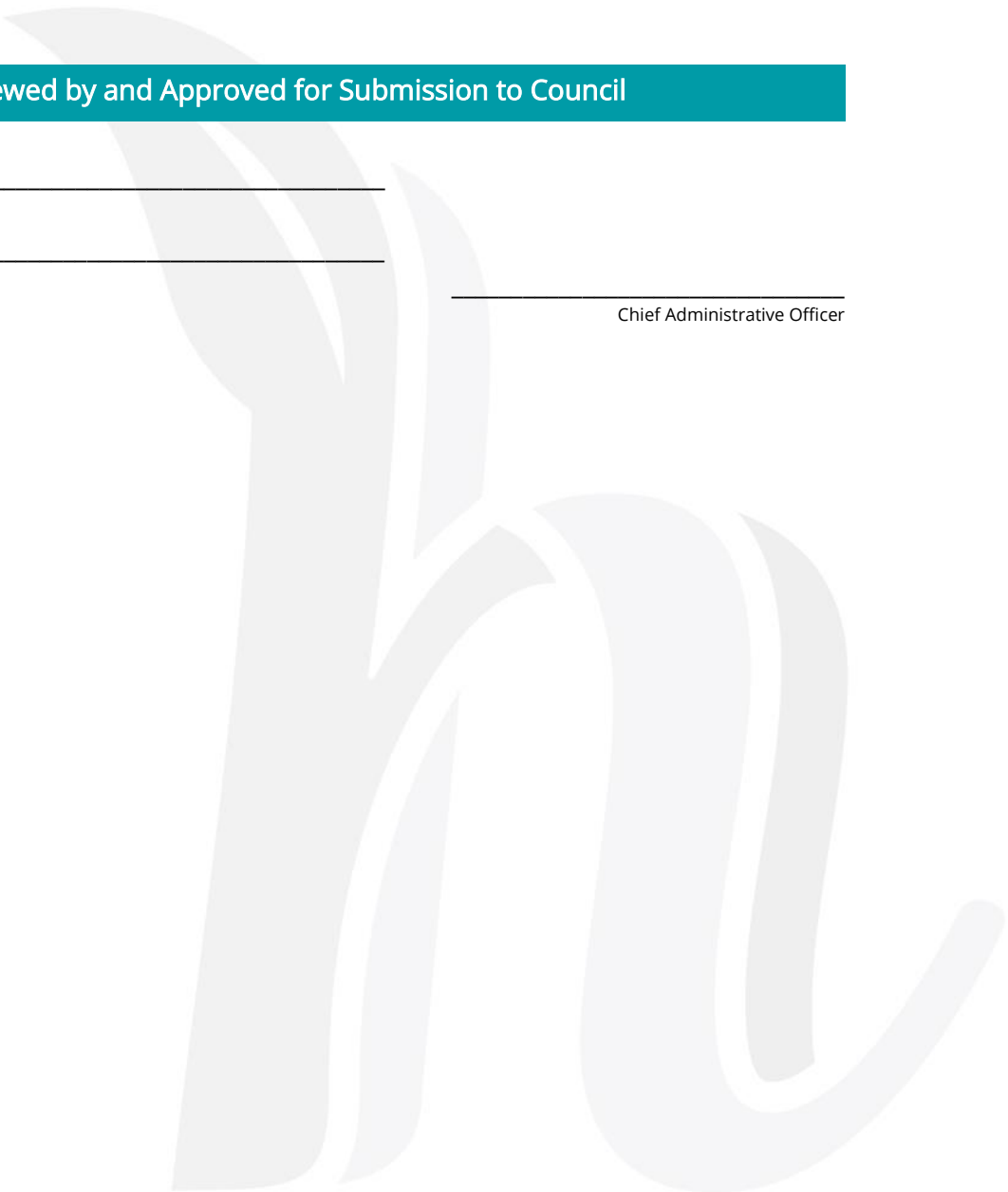
N/A

Reviewed by and Approved for Submission to Council

Reviewed by: \_\_\_\_\_

Financial Review by: \_\_\_\_\_

\_\_\_\_\_  
Chief Administrative Officer



Date: June 13, 2023

Agenda Item No: 10.01

## Land Use Bylaw 1032-2023 – First Reading

### Recommended Motion

1. That Council give first reading to the new Land Use Bylaw 1032-2023 (Version 2).
2. That Council determine a date for a Public Hearing at the August 8, 2023 meeting to allow any person who claims that he/she will be affected by Bylaw No. 1032-2023, an opportunity to be heard by Council.

### Background

The Town of Hanna and Palliser Regional Municipal Services (PRMS) began the process of reviewing the Town's Land Use Bylaw 967-2012 in June 2022. It is common for a Land Use Bylaw (LUB) to be comprehensively reviewed and updated every 5 to 10 years, as has been the practice for the Town of Hanna in the past to ensure the LUB remains current.

An open house was formally advertised and held in February 2023 as an opportunity for the public to discuss the Draft LUB with PRMS and Town staff, and to provide feedback on the draft. Letters were mailed at the end of January 2023 to approximately 115 landowners to notify them of a proposed zoning change to their property. The landowners were provided an invitation to attend the February 23, 2023, open house, or to directly contact PRMS staff by phone or email. PRMS received numerous calls and emails, as well as a few visitors to the PRMS office to discuss the proposed new zoning of their properties in the draft LUB. PRMS and Town staff discussed landowner's concerns prior to the open house with those who reached out to PRMS.

All comments received were compiled into a "What We Heard Report" which was presented to Council for information on April 11, 2023. Council thereafter directed Administration to prepare a report that responds to the residents concerns and questions, and to prepare a revised Land Use Bylaw for the formal Council approval process. The attached "Responses to the What We Heard Report" (Attachment 1) provides detailed responses to every comment and question received. The report also provides a recommendation for if and how each concern is considered in the revised Land Use Bylaw (Version 2).



Attachment 2 is a “redline” version of the revised Land Use Bylaw 1032-2023 (Version 2) which shows the changes that are proposed to the new Land Use Bylaw in accordance with the “Responses to the What We Heard Report”.

The sections of the revised bylaw that changed from Version 1 include:

- 3.1.4(i)
- 4.2.9(c)
- 5.3.1
- 5.4.3
- 5.5.2
- 5.5.3
- 9.4.1
- 9.9.3
- 9.9.9
- 9.10.1
- 9.15
- 10.1.9
- 10.3.3
- 10.3.7
- 10.13
- Sections 13 to 25
- 27
- 28

All other sections of the proposed bylaw remain unchanged.

The revised Land Use Bylaw (Version 2) after it receives first reading will be made available to the public for review throughout the entire summer. This will provide the public ample time to prepare for the public hearing that is planned to be held in September. The public hearing will provide the opportunity for residents, landowners, and business owners in Hanna to speak directly to Council with their concerns, or support for, the revised Land Use Bylaw. The anticipated dates for the public hearing are September 7, 13 & 14 and should be decided by Council motion at the August 8, 2023, Council Meeting.

Following the public hearing, the Land Use Bylaw will be presented to Council for second reading anticipated at this time to be at the October 10, 2023, Council Meeting. Council has the opportunity to amend any portion of the Land Use Bylaw prior to giving the bylaw second reading. It is anticipated that the Land Use Bylaw will be brought to Council for third and final reading at the November 14, 2023, Council meeting with the bylaw anticipated to come into effect January 1, 2024.

A revised version of the proposed Telecommunications Structure Policy provided is for information. The Policy should be adopted by Council at third reading of the new Land Use Bylaw 1032-2023 to also come into effect January 1, 2023. This will ensure there is no conflicting regulation with the current LUB 967-2012 with regards to Telecommunications structures.



## Alternatives

Council may amend the revised LUB (Version 2) prior to giving the Bylaw first reading. This is not recommended, as the public has not yet had the opportunity to comment on the changes proposed by Administration and PRMS.

## Financial Implications

Operating: _____	Capital Cost: _____
Budget Available: _____	Budget Available: _____
Unbudgeted Costs: _____	Unbudgeted Costs: _____
Source of Funds: _____	Source of Funds: _____

## Policy and/or Legislative Implications

1. The *Municipal Government Act* regulates the process for adopting a LUB and the required content of a LUB (sections 230, 639 and 640).

## Attachments

1. Responses to the What We Heard Report
2. Land Use Bylaw 1032-2023 (redline)
3. Telecommunications Policy (revised)

## Reviewed by and Approved for Submission to Council

Submitted by: Tracy Woitenko, Senior Planner, PRMS

Financial Review by: \_\_\_\_\_

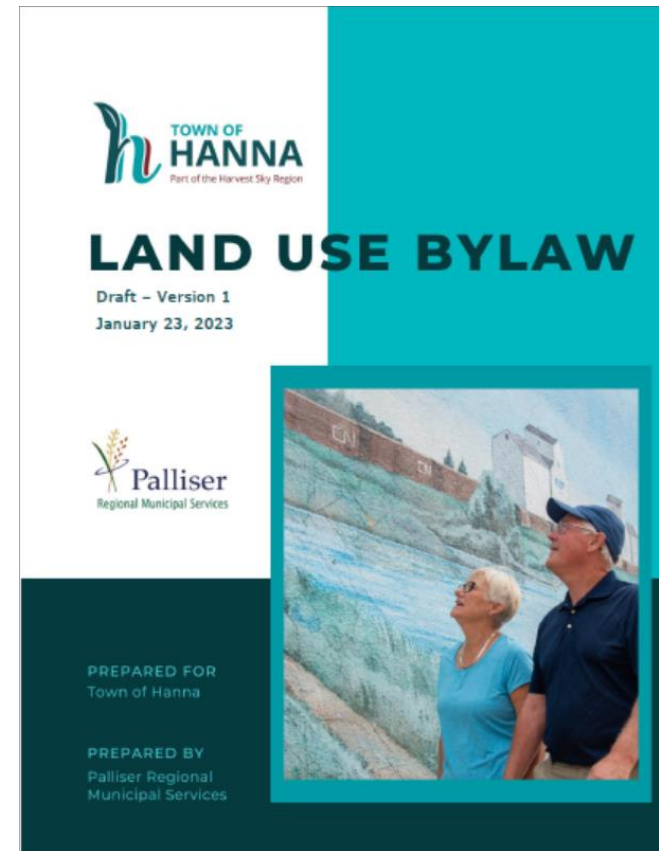
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Chief Administrative Officer



# Responses to the What We Heard Report

Draft Land Use Bylaw  
Version 1

Town of Hanna  
June 2023



## Table of Contents

### **Responses to Feedback Gathered**

General Comments	1
Specific Comments Related to Property Rezoning	20
Survey Responses	23
LUB Review Process Comments	32
Telecommunication Structure Policy Comments	35
Comments Unrelated to the Land Use Bylaw	36

### **Next Steps**

37

**General Comments**

<b>Part A – The Approvals Process</b>		
<b>Section #</b>	<b>Comment</b>	<b>Response and Recommendation</b>
1.2.1	Concerns with wording of this. Especially the last line.	<p>This statement is in alignment with the purpose of planning regulation in Alberta. See Part 17 of the <i>Municipal Government Act</i> (the 'MGA') for all planning related legislation in Alberta. Specifically:</p> <p><b>Purpose of this Part</b></p> <p><i>617 The purpose of this Part and the regulations and bylaws under this Part is to provide means whereby plans and related matters may be prepared and adopted</i></p> <p><i>(a) to achieve the orderly, economical and beneficial development, use of land and patterns of human settlement, and</i></p> <p><i>(b) to maintain and improve the quality of the physical environment within which patterns of human settlement are situated in Alberta, without infringing on the rights of individuals for any public interest except to the extent that is necessary for the overall greater public interest.</i></p> <p><b>No change recommended.</b></p>
1.2.1	Concern with last line of purpose statement	
1.2.1	...except to the extent that is for the overall greater public interest! You can not infringe on individual rights, and this appears to move us to communism or, at the very least, closer to socialism.	
1.3	Are all of these extensive Land Use Bylaws adequately enforced every day equally to all residents? When one can apply for 100% variance?	<p>Enforcement of bylaws is an operational decision of the Town of Hanna and is independent of the content of the LUB. However, it is recommended municipalities only regulate in their bylaws what they will enforce, and that the rules apply equally to all persons.</p> <p>A person can apply for a variance of any standard in a LUB by submitting a development permit application. Each permit goes through the required permit approval process as outlined in the MGA and the LUB. The decision will be made by the Development Authority, and the decision to approve or refuse a variance can be appealed to the ISDAB (Intermunicipal Subdivision and Development Appeal Board) by the applicant or an affected person.</p> <p><b>No change recommended.</b></p>
1.6	What about grandfathering? Conforming and non-conforming? The wording appeared vague upon quick consideration.	<p>Non-conforming buildings and uses are clearly defined and regulated within the MGA and municipalities must comply. Please refer to Section 643 of the MGA.</p> <p>However, this section of the MGA does allow a municipality to regulate two aspects of non-conforming buildings specifically in a LUB, shown highlighted in <b>red font</b> below.</p> <p><b>643(5) A non-conforming building may continue to be used but the building may not be enlarged, added to, rebuilt or structurally altered except</b></p> <p><i>(a) to make it a conforming building,</i></p>

		<p>(b) <i>for routine maintenance of the building, if the development authority considers it necessary, or</i></p> <p>(c) <i>in accordance with a land use bylaw that provides minor variance powers to the development authority for the purposes of this section.</i></p> <p><b>643(6)</b> <i>If a non-conforming building is damaged or destroyed to the extent of more than 75% of the value of the building above its foundation, the building may not be repaired or rebuilt <b>except in accordance with the land use bylaw.</b></i></p> <p>The updated Hanna LUB now provides powers in 1.6.2 and 1.6.3 to allow variances related to 643(5)(c). The Hanna LUB does not address 643(6) of the MGA and it is not recommended to change this.</p> <p><b>No change recommended.</b></p>
1.6.3	The Development Authority can make a non-conforming building conforming through the granting of a relaxation of rules or requirements – why have any rules?	<p>A building can become non-conforming over time when the rules in the LUB change. For example, if the ‘zoning’ (land use district) of a property changes and the front or side yard setback requirement is larger in the new district. Municipalities may decide to rezone one or more properties to meet the changing long-term goals for land use and development.</p> <p>In the case where a building becomes non-conforming, the Development Authority may decide that the existing building in its current location may be increased in size or increase its intensity of use, despite the non-conformity. It may not be deemed necessary to require the building to be demolished and replaced at that particular point in time, even though the new standards would apply to any new development.</p> <p>This provision allows for the municipality to consider each situation of an existing non-conforming building on a case by case manner. In Hanna, this is important as the standards in various districts have changed over time, as well as some buildings in Hanna were constructed prior to the first Land Use Bylaw coming into effect.</p> <p><b>No change recommended.</b></p>
2.1.4	Blacks law dictionary defines a person as only a corporation. Why add individual?	<p>It is standard for a Land Use Bylaw to define a ‘person’ as both an individual and a corporation.</p> <p><b>No change recommended.</b></p>
3.1.3	Fences should not require a development permit	<p>It is not common that a development permit is required for the construction of a fence. The Town issued 17 fence permits last year, which is a fair amount of work. If fence permits are not required, the Development Officer will have more time to focus on other permit applications. However, not requiring permits may lead to increased enforcement action.</p> <p><b>Recommended change:</b> Fences have been removed from the requirement for obtaining a development permit in 3.1.3, unless the fence requires a variance to any regulation (i.e. fence height). Any variances must be approved through a development permit application. 9.10.1 is also deleted.</p>
3.1.3	Permit for fence is insane	

3.1.3	Solar panels should require a permit (renewable energy)	Similar to fences, it is not common to require a development permit for <b>Renewable Energy Systems</b> . <b>No change recommended.</b>
3.1.3	Should be development permit for renewables	
3.1.3	Greenhouse should not require a permit	A greenhouse that is accessory to a development (i.e. a small greenhouse on a residential property) would follow the permit requirements and regulations for <b>Accessory Buildings</b> in sections 3.1.4 (f) and 10.1. A greenhouse that produces food or plants for commercial purposes is only allowed in certain commercial and industrial districts and the UR District. A development permit is required for all commercial uses. <b>No change recommended.</b>
3.1.3	Is permit required for disability access	Yes. A development permit would be required. However, regulations are proposed to be added to 9.9.9 to allow for these structures to encroach into yard setbacks (see below). <b>No change recommended.</b>
3.1.3/3.1.4	Clarification on the types of items that don't need a permit.	Every use is defined in the Definitions (Section 27). <b>No change recommended.</b>
4.3.3	MPC should have a variance cap. 100% should not be allowed. 30% or less would be better	The current Hanna LUB 967-2012 and the updated LUB (Version 1) allow the Municipal Planning Commission (MPC) to grant a variance of up to 100% of any standard. This was not proposed to change in the new LUB. The Town does not get many requests for variances. If 4.3.3 is amended to reduce the variance power to 30% or even 50%, then any permit application that requests a higher variance is required to be refused automatically. The applicant then has the option to appeal the refusal to the ISDAB. The ISDAB is not limited in its variance powers. The following explains the pros and cons of limiting the variance powers of the MPC. <b>Pros:</b> The rules would be followed more strictly, as most applicants do not prefer to go through the ISDAB process due to time and expense. The ISDAB requires a formal hearing be held to hear from the applicant and any affected members of the public prior to a decision being made. Once the ISDAB decision is made, there is no longer any opportunity to further appeal in the process (outside of a Provincial Court of Appeal). <b>Cons:</b> The ISDAB can be a stressful process for all parties involved. An MPC meeting is a less formal process that still encourages discussion of potential impacts of granting large variances. If the MPC approves the variance, an affected neighbour can still appeal that approval to the ISDAB. The Town's practice of allowing the MPC to grant variances up to 100% has not been an issue or resulted in a significant amount of appeals to the ISDAB. <b>No change recommended.</b>
4.3	Variance powers – Development Officer has 10% variance powers and the MPC has 100% variance powers – again why have any rules?	

4.3	Home Occupations, signs, and fences: If your rules are stated, why would you allow for flexibility or relaxation by the development authority?	<p>The rules and regulations in a LUB are written in a way that can achieve general conformity. However, there may be specific situations where the general rules do not work as intended. This can be due to the location of the site, the size and shape of a site or the type and layout of development on an adjacent site, or the desires of an applicant for something different. All these factors play into the decisions that a Development Authority must make.</p> <p>Many of the comments in the What We Heard Report make reference to specific conditions where something should or may not need to be regulated. The LUB provides this flexibility to make decisions that are considered the best course of action based on the merits of each application. The MGA requires public notification where a decision is made that does not meet the requirements or standards of the LUB, and further allows for appeals of any decision made by a Development Authority. Planning isn't only about having the 'right' rules, it is also about having a process in place to deal with situations that don't exactly fit the rules (refer to the purpose of planning legislation in 617 of the MGA).</p> <p><b>No change recommended.</b></p>
4.5	Kindly clarify what a subdivision authority is?	<p>A Subdivision Authority is responsible for approving and endorsing an application for subdivision. More information on the subdivision process can be found on Palliser's website at <a href="https://www.palliserservices.ca/subdivision/subdivision-process">https://www.palliserservices.ca/subdivision/subdivision-process</a>, in the MGA and the <i>Matters Related to Subdivisions and Development Regulation</i>.</p> <p><b>No change recommended.</b></p>
5.3	What is a notice of referral?	<p>Please see section 5.3 of the updated LUB related to 'Notice of Application and Application Referrals'. Once an application has been deemed complete, the Development Officer may determine that comments are required on the application from other internal departments (i.e. public works) or to external agencies (i.e. Alberta Transportation) before a decision is made on the application. The application will be referred to those persons or agencies (see 5.3.2).</p> <p>The completed application may also be required to be circulated to an adjacent municipality for comment pursuant to an Intermunicipal Development Plan (see 5.3.3).</p> <p><b>No change recommended.</b></p>
5.4.3	Comma after "bylaw". Clause is very confusing as it appears to contradict itself. A clear example may assist in some clarification.	<p>Where a variance is approved related to the maximum height of a building, for example, the Development Authority could require as a condition of approval that the building be designed to 'step back' in the upper levels or that the roof is designed to reduce the appearance and massing of the building. This type of condition "off-sets" the impact of granting the relaxation.</p> <p>5.4.3 would not allow a Development Authority to require, for example, that the applicant provide additional parking spaces due to the increase in building height. Parking is not directly related to the height of the building and does not mitigate or "off-set" any impact of granting a variance to allow a building to be a greater height than the maximum.</p>

		<b>Recommended Change:</b> Add a comma after the word 'Bylaw'.
5.4.7	Why must it be refused? What about other innovations that are unforeseen now? Why would this be restricted?	<p>The MGA requires that any development permit applications for uses that are not listed in the district to be refused pursuant to 640(6).</p> <p>Pursuant to the LUB Section 7, if a use is not listed in a district, a person has the ability to apply to amend the LUB to add a use to the district. The Town of Hanna LUB 967-2012 has been amended a number of times by applicants through this exact method. This is called a 'bylaw amendment' and is a standard process accommodated pursuant to 692 of the MGA.</p> <p><b>No change recommended.</b></p>
5.4.7b)	What does this mean?	<p>This means if a definition for a use excludes something in particular, that it would not be allowed under that use. For example, the definition in Section 27 for an <b>Agricultural Supply Depot</b> specifically excludes "the buying or selling of farm produce or animals". If a development permit application was submitted for an <b>Agricultural Supply Depot</b> for the purpose of selling horses or cows, the application would be refused because that activity is excluded from the use in its definition.</p> <p><b>No change recommended.</b></p>
5.4.8	Appears to be contradictory to 5.4.7.	<p>It is complimentary, not contradictory. 5.4.7b refers specifically to EXCLUSIONS that are listed in the definition for the use. 5.4.8 refers to uses that may be deemed similar, but that are not specifically EXCLUDED. A Development Authority would not be able to deem that a use is similar <u>if</u> it is clearly excluded in the use definition.</p> <p><b>No change recommended.</b></p>
5.5.2	Concerned with where you will be publishing your permits approved for discretionary use or permitted uses with a variance and the timeline.	<p>While preparing the draft LUB Version 1, the Town of Hanna was posting the required notices related to the approval of discretionary use permits and variances in the <i>Hanna Herald</i>. With the recent discontinuation of this newspaper, the Town will place any notifications in the East Central Review. In the survey, a question related to the preference for sending and posting notifications was asked (Question 2). The overwhelming response was for a letter to be mailed to adjacent owners.</p> <p>The Town currently mails letters to all adjacent properties for Home Occupations. The Town currently does not process too many discretionary use permits or permits with variances and it does not require many letters be sent.</p> <p><b>Recommended change:</b> For all discretionary use permit and permits that require a variance, a notice of the decision will be placed in the East Central Review, and a written notice will be mailed to all adjacent properties (note: <b>adjacent</b> is defined in the LUB Section 27). The 21-day appeal period will commence the date the letters are placed in the mail.</p>
5.6.3	Who is paying for what? Why may you have to contract with the town? Please explain c) of this section.	<p>The MGA specifically outlines what and how a municipality can require a developer to pay for infrastructure pursuant to section 650. As a condition of a development permit, the municipality may require a developer under (c) to install utilities, such as water and sewer lines. This may include service lines from a main which is already adjacent to the property, or it may include a requirement</p>

		for the developer to extend the main lines to the property line as well. If required, this is discussed and negotiated in the development approval process by the Town. <b>No change recommended.</b>
8	<p>Enforcement</p> <ul style="list-style-type: none"> <li>○ 8.1.3 Who exactly are the designated officers? What are official duties?</li> <li>○ 8.2.2 Who are such other persons?</li> <li>○ 8.3 Orders – please clarify the rules.</li> <li>○ 8.3.3 Have the timelines been changed from 14 to 21 days?</li> </ul>	<p>8.1.3 – The Town of Hanna has designated Officer Bylaw.</p> <p>8.2.2 – As stated, other such persons may be appointed by resolution of Council to be authorized to perform inspections. Until such resolution is made, this is not known. The Council has not given this authorization as of this date.</p> <p>8.3 – Please refer to Section 645 of the MGA which outlines how orders are issued.</p> <p>8.3.3 – It appears this question should have been in reference to 8.3.2 instead. Yes, the rules around appeals and timelines were amended in the MGA in both 2019 and 2020. In 2020, the Alberta Government passed Bill 48 referred to as “the Modernized Municipal Government Act”. More information on these changes is available here: <a href="https://www.alberta.ca/municipal-government-act-changes.aspx">https://www.alberta.ca/municipal-government-act-changes.aspx</a>.</p> <p><b>No change recommended.</b></p>
8.4.6	<i>Editors note:</i> there is an unintentional page break in the middle of the sentence that needs to be corrected.	<b>Recommended change:</b> Remove page break.
<b>Part B – General Regulations</b>		
<b>Section #</b>	<b>Comment</b>	<b>Response and Recommendation</b>
9.4.1	We would like to continue storing vehicles on our private property. The cost of everything, including vehicles, is astronomical! We need to conserve and reuse what we can	<p>The residents of Hanna do not appear to be concerned to any great extent of derelict vehicles or commercial vehicles on private properties. In a residential district, the Town can use the Unsightly Bylaw to deal with derelict vehicles. In commercial districts, the Town can commence enforcement if a property contains derelict vehicles and there is no development permit approval for the operation of a business such as a <b>Wrecker and Salvage</b>.</p> <p><b>Recommended change:</b> Delete 9.4.1.</p>
9.4.1	Derelict vehicle - 30 days instead of 14. If its a legit vehicle needing work, that would be a more acceptable time frame. Seems to be the standard in many other municipalities. Would it also be valuable to have a definition of derelict vehicle? Uninsured/unregistered, non operable?	
9.4.3	Seacans for storage only - not dwelling. I agree.	<p>This regulation provides more flexibility for different building forms in the future. A development is required to meet the design and aesthetic regulations of section 9.2.</p> <p><b>No change recommended.</b></p>
9.5	Why are “Apartments’ developments added to 9.5.1 but not to 9.5.2 – 9.5.4?	9.5.2 and 9.5.3 do not relate to residential uses (commercial or industrial uses only). This is intentional.



		<p>9.5.4 is not limited to which uses, it relates only to any development on a corner lot. This may apply to an <b>Apartment</b>. The relevant aspect that is being regulated is the corner lot, independent of the use on that lot.</p> <p><b>No change recommended.</b></p>
9.7.2	<p>“Where a drainage swale or path is maintained &amp; the swale shall be kept free of any obstructions?”</p> <p>Q. Who is responsible to maintain &amp; keep free of any obstruction?</p>	<p>The first statement in the paragraph indicates who the regulation applies to. “The owner of a parcel shall be responsible...”</p> <p><b>No change recommended.</b></p>
9.8.2 (c)	<p>“the building be renovated to a satisfactory condition within a specified time.”</p> <p>Q. Who determines if the renovation is completed to a “satisfactory condition”?</p>	<p>The Development Authority is always the person responsible to ensure that the conditions of a development permit are met.</p> <p><b>No change recommended.</b></p>
9.9	<p>No yard restrictions or permit required for universal access structures (i.e. wheelchair ramps).</p>	<p>The permitted yard encroachments were not changed from the current LUB 967-2012. It is possible to add a statement to allow wheelchair ramps to encroach into any yard.</p> <p><b>Recommended change:</b> Addition of the following regulation:</p> <p>9.9.9 Wheelchair ramps may be permitted to encroach into any required yard setback, at the discretion of the Development Authority, provided that the ramp:</p> <ul style="list-style-type: none"> <li>(a) does not impede fire access to or around the building;</li> <li>(b) is complementary to and well integrated into the existing building design; and</li> <li>(c) does not extend beyond the property line unless where allowed pursuant to an encroachment agreement entered into with the Town.</li> </ul> <p>Should the Town wish to allow these structures to be built on Town lands, it is recommended that the Town adopt an “Encroachment Policy” first pursuant to 651.2 of the MGA.</p>
9.12.11	<p>Parking Areas At the end of this line there is an “Error Message” which needs correcting.</p> <p>In the section of Parking, there doesn’t appear to be any space allotted for large trucks to park, off the main roads to ensure safety for vehicles &amp; pedestrians. Is this not the responsibility of the Business owner?</p> <p>For Example: Tim Horton’s. There is parking for cars, vans &amp; passenger trucks &amp; space for these vehicles to through the Drive Thru. But, there is no accounting for large trucks. Since they cannot fit thru the Drive Thru &amp; place an order,</p>	<p>This error message will be corrected.</p> <p>A Land Use Bylaw does not apply to highways or roads. On-street parking is dealt with through the municipality’s road designs and bylaws (i.e. through engineering standards or Master Transportation Plan). It is encouraged that municipalities frequently consider their provision of on-street parking and evaluate any future requirements.</p> <p>Therefore, the standards in a LUB are for parking to be provided and maintained on the site. It is not recommended that developments such as restaurants are required to provide parking for transport trucks on their site in the regulations for parking as a general regulation. Special regulations may be added to for example, the HWY-C District to ensure that parking for large transport trucks may be required on a site.</p>

	<p>they must physically get out of their vehicle &amp; go inside the business to place their order.</p> <p>Since transport trucks move supplies through the rural areas, they must be allowed to park safely, off the main road so they can stop for food at the various fast food establishments at the entrance to Hanna; parking along the main road creates visibility issues for vehicles &amp; for those who may be crossing the road to their vehicle parked in the Subway parking area.</p> <p>It is not safe for large trucks to park along the main road &amp; in some cases trucks &amp; trailers &amp; holiday trailers. Should there not be a designated area close to the restaurants for truck drivers &amp; larger vehicles to park where others are not put at risk?</p>	<p>When a development permit is issued for developments such as a restaurant with a drive-through, the new regulations in Section 9.14 of the LUB are followed, and the drive through only be allowed if the Development Authority is satisfied with the design.</p> <p>If it is determined by Council that if the parking of transport trucks is an issue, the Town of Hanna may also engage a qualified professional to design a solution. There are a variety of ways that these solutions can be paid for, such as levies. For example, pursuant to section 650 of the MGA and 5.6.3 of the LUB, the municipality can require a developer to construct or pay for the construction of “off-street or other parking facilities”. Local improvement levies are another financial tool that is available to municipalities.</p> <p><b>No change recommended.</b></p>
9.15	No solar panel fields or wind towers in town limits unless on a house	<p>Section 9.15 in the LUB currently allows for renewable energy systems to be located on a building or freestanding. <b>Renewable Energy Systems</b> are defined as: “a system that produces electrical power or heat to be used for on-site consumption or heating requirements by means such as, but not limited to, active and passive solar collectors, geothermal energy or heat exchange systems. A renewable energy system may provide residual power to the grid but is not intended to produce power primarily for resale”.</p> <p>On commercial and industrial properties, solar panels on roofs may not be viable. In this situation it would be reasonable to allow for solar panels that are freestanding.</p> <p><b>Recommended change:</b> A new <b>Renewable Energy Systems- Freestanding</b> use and definition has been create and is only allowed in non-residential districts.</p>
9.15	Renewables - Would like 9.15.2 Removed. I would like the standard for solar in Hanna to only be attached to existing buildings.	

Part C – Specific Use Regulations		
Section #	Comment	Response and Recommendation
	Why not chickens (barking dogs!)	<p>Although chickens are considered as part of the <b>Farm Animal</b> use, there are no Specific Use regulations in the LUB that apply to all properties. Currently, <b>Farm Animals</b> are allowed in the RA Residential Acreage District and <b>Extensive Agriculture</b> is allowed in the UR Urban Reserve District. Otherwise, chickens are not allowed in the LUB in any other land use district. Changes are proposed to the RA Residential Acreage District (see below 13.5).</p> <p><b>No change recommended:</b> to the Specific Use Regulations related to Farm Animals.</p> <p><b>Other recommendation:</b> Should the Town of Hanna wish to allow and regulate other animals than dogs and cats, it is recommended that this is done through an Animal Control or similar bylaw, not the Land Use Bylaw.</p>
	Yes! we want chickens!	
	No chickens within 300 ft of a home!	
10.1.9	Accessory Building, Fabric Covered. In the examples, there is reference to “burning barrels”. Burning Barrels are not allowed in Town are they?	<p>The Burning Bylaw 902-2002 prohibits “Open Fires” in Hanna.</p> <p><b>Recommended change:</b> Delete “burning barrels” from the list of examples in 10.1.9(a).</p>
10.3.2	Is a new business license also required with the new Developing Permit? If the business license was allowed to lapse because the Home Occupation no longer operates, would the Dev. Permit still be required?	<p>A person operating a <b>Home Occupation</b> is required to have a valid Business License. This requirement is not regulated in the LUB, but a separate Business Licence Bylaw 889-2000.</p> <p>If the <b>Home Occupation</b> is no longer in operation, a new Development Permit is not required.</p> <p><b>No change recommended.</b></p>
10.3.3	Suggestion for rephrasing: “the applicant shall provide” a written authorization from the registered owners to the Development Authority.	<p><b>Recommended change:</b> reword 10.3.3 to “Where the applicant for the <b>Home Occupation</b> is not the registered owner of the <b>Dwelling Unit</b> proposed to be used for a <b>Home Occupation</b>, the applicant shall provide written authorization from the registered owner(s) to the Development Authority”.</p>
10.12	Cannabis Production Facility. How would this facility fall within Town limits? If allowed in Town Limits, it should be at the outermost edge of Town limits in an Industrial Area furthest away from Residential Districts & situated such that the natural wind stream would take any smell away from the Town. I would not like to see a facility such as this within Town limits. We have experienced negative effects having a facility similar to this with the GFL facility on the SW edge of Hanna within Town limits. There should be a Remote Rural Industrial area away from populated areas	<p>The current LUB 967-2012 does not allow for a <b>Cannabis Production Facility</b>. This was included as a new discretionary use to increase Hanna’s potential for economic development. As a discretionary use, it is decided upon by the MPC.</p> <p>Cannabis Production Facilities are proposed to be allowed in an Industrial District only. It is at Council’s discretion to zone lands that are Industrial, and where those lands would be located.</p> <p><b>No change recommended.</b></p>
10.13	Small Wind Energy - Seems so restrictive that a compliant wind tower/turbine would be quite useless. I would support it	

	being completely removed or simply state that it needs confirm to accessory building height?	There are currently no <b>Small Wind Energy Systems</b> in Hanna which would be affected by any change to this section of the LUB. This use is not generally supported by the community of Hanna.
10.13	Small Wind Energy Systems Is there any long term research on Wind Energy Systems & the negative effect on the population in close proximity? Until these are placed in large centers & as described in this Bylaw with long term results provided, I do not see the value of these systems & I would be against these systems in a small populated rural center. These systems would remove the scenic value from living in a rural community. Remote Rural Industrial area away from populated areas. I am not supportive of adding Small Wind Energy Systems within Town Limits.	<b>Recommended change:</b> Delete Section 10.13 and all references to <b>Small Wind Energy Systems</b> in the LUB.
10.14	Work Camps The work camps must be screened in residential areas & lighting must not interfere with the existing residents to deter from their quality of life while the Work Camp is set up. Ideally, camps will be on the edge of any residential area & lighting should shine directly into the camp & not into any adjacent residential areas. They should also be made aware of the Sound Bylaw.	The LUB requires the applicant to provide such detail as screening of a <b>Work Camp</b> . Conditions that address the impact of a <b>Work Camp</b> on any adjacent properties can be imposed on a development permit approval, or the permit can be refused. The LUB does not have any impact on other Bylaws that the Town of Hanna has, or how the Town enforces those bylaws. A person is required to follow other Town of Hanna Bylaws independent of development permit approval. <b>No change recommended.</b>
10.15	Solar Power Plant - Would like this removed. I like the idea of commercial solar farms/arrays built in rural municipalities, instead of consuming our limited land inside Hanna's municipal borders. Not a good fit for an urban municipality.	The Province, specifically the Alberta Utilities Commission (AUC), is the decision-making authority of <b>Solar Power Plants</b> . In accordance with section 619(1) of the Act, where the AUC grants an approval, it prevails over any statutory plan, LUB or decision by a Development Authority.
10.15	Solar Power Plant. People live in the rural areas to get away from Industrial Elements. Are there any long term studies to show the effect of Solar Power Plants in close proximity to residential & populated areas? These systems would remove the scenic value from living in a rural community. Remote Rural Industrial area away from populated areas. I feel the application for a development permit should be the 1st step in entering a community. If it is NOT well received in the community then the Solar Plant should go elsewhere. Having all the paperwork completed through Alberta Utilities Commission gives the AUC all the say in entering a community NOT the residents who have to live with this on the AUC approval which is NOT in our community. I am not	Furthermore, pursuant to 619(2) of the MGA, when a development application is received, the municipality must approve the application to the extent that the application is consistent with an AUC approval. The AUC would consider comments from a municipality in its approval process of a <b>Solar Power Plant</b> . However, if the AUC does not consider factors in its decision that are important to the Town to regulate, namely road use and construction, and scenic values, the development permit process can address these concerns. It is recommended that this section remain in the LUB in the case the AUC does approve an application. The Development Authority would then have direction in the LUB to include any conditions of approval that it deems necessary. <b>No change recommended.</b>

	supportive of Solar Power Plants within Town Limits. I may be supportive on personal solar panels installed on houses, or installed on Commercial Buildings, providing Glint & Glare will not negatively affect pilots & the use of the Hanna Airport.	
<b>Part D – Signs</b>		
<b>Section #</b>	<b>Comment</b>	<b>Response and Recommendation</b>
11.1	Signs should not be regulated and not require a development permit	It is important to regulate signs to prevent a proliferation of signage. <b>No change recommended.</b>
11.1	Signs an issue. No permits.	
11.1.7	Q: Is there a time frame for the removal? There appears to be a timeframe for the removal in 11.1.8 & in 11.1.9. Should be a specified time frame here too?	The timeframe for removal in 11.1.7 is specifically the day that the sign no longer relates to the business or event on that property. There is no specific timeframe in 11.1.8 because every enforcement action will depend on the situation. The timeframe in 11.1.9 is stated specifically because it relates to when a new permit can be applied for. <b>No change recommended.</b>
<b>Part E – Districts</b>		
<b>Section #</b>	<b>Comment</b>	<b>Response and Recommendation</b>
12.3.1	Direct Control Districts. I am the President of the Hanna Roundhouse Society & we were advised to provide a list of possible uses to Palliser Municipal Planning before our property was to be Re-Zoned to Direct Control. If we were planning a use outside the list we provided, we were to get “permission” from the Town Council to be able to proceed with that “use”. “Land Uses within a Direct Control District shall be determined by Council” does not imply that the landowner has any input into what “uses” will be allowed. I would like to see there be some indication that the Land Owner has some communication with Council for proposed uses vs the uses as “determined by Council”. Otherwise, the land owner may be “penalized” because a Land Use cannot be determined in a unique scenario such as the Hanna Roundhouse.	A Direct Control District is one that is very special, and any uses and regulations are a specific negotiation with Council. Should the Roundhouse Society wish to change any uses or regulations in the Direct Control District, the Society would need to submit an application to amend the Land Use Bylaw to the Hanna Council. This LUB update does not consider amendments to Direct Control Districts in its scope. <b>No change recommended.</b>

13 to 25	Why have all the different districts when in general, residential, commercial, and industrial are all that are generally required?	Each type of district allows for different uses and has different regulations. For example, the downtown commercial area allows very different uses from the highway commercial district. The downtown also permits buildings to have no front or side yards to create a “main street” streetscape which is not appropriate in other commercial areas. <b>No change recommended.</b>
13.5	Remove animal limitations - Anyone serious about livestock won't have an unreasonable quantity.	This is supported. Although the regulations currently exist, the Town of Hanna is not aware that owners have been obtaining development permits in the RA Residential Acreage District for <b>Farm Animals</b> . <b>Recommended change:</b> Delete Section 13.5.
13	If a residence has been allowed to have a certain number of “Farm Animals” prior to a change in their District, this should be Grandfathered to still be allowed that number of “Farm Animals”. Where the change in the District will result in a loss of revenue with the Sale of their property, then the change to the district should be reconsidered. What is the basis of the Change in the District? Why? If the value of a property is perceived based on how the property is currently being operated & a change to the District will change the perceived value if the property were to be sold, then the landowner is being penalized based on something out of their control. If a barn is on site which can accommodate “X” number of Farm Animals & has been on site for years, the number of animals should be allowed until the said barn is removed, providing the barn is maintained at high standards & does not put the animals at risk. If the condition of the barn fails, the barn is removed & so is the previous association to the number of animals. At this time the Farm Animals are reviewed at the discretion of the Development Authority.	It is understood that this comment is specifically related to the proposed rezoning of a single property in the Town of Hanna. The reason that a property would be located in the RA Residential Acreage District or the Urban Reserve District is more than having animals. It is related to the purpose of each district. The purpose of the RA Residential Acreage District is “to accommodate acreage-style low density residential development in a semi-rural setting”. The purpose of the UR Urban Reserve District is “to reserve lands which are intended for future urban development”. <b>Recommended change:</b> As mentioned above, it is recommended that the <b>Farm Animal</b> regulations (13.5.1 and Table 5) are deleted from the RA Residential Acreage District. <b>Farm Animals</b> will remain a permitted use in the RA District, but no permits will be required and there are no regulations on the type or number of animals.  The maximum limits on the parcel coverage of <b>Accessory Buildings</b> has also been deleted (13.4.10) and the maximum height of an <b>Accessory Building</b> was increased from 8.0 m to 10.0 m (13.4.11).
14 & 15	Changes from R2 to R1 affect allowable square footage.	Yes. The current way of regulating minimum floor area of a dwelling in the R1 and R2 Districts in LUB 967-2012 is challenging to use so it was simplified. The updated LUB proposed a much simpler way, with the minimum floor area of 1200 ft <sup>2</sup> in the R1 and 1000 ft <sup>2</sup> in the R2. In general, it is 200 ft <sup>2</sup> larger for a one-storey dwelling than the current LUB 967-2012. <b>Recommended change:</b> The proposed floor area has been reduced in the R1 and R2 districts back to the minimum floor area as per the LUB 967-2012. This will reduce the number of non-conforming buildings. See the changes to 14.4.7 and 15.4.7.

		Note that the current front yard setback requirement in the R-2 District is 6 m in the LUB 967-2012. This has resulted in many non-conforming buildings which were built in the past with a lesser front yard setback. It is also proposed to reduce the front yard setback to 4 m in 15.4.4 to attempt to reduce the number of non-conforming properties, and to add a new 15.5.1 to ensure that any front driveways still meet the minimum required length.
14	R1 - Wider range of uses for more development	This comment is challenging to evaluate, as it does not give any indication of the types of uses that they believe would be suitable to add to the R-1 District. <b>No change recommended.</b>
14 & 15	14.5.2 (g) & (h); 15.5.2 (g) & (h). Although it indicates that the Development Authority may be required to include enhanced design elements that add visual interest, aren't the styles of Manufactured Dwellings changes & the info in both (g) & (h) appear to be outdated & obsolete?	A <b>Manufactured Dwelling</b> use includes a building that could have been constructed prior to the new styles of buildings that are being constructed now. It is unclear if the comment is requesting that (g) and (h) be deleted, or is there updated information that is more relevant? <b>No change recommended.</b>
14 & 15	Manufactured home restrictions need more community input	Without more specific recommendations, it is challenging to analyze and provide recommendations for changes to the LUB. Extra time was allocated for gathering more community input, none was received. <b>No change recommended.</b>
15	Would like to see less restrictions on manufactured homes in R2 District. Particularly on architectural designs.	These regulations are not mandatory, and are only applicable at the discretion of the Development Authority based on the consistency with adjacent development. <b>No change recommended.</b>
15	Can we combine R2 & R3 into one district? I don't see any major discrepancies and they seem quite compatible.	The intent of the R2 and R3 districts are quite different, with different uses that allows for different densities. Rather than combine these districts, it is perhaps better to make the uses and densities even more different. <b>Recommended change:</b> Add Attached Housing as a discretionary use to the R2 District (not just <b>existing</b> Attached Housing) in 15.2.1. Add Attached Housing and Apartments as permitted uses in the R3 District (16.2.1).
16.5.2	"Parking areas shall not be located in the "front yard"". This is different than parking in the front of the building along the street?	The LUB does not regulate parking in a street (off-site parking). Street parking is managed by the Town separately. ' <b>Front yard</b> ' has a specific definition in Section 27. When words are <b>bold and italicised</b> , please refer to the definition to for clarification. <b>No change recommended.</b>
17	MD – Manufactured Dwelling District. There are no guidelines for Parking in this section. Should there be?	Parking regulations are in the General Regulations Section 9.12. There are no specific regulations related to parking that are required in the R2 District. <b>No change recommended.</b>

19 - 21	Changes from CT to other commercial may affect above business residences.	Dwelling units, accessory to a commercial use or above the first storey are listed as discretionary uses in all commercial districts in the new LUB, including C-T, C-1, C-2, HWY-C, and the I District. Any properties which have been proposed to be rezoned from CT to another district and have a dwelling unit will not be affected. There are 17 properties proposed to change from CT to C2, and one property from CT to R2. <b>No change recommended.</b>
19	CT- restricting parking in front yard could be an issue	Due to the proximity of the C-T District to the downtown, it is recommended that future development be designed so that parking is not located in the front yard. All C-T properties have lane access, so parking in the rear is possible to achieve. Properties that currently have parking in the front yard will be able to remain, it is at redevelopment of these properties that it would apply. <b>Recommended change:</b> Delete 19.5.1. to allow parking in a front yard.
19	Add warehousing to CT District	<b>Warehousing</b> could be considered as a supporting use to the commercial businesses downtown. <b>Recommended change:</b> Add <b>Warehousing and Distribution</b> as a discretionary use to the C-T District.
21	C-2 General Business District. There are no guidelines for Parking in this section. Should there be?	Parking regulations are in the General Regulations Section 9.12. There are no specific regulations related to parking that are required in the C-2 District. Development in the C-2 District is specifically designed to accommodate uses that require on site parking and are automobile oriented. <b>No change recommended.</b>
22	HWY C – Highway Commercial District. There are no guidelines for Parking in this section. Should there be? Such Commercial Uses should require Parking provisions for large trucks so they do not park along the side of the main road into Hanna. For Example, Tim Horton’s. There was provision for passenger vehicles, but not for large trucks, trailers, delivery vans & Drive Thru’s were not designed to accommodate larger or longer vehicles. As a result, drivers were parking along the main road into Hanna creating a safety hazards. Space should be provided for these large vehicles to park off the main road & reduce the safety issues parking along the road. These vehicles need to be able to park safely for themselves & the general public.	The HWY-C District requires lots that have double the width of a C-2 lot, and requires a larger side yard to provide access to the rear of a building. These sites generally are larger and have less coverage to account for larger vehicles. Specific regulations related to the parking of tractor trailers could be added to the HWY-C District. <b>Recommended change:</b> Add a new section 22.5 ‘Additional Requirements’ 22.5.1 In addition to the general parking requirements in Section 9.12, <b>parcels</b> intended to accommodate <b>uses</b> or <b>developments</b> that require the parking or loading of tractor trailer vehicles shall be designed to the satisfaction of the <b>Development Authority</b> . (a) <b>Parking stalls</b> and <b>loading stalls</b> for tractor trailer vehicles shall be a minimum of 15.2 m (50.0 ft) in length and 2.75 m (9.0 ft) in width and have a minimum overhead clearance of 4.25 m (13.9 ft). (b) Sites shall be designed with appropriate vehicle entrances and maneuvering areas to accommodate tractor trailer vehicles.
23	I – Industrial District. There are no guidelines for Parking in this section. Should there be? Should there be parking allowances for staff & customers?	Parking regulations are in the General Regulations Section 9.12. There are no specific regulations related to parking that are required in the I District. Parking stalls should not be distinguished by staff and customers, this is too challenging of a way to regulate. The standard is to regulate based on the type of use and the floor area of the development.



		<b>No change recommended.</b>
24	CS – Community Services District. There are no guidelines for Parking in this section. Should there be? Also, Small Wind Energy System has been added as a Discretionary Use. Airport is also a Discretionary Use. The purpose of this District is defined as “To provide for recreational, educational, community & emergency services.” I can understand the Airport as an Emergency Service, but I do not see a “Small Wind Energy System” as an emergency service or any of the other uses. Unless fossil fuels are no longer available. The Airport fits as emergency services allowing Fixed Wing planes to land for medical evacuation.	<p>Parking regulations are in the General Regulations Section 9.12. There are no specific regulations related to parking that are required in the CS District.</p> <p><b>Small Wind Energy Systems</b> are not new, they are currently listed in the discretionary uses of the CS District of LUB 967-2012. Notwithstanding this, the recommendation is to remove <b>Small Wind Energy Systems</b> from the LUB as per 10.13 above.</p> <p><b>No change recommended.</b></p>
25	Urban Reserve - remove small wind from discretionary use, or leave as R1	<b>Recommended change:</b> The recommendation is to remove <b>Small Wind Energy Systems</b> from the LUB as per 10.13 above.
25	UR – Urban Reserve District. Purpose for the intention “for urban development”. Small Wind Energy System has been added.	<p><b>Small Wind Energy Systems</b> are not new, they are currently listed in the discretionary uses of the UR District of LUB 967-2012. Notwithstanding this, the recommendation is to remove <b>Small Wind Energy Systems</b> from the LUB as per 10.13 above.</p> <p><b>No change recommended.</b></p>
13, 23, 24 & 25	Wind energy in rural acreage only, or not at all. I agree. I agree!	<b>Recommended change:</b> The recommendation is to remove <b>Small Wind Energy Systems</b> from the LUB as per 10.13 above.
21	Total lot usage for C2 is currently at 40%, while in the 1970s and 1980s it was 80%. These types of changes will greatly affect a landowner’s ability to operate their business if the property is rezoned after the property was originally purchased.	<p>That is correct. In the 1970s under Bylaw 390, the maximum coverage was 80% of the lot in the C-2 District. At that time, the C-2 District was primarily applied to standard “residential” sized lots. There was one very large lot with C-2 applied to it, but it is suspected that this lot would be subdivided into smaller lots. Over time, the area that the C-2 District was applied to, including larger lots, significantly increased all over Town. The record of when or why the maximum lot coverage of the C-2 District was reduced cannot be found.</p> <p>While 80% coverage is quite high for commercial (except in the downtown), the coverage could increase in the C-2 District back to 80%. Some examples of current higher parcel coverage are:</p> <ul style="list-style-type: none"> <li>#516 Railway Ave: approximate 60% coverage</li> <li>#208 Railway Ave: approximate 40% coverage</li> <li>#602 2<sup>nd</sup> Ave W: approximate 44% coverage</li> </ul> <p><b>Recommended change:</b> Increase the maximum parcel coverage in the C-2 District to 80% (21.4.6).</p>

<p>21/23</p>	<p>Would it be possible to categorize Hanna into specific areas. E.g. Museum Industrial Park. Then by-laws are set up that deal with that area only. Those permitted and discretionary uses stay with that area only.</p> <ul style="list-style-type: none"> <li>- Maximum yard dimensions stay.</li> <li>- Building height stays.</li> <li>- Maximum lot coverage stays.</li> <li>- The permitted uses because the lots are larger could be many and possibly added to but never deleted.</li> <li>- The discretionary uses should be few and possible added to but never deleted.</li> </ul> <p>The original intent will not be compromised by by-laws that were brought into accommodate another specific area. E.G., If the part of town with smaller lots wished to accommodate infills that require different by-laws, they could still be zoned C2 or I, but then those specific customized by-laws would not affect the other C2 or I zones. Perhaps it could be zoned Downtown C2. Other examples are East C2 or East Industrial, or maybe Highway 9 C2 or Highway 9 Industrial. Implementation of this could mean that a designated zone would never become non-compliant.</p> <p>Bylaw changes that need to be addressed by Palliser Planning, Town Council and Hanna residents.</p> <ul style="list-style-type: none"> <li>- Palliser Planning and town council are in error if they change a bylaw that adversely affects a compliant business enough to make the business non-compliant.</li> <li>- when changing a bylaw consideration of "Grandfathering" previous by-law portions must be considered as to not impede a developed, functioning business.</li> <li>- By-laws for subdivision etc. are created and all parties should adhere to them. If someone wants to do an endeavor</li> </ul>	<p>The type of district suggested in this comment would be to create a Direct Control District for each property. This is not a recommended way of regulating land use and development.</p> <p>Municipalities change over time, and the ability for the municipality to update the regulations of the LUB to accommodate those changes is important. Residents of a municipality may determine that they no longer want that use to occur in their municipality. For example, in this LUB review process many residents have requested that <b>Small Wind Energy Systems</b> are completely removed from the Bylaw.</p> <p>Use definitions change as business and technology changes, as well as responding to changes in legislation and decisions of the courts. For example, housing is no longer referred to as 'single family' because the LUB cannot regulate whether or not people living in a home together are all part of a single family.</p> <p><b>No change recommended.</b></p>
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	<p>that does not fit, they need to be informed no, it is not permitted under the by-law.</p> <ul style="list-style-type: none"> <li>- The Town's responsibility is to have properly zoned areas available so potential buyers have an option of buy a property that does fit. This may mean developing new subdivisions or risk the possibility of attracting a business.</li> <li>- A new planning draft is a long-term endeavor that takes in past, present and future considerations.</li> <li>- Planning is not "asking someone which of these preventable situations that have been previously created would you like to be in"?</li> </ul>	
23	<p>Industrial uses have changed. Unsure of why some of the name changes and unsure of where butcher shops would appear under.</p>	<p>Yes, many of the use names and definitions have been updated in the new bylaw. This was an important component of the review, to ensure that all uses have a clear definition, and that the uses are generalized sufficiently to cover all types of businesses. For example:</p> <ul style="list-style-type: none"> <li>• In the I District of Bylaw 967-2012, there is a permitted use "Automotive, Truck and Recreation Vehicle Service and Repair", yet there is no definition for this use. The closest definition is for "Automotive Repair &amp; Service". It is unclear if this is intended to be the same use.</li> <li>• There is no definition of "Truck and Freight Terminal", a permitted use in the I District of Bylaw 967-2012.</li> <li>• There is a definition for "Bulk Fuel Sales Depot" in Bylaw 967-2012, but it is unclear how this use is different than the "Service Station" because there is no definition for a "Service Station".</li> <li>• "Kennel" is defined in Bylaw 967-2012, but is not listed as a use in any district. There is an operating Kennel in the Town of Hanna.</li> </ul> <p>The Town of Hanna Development Officer has many challenges in trying to determine which use an application is for in the current LUB 967-2012. The new LUB attempts to resolve this issue and provide clarity to both applicants and the Development Authority.</p> <p>In the example given, a butcher shop, it would depend on the nature of the business. For example, a small retail butcher shop may fit in the Retail Store definition, and could have a small storefront in the downtown. A larger butcher shop could also be located in a C-2 District as a Retail Store. However, a butcher operation that would be considered an 'abattoir or slaughterhouse' is not allowed within the Town of Hanna. It is not allowed in either the current LUB 967-2012 or the new proposed LUB.</p>

		<p>Another goal of this LUB review and update was to ensure that the defined uses are listed in the appropriate districts, and are appropriately assigned as a permitted or discretionary use. For example, in the I District a few uses were added that are applicable to an industrial district.</p> <p><b>No change recommended.</b></p>
21/23	<p>Over the years, there is a pattern for C2 and Industrial to have many permitted uses moved to discretionary and back up to permitted and vice versa. C2 and Industrial have both had items switched back and forth between each other also. A few years ago, there was a debate in town regarding a house being built in a manufactured home park. Eventually the house was built, and therefore it appears that this house was granted 100% nonconforming status before it was built. It has been stated that the proposed LUB update will get rid of incorrect zoning of current buildings, however, I have not had time to confirm this statement or have not been educated on exactly what this is addressing. If this statement could be clarified with an adequate number of examples, it would be appreciated.</p>	<p>This is correct. The C-2 District has expanded greatly since LUB 390, and the eastern portion of Town has been changed between C-2, HWY-C and I Districts. These changes happened in the past for reasons that there are no record of.</p> <p>One of the primary goals of this review is to ensure that the uses in each district are appropriate and that the correct districts are applied to each lot. There are a number of examples where existing uses are not currently allowed in Bylaw 967-2012 and would be considered non-conforming uses, and are listed below:</p> <ul style="list-style-type: none"> <li>• 1002 3<sup>rd</sup> Street W: This Worship Facility is located in the CS District. Worship Facilities are not a listed use in the CS District of LUB 967-2012.</li> <li>• 401 &amp; 403 8<sup>th</sup> Avenue W: This fourplex (Apartment) is located in the R-1 District. Apartments are not a listed use in the R-1 District of LUB 967-2012.</li> <li>• 321 3<sup>rd</sup> Avenue E: The SPCA is located in the C-2 District. Kennels are not an allowed use in the C-2 District of LUB 967-2012.</li> <li>• 109 3<sup>rd</sup> Avenue W: The building is currently used for Warehousing. The C-1 District does not allow Warehousing and Distribution as a use in the LUB 967-2012.</li> </ul> <p><b>No change recommended.</b></p>
23	<p>Why has an adult entertainment facility been included in one or more of the districts? Would these types of items that are not explicitly listed be something that one could propose through a development permit and the community members would be allowed to have their say as to if this new type of establishment would be accepted? - this would probably be only in the commercial or industrial districts anyway. It could be any new type of establishment – this one caught my eye.</p>	<p>The current LUB 967-2012 defines 'Adult Entertainment Facility' in Part 1, Section 2. It also lists 'Adult Entertainment Facility' as a discretionary use in the Industrial District.</p> <p>The new LUB did not delete this use, however the definition was updated. There are currently no 'Adult Entertainment Facilities' operating in Hanna.</p> <p>If a use is not listed in a district, a development permit cannot be applied for or issued. It would require an applicant to submit an application to amend the Land Use Bylaw to add a new use.</p> <p><b>No change recommended.</b></p>
25	<p>Renewable energy systems are also a concern as is Urban Reserve. These areas deserve further clarification and understanding.</p>	<p>See Section 9.15 above for responses related to <b>Renewable Energy Systems</b> and 10.15 with regards to <b>Solar Power Plants</b>.</p>

		Need more details of concerns with regards to Urban Reserve to evaluate if any changes would be recommended. <b>No change recommended.</b>
<b>Part E – Definitions</b>		
<b>Section #</b>	<b>Comment</b>	<b>Response and Recommendation</b>
27	what does (existing) mean	<b>Existing</b> is defined in Section 27 as “means existing as of the effective date of this Bylaw”. The updated LUB provides a new method to determine when a <b>general term</b> or <b>Use</b> is defined. Users should find the LUB more user-friendly once this process becomes more familiar. For example, if a use is listed in a district as “ <b>Detached Dwelling (existing)</b> ”, it means that the <b>Detached Dwelling</b> use is allowed if the use existed on the date that the Bylaw came into effect. However, no <u>new</u> <b>Detached Dwellings</b> would be allowed to be constructed after the effective date of the Bylaw. <b>No change recommended.</b>
27	Please clarify a Cannabis Production Facility? (as opposed to Heavy or Light Manufacturing)	This is a specific use and is also regulated by the federal government. It is defined in Section 27 as “where Cannabis is grown, produced, tested, destroyed, stored or distributed in a federally approved and licensed facility. This does not include <b>Cannabis Retail Sales</b> ”. It is different than manufacturing and has its own special set of regulations in the LUB (see Section 10.12). <b>No change recommended.</b>

**Specific Comments Related to Property Zoning**

Address	District Change	Comment	Response and Recommendation
518 1st Ave W	From CT to C-2	The owner called on the phone. He said he can't make the meeting on the 23rd, but he does not see anything in the proposed change that would negatively impact them. The building is used for storage. The current district does not allow for storage, but the proposed C-2 District does which would make the use conforming.	The new LUB would make the use a conforming use. <b>No change recommended.</b>
220 1st Ave E	From MH to R-2	The owner called on the phone. The property is currently vacant. The owner appeared supportive of the new district as it gives more options for future development and reduced time (uses are permitted rather than discretionary).	The new LUB increases the development opportunity of the property. <b>No change recommended.</b>
401 & 403 3 Ave E	From C-2 to I	PRMS staff met with the landowner multiple times. The owner provided written comments and a survey. Generally, the owner indicated they would prefer to be in the C-2 District exactly as it was written in Bylaw 390 as adopted in 1970. The owner understood that the previous wording in the 1970 bylaw cannot (for legal reasons) be written the same, but that the intent of the 1970 C-2 district would likely be equally as good of a solution.	There are a few recommendations from these discussions with the landowner. <b>Recommended changes:</b> Keep the properties in the C-2 District as requested by the landowner. The C-2 District, where possible, has been amended to better meet the intent of the C-2 District in Bylaw 390. The front and side yard setbacks have been reduced, in addition to increasing the parcel coverage. See Section 21.4.
514 2nd Ave W	From CT to C-2	Sent concern in email that C-2 District does not have Worship Facility listed as a use in C-2 (it is there in CT). This change would make the church a non-conforming use. Request to add Worship Facility as a use to the C-2 District.	It was not intentional to make the use non-conforming. <b>Recommended change:</b> Add <b>Worship Facility</b> to the list of permitted uses in the C-2 District (21.2.1).
602 2nd Ave W	From CT to C-2	The owner called on the phone. He wondered if the LUB change would impact his property taxes. He indicated that an increase in property taxes would impact the sustainability of his business.	The rezoning will not affect tax assessment. <b>No change recommended.</b>
109 3rd Ave W	From C-1 to CT	No concerns with storefront on Main street in C-1 (114 2nd Ave W). Concern that the related warehouse located to the north of the retail store is not a listed use in the CT district. Request that warehousing (indoor storage) is added as a discretionary use to the CT District.	The new LUB would make the use a conforming use. <b>Recommended change:</b> Add <b>Warehousing</b> to the list of discretionary uses in the CT District (19.3).
102 & 104 1st Ave W	From C-1 to CT	No concerns.	<b>No change recommended.</b>

503 2nd Ave W	From CT to C-2	No concerns.	<b>No change recommended.</b>
314 1 Ave E	From HWY-C to C-2	No concerns. The C-2 district allows for a wider range of permitted and discretionary uses.	Pioneer Trail is not a “highway commercial” area similar to Palliser Trail. There should be a greater range of uses in this area than the HWY-C District contains. <b>No change recommended.</b>
201 Pioneer Trail	From UR to RA	Landowner expressed concerned that the proposed UR District will make her property less appealing for sale. The UR District provides more opportunity for development, more potential for larger accessory buildings. The landowner does have horses, and would have more than is allowed in the RA district. The landowner did state that some regulation may be beneficial to keep people who don't know about horses from having too many on their property.	The RA District best meets the intent of this property. “To accommodate acreage-style low density residential development in a semi-rural setting.” The UR District is not compatible. <b>Recommended change:</b> The regulations of the RA District have been updated to address these concerns. The maximum parcel coverage has been deleted (13.4.10) and the maximum building height increased to 10.0 m (13.4.11). Section 13.5.1 has also been deleted so there are no regulations for Farm Animals.
1002, 3rd St W	From CS to R-1 (or R-2)	The letter to the landowner indicated R-1, the map shows R-2. The change to either district is supported as it will make the Worship Facility a conforming use. Worship Facility is not listed as an allowed use in the CS District.	There was an unintentional error between the mapping and the letter mailed to the owner. <b>Recommended change:</b> Ensure this property is shown in the R-1 District of the updated LUB (Section 28, Land Use District Map).
217 1st Ave W	From C-1 to CT	The landowner is supportive of the change as the CT District has a wider range of uses.	<b>No change recommended.</b>
412 Railway Ave W	No change was proposed.	The landowners questioned if this should be in a residential district rather than C-2. They use next door as a business, and this property for residential storage.	This lot is on the boundary of the new MD Manufactured Dwelling District and the C-2 General Business District. <b>No change recommended.</b>
318 1st Ave W	From MH to R-2	An email from the landowner stated “It is my understanding that my residence will be affected by this bylaw. I found the land use bylaw available for viewing on the Town of Hanna's website to be loaded with legal jargon that was very confusing and hard to understand for the average lay person. It was not clear to me and did not answer any of my concerns. I believe that the public should be given at least 3 months to review your information. I also believe that everyone who pays municipal taxes in Hanna should have been notified about this rezoning issue. Transparency is so important if you want cooperation and trust in your system. I found this to be lacking in the way you went about it. Maybe legally your butt is covered but if you want Hanna	<b>No change recommended.</b>

		to be worth the drive, we need to have more cohesiveness here. Just sayin'."	
519 3rd Ave W	From CT to C2	A representative of the organization requested a letter to explain better how the rezoning affects the Senior's Circle (specifically if they can they remain as a use).	The use would be considered a <b>Cultural Establishment</b> , a discretionary use in the C-2 District. <b>No change recommended.</b>
118 McCrea	No change was proposed.	The lot is currently zoned CT. The landowner is wondering about their use of the lot and outdoor storage. It is currently occupied by an electrical contractor.	Under the current LUB 967-2012, a Contractor's Shop is not permitted or discretionary use in the CT District. The zoning of this property was not proposed to change from CT. <b>Contractor Services - Minor</b> is listed as discretionary in the new LUB. However, the new definition of the use does not allow for outdoor storage. <b>Recommended change:</b> Delete the major and minor definitions to only have one Contractor Services use, which allows for outdoor storage.
405/403-8th Ave W	From R1 to R3	The landowner called and is supportive of the rezoning as it will make the use conforming and will allow for refinancing of the property. The owner would not like the adoption of the bylaw to be delayed.	<b>No change recommended.</b>



## Survey Responses

### Question 1

Many properties in Hanna are proposed to be rezoned to better fit their current and future use, and to reduce the number of properties with a "non-conforming" status. You can see the proposed zoning of your property on the Land Use District map in Part G, and the details of each zoning district in Part E.

Has the zoning of your property changed in the updated Land Use Bylaw? How do you feel about the proposed change? If your property zoning did not change, how do you feel about your current zoning?

Responses	Recommendation
I feel things are fine in town with the current zoning. If someone is looking to apply to change to run a home business then they should go through an application process and the community should have a say pending circumstances of the particular type of business.	<b>No change recommended.</b>
Yes it changed. Not worth the effort. I need to learn about all the changes. Because the open house and this sheet does not even address 1/4 of our population. I consider it all Null and Void. People need more time.	<b>No change recommended.</b>
The rezoning is not being explained. Lack of information leads to distrust. The government has proved that there is always an ulterior motive. I believe this is to benefit the government NOT the people of the town.	<b>No change recommended.</b>
No	<b>No change recommended.</b>
No zoning change	<b>No change recommended.</b>
Zoning is ok	<b>No change recommended.</b>
I rent	<b>No change recommended.</b>
No comment	<b>No change recommended.</b>
My property hasn't been rezoned, however, the adjacent property to me, between 3rd St W & Argue Drive is proposed to go to Urban Reserve from R-1. I agree to the rezoning. But I don't want to look out that window and see any kind of power production on that land. Current proposal would allow discretionary use to include wind power. My fear is if it stays the same, it will open the door in the future to include solar. Remove "small wind" to discretionary and I don't see a problem on that parcel.	<b>Recommendation:</b> As recommended in the previous section, <b>Small Wind Energy Generation</b> to be deleted from the new LUB.
No not bordering the proposed changes. I have some reservations concerning some of the changes. I am currently ok with my zoning, however, the proposed changes may be a future concern for all residents including myself.	<b>No change recommended.</b>
I don't understand many of the new bylaw changes I would really like to see an open town hall question and answer meeting. Explain and answer to everyone at once and in detail.	<b>No change recommended.</b>
Not that I know of.	<b>No change recommended.</b>

## Question 2

The Town is required give notice to the owners of adjacent properties when a development permit is issued for a discretionary use permit or where a variance is approved. What is the best way to notify you?

Please rate each option below, 1 being your most preferred method and 3 being your least preferred.

- \_\_\_\_\_ A letter in the mail.
- \_\_\_\_\_ An advertisement in the local newspaper.
- \_\_\_\_\_ A sign posted on the property.

## Responses

	<b>Top choice</b>	<b>Second Choice</b>	<b>Third Choice</b>
A letter in the mail	16 of 18 responses		
An advertisement in the local newspaper		3 of 9 responses	6 of 9 responses
A sign posted on the property		6 of 9 responses	3 of 9 responses

The top choice is a letter in the mail, followed by a sign posted on the property. An advertisement in the newspaper is the least preferred option.

## Additional Comments:

- Every resident and every business invited to and given a chance to speak at a new meeting, where all questions and answers are heard by everybody
- what newspaper
- notice to the owners of adjacent properties - when a development permit is issued, should ONLY be notified by a letter in the mail. We have a senior population and e-mail, advertisement in the East Central Review or the posting of the property involved is not appropriate.

## Recommendation

Section 5.5.3 of the new LUB to be amended to state that a development permit for a discretionary use or where a variance has been granted until 21 days after the date that the decision is mailed to adjacent residents.

### Question 3

The Town supports residents to be able to operate businesses from their residence to encourage economic development. How Home Occupations are regulated is proposed to change in the updated Land Use Bylaw to support this economic development while minimizing the potential impact on the neighbourhood. The proposed regulations for Home Occupations can be found in Section 10.3.

Do you currently operate a Home Occupation in Hanna? **Yes** or **No**

Please indicate below if you **agree** with the following statements.

#### Responses

1 of 16 respondents indicated they currently operate a Home Occupation.

<b>Minor Home Occupations</b>	<b># of Responses Yes</b>	<b># of Responses No</b>	<b>Recommendation</b>
do not require a development permit.	7	4	<b>No change recommended.</b>
are not open to appeal by an affected neighbour.	3	7	<b>No change recommended.</b>
allow for up to 11 customer visits per day, with no more than 2 customers at one time.	5	6	<b>No change recommended.</b>
only occupy up to 25% of the floor area in the dwelling.	4	6	<b>No change recommended.</b>
do not allow for outdoor storage or parking of large commercial vehicles.	4	6	<b>No change recommended.</b>

<b>Major Home Occupations</b>	<b># of Responses Yes</b>	<b># of Responses No</b>	<b>Recommendation</b>
require development permit approval.	9	2	<b>No change recommended.</b>
are open to appeal by an affected neighbour.	9	2	<b>No change recommended.</b>
allow for 11 or more customer visits per day, and more than 3 customers at a time.	7	3	<b>No change recommended.</b>
can exceed 25%, but not be greater than 50% of the floor area in the dwelling.	6	2	<b>No change recommended.</b>
allow for outdoor storage.	6	2	<b>No change recommended.</b>
allow for parking of large commercial vehicles.	2	7	<b>Recommended Change:</b> Delete 10.3.7c

**Additional Comments:**

- I think any bylaw that is imposed on a home biz should be a vote on the town members and community. It is important for economic growth.
- no information
- Individual rights! There is dozens of ways to handle these. This LUB affects future generations and our elderly!
- please sever all ties to the Green Space Alliance and Smart City Alliance.
- lower fees and less red tape
- limited time parking for deliveries - if this is not already addressed
- specific definitions!
- y/n highlighted above should be highly restricted in size of storage and commercial vehicles if in residential areas.
- I don't feel I can answer these questions until they have all been explained in detail.
- ?
- In my mind the divisions of Home Occupations into Minor and Major with various regulations in each is not appropriate. All Home Occupations should require a development permit and these permits should be open to appeal by an affected neighbour. As street parking always seems to be a problem, at no time should there be more than one customer at a time. These Home Occupations should not be allowed outdoor storage.
- What is major? What is minor? Dollars? Size?
- Why is there one vote for all these different issues? I am for letting people have as little government interference as possible as long as they can get along with their neighbours.

## Question 4

*A Land Use Bylaw can regulate the types of vehicles parked on a property in a residential district, for example large commercial vehicles or derelict vehicles. Proposed regulations are found in Section 9.4 of the new Land Use Bylaw.*

*Do you feel that the parking of large commercial vehicles or derelict vehicles on residential properties is an issue in Hanna that the Town should regulate? Please explain.*

### Responses

#### Yes

- If it is a something like a school bus
- My property - I can park – wherever I want. Every yard needs to be safe and not pose a health risk to close residents.
- If there are complaints
- I think it's self explanatory. Who wants a large vehicle or derelict vehicle parked in front of their home?
- Everyone has a different idea of an eyesore. There needs to be an enforceable limit - if there is a problem
- Commercial or unsightly vehicles
- Just vehicles that have no plates or unsightly vehicles or for instance you want a semi truck parked on your street.
- Yes, however, commercial vehicles should be restricted to a particular time frame to allow for deliveries during business hours. Derelict vehicles required to have a "tag" - temporary permit to allow for removal/transfer to storage/repair
- Time limit – then okay
- For commercial vehicles yes

#### No

- If it is a stock trailer.
- I would also like container structures added to an existing building to be restricted to storage use only. No inhabitation should be allowed in shipping containers
- Unless the residential property is used as a wrecking yard it shouldn't be an issue.
- Private property. Owner decides what to store.
- I have no problem with parking on the street or at residences without on-property parking, or minor auto maintenance or repair on property.
- If you have an old vehicle you should be allowed to keep on your property.
- Short time
- Hanna has a large service industry. Hanna has trucks. If they are parked in front of their property, it means people are working. No to large vehicles that have boxes/trailers that limit the view.
- Derelict ornamental vehicles
- Private no

### Recommendation

Delete 9.4.1.

## Question 5

*There are a number of new land uses in the proposed Land Use Bylaw. All uses are identified in **Bold and Capitalized** text. Definitions for all uses are found in Part F.*

*Do you have any comments or concerns with the land uses allowed in Hanna, or the definitions of any land uses?*

## Responses

- Not sure why things need to change. Its your own personal property we are small town not a gated community. Unless something is affecting or harming someone's quality of life.
- I need to know what is the 'vision' of the Town of Hanna Municipal Plan?? Do you assume governing bodies have control over development of Town owned property? Taxpayers own it.
- There is not enough information to make any changes.
- Too much regulation. No longer private property since the town wants to control everything on private property.
- Prejudice should be used in favour of local developers/owners
- Yes - Urban Reserve within the town proper should have small wind projects removed from the discretionary uses - this goes as well with any solar not on top of a building. Its all about greenspace and making the town attractive. Covering areas with solar or wind is a bad idea.
- Numerous comments, concerns and questions. IMO - There should have been far more detailed information sessions on the individual changes to the Draft LUB, and more time to allow for the public to determine their point of view after meaningful sessions.

## Recommendation

**No change recommended.**

## Question 6

*There are also new regulations for certain land uses, such as Pet Care Services, Kennels, Solar Power Plants, Car Washes and Auto Body Shops. These regulations can be found in Part C.*

*Do you have any comments or concerns with the land uses allowed in Hanna, or the definitions of any land uses?*

## Responses

- I run a grooming business out of my home. The odd day I get a noisy client. It says no new bylaws for pet care but yes for kennels. Am I affected?
- After having been told town council do not control developments for accessing renewable resources, AEC makes those decisions - it is definitely alarming to see Solar Power Plants combined with Pet Care Services?!
- There is not enough information to make any changes.
- Too much regulation
- Prejudice should be used in favour of local developers/owners
- No communication towers, any animal businesses like kennels or chicken coops. Re: Hygiene & health
- Numerous questions, concerns, comments regarding Solar Power Plants in particular. Especially the time frame and format, and path you have chosen to allow for inclusion of "PACE" in particular, and utilities.
- As above, no wind or solar plants within the town proper
- Solar power plants??
- Why small pet care is in with Solar Power? Do not mix staff.

## Recommendation

**No change recommended.**

## Question 7

### Additional Comments

*Do you have any other general comments you would like to share about the proposed new Land Use Bylaw? Please feel free to attach additional pages.*

### Responses

- I personally feel if someone wants to put up storage in their backyard such as a storage container they are allowed. As for parking I think a time limit set would help. Sometimes coffee is essential lol. Honestly people are just trying to make a living having home based business. As for stock trailer maybe set a time like 48hr. But can't be a constant parking lot. What about vehicles that don't move for street cleaning or have been parked on the street and haven't moved in months.
- The rush thru of this process is not going to be expectable to Hanna residents. The overreach is infringing on the "greater public". Inconsistent answers destroyed any trust we have felt. Back to the drawing board!
- I feel that there is not enough information. I feel that there are hidden motives as the information is hidden or does not exist. I do not want my property changed.
- 9.5 what are the landscaping regulations locate in applicable land use districts? 9.15 it is not your prerogative to encourage alternative generation district MYOB. Just how much of the Urban Reserve can be occupied by "solar power plant". Totally against this use of urban reserve. \*Just received the solar application by Pace Canada. Coincidence? I think not! I am totally against this.
- the public should have access to a public forum on this LUB!
- residential acreage - private property owners should be the ones to decide how many animals they own and how many fences. Also TOH doesn't need to know locations of each building.
- listing one thousand things you can now regulate is deplorable
- FREEDOM
- I will reserve my further comments for a more appropriate time
- The Town of Hanna has been rebranding the town as "Worth the Drive" and recently "Live the Lifestyle". Many people moved here from all over, attracted by the cost of housing and beauty of the community and its surrounding area. We are not living up to our logos if we pollute our community with miles of solar and wind projects. The least we can do is keep our town clear of them. as well, my assessed value is destined to drop if you look around my house and see this crap. Please keep our green spaces.
- Not clear on certain words. Public clarification would be good so no fake stories go around. "Development Authority" can change many things. Does that person have help from a side kick (maybe elected person)? Have to look ahead in case that person changes. Or is unable to work and another takes their place. No wind towers should in town limits. Is that Small Wind Energy Systems? I never did discover what D.P. stands for! How many electric vehicle charging stations are allowed on a block. Too many differences in the Pace presentation. Not a good start.
- My concern is that if the Town signs up for "green" initiatives through the government or other groups and then receives funding, we will be giving up our rights to do things on our own, both as a town and as individuals within the town. I am not against trying to do things more efficiently but not at the expense of my privacy and my using common sense to look after my property, to not impose or restrict my neighbour in any way. Town Councilors should be able to vote on each individual bylaw not the whole package.
- I am concerned about the wiring or wireless that is possibly going up to connect a grid of information to a central control to do with utilities and possible surveillance. I am also concerned about the compliance to the "green" movement as in the propaganda around "man made climate change".

### Recommendation



There are no further recommendations beyond the recommendation already addressed in previous sections of this report.

## LUB Review Process

### Comments

- Notification of tonight was not good
- Was advertised to be a town hall, not open house format
- Would like explanation on public hearing or meeting format in advance
- Older generation not receiving electronic notices
- More clear comparison of what has changed (side by side)
- Better methods of communication regarding meetings & information. Especially for the senior population who may not follow the social media platforms. Please phone, email, send letters or text
- After attendance at the public information forum held in the community centre and reviewing what material was able to be read on the very disappointing information boards I decided there must be something being hidden. After reading through the information on the links provided by the town of Hanna e-mail and reading through the Alberta Municipal Act it became very clear to me that all these documents had been written by highly paid civil servants. No elected officials can be expected to read and understand all the information held not only in these documents but all the other material they are expected to cover.
- Consider public forum Q & A Session
- The survey suggests that “many properties in Hanna are proposed to be rezoned to better fit their current and future use, and to reduce the number of properties with a “non-conforming” status.”

It appears that there is an assumption that the residents living in the Town of Hanna and the surrounding area understand Land Use Bylaws. As per the turnout at the “Open House” on February 23, 2023, and the number of people attending community meetings to investigate and understand the LUB, one would conclude that residents and interested parties are not familiar with Land Use Bylaws, and the excessive and significant number of changes contained within the proposed change may not be fully understood to make an informed consent.

Meaningful engagement with residents is essential to ensure the community is informed and aware of happenings in town. Many community members were not aware of the proposed LUB until the beginning of February of 2023. It appears the implication is that 100 letters adequately included all residents who would be affected by this proposed LUB change, however, the extensive proposed changes in this document will affect all town residents and those who may wish to purchase properties in the future. This only allowed people about 3 weeks to understand the numerous proposed changes and format.

Prior to attending the open house, there was an understanding or expectation that there would be a presentation allowing for the community members to ask questions in a group format so there would not be a need to have questions repeated. However, upon arrival the participants were instructed to sign in and only connect with Tracey Woitenko, however, the advertising indicated “You are invited to attend the open house and discuss the draft with Palliser and Town staff.” There was not enough time for each resident to connect with 1 person and have their questions adequately addressed.

Other municipalities have had from 6 months to 1 and a half years of community engagement prior to the 1st reading of the proposed changes to their LUB. It would appear that many residents and interested parties may require a significant more amount of time to review these amendments. You will probably find that, upon consultation, many residents will provide excellent responses and solutions to issues in town.

This is all that I have had time to observe in my studies and is not complete, in my opinion. I have not had time to compare it to the 2012 original LUB and would appreciate more time and explanation to follow through with the changes between the years. It would be appreciated that a document would be prepared to show, side by side, the current bylaw and the proposed bylaw and your explanation of each change in the middle. (This would be different than the summary type currently provided.)

It appears that the proposed LUB was presented to council during a 5-hour evening meeting. Many counsellors are more familiar with these documents, and it appears this time was necessary for their understanding. One would then predict that the residents may require just as much, if not more time, to ask questions and understand this document too.

I would also like to state that, despite my residing 20 minutes out of town, I have elderly parents in town and, at some time, I may look at purchasing property in town. Should I not be familiar with your LUB system and all the rules that residents are instructed to follow, I would not be making an informed decision. I would request that non-residents be respected in our concerns with amendments to LUBs, especially in municipalities that are in close proximity to residences outside of the town boundaries.

Should one be open to considering my opinion, I would be opposed to the passing of this proposed LUB in its present form as, under the first timeline proposed and the March 22nd date, there was not enough time to meaningfully consider and educate myself on these changes, and there are multiple and excessive changes being proposed in one document that appear to have areas of concern or misunderstanding. One would assume others living in the community boundaries would also have similar concerns.

Should any of the above concerns be more appropriate to forward to council or town administration, please let me know. As I was concerned about meeting your deadline, I will most likely forward them myself either way.

- It has been stated that the current state of the districts is clearly disjointed, however, it appears that the proposed LUB may contain the same disjointed labelling without adequate attention.

## Questions

- Who helped prepare the LUB? Who are the consultants? What are the future goals of Hanna?
- What is the experience of the Planners and what they can contribute to the Hanna LUB?
- What is the role of MPC, PRMS and the Development Officer?
- How does the bylaw adoption and amendment process work? Isn't the 2012 bylaw up to date with the recent 2022 amendments and shouldn't need to be reviewed?
- What is the FOIP process?
- What are the background reasons for all the changes in the Land Use Bylaw in Hanna? Is it really being forced on us by the Alberta government Municipal Act: maybe the voters need to demand change in the Act. The Act as I read it does not seem to differentiate between the tiny Town of Hanna and the city of Calgary. Is it really necessary to have us in Hanna being under the same control by planners as in a large city? I am very tired of civil servants writing the rules for us poor illiterate members of the population. We do have elected officials and that is supposedly how democracy works, not this totalitarian we are smarter than the population and we will decide what is best for them.
- From 1970 until 2002, the larger LUBs were changed on average every 5 years. Since 2002, they have been amended in 2012 and then proposed in 2023. Why have they only been reconsidered every 10 years over the last 20 years.
- It appears there are other documents to which the LUB must follow. The MDP is about 10 years old. Would it not have to be updated prior to the LUB?
- Bylaws - do the councilors have to vote on everything as one lump?

## Recommendations

The Town of Hanna should consider ways to increase the general knowledge of planning and development within its residents.

Prior to the review and update of a statutory plan or LUB, the Town should consider an educational campaign and community survey/workshops to collaborate with and learn from its residents.

The formation of a public review committee to assist in the review and update process, or holding focused workshops during the review process may be beneficial.

During the review of a statutory plan or LUB, newsletters mailed direct to residents to keep residents and landowners informed of the process may also be beneficial.

## Telecommunication Structure Policy Comments

- Can you also shed some light on the "letter of concurrence" for the telecommunications policy? The policy reads like towers won't need any kind of approval if they are under 15 m. That policy doesn't read near as well as the LUB.
- The Telecommunications Bylaw was also proposed at the same time as the LUB, however, it took some time before I was aware this was being proposed at the same time. There could be further explanations to clarify this document and its changes too. What is a letter of concurrence or non-concurrence?

## Recommendations

The Telecommunication Structure Policy has been re-written to be more clear. Version 2 is available for review and comment.

## Comments Unrelated to the Land Use Bylaw

- You put up these sheets
- Ever since the protest in Ottawa and the resulting application of the Emergencies Act, every thinking Canadian is no longer fully trusting any level of government , the judicial system, the banks or our police forces.
- \$250 permit for fence
- Hanna is the right size, it should not expand
- What is the current bylaw on demolition of fire damaged properties?
- No smart cities, no 15-minute cities
- All bylaws should be in general terms so everyone can understand not just lawyers
- It is every community residents business
- Door Prizes?
- Peace Officer access without a warrant. (Try it). I agree! no trespassing!
- I don't agree with \$250 permit, we are getting hooped with taxes leave us alone
- Priority given to local interests for purchase or development. Hanna < Alberta < Canada < Foreign
- What Hanna residents are looking for & not getting is lower permit fees and less red tape
- Concern with the purpose and intent of the LUB "without infringing on the rights of individuals for any public interest except to the extent that is necessary for the overall greater public interest." & its relation to covid.
- As concerned citizens we are angered about the wasteful and unnecessary overreach of the Town and its council upon us all. I for one do not consent to this overreach, refuse to enter any contract regarding the new LUBs, 5G technology, solar power, surveillance or sharing any of my personal info in regards to Digital ID. It's here already eg. MyAlbertaID , Digital health records, my medical status, tax information. Town and councillors' roles are to provide services for the community and to collect taxes as appropriate. We are blessed to have great services available here. Maintenance is also a big role. If there is \$\$\$\$ to spend improving our community it needs to start with repairing streets and sidewalks that are unsafe for anyone using mobility devices. I can speak on that personally as I spent almost a year in a wheelchair or with a walker. I have a motorized chair and I could not use any of the sidewalks on just 2nd ave. It's dangerous trying to get onto the street and worse to get back onto another sidewalk. We are an aging community and if I couldn't get myself around I can't imagine what it's like for someone with more disabilities than I have. If we take care and maintain the town we have already, who cares what color my front door is, or how big a front window! If anyone thinks these new LUBs are to simplify our lives, remove or change wording, trying to make bylaws clear and understanding , you are not hearing what the citizens are saying. Stakeholder own the land in this community, not municipal governments and your stakeholders are not appreciative of being talked down to, of suggesting more surveillance is for OUR benefit or that changing a few thousand words will in any way improve our daily lives.

**No change recommended.**

## Next Steps

This “Responses to the What We Heard Report” has been used by PRMS and Town staff to prepare a revised Draft LUB (Version 2) and a revised Telecommunication Structure Policy.

During the bylaw approval process, residents and business owners will have the opportunity to provide their feedback directly to Council at the public hearing prior to second reading if any parts of the revised LUB are not considered satisfactory. Council can make amendments to the bylaw at any of the three readings to address any outstanding concerns.

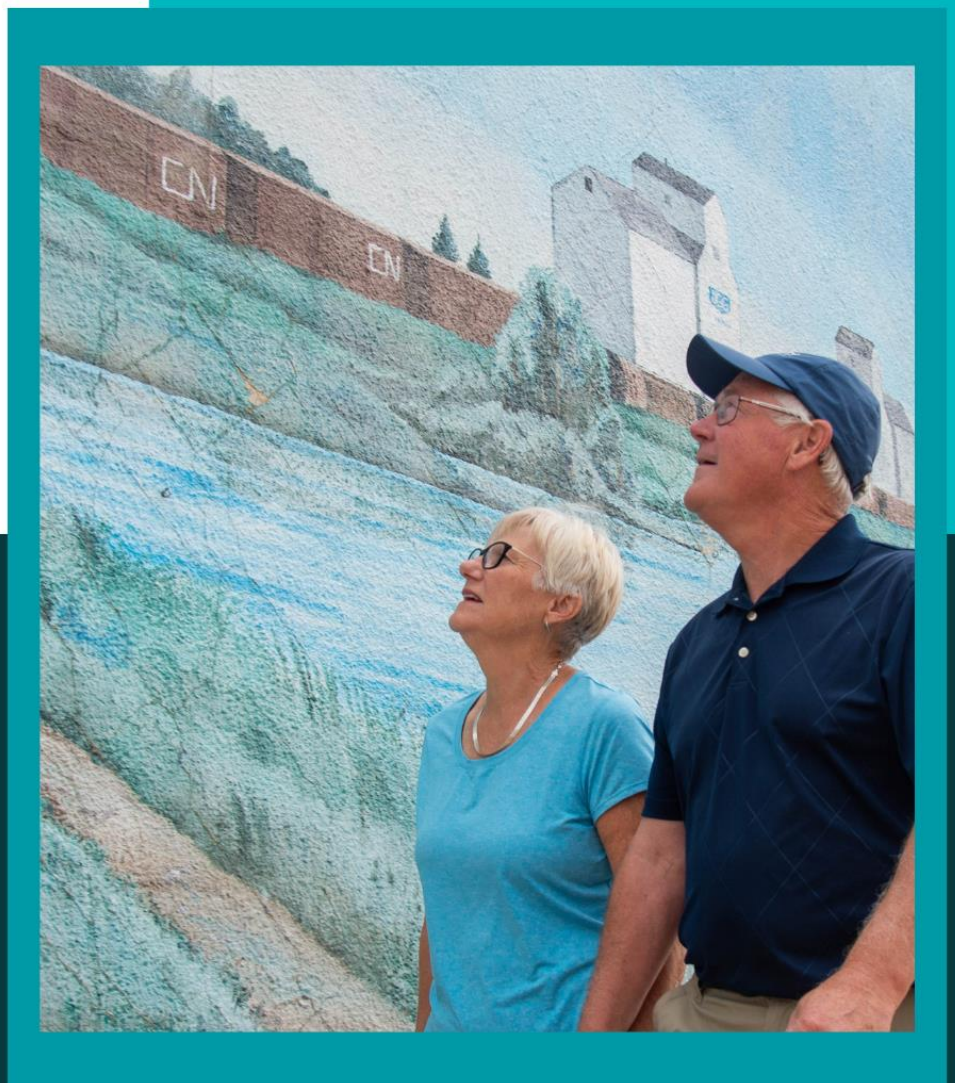
The Land Use Bylaw comes into effect after it receives three readings. An effective date will be chosen and written into the bylaw for transparency and clarification. It was anticipated the new Land Use Bylaw could have been in effect by May 1, 2023. With the additional time being added to the process to gather feedback, a new date will need to be determined by Council and will likely occur winter 2023.



# LAND USE BYLAW

Version 2, June 2023

Bylaw 1032-2023



PREPARED FOR  
Town of Hanna

PREPARED BY  
Palliser Regional  
Municipal Services



**BYLAW 1032-2023**

**BEING A BYLAW OF THE TOWN OF HANNA, IN THE PROVINCE OF ALBERTA, TO PROHIBIT OR  
REGULATE AND CONTROL THE USE AND DEVELOPMENT OF LANDS AND BUILDINGS**

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**WHEREAS** pursuant to the provisions of Section 640(1) of the *Municipal Government Act, RSA, Chapter M-26* as amended, the Council of a Municipality must, by Bylaw, adopt a land use bylaw;

**AND WHEREAS** Council has undertaken a major review of the Land Use Bylaw 967-2012;

**AND WHEREAS** Council, having considered at a public hearing the concerns of persons claiming to be affected by the land use bylaw, believes that a new land use bylaw should be enacted to achieve the orderly, economical and beneficial use of land in the municipality;

**NOW THEREFORE**, the Council of the Town of Hanna in the province of Alberta, duly assembled, enacts as follows:

1. This Bylaw shall be known as “The Town of Hanna Land Use Bylaw”.
2. The Town of Hanna Land Use Bylaw being Schedule “A” as attached to and forming part of this Bylaw is hereby adopted.
3. Bylaw 967-2012 and all amendments are hereby repealed.
4. This Bylaw takes effect on <<the 1<sup>st</sup> of January, 2024>>.

**READ A FIRST TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023**

**READ A SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023**

**READ A THIRD AND FINAL TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023**

**X**\_\_\_\_\_

Mayor

**X**\_\_\_\_\_

Chief Administrative Officer

Town of Hanna

Land Use Bylaw Amendments to Land Use Bylaw 1032-2023

Bylaw Number	Part & Section Amended	Description of Amendment	Date Passed

# Table of Contents

<b>PART A – THE APPROVALS PROCESS .....</b>	<b>1</b>
<b>1 ADMINISTRATION .....</b>	<b>1</b>
1.1 TITLE .....	1
1.2 PURPOSE .....	1
1.3 APPLICATION .....	1
1.4 EFFECTIVE DATE AND TRANSITION .....	1
1.5 OTHER LEGISLATIVE REQUIREMENTS .....	2
1.6 NON-CONFORMING BUILDINGS AND USES .....	2
1.7 SEVERABILITY .....	2
<b>2 RULES OF INTERPRETATION .....</b>	<b>2</b>
<b>3 DEVELOPMENT NOT REQUIRING A DEVELOPMENT PERMIT .....</b>	<b>3</b>
<b>4 ADMINISTRATIVE AGENCIES .....</b>	<b>5</b>
4.1 DEVELOPMENT APPROVAL AUTHORITIES .....	5
4.2 DEVELOPMENT AUTHORITY – POWERS AND DUTIES .....	5
4.3 VARIANCE POWERS OF THE DEVELOPMENT AUTHORITY .....	6
4.4 SUBDIVISION AUTHORITY .....	7
4.5 SUBDIVISION AUTHORITY – POWERS AND DUTIES .....	7
<b>5 DEVELOPMENT APPLICATION AND APPROVAL PROCESS .....</b>	<b>9</b>
5.1 APPLICATION FOR DEVELOPMENT .....	9
5.2 NOTICE OF COMPLETE OR INCOMPLETE APPLICATION .....	10
5.3 NOTICE OF APPLICATION AND APPLICATION REFERRAL .....	10
5.4 DECISION PROCESS – DEVELOPMENT AUTHORITY .....	11
5.5 DEVELOPMENT PERMITS AND NOTICE OF DECISION .....	13
5.6 CONDITIONS OF APPROVAL .....	14
5.7 COMMENCEMENT AND COMPLETION OF DEVELOPMENT .....	15
5.8 DIRECT CONTROL DISTRICTS AND PERMITS .....	15
<b>6 APPEALS .....</b>	<b>17</b>
6.1 DEVELOPMENT AND SUBDIVISION APPEALS .....	17
<b>7 BYLAW AMENDMENT PROCESS .....</b>	<b>18</b>
7.1 APPLICATION TO AMEND THE LAND USE BYLAW .....	18
<b>8 ENFORCEMENT .....</b>	<b>19</b>
8.1 OFFENCES .....	19

8.2	ENTRY AND INSPECTION.....	19
8.3	ORDERS.....	19
8.4	VIOLATION TAGS AND PENALTIES.....	20
8.5	VIOLATION TICKETS.....	21

## **PART B – GENERAL REGULATIONS.....22**

### **9 GENERAL LAND USE REGULATIONS..... 22**

9.1	APPLICABILITY.....	22
9.2	DESIGN, CHARACTER AND APPEARANCE.....	22
9.3	DWELLING UNITS ON A PARCEL.....	22
9.4	OBJECTS PROHIBITED OR RESTRICTED IN RESIDENTIAL DISTRICTS.....	22
9.5	SCREENING.....	23
9.6	UTILITY SERVICES AND INFRASTRUCTURE.....	23
9.7	SITE GRADING AND DRAINAGE.....	23
9.8	RELOCATION OF BUILDINGS.....	24
9.9	YARD SETBACKS AND PERMITTED PROJECTIONS.....	24
9.10	FENCES.....	26
9.11	CORNER LOTS, REVERSE CORNER LOTS AND IRREGULAR LOTS.....	27
9.12	PARKING AND LOADING.....	28
9.13	VEHICLE ENTRANCES AND EXITS.....	32
9.14	DRIVE THROUGHS AND VEHICLE-ORIENTED DESIGNS.....	33

## **PART C - SPECIFIC USE REGULATIONS.....35**

### **10 SPECIFIC USE REGULATIONS..... 35**

10.1	ACCESSORY BUILDINGS.....	36
10.2	ACCESSORY DWELLING UNITS.....	37
10.3	HOME OCCUPATIONS.....	38
10.4	BED AND BREAKFASTS.....	39
10.5	MANUFACTURED DWELLINGS.....	40
10.6	PET CARE SERVICES.....	40
10.7	KENNELS.....	40
10.8	AUTO BODY SHOPS.....	41
10.9	GAS BARS AND SERVICE STATIONS.....	41
10.10	CAR WASHES.....	41
10.11	CANNABIS RETAIL SALES.....	42
10.12	CANNABIS PRODUCTION FACILITY.....	42
10.13	RENEWABLE ENERGY SYSTEMS.....	44
10.14	WORK CAMPS.....	44
10.15	SOLAR POWER PLANT.....	44

**PART D - SIGNS .....46**

**11 SIGN REGULATIONS ..... 46**

11.1 SIGN AUTHORITY AND ADMINISTRATION .....46

11.2 SIGN APPLICATION REQUIREMENTS .....47

11.3 SIGN DEFINITIONS.....47

11.4 GENERAL SIGN REGULATIONS.....48

11.5 SIGN TYPES .....49

11.6 SIGN TYPE 1 – UNDER CANOPY SIGN REGULATIONS .....51

11.7 SIGN TYPE 2 - CANOPY SIGN REGULATIONS .....52

11.8 SIGN TYPE 3 - FASICA SIGN REGULATIONS.....52

11.9 SIGN TYPE 4 – MURAL SIGN REGULATIONS .....52

11.10 SIGN TYPE 5 - PROJECTING SIGN REGULATIONS .....52

11.11 SIGN TYPE 6 - ROOF SIGN REGULATIONS .....53

11.12 SIGN TYPE 7 – FREESTANDING SIGN REGULATIONS .....53

11.13 SIGN TYPE 8 - BILLBOARD SIGN REGULATIONS.....53

11.14 SIGN TYPE 9 – A-BOARD SIGN REGULATIONS.....53

11.15 SIGN TYPE 10 – PORTABLE SIGN REGULATIONS.....54

**PART E - DISTRICTS .....55**

**12 DISTRICTS ADMINISTRATION ..... 55**

12.1 ESTABLISHMENT OF DISTRICTS.....55

12.2 DISTRICT BOUNDARIES .....56

12.3 DIRECT CONTROL DISTRICTS .....56

**13 RA - RESIDENTIAL ACREAGE DISTRICT ..... 57**

13.1 PURPOSE.....57

13.2 PERMITTED USES.....57

13.3 DISCRETIONARY USES .....57

13.4 REGULATIONS .....57

**14 R-1 – DETACHED RESIDENTIAL DISTRICT ..... 58**

14.1 PURPOSE.....58

14.2 PERMITTED USES.....58

14.3 DISCRETIONARY USES .....58

14.4 REGULATIONS .....58

14.5 ADDITIONAL REQUIREMENTS .....59

**15 R-2 – GENERAL RESIDENTIAL DISTRICT ..... 60**

15.1 PURPOSE.....60

15.2 PERMITTED USES.....60

15.3	DISCRETIONARY USES .....	60
15.4	REGULATIONS .....	60
15.5	ADDITIONAL REQUIREMENTS .....	61
<b>16</b>	<b>R-3 - MULTI UNIT RESIDENTIAL DISTRICT .....</b>	<b>62</b>
16.1	PURPOSE.....	62
16.2	PERMITTED USES.....	62
16.3	DISCRETIONARY USES .....	62
16.4	REGULATIONS .....	62
16.5	ADDITIONAL REQUIREMENTS .....	63
<b>17</b>	<b>MD – MANUFACTURED DWELLING DISTRICT .....</b>	<b>64</b>
17.1	PURPOSE.....	64
17.2	PERMITTED USES.....	64
17.3	DISCRETIONARY USES .....	64
17.4	REGULATIONS .....	64
<b>18</b>	<b>MP – MANUFACTURED DWELLING PARK DISTRICT .....</b>	<b>66</b>
18.1	PURPOSE.....	66
18.2	PERMITTED USES.....	66
18.3	DISCRETIONARY USES .....	66
18.4	REGULATIONS .....	66
18.5	DESIGN REQUIREMENTS .....	67
<b>19</b>	<b>C-T– COMMERCIAL TRANSITION DISTRICT .....</b>	<b>68</b>
19.1	PURPOSE.....	68
19.2	PERMITTED USES.....	68
19.3	DISCRETIONARY USES .....	68
19.4	REGULATIONS .....	69
19.5	ADDITIONAL REQUIREMENTS .....	69
<b>20</b>	<b>C-1 – DOWNTOWN COMMERCIAL DISTRICT .....</b>	<b>70</b>
20.1	PURPOSE.....	70
20.2	PERMITTED USES.....	70
20.3	DISCRETIONARY USES .....	70
20.4	REGULATIONS .....	71
20.5	ADDITIONAL REQUIREMENTS .....	71
<b>21</b>	<b>C-2 – GENERAL BUSINESS DISTRICT .....</b>	<b>72</b>
21.1	PURPOSE.....	72
21.2	PERMITTED USES.....	72
21.3	DISCRETIONARY USES .....	72
21.4	REGULATIONS .....	73

<b>22</b>	<b>HWY-C – HIGHWAY COMMERCIAL DISTRICT .....</b>	<b>74</b>
22.1	PURPOSE.....	74
22.2	PERMITTED USES.....	74
22.3	DISCRETIONARY USES .....	74
22.4	REGULATIONS .....	75
22.5	ADDITIONAL REQUIREMENTS .....	75
<b>23</b>	<b>I – INDUSTRIAL DISTRICT .....</b>	<b>76</b>
23.1	PURPOSE.....	76
23.2	PERMITTED USES.....	76
23.3	DISCRETIONARY USES .....	76
23.4	REGULATIONS .....	77
23.5	ADDITIONAL REQUIREMENTS .....	77
<b>24</b>	<b>CS – COMMUNITY SERVICE DISTRICT .....</b>	<b>78</b>
24.1	PURPOSE.....	78
24.2	PERMITTED USES.....	78
24.3	DISCRETIONARY USES .....	78
<b>25</b>	<b>UR – URBAN RESERVE DISTRICT.....</b>	<b>79</b>
25.1	PURPOSE.....	79
25.2	PERMITTED USES.....	79
25.3	DISCRETIONARY USES .....	79
25.4	REGULATIONS .....	79
<b>26</b>	<b>DC 1 - DIRECT CONTROL ROUNDHOUSE HISTORICAL DISTRICT (BYLAW 987-2017)</b>	<b>81</b>
26.1	PURPOSE.....	81
26.2	PERMITTED USES.....	81
26.3	DISCRETIONARY USES .....	81
26.4	MINIMUM REQUIREMENTS.....	81
26.5	DEVELOPMENT AUTHORITY .....	81
26.6	PROVINCIAL HERITAGE DESIGNATION .....	82
	<b>PART F - DEFINITIONS.....</b>	<b>83</b>
<b>27</b>	<b>DEFINITIONS.....</b>	<b>83</b>
	<b>PART G – LAND USE DISTRICTS MAP .....</b>	<b>102</b>
<b>28</b>	<b>LAND USE DISTRICTS MAP .....</b>	<b>102</b>

# PART A – THE APPROVALS PROCESS

## 1 ADMINISTRATION

### 1.1 TITLE

- 1.1.1 The title of this Bylaw shall be the Land Use Bylaw of the Town of Hanna.

### 1.2 PURPOSE

- 1.2.1 The purpose of this Bylaw is to direct the orderly, economic and beneficial **development** and **use** of land within the Town of Hanna in accordance with the vision of the Town of Hanna Municipal Development Plan. This is achieved through this Bylaw by regulating and controlling **development**, or where necessary, prohibiting **development** without infringing on the rights of individuals for any public interest except to the extent that is for the overall greater public interest.

### 1.3 APPLICATION

- 1.3.1 This Bylaw shall apply to the whole of the Town of Hanna being all lands and **buildings** contained within its corporate limits.
- 1.3.2 No person shall commence any **development** within the Town of Hanna except in conformity with this Bylaw.
- 1.3.3 Compliance with the requirements of this Bylaw does not exempt any person from the requirements of any adopted statutory plan, including the Municipal Development Plan, Intermunicipal Development Plans and Area Structure/Redevelopment Plans.
- 1.3.4 No **development** shall be undertaken within the Town of Hanna unless an application for it has been approved and a **development permit** has been issued except for those items listed in Section **3 Development Not Requiring a Development Permit**.

### 1.4 EFFECTIVE DATE AND TRANSITION

- 1.4.1 The Town of Hanna Land Use Bylaw 967-2012, as amended, is hereby repealed and will cease to have effect on the day this Bylaw comes into force. This Bylaw comes into force on the <<1<sup>st</sup> of January, 2024>>.
- 1.4.2 An application for a **subdivision, development permit** or amendment to this Bylaw submitted prior to the coming into force of this Bylaw shall be evaluated under the provisions of the Town of Hanna Land Use Bylaw No. 967-2012, as amended.



## 1.5 OTHER LEGISLATIVE REQUIREMENTS

- 1.5.1 In addition to this Bylaw, an applicant is responsible for complying with any other applicable federal, provincial, or municipal legislation, bylaw or policy, licensing or permitting regime, or approval process. The applicant is also responsible for complying with the conditions of any caveat, covenant, **easement** or other instrument affecting a **building** or land.
- 1.5.2 The Town of Hanna is not responsible for nor does the Town of Hanna have any obligation whatsoever to determine what other legislation may apply to a **development**, nor to monitor or enforce compliance with such legislation.

## 1.6 NON-CONFORMING BUILDINGS AND USES

- 1.6.1 **Non-conforming buildings** and **non-conforming uses** shall be treated in accordance with the *Act*, and any amendments thereto.
- 1.6.2 A **non-conforming building** may continue to be used, and the **building** may be enlarged, added to, rebuilt or structurally altered, if at the discretion of the **Development Authority**, the alterations do not substantially increase the extent of non-conformance and are within all other requirements of the Bylaw.
- 1.6.3 Nothing in this Bylaw diminishes or in any way affects the power of the **Development Authority** to issue a **development permit** which makes a **non-conforming building** conforming through the granting of a relaxation of the requirements or rules to which the existing **building** does not conform.

## 1.7 SEVERABILITY

- 1.7.1 In the event any portion of this Bylaw is found invalid by a Court of Law or is overturned by a superior jurisdiction, the validity of the remaining portions of the Bylaw shall not be affected.

## 2 RULES OF INTERPRETATION

- 2.1.1 Where a word is used in the singular, such a word may also mean plural.
- 2.1.2 Where a masculine or impersonal pronoun or adjective is used, such a word may also mean the feminine or impersonal pronoun or adjective.
- 2.1.3 Where a word is used in the present tense, such a word may also mean the future tense.
- 2.1.4 The word "person" includes a corporation as well as an individual.
- 2.1.5 The words "shall" and "must" require mandatory compliance except where a variance or relaxation has been granted pursuant to the *Act* or this Bylaw. "May" means a choice is available, with no particular direction or guidance intended.

- 2.1.6 Words, phrases, and terms not defined in this Bylaw may be given their definition in the *Act* or the *Safety Codes Act*. Other words shall be given their usual and customary meaning.
- 2.1.7 Where a regulation involves two or more conditions or provisions connected by the conjunction “and” means all the connected items shall apply in combination; “or” indicates that the connected items may apply singly; and “and/or” indicates the items may apply singly or in combination.
- 2.1.8 For ease of reference:
- (a) words that are **Capitalized and Bold** denote **uses** defined in **Part F Definitions**;
  - (b) words that are ***italicized and bold*** denote general terms defined in **Part F Definitions**;
  - (c) words that are *italicized* reference federal or provincial legislation or regulations thereunder; and
  - (d) all other words must be given then plain and ordinary meaning as the context requires.

### 3 DEVELOPMENT NOT REQUIRING A DEVELOPMENT PERMIT

- 3.1.1 This Section does not negate the requirement of obtaining all required permits, as applicable, under the *Safety Codes Act* or any other provincial or federal statute.
- 3.1.2 This Section does not negate the requirement of obtaining a ***business license*** where required.
- 3.1.3 The following ***developments*** shall not require a ***development permit***:
- (a) any ***use*** or ***development*** exempted under section 618(1) of the *Act*;
  - (b) any ***use*** or ***development*** exempted by the Lieutenant Governor in Council pursuant to section 618(4) of the *Act*;
  - (c) **Telecommunication Structures** (refer to the Town of Hanna Telecommunication Structure Policy adopted by Council regarding the issuance of letters of concurrence or non-concurrence);
  - (d) the completion and use of a ***building*** which was lawfully under construction at the date this Bylaw came into effect provided the ***building*** is completed in accordance with the terms and conditions of any ***development permit(s)*** granted;
  - (e) the completion of a ***building*** that did not require a ***development permit*** under the previous Land Use Bylaw and which was lawfully under construction provided the ***building*** is completed within twelve (12) months from the date this Bylaw came into effect;
  - (f) an official notice, **Sign**, placard or bulletin required to be displayed pursuant to provisions of federal, provincial or municipal legislation; and

- (g) the use of a **building** or part thereof for a federal, provincial, or municipal election, referendum or plebiscite.

3.1.4 The following **developments** shall not require a **development permit**, but must otherwise comply with all other provisions of this Bylaw (example: setbacks, parking, building height, etc.):

- (a) the carrying out of works, maintenance or repair to any **building** provided that such works:
  - i. do not include structural alterations that would affect any regulations in this Land Use Bylaw, or
  - ii. do not change the **use** or the intensity of **use** of the **structure** or **building**;
- (b) interior renovations to a **building** which do not:
  - i. create an additional **Dwelling Unit**,
  - ii. increase **parking stall** requirements, or
  - iii. result in the change of **use** or the intensity of **use** of a **building**;
- (c) the **temporary** placement or construction of a **building**, works, plants or machinery needed in connection with the construction of a **development** for which a **development permit** has been issued for the period of those operations;
- (d) the **use** of land for, or the maintenance or repair of works, services and **Utilities** on publicly owned or administered land carried out by or on behalf of federal, provincial, municipal or public authorities or private **Utilities** under special agreement with the Town of Hanna;
- (e) a **Home Occupation** that meets the definition of a **Home Occupation – Minor** (See Section **10.3 Home Occupations**);
- (f) the construction or replacement of one (1) **Accessory Building** per **parcel**, which does not exceed 9.3 m<sup>2</sup> (100.0 ft<sup>2</sup>) in **floor area** and 4.57 m (15.0 ft) in **building height** (See Section **10.1 Accessory Buildings**);
- (g) **landscaping** that was not required as part of a valid **development permit**;
- (h) the construction, maintenance and repair of a **patio**, private walkways, pathways, and similar works;
- (i) demolition of a **building** (a **building permit** is required);
- (j) **Renewable Energy Systems, Attached** (See Section **9-1510.13 Renewable Energy Systems**);
- (k) the installation of a **Sign** as listed in Subsection 11.1.2 Signs;
- (l) **Farm Animals**;
- (m) **Extensive Agriculture**; and
- (n) **electric vehicle charging station** within a **Parking Lot** or **parking stall** of an approved **development**.

## 4 ADMINISTRATIVE AGENCIES

### 4.1 DEVELOPMENT APPROVAL AUTHORITIES

- 4.1.1 The **Development Authority** shall exercise powers and perform duties on behalf of the municipality in accordance with the *Act*.
- 4.1.2 The **Development Authority** is:
- (a) the **Development Officer** while carrying out his or her functions or duties under this Bylaw and/or the *Act*;
  - (b) the **Municipal Planning Commission** while exercising development powers or duties under this Bylaw and/or the *Act*; or
  - (c) where the context of this Bylaw permits in Direct Control Districts, the **Council**.

#### Development Officer

- 4.1.3 The office of the **Development Officer** is hereby established to act on behalf of **Council** in those matters delegated by the Bylaw and in such matters as **Council** may instruct from time to time.

#### Municipal Planning Commission

- 4.1.4 The **Municipal Planning Commission**, established by Bylaw in accordance with the *Act*, shall perform such duties as are specified in this Bylaw.

### 4.2 DEVELOPMENT AUTHORITY – POWERS AND DUTIES

- 4.2.1 The **Development Authority** must administer all **development permit** applications in accordance with this Bylaw and decide upon all **development permit** applications.
- 4.2.2 The **Development Authority** must refuse to accept a **development permit** application where the prescribed fee for a **development permit** has not been paid.
- 4.2.3 The **Development Authority** may refuse to deem complete a **development permit** application where:
- (a) the information required by this Bylaw is not provided; or
  - (b) the quality is inadequate or insufficient to properly evaluate the application.
- 4.2.4 The **Development Authority** must make available for inspection, during office hours, all applications and decisions for **development permits**, subject to any legislation in force.
- 4.2.5 The **Development Authority** must collect fees according to the schedule approved by **Council**.
- 4.2.6 The types of **development permit** applications a **Development Authority** may consider are a **development permit** for:
- (a) a **permitted use** that complies with all requirements of this Bylaw;

- (b) a **permitted use** that does not comply with all requirements of this Bylaw;
- (c) a **discretionary use** that complies with requirements of this Bylaw; and
- (d) a **discretionary use** that does not comply with all requirements of this Bylaw.

4.2.7 The **Development Authority** must issue in writing the following notices and acknowledgements on **development permit** applications:

- (a) notice of complete application;
- (b) notice of incomplete application;
- (c) notice of decision; and
- (d) notice of refusal/deemed refusal of an application.

### Development Officer

4.2.8 The Development Officer shall:

- (a) receive, consider and decide on an application for a **development permit** for those **uses** listed as **permitted uses** for the relevant Land Use District which:
  - i. comply with the minimum standards; or
  - ii. otherwise comply with the minimum standards, but require relaxation of any measurable standard in accordance with Subsection 4.3.2;
- (b) receive, consider and decide upon applications for **Home Occupations** and **Signs** and **fences**; and
- (c) receive, and refer with recommendations to the **Municipal Planning Commission** for its consideration and decision, any application for a **development permit** which has been assigned to it for consideration and decision.

### Municipal Planning Commission

4.2.9 The **Municipal Planning Commission** shall decide on applications for:

- (a) those **uses** listed as **discretionary uses** (except applications for **Home Occupations** and **Signs** and **fences**);
- (b) the relocation of **buildings**;
- (c) **uses** deemed to be similar pursuant to Subsection 5.4.8; and
- (d) those **uses** listed as **permitted uses** and requires a relaxation of any measurable standard in accordance with Subsection 4.3.3.

## 4.3 VARIANCE POWERS OF THE DEVELOPMENT AUTHORITY

4.3.1 The **Development Authority** may approve a **development permit** application for a **permitted use** or **discretionary use** where the proposed **development** does not comply with all of the applicable requirements and rules of this Bylaw if, in the opinion of the **Development Authority**:

- (a) the proposed **development** 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
- (b) the proposed **development** conforms with a **use** prescribed by this Bylaw for that land or **building**.

### Development Officer

4.3.2 The **Development Officer**, at its discretion, may relax the development standards 10% or less of that requirement.

### Municipal Planning Commission

4.3.3 The **Municipal Planning Commission** at its discretion may relax the development standards greater than 10% of that requirement.

## 4.4 SUBDIVISION AUTHORITY

4.4.1 The **Subdivision Authority**, as established by bylaw, shall perform duties on behalf of the municipality in accordance with the *Act*, the Land Use Bylaw and all relevant Town of Hanna planning documents.

## 4.5 SUBDIVISION AUTHORITY – POWERS AND DUTIES

4.5.1 The **Subdivision Authority** must administer all **subdivision** applications in accordance with this Bylaw and decide upon all **subdivision** applications.

4.5.2 The **Subdivision Authority** must refuse to accept a **subdivision** application where the prescribed fee for a **subdivision** application has not been paid.

4.5.3 The **Subdivision Authority** may refuse to deem complete a **subdivision** application where:

- (a) the information required is not provided; and/or
- (b) the quality is inadequate to properly evaluate the application.

4.5.4 The **Subdivision Authority** shall:

- (a) keep and maintain for the inspection of the public copies of all decisions and ensure that copies of same are available to the public at a reasonable charge;
- (b) keep a register of all applications for **subdivision**, including the decisions therein and the reasons therefore;
- (c) receive all applications for **subdivision** including the prescribed application fees and decide upon all applications in accordance with the *Regulation* and the Land Use Bylaw with consideration of all comments received through circulation;
- (d) issue the following notices and acknowledgements on **subdivision** applications:
  - i. notice of complete application;

- ii. notice of incomplete application;
- iii. notice of decision; and
- iv. notice of refusal/deemed refusal of an application.

A notice shall be issued to the applicant on the form created by the **Subdivision Authority** and sent by email where consent has been granted by the applicant, otherwise it shall be sent by mail;

- (e) except for **subdivision** applications not requiring circulation under the *Act*, to circulate applications for **subdivision** for comments to an **adjacent** municipality when the original **parcel** boundaries are **adjacent** to the municipal boundary or where an intermunicipal development plan requires;
- (f) prepare, sign and transmit all notices of decision to the relevant agencies in accordance with the *Regulation*;
- (g) ensure all conditions are complied with prior to endorsement to the satisfaction of the municipality; and
- (h) endorse Land Titles instruments to effect the registration of the **subdivision** of land.

## 5 DEVELOPMENT APPLICATION AND APPROVAL PROCESS

### 5.1 APPLICATION FOR DEVELOPMENT

- 5.1.1 An application for a **development permit** shall be completed and submitted to the **Development Authority** in writing, in the form required by the **Development Authority**, and shall be accompanied by the prescribed **development permit** fee and application submission requirements, including:
- (a) authorization of the registered landowner;
  - (b) a site plan (drawn to scale) showing the following:
    - i. legal description and north arrow;
    - ii. area and dimensions of the **parcel** boundaries, showing the required **front**, **rear**, and **side yards**, if any;
    - iii. existing and proposed **easements** and rights-of-way, including dimensions and type of **easement**, if applicable;
    - iv. the location and dimensions of all existing and proposed **buildings**, **structures**, or **uses** on the **parcel** and the measured distance to **property line**;
    - v. identification of existing and proposed **roads** or **lanes** that will provide access to the **development**;
    - vi. any provision for **off-street parking stalls** and **loading stalls**; and vehicle entrances to and exits from the **parcel**; and
    - vii. existing site **grades** at the corners of the **parcel**, and at the corners of **existing** and proposed **buildings**;
  - (c) statement of existing and proposed **Utility** services (i.e. on-site or municipal);
  - (d) statement of the current and proposed **use** of the lands;
  - (e) the estimated dates of commencement and completion; and
  - (f) the presence of abandoned oil and gas wells in accordance with the *Regulation*.
- 5.1.2 The **Development Authority** may also require additional information in order to assess the conformity of a proposed **development** with this Bylaw before consideration of the **development permit** application shall commence. Such information may include, but is not limited to:
- (a) current copy of Certificate of Title, and copies of any restrictive covenants, utility rights-of-way, **easements**, or Town of Hanna caveats registered on the Title(s);
  - (b) floor plans, elevations and section drawings;
  - (c) written rationale supporting any requested variances;
  - (d) samples or representations of exterior **building** finishing materials and colors;
  - (e) stormwater management, grading or landscaping plans prepared by a **qualified professional**;



- (f) a traffic impact assessment prepared by a **qualified professional**;
- (g) a Real Property Report, prepared by an Alberta Land Surveyor, showing the location and distances of any existing **buildings**, waterbodies, trees or other physical features on or **adjacent** to the **parcel** being developed;
- (h) in the case of the placement of an already constructed or partially constructed **building** on a **parcel** of land, information relating to the age and condition of the **building** and its compatibility with the District in which it is to be located;
- (i) where a proposal is considered to have a significant environmental impact, the **Development Authority** may request the applicant to have an environmental evaluation or report (e.g. Biophysical Impact Assessment) prepared and submitted or undertake its own environmental evaluation regarding the proposed **development**, at the cost of the applicant; and
- (j) a **construction management plan**.

5.1.3 Notwithstanding 5.1.1 and 5.1.2, at the discretion of the **Development Authority**, additional information, plans or reports may be required to adequately render a decision on an application.

5.1.4 In the case where an application for a **development permit** has been refused pursuant to this Bylaw or ultimately after appeal to an **Appeal Body**, the submission of a subsequent application for a **development permit** on the same **parcel** and for the same or similar **use** of the land by the same or any other applicant may not be accepted by the **Development Authority** for at least six (6) months after the date of the previous refusal.

## 5.2 NOTICE OF COMPLETE OR INCOMPLETE APPLICATION

5.2.1 Within the timeframe specified in the *Act*, a notice of complete application or incomplete application shall be issued to the applicant on the form created by the **Development Authority** and sent by email where consent has been granted by the applicant, otherwise it shall be sent by mail.

## 5.3 NOTICE OF APPLICATION AND APPLICATION REFERRAL

5.3.1 The **Development Authority** shall provide a written notice of application to those landowners in accordance with Subsections ~~10.13.1 and~~ 11.4.9 for applications related to ~~Small Wind Energy Systems and Signs~~ that contain a **digital display**.

5.3.2 The **Development Authority** may refer for comment any matter or any application for a **development permit** to any agency or authority it deems necessary.

5.3.3 The **Development Authority** may refer to an **adjacent** municipality for consideration and comment any matter or any application for a **development permit** that relates to lands, that the **Development Authority** deems appropriate or necessary.

5.3.4 A notice of application or referral must state the location and details of the application being circulated, how more information can be obtained, the date comments are due by and to whom the comments must be sent to.

- 5.3.5 Having received a reply on a matter referred to any person, municipality, agency or authority, the **Development Authority** shall make a decision giving due consideration to the comments received.
- 5.3.6 After the time period identified in the circulation notice from the date of referral, the application may be dealt with by the **Development Authority** whether or not comments have been received.

## 5.4 DECISION PROCESS – DEVELOPMENT AUTHORITY

### Permitted Use Permits That Meet All Requirements

- 5.4.1 Where a **development permit** application is for a **permitted use** in a **building** or on a **parcel** and the proposed **development** conforms to all of the applicable requirements and rules of this Bylaw, the **Development Authority** must approve the application and issue the **development permit**. The **Development Authority** may impose such conditions as required to ensure compliance with this Bylaw.

### Permitted Use Permits That Do Not Meet All Requirements

- 5.4.2 Where a **development permit** application is for a **permitted use** in a **building** or on a **parcel** and the proposed **development** does not conform to all of the applicable requirements and rules of this Bylaw, the **Development Authority** may:
- (a) refuse to approve the **development permit** application; or
  - (b) approve the **development permit** application; and may:
    - i. grant a relaxation of the requirement or regulation to which the proposed **use** does not conform; or
    - ii. impose such conditions as required to ensure compliance with this Bylaw.
- 5.4.3 The **Development Authority** may, as a condition of approving a **development permit** that does not comply with all of the applicable requirements and rules of this Bylaw, require the applicant to conform to a higher standard than required by the applicable rules if, in the opinion of the **Development Authority**, conformance to a higher standard will off-set any impact of granting the relaxation.

### Discretionary Use Permits

- 5.4.4 When making a decision on a **development permit** for a **discretionary use** the **Development Authority** must take into account:
- (a) any plans and policies affecting the **parcel**;
  - (b) the purpose statement in the applicable Land Use District;
  - (c) the appropriateness of the location and **parcel** for the proposed **use**;
  - (d) the compatibility and impact of the proposed **development** with respect to **adjacent parcels** and the neighbourhood;
  - (e) the merits of the proposed **development**;

- (f) the utility servicing requirements;
- (g) access, parking and transportation requirements;
- (h) vehicle and pedestrian circulation within the **parcel**;
- (i) the impact on the public transportation system; and
- (j) sound planning principles.

5.4.5 The **Development Authority** may approve a **development permit** application for a **discretionary use**, and may impose such conditions considered appropriate or necessary, which may include:

- (a) limiting hours of operation;
- (b) limiting number of patrons;
- (c) establishing **landscaping** requirements;
- (d) requiring noise attenuation;
- (e) requiring special provisions be made for parking;
- (f) regarding the location, character and appearance of a **building**;
- (g) regarding the grading of a **parcel** or such other procedures as is necessary to protect the **parcel** from other **developments** or to protect other **developments**;
- (h) establishing the period of time during which a **development** may continue; and
- (i) ensuring the **development** is compatible with surrounding **uses**.

5.4.6 The **Development Authority** may refuse a **development permit** application for a **discretionary use** even though it meets the requirements and rules of this Bylaw.

### Applications the Development Authority Must Refuse

5.4.7 The **Development Authority** must refuse a **development permit** application when the proposed **development**:

- (a) is for a **use** that is not listed as either a **permitted use** or **discretionary use** in the Land Use District; or
- (b) is for a **use** containing a restriction in its definition that is not met by the proposed **use**.

### Similar Use Permits

5.4.8 In the case where a proposed specific **use** of land or a **building** is not provided for in any District in the Bylaw, the **Municipal Planning Commission** may determine that such **use** is similar in character and purpose to the definition of a **permitted use** or **discretionary use** prescribed for a particular District.

### Temporary Use Permits

5.4.9 If an application is made for a **development** that is identified as **temporary** in this Bylaw, the **Development Authority** may consider and approve a **development** for a specific period of time, not exceeding one (1) year, unless otherwise allowed in this Bylaw.

- 5.4.10 Where a **temporary development permit** is issued in accordance with this Bylaw and the specified time period lapses, it is the responsibility of the applicant to request extension or renewal of the permit.

## 5.5 DEVELOPMENT PERMITS AND NOTICE OF DECISION

- 5.5.1 A **development permit** issued for a **permitted use** in compliance with the regulations and standards of this Bylaw, or a **development permit** issued by **Council** pursuant to a Direct Control District, comes into effect on the date that the decision is made.
- 5.5.2 When a **development permit** is approved for a **discretionary use** or for a **permitted use** in which a variance has been granted, the **Development Authority** shall:
- (a) provide a notice of decision to the applicant of the approval;
  - ~~(b)~~ immediately mail a notice in writing to all owners of land **adjacent** to the subject **parcel**;
  - ~~(b)~~(c) publish the notice of decision in a local newspaper;
  - ~~(c)~~(d) issue a **development permit** after the appeal period has expired.
- 5.5.3 A **development permit** issued pursuant to Subsection 5.5.2 does not come into effect until twenty-one (21) days after the date the notice of decision is ~~published in the local newspaper mailed to owners of land **adjacent** to the subject **parcel**.~~ Any **development** proceeded with by the applicant prior to the expiry of this appeal period is done solely at the risk of the applicant.
- 5.5.4 The notices indicated in Subsection 5.5.2 must state:
- (a) the legal description and the street address of the **parcel** of the proposed **development**;
  - (b) the **uses** proposed for the subject **development**;
  - (c) any discretion that was granted in the approval of the **development**, whether by use or by interpretation of this Bylaw, and any variation or relaxation in regulation that was made by the **Development Authority** when the **development permit** was approved;
  - (d) the date the **development permit** was approved; and
  - (e) how an appeal may be made to the **Appeal Body** and the deadline for such appeal.
- 5.5.5 Where an appeal is made pursuant to Section **6.1 Appeals** of this Bylaw, a **development permit** which has been granted shall not come into effect until the appeal has been determined and the **development permit** has been confirmed or modified.
- 5.5.6 When the **Development Authority** refuses an application for a **development permit**, the notice of refusal shall be issued to the applicant. The notice of refusal shall contain reasons for the refusal.
- 5.5.7 After the issuance of a **development permit**, a **Development Authority** may suspend or revoke a **development permit** in writing to the applicant at any time:

- (a) where the **development permit** was issued on the basis of incorrect information, fraud, non-disclosure, or misrepresentation on the part of the applicant; or
- (b) where the **development permit** was issued in error.

## 5.6 CONDITIONS OF APPROVAL

- 5.6.1 Where a **development permit** application does not demonstrate that the proposed **development** conforms to all the applicable requirements of this Bylaw, the **Development Authority** may, as a condition of issuing the **development permit**, require the applicant to amend specific elements of the plans to conform with the applicable requirements.
- 5.6.2 The **Development Authority** may, as a condition of issuing a **development permit** for a **permitted use** or **discretionary use**, require the applicant to make satisfactory arrangements for the supply of **Utilities** including, but not limited to natural gas, cable, water, electric power, sewer service, or any one or more of them including payment of the cost of installation or construction of any such **Utility** or facility by the applicant.
- 5.6.3 The **Development Authority** may, as a condition of issuing a **development permit** for a **permitted use** or **discretionary use**, require the applicant enter into an agreement with the Town of Hanna to do any or all of the following:
- (a) to construct or pay for the construction of a **road** required to give access to the **development**;
  - (b) to construct or pay for the construction of:
    - i. a pedestrian walkway system to serve the **development**, or
    - ii. pedestrian walkways to connect the pedestrian walkway system serving the **development** with a pedestrian walkway system that serves or is proposed to serve an **adjacent development**, or both;
  - (c) to install or pay for the installation of a public **Utility** that is necessary to serve the **development**, whether or not the public **Utility** is, or will be, located on the land that is the subject of the **development**;
  - (d) to construct or pay for the construction of:
    - i. off-street or other parking facilities, and
    - ii. loading and unloading facilities;
  - (e) to pay an off-site levy or redevelopment levy imposed by bylaw; and
  - (f) to give security to ensure that the terms of the agreement under this Section are carried out.
- 5.6.4 The Town of Hanna may register a caveat pursuant to the provisions of the *Act* and the *Land Titles Act* in respect of an agreement under Subsection 5.6.3 against the Certificate of Title for the land that is the subject of the **development**. Said caveat shall be discharged when the agreement has been complied with.
- 5.6.5 The **Development Authority** may attach conditions to a **development permit** which may include adherence to engineering standards, the completion of any required reports and

studies, and phasing requirements.

## 5.7 COMMENCEMENT AND COMPLETION OF DEVELOPMENT

- 5.7.1 If the **development** authorized by a **development permit** is not commenced within twelve (12) months from the date granted or carried out with reasonable diligence the **development permit** is deemed to be void, unless an extension request for the time period is submitted in writing by the applicant and granted by the **Development Authority**. The extension request must provide reasons for the request.
- 5.7.2 If the **development** authorized by a **development permit** is not completed within three (3) years of the date of issue or as otherwise specified within a **development permit**, the **development permit** is deemed to be void, unless an extension request for the time period is submitted in writing by the applicant and granted by the **Development Authority**. The extension request must provide reasons for the request.
- 5.7.3 For the purposes of this Bylaw, commencement includes excavation, but does not include **fencing**, or demolition on the **parcel**, or obtaining permits.
- 5.7.4 The approval or issuance of a **development permit** does not authorize commencement of construction except in conjunction with all other required permits and conditions of the **development permit**.

## 5.8 DIRECT CONTROL DISTRICTS AND PERMITS

- 5.8.1 Direct Control Districts shall only be used for the purpose of providing for land or **developments** that, due to their unique characteristics or unusual site constraints, require specific regulation unavailable in other Land Use Districts.
- 5.8.2 Direct Control Districts shall not be used in substitution of any other Land Use District in this Bylaw that could be used to achieve the same result either with or without variances to this Bylaw.
- 5.8.3 Upon receipt of a completed application for a **development permit** pursuant to a Direct Control District, the **Council** may, prior to making a decision, refer the application to the **Development Authority**, any municipal department or external agency for comment.
- 5.8.4 Prior to deciding upon the **development permit** application before it, the **Council** may provide public notice through means and to whom it considers necessary, that a decision on a **development permit** pursuant to a Direct Control District is to be made and that **Council** may afford an opportunity to any interested person to make representation on the application and shall take into account any such representations made when giving final consideration to the said application.
- 5.8.5 Direct Control Bylaws that were passed pursuant to previous Land Use Bylaws and are denoted on the Land Use District Maps:
- (a) are hereby incorporated into and form part of this Bylaw as if repeated herein at length; and

- (b) notwithstanding the definitions contained in this Bylaw, each Direct Control Bylaw must assume only those meanings for the terms contained therein that were intended at the date of the original passage.

## 6 APPEALS

### 6.1 DEVELOPMENT AND SUBDIVISION APPEALS

- 6.1.1 Appeals in respect of decisions on **development permit** applications are governed by the *Act*.
- 6.1.2 Where the **Development Authority**:
- (a) refuses or fails to render a decision on an application for a **development permit**;  
or
  - (b) approves an application for a **development**; or
  - (c) issues an order under this Bylaw;
- the person applying for the permit or affected by the order, or any other affected person, as the case may be, may appeal to the **Appeal Body** within the dates outlined in the *Act*.
- 6.1.3 An appeal with respect to a decision on a **subdivision** application is governed by the *Act* and the *Regulation*.



## 7 BYLAW AMENDMENT PROCESS

### 7.1 APPLICATION TO AMEND THE LAND USE BYLAW

- 7.1.1 **Council** may at any time initiate an amendment to this Bylaw.
- 7.1.2 Any owner of a **parcel**, his authorized agent, or other persons having legal or equitable interest in the **parcel** may apply to have the Land Use District of the **parcel** changed through an amendment to this Bylaw.
- 7.1.3 All applications for amendments of this Bylaw shall be made using the approved form, accompanied by:
- (a) the prescribed fee;
  - (b) a statement of the applicant's interest in the land;
  - (c) a Title for the land affected or other documents satisfactory to the Town of Hanna that supports the applicant's interest in the said land;
  - (d) any drawings, plans or maps required by the Town of Hanna; and
  - (e) any other documents as required by the Town of Hanna.
- 7.1.4 All amendments to this Land Use Bylaw shall be made by **Council** by bylaw and in accordance with the procedures set forth in the *Act*.
- 7.1.5 The **Council**, in considering an application for an amendment to this Land Use Bylaw, shall refer a copy of the proposed amendment to the following agencies:
- (a) Palliser Regional Municipal Services;
  - (b) the Special Areas Board if, the proposed amendment:
    - i. affects land on the boundary with the Special Areas Board; or
    - ii. may otherwise have an effect on the Special Areas Board; or
  - (c) such other persons or agencies as it considers necessary for comment.
- 7.1.6 If an application for an amendment to this Bylaw has been refused by **Council**, **Council** may not accept an application for an amendment for the same **use** on the same **parcel** for twelve (12) months from the date of the refusal.

## 8 ENFORCEMENT

### 8.1 OFFENCES

- 8.1.1 Any owner, lessee or occupant of land or a **building**, or the owner of a **structure** or a **Sign** thereon, who with respect to such land, **building**, **structure** or **Sign**, contravenes, causes, or allows a contravention of any provision of the Bylaw commits an offense.
- 8.1.2 Any person who commences or continues **development** for which a **development permit** is required but has not been issued, has expired, has been revoked or suspended, or which is in contravention of a condition of a **development permit** under the Bylaw commits an offense.
- 8.1.3 Any person who prevents or obstructs the **Development Authority** or a Designated Officer from carrying out any official duty under the Bylaw or the *Act* commits an offense.
- 8.1.4 A Designated Officer may enforce the provisions of the Bylaw, or the conditions of a **development permit** pursuant to the *Act*.
- 8.1.5 Nothing in this Bylaw diminishes or in any way affects the rights of the Town of Hanna pursuant to the *Act*, or at common law to seek an entry order, order for compliance, injunction or any other order to obtain compliance with this Bylaw.

### 8.2 ENTRY AND INSPECTION

- 8.2.1 Pursuant to the *Act*, an authorized person may only enter land or a **building** for the purpose of ensuring compliance with the *Act* and the *Regulation*, or this Bylaw if:
- (a) the owner or person in possession of it gives his consent to the entry; or
  - (b) the entry is authorized by an Order of the Court of King's Bench; and
  - (c) only for the purpose of ensuring compliance with the *Act* and the *Regulation*, or this Bylaw.
- 8.2.2 The Designated Officer, or such other person appointed by resolution of **Council**, is designated as the "authorized person".

### 8.3 ORDERS

- 8.3.1 Pursuant to Section 645 of the *Act* where an offense under the Bylaw occurs, the **Development Officer** 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:
- (a) stop the **development** or **use** of the land or **buildings** in whole or in part as directed by the notice; or
  - (b) demolish, remove or replace the **development**; or

- (c) carry out any other actions required by the notice so that the **development** or **use** complies with the Bylaw.
- 8.3.2 A person who receives an order referred to in Subsection 8.3.1 above may appeal to the **Appeal Body** in accordance with Section **6 Appeals** of this Bylaw.
- 8.3.3 Where the **Council** or a person appointed by it carries out an order the **Council** shall cause the costs and expenses incurred in carrying out the order to be added to the tax roll of the **parcel** of land and the amount:
  - (a) is deemed for all purposes to be a tax imposed under the *Act* from the date it was added to the tax roll; and
  - (b) it forms a special lien against the parcel of land in favour of the **Municipality** from the date it was added to the tax roll.

## 8.4 VIOLATION TAGS AND PENALTIES

- 8.4.1 The Designated Officer may issue a **violation tag** to any person who commits an offense.
- 8.4.2 The **violation tag** shall specify the alleged offence committed by the person to whom the **violation tag** is issued and require voluntary payment.
- 8.4.3 The **violation tag** shall be served upon the alleged offender personally, or if the defendant cannot be conveniently found, by leaving it for the defendant at the defendant's place of residence with a person on the premises who appears to be at least 18 years of age, or by mailing a copy to such person at their last known address.
- 8.4.4 Where contravention of this Bylaw is of a continuing nature, further **violation tags** or a **violation ticket** may be issued by a Designated Officer or Peace Officer, provided that no more than one **violation tag** or **violation ticket** shall be issued for each calendar day that the contravention continues.
- 8.4.5 Where a **violation tag** is issued pursuant to this Bylaw, the person or company to whom the **violation tag** is issued may, in lieu of being prosecuted for the offense, pay to the Town of Hanna the minimum penalty specified in Table 1: Minimum Specified Penalties. If no penalty is specified in for the particular offence, the minimum specified penalty shall be \$500.00.

**Table 1: Minimum Specified Penalties**

<b>Offence</b>	<b>First Offence</b>	<b>Second Offence and Additional Offences</b>
Failure to obtain a <b><i>development permit</i></b>	\$250	\$500
Failure to comply with <b><i>development permit</i></b> conditions	\$500	\$1000
Failure to comply with District regulations	\$500	\$1000
Failure to comply with any other regulation or standard of the Bylaw	\$250	\$500

8.4.6 Fines for second and additional offences noted in Table 1: Minimum Specified Penalties are for when the offence has occurred within a twelve (12) month period of the previous offence.

## 8.5 VIOLATION TICKETS

- 8.5.1 Notwithstanding any other provision of this Bylaw, a Peace Officer is hereby authorized and empowered to immediately issue a ***violation ticket*** pursuant to the *Provincial Offences Procedures Act*, as amended, to any person who the Peace Officer has reasonable grounds to believe has contravened any provision of this Bylaw.
- 8.5.2 Nothing in this Bylaw shall prevent a Peace Officer from issuing Summons for the mandatory court appearance of any person or company who contravenes any provision of this Bylaw.
- 8.5.3 Any person who is guilty of an offence and is liable upon summary conviction to a fine not less than \$100.00 and not exceeding \$10,000 per violation after conviction and costs, and upon failure to pay the fine and costs, to imprisonment for a period not exceeding 30 days unless such fine and costs are sooner paid.

# Part B – General Regulations

## 9 GENERAL LAND USE REGULATIONS

### 9.1 APPLICABILITY

- 9.1.1 The regulations within Section **9 General Land Use Regulations** shall apply to all **developments** within the Town of Hanna, unless otherwise specifically exempted elsewhere in this Bylaw.
- 9.1.2 Where any regulation in this section may be in conflict with any regulation of a given **Land Use District** in Part E or the **Specific Use Regulations** in Part C, the regulation in the District or Specific Use Regulation shall take precedence.

### 9.2 DESIGN, CHARACTER AND APPEARANCE

- 9.2.1 The design, use of materials, construction, character, location and appearance on the **parcel** of any **development, structure, fence or Sign** in any District must be, to the satisfaction of the **Development Authority**, compatible and complimentary with other **developments** in the area, unless the **development** is setting a new standard of design.

### 9.3 DWELLING UNITS ON A PARCEL

- 9.3.1 No person shall construct or locate more than one **Dwelling Unit** on a **parcel** unless it is otherwise permitted in this Bylaw.

### 9.4 OBJECTS PROHIBITED OR RESTRICTED IN RESIDENTIAL DISTRICTS

- ~~9.4.1 No person shall keep or permit in any part of a **front yard** on a **parcel** in a residential district or a **parcel** with a **principal residential use**:~~
- ~~(a) any **derelict vehicle** for more than 14 days;~~
  - ~~(b) a vehicle of more than 4536 kg/10,000 lbs GVW and/or a length of 6.5 m (21.3 ft), excepting **recreational vehicles** or vehicles approved in conjunction with a **Home Occupation – Major**;~~

9.4.29.4.1 An **Accessory Building, Shipping Container** is prohibited in all residential districts, except:

- (a) where it is listed as a **permitted use** or a **discretionary use**; or
- (b) for construction storage during the period of construction for which a valid **building permit** has been issued.

[9.4.39.4.2](#) Notwithstanding 9.4.2, a **shipping container** may be used as elements of a **building** envelope, provided it adheres to the requirements of Section **9.2 Design, Character and Appearance**.

## 9.5 SCREENING

- 9.5.1 For commercial, industrial and **Apartment** developments, garbage and waste material must be stored in weather proof and animal proof containers. Garbage and waste material storage must be **screened** from public **roads**, excluding **lanes**.
- 9.5.2 Commercial and industrial developments **abutting** a **parcel** with a **principal residential use** shall be **screened** from view on an **interior side parcel line** or **rear parcel line**, to the satisfaction of the **Development Authority**.
- 9.5.3 Where permitted, **outdoor storage** areas of commercial and industrial materials and equipment shall be **screened** from **adjacent parcels** and public **roads**.
- 9.5.4 Within the **corner visibility setback**, **screening** shall be a maximum of 1.22 m (4.0 ft) in height above **grade** to ensure public safety and/or good visibility for traffic and pedestrian purposes.

## 9.6 UTILITY SERVICES AND INFRASTRUCTURE

- 9.6.1 The **Development Authority** must confirm there is adequate sewage collection, treatment and disposal, water supply treatment and distribution, stormwater collection and storage and road capacity necessary to serve a **development**.
- 9.6.2 A **development** shall not be permitted if the **development** is not served by:
- (a) the municipal sewer and water system; or
  - (b) at the discretion of the **Development Authority**, a provincially approved private system.
- 9.6.3 Where a proposed **use** may release contaminants or other deleterious substances into the municipal sewer system, the **Development Authority** may require an applicant to submit plans and reports prepared by a **qualified professional** to evaluate the potential impact on the sewer system and propose mitigations.
- 9.6.4 The **Development Authority** may require a fats, oil and grease (FOG) interceptor, an oil and grit separator or other such interceptor, and/or a test manhole to be installed where a **use** may release contaminants or other deleterious substances into the municipal sewer system.
- 9.6.5 Stormwater run-off shall be contained on-site or disposed of in a manner acceptable to the Town of Hanna and/or as required in a stormwater management report prepared by a **qualified professional**.

## 9.7 SITE GRADING AND DRAINAGE

- 9.7.1 **Parcel grades** and **building** elevations shall be established to ensure effective drainage

and prevent drainage from one **parcel** to another, except where drainage conforms to an approved subdivision drainage plan.

- 9.7.2 The owner of a **parcel** shall be responsible to ensure that **grading** is maintained over time to provide effective drainage. Where maintenance of a common drainage swale or path at a **property line** is required, the responsibility of maintenance lies with the owners of both **parcels**. Where a drainage swale or path is established within an **easement** or right-of-way on a **parcel**, swale grades shall be maintained and the swale shall be kept free of any obstructions.
- 9.7.3 Where retaining walls are necessary or proposed in any **development**, such walls shall be developed with professional quality and shall not negatively affect **abutting parcels** due to site elevations or drainage.

## 9.8 RELOCATION OF BUILDINGS

- 9.8.1 Notwithstanding Section 3 **Development Not Requiring A Development Permit**, a **development permit** shall be required for the relocation of any **building** to any **parcel** in the Town of Hanna.
- 9.8.2 A **development permit** for the relocation of a **building** may include conditions of approval that:
- (a) the **building** and the proposed location of the **building** meets the requirements of the Land Use District in which the **building** is to be located;
  - (b) the **building** is compatible with the character of the neighbourhood in which the **building** is to be relocated to; and
  - (c) the **building** be renovated to a satisfactory condition within a specified time.

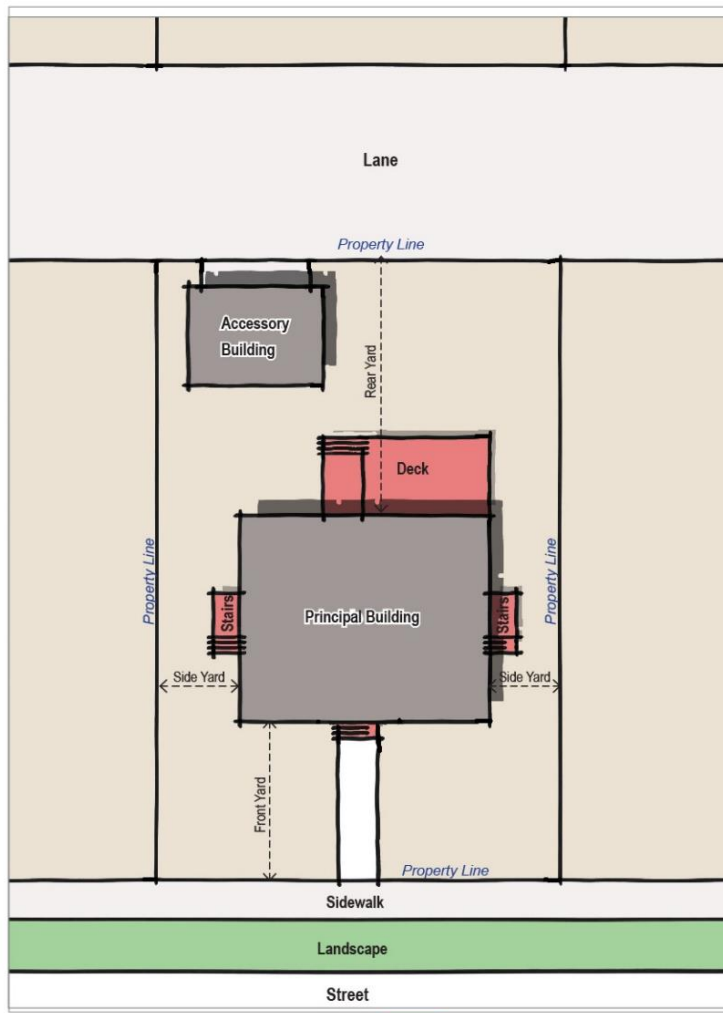
## 9.9 YARD SETBACKS AND PERMITTED PROJECTIONS

- 9.9.1 In all districts, the minimum **yard setbacks** do not apply to:
- (a) construction wholly beneath the surface of the ground;
  - (b) driveways, **parking stalls** and sidewalks;
  - (c) **fences** and retaining walls; and
  - (d) **landscaping**.
- 9.9.2 Where a **building** or **buildings** on the **parcel** are planned as a comprehensive site and are divided by **condominium** such that the **building** contains units that are on separate **lots** or Titles, the district **yard setbacks** do not apply within the **development**, but shall apply from the **property line** of **abutting lots**.

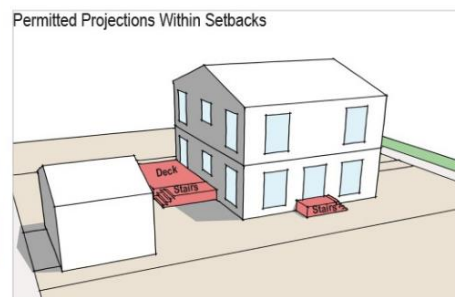
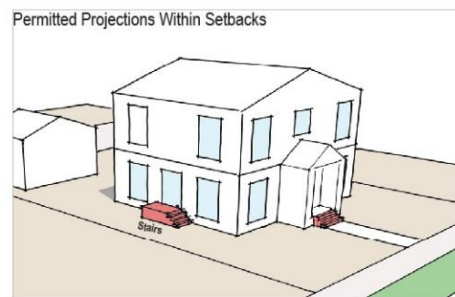
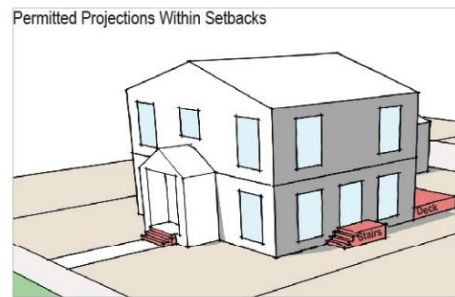
### Residential Projections

- 9.9.3 Residential **building** projections specified in Subsections 9.9.4 to 9.9.9 into or over a required **yard setback** shall not require a variance (Figure 1: Permitted Projections Into Yard Setbacks).

Figure 1: Permitted Projections Into Yard Setbacks



Plan



Views

9.9.4 The following projections may be permitted to a maximum of 1.52 m (5.0 ft) into the required **front yard setback**:

- (a) **balconies**,
- (b) **bay windows**,
- (c) **cantilevers**,
- (d) chimneys,
- (e) **eaves**,
- (f) **shade projections**,
- (g) stairways and **landings**, and



- (h) uncovered **decks**.
- 9.9.5 The following projections may be permitted into the required **side yard setback**, but must remain at least 1.0 m (3.3 ft) from the **property line**:
  - (a) **balconies**;
  - (b) **bay windows**;
  - (c) chimneys,
  - (d) **shade projections**,
  - (e) stairways and **landings**; and
  - (f) uncovered **decks**.
- 9.9.6 The following projections may be permitted to a maximum of 50% of the required **side yard setback**:
  - (a) **eaves**.
- 9.9.7 The following projections may be permitted to a maximum of 1.52 m (5.0 ft) into the required **rear yard setback**:
  - (a) **balconies**,
  - (b) **bay windows**,
  - (c) **cantilevers**,
  - (d) chimneys,
  - (e) **eaves**, and
  - (f) **shade projections**.
- 9.9.8 The following projections may be permitted to a maximum of 50% of the required **rear yard setback**:
  - (a) uncovered **decks**, and
  - (b) stairways and **landings**.

9.9.9 Wheelchair ramps may be permitted to encroach into any required **yard setback**, at the discretion of the **Development Authority**, provided that the ramp:

- (a) does not impede fire access to or around the **building**;
- (b) is complementary to and well-integrated into the existing **building** design; and
- (c) does not extend beyond the **property line** unless where allowed pursuant to an **encroachment agreement entered into with the Town**.

## 9.10 FENCES

~~9.10.1 The construction or erection of a **fence** in any district requires a **development permit**.~~

9.10.29.10.1 In residential districts or a **parcel** with a **principal residential use**, the maximum height above grade of a **fence** located within a **yard** shall be in accordance with Table 2: Maximum Fence Height in a Residential Yard.

Table 2: Maximum Fence Height in a Residential Yard

Yard	Maximum Fence Height From Grade
<b>Rear</b>	1.83 m (6.0 ft)
<b>Front</b>	1.2 m (4.0 ft)
<b>Interior side</b>	1.83 m (6.0 ft)
<b>Exterior Side</b>	1.83 m (6.0 ft)

[9.10.39.10.2](#) In all other districts, the maximum height of a **fence** is 3.0 m (10.0 ft).

[9.10.49.10.3](#) On **corner lots** within the **corner visibility setback**, fences shall be a maximum of 1.2 m (4.0 ft) in height to ensure public safety and/or good visibility for traffic and pedestrian purposes.

[9.10.59.10.4](#) Materials used to construct **fences** shall be wood, brick, stone, concrete, or metal or other acceptable material to the satisfaction of the **Development Authority** and shall be aesthetically acceptable and in general conformity with **adjacent development**.

## 9.11 CORNER LOTS, REVERSE CORNER LOTS AND IRREGULAR LOTS

9.11.1 The **parcel lines** and **yards** of **corner lots** shall be determined by the following (Figure 2: Corner Lot and Reverse Corner Lot):

- (a) the **front parcel line** of a **corner lot** is the shortest **property line abutting a road**;
- (b) the **exterior side parcel line** of a **corner lot** is the longest **property line abutting a road**;
- (c) the **interior side parcel line** of a **corner lot** is the longest **property line abutting a parcel**; and
- (d) the **rear parcel line** of a **corner lot** is the shortest **property line abutting a parcel or lane**.

9.11.2 Notwithstanding 9.11.1 or anything else in this Bylaw, the **Development Authority** may determine a **corner lot** to be a **reverse corner lot** (Figure 2: Corner Lot and Reverse Corner Lot).

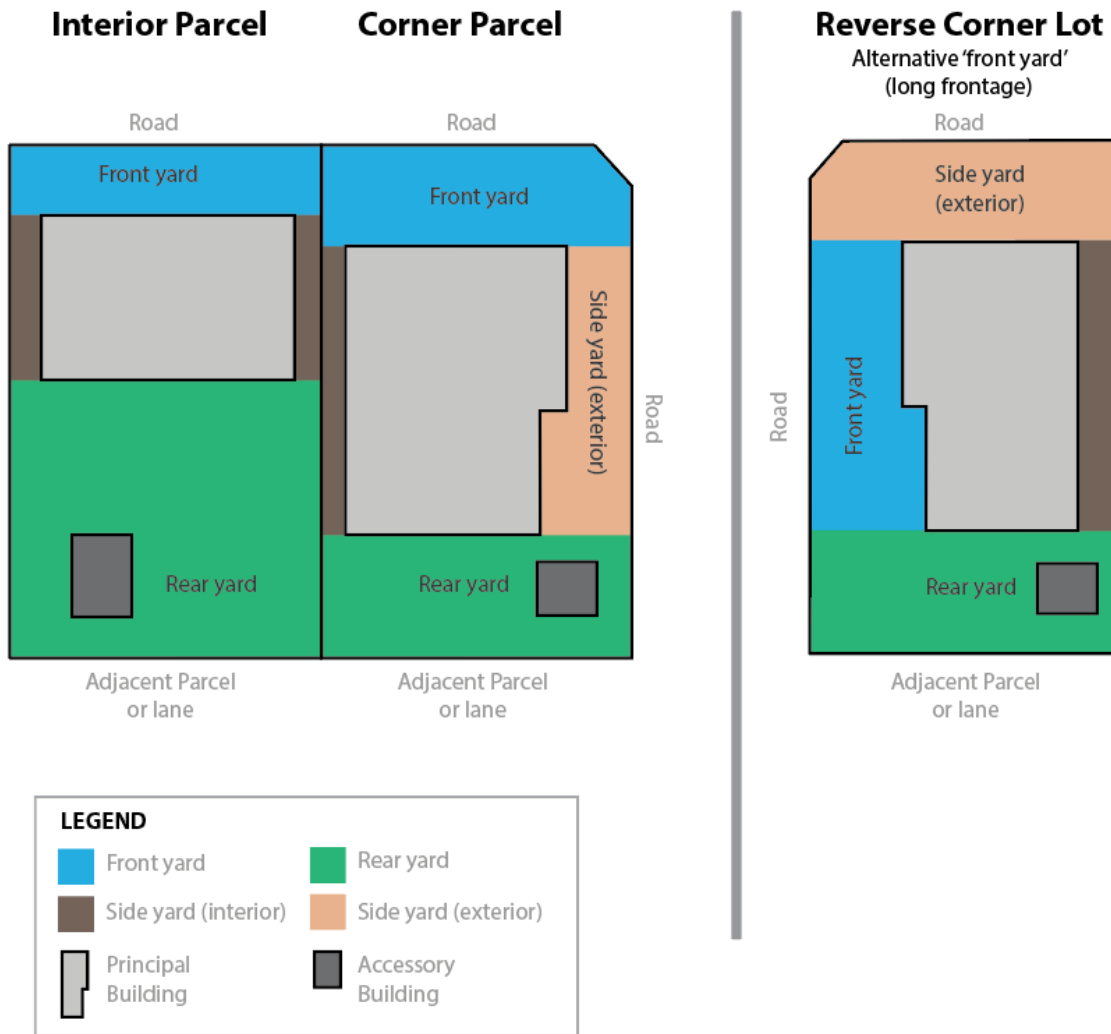
9.11.3 The **Development Authority** shall determine the **front, rear** and **side yards** of a **reverse corner lot** by taking into account:

- (a) the general pattern and location of existing **buildings on adjacent parcels**;
- (b) the size and geometry of the **corner lot**;
- (c) the ability to create sufficient privacy on the **parcel** and privacy for **adjacent parcels**;

- (d) ensuring safe traffic movement at the intersection, considering the primary flow of traffic and access to the **parcel**; and
- (e) the general aesthetics, considering the location and height of **fencing** and hedges.

9.11.4 For **parcels** other than **corner lots** which have **frontage** on two **roads**, or for **parcels** which are not rectangular in shape, the **Development Authority** shall determine the **yard** designations.

**Figure 2: Corner Lot and Reverse Corner Lot**



## 9.12 PARKING AND LOADING

9.12.1 The minimum **off-street parking** and loading requirements of this Bylaw shall be met for

- all **developments**, including for an addition to an existing **building**.
- 9.12.2 The development of a new **parking area**, or the expansion or reconfiguration of an **existing parking area** requires a **development permit**.
- 9.12.3 **Developments** containing or providing for more than one **use** shall provide **parking stalls** equal to the sum of the requirements for the individual **uses**.
- 9.12.4 All **parking stalls** and **loading stalls** required by this Bylaw shall be located on the same **parcel** as the **development** except where the provisions within a Land Use District allow for shared parking strategies.
- 9.12.5 Where the **Development Authority** is satisfied that **parking stalls** can be shared by off-peak uses or due to other daily, weekly or seasonal differences, **parking stall** requirements may be reduced at the discretion of the **Development Authority** without the requirement for a relaxation.
- 9.12.6 Shared parking between two **parcels** may be approved where:
- (a) the alternate **parking area** is located within 152.4 m (500.0 ft) of the **parcel**; and
  - (b) a binding agreement for shared parking is executed between the owner of the **parcel** in which the **parking area** is provided and the owner of the **parcel** in which the **parking area** is required; and
  - (c) the agreement is registered on the Title of the **parcel** providing the shared parking.
- 9.12.7 **Parking stalls** shall be provided in accordance with Table 3: Minimum Parking Requirements, and:
- (a) shall be calculated on the basis of number of **Dwellings Units**, or **gross floor area**, or where the term "seats" is used shall be calculated on the basis of fire occupancy ratings;
  - (b) where the calculation of the required number of **parking stalls** results in a fractional number, the requirements shall be rounded up to the nearest full stall; and
  - (c) where the **parking stall** requirements of a **development** are not specified in this Bylaw, the **Development Authority** shall be guided by the standards for similar **uses**.

Table 3: Minimum Residential Parking Requirements

RESIDENTIAL USES	PARKING STALLS REQUIRED
<b>Dwelling, Detached</b> <b>Dwelling, Manufactured</b> <b>Dwelling, Duplex</b>	2 per <b>Dwelling Unit</b>
<b>Accessory Dwelling Unit, Attached</b> <b>Accessory Dwelling Unit, Detached</b>	No additional <i>parking stalls</i> required
<b>Apartment</b> <b>Attached Housing</b>	2 per <b>Dwelling Unit</b> plus 1 <i>visitor parking stall</i> per 5 <b>Dwelling Units</b>
<b>Bed and Breakfast</b>	1 additional <i>parking stall</i> per guest bedroom
<b>Care Facility</b>	0.5 stalls per resident room or <b>Dwelling Unit</b>

Table 4: Minimum Non-Residential Parking Requirements

NON-RESIDENTIAL USES		PARKING STALLS REQUIRED
<b>Automotive Sales</b> <b>Cannabis Production Facility</b> <b>Contractor Services, <del>Major</del></b> <b>Hospital</b>	<b>Kennel</b> <b>Storage Yard</b> <b>Truck and Freight Terminal</b> <b>Wrecker and Salvage</b>	1 per 92.9 m <sup>2</sup> (1000.0 ft <sup>2</sup> ) of <b>gross floor area</b>
<b>Agricultural Supply Depot</b> <b>Artist Studio</b> <b>Auction Facility</b> <b>Auto Body Shop</b> <b>Automotive Repair and Service</b> <b>Building Supply Centre</b> <b>Bulk Fuel Station</b> <b>Cannabis Retail Sales</b> <b>Car Wash</b> <b>Child Care Centre</b> <b>Contractor Services, <del>Minor</del></b>	<b>Convenience Store</b> <b>Equipment Rental Shop</b> <b>Heavy Equipment Sales and Service</b> <b>Laundry Facility</b> <b>Liquor Store</b> <b>Personal Service Establishment</b> <b>Pet Care Services</b> <b>Print Shop</b> <b>Veterinary Clinic</b> <b>Warehousing and Distribution</b>	2 per 92.9 m <sup>2</sup> (1000.0 ft <sup>2</sup> ) of <b>gross floor area</b>
<b>Amusement Centre</b> <b>Clinic</b> <b>Cultural Establishment</b> <b>Financial Institution</b>	<b>Gas Bar and Service Station</b> <b>Office</b> <b>Retail Store</b> <b>Wholesale Outlet</b>	3 per 92.9 m <sup>2</sup> (1000.0 ft <sup>2</sup> ) of <b>gross floor area</b>
<b>Drinking Establishment</b>	<b>Eating and Drinking Establishment</b>	1 per 4 seats
<b>Educational Institution</b> Elementary and Junior High Schools: Senior High Schools:		1 per classroom 4 per classroom
<b>Hotels/Motels</b>		1 per guest suite
<b>Worship Facility</b>		1 per 15 seats
<b>Athletic and Recreational Facility, Indoor</b> <b>Athletic and Recreation al Facility, Outdoor</b> <b>Food Processing, Storage and Sales</b> <b>Funeral Home</b>	<b>Greenhouse</b> <b>Manufacturing, Heavy</b> <b>Manufacturing, Light</b> <b>Recycling Depot</b>	At the discretion of the Development Authority
<b>Self-Storage Facility</b>		1 per self-storage unit

9.12.8 A minimum of one (1) **loading stall** shall be required per non-residential **building**, unless it can be otherwise demonstrated to the **Development Authority** that loading can reasonably take place on the **parcel** without a dedicated **loading stall**, or that it can be shared amongst multiple **developments** and/or tenants to minimize the number of **loading stalls** required.

### Stall Design and Dimensions

- 9.12.9 **Parking stalls** and **loading stalls** shall be designed and constructed, to the satisfaction of the **Development Authority**:
- (a) to be contained entirely on the **parcel** and not cause interference with pedestrian or vehicular movements on **adjacent parcels, roads** or sidewalks; and
  - (b) with the appropriate curbs, curb cuts or wheel stops where required.
- 9.12.10 All **parking stalls** and **loading stalls** shall have direct access to a public **road** or maneuvering aisle with adequate access to a public **road**.
- 9.12.11 **Parking areas** shall be designed in accordance with the dimensions stated in Table 5: Minimum Parking Stall and Aisle Dimensions. **Error! Reference source not found.** Where more complex **parking area** designs are requested (such as interlocking stalls), the design shall be reviewed based on best practices for **parking area** design, to the satisfaction of the **Development Authority**.

Table 5: Minimum Parking Stall and Aisle Dimensions

Parking angle (degrees)	Stall width parallel to aisle		Stall depth	Aisle width
	Dwelling Units	Other Uses		
90 (perpendicular)	2.5 m (8.2 ft)	2.6 m (8.5 ft)	6.0 m (19.7 ft)	7.3 m (24.0 ft)
75	2.6 m (8.5 ft)	2.8 m (9.2 ft)	6.3 m (20.7 ft)	6.1 m (20.0 ft)
60	2.9 m (9.5 ft)	3.2 m (10.5 ft)	6.4 m (21.0 ft)	5.2 m (17.1 ft)
45	3.6 m (11.8 ft)	3.9 m (12.8 ft)	6.0 m (19.7 ft)	4.0 m (13.1 ft)
0 (Parallel)	2.5 m (8.2 ft)	2.6 m (8.5 ft)	6.7 m (22.0 ft)	4.0 m (13.1 ft)

- 9.12.12 **Loading stalls** shall be designed in accordance with the following:
- (a) a minimum of 3.5 m (11.5 ft) wide and 10.0 m (32.8 ft) in length, and no less than 4.3 m (14.1 ft) overhead clearance; and
  - (b) access to the space shall be such that no backing and turning movements of vehicles cause interference with traffic on the **adjacent roads** or **lanes**.

## 9.13 VEHICLE ENTRANCES AND EXITS

9.13.1 Unless shown on a site plan for an approved **development permit**, the installation of a

driveway or vehicle entrances and exits requires a **development permit**.

- 9.13.2 Vehicle entrances and exits shall be located at least 6.1 m (20.0 ft) from the corner along a **property line** at the intersection of two (2) or more **roads**.
- 9.13.3 All vehicle entrances and exits onto a **highway** shall be approved by the Provincial highway authority, or as approved within an Area Structure Plan.
- 9.13.4 The **Development Authority** may require that entrances and exits for vehicles be separate, one-directional, and/or adequately signed.

## 9.14 DRIVE THROUGHS AND VEHICLE-ORIENTED DESIGNS

- 9.14.1 **Drive throughs** and vehicular oriented designs may only be allowed if the **Development Authority** is satisfied that such designs do not adversely affect the functioning of surrounding **roads**, traffic circulation or **adjacent uses**.
- 9.14.2 The following regulations shall apply to the design of maneuvering aisles and queuing spaces:
- (a) must be **screened** from **existing residential uses** and not be located within 19.8 m (65.0 ft), except where separated by a **building**;
  - (b) may be located in a required **setback** area if there are no safety or nuisance concerns identified with **adjacent uses**;
  - (c) must not provide direct access to any **parcel** or **road**; and
  - (d) must not interfere with other vehicular or pedestrian movements.
- 9.14.3 For **Eating Establishments** with a **drive through**:
- (a) ordering windows or order boards must not be located within 19.8 m (65.0 ft) of a **parcel** with a **principal residential use**; and
  - (b) a minimum of five (5) queuing spaces shall be provided per order board or ordering window.
- 9.14.4 For **uses** which provide **drive through** automotive services, the following minimum queuing spaces are required:
- (a) **Gas Bars and Services Stations**: one (1) queuing space per fuel pump or service bay; and
  - (b) **Car Washes**: two (2) queuing spaces per bay.
- 9.14.5 Queuing spaces shall be a minimum of 2.7 m (9.0 ft) in width and 6.4 m (21.0 ft) in length and provide sufficient space for the turning and maneuvering of vehicles.

## 9.15 RENEWABLE ENERGY SYSTEMS

- ~~9.15.1 Renewable energy systems attached to a principal building or Accessory Building shall:~~
- ~~(a) not extend above the peak of a roof;~~
  - ~~(b) not project past a roof by 1.52 m (5.0 ft) at any point; and~~



~~(c) not generate noise, in the opinion of the **Development Authority**, which affects the amenity or enjoyment of an **adjacent residential use**.~~

~~9.15.2 **Renewable energy systems** that are freestanding must meet the height and **setback** regulations for an **Accessory Building** within the applicable Land Use District.~~

# Part C - Specific Use Regulations

## 10 SPECIFIC USE REGULATIONS

This Section of the Land Use Bylaw contains regulations for specific land uses, as listed below.

10.1	Accessory Buildings
10.2	Accessory Dwelling Units
10.3	Home Occupations
10.4	Bed and Breakfasts
10.5	Manufactured Dwellings
10.6	Pet Care Services
10.7	Kennels
10.8	Auto Body Shops
10.9	Gas Bars and Service Stations
10.10	Car Washes
10.11	Cannabis Retail Sales
10.12	Cannabis Production Facility
10.13	<del>Small Wind Energy Systems</del> <u>Renewable Energy Systems</u>
10.14	Work Camps
10.15	Solar Power Plants

## 10.1 ACCESSORY BUILDINGS

- 10.1.1 **Accessory Buildings** must be secondary and subordinate to the **principal building** or **principal use** on the same **parcel**.
- 10.1.2 The determination of whether a **use, building** or **structure** is considered accessory shall be at the discretion of the **Development Authority**.
- 10.1.3 An enclosed **structure** which is attached to the **principal building** by a roof, a floor or a foundation is not an **Accessory Building** and is to be considered part of the **principal building**.
- 10.1.4 An **Accessory Building** shall not be used as a **Dwelling Unit** unless approved in accordance with the provisions of this Bylaw.
- 10.1.5 Excepting the R-A District, the maximum **height** of an **Accessory Building** in a residential district or a **parcel** with a **principal residential use** shall be 4.57 m (15.0 ft).
- 10.1.6 Excepting the R-A District, no **Accessory Building** shall be located in the **front yard** of a **parcel** in a residential district or a **parcel** with a **principal residential use**.
- 10.1.7 The minimum **side yard setback** of an **Accessory Building** in any District shall be:
- (a) 1.0 m (3.3 ft); except
  - (b) on **corner lots** or **reverse corner lots** when vehicular access is provided from the **exterior side yard**, the minimum **exterior side yard setback** shall be 3.0 m (10.0 ft).
- 10.1.8 The minimum **rear yard setback** of an **Accessory Building** in any District shall be:
- (a) 1.0 m (3.3 ft); except
  - (b) when vehicle access to an **Accessory Building** is from a **lane**, the minimum **setback** shall be 2.0 m (6.6 ft).

### Accessory Building, Fabric Covered

- 10.1.9 **Accessory Buildings, Fabric Covered** shall be:
- (a) **setback** a minimum of 3.0 m (10.0 ft) from any **structure** or equipment that contains open flames (i.e. ~~burning barrels~~, fire pits, or other open flame accessories);
  - (b) kept in good condition and the fabric not frayed or damaged; and
  - (c) fully enclosed with closable doors on the ends.
- 10.1.10 Within residential districts or a **parcel** with a **principal residential use**, **Accessory Buildings, Fabric Covered** must not:
- (a) exceed one (1) **Accessory Building, Fabric Covered** per **parcel**;
  - (b) be connected to any **Utilities**;
  - (c) exceed 20.44 m<sup>2</sup> (220.0 ft<sup>2</sup>) in **floor area**; and

- (d) be used in a manner that would cause or create a nuisance by way of noise, vibration or dust to impact the privacy and enjoyment of **adjacent residential uses** or the amenities of the neighbourhood.

- 10.1.11 For non-residential **uses** in districts other than residential districts, **Accessory Buildings, Fabric Covered** may, at the discretion of the **Development Authority**:
  - (a) be connected to **Utilities**; and
  - (b) exceed more than one (1) **Accessory Building, Fabric Covered** per **parcel**.
- 10.1.12 The **Development Authority** may issue a **temporary development permit** for an **Accessory Building, Fabric Covered** with a specified maximum time limit.

**Accessory Buildings, Shipping Container**

- 10.1.13 The **Development Authority** may require the exterior surface of an **Accessory Building, Shipping Container** be finished, or **screened** from public view, to the satisfaction of the **Development Authority**.
- 10.1.14 An **Accessory Building, Shipping Container** shall not be used as a **structure** for installing or displaying a **Sign**.

**10.2 ACCESSORY DWELLING UNITS**

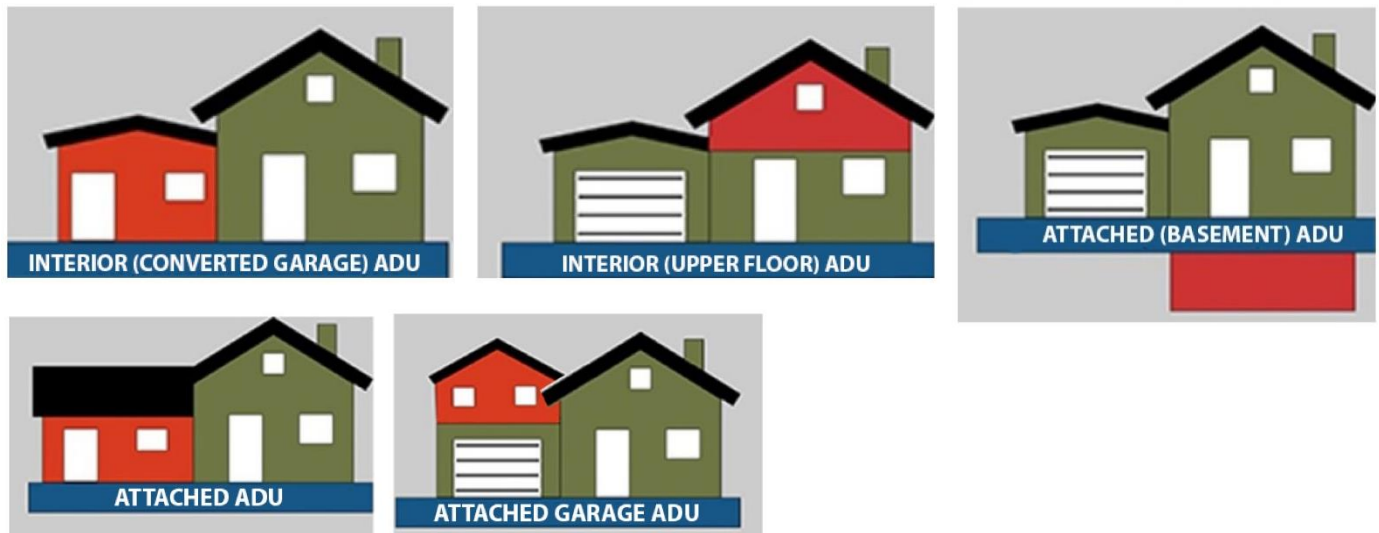
- 10.2.1 An **Accessory Dwelling Unit** may be developed only in those Land Use Districts where it is listed as a **permitted use** or **discretionary use** and associated with a **principal Detached Dwelling**.
- 10.2.2 The issuance of a **development permit** in no way exempts the applicant from obtaining a **building permit** for an **Accessory Dwelling Unit**.
- 10.2.3 A maximum of one (1) **Accessory Dwelling Unit** is allowed per **parcel**.
- 10.2.4 An **Accessory Dwelling Unit** must not be separated from the **principal Detached Dwelling** by the registration of a **condominium** or **subdivision**.

**Detached Accessory Dwelling Units**



- 10.2.5 The maximum **floor area** of an **Accessory Dwelling Unit, Detached** shall not exceed 74.3 m<sup>2</sup> (800.0 ft<sup>2</sup>) excluding any internal area for stairways and **landings** or common areas that are accessible and intended to be used by residents of both **Dwelling Units**.
- 10.2.6 Where an **Accessory Dwelling Unit, Detached** is located on the second **storey**, the maximum **building height** shall be 7.0 m (23.0 ft) and shall not exceed the height of the **principal building**.

## Attached Accessory Dwelling Units



- 10.2.7 The maximum **floor area** of an **Accessory Dwelling Unit, Attached** shall not exceed 40% of the **gross floor area** of the **principal Dwelling Unit** or 74.3 m<sup>2</sup> (800.0 ft<sup>2</sup>), whichever is the lesser. Internal areas for stairways and **landings** or common areas that are accessible and intended to be used by residents of both **Dwelling Units** shall not be included in the **floor area** of the **Accessory Dwelling Unit**.
- 10.2.8 Notwithstanding 10.2.7, where an **Accessory Dwelling Unit, Attached** occupies:
- (a) the **basement** within a one-storey **Detached Dwelling**; or
  - (b) the second **storey** of a two-storey **Detached Dwelling**;
- the **Accessory Dwelling Unit, Attached** may occupy a maximum of 50% of the **gross floor area** of the **building**.

## 10.3 HOME OCCUPATIONS

- 10.3.1 In accordance with Section 3 **Development Not Requiring a Development Permit**, a **Home Occupation – Minor** does not require a **development permit**. A **business license** may be required.
- 10.3.2 Where a **business license** and **development permit** are required for a **Home Occupation**, and the **business license** lapses for a period of more than one (1) year, a new **development permit** is required.
- 10.3.3 Where the applicant for the **Home Occupation** is not the registered owner of the **Dwelling Unit** proposed to be used for a **Home Occupation**, the applicant shall provide written authorization from the registered owner(s) to the **Development Authority** ~~written authorization from the registered owner(s)~~.
- 10.3.4 A **Home Occupation** shall not include any activity or operation which will cause or create

a nuisance by way of noise, dust, and/or smoke or other nuisance that is not characteristic of a **residential use**.

### Home Occupation - Minor

- 10.3.5 A **Home Occupation – Minor** shall meet all of the following criteria:
- (a) be located within the **principal Dwelling Unit** only;
  - (b) on-site sales or customer visits totaling less than 11 visits per day, and no more than two (2) customers on-site at a time;
  - (c) no outdoor display of goods;
  - (d) no on-site employees other than the residents of the **Dwelling Unit** (all employees must reside on the premise or work remotely);
  - (e) no **outdoor storage**; and
  - (f) occupies less than 25% of the **gross floor area** of the **Dwelling Unit**.
- 10.3.6 A maximum of one (1) **Fascia Sign** for a **Home Occupation – Minor** may be displayed in accordance with Subsection 11.8.3.

### Home Occupation - Major

- 10.3.7 A **Home Occupation – Major** shall be determined as any **Home Occupation** which meets one or more of the following criteria:
- (a) located within an **Accessory Building**;
  - (b) on-site sales or customer visits totaling 11 or more customer visits per day, or three (3) or more customer on-site at a time;
  - ~~(c) requires parking of a commercial vehicle associated with the Home Occupation;~~
  - ~~(d)~~(c) includes **outdoor storage** associated with the **Home Occupation**; and
  - ~~(e)~~(d) the **gross floor area** for the **Home Occupation** is 25% or greater but does not exceed 50% of the **gross floor area** of the **Dwelling Unit**.
- 10.3.8 A maximum of one (1) **Fascia Sign** or **Freestanding Sign** for a **Home Occupation – Major** may be displayed in accordance with Subsection 11.8.3 or 11.12.2.

## 10.4 BED AND BREAKFASTS

- 10.4.1 **Bed and Breakfasts** shall:
- (a) not provide cooking facilities in guest rooms;
  - (b) not change the residential character or external appearance of the **building**;
  - (c) provide **off-street parking stalls** in accordance with Table 3: Minimum Residential Parking Requirements; and
  - (d) have a maximum of four (4) guest rooms.
- 10.4.2 A maximum of one (1) **Fascia Sign** or **Freestanding Sign** for a **Bed and Breakfast** may

be displayed in accordance with Subsection 11.8.3 or 11.12.2.

- 10.4.3 The issuance of a **development permit** in no way exempts the applicant from obtaining a **business license** from the municipality and any other provincial approvals that may be required.

## 10.5 MANUFACTURED DWELLINGS

- 10.5.1 **Manufactured Dwellings** constructed greater than ten (10) years at the time of **development permit** application may not be approved at the discretion of the **Development Authority**.
- 10.5.2 In determining the suitability of a **Manufactured Dwelling** for placement on a **parcel**, consideration shall be given to its condition and appearance in context with the **adjacent parcels**.
- 10.5.3 The undercarriage of a **Manufactured Dwelling** shall be screened from view by the foundation or by skirting within 30 days of placement of the **Manufactured Dwelling**.
- 10.5.4 All accessory **structures** such as stairways and **landings, patios, decks**, and skirting shall be of complementary quality and design to the **Manufactured Dwelling**.
- 10.5.5 All **Manufactured Dwellings** shall be provided with stairways and **landings** to all entrances within 45 days of their placement.

## 10.6 PET CARE SERVICES

- 10.6.1 **Pet Care Services** shall be designed, constructed and operated in a manner to prevent a nuisance to any **adjacent residential use** or other **adjacent uses** in regard to factors such as noise, odors and waste. Outside enclosures, pens, runs or exercise areas may be allowed at the discretion of the **Development Authority**.
- 10.6.2 The **Development Authority** may, as a condition of a **development permit** for a **Pet Care Service**, limit the maximum number of animals that may be kept at any one time.

## 10.7 KENNELS

- 10.7.1 An application for a **development permit** for a **Kennel** shall include, in addition to the application requirements in Subsection **5.1 Application for Development**:
- (a) a site plan indicating the size and location of all **Kennel buildings** and facilities (e.g. outdoor enclosures, pens, runs or exercise areas, waste (feces) management areas);
  - (b) a plan showing the distance between any **buildings** or facilities used for the **Kennel** operation to any **residential uses** within a 91.4 m (300.0 ft) radius; and
  - (c) proposed **screening** and noise attenuation measures.
- 10.7.2 All dog facilities, including any **Accessory Buildings** and exterior exercise areas, shall be located to the rear of the **parcel**.

- 10.7.3 The **Development Authority** may, as a condition of a **development permit** for a **Kennel**, limit the maximum number of animals that may be kept at any one time.
- 10.7.4 The **Development Authority**, at its discretion, may:
  - (a) require pens, rooms, exercise runs, and holding stalls be soundproofed where the noise from the **Kennel** may adversely affect the amenities of the area. In making its determination, the **Development Authority** may consider the number of animals to be kept at the **Kennel**, the proximity of the **Kennel** to other **uses**, and/or the recommendations of an acoustic study; and
  - (b) limit the times at which the animals are allowed outdoors. In particular, all dogs may be required to be kept indoors between the hours of 10:00 p.m. and 7:00 a.m.
- 10.7.5 **Kennels** shall be **screened** by both a visual and sound barrier, by **fences** and/or **landscaping**, from existing **residential uses** on **adjacent parcels** to the satisfaction of the **Development Authority**.

**10.8 AUTO BODY SHOPS**

- 10.8.1 All **buildings** and **outdoor storage** areas related to the **Auto Body Shop** must be oriented on the **parcel** to minimize any potential adverse effects on **adjacent uses**.
- 10.8.2 An **Auto Body Shop** may include activities associated with the **use** located outside of a **building** provided any areas of the **parcel** used for **outdoor storage** are **fenced** to a height of 2.44 m (8.0 ft), and the **fence** is a solid **fence** of either metal or wood to the satisfaction of the **Development Authority**.

**10.9 GAS BARS AND SERVICE STATIONS**

- 10.9.1 **Gas Bars and Service Stations** shall comply with the following standards, in addition to those standards in Section **9.13 Drive Throughs and Vehicle-Oriented Designs**:
  - (a) no part of a service station **building** or any pump island shall be within 6.1 m (20.0 ft) of **front, side** or **rear parcel lines**;
  - (b) a **front yard** of no less than 12.2 m (40.0 ft);
  - (c) no pumping island closer than 4.57 m (15.0 ft) to a **building**;
  - (d) vehicle entrances from a **road** shall be located at the discretion of the **Development Authority** and shall not exceed 10.67 m (35.0 ft) in width; and
  - (e) the **property lines** of a **Gas Bar and Service Station**, other than those fronting a **road**, may be required to be **screened** to the satisfaction of the **Development Authority**.

**10.10 CAR WASHES**

- 10.10.1 **Car Washes** shall comply with the following standards in addition to those standards in



Section **9.13 Drive Throughs and Vehicle-Oriented Designs:**

- (a) the minimum **parcel** area shall be 557.4 m<sup>2</sup> (6000.0 ft<sup>2</sup>). In the case of **Gas Bars and Service Stations** including **Car Washes**, the minimum **parcel area** shall be 1,133.4 m<sup>2</sup> (12,200.0 ft<sup>2</sup>);
  - (b) receptacles for the purpose of disposing of garbage and waste shall be provided to the satisfaction of the **Development Authority**; and
  - (c) all parts of the **parcel** in which vehicles are washed shall be hard surfaced and appropriately drained.
- 10.10.2 All **buildings** and outside activity areas related to the **Car Wash** must be oriented on the **parcel** to minimize any potential adverse effects on **adjacent uses**.

## 10.11 CANNABIS RETAIL SALES

- 10.11.1 **Cannabis Retail Sales** must not have any part of an exterior wall that is located within 300.0 m (984.3 ft) of:
- (a) an approved hospital as defined in the *Hospitals Act* or a **property line** of the **parcel** of land on which the facility is located;
  - (b) a **building** containing a school as defined in the *Schools Act* or a **property line** of a **parcel** of land on which the **building** is located; or
  - (c) a **property line** of a **parcel** of land that is designated as school reserve or municipal and school reserve under the *Act*.

## 10.12 CANNABIS PRODUCTION FACILITY

- 10.12.1 The **Development Authority** may require for a complete application for a **Cannabis Production Facility**, the submission of a waste management plan completed by a **qualified professional**, which includes but is not limited to:
- (a) the quantity and characteristics of liquid and solid waste material discharged by the facility;
  - (b) the method and location of collection and disposal of liquid and solid waste material discharged by the facility; and
  - (c) the incineration of waste products and method of treatment of airborne emissions, including odours.
- 10.12.2 The issuance of a **development permit** in no way exempts the applicant from obtaining any other approval, permit, authorization, consent or license that may be required to ensure compliance with applicable federal, provincial or other municipal legislation.
- 10.12.3 As a condition of a **development permit** and prior to the operation of the facility, the developer must provide a copy of the current license for all activities associated with cannabis production as issued by Health Canada.
- 10.12.4 All processes and functions related to a **Cannabis Production Facility** must be fully contained within a **building** including all loading stalls and docks, garbage receptacles

and waste material.

- 10.12.5 A **Cannabis Production Facility** shall not include **outdoor storage** of goods, materials or supplies.
- 10.12.6 A **Cannabis Production Facility** shall not be allowed to operate on a **parcel** with any other **use**.
- 10.12.7 A **Cannabis Production Facility** must include equipment in the ventilation system designed and intended to remove odours from the air where it is discharged from the **building**.

### 10.13—SMALL WIND ENERGY SYSTEMS

- ~~10.13.1—Upon deeming an application for a **Small Wind Energy System** complete, the **Development Authority** must issue a written notice of application for a development permit to all **adjacent parcels** prior to making a decision.~~
- ~~10.13.2—The maximum height of a tower shall be:~~
- ~~(a) 25.0 m (82.0 ft) where the **parcel** area is no less than 0.2 ha (0.5 ac) and no greater than 0.4 ha (1.0 ac); and~~
  - ~~(b) no maximum tower height for **parcels** that are greater than 0.4 ha (1.0 ac) in area.~~
- ~~10.13.3—The tower base of a **Small Wind Energy System** shall be no closer to the **property line** of a **parcel** than the total system height. No part of the tower structure, including guy wire anchors, shall extend closer than 3.0 m (10.0 ft) to the **property line** of the **parcel**.~~
- ~~10.13.4—The tower base of a **Small Wind Energy System** shall be no closer to a **Dwelling Unit** or **Public Building** on an **adjacent parcel** than the total system height of the **Small Wind Energy System**.~~
- ~~10.13.5—Notwithstanding 10.13.3 and 10.13.4, the **Development Authority** may grant a relaxation to the **setback** requirements if the **adjacent parcel** owner(s) grant an **easement** for the **Small Wind Energy System**.~~
- ~~10.13.6—Notwithstanding 10.13.4, the **Development Authority** may require a greater **setback** where **shadow flicker** will negatively impact the use and enjoyment of an **adjacent parcel**.~~
- ~~10.13.7—Noise from a **Small Wind Energy System** shall not negatively impact the use and enjoyment of an **adjacent parcel** by increasing the ambient background noise, in the opinion of the **Development Authority**. A report, prepared by a **qualified professional**, may be required to determine the sound level of the **Small Wind Energy System** measured at the **property line**.~~
- ~~10.13.8—The **Development Authority** may consider visual impact concerns where there is significant historical or scenic value associated with the proposed siting of a **Small Wind Energy System**.~~
- ~~10.13.9—If the active production of electricity from a **Small Wind Energy System** is discontinued for two years or more, the **Small Wind Energy System** shall be removed. Upon termination of the **use**, the entire facility shall be removed and the installation site shall~~

~~be restored to a natural state.~~

## 10.13 RENEWABLE ENERGY SYSTEMS

10.13.1 **Renewable Energy Systems, Attached** that are attached to a **principal building** or **Accessory Building** shall:

(d) not extend above the peak of a roof;

(e) not project past a roof by 1.52 m (5.0 ft) at any point; and

(f) not generate noise, in the opinion of the **Development Authority**, which affects the amenity or enjoyment of an **adjacent residential use**.

10.13.2 **Renewable Energy Systems, Freestanding** must meet the height and **setback** regulations for an **Accessory Building** within the applicable Land Use District.

## 10.14 WORK CAMPS

10.14.1 A **temporary development permit** for a **Work Camp** may be issued for up to one (1) year, unless otherwise approved by the **Development Authority** as a condition in a **development permit**.

10.14.2 In addition to the requirements in Section **5.1 Development Permit Applications**, an application for a **Work Camp** shall include:

(a) a description of the location, type and purpose of the **Work Camp**;

(b) a plan showing the location, number and type of accommodations;

(c) a plan showing the **adjacent** land uses, and any proposed **screening** or **fencing**;

(d) a plan and/or description of the method of supplying water, sewage and solid waste disposal to the **Work Camp**;

(e) the number of persons proposed to reside in the **Work Camp**;

(f) the anticipated start date of construction of the **Work Camp**, date of occupancy and removal date; and

(g) reclamation measures once the **Work Camp** is completed and removed.

10.14.3 Once completed, a **Work Camp** site must be:

(a) reclaimed to its original condition; or

(b) reclaimed to a state where sediment and dust are controlled, and the aesthetics are returned to an acceptable condition, to the satisfaction of the **Development Authority**.

## 10.15 SOLAR POWER PLANT

10.15.1 Prior to making application for a **development permit** for a **Solar Power Plant**, an applicant shall obtain all necessary approvals from the Alberta Utilities Commission

(AUC).

- 10.15.2 In addition to the requirements in Section **5.1 Development Permit Applications**, an application for a **Solar Power Plant** shall include a copy of all project-related application materials and approvals from the AUC.

# Part D - Signs

## 11 SIGN REGULATIONS

### 11.1 SIGN AUTHORITY AND ADMINISTRATION

- 11.1.1 Except for those **Signs** listed in 11.1.2, no **Sign** shall be erected on land or affixed to any exterior surface of a **building** or **structure** unless a **development permit** for this purpose has been issued by the **Development Authority**.
- 11.1.2 The following **Signs** shall not require a **development permit** but must otherwise comply with all other provisions of this Bylaw. **Signs** that:
- (a) are located inside a **building** and is not visible from the exterior, or is installed on a window of a **building**;
  - (b) state the municipal address to a maximum **sign area** of 0.28 m<sup>2</sup> (3.0 ft<sup>2</sup>) for a **residential use** and 0.46 m<sup>2</sup> (5.0 ft<sup>2</sup>) for a non-residential use;
  - (c) are for the purpose of warning or direction;
  - (d) relate to an approved **Home Occupation** or **Bed and Breakfast Establishment**, and meet the requirements of Subsection 11.8.3 or Subsection 11.12.2; and
  - (e) relate to a political campaign for municipal, school board, regional health authority, provincial or federal elections;
  - (f) are **Mural Signs**;
  - (g) indicate "open", "closed", "vacancy" or "no vacancy" with a maximum **sign area** of 0.46 m<sup>2</sup> (5.0 ft<sup>2</sup>) per non-residential **use**;
  - (h) are **A-Board Signs** or a **Portable Signs**; and
  - (i) are a **temporary Sign** that relates to a real estate sale or a **temporary** event, provided the **Sign** is removed immediately following the event or sale.
- 11.1.3 A **development permit** is not required for maintenance, repair, changing the **sign content**, or reducing the **sign content area** of an approved **Sign**.
- 11.1.4 The issuance of a **development permit** for a **Sign** located **adjacent** to a **highway** does not preclude any approvals or permits required by the Provincial highway authority.
- 11.1.5 No **Sign** shall be erected on or affixed to municipal property without the prior consent of the Town of Hanna.
- 11.1.6 Variances may be granted to **sign area** where the **Sign** scale and design integrates with the architectural elements and scale of the **building** and **adjacent buildings**.

- 11.1.7 Where a **Sign** is no longer related to a business, product or event located on the same **parcel** as the **Sign**, the **Sign** must be removed by the owner of the **Sign** or the owner of the **parcel** on which the **Sign** is located.
- 11.1.8 Where a **Sign** contravenes the regulations of this Bylaw or the terms of a **development permit**, the owner of the **parcel** or the owner of the **Sign** shall remove the **Sign** or relocate or repair the **Sign** such that it complies with the Bylaw or the **development permit** within the timelines specified in the written warning or order.
- 11.1.9 The Town of Hanna may remove any **Sign** that remains in contravention of this Bylaw and an order, and/or may refuse to issue a **development permit** for a **Sign** on the **parcel** for a period of three (3) months.

## 11.2 SIGN APPLICATION REQUIREMENTS

- 11.2.1 An application for a **development permit** for a **Sign** shall be completed and submitted to the **Development Authority** in writing, in the form required by the **Development Authority** accompanied by the prescribed **development permit** fee and application submission requirements, including:
- (a) authorization of the registered landowner;
  - (b) a site plan (drawn to scale) showing the following:
    - i. legal description and north arrow;
    - ii. area and dimensions of the **parcel** boundaries, including the **front, rear, and side yards**, if any;
    - iii. existing and proposed **easements** and rights-of-way, including dimensions and type of **easement**, if applicable;
    - iv. the location and dimensions of all existing and proposed **Signs, buildings, structures, or uses** on the **parcel**;
    - v. identification of existing and proposed **roads or lanes** that will provide access to the **development**;
    - vi. any provision for **off-street parking stalls** and **loading stalls**; and vehicle entrances to and exits from the **parcel**; and
  - (c) a drawing showing the width, height and **sign area** of the **Sign**, including the proposed **sign content** and **sign content area**; and
  - (d) a description or drawing showing the **Sign** materials and colors.

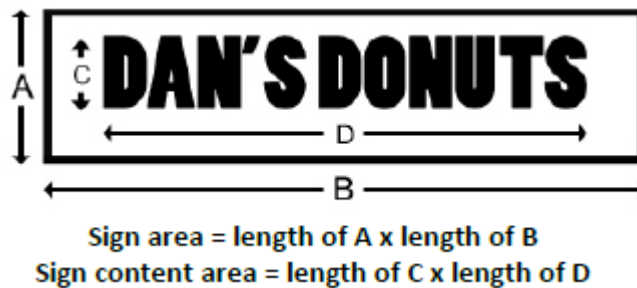
## 11.3 SIGN DEFINITIONS

- 11.3.1 For the purposes of this Bylaw, the following definitions are related to **Signs**:

**digital display** means an electronic **Sign** that uses a screen (i.e. LCD) or projection screen to display **sign content**, which may include text, videos or graphics.

- LUX** means a way to measure the intensity of light as perceived by the human eye as it hits or passes a surface, displayed as the luminous flux per unit area, and is equal to one lumen per square meter.
- Sign** means any device or fixture intended to convey information or to advertise or attract attention to any person, business, matter, message, object or event.
- sign area** means the entire area of a **Sign** on which **sign content** is intended to be placed. In the case where a **Sign** has **sign content** on more than one side of the **Sign**, **sign area** means the average total area of all sides of the **Sign**. See Sign Figure 1: Sign Area and Sign Content Area.
- sign content** means the wording/lettering, message, graphics or content displayed on a **Sign**.
- sign content area** means a rectangular area formed by the extreme limits of the **sign content**, including graphics related to the specific nature of the **sign content**. See Figure 3: Sign Area and Sign Content Area.

Figure 3: Sign Area and Sign Content Area



- sign height** means the vertical distance measured from the highest point of the **Sign** or **Sign structure** to **grade**.
- sign illumination** means the lighting or exposure of a **Sign** to artificial lighting either by lights on or in the **Sign** or directed toward the **Sign**.
- sign type** means the type of structure of a **Sign** (e.g. freestanding, portable) used to convey the **sign content**.
- temporary sign** means any **Sign** designed or intended to be displayed for a short period of time that is not permanently attached to a supporting **structure** or **building**.

## 11.4 GENERAL SIGN REGULATIONS

- 11.4.1 No **Sign** shall resemble or conflict with a traffic sign, signal or device.
- 11.4.2 All **Signs** shall be designed and manufactured to a professional standard of quality, to the satisfaction of the **Development Authority**.

- 11.4.3 The design and location of a **Sign** on a **building** shall complement the architectural elements and materials of the **building**.
- 11.4.4 **Buildings** shall be designed to incorporate **Signs** into the **building** as an integrated architectural element.
- 11.4.5 All **Sign** lighting shall be designed to illuminate the **Sign** only.
- 11.4.6 A **Sign** shall not be located to obstruct the movement or free and clear vision of a pedestrian or motorist.
- 11.4.7 All **Signs** shall be kept in a safe, clean, tidy and legible condition and may, at the discretion of the **Development Authority**, be required to be renovated or removed if not kept in a safe, clean, tidy or legible condition.







**Digital Display Signs**

- 11.4.8 Notwithstanding anything in this Bylaw, any **sign type** that contains a **digital display**, whether listed as a **permitted use** or a **discretionary use** in a District, shall be considered a **discretionary use**.
- 11.4.9 Upon deeming an application complete, the **Development Authority** must issue a notice of application for a **development permit** for a **Sign** that contains a **digital display** to all **parcels** containing a **residential use** within 100.0 m (328.1 ft) of the proposed **Sign** prior to making a decision.
- 11.4.10 A **Sign** that contains a **digital display** shall not be located closer than 30.5 m (100.0 ft) to a **Dwelling Unit** which faces the direction of the **digital display**.
- 11.4.11 All **Signs** that contain a **digital display** must be equipped with an ambient light sensor and have an adjustable brightness.
- 11.4.12 A **Sign** that contains a **digital display** must not increase the ambient light levels adjacent to the **digital display** by more than 3.0 **LUX** above the ambient light level.
- 11.4.13 **Sign content** shown on a **digital display** must be static and remain in place for a minimum of six (6) seconds before switching to the next **sign content**.
- 11.4.14 **Sign content** shown on the **digital display** using full motion video or otherwise give the appearance of animation or movement, and the transition between each digital **sign content** must not be displayed with any visible effects, including action, motion, fading in and out, dissolving, blinking, and intermittent flashing light or the illusion of such effect.
- 11.4.15 **Sign content** must not be shown in a manner that requires the **sign content** to be viewed or read over a series of sequential **sign content** messages on a single **digital display**, or sequenced on multiple **digital displays**.
- 11.4.16 The **Development Authority** may limit the hours of operation, the timing and **sign content** of **Sign** that contains a **digital display**.

**11.5 SIGN TYPES**

- 11.5.1 **Sign types** are identified and defined as follows:



#	Sign Types	Definition
1	<b>Under Canopy Sign</b> 	means a <b>Sign</b> that is suspended from or below the ceiling or roof of an awning or canopy.
2	<b>Canopy sign</b> 	means a <b>Sign</b> that is mounted, painted or otherwise attached to an awning, canopy or marquee.
3	<b>Fascia Sign</b> 	means a <b>Sign</b> mounted directly on to the <b>building</b> fascia, which does not project more than 0.3 m (1.0 ft) from the <b>building</b> and is generally mounted above the business entrance.
4	<b>Mural Sign</b> 	means a painting or other decorative work applied to and made integral with an outside wall surface of a <b>building</b> .
5	<b>Projecting Sign</b> 	means a <b>Sign</b> , other than a <b>Canopy Sign</b> or <b>Fascia Sign</b> , which is attached to and projects more than 0.3 m (1.0 ft) horizontally from a <b>structure</b> or <b>building face</b> .
6	<b>Roof Sign</b> 	means any <b>Sign</b> erected upon, against, or directly above a roof or on top of or above the parapet of a <b>building</b> .

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**7 Freestanding Sign**



means a **Sign** supported independently of a **building** or wall, or by way of columns, concrete foundation, uprights, braces, masts, or poles mounted in or upon grade.

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**8 Billboard Sign**



means a means a **Sign** supported independently of a **building** or wall that advertises goods, services or facilities which directs a person to a different parcel on which the **Billboard Sign** is located and where the **sign content** can be periodically replaced.

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**9 A-board Sign**



means a **Sign** which is set on the ground, built of two similar pieces of material and attached at the top by a hinge(s) so as to be self-supporting when the bottom edges are separated from each other (i.e. sandwich board sign).

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**10 Portable Sign**



means a **Sign** that is not permanently affixed to a **building, structure,** or the ground, but does not include **A-board Signs** as defined in this Bylaw.

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11.5.2 When a **Sign** cannot be clearly categorized as one of the **sign types** as defined in this Bylaw, the **Development Authority** shall determine the **sign type** and any and all applicable standards.

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**11.6 SIGN TYPE 1 – UNDER CANOPY SIGN REGULATIONS**

11.6.1 **Under Canopy Signs** shall:

- (a) be for a business located on the main or second floor of the **building** in which it is located within;
- (b) be located below the **eave** or parapet of the **building**;
- (c) have a maximum **sign area** of 0.19 m<sup>2</sup> (2.0 ft<sup>2</sup>) and
- (d) have a minimum height clearance of 2.4 m (8.0 ft) from **grade** or any sidewalk below.

11.6.2 A business shall have a maximum of one (1) **Under Canopy Sign** per **frontage**.

## 11.7 SIGN TYPE 2 - CANOPY SIGN REGULATIONS

### 11.7.1 Canopy Signs shall:

- (a) have a minimum height clearance of 2.7 m (9.0 ft) from **grade** or any sidewalk below;
- (b) not project above the roof;
- (c) be set back a minimum of 0.6 m (2.0 ft) from a curb;
- (d) not project greater than 2.0 m (6.6 ft) from the face of the **building**; and
- (e) not exceed 9.3 m<sup>2</sup> (100.0 ft<sup>2</sup>) in **sign area**.

## 11.8 SIGN TYPE 3 - FASICA SIGN REGULATIONS

### 11.8.1 Fascia Signs shall:

- (a) be located on the **building frontage** directly adjacent to the business;
- (b) not exceed 20% in **sign area** of the **building** face to which the **Sign** is attached; and
- (c) not project above the roof or **canopy** greater than 1.0 m (3.3 ft).

11.8.2 A business shall have a maximum of one (1) **Fascia Sign** per **frontage**.

11.8.3 A maximum of one (1) **Fascia Sign** for a **Home Occupation, Minor** or **Home Occupation, Major**, or **Bed and Breakfast** may be displayed with a maximum sign area of 0.28 m<sup>2</sup> (3.0 ft<sup>2</sup>).

## 11.9 SIGN TYPE 4 – MURAL SIGN REGULATIONS

11.9.1 A **Mural Sign** shall not have **sign content** that is a product or business advertising unless it is considered historic in content, at the discretion of the **Development Authority**.

## 11.10 SIGN TYPE 5 - PROJECTING SIGN REGULATIONS

### 11.10.1 Projecting Signs shall:

- (a) have a minimum height clearance of 2.7 m (9.0 ft) from **grade** or any sidewalk below;
- (b) not project above the roof greater than 1.0 m (3.3 ft);
- (c) be setback a minimum of 0.6 m (2.0 ft) from a curb;
- (d) not project more than 2.0 m (6.6 ft) from the face of the **building**; and
- (e) not exceed 9.3 m<sup>2</sup> (100.0 ft<sup>2</sup>) in **sign area**.

11.10.2 A business shall have a maximum of one (1) **Projecting Sign** per **frontage**.

## 11.11 SIGN TYPE 6 - ROOF SIGN REGULATIONS

11.11.1 **Roof Signs** shall:

- (a) not exceed 9.3 m<sup>2</sup> (100.0 ft<sup>2</sup>) in **sign area**; and
- (b) not extend beyond the periphery of the roof on which it is located.

## 11.12 SIGN TYPE 7 – FREESTANDING SIGN REGULATIONS

11.12.1 **Freestanding Signs** shall:

- (a) not exceed 15.2 m (50.0 ft) in **sign height**;
- (b) not exceed a maximum **sign area** of 18.58 m<sup>2</sup> (200.0 ft<sup>2</sup>);
- (c) be a minimum of 6.1 m (20.0 ft) from a curb or 1.52 m (5.0 ft) from a **property line**, whichever is the greater distance; and
- (d) be separated a minimum of 30.5 m (100.0 ft) from any other **Sign** along the same side of a block of the **road**.

11.12.2 A maximum of one (1) **Freestanding Sign** for a **Home Occupation, Major** or **Bed and Breakfast** may be displayed with a maximum **sign area** of 0.28 m<sup>2</sup> (3.0 ft<sup>2</sup>) and 1.0 m (3.3 ft) height above **grade**.

## 11.13 SIGN TYPE 8 - BILLBOARD SIGN REGULATIONS

11.13.1 **Billboard Signs** shall:

- (a) be a minimum of 3.0 m (10.0 ft) tall by 6.1 m (20.0 ft) wide (with the width twice the height), with a maximum **sign area** of 65.0 m<sup>2</sup> (700. ft<sup>2</sup>);
- (b) be located no closer than 6.1 m (20.0 ft) from a **property line abutting a highway**;
- (c) be located no farther than 18.3 m (60.0 ft) from a **property line abutting a highway**;
- (d) have a minimum clearance of 3.0 m (10.0 ft) from **grade**; and
- (e) not exceed 8.0 m (26.2 ft) in height above **grade**.

11.13.2 The minimum distance between **Billboard Signs** on the same side of a **highway** where the posted speed is 80 km/hr or greater shall be 152.4 m (500.0 ft).

11.13.3 A **Billboard Sign** may be allowed to be located on the side of a **building** if, in the opinion of the **Development Authority**, it would not interfere with the amenity or enjoyment of the surrounding area.

## 11.14 SIGN TYPE 9 – A-BOARD SIGN REGULATIONS

11.14.1 **A-Board Signs** shall:

- (a) be placed only within the **frontage** area of the business;
- (b) not disrupt pedestrian traffic on a sidewalk;
- (c) not be illuminated;
- (d) not exceed 0.74 m<sup>2</sup> (8.0 ft<sup>2</sup>) in **sign area** (with the height twice the width); and
- (e) be removed on a nightly basis.

11.14.2 Only one (1) **A-board Sign** shall be permitted per business.

## 11.15 SIGN TYPE 10 – PORTABLE SIGN REGULATIONS

11.15.1 A maximum of one (1) **Portable Sign** may be displayed on a **parcel** per business provided the **Sign**:

- (a) does not exceed 6.7 m<sup>2</sup> (72.0 ft<sup>2</sup>) in **sign area**;
- (b) does not exceed 3.0 m (10.0 ft) in **sign height**;
- (c) is not located in the **corner visibility setback**; and
- (d) is not located within 30.5 m (100.0 ft) of any other **Portable Sign**.

11.15.2 A **Portable Sign** shall not be located on a **parcel** so as to conflict with any required **parking areas, loading stalls**, or walkways.

11.15.3 A **Portable Sign** must be stabilized and anchored that ensures the **Sign** will not be unintentionally moved or blown over.

# Part E - Districts

## 12 DISTRICTS ADMINISTRATION

### 12.1 ESTABLISHMENT OF DISTRICTS

12.1.1 For the purpose of this Bylaw, the Municipality is divided into the following Land Use Districts.

Short Title	District Name
<b>Residential Districts</b>	
RA	Residential Acreage District
R-1	Detached Residential District
R-2	General Residential District
R-3	Multi Unit Residential District
MD	Manufactured Dwelling District
MP	Manufactured Dwelling Park District
<b>Commercial Districts</b>	
C-T	Commercial Transition District
C-1	Downtown Commercial District
C-2	General Business District
HWY-C	Highway Commercial District
<b>Industrial Districts</b>	
I	Industrial District
<b>Miscellaneous Districts</b>	
CS	Community Service District
UR	Urban Reserve District
<b>Direct Control Districts</b>	
DC-1	Direct Control Roundhouse <u>Historical</u> District <u>(Bylaw 987-2017)</u>

## 12.2 DISTRICT BOUNDARIES

- 12.2.1 The locations and boundaries of the Land Use Districts are shown on the Land Use District Maps in Part G **Land Use Districts Map**, which forms part of this Bylaw.
- 12.2.2 The locations of boundaries shown on the Land Use Districts Map shall be governed by the following rules:
- (a) where a boundary is shown as following the municipal boundary, it shall be deemed to follow the municipal boundary;
  - (b) where a boundary is shown as approximately following a **property line**, it shall be deemed to follow the **property line**; and
  - (c) where a boundary is shown to follow the shoreline of a bank of a waterbody, it follows that line.
- 12.2.3 Where the exact location of the boundary of a Land Use District cannot be determined, using the rules in Subsection 12.2.2 above, the **Council**, on its own motion or on a written request, shall fix the location:
- (a) in a manner consistent with the provisions of this Bylaw; and
  - (b) with the appropriate degree of detail required.
- 12.2.4 The location of a district boundary, once fixed, shall not be altered except by an amendment of this Bylaw.

## 12.3 DIRECT CONTROL DISTRICTS

- 12.3.1 Direct Control Districts provide for development that, due to its unique characteristics, unusual site conditions, or innovative design, requires specific regulations unavailable in other Land Use Districts. Land Uses within a Direct Control District shall be determined by **Council**.
- 12.3.2 Direct Control Districts may not be substituted for any other Land Use District if the same outcome can occur in that Land Use District through the approval of a variance or relaxation to development standards.
- 12.3.3 Where **Council** deems there are sufficient and appropriate regulations within a Direct Control Bylaw, authority to approve **development** within the Direct Control District may be delegated to the **Development Authority**.
- 12.3.4 Appeals within a Direct Control District shall be in accordance with the *Act*.

## 13 RA - RESIDENTIAL ACREAGE DISTRICT

### 13.1 PURPOSE

13.1.1 To accommodate acreage-style low density residential development in a semi-rural setting.

### 13.2 PERMITTED USES

13.2.1 The following **uses** are **permitted uses** in the RA - Residential Acreage District:

**Accessory Building\*** (in a **side** or **rear yard**)  
**Accessory Building, Fabric Covered\***  
(in a **side** or **rear yard**)  
**Dwelling, Detached**  
**Farm Animals**  
**Home Occupation - Minor\***

**Park**  
**Renewable Energy System, Attached**  
**Renewable Energy System, Freestanding**  
**Sign\*\* (Sign type 3, 7)**  
**Utilities**

\*See Section **10 Specific Use Regulations**

\*\*See Section **11 Sign Regulations**

### 13.3 DISCRETIONARY USES

13.3.1 The following **uses** are **discretionary uses** in the RA - Residential Acreage District:

**Accessory Building\*** (in a **front yard**)  
**Accessory Building, Fabric Covered\***  
(in a **front yard**)  
**Accessory Building, Shipping Container\***  
**Accessory Dwelling Unit, Attached\***  
**Accessory Dwelling Unit, Detached\***

**Bed and Breakfast\***  
**Dwelling, Manufactured\***  
**Home Occupation - Major\***  
**Public Building**  
**~~Small Wind Energy System\*~~**

\*See Section **10 Specific Use Regulations**

\*\*See Section **11 Sign Regulations**

### 13.4 REGULATIONS

13.4.1 The minimum **parcel area** is 0.6 ha (1.5 ac).

13.4.2 The maximum **parcel area** is 4.0 ha (10.0 ac).



- 13.4.3 The minimum **parcel width** is 38.1 m (125.0 ft).
- 13.4.4 The minimum **front yard setback** is 7.0 m (23.0 ft).
- 13.4.5 The minimum **side yard setback** is 7.6 m (25.0 ft).
- 13.4.6 The minimum **rear yard setback** is 7.6 m (25.0 ft).
- 13.4.7 The maximum **parcel coverage** of **principal buildings** is 20%.
- 13.4.8 The minimum **gross floor area** of a **Detached Dwelling** or **Manufactured Dwelling** is 92.9 m<sup>2</sup> (1,000.0 ft<sup>2</sup>).
- 13.4.9 The maximum **building height** of a **Detached Dwelling** or **Manufactured Dwelling** is 10.0 m (~~33.0~~32.8 ft).
- ~~13.4.10~~ — The maximum **parcel coverage** of **Accessory Buildings** is 148.64 m<sup>2</sup> (1,600.0 ft<sup>2</sup>).
- ~~13.4.11~~13.4.10 The maximum **building height** of **Accessory Buildings** is 108.0 m (~~26.0~~32.8 ft).

### 13.5 — ADDITIONAL REQUIREMENTS

- 13.5.1 — The following regulations shall apply to **Farm Animals** on a **parcel** in the RA — Residential Acreage District:
- (a) ~~one **Farm Animal** unit is permitted for every 0.8 ha (2.0 ac) of land contained within a **parcel**. The maximum number of **Farm Animal** units permitted is calculated in accordance with the total area **fenced** and dedicated to **Farm Animal uses** on the **parcel**;~~
  - (b) ~~the type and number of **Farm Animal Units** that equate to one (1) **Farm Animal** unit is established in accordance with Table 5: Farm Animal Unit Equivalency; and~~
  - (c) ~~the type and number of **Farm Animals** not included in Table 5: Farm Animal Unit Equivalency will be determined by the **Development Authority**.~~

**Table 5: Farm Animal Unit Equivalency**

<b>Type of Animal</b>	<b>Number of Animals equivalent to one (1) animal unit</b>
Hens	4.0
Cattle	1.0
Horse	1.0
Donkey	1.0
Sheep (rams or ewes plus lambs)	2.0
Goats	2.0
Llamas	2.0
Alpacas	2.0

## 14 R-1 – DETACHED RESIDENTIAL DISTRICT

### 14.1 PURPOSE

14.1.1 To provide for low density residential development and other compatible residential neighbourhood uses.

### 14.2 PERMITTED USES

14.2.1 The following **uses** are **permitted uses** in the R-1 - Residential District:

**Accessory Building\***

**Dwelling, Detached**

**Home Occupation – Minor\***

**Park**

**Renewable Energy System, Attached**

**Sign\*\* (Sign type 3, 7)**

**Utilities**

\*See Section **10 Specific Use Regulations**

\*\*See Section **11 Sign Regulations**

### 14.3 DISCRETIONARY USES

14.3.1 The following **uses** are **discretionary uses** in the R-1 - Residential District:

**Accessory Building, Fabric Covered\***

**Accessory Dwelling Unit, Attached\***

**Accessory Dwelling Unit, Detached\***

**Attached Housing (*existing*)**

**Bed and Breakfast\***

**Child Care Centre**

**Cultural Establishment**

**Dwelling, Duplex (*existing*)**

**Dwelling, Manufactured\***

**Home Occupation – Major\***

**Public Building**

**Worship Facility**

\*See Section **10 Specific Use Regulations**

\*\*See Section **11 Sign Regulations**

### 14.4 REGULATIONS

14.4.1 The minimum **parcel area** is 464.5 m<sup>2</sup> (5,000.0 ft<sup>2</sup>).

14.4.2 The minimum **parcel width** is 15.2 m (50.0 ft).

14.4.3 The maximum **parcel width** is 30.5 m (100.0 ft).

14.4.4 The minimum **front yard setback** is 6.0 m (19.7 ft).

- 14.4.5 The minimum **side yard setback** is 1.5 m (4.92 ft), except an **exterior side yard** where it is 3.0 m (10.0 ft).
- 14.4.6 The minimum **rear yard setback** is 7.5 m (24.6 ft).
- 14.4.7 The minimum **gross floor area** of the **principal building-Dwelling Unit** is ~~111.5-92.9~~ 111.5-92.9 m<sup>2</sup> (~~1,200.0-1,000.0~~ ft<sup>2</sup>).
- 14.4.8 The maximum **parcel coverage** including all **buildings** is 45%, where **Accessory Buildings** may comprise up to a maximum of 15% of the total **parcel coverage**.
- 14.4.9 The maximum **building height** of a **principal building-Dwelling Unit** is 10.0 m (33.0 ft).

## 14.5 ADDITIONAL REQUIREMENTS

- 14.5.1 The minimum width of a **Manufactured Dwelling** shall be 7.3 m (24.0 ft).
- 14.5.2 The massing, design and appearance of a **Manufactured Dwelling** shall be consistent with **adjacent development** to the satisfaction of the **Development Authority**, and may be required to include enhanced design elements that add visual interest such as:
- (a) a porch or veranda on the front façade;
  - (b) horizontal wall articulation on the front façade;
  - (c) the use of thick columns or brackets on roof overhangs;
  - (d) dormers, gables, cross gables or varied pitches for articulated roof lines;
  - (e) large or **bay windows** on the front façade, with strong window trim;
  - (f) architectural features or other detailing over entrances;
  - (g) changes in exterior siding materials, textures and colors to break up long wall expanses; and
  - (h) the use of trim and moldings that contrast the exterior siding.

## 15 R-2 – GENERAL RESIDENTIAL DISTRICT

### 15.1 PURPOSE

15.1.1 To provide for **Detached Dwellings** and **Duplex Dwellings** and other compatible residential neighbourhood uses.

### 15.2 PERMITTED USES

15.2.1 The following *uses* are **permitted uses** in the R-2 - General Residential District:

**Accessory Building\***

**Dwelling, Detached**

**Dwelling, Duplex**

**Dwelling, Manufactured\***

**Home Occupation – Minor\***

**Park**

**Renewable Energy System, Attached**

**Sign\*\* (Sign type 3, 7)**

**Utilities**

\*See Section **10 Specific Use Regulations**

\*\*See Section **11 Sign Regulations**

### 15.3 DISCRETIONARY USES

15.3.1 The following *uses* are **discretionary uses** in the R-2 – General Residential District:

**Accessory Building, Fabric Covered\***

**Accessory Dwelling Unit, Attached\***

**Accessory Dwelling Unit, Detached\***

**Attached Housing (~~existing~~)**

**Bed and Breakfast\***

**Child Care Centre**

**Cultural Establishment**

**Care Facility**

**Home Occupation – Major\***

**Public Building**

**Worship Facility**

\*See Section **10 Specific Use Regulations**

\*\*See Section **11 Sign Regulations**

### 15.4 REGULATIONS

15.4.1 The minimum **parcel area** is 464.5 m<sup>2</sup> (5,000.0 ft<sup>2</sup>), except for a **Duplex Dwelling** or Attached Housing where it is 232.25 m<sup>2</sup> (2,500.0 ft<sup>2</sup>).

15.4.2 The minimum **parcel width** is 12.2 m (40.0 ft), except for a **Duplex Dwelling** or Attached Housing where it is 7.6 m (25.0 ft).

- 15.4.3 The maximum **parcel width** is 30.5 m (100.0 ft).
- 15.4.4 The minimum **front yard setback** is ~~64.0~~ m (~~19.7-13.1~~ ft).
- 15.4.5 The minimum **side yard setback** is 1.2 m (4.0 ft), except:
- (a) for a common **property line** for a **Duplex Dwelling** or Attached Housing where it is zero; and
  - (b) an **exterior side yard** where it is 3.0 m (10.0 ft).
- 15.4.6 The minimum **rear yard setback** is 7.5 m (24.6 ft).
- 15.4.7 The minimum **gross floor area** of the **principal building-Dwelling Unit** is ~~92.9-74.3~~ m<sup>2</sup> (~~1,000.0-800.0~~ ft<sup>2</sup>), excepting 55.7 m<sup>2</sup> (600.0 ft<sup>2</sup>) for each **Dwelling Unit** in a **Duplex Dwelling** or Attached Housing.
- 15.4.8 The maximum **parcel coverage** including all **buildings** is 55%, where **Accessory Buildings** may comprise up to a maximum of 15% of the total **parcel coverage**.
- 15.4.9 The maximum **building height** of a **principal building-Dwelling Unit** is 10.0 m (33.0 ft).

## 15.5 ADDITIONAL REQUIREMENTS

15.5.1 Notwithstanding the minimum **front yard setback**, the minimum length of a driveway in a **front yard** is 6.0 m.

~~15.5.1~~15.5.2 The minimum width of a **Manufactured Dwelling** shall be 7.3 m (24.0 ft).

~~15.5.2~~15.5.3 The massing, design and appearance of a **Manufactured Dwelling** shall be consistent with **adjacent development** to the satisfaction of the **Development Authority**, and may be required to include enhanced design elements that add visual interest such as:

- (a) a porch or veranda on the front façade;
- (b) horizontal wall articulation on the front façade;
- (c) the use of thick columns or brackets on roof overhangs;
- (d) dormers, gables, cross gables or varied pitches for articulated roof lines;
- (e) large or **bay windows** on the front façade, with strong window trim;
- (f) architectural features or other detailing over entrances;
- (g) changes in exterior siding materials, textures and colors to break up long wall expanses; and
- (h) the use of trim and moldings that contrast the exterior siding.

## 16 R-3 - MULTI UNIT RESIDENTIAL DISTRICT

### 16.1 PURPOSE

16.1.1 To provide for residential **development** in a variety of medium **density** housing types and other compatible residential neighbourhood **uses**.

### 16.2 PERMITTED USES

16.2.1 The following **uses** are **permitted uses** in the R-3 - Multi Unit Residential District:

**Accessory Building\***

**Attached Housing** (~~up to 4 units~~)

~~**Apartment**~~

**Dwelling, Duplex**

**Home Occupation – Minor\***

**Park**

**Renewable Energy System, Attached**

**Sign\*\* (Sign types 3, 7)**

**Utilities**

\*See Section **10 Specific Use Regulations**

\*\*See Section **11 Sign Regulations**

### 16.3 DISCRETIONARY USES

16.3.1 The following **uses** are **discretionary uses** in the R-3 - Multi Unit Residential District:

**Accessory Building, Fabric Covered\***

~~**Apartment**~~

~~**Attached Housing**~~ (~~more than 4 units~~)

**Bed and Breakfast\***

**Care Facility**

**Child Care Centre**

**Cultural Establishment**

**Home Occupation, Major\***

**Public Building**

**Worship Facility**

\*See Section **10 Specific Use Regulations**

\*\*See Section **11 Sign Regulations**

### 16.4 REGULATIONS

16.4.1 The minimum **parcel area** is 185.8 m<sup>2</sup> (2,000.0 ft<sup>2</sup>) for each **Dwelling Unit** in a **Duplex Dwelling** or **Attached Housing**.

16.4.2 The minimum **parcel width** is:

(a) 7.6 m (25.0ft) for each **Dwelling Unit** in a **Duplex Dwelling**; and

(b) 6.1 m (20.0 ft) for each **Dwelling Unit** in **Attached Housing**.

- 16.4.3 The minimum **front yard setback** is 6.0 m (19.7 ft).
- 16.4.4 The minimum **side yard setback** is 1.2 m (4.0 ft) for each **side yard**, except:
- (a) for a common **property line** of a **Duplex Dwelling** or **Attached Housing** where it is zero;
  - (b) an **exterior side yard** where it is 3.0 m (10.0 ft); and
  - (c) an **Apartment** where it is 3.0 m (10.0 ft).
- 16.4.5 The minimum **rear yard setback** is 7.5 m (24.6 ft).
- 16.4.6 The maximum **parcel coverage** including all **buildings** is 55%, where **Accessory Buildings** may comprise up to a maximum of 15% of the **parcel coverage**.
- 16.4.7 The maximum **building height**:
- (a) is 10.0 m (33.0 ft) for **Duplex Dwellings** and **Attached Housing**; and
  - (b) is 12.2 m (34.0 ft) for **Apartments**.
- 16.4.8 The maximum **density** for **Attached Housing** and **Apartments** shall be 75 **Dwelling Units** per hectare.

## 16.5 ADDITIONAL REQUIREMENTS

- 16.5.1 **Apartments** and comprehensively planned **multi unit residential developments** must, to the satisfaction of the **Development Authority**:
- (a) locate vehicle entrances and exits, **parking stalls** and **loading stalls** in such a manner to minimize impact on **adjacent residential uses**;
  - (b) integrate the **building** and site design with the surrounding neighbourhood context; and
  - (c) provide 15% of the **parcel area** as a **landscaped area** that functions as an **amenity area**.
- 16.5.2 **Parking areas** for an **Apartment** or comprehensively planned **multi unit residential developments** shall not be located in the **front yard**.



## 17 MD – MANUFACTURED DWELLING DISTRICT

### 17.1 PURPOSE

17.1.1 To provide for a residential **development** in **Manufactured Dwellings**, as well as **Detached** and **Duplex Dwellings** and other compatible residential neighbourhood **uses**.

### 17.2 PERMITTED USES

17.2.1 The following **uses** are **permitted uses** in the MD – Manufactured Dwelling District:

**Accessory Building\***  
**Dwelling, Manufactured\***  
**Home Occupation – Minor\***  
**Park**

**Renewable Energy System, Attached**  
**Sign\*\* (Sign type 3, 7)**  
**Utilities**

\*See Section **10 Specific Use Regulations**

\*\*See Section **11 Sign Regulations**

### 17.3 DISCRETIONARY USES

17.3.1 The following **uses** are **discretionary uses** in the MD – Manufactured Dwelling District:

**Accessory Building, Fabric Covered\***  
**Accessory Dwelling Unit, Attached\***  
**Accessory Dwelling Unit, Detached\***  
**Bed and Breakfast\***  
**Child Care Centre**  
**Cultural Establishment**

**Care Facility**  
**Dwelling, Detached**  
**Dwelling, Duplex**  
**Home Occupation – Major\***  
**Public Building**  
**Worship Facility**

\*See Section **10 Specific Use Regulations**

\*\*See Section **11 Sign Regulations**

### 17.4 REGULATIONS

17.4.1 The minimum **parcel area** is 464.5 m<sup>2</sup> (5,000.0 ft<sup>2</sup>), except for a **Duplex Dwelling** where it is 232.25 m<sup>2</sup> (2,500.0 ft<sup>2</sup>).

17.4.2 The minimum **parcel width** is 12.2 m (40.0 ft), except for a **Duplex Dwelling** where it is 7.6 m (25.0 ft).

17.4.3 The minimum **front yard setback** is 6.0 m (19.7 ft), except for a **Manufactured Dwelling**

where it is 4.6 m (15.0 ft).

- 17.4.4 The minimum **side yard setback** is 1.2 m (4.0 ft), except:
- (a) for a common **property line** for a **Duplex Dwelling** where it is zero; and
  - (b) an **exterior side yard** where it is 3.0 m (10.0 ft).
- 17.4.5 The minimum **rear yard setback** is 7.5 m (24.6 ft), except for a **Manufactured Dwelling** where it is 4.6 m (15.0 ft).
- 17.4.6 The minimum **gross floor area** of the **principal building** is 55.7 m<sup>2</sup> (600.0 ft<sup>2</sup>).
- 17.4.7 The maximum **parcel coverage** including all **buildings** is 55%, where **Accessory Buildings** may comprise up to a maximum of 15% of the total **parcel coverage**.
- 17.4.8 The maximum **building height** of a **principal ~~building~~ Dwelling Unit** is 10.0 m (33.0 ft).

## 18 MP – MANUFACTURED DWELLING PARK DISTRICT

### 18.1 PURPOSE

18.1.1 To provide for **Manufactured Dwellings** and associated **Accessory Uses** in **Manufactured Dwelling Parks**.

### 18.2 PERMITTED USES

18.2.1 The following *uses* are **permitted uses** in the MP - Manufactured Dwelling Park District:

**Accessory Building\***  
**Dwelling, Manufactured\***  
**Home Occupation – Minor\***  
**Manufactured Dwelling Park**

**Renewable Energy System, Attached**  
**Sign\*\* (Sign type 1, 2, 3, 4, 5, 7, 9)**  
**Utilities**

\*See Section **10 Specific Use Regulations**

\*\*See Section **11 Sign Regulations**

### 18.3 DISCRETIONARY USES

18.3.1 The following *uses* are **discretionary uses** in the MP - Manufactured Dwelling Park District:

**Accessory Building, Fabric Covered\***  
**Child Care Facility**

**Convenience Store**  
**Home Occupation, Major\***

\*See Section **10 Specific Use Regulations**

\*\*See Section **11 Sign Regulations**

### 18.4 REGULATIONS

18.4.1 The minimum **parcel area** is 0.8 ha (2.0 ac).

18.4.2 The maximum **parcel area** is 12.1 ha (30.0 ac).

18.4.3 The maximum **density** is 20 **Dwelling Units** per hectare.

18.4.4 The minimum **front yard setback** is 6.0 m (19.7 ft).

18.4.5 The minimum **side yard setback** is 6.0 m (19.7 ft).

18.4.6 The minimum **rear yard setback** is 6.0 m (19.7 ft).

18.4.7 The minimum **gross floor area** of a **Manufactured Dwelling** is 65.0 m<sup>2</sup> (700.0 ft<sup>2</sup>).

- 18.4.8 The maximum **building height** is 6.0 m (19.7 ft).
- 18.4.9 The minimum separation distances between **buildings** on a **Manufactured Dwelling Park parcel** shall be:
- (a) 4.57 m (15.0 ft) between **Manufactured Dwellings**;
  - (b) 2.0 m (6.6 ft) between a **Manufactured Dwelling** and an **Accessory Building**;
  - (c) 3.0 m (10.0 ft) from the private **Manufactured Dwelling Park** road;
  - (d) 4.57 m (15.0 ft) from any other **building**.

## 18.5 DESIGN REQUIREMENTS

- 18.5.1 A site plan must be provided for all **Manufactured Dwelling Park** applications. The site plan must clearly identify private roads, pedestrian walkways, common areas and **buildings**, garbage and waste storage areas or **buildings**, **visitor parking stalls**, and the boundaries of **Manufactured Dwelling** plots.
- 18.5.2 All private roads in a **Manufactured Dwelling Park** shall be a minimum 4.3 m (14.0 ft) width and constructed to the satisfaction of the **Development Authority** for emergency access and egress.
- 18.5.3 Internal pedestrian walkways shall have a minimum width of 1.0 m (3.3 ft) and be surfaced to the satisfaction of the **Development Authority**.
- 18.5.4 **Visitor parking stalls** shall be provided in the ratio of one (1) **parking stall** for every four (4) **Manufactured Dwellings**. **Visitor parking stalls** shall be dispersed throughout the park and clearly identified.
- 18.5.5 The required **yards** shall be **landscaped** and **fenced** to the satisfaction of the **Development Authority**.
- 18.5.6 All utility lines shall be placed underground in a **Manufactured Dwelling Park**.
- 18.5.7 A minimum of 10% of the **parcel area** of a **Manufactured Dwelling Park** shall be set aside for an outdoor common **amenity area** or recreational use.
- 18.5.8 One (1) **Manufactured Dwelling Park** identification **Freestanding Sign** may be located at each entrance to the **Manufactured Dwelling Park** from the public **road**. The maximum **sign area** is 3.0 m<sup>2</sup> (32.0 ft<sup>2</sup>) and maximum **sign height** is 1.82 m (6.0 ft).
- 18.5.9 A **screened outdoor storage** area may be provided for vehicles and equipment such as trucks, **recreational vehicles**, travel trailers, snowmobiles, and boats, at a location and in a manner satisfactory to the **Development Authority**.
- 18.5.10 The **Development Authority** should give consideration to the sizing of lots and internal private roads in order that the future subdivision of the **Manufactured Dwelling Park** to provide Titled **lots** is a viable option.

## 19 C-T– COMMERCIAL TRANSITION DISTRICT

### 19.1 PURPOSE

19.1.1 To provide for a diversity of supporting commercial and **residential uses** in the fringe area of Hanna’s downtown.

### 19.2 PERMITTED USES

19.2.1 The following **uses** are **permitted uses** in the C-T – Commercial Transition District:

**Accessory Building\***

**Clinic**

**Convenience Store**

**Cultural Establishment**

**Dwelling Unit** (above the **first storey** accessory to a commercial **use**)

**Dwelling Unit** (one on the main floor accessory to a commercial **use**)

**Dwelling, Detached**

**Dwelling, Duplex**

**Financial Institution**

**Home Occupation – Minor**

**Home Occupation – Major\***

**Office**

**Personal Service Establishment**

**Public Building**

**Park**

**Renewable Energy System, Attached**

**Retail Store**

**Sign\*\* (Sign type 1, 2, 3, 4, 5, 9)**

**Worship Facility**

\*See Section **10 Specific Use Regulations**

\*\*See Section **11 Sign Regulations**

### 19.3 DISCRETIONARY USES

19.3.1 The following **uses** are **discretionary uses** in the C-T – Commercial Transition:

**Amusement Centre**

**Apartment**

**Artist Studio**

**Athletic and Recreational Facility, Indoor**

**Attached Housing**

**Auto Body Shop\***

**Automotive Repair and Service**

**Automotive Sales**

**Bed and Breakfast\***

**Cannabis Retail Sales\***

**Car Wash\***

**Care Facility**

**Child Care Centre**

**Contractor Services—~~Minor~~**

**Drinking Establishment**

**Eating and Drinking Establishment**

**Educational Institution**

**Funeral Home**

**Gas Bar and Service Station**

**Hotel/Motel**

**Laundry Facility**

**Liquor Store**

**Parking Lot**

**Pet Care Services\***

**Print Shop**  
**Sign (Sign type 6, 7, 10)\*\***

**Veterinary Clinic**  
**Warehousing and Distribution**

\*See Section **10 Specific Use Regulations**

\*\*See Section **11 Sign Regulations**

## 19.4 REGULATIONS

- 19.4.1 The minimum **parcel area** is 557.4 m<sup>2</sup> (6,000.0 ft<sup>2</sup>) except:
- (a) 650.3 m (7,000.0 ft<sup>2</sup>) for **Apartments**; and
  - (b) 185.8 m<sup>2</sup> (2,000.0 ft<sup>2</sup>) for each **Dwelling Unit** in **Attached Housing**.
- 19.4.2 The minimum **lot width** is 15.2 m (50.0 ft) except:
- (a) 18.0 m (59.0 ft) for **Apartments**; and
  - (b) 6.1 m (20.0 ft) for each **Dwelling Unit** in **Attached Housing**.
- 19.4.3 The minimum **front yard setback** is zero, except for **residential uses** where it shall be 4.6 m (15.0 ft).
- 19.4.4 The minimum **side yard setback** is 1.5 m (4.92 ft) except:
- (a) where a **fire wall** is provided it is zero; and
  - (b) for an **exterior side yard** where it is 3.0 m (10.0 ft).
- 19.4.5 The minimum **rear yard setback** is 6.0 m (19.7 ft).
- 19.4.6 The maximum **parcel coverage** is for **Apartments** and **Attached Housing** is 55%, where **Accessory Buildings** may comprise up to a maximum of 15% of the **parcel coverage**.
- 19.4.7 The maximum **parcel coverage** for all non-residential uses is 60%, where **Accessory Buildings** may comprise up to a maximum of 15% of the **parcel coverage**.
- 19.4.8 The maximum **building height** is 14.0 m (46.0 ft).

## 19.5 ADDITIONAL REQUIREMENTS

~~19.5.1 — **Parking stalls** shall not be located in the **front yard**.~~

~~19.5.2~~19.5.1 **Apartments** and **Attached Housing** must, to the satisfaction of the **Development Authority**:

- (a) locate vehicle entrances and exits, **parking stalls** and **loading stalls** in such a manner to minimize impact on **adjacent uses**;
- (b) integrate the **building** and site design with the surrounding neighbourhood context; and
- (c) provide 15% of the **parcel area** as a **landscaped area** that functions as an **amenity area**.

## 20 C-1 – DOWNTOWN COMMERCIAL DISTRICT

### 20.1 PURPOSE

20.1.1 To provide for a centralized pedestrian oriented commercial and retail district, including civic and cultural **uses**.

### 20.2 PERMITTED USES

20.2.1 The following **uses** are **permitted uses** in the C-1 – Downtown Commercial District:

**Clinic**

**Convenience Store**

**Cultural Establishment**

**Eating and Drinking Establishment**

**Financial Institution**

**Office**

**Park**

**Personal Service Establishment**

**Public Building**

**Renewable Energy System, Attached**

**Retail Store**

**Sign\*\* (Sign type 1, 2, 3, 4, 5, 9)**

**Utilities**

\*See Section **10 Specific Use Regulations**

\*\*See Section **11 Sign Regulations**

### 20.3 DISCRETIONARY USES

20.3.1 The following **uses** are **discretionary uses** in the C-1 – Downtown Commercial District:

**Accessory Building\***

**Amusement Centre**

**Apartment**

**Artist Studio**

**Athletic and Recreational Facility, Indoor**

**Cannabis Retail Sales\***

**Child Care Centre**

**Drinking Establishment**

**Dwelling Unit (above the *first storey*)**

**Dwelling Unit** (one on the main floor  
accessory to a commercial use)

**Educational Institution**

**Hotel/Motel**

**Laundry Facility**

**Liquor Store**

**Pet Care Services\***

**Sign\*\* (Sign type 6, 7, 10)**

\*See Section **10 Specific Use Regulations**

\*\*See Section **11 Sign Regulations**

## 20.4 REGULATIONS

- 20.4.1 The minimum **parcel area** is 348.4 m<sup>2</sup> (3750.0 ft<sup>2</sup>).
- 20.4.2 The minimum **parcel width** is 9.1 m (30.0 ft).
- 20.4.3 The minimum **front yard setback** is zero.
- 20.4.4 The minimum **side yard setback** is 1.5 m (4.92 ft), excepting where a **fire wall** is provided it is zero.
- 20.4.5 The minimum **rear yard setback** is 6.0 m (19.7 ft).
- 20.4.6 The maximum **building height** is 14.0 m (46.0 ft).
- 20.4.7 Notwithstanding Section **9.12 Parking and Loading**, the **Development Authority** may grant a relaxation or waive the minimum **parking stall** requirements within this district where adequate on-street parking is available.

## 20.5 ADDITIONAL REQUIREMENTS

- 20.5.1 **Parking stalls** shall not be located in the **front yard**.
- 20.5.2 **Apartments** must, to the satisfaction of the **Development Authority**:
- (a) locate vehicle entrances and exits, **parking stalls** and **loading stalls** in such a manner to minimize impact on **adjacent uses**;
  - (b) integrate the **building** and site design with the surrounding neighbourhood context; and
  - (c) provide 15% of the **parcel area** as a **landscaped area** that functions as an **amenity area**.
- 20.5.3 **Fences** shall not be located in the **front yard** of a non-residential **development**.
- 20.5.4 The maximum height of a **fence** shall be 1.83 m (6.0 ft) in a **side yard** or **rear yard** of a non-residential **development**.



## 21 C-2 – GENERAL BUSINESS DISTRICT

### 21.1 PURPOSE

21.1.1 To provide for a range of commercial **uses** that includes large-format **Retail Stores, Light Manufacturing** and other general services to residents of Hanna and the surrounding area.

### 21.2 PERMITTED USES

21.2.1 The following **uses** are **permitted uses** in the C-2 – General Business District:

Accessory Building\*  
Agricultural Supply Depot  
Artist Studio  
Athletic and Recreational Facility, Indoor  
Automotive Repair and Service  
Automotive Sales  
Building Supply Centre  
Car Wash\*  
~~Contractor Services – Minor~~  
Office

Pet Care Service\*  
Print Shop  
Public Building  
Renewable Energy System, Attached  
Retail Store  
Sign\*\* (Sign type 1, 2, 3, 4, 5, 7, 9, 10)  
Utilities  
Wholesale Outlet  
Worship Facility

\*See Section **10 Specific Use Regulations**

\*\*See Section **11 Sign Regulations**

### 21.3 DISCRETIONARY USES

21.3.1 The following **uses** are **discretionary uses** in the C-2 – General Business District:

Accessory Building, Fabric Covered\*  
Accessory Building, Shipping Container\*  
Amusement Centre  
Auction Facility  
Auto Body Shop\*  
Bulk Fuel Station  
Cannabis Retail Sales\*  
Clinic  
~~Contractor Services – Major~~  
Cultural Establishment  
Drinking Establishment

Dwelling Unit (one, accessory to a commercial use)  
Eating and Drinking Establishment  
Educational Institution  
Equipment Rental Shop  
Funeral Home  
Gas Bar and Service Station\*  
Greenhouse  
Heavy Equipment Sales and Service  
Hotel/Motel  
Kennel\*  
Laundry Facility

Liquor Store  
Manufacturing, Light  
Park  
Parking Lot  
Recycling Depot

Self-Storage Facility  
Sign\*\* (Sign type 6, 8)  
Storage Yard  
Veterinary Clinic  
Warehousing and Distribution

Renewable Energy System, Freestanding

\*See Section 10 Specific Use Regulations

\*\*See Section 11 Sign Regulations

## 21.4 REGULATIONS

- 21.4.1 The minimum **parcel area** is 557.4 m<sup>2</sup> (6000.0 ft<sup>2</sup>).
- 21.4.2 The minimum **parcel width** is 15.2 m (50.0 ft).
- 21.4.3 The minimum **front yard setback** is ~~6.0~~1.0 m (~~19.7~~3.3 ft).
- 21.4.4 The minimum **side yard setback** is ~~2.0~~1.5 m (~~6.6~~4.92 ft), excepting:
- (a) a zero **side yard** where a **fire wall** is provided;
  - ~~(b) one 3.0 m (10.0 ft) **side yard** to provide access to the rear of a **building** where there is no secondary access from a **road** or **lane**;~~
  - ~~(c)~~(b) 3.02.0 m (~~10.0~~6.6 ft) **abutting** a **parcel** with a **principal residential use**; and
  - ~~(d)~~(c) 3.02.0 m (~~10.0~~6.6 ft) for an **exterior side yard**.
- 21.4.5 The minimum **rear yard setback** is 6.0 m (10.0 ft).
- 21.4.6 The maximum **parcel coverage** is ~~40~~80%.
- 21.4.7 The maximum **building height** is 14.0 m (46.0 ft).

## 22 HWY-C – HIGHWAY COMMERCIAL DISTRICT

### 22.1 PURPOSE

22.1.1 To provide for a range of commercial **uses** that provide goods and services to the travelling public, or that require locations that are accessible from the **highway** or major **road**.

### 22.2 PERMITTED USES

22.2.1 The following **uses** are **permitted uses** in the HWY-C – Highway Commercial District:

**Accessory Building\***

**Automotive Repair and Service**

**Automotive Sales**

**Cultural Establishment**

**Eating and Drinking Establishment**

**Gas Bar and Service Station**

**Hotel/Motel**

**Public Building**

**Renewable Energy System, Attached**

**Sign\*\* (Sign type 1, 2, 3, 4, 5, 7, 9, 10)**

**Utilities**

\*See Section **10 Specific Use Regulations**

\*\*See Section **11 Sign Regulations**

### 22.3 DISCRETIONARY USES

22.3.1 The following **uses** are **discretionary uses** in the HWY-C – Highway Commercial District:

**Accessory Building, Fabric Covered\***

**Accessory Building, Shipping Container\***

**Agricultural Supply Depot**

**Amusement Centre**

**Athletic and Recreational Facility, Indoor**

**Auction Facility**

**Auto Body Shop\***

**Building Supply Centre**

**Bulk Fuel Station**

**Campground**

**Cannabis Retail Sales\***

**Car Wash\***

**Contractor Services—~~Major~~**

**~~Contractor Services—Minor~~**

**Drinking Establishment**

**Dwelling Unit** (one accessory to a commercial **use**)

**Equestrian Centre**

**Equipment Rental Shop**

**Financial Institution**

**Funeral Home**

**Heavy Equipment Sales and Service**

**Kennel\***

**Liquor Store**

**Manufacturing, Light**

**Office**

**Recycling Depot**

**Renewable Energy System, Freestanding**

**Retail Store**

**Self Storage Facility**

**Sign\*\* (Sign type 6, 8)**

Storage Yard  
Truck and Freight Terminal  
Veterinary Clinic

Warehousing and Distribution  
Wholesale Outlet  
Work Camp

\*See Section **10 Specific Use Regulations**

\*\*See Section **11 Sign Regulations**

## 22.4 REGULATIONS

- 22.4.1 The minimum **parcel width** is 30.5 m (100.0 ft).
- 22.4.2 The minimum **front yard setback** is 6.0 m (19.7 ft).
- 22.4.3 The minimum **side yard setback** is 1.5 m (4.92 ft), excepting:
- (a) a zero **side yard** where a **fire wall** is provided;
  - ~~(b) one 3.0 m (10.0 ft) **side yard** to provide access to the rear of a **building** where there is no secondary access from a **road** or **lane**;~~
  - ~~(c) 3.0 m (10.0 ft) **abutting** a **parcel** with a **principal residential use**; and~~
  - ~~(d) 3.0 m (10.0 ft) for an **exterior side yard**.~~
- 22.4.4 The minimum **rear yard setback** is 6.0 m (19.7 ft).
- 22.4.5 The maximum **parcel coverage** is 40%.
- 22.4.6 The maximum **building height** is 14.0 m (46.0 ft).

## 22.5 ADDITIONAL REQUIREMENTS

- ~~22.5.1 In addition to the general parking requirements in Section 9.12, **parcels** intended to accommodate **uses** or **developments** that require the parking or loading of tractor trailer vehicles shall be designed to the satisfaction of the **Development Authority**.~~
- ~~(a) **Parking stalls** and **loading stalls** for tractor trailer vehicles shall be a minimum of 15.2 m (50.0 ft) in length and 2.75 m (9.0 ft) in width and have a minimum overhead clearance of 4.25 m (13.9 ft).~~
  - ~~(b) Sites shall be designed with appropriate vehicle entrances and maneuvering areas to accommodate tractor trailer vehicles.~~

## 23 I – INDUSTRIAL DISTRICT

### 23.1 PURPOSE

23.1.1 To provide for a range of manufacturing, warehousing and other industrial **uses**.

### 23.2 PERMITTED USES

23.2.1 The following **uses** are **permitted uses** in the I – Industrial District:

<b>Accessory Building*</b>	<b>Greenhouse</b>
<b>Accessory Building, Fabric Covered*</b>	<b>Heavy Equipment Sales and Service</b>
<b>Accessory Building, Shipping Container*</b>	<b>Manufacturing, Light</b>
<b>Agricultural Supply Depot</b>	<b>Public Building</b>
<b>Auto Body Shop</b>	<b><u>Renewable Energy System, Attached</u></b>
<b>Automotive Repair and Service</b>	<b>Sign** (Sign type 1, 2, 3, 4, 5, 6, 7, 10)</b>
<b>Building Supply Centre</b>	<b>Storage Yard</b>
<b>Bulk Fuel Station</b>	<b>Utilities</b>
<b>Contractor Services—<del>Major</del></b>	<b>Veterinary Clinic</b>
<b>Food Processing Storage and Sales</b>	<b>Warehousing and Distribution</b>

\*See Section **10 Specific Use Regulations**

\*\*See Section **11 Sign Regulations**

### 23.3 DISCRETIONARY USES

23.3.1 The following **uses** are **discretionary uses** in the I – Industrial District:

<b>Adult Entertainment Facility</b>	<b>Manufacturing, Heavy</b>
<b>Artist Studio</b>	<b>Park</b>
<b>Athletic and Recreational Facility, Indoor</b>	<b>Print Shop</b>
<b>Athletic and Recreational Facility, Outdoor</b>	<b>Recycling Depot</b>
<b>Auction Facility</b>	<b><u>Renewable Energy System, Freestanding</u></b>
<b>Cannabis Production Facility*</b>	<b>Retail Store</b>
<b>Car Wash*</b>	<b>Self-Storage Facility</b>
<b><del>Contractor Services—Minor</del></b>	<b>Sign** (Sign type 6, 8)</b>
<b>Dwelling Unit</b> (one accessory to an industrial use)	<b><del>Small Wind Energy System</del></b>
<b>Equipment Rental Shop</b>	<b>Waste Transfer Station</b>
<b>Gas Bar and Service Station</b>	<b>Work Camp</b>
<b>Kennel*</b>	<b>Wrecker and Salvage</b>

\*See Section **10 Specific Use Regulations**

\*\*See Section **11 Sign Regulations**

## 23.4 REGULATIONS

- 23.4.1 The minimum **parcel area** is 557.4 m<sup>2</sup> (6000.0 ft<sup>2</sup>).
- 23.4.2 The minimum **parcel width** is 15.2 m (50.0 ft).
- 23.4.3 The minimum **front yard setback** is 6.0 m (19.7 ft).
- 23.4.4 The minimum **side yard setback** is 5.0 m (16.4 ft), excepting no **side yard** is required where a **fire wall** is provided.
- 23.4.5 The minimum **rear yard setback** is 6.0 m (19.7 ft).
- 23.4.6 The maximum **building height** is 14.0 m (46.0 ft).
- 23.4.7 The maximum **parcel coverage** is 60%.

## 23.5 ADDITIONAL REQUIREMENTS

- 23.5.1 For an application for an industrial **development**, the **development permit** application shall contain the following information:
- (a) the type and nature of the industry;
  - (b) the estimated number of employees;
  - (c) the estimated water demand and source;
  - (d) the type of effluent and method of treatment;
  - (e) transportation routes to be used; and
  - (f) any accessory works required.

## 24 CS – COMMUNITY SERVICE DISTRICT

### 24.1 PURPOSE

24.1.1 To provide for recreational, educational, community and emergency services uses.

### 24.2 PERMITTED USES

24.2.1 The following *uses* are **permitted uses** in the CS – Community Service District:

**Accessory Building\***

**Cultural Establishment**

**Educational Institution**

**Hospital**

**Park**

**Public Building**

**Renewable Energy System, Attached**

**Sign\*\* (Sign type 1, 2, 3, 4, 5, 7, 9)**

**Utilities**

\*See Section **10 Specific Use Regulations**

\*\*See Section **11 Sign Regulations**

### 24.3 DISCRETIONARY USES

24.3.1 The following *uses* are **discretionary uses** in the CS – Community Service District:

**Accessory Building, Fabric Covered\***

**Airport and Registered Aerodrome**

**Athletic and Recreational Facility, Indoor**

**Athletic and Recreational Facility, Outdoor**

**Campground**

**Care Facility**

**Cemetery**

**Child Care Centre**

**Clinic**

**Exhibition Grounds**

**Parking Lot**

**Renewable Energy System, Freestanding**

**Sign\*\* (Sign type 6, 10)**

**~~Small Wind Energy System\*~~**

\*See Section **10 Specific Use Regulations**

\*\*See Section **11 Sign Regulations**

## 25 UR – URBAN RESERVE DISTRICT

### 25.1 PURPOSE

25.1.1 To reserve lands which are intended for future urban development.

### 25.2 PERMITTED USES

25.2.1 The following *uses* are **permitted uses** in the UR – Urban Reserve District:

**Accessory Building\***

**Extensive Agriculture**

**Home Occupation - Minor\***

**Home Occupation - Major\***

**Park**

**Renewable Energy System, Attached**

**Sign\*\* (Sign type 3, 7)**

**Utilities**

\*See Section **10 Specific Use Regulations**

\*\*See Section **11 Sign Regulations**

### 25.3 DISCRETIONARY USES

25.3.1 The following *uses* are **discretionary uses** in the UR – Urban Reserve District:

**Accessory Building, Fabric Covered\***

**Accessory Building, Shipping Container\***

**Airstrip, Private**

**Athletic and Recreational Facility, Outdoor**

**Bed and Breakfast\***

**Campground**

**Dwelling, Detached**

**Dwelling, Manufactured\***

**Exhibition Grounds**

**Gravel and Sand Excavation and Storage**

**Greenhouse**

**Public Building**

**Renewable Energy System, Freestanding**

**~~Small Wind Energy System\*~~**

**Solar Power Plant**

**Work Camp\***

\*See Section **10 Specific Use Regulations**

\*\*See Section **11 Sign Regulations**

### 25.4 REGULATIONS

25.4.1 The minimum **front yard setback** is 7.0 m (23.0).

25.4.2 The minimum **side yard setback** is 7.5 m (24.6 ft).

25.4.3 The minimum **rear yard setback** is 7.5 m (24.6 ft).

25.4.4 There shall be no **subdivision** of lands designated UR-Urban Reserve, excepting when:



- (a) an Area Structure Plan, if required to be prepared by **Council**, has been adopted by bylaw; or
- (b) a conceptual scheme, if required to be prepared by **Council**, has been adopted by bylaw or resolution; and
- (c) a concurrent application for an amendment to this Bylaw has been submitted to and/or approved by Council.

25.4.5 The **parcel coverage, building height, landscaping** or other design requirements of all **buildings** and **structures** shall be to the satisfaction of the **Development Authority**, who in making its decision on a **development permit** application must consider:

- (a) the purpose of the UR – Urban Reserve District;
- (b) the **existing** and future **uses** of **adjacent parcels**.

25.4.6 Prior to approving a **development permit** application in the UR – Urban Reserve District, the **Development Authority** must be satisfied that the proposed use will not prejudice the future orderly **development** of the area.

## 26 DC 1 - DIRECT CONTROL ROUNDHOUSE HISTORICAL DISTRICT (BYLAW 987-2017)

### 26.1 PURPOSE

- 26.1.1 The purpose and intent of this district is to provide for uses which will complement and accommodate adaptive reuse of the Provincially-Designated Heritage site, which includes all structures, facilities as well as the land.

### 26.2 PERMITTED USES

**None**

### 26.3 DISCRETIONARY USES

**Temporary Assembly**

### 26.4 MINIMUM REQUIREMENTS

- 26.4.1 For the purposes of this Bylaw, the boundaries and description of the lands shall be more or less as identified on Schedule "A", attached hereto and forming part of this district.
- (a) Minimum side yard:
    - i. 3.0 m (10 ft.).
    - ii. Accessory Buildings shall be sited in accordance with the direction of Council.
  - (b) Minimum rear yard:
    - i. 6.0 m (20 ft.) or as required by Council.
    - ii. Accessory Buildings shall be sited in accordance with the direction of Council.
  - (c) Minimum parking:
    - i. Parking and loading facilities will be in accordance with the direction provided by Council as site redevelopment evolves and intensifies.

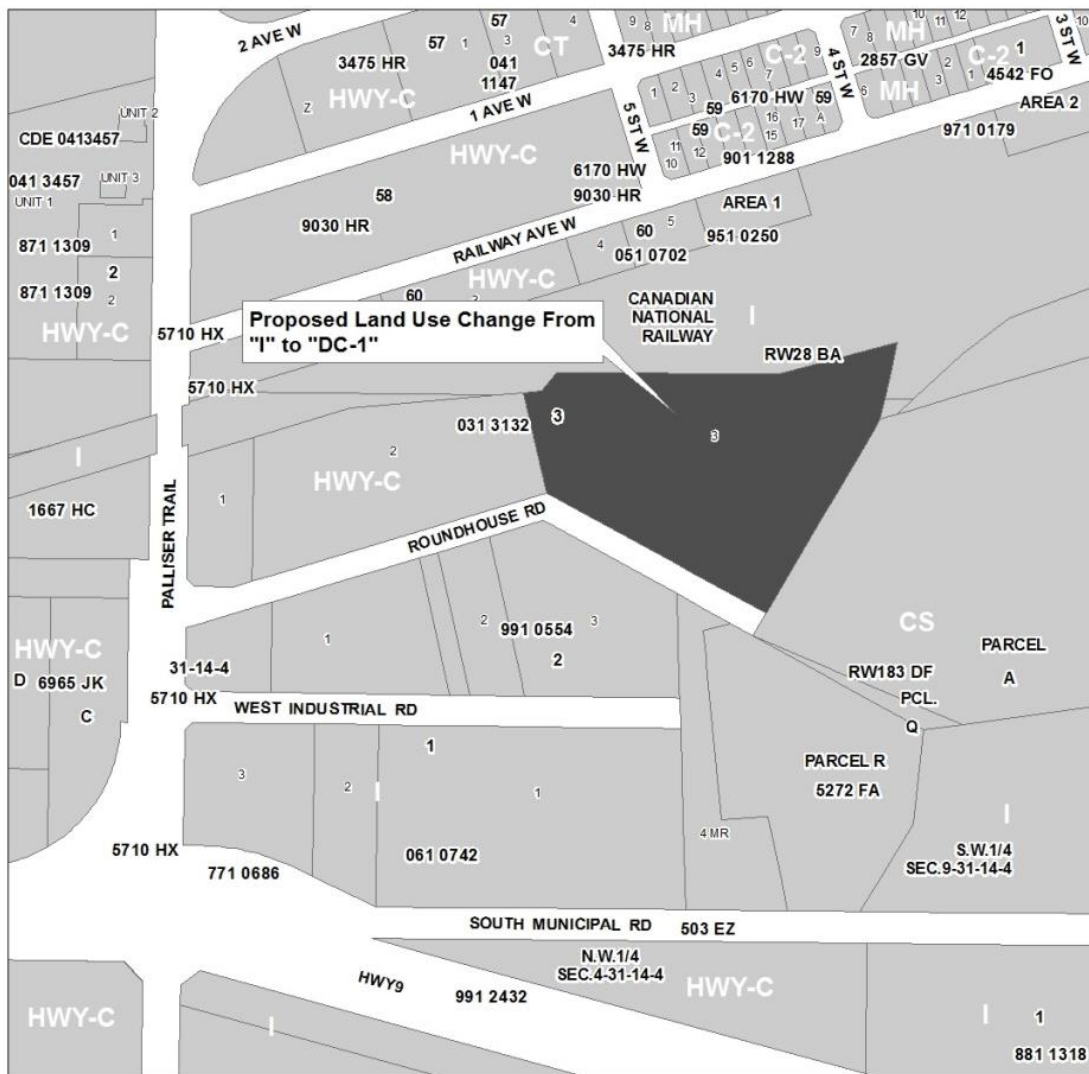
### 26.5 DEVELOPMENT AUTHORITY

- 26.5.1 Town Council is the Approving Authority for all uses and development in this district. In exercising its' powers, Council, as the Approving Authority shall have due consideration for the policy direction contained in the Municipal Development Plan.

## 26.6 PROVINCIAL HERITAGE DESIGNATION

26.6.1 The Hanna Roundhouse is a designated Provincial Historic Resource. The Town of Hanna, in consultation with Provincial Authorities, will reference the *Standards and Guidelines for the Conservation of Historic Places in Canada* relative to continued restoration and rehabilitation of the structure/grounds. Council working with other authorities, will review development proposals to ensure the site is conserved, without compromising the functional and practical objectives of safe development throughout the community.

### Schedule "A"



# Part F - Definitions

## 27 DEFINITIONS

27.1.1 The following definitions pertain to terms and **uses** within the Land Use Bylaw.

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>
<b>J</b>	<b>K</b>	<b>L</b>	<b>M</b>	<b>N</b>	<b>O</b>	<b>P</b>	<b>Q</b>	<b>R</b>
<b>S</b>	<b>T</b>	<b>U</b>	<b>V</b>	<b>W</b>	<b>X</b>	<b>Y</b>	<b>Z</b>	

**A**

[ [Click to Return to Definitions Index](#) ]

**abut or abutting**

means immediately contiguous to, or physically touching, and when used with respect to a **lot** or a **parcel**, means that the **lot** or **parcel** physically touches another **lot, parcel, or development**, and shares a **property line** with it.

**Accessory Building**

means a **use** where a **building** or **structure** accommodates a **use** which is related to, but is incidental or subordinate to, the **use** of the **principal building** located on the same **parcel**. This includes **buildings** or **structures** such as sheds, carports, detached garages and greenhouses.

**Accessory Building, Fabric Covered**

means a **use** where a **structure** accommodates a **use** which is related to, but is incidental or subordinate to, the **use** of the **principal building** located on the same **parcel**. An **Accessory Building, Fabric Covered** is designed by virtue of easy assembly and dismantling, commercially constructed of metal or synthetic tube and fabric, plastic or similar materials, and covered with waterproof sheeting, synthetic sheeting or plastic film.

**Accessory Building, Shipping Container**

means a **use** where a **shipping container** accommodates an **accessory use** which is related to, but is incidental or subordinate to, the **principal use** of the **parcel**.

**Accessory Dwelling Unit**

means a self-contained **Dwelling Unit** that is subordinate to and under one Title with a **Detached Dwelling**.

**Accessory Dwelling Unit, Attached**

means a **use** where an **Accessory Dwelling Unit** is located within or attached to a **Detached Dwelling**.

**Accessory Dwelling Unit, Detached**

means a **use** where an **Accessory Dwelling Unit** is located on the same **parcel** as, but within a separate **building**, a **Detached Dwelling**.

**accessory use**

means a **use** which is related to, but is subordinate or incidental to the **principal use** located on the same **parcel**.

**Act**

means the *Municipal Government Act, Revised Statues of Alberta 2000, Ch. M-26*, as amended, and any parallel or successor legislation.

**adjacent**

means land that is contiguous to a **parcel** of land and includes land that would be contiguous if not for a **highway, road**, river, stream, or railway.

**Adult Entertainment Facility**

means a **use** where:

- (a) live performances, motion pictures or any type of electronic or photographic reproductions, the main feature of which is the nudity or partial nudity of any person, are performed, shown, rented or sold;
- (b) inventory is sold for retail or wholesale where the main feature of the inventory is merchandise and/or products intended to be used for sexual pleasure; or
- (c) an adult-only massage service establishment which is distinguished or characterized by its emphasis on sexually

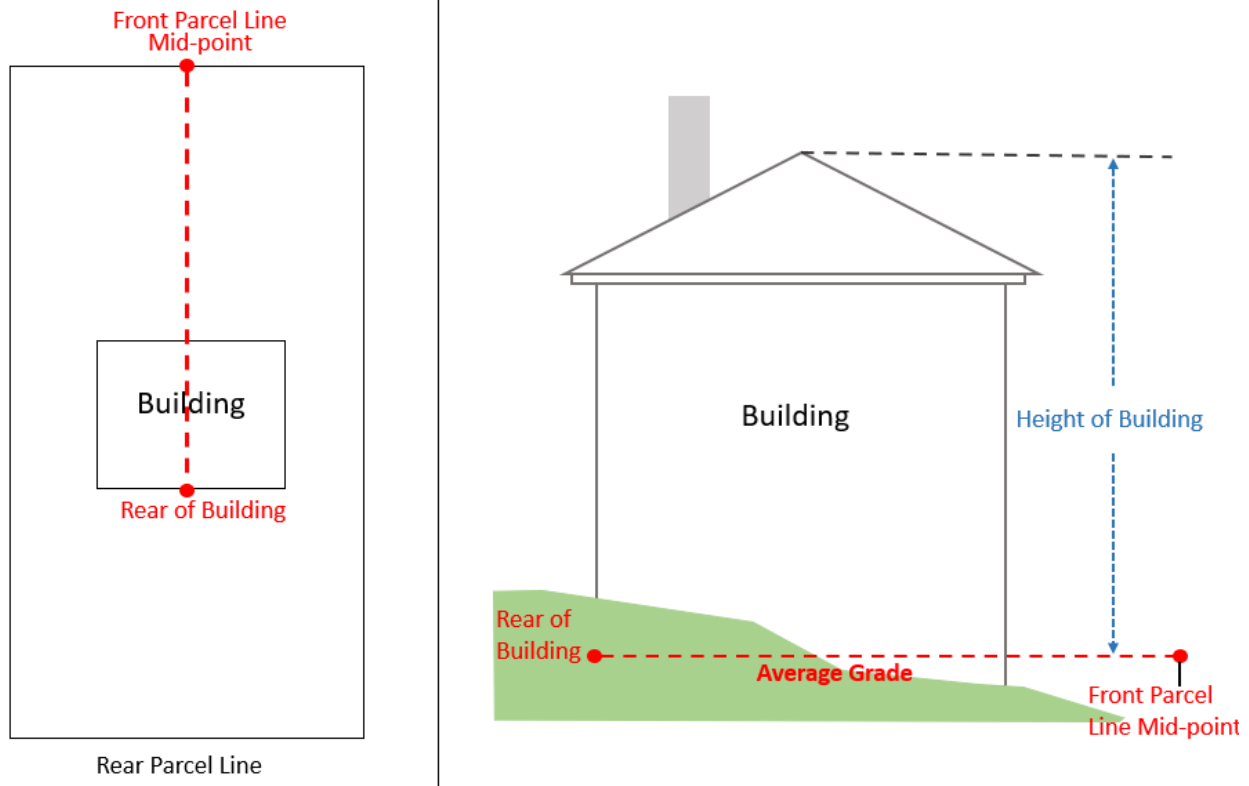
oriented materials or entertainment depicting and/or describing acts of a sexually explicit nature.

<b>Agricultural Supply Depot</b>	means a <b>use</b> where goods, materials or services that support agricultural activities are provided, whether retail, wholesale or in bulk. This includes such goods and services as sale and storage of seeds, feeds, fertilizers, chemical products, fuels, and lubricants but does not include the buying or selling of farm produce or animals.
<b>Airport and Registered Aerodrome</b>	means a <b>use</b> intended for the arrival and departure or servicing of aircraft and includes any <b>building</b> , installation, or equipment associated with the <b>use</b> and which has been registered with or certified by Transport Canada.
<b>Airstrip - Private</b>	means a <b>use</b> intended for the arrival and departure or servicing of aircraft and includes any <b>building</b> , installation, or equipment associated with the <b>use</b> , and which is not registered or certified by Transport Canada.
<b>amenity area</b>	means an indoor or outdoor space provided for the active or passive recreation and enjoyment of the occupants of a <b>development</b> , which may be for private or communal use and owned individually or in common.
<b>Amusement Centre</b>	means a <b>use</b> where entertainment is provided to customers for a fee, which may include, but is not limited to facilities such as bowling alleys, theaters, axe throwing, golf simulator or mini golf, go-cart courses, and billiard parlours.
<b>Appeal Body</b>	means the board hearing a <b>subdivision</b> or <b>development permit</b> appeal in accordance with the Act.
<b>Apartment</b>	means a <b>use</b> where a <b>building</b> designed for <b>residential use</b> contains five (5) or more <b>Dwelling Units</b> with a shared or common entrance.
<b>Artist Studio</b>	means a <b>use</b> : <ul style="list-style-type: none"><li>(a) where art is produced by individuals;</li><li>(b) that may include the instruction of art to individuals or groups; and</li><li>(c) that may include the sale of art pieces produced by that use.</li></ul>
<b>Athletic and Recreational Facility, Indoor</b>	means a <b>use</b> for the purpose of providing indoor active recreation or athletic activities where patrons are predominantly participants and any spectators are incidental. This includes but is not limited to gyms, athletic studios, skating and hockey rinks, swimming pools, rifle, archery and pistol ranges, and racquet courts.
<b>Athletic and Recreational Facility, Outdoor</b>	means a <b>use</b> for the purpose of providing outdoor active recreation or athletic activities. This includes but is not limited to golf courses, driving ranges, sports fields, tennis courts, ice surfaces or rinks, athletic fields, splash parks, bowling greens, and riding stables.
<b>Attached Housing</b>	means a <b>use</b> where a <b>building</b> designed for <b>residential use</b> consists of three (3) or more <b>Dwelling Units</b> , each of which has an individual entrance to the outdoors. This includes rowhouses, townhouses, triplexes and fourplexes.

<b>Auction Facility</b>	means <b>use</b> intended for the auctioneering of livestock, goods, equipment and may include temporary storage of such goods and holding of the livestock. This does not include on-site slaughtering such as an abattoir or one-time on-site estate auction sales.
<b>Auto Body Shop</b>	means a <b>use</b> where the bodies, but not other parts, of motor vehicles are repaired and painted.
<b>Automotive Repair and Service</b>	means a <b>use</b> for the servicing and repair of motor vehicles within a <b>building</b> , excluding an <b>Auto Body Shop</b> .
<b>Automotive Sales</b>	means a <b>use</b> where motor vehicles are sold or leased and stored on portions of the <b>parcel</b> approved exclusively for storage or display, and may have <b>buildings</b> for administrative functions associated with the <b>use</b> .
<b>average grade</b>	means the average elevation at the mid-point along the <b>front parcel line</b> and the finished ground elevation at the rear of the <b>building</b> . (Refer to <b>building height</b> .)

**B** [ [Click to Return to Definitions Index](#) ]

<b>balcony</b>	means a projecting platform on a <b>building</b> , which is greater than 0.61 m (2.0 ft) above <b>grade</b> . A <b>balcony</b> is only accessible from within the <b>building</b> and is enclosed by a railing. It may be cantilevered from the <b>building</b> or supported from below.
<b>basement</b>	means that portion of a <b>building</b> between two floor levels which is partly underground but which has a portion of its height from finished floor to finished ceiling above the adjacent finished <b>grade</b> .
<b>bay window</b>	means a type of window that protrudes outwards from a wall.
<b>Bed and Breakfast</b>	means a <b>use</b> where temporary sleeping accommodation, with or without meals, is provided to guests within a <b>principal Dwelling Unit</b> , and where the <b>Dwelling Unit</b> is occupied by the owner or operator.
<b>boulevard</b>	means that portion of a <b>road</b> which is public land and is often landscaped or planted to distinguish private lands from the <b>road</b> .
<b>buffer</b>	means a row of trees, shrubs, earth berm, or <b>fencing</b> to provide visual <b>screening</b> and separation between <b>parcels</b> and districts.
<b>building</b>	means anything constructed or placed on, in, over or under land that does not include a <b>highway</b> or <b>road</b> .
<b>building height</b>	means the vertical distance measured from the <b>average grade</b> and the highest point of a <b>building</b> , excluding a roof, stairway entrance, elevator shaft, ventilating fan, skylight, steeple, chimney, smoke stack, <b>fire wall</b> or parapet, flagpole, or similar devices not structurally essential to the <b>building</b> .



**building permit**

means a permit or document issued in writing by a designated Safety Code Officer within the building discipline pursuant to the *Safety Codes Act* authorizing the commencement of a **use**, occupancy, relocation, construction, or demolition of any **building**.

**Building Supply Center**

means a **use** where building materials, household accessories and other related goods are stored, offered, or kept for sale and may include **outdoor storage**.

**Bulk Fuel Station**

means a **use** for the purpose of storing fuel for the distribution to customers typically for vehicles with a gross vehicle weight (GVW) greater than 4536 kg (10,000 lbs). This does not include a **Gas Bar and Service Station**.

**business licence**

means a document issued by the Town of Hanna which grants the business owner the right to operate the business.

**C** [ [Click to Return to Definitions Index](#) ]

**Campground**

means a **use** for the purpose of providing temporary accommodation for the public in **recreational vehicles** or tents. A **campground** is not construed to mean a **use** for the purpose of accommodating long-term or permanent occupancy in **recreational vehicles** or **Manufactured Dwellings**. A **campground** may include facilities such as an administration building and laundry facilities.



<b>Cannabis Production Facility</b>	means a <b>use</b> where Cannabis is for grown, produced, tested, destroyed, stored or distributed in a federally approved and licensed facility. This does not include <b>Cannabis Retail Sales</b> .
<b>Cannabis Retail Sales</b>	means a <b>use</b> where Cannabis is sold for consumption off the premises and may include the retail sale or rental of merchandise. <b>Cannabis Retail Sales</b> offers cannabis for sale from a federally approved and licenced facility and has been licenced to operate by the Alberta Government.
<b>canopy</b>	means a non-retractable solid projection extending from the wall of a <b>building</b> intended to be used as a protection against weather, other than normal architectural features such as lintels, sills, mounding, architraves and pediments, but includes a marquee.
<b>cantilever</b>	means a projection from the wall of a <b>building</b> to increase the useable <b>gross floor area</b> . A <b>cantilever</b> does not have external bracing.
<b>Car Wash</b>	means a <b>use</b> intended for the washing, cleaning, or polishing of motor vehicles.
<b>Care Facility</b>	means a <b>use</b> where a public or private facility provides for the care, supervision or rehabilitation of individuals, or for palliative and end-of-life-care, containing overnight accommodation and operated in accordance with any relevant legislation or regulations of the Province of Alberta. Units within a <b>Care Facility</b> may, at the discretion of the <b>Development Authority</b> , be considered both long-term care units or <b>Dwelling Units</b> as these may be for permanent residences for the occupants.
<b>Cemetery</b>	means a <b>use</b> for the internment of the deceased or in which human bodies, pets and/or animals or cremated remains have been buried. It may include facilities such as a columbarium, mausoleum, memorial park and burial grounds.
<b>Child Care Centre</b>	means a <b>use</b> where children are supervised and cared for, and may include group day care, family daycare, nursing school, child minding, out of school care, or specialized daycare. This does not include a <b>dayhome</b> .
<b>Clinic</b>	means a <b>use</b> where public or private medical, surgical, physiotherapeutic or other professional healing treatment is provided, and includes offices for medical, dentistry, physiotherapy, massage or chiropractic services and Community Health Centres.
<b>condominium</b>	means a condominium plan registered with the Land Titles Office that complies with the requirements of the <i>Condominium Property Act</i> .
<b>Confined Feeding Operation</b>	means a <b>use</b> where livestock is confined for the purpose of growing, sustaining, finishing or breeding by means other than grazing and requires registration or approval under the conditions set forth in the <i>Agricultural Operations Practices Act</i> through the Natural Resources Conservation Board.
<b>construction management plan</b>	means a plan that considers all relevant aspects of demolition, development and building work and outlines methods for avoidance and mitigation of identified impacts. A <b>construction management plan</b>

typically addresses issues such as public safety, traffic control, operating hours, control of noise and vibration, air quality and dust management, stormwater and sediment control, site contamination, waste disposal and materials re-use or recycling and weed control.

**Contractor Services--  
Major**

means a **use** for the provision of contractor services in the building trades and services and the accessory sale of goods normally associate with such contractor services, or **road** and **utility** construction where materials and equipment may not be stored within a **building** and includes **outdoor storage**.

**Contractor Services--  
Minor**

~~means a **use** for the provision of contractor services primarily to individual households and the accessory sale of goods normally associated with such contractor services, and where all materials are kept within an enclosed **building**, and there are no associated primary manufacturing activities. This does not include the **outdoor storage** of goods or equipment.~~

**Convenience Store**

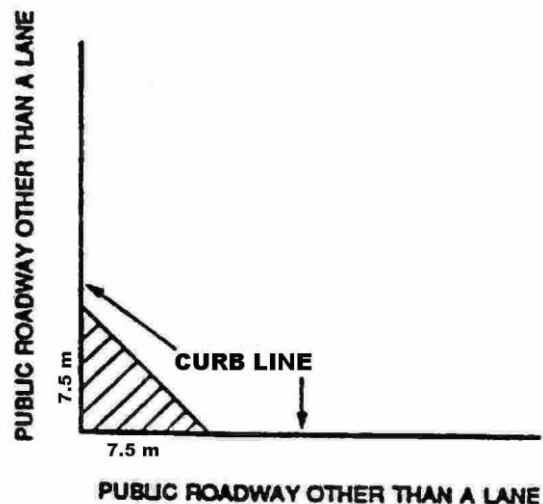
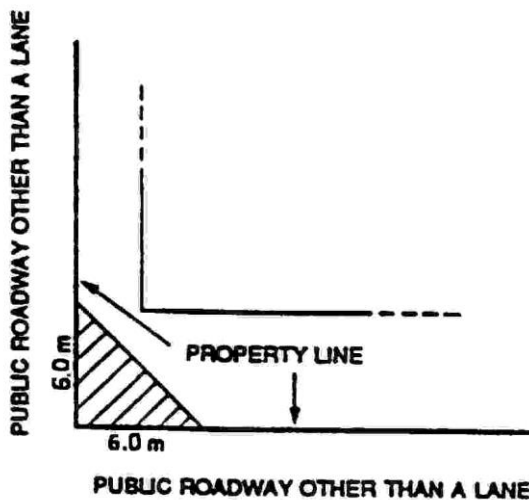
means a **use** where a limited range of household goods and groceries are stocked and sold in small neighbourhood retail stores. This does not include **Cannabis Retail Sales**.

**corner lot**

means a **lot** situated at the intersection of two or more **roads**, or at the intersection of two parts of the same **road** which parts have an intersection of not more than 135 degrees.

**corner visibility setback**

means a triangular area formed on a **corner lot** by the two curb lines and a straight line which intersects them 7.5 m (24.6 ft) from the corner where they meet. In the case where there is no curb on one or more **roads**, 6.0 m (19.7 ft) from the corner where they meet.



**Council**

means the duly elected Council of the Town of Hanna.

**Cultural Establishment**

means a **use** which is available to the public for the purpose of assembly, instruction, cultural or community activity and includes such things as a library, museum, art gallery, community centre and similar activities.

**D**

[ [Click to Return to Definitions Index](#) ]

<b>day home</b>	means a type of <b>Home Occupation – Major</b> where temporary care, development and supervision is provided within a <b>Dwelling Unit</b> for periods not exceeding 24 consecutive hours to a maximum of six (6) children under the age of 13 years, not including children under the age of 13 years who permanently reside in the home.
<b>deck</b>	means a flat, floored concrete or wooden platform, elevated more than 0.61 m (2.0 ft) above grade and usually adjoining a <b>building</b> .
<b>density</b>	means a measure of development intensity expressed as a ratio of the number of <b>Dwelling Units</b> to <b>parcel area</b> .
<b>development</b>	means: <ul style="list-style-type: none"><li>(a) an excavation or stockpile and the creation of either of them; or</li><li>(b) a <b>building</b> or an addition to, or replacement or repair of a <b>building</b> and the construction or placing in, on or under land of any of them; or</li><li>(c) a change of <b>use</b> of land or a <b>building</b>, or an act done in relation to land or a <b>building</b> that results or is likely to result in a change in the land or the <b>building</b>; or</li><li>(d) a change in the intensity of <b>use</b> of land or <b>building</b> that results in or is likely to result in a change in the intensity of <b>use</b> of the land or <b>building</b>.</li></ul>
<b>Development Authority</b>	means a person, or persons, appointed as the <b>Development Authority</b> by Bylaw.
<b>Development Officer</b>	means the person designated by Bylaw as a <b>Development Officer</b> pursuant to this Land Use Bylaw.
<b>development permit</b>	means a document authorizing a <b>development</b> , issued by the <b>Development Authority</b> pursuant to this Bylaw, and includes the plans and conditions of approval.
<b>discretionary use</b>	means the <b>use</b> of land or of a <b>building</b> which is listed as such a <b>use</b> in a Land Use District or a Direct Control District.
<b>Drinking Establishment</b>	means a <b>use</b> : <ul style="list-style-type: none"><li>(a) where the primary function is the servicing of alcoholic beverages for consumption on the premises and is licensed by Alberta Gaming, Liquor and Cannabis. Typical businesses include taverns, pubs, bars and nightclubs; and</li><li>(b) may include supplementary preparation and sale of food for consumption on the premises.</li></ul>
<b>drive through</b>	means a business that is designed to include sales or service to an occupant within a motorized vehicle which may include <b>Eating and Drinking Establishments, Financial Institutions, Car Washes, Gas Bars and Service Stations</b> .

<b>Dwelling, Detached</b>	means a <b>use</b> where a <b>building</b> designed for <b>residential use</b> contains one <b>principal Dwelling Unit</b> .
<b>Dwelling, Duplex</b>	means a <b>use</b> where a <b>building</b> designed for <b>residential use</b> contains two <b>Dwelling Units</b> , each having a separate entrance from the outside and may be located one above the other or side-by-side.
<b>Dwelling, Manufactured</b>	means a <b>use</b> where a transportable, single or multiple section <b>building</b> that contains a <b>Dwelling Unit</b> conforming to CSA standards at the time of construction and when placed on a permanent foundation is ready for <b>residential use</b> and occupancy. A <b>Manufactured Dwelling</b> includes such styles known as modular homes, manufactured homes and Ready to Move (RTM) homes.
<b>Dwelling Unit</b>	means a <b>use</b> where a <b>building</b> or a self-contained portion of a <b>building</b> contains sleeping, cooking and toilet facilities for the <b>residential use</b> of one or more people.

**E** [ [Click to Return to Definitions Index](#) ]

<b>easement</b>	means a right to the limited use of land held by another, generally for access to another <b>parcel</b> or as a right-of-way for a <b>utility</b> and is registered on the <b>parcel</b> with the Land Titles Office in accordance with the <i>Land Titles Act</i> .
<b>eave</b>	means the edges of the roof that overhang past the walls of a <b>building</b> that primarily function to protect a <b>building</b> from rain and to provide ventilation.
<b>Eating and Drinking Establishment</b>	means a <b>use</b> where food and beverages are prepared and served and includes supplementary alcoholic beverage service licensed by the Alberta Gaming and Liquor Commission. This includes restaurants, cafes, and cafeterias, and may include a <b>drive through</b> .
<b>Educational Institution</b>	means a <b>use</b> where persons are assembled for educational purposes within <b>buildings</b> and <b>structures</b> , including classrooms, libraries, offices, recreational facilities and other related facilities, and where dormitory accommodations and common kitchen and dining facilities may also be provided.
<b>electric vehicle charging station</b>	means equipment that supplies electrical power for charging plug-in vehicles.
<b>Equestrian Centre</b>	means a <b>use</b> intended for the accommodation, showing and competition of horses and may include a stable, gymkhana course, racetrack, and other related facilities.
<b>Equipment Rental Shop</b>	means a <b>use</b> for the rental of tools, appliances, office machines, light construction equipment or similar items but not the rental of motor vehicles.
<b>Exhibition Grounds</b>	means a <b>use</b> where land or <b>buildings</b> accommodate <b>temporary</b> events including seasonal shows, conventions, conferences, seminars, product displays or sale of goods, recreation activities, and entertainment

functions. This **use** may include accessory functions including food and beverage preparation and service for on-premise consumption.

**existing**

means existing as of the effective date of this Bylaw.

**Extensive Agriculture**

means a **use** where systems of tillage and animal husbandry through which one may gain livelihood from large areas of land by the raising of crops or the rearing of livestock either separately or in conjunction with one another in unified operations and includes **Accessory Buildings** and other **structures** incidental to the operation. This does not include **Confined Feeding Operations, residential uses** or a **Cannabis Production Facility**.

**F**

[ [Click to Return to Definitions Index](#) ]

**Farm Animals**

means a **use** where livestock are kept on a **parcel**.

**fence**

means a vertical physical barrier constructed out of typical building material to prevent visual or unauthorized access, or both.

**Financial Institution**

means a **use** where banks, credit unions, trust companies and treasury branches operate within a **building** and may include automated banking machines and/or a **drive through**. This does not include businesses such as a pawn shop.

**fire wall**

means a type of fire separation of non-combustible construction which internally divides a **building** or separates adjoining **buildings** to resist the spread of fire and which has a fire resistance rating.

**floor area**

means the area of a **building** or specified portion of a **building**, measured to the outside surface of the exterior walls, or where **buildings** are separated by **fire walls**, to the centre line of the common **fire walls**, and excludes all mechanical equipment areas and all open areas inside a **building** that do not contain a floor including atriums, elevator shafts, stairwells and similar areas.

**Food Processing, Storage and Sales**

means a **use** where raw farm products, combined with other consumable ingredients, produce marketable products for consumption that can be easily prepared and served by the consumer, and where raw farm products may be warehoused prior to being sold either directly to consumers or for wholesale, and the selling of raw farm products either directly to consumers or for wholesale.

**frontage**

means a **property line** of a **parcel** which **abuts** a **highway** or **road**.

**Funeral Home**

means a **use** where funerals are arranged and held, where the deceased are prepared for burial or cremation, and where not more than one cremation chamber is provided.

**G**

[ [Click to Return to Definitions Index](#) ]

**Gas Bar and Service Station**

means a **use** where fuel, lubricating oils and minor accessories for motor vehicles are sold and may include a portion of the premises for the servicing and minor repairing of motor vehicles.

<b>grade</b>	means the geodetic elevation of the existing ground in an undisturbed natural state or an approved design grade as described in a grading plan.
<b>Gravel and Sand Excavation and Storage</b>	means a <b>use</b> where aggregate materials are excavated and/or stockpiled.
<b>Greenhouse</b>	means a <b>use</b> which is devoted to the commercial cultivation of vegetables, flowers or other plants within a <b>building</b> , and where such vegetables or plants may be sold wholesale or directly to the consumer.
<b>gross floor area</b>	means the sum of the areas of all above <b>grade</b> floors of a <b>building</b> measured to the outside surface of the exterior walls, or where <b>buildings</b> are separated by <b>fire walls</b> , to the centre line of the common <b>fire walls</b> , and includes all mechanical equipment areas and all open areas inside a <b>building</b> that do not contain a floor including atriums, elevator shafts, stairwells and similar areas. For greater clarity, a walk-out <b>basement</b> is not included in the calculation of <b>gross floor area</b> , but <b>Dwelling units</b> in the <b>basement</b> of an <b>Apartment</b> shall be included in the calculation of <b>gross floor area</b> .

**H** [ [Click to Return to Definitions Index](#) ]

<b>Heavy Equipment Sales and Service</b>	means a <b>use</b> where farm and heavy industrial equipment is sold, rented and serviced.
<b>highway</b>	means a road designated and classified as a provincial highway by the Province of Alberta.
<b>Home Occupation</b>	means an occupation, trade, profession, or craft operated by an occupant of a <b>Dwelling Unit</b> as an <b>accessory use</b> to the <b>principal residential use</b> of the <b>building</b> pursuant to this Bylaw.
<b>Home Occupation – Minor</b>	means a <b>use</b> where a <b>Home Occupation</b> is operated which allows for limited customer visits and deliveries, but does not impact surrounding <b>residential uses</b> beyond that of a typical <b>Dwelling Unit</b> .
<b>Home Occupation – Major</b>	means a <b>use</b> where a <b>Home Occupation</b> is operated which may be detectable outside of the <b>Dwelling Unit</b> but does not negatively impact the general residential nature of the neighbourhood.
<b>Hospital</b>	means a <b>use</b> where in-patient and out-patient health care is provided to the public.
<b>Hotel/Motel</b>	means a <b>use</b> where temporary or short-term sleeping accommodations are provided in rooms or suites, which may contain kitchen facilities. This definition includes hotels, motels, hostels and similar overnight accommodations. This may include additional facilities or services such as <b>Eating and Drinking Establishments</b> , meeting or banquet rooms, <b>Personal Service Establishments</b> , a manager’s suite and convention facilities.

**I** [ [Click to Return to Definitions Index](#) ]

**J** [ [Click to Return to Definitions Index](#) ]

**K** [ [Click to Return to Definitions Index](#) ]

**Kennel** means a **use** where dogs or cats or other domestic pets may be maintained, boarded, bred or trained and may include the incidental sale of products related to the services provided, but does not include a **Veterinary Clinic**.

**L** [ [Click to Return to Definitions Index](#) ]

**landing** means a platform that primarily functions as an entrance into a **building**. **Landings** are a separate **building** element to **balconies**, **decks** and **patios** as they are not intended to provide or function as an **amenity area**.

**landscaped area** means that portion of a **parcel** which is required to be **landscaped** pursuant to district regulations or conditions of approval of a **development permit**.

**landscaping** means the modification and enhancement of a **parcel** or a portion of a **parcel** through the use of any combination of trees, bushes, shrubs, plants, flowers, lawns, bark mulch or other ground cover, and hard landscaping materials such as brick, stone, concrete tile or wood, but excludes all areas used for a **parking area** or driveway.

**lane** means a public thoroughfare usually less than 10.0 m (32.8 ft) wide typically providing secondary access to one or more **parcels**. For the purpose of this Bylaw, a **lane** is not a **road**.

**Laundry Facility** means a **use** where clothes and other fabric goods are cleaned or pressed. This includes businesses such as a laundromat and dry cleaners.

**Liquor Store** means a **use** where alcoholic beverages are sold for off-site consumption from a retail store licensed by the Alberta Gaming and Liquor Commission.

**loading stall** means a space for parking a vehicle while it is being loaded or unloaded.

**lot** means a **lot** as defined in the Act.

**M** [ [Click to Return to Definitions Index](#) ]

**Manufactured Dwelling Park** means a **use** where a **parcel** of land under one Title has sites for the placement of **Dwellings, Manufactured** for permanent **residential use**. A **Manufactured Dwelling Park** may also include **Accessory Buildings** and **accessory uses** such as maintenance buildings, **amenity areas** and common facilities.

**Manufacturing, Heavy** means a **use** where goods or products are fabricated, processed, assembled, or packaged for distribution, where all or part of the processes associated with the **use** are located outside of a **building**, and which may generate a nuisance beyond the boundary of the **parcel**. **Heavy Manufacturing** does not include a **Cannabis Production Facility**.

**Manufacturing, Light** means a **use** where goods or products are fabricated, processed, assembled, or packaged for distribution, where all of the processes

	associated with the <b>use</b> are located inside of a <b>building</b> , and which does not generate any nuisance beyond the boundary of the <b>parcel</b> . <b>Light Manufacturing</b> does not include a <b>Cannabis Production Facility</b> .
<b>multi unit residential</b>	means a <b>building</b> that contains three (3) or more <b>Dwelling Units</b> and includes <b>Attached Housing</b> and <b>Apartments</b> .
<b>Municipal Planning Commission (MPC)</b>	means the <b>Municipal Planning Commission</b> established by Bylaw pursuant to the <i>Act</i> .
<b>Municipality</b>	means the Town of Hanna.

**N** [ [Click to Return to Definitions Index](#) ]

<b>non-conforming building</b>	means a <b>building</b> that is lawfully constructed or lawfully under construction at the date a Land Use Bylaw affecting the <b>building</b> or the land on which the <b>building</b> is situated becomes effective and that on the date the Land Use Bylaw becomes effective does not, or when fully constructed will not, comply with the Land Use Bylaw.
<b>non-conforming use</b>	means a lawful, specific <b>use</b> being made of land or a <b>building</b> , or intended to be made of a <b>building</b> lawfully under construction at the date a Land Use Bylaw affecting the land or <b>building</b> becomes effective and that on the date the Land Use Bylaw becomes effective does not, or in the case of a <b>building</b> under construction will not, comply with the Land Use Bylaw.

**O** [ [Click to Return to Definitions Index](#) ]

<b>Office</b>	means a <b>use</b> for the provision of professional, management, administrative, and consulting services. This does not include a <b>Clinic</b> .
<b>outdoor storage</b>	means the storing, stockpiling, or accumulation of goods, equipment or materials in an area that is open or exposed to the natural elements, and includes vehicles, <b>recreational vehicles</b> and boats, waste materials, debris or garbage.

**P** [ [Click to Return to Definitions Index](#) ]

<b>parcel</b>	means the aggregate of the one or more <b>lots</b> described in a Certificate of Title or described in a Certificate of Title by reference to a plan file or registered in a Land Titles Office.
<b>parcel area</b>	means the total area of land within the <b>parcel</b> .
<b>parcel coverage</b>	means the percentage of the <b>parcel area</b> covered by the area of all <b>buildings</b> including <b>Accessory Buildings</b> , and excludes <b>balconies</b> , <b>bay windows</b> , <b>canopies</b> , <b>shade projections</b> , cornices, <b>eaves</b> and gutters, roof overhangs, fire escapes, sills, stairways and <b>landings</b> , <b>patios</b> and <b>decks</b> or similar projections.
<b>parcel line, exterior side</b>	means a <b>property line</b> , other than the <b>front parcel line</b> , which <b>abuts</b> a <b>road</b> .
<b>parcel line, front</b>	means the shortest <b>property line</b> that <b>abuts</b> a <b>road</b> , unless otherwise determined by the <b>Development Authority</b> in accordance with this Bylaw.



<b>parcel line, interior side</b>	means a <b>property line</b> other than a <b>front parcel line</b> or <b>rear parcel line</b> , which <b>abuts</b> another <b>parcel</b> or a <b>lane</b> .
<b>parcel line, rear</b>	means the <b>property line</b> which is opposite to and is not connected to the <b>front parcel line</b> , excepting in the case for a <b>reverse corner lot</b> where the <b>rear parcel line</b> is opposite to the <b>exterior side parcel line</b> .
<b>parcel width</b>	means the average horizontal distance between two side <b>parcel lines</b> .
<b>Park</b>	means a <b>use</b> where land is designated or reserved for active or passive recreation, or to be left in a natural state, and/or areas of cultural or scenic value. This may include facilities such as playgrounds, picnic grounds, pathways and trails, landscaped buffers, gardens and fields.
<b>parking area</b>	means an open area of land, above or underground, other than a <b>road</b> , used for the parking of vehicles and shall include <b>parking stalls</b> , vehicle entrances and exits, and maneuvering aisles.
<b>Parking Lot</b>	means a <b>use</b> where the primary purpose of the land is for the parking of motor vehicles at grade, or in a parking <b>structure</b> which may be above or below grade.
<b>parking, off-street</b>	means a <b>parking area</b> located on the same <b>parcel</b> as the <b>building, structure</b> , or <b>use</b> .
<b>parking stall</b>	means a space within a <b>building</b> or <b>parking area</b> , for the parking of one vehicle, excluding driveways, aisles, and ramps.
<b>parking stall, visitor</b>	means a <b>parking stall</b> intended only for the use of visitors to <b>Dwelling Units</b> .
<b>patio</b>	means a platform, the height of which may be up to but does not exceed 0.61 m (2.0 ft) from <b>grade</b> , that may or may not be attached to a <b>building</b> .
<b>permitted use</b>	means the <b>use</b> of land or a <b>building</b> which is listed as such <b>use</b> in a Land Use District or Direct Control District.
<b>Personal Service Establishment</b>	means a <b>use</b> where personal services are provided to an individual which are related to the care and appearance of the body or the cleaning and repair of personal effects. This includes but is not limited to such businesses as barber shops, hair and/or beauty salons, and tailors.
<b>Pet Care Services</b>	means a <b>use</b> where domestic pets are cleaned, groomed and cared for, where no boarding or kenneling of any animals occurs, and may include the incidental sale of products related to the services provided. This does not include a <b>Kennel</b> or <b>Veterinary Clinic</b> .
<b>principal</b>	means the main purpose for which a <b>building</b> or <b>parcel</b> is used.
<b>Print Shop</b>	means a <b>use</b> where retail photocopying and/or commercial printing service, or industrial printing and publishing services, are provided.
<b>property line</b>	means the legal boundary of a <b>parcel</b> or <b>lot</b> .
<b>Public Building</b>	means a <b>use</b> where facilities or <b>buildings</b> that are owned or operated by, or for, the Municipality, the Provincial Government, the Federal Government or a corporation under federal or provincial statute, for the

purpose of furnishing services or commodities to, or for the use of, the inhabitants of the municipality.

**Q** [ [Click to Return to Definitions Index](#) ]

**qualified professional** means individuals with experience and training in a particular discipline with a recognized degree, certification, license or registration.

**R** [ [Click to Return to Definitions Index](#) ]

**recreational vehicle** means a portable structure designed and built to be carried on a vehicle, or a unit designed and built to be transported on its own wheels, to provide temporary living accommodation for travel and recreational purpose and includes, but is not limited to, such vehicles as a motor home, camper, holiday (travel) trailer and a tent trailer, but does not include a **Dwelling, Manufactured**.

**Recycling Depot** means a **use** where recyclable materials are collected, sorted and transferred off-site for processing or manufacturing.

**Regulation** means the *Matters Related to Subdivision and Development Regulation AR84/2022*, as amended, and any parallel or successor legislation.

**Renewable Energy System, Attached** means a use whereby a system that produces electrical power or heat to be used for on-site consumption or heating requirements by means such as, but not limited to, active and passive solar collectors attached to a building, geothermal energy or heat exchange systems. A **Renewable Energy System, Attached** may provide residual power to the grid but is not intended to produce power primarily for resale.

**Renewable Energy System, Freestanding** means a use whereby a system that produces electrical power to be used for on-site consumption by means of freestanding solar collectors. A Renewable Energy System, Freestanding may provide residual power to the grid but is not intended to produce power primarily for resale.

**residential use** means the **use** of a **parcel** for the purpose of a residence by a person or persons and does not include **use** of the property for commercial purposes. A **residential use** is one where the occupants have exclusive **use** for an indefinite amount of time except in accordance with a tenancy agreement under the *Residential Tenancies Act* or the *Mobile Homes Site Tenancies Act*.

**Retail Store** means a **use** where the primary function is for the sale of finished products or goods to customers, and also includes rental services. This does not include a **Building Supply Centre, Cannabis Retail Sales, a Convenience Store, a Liquor Store** or **Wholesale Outlet**.

**reverse corner lot** means a residential **corner lot** where the front façade of the **Dwelling Unit** is oriented towards the longest **property line** which **abuts a road** and is considered the **front parcel line**. The **exterior side parcel line** of a **reverse corner lot** is the shorter **property line** which **abuts a road**.

**Road** means any public road, including the **boulevards**, sidewalks and improvements, but excluding a **lane, highway** or private road.

**S** [ [Click to Return to Definitions Index](#) ]

**screening** means a **fence**, earth berm, or hedge used to visually separate between **parcels**, districts or **uses**.

**Self-Storage Facility** means a **use**:

- (a) where goods are stored in a **building**;
- (b) where the **building** is made up of separate compartments and each compartment has separate access;
- (c) that may be available to the general public for the storage of personal items;
- (d) that may include the administrative functions associated with the **use**; and
- (e) that may incorporate custodial quarters for the custodian of the facility.

**setback** means the minimum distance as required by the district between a **building, structure, or use**, or from each of the respective **property lines**, or from a natural boundary or other reference line.

**shade projection** means a **structure** that is attached to and projects from a **building** with the intent of providing shade or cover, and may include a **canopy**, awning, shade louvre, or pergola.

**shipping container** means a large metal container with suitable strength for the shipping, storage and handling of goods. **Shipping containers** are also commonly known as sea cans or intermodal containers.

~~**Small Wind Energy System** means a **use** where a wind energy conversion system consisting of a wind turbine, a tower and associated control or conversion electronics which has a rated capacity in accordance with the Alberta Utilities Commission regulations and which is intended to primarily provide electrical power for the on-site consumption requirements, either on or off-grid, and may provide residual power to the grid but is not intended to produce power specifically for resale.~~

**Solar Power Plant** means a **use** where a utility-scale commercial facility converts sunlight into electricity by photovoltaics, concentrating solar thermal devices or other similar solar technologies for the purpose of wholesale or retail sales of generated electricity.

~~**shadow flicker** means the repetitive moving shadows or reflection cast from the rotor blades of a **Small Wind Energy System** as they pass through the sunlight.~~

**Storage Yard** means a **use**:

- (a) where goods, motor vehicles or equipment are stored when they are not being used and may include long term storage;
- (b) where the vehicles and equipment stored may also be serviced, cleaned or repaired;
- (c) that may involve the storage of construction materials;
- (d) that may include the storage of **derelict vehicles** or derelict equipment;

- (e) that does not involve the production or sale of goods as part of the use; and
- (f) that may have a **building** for the administrative functions associated with the **use**.

**storey** means the space between the top of any floor and the top of the next floor above it, and if there is no floor above it, the portion between the top of the floor and the ceiling above it.

**storey, first** means the **storey** with its floor closest to **grade** and having its ceiling more than 1.8 m (5.9 ft) above **grade**.

**structure** means anything constructed or erected with a fixed location on the ground or attached to something having a fixed location on the ground, but does not include a **fence** or a **Sign**.

**subdivision** means the division of a **parcel** by an instrument and the word “subdivide” has corresponding meaning.

**Subdivision Authority** means a person or body appointed as a **Subdivision Authority** in accordance with the Act.

**T** [ [Click to Return to Definitions Index](#) ]

**Telecommunication Structure** means a device that requires a permit from the Federal Government and is used to receive and/or to transmit radio-frequency (RF) signals, microwave signals, or other communications energy transmitted from, or to be received by, other antennas. **Telecommunication Structures** include the antenna, and may include a supporting tower, mast or other supporting structure, and an equipment shelter. A **Telecommunication Structure** may be freestanding or mounted on an existing **building** or **structure**.

**temporary** means a limited period of time as decided by the **Development Authority**.

**Temporary Assembly** means a **use** where people gather for ceremonies, religious services or social events. Even on a temporary or occasional basis, any **structures** on the subject property must meet minimum Safety Code standards for occupancy and must adhere to all Provincial legislation.

**Truck and Freight Terminal** means a **use** where goods/freight are received, transferred, stored short-term, and dispatched for transport by truck.

**U** [ [Click to Return to Definitions Index](#) ]

**use** means a **permitted use** or **discretionary use**.

**Utility** means a **use** where a system or works are provided for treatment, storage or distribution of one or more of the following:

- (a) waterworks;
- (b) sewage disposal;
- (c) public transportation;
- (d) irrigation;

- (e) drainage;
- (f) fuel;
- (g) electric power;
- (h) heat;
- (i) waste management (excluding a **Waste Transfer Station**); and
- (j) communications (excluding a **Telecommunication Structure**).

**V** [ [Click to Return to Definitions Index](#) ]

**vehicle, derelict** means any vehicle no longer in road worthy condition, in a state of disrepair, wrecked or being dismantled but does not include vehicles stored in **buildings**, commercial or farm vehicles or vehicles used for commercial or industrial purposes on land designated for commercial or industrial use in this Bylaw.

**Veterinary Clinic** means a **use** for the medical treatment of animals and includes provision for their overnight accommodation within the **building** only, and may include associated office space. This does not include **Pet Care Services** or **Kennels**.

**violation tag** means a tag or similar document issued by the municipality pursuant to the *Act*.

**violation ticket** means a ticket issued pursuant to Part II of the *Provincial Offences and Procedures Act* and regulations enacted thereunder.

**W** [ [Click to Return to Definitions Index](#) ]

**Warehousing and Distribution** means a **use** where goods are stored inside a building and transferred to and from other locations. **Warehousing and Distribution** does not include any manufacturing, display or sales of the goods, but may include associated administrative functions.

**Waste Transfer Station** means a **use** where solid waste materials are received from collection vehicles and consolidated into larger vehicles for transport to the landfill.

**Wholesale Outlet** means a **use** where goods are sold for retail in larger quantities to other retailers or direct to consumers.

**Work Camp** means a **use** where **temporary** living accommodation for employees involved in the construction of a commercial or industrial development is provided in a camp. This may include accommodation in the form of mobile homes, trailers, tent trailers or tents.

**Worship Facility** means a **use** for the purpose of spiritual worship. Examples may be, but are not limited to, churches, temples, mosques and synagogues.

**Wrecker and Salvage** means a **use**:

- (a) where **derelict vehicles** are stored, dismantled or crushed;
- (b) where used motor vehicle parts may be sold;

- (c) where motor vehicles in their complete and operable state are not displayed or sold;
- (d) that may have equipment used for crushing, dismantling or moving motor vehicle parts; and
- (e) that may have a **building** for administrative functions associated with the **use**.

**X** [ [Click to Return to Definitions Index](#) ]

**Y** [ [Click to Return to Definitions Index](#) ]

**yard** means any open space on a **parcel**, unoccupied and unobstructed and is the distance between the **property line** to the foundation of the **principal building** or the exterior finishing materials of an **Accessory Building**.

**yard, exterior side** means the area of a **parcel** extending from the front foundation of the **principal building** to the rear foundation of the **principal building** and between the side foundation of the **principal building** to the **exterior side parcel line**.

**yard, front** means the area of a **parcel** extending across the full width of the parcel between the **front parcel line** and the front foundation of the **principal building**.

**yard, interior side** means the area of a **parcel** extending from the front foundation of the **principal building** to the rear foundation of the **principal building** and between the side foundation of the **principal building** to the **interior side parcel line**.

**yard, rear** means the area of a **parcel** extending across the full width of the parcel between the **rear parcel line** and the rear foundation of the **principal building**.

**Z** [ [Click to Return to Definitions Index](#) ]

27.1.2 All other words and phrases mean the same as they do in the Act.

## Part G – Land Use Districts Map

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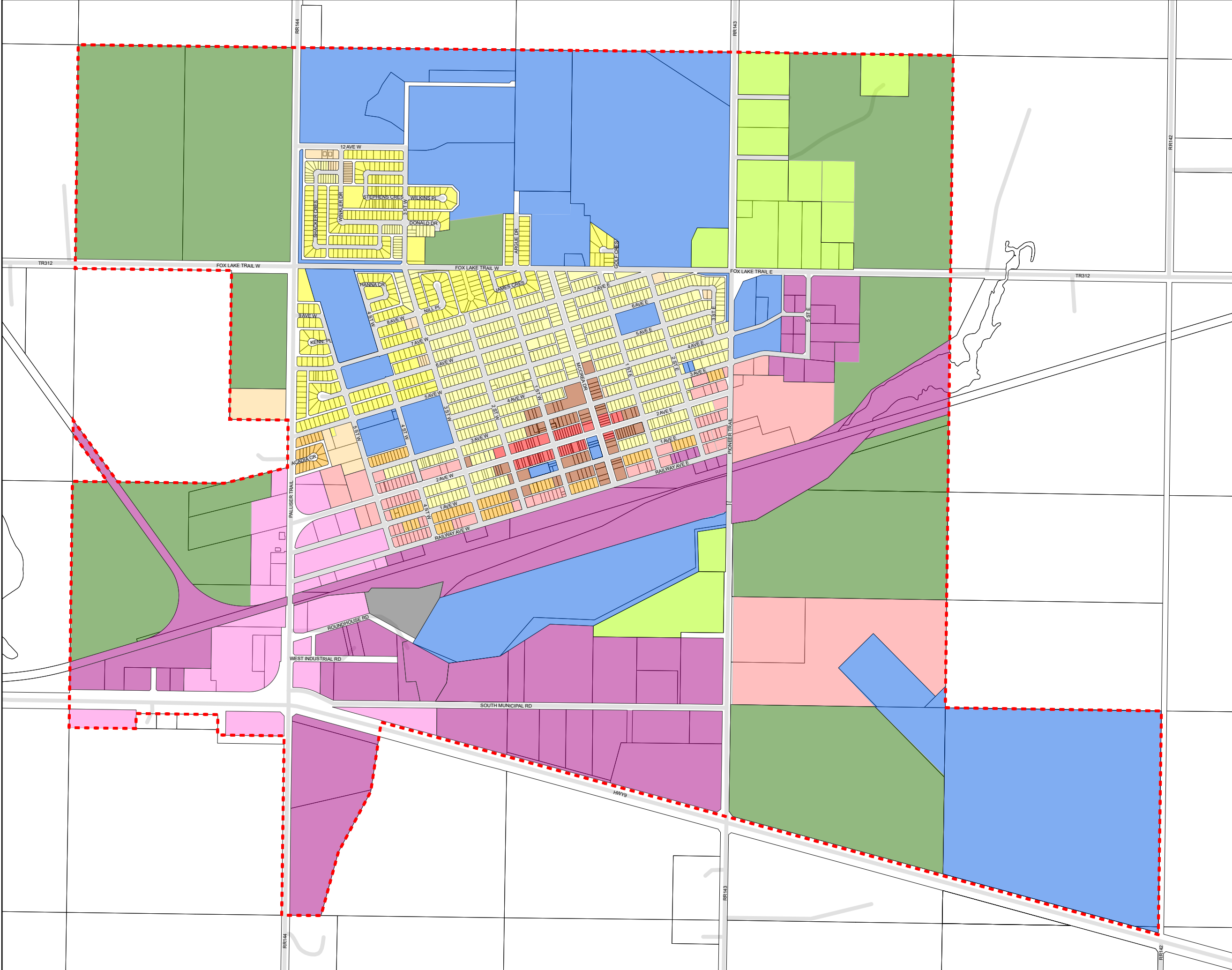
### 28 LAND USE DISTRICTS MAP

## Land Use District Map

Draft Map: 1st Reading V2,  
1032-2023

### Land Use Districts

- RA - Residential Acreage
- R-1 - Detached Residential
- R-2 - General Residential
- R-3 - Multi Unit Residential
- MD - Manufactured Dwelling
- MP - Manufactured Dwelling Park
- C-T - Commercial Transition
- C-1 - Retail Commercial
- C-2 - General Business
- HWY-C - Highway Commercial
- I - Industrial
- CS - Community Service
- UR - Urban Reserve
- DC 1 - Direct Control 1
- Town Boundary
- Legal Parcels





# Telecommunication Structure Policy: Siting and Design

## 1 PURPOSE AND AUTHORITY

### 1.1 PURPOSE

- 1.1.1 The purpose of the Telecommunication Structure Policy is to establish procedural standards that will allow the Town of Hanna to effectively participate in and influence the placement of telecommunication structures proposed within the town limits. It assists Council, Town Staff, Innovation, Science and Economic Development Canada, representatives of the telecommunications industry and members of the public in being aware of and understanding the implementation methods, processes, procedures and criteria used to achieve this purpose.

### 1.2 OBJECTIVES

- 1.2.1 The objectives of this policy are:
- (a) To establish a process and criteria for consistently and equitably reviewing, evaluating and deciding upon each proposal for placing a telecommunication structure within the Town of Hanna.
  - (b) To provide clear and reasonable requirements for effective participation and cooperation between the proponents and Town of Hanna.
  - (c) To minimize the number of towers required for telecommunication antenna networks within Hanna.
  - (d) To ensure co-location opportunities for telecommunication structures are explored and acted upon.
  - (e) To encourage and promote opportunities for improved telecommunication structure design and concealment in order to minimize their visual impacts on the surrounding area and the Town in general.
  - (f) To provide an opportunity for residents located near specific types of proposed telecommunication structures (towers) to make comments, ask questions or raise concerns related to the proposal, make the proponent aware of local considerations and provide recommendations regarding the placement and/or appearance of the structure.

### 1.3 APPLICABILITY AND AUTHORITY

- 1.3.1 The Town of Hanna is not the approving authority for telecommunication structures.
- 1.3.2 The federal Innovation, Science and Economic Development (ISED) is the approving authority for the development and operation of radiocommunication in Canada, including telecommunication structures, pursuant to the *Radiocommunication Act*.
- 1.3.3 In this regard, ISED requires that, in certain cases, the local authority and the public must be consulted for input regarding the proposed placement of a telecommunication antenna structure.
- 1.3.4 The Town of Hanna's Council is responsible for reviewing these submissions on Hanna's behalf and, depending on the nature of the proposal, a letter of support (concurrence) or non-support (non-concurrence) is sent to the wireless service provider upon completion of the Town of Hanna's review of the proposal.
- 1.3.5 Note that in cases where Town does not support a proposal, it cannot prevent a proponent from ultimately gaining permission from ISED to install a telecommunication structure even if it contravenes this Policy.

### 1.4 THE ROLE OF THE TOWN DURING THE PROPONENTS PUBLIC CONSULTATION

- 1.4.1 The Town of Hanna performs two main functions during a proponent's public consultation process. These are:
  - (a) to scrutinize the consultation process
    - by observing how and what information is provided to the public by the proponent about the proposed telecommunication antenna structure and its intended location;
    - by observing what questions arise from the public about the proposed installation;
    - by observing what answers to these questions are provided by the proponent; and
    - by observing how concerns and other issues regarding the proposed telecommunication antenna structure's placement are resolved; and
  - (b) to clarify the provisions of this Policy as required by outlining the circumstances required for the issuance of a letter of concurrence or nonconcurrence.

### 1.5 THE ROLE OF THE TOWN IN REVIEWING A TELECOMMUNICATION STRUCTURE SUBMISSION

- 1.5.1 The Council of the Town reviews and evaluates each submission it receives for a telecommunication structure. The specific elements evaluated and decided upon in reaching a decision to either support or not support a submission are the following:

- (a) proposed location in a community or area;
- (b) existing and proposed on-site uses and structures;
- (c) adjacent sites and their existing and proposed uses and structures;
- (d) co-location potentials on this site and on nearby sites with other existing or proposed telecommunication antenna structures;
- (e) conformity with the Town's Municipal Development Plan policies; and
- (f) design aspects of the proposal, including:
  - height,
  - colour,
  - type of structure,
  - diameter (if a monopole or tripole),
  - number of arrays,
  - shrouding of antenna arrays,
  - potential for disguising or camouflaging, screening of equipment compound and shelter(s),
  - location on site,
  - access/egress to the facility,
  - proposed signage or other markings and lighting,
  - distance to other existing towers,
  - removal of redundant structure(s) (if a re-build, replacement or co-location).

1.5.2 Regarding health and radiofrequency (RF) exposure issues and limits for telecommunication antenna systems, these elements are regulated by Health Canada's Safety Code 6 guidelines. The Town of Hanna has neither the authority nor the medical/biological research expertise/capability to assess or evaluate any submission for telecommunications antenna structures with respect to RF and health issues.

## 2 LOCATION CRITERIA

### 2.1 CO-LOCATION

- 2.1.1 The Town of Hanna encourages the co-location of telecommunication structures. This may include, but is not limited to:
- (a) the installation of a proponent's telecommunication antennas on any existing telecommunication structure;
  - (b) the construction of a new telecommunication structure on which other proponents are invited to co-locate;
  - (c) the reconstruction or modification of an existing telecommunication antenna structure to accommodate the equipment of additional proponents; or

- (d) the relocation of a proponent's existing telecommunication antennas to another proponent's telecommunication structure followed by the removal of the redundant existing telecommunication structure.
- 2.1.2 The Town of Hanna strongly recommends that a co-location review take place prior to any submission for concurrence for a telecommunication structure.
- 2.1.3 The proponent is requested to provide written evidence, as part of its submission to Town of Hanna, demonstrating that co-location on an existing telecommunication structure, a replacement or modified telecommunication structure or a proposed new telecommunication structure has been reviewed with other proponents operating within the town limits. All existing and proposed telecommunication tower structures within a 800 metre radius of any proposed new telecommunication tower's location must be included in the review for co-location potentials.
- 2.1.4 If co-location is not possible for technical reasons, a statement signed by an appropriate technical expert is requested in support of the written evidence noted above. If co-location is not possible due to a lack of interested participants or other considerations, a statement signed by an appropriate authority for the proponent making the submission is requested as part of the written evidence.

## **2.2 PREFERRED LOCATION CRITERIA IN DEVELOPED AREAS**

- 2.2.1 The following is a list of preferred locations for telecommunication structures.
  - (a) Industrial and commercial areas
  - (b) In close proximity to similarly-scaled structures
  - (c) Some institutional uses where appropriate, including, but not limited to, those institutions that require telecommunications technology, i.e.: colleges and universities
  - (d) Other non-residential areas considered appropriate by Town of Hanna, including agricultural lands
  - (e) Within or adjacent to parks, green spaces, golf courses and other recreational parcels

## **2.3 DISCOURAGED LOCATION CRITERIA IN DEVELOPED AREAS**

- 2.3.1 The following is a list of discouraged locations for telecommunication structures.
  - (a) Close proximity to residences. The Town of Hanna recommends that the placement of towers should not be closer than two to three times the height of the tower from an existing dwelling.
  - (b) Environmentally sensitive or ecologically significant lands
  - (c) Proximity to schools (towers should be no closer than 100 metres away from the nearest portion of a school building or the nearest portable classroom, whichever is closer to the proposed installation)
- 2.3.2 The Town of Hanna may, at its discretion, modify these setback guidelines on a site by site basis, taking into account such factors as buffering topography and vegetation, intervening major transportation and utility corridors, rivers and

streams, intervening non-residential buildings and information arising from a public consultation meeting concerning the telecommunication structure.

## **2.4 LOCATION CRITERIA IN FUTURE DEVELOPMENT AREAS**

- 2.4.1 For locations within the town that have not yet been developed, proponents are encouraged to select sites for the placement of their telecommunication structures prior to development taking place. The Town promotes this course of action so that those purchasing properties in these new developing areas will be able to make informed decisions based on an understanding of where initially telecommunication structures are installed or likely to be installed.

# **3 DESIGN CRITERIA**

## **3.1 PREFERRED BUILT FORM**

- 3.1.1 The built form of telecommunication structures that are preferred include roof top installations, freestanding telecommunication antenna structures in the form of monopole and tripole towers with flush mounted or cluster mounted antennas, and streetlight and parking lot light poles that are sheathed completely within the pole.
- 3.1.2 Preferred small cell installations are neatly organized, utilize as few antennas as possible, and hide conduit, cable trays, wiring, mounting brackets or other hardware behind the antenna or within shrouding. Wall-mounted antennas are to be attached as close to the wall as possible and not project above the height of the wall they are mounted on.

## **3.2 DISGUISED AND CAMOFLAGED STRUCTURES, AND SCREENING**

- 3.2.1 The Town of Hanna encourages the use of telecommunication structures that are designed to be as stealthy, unobtrusive and inconspicuous as possible, particularly in residential areas and on sites abutting residential uses. This includes the hiding, or disguising of telecommunication antennas in or on buildings, placing them on roof tops or on other existing structures, and the camouflaging of telecommunication antennas on street lights or other apparatuses, appliances and objects. The appropriate type of telecommunication antenna structure for each situation should be selected based upon the goal of making best efforts to blend with the nearby surroundings and minimize the visual aesthetic impacts of telecommunication antenna structures on the community.
- 3.2.2 The Town of Hanna recognizes that the objective of promoting co-location as described in Section 2.1 of this Policy, and the objective of making telecommunication structures and antennas less noticeable may sometimes come into conflict. Nevertheless, The Town of Hanna intends to review each submission

on its merits with a view to promoting both objectives and, where necessary, will determine the appropriate balance between them.

- 3.2.3 The use of landscaping, fences and architectural features on and around the equipment compounds, shelters and cabinets associated with a telecommunication structure is encouraged to assist these structures to blend in with their surrounding environment.

### **3.3 LIGHTING**

- 3.3.1 Unless specifically required by Transport Canada, the display of any type of lighting on a telecommunication structure is discouraged. Where Transport Canada requires a telecommunication structure to be lit, the lighting should be limited to the minimum number of lights and the lowest illumination allowable.
- 3.3.2 Any required strobe lighting should be set to the maximum strobe interval allowed by Transport Canada. The lighting of telecommunication structure compounds for security purposes is supportable provided it is shielded from adjacent residential properties, is kept to a minimum number of lights and illumination intensity and, where possible, it is provided by a motion detector type of system.

## **4 NOTIFICATION AND PUBLIC CONSULTATION**

### **4.1 INTITAL CONTACT**

- 4.1.1 Proponents are required to notify the Municipality of their intent to investigate an area for a potential telecommunication structure within the town prior to landowner notification or advertisement of the proposed project.

### **4.2 PUBLIC NOTIFICATION AND CONSULTATION**

- 4.2.1 Proponents are required to satisfy the default public consultation requirements of ISED's CPC-2-0-03.
- 4.2.2 Notwithstanding 4.2.1, any proposal which is excluded in CPC-2-0-03 from the consultation requirements, proponents are nevertheless encouraged to contact the Municipality to discuss the proposal and identify any potential issues or concerns and give consideration to the Municipality's location and design criteria.
- 4.2.3 It is solely the responsibility of the proponent, at its own cost, to arrange, organize and conduct a public consultation meeting. At its discretion, the proponent may conduct the meeting in either a formal manner or an open house format.

## 5 MUNICIPAL REVIEW AND ISSUANCE OF CONCURRENCE OR NON-CONCURRENCE

### 5.1 APPLICATION SUBMITTAL REQUIREMENTS

- 5.1.1 The following package must be submitted for consideration of a proposed telecommunication structure:
- (a) a map, including legal location, and site plan of the proposed system;
  - (b) a map showing the location of other telecommunication structures located within 800 metres of the proposed site;
  - (c) a map showing the typical coverage of existing telecommunication structures, which shows the need for additional structures;
  - (d) a description of the type and height of the proposed antenna system and any guy wires or other similar support mechanisms (e.g. support cables, lines, wires, bracing);
  - (e) the proposed lighting and aeronautical identification markings for the antenna and any supporting structures;
  - (f) documentation regarding potential co-utilization of existing towers within 800 m of the proposed telecommunication structure;
  - (g) a record of all comments from the public, and the response of the proponent to these comments, and
  - (h) any other additional information or material deemed necessary and appropriate to properly evaluate the submission as noted in Section 1.5.1.

### 5.2 REVIEW AND DECISION

- 5.2.1 Concurrence with a proposal will be measured against the location and design standards in this Policy, applicable policies in the Town's Municipal Development Plan, consideration of comments received during the public consultation process, and any other matter deemed relevant by Council.
- (a) When a proposal is given a concurrence decision, the proponent will receive a letter of concurrence from the Council documenting its decision and any conditions.
  - (b) When a proposal is given a non-concurrence decision, the proponent will receive a letter of non-concurrence from the Council describing the reasons for the decision.
- 5.2.2 Municipal concurrence does not constitute approval of uses, buildings, and structures which require issuance of a development permit under the Land Use Bylaw or a building permit under the *Safety Codes Act*.
- 5.2.3 Concurrence is valid for two years within which time the construction of the telecommunication structure must commence.

Date: June 13, 2023

Agenda Item No: 11.00

## Council Reports & Roundtable

### Recommended Motion

That Council accepts the Council Reports for information.

### Background

This portion of the agenda allows Council members to provide written or verbal reports to update other members of Council with information resulting from meetings they have attended since the previous Council meeting.

Council members are encouraged to ask questions or seek clarification on any information presented.

### Communications

The highlights of the reports may be communicated through the Town of Hanna Social Media programs.

### Financial Implications

Operating:	_____ N/A _____	Capital Cost:	_____ N/A _____
Budget Available:	_____	Budget Available:	_____
Unbudgeted Costs:	_____	Unbudgeted Costs:	_____
Source of Funds:	_____	Source of Funds:	_____

### Policy and/or Legislative Implications

N/A





## Attachments

1. Mayor Povaschuk
2. Councillor Beaudoin
3. Councillor Crowle
4. Councillor Murphy
5. Councillor Olsen
6. Councillor Thuroo
7. Councillor Warwick

## Reviewed by and Approved for Submission to Council

Reviewed by: \_\_\_\_\_

Financial Review by: \_\_\_\_\_

\_\_\_\_\_  
Chief Administrative Officer

**COUNCIL REPORT**  
**Council Date: June 13, 2023 @ 6 pm**  
**Prepared by Sandra Beaudoin**

**MEETINGS ATTENDED:**

**Meeting:** Chamber AGM

**Location:** HUB

**Date & Time:** May 4, 2023      6:30 pm

Good attendance & discussion

**Meeting:** Council Meeting

**Location:** Council Chambers

**Date & Time:** May 9, 2023      6 pm

**Meeting:** Fire Dept Open House

**Location:** Fire Dept

**Date & Time:** May 10, 2023      5:30 pm

Wonderful turnout & great activities by the Fire Dept volunteers & ATCO Gas who cooked food.  
So glad to have been able to meet with MP Nate Horner. Good discussion.

**Meeting:** Municipal Planning Commission

**Location:** Council Chambers

**Date & Time:** May 17, 2023      12:30 pm

A couple applications to review.

**Meeting:** Council Info Session

**Location:** Council Chambers

**Date & Time:** May 31, 2023      8:30 am

Good presentation from Harvest Sky & update! Gwen Snell update re: Music in the Park.

**Meeting:** Mayor Garden Party

**Location:** Community Center

**Date & Time:** June 6, 2023      11 am

Wonderful job to all involved in a wonderfully successful gathering for Senior's week! I had so many comments on the wonderful job the Town did & the food by Trina. So fun to visit with everyone!

**UPCOMING MEETINGS:**

**Meeting:** Council Info session

**Location:** Council Chamber

**Date & Time:** June 28, 2023      8:30 am

**Meeting:** Council Meeting

**Location:** Council Chamber

**Date & Time:** Jul 11, 2023      6 pm

## **COUNCIL REPORTS & ROUNDTABLE**

**Council Date: June 13, 2023**

**Prepared by: Fred Crowle**

### **Upcoming Meetings:**

Meeting: Big Country Waste Management Commission  
Location: Youngstown Landfill  
Date & Time: June 21, 2023 6:00 p.m.  
BBQ Meeting

Meeting: Alberta Investment Ready Workshop  
Location: Oyen  
Date & Time: June 22, 2023 10:30 a.m.

Meeting: Veterans Memorial Highway Association  
Location: Legion Hall, Lac la Biche  
Date & Time: 11:00 a.m.

Meeting: Council Information Meeting  
Location: Council Chambers  
Date & Time: June 28, 2023 8:30 a.m.

## **COUNCIL REPORTS & ROUNDTABLE**

**Council Date:** June 13, 2023  
**Prepared by:** Councilor Kyle Olsen

Meeting: Council Info Session  
Location: Council Chambers  
Date & Time: May 31, 8:30 AM

Discussion on the future of the Business Hub ATCO streetlight replacement.

Meeting: Palliser Regional Municipal Services Board Meeting  
Location: PRMS Board Room  
Date & Time: June 8, 1:00 PM

Slower start to subdivision applications but picking up now. Projects moving, and Village of Beiseker expressed interest in joining Palliser or fee for service partnership. New release of the web map, very noticeable high resolution aerial images.

# **Town of Hanna Council Reports & Roundtable 2023**

**Council Meeting Date: June 13th, 2023**  
**Prepared by: Councillor, Angie Warwick**

**Meeting:** PEP-New Hire

**Date:** May 9th, 2023

**Time:** 12:00 PM

\*Accepted the recommendation from the hiring committee and hired Barb Kulyk as the combined Executive Director and Administrative Assistant for \$8000.00/month

**Meeting:** Town of Hanna, Council Meeting

**Date:** May 9th, 2023

**Time:** 6:00 PM

**Meeting:** AJTMA AGM Meeting & Conference Jasper Forest Park Hotel

**Date:** May 12<sup>th</sup>-14<sup>th</sup>, 2023

## **AJTMA May 12-13, 2023**

“Shout it from the Mountain Tops-Japan we Miss You!”

- Jasper Mayor Ireland welcomed & opened the 2023 Alberta/Japan Twinned Municipalities Association. Jaspers twinned Municipality: Hakone-Machi, has been the longest standing since 1972.
- Consul-General Takahiko Watabe expresses his gratitude for the relationships that have been maintained between Canada & Japan

JET Programme= [Japan Exchange and Teaching \(JET\) Programme](#) Government providing education in Japan. The JET Programme started in 1987 with cooperation from participating country governments. In 2019, there were 5,761 participants on the Programme from 57 countries.

- Student exchange was exchanged again in 2023 after 3 years of no exchange
- Local citizen: Warren Waxer-called by this mountain-the Mount Alberta Story.....led us through a history of Mount Alberta.

The 5th highest in the Canadian Rockies remained unclimbed until 1925. Experienced mountaineer Yuko Maki assembled a team and steamed over from Japan that this mountain was challenged.

He named it after a Caroline Alberta before Alberta was a Province.

1913 it was put on the map

It's the 5th highest in the range

50 Classic Climbs in Alberta describes this mountain climb

- Marlene McQuesten-Lacombe & District Rikubetsu Friendship Society-shared a brief history and the benefits of long term commitment to international municipal exchange relationships.
- Councillor Kathleen Waxer presents art by Rico and the picture they are presenting to their twin Municipality.

AGM

-each Municipality shared their connection & commitment to their twin city in Japan & how important is to keep these alive and promote the connections between our communities.

-Future Host communities:

2024= Rocky Mountain House

2025= Stony Plain

2026=Lacombe

2027=

2028=Hinton

New President was elected: Cary Madsen; Rocky Mountain House

Hanna/Wake Twinned Municipality has been in relationship since 1993. The initial relationship was established by Mayor: Walter Smigg

**Meeting:** Council Information Meeting

**Date:** April 26th, 2023

**Time:** 8:30 AM

**Meeting:** CF Meridian Futures Board Investment Meeting

**Date:** May 25th, 2023

**Time:** 9:00-11:00 AM

**Meeting:** Council Information Meeting

**Date:** May 31st, 2023

**Time:** 8:30 AM

**Meeting:** CF Meridian Futures Board Investment Meeting

**Date:** June 1st, 2023

**Time:** 9:00-11:00 AM

Date: June 13, 2023

Agenda Item No: 12.00

## Correspondence

### Recommended Motion

That Council accepts Correspondence items 12.01 – 12.04 for information.

### Background

Council is provided with various items of correspondence at each meeting for information. Correspondence may be in the form of a letter, note, newsletter, report or meetings minutes. Meeting minutes are most often from committees or boards that are affiliated with the Town but may not have an appointed representative.

Correspondence items do not usually require a response from Council, however if there is an item that a Councillor would like to bring forward for action, a motion can be put on the floor at that time.

Council members are encouraged to ask questions or seek clarification on any information presented.

### Communications

Highlights of the correspondence reports may be communicated through the Town Social Media Programs.

### Financial Implications

Operating:	_____ N/A _____	Capital Cost:	_____ N/A _____
Budget Available:	_____	Budget Available:	_____
Unbudgeted Costs:	_____	Unbudgeted Costs:	_____
Source of Funds:	_____	Source of Funds:	_____





## Policy and/or Legislative Implications

N/A

## Attachments

1. Sam Lockhart – CSB Resignation Letter
2. Cody Dale McNair – CSB Resignation Letter
3. Darryl Siddon – Thank You
4. Prairie Land Pride Newsletter – Volume 8 Issue 4 – April 2023

## Reviewed by and Approved for Submission to Council

Reviewed by: \_\_\_\_\_

Financial Review by: \_\_\_\_\_

\_\_\_\_\_  
Chief Administrative Officer

May 15, 2023

Community Services Board  
302 2<sup>nd</sup> Ave West  
Hanna, AB

Dear Michele Toews,

Please accept this letter as my formal resignation from my role as board member. My last day on the Community Service Board will be Monday, May 15th, 2023.

It has been a pleasure to serve the community and an excellent opportunity for me to learn more about Hanna.

Sincerely,

Samuel Lockhart

Dear Members of the Community Services Board,

I hope this letter finds you all in good health and high spirits. It is with a mix of gratitude and a tinge of sadness that I write to inform you of my decision to resign from my position on the Community Services Board of the town of Hanna. As I am moving back to my home community of Rockyford to be closer to my family, I will no longer be able to actively contribute to the board's efforts.

I have had an absolute blast participating in various recreational activities within and around town. Pickleball, kickboxing, and cross-country skiing have been among my favorite pursuits, bringing me immense joy and satisfaction. The friendly competition and camaraderie I experienced while playing pickleball were truly delightful, making it a highlight of my time in town. Kickboxing not only provided an invigorating workout but also served as a fantastic stress reliever, allowing me to channel my energy and stay physically fit. And when it comes to cross-country skiing, there's nothing quite like gliding through the picturesque winter landscapes surrounding our community. These activities have not only kept me active and healthy but have also fostered a sense of connection with the town and its natural beauty. I am immensely grateful for the opportunities to engage in these recreational pursuits, as they have enriched my overall experience in the most wonderful way.

I want to emphasize that despite my physical departure from Hanna, my work will frequently bring me back to town. As a result, I will continue to prioritize Hanna for my shopping and business needs. The vibrant local economy, exceptional customer service, and the welcoming community make it an easy choice for me to support the businesses here. I am excited to maintain these connections and contribute to the town's ongoing success.

Wishing you continued success and fulfillment in all your future endeavors.

Sincerely,

Cody Dale-McNai

# HANNA TOWN COUNCIL

I would like to THANK YOU ALL  
VERY MUCH FOR INSTALLING  
MY WIFE'S MEMORIAL BENCH (KRIS SIDDON)  
FOR HER MUSIC CONTRIBUTION AND  
THE WALK WAY THAT I REQUESTED  
AT A TOWN COUNCIL MEETING  
A FEW YEARS BACK, FROM THE  
LODGE SO PEOPLE CAN WALK DOWN  
THE WEST SIDE OF PALLISER TRAIL,  
AND ALSO THE NEW ADDITION AT  
HECTOR KING PARK, BEAUTIFUL  
JOB! WITH MY GREATEST "THANKS"

DARRYL B. SIDDON



# PRAIRIE LAND PRIDE

*Small schools preparing students for big futures.*

Prairie Land Public School Division

Volume 8, Issue 4 April 2023

## Unique Faith Based Schools Across Prairie Land

**P**rairie Land is known for its rural schools and strong education model. The division is also celebrating its commitment to cultural diversity.

For years Prairie Land has developed strong ties to its nine Hutterite Colony schools and communities.

“By fostering positive relationships between Hutterite colonies and Prairie Land, both sides can gain a better understanding and appreciation of each other’s culture, leading to greater acceptance and respect,” said Superintendent Cam McKeage.

More recently the division welcomed Hope Christian School and Al-Amal Academy—two faith based schools that almost doubled Prairie Land’s student population.

Initially the addition of these two new schools, was to help increase the division’s viability and protect its small rural schools.

“Prairie Land is incredibly proud as to how it has not only protected our small rural schools but also the level to which they are thriving,” says McKeage, adding if the division became too small there was serious concern that the schools would not receive the attention they needed.

The faith based programs offered by Hope Christian and Al-Amal provide an important educational environment for their families.

“These two schools create opportunity for both religious and

cultural diversity and inclusion of all Prairie Land students and families.”

While still following the government’s curriculum requirements, Al-Amal students also receive one to two blocks of Islamic Studies, Quran Studies and Arabic Language per day. The students also take part in afternoon prayer.

Hope Christian also provides Christian specific courses as well as integrates discussions of faith and God into some of their regular classes.

It is important to note, that not all students who attend Hope Christian do so for its religious aspects. For many, it’s online platform meets the needs of many families with unique situations.

“Having my children participate in a faith based online school is very supportive to my educational goals for my family. My values are being upheld and my teenagers can find freedom and acceptance in an environment that aligns with their worldview,” J. Hall, a parent at Hope Christian.

Students receive a strong education, while celebrating their unique cultures, both of which Prairie Land is proud.

### In the Words of Students

*I am free to practice my beliefs and they will be respected. I do not have to worry that my school work will go against what I believe.*

Jessica, Grade 12, Hope Christian

*A Christian based school means we learn about the Bible along side everything else, and our curriculum ties in with the Bible. It’s a safe place to be free from things like the pressure to accept all things woke or to learn so much about the idols that other people believe in.*

Candice, Grade 11, Hope Christian

## Inside this Issue

What is Christian Curriculum? Page 2

Al-Amal’s Distinct Culture Page 3

The Unique Colony Schools Across the Division Page 4

# What is Christian curriculum?

Submitted by Margaret Dart, Hope Christian School

Every person possesses their own world view – a comprehensive list of answers to life’s questions – and this worldview determines how they think, live, and breathe.

Teachers at Hope Christian School possess a Christian worldview – a big picture of how they see the world, their belief in God and the Bible, and their understanding of reality through a scriptural lens.

This worldview comes into play when teachers are designing a “Christian” curriculum for the students enrolled in Hope Christian, whether they personally are believers or not.

When teachers write the learning materials they use to teach from, it looks no different than secular curriculum except for a few differences.

Evolution is taught from Darwin’s micro perspective of adaptation and not the

macro perspective of evolving from muck and mire.

Reproduction is taught as a gift from God for married couples not a right of passage for all humans.

CALM focuses on relationships becoming the person you are looking for, is looking for.

Wholesome literature is primarily chosen for English classes void of vulgarity and swear words wherever possible.

Many sceptics view a Christian curriculum as bubble wrapping the students and protecting them from the real world but in reality, students will be exposed to “real life” soon after graduating – why rush the onslaught.

Many families and students, who are not Christian, enroll in Hope Christian are looking for different perspectives, wholesome curriculum, family values,

and the opportunity for kids to be kids as long as possible.

Like all public schools, the program of studies dictated by the province is followed as each outcome is addressed through learning activities. Students use the same workbooks and textbooks.

At Hope Christian students are encouraged to be free thinkers and back every idea with researched fact and evidence.

Not every assignment is centered around scripture and biblical references.

God is freely discussed in learning activities and in conversations through the day.

Even though Hope Christian School is a Christian based school, certain aspects of the secular curriculum are not overtly eliminated.

And yes, the big bang theory is taught in science as the “earth will pass away with a big bang when Jesus returns.”



Grade 7 students from Hope Christian School celebrate Easter.

# “As Salaam Alaykum” - Peace be Upon You

Submitted by Shilpa Raza, Al-Amal Academy

**A**s *Salaam Alaykum* is what you will hear every day as you walk through Al-Amal Academy.

The greeting means, *Peace be upon you* and it is the traditional way that Muslims around the world greet one another. At the start of each day, a prayer is read over the intercom, followed by the playing of O’ Canada.

Students at Al-Amal Academy experience high academic standards along with the Islamic values that they are familiar with, such as respect, temperance, wisdom and courage. Along with the regular Alberta Curriculum, students have at least 1-2 blocks of Islamic Studies, Quran Studies, and Arabic Language per day.

The obligatory afternoon prayer is also a big part of the

day when students gather in their classrooms or in the school gym to perform the prayer in congregation.

This month we are observing the holy lunar month of Ramadan. It is a month of fasting from dawn to dusk, extra prayers, increased reading of the Quran, and increased charity. To prepare for this month, we decorated our hallways and classrooms with banners, lights, and student art. Students who choose to fast are accommodated with a room to sit quietly during lunch period, and given increased rest time, if needed. Our school community loves that the practices and observances of this month are a big part of the learning and school culture at Al-Amal Academy. This year, we were fortunate to be granted a two week long Spring Break during the month of Ramadan, making it even more restful and special for staff, students, and their families. At the end of Ramadan, staff and students will be off for one day in order to enjoy the festivities with their family friends.

We recently launched the Al-Amal Online High School, where high school students can register for regular Alberta curriculum senior high courses. This provides a great opportunity for Muslim students across Alberta and beyond to learn in a safe and caring, culturally sensitive, Islamic environment. Students have the chance to take options courses that may not be offered in a regular brick and mortar senior high school. Some

courses include, Islamic Civilization, Arabic Language, and Islamic Studies. We are very excited to offer these for-credit locally developed courses. As the word is spreading, we’ve had a good response and strong interest, particularly from smaller Muslim communities in Alberta.

2022-2023 is the second full school year for Al-Amal Academy and it has been very successful.

Our population grew from 120 students in 2021-2022 to

253 this past year. The upcoming 2023-2024 school year will be even more exciting as we look forward to new classrooms being built, thus accommodating even more students.

Al-Amal Academy is proud to be part of the Prairie Land School Division. Our school culture of integrity, good character building, safe and caring environment, and high academic achievement align closely with our Islamic values and the focus of the Prairie Land School Division.

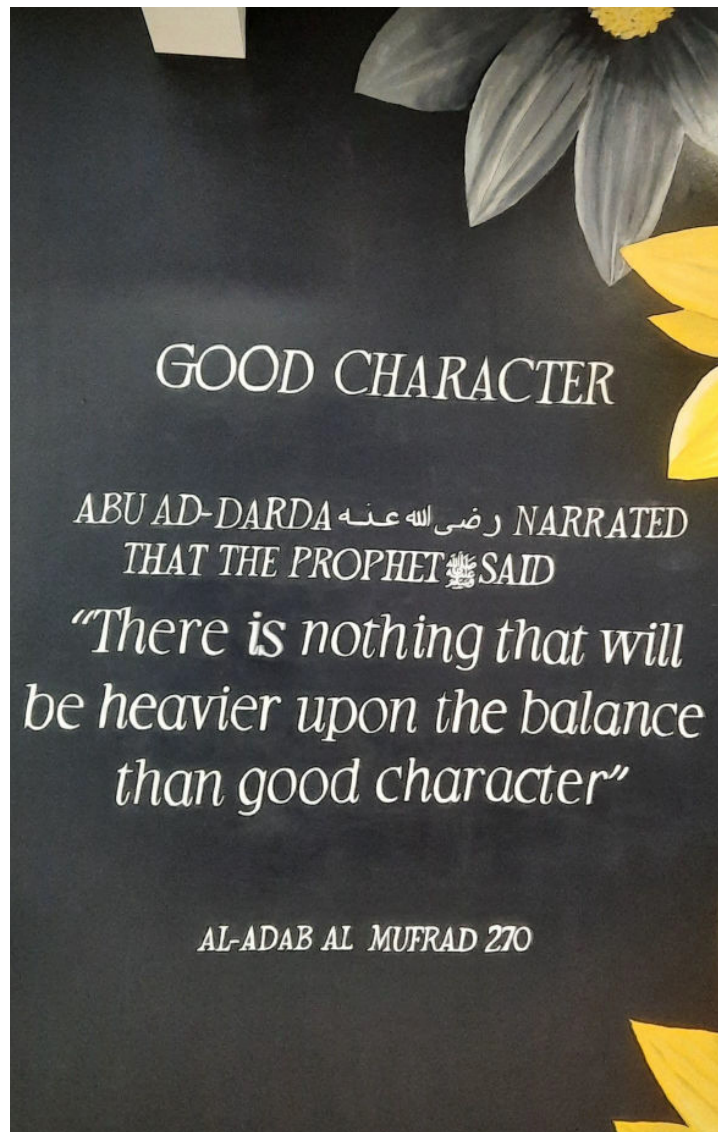
## Prairie Land Public School Division



Box 670, 101 Palliser Trail  
Hanna, AB T0J 1P0  
Phone: 403-854-4481  
Fax: 403-854-2803  
Toll Free: 1-800-601-3898  
www.plrd.ab.ca

Prairie Land Pride is a bi-monthly publication focusing on the incredible work of our staff and students.

For more information or to submit story ideas please email [tanya.duckworth@plrd.ab.ca](mailto:tanya.duckworth@plrd.ab.ca).



# CONNECT WITH YOUR SCHOOL TODAY

## Al-Amal Academy

Phone: 825-996-5399

Address: 9 Royal Vista Drive NW Calgary, AB T3G 0E2

## Altario School

Phone: 403-552-3828

Address: General Delivery Altario, Alberta T0C 0E0

## Berry Creek Community School

Phone: 1-844-566-3743

Address: General Delivery Cessford, Alberta T1R 1E2

## Consort School

Phone: 403-577-3654

Address: Bag Service 1002 Consort, Alberta T0C 1B0

## Delia School

Phone: 403-364-3777

Address: Box 236 Delia, Alberta T0J 0W0

## Hope Christian School

Phone: 403-897-3019

Address: Box 235 Champion, Alberta T0L 0R0

## J.C. Charyk Hanna School

Phone: 403-854-3642

Address: 801 4th Street West  
Box 1270 Hanna, Alberta T0J 1P0

## Morrin School

Phone: 403-772-3838

Address: Box 10 Morrin, Alberta T0J 2B0

## Veteran School

Phone: 403-575-3915

Address: Box 649 Veteran, Alberta T0C 2S0

## Youngstown School

Phone: 403-779-3822

Address: Box 69 Youngstown, Alberta  
T0J 3P0

## Colony Schools

Contact Rebecca Webster Phone: 403-820-5250

Rebecca.webster@plrd.ab.ca

## Prairie Land Online Academy

Phone: 403-779-3822 x 9009

Brian.giesbrecht@plrd.ab.ca

## Prairie Land Outreach School

Phone: 403-854-3642

## The Long History of Colony Schools

There are nine Hutterite colony schools throughout the division and Prairie Land has a long history of supporting these communities.

“Each colony is unique in terms of community members and leadership,” explains Rebecca Webster, principal of the Colony schools.

Hutterite colonies are culturally specific communities with long standing tradition and beliefs, based on the principle of “all things common.”

Traditionally colonies are made up of 15 to 18 families who work together running the day to day operations of their farm.

Colony schools are multi-grade; children from Kindergarten to Grade 9 attend classes with an Alberta certified teacher. In Prairie Land, the number of staff (teachers and educational assistants) depends on the school’s student population.

“Since most colony teachers and EAs typically work at the same school for many years, they are able to develop close relationships with students and parents,.

Teaching at a colony school has its challenges, Webster says, due to the reality of juggling multi-grade classrooms.

“However it can also be very rewarding as staff often receive a tremendous amount of support and respect from the colony community.”

School staff must work within the parameters set by Alberta Education, teaching the same curriculum while being sensitive to Hutterite culture and their way of life. There is limited technology and students don’t have cellphones and for the most part don’t have access to computers outside of the school either.

Colony students are English language learners, entering school speaking Low-German and little to no English. They typically leave school at 15 years of age, entering an apprenticeship-like role to learn various jobs on the colony.





Date: June 13, 2023

Agenda Item No: 13.00

## Closed Session

### Recommended Motion

That Council move to Closed Session at \_\_\_\_\_ p.m. to discuss the following agenda item

13.1 Property Matter as per FOIP Sections 16 & 17.

That Council move to Regular Session at \_\_\_\_\_ p.m.

### Background

The *Municipal Government Act (MGA)* says that a meeting or part of a meeting is considered to be closed to the public when

- (a) any members of the public are not permitted to attend the entire meeting or part of the meeting,
- (b) the council, committee or other body holding the meeting instructs any member of the public to leave the meeting or part of the meeting, other than for improper conduct, or
- (c) the council, committee or other body holding the meeting holds any discussions separate from the public during the meeting or part of the meeting.

Section 197 of the MGA states that councils and council committees must conduct their meetings in public unless the matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy (FOIP)* (s. 16 to 29). This section also indicates that a council or council committee must pass a resolution stating the reason and the section of FOIP that applies before closing all or any part of a meeting to the public.

FOIP outlines the items that would allow a council to close a council meeting, which include matters where a public disclosure could be harmful to:

- Third party business interests; (s. 16)
- Third party personal privacy; (s. 17)



- Individual or public safety; (s. 18 and 19)
- Law enforcement; (s. 20)
- Intergovernmental relations; (s. 21, 22, 23 and 24) and
- Economic or other interests (s. 25, 26, 27, 28 and 29).

Public bodies should not:

- Reveal confidential employee evaluations; or
- Disclose local public body confidences, or advice from officials; or
- Disclose information that is subject to any kind of legal privilege.

For example, a discussion regarding the employment of an individual should be held in-camera to protect the privacy of that individual. Also, preliminary meetings with developers (at their request/or council's discretion) describing a new land use development should be held in a closed session (s. 16 of FOIP).

The required motion to move to closed session, including the exceptions to disclosure applicable under FOIP is provided above.

The only motion allowed during closed session is a motion to move to regular session. A recommended motion is provided above.

## Communications

Highlights of the correspondence reports may be communicated through the Town Social Media Programs.

## Financial Implications

Operating:	_____ N/A _____	Capital Cost:	_____ N/A _____
Budget Available:	_____	Budget Available:	_____
Unbudgeted Costs:	_____	Unbudgeted Costs:	_____
Source of Funds:	_____	Source of Funds:	_____



Policy and/or Legislative Implications

N/A

Attachments

N/A

Reviewed by and Approved for Submission to Council

Reviewed by: \_\_\_\_\_

Financial Review by: \_\_\_\_\_

\_\_\_\_\_  
Chief Administrative Officer

