

**TOWN OF HANNA
REGULAR COUNCIL MEETING
AGENDA
October 10, 2023**

1 CALL TO ORDER – 6:00 pm

2 ADOPTION OF THE AGENDA

3 DELEGATIONS

3.1 East Central Review

4 PUBLIC PRESENTATION

5 ADOPTION OF MINUTES

5.01 Minutes of the Regular Meeting of Council – September 12, 2023

5.02 Minutes of the Land Use Bylaw 1032-2023 Public Hearing –
September 13, 2023

6 FINANCE REPORTS

6.01 Accounts Payable

6.02 Statement of Revenues & Expenses – September 2023

6.03 Budget Overview – September 2023

6.04 Capital Budget Update – September 2023

7 COMMITTEE REPORTS

7.1 Community Services Board Meeting – September 18, 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 Hanna Fire Department Quarterly Report
- 9.02 Development Officer Report – 3rd Quarter
- 9.03 Emergency Management Report – 2022 3rd Quarter
- 9.04 Municipal Enforcement Report – 3rd Quarter
- 9.05 Geuder Education Bursary – 2023 Recipients
- 9.06 Tax Recovery Report
- 9.07 Policy 2023-01 – Community Services Fees & Charges Amendment
- 9.08 CCTI Funding – Municipal Commitment
- 9.09 Hanna Municipal Library Plan of Service
- 9.10 2023 Music In The Park Report

10 BYLAWS

- 10.01 Second Reading – Bylaw 1032-2023 – Land Use Bylaw

11 COUNCIL REPORTS & ROUNDTABLE

12 CORRESPONDENCE ITEMS

- 12.1 PLRD - Board Highlights August 29, 2023
- 12.2 2023 Fall Water Levels
- 12.3 PLRD – Board Highlights September 19, 2023
- 12.4 Special Areas Board – Land Use Order Update
- 12.5 Hanna Agricultural Society – Family & Marriage Therapy Program
Funding Thank You

13 CLOSED SESSION

- 13.1 Personnel Matter as per FOIP Section 17
- 13.2 Land Matter as per FOIP Sections 16 & 17

14 ADJOURNMENT

Date: October 10, 2023

Agenda Item No: 03.01

East Central Review

Recommended Motion

That Council thanks Joyce Webster, Publisher of the East Central Review for her presentation on the East Central Review Newspaper.

Background

Following the last issue of the Hanna Herald Administration negotiated an agreement with the East Central Review for a weekly approximately 1/8-page ad. The Town of Hanna committed to this for a six-month term which is completed as of Mid October.

Administration informed the East Central Review that they would not be continuing their weekly ad after the six-month commitment was up and that the Town had made a decision to focus our weekly newspaper ads with the Hanna Sentinel who the Town has negotiated a weekly full page color ad at a rate of \$365 plus gst. /week.

Mrs. Webster has asked for an opportunity to speak to Council about why the Town should continue their weekly ad with the East Central Review.

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.

Date: October 10, 2023

Agenda Item No: 05.00

Council Meeting Minutes

Recommended Motion

That the Minutes of the Regular Meeting of Council held September 12, 2023, be adopted as presented.

That the Minutes of the Land Use Bylaw 1032-2023 Public Hearing held September 13, 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 – September 12, 2023.
- 2. Minutes of the Land Use Bylaw 1032-2023 Public Hearing – September 13, 2023.

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

**TOWN OF HANNA
REGULAR COUNCIL MEETING
September 12, 2023**

Minutes of a Regular Meeting of the Council of the Town of Hanna held Tuesday, September 12, 2023 at 6:00 p.m. in the Town Council Chambers.

Council Members Present:

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

Administration Present:

Kim Neill – Chief Administrative Officer
Winona Gutsche – Director of Corporate Services
Katelyn Beaudoin – Corporate Services Assistant
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 September 12, 2023, Regular Council Meeting be adopted as presented.

Motion Carried.

3.0 DELEGATIONS

4.0 PUBLIC PRESENTATION

Elaine Wasdal approached Council with comments on the solar projects in and around Hanna.

5.0 ADOPTION OF MINUTES

5.01 Minutes of the Regular Meeting of Council – August 8, 2023

177-2023
Regular Meeting
Minutes

Moved by Councillor Olsen that the Minutes of the Regular Meeting of Council held August 8, 2023 be adopted as presented.

Motion Carried.

5.02 Minutes of the Information Meeting of Council – August 30, 2023

178-2023
Information Meeting
Minutes

Moved by Councillor Thuroo that the Minutes of the Information Meeting of Council held August 30, 2023 be adopted as presented.

Motion Carried.

6.0 FINANCE REPORTS

6.01 Accounts Payable

179-2023
Accounts Payable

Moved by Councillor Murphy that Council accepts the accounts payable listings for general account cheques 42783 – 42815 and direct deposit payments 002317 – 002386 for information.

Motion Carried.

6.02 Statement of Revenue & Expense – August 2023

180-2023
Statement of
Revenues &
Expenses

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

Motion Carried.

6.03 Budget Overview – August 2023

181-2023
Budget Overview

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

Motion Carried.

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

182-2023
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 Council Information Meeting - Cancellation

183-2023
Cancel Council
Information Meeting

Moved by Councillor Olsen that Council approves the cancellation of the September 27, 2023 Council Information Meeting

Motion Carried.

- 9.02 2023 Taxation Report

184-2023
2023 Taxation
Report

Moved by Councillor Crowle that Council accepts the 2023 Taxation Report for information.

Motion Carried.

- 9.03 ATCO Electric Franchise Fee

185-2023
ATCO Electric
Franchise Fee

Moved by Councillor Warwick that Council accepts the ATCO Electric Franchise Fee Report for information and direct Administration to inform ATCO Electric that the Town of Hanna will not be requesting an increase to the Franchise Fee for the 2024 from the current rate of 7.5%.

Motion Carried.

9.04 APEX Utilities Franchise Fee

186-2023
APEX Utilities
Franchise Fee

Moved by Councillor Murphy that Council accepts the APEX Utilities Franchise Fee Report for information and direct Administration to inform APEX Utilities that the Town of Hanna will not be requesting an increase to the Franchise Fee for 2024 from the current rate of 17.5%.

Motion Carried.

10.0 BYLAWS

11.0 COUNCIL REPORTS AND ROUNDTABLE

187-2023
Council Reports

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

Motion Carried.

12.0 CORRESPONDENCE

- 12.01 Hanna Rodeo Queen – Financial Assistance Request
- 12.02 RMA Report – Family & Community Support Services - Final
- 12.03 Marigold Library Systems – August 2023 Notes to Council
- 12.04 Marigold Library Systems – 2024 Budget Estimates
- 12.05 Municipal Services Division – Decline Meeting with Minister of Municipal Affairs

188-2023
Correspondence

Moved by Councillor Olsen that Council accepts Correspondence items 12.01 to 12.05 for information.

Motion Carried.

13.0 CLOSED SESSION

189-2023
Closed Session

Moved by Councillor Warwick that Council moved to Closed Session at 7:04 p.m. to discuss the following agenda item.

Motion Carried.

- 13.1 Property Matter as per FOIP Sections 16 & 17

Town of Hanna
Regular Council Meeting
September 12, 2023
Page 079:

190-2023
Regular Session

Moved by Councillor Olsen that Council move to Regular Session at 7:31 p.m.

Motion Carried.

14.0 ADJOURNMENT

Mayor Danny Povaschuk declared all business concluded and adjourned the meeting at 7:32 p.m.

These minutes approved this 10th day of October, 2023.

Mayor Danny Povaschuk

Chief Administrative Officer
Kim Neill

**TOWN OF HANNA
LAND USE BYLAW 1032-2023
PUBLIC HEARING
September 13, 2023**

Minutes of a Public Hearing of the Council of the Town of Hanna held Wednesday September 13, 2023 at 9:00 a.m. in the Town of Hanna Community Centre.

Councillors Present:

Mayor Danny Povaschuk
Fred Crowle – entered at 9:08 a.m.
Sandra Beaudoin
Sandra Murphy
Kyle Olsen
Vern Thuroo – entered at 9:11 a.m.
Angie Warwick

Administration Present:

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

Palliser Regional Municipal Services Present:

Tracy Woitenko – Senior Planner
Devin Diano - CEO

1.0 CALL TO ORDER

Mayor Danny Povaschuk called the Public Hearing to order at 9:00 a.m.

2.0 EXPLANATION OF THE RULES OF PROCEDURE

Mayor Povaschuk explained the rules of procedure for the Public Hearing.

3.0 EXPLANATION OF THE PURPOSE OF THE PUBLIC HEARING

Town of Hanna CAO – Kim Neill informed the public that the proposed land use bylaw 1032-2023 is the purpose of this public hearing.

4.0 APPLICANT PRESENTATION

Town of Hanna CAO Kim Neill informed the public that in June 2022 Council and Administration started the review of the land use bylaw; stating that it is good practice for municipalities to review their land use bylaw every 5-10 years. Mr. Neill explained where and how the land use by-law process was advertised and the Public Engagement provisions. All the feedback received through the Open House and the comments received both verbally and in writing were reviewed and a What we Heard Report prepared by Administration addressing all the feedback provided was shared with Council. Version 2.0 of the Bylaw was prepared based on this feedback and given first reading on June 13, 2023. It is anticipated that Council will consider 2nd reading of the Bylaw at their October 10, 2023 meeting and third reading at the November 14, 2023 meeting with the Bylaw coming into effect as of January 1, 2024.

5.0 PALLISER REGIONAL MUNICIPAL SERVICES

Palliser Regional Municipal Services staff introduced themselves to those attending the Public Hearing. Tracy Woitenko – Senior Planner and Devin Diano – CEO.

6.0 THOSE OPPOSED

The following residents spoke in opposition to Land Use Bylaw 1032-2023.

- Bill Rees
- Clint Hutton
- Martha Viste
- Carol Lenfesty

7.0 THOSE IN SUPPORT

There were no residents who spoke in support of Land Use Bylaw 1032-2023.

8.0 WRITTEN COMMENTS

The following residents provided written submissions in opposition to Land Use Bylaw 1032-2023

- Bill Rees
- Stuart Williams
- Tamara Prosser
- Carol Lenfesty
- Mike O'Neill

9.0 APPLICANT – CLOSING REMARKS

Town of Hanna CAO Kim Neill informed that the five written letters received will be reviewed and the concerns of today will be taken into consideration before Land Use Bylaw 1032-2023 is given 2nd reading at the October 10, 2023 Town Council Meeting and 3rd reading at the November 14, 2023 Town Council Meeting.

10.0 ADJOURNMENT

Mayor Danny Povaschuk declared all business concluded and adjourned the Public Hearing at 9:58 a.m.

These minutes approved this 10th day of October 2023.

Mayor Danny Povaschuk

Chief Administrative Officer
Kim Neill

Date: October 10, 2023

Agenda Item No: 06.01

Accounts Payable

Recommended Motion

That Council accepts the accounts payable listings for general account cheques 42816 – 42850 and direct deposit payments 002387 – 002472 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 42816 – 42850 totaling \$ 69,999.10
2. Accounts Payable Listing – Direct Deposits 002387 – 002472 totaling \$251,765.15

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer



Date: October 10, 2023

Agenda Item No: 06.02

Statement of Revenue & Expense

Recommended Motion

That Council accepts the Statement of Revenue and Expense Report for September 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 September 30, 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 – September 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 30/09/2023

Description	Account	YTD Actual	YTD Budget	YTD Variance
GENERAL MUNICIPAL				
MUNICIPAL RESIDENTAL REAL PROPERTY T	1-01-0000-111	2,393,869.75-	2,392,893.00-	976.75
COMMERCIAL REAL PROPERTY TAX	1-01-0000-112	926,262.36-	928,975.00-	2,712.64-
INDUSTRIAL REAL PROPERTY TAX	1-01-0000-113	71,525.47-	71,566.00-	40.53-
FARMLAND REAL PROPERTY TAX	1-01-0000-114	1,357.72-	1,358.00-	0.28-
POWER PIPELINE & CABLE T.V.	1-01-0000-115	151,260.57-	151,220.00-	40.57
PROVINCIAL GRANTS-IN-LIEU	1-01-0000-240	89,444.95-	63,488.00-	25,956.95
PENALTY & COST ON TAX	1-01-0000-510	12,765.28-	15,000.00-	2,234.72-
CONCESSION & FRANCHISE	1-01-0000-540	349,826.89-	536,000.00-	186,173.11-
RETURN ON INVESTMENTS	1-01-0000-550	143,704.38-	227,000.00-	83,295.62-
TOTAL GENERAL MUNICIPAL 01:		4,140,017.37-	4,387,500.00-	247,482.63-
GENERAL ADMINISTRATION				
ADMIN GENERAL SERVICE & SUPPLY	1-12-0000-410	4,562.00-	3,300.00-	1,262.00
ADMIN SOUVENIR	1-12-0000-419	2,305.61-	2,100.00-	205.61
ADMIN RENTAL & LEASE REVENUE	1-12-0000-560	13,012.50-	16,800.00-	3,787.50-
ADMIN OTHER REVENUE	1-12-0000-590	126,889.14-	5,000.00-	121,889.14
ADMIN FEDERAL CONDITIONAL	1-12-0000-830	0.00	40,000.00-	40,000.00-
ADMIN PROVINCIAL CONDITIONAL GRANT	1-12-0000-840	305,666.00-	305,700.00-	34.00-
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:		452,435.25-	728,600.00-	276,164.75-
TAX RECOVERY PROPERTY				
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-
POLICE				
POLICE PROVINCIAL FINES	1-21-0000-530	3,660.16-	7,100.00-	3,439.84-
TOTAL POLICE:		3,660.16-	7,100.00-	3,439.84-
SAFETY & RISK MANAGEMENT				
FIRE				
FIRE FIRE FIGHTING FEES	1-23-0000-410	45,687.50-	96,300.00-	50,612.50-
FIRE OTHER	1-23-0000-590	220,943.42-	440,000.00-	219,056.58-
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:		266,630.92-	1,267,646.00-	1,001,015.08-
FIRE - ECETP				
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-
BY-LAW ENFORCEMENT				
BY-LAW WORK BILLED TO OTHERS	1-26-0000-410	5,900.95-	3,000.00-	2,900.95
BY-LAW DEVELOPMENT PERMITS	1-26-0000-520	510.00-	500.00-	10.00
BY-LAW BUSINESS LICENSES	1-26-0000-522	16,650.00-	18,200.00-	1,550.00-
BY-LAW COMPLIANCE CERTIFICATES	1-26-0000-525	125.00-	200.00-	75.00-
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:		23,635.95-	23,400.00-	235.95
DOG CONTROL				
DOG CONTROL - ANIMAL LICENSES	1-28-0000-526	4,385.00-	4,500.00-	115.00-
DOG CONTROL - IMPOUND & SUSTENANCE	1-28-0000-590	0.00	100.00-	100.00-
TOTAL DOG CONTROL:		4,385.00-	4,600.00-	215.00-
COMMON SERVICES				
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	150.00-	300.00-	150.00-
TOTAL COMMON SERVICES:		150.00-	7,200.00-	7,050.00-
STREETS & ROADS				
S & R OTHER REVENUE	1-32-0000-590	6,766.68-	0.00	6,766.68
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:		6,766.68-	646,714.00-	639,947.32-
AIRPORT				

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2023
 To 30/09/2023

Description	Account	YTD Actual	YTD Budget	YTD Variance
AIRPORT RENTAL & LEASE REVENUE	1-33-0000-560	7,750.00-	8,600.00-	850.00-
AIRPORT OTHER REVENUE	1-33-0000-590	3,839.68-	100.00-	3,739.68-
AIRPORT PROVINCIAL CONDITIONAL	1-33-0000-840	200,000.00-	352,500.00-	152,500.00-
AIRPORT LOCAL GRANT	1-33-0000-850	0.00	106,305.00-	106,305.00-
	TOTAL AIRPORT:	211,589.68-	467,505.00-	255,915.32-
WATER SUPPLY & DISTRIBUTION				
WATER SALE OF WATER	1-41-0000-410	776,570.39-	1,125,400.00-	348,829.61-
WATER SERVICE CHARGES	1-41-0000-413	900.00-	1,300.00-	400.00-
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	80,436.70-	83,300.00-	2,863.30-
	TOTAL WATER SUPPLY & DISTRIBUTION:	857,907.09-	1,237,500.00-	379,592.91-
WATER LINES & DISTRIBUTION				
WATER LINES WORK BILLED TO OTHERS	1-41-0200-410	1,483.04-	0.00	1,483.04
	TOTAL WATER LINES & DISTRIBUTION:	1,483.04-	0.00	1,483.04
SANITARY SEWERS				
SEWER CHARGES	1-42-0000-410	175,625.76-	260,100.00-	84,474.24-
SEWER DRAWN FROM SURPLUS (OPERATING)	1-42-0000-920	0.00	47,500.00-	47,500.00-
	TOTAL SANITARY SEWERS:	175,625.76-	307,600.00-	131,974.24-
GARBAGE COLLECTION & DISPOSAL				
GARBAGE CHARGES RESIDENTIAL	1-43-0000-410	50,891.36-	74,300.00-	23,408.64-
GARBAGE OTHER REVENUE	1-43-0000-590	15.00-	0.00	15.00
	TOTAL GARBAGE COLLECTION & DISPOSAL:	50,906.36-	74,300.00-	23,393.64-
BIG COUNTRY WASTE AUTHORITY				
REGIONAL WASTE SITE FEES	1-44-0000-410	235,268.50-	353,800.00-	118,531.50-
REGIONAL WASTE OTHER REVENUE	1-44-0000-590	30.00-	100.00-	70.00-
	TOTAL BIG COUNTRY WASTE AUTHORITY:	235,298.50-	353,900.00-	118,601.50-
F.C.S.S.				
FCSS PROGRAM REVENUE	1-51-0000-402	3,925.00-	1,800.00-	2,125.00
FCSS VAN RENTAL	1-51-0000-561	295.35-	900.00-	604.65-
FCSS DONATIONS	1-51-0000-591	100.00-	1,000.00-	900.00-
FCSS FEDERAL CONDITIONAL	1-51-0000-830	3,360.00-	3,400.00-	40.00-
FCSS PROVINCIAL CONDITIONAL	1-51-0000-840	67,348.50-	89,798.00-	22,449.50-
	TOTAL F.C.S.S.:	75,028.85-	96,898.00-	21,869.15-
FCSS - YOUTH CLUB				
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-
CEMETERY				
CEMETERY CHARGES	1-56-0000-410	16,000.00-	16,700.00-	700.00-
CEMETERY OTHER	1-56-0000-590	283.71-	400.00-	116.29-
	TOTAL CEMETERY:	16,283.71-	17,100.00-	816.29-
COMMERCIAL OFFICE BUILDING				
COMMERCIAL OFFICE BUILDING RENT	1-61-0200-560	9,800.00-	13,200.00-	3,400.00-
COMMERCIAL OFFICE BUILDING DRAW FROM	1-61-0200-930	0.00	13,230.00-	13,230.00-
	TOTAL COMMERCIAL OFFICE BUILDING:	9,800.00-	26,430.00-	16,630.00-
ECONOMIC DEVELOPMENT - TOURISM				
TOURISM OTHER REVENUE	1-61-0300-590	829.58-	0.00	829.58
	TOTAL ECONOMIC DEVELOPMENT - TOURISM:	829.58-	0.00	829.58
BUSINESS & COMMUNICATIONS				
BUS COM OTHER	1-61-0400-590	128.70-	0.00	128.70
BUS COM DRAWN FROM SURPLUS (OPERATIN	1-61-0400-920	0.00	5,000.00-	5,000.00-
	TOTAL BUSINESS & COMMUNICATIONS:	128.70-	5,000.00-	4,871.30-
SUBDIVISION				
SUBDIVISION SALE OF LAND	1-66-0000-400	37,514.06-	0.00	37,514.06
	TOTAL SUBDIVISION:	37,514.06-	0.00	37,514.06
RECREATION & PARKS FACILITIES				
RECREATION SALES & SERVICE	1-72-0000-410	3,082.50-	1,500.00-	1,582.50
RECREATION PROGRAM REVENUE	1-72-0000-430	8,628.00-	1,000.00-	7,628.00

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2023
 To 30/09/2023

Description	Account	YTD Actual	YTD Budget	YTD Variance
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	250.00-	0.00	250.00
RECREATION WORK BILLED TO OTHERS	1-72-0000-998	1,610.00-	7,400.00-	5,790.00-
	TOTAL RECREATION REVENUE:	331,872.98-	306,055.00-	25,817.98
SWIMMING POOLS				
POOL PASSES & PLUNGE CARDS	1-72-0100-410	25,185.52-	22,800.00-	2,385.52
POOL LESSON REGISTRATIONS	1-72-0100-411	39,849.55-	30,900.00-	8,949.55
POOL DAILY ADMISSIONS	1-72-0100-412	12,220.79-	14,400.00-	2,179.21-
POOL RETAIL SALES	1-72-0100-419	4,074.77-	3,800.00-	274.77
POOL RENTAL REVENUE	1-72-0100-560	7,371.50-	6,800.00-	571.50
POOL DONATIONS	1-72-0100-590	25.00-	200.00-	175.00-
POOL DRAWN FROM RESERVES	1-72-0100-930	0.00	15,000.00-	15,000.00-
POOL OTHER REVENUE	1-72-0100-990	379.00-	0.00	379.00
	TOTAL SWIMMING POOLS:	89,106.13-	93,900.00-	4,793.87-
ARENA				
ARENA ADVERTISING REV SIGNS	1-72-0200-410	10,694.67-	8,700.00-	1,994.67
ARENA RENTAL REVENUE	1-72-0200-560	43,969.66-	75,300.00-	31,330.34-
ARENA LOBBY & CONCESSION RENTAL	1-72-0200-562	1,685.00-	3,300.00-	1,615.00-
ARENA DONATIONS	1-72-0200-590	1,636.70-	0.00	1,636.70
ARENA DRAWN FROM SURPLUS (OPERATING	1-72-0200-920	0.00	5,000.00-	5,000.00-
	TOTAL ARENA:	57,986.03-	92,300.00-	34,313.97-
CURLING RINK				
CURLING RINK SALE OF SERVICES	1-72-0400-410	28,572.71-	35,000.00-	6,427.29-
CURLING RINK RENTAL REVENUE	1-72-0400-560	8,335.00-	7,500.00-	835.00
CURLING RINK DRAWN FROM DEFERRED	1-72-0400-930	0.00	15,000.00-	15,000.00-
	CURLING RINK TOTAL:	36,907.71-	57,500.00-	20,592.29-
BALL DIAMONDS				
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-
FOX LAKE & HELMER DAM				
FOX LAKE REVENUE	1-72-0700-410	4,295.28-	5,200.00-	904.72-
FOX LAKE RETAIL SALES - ICE & NOVELT	1-72-0700-419	18.91-	514.00-	495.09-
FOX LAKE RENTAL REVENUE	1-72-0700-560	95,128.00-	75,700.00-	19,428.00
FOX LAKE DRAWN FROM SURPLUS (OPERATI	1-72-0700-920	0.00	28,350.00-	28,350.00-
	TOTAL FOX LAKE & HELMER DAM:	99,442.19-	109,764.00-	10,321.81-
PARKS				
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-
PLAYGROUND PROGRAM				
PLAYGROUND PROGRAM REVENUE	1-72-1000-410	16,135.00-	14,100.00-	2,035.00
PLAYGROUND PROGRAM DONATIONS	1-72-1000-591	0.00	500.00-	500.00-
	TOTAL PLAYGROUND PROGRAM:	16,135.00-	14,600.00-	1,535.00
HKH PIONEER PARK				
HKH PIONEER PARK REVENUE	1-72-1300-560	390.00-	0.00	390.00
	TOTAL HKH PARK REVENUE:	390.00-	0.00	390.00
SOCCER FIELDS				
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
LIBRARY				
LIBRARY DRAWN FROM SURPLUS (OPERATI	1-74-0200-920	0.00	10,000.00-	10,000.00-
	TOTAL LIBRARY:	0.00	10,000.00-	10,000.00-
REGIONAL COMMUNITY SERVICES CENTRE				
RCSC RENTAL REVENUE	1-74-0800-560	9,012.27-	10,900.00-	1,887.73-
RCSC LEASE AGREEMENT REVENUE	1-74-0800-561	20,000.00-	20,000.00-	0.00
RCSC OTHER	1-74-0800-590	395.01-	0.00	395.01

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 Zero Balance Accounts NOT Included

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Description	Account	YTD Actual	YTD Budget	YTD Variance
RCSC DONATIONS / SPONSORSHIPS	1-74-0800-591	19,047.62-	19,050.00-	2.38-
RCSC FITNESS CENTRE FEE REVENUE	1-74-0801-561	30,032.28-	29,158.00-	874.28-
TOTAL REGIONAL COMMUNITY SERVICES CENTRE:		78,487.18-	79,108.00-	620.82-
COMMUNITY CENTRE				
COMMUNITY CENTRE RENTAL REVENUE	1-74-0900-560	22,815.00-	37,327.00-	14,512.00-
TOTAL COMMUNITY CENTRE:		22,815.00-	37,327.00-	14,512.00-
LIONS HALL				
LIONS HALL RENTAL REVENUE	1-74-1000-560	2,175.00-	2,400.00-	225.00-
LIONS HALL TOTAL:		2,175.00-	2,400.00-	225.00-
TOTAL REVENUE:		7,324,786.62-	10,538,861.00-	3,214,074.38-
COUNCIL				
COUNCIL WAGES	2-11-0000-110	64,286.56	96,400.00	32,113.44
COUNCIL BENEFITS	2-11-0000-130	2,631.62	4,200.00	1,568.38
COUNCIL NON T4 BENEFITS	2-11-0000-133	525.00	550.00	25.00
COUNCIL TRAVEL & SUBSISTANCE	2-11-0000-211	3,005.19	14,400.00	11,394.81
COUNCIL TRAINING / REGISTRATIONS	2-11-0000-212	5,961.92	13,300.00	7,338.08
COUNCIL GOODS	2-11-0000-500	13,354.78	17,400.00	4,045.22
COUNCIL OTHER (ELECTION)	2-11-0000-990	0.00	1,000.00	1,000.00
COUNCIL PUBLIC RELATIONS & PROMOTION	2-11-0000-999	1,355.00	3,900.00	2,545.00
TOTAL COUNCIL:		91,120.07	151,150.00	60,029.93
ADMINISTRATION				
ADMINISTRATION SALARIES	2-12-0000-110	207,022.97	332,800.00	125,777.03
ADMINISTRATION CASUAL LABOUR	2-12-0000-111	0.00	9,000.00	9,000.00
ADMINISTRATION EMPLOYEE BENEFITS	2-12-0000-130	16,190.75	20,900.00	4,709.25
ADMINISTRATION CASUAL BENEFITS	2-12-0000-131	0.00	600.00	600.00
ADMINISTRATION NON T4 BENEFITS	2-12-0000-133	24,771.73	40,900.00	16,128.27
ADMINISTRATION PAYROLL COSTS	2-12-0000-200	8,150.00	8,200.00	50.00
ADMINISTRATION WORKERS COMPENSATION	2-12-0000-201	10,602.11	20,000.00	9,397.89
ADMINISTRATION TRAVEL & SUBSISTANCE	2-12-0000-211	0.00	4,800.00	4,800.00
ADMINISTRATION STAFF TRAINING	2-12-0000-212	823.70	4,900.00	4,076.30
ADMINISTRATION FREIGHT & POSTAGE	2-12-0000-215	4,631.36	9,900.00	5,268.64
ADMINISTRATION TELEPHONE	2-12-0000-217	9,934.38	7,400.00	2,534.38-
ADMINISTRATION ADVERTISING & PRINTING	2-12-0000-220	18,891.55	6,700.00	12,191.55-
ADMINISTRATION SUBSCRIPTION & MEMBER	2-12-0000-221	6,683.07	8,700.00	2,016.93
ADMINISTRATION AUDIT	2-12-0000-230	21,775.00	33,000.00	11,225.00
ADMINISTRATION LEGAL	2-12-0000-231	1,758.76	5,000.00	3,241.24
ADMINISTRATION PROFESSIONAL SERVICES	2-12-0000-232	83,952.34	153,863.00	69,910.66
ADMINISTRATION REGIONAL PLANNING SER	2-12-0000-233	39,000.00	39,000.00	0.00
ADMINISTRATION CONTRACTED REPAIRS	2-12-0000-250	3,772.44	5,000.00	1,227.56
ADMINISTRATION INSURANCE	2-12-0000-274	17,590.65	17,710.00	119.35
ADMINISTRATION ASSESSOR	2-12-0000-280	26,722.04	50,400.00	23,677.96
ADMINISTRATION LAND TITLES OFFICE	2-12-0000-285	329.05	1,000.00	670.95
ADMINISTRATION GOODS	2-12-0000-500	14,662.42	10,800.00	3,862.42-
ADMINISTRATION GOODS - SOUVENIRS	2-12-0000-501	0.00	3,700.00	3,700.00
ADMINISTRATION POWER	2-12-0000-541	18,415.79	28,400.00	9,984.21
ADMINISTRATION GRANTS TO OTHER ORGAN	2-12-0000-770	122,466.21	122,500.00	33.79
ADMINISTRATION BANK CHARGES	2-12-0000-810	4,516.21	5,400.00	883.79
ADMINISTRATION GROSS REC TO OPER - W	2-12-0000-963	469.00	1,340.00	871.00
ADMINISTRATION OTHER	2-12-0000-990	120,000.00	32,000.00	88,000.00-
ADMINISTRATION PUBLIC REC. - PROMOTI	2-12-0000-999	815.43	1,000.00	184.57
TOTAL ADMINISTRATION:		783,946.96	984,913.00	200,966.04
TAX RECOVERY PROPERTY				
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	82.23	500.00	417.77
TAX RECOVERY PROPERTY - RECOVERIES T	2-12-0600-963	129.00	280.00	151.00
TOTAL TAX RECOVERY PROPERTY:		2,426.75	2,110.00	316.75-
POLICE				
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-
SAFETY & RISK MANAGEMENT				
SAFETY & RISK MANAGEMENT TRAINING	2-22-0000-212	0.00	2,500.00	2,500.00

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

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Description	Account	YTD Actual	YTD Budget	YTD Variance
SAFETY & RISK MANAGEMENT SUBSCRIPTIO	2-22-0000-221	870.75	1,950.00	1,079.25
SAFETY & RISK MANAGEMENT CONTRACTED	2-22-0000-250	1,019.99	800.00	219.99-
SAFETY & RISK MANAGEMENT GOODS	2-22-0000-500	0.00	1,100.00	1,100.00
	TOTAL SAFETY & RISK MANAGEMENT:	1,890.74	6,350.00	4,459.26
FIRE				
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	2,447.28	9,600.00	7,152.72
FIRE NON T4 BENEFITS	2-23-0000-133	1,480.00	1,500.00	20.00
FIRE TRAVEL	2-23-0000-211	4,897.05	7,000.00	2,102.95
FIRE TRAINING	2-23-0000-212	5,562.02	22,300.00	16,737.98
FIRE FREIGHT	2-23-0000-215	785.26	500.00	285.26-
FIRE TELEPHONE	2-23-0000-217	4,100.48	6,500.00	2,399.52
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	21,569.97	28,100.00	6,530.03
FIRE CONTRACTED REPAIRS	2-23-0000-250	9,984.31	14,000.00	4,015.69
FIRE CONTRACTED VEHICLE REPAIRS	2-23-0000-255	2,834.53	5,000.00	2,165.47
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	17,716.12	18,200.00	483.88
FIRE PETROLEUM PRODUCTS	2-23-0000-521	5,735.85	9,100.00	3,364.15
FIRE VEHICLE MAINTENANCE	2-23-0000-523	379.55	200.00	179.55-
FIRE HEATING	2-23-0000-540	7,467.32	10,700.00	3,232.68
FIRE POWER	2-23-0000-541	10,405.20	15,800.00	5,394.80
FIRE GROSS RECOVERIES TO OPERATING	2-23-0000-963	1,421.80	16,500.00	15,078.20
	TOTAL FIRE:	114,860.94	285,510.00	170,649.06
FIRE - EAST CENTRAL EMERGENCY TRAINING PARTNERSHIP				
FIRE - ECETP ADDED TO OPERATING RESE	2-23-0200-764	0.00	12,000.00	12,000.00
	TOTAL FIRE - ECETP:	0.00	12,000.00	12,000.00
EMERGENCY SERVICES				
EMERGENCY SERVICES TRAINING	2-24-0000-212	0.00	2,000.00	2,000.00
EMERGENCY SERVICES CONTRACTED SERVI	2-24-0000-232	7,800.03	10,400.00	2,599.97
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
	TOTAL EMERGENCY SERVICES:	7,800.03	13,400.00	5,599.97
BY-LAW ENFORCEMENT				
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	1,085.54	700.00	385.54-
BYLAW TELEPHONE	2-26-0000-217	686.68	830.00	143.32
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	34,742.62	46,800.00	12,057.38
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	207.67	2,000.00	1,792.33
BYLAW PETROLEUM PRODUCTS	2-26-0000-521	0.00	1,200.00	1,200.00
BYLAW WORK BILLED TO OTHERS	2-26-0000-998	5,900.95	3,000.00	2,900.95-
	TOTAL BY-LAW ENFORCEMENT:	52,236.26	67,100.00	14,863.74
DOG CONTROL				
DOG CONTROL POSTAGE	2-28-0000-215	1,147.80	700.00	447.80-
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
	TOTAL DOG CONTROL:	12,563.80	13,100.00	536.20
COMMON SERVICES				
COMMON SERVICES SALARIES	2-31-0000-110	134,276.34	244,200.00	109,923.66
COMMON SERVICES SEASONAL SALARIES	2-31-0000-111	5,410.08	3,600.00	1,810.08-
COMMON SERVICES EMPLOYEE BENEFITS	2-31-0000-130	9,467.22	18,500.00	9,032.78
COMMON SERVICES SEASONAL BENEFITS	2-31-0000-131	408.15	300.00	108.15-
COMMON SERVICES NON T4 BENEFITS	2-31-0000-133	23,935.96	44,400.00	20,464.04
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

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Description	Account	YTD Actual	YTD Budget	YTD Variance
COMMON SERVICES FREIGHT	2-31-0000-215	3,079.39	900.00	2,179.39-
COMMON SERVICES TELEPHONE	2-31-0000-217	3,235.48	4,400.00	1,164.52
COMMON SERVICES ADVERTISING & PRINTI	2-31-0000-220	0.00	1,000.00	1,000.00
COMMON SERVICES CONTRACTED SERVICES	2-31-0000-232	1,425.15	3,600.00	2,174.85
COMMON SERVICES CONTRACTED REPAIRS	2-31-0000-250	26,290.53	20,000.00	6,290.53-
COMMON SERV CONTRACTED EQUIPMENT REP	2-31-0000-253	5,098.86	10,000.00	4,901.14
COMMON SERV CONTRACTED VEHICLE REPAI	2-31-0000-255	3,077.38	4,500.00	1,422.62
COMMON SERVICES EQUIPMENT RENTAL OR	2-31-0000-263	19,403.61	21,880.00	2,476.39
COMMON SERVICES INSURANCE	2-31-0000-274	29,639.30	30,570.00	930.70
COMMON SERVICES GOODS	2-31-0000-500	11,128.66	19,300.00	8,171.34
COMMON SERVICES PETROLEUM PRODUCTS	2-31-0000-521	30,323.33	53,300.00	22,976.67
COMMON SERVICE EQUIPMENT MAINTENANCE	2-31-0000-522	9,029.73	13,500.00	4,470.27
COMMON SERVICES VEHICLE MAINTENANCE	2-31-0000-523	18,799.60	12,900.00	5,899.60-
COMMON SERVICES HEATING	2-31-0000-540	11,556.92	24,400.00	12,843.08
COMMON SERVICES POWER	2-31-0000-541	11,938.66	17,200.00	5,261.34
COMMON SERVICES INTEREST ON CAPITAL	2-31-0000-831	8,117.83	10,035.00	1,917.17
COMMON SERVICES GROSS REC TO OPER- W	2-31-0000-963	1,973.80	3,000.00	1,026.20
TOTAL COMMON SERVICES:		367,615.98	563,485.00	195,869.02
STREETS & ROADS				
S & R SALARIES	2-32-0000-110	67,518.91	84,900.00	17,381.09
S & R SEASONAL SALARIES	2-32-0000-111	3,969.16	5,400.00	1,430.84
S & R BENEFITS	2-32-0000-130	5,845.81	6,200.00	354.19
S & R SEASONAL BENEFITS	2-32-0000-131	298.80	400.00	101.20
S & R NON T4 BENEFITS	2-32-0000-133	12,004.10	14,800.00	2,795.90
S & R FREIGHT	2-32-0000-215	1,185.24	1,400.00	214.76
S & R CONTRACTED SERVICES	2-32-0000-232	7,502.55	5,900.00	1,602.55-
S & R CONTRACTED REPAIRS	2-32-0000-250	10,428.25	145,000.00	134,571.75
S & R EQUIPMENT MAINTENANCE	2-32-0000-253	811.32	5,000.00	4,188.68
S & R VEHICLE REPAIRS	2-32-0000-255	0.00	1,500.00	1,500.00
S & R GOODS	2-32-0000-500	40,003.71	30,500.00	9,503.71-
S & R EQUIPMENT GOODS	2-32-0000-522	1,517.27	6,900.00	5,382.73
S & R VEHICLE MAINTENANCE	2-32-0000-523	1,291.40	2,500.00	1,208.60
S & R STREET LIGHTS	2-32-0000-553	81,753.02	120,900.00	39,146.98
S & R TRANSFER TO CAPITAL	2-32-0000-762	0.00	437,814.00	437,814.00
TOTAL STREETS & ROADS:		234,129.54	869,114.00	634,984.46
AIRPORT				
AIRPORT SALARIES	2-33-0000-110	2,139.50	2,100.00	39.50-
AIRPORT SEASONAL SALARIES	2-33-0000-111	1,606.54	3,600.00	1,993.46
AIRPORT BENEFITS	2-33-0000-130	170.31	200.00	29.69
AIRPORT SEASONAL BENEFITS	2-33-0000-131	84.97	200.00	115.03
AIRPORT NON T-4 BENEFITS	2-33-0000-133	277.30	400.00	122.70
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	6,589.00	4,600.00	1,989.00-
AIRPORT CONTRACTED REPAIRS	2-33-0000-250	254.90	2,300.00	2,045.10
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	2,522.21	1,500.00	1,022.21-
AIRPORT VEHICLE GOODS	2-33-0000-523	0.00	100.00	100.00
AIRPORT HEATING	2-33-0000-540	1,306.00	2,800.00	1,494.00
AIRPORT POWER	2-33-0000-541	9,397.52	10,200.00	802.48
AIRPORT WATER & SEWER	2-33-0000-542	320.00	500.00	180.00
TOTAL AIRPORT:		30,154.70	33,810.00	3,655.30
WATER PLANT				
WATER PLANT CHARGES FROM COMMISSION	2-41-0100-300	629,805.00	851,600.00	221,795.00
WATER PLANT POWER	2-41-0100-541	21,420.65	33,800.00	12,379.35
TOTAL WATER PLANT:		651,225.65	885,400.00	234,174.35
WATER LINES & DISTRIBUTION				
WATER LINES SALARIES	2-41-0200-110	60,671.46	138,400.00	77,728.54
WATER LINES SEASONAL SALARIES	2-41-0200-111	388.96	3,000.00	2,611.04
WATER LINES BENEFITS	2-41-0200-130	5,109.24	11,500.00	6,390.76
WATER LINES SEASONAL BENEFITS	2-41-0200-131	29.75	200.00	170.25
WATER LINES NON T4 BENEFITS	2-41-0200-133	8,287.00	23,500.00	15,213.00
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	5,840.62	9,200.00	3,359.38
WATER LINES ADVERTISING	2-41-0200-220	0.00	1,000.00	1,000.00

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

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Description	Account	YTD Actual	YTD Budget	YTD Variance
WATER LINES PROFESSIONAL SERVICES	2-41-0200-232	12,110.73	8,400.00	3,710.73-
WATER LINES CONTRACTED REPAIRS	2-41-0200-250	26,770.47	35,000.00	8,229.53
WATER LINES GOODS	2-41-0200-500	17,179.79	20,000.00	2,820.21
WATER LINES ADDED TO OPERATING RESER	2-41-0200-764	0.00	50,000.00	50,000.00
TOTAL WATER LINES & DISTRIBUTION:		138,402.31	304,700.00	166,297.69
SANITARY SEWERS				
SEWERS SALARIES	2-42-0000-110	20,786.76	28,800.00	8,013.24
SEWERS SEASONAL SALARIES	2-42-0000-111	1,219.92	0.00	1,219.92-
SEWERS BENEFITS	2-42-0000-130	1,831.67	2,200.00	368.33
SEWERS SEASONAL BENEFITS	2-42-0000-131	93.44	0.00	93.44-
SEWERS NON T4 BENEFITS	2-42-0000-133	4,030.63	5,300.00	1,269.37
SEWERS FREIGHT & POSTAGE	2-42-0000-215	56.38	500.00	443.62
SEWERS LIFT STATION TELEPHONES	2-42-0000-217	1,033.59	1,800.00	766.41
SEWERS CONTRACTED REPAIRS	2-42-0000-250	34,655.46	72,500.00	37,844.54
SEWERS INSURANCE	2-42-0000-274	3,415.72	3,420.00	4.28
SEWERS GOODS	2-42-0000-500	14,690.80	32,000.00	17,309.20
SEWERS HEATING	2-42-0000-540	784.68	1,400.00	615.32
SEWERS POWER	2-42-0000-541	8,843.34	14,400.00	5,556.66
SEWERS ADDED TO OPERATING RESERVE	2-42-0000-764	0.00	50,000.00	50,000.00
TOTAL SANITARY SEWERS:		91,442.39	212,320.00	120,877.61
GARBAGE				
GARBAGE REMOVAL CONTRACT	2-43-0000-235	55,100.00	75,400.00	20,300.00
GARBAGE GOODS	2-43-0000-500	0.00	300.00	300.00
TOTAL GARBAGE:		55,100.00	75,700.00	20,600.00
REGIONAL WASTE				
REGIONAL WASTE BCWMC CONTRACT	2-44-0000-235	250,916.16	334,400.00	83,483.84
REGIONAL WASTE - TRANSFER TO RESERVE	2-44-0000-764	0.00	19,400.00	19,400.00
REGIONAL WASTE OTHER	2-44-0000-990	15.00	0.00	15.00-
TOTAL REGIONAL WASTE SYSTEM:		250,931.16	353,800.00	102,868.84
FCSS				
FCSS SALARIES	2-51-0100-110	16,228.43	23,600.00	7,371.57
FCSS BENEFITS	2-51-0100-130	1,340.07	2,200.00	859.93
FCSS NON T4 BENEFITS	2-51-0100-133	3,434.84	5,300.00	1,865.16
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	540.00	300.00	240.00-
FCSS ADVERTISING	2-51-0100-220	0.00	800.00	800.00
FCSS SUBSCRIPTIONS/MEMBERSHIPS	2-51-0100-221	449.52	500.00	50.48
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	418.00	580.00	162.00
TOTAL FCSS:		23,112.81	37,091.00	13,978.19
FCSS COORDINATOR				
COORDINATOR SALARIES	2-51-0200-110	17,937.14	26,100.00	8,162.86
COORDINATOR BENEFITS	2-51-0200-130	1,496.35	2,400.00	903.65
COORDINATOR NON T4 BENEFITS	2-51-0200-133	3,821.30	5,900.00	2,078.70
COORDINATOR TRAVEL	2-51-0200-211	693.33	1,200.00	506.67
COORDINATOR TRAINING	2-51-0200-212	175.00-	700.00	875.00
COORDINATOR POSTAGE & FREIGHT	2-51-0200-215	540.00	300.00	240.00-
COORDINATOR TELEPHONE	2-51-0200-217	171.42	400.00	228.58
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	72,804.35	101,600.00	28,795.65
COORDINATOR OTHER	2-51-0200-990	0.00	100.00	100.00
TOTAL COORDINATOR:		97,288.89	142,800.00	45,511.11
YOUTH CLUB SUPPORT				
FCSS YOUTH CLUB SUPPORT SALARIES	2-51-0300-110	8,967.89	13,100.00	4,132.11
FCSS YOUTH CLUB SUPPORT BENEFITS	2-51-0300-130	748.12	1,200.00	451.88
FCSS YOUTH CLUB SUPPORT NON T4 BENE	2-51-0300-133	1,910.40	2,900.00	989.60
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:		11,626.41	20,400.00	8,773.59
COMMUNITY SERVICES VANS				

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

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Description	Account	YTD Actual	YTD Budget	YTD Variance
CSD VAN CONTRACTED VEHICLE REPAIRS	2-51-0500-255	474.32	500.00	25.68
CSD VAN INSURANCE	2-51-0500-274	3,768.04	3,770.00	1.96
CSD VAN GOODS	2-51-0500-500	9.00	100.00	91.00
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:	4,251.36	5,270.00	1,018.64
CEMETERY				
CEMETERY SALARIES	2-56-0000-110	4,884.93	8,900.00	4,015.07
CEMETERY SEASONAL SALARIES	2-56-0000-111	6,670.34	5,900.00	770.34-
CEMETERY BENEFITS	2-56-0000-130	400.05	700.00	299.95
CEMETERY SEASONAL BENEFITS	2-56-0000-131	406.89	400.00	6.89-
CEMETERY NON T-4 BENEFITS	2-56-0000-133	687.38	1,700.00	1,012.62
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	4,404.21	5,000.00	595.79
CEMETERY PETROLEUM PRODUCTS	2-56-0000-521	95.24	700.00	604.76
	TOTAL CEMETERY:	18,350.45	35,120.00	16,769.55
MUNICIPAL PLANNING COMMISSION				
MPC GOODS	2-61-0100-500	0.00	500.00	500.00
	TOTAL MUNICIPAL PLANNING COMMISSION:	0.00	500.00	500.00
COMMERCIAL OFFICE BUILDING				
COMMERCIAL OFFICE REPAIRS	2-61-0200-250	441.00	15,590.00	15,149.00
COMMERCIAL OFFICE INSURANCE	2-61-0200-274	543.71	540.00	3.71-
COMMERCIAL OFFICE GOODS	2-61-0200-500	167.40	500.00	332.60
COMMERCIAL OFFICE HEATING	2-61-0200-540	1,188.80	2,000.00	811.20
COMMERCIAL OFFICE POWER	2-61-0200-541	2,445.53	4,000.00	1,554.47
COMMERCIAL OFFICE - RECOVERIES TO OP	2-61-0200-963	373.00	3,550.00	3,177.00
	TOTAL COMMERCIAL OFFICE BUILDING:	5,159.44	26,180.00	21,020.56
TOURISM				
TOURISM SALARIES	2-61-0300-110	15,616.96	22,300.00	6,683.04
TOURISM BENEFITS	2-61-0300-130	1,316.84	1,800.00	483.16
TOURISM NON T4 BENEFITS	2-61-0300-133	2,515.31	4,000.00	1,484.69
TOURISM TRAVEL	2-61-0300-211	0.00	100.00	100.00
TOURISM FREIGHT & POSTAGE	2-61-0300-215	540.00	500.00	40.00-
TOURISM ADVERTISING	2-61-0300-220	748.00	2,600.00	1,852.00
TOURISM GOODS	2-61-0300-500	731.90	3,500.00	2,768.10
	TOTAL TOURISM:	21,469.01	34,800.00	13,330.99
BUSINESS & COMMUNICATIONS				
B & C SALARIES	2-61-0400-110	62,462.62	89,200.00	26,737.38
B & C BENEFITS	2-61-0400-130	5,267.56	7,100.00	1,832.44
B & C NON T4 BENEFIT	2-61-0400-133	10,060.16	16,000.00	5,939.84
B & C TRAVEL	2-61-0400-211	0.00	1,000.00	1,000.00
B & C TRAINING	2-61-0400-212	234.69	1,000.00	765.31
B & C FREIGHT & POSTAGE	2-61-0400-215	540.00	300.00	240.00-
B & C TELEPHONES	2-61-0400-217	557.13	800.00	242.87
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	46,274.80	49,000.00	2,725.20
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	3,148.32	4,700.00	1,551.68
	TOTAL BUSINESS & COMMUNICATIONS:	132,139.42	177,440.00	45,300.58
VISITOR INFORMATION CENTRE				
VIC SALARIES	2-62-0000-110	408.45	2,600.00	2,191.55
VIC SEASONAL SALARIES	2-62-0000-111	468.00	1,200.00	732.00
VIC BENEFITS	2-62-0000-130	33.96	200.00	166.04
VIC SEASONAL BENEFITS	2-62-0000-131	31.23	100.00	68.77
VIC NON T4 BENEFITS	2-62-0000-133	62.25	500.00	437.75
VIC TELEPHONES	2-62-0000-217	247.60	300.00	52.40
VIC ADVERTISING & PRINTING	2-62-0000-220	0.00	900.00	900.00
VIC CONTRACTED SERVICES	2-62-0000-232	29,540.98	1,200.00	28,340.98-

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 Zero Balance Accounts NOT Included

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Description	Account	YTD Actual	YTD Budget	YTD Variance
VIC CONTRACTED REPAIR	2-62-0000-250	481.00	1,000.00	519.00
VIC INSURANCE	2-62-0000-274	945.68	950.00	4.32
VIC GOODS	2-62-0000-500	734.25	2,500.00	1,765.75
VIC HEATING	2-62-0000-540	784.68	1,400.00	615.32
VIC POWER	2-62-0000-541	2,098.88	3,100.00	1,001.12
VIC WATER	2-62-0000-963	4,239.20	3,000.00	1,239.20
TOTAL VISITOR INFORMATION CENTRE:		40,076.16	18,950.00	21,126.16
COMMUNITY SERVICES BOARD				
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
TOTAL COMMUNITY SERVICES BOARD:		0.00	3,500.00	3,500.00
RECREATION				
RECREATION SALARIES	2-72-0000-110	12,592.88	18,200.00	5,607.12
RECREATION SEASONAL SALARIES	2-72-0000-111	41.08	10,500.00	10,458.92
RECREATION BENEFITS	2-72-0000-130	1,059.94	1,700.00	640.06
RECREATION SEASONAL BENEFITS	2-72-0000-131	3.18	700.00	696.82
RECREATION NON T4 BENEFITS	2-72-0000-133	2,686.85	4,100.00	1,413.15
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	540.00	300.00	240.00
RECREATION TELEPHONE	2-72-0000-217	1,028.55	1,400.00	371.45
RECREATION ADVERTISING	2-72-0000-220	5,352.16	2,800.00	2,552.16
RECREATION SUBSCRIPTIONS/MEMBERSHIPS	2-72-0000-221	1,031.00	800.00	231.00
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	481.09	1,200.00	718.91
RECREATION PROGRAM EXPENSES	2-72-0000-510	6,006.64	1,000.00	5,006.64
RECREATION PETROLEUM - CAR ALLOWANCE	2-72-0000-521	887.23	2,400.00	1,512.77
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
TOTAL RECREATION:		52,491.20	178,250.00	125,758.80
SWIMMING & WADING POOLS				
POOLS SALARIES	2-72-0100-110	13,725.12	14,100.00	374.88
POOL SEASONAL SALARIES	2-72-0100-111	115,465.92	118,400.00	2,934.08
POOLS BENEFITS	2-72-0100-130	1,270.79	1,200.00	70.79
POOL SEASONAL BENEFITS	2-72-0100-131	6,584.79	8,100.00	1,515.21
POOLS NON T-4 BENEFITS	2-72-0100-133	3,137.41	2,800.00	337.41
POOLS TRAVEL	2-72-0100-211	0.00	1,400.00	1,400.00
POOLS TRAINING	2-72-0100-212	3,491.79	2,200.00	1,291.79
POOLS FREIGHT & POSTAGE	2-72-0100-215	2,534.63	2,100.00	434.63
POOLS TELEPHONE	2-72-0100-217	361.89	426.00	64.11
POOLS ADVERTISING	2-72-0100-220	0.00	1,300.00	1,300.00
POOL CONTRACTED SERVICES	2-72-0100-232	2,789.51	1,300.00	1,489.51
POOLS CONTRACTED REPAIRS	2-72-0100-250	4,106.27	8,100.00	3,993.73
POOLS INSURANCE	2-72-0100-274	6,817.78	6,820.00	2.22
POOLS GOODS	2-72-0100-500	36,848.04	10,500.00	26,348.04
POOL RETAIL GOODS	2-72-0100-501	1,815.37	2,000.00	184.63
POOLS CHEMICALS	2-72-0100-531	0.00	19,400.00	19,400.00
POOLS HEATING	2-72-0100-540	14,595.01	13,800.00	795.01
POOLS POWER	2-72-0100-541	20,753.50	23,800.00	3,046.50
POOLS GROSS RECOVERIES TO OPERATING	2-72-0100-963	3,132.56	4,640.00	1,507.44
TOTAL SWIMMING POOLS:		237,430.38	242,386.00	4,955.62
ARENA				
ARENA SALARIES	2-72-0200-110	73,991.27	134,400.00	60,408.73
ARENA SEASONAL SALARIES	2-72-0200-111	5,458.32	11,900.00	6,441.68
ARENA BENEFITS	2-72-0200-130	5,914.26	11,400.00	5,485.74
ARENA SEASONAL BENEFITS	2-72-0200-131	318.67	800.00	481.33
ARENA NON T4 BENEFITS	2-72-0200-133	12,397.04	25,200.00	12,802.96
ARENA TRAVEL	2-72-0200-211	265.15	800.00	534.85
ARENA TRAINING	2-72-0200-212	934.50	900.00	34.50
ARENA FREIGHT & POSTAGE	2-72-0200-215	1,285.48	800.00	485.48
ARENA TELEPHONE	2-72-0200-217	247.60	336.00	88.40
ARENA ADVERTISING & PRINTING	2-72-0200-220	0.00	1,000.00	1,000.00
ARENA CONTRACTED SERVICES	2-72-0200-232	17,453.04	4,400.00	13,053.04
ARENA CONTRACTED REPAIRS	2-72-0200-250	21,653.85	17,600.00	4,053.85

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 Zero Balance Accounts NOT Included

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Description	Account	YTD Actual	YTD Budget	YTD Variance
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	10,442.99	17,900.00	7,457.01
ARENA PETROLEUM PRODUCTS	2-72-0200-521	2,248.44	4,300.00	2,051.56
ARENA HEATING	2-72-0200-540	18,710.89	26,100.00	7,389.11
ARENA POWER	2-72-0200-541	16,852.60	24,900.00	8,047.40
ARENA GROSS RECOVERIES TO OPERATING	2-72-0200-963	3,247.64	4,630.00	1,382.36
ARENA ICE PLANT CONTRACTED REPAIRS	2-72-0201-250	4,442.24	16,800.00	12,357.76
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
	TOTAL ARENA:	217,452.62	342,636.00	125,183.38
PARKS SHOP				
PARKS SHOP TELEPHONE	2-72-0300-217	495.20	720.00	224.80
PARKS SHOP CONTRACTED REPAIRS	2-72-0300-250	4,927.63	5,300.00	372.37
PARKS SHOP INSURANCE	2-72-0300-274	1,964.24	1,960.00	4.24-
PARKS SHOP GOODS	2-72-0300-500	1,058.42	1,300.00	241.58
PARKS SHOP HEATING	2-72-0300-540	4,423.03	6,500.00	2,076.97
PARKS SHOP POWER	2-72-0300-541	2,382.31	4,300.00	1,917.69
PARKS SHOP GROSS RECOVERIES TO OPERA	2-72-0300-963	445.00	600.00	155.00
	TOTAL PARKS SHOP:	15,695.83	20,680.00	4,984.17
CURLING RINK				
CURLING RINK SALARIES	2-72-0400-110	2,128.24	5,100.00	2,971.76
CURLING RINK SEASONAL SALARIES	2-72-0400-111	1,653.08	2,400.00	746.92
CURLING RINK BENEFITS	2-72-0400-130	192.00	500.00	308.00
CURLING RINK SEASONAL BENEFITS	2-72-0400-131	113.34	200.00	86.66
CURLING RINK NON T4 BENEFITS	2-72-0400-133	414.15	1,000.00	585.85
CURLING RINK CONTRACTED REPAIRS	2-72-0400-250	3,073.92	5,600.00	2,526.08
CURLING RINK INSURANCE	2-72-0400-274	6,848.55	6,850.00	1.45
CURLING RINK GOODS	2-72-0400-500	1,855.91	1,500.00	355.91-
CURLING RINK HEATING	2-72-0400-540	11,446.96	16,300.00	4,853.04
CURLING RINK POWER	2-72-0400-541	9,021.82	13,700.00	4,678.18
CURLING RINK - SUBSIDY	2-72-0400-771	9,428.99	14,500.00	5,071.01
CURLING RINK GROSS RECOV TO OPERATIN	2-72-0400-963	1,045.60	1,920.00	874.40
CURLING RINK ICE PLANT REPAIRS	2-72-0401-250	4,442.24	16,800.00	12,357.76
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
	TOTAL CURLING RINK:	62,679.28	105,370.00	42,690.72
BALL DIAMONDS				
BALL DIAMOND SALARIES	2-72-0500-110	8,411.64	5,100.00	3,311.64-
BALL DIAMOND SEASONAL SALARIES	2-72-0500-111	2,226.00	3,600.00	1,374.00
BALL DIAMOND BENEFITS	2-72-0500-130	708.59	500.00	208.59-
BALL DIAMOND SEASONAL BENEFITS	2-72-0500-131	136.09	200.00	63.91
BALL DIAMONDS NON T-4 BENEFITS	2-72-0500-133	1,132.20	1,000.00	132.20-
BALL DIAMOND CONTRACTED REPAIRS	2-72-0500-250	211.80	1,000.00	788.20
BALL DIAMOND GOODS	2-72-0500-500	931.31	7,500.00	6,568.69
BALL DIAMOND POWER	2-72-0500-541	650.08	1,140.00	489.92
BALL DIAMONDS GROSS RECOV FROM OPERA	2-72-0500-963	10,425.00	10,510.00	85.00
	TOTAL BALL DIAMONDS:	24,832.71	30,550.00	5,717.29
GOLF COURSE				
GOLF COURSE INSURANCE	2-72-0600-274	2,905.93	2,910.00	4.07
	TOTAL GOLF COURSE:	2,905.93	2,910.00	4.07
FOX LAKE PARK				
FOX LAKE SALARIES	2-72-0700-110	5,135.56	5,100.00	35.56-
FOX LAKE SEASONAL SALARIES	2-72-0700-111	3,235.18	2,400.00	835.18-
FOX LAKE BENEFITS	2-72-0700-130	486.68	500.00	13.32
FOX LAKE SEASONAL BENEFITS	2-72-0700-131	212.10	200.00	12.10-
FOX LAKE NON T-4 BENEFITS	2-72-0700-133	1,246.49	1,000.00	246.49-
FOX LAKE FREIGHT	2-72-0700-215	238.10	200.00	38.10-
FOX LAKE ADVERTISING	2-72-0700-220	395.00	1,300.00	905.00
FOX LAKE CONTRACTED SERVICES	2-72-0700-232	30,657.63	35,600.00	4,942.37
FOX LAKE CONTRACTED REPAIRS	2-72-0700-250	2,401.54	6,000.00	3,598.46
FOX LAKE INSURANCE	2-72-0700-274	287.96	290.00	2.04
FOX LAKE GOODS	2-72-0700-500	6,879.46	5,000.00	1,879.46-
FOX LAKE RETAIL ITEMS - ICE & NOVELT	2-72-0700-501	400.00	400.00	0.00
FOX LAKE PETROLEUM PRODUCTS	2-72-0700-521	0.00	700.00	700.00

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2023
 To 30/09/2023

Description	Account	YTD Actual	YTD Budget	YTD Variance
FOX LAKE HEAT	2-72-0700-540	371.05	700.00	328.95
FOX LAKE POWER	2-72-0700-541	8,269.66	10,700.00	2,430.34
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
	TOTAL FOX LAKE PARK:	60,216.41	108,350.00	48,133.59
PARKS				
PARKS SALARIES	2-72-0800-110	67,380.76	80,000.00	12,619.24
PARKS SEASONAL SALARIES	2-72-0800-111	66,423.58	72,400.00	5,976.42
PARKS BENEFITS	2-72-0800-130	5,922.58	6,800.00	877.42
PARKS SEASONAL BENEFITS	2-72-0800-131	4,394.63	5,100.00	705.37
PARKS NON T4 BENEFITS	2-72-0800-133	11,658.72	15,100.00	3,441.28
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	680.87	800.00	119.13
PARKS CONTRACTED REPAIRS	2-72-0800-250	19,071.20	25,000.00	5,928.80
PARKS EQUIPMENT REPAIRS	2-72-0800-253	6,490.04	9,900.00	3,409.96
PARKS CONTRACTED VEHICLE REPAIRS	2-72-0800-255	10,230.93	2,600.00	7,630.93
PARKS INSURANCE	2-72-0800-274	5,386.26	5,400.00	13.74
PARKS GOODS	2-72-0800-500	28,855.93	24,100.00	4,755.93
PARKS PETROLEUM PRODUCTS	2-72-0800-521	11,911.91	12,300.00	388.09
PARKS EQUIPMENT MAINTENANCE	2-72-0800-522	3,364.42	3,000.00	364.42
PARKS VEHICLE MAINTENANCE	2-72-0800-523	981.25	5,900.00	4,918.75
PARKS POWER	2-72-0800-541	1,922.54	3,500.00	1,577.46
PARKS RECOVERIES TO OPERATING	2-72-0800-963	33,381.00	12,010.00	21,371.00
PARKS OTHER	2-72-0800-990	0.00	1,000.00	1,000.00
	TOTAL PARKS:	278,991.12	286,510.00	7,518.88
PLAYGROUND PROGRAM				
PLAYGROUND PROGRAM SALARIES	2-72-1000-110	1,815.56	2,600.00	784.44
PLAYGROUND PROGRAM SEASONAL SALARIES	2-72-1000-111	23,490.34	22,900.00	590.34
PLAYGROUND PROGRAM BENEFITS	2-72-1000-130	148.05	200.00	51.95
PLAYGROUND PROGRAM SEASONAL BENEFITS	2-72-1000-131	1,195.27	1,600.00	404.73
PLAYGROUND PROGRAM NON T4 BENEFITS	2-72-1000-133	381.01	600.00	218.99
PLAYGROUND PROGRAM TRAVEL	2-72-1000-211	517.15	300.00	217.15
PLAYGROUND PROGRAM TRAINING	2-72-1000-212	1,254.00	600.00	654.00
PLAYGROUND PROGRAM FREIGHT & POSTAGE	2-72-1000-215	270.00	140.00	130.00
PLAYGROUND PROGRAM TELEPHONE	2-72-1000-217	114.29	120.00	5.71
PLAYGROUND PROGRAM ADVERTISING	2-72-1000-220	0.00	1,200.00	1,200.00
PLAYGROUND PROGRAM CONTRACTED SERVIC	2-72-1000-232	839.73	2,500.00	1,660.27
PLAYGROUND PROGRAM GOODS	2-72-1000-500	5,998.39	6,200.00	201.61
	TOTAL PLAYGROUND PROGRAM:	36,023.79	38,960.00	2,936.21
SPRAY PARK				
SPRAY PARK SALARIES	2-72-1200-110	1,033.56	1,300.00	266.44
SPRAY PARK SEASONAL SALARIES	2-72-1200-111	552.96	1,100.00	547.04
SPRAY PARK EMPLOYEE BENEFITS	2-72-1200-130	85.97	100.00	14.03
SPRAY PARK SEASONAL EMPLOYEE BENEFIT	2-72-1200-131	42.26	100.00	57.74
SPRAY PARK NON T-4 BENEFITS	2-72-1200-133	146.50	300.00	153.50
SPRAY PARK FREIGHT	2-72-1200-215	465.38	200.00	265.38
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	2,182.02	500.00	1,682.02
SPRAY PARK CHEMICALS	2-72-1200-531	1,116.28	1,400.00	283.72
SPRAY PARK POWER	2-72-1200-541	1,733.72	2,800.00	1,066.28
SPRAY PARK RECOVERIES TO OPERATING	2-72-1200-963	2,410.90	2,180.00	230.90
	TOTAL SPRAY PARK:	10,529.39	11,240.00	710.61
KING HUNTER PARK				
KING HUNTER PARK SALARIES	2-72-1300-110	1,642.40	5,100.00	3,457.60
KING HUNTER PARK SEASONAL SALARIES	2-72-1300-111	11,755.26	9,500.00	2,255.26
KING HUNTER PARK EMPLOYEE BENEFITS	2-72-1300-130	156.36	500.00	343.64
KING HUNTER PARK SEASONAL EMPL BENEF	2-72-1300-131	893.32	700.00	193.32
KING HUNTER PARK EMP NON T4 BEN	2-72-1300-133	414.92	1,000.00	585.08
KING HUNTER PARK REPAIRS & MAINTENAN	2-72-1300-250	1,091.40	3,000.00	1,908.60
KING HUNTER PARK INSURANCE	2-72-1300-274	161.90	160.00	1.90
KING HUNTER PARK GOODS	2-72-1300-500	3,301.57	3,000.00	301.57
KING HUNTER PARK POWER	2-72-1300-541	999.57	2,100.00	1,100.43
KING HUNTER PARK RECOVERIES TO OPERA	2-72-1300-963	8,530.00	5,670.00	2,860.00
	TOTAL KING HUNTER PARK:	28,946.70	30,730.00	1,783.30

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2023
 To 30/09/2023

Description	Account	YTD Actual	YTD Budget	YTD Variance
SOCCER FIELDS				
SOCCER FIELD SALARIES	2-72-1400-110	731.23	2,600.00	1,868.77
SOCCER FIELD SEASONAL SALARIES	2-72-1400-111	88.40	1,200.00	1,111.60
SOCCER FIELD BENEFITS	2-72-1400-130	62.31	200.00	137.69
SOCCER FIELD SEASONAL BENEFITS	2-72-1400-131	6.62	100.00	93.38
SOCCER FIELD NON T-4 BENEFITS	2-72-1400-133	116.97	500.00	383.03
SOCCER FIELD GOODS	2-72-1400-500	350.59	1,500.00	1,149.41
SOCCER FIELDS POWER	2-72-1400-541	650.08	1,100.00	449.92
SOCCER FIELD RECOVERIES FROM OPERATI	2-72-1400-963	5,495.00	3,700.00	1,795.00-
	TOTAL SOCCER FIELDS:	7,501.20	10,900.00	3,398.80
MUSEUM				
MUSEUM GAS	2-74-0100-540	3,548.40	5,600.00	2,051.60
MUSEUM POWER	2-74-0100-541	2,393.44	3,800.00	1,406.56
MUSEUM GRANT	2-74-0100-770	0.00	7,000.00	7,000.00
	TOTAL MUSEUM:	5,941.84	16,400.00	10,458.16
LIBRARY				
LIBRARY TELEPHONE	2-74-0200-217	631.89	1,100.00	468.11
LIBRARY ADVERTISING	2-74-0200-220	0.00	800.00	800.00
LIBRARY CONTRACTED REPAIRS	2-74-0200-250	1,103.45	2,400.00	1,296.55
LIBRARY INSURANCE	2-74-0200-274	3,602.37	3,600.00	2.37-
LIBRARY GOODS	2-74-0200-500	575.82	1,100.00	524.18
LIBRARY HEATING	2-74-0200-540	3,154.80	5,200.00	2,045.20
LIBRARY POWER	2-74-0200-541	5,437.90	6,400.00	962.10
LIBRARY GRANTS	2-74-0200-770	21,996.30	21,400.00	596.30-
LIBRARY PERSONNEL GRANTS	2-74-0200-771	70,064.09	70,100.00	35.91
LIBRARY GROSS RECOVERIES TO OPERATIN	2-74-0200-963	1,418.90	1,610.00	191.10
	TOTAL LIBRARY:	107,985.52	113,710.00	5,724.48
CENTENNIAL PLACE				
RCSC SALARIES	2-74-0800-110	28,570.45	50,800.00	22,229.55
RCSC SEASONAL / PART TIME STAFF	2-74-0800-111	43,551.99	38,500.00	5,051.99-
RCSC BENEFITS	2-74-0800-130	2,293.68	4,300.00	2,006.32
RCSC SEASONAL / PART TIME BENEFITS	2-74-0800-131	2,469.34	2,700.00	230.66
RCSC NON T4 BENEFITS	2-74-0800-133	3,245.72	4,700.00	1,454.28
RCSC STAFF TRAINING	2-74-0800-212	525.00	700.00	175.00
RCSC FREIGHT	2-74-0800-215	683.35	300.00	383.35-
RCSC TELEPHONE	2-74-0800-217	824.48	1,176.00	351.52
RCSC ADVERTISING	2-74-0800-220	0.00	2,700.00	2,700.00
RCSC CONTRACTED PROFESSIONAL SERVICE	2-74-0800-232	10,942.09	15,300.00	4,357.91
RCSC CONTRACTED REPAIRS	2-74-0800-250	1,824.79	5,300.00	3,475.21
RCSC INSURANCE	2-74-0800-274	7,465.21	7,470.00	4.79
RCSC GOODS	2-74-0800-500	5,176.71	10,100.00	4,923.29
RCSC HEATING	2-74-0800-540	5,671.05	9,500.00	3,828.95
RCSC POWER	2-74-0800-541	14,632.71	20,500.00	5,867.29
RCSC WATER - RECOVERIES FROM OPERATI	2-74-0800-963	685.60	1,100.00	414.40
RCSC - HFC EQUIPMENT GOODS	2-74-0801-500	6,400.66	17,000.00	10,599.34
	TOTAL CENTENNIAL PLACE:	134,962.83	192,146.00	57,183.17
COMMUNITY CENTRE				
COMMUNITY CENTRE SALARIES	2-74-0900-110	1,170.35	5,100.00	3,929.65
COMMUNITY CENTRE SEASONAL SALARIES	2-74-0900-111	169.78	1,200.00	1,030.22
COMMUNITY CENTRE BENEFITS	2-74-0900-130	100.99	500.00	399.01
COMMUNITY CENTRE SEASONAL BENEFITS	2-74-0900-131	13.01	100.00	86.99
COMMUNITY CENTRE NON T4 BENEFITS	2-74-0900-133	197.69	1,000.00	802.31
COMMUNITY CENTRE FREIGHT & POSTAGE	2-74-0900-215	572.81	500.00	72.81-
COMMUNITY CENTRE TELEPHONE	2-74-0900-217	318.95	700.00	381.05
COMMUNITY CENTRE ADVERTISING	2-74-0900-220	0.00	200.00	200.00
COMMUNITY CENTRE CONTRACTED SERVICES	2-74-0900-232	24,173.44	33,500.00	9,326.56
COMMUNITY CENTRE CONTRACTED REPAIRS	2-74-0900-250	3,011.12	5,300.00	2,288.88
COMMUNITY CENTRE INSURANCE	2-74-0900-274	4,865.05	4,870.00	4.95
COMMUNITY CENTRE GOODS	2-74-0900-500	3,946.81	4,000.00	53.19
COMMUNITY CENTRE HEAT	2-74-0900-540	3,404.42	6,000.00	2,595.58
COMMUNITY CENTRE POWER	2-74-0900-541	8,786.11	10,500.00	1,713.89
COMMUNITY CENTRE GROSS REC TO OPERAT	2-74-0900-963	666.70	1,030.00	363.30
	TOTAL COMMUNITY CENTRE:	51,397.23	74,500.00	23,102.77
LIONS HALL				

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2023
 To 30/09/2023

Description	Account	YTD Actual	YTD Budget	YTD Variance
LIONS HALL CONTRACTED REPAIRS	2-74-1000-250	5,507.98	7,000.00	1,492.02
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	1,895.52	2,800.00	904.48
LIONS HALL POWER	2-74-1000-541	1,020.97	1,800.00	779.03
LIONS HALL WATER - RECOVERIES FROM O	2-74-1000-963	400.00	570.00	170.00
	TOTAL LIONS HALL:	9,621.04	13,420.00	3,798.96
GOVERNMENT REQUISITIONS				
GOVERNMENT REQUISITION - SCHOOL	2-77-0000-741	335,838.57	661,800.00	325,961.43
GOVERNMENT REQUISITION - ACADIA FOUN	2-77-0000-754	174,863.00	174,900.00	37.00
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:	510,701.57	839,838.00	329,136.43
	TOTAL EXPENDITURES:	5,191,798.82	8,091,499.00	2,899,700.18
	TOTAL REVENUE & EXPENSES:	2,132,987.80	2,447,362.00	314,374.20

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2023
 To 30/09/2023

Description	Account	YTD Actual	YTD Budget	YTD Variance
ASSETS - OPERATING				
CAPITAL FINANCES APPLIED (EXPENDITURES)				
ADMINISTRATION				
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
FIRE DEPARTMENT				
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
STREETS & ROADS				
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
AIRPORT				
AIRPORT ENGINEERING STRUCTURES	8-33-0000-610	35,475.18	422,822.00	387,346.82
	TOTAL AIRPORT:	35,475.18	422,822.00	387,346.82
WATER DEPARTMENT				
WATER MACHINES, EQUIPMENT	8-41-0000-630	27,003.00	27,500.00	497.00
	TOTAL WATER DEPARTMENT:	27,003.00	27,500.00	497.00
CEMETERY				
CEMETERY ENGINEERING STRUCTURES	8-56-0000-610	11,380.50	25,000.00	13,619.50
	TOTAL CEMETERY:	11,380.50	25,000.00	13,619.50
RECREATION				
RECREATION ENGINEERING STRUCTURES	8-72-0000-610	4,220.93	70,980.00	66,759.07
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	35,043.08	28,400.00	6,643.08-
RECREATION PARKS EQUIPMENT	8-72-0800-630	20,075.00	95,100.00	75,025.00
	TOTAL RECREATION:	65,309.01	225,480.00	160,170.99
CULTURE				
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:	387,020.38	2,193,602.00	1,806,581.62
	GRAND TOTAL OF ALL ACCOUNTS:	387,020.38	2,193,602.00	1,806,581.62
	REPORT TOTALS:	1,745,967.42-	253,760.00-	1,492,207.42

*** End of Report ***

Date: October 10, 2023

Agenda Item No: 06.03

Budget Overview

Recommended Motion

That Council accepts the Budget Overview for September 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 September 30, 2023.

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

Communications

N/A

SEPTEMBER 2023		BUDGET OVERVIEW - OPERATING REVENUE & EXPENSES					
Council may use the Revenue & Expense Report (06.02) to review more detailed entries for each department							
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
GENERAL MUNICIPAL	-4,140,017			-4,387,500			-247,483
DRAW FROM RESERVES	0			0	0		
REQUISITIONS	0	510,702			837,338		326,636
DOUBTFUL ACCTS		0			2,500		2,500
CONTINGENCY		0			0		0
			-3,629,316			-3,547,662	
COUNCIL	0			0			0
COUNCIL		91,120			151,150		60,030
			91,120			151,150	
GENERAL ADMINISTRATION	-452,435			-728,600			-276,165
ADMINISTRATION		783,947			984,913		200,966
CAPITAL - ELECTRONIC			331,512		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		2,427			2,110		-317
			2,427			30	
POLICE	-3,660			-7,100			-3,440
POLICE		96,171			96,000		-171
			92,511			88,900	
SAFETY & RISK MANAGEMENT	0			0			0
SAFETY & RISK MNGMNT		1,891			6,350		4,459
			1,891			6,350	
FIRE	-266,631			-1,267,646			-1,001,015
FIRE		114,861			285,510		170,649
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
			84,190			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		7,800			13,400		5,600
			7,800			13,400	
BY-LAW ENFORCEMENT	-23,636			-23,400			236
BYLAW		52,236			67,100		14,864
			28,600			43,700	
DOG CONTROL	-4,385			-4,600			-215
ANIMAL CONTROL		12,564			13,100		536
			8,179			8,500	

SEPTEMBER 2023		BUDGET OVERVIEW - OPERATING REVENUE & EXPENSES					
Council may use the Revenue & Expense Report (06.02) to review more detailed entries for each department							
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
PUBLIC WORKS	-150			-7,200			-7,050
PUBLIC WORKS		367,616			563,485		195,869
			367,466			556,285	
STREETS & ROADS	-6,767			-646,714			-639,947
STREETS & ROADS CAPITAL	0			0			0
STREETS & ROADS		234,130			869,114		634,984
S & R - CAPITAL ENGINEER		11,893			142,300		130,407
S & R - CAPITAL GRADER		0			208,900		208,900
			239,256			364,700	
AIRPORT	-211,590			-467,505			-255,915
AIRPORT		30,155			33,810		3,655
AIRPORT CAPITAL		35,475			422,822		387,347
			-145,960			-10,873	
WATER							0
TREATMENT	-857,907			-1,237,500			-379,593
TREATMENT		651,226			885,400		234,174
LINES & DISTRIBUTION	-1,483			0			1,483
LINES & DISTRIBUTION		138,402			304,700		166,298
CAPITAL - METER EQUIPMENT		27,003			27,500		497
			-42,759			-19,900	
SANITARY SEWERS	-175,626			-307,600			-131,974
SEWERS		91,442			212,320		120,878
			-84,183			-95,280	
GARBAGE	-50,906			-74,300			-23,394
GARBAGE		55,100			75,700		20,600
			4,194			1,400	
REGIONAL WASTE SYSTEM	-235,299			-353,900			-118,602
ANNUAL CONTRACT		250,931			353,800		102,869
			15,633			-100	
F.C.S.S.	-75,029			-96,898			-21,869
ADMINISTRATION		23,113			37,091		13,978
PROGRAMS		97,289			142,800		45,511
YOUTH CLUB SUPPORT		11,626		-30,334	20,400		8,774
VAN OPERATIONS		4,251			5,270		1,019
			61,251			108,663	

SEPTEMBER 2023		BUDGET OVERVIEW - OPERATING REVENUE & EXPENSES					
Council may use the Revenue & Expense Report (06.02) to review more detailed entries for each department							
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	-16,284			-17,100			-816
CEMETERY		18,350	2,067		35,120	18,020	16,770
CEMETERY CAPITAL		11,381	0		25,000	0	
MUNICIPAL PLANNING COMM	0			0			0
MPC		0			500		500
			0			500	
COMMERCIAL OFFICE BUILDING	-9,800			-26,430			-16,630
OFFICE BUILDING		5,159			26,180		21,021
			-4,641			-250	
TOURISM	-830			0			830
TOURISM		21,469			34,800		13,331
			20,639			34,800	
BUSINESS & COMMUNICATION	-129			-5,000			-4,871
		132,139			177,440		45,301
			132,011			172,440	
VISITOR INFORMATION BOOTH	0			0			0
		40,076			18,950		-21,126
			40,076			18,950	
SUBDIVISION	-37,514			0			37,514
SUBDIVISION		0			0		0
			-37,514			0	
RECREATION	-331,873			-306,055			25,818
CS BOARD		0			3,500		3,500
RECREATION		52,491			178,250		125,759
REC CAPITAL SA ZONE		4,221			70,980		66,759
			-279,382			-124,305	
SWIMMING POOLS	-89,106			-93,900			-4,794
POOLS		237,430			242,386		4,956
CAPITAL - JO POOL HEATER		0			15,000		15,000
			148,324			163,486	
ARENA	-57,986			-92,300			-34,314
ARENA		201,996			306,836		104,840
ICE PLANT		15,457			35,800		
CAPITAL - FLOOR SCRUB		5,970			6,000		
			165,437			256,336	

SEPTEMBER 2023		BUDGET OVERVIEW - OPERATING REVENUE & EXPENSES					
Council may use the Revenue & Expense Report (06.02) to review more detailed entries for each department							
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		15,696			20,680		4,984
			15,696			20,680	
CURLING RINK	-36,908			-57,500			-20,592
CURLING RINK		47,223			69,570		22,347
ICE PLANT		15,457			35,800		
CAPITAL - WALL REPAIR		0			10,000		10,000
			25,772			57,870	
BALL DIAMONDS	-4,300			-4,400			-100
BALL DIAMONDS		24,833			30,550		5,717
			20,533			26,150	
GOLF COURSE	0			0			0
GOLF COURSE		2,906			2,910		4
			2,906			2,910	
FOX LAKE PARK	-99,442			-109,764			-10,322
FLP		60,216			108,350		48,134
CAPITAL - ELECTRICAL		35,043			28,400		-6,643
			-4,183			26,986	
PARKS	0			-25,000			-25,000
PARKS		278,991			286,510		7,519
CAPITAL - MOWER		20,075			20,100		25
CAPITAL - SKATEPARK		0			75,000		75,000
			299,066			356,610	
SUMMER YOUTH PROGRAM	-16,135			-14,600			1,535
		36,024			38,960		2,936
			19,889			24,360	
COMMUNITIES IN BLOOM	0			0			0
COMMUNITIES IN BLOOM		0			0		0
			0			0	
SPRAY PARK	0			0			0
SPRAY PARK		10,529			11,240		711
			10,529			11,240	
KING-HUNTER PIONEER PARK	-390			0			390
KING-HUNTER PIONEER PARK		28,947			30,730		1,783
			28,557			30,730	
SOCCER FIELDS	-2,500			-2,500			0
SOCCER FIELDS		7,501			10,900		3,399
			5,001			8,400	

SEPTEMBER 2023		BUDGET OVERVIEW - OPERATING REVENUE & EXPENSES					
Council may use the Revenue & Expense Report (06.02) to review more detailed entries for each department							
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
MUSEUM	0			0			0
MUSEUM		5,942	5,942		16,400	16,400	10,458
LIBRARY	0			-10,000			-10,000
LIBRARY		107,986			113,710		5,724
LIBRARY - CAPITAL - WATER DIVERSION		0			10,000		10,000
			107,986			113,710	
CENTENNIAL PLACE	-78,487			-79,108			-621
CENTENNIAL PLACE		134,963			192,146		57,183
CENTENNIAL PLACE CAPITAL		0			0		0
			56,476			113,038	
COMMUNITY CENTRE	-22,815			-37,327			-14,512
CENTRE		51,397			74,500		23,103
			28,582			37,173	
LIONS HALL	-2,175			-2,400			-225
LIONS HALL		9,621			13,420		3,799
			7,446			11,020	
RESERVES	0			0			0
		0			0		0
			0			0	
TOTAL REVENUE	-7,324,787			-10,538,861			-3,214,074
TOTAL EXPENDITURES		5,578,819			10,285,101		4,706,282
TOTAL SURPLUS (DEFICIT)			-1,745,967			-253,760	



Policy and/or Legislative Implications

N/A

Attachments

1. Capital Budget Update – September 2023

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

2023 THIRD QUARTER CAPITAL BUDGET UPDATE

EFFECTIVE SEPTEMBER 30, 2023 **Budget Adopted May 9, 2023**

DEPARTMENT & ITEM	STATUS	EXPENSED	BUDGET	DIFFERENCE
ADMINISTRATION				
WEST ELECTRONIC SIGN	Looking at design options	0	5,000	5,000
FIRE DEPARTMENT				
BURN TOWER OUTDOOR FLAMMABLE PROPS	Ordered 50% deposit funded by Hanna Fire Association	220,000	440,000	220,000
EQUIPMENT - BUNKER GEAR - 4 SETS		15,960	17,600	1,640
PORTABLE RADIO REPLACEMENT	Carried forward from 2022	0	45,000	45,000
PAGER REPLACEMENT PROGRAM	Carried forward from 2022	0	7,000	7,000
MOBILE RADIO REPLACEMENT		0	27,000	27,000
RESCUE TRUCK BALANCE	Completed final inspection	0	590,000	590,000
STREETS & ROADS				
INFRASTRUCTURE PROGRAM	Palliser & Pioneer Trail Road Engineering	11,893	142,300	130,407
GRADER REPLACEMENT	Lease expires - October 2023	0	208,900	208,900
AIRPORT				
AUTOMATIC FUELING STATION	Changed plan - in consultation with Flying Club	0	70,000	70,000
RUNWAY LIGHTS	Engineering civil work complete awaiting delay of lights	35,475	352,822	317,347
WATER DISTRIBUTION				
HARDWARE FOR METER READINGS	Complete	27,003	27,500	497
CEMETERY				
COLUMBARIUM	Sunset Memorials 50% Deposit	11,381	25,000	13,620
RECREATION				
CCRF - SENIORS AMENITY ZONE	Complete final payment awaiting	4,221	70,980	66,759
POOL				
POOL HEATER - JUNIOR OLYMPIC POOL \$15,000 in Reserve funds	Going to Carry Forward to 2023	0	15,000	15,000
ARENA				
FLOOR SCRUBBER	Complete	5,970	6,000	30
CURLING RINK				
WEST INTERIOR WALL REPAIR		0	10,000	10,000

2023 THIRD QUARTER CAPITAL BUDGET UPDATE

EFFECTIVE SEPTEMBER 30, 2023 **Budget Adopted May 9, 2023**

DEPARTMENT & ITEM	STATUS	EXPENSED	BUDGET	DIFFERENCE
FOX LAKE PARK				
CAMPSITE ELECTRICAL COMPLETION	Complete	35,043	28,400	-6,643
PARKS				
MOWER REPLACEMENT	Complete	20,075	20,100	25
SKATEPARK UPGRADES	Working with school and skatepark company	0	75,000	75,000
LIBRARY				
NORTH SIDE WATER DIVERSION \$10,000 in Reserve Funds		0	10,000	10,000
TOTAL CAPITAL		387,020	2,193,602	1,806,582

Date: October 10, 2023

Agenda Item No: 07.00

Committee Reports

Recommended Motion

That Council accepts the following Committee Report for information:

1. Community Services Board Meeting Minutes of September 18, 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. Community Services Board Meeting Minutes of September 18, 2023

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

**TOWN OF HANNA
COMMUNITY SERVICES BOARD MEETING
September 18, 2023**

Minutes of a meeting of the Community Services Board of the Town of Hanna held Monday, September 18, 2023 in the Town Council Chambers at 7:00 p.m.

Members Present:

Chairperson Nadine Wood
Councillor Vern Thuroo
Darlene Herzog
Deanna Derbyshire
Kalli Cooper
Elaine Johnston

Administration Present:

CAO Kim Neill
Community Services Coordinator Michele Toews
Municipal Secretary Raelene Liddicoat

CALL TO ORDER

Chairperson Nadine Wood called the meeting to order at 7:00 p.m.

REVIEW AND ADOPTION OF AGENDA

MOTION: D.Herzog- E.Johnston

That the agenda be adopted as presented.

CARRIED

ADOPTION OF MINUTES

MOTION: K.Cooper- D.Derbyshire

That the Minutes of June 12, 2023 be adopted as presented.

CARRIED

BUSINESS ARISING:

Discussion was held regarding the status of the need to review the Handi-van Policy in regard to opening it up to other target populations versus mobility challenged and seniors. Administration had omitted to review this since the June 12th meeting but indicated that the individual the initial request came from was no longer living in Town and there had been no further requests.

CORRESPONDENCE

None.

FINANCIAL REPORTS

MOTION: V.Thuroo- E.Johnston

That the financial reports for June, July, August 2023 be accepted for information.

CAO Report – Kim Neill

Arena

- The arena was quiet over most of the summer with the rodeo concluding this past weekend of September 15 – 16th.
- The Rummage sale which is moved up one week on a trial basis is on September 23rd and immediately following that the crew will clean up the arena and begin ice preparations for October 2nd.

Ball

- Minor Ball had a successful season hosting two provincial round robin play-off weekends and one Provincial final weekend.

Soccer

- Satisfactory season

Fox Lake Park

- It was another successful camping season with the full-service sites occupied fully most of the summer. The electrical upgrade including the install of water to the campsites with the new electrical panels complete.

Swimming Pool

- A successful season for the swimming pool with excellent water quality tests all summer.
- With the advanced training of the pool manager the pool was able to offer several advanced training certifications.
- The pool staff with aqua-fit training ran aqua-fit programs which were well received.
- Opening hours for lane swim was changed to open at 6:30AM versus 7:00AM which had been the standard the past few seasons. Haven't seen the final report to see attendance figures for the 6:30AM start time.

Spray Park

- Spray Park had a successful season with no operational issues where the park was not running.
- Seems to be a popular location for children's birthday parties and in times of hot weather.

Visitor Information Centre

- Harvest Sky Economic Development Corporation managed the VIC this past season. The Town had an agreement to cover any of the shortfall operating costs

and unfortunately there was a loss of approximately \$29,000 primarily as a result of not receiving any funding assistance through the Canada Summer Jobs Program. Weirid year as no organization in Hanna including the Town received any Canada Summer Jobs funding for 2023.

Cemetery

- There was a row of trees planted in the new west end of the cemetery. Had some trouble with a moose who damaged several trees, but the crew did their best to keep all the trees alive in this hot, dry summer. A row of hedges was planted as well on the north side of the new west area of the cemetery.
- A new columbarium has been ordered and is anticipated to arrive prior to snowfall.

Business Hub

- Funding for the operation of the Business Hub was completed as of March 31, 2023, and as of June 30, 2023, Harvest Sky Economic Development Corporation moved their office to space occupied by Lynks in the Provincial Building. The only remaining tenant is the Chamber of Commerce.
- Council has authorized the listing of the building for sale of lease.

Curling Rink

- Normal summer season again in the curling rink with a grad social, weekly farmers market, gun show, rodeo dance with the addition of a fundraising ball hockey tournament organized by one of the youths in the community who has a group of friends interested in raising funds to install chain link fencing above the boards at the outdoor rink. Raised just over \$1,600.

Parks

- Flowers were planted and hanging baskets hung at the same locations as previous years. Crew kept up and watering, weeding, etc. again having some great floral displays.
- Did a significant amount of dead tree removals in a number of park areas, some boulevards with some more remaining to be completed prior to winter.
- Completed the Senior Amenity Zone Project with the installation of benches, bollards alongside Palliser Trail asphalt path and the installation of a bike rack at HKH Park.
- Installed trees in the Canada Grey park.

Downtown Redevelopment Project

- Continuing to refine the detailed design for the downtown redevelopment project with the detailed design and cost estimates at the 90% stage.

- Met with the majority of the downtown businesses to talk about the project and how it will impact access. Most very excited about the project but some of the retail owners very concerned about the financial impact it could have on their business.
- Project is dependant on approval of the Coal Infrastructure Grant which is currently in development. The project is estimated to be approx. \$5-6 Million. In addition to the core infrastructure (water/sanitary and storm lines) the project includes new wider sidewalks, intersection bump outs, benches, bike racks and pedestrian friendly lighting. If funding is confirmed it is anticipated that the project will go out to tender in January 2024 and construction from May – October 2024.

Land Use Bylaw

- The Town is moving our Land Use Bylaw review forward with the Bylaw receiving first reading at the June 13th Council Meeting. The Bylaw that received first reading was developed after taking into consideration the feedback received through the public open house and comments received after the open house. A Public Hearing was held on September 13th to allow anyone who wishes to provide comment on the LUB an opportunity to do so. Second and third reading of the LUB are planned to occur at the October and November Council meetings and if everything goes according to plan it will come into effect as of January 1, 2024

Municipal Enforcement

- Bylaw Enforcement- Tracy Raypold the Town municipal enforcement officer has had a busy summer dealing primarily with unsightly properties, some traffic and some dog issues. Most unsightly properties have been rectified but we have some challenging properties and property owners who are not being cooperative.

Other

- With the new newspaper (Hanna Sentinel) starting up in the Town of Hanna the Town has negotiated a full-page color ad. As we had been advertising in the ECA Review we will honor our commitment to them until the middle of October. The Town has stopped using a weekly mail drop in all post office boxes as a result of the Hanna Sentinel starting up.
- Music in the Park held a successful 3rd season.
- Solar farm proposal on the east end of Hanna between Highway 9 and the CN Reservoir is still moving through their process. Have not submitted their application to the AUC and not sure what the new moratorium will do to their timeline to submit.

Community Services Coordinator Report: - Michele Toews

- Utilizing the hosting grant up to \$1000 was able to help with Hanna Minor Ball host provincial tournament. Was able to gift swim passes to the players along with other goodies.
- Hanna Wellness Network Covid grant money helping to support programs such as CrokiCurl, Disc Golf within our community.
- Medical Clinic grant is looking into possibly partnering with Drive Happiness
- Fall Registration night had a good turnout, positive feedback from residents.
- Community Support for subsidies growing need

Council Report – Vern Thuroo

- Alberta Municipalities is having 3 day conference next week, had to cancel Sept 27 AG Society meeting so he could attend conference.
- Review of ATCO and Apex fees, they are planned to remain at the same levels
- RCMP are fully staffed and will be restarting the school program
- Nickelback signage still proceeding ahead, engagement for the public with them.
- Gas line repairs by Apex underway
- Sidewalk replacement near completion, spoke about a lady tripping at the York. Asked if Public Works could look at the sidewalk as it appears a valve is sticking out of the sidewalk.

Community Services Youth Club Report- Kalli Cooper

- Youth Club hosted a dance on June 23- Hawaiian Luau themed. It was well attended.
- Movie night on Aug 25 was cancelled as the Swimming Pool had an outdoor movie, they used Youth Club's popcorn machine. This event was well attended.
- Sept 7 meeting was cancelled – no Quorum
- Teen Fair postponed until Spring or Fall of 2024. Not enough volunteers or activities to pull together in a short amount of time. Still looking for ideas to help bring it together.
- Meeting at the school was not well attended, may look into alternative events for teens to get involved with Youth Club.
- Movie night Sept 29 – Previously cancelled by the President Neala-Rea Veno due to no adult volunteers.
- October 20 Movie night- possibly doing a pre-teen movie and then an older teen movie to accommodate both age demographics.
- Youth Club meeting nights are the first Wednesday of the month at 5:00 Town Office. Looking for more volunteers to join and help.

Rural Municipalities Association (RMA)

Michele shared background information about FCSS while highlighting the Rural Municipalities Associations Report on FCSS's findings about the key challenges facing rural FCSS programs, and policy recommendations to address them. A full report is included in the package for information.

Ladies Hockey Request

Motion: D.Herzog- D.Derbyshire

To recommend to Council to amend Policy 2023-01 Community Services Fees & Charges to reflect the addition of a drop in fee \$10.00/per person for Ladies Hockey.

New Member Request: Erica Johnston

Motion: D.Herzog- K.Cooper

To recommend to Council to appoint Erica Johnston to the Community Services Board for a three-year term.

ROUND TABLE DISCUSSION

- Vern spoke about the ELKS Grey cup raffle tickets on sale now.
- AG Society planning for 2024 The theme for the book is, " The Royal Canadian Air Force". Asking students to submit drawings for it.
- Looking at adding new entries for Fall Fair entries, suggestions are Lethbridge horticulture and different Marijuana plants.
- Sheila Taylor taking over Facebook page for the Ag Society, to help stay up to date thru social media.
- Sept- June categories for Fall Fair are made from students such as pictures, poems etc. The School doesn't put the pictures up as the staff is on summer holidays. Working with the Legion for a booth.
- Deanna asked about signage for the recycling bin at Fox Lake to say that monies raised goes to local youth organizations (KidSport, Community Youth Fund).

NEXT MEETINGS DATES:

Monday October 30 Council Chambers at 6:30 p.m.
November 27 at 6:00 p.m. Place TBD (Christmas meeting)

ADJOURNMENT

Chairperson Nadine Wood adjourned the meeting at 8:39 p.m.

Chairperson Nadine Wood

CAO Kim Neill

Date: October 10, 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
 - a. Community Services Foreman
 - b. Community Services Coordinator
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: October 10, 2023

To: Mayor & Council

From: Kim Neill
Chief Administrative Officer

Re: CAO Report – October 10, 2023 Council Meeting

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.
 - Have handed out an information package to most business owners in the affected construction area and held one-one meetings with twelve business representatives to review the project, timelines, design/plan feedback, access restrictions, outside water connections, etc.
 - Prairies Can application for funding of this project has been submitted.
 - Tender: January 2024 (based on available funding)
 - Construction: May 2024 (based on available funding)
- Palliser & Pioneer Trail Road Rehabilitation
 - MPE continues to work on the detailed designs for these roads and recently took some core samples from the road to assist with the determination of the base materials and the strength of the base. If there is suitable structure thickness, the project would be able to accommodate the improvement without reconstruction.
- 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
 - Administration has received the final Building Condition Assessment reports for the above facilities and will use these reports to assist with long term capital budgets.

- Infrastructure Management Plan Update
 - The report is in draft form and MPE representatives will present the updated Infrastructure Management Plan to Council at the November 29th Council Information Meeting.
- Airport Runway Lighting Project
 - The contractor has completed all the civil work required and are awaiting the delivery of the new lights and a piece of electrical equipment (constant current regulator). Unfortunately, there has been a delay in the delivery of the lights and the regulator, and they are not anticipated to arrive until mid-October.
- Pioneer Trail Bridge Replacement
 - The Bridge Inspection is complete and shows the bridge has deteriorated since the last inspection in 2021, primarily with continued deterioration of the 11 girders.
 - Administration plans to resubmit an application prior to the November 30, 2023, deadline and informed Alberta Transportation Officials of this bridge deterioration and the Town's plan to resubmit under the Local Bridge Program funding for 2024 at the Alberta Municipalities Conference.
 - Prior to the resubmission of the application MPE will provide a report for Council's consideration on the possibility of using a culvert system versus a bridge replacement and the pros & cons of both options.
- Water/Sewer Servicing – 304 Railway Avenue
 - PLRD has approached Administration in regards to the possibility of tying into municipal water and sewer services for the lot they purchased at 304 Railway Avenue (Templars Shop) which will be used as their bus maintenance shop. The services do not extend past mid block of the 200 Block East on Railway Avenue and based on the elevations of the existing sewer line on Railway Avenue a gravity feed line will not work.
 - Administration has retained MPE to review the situation and provide the options and costs for discussion with PLRD representatives.

2. Community Benefits Agreement – Sheerness Solar

A small working Committee with representatives of Westmoreland, PACE, Lynks, Harvest Sky Economic Development, Town of Hanna and a Public at Large Member had an initial meeting working towards a developing a structure and a Community Benefits Agreement for the Sheerness Solar project. Basically, there will be funding available to the formalized Organization to award to the community on an annual basis.

3. Nickelback Signage & Promotional Plan

The initial plans the committee has come up with for Phase I include signage, a tour of the murals and key landmarks in Hanna with the tour linked to a QR code with members of the band telling the user the importance of the location and or the album. Currently awaiting feedback from the band members.

4. Visitor Information Centre Operational Costs

The VIC was closed for the season as of September 4th. Harvest Sky Economic Development Corporation has provided Administration with their financial information from the past season including their net loss statement. With the Corporation not receiving any Canada Summer Jobs Grant funding for staffing the corporation showed a loss of \$29,049.98.

5. Fielding Place – Lot Sale

Lot 112 in Fielding Place has been sold at the price approved by Council.

6. 2024 – 2026 Operating & Capital Budget

Administration has begun work on the 2024 – 2026 Operating and Capital Budgets.

Meetings Attended:

- Land Use Bylaw – Public Hearing – September 13th
- Community Benefits Agreement – Sheerness Solar – September 14th
- Community Services Board – September 18th
- Regional Economic, Community Development, Tourism & Marketing Group – September 19th
- MPE – Engineering Project Updates – September 20 & October 4th
- Prairies Can – CCTI-IF Grant Application – September 20th
- Alberta Municipalities Convention – September 27 – 29th
- Duff Scholarship Review Meeting – October 2nd
- Pool Year End Report Review Meeting – October 2nd

Upcoming Events:

- Zone 2 CAO Meeting – Carstairs – October 12th
- Prairies Can Update – October 16th
- Regional Economic, Community Development, Tourism & Marketing Group – October 17th
- Chamber of Commerce – Smokin Sessions – Downtown Redevelopment Project Presentation – October 17th
- Ascend Financial – Interim Audit – October 23 – 25th
- PACE Glint & Glare Report Meeting – October 24th
- Council Information Meeting – October 25th

October 2023 COUNCIL REPORT

KEVIN OLSEN – COMMUNITY SERVICES FOREMAN

Arena

Very quick facility turnaround with Rodeo Sept. 15/16 and Hockey Starting Oct 1 with rummage sale in between.

Rodeo went over with no facility issues. PW pulled dirt out Monday.

Parks staff swept and cleaned for Rummage Sale to move in on Wednesday.

Floor cleaned up immediately following rummage sale, Ice Plant turned on Saturday afternoon.

Monday seal coats, Tuesday floods, Wednesday paint the surface, Thursday lines and logos, Friday seal coats, Saturday/Sunday floods/hot floods

Minor Hockey Started Sunday evening, Oct 1st and in turn shift work started for staff.

Parks / Cemetery

Final irrigation blow out done October 2nd, Fox Lake

Edwin has coordinated with ATCO for assistance hanging the Christmas lights In Memorial Park on Oct. 6th.

Seasonal Staff will be finished Oct. 6th.

Centennial Place

Replacement cable machine and PM inspection done Oct 3rd and 4th in Fitness Centre.

Swimming Pool / Spray Park

Winterizing complete at both facilities.

Parks Shop

Mowers being taken to Brandt for annual servicing.

Lions Hall

Other

Youth Club

Youth Club is currently recruiting for new member, both youth and adults welcome to come to a meeting and check it out!

Upcoming Events:

Movie Night – Oct 20th – Hotel Transylvania: Transformania

Pumpkin Parade – Nov 1st

Hanna Family and Marriage Therapy

Hanna Family and Marriage Therapy has decided to rebrand as Prairie Sky Subsidized Counselling Program. The name change was brought around to address that with Special Areas and Starland County the program services a wider geographic area, and that counselling is available for a whole range of needs, not just relationships. Funding request letters to the municipal partners for 2024 will be coming soon from the Ag Society. Residents of Hanna have accessed \$19,145 worth of subsidy as of the end of August, putting us on track to exceed \$28,000 of use this year.

Emergency Social Services (ESS)

Attended the South Central Regional Emergency Social Services meeting. Always a great opportunity to learn from those who had activations this year, as well as the larger provincial learnings from the wildfire evacuations in Alberta and the North West Territories. Training opportunities are upcoming for evacuee registration systems, vulnerable persons registries, and host communities/mobile ESS supports. I have been asked by South Central Region to sit as one of our representatives on the provincial network committee that does liaison work with the Provincial Emergency Social Services team within Alberta Emergency Management Agency (AEMA). They often struggle to have representation from smaller communities and thought it would be valuable to add that diversity to the team.

Community Services Board

The Community Services Board had one application for our open board positions and made their recommendation to Council to appoint our new member. Community Services Board Grant Applications Period closed on September 30th and the Board will be reviewing them and making their recommendations for funding at their next meeting.

Hanna Wellness Network

Final Community Impact Report for the Alberta Healthy Communities Initiative Grant project is attached. Report provides an overview of the work done by the Hanna Wellness Network from 2019 through to the end of the funding period earlier this year.

Drive Happiness

Pilot project to transport Food Bank clients home with their groceries started October 4th with one client using this free ride. We are hopeful that this will build as clients become aware it is available and as we get into the colder months.

Drive Happiness Statistic 2023 YTD:

New Drivers – 1

New Riders –11

Total Rides Completed – 37

 Delivery – 27

 Medical – 6

 Personal – 2

Rides Cancelled by Rider – 3

Rides Cancelled by Driver – 2

No Driver Available for Request – 17



Alberta Healthy Communities Initiative (AHCI): Community Impact Report

Hanna, Alberta

Alberta Healthy Communities Approach (AHCA)

Supporting communities to define their own pathways to health and wellness

Founded on the Healthy Communities Approach (HCA), the Alberta Healthy Communities Approach (AHCA) is an evidence-based, participatory approach to creating supportive community environments for health. This approach builds on community knowledge, strengths, and capacity through five key building blocks: community engagement, multi-sectoral collaboration, political commitment, healthy public policy, and asset-based community development (BC Healthy Communities, 2020; Hancock, 2009). To help communities strengthen these foundational building blocks and work together, the AHCA uses a five-step process (Figure 1). This includes: 1) Engage and Create Connections; 2) Understand Your Community; 3) Prioritize and Plan; 4) Implement and Evaluate; and 5) Sustain, Improve and Share.

The Alberta Healthy Communities Initiative (AHCI) was a 3-year initiative in which 19 rural communities partnered with Alberta Health Services (AHS), Cancer Prevention and Screening Innovation (CPSI) to learn and engage in the Alberta Healthy Communities Approach. The initiative was based on the principle that communities have the knowledge, power, and strength to determine their own solutions to create supportive environments for health and cancer and chronic disease prevention. To further support community action, the initiative provided facilitated support, seed funding, as well as a number of guiding resources and assessment tools.

Hanna's Journey

This report highlights Hanna's journey through the AHCI and demonstrates the commitment of a core group of individuals in building a healthy community.

Engaging in this approach, the community of Hanna successfully:

- Created multi-sectoral community connections, building the ***Hanna Wellness Network***.
- Conducted pre and post implementation assessments to gather community-level data.
- Developed action plans prioritizing the following areas: Simple Community Connections, Outdoor Winter Activities, Free and Accessible Activity
- Leveraged existing community strengths and resources, as well as leveraged seed funds for additional funding.
- Developed an evaluation plan and evaluated outcomes of activities.
- Shared the results of the initiative to sustain momentum for creating supportive environments that shape health and well-being.



Figure 1. Steps in the Alberta Healthy Communities Approach (AHCA)

Engage and Create Connections



“We’re really lucky that our agencies here have great relationships... even if we were working from home or not in our normal activities, or not all our facilities opened, that this group has a lot of strong interpersonal connections outside of just this work. So, it made it easy to stay connected and keep working together and not have it come completely off the rails.”

“I think we all have a common goal in mind as far as our communities concerned and we want to see the members of the community thrive in whichever way possible.”

- Hanna Wellness Network members

In 2019 the Community Services Director and an AHS Central Zone Health Promotion Facilitator applied to participate in the AHCI and were selected as one of 19 communities. Over four years, Hanna saw representation from the following four sectors:

1. Community-at-large: Town Councillor, Ministerial Association, Volunteers
2. Community facilities and organizations: Housing Authority, Hanna Library, Senior Service Center, Hanna Learning Services, FCSS, McMann Family Services
3. Healthcare: PCN Nurse, AHS Health Promotion, AHS Nutrition Services
4. Schools: Project REACH

From the initial application to building a team, Hanna held several meetings that helped them to better understand the Alberta Healthy Community Approach, as well as the participatory research the initiative would involve. They collaboratively established a Terms of Reference for team meetings and developed an Asset Map from which to build on. Early in the initiative, Hanna determined that the door would always be open to anyone from the community. They invited several participants from various organizations and walks of life, to inform the planning and goals for this initiative. They also created the following statements and goals to guide their work:

Vision Statement: The citizens of Hanna and area are active, healthy, and engaged in their community.

Mission Statement: Residents of Hanna and area will feel engaged in their community through a strong and

safe community environment, enjoying opportunities for active, healthy, and connected lives.

Goal for the Hanna Wellness Network: Working together to empower people by providing opportunities to participate in an active healthy and connected community.

Understand Your Community



“We come with different hats and so everybody has a different agenda. But when we come into the meeting space, the room, or however we decide we’re going to meet, we take those hats off and ask just what are the needs of our community and the people that we serve and what do we as individuals want out of the community that we live in?”

- Hanna Wellness Network members

The Hanna Wellness Network (HWN) is determined to develop a deeper understanding of their community’s strengths, demographics and potential areas of concern that may be addressed.

With the support of the CPSI facilitator, the HWN spent considerable time developing an Asset Map, Community Profile, and a Collective Team Assets inventory. These 3 documents were beneficial in guiding meaningful, positive, and solution-focused discussions related to community potential, instead of focusing on what may be lacking.

The Community Capacity Assessment Tool (CCAT) was also completed by the HWN and started a conversation on ways to engage partners, leverage resources, skills, and knowledge, and create a sense of belonging.

Following the CCAT, the HWN completed the Healthy Places Action Tool (HPAT) to better understand community places and to define the focus areas that would guide community action. The HPAT looks at focus areas that influence cancer and chronic disease prevention in each of these areas: policy, economic, physical, and social environments. For further details, see Pages 6 and 7).

Hanna's Milestones



Spring 2019

The Town of Hanna Community Services Director and the AHS Health Promotion Facilitator applied to be a part of the Alberta Healthy Communities Initiative, through Alberta Health Services (AHS).



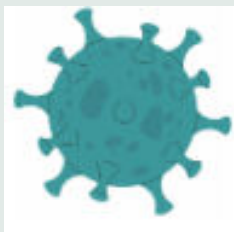
Summer 2019

A group of likeminded individuals joined together to form a multisectoral team and complete a community profile and asset map.



Winter 2019

A name was chosen - the Hanna Wellness Network (HWN). A Terms of Reference was developed and the Healthy Places Action Tool (HPAT) and Community Capacity Assessment Tool (CCAT) were completed.



Spring 2020

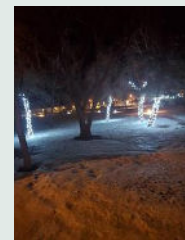
The global pandemic causes the team to move meetings online. Hanna quickly pivoted to this new virtual meeting space and continued to complete assessments to gain a better understanding of the local context.



Fall/Winter 2020

Members analyzed the data they gathered and prioritized action areas. The top 3 priorities were:

1. Free outdoor physical activity,
2. Simple community connections,
- and 3. Free and accessible activities.



Winter 2020

As restrictions continued, the HWN partnered with businesses, organizations, and the Town Public Works Department to expand outdoor winter activities.



2021

With a new partner at the table, the HWN expanded their focus to additional free activities. The library of things resulted from this new focus, providing opportunity to borrow items such as snowshoes, walking poles, bird watching kits, and other activity related resources.



Summer 2021

Activities continued with the purchase of stencils for sidewalks. They were located at various places around the Town of Hanna.



2022 – Present

The HWN continued to provide outdoor opportunities by recreating the Crockicurl, toboggan hills, and lighted paths. This has become a sustainable project. HWN also purchased a block trailer outfitted with games, tables, shade tents, and more, providing further opportunity for community connections through physical activity.

Prioritize and Plan



“Those tools that she [the CPSI facilitator] had to be able to point us in the right direction of like, bring back your focus to here and ask, how are you going to achieve that?”

- Hanna Wellness Network members

After learning more about the community context in Step 2, the team began to discuss priorities. Step 2 was completed by February 2020 but by March, the world had to shift in a multitude of ways due to the world-wide pandemic. This shift meant a big change for communities. In response, the Hanna Wellness Network decided to pause their work for three months, to allow organizations and individuals time to pivot to their new reality. The following priorities came from a community response to work within the restrictions of the pandemic, and to create supportive environments:

1. Free outdoor physical activity,
2. Simple community connections, and
3. Free and accessible activities.

Action plans were established in the fall of 2020. The priorities identified required involvement from sources beyond the network. Each Network member called upon their existing connections, and a web of collaboration began to take shape. In-kind support from multiple sources supported the strategies, leveraging the assets already existing within their community.

The team anticipated that their efforts would result in the following outcomes:

- An increase in outdoor physical activity, given the restrictions faced at that time.
- Decreased loneliness and increased connections in a safe environment.
- Physical and social environments that increased healthy choices across prioritized action areas.

Implement and Evaluate



“The evaluation tools that we used to develop feedback forms and things like that... that was really helpful to get us like a starting base too for sure.”

- Hanna Wellness Network members

Free outdoor physical activity

The Hanna Wellness Network collaborated with partners to build a Crockicurl surface in the town. Snow hills were built using the snow removal from streets, and toboggans were provided to the local school for classroom use.

A local volunteer groomed a ski trail on the perimeter of the town and maintained it throughout the winter. Additionally, the ice surface was cleared at Fox Lake, 2 kilometers from town, complete with benches and firepits to provide a space for ice sports and activities.

All these activities created safe, supportive environments for people, during a time when nothing felt safe. Families and people of all ages commented on the value and enjoyment of all the spaces.



“We needed to create opportunities for them to connect with each other... Just those natural things where people can choose to go to and connect however they feel comfortable, and have that physical activity and things like that. I think that was really pivotal.”

- Hanna Wellness Network members

Hanna's priorities:

Free outdoor physical activity

Simple community connections

Free and accessible activities

Simple community connections

While creating connections flowed throughout all three priorities, it was highlighted as a focus area during the pandemic when loneliness and isolation were at a high.

As a result of the new outdoor spaces, families and individuals were able to connect a safe distance apart and be physically active at the same time. During its second year of use, new Crockicurl rocks were purchased, and signs featuring QR codes were utilized as a way of capturing the usage of the rink. Two tents displaying the Hanna Wellness Network logo and tagline, one 10x20 and one 10x10, were also purchased to host events, promote the wellness network and to provide shade.



A walking path was available at the Hector King Hunter Park. The Wellness Network partnered with the Town of Hanna to add lighting, encouraging use in the winter months, while continuing to be considerate of social distancing.



Following the winter activities, the focus turned to year-round connections with activities. A Block Party Trailer to be filled with various activities, tables, chairs and shade structures, was planned

Within the allocated budget, the Hanna Wellness Network realized they needed to leverage the seed funds and apply for a grant. An application was submitted, and was successful, allowing for the

purchase of the trailer. This leveraging of funds also provided for the installation of a disc golf course; this project is currently underway and is expected to be completed Fall 2023.

“Getting people back out and connecting after the pandemic was really important. So, I think that’s where a lot of initiatives were kind of stemming from, was getting people out and connecting again.”

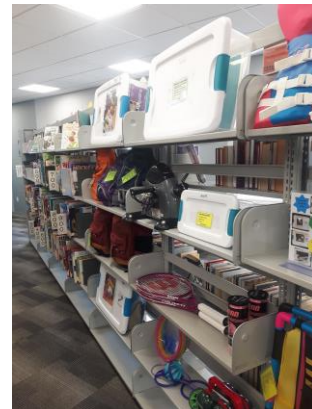
“We really took a focus on helping people feel connected to their community. So that starts with our group of making sure that we all feel connected and then also how do we connect with the community and help the community to feel that as well.”

“Through the connection, it becomes easier to have the harder conversations of someone if they’re struggling with their mental health, then they feel safer to be able to be open, to being connected to those professional supports when they feel connected.”

- Hanna Wellness Network members

Free and accessible activities

As the pandemic relaxed, the Hanna Wellness Network determined that the activities from the first two priorities would be sustained and replicated in the next winter season. Additionally, a partnership was formed with the Hanna Library to develop a Library of Things; a free space for lending many resources, including bird watching kits and outdoor equipment, intended for both individual and family use.



The last activity was the installation of sidewalk games. Stencils were purchased, and volunteers spent numerous hours painting the sidewalks around town. The stencils encouraged physical activity outdoors during the pandemic and continue to encourage time spent outside with others.



“Especially with the mental health aspect of it, like just getting out, getting more active, always improves the mental health side of things. And I think it all kind of comes together that way.”

- Hanna Wellness Network members

Community Capacity Assessment Tool (CCAT)

Community capacity is closely related to the idea of asset-based community development as it helps teams identify individual, organizational, and/or community skills, resources, and partnerships that help a team to act on locally identified priorities.

At the beginning of the initiative, the Hanna Wellness Network assessed community capacity by using the Community Capacity Assessment Tool (CCAT). The tool measures capacity through eleven different domains, including: 1) Shared vision, 2) Sense of community, 3) Communication, 4) Resources, 5) Skills and knowledge development, 6) Learning from experience, 7) Participation, 8) Asking why, 9) Shared community leadership, 10) Partnerships, linkages, and networks, and 11) Sustainability.

The team completed CCAT again after implementation to identify whether there were changes in community capacity. Figure 2 shows Hanna’s pre- and post-CCAT results for each of the eleven domains. The difference in size between the larger blue shape and the smaller green shape in the diagram below represents the growth in community capacity over the course of the initiative. For Hanna, after participating in the AHCI, the community capacity increased from ‘Haven’t started’ or ‘On the road’ to ‘We’re there’ in almost every domain. By the end of the initiative, Hanna had increased its capacity to facilitate continuous action on health initiatives, especially on Partnerships, linkages, networks (4.7), Shared vision (4.6), Resources (4.4), and Sustainability (4.4).



Figure 2. Community capacity results (CCAT) before and after participating in the AHCI.

Healthy Places Action Tool (HPAT)

The Healthy Places Action Tool (HPAT) – a community environment assessment and planning tool – measures changes in social, physical, economic, and policy environments. Questions help define community action across six modifiable risk-factor (MRF) including: physical activity, health eating, alcohol reduction, tobacco reduction, UVR protection, and cancer screening. Changes were measured before and after project implementation.

Figure 3 shows the pre- and post - HPAT results across six MRF focus areas for Hanna. Five of the focus areas have shown an improvement of environments supporting cancer prevention, with the highest post-HPAT scores on Tobacco reduction (4.1) and Physical activity (3.8). The most significant improvement is UVR reduction (25.93% improvement).

The results of the collaborative actions demonstrate the significant impact a group of community members representing different sectors and perspectives can have on their own community. The partnerships created and the collaborative actions involving a variety of community members are key factors in Hanna’s success.

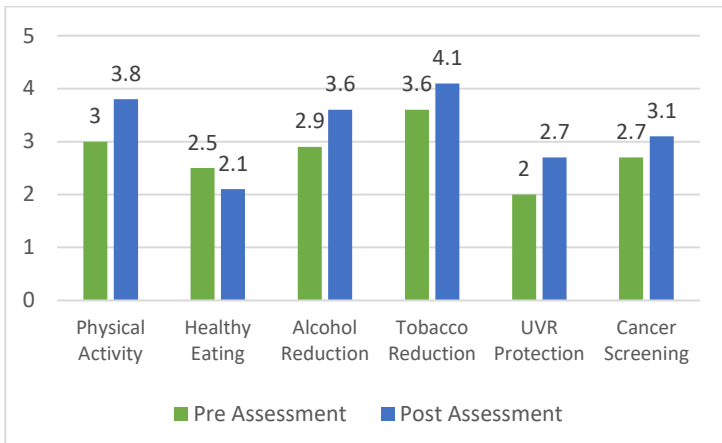


Figure 3. Healthy Places Action Tool (HPAT) before and after participating in the AHCI.

The Hanna Wellness Network continues to collaborate and build on community strengths to create supportive physical and social environments that promote health and sense of belonging. The initiatives that were started as part of the AHCI continue and will be successfully maintained. Plans continue for ongoing development of the disc golf course, with regular meetings to discuss further initiatives.

“We can all say we know that for physical health and for mental well-being, social connectedness is important, and that physical activity is important. But having the actual stats and the backing of reputable organization that says we have proof that this works. So, when you were going to partners for buy in or implementing things, we all have ideas of what we think is good and stuff, and it is nice to have that factual backing.”

- Hanna Wellness Network members

Sustain, Improve, and Share



“The one-off event is lovely and nice, but then it's here and it's gone, and you don't necessarily have it again... We had a lovely initiative, but then it's over. And then what? But I think I'm really proud of the things that were developed that are either low cost/no cost to continue... that sort of have just taken on a life of their own as something we will do.”

“You know, a decade from now, all of those things could still be things that are happening in Hanna and available for residents to use. So, I think it's nice to see longevity when you do a project like this, that there's something that you still see that is has value after you've maybe closed this chapter, that all the things don't go away with it.”

- Hanna Wellness Network members

The goal of Step 5 is to outline what your community team needs to maintain momentum. Hanna Wellness Network and members of the community have made it a priority to work collaboratively to maintain initiatives and seek opportunities to enhance the health of their community.

On June 17, 2021, Hanna's story was presented at a Connect. Create. Innovate. Together (CCI) online gathering, sharing their achievements with other Alberta rural communities.

They also have 2 stories on the Alberta Healthy Communities Hub - the Hanna Wellness Network, [Hanna -Wellness Network - Stories - Community Stories - Get Inspired - Home - Alberta Healthy Communities Hub - Get Inspired - Home - Alberta Healthy Communities Hub \(healthiertogether.ca\)](https://healthiertogether.ca), and Hanna - Library of Things [Hanna - Library of Things - Stories - Community Stories - Get Inspired - Home - Alberta Healthy Communities Hub - Get Inspired - Home - Alberta Healthy Communities Hub \(healthiertogether.ca\)](https://healthiertogether.ca).

Additionally, a digital story of Hanna's journey through a very difficult time is available on the Hub. It is entitled 'Relationships are the Greatest Asset' and can be found here: [Digital Stories - Get Inspired - Home - Alberta Healthy Communities Hub \(healthiertogether.ca\)](https://healthiertogether.ca)



Summary

The Hanna Wellness Network, in collaboration with many community organizations, businesses and volunteers, has demonstrated commitment and resilience throughout the last four years. The dedication of team members, their shared vision and strong community leadership has set the stage for continued collaboration. Thank you, Hanna, for all your hard work and dedication to building healthy communities in Alberta!

Resources

CPSI has launched the Alberta Healthy Communities Hub – a virtual gathering place designed to help communities connect, share, learn about and take action on building healthier communities.

<https://albertahealthycommunities.healthiertogether.ca/>

Learn about the Alberta Healthy Communities Approach (AHCA) and Download the Action Guide

[Alberta Healthy Communities Approach - Building Healthy Communities - Home - Alberta Healthy Communities Hub \(healthiertogether.ca\)](#)

Access the Alberta Community Health Dashboard and Profiles

[Alberta Community Health Dashboard - Resources - Home - Alberta Healthy Communities Hub \(healthiertogether.ca\)](#)

[Cancer Prevention Community Profiles Tool - Research Local Data - Take Action - Home - Alberta Healthy Communities Hub \(healthiertogether.ca\)](#)

Watch other communities' success stories

[Digital Stories - Get Inspired - Home - Alberta Healthy Communities Hub \(healthiertogether.ca\)](#)

References

BC Healthy Communities. (2020). The Healthy Communities Approach: A Framework for Action on the Determinants of Health. Retrieved from http://bchealthycommunities.ca/wp-content/uploads/2020/05/The_Healthy_Communities_Approach_A_Framework_For_Action_2011.pdf.

Hancock, T. (2009). Act locally: Community-based population health promotion. A report for the senate sub-committee on population health. Retrieved from <https://sencanada.ca/Content/SEN/Committee/402/popular/rep/appendixBjun09-e.pdf>.

Report to Council

Date: Oct 10, 2023

Submitted by: Laurie Armstrong, Director of Business & Communication

- Donna Brink has agreed to work on the latest Nickelback mural 'Get Rollin' and plan to get started on it this fall.
- I am anticipating changes to our Internet Service Provider in 2024 along with the equipment installed in our facilities to provide the service. Since Netago has sold to Mascon by Telus, they have been very clear that they prefer their business clients within Town to transition to Pure Fiber. Even though Netago would have preferred this to happen in 2023, they recognize that there will be some budget considerations and that it's a complex network so will continue to support us and provide services until we transition in 2024. I have reached out to our Telus business rep to begin discussions.
- Katie and I attended the first Alberta Municipal Communicators Conference. It was held in Airdrie over two days. We got to network with many communicators in Alberta and shared tools and similar challenges. It was a beneficial couple of days and gave Katie an overview of our role as communicators as well as communicating with the public during an emergency or disaster. She will be moving forward with that training to become a back-up Emergency Information Officer for the Town of Hanna.

COUNCIL REPORT

DATE: Oct 10, 2023

PRESENTED BY: Brent Olesen, Director of Public Works

- Since the September 12, 2023 Council meeting, the public works department has been busy with the following items:
 - Water & Sewer
 - Changed 4 curb stop rods requested by homeowners.
 - Every Friday we haul sewer from Special Areas, Airport, and we did final haul from Fox Lake Oct 6th.
 - We have been turning water off for parks irrigation and at fox lake.
 - We flushed and hauled the sump at the arena.
 - We plan to shut down the UFA sewer dump water after the long weekend.
 - We did some maintenance sewer flushing in preparation for winter on the areas that we have some issues in the past just to keep up on them.
 - We have a sewer camera crew scheduled for Oct 16 to 20.
 - Road Maintenance
 - Mudrack Concrete finished up the sidewalks for this year. The guys have been busy adding millings, cold mix and topsoil.
 - We have been grading and adding millings as needed.
 - We have measured all our pavement patches and hoping to see Brooks Asphalt in the middle of the month.
 - We have been busy dropping barricades off for special events that have been going on this month.
 - We will be doing fall clean up after the long weekend.
 - Once the leaves have fallen from the trees, we will try to sweep them up before snow.
 - Meetings
 - I am attending the Monday morning Director's meetings.
 - Airport
 - The new runway light infrastructure is complete, just waiting on the actual lights and few electrical components that were on back-order hope to have them mid-October.
 - We are doing routine maintenance every week.

- Cemetery
 - We did the opening/closing for two cremations in the Hanna Cemetery and one cremation at the Catholic Cemetery this month.
- General
 - The crew has been busy using their holidays.

Date: October 10, 2023

Agenda Item No: 9.01

Hanna Fire Department – 2023 3rd Quarter Report

Recommended Motion

That Council accepts the Hanna Fire Department 2023 3rd Quarter Report for July – September 2023 and thanks Fire Chief David Mohl for his presentation this evening.

Background

The Fire Chief will be in attendance to present the Hanna Fire Department quarterly statistics for the 2023 3rd Quarter (July – September 2023) and address any questions Council may have.

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. Hanna Fire Department – 2023 3rd Quarter Activity Report
2. Hanna Fire Department – 2023 3rd Quarter Comparison Report



Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer



HANNA FIRE DEPARTMENT

ACTIVITY REPORT

JULY - AUG - SEPT

2023

CLASSIFICATION	TOWN #	RURAL #	COMBINED #
Structure Fire	1	1	2
Vehicle Fire	0	0	0
Rescue/MVA	0	13	13
Grass or Feed Fire	0	11	11
Medical Assist	7	1	8
Misc	1	2	3
False Alarm	4	0	4
Total Calls 3rd Quarter	13	28	41

Calls 1st Quarter	13	13	26
Calls 2nd Quarter	12	24	36
Calls 3rd Quarter	13	28	41
Calls 4th Quarter			0

Total Calls 2023	38	65	103
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HANNA FIRE DEPARTMENT

NUMBER OF INCIDENTS MONTHLY & YEARLY COMPARISON

TOWN OF HANNA

Year	2023	2022	2021	2020	2019	2018
Jan	5	1	3	9	1	3
Feb	7	4	5	5	1	3
Mar	1	4	7	2	4	5
April	4	4	2	2	1	1
May	4	5	8	2	4	2
June	4	6	6	3	7	3
July	2	7	2	2	7	3
Aug	5	9	4	2	2	4
Sept	6	10	6	3	4	1
Oct		10	7	4	2	5
Nov		14	5	5	2	8
Dec		4	11	3	3	3

SPECIAL AREAS

2023	2022	2021	2020	2019	2018
1	4	2	1	1	0
3	3	4	1	0	1
2	2	3	2	2	2
7	2	4	3	7	3
3	4	4	5	1	2
7	7	9	1	1	3
7	3	18	1	5	12
7	8	1	7	6	6
5	3	9	2	5	1
	4	4	2	4	3
	2	3	2	1	2
	1	1	1	1	2

ALBERTA TRANSPORTATION

2023	2022	2021	2020	2019	2018
4	2	0	3	2	1
1	0	1	2	2	7
2	3	2	1	4	2
4	2	2	1	0	1
1	4	2	2	0	6
2	3	3	0	1	4
1	0	6	1	6	6
4	2	8	6	2	4
4	2	4	4	4	4
	3	4	2	1	6
	4	3	0	0	3
	6	2	3	2	2

Date: October 10, 2023

Agenda Item No: 9.02

Development Permit Report – 2023 3rd Quarter

Recommended Motion

That Council accepts the Town of Hanna Development Permit Statistics Report for the 2023 3rd Quarter from July to September 2023 for information and thanks Development Officer David Mohl for his presentation this evening.

Background

The Development Officer will be in attendance to present the Town of Hanna Development Permit Statistics for the 3rd Quarter (July – September 2023) and address any question of Council.

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. Development Permit Statistics – 2023 3rd Quarter Activity Report



Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer



DEVELOPMENT PERMITS YEAR TO DATE 2023

Permit #	Type of Development	Address	\$ Value
1st Quarter			
D01-23	Home Occupation	207 5 Avenue W	\$0
D02-23	Home Occupation	214 1 Avenue E	\$0
D03-23	Home Occupation	710 Center Street	\$0
D04-23	Sign	#4 218 Center Street	\$3,500
D05-23	Sign	Town of Hanna Property	\$1,200
D06-23	Home Occupation	410 5th Avenue West	\$0
D07-23	Sign	332 5 Avenue West	\$5,000
D08-23	Home Occupation	608 7th Avenue West	\$0
D09-23	2123982 Alberta Ltd.	Construction	\$350,000
D10-23	Home Occupation	407 Hanna Cresent	\$0
D11-23	Construction	100 Golf Course Cresent	\$155,000
2nd Quarter			
D12-23	Candis White	Construction - Garage	\$20,000
D13-23	Bert Martin	Construction - Garage	\$50,000
D14-23	Colin Kisko	Construction - Ramp	\$500
D15-23	Heather Skinner	Fence	\$7,000
D16-23	Glory Lester	Home Occupation	\$0
D17-23	Colton Griffith	Fence	\$2,000
D18-23	James Laughlin	Fence	\$500
D19-23	Giovanna Pirro	Construction	\$30,000
D20-23	Curbex	Sign	\$1,700
D21-23	Lisa Gentry	Home Occupation	\$0
D22-23	Bruce Schiffner	Construction - Shed	\$6,000

D23-23	Roger Guilbault	Fence	\$5,000
D24-23	Thelma Bossert	Construction - House	\$400,000
D25-23	Cindy Emmerson	Fence	\$3,000
D26-23	Brian Gutsche	Fence	\$5,500
D27-23	Ernest Brown	Construction - Garage	\$20,000
D28-23	Tracy Raypold	Fence	\$800
D29-23	Gerald Benedict	Construction - Ramp	\$500
D30-23	GFL Enviromental Inc	Construction - Shed	\$365,000
D31-23	Alyssa Gross	Change of Use	\$0
D32-23	Megan Skilling	Construction - Deck	\$2,500
D33-23	Kinberly Miller	Home Occupation	\$0
D34-23	Sean & Lisa Watts	Fence	\$5,000
3rd Quarter			
D35-23	John Durfey	Home Occupation	\$0
D36-23	Rob Welsman	Fence	\$2,000
D37-23	Laurie Armstrong	Construction - House	\$300,000
D38-23	Eric Fowler	Fence	\$1,500
D39-23	Curbex	Sign	\$1,700
D40-23	Lou Robertson Bacomo	Home Occupation	\$0
D41-23	Ernest Brown	Construction - Garage	\$2,000
D42-23	Calvin Saunders	Construction - Reno	\$2,500
D43-23	First United Church	Construction - Shed	\$6,350
D44-23	Aimee Rock	Home Occupation	\$0
D45-23	John Durfey	Construction - Reno	\$2,000
D46-23	Brigitte Somero	Home Occupation	\$0

Date: October 10, 2023

Agenda Item No: 9.03

Emergency Management Report – 2023- 3rd Quarter

Recommended Motion

That Council accepts the Town of Hanna Director of Emergency Management 2023 3rd Quarter Report (July – September) for information and thanks the Director of Emergency Management David Mohl for his presentation this evening.

Background

Mr. Mohl is present this evening to provide an update on the Emergency Management activities undertaken in the 2023 – 3rd Quarter (July - September) and address any questions Council may have.

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. Director of Emergency Management – 2023 – 3rd Quarter Report



Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer



**COUNCIL REPORT
3rd Quarter 2023**

David Mohl, Director of Emergency Management

2023 – 3rd Quarter Report

- Continuing to follow all the Local State of Emergencies that have been happening throughout Northern Alberta and the North West Territories due to all the wildfires.
- Have been in discussions with the Special Areas Director of Emergency Management about moving forward on some meetings with our Regional Emergency Management Group. Plan to have some meeting dates set later this fall with a plan created for 2024.
- Working with the Director of Emergency Management from the Town of High River on some ICS (Incident Command System) role specific courses that we may be able to attend in High River this winter.

Date: October 10, 2023

Agenda Item No: 9.04

Hanna Municipal Enforcement – 2023 3rd Quarter Report

Recommended Motion

That Council accepts the Hanna Municipal Enforcement 2023 3rd Quarter Report for July – September 2023 and thanks Municipal Enforcement Officer Raypold for her presentation this evening.

Background

The Municipal Enforcement Officer is in attendance to present the Hanna Municipal Enforcement 3rd Quarter statistics for July – September 2023 and address any questions Council may have.

The 3rd quarter has been a continuation of development and implementation for Hanna Municipal Enforcement. Service delivery through modified work conditions transitioned to in person contact. I was able to confidently move towards the goals set out in the contractual agreement. The later half of the 3rd quarter saw implementation of in-person service delivery within the community. Door knocking, phone conversations and face-to-face meetings were conducted to further support efforts to obtain compliance through open communication styles. While some challenges remain with limited access to information, letters were used to inform and communicate to residents and businesses with outstanding municipal bylaw violations. Legal documentation is best practice and a good tool to use in obtaining compliance. As mentioned in the last report to council, every effort and step is followed to gain compliance. Letters intended to provide clear understanding of expectations and highlights the request to contact the office for further information. Those in receipt of letters intended to communicate that their questions are welcomed. Willingness to further educate is readily available. Many circumstances presented with residents and property owners who were either not home at the time of a visit, did not answer phone calls or return messages. The desired outcome of any form of contact was to communicate that Hanna Municipal Enforcement is here to help with each step of the process to reach a successful resolution in effort to gain compliance through least restrictive measures.

Communication to residents and business owners of the identified needs within the community continue to be shared and discussed with the message delivery that council directives are established for the greater good of all residents, property owners, businesses,



and community stakeholders. Compliance to increase awareness and contribute to a safer, more inviting town has remained the focus of work conducted. Networking with local contractors, outside agencies, and community members through meetings is still developing and expected to progress through continued efforts towards community engagement and relationship building. The continued effort to support and facilitate a peaceful, safe and attractive community remains the focused intention of rebuilding the Municipal Enforcement Program for the Town of Hanna.

The table below shares gathered statistics between the months of July to September 2023.

	Animal	Garbage	Licence	MGA	Noise	Parking	Sidewalks	Unsightly	Other/ Info	Officer Generated	Written Complaint
JAN	1	1		4			18		1	20	5
FEB		1		2		2		1		2	4
MAR		4	1			1	9	3	1	2/CPOIP	17
APR	2	2				1		3		CPOIP	8
MAY	2	1	1		1			2		CPOIP	7
JUN	4	2		7		6		34	1	34	16
JUL	1		4	5				39	1	47	3
AUG	3	3		6			1	38		41	10
SEP	3			13	1	1		3	5	16	10
OCT											
NOV											
DEC											
	9	11	2	13	1	10	27	43	3	58	57

Unsightly Premises:

Clean up projects continue, with the majority transitioned to a successful resolution. A few locations have been recently cleaned after months of effort put forth. Communication of thanks was received from residents and of a job well done. My appreciation was shared with those who took the time to reach out and express their positive thoughts. These matters require teamwork and community efforts. Contractors who expressed interest in obtaining these jobs, did excellent work and remained patient and understanding of the highly sensitive legal requirements, while adhering to procedure that protects the rights of property owners. The process is long, and results take time. This can be an understandable point of frustration for those who are not familiar with legal practice.



Continued support of proactive unsightly investigations was notable. Those who submitted written complaints were sincere and helped to foster positive relationships with Hanna Municipal Enforcement. The understanding of the desired effort to obtain compliance through least restrictive measures was heard and accepted. Deadlines were relaxed with the intent to bring accountability to those facing remedial and enforcement orders. The goal was to have those property owners who were subject of the complaint process, act and become accountable for the unsightly condition of their residential and commercial property. The main message was to be a good neighbour and remember the Town of Hanna is an urban municipality where neighbours coexist in a proximity to one another. An effort to cooperate and intentions of mutual respect are the desired outcome. Encouragement to remain accountable will be the continued focus towards achieving compliance.

4th Quarter Intentions:

The transfer of files and documentation from handwritten to electronic retention continues and is a priority of the 4th quarter.

Special focus on updated media/ marketing pieces will begin and once completed, will be retained on file for the ease of distribution. Updated media will aid to foster awareness of the intended focus and duties of Hanna Municipal Enforcement. This helps to ensure community standards are clear. Awareness in the form of advance notice helps to facilitate a positive outcome and encourages compliance before a complaint is received.

Further exploration of modernizing the currently outdated Animal Control Bylaw and will be conducted.

Address challenges of community members who are hesitant to put a complaint in writing. Many phone calls for information and to answer questions have been received without a follow up of submission of a written complaint. Identify complaints process to better assist community needs. Willingness to provide contact information and details vs. written complaint form submission.

Needs of Hanna Municipal Enforcement to aid in a more efficient and customer service driven delivery will be identified and put forth to the CAO for the 2024-2025 budget year.

Communications

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

Date: October 10, 2023

Agenda Item No: 09.05

Fred & Freda Geuder Bursary – 2023 Recipients

Recommended Motion

That Council accepts for information, the report regarding the Fred & Freda Geuder Educational Bursary and congratulates the 2023 bursary recipients Kennedy MacKinnon, Veronica Pedersen, and Madison Pitman.

Background

In 2007, the Town of Hanna received a bequest from the estate of Mrs. Freda Geuder to establish and award a bursary fund to be known as the Fred & Freda Geuder Educational Bursary for the benefit of Hanna & District students attending post-secondary educational institutions of any kind. The bursary is to be awarded to students based on need and academic standing.

Mr. & Mrs. Geuder were longtime residents of Hanna. Mr. Geuder was a businessman, owning Geuder Electric. Mrs. Geuder was a teacher and active in the community. She served as a member of Council for the Town of Hanna from 1974 to 1980.

Council accepted the donation of \$114,106.42 and appointed three trustees to establish the parameters for the bursary and determine the recipients. The funds are deposited in a separate account and accumulate interest annually. Each year, bursaries are awarded to three students in the amount of \$1,500.00 each for a total awarded of \$4,500.00. Once the 2023 award cheques are cashed, the balance in the bursary account will be \$61,039.93.

Members of the Bursary Committee for 2023, Councillor Crowle, Connie Deadlock and Audra Limpert reviewed 4 applications and awarded the following students with a \$1,500.00 bursary to continue their education:

Kennedy MacKinnon	Bachelor of Science: Nursing
Veronica Pedersen	Bachelor of Science: Nursing
Madison Pitman	Bachelor of Science: Nursing



Communications

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

- 1. Policy 2014-04 Geuder Educational Bursary

Attachments

- 1. Policy 2014-04 – Geuder Educational Bursary
- 2. Geuder Bursary Recipients – 2007-2023

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer



Title: **Geuder Educational Bursary**

Policy: 2014-04
Supercedes:

Authority: **Council**

Approval Date: **December 9, 2014**
Effective Date: **December 9, 2014**

PURPOSE

To establish the guidelines for distribution of funds from the Fred & Freda Geuder Educational Bursary.

POLICY STATEMENT

The Fred & Freda Geuder Educational Bursary was established in 2007 in response to a bequest from the estate of Mrs. Freda Geuder. The Town of Hanna was given funds from the estate and directed “to invest the said funds and the net income generated from such investments and such portion of the principal sum at their sole discretion shall be used by them to establish and award a bursary fund to be known as the “FRED and FREDa GEUDER EDUCATIONAL BURSARY” for the benefit of Hanna & District Students attending Post-Secondary Educational Institutions of any kind; and to annually for as long as possible, award such students based on need and academic standing”.

RESPONSIBILITIES

Town of Hanna Administrative Services is responsible to ensure the accuracy and currency of this policy with respect to the above.

STANDARDS & PROCEDURES

In 2007, the Town of Hanna:

- Accepted funds from the Freda Geuder Estate to establish the “Fred & Freda Geuder Educational Bursary” for the benefit of Hanna & district students attending Post-Secondary Educational Institutions of any kind; and
- Deposited the funds in a separate account to record the principle and interest; and
- Appointed three trustees to establish the parameters for the bursary; and
- Agreed to administer the funds to the bursary recipients annually.

Trustees are appointed annually to the Fred & Freda Geuder Educational Bursary Committee to review applications and award three bursaries of \$1,500.00 each under the parameters established by the committee.



Title: **Geuder Educational Bursary**

Policy: 2014-04
Supercedes:

Authority: **Council**

Approval Date: **December 9, 2014**
Effective Date: **December 9, 2014**

APPLICATION CRITERIA

- 1 Students are only eligible to receive the bursary once.
- 2 Students must have attended JC Charyk Hanna School.
- 3 Preference will be given to students who have completed their first year of post-secondary education
- 4 Post-secondary education of any kind will be considered. This includes universities, colleges and institutes of technology.
- 5 Need and academic standing will be considered.
- 6 Bursary recipients will be required to provide confirmation of full time registration.
- 7 Bursary recipients may be requested to return funds on a pro-rated basis if they withdraw from full time status at a post-secondary institution.

Accepted by Council under Policy 2014-04:

1. The Fred & Freda Geuder Educational Bursary Application Form for Post-Secondary Students dated December 1, 2014.

Fred & Freda Geuder Educational Bursary
Recipients

2007	Ashley Cheney Heather Corry Gina Sprinkhuysen	Medicine Hat College Health Sciences University of Alberta Education University of Lethbridge Arts & Sciences
2008	Jaclyn Buchfink Bryan Frobb Megan Quaschnick	University of Calgary Health Sciences University of Alberta Biology Medicine Hat College Nursing
2009	Dustin Carl Adam Deadlock Heather Standing	NAIT Computer Engineering University of Calgary Haskayne School of Business - Finance Red Deer College Biology
2010	Andrea Buchfink Micheala Durand Shelby Ross	University of Alberta Chemical Engineering Medicine Hat College Kinesiology University of Lethbridge Education
2011	Kathleen Greenway Mckenzie Hart Natasha Smith	Grant MacEwan University Physical Education SAIT Dental Assisting Certificate Program Red Deer College Practical Nursing Program
2012	Tim Armstrong Kari Kautz Dalyn Stevenson	University of Lethbridge Bachelor of Fine Arts University of Alberta Bachelor of Education University of Alberta Bachelor of Commerce

Fred & Freda Geuder Educational Bursary
Recipients

2013	Celine Amundrud Courtney Griffith Jaiden Henry	University of Alberta - Augustana Bachelor of Arts - Psychology Medicine Hat College Bachelor of Science – Nursing University of Saskatchewan Bachelor of Arts – Regional and Urban Planning
2014	Kelly Armstrong Delaine Carl James Frobb	SAIT Polytechnic Diploma in New Media Production & Design Norquest College Diploma Licensed Practical Nurse University of Alberta Bachelor of Science – Pharmacy
2015	Lindsey Crowle Taylor Grantham Cassidy Griffith	University of Waterloo School of Optometry & Vision Science University of Lethbridge Bachelor of Finance University of Lethbridge Bachelor of Science
2016	Scott Hunter Lacey Rose Neala-Rae Veno	University of Lethbridge Bachelor of Arts University of Alberta Bachelor of Science in Kinesiology Medicine Hat College Bachelor of Business Administration
2017	Chelsea Knievel Madison LaClaire Brenna McGillion	MacEwan University Emergency Communications & Response Certificate University of Lethbridge Faculty of History & Education Medicine Hat College Occupational/Physical Therapist Diploma
2018	Brooke Hensel Jordan Moench Kaitlin Wallace	University of Lethbridge Bachelor of Therapeutic Recreation Lakehead University Bachelor of Science in Nursing University of Lethbridge Bachelor of Education

2019	Sharanne LaClaire	University of Lethbridge Bachelor of Science in Nursing
	Tyson Sabey	Medicine Hat College Bachelor of Nursing
	Lindsey Voltner	University of Alberta - Augustana Bachelor of Science
2020	Jaycee Beaudoin	Red Deer College Health Sciences – Pharmacy Technician
	Lexie Knievel	University of Lethbridge Bachelor of Science in Psychology
	Reegan Kobberstad	NAIT Health & Life Sciences – Laboratory & X-Ray Technology
2021	Janay Hein	Medicine Hat College Bachelor of Education: Elementary Education
	Kyran McGillion	Prairie College Bachelor of Arts: Intercultural Studies
	Haley Nelson	Red Deer College Bachelor of Education: Elementary Education
2022	Sarah Palmer	Red Deer College Bachelor of Education: Elementary Education
	Ally Smyth	University of Lethbridge Health Sciences – Nursing
	Christina Rowden	Red Deer Polytechnic Bachelor of Elementary Education: Fine Arts/General
2023	Kennedy MacKinnon	Red Deer Polytechnic Bachelor of Science - Nursing
	Veronica Pedersen	Red Deer Polytechnic Bachelor of Science - Nursing
	Madison Pitman	Medicine Hat College Bachelor of Science - Nursing

Date: October 10, 2023

Agenda Item No: 09.06

2023 Tax Recovery Report

Recommended Motion

That

- Whereas the properties described as:
 - Lot 8, Block 45, Plan 6133AW (Tax Roll 12000)
 - Lot 17, Block 22, Plan 6133AW (Tax Roll 34700)were offered for sale by public auction on September 11, 2023, under the Tax Recovery provisions of the Municipal Government Act, and
- Whereas the properties were not sold at auction, and
- Whereas attempts by administration to collect outstanding taxes have not been successful, and
- Whereas Council desires to acquire title to the property as tax forfeiture,

Council authorizes the Chief Administrative Officer to request that the Land Titles Office cancel the existing Certificate of Title and issue a new one to the Town of Hanna as tax forfeiture; and further to dispose of the property at market value.

Background

A Tax Recovery public auction was held September 11, 2023 for three properties that were not removed from the Tax Recovery List through payment of tax arrears. The owner or interested party had opportunity to pay the tax arrears, penalties and costs at any time prior to the auction in order to remove the property from tax sale.

Tax Roll 12000 (Lot 8, Block 45, Plan 6133AW) was offered for sale at the public auction, but no bids were received. As of the most recent tax penalty on October 1, 2023, tax roll 12000 has taxes owing in the amount of \$5,802.08. The assessed value of the property is \$48,410. **The property is abandoned and has been for several months and Administration recommends that Council authorize Administration to take title of the property.**

Tax Roll 34700 (Lot 17, Block 22, Plan 6133AW) was offered for sale at the public auction, but no bids were received. As of the most recent tax penalty on October 1, 2023, tax roll 34700 has taxes owing in the amount of \$2,998.97. The assessed value of the property is \$47,560. **The property is abandoned and has been for several months and Administration recommends that Council authorize Administration to take title of the property.**



Tax Roll 57500 (Lot 10-12, Block 3, Plan 6133AW) was offered for sale at the public auction, but no bids were received. As of the most recent tax penalty on October 1, 2023, tax roll 57500 has taxes owing in the amount of \$3,183.39. The assessed value of the property is \$48,080. **Administration has been in discussions with the owner of this property and believe there is a realistic chance that the owner will make the necessary payments to get himself out of the tax arrears situation. As a result, Administration is not recommending at this time to take title to the property.**

As the properties were not sold at the auction, the municipality has the option to take title to the property under tax forfeiture. The owners of the properties have not responded to any letters, invoices or notices sent to them. For two of the three properties the registered owners have abandoned them with the Town contracting yard maintenance and snow removal; however, as the invoices are not paid, the costs have been applied to the tax account. The utility accounts have not been paid and therefore outstanding amounts are transferred to the tax accounts. Current balance owing is on Tax Roll 12000 - \$140.00; Tax Roll 34700 - \$280.00 and Tax Roll 57500 - \$654.00.

In order to take ownership of the properties, the municipality must request that the Land Titles Office cancel the existing Certificate of Title and issue a new one in the municipality's name under a Tax Forfeiture title. At that point, the property is no longer taxable, the Town can remediate the property and dispose of it in accordance with Section 425 of the MGA.

Administration is recommending that the Town take title to two of the three properties for the following reasons:

- The owners of the properties have abandoned all responsibility regarding the property.
- Although the assessed value of the properties is higher than the tax arrears and in the case of a sale, the tax arrears will be owed to the Town, by taking title to the properties the Town will be in control of the property.
- By not taking action the Town would be setting a bad precedent that other property owners may want to also take advantage of.

Once the Town takes title to the property it will be listed for sale with the intent to have the property sold.



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

Attachments

N/A

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

Date: October 10, 2023

Agenda Item No: 09.07

Policy 2023-01 Community Services Fees & Charges Amendment

Recommended Motion

That Council amends Policy 2023-01 – Community Services Department Fees & Charges to add a drop-in fee of \$10/player for the Ladies Hockey ice slot as recommended by the Community Services Board.

Background

The Community Services Board at their March 27, 2023, meeting passed a Resolution recommending that Council approve Policy 2023 – 01 which approves the fees & charges for facilities, programs, and services in the Community Services Department for the 2023 calendar year.

At this meeting the Board conducted a review of fees & charges for the use of Town owned facilities. To assist the Board with this process they referred to a survey of Alberta communities of similar size to Hanna. The survey assisted the Department to provide a thorough review of the rates and fees. The last review of Community Services Rates & Fees took place in January 2020 and following that review the Board recommended no changes to the Rates & Fees but did make some clarifications to the Policy including dates, definitions, and reimbursement procedures meaning the last time that there were changes to the rates were 2019. Covid-19 meant that there were no changes in 2021 nor 2022 as it was felt that in 2021 and early 2022 there were still covid restrictions that effected the users of the facilities and the various sport organizations were just getting their legs back under them.

Council at their April 11, 2023, Council Meeting reviewed Policy 2023 – 01, made a few amendments to the Policy and approved the Policy with the amendments.

Administration was approached by a representative of the Ladies Hockey team with concerns that their numbers had dwindled and the cost per hour was prohibitive to those few wanting to play. An option of charging a drop-in fee for the Ladies Hockey ice slot was considered a good option by both administration and the Ladies Hockey team and it was



taken to the September 18, 2023, Community Services Board Meeting for their review and recommendation to Council.

At this meeting the Board discussed the request from the Hanna Ladies Hockey Team to be charged for their weekly ice slot as a drop-in fee of \$10/player versus the hourly charge of \$140 plus GST.

The Community Services Board passed a Resolution To recommend to Council to amend Policy 2023-01 Community Services Fees & Charges to reflect the addition of a drop-in fee \$10.00/per person for Ladies Hockey.

The Board was supportive of this request for the following reasons:

1. The Ladies Hockey ice slot is typically not a highly requested time – Sundays late afternoon so the facility is already staffed.
2. The reduced cost will hopefully encourage more attendance and increase their numbers.

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

1. Policy 2023-01 – Community Services Fees & Charges

Attachments

1. Policy 2023-01 Community Services Department Fees & Charges.
2. Letter from Hanna Ladies Hockey Team dated August 29, 2023.



Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer





Title: **Community Services Department
Fees & Charges**

Policy: 2023-01
Supercedes: 2020-01

Authority: **Council**

Approval Date: April 11, 2023
Effective Date: May 1, 2023

PURPOSE: To establish a schedule of fees and charges for use of facilities and participation in programs operated by the Community Services Department.

POLICY STATEMENT

The Town of Hanna is required to control and manage the records of the municipality in a responsible manner, while providing a service to the residents of the community. Rates for service are set by resolution of Council in accordance with current bylaws, resolutions and budget information.

The mission of the Community Services Department is to promote a quality lifestyle for all citizens in the community. The Community Services Department, guided by the Community Services Board under the direction of Council, endeavors to provide the highest quality of services and the best facilities to the community while balancing responsibilities to the user and the taxpayer.

The Community Services Department facilitates the development of recreation and cultural programs and facilities including the development, operation and maintenance of parks and open spaces.

RESPONSIBILITIES

Town of Hanna Administrative Services is responsible to ensure the accuracy and currency of this policy with respect to the above.

STANDARDS & PROCEDURES

The Community Services Department Fees and Charges for Facilities and Programs are established as follows:

**TOWN OF HANNA
GENERAL POLICY**



Title: **Community Services Department
Fees & Charges**

Policy: 2023-01
Supercedes: 2020-01

Authority: **Council**

Approval Date: April 11, 2023
Effective Date: May 1, 2023

SWIMMING POOL

***includes GST where applicable
(Age 14 & Under GST Exempt)**

2023 Rates:

Single Admissions:

Youth	6 -17 Years*	\$5.00
Adult	18 - 64 Years	\$7.00
Senior	65 Years & Over	\$6.00
Family	Must include Adult	\$15.00
Aqua Fitness		\$7.00

All Patrons	Toonie Saturdays	\$2.00
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Plunge Cards

(12 admissions):

Youth	6 -17 Years*	\$50.00
Adult	18 - 64 Years	\$70.00
Senior	65+ Years	\$60.00
Aqua Fitness		\$70.00

Season Pass:

Youth	6 -17 Years*	\$95.00
Adult	18 - 64 Years	\$140.00
Senior	65+ Years	\$95.00
Family	Must include 1 adult	\$245.00

Swim Lessons:

Group Lessons

Parent & Tot/Preschool*	\$40.00
Swimmer (Level 1-3)*	\$50.00
Swimmer (Level 4-6)*	\$60.00
Rookie/Ranger/Star Patrol	\$75.00
Bronze Medallion & CPR-C	\$185.00
Bronze Cross	\$175.00
Standard First Aid	\$150.00
NL Pool	\$330.00
Swim Instructor	\$335.00

**TOWN OF HANNA
GENERAL POLICY**



Title: **Community Services Department
Fees & Charges**

Policy: 2023-01
Supercedes: 2020-01

Authority: **Council**

Approval Date: April 11, 2023
Effective Date: May 1, 2023

SWIMMING POOL

2023 Rates:

Private Lessons (based upon 5 lessons/ session)
30 Minute Lesson
60 Minute Lesson

\$82.50
\$154.00

Locker Rentals
Small Locker
Large Locker

Add GST

\$11.00 / Season
\$16.50 / Season

*Plunge Cards and Seasons Pass include access to Aqua Fitness

Pool Rentals

Youth/Family
0-30 People
31-60 People
61+ People

Add GST

\$100.00 / Hour
\$150.00 / Hour
\$185.00 / Hour

Adult
0-30 People
31-60 People
61+ People

Add GST

\$145.00 / Hour
\$180.00 / Hour
\$230.00 / Hour

Seals Summer Facility Rental

No GST

\$5,000.00 / Season

Swim Meet Rate

No GST

\$100.00 / Hour

SWIMMING POOL - REFUND POLICY

A full refund, less an administration fee, will be issued if the participant withdraws prior to the date of the first lesson or rental.

Administration Fee:	Preschool Levels	\$5.00
	All Other Pool Lessons	\$10.00
	Pool Rentals	\$20.00

No refund will be issued if a participant withdraws during the last three days of lessons.

Refunds will be issued by cheque from the Town Office and will be sent by mail within three weeks.



Title: **Community Services Department
Fees & Charges**

Policy: 2023-01
Supercedes: 2020-01

Authority: **Council**

Approval Date: April 11, 2023
Effective Date: May 1, 2023

ARENA

2023 Rates:

ARENA – SIGNS	Add GST	
Wall Signs	(Calendar Year)	\$275.00 / Year
Ice Logo – Centre Ice	(Per Season)	\$1,650.00 / Year
Ice Logo – Blue Line	(Per Season)	\$550.00 / Year
Ice Logo – Face Off Circle	(Per Season)	\$275.00 / Year
Board Advertising	(Per Season)	\$440.00 / Year
Ice Resurfacers propane supplier	(Per Season)	\$2,200.00 / Year
Overhead Door	(Per Season)	\$550.00 / Year
*Decals and Sign costs not included in advertising rates		

ARENA – RINK SURFACE, SEATING & LOBBY – SUMMER (April 1 – September 30)

Non Profit or Youth Associations	Add GST	
(more than 4 hours & large event)		\$520.00 / Day
(less than 4 hours & small event)		\$55.00 / Hour
(more than 4 hours & small event)		\$290.00 / Max.
Commercial or Adult only events	Add GST	
(more than 4 hours & large event)		\$635.00 / Day
(less than 4 hours & small event)		\$85.00 / Hour
(more than 4 hours & small event)		\$350.00 / Max.
Commercial – Non Local	Add GST	\$1,200.00 / Day

Large Event – Major set up and take down time required
Includes 1 staff member for event
Dances, Parties, Shows & Sales
Small Event – Minor alterations done to building

ARENA LOBBY / CONCESSION – SUMMER (April 1 – September 30)

Lobby – Non Profit – no concession	Add GST	No Charge
Lobby – Other (less than 2 hours)		\$60.00 / Hour
Lobby – Other (more than 2 hours to a maximum per day)		\$175.00 / Day
Concession – Non Profit		\$115.00 / Day
Concession – Commercial		\$175.00 / Day
Concession – Commercial NON LOCAL		\$350.00 / Day

**TOWN OF HANNA
GENERAL POLICY**



Title: **Community Services Department
Fees & Charges**

Policy: 2023-01
Supercedes: 2020-01

Authority: **Council**

Approval Date: April 11, 2023
Effective Date: May 1, 2023

ARENA

2023 Rates:

Public Skating Annual Sponsorship	GST included	\$3,200.00 / Season
Adults:	Add GST	
Regular		\$140.00 / Hour
Tournaments		\$115.00 / Hour
Off Hours		\$120.00 / Hour
Non Local		\$160.00 / Hour
Ladies Drop-in Hockey		\$10.00/player
Minor Hockey:	No GST	
Regular		\$90.00 / Hour
Off Hours		\$75.00 / Hour
Non Local		\$125.00 / Hour
Figure Skating:	No GST	
Regular		\$90.00 / Hour
Off Hours		\$75.00 / Hour
Non Local		\$125.00 / Hour
Schools/Day Care		No Charge

*Primetime – Monday through Friday – 4 pm – 11 pm
*Primetime – Weekends and Holidays – 8 am – 11 pm

Concession Booth **Add GST** \$485.00 / Month

ARENA - REFUND POLICY

A full refund, less an administration fee, will be issued if the renter cancels 7 days prior to the date of the event.

Administration Fee:	Rentals under \$500.00	\$10.00
	Rentals \$500.00 & over	\$50.00

Refunds will be issued by cheque from the Town Office and will be sent by mail within three weeks.



Title: **Community Services Department
Fees & Charges**

Policy: 2023-01
Supercedes: 2020-01

Authority: **Council**

Approval Date: April 11, 2023
Effective Date: May 1, 2023

CURLING RINK

2023 Rates:

CURLING RINK - SUMMER

Non Profit or Youth Associations (more than 4 hours & large event) (less than 4 hours & small event) (more than 4 hours & small event)	Add GST	\$520.00 / Day \$55.00 / Hour \$290.00 / Max.
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Commercial or Adult only events (more than 4 hours & large event) (less than 4 hours & small event) (more than 4 hours & small event)	Add GST	\$635.00 / Day \$85.00 / Hour \$350.00 / Max.
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Commercial – Non Local	Add GST	\$1,200.00 / Day
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Large Event – Major set up and take down time required
Includes 1 staff member for event
Dances, Parties, Shows & Sales
Small Event – Minor alterations done to building

CURLING RINK LOBBY / CONCESSION – SUMMER **Add GST**

Lobby – Non Profit – no concession	No Charge
Lobby – Other (less than 2 hours)	\$60.00 / Hour
Lobby – Other (more than 2 hours to a maximum per day)	\$175.00 / Day

Concession – Non Profit	\$115.00 / Day
Concession – Commercial	\$175.00 / Day
Concession – Commercial NON LOCAL	\$350.00 / Day

CURLING RINK – REFUND POLICY

A full refund, less an administration fee, will be issued if the renter cancels 7 days prior to the date of the event.

Administration Fee:	Rentals under \$500.00	\$10.00
	Rentals \$500.00 & over	\$50.00

Refunds will be issued by cheque from the Town Office and will be sent by mail within three weeks.



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BALL DIAMONDS & SOCCER FIELDS

2023 Rates:

Adult Teams Season	Add GST	\$450.00
Minor Ball Season	No GST	\$2,500.00
* Fee includes access to arena or curling rink for spring training based upon availability and pre-booking		
Minor Soccer Season	No GST	\$2,500.00
* Fee includes access to arena or curling rink for spring training based upon availability and pre-booking		
Ball Diamonds & Soccer Fields One Time User of Ball Diamond / Field	Add GST	\$52.00 / Use \$80.00 / Day \$160.00 / Weekend
Commercial Entertainment	Add GST	\$145.00 / Diamond
Concession: Triplex Ball Diamonds	Add GST	\$140.00 / Day \$185.00 / Weekend
Wes James & Earl Ness Ball Diamonds	Add GST	\$40.00 / Day \$75.00 / Weekend



Title: **Community Services Department
Fees & Charges**

Policy: 2023-01
Supercedes: 2020-01

Authority: **Council**

Approval Date: April 11, 2023
Effective Date: May 1, 2023

CAMPGROUND

2023 Rates:

FOX LAKE PARK

<p>Camping Fees Tent Non Serviced Site Power Site (20 or 30 amp) Full Service Site</p>	<p>Includes GST</p>	<p>\$20.00 / Night \$25.00 / Night \$30.00 / Night \$36.00 / Night</p>
<p>Camp Kitchen</p>	<p>Includes GST</p>	<p>\$30.00 / Up to 4 Hours \$65.00 / Day \$120.00 / Weekend</p>
<p>Group Camping Check in 2 p.m. & Check out 12 noon Must block book area with kitchen & Sites 19 to 25 only Total amount payable at the time of reservation Fee based on 7 sites per night (power rate) plus camp kitchen No refund if cancelled within one month of date.</p>	<p>Includes GST</p>	<p>\$325.00 / 1 night \$590.00 / 2 nights \$800.00 / 3 nights</p>
<p style="padding-left: 40px;">(7 x 30 = 210.00 + 65.00 + 50.00)</p> <p style="padding-left: 40px;">(7 x 30 x 2 = 420.00 + 120.00 + 50.00)</p> <p style="padding-left: 40px;">(7 x 30 x 3 = 630.00 + 120.00 + 50.00)</p>		<p>\$325.00 / 1 night \$590.00 / 2 nights \$800.00 / 3 nights</p>

CAMPGROUND RENTAL - REFUND POLICY

Group Camping: A full refund, less an administration fee, will be issued if the renter cancels one month prior to the reservation date.

Administration Fee:	Rentals under \$500.00	\$10.00
	Rentals \$500.00 & over	\$50.00

Camp Kitchen: Refunds are subject to an administration fee of \$10.00.

Refunds will be issued by cheque from the Town Office and will be sent by mail within three weeks.

**TOWN OF HANNA
GENERAL POLICY**



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Authority: **Council**

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<u>COMMUNITY CENTRE</u>	Add GST	<u>2023 Rates:</u>
Entire Facility		\$655.00 / Day
Entire Facility – Wedding Friday at 12:00 noon to Sunday at 3:00 pm		\$1,250.00
Auditorium		\$75.00 / Hour \$500.00 / Day
Stage		\$25.00 / Hour \$70.00 / Day
Large Meeting Room		\$40.00 / Hour \$160.00 / Day
Crafts Room		\$25.00 / Hour \$70.00 / Day
Bar		\$70.00 / Day
Kitchen		\$55.00 / Hour \$150.00 / Day
Barbeque		\$75.00 / Use

* Facility rentals are required to provide liability insurance coverage for their event.

Additional Charges for bookings:	Add GST	
Pre-Event Prep Fee (After 5:00 PM night before booking)		\$115.00
Holding Fee (To retain facility for a major event)		\$115.00 / Day
Post-Event Cleanup Fee (Up to 3:00 PM the day after booking)		\$115.00
Extra Cleanup Fee		\$60.00 / Hour
Reservation Fee (Deposit - applied to rental charges)		\$200.00



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COMMUNITY CENTRE

2023 Rates:

Service Groups	Add GST	
1 Meeting / Month		\$340.00 / Year
2 Meetings / Month		\$680.00 / Year

COMMUNITY CENTRE - REFUND POLICY

A full refund, less an administration fee, will be issued if the renter cancels 7 days prior to the date of the event.

Administration Fee:	Rentals under \$500.00	\$10.00
	Rentals \$500.00 and over	\$50.00

Refunds will be issued by cheque from the Town Office and will be sent by mail within three weeks.

COMMUNITY CENTRE – FEES WAIVED

Fees will be waived for Candidate Forums held prior to Municipal, Provincial or Federal Elections, provided the Town of Hanna receives recognition on any advertising.

LIONS HALL

Add GST

2023 Rates:

Entire Facility – Full Day		\$150.00
Entire Facility – Half Day (4 hour maximum)		\$75.00

**TOWN OF HANNA
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CENTENNIAL PLACE

***includes GST where applicable
(Age 14 & Under GST Exempt)**

2023 Rates:

Field House:

Single Admissions:

Youth	6 -17 Years*	\$3.00
Adult	18 - 64 Years	\$6.00
Senior	65+ Years	\$5.00
Family	Must include 1 Adult	\$15.00

Punch Card (12 admissions for the price of 10):

Youth*	6 -17 Years	\$30.00
Adult	18 - 64 Years	\$60.00
Senior	65+ Years	\$50.00

Fitness Centre (Includes access to the field house):

Drop In Fee	\$12.00 / Day
Punch Card (12 admissions for the price of 10):	\$120.00

Walking Track:

Free Access to Public during regular facility operating hours

Facility Rental Rates:

Add GST for all rentals

2023 Rates:

Field House

Youth/Family	\$50.00 / Hour
Adult	\$75.00 / Hour

Music/Youth Room

Youth/Family	\$45.00 / Hour \$180.00 / Day
Adult	\$50.00 / Hour \$200.00 / Day



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CENTENNIAL PLACE

Add GST to the rental

2023 Rates:

Bounce House (Includes Supervisor)
2 Hour Minimum
Each Hour Thereafter

\$150.00
\$60.00

ACCESS PASSES

**Add GST to all Access Levels
(except youth)**

Bronze Access (access during regular hours to Field House and Walking Track)

Youth
Adult
Senior
Family

\$220.00 / Year
\$330.00 / Year
\$275.00 / Year
\$440.00 / Year

Silver Access (access from hours of 7 a.m. to 11 p.m. to Field House and Walking Track)

Adult
Senior
Family

\$350.00 / Year
\$295.00 / Year
\$460.00 / Year

Gold Access (24/7 access to Field House, Walking Track, Fitness Centre)

Adult/Senior
Adult
Senior
Couple

\$66.00 / Month
\$550.00 / Year
\$440.00 / Year
\$880.00 / Year

Platinum Access Fee

(includes all features of Gold Access PLUS Public, Lane & Aqua Fitness Swim)

Adult/Senior
Adult
Senior
Couple

\$82.50 / Month
\$605.00 / Year
\$495.00 / Year
\$990.00/Year

Fitness Trainer Pass Fee

Allows Trainer flexibility to take clients into the fitness centre during hours
Allowed under a Gold or Platinum Access Card

Trainer must have Gold or Platinum Access

Trainer must have a current accreditation as a Fitness Trainer

\$200.00 / Year

Swipe Card Replacement (lost/stolen)

\$25.00

**TOWN OF HANNA
GENERAL POLICY**



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CENTENNIAL PLACE - REFUND POLICY

A full refund, less an administration fee, will be issued if the renter cancels 7 days prior to the date of the rental.

Administration Fee:	Rentals under \$500.00	\$10.00
	Rentals \$500.00 and over	\$50.00

Access Pass fees will be refunded on a pro-rated basis, less a \$50.00 administration fee.

Refunds will be issued by cheque from the Town Office and will be sent by mail within three weeks.

OUT OF SCHOOL CARE

No GST

2023 Rates:

Program Fees:	Individual	\$35.00 / Day \$125.00 / Week \$450.00 / Month
	Family (per Child)	\$30.00 / Day \$120.00 / Week \$400.00 / Month

*Monthly rate is choice of any four (4) weeks – may not be consecutive.

*Additional fees will be required if participating in special events.

Boredom Busters/Youth Program (partial day)	\$5.00
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OUT OF SCHOOL PROGRAM - REFUND POLICY

A full refund, less an administration fee, will be issued if the participant withdraws prior to the start date.

Administration Fee:	Day Rate	\$5.00
	Week	\$10.00
	Monthly	\$20.00

Refunds will be issued by cheque from the Town Office and will be sent by mail within three weeks.

**TOWN OF HANNA
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Approval Date: April 11, 2023
Effective Date: May 1, 2023

MISCELLANEOUS RENTALS

Add GST

2020 Rates:

Recreation Staff Man-Hours

As Per Policy 06-01

Chairs

Per Day

\$1.50 / Chair

Picnic Tables Per Table

Rate Per Day

Pick Up Fee

\$6.00

Delivery Fee

\$15.00

AIRPORT

Add GST

Meeting/Workshop area

\$45.00 / Hour

\$175.00 / Day

SPECIAL NEEDS VAN – Refer to Policy 2013-02 for Standards and Procedures

Non Medical travel

Add GST

\$15.00 / Day
Plus \$0.15 / kilometer & fuel

Medical Appointments

Day Rate – Waived
Per kilometer Fee – Waived
Fuel costs – Charged

Cancellation Fee

\$25.00



Title: **Community Services Department
Fees & Charges**

Policy: 2023-01
Supercedes: 2020-01

Authority: **Council**

Approval Date: April 11, 2023
Effective Date: May 1, 2023

SPECIAL EVENT PERMIT POLICY

The application for a Special Event is included with By-Law 944-2008.

General Statement:

Town of Hanna may request that a Special Event Permit be obtained for events or functions whose requirements may exceed, or are in addition to the regular services and facilities provided by the Town of Hanna.

Purpose of the Special Events Permit is to clearly identify needs and requirements prior to the event or function in order to eliminate or reduce confusion or emergency management at the time of the event.

Parking Requirements:

Larger events or functions may be required to submit a site diagram outlining their proposed parking areas. Event organizers for public or open functions must keep in mind that the facility must have a reasonable parking area for those who are attending.

Overnight parking may be approved with the following guidelines in place:

- All fire lanes and exits are maintained
- Any and all recreational vehicles must be self-contained. Any recreational vehicles parking overnight in conjunction with the function will not be provide any services. (i.e. electrical service)
- Normal rates and fees apply to all facility use

Fees:

Town of Hanna administration shall implement a charge or fee in order to recover costs considered excessive from a regular event or function. (i.e. Manpower, equipment, power use)

Hanna Ladies Hockey

August 29, 2023

Town council,

An idea has sprung in regards to ladies hockey and usage of the ice in the Hanna arena. Hanna Ladies Hockey has run for several years and just as every group/organization we see highs and lows in membership numbers. We were once in the position to occupy a weekly ice slot along with additional ice for a few games and a tournament every season. Dwindled numbers over the past few years have forced us to only a handful of ice rentals per season. With less opportunity to play we have seen another significant drop in numbers of ladies joining that are newer to hockey and from the ones simply unable to make a majority of the already few selected dates of ice times. Our interest is to continue on with our program, but are facing the reality that we do not hold the numbers to affordably rent the ice. To avoid the loss of another user group of the arena, we propose the idea of a women's weekly drop-in hockey - an ice time geared to learning the game. Most all of our members and many interested in joining are too intimidated to join in on the already offered noon hour hockey as they don't hold the skills to fully engage in the scrimmage. Several teenaged girls have also reached out to join us, especially with the loss of the Hanna girls fun team. If a women's drop in hockey is considered, we are looking for a win/win outcome. If something such as a \$10 fee per person per drop-in was implemented (payable to the town, not ladies hockey), we have hopes on our end of keeping the option of a women's team available and give teenage girls not willing to play Minor Hockey an opportunity to learn and play, with the towns end being a bit of revenue as opposed to no revenue on an unused slot of ice time. Historically we have used a Sunday late afternoon / early evening ice slot which is normally an already staffed time and in recent years been minimally booked by Minor Hockey.

Thank you for your time in considering our proposal,

Hanna Ladies Hockey
c/o Ashley Grantham
grantham_a@hotmail.com
403-854-0535

Date: October 10, 2023

Agenda Item No: 09.08

CCTI-IF Funding – Municipal Commitment

Recommended Motion

That Council confirm a municipal commitment to a maximum of \$1,585,781.00 towards the Town of Hanna Downtown Redevelopment Project subject to the project receiving funding approval from Prairies Can through the Canada Coal Transition Initiative - Infrastructure Fund in the amount of \$4,194,074.00.

Background

Prairies Can on behalf of the Government of Canada is responsible for administering the funding under the Canada Coal Transition Initiative and the current funding allotment focuses on Infrastructure. Prairies Can has allocated approximately \$8.2 million dollars to the Harvest Sky Region which is required to be expended by March 31, 2025. Administrations from the Town of Hanna, Special Areas Board, Village of Youngstown, and Harvest Sky met on different occasions to discuss the priority projects each municipality has for this funding and how to equitably split up the funds. Council approved the distribution of the funding for the region as identified below at their December 13, 2022, Council Meeting:

- Special Areas Industrial Park – Site planning, detail design and site improvements - \$2,005,926 (approved by Prairies Can).
- Special Areas Industrial Park – Reservoir improvements to construct a water line to provide raw water to the park and as well as regional irrigation - \$1,500,000 (approved by Prairies Can).
- Town of Hanna – Downtown Redevelopment Project - \$4,197,074. (Application currently being reviewed by Prairies Can representatives).
- Harvest Sky Region Economic Development Corporation – Hanna Roundhouse – Restoration work - \$500,000. (Application currently being reviewed by Prairies Can representatives).

The Village of Youngstown did not have any priority projects that they were requesting funding for as they didn't have the funding to match the Prairies Can funding commitment.



Prairies Can wanted to see the municipalities agree on the split of funding prior to approvals of the respective applications.

As Council is aware the Town of Hanna with residual grant funding from Prairies Can through Harvest Sky Economic Development Corporation has retained MPE to do the detail design work on the Downtown Redevelopment Project to get the project to the shovel ready stage awaiting funding approval from Prairies Can. To date the detailed design work is approximately 90% complete with a cost estimate for the project of \$5,779,855. The Downtown Redevelopment Project includes the following:

- Replacement of water, sanitary sewer and storm lines in the 100 and 200 blocks of 2nd Avenue west and the 100 block of 2nd Avenue east.
- Replacement of asphalt roadway in the same area.
- Construction of new sidewalks and curb and gutter in the same area with intersection bump outs containing benches, garbage receptacles, and bike stands.
- Installation of new pedestrian friendly, aesthetically pleasing streetlights.

Administration has submitted the application for funding and Prairies Can as part of their review process is requesting formal Municipal Commitment to the project in the amount of \$1,585,781 as the matching component to Prairies Can \$4,194,074 contribution.

The Town matching component is planned to be derived from residual Municipal Sustainability Funding in the amount of \$826,351 and residual Building Canada Fund (formerly referred to as the Federal Gas Tax Funding) in the amount of \$759,430.

Administration is continuing to work with Prairies Can representatives on addressing some of their questions on the project and the application for funding.

Communications

N/A

Date: October 10, 2023

Agenda Item No: 09.09

Hanna Municipal Library Plan of Service

Recommended Motion

That Council accept the Hanna Municipal Library Plan of Service for the years 2023 – 2028 for information.

Background

The Libraries Regulation requires Library Boards to have a current plan of service, including a mission statement, goals, and objectives, based on a community needs assessment.

A plan of service is more than a legal requirement, it:

- is a great tool for managing a library
- helps a board to govern at a strategic level
- aligns the library with the community and helps increase use
- builds community support and helps fundraising and advocacy
- helps a library measure its success and identify improvements

The Hanna Municipal Library has recently completed their plan of service for the years 2023 – 2028 and have provided it to Council for their information.

Communications

N/A

Hanna Municipal Library



Plan of Service 2023 - 2028

MISSION

The Hanna Municipal Library is an essential information hub that serves our community by being a safe place to connect, learn and grow.

VISION

To create a vibrant, dynamic center of learning, fostering collaborative and community valued partnerships.

PILLARS

We have identified 5 thematic pillars to organize our actions and advance our vision: Communication, Collaboration, Innovative Learning, Community and Accessibility.

Communication

We will communicate in a multifaceted way that adapts with the times and needs of our patrons.

Collaboration

We will offer a safe place encouraging community contributors to augment and diversify our programs and community

Innovative Learning

We will support and expand our community of learners through a range of literacy activities and initiatives.

Community

Our community includes those within Hanna and the surrounding communities. Patrons, employees, volunteers, and donors are all valued members of our community.

Accessibility

We will be inclusive to those with all levels of skills, abilities and unique needs and endeavor to remove barriers and keep the library accessible for all.

Actions and Measures

We have identified several potential actions that could help the library achieve its mission and further its vision. For each action we have correlated the action to one or more of our Pillars, identified potential measures of success.

1. Communication Actions and Measures

Action	Pillars	Measures
Increased promotion on Social Media	1	Engagement metrics (likes, subscribers, reshare, etc)
Maintenance of Website	1,5	Website stats (visitors). Update history
Promotion of “organic” article in East Central Review through press releases.	1,4,5	Track the number of stories that appear
Exchange links on website with Partners	1,2	Increase the number of reciprocal links.
Publish a Quarterly Newsletter	1	Track the number of those who read online or take a printed copy. Solicit feedback.
Maintain an updated presence on Google Maps, Trip advisor and other Map based services.	1	Visitor and review counts. Online ratings.
Share your story – celebrate the positives.	1,2,3	Track programs and patron counts.

2. Feedback Actions and Measures.

Action	Pillars	Measures
Use Surveys to get feedback on programs and events.	1,2	Online surveys can provide statistical feedback
Monitor social media posts and pages for feedback.	1,4,5	Track the feedback identified and responses, if any.
Track reviews on mapping and vacation websites.	1	Overall scores can provide 1 metric. Anecdotes from comments can also be useful.

3. Collaboration Actions and Measures

Action	Pillars	Measures
Collaborating with business, patrons and other community groups.	2,4,5	Identify new engagements, and identify and track outcomes from partnerships.
Continue building the relationship with Marigold.	2,3	Utilized programs, training and other supports. Relationships with people at Marigold.
Support and expand the Prairieland School Division partnership.	2,4	Collaborative curriculum, or partnerships for SRC. Sustained tenancy.

Nurture the relationship with Brooks County Immigration Services.	2,4,5	Sustained tenancy, expanded partnerships.
Identify volunteers who could lead a tutorial or craft event.	2,3,4	New program count. Patron attendance at events.
Work with other agencies to reach those physically unable to attend our space.	2,5	Track new initiatives or agency/group specific patron counts.

4. Learning and Engagement Actions and Measures.

Action	Pillars	Measures
Using volunteers/business to lead programs (game nights, tutorials, creative groups)	3,4,5	Track new events/attendance.
Expand audio book and online opportunities	3	Track new events and usage (if possible)
Find free resources through Marigold or other online sources.	3	Expanded program offerings, new sustainable initiatives.
Promote our resources (Visual, auditory, library of things)	3,5	Track usage of library of things.
Identify language resources, with in-house agencies (PLSD, BCIS)	3,4,5	Identify new materials/needs.
Buy books to address unique needs (other languages)	3,4	List of new resources to address language needs.

5. Community and Accessibility Actions and Measures.

Action	Pillars	Measures
Long Term Care Outreach	5	New Collaborations. Patron/usage count.
Lodge Outreach	5	New Collaborations. Patron/usage count.
Hutterite Colonies	5	Patron/usage count.
Special Areas Board	5	Governance changes. Increased funding. Member appointment.
PLSD	3,5	New shared resources. Sustained partnership.
Invite local experts to lead programs.	1,2,3,4	New programs. More engagement.
Promote and procure materials for learning - eg. Mental Health, CNIB, Audio resources, mobility, other languages, Autism spectrum, LGBTQ, hands on learning, etc.		Identify new materials for accessibility.
Expand service hours as budget allows	5	Are hours expanded?
Encourage partnerships/sponsorships by local businesses.	2,5	New sponsors.

The Board of the Hanna Municipal Library would like to acknowledge and thank our focus group that came together two evenings early in our process to help us with a SWOT analysis and then to review and vision the direction for the next five years that would best serve our community. Without you this document would not be complete.

June 2023

Date: October 10, 2023

Agenda Item No: 09.10

2023 Music in the Park Report

Recommended Motion

That Council accept the 2023 Music in the Park Report for information.

Background

2023 Music in the Park was held every Sunday afternoon from July 2 to August 27 at the beautiful Hector King Hunter Park on the Community Centre outdoor stage. The program was once again fortunate this season as every Sunday the weather allowed the event to be held outdoors – with the Community Centre available as a backup location in the event of poor weather.

Over the nine Sundays our audience totaled over 750 people in attendance. Many residents close to the area advised that they were able to enjoy the entertainment from the comfort of their own yards or decks. Therefore, obtaining an accurate audience number is very challenging.

Many residents advised us that they enjoyed the selection and each week this was evident by the gratuity collection that went directly to the musicians. All the musicians were very touched by the generosity and supportive crowds each and every week.

Music in the Park coordination started earlier for the 2023 season. Our season line up was confirmed with a deadline of the end of March to have the contracts completed and returned to the CAO for signature. While still waiting to receive some promotional materials from the artists after that date, the Town was better prepared for advertising and the necessary administration work.

It has worked well having one person conduct the negotiations as it provides consistency between contracts. Having the contracts completed early allowed administration to process the payment cheques all together and simply keep the cheques in the vault for pick up weekly or when they were required.

Initial needs for the season were determined early – for example if we needed the single or double tent. This avoided confusion for the staff each week as it was often different pool staff setting up and taking down. Checklists for those setting up and taking down ensured things ran smoother this season. There was a time or two where there was a delay, but it was sorted out quickly.



It was determined early on that it is not practical to have a staff person on site for the duration, but simply having staff assist with set up and take down was satisfactory. Staff were good about helping to put cold water out and clean up the water after the event if it was needed due to the hot weather.

Volunteer hours for this program averages as follows:

Sound technician – 50 hours

average of 4 hours per week and prep time for special requests

Coordinator/host – 125 hours or more...

Researching, contacting artists, follow up with contracts (confirming, signatures and ensuring that all proper copies are files), preparation for fee payments, pre-show contact, promotional information research and confirmation, hosting duties and preparation, doing press release materials/bios and weekly mc notes, site checks, communication with staff supports, etc.

Staff support is necessary and appreciated. This support includes the pre-season work, promoting and advertising, etc. This season ran smoothly with set up and take down of tents each week and the park always looked well cared for and maintained.

Setting our community apart from others by providing a unique cultural opportunity for all to enjoy is viewed very positively - by both local residents and those from outside our community.

At a time when much of our services and resources are being directed towards critical social needs, it is easy to lose site of the importance of providing positive community building opportunities. Events or functions that bring people together to enjoy or experience a collective positive experience. There is a direct impact upon positive mental health, socialization, and well-being.

Positives:

Ø Having the continuity of one contact person to select, recruit and finalize the contracts was a benefit as it avoided possible dates or fee conflicts. It also developed a good relationship for communication between the musicians and the town volunteer program coordinator.

Ø Confirming with signed contracts by March 31 allowed for earlier promotion.

Ø Developing a clear checklist for pool staff was a positive and resulted in less confusion.

Ø Obtaining the promotional materials early was easier to have available for advertising and promotion.

Ø Staff assisting with the tent set up and set up with sound equipment/tables was appreciated and much smoother this season.



Ø Hosting this year for our musicians I found several that did not want anything other than water. I provided a nice gift basket of local preserves (from Karin Miller) and these were very well received.

Ø Opportunity for the audience to provide a “gratuity” in appreciation to the musicians were very positive for all concerned. All musicians were very touched by this additional support. The gratuity also showed that people are willing to provide extra and see the value (ownership) of the program.

Areas for Improvement:

Ø A diagram for placement of the tent in front and centre of the stage area would be useful. Volunteers had to adjust the heavy tent after the fact sometimes if the staff set up early and before the volunteers & musicians arrived.

Ø Suggest that the volunteer program coordinator be authorized to start recruiting and booking our 2024 season in early January provided Council approves the required funding for the program.

Ø Early listing - Early booking would allow the Town to have the promotional materials ready to have our full series promoted earlier in a passive manner – such as website listing.

Ø There is an opportunity for ice cream sales or something similar. This would be a private endeavor... but could add to the event atmosphere. I believe it would need to be promoted that the service was going to be available in order to have enough interest to make it viable.

Ø The volunteer sound technician has a list of smaller items that are needed for tech support

The volunteer program coordinator and sound coordinator would like to Thank Council for your continued support of this great program and for the confidence and respect shown allowing them to take the lead on the Music in the Park Program. While it does require a lot of work in preparation and set up, along with the commitment of being there each week.... But seeing the positive results and bringing such outstanding talent to our community makes it a real joy.

Communications

N/A

Date: October 10, 2023

Agenda Item No: 10.01

Land Use Bylaw 1032-2023 – Second Reading

Recommended Motion

1. That Section 3.1.4 is amended by inserting the following statement as 3.1.4(h) “the erection, construction or maintenance of gates, fences, walls or other means of enclosure that meet the requirements of Section 9.10 Fences;” and renumbering the remaining section.
2. That Section 9.12.11 is amended by deleting the following: “Error! Reference source not found”.
3. That Section 10.13.1 is amended by re-lettering statements to “a” and “b” and “c”.
4. That the Land Use Bylaw Map in Part G Section 28 is amended by rezoning 502 2nd Ave W (Lot 1; Block 55; Plan6454 GS) from C-2 to R-2.
5. That the Land Use Bylaw Map in Part G Section 28 is amended by rezoning 401 and 403 3 Ave E (Lots 8 & 9 Block 2 Plan 7711283) from C-2 to I.
6. That Section 10.15 is deleted.
7. That Section 5.1.2 is amended by inserting the following statement as 5.1.2 (k) “a copy of an application made and the approval given in relation to a development under Section 619 of the *Act*, or any other Provincial or Federal approval”.
8. That the definition of renewable energy system, attached be amended to have the following statement added; “This does not include any system whereby energy is collected using wind energy.”
9. That the definition of renewable energy system, freestanding be amended to have the following statement added; “This does not include any system whereby energy is collected using wind energy.”
10. That retail sales be moved from discretionary use to permitted use in the Industrial District.
11. That the rear yard setback in the Industrial District be amended from 6.0m to 2.0m.
12. That Section 9.10.1 be added back in which states that the construction or erection of a fence in any district requires a Development Permit.

That Council give second reading to the proposed Land Use Bylaw 1032-2023, as amended.



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. 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. A document titled "Responses to the What We Heard Report" was prepared which provides detailed responses to every comment and question received. The report also provided a recommendation for if and how each concern is considered in the revised Land Use Bylaw presented to Council for first reading.

The revised Land Use Bylaw (Version 2) as it received first reading was made available to the public for review throughout the entire summer. This was intended to provide the public ample time to prepare for the public hearing that was held September 13, 2023. The public hearing provided the opportunity for residents, landowners and business owners in Hanna to speak directly to Council of their concerns with, or support for, the revised Land Use Bylaw. A copy of each written submission was provided to Council for consideration.

The Land Use Bylaw is being presented to Council for the second of three readings of the bylaw. Council has the opportunity to amend any portion of the Land Use Bylaw that it deems necessary during second and third reading. Council may wish to address any of the concerns raised at the public hearing or during the land use bylaw review process through motions to amend the bylaw.

In addition to any Council motions, Town Administration and PRMS have reviewed the Land Use Bylaw and note the following clerical errors and omissions recommended to be amended by Council at second reading. The following proposed motions have been prepared to address these errors:

1. That Section 3.1.4 is amended by inserting the following statement as 3.1.4(h) "the erection, construction or maintenance of gates, *fences*, walls or other means of enclosure that meet the requirements of Section **9.10 Fences**;" and renumbering the remaining section



Rationale: Removing the requirement for a DP for a fence by deleting Section 9.10.1 was completed, but in error it was missed being added to Section 3.1.4 under Development Not Requiring a Development Permit.

2. That Section 9.12.11 is amended by deleting the following: "Error! Reference source not found".

Rationale: This is a clerical error produced when the document was exported from a Word document to a PDF document.

3. That Section 10.13.1 is amended by re-lettering statements to "a" and "b" and "c".

Rationale: This is a clerical error in numbering that was overlooked at first reading.

4. That the Land Use Bylaw Map in Part G Section 28 is amended by rezoning 502 2nd Ave W (Lot 1; Block 55; Plan6454 GS) from C-2 to R-2.

Rationale: This lot has a house under construction through a Development Permit issued by the Town of Hanna as an R-2 property. It was proposed to be rezoned to C-2 prior to the sale of the lot and a Development Permit issued for an detached dwelling.

5. That the Land Use Bylaw Map in Part G Section 28 is amended by rezoning 401 and 403 3 Ave E (Lots 8 & 9 Block 2 Plan 7711283) from C-2 to I.

Rationale: The owner of these lots have requested a change in re-districting from C-2 to I.

6. That Section 10.15 is deleted.

Rationale: Not required with the addition of 5.1.2 (k).

7. That Section 5.1.2 is amended by inserting the following statement as 5.1.2 (k) "a copy of an application made and the approval given in relation to a development under Section 619 of the Act, or any other Provincial or Federal approval".

Rationale: This statement fits well in Section 5.1.2 as additional requirements that can be requested for a Development Permit.

8. That the definition of renewable energy system, attached be amended to have the following statement added; "This does not include any system whereby energy is collected using wind energy."



Rationale: Want to be clear that the definition of renewable energy system, attached does not include any system whereby energy is collected using wind energy.

9. That the definition of renewable energy system, freestanding be amended to have the following statement added; "This does not include any system whereby energy is collected using wind energy."

Rationale: Want to be clear that the definition of renewable energy system, freestanding does not include any system whereby energy is collected using wind energy.

10. That retail sales be moved from discretionary use to permitted use in the Industrial District.

Rationale: Some businesses in Industrial Areas sell retail products.

11. That the rear yard setback in the Industrial District be amended from 6.0m to 2.0m.

Rationale: Provides more flexibility on the buildings on the lot configuration.

12. That Section 9.10.1 be added back in which states that the construction or erection of a fence in any district requires a Development Permit.

Rationale: Seeing how challenging it is to get action/compliance after something is done requiring a Development Permit may reduce the issues prior to construction.

Further, prior to giving the bylaw third reading, Council will be required to amend clause 4 of the bylaw to insert an effective date, as well as Section 1.4.1 of Schedule A if it wishes to choose a date other than January 1, 2024.

Alternatives

Council may postpone second reading if more time is required to fully consider any motions presented for amending the bylaw.

Financial Implications

Operating: _____ Capital Cost: _____
Budget Available: _____ Budget Available: _____



Unbudgeted Costs: _____
Source of Funds: _____

Unbudgeted Costs: _____
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. Land Use Bylaw 1032-23.

Reviewed by and Approved for Submission to Council

Submitted by: Tracy Woitenko, Senior Planner, PRMS

Financial Review by: _____

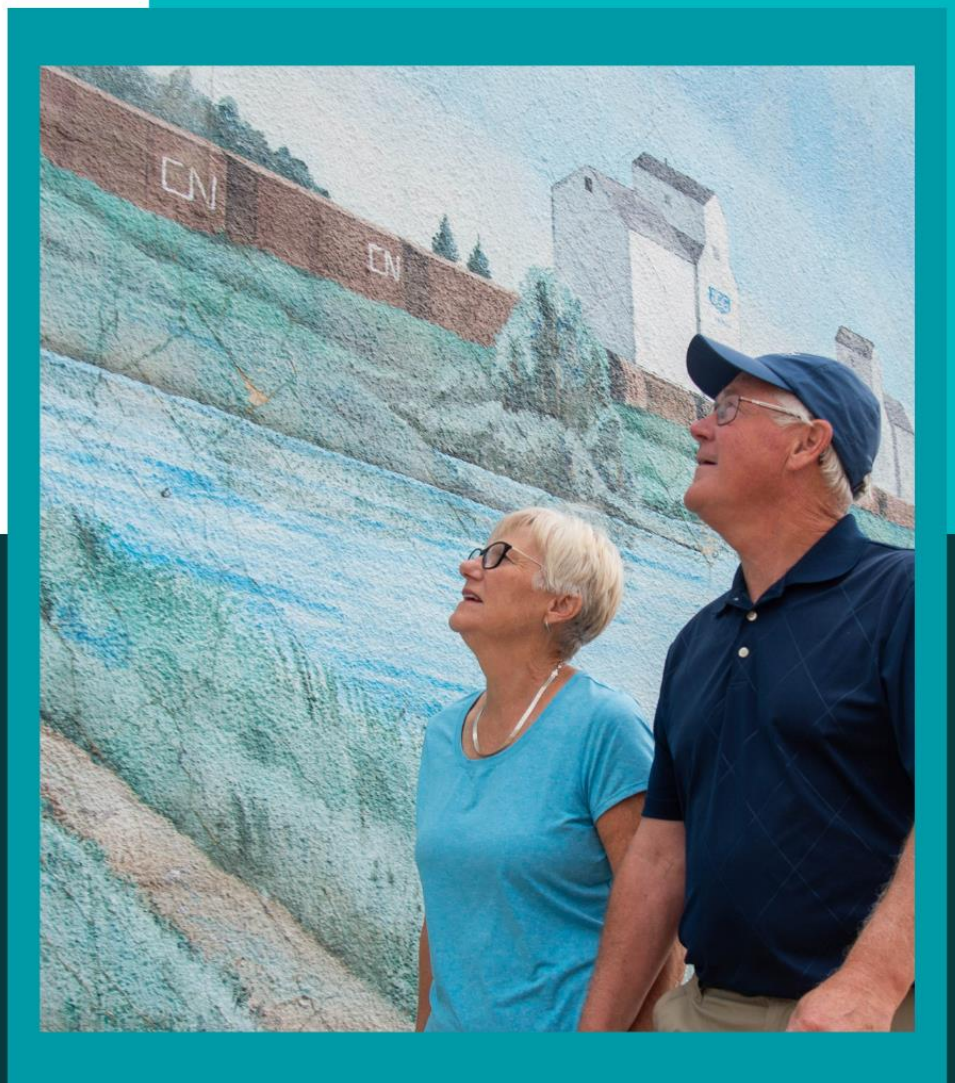
Chief Administrative Officer



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**

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 1st 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

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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 <<1st 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 m² (100.0 ft²) 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 **10.13 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 Subsection 11.4.9 for applications related to **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**;
 - (c) publish the notice of decision in a local newspaper;
 - (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 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

Offence	First Offence	Second Offence and Additional Offences
Failure to obtain a <i>development permit</i>	\$250	\$500
Failure to comply with <i>development permit</i> 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 An **Accessory Building, Shipping Container** is prohibited in all residential districts, except:
- (a) where is it 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.
- 9.4.2 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.

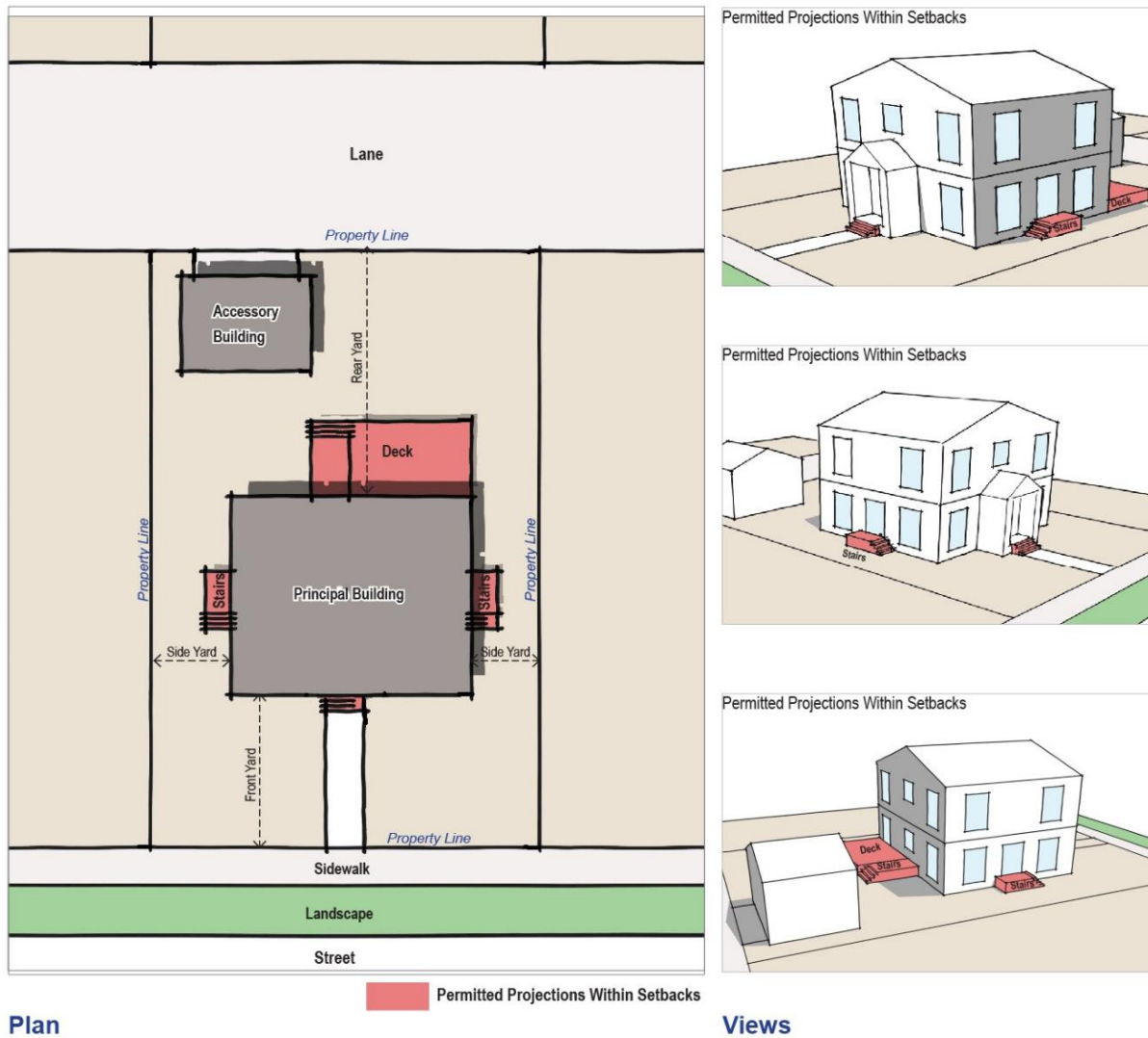
9.9 YARD SETBACKS AND PERMITTED PROJECTIONS

- 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



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 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
Rear	1.83 m (6.0 ft)
Front	1.2 m (4.0 ft)
Interior side	1.83 m (6.0 ft)
Exterior Side	1.83 m (6.0 ft)

- 9.10.2 In all other districts, the maximum height of a **fence** is 3.0 m (10.0 ft).
- 9.10.3 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.
- 9.10.4 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**.

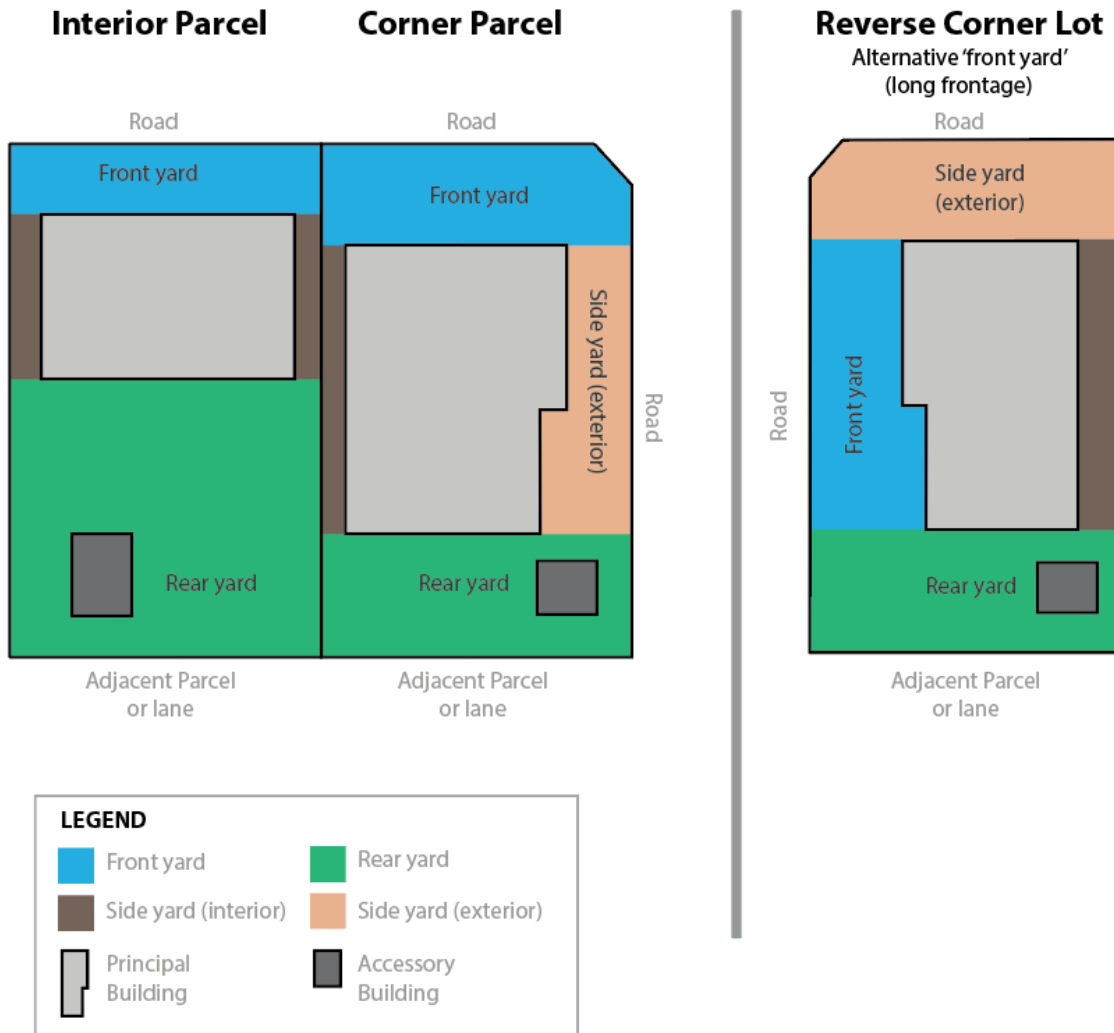
9.11 CORNER LOTS, REVERSE CORNER LOTS AND IRREGULAR LOTS

- 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):
- the **front parcel line** of a **corner lot** is the shortest **property line abutting a road**;
 - the **exterior side parcel line** of a **corner lot** is the longest **property line abutting a road**;
 - the **interior side parcel line** of a **corner lot** is the longest **property line abutting a parcel**; and
 - 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:
- the general pattern and location of existing **buildings on adjacent parcels**;
 - the size and geometry of the **corner lot**;
 - the ability to create sufficient privacy on the **parcel** and privacy for **adjacent parcels**;
 - 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
Dwelling, Detached Dwelling, Manufactured Dwelling, Duplex	2 per Dwelling Unit
Accessory Dwelling Unit, Attached Accessory Dwelling Unit, Detached	No additional <i>parking stalls</i> required
Apartment Attached Housing	2 per Dwelling Unit plus 1 <i>visitor parking stall</i> per 5 Dwelling Units
Bed and Breakfast	1 additional <i>parking stall</i> per guest bedroom
Care Facility	0.5 stalls per resident room or Dwelling Unit

Table 4: Minimum Non-Residential Parking Requirements

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

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	Renewable Energy Systems
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:
- 1.0 m (3.3 ft); except
 - 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:
- 1.0 m (3.3 ft); except
 - 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:
- setback** a minimum of 3.0 m (10.0 ft) from any **structure** or equipment that contains open flames (i.e. fire pits, or other open flame accessories);
 - kept in good condition and the fabric not frayed or damaged; and
 - 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:
- exceed one (1) **Accessory Building, Fabric Covered** per **parcel**;
 - be connected to any **Utilities**;
 - exceed 20.44 m² (220.0 ft²) in **floor area**; and
 - 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

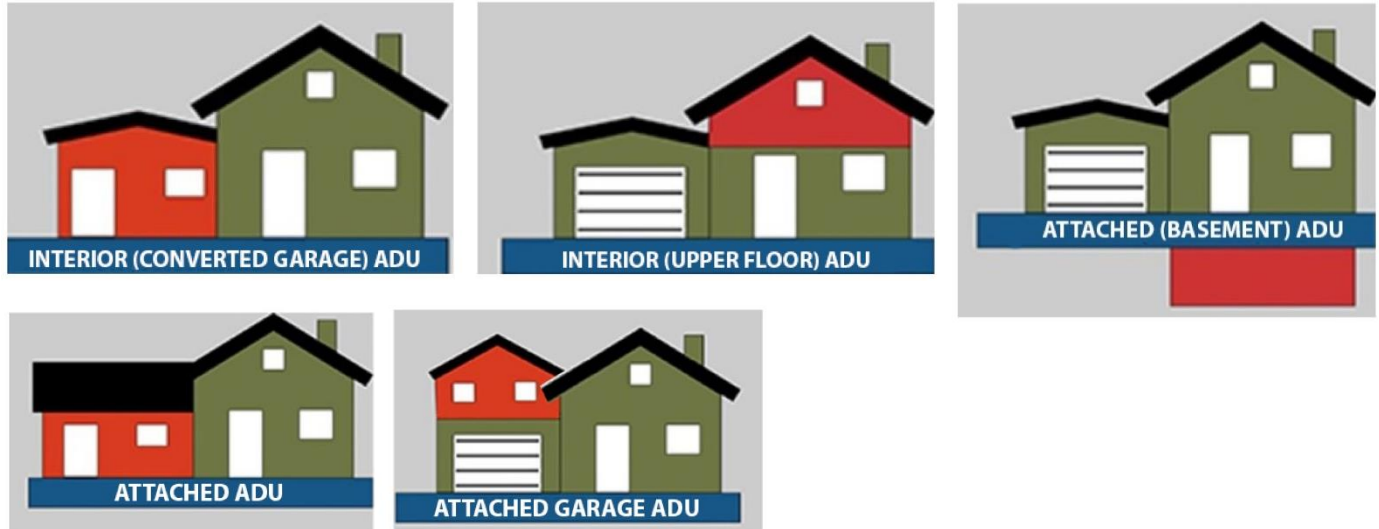
- 10.2.1 An **Accessory Dwelling Unit** may be developed only in those Land Use Districts where it is listed as a **permitted use** or **discretionary use** and associated with a **principal Detached Dwelling**.
- 10.2.2 The issuance of a **development permit** in no way exempts the applicant from obtaining 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 m² (800.0 ft²) 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 m² (800.0 ft²), 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**.
- 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) includes **outdoor storage** associated with the **Home Occupation**; and
 - (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 m² (6000.0 ft²). In the case of **Gas Bars and Service Stations** including **Car Washes**, the minimum **parcel area** shall be 1,133.4 m² (12,200.0 ft²);

- (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 RENEWABLE ENERGY SYSTEMS

- 10.13.1 **Renewable Energy Systems, Attached** that are 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**.
- 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 m² (3.0 ft²) for a **residential use** and 0.46 m² (5.0 ft²) 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 m² (5.0 ft²) 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.

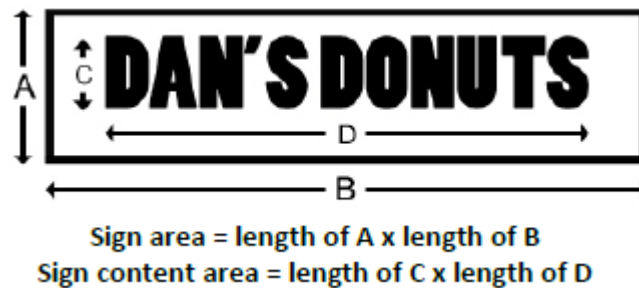
11.3 SIGN DEFINITIONS

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

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.

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.

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).

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.

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.

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 m² (2.0 ft²) 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 m² (100.0 ft²) 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 m² (3.0 ft²).

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 m² (100.0 ft²) 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 m² (100.0 ft²) 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 m² (200.0 ft²);
- (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 m² (3.0 ft²) 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 m² (700. ft²);
- (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 m² (8.0 ft²) 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 m² (72.0 ft²) 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
Residential Districts	
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
Commercial Districts	
C-T	Commercial Transition District
C-1	Downtown Commercial District
C-2	General Business District
HWY-C	Highway Commercial District
Industrial Districts	
I	Industrial District
Miscellaneous Districts	
CS	Community Service District
UR	Urban Reserve District
Direct Control Districts	
DC-1	Direct Control Roundhouse Historical District (Bylaw 987-2017)

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

*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 m² (1,000.0 ft²).
- 13.4.9 The maximum **building height** of a **Detached Dwelling** or **Manufactured Dwelling** is 10.0 m (32.8 ft).
- 13.4.10 The maximum **building height** of **Accessory Buildings** is 10.0 m (32.8 ft).

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 m² (5,000.0 ft²).

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 Dwelling Unit** is 92.9 m² (1,000.0 ft²).
- 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 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
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 m² (5,000.0 ft²), except for a **Duplex Dwelling** or **Attached Housing** where it is 232.25 m² (2,500.0 ft²).

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 4.0 m (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 Dwelling Unit** is 74.3 m² (800.0 ft²), excepting 55.7 m² (600.0 ft²) 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 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.
- 15.5.2 The minimum width of a **Manufactured Dwelling** shall be 7.3 m (24.0 ft).
- 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

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*

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 m² (2,000.0 ft²) 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 m² (5,000.0 ft²), except for a **Duplex Dwelling** where it is 232.25 m² (2,500.0 ft²).

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 m² (600.0 ft²).
- 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 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 m² (700.0 ft²).

- 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 m² (32.0 ft²) 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

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 m² (6,000.0 ft²) except:
- (a) 650.3 m (7,000.0 ft²) for **Apartments**; and
 - (b) 185.8 m² (2,000.0 ft²) 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 **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	Personal Service Establishment
Convenience Store	Public Building
Cultural Establishment	Renewable Energy System, Attached
Eating and Drinking Establishment	Retail Store
Financial Institution	Sign** (Sign type 1, 2, 3, 4, 5, 9)
Office	Utilities
Park	

*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*	Dwelling Unit (one on the main floor accessory to a commercial use)
Amusement Centre	Educational Institution
Apartment	Hotel/Motel
Artist Studio	Laundry Facility
Athletic and Recreational Facility, Indoor	Liquor Store
Cannabis Retail Sales*	Pet Care Services*
Child Care Centre	Sign** (Sign type 6, 7, 10)
Drinking Establishment	
Dwelling Unit (above the first storey)	

*See Section **10 Specific Use Regulations**

See Section **11 Sign Regulations

20.4 REGULATIONS

- 20.4.1 The minimum **parcel area** is 348.4 m² (3750.0 ft²).
- 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*

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
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
Renewable Energy System, Freestanding

Self-Storage Facility
Sign** (Sign type 6, 8)
Storage Yard
Veterinary Clinic
Warehousing and Distribution

*See Section **10 Specific Use Regulations**

See Section **11 Sign Regulations

21.4 REGULATIONS

- 21.4.1 The minimum **parcel area** is 557.4 m² (6000.0 ft²).
- 21.4.2 The minimum **parcel width** is 15.2 m (50.0 ft).
- 21.4.3 The minimum **front yard setback** is 1.0 m (3.3 ft).
- 21.4.4 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) 2.0 m (6.6 ft) **abutting** a **parcel** with a **principal residential use**; and
 - (c) 2.0 m (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 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

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

*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) 3.0 m (10.0 ft) **abutting a parcel** with a **principal residential use**; and
 - (c) 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:

Accessory Building*

Accessory Building, Fabric Covered*

Accessory Building, Shipping Container*

Agricultural Supply Depot

Auto Body Shop

Automotive Repair and Service

Building Supply Centre

Bulk Fuel Station

Contractor Services

Food Processing Storage and Sales

Greenhouse

Heavy Equipment Sales and Service

Manufacturing, Light

Public Building

Renewable Energy System, Attached

Sign (Sign type 1, 2, 3, 4, 5, 6, 7, 10)**

Storage Yard

Utilities

Veterinary Clinic

Warehousing and Distribution

*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:

Adult Entertainment Facility

Artist Studio

Athletic and Recreational Facility, Indoor

Athletic and Recreational Facility, Outdoor

Auction Facility

Cannabis Production Facility*

Car Wash*

Dwelling Unit (one accessory to an industrial use)

Equipment Rental Shop

Gas Bar and Service Station

Kennel*

Manufacturing, Heavy

Park

Print Shop

Recycling Depot

Renewable Energy System, Freestanding

Retail Store

Self-Storage Facility

Sign (Sign type 6, 8)**

Waste Transfer Station

Work Camp

Wrecker and Salvage

*See Section **10 Specific Use Regulations**

See Section **11 Sign Regulations

23.4 REGULATIONS

- 23.4.1 The minimum **parcel area** is 557.4 m² (6000.0 ft²).
- 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)**

*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

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.

Part F - Definitions

27 DEFINITIONS

27.1.1 The following definitions pertain to terms and **uses** within the Land Use Bylaw.

A	B	C	D	E	F	G	H	I
J	K	L	M	N	O	P	Q	R
S	T	U	V	W	X	Y	Z	

A

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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 <i>Municipal Government Act, Revised Statues of Alberta 2000, Ch. M-26</i> , 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: <ol style="list-style-type: none"> (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

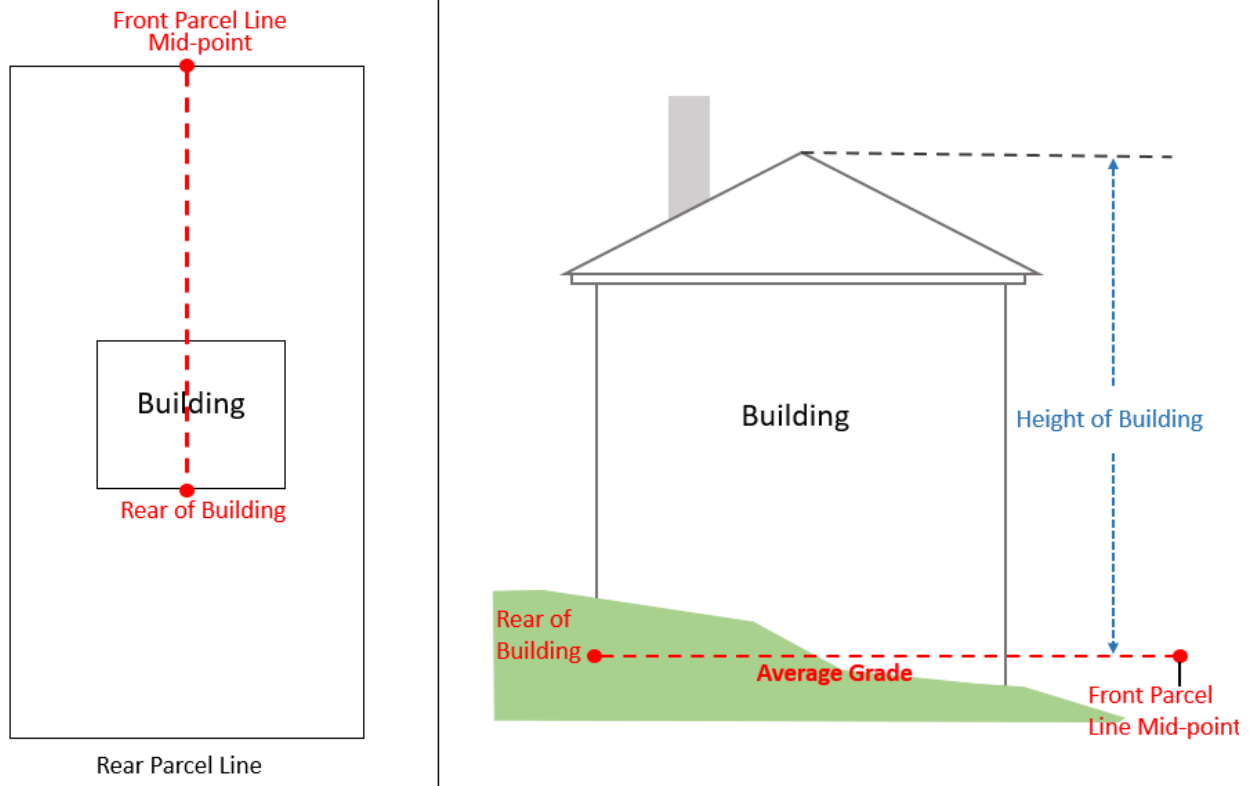
oriented materials or entertainment depicting and/or describing acts of a sexually explicit nature.

Agricultural Supply Depot	means a use 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.
Airport and Registered Aerodrome	means a use intended for the arrival and departure or servicing of aircraft and includes any building , installation, or equipment associated with the use and which has been registered with or certified by Transport Canada.
Airstrip - Private	means a use intended for the arrival and departure or servicing of aircraft and includes any building , installation, or equipment associated with the use , and which is not registered or certified by Transport Canada.
amenity area	means an indoor or outdoor space provided for the active or passive recreation and enjoyment of the occupants of a development , which may be for private or communal use and owned individually or in common.
Amusement Centre	means a use 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.
Appeal Body	means the board hearing a subdivision or development permit appeal in accordance with the Act.
Apartment	means a use where a building designed for residential use contains five (5) or more Dwelling Units with a shared or common entrance.
Artist Studio	means a use : <ul style="list-style-type: none">(a) where art is produced by individuals;(b) that may include the instruction of art to individuals or groups; and(c) that may include the sale of art pieces produced by that use.
Athletic and Recreational Facility, Indoor	means a use 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.
Athletic and Recreational Facility, Outdoor	means a use 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.
Attached Housing	means a use where a building designed for residential use consists of three (3) or more Dwelling Units , each of which has an individual entrance to the outdoors. This includes rowhouses, townhouses, triplexes and fourplexes.

Auction Facility	means use 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.
Auto Body Shop	means a use where the bodies, but not other parts, of motor vehicles are repaired and painted.
Automotive Repair and Service	means a use for the servicing and repair of motor vehicles within a building , excluding an Auto Body Shop .
Automotive Sales	means a use where motor vehicles are sold or leased and stored on portions of the parcel approved exclusively for storage or display, and may have buildings for administrative functions associated with the use .
average grade	means the average elevation at the mid-point along the front parcel line and the finished ground elevation at the rear of the building . (Refer to building height .)

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balcony	means a projecting platform on a building , which is greater than 0.61 m (2.0 ft) above grade . A balcony is only accessible from within the building and is enclosed by a railing. It may be cantilevered from the building or supported from below.
basement	means that portion of a building 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 grade .
bay window	means a type of window that protrudes outwards from a wall.
Bed and Breakfast	means a use where temporary sleeping accommodation, with or without meals, is provided to guests within a principal Dwelling Unit , and where the Dwelling Unit is occupied by the owner or operator.
boulevard	means that portion of a road which is public land and is often landscaped or planted to distinguish private lands from the road .
buffer	means a row of trees, shrubs, earth berm, or fencing to provide visual screening and separation between parcels and districts.
building	means anything constructed or placed on, in, over or under land that does not include a highway or road .
building height	means the vertical distance measured from the average grade and the highest point of a building , excluding a roof, stairway entrance, elevator shaft, ventilating fan, skylight, steeple, chimney, smoke stack, fire wall or parapet, flagpole, or similar devices not structurally essential to the building .



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.

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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.

Cannabis Production Facility	means a use where Cannabis is for grown, produced, tested, destroyed, stored or distributed in a federally approved and licensed facility. This does not include Cannabis Retail Sales .
Cannabis Retail Sales	means a use where Cannabis is sold for consumption off the premises and may include the retail sale or rental of merchandise. Cannabis Retail Sales offers cannabis for sale from a federally approved and licenced facility and has been licenced to operate by the Alberta Government.
canopy	means a non-retractable solid projection extending from the wall of a building 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.
cantilever	means a projection from the wall of a building to increase the useable gross floor area . A cantilever does not have external bracing.
Car Wash	means a use intended for the washing, cleaning, or polishing of motor vehicles.
Care Facility	means a use 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 Care Facility may, at the discretion of the Development Authority , be considered both long-term care units or Dwelling Units as these may be for permanent residences for the occupants.
Cemetery	means a use 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.
Child Care Centre	means a use 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 dayhome .
Clinic	means a use 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.
condominium	means a condominium plan registered with the Land Titles Office that complies with the requirements of the <i>Condominium Property Act</i> .
Confined Feeding Operation	means a use 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.
construction management plan	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 construction management plan

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

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**.

Convenience Store

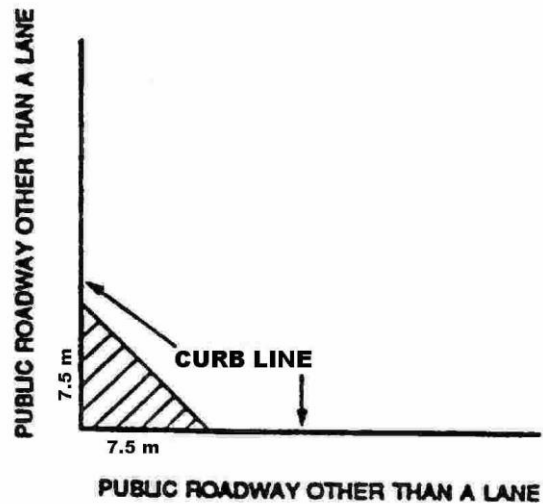
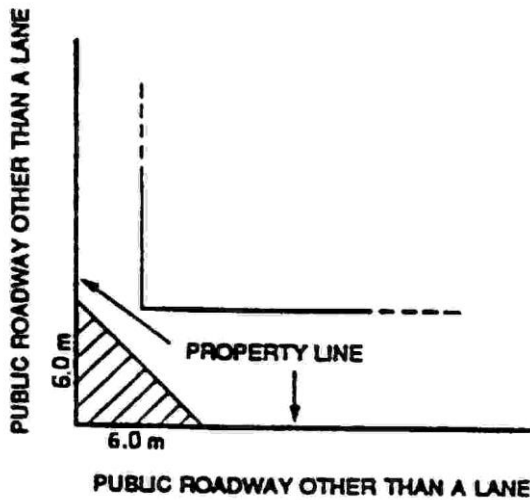
means a **use** where a limited range of household goods and groceries are stocked and sold in small neighbourhood retail stores. This does not include **Cannabis Retail Sales**.

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

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day home

means a type of **Home Occupation – Major** where temporary care, development and supervision is provided within a **Dwelling Unit** 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.

- deck** means a flat, floored concrete or wooden platform, elevated more than 0.61 m (2.0 ft) above grade and usually adjoining a **building**.
- density** means a measure of development intensity expressed as a ratio of the number of **Dwelling Units** to **parcel area**.
- development** means:
- (a) an excavation or stockpile and the creation of either of them; or
 - (b) a **building** or an addition to, or replacement or repair of a **building** and the construction or placing in, on or under land of any of them; or
 - (c) a change of **use** of land or a **building**, or an act done in relation to land or a **building** that results or is likely to result in a change in the land or the **building**; or
 - (d) a change in the intensity of **use** of land or **building** that results in or is likely to result in a change in the intensity of **use** of the land or **building**.
- Development Authority** means a person, or persons, appointed as the **Development Authority** by Bylaw.
- Development Officer** means the person designated by Bylaw as a **Development Officer** pursuant to this Land Use Bylaw.
- development permit** means a document authorizing a **development**, issued by the **Development Authority** pursuant to this Bylaw, and includes the plans and conditions of approval.
- discretionary use** means the **use** of land or of a **building** which is listed as such a **use** in a Land Use District or a Direct Control District.
- Drinking Establishment** means a **use**:
- (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
 - (b) may include supplementary preparation and sale of food for consumption on the premises.
- drive through** means a business that is designed to include sales or service to an occupant within a motorized vehicle which may include **Eating and Drinking Establishments, Financial Institutions, Car Washes, Gas Bars and Service Stations**.
- Dwelling, Detached** means a **use** where a **building** designed for **residential use** contains one **principal Dwelling Unit**.

Dwelling, Duplex	means a use where a building designed for residential use contains two Dwelling Units , each having a separate entrance from the outside and may be located one above the other or side-by-side.
Dwelling, Manufactured	means a use where a transportable, single or multiple section building that contains a Dwelling Unit conforming to CSA standards at the time of construction and when placed on a permanent foundation is ready for residential use and occupancy. A Manufactured Dwelling includes such styles known as modular homes, manufactured homes and Ready to Move (RTM) homes.
Dwelling Unit	means a use where a building or a self-contained portion of a building contains sleeping, cooking and toilet facilities for the residential use of one or more people.

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easement	means a right to the limited use of land held by another, generally for access to another parcel or as a right-of-way for a utility and is registered on the parcel with the Land Titles Office in accordance with the <i>Land Titles Act</i> .
eave	means the edges of the roof that overhang past the walls of a building that primarily function to protect a building from rain and to provide ventilation.
Eating and Drinking Establishment	means a use 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 drive though .
Educational Institution	means a use where persons are assembled for educational purposes within buildings and structures , including classrooms, libraries, offices, recreational facilities and other related facilities, and where dormitory accommodations and common kitchen and dining facilities may also be provided.
electric vehicle charging station	means equipment that supplies electrical power for charging plug-in vehicles.
Equestrian Centre	means a use intended for the accommodation, showing and competition of horses and may include a stable, gymkhana course, racetrack, and other related facilities.
Equipment Rental Shop	means a use for the rental of tools, appliances, office machines, light construction equipment or similar items but not the rental of motor vehicles.
Exhibition Grounds	means a use where land or buildings accommodate temporary 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.

grade means the geodetic elevation of the existing ground in an undisturbed natural state or an approved design grade as described in a grading plan.

Gravel and Sand Excavation and Storage	means a use where aggregate materials are excavated and/or stockpiled.
Greenhouse	means a use which is devoted to the commercial cultivation of vegetables, flowers or other plants within a building , and where such vegetables or plants may be sold wholesale or directly to the consumer.
gross floor area	means the sum of the areas of all above grade floors 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 includes 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. For greater clarity, a walk-out basement is not included in the calculation of gross floor area , but Dwelling units in the basement of an Apartment shall be included in the calculation of gross floor area .

H [[Click to Return to Definitions Index](#)]

Heavy Equipment Sales and Service	means a use where farm and heavy industrial equipment is sold, rented and serviced.
highway	means a road designated and classified as a provincial highway by the Province of Alberta.
Home Occupation	means an occupation, trade, profession, or craft operated by an occupant of a Dwelling Unit as an accessory use to the principal residential use of the building pursuant to this Bylaw.
Home Occupation – Minor	means a use where a Home Occupation is operated which allows for limited customer visits and deliveries, but does not impact surrounding residential uses beyond that of a typical Dwelling Unit .
Home Occupation – Major	means a use where a Home Occupation is operated which may be detectable outside of the Dwelling Unit but does not negatively impact the general residential nature of the neighbourhood.
Hospital	means a use where in-patient and out-patient health care is provided to the public.
Hotel/Motel	means a use 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 Eating and Drinking Establishments , meeting or banquet rooms, Personal Service Establishments , 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 <i>Act</i> .
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 use are located inside of a building , and which does not generate any nuisance beyond the boundary of the parcel . Light Manufacturing does not include a Cannabis Production Facility .

multi unit residential means a **building** that contains three (3) or more **Dwelling Units** and includes **Attached Housing** and **Apartments**.

Municipal Planning Commission (MPC) means the **Municipal Planning Commission** established by Bylaw pursuant to the *Act*.

Municipality means the Town of Hanna.

N [[Click to Return to Definitions Index](#)]

non-conforming building means a **building** that is lawfully constructed or lawfully under construction at the date a Land Use Bylaw affecting the **building** or the land on which the **building** is situated becomes effective and that on the date the Land Use Bylaw becomes effective does not, or when fully constructed will not, comply with the Land Use Bylaw.

non-conforming use means a lawful, specific **use** being made of land or a **building**, or intended to be made of a **building** lawfully under construction at the date a Land Use Bylaw affecting the land or **building** becomes effective and that on the date the Land Use Bylaw becomes effective does not, or in the case of a **building** under construction will not, comply with the Land Use Bylaw.

O [[Click to Return to Definitions Index](#)]

Office means a **use** for the provision of professional, management, administrative, and consulting services. This does not include a **Clinic**.

outdoor storage 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, **recreational vehicles** and boats, waste materials, debris or garbage.

P [[Click to Return to Definitions Index](#)]

parcel means the aggregate of the one or more **lots** 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.

parcel area means the total area of land within the **parcel**.

parcel coverage means the percentage of the **parcel area** covered by the area of all **buildings** including **Accessory Buildings**, and excludes **balconies**, **bay windows**, **canopies**, **shade projections**, cornices, **eaves** and gutters, roof overhangs, fire escapes, sills, stairways and **landings**, **patios** and **decks** or similar projections.

parcel line, exterior side means a **property line**, other than the **front parcel line**, which **abuts** a **road**.

parcel line, front means the shortest **property line** that **abuts** a **road**, unless otherwise determined by the **Development Authority** in accordance with this Bylaw.

parcel line, interior side means a **property line** other than a **front parcel line** or **rear parcel line**, which **abuts** another **parcel** or a **lane**.

parcel line, rear	means the property line which is opposite to and is not connected to the front parcel line , excepting in the case for a reverse corner lot where the rear parcel line is opposite to the exterior side parcel line .
parcel width	means the average horizontal distance between two side parcel lines .
Park	means a use 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.
parking area	means an open area of land, above or underground, other than a road , used for the parking of vehicles and shall include parking stalls , vehicle entrances and exits, and maneuvering aisles.
Parking Lot	means a use where the primary purpose of the land is for the parking of motor vehicles at grade, or in a parking structure which may be above or below grade.
parking, off-street	means a parking area located on the same parcel as the building, structure, or use .
parking stall	means a space within a building or parking area , for the parking of one vehicle, excluding driveways, aisles, and ramps.
parking stall, visitor	means a parking stall intended only for the use of visitors to Dwelling Units .
patio	means a platform, the height of which may be up to but does not exceed 0.61 m (2.0 ft) from grade , that may or may not be attached to a building .
permitted use	means the use of land or a building which is listed as such use in a Land Use District or Direct Control District.
Personal Service Establishment	means a use 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.
Pet Care Services	means a use 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 Kennel or Veterinary Clinic .
principal	means the main purpose for which a building or parcel is used.
Print Shop	means a use where retail photocopying and/or commercial printing service, or industrial printing and publishing services, are provided.
property line	means the legal boundary of a parcel or lot .
Public Building	means a use where facilities or buildings 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.
- 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.
- 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 <i>Act</i> .

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: <ul style="list-style-type: none"> (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

28 LAND USE DISTRICTS MAP

Date: October 10, 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 REPORTS & ROUNDTABLE

Council Date: **October 10, 2023**

Prepared by: **Fred Crowle**

Upcoming Meetings:

Meeting: Hanna & District Medical Corporation
Location: Hanna Medical Clinic
Date & Time: October 10, 2023 8:30 a.m.

Meeting: Hanna Food Bank
Location: Food Bank – Provincial Building
Date & Time: October 11, 2023 7:00 p.m.

Meeting: Big Country Waste Management
Location: Youngstown Special Areas Board Room
Date & Time: December 13, 2023

Meeting: Veterans Memorial Highway Association
Location: Lac La Biche Legion Hall
Date & Time: TBA 11:00 a.m.

Date: October 10, 2023

Agenda Item No: 12.00

Correspondence

Recommended Motion

That Council accepts Correspondence items 12.01 – 12.05 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. PLRD – Board Highlights August 29, 2023
2. 2023 Fall Water Levels
3. PLRD Board Highlights September 19, 2023
4. Special Areas Board – Land Use Order Update
5. Hanna Agriculture Society – Family & Marriage Therapy Program Funding Thank You

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

BOARD HIGHLIGHTS

Board of Trustees Meeting

August 29, 2023

New Prairie Land Staff

Prairie Land Public School Division would like to welcome all new staff to the jurisdiction for the 2023-2024 school year. As Prairie Land continues to grow in student numbers, the recruitment of quality staff remains a priority for our division. Over the past three years, Prairie Land has almost doubled its full time staff complement to over 400 individuals.

Archery World Champions

The Board of Trustees would like to congratulate Altario student Sean Murphy, Youngstown student Vance Laughlin, and J.C. Charyk Hanna School students Holly and Natalie Karg, as they traveled to Limpopo, South Africa to compete in the World Archery Competition this past July. Vance and Sean competed for the Canadian Junior Team while Holly and Natalie were members of the Canadian Developmental Team. The individual archery scores let to the junior/development team winning medals and let to the overall tournament win by team Canada. The Board of Trustees would like to congratulate our Prairie Land athletes.

Al-Amal Online Academy

The Board of Trustees passed a motion for the existence of the new Al-Amal Online Academy that will be opening its doors this fall for grades 10-12. This online public faith-based high school will provide Alberta Curriculum to those Division IV students throughout the province that desire both Islamic and Arabic studies in addition to the regular curriculum offered in other public schools.

Purchase of Transportation/Maintenance Shop

Prairie Land has successfully purchased a new transportation shop located in Hanna (304 Railway Avenue) to help alleviate the pressures and ongoing demands of growth placed upon both the transportation and maintenance departments.

For additional information please contact: Cam McKeage, Superintendent of Schools, Prairie Land Public School Division 403.854.4481

Helmer FSL = 675 Ac.Ft. Elv. =2661.0
 Fox Lake FSL = 4800 Ac.Ft. Elv. = 2674.0
 CN Res. FSL = 718 Ac.Ft. Elv. 2657.2

1 Acre Foot = 1233.6 m³ in volume of water

WATER LEVELS

Date	Helmer Dam Reservoir				Fox Lake				CN Reservoir			
	Acre Ft.	Elev.	Percent Full	Ft. to FSL	Acre Ft.	Elev.	Percent Full	Feet to FSL	Acre Ft.	Elev.	Percent Full	Feet to FSL
2023												
Sept 19	298	2653.66	44.5 Lowest ever	7.34	2160	2667.7	45 Lowest since	6.3 fall of 2005	75	2649.42	22.5 Lowest since	7.78 Oct-90
2022												
Apr 26	439	2656.85	65	4.15	3216	2670.34	62.5	3.66	359	2654.28	50	2.92
Nov 1	344	2655.23	53	5.75	2696	2669.14	55	4.86	197.5	2652.05	27.5	5.15
2021												
Apr 30	523	2658.41	77.5	2.59	3696	2672.12	83	1.88	528.5	2655.61	72	1.59
Aug 18	473	2657.46	70	3.54	3484	2671	73	3	359	2654.26	50	3
2018												
Oct 25	675	2661.09	100	-0.09	4800	2675.19	110	1 ft over FSL	466.7	2655.22	65	2.0
2015												
July 23	675	2661.13	100	-0.13	4800	2674.16	100	-0.16	583.6	2656.19	81.3	1.0
2013												
Apr 2	621	2660	90	1.0	4108	2672.37	86	1.63	527.7	2655.7	73.5	1.5
Sept 24	596	2659.6	87	1.4	4560	2673.36	95	0.6	639	2656.65	89	0.55
2011												
Oct 4	675	2661	100		4560	2673.48	95		630	2656.59	90	
2010												
May 20	557	2659.1	82		3912	2671.95	82		574	2656.06	80	
Nov 9	590	2659.49	87.5		4320	2672.87	90		670	2656.8	93	
2009												
May 20	481	2657.75	71		4051	2672.24	84		280	2653.29	39	
Sept 23	430	2656.6	64		3667	2671.44	76		192	2651.91	27	
2008												
April 30	532		78		4664		97		538.5		75	
Nov 4	506		75		4138		85		318.6		44	
2007												
May 23	607		90		4680		97.5		718		100	
Sept 25	540		80		4507		89		574		80	

FOX LAKE was empty in November 1984 and again in the fall of 91 & summer of 1992
 CN Dam was last empty in June 1983. Came close in late 1990 @12.2% full. 2004 @17.2% full.
 The lowest recorded level in Helmer Dam occurred in March 1983. It was at 350 AcFt.

BOARD HIGHLIGHTS

Board of Trustees Meeting

September 19, 2023

Organizational Meeting

The Prairie Land Public School Division trustees assembled on Tuesday, September 19 for the Board annual organizational meeting. Trustees accepted specific roles and responsibilities for the upcoming school year as follows:

- a. H. Smith was elected Board Chair, and M. Tkach elected Vice-chair.
- b. Negotiating Committee – S. Battle, H. Smith, M. Tkach & S. MacPherson (Alternate)
- c. Discipline Committee – S. Davies, K. Macfarlane & S. MacPherson
- d. Scholarship Committee – L. Bond, S. Davies & J. Ference
- e. Executive Committee – S. MacPherson, H. Smith, & M. Tkach
- f. Support Staff Liaison – L. Bond & H. Smith
- g. TBAC – S. Battle & M. Tkach
- h. Health & Wellness Committee – J. Ference & H. Smith (Alternate)
- i. Indigenous Committee – S. Battle & M. Tkach (Alternate)
- j. Audit Committee – J. Ference, K. Macfarlane & M. Tkach
- k. Alberta School Boards Association Zone 5 representative – H. Smith/S. MacPherson (Alternate)
- l. Public School Boards Council representative – M. Tkach/H. Smith (Alternate)
- m. Teachers Employer Bargaining Association (TEBA) – M. Tkach
- n. Rural Caucus Committee – S. MacPherson/S. Battle (Alternate)

Board meetings will be held on either the third or fourth Tuesday of each month at 9:00 a.m. at Prairie Land central office. The 2023-2024 Board meeting scheduled can be seen at <https://www.plrd.ab.ca/governance/meeting-dates>.

2022-2023 Scholarship Recipients

Scholarship	Winner	School
Ida Fielding Bursary	Jordan Longeway	J.C. Charyk Hanna
	James Wright	J.C. Charyk Hanna
Kush Memorial	Trista Greenslade	J.C. Charyk Hanna
Pioneer Homestead Bursary	Carson Sortland	Consort
PLRD Achievement	Nife Abayomi	Hope Christian
	Holly Karg	J.C. Charyk Hanna
	Elizabeth King	J.C. Charyk Hanna

PLRD Distinction	Emma Nelson	J.C. Charyk Hanna
	Trinity Thornton	Consort
PLRD Education	Piper Battle	Delia
Special Areas #2 Education Bursary (Estate of Orlin Graham Pearce)	Vanessa Hadwin	Consort
	Chance Scott	J.C. Charyk Hanna

The Prairie Land Board of Trustees would like to congratulate and send best wishes to all the successful candidates.

For additional information please contact: Cam McKeage, Superintendent of Schools, Prairie Land Public School Division 403.854.4481



Special Areas Board
est. 1938

212 – 2nd Avenue West, Box 820, Hanna, Alberta, Canada T0J 1P0 Phone: 403-854-5600 Fax: 403-854-5527

September 11, 2023

Town of Hanna
Box 430
Hanna AB T0J 1P0



Dear Stakeholder,

The Special Areas Board is in the process of updating the Land Use Order and is looking for feedback on proposed changes from stakeholders like you.

The current Land Use Order was last updated in 2015 and needed to be reviewed to streamline regulations, reduce red tape, and support clear and understandable development processes. This review process began in 2021 and has included members of administration, development officers and planning staff from Palliser Regional Municipal Services.

With the initial draft of the updated Land Use Order now complete, Special Areas wants to hear from members of the public on this important planning document. To ensure the updated Land Use Order considers the impacts and opportunities for Special Areas residents and stakeholders, a two-phase engagement process is being used to solicit feedback. The first phase of this engagement will take place this fall and will include both online and in-person engagement opportunities. The draft Land Use Order document is available on the Special Areas website, along with a summary report that highlights some of the major changes being proposed in the draft document. We encourage stakeholders like yourself to review these documents ahead of the information open houses planned later this fall. If you would like to provide feedback on the draft document, you are welcome to do so by email (public.input@specialareas.ab.ca) or in-person at information open houses. Feedback provided during public engagement will help inform revisions to the draft Land Use Order document.

Once the draft Land Use Order has been finalized, it will be taken to the Special Areas Board for first reading. This is expected to take place in early 2024, and as a part of Special Areas consultation process, a public hearing will be scheduled. This public hearing will take place ahead of any additional readings of the Land Use Order document and will be advertised in local papers and on our website and social channels. Feedback received in public hearings is used by the Board to make sure documents align with the community's wants and needs. Written submissions are also accepted as a part of our public hearing process.

Please take time to learn more about the Land Use Order review and draft documents by visiting www.specialareas.ab.ca/services/land-use-order-review/. If you would like to discuss this further, or are looking for additional information, please feel free to reach out to me directly at (403) 854-5611 or by email (Maeghan.chostner@specialareas.ab.ca).

Thank you,


Maeghan Chostner
Communications Officer



Hanna Agricultural Society
Box 1664
Hanna, AB T0J 1P0

August 15, 2023

Town of Hanna
Box 430
Hanna, AB T0J 1P0

Dear Mr. Kim Neill:

On behalf of the Hanna Family and Marriage Committee, we need to express our sincere appreciation for your contribution to this unique program that has served a number of residents in the Town of Hanna and area.

Your financial support will secure and maintain adequate funding necessary for continued access to therapeutic interventions for residents of Hanna and area. The preventive nature of this kind of service provides for treatment to address any number of issues that affect the quality of life for people in this region.

We will absolutely provide the reports you have requested including our financial statements and a breakdown of the location of the clients, be it rural or urban. You will no doubt find significant data justifying your support including the number of self-referrals, community referrals and client willingness to pay for services when able.

Please pass on our thanks and gratitude to the Town of Hanna Council for their incredible support. Your financial contribution will enable the opportunity for continued therapy, treatment and healing for those folks accessing this specialized service.

Sincerely,

Roberta Rehill - Treasurer
Cindy Standing
Hanna Agricultural Society

Brenda Schnurer
Special Areas

Michelle Toews
Town of Hanna
Community Services/F.C.S.S.

Brittney Owens, MC
Registered Provisional
Psychologist #2507p

Doray Veno
Lynks
Harvest Sky Services & Support

Starland County

Date: October 10, 2023

Agenda Item No: 13.00

Closed Session

Recommended Motion

That Council move to Closed Session at _____ p.m. to discuss the following agenda items

- 13.1 Personnel Matter as per FOIP Section 17
- 13.2 Land 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

