

**TOWN OF HANNA  
REGULAR COUNCIL MEETING  
AGENDA  
November 14, 2023**

- 1 CALL TO ORDER – 6:00 pm**
  
- 2 ADOPTION OF THE AGENDA**
  
- 3 DELEGATIONS**
  
- 4 PUBLIC PRESENTATION**
  
- 5 ADOPTION OF MINUTES**
  - 5.01 Minutes of the Organizational Meeting of Council – October 10, 2023
  - 5.02 Minutes of the Regular Meeting of Council – October 10, 2023
  - 5.03 Minutes of the Information Meeting of Council – October 25, 2023
  
- 6 FINANCE REPORTS**
  - 6.01 Accounts Payable
  - 6.02 Statement of Revenues & Expenses – October 2023
  - 6.03 Budget Overview – October 2023
  
- 7 COMMITTEE REPORTS**
  
- 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 RDRMUG – Letter of Support
- 9.02 2024 – 2026 Budget Meeting Dates
- 9.03 Town Entrance Signage
- 9.04 Telecommunications Policy
- 9.05 2023 Budget Adjustment – Wi-fi Routers

**10 BYLAWS**

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

**11 COUNCIL REPORTS & ROUNDTABLE**

**12 CORRESPONDENCE ITEMS**

- 12.1 ECA Review – October 10<sup>th</sup> Council Meeting – Presentation Notes
- 12.2 RCMP Commanding Officer Alberta – Alberta Police Funding Model Resource Allocation
- 12.3 Harvest Sky Housing Letter – Town of Hanna
- 12.4 PLRD Board Highlights October 24, 2023
- 12.5 Hanna Medical Clinic – Board Chairman Report

**13 CLOSED SESSION**

- 13.01 Third Party Business Interests; (s. 16)

**14 ADJOURNMENT**

Date: November 14, 2023

Agenda Item No: 05.00

## Council Meeting Minutes

### Recommended Motion

That the Minutes of the Organizational Meeting of Council held October 10, 2023, be adopted as presented.

That the Minutes of the Regular Meeting of Council held October 10, 2023, be adopted as presented.

That the Minutes of the Information Meeting of Council held October 25, 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 Organizational Meeting of Council – October 10, 2023
2. Minutes of the Regular Meeting of Council – October 10, 2023.
3. Minutes of the Information Meeting of Council – October 25, 2023.

## Reviewed by and Approved for Submission to Council

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

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

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

**TOWN OF HANNA  
ORGANIZATIONAL COUNCIL MEETING  
OCTOBER 10, 2023**

Minutes of the Organizational Meeting of the Council of the Town of Hanna held Tuesday, October 10, 2023 at 6:00 p.m. in the Town of Hanna Council Chambers.

Councillors Present:

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

Councillors Absent

Angie Warwick

Administration Present:

Kim Neill – Chief Administrative Officer  
Winona Gutsche – Director of Corporate Services  
Laurie Armstrong – Director of Business & Communication  
Katie Campbell – Business & Communication 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 Olsen that the agenda for the October 10, 2023 Organizational Council Meeting be adopted as presented.

Motion Carried.

**3.0 REGULAR COUNCIL MEETING DATES & TIMES**

Moved by Councillor Murphy that Council approves that Regular Meetings of Council be held on the following dates:

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November 14, 2023	May 14, 2024
December 12, 2023	June 11, 2024
January 9, 2024	July 9, 2024
February 13, 2024	August 13, 2024
March 12, 2024	September 10, 2024
April 9, 2024	October 8, 2024

At 6:00 p.m. in the Town Council Chambers, unless an alternate location or electronic method of meeting is agreed to by Council and advertised to the public.

Motion Carried.

#### 4.0 COUNCIL INFORMATION MEETING DATES AND TIMES

Moved by Councillor Crowle that Council approves that Council Information Meetings be held on the following dates:

October 25, 2023	May 29, 2024
November 29, 2023	June 26, 2024
January 31, 2024	July 31, 2024
February 28, 2024	August 28, 2024
March 27, 2024	September 25, 2024
April 24, 2024	

At 8:30 a.m. in the Town Council Chambers, unless an alternate location or electronic method of meeting is agreed to by Council and advertised to the public.

Motion Carried.

#### 5.0 SIGNING AUTHORITY

No motion required as no change was made from 2018 Organizational Meeting which established signing authority as follows for all financial matters:

The Mayor OR the Deputy Mayor,  
and if both are unavailable, any Councillor

AND

The Chief Administrative Officer OR  
The Director of Corporate Services OR  
The Corporate Services Assistant.

194-2023  
Deputy Mayor  
Appointments

## 6.0 DEPUTY MAYOR APPOINTMENTS

Moved by Councillor Crowle that as the Council Procedural Bylaw 1015-2021 provides for Councillors to serve an eight-month term as Deputy Mayor for the Town of Hanna. Councillor Beaudoin served the first term and Councillor Olsen served the second term, the members of Council be appointed as Deputy Mayor for the following terms:

Councillor Crowle	March 1, 2023 to October 31, 2023
Councillor Murphy	November 1, 2023 to June 30, 2024
Councillor Warwick	July 1, 2024 to February 28, 2025
Councillor Thuroo	March 1, 2025 to October 31, 2025

Motion Carried.

## 7.0 COUNCIL COMMITTEE APPOINTMENTS

195-2023  
Committee  
Appointments

Moved by Councillor Olsen that Council approves the following appointments for a one-year period:

<u>COMMITTEE</u>	<u>CURRENT MEMBERSHIP</u>
Personnel Committee	Mayor Povaschuk Councillors Murphy & Olsen
Emergency Advisory Committee	Mayor Povaschuk Councillors Beaudoin & Warwick
Finance & Audit Committee	Mayor Povaschuk Councillors Thuroo & Crowle

Motion Carried.

## 8.0 COUNCIL REPRESENTATIVE APPOINTMENTS

Moved by Councillor Thuroo that Council approves the following appointments with the amendment of appointing Councillor Beaudoin to the Hanna & District Chamber of Commerce for a one-year term:

<u>COMMITTEE OR BOARD</u>	<u>APPOINTMENT</u>
Acadia Foundation	Councillor Murphy
Big Country Waste Management Commission Alternate	Councillor Crowle Councillor Thuroo
Community Futures – Meridian Region Board of Directors	Councillor Warwick
Community Services Board	Councillor Thuroo
Fred & Freda Geuder Education Bursary	Councillor Crowle
Hanna & District Chamber of Commerce	Councillor Beaudoin
Hanna & District Medical Corporation	Councillor Crowle
Hanna Golf & Country Club	Councillor Olsen
Hanna In Bloom Committee	Councillor Beaudoin
Hanna Learning Centre	Councillor Olsen
Hanna Municipal Library Board	Councillor Murphy
Hanna/Wake Student Exchange Committee	Councillor Crowle Councillor Warwick
Harvest Sky Regional Economic Development Corporation	Councillor Beaudoin Councillor Warwick



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Henry Kroeger Regional Water Services Commission Alternate	Mayor Povaschuk Councillor Thuroo
Marigold Library Systems Board Alternate	Councillor Murphy Councillor Warwick
Municipal Planning Commission	Councillor Olsen Councillor Beaudoin
Palliser Economic Partnership Alternate	Councillor Warwick Councillor Thuroo Mayor Povaschuk
Palliser Regional Municipal Services Alternate	Councillor Olsen Councillor Beaudoin
Red Deer River Municipal Users Group Alternate	Mayor Povaschuk Councillor Thuroo
Veterans Memorial Highway Association	Councillor Crowle
	Motion Carried.

## 9.0 MUNICIPAL STAFF APPOINTMENTS

197-2023  
Development  
Officer  
Appointments

Moved by Councillor Thuroo that Council appoints David Mohl as Development Officer and Winona Gutsche, Director of Corporate Services, as Assistant Development Officer for the Town of Hanna for a one-year term.

Motion Carried.

198-2023  
Emergency  
Management  
Appointment

Moved by Councillor Olsen that Council appoints David Mohl as Director of Emergency Management for the Town of Hanna for a one-year term.

Motion Carried.

199-2023  
Municipal Assessor  
Appointment

### 10.0 MUNICIPAL ASSESSOR APPOINTMENT

Moved by Councillor Olsen that Council appoints Mr. Terry Willoughby, Accredited Municipal Assessor of Alberta, as Municipal Assessor for the Town of Hanna until the October 2024 Organizational Meeting in accordance with Bylaw 1003-2019, the Designated Officer Bylaw.

Motion Carried.

200-2023  
Committee or Board  
Member  
Appointments

### 11.0 COMMITTEE OR BOARD MEMBER APPOINTMENTS

Moved by Councillor Murphy that Council approves the following appointments to Committees and Boards:

<u>COMMITTEE</u>	<u>APPOINTMENT</u>	<u>TERM ENDING</u>
Big Country Housing Authority Two-year term	Pat Mainman	Oct 31, 2025
Community Services Board Three-year term	Erica Johnston	Oct 31, 2026
Hanna & District Medical Clinic Corporation Board Two-year term	Ken Hansen	Oct 31, 2025
Geuder Educational Bursary Two-year term	Connie Deadlock	Oct 31, 2025
Hanna Library Board Three-Year term	Peggy Sauter Karen Gordon	Oct 31, 2026 Oct 31, 2026

Motion Carried.

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#### **14.0 ADJOURNMENT**

Mayor Danny Povaschuk declared all business concluded and adjourned the meeting at 6:10 p.m.

These minutes approved this 14<sup>th</sup> day of November 2023.

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Mayor Danny Povaschuk

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Chief Administrative Officer  
Kim Neill

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

Minutes of a Regular Meeting of the Council of the Town of Hanna held Tuesday, October 10, 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

**Council Member Absent**

Angie Warwick

**Administration Present:**

Kim Neill – Chief Administrative Officer  
Winona Gutsche – Director of Corporate Services  
Laurie Armstrong - Director of Business & Communication  
Katie Campbell – Business & Communication Assistant  
Brent Olesen – Director of Public Works

**1.0 CALL TO ORDER**

Mayor Povaschuk called the meeting to order at 6:13 p.m.

**2.0 ADOPTION OF AGENDA**

Moved by Councillor Olsen that the agenda for the October 10, 2023, Regular Council Meeting be adopted as presented.

Motion Carried.

**3.0 DELEGATIONS**

3.01 East Central Review

202-2023  
ECA Review

Moved by Councillor Beaudoin that Council Thanks Joyce Webster, Publisher of the East Central Review for her presentation on the East Central Review Newspaper.

Motion Carried.

#### **4.0 PUBLIC PRESENTATION**

#### **5.0 ADOPTION OF MINUTES**

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

203-2023  
Regular Meeting  
Minutes

Moved by Councillor Crowle that the Minutes of the Regular Meeting of Council held September 12, 2023 be adopted as presented.

Motion Carried.

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

204-2023  
Public Hearing  
Minutes

Moved by Councillor Olsen that the Minutes of the Land Use Bylaw 1032-2023 Public Hearing held September 13, 2023 be adopted as presented.

Motion Carried.

#### **6.0 FINANCE REPORTS**

##### 6.01 Accounts Payable

205-2023  
Accounts Payable

Moved by Councillor Thuroo that Council accepts the accounts payable listings for general account cheques 42816 – 42850 and direct deposit payments 002387 – 002472 for information.

Motion Carried.

206-2023  
Statement of  
Revenues &  
Expenses

6.02 Statement of Revenue & Expense – September 2023

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

Motion Carried.

207-2023  
Budget Overview

6.03 Budget Overview – September 2023

Moved by Councillor Olsen that Council accepts the Budget Overview for September 2023 for information.

Motion Carried.

208-2023  
Capital Budget  
Update

6.04 Capital Budget Update – September 2023

Moved by Councillor Thuroo that Council accepts the Capital Budget Update for September 2023 for information.

Motion Carried.

**7.0 COMMITTEE REPORTS**

209-2023  
CSB Minutes

Moved by Councillor Thuroo that Council accepts the Community Services Board Meeting Minutes of September 18, 2023 for information.

Motion Carried.

**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

210-2023  
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 Hanna Fire Department – 2023 3<sup>rd</sup> Quarter Report

211-2023  
Hanna Fire  
Department 2023 3<sup>rd</sup>  
Quarter Report

Moved by Councillor Thuroo that Council accepts the Hanna Fire Department 2023 3<sup>rd</sup> Quarter Report for July to September 2023 and thanks Fire Chief David Mohl for his presentation this evening.

Motion Carried.

### 9.02 Development Permit Report – 2023 3<sup>rd</sup> Quarter Report

212-2023  
Development Permit  
Report 2023 3<sup>rd</sup>  
Quarter Report

Moved by Councillor Murphy that Council accepts the Town of Hanna Development Permit Statistics Report for the 2023 3<sup>rd</sup> Quarter from July to September 2023 for information and thanks Development Officer David Mohl for his presentation this evening.

Motion Carried.

### 9.03 Emergency Management Report – 2023 3<sup>rd</sup> Quarter Report

213-2023  
Emergency  
Management 2023  
3<sup>rd</sup> Quarter Report

Moved by Councillor Olsen that Council accepts the Town of Hanna Director or Emergency Management 2023 3<sup>rd</sup> Quarter Report from July to September for information and thanks the Director of Emergency Management David Mohl for his presentation this evening.

Motion Carried.

### 9.04 Hanna Municipal Enforcement – 2023 3<sup>rd</sup> Quarter Report

214-2023  
Hanna Municipal  
Enforcement 2023  
3<sup>rd</sup> Quarter Report

Moved by Councillor Beaudoin that Council accepts the Hanna Municipal Enforcement 2023 3<sup>rd</sup> Quarter Report for July to September 2023 and thanks Municipal Enforcement Officer Raypold for her presentation this evening.

Motion Carried.

9.05 Fred & Freda Geuder Bursary – 2023 Recipients

215-2023  
Geuder Bursary 2023  
Recipients

Moved by Councillor Crowle 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.

Motion Carried.

9.06 2023 Tax Recovery Report

216-2023  
2023 Tax Recovery  
Report

Moved by Councillor Olsen 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.

Motion Carried.

Councillor Olsen left the Council Chambers at 7:03 p.m.  
Councillor Olsen entered the Council Chambers at 7:04 p.m.

9.07 Policy 2023-01 Community Services Fees & Charges Amendment

217-2023  
Policy 202301 CSB  
Fee Amendment

Moved by Councillor Olsen that Council amends Policy 2023-01 – Community Services Department Fees & Charges to include a free drop-in fee for the Ladies Hockey ice slot on Sunday evenings.

Motion Carried.



9.08 CCTI-IF Funding – Municipal Commitment

218-2023  
CCTI-IF Funding –  
Municipal  
Commitment

Moved by Councillor Thuroo that Council confirms 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.

Motion Carried.

9.09 Hanna Municipal Library Plan of Service

219-2023  
Hanna Municipal  
Library Plan of  
Service

Moved by Councillor Murphy that Council accept the Hanna Municipal Library Plan of Service for the years 2023-2028 for information.

Motion Carried.

9.10 2023 Music In The Park Report

220-2023  
2023 Music in the  
Park Report

Moved by Councillor Crowle that Council accept the 2023 Music in the Park Report for information.

Motion Carried.

**10.0 BYLAWS**

10.01 Land Use Bylaw 1032-2023 – Second Reading

221-2023  
LUB 1032-2023  
Section 9.10.1

Moved by Councillor Beaudoin 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.

Motion Carried.

222-2023  
LUB 1032-2023  
Section 9.12.11

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

Motion Carried.

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223-2023  
LUB 1032-2023  
Section 10.13.1

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

Motion Carried.

224-2023  
LUB 1032-2023  
Part G Section 28

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

Motion Carried.

225-2023  
LUB 1032-2023  
Part G Section 28

Moved by Councillor Murphy 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.

Motion Carried.

226-2023  
LUB 1032-2023  
Section 5.1.2

Moved by Councillor Murphy 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".

Motion Carried.

227-2023  
LUB 1032-2023  
Section 10.15

Moved by Councillor Beaudoin That Section 10.15 is deleted.

Motion Carried.

228-2023  
LUB 1032-2023  
Renewable Energy  
System definition

Moved by Councillor Thuroo 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."

Motion Carried.

229-2023  
LUB 1032-2023  
Renewable Energy  
System definition

Moved by Councillor Beaudoin 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."

Motion Carried.

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230-2023  
LUB 1032-2023  
Retail sales  
permitted in ID

Moved by Councillor Beaudoin That retail sales be moved from discretionary use to permitted use in the Industrial District.

Motion Carried.

Mayor Povaschuk called a recess at 8:29 p.m.  
Mayor Povaschuk called the meeting to order at 8:37 p.m.

231-2023  
LUB 1032-2023  
Rear yard setback  
non-residential  
districts

Moved by Councillor Olsen that Palliser Regional Municipal Services and Administration review the rear yard setback in all non-residential districts with the intent to amend from 6.0m to 2.0m and provide a report and recommendation to Council prior to 3<sup>rd</sup> reading of the Land Use Bylaw.

Motion Carried.

232-2023  
LUB 1032-2023  
Industrial District  
Discretionary Uses

Moved by Councillor Olsen that Palliser Regional Municipal Services and Administration review the Land Use Bylaw Industrial District discretionary uses with the intent to have the following discretionary uses amended to permitted uses in the Industrial District: auction facilities (no livestock), carwash, equipment rental shop, gas bar and service station, manufacturing heavy, print shop, recycling depot, self-storage facility, wrecker and salvage and provide a report and recommendation to Council prior to 3<sup>rd</sup> reading of the Land Use Bylaw; and that Palliser and Administration provide a new definition for Auction facilities (no livestock) prior to 3<sup>rd</sup> Reading of the Land Use Bylaw.

Motion Carried.

233-2023  
LUB 1032-2023  
Industrial District site  
coverage

Moved by Councillor Olsen that Industrial District site coverage be increased from 60% to 80%.

Motion Carried.

234-2023  
LUB 1032-2023  
2<sup>nd</sup> Reading

Moved by Councillor Murphy that Council give second reading to the proposed Land Use Bylaw 1032-2023, as amended.

Motion Carried.

235-2023  
Council Reports

## 11.0 COUNCIL REPORTS AND ROUNDTABLE

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

Motion Carried.

## 12.0 CORRESPONDENCE

- 12.01 PLRD – Board Highlights August 29, 2023
- 12.02 2023 Fall Water Levels
- 12.03 PLRD – Board Highlights September 19, 2023
- 12.04 Special Areas Board – Land Use Order Update
- 12.05 Hanna Agriculture Society – Family & Marriage Therapy Program Funding – Thank You

236-2023  
Correspondence

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

Motion Carried.

## 13.0 CLOSED SESSION

237-2023  
Closed Session

Moved by Councillor Crowle that Council moved to Closed Session at 9:02 p.m. to discuss the following agenda items.

Motion Carried.

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

238-2023  
Regular Session

Moved by Councillor Olsen that Council move to Regular Session at 9:28 p.m.

Motion Carried.

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239-2023  
Offer To Purchase  
Plan 6133AW, Block  
11, Lot 25

Moved by Councillor Murphy that Council authorizes the Chief Administrative Officer to accept the offer to purchase from Matthew & Laura Anderson and Cody & Alyssa Gross for the purchase of Block 11, Lot 25, Plan 6133AW, (Civic address 203 – 2<sup>nd</sup> Avenue West) in the amount of \$120,000.00 plus applicable GST; acknowledging that the property is being purchased in “as is” condition.

Motion Carried.

#### 14.0 ADJOURNMENT

Mayor Danny Povaschuk declared all business concluded and adjourned the meeting at 9:29 p.m.

These minutes approved this 14<sup>th</sup> day of November, 2023.

\_\_\_\_\_  
Mayor Danny Povaschuk

\_\_\_\_\_  
Chief Administrative Officer  
Kim Neill

**TOWN OF HANNA  
INFORMATION COUNCIL MEETING  
October 25, 2023**

Minutes of an Information Meeting of the Council of the Town of Hanna held Wednesday, October 25, 2023 at 8:30 a.m. at the Town of Hanna Council Chambers.

**Councillors Present:**

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

**Council Absent**

Angie Warwick

**Administration Present:**

Kim Neill – Chief Administrative Officer  
Winona Gutsche – Director of Corporate Services  
Katie Campbell – Business & Communication Assistant

**1.0 CALL TO ORDER**

Mayor Danny Povaschuk called the meeting to order at 8:35 a.m.

**2.0 ADOPTION OF AGENDA**

Moved by Councillor Murphy that the agenda for the October 25, 2023 Information Council Meeting be adopted as presented.

Motion Carried.

### 3.0 DELEGATIONS

#### 3.01 2023 Alberta Provincial Housing & Service Needs Estimation Community Report

241-2023  
AB Provincial  
Housing & Service  
Needs Estimation  
Community Report

Moved by Councillor Thuroo that Council thanks Doray Veno, Executive Director and Beckie Viste, Community Supports Coordinator of Lynks for their presentation on the 2023 Alberta Provincial Housing & Service Needs Estimation Community Report undertaken by the Rural Development Network in conjunction with Lynks.

Motion Carried.

#### 3.02 Hanna Ag Centre – Project Update

242-2023  
Hanna Ag Centre –  
Project Update

Moved by Councillor Beaudoin that Council thanks Hanna Ag Centres Site Planning and Architecture Director Doray Veno for the update on the status and activities of the Hanna Ag Centre Committee.

Motion Carried.

Mayor Povaschuk called a recess at 10:46 a.m.

Mayor Povaschuk called the meeting to order at 10:54 a.m.

#### 3.03 Harvest Sky Economic Development Corporation – Activity Update

243-2023  
Harvest Sky  
Economic  
Development  
Corporation

Moved by Councillor Olsen that Council thanks Mark Nikota, Manager of Harvest Sky Economic Development Corporation for his presentation updating Council on the activities of Harvest Sky Economic Development Corporation.

Motion Carried.

#### 3.04 Nickelback Promotional Plan – Project Update

244-2023  
Nickelback  
Promotional Plan

Moved by Councillor Crowle that Council thanks Mark Nikota for the update on the status of the Nickelback Promotional Plan.

Motion Carried.

Councillor Olsen left the meeting at 11:30 a.m.

#### **4.0 PUBLIC PRESENTATION**

#### **5.0 CHIEF ADMINISTRATIVE OFFICER REPORT**

Chief Administrative Officer Neill reviewed his report with Council.

#### **6.0 BUSINESS ITEMS**

#### **7.0 COUNCIL ROUNDTABLE**

The Mayor and Councillors provided verbal reports regarding meetings or items of interest since the October 10, 2023, Regular Council Meeting.

#### **8.0 ADJOURNMENT**

Mayor Danny Povaschuk declared all business concluded and adjourned the meeting at 12:06 p.m.

These minutes approved this 14<sup>th</sup> day of November 2023.

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Mayor Danny Povaschuk

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Chief Administrative Officer  
Kim Neill



Date: November 14, 2023

Agenda Item No: 06.01

## Accounts Payable

### Recommended Motion

That Council accepts the accounts payable listings for general account cheques 42851 – 42886 and direct deposit payments 002473 – 002556 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

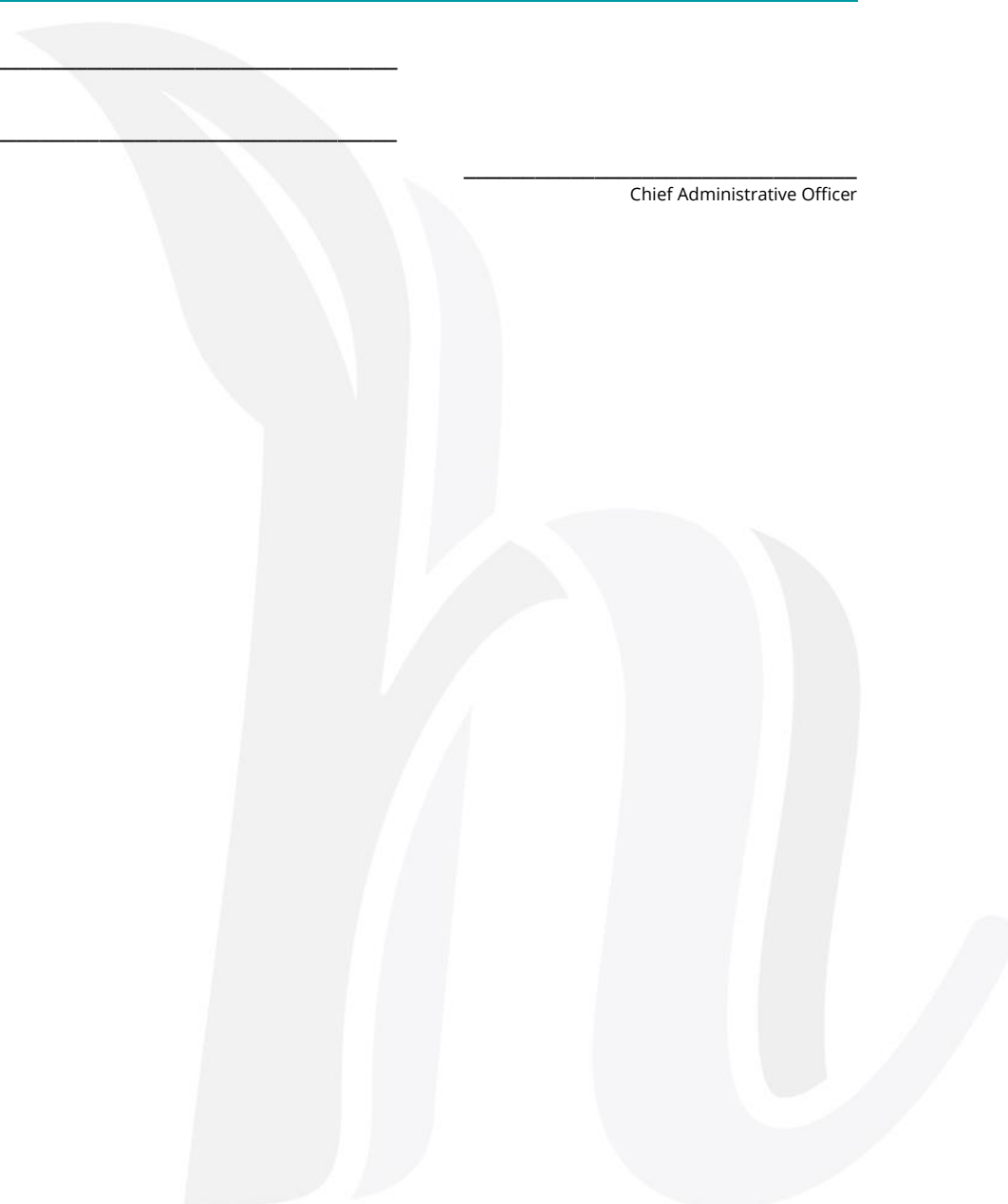
1. Accounts Payable Listing – Cheques 42851 – 42886 totaling \$424,107.84
2. Accounts Payable Listing – Direct Deposits 002473 – 002556 totaling \$433,006.32

## Reviewed by and Approved for Submission to Council

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

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

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



Date: November 14, 2023

Agenda Item No: 06.02

## Statement of Revenue & Expense

### Recommended Motion

That Council accepts the Statement of Revenue and Expense Report for October 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 October 31, 2023.

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

### Communications

N/A

### Financial Implications

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



## Policy and/or Legislative Implications

N/A

## Attachments

1. Statement of Revenue & Expense Report - October 2023

## Reviewed by and Approved for Submission to Council

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

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

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

For All Revenue, Expense Accounts  
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2023  
 To 31/10/2023

Description	Account	YTD Actual	YTD Budget	YTD Variance
<b>GENERAL MUNICIPAL</b>				
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	71,566.17-	71,566.00-	0.17
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	151,219.87-	151,220.00-	0.13-
PROVINCIAL GRANTS-IN-LIEU	1-01-0000-240	64,641.36-	63,488.00-	1,153.36
PENALTY & COST ON TAX	1-01-0000-510	18,011.95-	15,000.00-	3,011.95
CONCESSION & FRANCHISE	1-01-0000-540	385,423.27-	536,000.00-	150,576.73-
RETURN ON INVESTMENTS	1-01-0000-550	194,274.25-	227,000.00-	32,725.75-
	TOTAL GENERAL MUNICIPAL 01:	4,206,626.70-	4,387,500.00-	180,873.30-
<b>GENERAL ADMINISTRATION</b>				
ADMIN GENERAL SERVICE & SUPPLY	1-12-0000-410	4,862.00-	3,300.00-	1,562.00
ADMIN SOUVENIR	1-12-0000-419	2,420.41-	2,100.00-	320.41
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:	452,850.05-	728,600.00-	275,749.95-
<b>TAX RECOVERY PROPERTY</b>				
TAX RECOVERY PROPERTY - LEASE	1-12-0600-560	0.00	2,080.00-	2,080.00-
	TOTAL TAX RECOVERY PROPERTY:	0.00	2,080.00-	2,080.00-
<b>POLICE</b>				
POLICE PROVINCIAL FINES	1-21-0000-530	4,033.16-	7,100.00-	3,066.84-
	TOTAL POLICE:	4,033.16-	7,100.00-	3,066.84-
<b>SAFETY &amp; RISK MANAGEMENT</b>				
<b>FIRE</b>				
FIRE FIRE FIGHTING FEES	1-23-0000-410	56,058.75-	96,300.00-	40,241.25-
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:	277,002.17-	1,267,646.00-	990,643.83-
<b>FIRE - ECETP</b>				
FIRE - ECETP PROVINCIAL CONDITIONAL	1-23-0200-840	12,592.74-	12,600.00-	7.26-
	FIRE - ECETP TOTAL:	12,592.74-	12,600.00-	7.26-
<b>BY-LAW ENFORCEMENT</b>				
BY-LAW WORK BILLED TO OTHERS	1-26-0000-410	5,900.95-	3,000.00-	2,900.95
BY-LAW DEVELOPMENT PERMITS	1-26-0000-520	520.00-	500.00-	20.00
BY-LAW BUSINESS LICENSES	1-26-0000-522	16,887.50-	18,200.00-	1,312.50-
BY-LAW COMPLIANCE CERTIFICATES	1-26-0000-525	150.00-	200.00-	50.00-
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:	23,908.45-	23,400.00-	508.45
<b>DOG CONTROL</b>				
DOG CONTROL - ANIMAL LICENSES	1-28-0000-526	4,435.00-	4,500.00-	65.00-
DOG CONTROL - IMPOUND & SUSTENANCE	1-28-0000-590	0.00	100.00-	100.00-
	TOTAL DOG CONTROL:	4,435.00-	4,600.00-	165.00-
<b>COMMON SERVICES</b>				
COMMON SERV WORK BILLED TO OTHER	1-31-0000-410	6,405.00-	6,900.00-	495.00-
COMMON SERV OTHER REVENUE	1-31-0000-590	150.00-	300.00-	150.00-
	TOTAL COMMON SERVICES:	6,555.00-	7,200.00-	645.00-
<b>STREETS &amp; ROADS</b>				
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-
<b>AIRPORT</b>				

For All Revenue, Expense Accounts  
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2023  
 To 31/10/2023

Description	Account	YTD Actual	YTD Budget	YTD Variance
AIRPORT RENTAL & LEASE REVENUE	1-33-0000-560	8,450.00-	8,600.00-	150.00-
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:	212,289.68-	467,505.00-	255,215.32-
<b>WATER SUPPLY &amp; DISTRIBUTION</b>				
WATER SALE OF WATER	1-41-0000-410	777,298.73-	1,125,400.00-	348,101.27-
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:	858,635.43-	1,237,500.00-	378,864.57-
<b>WATER LINES &amp; DISTRIBUTION</b>				
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
<b>SANITARY SEWERS</b>				
SEWER CHARGES	1-42-0000-410	175,879.04-	260,100.00-	84,220.96-
SEWER DRAWN FROM SURPLUS (OPERATING)	1-42-0000-920	0.00	47,500.00-	47,500.00-
	TOTAL SANITARY SEWERS:	175,879.04-	307,600.00-	131,720.96-
<b>GARBAGE COLLECTION &amp; DISPOSAL</b>				
GARBAGE CHARGES RESIDENTIAL	1-43-0000-410	50,984.23-	74,300.00-	23,315.77-
GARBAGE OTHER REVENUE	1-43-0000-590	15.00-	0.00	15.00
	TOTAL GARBAGE COLLECTION & DISPOSAL:	50,999.23-	74,300.00-	23,300.77-
<b>BIG COUNTRY WASTE AUTHORITY</b>				
REGIONAL WASTE SITE FEES	1-44-0000-410	235,639.97-	353,800.00-	118,160.03-
REGIONAL WASTE OTHER REVENUE	1-44-0000-590	90.00-	100.00-	10.00-
	TOTAL BIG COUNTRY WASTE AUTHORITY:	235,729.97-	353,900.00-	118,170.03-
<b>F.C.S.S.</b>				
FCSS PROGRAM REVENUE	1-51-0000-402	3,925.00-	1,800.00-	2,125.00
FCSS VAN RENTAL	1-51-0000-561	377.55-	900.00-	522.45-
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	92,828.68-	89,798.00-	3,030.68
	TOTAL F.C.S.S.:	100,591.23-	96,898.00-	3,693.23
<b>FCSS - YOUTH CLUB</b>				
FCSS - YOUTH CLUB - DRAWN FROM SURPL	1-51-0300-920	0.00	30,334.00-	30,334.00-
	TOTAL FCSS - YOUTH CLUB:	0.00	30,334.00-	30,334.00-
<b>CEMETERY</b>				
CEMETERY CHARGES	1-56-0000-410	16,100.00-	16,700.00-	600.00-
CEMETERY OTHER	1-56-0000-590	366.72-	400.00-	33.28-
	TOTAL CEMETERY:	16,466.72-	17,100.00-	633.28-
<b>COMMERCIAL OFFICE BUILDING</b>				
COMMERCIAL OFFICE BUILDING RENT	1-61-0200-560	10,100.00-	13,200.00-	3,100.00-
COMMERCIAL OFFICE BUILDING DRAW FROM	1-61-0200-930	0.00	13,230.00-	13,230.00-
	TOTAL COMMERCIAL OFFICE BUILDING:	10,100.00-	26,430.00-	16,330.00-
<b>ECONOMIC DEVELOPMENT - TOURISM</b>				
TOURISM OTHER REVENUE	1-61-0300-590	829.58-	0.00	829.58
	TOTAL ECONOMIC DEVELOPMENT - TOURISM:	829.58-	0.00	829.58
<b>BUSINESS &amp; COMMUNICATIONS</b>				
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-
<b>SUBDIVISION</b>				
SUBDIVISION SALE OF LAND	1-66-0000-400	55,513.78-	0.00	55,513.78
	TOTAL SUBDIVISION:	55,513.78-	0.00	55,513.78
<b>RECREATION &amp; PARKS FACILITIES</b>				
RECREATION SALES & SERVICE	1-72-0000-410	3,127.50-	1,500.00-	1,627.50
RECREATION PROGRAM REVENUE	1-72-0000-430	8,708.95-	1,000.00-	7,708.95

For All Revenue, Expense Accounts  
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2023  
 To 31/10/2023

Description	Account	YTD Actual	YTD Budget	YTD Variance
RECREATION DONATIONS	1-72-0000-591	4,428.57-	0.00	4,428.57
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	7,500.00-	16,620.00-	9,120.00-
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	9,215.00-	7,400.00-	1,815.00
	TOTAL RECREATION REVENUE:	350,103.93-	306,055.00-	44,048.93
<b>SWIMMING POOLS</b>				
POOL PASSES & PLUNGE CARDS	1-72-0100-410	25,185.52-	22,800.00-	2,385.52
POOL LESSON REGISTRATIONS	1-72-0100-411	39,674.55-	30,900.00-	8,774.55
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	438.89-	0.00	438.89
	TOTAL SWIMMING POOLS:	88,991.02-	93,900.00-	4,908.98-
<b>ARENA</b>				
ARENA ADVERTISING REV SIGNS	1-72-0200-410	10,694.67-	8,700.00-	1,994.67
ARENA RENTAL REVENUE	1-72-0200-560	45,829.66-	75,300.00-	29,470.34-
ARENA LOBBY & CONCESSION RENTAL	1-72-0200-562	1,915.00-	3,300.00-	1,385.00-
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:	60,076.03-	92,300.00-	32,223.97-
<b>CURLING RINK</b>				
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	10,010.00-	7,500.00-	2,510.00
CURLING RINK DRAWN FROM DEFFERED	1-72-0400-930	0.00	15,000.00-	15,000.00-
	CURLING RINK TOTAL:	38,582.71-	57,500.00-	18,917.29-
<b>BALL DIAMONDS</b>				
BALL DIAMOND REVENUE	1-72-0500-560	4,300.00-	4,400.00-	100.00-
	TOTAL BALL DIAMONDS REVENUE:	4,300.00-	4,400.00-	100.00-
<b>FOX LAKE &amp; HELMER DAM</b>				
FOX LAKE REVENUE	1-72-0700-410	4,360.28-	5,200.00-	839.72-
FOX LAKE RETAIL SALES - ICE & NOVELT	1-72-0700-419	18.91-	514.00-	495.09-
FOX LAKE RENTAL REVENUE	1-72-0700-560	95,676.46-	75,700.00-	19,976.46
FOX LAKE DRAWN FROM SURPLUS (OPERATI	1-72-0700-920	0.00	28,350.00-	28,350.00-
	TOTAL FOX LAKE & HELMER DAM:	100,055.65-	109,764.00-	9,708.35-
<b>PARKS</b>				
PARKS DRAWN FROM SURPLUS	1-72-0800-930	0.00	25,000.00-	25,000.00-
PARKS OTHER REVENUE	1-72-0800-990	247.60-	0.00	247.60
	TOTAL PARKS:	247.60-	25,000.00-	24,752.40-
<b>PLAYGROUND PROGRAM</b>				
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
<b>HKH PIONEER PARK</b>				
HKH PIONEER PARK REVENUE	1-72-1300-560	390.00-	0.00	390.00
	TOTAL HKH PARK REVENUE:	390.00-	0.00	390.00
<b>SOCCER FIELDS</b>				
SOCCER FIELDS REVENUE	1-72-1400-560	2,500.00-	2,500.00-	0.00
	TOTAL SOCCER FIELDS REVENUE:	2,500.00-	2,500.00-	0.00
<b>LIBRARY</b>				
LIBRARY DRAWN FROM SURPLUS (OPERATIN	1-74-0200-920	0.00	10,000.00-	10,000.00-
	TOTAL LIBRARY:	0.00	10,000.00-	10,000.00-
<b>REGIONAL COMMUNITY SERVICES CENTRE</b>				
RCSC RENTAL REVENUE	1-74-0800-560	10,635.84-	10,900.00-	264.16-
RCSC LEASE AGREEMENT REVENUE	1-74-0800-561	20,000.00-	20,000.00-	0.00

For All Revenue, Expense Accounts  
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2023  
 To 31/10/2023

Description	Account	YTD Actual	YTD Budget	YTD Variance
RCSC OTHER	1-74-0800-590	395.01-	0.00	395.01
RCSC DONATIONS / SPONSORSHIPS	1-74-0800-591	19,047.62-	19,050.00-	2.38-
RCSC FITNESS CENTRE FEE REVENUE	1-74-0801-561	34,025.28-	29,158.00-	4,867.28
TOTAL REGIONAL COMMUNITY SERVICES CENTRE:		84,103.75-	79,108.00-	4,995.75
<b>COMMUNITY CENTRE</b>				
COMMUNITY CENTRE RENTAL REVENUE	1-74-0900-560	23,805.00-	37,327.00-	13,522.00-
TOTAL COMMUNITY CENTRE:		23,805.00-	37,327.00-	13,522.00-
<b>LIONS HALL</b>				
LIONS HALL RENTAL REVENUE	1-74-1000-560	2,625.00-	2,400.00-	225.00
LIONS HALL TOTAL:		2,625.00-	2,400.00-	225.00
TOTAL REVENUE:		7,485,332.04-	10,538,861.00-	3,053,528.96-
<b>COUNCIL</b>				
COUNCIL WAGES	2-11-0000-110	78,155.43	96,400.00	18,244.57
COUNCIL BENEFITS	2-11-0000-130	3,034.01	4,200.00	1,165.99
COUNCIL NON T4 BENEFITS	2-11-0000-133	525.00	550.00	25.00
COUNCIL TRAVEL & SUBSISTANCE	2-11-0000-211	9,060.35	14,400.00	5,339.65
COUNCIL TRAINING / REGISTRATIONS	2-11-0000-212	5,961.92	13,300.00	7,338.08
COUNCIL GOODS	2-11-0000-500	13,916.78	17,400.00	3,483.22
COUNCIL OTHER (ELECTION)	2-11-0000-990	0.00	1,000.00	1,000.00
COUNCIL PUBLIC RELATIONS & PROMOTION	2-11-0000-999	1,766.33	3,900.00	2,133.67
TOTAL COUNCIL:		112,419.82	151,150.00	38,730.18
<b>ADMINISTRATION</b>				
ADMINISTRATION SALARIES	2-12-0000-110	239,678.84	332,800.00	93,121.16
ADMINISTRATION CASUAL LABOUR	2-12-0000-111	101.40	9,000.00	8,898.60
ADMINISTRATION EMPLOYEE BENEFITS	2-12-0000-130	16,566.03	20,900.00	4,333.97
ADMINISTRATION CASUAL BENEFITS	2-12-0000-131	7.64	600.00	592.36
ADMINISTRATION NON T4 BENEFITS	2-12-0000-133	27,790.48	40,900.00	13,109.52
ADMINISTRATION PAYROLL COSTS	2-12-0000-200	8,150.00	8,200.00	50.00
ADMINISTRATION WORKERS COMPENSATION	2-12-0000-201	14,305.41	20,000.00	5,694.59
ADMINISTRATION TRAVEL & SUBSISTANCE	2-12-0000-211	1,292.52	4,800.00	3,507.48
ADMINISTRATION STAFF TRAINING	2-12-0000-212	823.70	4,900.00	4,076.30
ADMINISTRATION FREIGHT & POSTAGE	2-12-0000-215	10,286.25	9,900.00	386.25-
ADMINISTRATION TELEPHONE	2-12-0000-217	10,311.02	7,400.00	2,911.02-
ADMINISTRATION ADVERTISING & PRINTIN	2-12-0000-220	22,939.67	6,700.00	16,239.67-
ADMINISTRATION SUBSCRIPTION & MEMBER	2-12-0000-221	8,381.07	8,700.00	318.93
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	85,839.81	153,863.00	68,023.19
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	15,912.23	10,800.00	5,112.23-
ADMINISTRATION GOODS - SOUVENIRS	2-12-0000-501	0.00	3,700.00	3,700.00
ADMINISTRATION POWER	2-12-0000-541	19,284.01	28,400.00	9,115.99
ADMINISTRATION GRANTS TO OTHER ORGAN	2-12-0000-770	122,466.21	122,500.00	33.79
ADMINISTRATION BANK CHARGES	2-12-0000-810	5,459.66	5,400.00	59.66-
ADMINISTRATION GROSS REC TO OPER - W	2-12-0000-963	469.00	1,340.00	871.00
ADMINISTRATION OTHER	2-12-0000-990	4,500.00	32,000.00	27,500.00
ADMINISTRATION PUBLIC REC. - PROMOTI	2-12-0000-999	815.43	1,000.00	184.57
TOTAL ADMINISTRATION:		726,328.32	984,913.00	258,584.68
<b>TAX RECOVERY PROPERTY</b>				
TAX RECOVERY PROPERTY - CONTRACTED R	2-12-0600-250	1,303.88	500.00	803.88-
TAX RECOVERY PROPERTY - INSURANCE	2-12-0600-274	325.89	330.00	4.11
TAX RECOVERY PROPERTY - HEAT	2-12-0600-540	585.75	500.00	85.75-
TAX RECOVERY PROPERTY - POWER	2-12-0600-541	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-
<b>POLICE</b>				
POLICE TRANSFERS TO PROVINCIAL GOVER	2-21-0000-340	96,171.00	96,000.00	171.00-
TOTAL POLICE:		96,171.00	96,000.00	171.00-
<b>SAFETY &amp; RISK MANAGEMENT</b>				



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SAFETY & RISK MANAGEMENT TRAINING	2-22-0000-212	0.00	2,500.00	2,500.00
SAFETY & RISK MANAGEMENT SUBSCRIPTIO	2-22-0000-221	1,155.45	1,950.00	794.55
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
	<b>TOTAL SAFETY &amp; RISK MANAGEMENT:</b>	<b>2,175.44</b>	<b>6,350.00</b>	<b>4,174.56</b>
<b>FIRE</b>				
FIRE SALARIES - OFFICERS & FIRE FIGH	2-23-0000-111	0.00	101,300.00	101,300.00
FIRE BENEFITS - FIRE FIGHTERS	2-23-0000-131	2,725.74	9,600.00	6,874.26
FIRE NON T4 BENEFITS	2-23-0000-133	1,480.00	1,500.00	20.00
FIRE TRAVEL	2-23-0000-211	7,297.23	7,000.00	297.23-
FIRE TRAINING	2-23-0000-212	6,267.02	22,300.00	16,032.98
FIRE FREIGHT	2-23-0000-215	650.26	500.00	150.26-
FIRE TELEPHONE	2-23-0000-217	4,493.93	6,500.00	2,006.07
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	23,434.30	28,100.00	4,665.70
FIRE CONTRACTED REPAIRS	2-23-0000-250	12,837.74	14,000.00	1,162.26
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	18,722.14	18,200.00	522.14-
FIRE PETROLEUM PRODUCTS	2-23-0000-521	6,764.62	9,100.00	2,335.38
FIRE VEHICLE MAINTENANCE	2-23-0000-523	379.55	200.00	179.55-
FIRE HEATING	2-23-0000-540	7,543.75	10,700.00	3,156.25
FIRE POWER	2-23-0000-541	11,815.26	15,800.00	3,984.74
FIRE GROSS RECOVERIES TO OPERATING	2-23-0000-963	1,421.80	16,500.00	15,078.20
	<b>TOTAL FIRE:</b>	<b>126,742.07</b>	<b>285,510.00</b>	<b>158,767.93</b>
<b>FIRE - EAST CENTRAL EMERGENCY TRAINING PARTNERSHIP</b>				
FIRE - ECETP ADDED TO OPERATING RESE	2-23-0200-764	0.00	12,000.00	12,000.00
	<b>TOTAL FIRE - ECETP:</b>	<b>0.00</b>	<b>12,000.00</b>	<b>12,000.00</b>
<b>EMERGENCY SERVICES</b>				
EMERGENCY SERVICES TRAINING	2-24-0000-212	0.00	2,000.00	2,000.00
EMERGENCY SERVICES CONTRACTED SERVICI	2-24-0000-232	8,666.70	10,400.00	1,733.30
EMERGENCY SERVICES GOODS	2-24-0000-500	0.00	900.00	900.00
EMERGENCY SERVICES OTHER	2-24-0000-990	0.00	100.00	100.00
	<b>TOTAL EMERGENCY SERVICES:</b>	<b>8,666.70</b>	<b>13,400.00</b>	<b>4,733.30</b>
<b>BY-LAW ENFORCEMENT</b>				
BYLAW STAFF TRAVEL	2-26-0000-211	0.00	1,000.00	1,000.00
BYLAW STAFF TRAINING	2-26-0000-212	9,575.00	9,400.00	175.00-
BYLAW FREIGHT	2-26-0000-215	545.54	700.00	154.46
BYLAW TELEPHONE	2-26-0000-217	717.63	830.00	112.37
BYLAW ADVERTISING	2-26-0000-220	212.80	1,000.00	787.20
BYLAW MEMBERSHIP	2-26-0000-221	71.43	200.00	128.57
BYLAW PROFESSIONAL SERVICES	2-26-0000-232	38,810.74	46,800.00	7,989.26
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-
	<b>TOTAL BY-LAW ENFORCEMENT:</b>	<b>56,041.76</b>	<b>67,100.00</b>	<b>11,058.24</b>
<b>DOG CONTROL</b>				
DOG CONTROL POSTAGE	2-28-0000-215	607.80	700.00	92.20
DOG CONTROL ADVERTISING	2-28-0000-220	0.00	300.00	300.00
DOG CONTROL CONTRACTED SERVICES	2-28-0000-232	1,149.00	1,500.00	351.00
DOG CONTROL GOODS	2-28-0000-500	267.00	600.00	333.00
DOG CONTROL GRANT TO OTHER AGENCIES	2-28-0000-770	10,000.00	10,000.00	0.00
	<b>TOTAL DOG CONTROL:</b>	<b>12,023.80</b>	<b>13,100.00</b>	<b>1,076.20</b>
<b>COMMON SERVICES</b>				
COMMON SERVICES SALARIES	2-31-0000-110	160,011.87	244,200.00	84,188.13
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	10,646.13	18,500.00	7,853.87
COMMON SERVICES SEASONAL BENEFITS	2-31-0000-131	408.15	300.00	108.15-
COMMON SERVICES NON T4 BENEFITS	2-31-0000-133	27,735.77	44,400.00	16,664.23
COMMON SERVICES TRAVEL	2-31-0000-211	0.00	500.00	500.00

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COMMON SERVICES TRAINING	2-31-0000-212	0.00	1,500.00	1,500.00
COMMON SERVICES FREIGHT	2-31-0000-215	2,944.39	900.00	2,044.39-
COMMON SERVICES TELEPHONE	2-31-0000-217	3,359.28	4,400.00	1,040.72
COMMON SERVICES ADVERTISING & PRINTI	2-31-0000-220	0.00	1,000.00	1,000.00
COMMON SERVICES CONTRACTED SERVICES	2-31-0000-232	1,529.10	3,600.00	2,070.90
COMMON SERVICES CONTRACTED REPAIRS	2-31-0000-250	26,677.22	20,000.00	6,677.22-
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	21,879.35	21,880.00	0.65
COMMON SERVICES INSURANCE	2-31-0000-274	29,639.30	30,570.00	930.70
COMMON SERVICES GOODS	2-31-0000-500	11,595.80	19,300.00	7,704.20
COMMON SERVICES PETROLEUM PRODUCTS	2-31-0000-521	32,926.38	53,300.00	20,373.62
COMMON SERVICE EQUIPMENT MAINTENANCE	2-31-0000-522	9,384.06	13,500.00	4,115.94
COMMON SERVICES VEHICLE MAINTENANCE	2-31-0000-523	18,968.25	12,900.00	6,068.25-
COMMON SERVICES HEATING	2-31-0000-540	11,556.92	24,400.00	12,843.08
COMMON SERVICES POWER	2-31-0000-541	12,697.02	17,200.00	4,502.98
COMMON SERVICES INTEREST ON CAPITAL	2-31-0000-831	9,082.27	10,035.00	952.73
COMMON SERVICES GROSS REC TO OPER- W	2-31-0000-963	1,973.80	3,000.00	1,026.20
TOTAL COMMON SERVICES:		406,601.38	563,485.00	156,883.62
<b>STREETS &amp; ROADS</b>				
S & R SALARIES	2-32-0000-110	74,413.32	84,900.00	10,486.68
S & R SEASONAL SALARIES	2-32-0000-111	3,969.16	5,400.00	1,430.84
S & R BENEFITS	2-32-0000-130	6,395.37	6,200.00	195.37-
S & R SEASONAL BENEFITS	2-32-0000-131	298.80	400.00	101.20
S & R NON T4 BENEFITS	2-32-0000-133	12,726.67	14,800.00	2,073.33
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	108,408.25	145,000.00	36,591.75
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	40,126.69	30,500.00	9,626.69-
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	92,369.00	120,900.00	28,531.00
S & R TRANSFER TO CAPITAL	2-32-0000-762	0.00	437,814.00	437,814.00
TOTAL STREETS & ROADS:		351,015.04	869,114.00	518,098.96
<b>AIRPORT</b>				
AIRPORT SALARIES	2-33-0000-110	2,408.11	2,100.00	308.11-
AIRPORT SEASONAL SALARIES	2-33-0000-111	1,606.54	3,600.00	1,993.46
AIRPORT BENEFITS	2-33-0000-130	193.91	200.00	6.09
AIRPORT SEASONAL BENEFITS	2-33-0000-131	84.97	200.00	115.03
AIRPORT NON T4 BENEFITS	2-33-0000-133	305.59	400.00	94.41
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	6,636.62	4,600.00	2,036.62-
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	2,533.26	1,500.00	1,033.26-
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	9,860.39	10,200.00	339.61
AIRPORT WATER & SEWER	2-33-0000-542	360.00	500.00	140.00
TOTAL AIRPORT:		31,036.74	33,810.00	2,773.26
<b>WATER PLANT</b>				
WATER PLANT CHARGES FROM COMMISSION	2-41-0100-300	726,879.00	851,600.00	124,721.00
WATER PLANT POWER	2-41-0100-541	24,671.80	33,800.00	9,128.20
TOTAL WATER PLANT:		751,550.80	885,400.00	133,849.20
<b>WATER LINES &amp; DISTRIBUTION</b>				
WATER LINES SALARIES	2-41-0200-110	70,122.04	138,400.00	68,277.96
WATER LINES SEASONAL SALARIES	2-41-0200-111	388.96	3,000.00	2,611.04
WATER LINES BENEFITS	2-41-0200-130	5,925.36	11,500.00	5,574.64
WATER LINES SEASONAL BENEFITS	2-41-0200-131	29.75	200.00	170.25
WATER LINES NON T4 BENEFITS	2-41-0200-133	9,801.71	23,500.00	13,698.29
WATER LINES TRAVEL & TRAINING	2-41-0200-211	3,867.16	4,500.00	632.84
WATER LINES FREIGHT & POSTAGE	2-41-0200-215	5,908.70	9,200.00	3,291.30

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WATER LINES ADVERTISING	2-41-0200-220	0.00	1,000.00	1,000.00
WATER LINES PROFESSIONAL SERVICES	2-41-0200-232	12,384.22	8,400.00	3,984.22-
WATER LINES CONTRACTED REPAIRS	2-41-0200-250	26,770.47	35,000.00	8,229.53
WATER LINES GOODS	2-41-0200-500	18,451.93	20,000.00	1,548.07
WATER LINES ADDED TO OPERATING RESER	2-41-0200-764	0.00	50,000.00	50,000.00
<b>TOTAL WATER LINES &amp; DISTRIBUTION:</b>		<b>153,650.30</b>	<b>304,700.00</b>	<b>151,049.70</b>
<b>SANITARY SEWERS</b>				
SEWERS SALARIES	2-42-0000-110	25,215.91	28,800.00	3,584.09
SEWERS SEASONAL SALARIES	2-42-0000-111	1,219.92	0.00	1,219.92-
SEWERS BENEFITS	2-42-0000-130	2,198.49	2,200.00	1.51
SEWERS SEASONAL BENEFITS	2-42-0000-131	93.44	0.00	93.44-
SEWERS NON T4 BENEFITS	2-42-0000-133	4,648.39	5,300.00	651.61
SEWERS FREIGHT & POSTAGE	2-42-0000-215	56.38	500.00	443.62
SEWERS LIFT STATION TELEPHONES	2-42-0000-217	1,182.97	1,800.00	617.03
SEWERS CONTRACTED REPAIRS	2-42-0000-250	45,492.12	72,500.00	27,007.88
SEWERS INSURANCE	2-42-0000-274	3,415.72	3,420.00	4.28
SEWERS GOODS	2-42-0000-500	15,084.50	32,000.00	16,915.50
SEWERS HEATING	2-42-0000-540	824.41	1,400.00	575.59
SEWERS POWER	2-42-0000-541	10,072.75	14,400.00	4,327.25
SEWERS ADDED TO OPERATING RESERVE	2-42-0000-764	0.00	50,000.00	50,000.00
<b>TOTAL SANITARY SEWERS:</b>		<b>109,505.00</b>	<b>212,320.00</b>	<b>102,815.00</b>
<b>GARBAGE</b>				
GARBAGE REMOVAL CONTRACT	2-43-0000-235	60,900.00	75,400.00	14,500.00
GARBAGE GOODS	2-43-0000-500	0.00	300.00	300.00
<b>TOTAL GARBAGE:</b>		<b>60,900.00</b>	<b>75,700.00</b>	<b>14,800.00</b>
<b>REGIONAL WASTE</b>				
REGIONAL WASTE BCWMC CONTRACT	2-44-0000-235	334,554.87	334,400.00	154.87-
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-
<b>TOTAL REGIONAL WASTE SYSTEM:</b>		<b>334,569.87</b>	<b>353,800.00</b>	<b>19,230.13</b>
<b>FCSS</b>				
FCSS SALARIES	2-51-0100-110	18,458.17	23,600.00	5,141.83
FCSS BENEFITS	2-51-0100-130	1,520.43	2,200.00	679.57
FCSS NON T4 BENEFITS	2-51-0100-133	3,866.11	5,300.00	1,433.89
FCSS TRAVEL	2-51-0100-211	486.29	1,000.00	513.71
FCSS TRAINING	2-51-0100-212	667.00	700.00	33.00
FCSS FREIGHT & POSTAGE	2-51-0100-215	270.00	300.00	30.00
FCSS ADVERTISING	2-51-0100-220	0.00	800.00	800.00
FCSS SUBSCRIPTIONS/MEMBERSHIPS	2-51-0100-221	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
<b>TOTAL FCSS:</b>		<b>26,146.18</b>	<b>37,091.00</b>	<b>10,944.82</b>
<b>FCSS COORDINATOR</b>				
COORDINATOR SALARIES	2-51-0200-110	20,491.73	26,100.00	5,608.27
COORDINATOR BENEFITS	2-51-0200-130	1,705.89	2,400.00	694.11
COORDINATOR NON T4 BENEFITS	2-51-0200-133	4,306.57	5,900.00	1,593.43
COORDINATOR TRAVEL	2-51-0200-211	1,012.38	1,200.00	187.62
COORDINATOR TRAINING	2-51-0200-212	175.00-	700.00	875.00
COORDINATOR POSTAGE & FREIGHT	2-51-0200-215	270.00	300.00	30.00
COORDINATOR TELEPHONE	2-51-0200-217	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	79,804.35	101,600.00	21,795.65
COORDINATOR OTHER	2-51-0200-990	0.00	100.00	100.00
<b>TOTAL COORDINATOR:</b>		<b>107,587.34</b>	<b>142,800.00</b>	<b>35,212.66</b>
<b>YOUTH CLUB SUPPORT</b>				
FCSS YOUTH CLUB SUPPORT SALARIES	2-51-0300-110	10,245.14	13,100.00	2,854.86
FCSS YOUTH CLUB SUPPORT BENEFITS	2-51-0300-130	852.89	1,200.00	347.11
FCSS YOUTH CLUB SUPPORT NON T4 BENE	2-51-0300-133	2,153.01	2,900.00	746.99
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
<b>TOTAL FCSS YOUTH CLUB SUPPORT:</b>		<b>13,251.04</b>	<b>20,400.00</b>	<b>7,148.96</b>

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<b>COMMUNITY SERVICES VANS</b>				
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
<b>CEMETERY</b>				
CEMETERY SALARIES	2-56-0000-110	5,418.57	8,900.00	3,481.43
CEMETERY SEASONAL SALARIES	2-56-0000-111	6,670.34	5,900.00	770.34-
CEMETERY BENEFITS	2-56-0000-130	445.94	700.00	254.06
CEMETERY SEASONAL BENEFITS	2-56-0000-131	406.89	400.00	6.89-
CEMETERY NON T-4 BENEFITS	2-56-0000-133	757.26	1,700.00	942.74
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	5,234.50	7,500.00	2,265.50
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:	24,234.36	35,120.00	10,885.64
<b>MUNICIPAL PLANNING COMMISSION</b>				
MPC GOODS	2-61-0100-500	0.00	500.00	500.00
	TOTAL MUNICIPAL PLANNING COMMISSION:	0.00	500.00	500.00
<b>COMMERCIAL OFFICE BUILDING</b>				
COMMERCIAL OFFICE REPAIRS	2-61-0200-250	490.00	15,590.00	15,100.00
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	1,261.47	2,000.00	738.53
COMMERCIAL OFFICE POWER	2-61-0200-541	2,635.47	4,000.00	1,364.53
COMMERCIAL OFFICE - RECOVERIES TO OP	2-61-0200-963	373.00	3,550.00	3,177.00
	TOTAL COMMERCIAL OFFICE BUILDING:	5,471.05	26,180.00	20,708.95
<b>TOURISM</b>				
TOURISM SALARIES	2-61-0300-110	17,807.75	22,300.00	4,492.25
TOURISM BENEFITS	2-61-0300-130	1,393.63	1,800.00	406.37
TOURISM NON T4 BENEFITS	2-61-0300-133	2,744.97	4,000.00	1,255.03
TOURISM TRAVEL	2-61-0300-211	0.00	100.00	100.00
TOURISM FREIGHT & POSTAGE	2-61-0300-215	270.00	500.00	230.00
TOURISM ADVERTISING	2-61-0300-220	748.00	2,600.00	1,852.00
TOURISM GOODS	2-61-0300-500	731.90	3,500.00	2,768.10
	TOTAL TOURISM:	23,696.25	34,800.00	11,103.75
<b>BUSINESS &amp; COMMUNICATIONS</b>				
B & C SALARIES	2-61-0400-110	71,225.03	89,200.00	17,974.97
B & C BENEFITS	2-61-0400-130	5,574.55	7,100.00	1,525.45
B & C NON T4 BENEFIT	2-61-0400-133	10,978.62	16,000.00	5,021.38
B & C TRAVEL	2-61-0400-211	499.97	1,000.00	500.03
B & C TRAINING	2-61-0400-212	234.69	1,000.00	765.31
B & C FREIGHT & POSTAGE	2-61-0400-215	270.00	300.00	30.00
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	46,877.24	49,000.00	2,122.76
B & C INSURANCE	2-61-0400-274	138.74	140.00	1.26
B & C GOODS	2-61-0400-500	26.00	2,500.00	2,474.00
B & C PETROLEUM PRODUCTS	2-61-0400-521	0.00	500.00	500.00
B & C POWER	2-61-0400-541	3,593.59	4,700.00	1,106.41
	TOTAL BUSINESS & COMMUNICATIONS:	143,430.96	177,440.00	34,009.04
<b>VISITOR INFORMATION CENTRE</b>				
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	278.55	300.00	21.45

For All Revenue, Expense Accounts  
 Zero Balance Accounts NOT Included

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Description	Account	YTD Actual	YTD Budget	YTD Variance
VIC ADVERTISING & PRINTING	2-62-0000-220	0.00	900.00	900.00
VIC CONTRACTED SERVICES	2-62-0000-232	29,589.98	1,200.00	28,389.98
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	932.97	2,500.00	1,567.03
VIC HEATING	2-62-0000-540	824.41	1,400.00	575.59
VIC POWER	2-62-0000-541	2,395.73	3,100.00	704.27
VIC WATER	2-62-0000-963	4,239.20	3,000.00	1,239.20
TOTAL VISITOR INFORMATION CENTRE:		40,691.41	18,950.00	21,741.41
<b>COMMUNITY SERVICES BOARD</b>				
COMMUNITY SERVICES BOARD GOODS	2-71-0000-500	0.00	500.00	500.00
COMMUNITY SERVICES BOARD GRANTS	2-71-0000-770	0.00	3,000.00	3,000.00
TOTAL COMMUNITY SERVICES BOARD:		0.00	3,500.00	3,500.00
<b>RECREATION</b>				
RECREATION SALARIES	2-72-0000-110	14,540.32	18,200.00	3,659.68
RECREATION SEASONAL SALARIES	2-72-0000-111	159.38	10,500.00	10,340.62
RECREATION BENEFITS	2-72-0000-130	1,219.00	1,700.00	481.00
RECREATION SEASONAL BENEFITS	2-72-0000-131	12.21	700.00	687.79
RECREATION NON T4 BENEFITS	2-72-0000-133	3,039.94	4,100.00	1,060.06
RECREATION TRAVEL	2-72-0000-211	503.17	1,800.00	1,296.83
RECREATION TRAINING	2-72-0000-212	1,975.72	2,500.00	524.28
RECREATION FREIGHT & POSTAGE	2-72-0000-215	270.00	300.00	30.00
RECREATION TELEPHONE	2-72-0000-217	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	977.15	2,400.00	1,422.85
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	3,943.25	10,300.00	6,356.75
TOTAL RECREATION:		58,841.29	178,250.00	119,408.71
<b>SWIMMING &amp; WADING POOLS</b>				
POOLS SALARIES	2-72-0100-110	13,796.72	14,100.00	303.28
POOL SEASONAL SALARIES	2-72-0100-111	115,567.32	118,400.00	2,832.68
POOLS BENEFITS	2-72-0100-130	1,278.50	1,200.00	78.50
POOL SEASONAL BENEFITS	2-72-0100-131	6,592.53	8,100.00	1,507.47
POOLS NON T-4 BENEFITS	2-72-0100-133	3,159.11	2,800.00	359.11
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	2,271.70	2,100.00	171.70
POOLS TELEPHONE	2-72-0100-217	392.84	426.00	33.16
POOLS ADVERTISING	2-72-0100-220	0.00	1,300.00	1,300.00
POOL CONTRACTED SERVICES	2-72-0100-232	2,916.51	1,300.00	1,616.51
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	17,722.09	10,500.00	7,222.09
POOL RETAIL GOODS	2-72-0100-501	1,815.37	2,000.00	184.63
POOLS CHEMICALS	2-72-0100-531	20,479.67	19,400.00	1,079.67
POOLS HEATING	2-72-0100-540	14,948.01	13,800.00	1,148.01
POOLS POWER	2-72-0100-541	21,274.26	23,800.00	2,525.74
POOLS GROSS RECOVERIES TO OPERATING	2-72-0100-963	3,132.56	4,640.00	1,507.44
TOTAL SWIMMING POOLS:		239,763.03	242,386.00	2,622.97
<b>ARENA</b>				
ARENA SALARIES	2-72-0200-110	96,492.16	134,400.00	37,907.84
ARENA SEASONAL SALARIES	2-72-0200-111	8,143.34	11,900.00	3,756.66
ARENA BENEFITS	2-72-0200-130	7,628.26	11,400.00	3,771.74
ARENA SEASONAL BENEFITS	2-72-0200-131	513.30	800.00	286.70
ARENA NON T4 BENEFITS	2-72-0200-133	15,380.74	25,200.00	9,819.26
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	1,107.19	800.00	307.19
ARENA TELEPHONE	2-72-0200-217	278.55	336.00	57.45
ARENA ADVERTISING & PRINTING	2-72-0200-220	0.00	1,000.00	1,000.00

For All Revenue, Expense Accounts  
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2023  
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Description	Account	YTD Actual	YTD Budget	YTD Variance
ARENA CONTRACTED SERVICES	2-72-0200-232	18,640.63	4,400.00	14,240.63-
ARENA CONTRACTED REPAIRS	2-72-0200-250	22,238.05	17,600.00	4,638.05-
ARENA CONTRACTED EQUIPMENT REPAIRS	2-72-0200-253	5,189.79	8,900.00	3,710.21
ARENA INSURANCE	2-72-0200-274	10,574.15	10,570.00	4.15-
ARENA GOODS	2-72-0200-500	12,664.56	17,900.00	5,235.44
ARENA PETROLEUM PRODUCTS	2-72-0200-521	2,248.44	4,300.00	2,051.56
ARENA HEATING	2-72-0200-540	20,652.41	26,100.00	5,447.59
ARENA POWER	2-72-0200-541	20,035.03	24,900.00	4,864.97
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
	<b>TOTAL ARENA:</b>	<b>261,690.62</b>	<b>342,636.00</b>	<b>80,945.38</b>
<b>PARKS SHOP</b>				
PARKS SHOP TELEPHONE	2-72-0300-217	557.10	720.00	162.90
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	1,203.41	1,300.00	96.59
PARKS SHOP HEATING	2-72-0300-540	4,481.57	6,500.00	2,018.43
PARKS SHOP POWER	2-72-0300-541	2,658.12	4,300.00	1,641.88
PARKS SHOP GROSS RECOVERIES TO OPERA	2-72-0300-963	445.00	600.00	155.00
	<b>TOTAL PARKS SHOP:</b>	<b>16,237.07</b>	<b>20,680.00</b>	<b>4,442.93</b>
<b>CURLING RINK</b>				
CURLING RINK SALARIES	2-72-0400-110	2,584.42	5,100.00	2,515.58
CURLING RINK SEASONAL SALARIES	2-72-0400-111	2,192.72	2,400.00	207.28
CURLING RINK BENEFITS	2-72-0400-130	229.59	500.00	270.41
CURLING RINK SEASONAL BENEFITS	2-72-0400-131	154.46	200.00	45.54
CURLING RINK NON T4 BENEFITS	2-72-0400-133	500.19	1,000.00	499.81
CURLING RINK CONTRACTED REPAIRS	2-72-0400-250	3,188.36	5,600.00	2,411.64
CURLING RINK INSURANCE	2-72-0400-274	6,848.55	6,850.00	1.45
CURLING RINK GOODS	2-72-0400-500	1,940.11	1,500.00	440.11-
CURLING RINK HEATING	2-72-0400-540	12,682.47	16,300.00	3,617.53
CURLING RINK POWER	2-72-0400-541	11,047.00	13,700.00	2,653.00
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
	<b>TOTAL CURLING RINK:</b>	<b>67,299.18</b>	<b>105,370.00</b>	<b>38,070.82</b>
<b>BALL DIAMONDS</b>				
BALL DIAMOND SALARIES	2-72-0500-110	8,591.16	5,100.00	3,491.16-
BALL DIAMOND SEASONAL SALARIES	2-72-0500-111	2,267.08	3,600.00	1,332.92
BALL DIAMOND BENEFITS	2-72-0500-130	722.07	500.00	222.07-
BALL DIAMOND SEASONAL BENEFITS	2-72-0500-131	139.25	200.00	60.75
BALL DIAMONDS NON T-4 BENEFITS	2-72-0500-133	1,147.37	1,000.00	147.37-
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	746.08	1,140.00	393.92
BALL DIAMONDS GROSS RECOV FROM OPERA	2-72-0500-963	10,425.00	10,510.00	85.00
	<b>TOTAL BALL DIAMONDS:</b>	<b>25,181.12</b>	<b>30,550.00</b>	<b>5,368.88</b>
<b>GOLF COURSE</b>				
GOLF COURSE INSURANCE	2-72-0600-274	2,905.93	2,910.00	4.07
	<b>TOTAL GOLF COURSE:</b>	<b>2,905.93</b>	<b>2,910.00</b>	<b>4.07</b>
<b>FOX LAKE PARK</b>				
FOX LAKE SALARIES	2-72-0700-110	6,697.54	5,100.00	1,597.54-
FOX LAKE SEASONAL SALARIES	2-72-0700-111	3,329.30	2,400.00	929.30-
FOX LAKE BENEFITS	2-72-0700-130	651.42	500.00	151.42-
FOX LAKE SEASONAL BENEFITS	2-72-0700-131	219.10	200.00	19.10-
FOX LAKE NON T-4 BENEFITS	2-72-0700-133	1,720.80	1,000.00	720.80-
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	33,026.46	35,600.00	2,573.54
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	6,951.57	5,000.00	1,951.57-

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Description	Account	YTD Actual	YTD Budget	YTD Variance
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
FOX LAKE HEAT	2-72-0700-540	371.05	700.00	328.95
FOX LAKE POWER	2-72-0700-541	10,967.99	10,700.00	267.99
FOX LAKE TO FUNCTION CAPITAL RESERVE	2-72-0700-764	0.00	30,000.00	30,000.00
FOX LAKE GROSS RECOVERIES FROM OPERA	2-72-0700-963	0.00	8,260.00	8,260.00
<b>TOTAL FOX LAKE PARK:</b>		<b>67,657.83</b>	<b>108,350.00</b>	<b>40,692.17</b>
<b>PARKS</b>				
PARKS SALARIES	2-72-0800-110	73,488.40	80,000.00	6,511.60
PARKS SEASONAL SALARIES	2-72-0800-111	75,323.60	72,400.00	2,923.60
PARKS BENEFITS	2-72-0800-130	6,414.68	6,800.00	385.32
PARKS SEASONAL BENEFITS	2-72-0800-131	5,065.08	5,100.00	34.92
PARKS NON T4 BENEFITS	2-72-0800-133	12,570.45	15,100.00	2,529.55
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	714.47	800.00	85.53
PARKS CONTRACTED REPAIRS	2-72-0800-250	23,034.20	25,000.00	1,965.80
PARKS EQUIPMENT REPAIRS	2-72-0800-253	6,490.04	9,900.00	3,409.96
PARKS CONTRACTED VEHICLE REPAIRS	2-72-0800-255	10,445.43	2,600.00	7,845.43
PARKS INSURANCE	2-72-0800-274	5,386.26	5,400.00	13.74
PARKS GOODS	2-72-0800-500	31,926.46	24,100.00	7,826.46
PARKS PETROLEUM PRODUCTS	2-72-0800-521	13,130.47	12,300.00	830.47
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	2,192.75	3,500.00	1,307.25
PARKS RECOVERIES TO OPERATING	2-72-0800-963	33,381.00	12,010.00	21,371.00
PARKS OTHER	2-72-0800-990	1,680.80	1,000.00	680.80
<b>TOTAL PARKS:</b>		<b>306,524.26</b>	<b>286,510.00</b>	<b>20,014.26</b>
<b>PLAYGROUND PROGRAM</b>				
PLAYGROUND PROGRAM SALARIES	2-72-1000-110	2,053.77	2,600.00	546.23
PLAYGROUND PROGRAM SEASONAL SALARIES	2-72-1000-111	23,490.34	22,900.00	590.34
PLAYGROUND PROGRAM BENEFITS	2-72-1000-130	166.97	200.00	33.03
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	428.17	600.00	171.83
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	135.00	140.00	5.00
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	6,070.14	6,200.00	129.86
<b>TOTAL PLAYGROUND PROGRAM:</b>		<b>36,264.83</b>	<b>38,960.00</b>	<b>2,695.17</b>
<b>SPRAY PARK</b>				
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	472.45	200.00	272.45
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	2,328.58	500.00	1,828.58
SPRAY PARK CHEMICALS	2-72-1200-531	1,116.28	1,400.00	283.72
SPRAY PARK POWER	2-72-1200-541	1,791.58	2,800.00	1,008.42
SPRAY PARK RECOVERIES TO OPERATING	2-72-1200-963	2,410.90	2,180.00	230.90
<b>TOTAL SPRAY PARK:</b>		<b>10,740.88</b>	<b>11,240.00</b>	<b>499.12</b>
<b>KING HUNTER PARK</b>				
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	13,496.74	9,500.00	3,996.74
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	1,027.09	700.00	327.09
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	1,335.15	3,000.00	1,664.85
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	1,158.32	2,100.00	941.68

For All Revenue, Expense Accounts  
Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2023  
To 31/10/2023

Description	Account	YTD Actual	YTD Budget	YTD Variance
KING HUNTER PARK RECOVERIES TO OPERA	2-72-1300-963	8,530.00	5,670.00	2,860.00-
	TOTAL KING HUNTER PARK:	31,224.45	30,730.00	494.45-
<b>SOCCER FIELDS</b>				
SOCCER FIELD SALARIES	2-72-1400-110	850.91	2,600.00	1,749.09
SOCCER FIELD SEASONAL SALARIES	2-72-1400-111	108.94	1,200.00	1,091.06
SOCCER FIELD BENEFITS	2-72-1400-130	71.30	200.00	128.70
SOCCER FIELD SEASONAL BENEFITS	2-72-1400-131	8.20	100.00	91.80
SOCCER FIELD NON T-4 BENEFITS	2-72-1400-133	127.08	500.00	372.92
SOCCER FIELD GOODS	2-72-1400-500	350.59	1,500.00	1,149.41
SOCCER FIELDS POWER	2-72-1400-541	746.08	1,100.00	353.92
SOCCER FIELD RECOVERIES FROM OPERATI	2-72-1400-963	5,495.00	3,700.00	1,795.00-
	TOTAL SOCCER FIELDS:	7,758.10	10,900.00	3,141.90
<b>MUSEUM</b>				
MUSEUM GAS	2-74-0100-540	3,674.54	5,600.00	1,925.46
MUSEUM POWER	2-74-0100-541	2,722.88	3,800.00	1,077.12
MUSEUM GRANT	2-74-0100-770	0.00	7,000.00	7,000.00
	TOTAL MUSEUM:	6,397.42	16,400.00	10,002.58
<b>LIBRARY</b>				
LIBRARY TELEPHONE	2-74-0200-217	693.79	1,100.00	406.21
LIBRARY ADVERTISING	2-74-0200-220	0.00	800.00	800.00
LIBRARY CONTRACTED REPAIRS	2-74-0200-250	1,237.78	2,400.00	1,162.22
LIBRARY INSURANCE	2-74-0200-274	3,602.37	3,600.00	2.37-
LIBRARY GOODS	2-74-0200-500	882.51	1,100.00	217.49
LIBRARY HEATING	2-74-0200-540	3,248.69	5,200.00	1,951.31
LIBRARY POWER	2-74-0200-541	6,145.07	6,400.00	254.93
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:	109,289.50	113,710.00	4,420.50
<b>CENTENNIAL PLACE</b>				
RCSC SALARIES	2-74-0800-110	36,235.70	50,800.00	14,564.30
RCSC SEASONAL / PART TIME STAFF	2-74-0800-111	47,587.85	38,500.00	9,087.85-
RCSC BENEFITS	2-74-0800-130	2,882.39	4,300.00	1,417.61
RCSC SEASONAL / PART TIME BENEFITS	2-74-0800-131	2,669.41	2,700.00	30.59
RCSC NON T4 BENEFITS	2-74-0800-133	3,797.55	4,700.00	902.45
RCSC STAFF TRAINING	2-74-0800-212	700.00	700.00	0.00
RCSC FREIGHT	2-74-0800-215	413.35	300.00	113.35-
RCSC TELEPHONE	2-74-0800-217	922.08	1,176.00	253.92
RCSC ADVERTISING	2-74-0800-220	0.00	2,700.00	2,700.00
RCSC CONTRACTED PROFESSIONAL SERVICE	2-74-0800-232	11,129.09	15,300.00	4,170.91
RCSC CONTRACTED REPAIRS	2-74-0800-250	2,176.14	5,300.00	3,123.86
RCSC INSURANCE	2-74-0800-274	7,465.21	7,470.00	4.79
RCSC GOODS	2-74-0800-500	5,594.69	10,100.00	4,505.31
RCSC HEATING	2-74-0800-540	5,761.02	9,500.00	3,738.98
RCSC POWER	2-74-0800-541	16,568.26	20,500.00	3,931.74
RCSC WATER - RECOVERIES FROM OPERATI	2-74-0800-963	685.60	1,100.00	414.40
RCSC - HFC EQUIPMENT GOODS	2-74-0801-500	6,467.66	17,000.00	10,532.34
	TOTAL CENTENNIAL PLACE:	151,056.00	192,146.00	41,090.00
<b>COMMUNITY CENTRE</b>				
COMMUNITY CENTRE SALARIES	2-74-0900-110	1,385.15	5,100.00	3,714.85
COMMUNITY CENTRE SEASONAL SALARIES	2-74-0900-111	169.78	1,200.00	1,030.22
COMMUNITY CENTRE BENEFITS	2-74-0900-130	114.59	500.00	385.41
COMMUNITY CENTRE SEASONAL BENEFITS	2-74-0900-131	13.01	100.00	86.99
COMMUNITY CENTRE NON T4 BENEFITS	2-74-0900-133	215.94	1,000.00	784.06
COMMUNITY CENTRE FREIGHT & POSTAGE	2-74-0900-215	327.83	500.00	172.17
COMMUNITY CENTRE TELEPHONE	2-74-0900-217	349.90	700.00	350.10
COMMUNITY CENTRE ADVERTISING	2-74-0900-220	0.00	200.00	200.00
COMMUNITY CENTRE CONTRACTED SERVICES	2-74-0900-232	26,982.16	33,500.00	6,517.84
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	4,628.17	4,000.00	628.17-
COMMUNITY CENTRE HEAT	2-74-0900-540	3,547.98	6,000.00	2,452.02
COMMUNITY CENTRE POWER	2-74-0900-541	10,079.51	10,500.00	420.49
COMMUNITY CENTRE GROSS REC TO OPERAT	2-74-0900-963	666.70	1,030.00	363.30
	TOTAL COMMUNITY CENTRE:	56,356.89	74,500.00	18,143.11



For All Revenue, Expense Accounts  
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2023  
 To 31/10/2023

Description	Account	YTD Actual	YTD Budget	YTD Variance
<b>LIONS HALL</b>				
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	207.55	500.00	292.45
LIONS HALL HEAT	2-74-1000-540	1,920.62	2,800.00	879.38
LIONS HALL POWER	2-74-1000-541	1,139.18	1,800.00	660.82
LIONS HALL WATER - RECOVERIES FROM O	2-74-1000-963	400.00	570.00	170.00
	TOTAL LIONS HALL:	9,924.70	13,420.00	3,495.30
<b>GOVERNMENT REQUISITIONS</b>				
GOVERNMENT REQUISITION - SCHOOL	2-77-0000-741	503,757.85	661,800.00	158,042.15
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:	678,620.85	839,838.00	161,217.15
	TOTAL EXPENDITURES:	5,874,318.69	8,091,499.00	2,217,180.31
	TOTAL REVENUE & EXPENSES:	1,611,013.35	2,447,362.00	836,348.65

For All Revenue, Expense Accounts  
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2023  
 To 31/10/2023

Description	Account	YTD Actual	YTD Budget	YTD Variance
<b>ASSETS - OPERATING</b>				
<b>CAPITAL FINANCES APPLIED (EXPENDITURES)</b>				
<b>ADMINISTRATION</b>				
ADMINISTRATION BUILDING ADDITIONS	8-12-0000-620	0.00	5,000.00	5,000.00
	TOTAL ADMINISTRATION:	0.00	5,000.00	5,000.00
<b>FIRE DEPARTMENT</b>				
FIRE MACHINES, EQUIPMENT	8-23-0000-630	235,959.59	536,600.00	300,640.41
FIRE VEHICLE ADDITIONS	8-23-0000-650	0.00	590,000.00	590,000.00
	TOTAL FIRE DEPARTMENT:	235,959.59	1,126,600.00	890,640.41
<b>STREETS &amp; ROADS</b>				
S & R ENGINEERING STRUCTURES	8-32-0000-610	11,893.10	0.00	11,893.10-
S & R MACHINES, EQUIPMENT	8-32-0000-630	208,900.00	351,200.00	142,300.00
	TOTAL STREETS & ROADS:	220,793.10	351,200.00	130,406.90
<b>AIRPORT</b>				
AIRPORT ENGINEERING STRUCTURES	8-33-0000-610	181,044.60	422,822.00	241,777.40
	TOTAL AIRPORT:	181,044.60	422,822.00	241,777.40
<b>WATER DEPARTMENT</b>				
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
<b>CEMETERY</b>				
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
<b>RECREATION</b>				
RECREATION ENGINEERING STRUCTURES	8-72-0000-610	23,705.92	70,980.00	47,274.08
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:	84,794.00	225,480.00	140,686.00
<b>CULTURE</b>				
LIBRARY BUILDING	8-74-0200-610	0.00	10,000.00	10,000.00
	TOTAL CULTURE:	0.00	10,000.00	10,000.00
	TOTAL CAPITAL FINANCES APPLIED:	760,974.79	2,193,602.00	1,432,627.21
	GRAND TOTAL OF ALL ACCOUNTS:	760,974.79	2,193,602.00	1,432,627.21
	REPORT TOTALS:	850,038.56-	253,760.00-	596,278.56

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

Date: November 14, 2023

Agenda Item No: 06.03

## Budget Overview

### Recommended Motion

That Council accepts the Budget Overview for October 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 October 31, 2023.

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

### Communications

N/A



OCTOBER 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	-4,206,627			-4,387,500			-180,873
DRAW FROM RESERVES	0			0	0		
REQUISITIONS	0	678,621			837,338		158,717
DOUBTFUL ACCTS		0			2,500		2,500
CONTINGENCY		0			0		0
			-3,528,006			-3,547,662	
COUNCIL	0			0			0
COUNCIL		112,420			151,150		38,730
			112,420			151,150	
GENERAL ADMINISTRATION	-452,850			-728,600			-275,750
ADMINISTRATION		726,328			984,913		258,585
CAPITAL - ELECTRONIC			273,478		5,000	256,313	0
						5,000	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	-4,033			-7,100			-3,067
POLICE		96,171			96,000		-171
			92,138			88,900	
SAFETY & RISK MANAGEMENT	0			0			0
SAFETY & RISK MNGMNT		2,175			6,350		4,175
			2,175			6,350	
FIRE	-277,002			-1,267,646			-990,644
FIRE		126,742			285,510		158,768
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
			85,699			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		8,667			13,400		4,733
			8,667			13,400	
BY-LAW ENFORCEMENT	-23,908			-23,400			508
BYLAW		56,042			67,100		11,058
			32,133			43,700	
DOG CONTROL	-4,435			-4,600			-165
ANIMAL CONTROL		12,024			13,100		1,076
			7,589			8,500	

OCTOBER 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	-6,555			-7,200			-645
PUBLIC WORKS		406,601			563,485		156,884
			400,046			556,285	
STREETS & ROADS	-6,767			-646,714			-639,947
STREETS & ROADS CAPITAL	0			0			0
STREETS & ROADS		351,015			869,114		518,099
S & R - CAPITAL ENGINEER		11,893			142,300		130,407
S & R - CAPITAL GRADER		208,900			208,900		0
			356,141			364,700	
AIRPORT	-212,290			-467,505			-255,215
AIRPORT		31,037			33,810		2,773
AIRPORT CAPITAL		181,045			422,822		241,777
			-208			-10,873	
WATER							0
TREATMENT	-858,635			-1,237,500			-378,865
TREATMENT		751,551			885,400		133,849
LINES & DISTRIBUTION	-1,483			0			1,483
LINES & DISTRIBUTION		153,650			304,700		151,050
CAPITAL - METER EQUIPMENT		27,003			27,500		497
			72,086			-19,900	
SANITARY SEWERS	-175,879			-307,600			-131,721
SEWERS		109,505			212,320		102,815
			-66,374			-95,280	
GARBAGE	-50,999			-74,300			-23,301
GARBAGE		60,900			75,700		14,800
			9,901			1,400	
REGIONAL WASTE SYSTEM	-235,730			-353,900			-118,170
ANNUAL CONTRACT		334,570			353,800		19,230
			98,840			-100	
F.C.S.S.	-100,591			-96,898			3,693
ADMINISTRATION		26,146			37,091		10,945
PROGRAMS		107,587			142,800		35,213
YOUTH CLUB SUPPORT		13,251		-30,334	20,400		7,149
VAN OPERATIONS		4,251			5,270		1,019
			50,645			108,663	

OCTOBER 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	-16,467			-17,100			-633
CEMETERY		24,234	7,768		35,120	18,020	10,886
CEMETERY CAPITAL		11,381	0		25,000	0	
MUNICIPAL PLANNING COMM MPC	0	0	0	0	500	500	0 500
COMMERCIAL OFFICE BUILDING OFFICE BUILDING	-10,100	5,471	-4,629	-26,430	26,180	-250	-16,330 20,709
TOURISM	-830			0			830
TOURISM		23,696	22,867		34,800	34,800	11,104
BUSINESS & COMMUNICATION	-129	143,431	143,302	-5,000	177,440	172,440	-4,871 34,009
VISITOR INFORMATION BOOTH	0	40,691	40,691	0	18,950	18,950	0 -21,741
SUBDIVISION	-55,514			0			55,514
SUBDIVISION		0	-55,514		0	0	0
RECREATION	-350,104			-306,055			44,049
CS BOARD		0			3,500		3,500
RECREATION		58,841			178,250		119,409
REC CAPITAL SA ZONE		23,706			70,980		47,274
			-291,263			-124,305	
SWIMMING POOLS	-88,991			-93,900			-4,909
POOLS		239,763			242,386		2,623
CAPITAL - JO POOL HEATER		0			15,000		15,000
			150,772			163,486	
ARENA	-60,076			-92,300			-32,224
ARENA		246,234			306,836		60,602
ICE PLANT		15,457			35,800		
CAPITAL - FLOOR SCRUB		5,970			6,000		
			207,585			256,336	

OCTOBER 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		16,237			20,680		4,443
			16,237			20,680	
CURLING RINK	-38,583			-57,500			-18,917
CURLING RINK		51,842			69,570		17,728
ICE PLANT		15,457			35,800		
CAPITAL - WALL REPAIR		0			10,000		10,000
			28,716			57,870	
BALL DIAMONDS	-4,300			-4,400			-100
BALL DIAMONDS		25,181			30,550		5,369
			20,881			26,150	
GOLF COURSE	0			0			0
GOLF COURSE		2,906			2,910		4
			2,906			2,910	
FOX LAKE PARK	-100,056			-109,764			-9,708
FLP		67,658			108,350		40,692
CAPITAL - ELECTRICAL		35,043			28,400		-6,643
			2,645			26,986	
PARKS	-248			-25,000			-24,752
PARKS		306,524			286,510		-20,014
CAPITAL - MOWER		20,075			20,100		25
CAPITAL - SKATEPARK		0			75,000		75,000
			326,352			356,610	
SUMMER YOUTH PROGRAM	-16,135			-14,600			1,535
		36,265			38,960		2,695
			20,130			24,360	
COMMUNITIES IN BLOOM	0			0			0
COMMUNITIES IN BLOOM		0			0		0
			0			0	
SPRAY PARK	0			0			0
SPRAY PARK		10,741			11,240		499
			10,741			11,240	
KING-HUNTER PIONEER PARK	-390			0			390
KING-HUNTER PIONEER PARK		31,224			30,730		-494
			30,834			30,730	
SOCCER FIELDS	-2,500			-2,500			0
SOCCER FIELDS		7,758			10,900		3,142
			5,258			8,400	



OCTOBER 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		6,397	6,397		16,400	16,400	10,003
LIBRARY	0			-10,000			-10,000
LIBRARY		109,290			113,710		4,421
LIBRARY - CAPITAL - WATER DIVERSION		0			10,000		10,000
			109,290			113,710	
CENTENNIAL PLACE	-84,104			-79,108			4,996
CENTENNIAL PLACE		151,056			192,146		41,090
CENTENNIAL PLACE CAPITAL		0			0		0
			66,952			113,038	
COMMUNITY CENTRE	-23,805			-37,327			-13,522
CENTRE		56,357			74,500		18,143
			32,552			37,173	
LIONS HALL	-2,625			-2,400			225
LIONS HALL		9,925			13,420		3,495
			7,300			11,020	
RESERVES	0			0			0
		0			0		0
			0			0	
TOTAL REVENUE	-7,485,332			-10,538,861			-3,053,529
TOTAL EXPENDITURES		6,635,293			10,285,101		3,649,808
TOTAL SURPLUS (DEFICIT)			-850,039			-253,760	

Date: November 14, 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: November 14, 2023

To: Mayor & Council

From: Kim Neill  
Chief Administrative Officer

Re: CAO Report – November 14, 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 and installed the lights, but the system is not able to work until they install a piece of electrical equipment (constant current regulator). Unfortunately, there has been a delay in the delivery of this electrical equipment and last information provide to Administration was an anticipated shipping date of November 27th.
  
- 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.
  
- 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. Municipal Affairs – Municipal Indicators Failure**

Municipal Affairs monitors 13 municipal indicators which assist with understanding the health of the municipality. Administration received notice that the Town of Hanna failed one of the 13 municipal indicators that being interest in local government. This is a result of the by-election held in September of 2022 and the fact that there was only one nomination received for the position. Attached to this report you will find an information sheet on the 13 municipal indicators Municipal Affairs tracks.

## **3. Fire Rescue Truck Delivery**

The new fire rescue truck that was ordered late in 2021 has arrived in Calgary and it is anticipated to be delivered to Hanna shortly.

## **4. Business Hub Building**

All conditions on the sale of the Town owned building referred to as the Business Hub have been removed with a completion and possession date of December 1<sup>st</sup>.

### **Meetings Attended:**

- Zone 2 CAO Meeting – Carstairs – October 12<sup>th</sup>
- Prairies Can Update – October 16<sup>th</sup>
- Regional Economic, Community Development, Tourism & Marketing Group – October 17<sup>th</sup>
- Chamber of Commerce – Smokin Sessions – Downtown Redevelopment Project Presentation – October 17<sup>th</sup>
- Ascend Financial – Interim Audit – October 23 – 25<sup>th</sup>
- PACE Glint & Glare Report Meeting – October 24<sup>th</sup>
- Council Information Meeting – October 25<sup>th</sup>
- Land Use Bylaw – Version 3 Review – November 3<sup>rd</sup>
- JC Charyk Remembrance Day Ceremony – November 10<sup>th</sup>

### **Upcoming Events:**

- MPE – Engineering Project Update Meeting – November 15<sup>th</sup>
- Vacation – November 16 – 26<sup>th</sup>
- Council Information Meeting – November 29<sup>th</sup>
- Palliser Regional Municipal Services AGM – November 30<sup>th</sup>

# Municipal Indicators

Find out more about how each municipal indicator is calculated and what the results mean

Each indicator is intended to measure a specific aspect of the municipality's governance, finances, or community.

Each indicator has a defined benchmark. The benchmarks established by Municipal Affairs for each indicator are rules of thumb that provide a general indication of acceptable risk; however, a municipality may have unique circumstances or alternative strategies that justify a different result. Should a municipality flag an indicator, Municipal Affairs allows stakeholders to provide an explanation as to result. This explanation is then published next to the indicator result on the Municipal Indicators' Dashboard.

Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
<b>1 - Audit Outcome</b> An audit report in the municipality's audited annual financial statements.	The audit report does not identify a going concern risk or denial of opinion.	The municipal auditor was able to complete the audit and express an opinion and did not identify a specific concern about the ability of the municipality to meet its financial obligations.	Follow auditor recommendations to resolve denial of opinion issues. Consider obtaining professional financial consulting services or requesting a viability review to address going concern issues.
<b>2 - Ministry Intervention</b> Interventions authorized by the Minister of Municipal Affairs in accordance with the <i>Municipal Government Act</i> , such as a viability review, or where directives were issued pursuant to an inspection.	The municipality was not the subject of a Municipal Affairs intervention.	Municipal Affairs is not undertaking a formal intervention with respect to the municipality. The Minister typically intervenes only when requested by a council or through a petition, and only issues directives in cases where significant concerns are evident.	Complete Minister-directed processes and actions.

See the indicator results at [alberta.ca/municipal-indicators.aspx](http://alberta.ca/municipal-indicators.aspx)

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Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
<p><b>3 - Tax Base Balance</b></p> <p>The proportion of the total municipal tax revenue generated by residential and farmland tax base, regardless of whether it is municipal property taxes, special taxes, or local improvement taxes.</p>	<p>The municipality's residential and farmland tax revenue accounts for no more than 95 per cent of its total tax revenue. Summer Villages are excluded from this indicator to better reflect their geographical and economic conditions.</p>	<p>The municipality can rely in some measure on its non-residential tax base to generate a portion of its tax revenues. These properties are typically taxed at a higher rate than residential and farmland properties.</p>	<p>Ensure taxes on residential and farmland properties are sufficient to meet budgeted expenditure requirements.</p>
<p><b>4 - Tax Collection Rate</b></p> <p>The ability of the municipality to collect own-source revenues, including property taxes, special taxes, local improvement taxes, and grants-in-place-of-taxes.</p>	<p>The municipality collects at least 90 per cent of the municipal taxes (e.g. property taxes, special taxes) levied in any year.</p>	<p>The municipality is able to collect its tax revenues and use those funds to meet budgeted commitments and requisitioning obligations.</p>	<p>Review tax collection and recovery policies and processes.</p>
<p><b>5 - Population Change</b></p> <p>The change in population of the municipality over the past ten years based on the Municipal Affairs Population List.</p>	<p>The population has not declined by more than 20 per cent over a ten-year period. Summer Villages are excluded from this measure because of the small permanent population.</p>	<p>The population of the municipality is stable or growing.</p>	<p>Consider how services and infrastructure can be scaled down to accommodate reduced demands.</p>

See the indicator results at [alberta.ca/municipal-indicators.aspx](http://alberta.ca/municipal-indicators.aspx)



Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
<p><b>6 - Current Ratio</b></p> <p>The ratio of current assets (cash, temporary investments, accounts receivable) to current liabilities (accounts payable, temporary borrowings, current repayment obligations on long-term borrowings).</p>	<p>The ratio of current assets to current liabilities is greater than one. This indicator is not typically measured if the municipality's total assets exceed current assets by a factor of two or more, as these municipalities typically have significant financial resources including long-term investments, but manage with minimal current assets.</p>	<p>The municipality is able to pay for its current financial obligations using cash or near-cash assets.</p>	<p>Consider increasing revenues or reducing costs to provide additional working capital.</p>
<p><b>7 - Accumulated Surplus/Deficit</b></p> <p>The total assets of the municipality net of total debt, excluding equity in tangible capital assets (tangible capital property less debts related to tangible capital property).</p>	<p>The municipality has a positive (above zero) surplus.</p> <p>An accumulated deficit is a violation of Section 244 of the <i>Municipal Government Act</i>. Municipalities in a deficit position are required to recover the shortfall in the next year.</p>	<p>The municipality has more operational assets than liabilities, which generally provides the municipality with cash flow to meet ongoing obligations and manage through lean periods of the year where costs may exceed revenues.</p>	<p>Consider increasing revenues or reducing costs to provide additional surplus and maintain working capital.</p>
<p><b>8 - On-Time Financial Reporting</b></p> <p>Whether the municipality successfully submitted its completed annual financial statements and financial information return to Municipal Affairs by the legislated due date.</p>	<p>The municipality's financial statements and financial information return for the preceding calendar year are received by Municipal Affairs no later than May 1st or the approved extension date.</p>	<p>The municipality is preparing its audited financial reports on a timely basis. Financial reporting is an important aspect of municipal accountability to its residents and businesses.</p>	<p>Consider additional resources to complete year-end accounting on a timely basis.</p>

See the indicator results at [alberta.ca/municipal-indicators.aspx](http://alberta.ca/municipal-indicators.aspx)

Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
<p><b>9 - Debt to Revenue Percentage</b></p> <p>The total amount of municipal borrowings, including long term capital leases, as a percentage of total municipal revenues.</p>	<p>The municipality's total borrowings represent less than 120 per cent (160 per cent for municipalities with a higher regulated debt limit) of its total revenue.</p>	<p>The municipality has maintained reasonable levels of borrowing debt.</p>	<p>Review anticipated funding sources for debt repayments to ensure borrowing commitments can be met.</p>
<p><b>10 - Debt Service to Revenue Percentage</b></p> <p>The total cost of making scheduled repayments (including interest) on borrowings as a percentage of total municipal revenues.</p>	<p>The municipality's total costs for borrowing repayments do not exceed 20 per cent (28 per cent for municipalities with a higher regulated debt limit) of its total revenue.</p>	<p>The municipality has assumed a reasonable level of borrowing repayment obligations.</p>	<p>The municipality has assumed a reasonable level of borrowing repayment obligations.</p>
<p><b>11 - Investment In Infrastructure</b></p> <p>The total cost of annual additions (through purchases or construction) to tangible capital assets (vehicles, equipment, buildings, roads, utility infrastructure, land) relative to the annual amortization (depreciation) on all tangible capital assets - measured as a five year average.</p>	<p>The municipality's average capital additions exceed the average amortization (depreciation).</p>	<p>The municipality is replacing its existing tangible capital assets and investing in new assets and infrastructure at a rate exceeding the estimated wear or obsolescence of its existing assets.</p> <p>This measure does not account for the effects of inflation; typically, replacement costs for new assets exceed the historic cost of existing assets.</p>	<p>Review asset replacement activities over past years and anticipated capital additions in future years to ensure average annual additions exceed average annual amortization. Consider conducting a study of municipal infrastructure to ensure that future service requirements can be met.</p>

See the indicator results at [alberta.ca/municipal-indicators.aspx](http://alberta.ca/municipal-indicators.aspx)

Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
<p><b>12 - Infrastructure Age</b></p> <p>The net book value of tangible capital assets as a percentage of the total original costs. Net book value is the original purchase cost less amortization (depreciation).</p>	<p>The net book value of the municipality's tangible capital assets is greater than 40 per cent of the original cost.</p>	<p>The municipality is replacing existing assets on a regular basis. If the municipality is adding new services or expanding facilities and infrastructure, it would be expected that the ratio would be higher than 40 per cent.</p>	<p>Consider conducting a study of municipal infrastructure to ensure that future service requirements can be met.</p>
<p><b>13 - Interest in Municipal Office</b></p> <p>The number of candidates running in a municipal election relative to the total number of councillor positions up for election.</p>	<p>The number of candidates exceeded the number of councillor positions.</p>	<p>The ratio of candidates to total council positions measures the willingness of electors to run for municipal office.</p>	<p>Consider increased focus on community engagement.</p>

See the indicator results at [alberta.ca/municipal-indicators.aspx](https://alberta.ca/municipal-indicators.aspx)

## 2022 Municipal Indicator Results: Town of Hanna (0141)

Municipal Information Services <ma.updates@gov.ab.ca>

Mon 10/30/2023 3:13 PM

To: Kim Neill <kneill@hanna.ca>

Cc: Winona Gutsche <wgutsche@hanna.ca>; Municipal Information Services <ma.updates@gov.ab.ca>

 2 attachments (112 KB)

2022\_MI\_Town\_of\_Hanna\_0141.xlsx; ma-municipal-indicators.pdf;

Kim Neill  
Chief Administrative Officer  
Town of Hanna

Dear Kim,

Alberta Municipal Affairs annually reports a performance measure that identifies the percentage of municipalities deemed to 'not face potential long term viability challenges based on their financial and governance indicators'. This performance measure is used as a benchmark for measuring the ministry's efforts to ensure Albertans live in viable municipalities and communities with responsible, collaborative and accountable local governments.

The performance measure is based on analysis of 13 municipal indicators. Each of the 13 municipal indicators has a defined benchmark. A municipality is 'not deemed to face potential long term viability challenges' as long as it does not flag a critical indicator or three or more non-critical indicators.

Your municipality did not meet the threshold for one or more indicators. The attached Excel file shows the indicator(s) where your municipality did not meet the defined benchmark in the 2022 financial year.

The benchmarks established by Municipal Affairs for each indicator provide a general indication of acceptable risks. However, a municipality may have unique circumstances or alternative strategies that justify a different result. Therefore, we ask you to complete the attached Excel template to provide your feedback or any explanatory information about your performance on the identified indicator(s). Your responses will be included in the Municipal Indicator Dashboard ([www.alberta.ca/municipal-indicators](http://www.alberta.ca/municipal-indicators)).

If you require assistance completing the feedback form, or need information about the future release of indicator results, please call, toll-free at 310-0000, then 780-427-2225, and ask to speak to a member of the Information Services Team or email [ma.updates@gov.ab.ca](mailto:ma.updates@gov.ab.ca).

Thank you,

Gary Sandberg  
Assistant Deputy Minister

Attachment: 2022 Municipal Indicator Result Feedback Form (Excel file)

# 2022 Municipal Indicator Reporting

Town of Hanna

The information contained below is presented fairly and is to the best of my knowledge correct.

Name, Title: Kim Neill, Chief Administrative Officer

Date: 31-Oct-23

The logo for the province of Alberta, featuring the word "Alberta" in a stylized, cursive font with a small square icon to the right.

**Indicator #13 INTEREST IN MUNICIPAL OFFICE**

Municipalities with strong interest in local elections often mean there is a local interest in good governance. Interest in Municipal Office measures the ratio of candidates to total council positions in the most recent election.

**2022 Result**

Acclaimed

**Expected Result**

number of candidates >

number of elected positions

***Town of Hanna Response***

Was a by-election held as a result of a death of one of the Councilors elected in the fall of 2021. The fall 2021 general election saw more candates that seats for Council members so see this as a one off.

## November 2023 COUNCIL REPORT

### KEVIN OLSEN – COMMUNITY SERVICES FOREMAN

#### **Arena / Curling Rink**

Hockey is in full swing, and all the user groups have started.

The turnout for Ladies Hockey is already better than in previous years, most Sundays are 10-12 attending and have peaked at 20.

Curling Rink opened November 1<sup>st</sup>.

#### **Parks / Cemetery**

Tree watering is complete for the season, and the water bags have been removed.

Tree wraps installed and repellent spray applied where necessary, these help to keep pests from destroying/eating the trees - deer, porcupine etc.

#### **Centennial Place**

The new switch was installed to isolate the basketball hoop lifting mechanisms, this makes the fieldhouse more multisport friendly.

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

#### **Parks Shop**

The mowers are going in for annual servicing, vehicles are being detailed.

#### **Lions Hall**

#### **Other**

Electrician in on November 9<sup>th</sup> to install clips for energy monitoring system.

**Family Violence Prevention Month**

Alberta has the third highest rate of self-reported spousal violence among Canadian provinces, yet family violence is preventable. November is Family Violence Prevention Month in Alberta. It is a time to increase awareness of the warning signs of family violence and the resources and supports available so we can work together to end family violence and build healthier relationships. Around town you will see red roses to mark the month, along with support cards with the Family Violence Info Line Number (310-1818), and other resources for those needing assistance.

**Youth Club**

The Youth Club held a family movie night on October 20<sup>th</sup> at the Community Centre and hosted their annual Pumpkin Parade on November 1<sup>st</sup> in Hector King-Hunter Park. The weather was beautiful, and many residents took the time to visit the park and see all the works of art. At the end of the evening local ranchers took away the discarded pumpkins to be used as animal feed.

**Upcoming Events:**

November 24<sup>th</sup> – Youth Rec Night at Centennial Place

December 17<sup>th</sup> – Matinee Christmas Movie

**Drive Happiness**

Drive Happiness volunteers have begun attending the Food Bank on Wednesdays when available to assist Food Bank clients in getting their groceries home. This initiative is free for participants to access.

Drive Happiness also launched a volunteer recruitment campaign for our area on social media and we are working with them to share the materials with residents who may be interested in joining to help provide rides for seniors.

At the end of November at the FCSSAA Conference in Edmonton I will be presenting at a Program Sharing Session with Drive Happiness about our partnership with them and how small municipalities and FCSS programs can use the expertise of this organization as a tool to address transportation struggles in rural communities.

**Drive Happiness Statistics 2023 YTD:**

New Drivers – 1

New Riders –12

Total Rides Completed – 43

    Delivery – 31

    Medical – 6

    Personal – 2

    Food Bank - 2

Rides Cancelled by Rider – 3

Rides Cancelled by Driver – 2

No Driver Available for Request – 17



**Family Resource Worker Program**

The Town of Hanna provides some of our FCSS funding to support the Family Resource Worker position at J.C. Charyk School. At the end of November, we will be participating in a stakeholder meeting with the Family Resource Worker team, Prairie Land representatives and the local municipal partners to discuss outcomes of the program and trending needs in our communities.

**Skate with Santa**

Our annual Skate with Santa is scheduled for Sunday, December 17<sup>th</sup> at 1pm. Save the date and come on down to the arena to see Santa and participate in our fun family event.

## **COUNCIL REPORT**

**DATE:** Nov 14, 2023

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

- Since the October 10, 2023 Council meeting, the public works department has been busy with the following items:
  - Water & Sewer
    - The water is off, and the lines are blown out at all parks and sewer dump at UFA.
    - We shut water off at GFL, Paradise Campground and a couple of residential properties that go south for winter.
    - We have done our first round of blowing water out of our hydrant barrels for winter.
    - Thoro Inc. was out to continue with our sewer main camera program.
    - We did water reads this month so the utilities bills can be processed.
  - Road Maintenance
    - We finished fall Cleanup.
    - We just about finished sweeping the leaves up for the fall; but the sweeper water pump failed and now with the weather changing we will be done with the sweeper till spring.
    - With the quick weather change and as busy as Brooks Asphalt was, they were unable to do our patch work, we are on their schedule to be one of their projects first thing in the spring.
  - Meetings
    - I am attending the Monday morning Director's meetings.
  - Airport
    - The new runway light infrastructure is complete, we now have the lights but unfortunately the electronic component did not arrive, but they hope to have it by mid November.
    - We are doing routine maintenance every week.
  - Cemetery
    - We did the opening/closing for two cremations in the Hanna Cemetery

- General
  - The crew has been busy using their holidays.
  - After talking with the fox lake attendant, she informed us that a few guys said that the sites were unlevel. We ended up with sometime this fall and we were able to level the sites and top them off with millings.
  - We did some work at the fire hall on the gravel pad for the burn props.

Date: November 14, 2023

Agenda Item No: 9.01

## Red Deer River Municipal Users

### Provincial Funding Request Support

#### Recommended Motion

That the Town of Hanna supports the Red Deer River Municipal Users Group undertaking an immediate and sustained lobby effort with the Minister of Agriculture and Irrigation Mr. RJ Sigurdson (and other Ministers as required) to attempt to secure funding in the 2024 provincial budget to begin the study of additional on-stream storage on the Red Deer River.

#### Background

The Red Deer River Municipal Users Group (RDRMUG) has been discussing the requirement for additional on-stream storage on the Red Deer River. The next step in the process is securing funding from the Province of Alberta to retain the required engineering consulting expertise to conduct the initial studies to obtain preliminary information on the development of additional on-stream storage on the Red Deer River.

#### 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

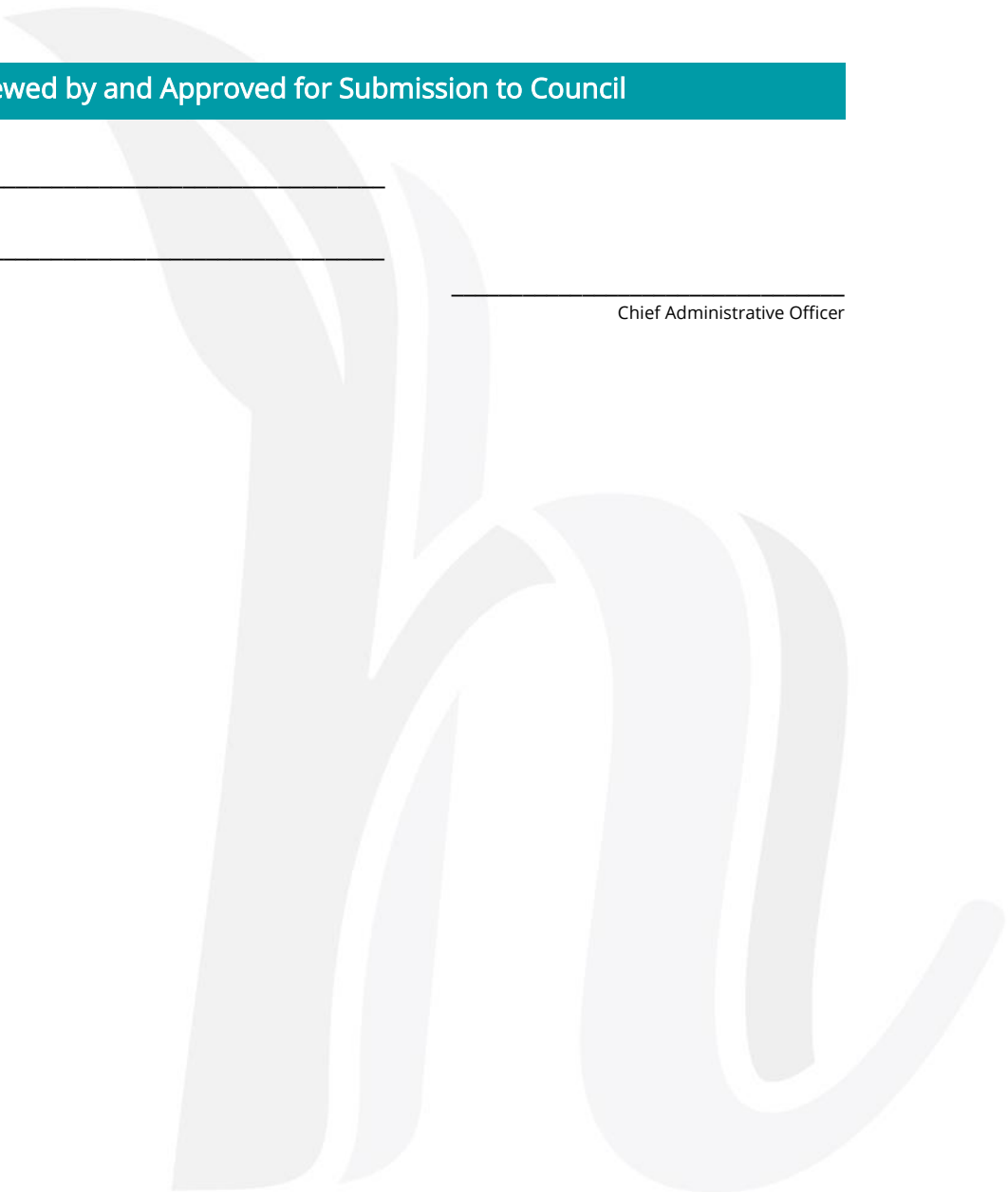
N/A

Reviewed by and Approved for Submission to Council

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

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

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



Date: November 14, 2023

Agenda Item No: 9.02

## 2024-2026 Budget Meeting Dates

### Recommended Motion

That Special Council Meetings be scheduled for the purpose of reviewing the 2024-2026 Operating and Capital Budgets for the Town of Hanna as follows:

- The week of November 27th
- The week of December 4<sup>th</sup> and if necessary
- A second date in the week of December 4<sup>th</sup>

### Background

Administration is targeting the December 12<sup>th</sup>, 2023, Regular Council Meeting as the date to approve the 2024 - 2026 Operating and 2024 - 2028 Capital Budget.

Administration anticipates that a minimum of two and possibly three meetings will be required to complete the budget process to meet the target date for approval. The three suggested dates above are being brought forward for discussion.

As a result of the changes to the Municipal Government Act in 2020 Councils must approve a three-year Financial Plan (Operating Budget 2024 - 2026) and a five-year Capital Plan (Capital Budget 2024 - 2028). The Financial Plans are to be reviewed annually and amended as required.

Because the budget will be approved prior to receipt of assessment changes, requisitions and grant allocations, the budget will be brought back to Council in the spring of 2024 for review and possible amendments prior to approving the Tax Rate Bylaw.

### Communications

The Council meeting dates will be advertised in the newspaper and Town's social media programs.



Date: November 14, 2023

Agenda Item No: 9.03

## Entrance Signage Plan Amendment

### Recommended Motion

That Council authorizes the Chief Administrative Officer to have “Proud Home of Nickelback” Signage added to the three existing entrance signs and have the signage at the West entrance electronic sign be changed to reflect that the Nickelback tour starts here.

### Background

Following the replacement of the three Town Entrance signs with funding from Harvest Sky Economic Development Corporation (HSEDC) through the Canada Coal Transition Fund (CCTF) there was some discussion that the entrance signs should have “Proud Home of Nickelback installed on them. During the original design discussions, it was determined by Council that this wording be left off the signs to keep them clean and to remove potential traffic conflicts where people have pulled off the road to take pictures of the sign.

The decision to remove the Proud Home of Nickelback off the signage was in no way indicating that the Town of Hanna was not proud of the Bands accomplishments. The decision to remove this from the signage created significant controversy and a small working group was formed to look at how the Town could recognize the band as well as bring more tourist traffic into the community.

The working group has developed a Nickelback Promotional Plan which has several phases. While the plan has yet to receive endorsement from the Band, Administration would like to move forward with Phase I of the Plan which is to add “Proud Home of Nickelback” to the three entrance signs and have the signage at the West entrance electronic sign be changed to reflect that the Nickelback tour starts here. Hi-Signs who designed, constructed, and installed the signs have agreed to donate the cost of adding this phrase to the three entrance signs.

Phase II of the plan is to create a Nickelback Tour consisting of capitalizing on the Nickelback Album Cover murals through out town and recognizing some places in the community that hold sentimental importance to the Band (i.e., former school site, former national hotel site, etc.).

Currently the committee is awaiting endorsement of the plan from the Band before finalizing the details. Future phases of the plan also require endorsement.





**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. Town of Hanna – Signage Concept

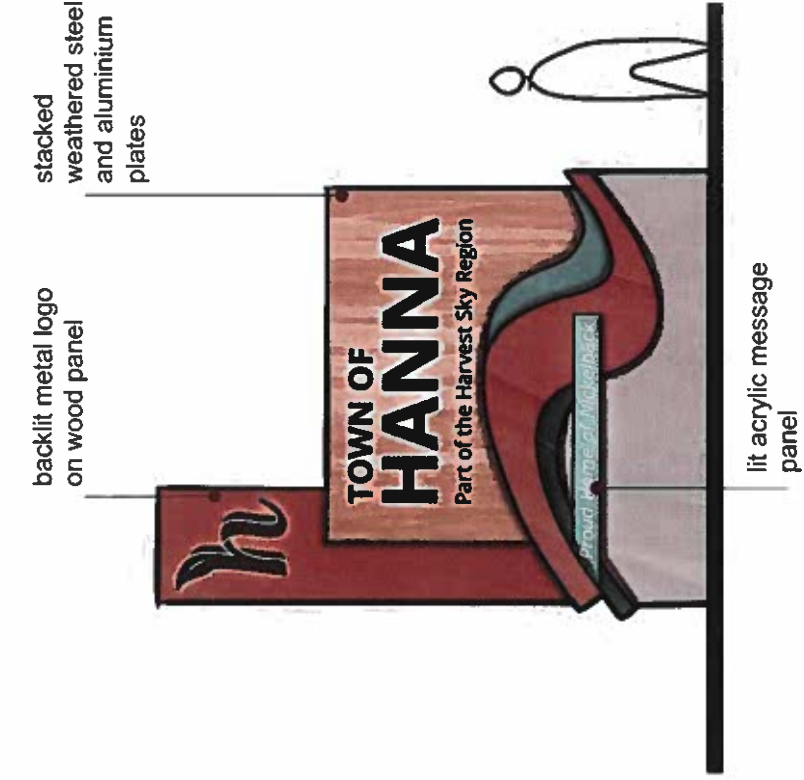
**Reviewed by and Approved for Submission to Council**

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

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

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

# monument sign – option a



Date: November 14, 2023

Agenda Item No: 09.04

## Policy 2023-02 - Telecommunication Structure Policy

### Recommended Motion

That Council adopt Policy 2023-02 the Telecommunication Structure Policy, to come into effect on January 1, 2024.

### 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. During the review process, PRMS and Administration recommended removing all regulation related to Telecommunication Structures from the Land Use Bylaw. The new proposed Telecommunications Structure Policy establishes procedural standards for the Town of Hanna to participate in and influence the placement and design of Telecommunication Structures proposed within Town limits.

The proposed policy outlines the role of the Town in approvals of Telecommunications Structures in alignment with Innovation, Science and Economic Development (ISED)'s approval process. ISED's CPC-2-0-03 encourages municipalities to establish local protocols to manage concerns, questions and preferences regarding the installation of antenna systems.

Through the new proposed policy, the Town of Hanna Council would be the authority for responding to proposals, rather than the Town's Development Officer. The Council will issue a letter of concurrence or non-concurrence to ISED in response to any Telecommunication Structure proposal, rather than a Development Permit.

It is recommended that the new Policy come into effect on January 1, 2024 concurrent with the effective date of the new Land Use Bylaw 1032-2023. This ensures there will not be a conflict between the new policy and the Town's current Land Use Bylaw 967-2012.



## Alternatives

1. Council may amend the Telecommunication Structure Policy prior to adoption by Council resolution.
2. Council may refuse the proposed Telecommunication Structure Policy and choose to allow ISED to approve new Telecommunication Structure pursuant to the process outlined in CPC-2-0-03.

## Financial Implications

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

## Policy and/or Legislative Implications

1. The adoption of a policy related to wireless cell towers (Telecommunication Structures) is encouraged by ISED's CPC-2-0-03.
2. Section 5 of the MGA allows a municipality to impose duties on itself through the adoption of Council Policy.

## Attachments

1. Proposed Telecommunication Structure Policy

## Reviewed by and Approved for Submission to Council

Submitted by: Tracy Woitenko, Senior Planner, PRMS

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

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

# Telecommunication Structure Policy: Siting and Design

## 1 PURPOSE AND AUTHORITY

### 1.1 PURPOSE

- 1.1.1 The purpose of the Telecommunication Structure Policy is to establish procedural standards that will allow the Town of Hanna to effectively participate in and influence the placement of telecommunication structures proposed within the town limits. It assists Council, Town Staff, Innovation, Science and Economic Development Canada, representatives of the telecommunications industry and members of the public in being aware of and understanding the implementation methods, processes, procedures and criteria used to achieve this purpose.

### 1.2 OBJECTIVES

- 1.2.1 The objectives of this policy are:
- (a) To establish a process and criteria for consistently and equitably reviewing, evaluating and deciding upon each proposal for placing a telecommunication structure within the Town of Hanna.
  - (b) To provide clear and reasonable requirements for effective participation and cooperation between the proponents and Town of Hanna.
  - (c) To minimize the number of towers required for telecommunication antenna networks within Hanna.
  - (d) To ensure co-location opportunities for telecommunication structures are explored and acted upon.
  - (e) To encourage and promote opportunities for improved telecommunication structure design and concealment in order to minimize their visual impacts on the surrounding area and the Town in general.
  - (f) To provide an opportunity for residents located near specific types of proposed telecommunication structures (towers) to make comments, ask questions or raise concerns related to the proposal, make the proponent aware of local considerations and provide recommendations regarding the placement and/or appearance of the structure.

### 1.3 APPLICABILITY AND AUTHORITY

- 1.3.1 The Town of Hanna is not the approving authority for telecommunication structures.
- 1.3.2 The federal Innovation, Science and Economic Development (ISED) is the approving authority for the development and operation of radiocommunication in Canada, including telecommunication structures, pursuant to the *Radiocommunication Act*.
- 1.3.3 In this regard, ISED requires that, in certain cases, the local authority and the public must be consulted for input regarding the proposed placement of a telecommunication antenna structure.
- 1.3.4 The Town of Hanna's Council is responsible for reviewing these submissions on Hanna's behalf and, depending on the nature of the proposal, a letter of support (concurrence) or non-support (non-concurrence) is sent to the wireless service provider upon completion of the Town of Hanna's review of the proposal.
- 1.3.5 Note that in cases where Town does not support a proposal, it cannot prevent a proponent from ultimately gaining permission from ISED to install a telecommunication structure even if it contravenes this Policy.

### 1.4 THE ROLE OF THE TOWN DURING THE PROPONENTS PUBLIC CONSULTATION

- 1.4.1 The Town of Hanna performs two main functions during a proponent's public consultation process. These are:
  - (a) to scrutinize the consultation process
    - by observing how and what information is provided to the public by the proponent about the proposed telecommunication antenna structure and its intended location;
    - by observing what questions arise from the public about the proposed installation;
    - by observing what answers to these questions are provided by the proponent; and
    - by observing how concerns and other issues regarding the proposed telecommunication antenna structure's placement are resolved; and
  - (b) to clarify the provisions of this Policy as required by outlining the circumstances required for the issuance of a letter of concurrence or nonconcurrence.

### 1.5 THE ROLE OF THE TOWN IN REVIEWING A TELECOMMUNICATION STRUCTURE SUBMISSION

- 1.5.1 The Council of the Town reviews and evaluates each submission it receives for a telecommunication structure. The specific elements evaluated and decided upon in reaching a decision to either support or not support a submission are the following:

- (a) proposed location in a community or area;
- (b) existing and proposed on-site uses and structures;
- (c) adjacent sites and their existing and proposed uses and structures;
- (d) co-location potentials on this site and on nearby sites with other existing or proposed telecommunication antenna structures;
- (e) conformity with the Town’s Municipal Development Plan policies; and
- (f) design aspects of the proposal, including:
  - height,
  - colour,
  - type of structure,
  - diameter (if a monopole or tripole),
  - number of arrays,
  - shrouding of antenna arrays,
  - potential for disguising or camouflaging, screening of equipment compound and shelter(s),
  - location on site,
  - access/egress to the facility,
  - proposed signage or other markings and lighting,
  - distance to other existing towers,
  - removal of redundant structure(s) (if a re-build, replacement or co-location).

1.5.2 Regarding health and radiofrequency (RF) exposure issues and limits for telecommunication antenna systems, these elements are regulated by Health Canada’s Safety Code 6 guidelines. The Town of Hanna has neither the authority nor the medical/biological research expertise/capability to assess or evaluate any submission for telecommunications antenna structures with respect to RF and health issues.

## 2 LOCATION CRITERIA

### 2.1 CO-LOCATION

- 2.1.1 The Town of Hanna encourages the co-location of telecommunication structures. This may include, but is not limited to:
- (a) the installation of a proponent’s telecommunication antennas on any existing telecommunication structure;
  - (b) the construction of a new telecommunication structure on which other proponents are invited to co-locate;
  - (c) the reconstruction or modification of an existing telecommunication antenna structure to accommodate the equipment of additional proponents; or

- (d) the relocation of a proponent's existing telecommunication antennas to another proponent's telecommunication structure followed by the removal of the redundant existing telecommunication structure.
- 2.1.2 The Town of Hanna strongly recommends that a co-location review take place prior to any submission for concurrence for a telecommunication structure.
- 2.1.3 The proponent is requested to provide written evidence, as part of its submission to Town of Hanna, demonstrating that co-location on an existing telecommunication structure, a replacement or modified telecommunication structure or a proposed new telecommunication structure has been reviewed with other proponents operating within the town limits. All existing and proposed telecommunication tower structures within a 800 metre radius of any proposed new telecommunication tower's location must be included in the review for co-location potentials.
- 2.1.4 If co-location is not possible for technical reasons, a statement signed by an appropriate technical expert is requested in support of the written evidence noted above. If co-location is not possible due to a lack of interested participants or other considerations, a statement signed by an appropriate authority for the proponent making the submission is requested as part of the written evidence.

## **2.2 PREFERRED LOCATION CRITERIA IN DEVELOPED AREAS**

- 2.2.1 The following is a list of preferred locations for telecommunication structures.
  - (a) Industrial and commercial areas
  - (b) In close proximity to similarly-scaled structures
  - (c) Some institutional uses where appropriate, including, but not limited to, those institutions that require telecommunications technology, i.e.: colleges and universities
  - (d) Other non-residential areas considered appropriate by Town of Hanna, including agricultural lands
  - (e) Within or adjacent to parks, green spaces, golf courses and other recreational parcels

## **2.3 DISCOURAGED LOCATION CRITERIA IN DEVELOPED AREAS**

- 2.3.1 The following is a list of discouraged locations for telecommunication structures.
  - (a) Close proximity to residences. The Town of Hanna recommends that the placement of towers should not be closer than two to three times the height of the tower from an existing dwelling.
  - (b) Environmentally sensitive or ecologically significant lands
  - (c) Proximity to schools (towers should be no closer than 100 metres away from the nearest portion of a school building or the nearest portable classroom, whichever is closer to the proposed installation)
- 2.3.2 The Town of Hanna may, at its discretion, modify these setback guidelines on a site by site basis, taking into account such factors as buffering topography and vegetation, intervening major transportation and utility corridors, rivers and



streams, intervening non-residential buildings and information arising from a public consultation meeting concerning the telecommunication structure.

## **2.4 LOCATION CRITERIA IN FUTURE DEVELOPMENT AREAS**

- 2.4.1 For locations within the town that have not yet been developed, proponents are encouraged to select sites for the placement of their telecommunication structures prior to development taking place. The Town promotes this course of action so that those purchasing properties in these new developing areas will be able to make informed decisions based on an understanding of where initially telecommunication structures are installed or likely to be installed.

# **3 DESIGN CRITERIA**

## **3.1 PREFERRED BUILT FORM**

- 3.1.1 The built form of telecommunication structures that are preferred include roof top installations, freestanding telecommunication antenna structures in the form of monopole and tripole towers with flush mounted or cluster mounted antennas, and streetlight and parking lot light poles that are sheathed completely within the pole.
- 3.1.2 Preferred small cell installations are neatly organized, utilize as few antennas as possible, and hide conduit, cable trays, wiring, mounting brackets or other hardware behind the antenna or within shrouding. Wall-mounted antennas are to be attached as close to the wall as possible and not project above the height of the wall they are mounted on.

## **3.2 DISGUISED AND CAMOFLAGED STRUCTURES, AND SCREENING**

- 3.2.1 The Town of Hanna encourages the use of telecommunication structures that are designed to be as stealthy, unobtrusive and inconspicuous as possible, particularly in residential areas and on sites abutting residential uses. This includes the hiding, or disguising of telecommunication antennas in or on buildings, placing them on roof tops or on other existing structures, and the camouflaging of telecommunication antennas on street lights or other apparatuses, appliances and objects. The appropriate type of telecommunication antenna structure for each situation should be selected based upon the goal of making best efforts to blend with the nearby surroundings and minimize the visual aesthetic impacts of telecommunication antenna structures on the community.
- 3.2.2 The Town of Hanna recognizes that the objective of promoting co-location as described in Section 2.1 of this Policy, and the objective of making telecommunication structures and antennas less noticeable may sometimes come into conflict. Nevertheless, The Town of Hanna intends to review each submission

on its merits with a view to promoting both objectives and, where necessary, will determine the appropriate balance between them.

- 3.2.3 The use of landscaping, fences and architectural features on and around the equipment compounds, shelters and cabinets associated with a telecommunication structure is encouraged to assist these structures to blend in with their surrounding environment.

### **3.3 LIGHTING**

- 3.3.1 Unless specifically required by Transport Canada, the display of any type of lighting on a telecommunication structure is discouraged. Where Transport Canada requires a telecommunication structure to be lit, the lighting should be limited to the minimum number of lights and the lowest illumination allowable.
- 3.3.2 Any required strobe lighting should be set to the maximum strobe interval allowed by Transport Canada. The lighting of telecommunication structure compounds for security purposes is supportable provided it is shielded from adjacent residential properties, is kept to a minimum number of lights and illumination intensity and, where possible, it is provided by a motion detector type of system.

## **4 NOTIFICATION AND PUBLIC CONSULTATION**

### **4.1 INTITAL CONTACT**

- 4.1.1 Proponents are required to notify the Municipality of their intent to investigate an area for a potential telecommunication structure within the town prior to landowner notification or advertisement of the proposed project.

### **4.2 PUBLIC NOTIFICATION AND CONSULTATION**

- 4.2.1 Proponents are required to satisfy the default public consultation requirements of ISED's CPC-2-0-03.
- 4.2.2 Notwithstanding 4.2.1, any proposal which is excluded in CPC-2-0-03 from the consultation requirements, proponents are nevertheless encouraged to contact the Municipality to discuss the proposal and identify any potential issues or concerns and give consideration to the Municipality's location and design criteria.
- 4.2.3 It is solely the responsibility of the proponent, at its own cost, to arrange, organize and conduct a public consultation meeting. At its discretion, the proponent may conduct the meeting in either a formal manner or an open house format.

## 5 MUNICIPAL REVIEW AND ISSUANCE OF CONCURRENCE OR NON-CONCURRENCE

### 5.1 APPLICATION SUBMITTAL REQUIREMENTS

- 5.1.1 The following package must be submitted for consideration of a proposed telecommunication structure:
- (a) a map, including legal location, and site plan of the proposed system;
  - (b) a map showing the location of other telecommunication structures located within 800 metres of the proposed site;
  - (c) a map showing the typical coverage of existing telecommunication structures, which shows the need for additional structures;
  - (d) a description of the type and height of the proposed antenna system and any guy wires or other similar support mechanisms (e.g. support cables, lines, wires, bracing);
  - (e) the proposed lighting and aeronautical identification markings for the antenna and any supporting structures;
  - (f) documentation regarding potential co-utilization of existing towers within 800 m of the proposed telecommunication structure;
  - (g) a record of all comments from the public, and the response of the proponent to these comments, and
  - (h) any other additional information or material deemed necessary and appropriate to properly evaluate the submission as noted in Section 1.5.1.

### 5.2 REVIEW AND DECISION

- 5.2.1 Concurrence with a proposal will be measured against the location and design standards in this Policy, applicable policies in the Town's Municipal Development Plan, consideration of comments received during the public consultation process, and any other matter deemed relevant by Council.
- (a) When a proposal is given a concurrence decision, the proponent will receive a letter of concurrence from the Council documenting its decision and any conditions.
  - (b) When a proposal is given a non-concurrence decision, the proponent will receive a letter of non-concurrence from the Council describing the reasons for the decision.
- 5.2.2 Municipal concurrence does not constitute approval of uses, buildings, and structures which require issuance of a development permit under the Land Use Bylaw or a building permit under the *Safety Codes Act*.
- 5.2.3 Concurrence is valid for two years within which time the construction of the telecommunication structure must commence.

Date: November 14, 2023

Agenda Item No: 09.05

## 2023 Operating Budget Amendment

### Recommended Motion

That Council amend the 2023 Operating Budget with the following changes with the funds derived from the 2023 Operating Budget Surplus.

1. Increase the Administration Professional Services Budget in the amount of \$16,000 to allow for the purchase and installation of new Network Gateway Equipment for all Town of Hanna facilities (9).
2. Increase the Common Services – Contracted Repairs Budget in the amount of \$13,500 for the required repairs to the building Air Handling Units in the Public Works Building.

### Background

Council at the May 9, 2023, Council Meeting approved the Town of Hanna 2023 – 2025 Operating Budget including amendments to the original budget passed at the December 13, 2022, Council Meeting.

There are a couple of issues that have arisen that Administration would like Council approval on to purchase prior to the end of the calendar year (Town of Hanna Fiscal Year).

1. With Netago moving out of their network support business the network gateway equipment previously purchased through them and maintained by them will not be maintained nor repaired in the event of an issue. Administration has worked with our IT Support and it has been recommended that we purchase new equipment which our IT support can maintain on our behalf. It was originally planned to put this purchase in the 2024 Operating Budget but there has been an opportunity to get a good deal on the preferred equipment with longer maintenance coverage if we move forward quickly.
2. Many of the Air Handling Units in the Public Works have either failed or are very close to failing. Administration was hoping that these repairs could possibly fit within the existing budget but the budget line for the Public Works Building has already been



Date: November 14, 2023

Agenda Item No: 10.01

## Land Use Bylaw 1032-2023 – Third Reading

### Recommended Motion

1. That Section 19.4.5 is amended to read: The minimum *rear yard setback* is 2.0 m (6.6 ft).
2. That Section 20.4.5 is amended to read: The minimum *rear yard setback* is 2.0 m (6.6 ft).
3. That Section 21.4.5 is amended to read: The minimum *rear yard setback* is 2.0 m (6.6 ft).
4. That Section 22.4.4 is amended to read: The minimum *rear yard setback* is 2.0 m (6.6 ft).
5. That Section 23.4.5 is amended to read: The minimum *rear yard setback* is 2.0 m (6.6 ft).
6. That section 23.2.1 is amended by adding **Auction Facility – No Livestock** to the list of permitted uses.
7. That Section 27.1.1 is amended by adding a new use and definition for “**Auction Facility – No Livestock** means a *use* intended for the auctioneering of goods and equipment and may include temporary storage of such goods. This does not include the auctioneering or holding of livestock.”
8. That Section 23.2.1 is amended by adding **Car Wash\*** to the list of permitted uses and Section 23.3.1 is amended by deleting **Car Wash\*** from the list of discretionary uses.
9. That Section 23.2.1 is amended by adding **Equipment Rental Shop** to the list of permitted uses and Section 23.3.1 is amended by deleting **Equipment Rental Shop** from the list of discretionary uses.
10. That Section 23.2.1 is amended by adding **Gas Bar and Service Station\*** to the list of permitted uses and Section 23.3.1 is amended by deleting **Gas Bar and Service Station \*** from the list of discretionary uses.
11. That Section 23.2.1 is amended by adding **Manufacturing, Heavy** to the list of permitted uses and Section 23.3.1 is amended by deleting **Manufacturing, Heavy** from the list of discretionary uses.



12. That Section 23.2.1 is amended by adding **Print Shop** to the list of permitted uses and Section 23.3.1 is amended by deleting **Print Shop** from the list of discretionary uses.
13. That Section 23.2.1 is amended by adding **Recycling Depot** to the list of permitted uses and Section 23.3.1 is amended by deleting **Recycling Depot** from the list of discretionary uses.
14. That Section 23.2.1 is amended by adding **Self-Storage Facility** to the list of permitted uses and Section 23.3.1 is amended by deleting **Self-Storage Facility** from the list of discretionary uses.

That Council give third 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. Following an extensive public consultation process, PRMS created a "Version 2" of the Land Use Bylaw to address concerns expressed by the public. Version 2 was given first reading on June 13, 2023. The formal public hearing was held on September 13, 2023.

Following the public hearing, PRMS and Town Administration proposed recommended changes at second reading to address clerical errors in Version 2 of the Bylaw. Further, motions for additional changes were proposed by Council to address concerns heard at the public hearing. Attachment 1 – Bylaw 1032-2023 (Version 3) shows these changes to Schedule A adopted at second reading.

Version 3 of the Land Use Bylaw clearly shows the changes approved by Council motion at second reading.

1. The clerical amendments approved at second reading are shown in red font (motions 222-2023, 223-2023).
2. The motions put forward and approved by Council at second reading are shown in blue font (221-2023, 226-2023, 227-2023, 228-2023, 229-2023, 230-2023, 234-2023).
3. The LUB District map has been updated related to Motions 224-2023 and 225-2023. Attachment 2 shows the approved changes to the LUB map.

There were also a few motions made where Council directed PRMS and Town Administration to draft proposed wording for Council to consider for final amendments to the Bylaw at third



reading. Following these motions, second reading was given to the Land Use Bylaw as amended on October 10, 2023.

The changes proposed by Council that have not yet been approved and still need to be addressed by motion of Council include:

1. Motion 231-230: review the rear yard setback in all non-residential districts with the intent to amend from 6.0m to 2.0m and provide a report and recommendation to Council prior to 3<sup>rd</sup> reading of the Land Use Bylaw.

The following table shows the rear yard setbacks in non-residential districts of the Land Use Bylaw 1032-2023 and recommended changes to address motion 231-2023:

<b>Non -Residential Districts</b>	<b>Rear Yard Setback</b>	<b>Proposed Rear Yard Setback</b>
C-T District	6.0 m	2.0 m
C-1 District	6.0 m	2.0 m
C-2 District	6.0 m	2.0 m
HWY-C District	6.0 m	2.0 m
I District	6.0 m	2.0 m
CS District	N/A	N/A
UR District	7.5 m	7.5 m

The rear yard setback is one of the determinations of where a building can be located on a property and how much of the parcel is available for development with buildings. There are typically also front and side yard requirements, as well as maximum site coverage. Typically, rear yards are required for commercial uses to address elements such as parking spaces, loading spaces, waste container storage, outdoor storage of other materials/equipment, stormwater management/drainage, and providing a buffer to adjacent uses. 2.0 m would be the minimum to accommodate waste containers.

It is recommended that the rear yard setback is not changed in the CS and UR Districts, or the Direct Control District.





**Motions:**

- a) That Section 19.4.5 is amended to read: The minimum *rear yard setback* is 2.0 m (6.6 ft).
  - b) That Section 20.4.5 is amended to read: The minimum *rear yard setback* is 2.0 m (6.6 ft).
  - c) That Section 21.4.5 is amended to read: The minimum *rear yard setback* is 2.0 m (6.6 ft).
  - d) That Section 22.4.4 is amended to read: The minimum *rear yard setback* is 2.0 m (6.6 ft).
  - e) That Section 23.4.5 is amended to read: The minimum *rear yard setback* is 2.0 m (6.6 ft).
2. Motion 232-2023: review the Land Use Bylaw Industrial District discretionary uses with the intent to have the following discretionary uses amended to permitted uses in the Industrial District: auction facilities (no livestock), carwash, equipment rental shop, gas bar and service station, manufacturing heavy, print shop, recycling depot, self-storage facility, wrecker and salvage and provide a report and recommendation to Council prior to 3rd reading of the Land Use Bylaw;

and that Palliser and Administration provide a new definition for Auction facilities (no livestock) prior to 3rd Reading of the Land Use Bylaw.

Use	Recommendation
Auction Facility	Create a new <b>Auction Facility – No Livestock</b> use and add to permitted uses
Carwash	Move to permitted uses
Equipment Rental Shop	Move to permitted uses
Gas Bar and Service Station	Move to permitted uses
Manufacturing, Heavy	Move to permitted uses
Print Shop	Move to permitted uses
Recycling Depot	Move to permitted uses



Self-Storage Facility	Move to permitted uses
Wrecker and Salvage	Keep in discretionary uses. This use is primarily done outdoors, and if not conditioned appropriately through an approval could have significant impact on adjacent properties. It may also not be an appropriate use on all industrial properties in Hanna, such as 208 – 220 Railway Avenue E. There are residences adjacent to these industrial lots.

**Motions:**

- a) That section 23.2.1 is amended by adding **Auction Facility – No Livestock** to the list of permitted uses.  
That Section 27.1.1 is amended by adding a new use and definition for “**Auction Facility – No Livestock** means a *use* intended for the auctioneering of goods and equipment and may include temporary storage of such goods. This does not include the auctioneering or holding of livestock.”
- b) That Section 23.2.1 is amended by adding **Car Wash\*** to the list of permitted uses and Section 23.3.1 is amended by deleting **Car Wash\*** from the list of discretionary uses.
- c) That Section 23.2.1 is amended by adding **Equipment Rental Shop** to the list of permitted uses and Section 23.3.1 is amended by deleting **Equipment Rental Shop** from the list of discretionary uses.
- d) That Section 23.2.1 is amended by adding **Gas Bar and Service Station\*** to the list of permitted uses and Section 23.3.1 is amended by deleting **Gas Bar and Service Station \*** from the list of discretionary uses.
- e) That Section 23.2.1 is amended by adding **Manufacturing, Heavy** to the list of permitted uses and Section 23.3.1 is amended by deleting **Manufacturing, Heavy** from the list of discretionary uses.
- f) That Section 23.2.1 is amended by adding **Print Shop** to the list of permitted uses and Section 23.3.1 is amended by deleting **Print Shop** from the list of discretionary uses.
- g) That Section 23.2.1 is amended by adding **Recycling Depot** to the list of permitted uses and Section 23.3.1 is amended by deleting **Recycling Depot** from the list of discretionary uses.



- h) That Section 23.2.1 is amended by adding **Self-Storage Facility** to the list of permitted uses and Section 23.3.1 is amended by deleting **Self-Storage Facility** from the list of discretionary uses.

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

### Alternatives

Council may postpone third 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: _____	Unbudgeted Costs: _____
Source of Funds: _____	Source of Funds: _____

### Policy and/or Legislative Implications

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

### Attachments

1. Proposed Land Use Bylaw 1032-2023 – Version 3 (track changes version)



Reviewed by and Approved for Submission to Council

Submitted by: Tracy Woitenko, Senior Planner, PRMS

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

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

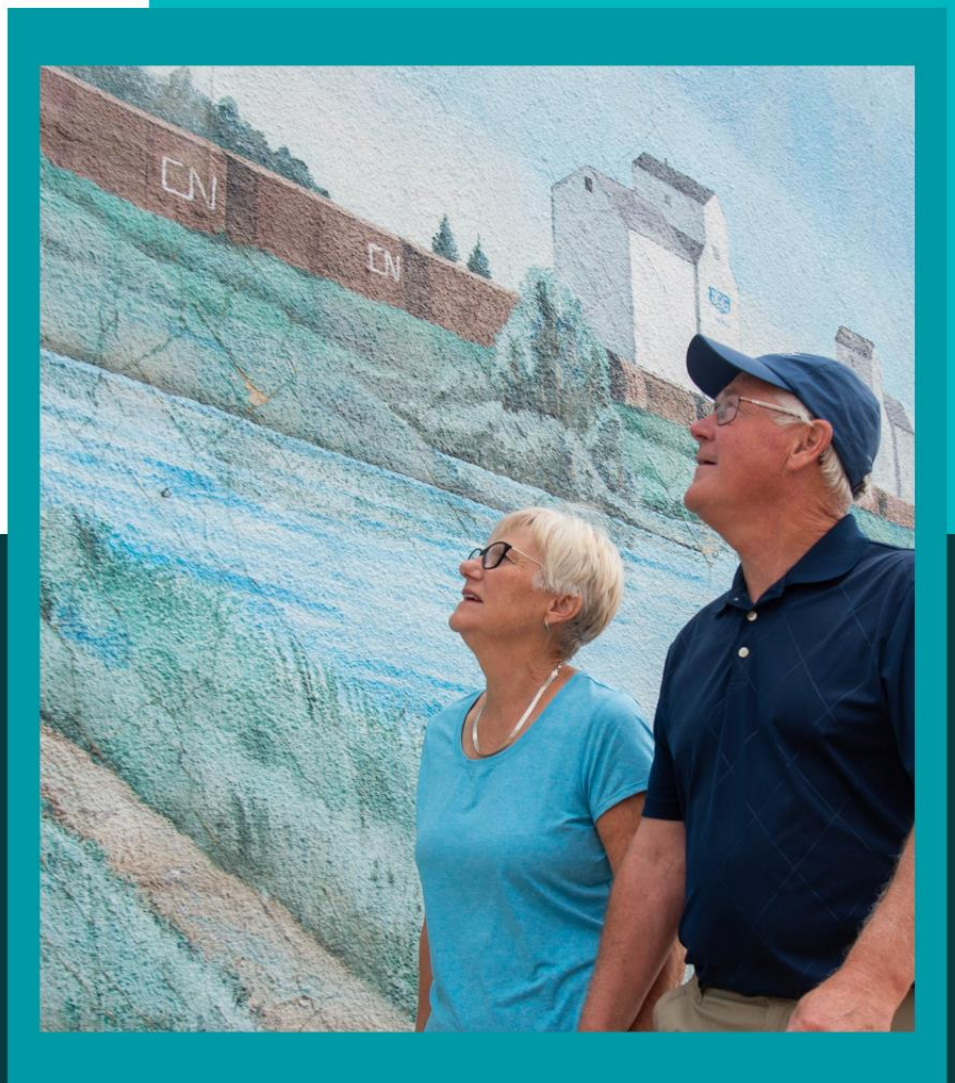




# LAND USE BYLAW

Version 3, November 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 1<sup>st</sup> of January, 2024.

**READ A FIRST TIME THIS 13<sup>TH</sup> DAY OF JUNE, 2023**

**READ A SECOND TIME THIS 10<sup>TH</sup> DAY OF OCTOBER, 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 1<sup>st</sup> of January, 2024.

1.4.2 An application for a **subdivision, development permit** or amendment to this Bylaw submitted prior to the coming into force of this Bylaw shall be evaluated under the provisions of the Town of Hanna Land Use Bylaw No. 967-2012, as amended.

## 1.5 OTHER LEGISLATIVE REQUIREMENTS

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

## 1.6 NON-CONFORMING BUILDINGS AND USES

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

## 1.7 SEVERABILITY

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

## 2 RULES OF INTERPRETATION

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

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

### 3 DEVELOPMENT NOT REQUIRING A DEVELOPMENT PERMIT

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

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

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

- (a) the carrying out of works, maintenance or repair to any **building** provided that such works:
  - i. do not include structural alterations that would affect any regulations in this Land Use Bylaw, or
  - ii. do not change the **use** or the intensity of **use** of the **structure** or **building**;
- (b) interior renovations to a **building** which do not:
  - i. create an additional **Dwelling Unit**,
  - ii. increase **parking stall** requirements, or
  - iii. result in the change of **use** or the intensity of **use** of a **building**;
- (c) the **temporary** placement or construction of a **building**, works, plants or machinery needed in connection with the construction of a **development** for which a **development permit** has been issued for the period of those operations;
- (d) the **use** of land for, or the maintenance or repair of works, services and **Utilities** on publicly owned or administered land carried out by or on behalf of federal, provincial, municipal or public authorities or private **Utilities** under special agreement with the Town of Hanna;
- (e) a **Home Occupation** that meets the definition of a **Home Occupation – Minor** (See Section **10.3 Home Occupations**);
- (f) the construction or replacement of one (1) **Accessory Building** per **parcel**, which does not exceed 9.3 m<sup>2</sup> (100.0 ft<sup>2</sup>) in **floor area** and 4.57 m (15.0 ft) in **building height** (See Section **10.1 Accessory Buildings**);
- (g) **landscaping** that was not required as part of a valid **development permit**;
- (h) the construction, maintenance and repair of a **patio**, private walkways, pathways, and similar works;
- (i) demolition of a **building** (a **building permit** is required);
- (j) **Renewable Energy Systems, Attached** (See Section **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**; and
- (k) a copy of an application made and the approval given in relation to a development under 619 of the Act, or any other Provincial or Federal approval.

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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**

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

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

## 8.5 VIOLATION TICKETS

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

# Part B – General Regulations

## 9 GENERAL LAND USE REGULATIONS

### 9.1 APPLICABILITY

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

### 9.2 DESIGN, CHARACTER AND APPEARANCE

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

### 9.3 DWELLING UNITS ON A PARCEL

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

### 9.4 OBJECTS PROHIBITED OR RESTRICTED IN RESIDENTIAL DISTRICTS

- 9.4.1 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 as part of the **development** of a **permitted** or **discretionary use**.
- 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.

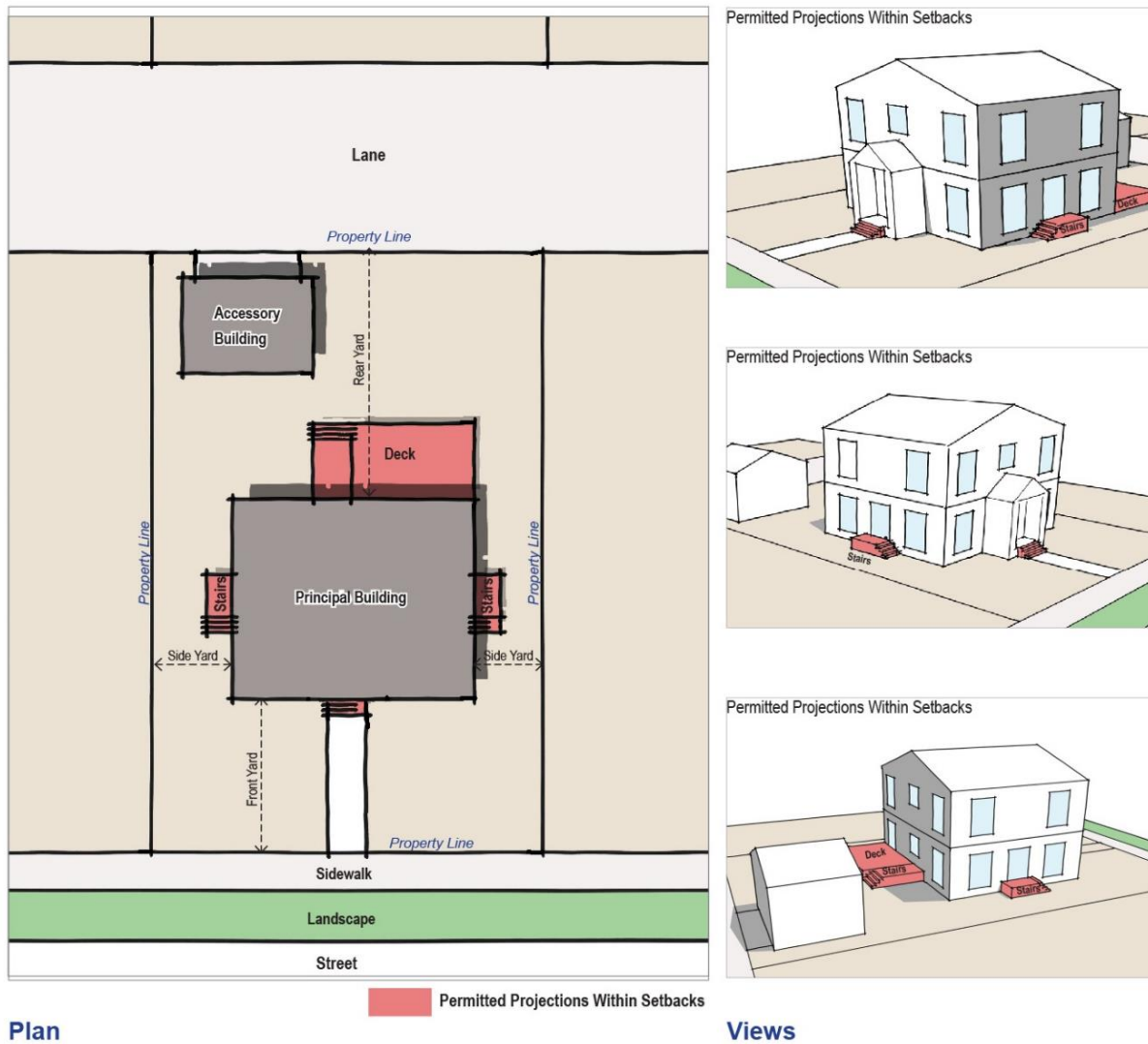
## 9.9 YARD SETBACKS AND PERMITTED PROJECTIONS

- 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, patios** 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 The construction or erection of a **fence** in any district requires a **development permit**.
- 9.10.2 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.

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**Table 2: Maximum Fence Height in a Residential Yard**

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

- 9.10.3 In all other districts, the maximum height of a **fence** is 3.0 m (10.0 ft).
- 9.10.4 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.
- 9.10.5 Materials used to construct **fences** shall be wood, brick, stone, concrete, or metal or other acceptable material to the satisfaction of the **Development Authority** and shall be aesthetically acceptable and in general conformity with **adjacent development**.

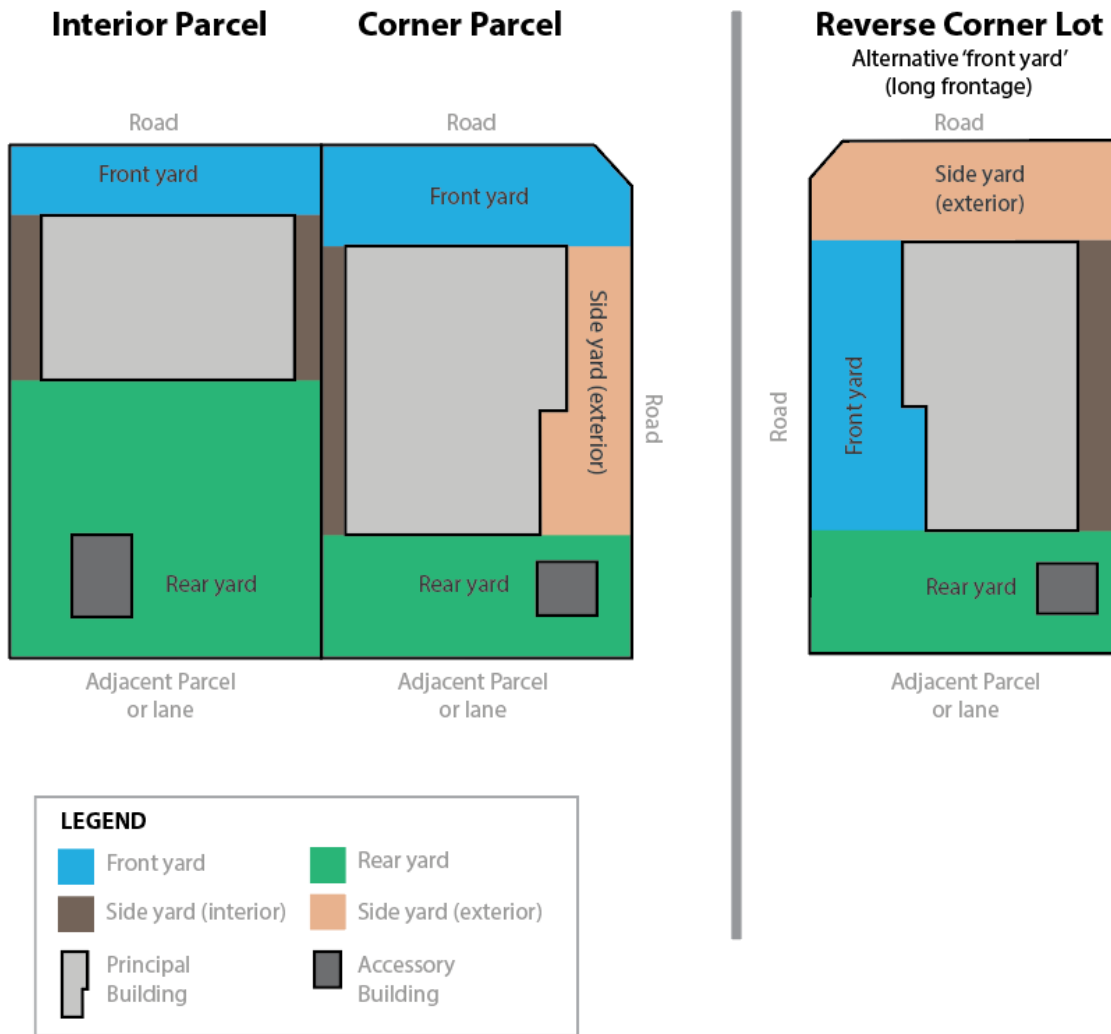
## 9.11 CORNER LOTS, REVERSE CORNER LOTS AND IRREGULAR LOTS

- 9.11.1 The **parcel lines** and **yards** of **corner lots** shall be determined by the following (Figure 2: Corner Lot and Reverse Corner Lot):
  - (a) the **front parcel line** of a **corner lot** is the shortest **property line abutting a road**;
  - (b) the **exterior side parcel line** of a **corner lot** is the longest **property line abutting a road**;
  - (c) the **interior side parcel line** of a **corner lot** is the longest **property line abutting a parcel**; and
  - (d) the **rear parcel line** of a **corner lot** is the shortest **property line abutting a parcel or lane**.
- 9.11.2 Notwithstanding 9.11.1 or anything else in this Bylaw, the **Development Authority** may determine a **corner lot** to be a **reverse corner lot** (Figure 2: Corner Lot and Reverse Corner Lot).
- 9.11.3 The **Development Authority** shall determine the **front, rear** and **side yards** of a **reverse corner lot** by taking into account:
  - (a) the general pattern and location of existing **buildings on adjacent parcels**;
  - (b) the size and geometry of the **corner lot**;
  - (c) the ability to create sufficient privacy on the **parcel** and privacy for **adjacent parcels**;

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

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

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



## 9.12 PARKING AND LOADING

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



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

Table 3: Minimum Residential Parking Requirements

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

Table 4: Minimum Non-Residential Parking Requirements

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

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

### Stall Design and Dimensions

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

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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.

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

## 10.1 ACCESSORY BUILDINGS

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

### Accessory Building, Fabric Covered

- 10.1.9 **Accessory Buildings, Fabric Covered** shall be:
- (a) **setback** a minimum of 3.0 m (10.0 ft) from any **structure** or equipment that contains open flames (i.e. fire pits, or other open flame accessories);
  - (b) kept in good condition and the fabric not frayed or damaged; and
  - (c) fully enclosed with closable doors on the ends.
- 10.1.10 Within residential districts or a **parcel** with a **principal residential use**, **Accessory Buildings, Fabric Covered** must not:
- (a) exceed one (1) **Accessory Building, Fabric Covered** per **parcel**;
  - (b) be connected to any **Utilities**;
  - (c) exceed 20.44 m<sup>2</sup> (220.0 ft<sup>2</sup>) in **floor area**; and
  - (d) be used in a manner that would cause or create a nuisance by way of noise, vibration or dust to impact the privacy and enjoyment of **adjacent residential uses** or the amenities of the neighbourhood.

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

**Accessory Buildings, Shipping Container**

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

**10.2 ACCESSORY DWELLING UNITS**

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

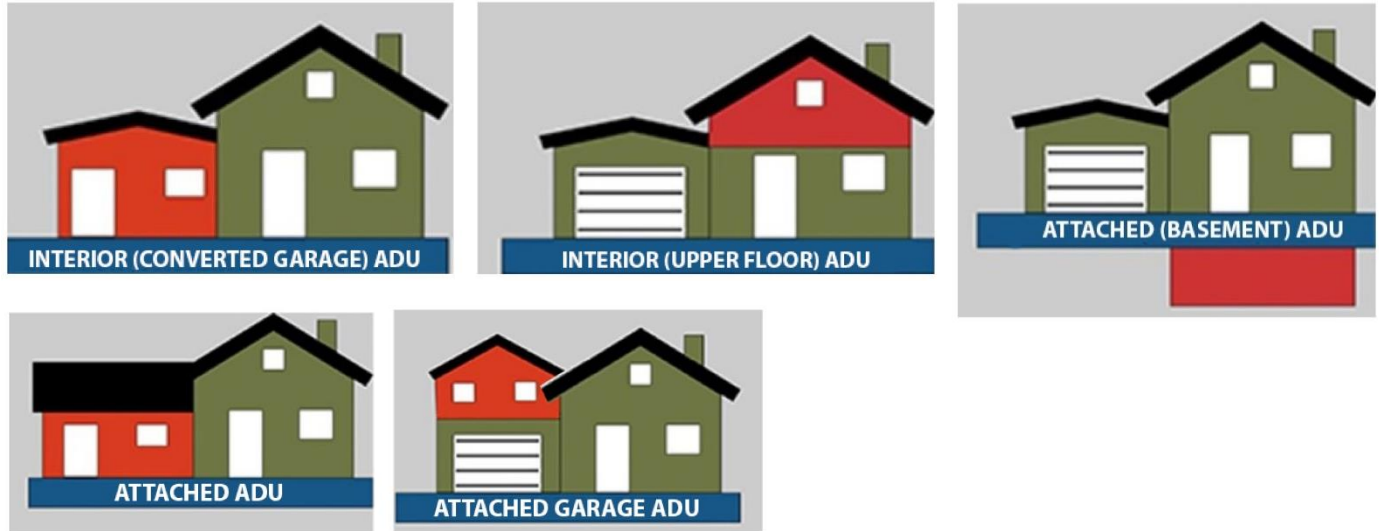
**Detached Accessory Dwelling Units**



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



## Attached Accessory Dwelling Units



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

## 10.3 HOME OCCUPATIONS

- 10.3.1 In accordance with Section **3 Development Not Requiring a Development Permit**, a **Home Occupation – Minor** does not require a **development permit**. A **business license** may be required.
- 10.3.2 Where a **business license** and **development permit** are required for a **Home Occupation**, and the **business license** lapses for a period of more than one (1) year, a new **development permit** is required.
- 10.3.3 Where the applicant for the **Home Occupation** is not the registered owner of the **Dwelling Unit** proposed to be used for a **Home Occupation**, the applicant shall provide written authorization from the registered owner(s) to the **Development Authority**.
- 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 m<sup>2</sup> (6000.0 ft<sup>2</sup>). In the case of **Gas Bars and Service Stations** including **Car Washes**, the minimum **parcel area** shall be 1,133.4 m<sup>2</sup> (12,200.0 ft<sup>2</sup>);

- (b) receptacles for the purpose of disposing of garbage and waste shall be provided to the satisfaction of the **Development Authority**; and
  - (c) all parts of the **parcel** in which vehicles are washed shall be hard surfaced and appropriately drained.
- 10.10.2 All **buildings** and outside activity areas related to the **Car Wash** must be oriented on the **parcel** to minimize any potential adverse effects on **adjacent uses**.

## 10.11 CANNABIS RETAIL SALES

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

## 10.12 CANNABIS PRODUCTION FACILITY

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

other *use*.

- 10.12.7 A **Cannabis Production Facility** must include equipment in the ventilation system designed and intended to remove odours from the air where it is discharged from the **building**.

### 10.13 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**.

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- 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.~~

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



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

## 11.2 SIGN APPLICATION REQUIREMENTS

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

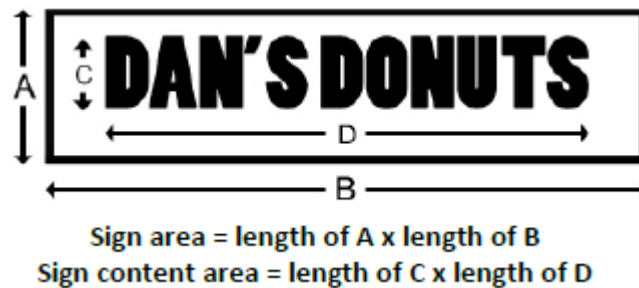
## 11.3 SIGN DEFINITIONS

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

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

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

Figure 3: Sign Area and Sign Content Area



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

## 11.4 GENERAL SIGN REGULATIONS

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







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

### Digital Display Signs

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

## 11.5 SIGN TYPES

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

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

**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 **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 m<sup>2</sup> (2.0 ft<sup>2</sup>) and
- (d) have a minimum height clearance of 2.4 m (8.0 ft) from **grade** or any sidewalk below.

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

## 11.7 SIGN TYPE 2 - CANOPY SIGN REGULATIONS

### 11.7.1 Canopy Signs shall:

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

## 11.8 SIGN TYPE 3 - FASICA SIGN REGULATIONS

### 11.8.1 Fascia Signs shall:

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

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

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

## 11.9 SIGN TYPE 4 – MURAL SIGN REGULATIONS

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

## 11.10 SIGN TYPE 5 - PROJECTING SIGN REGULATIONS

### 11.10.1 Projecting Signs shall:

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

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

## 11.11 SIGN TYPE 6 - ROOF SIGN REGULATIONS

11.11.1 **Roof Signs** shall:

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

## 11.12 SIGN TYPE 7 – FREESTANDING SIGN REGULATIONS

11.12.1 **Freestanding Signs** shall:

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

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

## 11.13 SIGN TYPE 8 - BILLBOARD SIGN REGULATIONS

11.13.1 **Billboard Signs** shall:

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

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

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

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

11.14.1 **A-Board Signs** shall:

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

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

## 11.15 SIGN TYPE 10 – PORTABLE SIGN REGULATIONS

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

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

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

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



# Part E - Districts

## 12 DISTRICTS ADMINISTRATION

### 12.1 ESTABLISHMENT OF DISTRICTS

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

Short Title	District Name
<b>Residential Districts</b>	
RA	Residential Acreage District
R-1	Detached Residential District
R-2	General Residential District
R-3	Multi Unit Residential District
MD	Manufactured Dwelling District
MP	Manufactured Dwelling Park District
<b>Commercial Districts</b>	
C-T	Commercial Transition District
C-1	Downtown Commercial District
C-2	General Business District
HWY-C	Highway Commercial District
<b>Industrial Districts</b>	
I	Industrial District
<b>Miscellaneous Districts</b>	
CS	Community Service District
UR	Urban Reserve District
<b>Direct Control Districts</b>	
DC-1	Direct Control Roundhouse 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 District Map**, which forms part of this Bylaw.
- 12.2.2 The locations of boundaries shown on the Land Use District 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 m<sup>2</sup> (1,000.0 ft<sup>2</sup>).
- 13.4.9 The maximum **building height** of a **Detached Dwelling** or **Manufactured Dwelling** is 10.0 m (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 m<sup>2</sup> (5,000.0 ft<sup>2</sup>).

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

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

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

- 14.4.5 The minimum **side yard setback** is 1.5 m (4.92 ft), except an **exterior side yard** where it is 3.0 m (10.0 ft).
- 14.4.6 The minimum **rear yard setback** is 7.5 m (24.6 ft).
- 14.4.7 The minimum **gross floor area** of the **principal Dwelling Unit** is 92.9 m<sup>2</sup> (1,000.0 ft<sup>2</sup>).
- 14.4.8 The maximum **parcel coverage** including all **buildings** is 45%, where **Accessory Buildings** may comprise up to a maximum of 15% of the total **parcel coverage**.
- 14.4.9 The maximum **building height** of a **principal 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 m<sup>2</sup> (5,000.0 ft<sup>2</sup>), except for a **Duplex Dwelling** or **Attached Housing** where it is 232.25 m<sup>2</sup> (2,500.0 ft<sup>2</sup>).

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

- 15.4.3 The maximum **parcel width** is 30.5 m (100.0 ft).
- 15.4.4 The minimum **front yard setback** is 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 m<sup>2</sup> (800.0 ft<sup>2</sup>), excepting 55.7 m<sup>2</sup> (600.0 ft<sup>2</sup>) for each **Dwelling Unit** in a **Duplex Dwelling** or **Attached Housing**.
- 15.4.8 The maximum **parcel coverage** including all **buildings** is 55%, where **Accessory Buildings** may comprise up to a maximum of 15% of the total **parcel coverage**.
- 15.4.9 The maximum **building height** of a **principal 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 m<sup>2</sup> (2,000.0 ft<sup>2</sup>) for each **Dwelling Unit** in a **Duplex Dwelling** or **Attached Housing**.

16.4.2 The minimum **parcel width** is:

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

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

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

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

## 16.5 ADDITIONAL REQUIREMENTS

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

## 17 MD – MANUFACTURED DWELLING DISTRICT

### 17.1 PURPOSE

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

### 17.2 PERMITTED USES

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

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

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

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

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

### 17.3 DISCRETIONARY USES

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

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

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

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

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

### 17.4 REGULATIONS

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

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

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

where it is 4.6 m (15.0 ft).

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

## 18 MP – MANUFACTURED DWELLING PARK DISTRICT

### 18.1 PURPOSE

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

### 18.2 PERMITTED USES

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

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

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

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

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

### 18.3 DISCRETIONARY USES

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

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

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

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

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

### 18.4 REGULATIONS

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

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

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

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

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

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

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

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

## 18.5 DESIGN REQUIREMENTS

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

## 19 C-T– COMMERCIAL TRANSITION DISTRICT

### 19.1 PURPOSE

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

### 19.2 PERMITTED USES

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

**Accessory Building\***

**Clinic**

**Convenience Store**

**Cultural Establishment**

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

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

**Dwelling, Detached**

**Dwelling, Duplex**

**Financial Institution**

**Home Occupation – Minor\***

**Home Occupation – Major\***

**Office**

**Personal Service Establishment**

**Public Building**

**Park**

**Renewable Energy System, Attached\***

**Retail Store**

**Sign\*\* (Sign type 1, 2, 3, 4, 5, 9)**

**Worship Facility**

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

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

### 19.3 DISCRETIONARY USES

19.3.1 The following **uses** are **discretionary uses** in the C-T – Commercial Transition:

**Amusement Centre**

**Apartment**

**Artist Studio**

**Athletic and Recreational Facility, Indoor**

**Attached Housing**

**Auto Body Shop\***

**Automotive Repair and Service**

**Automotive Sales**

**Bed and Breakfast\***

**Cannabis Retail Sales\***

**Car Wash\***

**Care Facility**

**Child Care Centre**

**Contractor Services**

**Drinking Establishment**

**Eating and Drinking Establishment**

**Educational Institution**

**Funeral Home**

**Gas Bar and Service Station\***

**Hotel/Motel**

**Laundry Facility**

**Liquor Store**

**Parking Lot**

**Pet Care Services\***

**Print Shop  
Sign (Sign type 6, 7, 10)\*\***

**Veterinary Clinic  
Warehousing and Distribution**

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

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

## 19.4 REGULATIONS

- 19.4.1 The minimum **parcel area** is 557.4 m<sup>2</sup> (6,000.0 ft<sup>2</sup>) except:
- (a) 650.3 m (7,000.0 ft<sup>2</sup>) for **Apartments**; and
  - (b) 185.8 m<sup>2</sup> (2,000.0 ft<sup>2</sup>) for each **Dwelling Unit** in **Attached Housing**.
- 19.4.2 The minimum **lot width** is 15.2 m (50.0 ft) except:
- (a) 18.0 m (59.0 ft) for **Apartments**; and
  - (b) 6.1 m (20.0 ft) for each **Dwelling Unit** in **Attached Housing**.
- 19.4.3 The minimum **front yard setback** is zero, except for **residential uses** where it shall be 4.6 m (15.0 ft).
- 19.4.4 The minimum **side yard setback** is 1.5 m (4.92 ft) except:
- (a) where a **fire wall** is provided it is zero; and
  - (b) for an **exterior side yard** where it is 3.0 m (10.0 ft).
- 19.4.5 The minimum **rear yard setback** is 6.0 m (19.7 ft).
- 19.4.6 The maximum **parcel coverage** is for **Apartments** and **Attached Housing** is 55%, where **Accessory Buildings** may comprise up to a maximum of 15% of the **parcel coverage**.
- 19.4.7 The maximum **parcel coverage** for all non-residential uses is 60%, where **Accessory Buildings** may comprise up to a maximum of 15% of the **parcel coverage**.
- 19.4.8 The maximum **building height** is 14.0 m (46.0 ft).

## 19.5 ADDITIONAL REQUIREMENTS

- 19.5.1 **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:

<b>Clinic</b>	<b>Personal Service Establishment</b>
<b>Convenience Store</b>	<b>Public Building</b>
<b>Cultural Establishment</b>	<b>Renewable Energy System, Attached*</b>
<b>Eating and Drinking Establishment</b>	<b>Retail Store</b>
<b>Financial Institution</b>	<b>Sign** (Sign type 1, 2, 3, 4, 5, 9)</b>
<b>Office</b>	<b>Utilities</b>
<b>Park</b>	

\*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:

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

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

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

## 20.4 REGULATIONS

- 20.4.1 The minimum **parcel area** is 348.4 m<sup>2</sup> (3750.0 ft<sup>2</sup>).
- 20.4.2 The minimum **parcel width** is 9.1 m (30.0 ft).
- 20.4.3 The minimum **front yard setback** is zero.
- 20.4.4 The minimum **side yard setback** is 1.5 m (4.92 ft), excepting where a **fire wall** is provided it is zero.
- 20.4.5 The minimum **rear yard setback** is 6.0 m (19.7 ft).
- 20.4.6 The maximum **building height** is 14.0 m (46.0 ft).
- 20.4.7 Notwithstanding Section **9.12 Parking and Loading**, the **Development Authority** may grant a relaxation or waive the minimum **parking stall** requirements within this district where adequate on-street parking is available.

## 20.5 ADDITIONAL REQUIREMENTS

- 20.5.1 **Parking stalls** shall not be located in the **front yard**.
- 20.5.2 **Apartments** must, to the satisfaction of the **Development Authority**:
- (a) locate vehicle entrances and exits, **parking stalls** and **loading stalls** in such a manner to minimize impact on **adjacent uses**;
  - (b) integrate the **building** and site design with the surrounding neighbourhood context; and
  - (c) provide 15% of the **parcel area** as a **landscaped area** that functions as an **amenity area**.
- 20.5.3 **Fences** shall not be located in the **front yard** of a non-residential **development**.
- 20.5.4 The maximum height of a **fence** shall be 1.83 m (6.0 ft) in a **side yard** or **rear yard** of a non-residential **development**.

## 21 C-2 – GENERAL BUSINESS DISTRICT

### 21.1 PURPOSE

21.1.1 To provide for a range of commercial **uses** that includes large-format **Retail Stores, Light Manufacturing** and other general services to residents of Hanna and the surrounding area.

### 21.2 PERMITTED USES

21.2.1 The following **uses** are **permitted uses** in the C-2 – General Business District:

<b>Accessory Building*</b>	<b>Pet Care Service*</b>
<b>Agricultural Supply Depot</b>	<b>Print Shop</b>
<b>Artist Studio</b>	<b>Public Building</b>
<b>Athletic and Recreational Facility, Indoor</b>	<b>Renewable Energy System, Attached*</b>
<b>Automotive Repair and Service</b>	<b>Retail Store</b>
<b>Automotive Sales</b>	<b>Sign** (Sign type 1, 2, 3, 4, 5, 7, 9, 10)</b>
<b>Building Supply Centre</b>	<b>Utilities</b>
<b>Car Wash*</b>	<b>Wholesale Outlet</b>
<b>Office</b>	<b>Worship Facility</b>

\*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:

<b>Accessory Building, Fabric Covered*</b>	<b>Eating and Drinking Establishment</b>
<b>Accessory Building, Shipping Container*</b>	<b>Educational Institution</b>
<b>Amusement Centre</b>	<b>Equipment Rental Shop</b>
<b>Auction Facility</b>	<b>Funeral Home</b>
<b>Auto Body Shop*</b>	<b>Gas Bar and Service Station*</b>
<b>Bulk Fuel Station</b>	<b>Greenhouse</b>
<b>Cannabis Retail Sales*</b>	<b>Heavy Equipment Sales and Service</b>
<b>Clinic</b>	<b>Hotel/Motel</b>
<b>Contractor Services</b>	<b>Kennel*</b>
<b>Cultural Establishment</b>	<b>Laundry Facility</b>
<b>Drinking Establishment</b>	<b>Liquor Store</b>
<b>Dwelling Unit</b> (one, accessory to a commercial use)	<b>Manufacturing, Light</b>
	<b>Park</b>

**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 m<sup>2</sup> (6000.0 ft<sup>2</sup>).
- 21.4.2 The minimum **parcel width** is 15.2 m (50.0 ft).
- 21.4.3 The minimum **front yard setback** is 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**

**Veterinary Clinic  
Warehousing and Distribution**

**Wholesale Outlet  
Work Camp\***

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

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

## 22.4 REGULATIONS

- 22.4.1 The minimum **parcel width** is 30.5 m (100.0 ft).
- 22.4.2 The minimum **front yard setback** is 6.0 m (19.7 ft).
- 22.4.3 The minimum **side yard setback** is 1.5 m (4.92 ft), excepting:
- (a) a zero **side yard** where a **fire wall** is provided;
  - (b) 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:

<b>Accessory Building*</b>	<b>Heavy Equipment Sales and Service</b>
<b>Accessory Building, Fabric Covered*</b>	<b>Manufacturing, Light</b>
<b>Accessory Building, Shipping Container*</b>	<b>Public Building</b>
<b>Agricultural Supply Depot</b>	<b>Renewable Energy System, Attached*</b>
<b>Auto Body Shop*</b>	<b>Retail Store</b>
<b>Automotive Repair and Service</b>	<b>Sign** (Sign type 1, 2, 3, 4, 5, 6, 7, 10)</b>
<b>Building Supply Centre</b>	<b>Storage Yard</b>
<b>Bulk Fuel Station</b>	<b>Utilities</b>
<b>Contractor Services</b>	<b>Veterinary Clinic</b>
<b>Food Processing Storage and Sales</b>	<b>Warehousing and Distribution</b>
<b>Greenhouse</b>	

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

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

### 23.3 DISCRETIONARY USES

23.3.1 The following **uses** are **discretionary uses** in the I – Industrial District:

<b>Adult Entertainment Facility</b>	<b>Manufacturing, Heavy</b>
<b>Artist Studio</b>	<b>Park</b>
<b>Athletic and Recreational Facility, Indoor</b>	<b>Print Shop</b>
<b>Athletic and Recreational Facility, Outdoor</b>	<b>Recycling Depot</b>
<b>Auction Facility</b>	<b>Renewable Energy System, Freestanding*</b>
<b>Cannabis Production Facility*</b>	<b>Retail Store</b>
<b>Car Wash*</b>	<b>Self-Storage Facility</b>
<b>Dwelling Unit</b> (one accessory to an industrial use)	<b>Sign** (Sign type 6, 8)</b>
<b>Equipment Rental Shop</b>	<b>Waste Transfer Station</b>
<b>Gas Bar and Service Station*</b>	<b>Work Camp*</b>
<b>Kennel*</b>	<b>Wrecker and Salvage</b>

Motion  
230-  
2023

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

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

## 23.4 REGULATIONS

- 23.4.1 The minimum **parcel area** is 557.4 m<sup>2</sup> (6000.0 ft<sup>2</sup>).
- 23.4.2 The minimum **parcel width** is 15.2 m (50.0 ft).
- 23.4.3 The minimum **front yard setback** is 6.0 m (19.7 ft).
- 23.4.4 The minimum **side yard setback** is 5.0 m (16.4 ft), excepting no **side yard** is required where a **fire wall** is provided.
- 23.4.5 The minimum **rear yard setback** is 6.0 m (19.7 ft).
- 23.4.6 The maximum **building height** is 14.0 m (46.0 ft).
- 23.4.7 The maximum **parcel coverage** is 80%.

Motion  
234-  
2023

## 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.

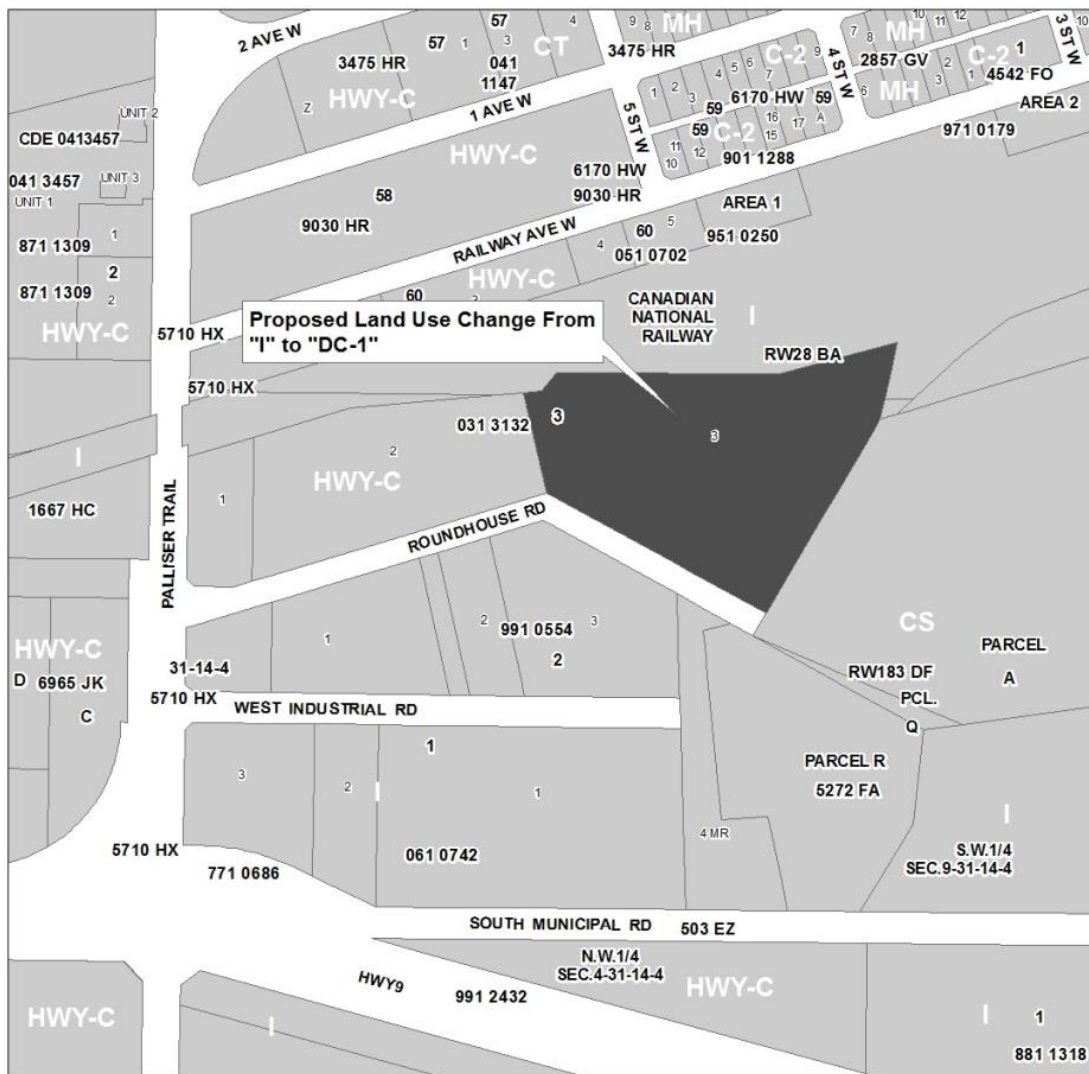
### 26.5 DEVELOPMENT AUTHORITY

- 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.

## 26.6 PROVINCIAL HERITAGE DESIGNATION

- 26.6.1 The Hanna Roundhouse is a designated Provincial Historic Resource. The Town of Hanna, in consultation with Provincial Authorities, will reference the *Standards and Guidelines for the Conservation of Historic Places in Canada* relative to continued restoration and rehabilitation of the structure/grounds. Council working with other authorities, will review development proposals to ensure the site is conserved, without compromising the functional and practical objectives of safe development throughout the community.

### Schedule "A"



# Part F - Definitions

## 27 DEFINITIONS

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

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

## A

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

<b>abut</b> or <b>abutting</b>	means immediately contiguous to, or physically touching, and when used with respect to a <b>lot</b> or a <b>parcel</b> , means that the <b>lot</b> or <b>parcel</b> physically touches another <b>lot, parcel</b> , or <b>development</b> , and shares a <b>property line</b> with it.
<b>Accessory Building</b>	means a <b>use</b> where a <b>building</b> or <b>structure</b> accommodates a <b>use</b> which is related to, but is incidental or subordinate to, the <b>use</b> of the <b>principal building</b> located on the same <b>parcel</b> . This includes <b>buildings</b> or <b>structures</b> such as sheds, carports, detached garages and greenhouses.
<b>Accessory Building, Fabric Covered</b>	means a <b>use</b> where a <b>structure</b> accommodates a <b>use</b> which is related to, but is incidental or subordinate to, the <b>use</b> of the <b>principal building</b> located on the same <b>parcel</b> . An <b>Accessory Building, Fabric Covered</b> 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.
<b>Accessory Building, Shipping Container</b>	means a <b>use</b> where a <b>shipping container</b> accommodates an <b>accessory use</b> which is related to, but is incidental or subordinate to, the <b>principal use</b> of the <b>parcel</b> .
<b>Accessory Dwelling Unit</b>	means a self-contained <b>Dwelling Unit</b> that is subordinate to and under one Title with a <b>Detached Dwelling</b> .
<b>Accessory Dwelling Unit, Attached</b>	means a <b>use</b> where an <b>Accessory Dwelling Unit</b> is located within or attached to a <b>Detached Dwelling</b> .
<b>Accessory Dwelling Unit, Detached</b>	means a <b>use</b> where an <b>Accessory Dwelling Unit</b> is located on the same <b>parcel</b> as, but within a separate <b>building</b> , a <b>Detached Dwelling</b> .
<b>accessory use</b>	means a <b>use</b> which is related to, but is subordinate or incidental to the <b>principal use</b> located on the same <b>parcel</b> .
<b>Act</b>	means the <i>Municipal Government Act, Revised Statues of Alberta 2000, Ch. M-26</i> , as amended, and any parallel or successor legislation.
<b>adjacent</b>	means land that is contiguous to a <b>parcel</b> of land and includes land that would be contiguous if not for a <b>highway, road</b> , river, stream, or railway.
<b>Adult Entertainment Facility</b>	means a <b>use</b> where: <ol style="list-style-type: none"> <li>(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;</li> <li>(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</li> <li>(c) an adult-only massage service establishment which is distinguished or characterized by its emphasis on sexually</li> </ol>

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

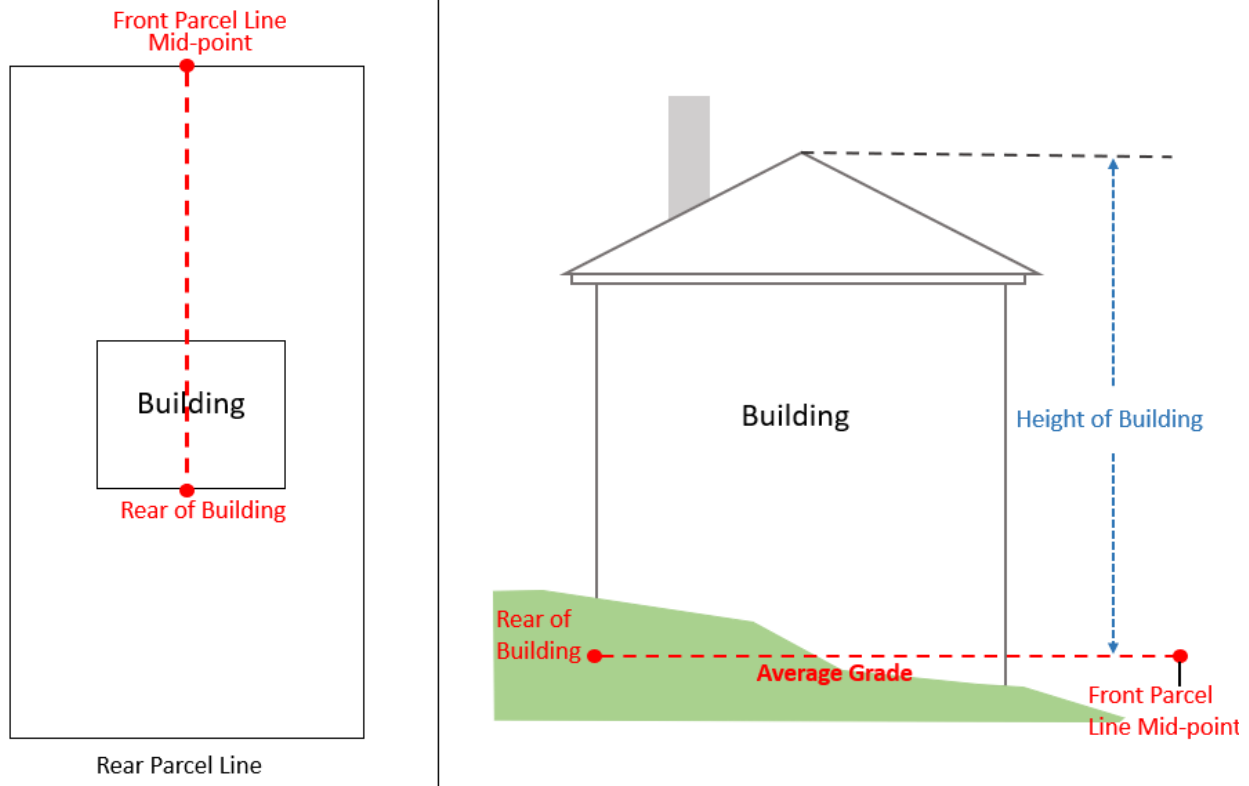
<b>Agricultural Supply Depot</b>	means a <b>use</b> where goods, materials or services that support agricultural activities are provided, whether retail, wholesale or in bulk. This includes such goods and services as sale and storage of seeds, feeds, fertilizers, chemical products, fuels, and lubricants but does not include the buying or selling of farm produce or animals.
<b>Airport and Registered Aerodrome</b>	means a <b>use</b> intended for the arrival and departure or servicing of aircraft and includes any <b>building</b> , installation, or equipment associated with the <b>use</b> and which has been registered with or certified by Transport Canada.
<b>Airstrip - Private</b>	means a <b>use</b> intended for the arrival and departure or servicing of aircraft and includes any <b>building</b> , installation, or equipment associated with the <b>use</b> , and which is not registered or certified by Transport Canada.
<b>amenity area</b>	means an indoor or outdoor space provided for the active or passive recreation and enjoyment of the occupants of a <b>development</b> , which may be for private or communal use and owned individually or in common.
<b>Amusement Centre</b>	means a <b>use</b> where entertainment is provided to customers for a fee, which may include, but is not limited to facilities such as bowling alleys, theaters, axe throwing, golf simulator or mini golf, go-cart courses, and billiard parlours.
<b>Appeal Body</b>	means the board hearing a <b>subdivision</b> or <b>development permit</b> appeal in accordance with the Act.
<b>Apartment</b>	means a <b>use</b> where a <b>building</b> designed for <b>residential use</b> contains five (5) or more <b>Dwelling Units</b> with a shared or common entrance.
<b>Artist Studio</b>	means a <b>use</b> : <ul style="list-style-type: none"><li>(a) where art is produced by individuals;</li><li>(b) that may include the instruction of art to individuals or groups; and</li><li>(c) that may include the sale of art pieces produced by that use.</li></ul>
<b>Athletic and Recreational Facility, Indoor</b>	means a <b>use</b> for the purpose of providing indoor active recreation or athletic activities where patrons are predominantly participants and any spectators are incidental. This includes but is not limited to gyms, athletic studios, skating and hockey rinks, swimming pools, rifle, archery and pistol ranges, and racquet courts.
<b>Athletic and Recreational Facility, Outdoor</b>	means a <b>use</b> for the purpose of providing outdoor active recreation or athletic activities. This includes but is not limited to golf courses, driving ranges, sports fields, tennis courts, ice surfaces or rinks, athletic fields, splash parks, bowling greens, and riding stables.
<b>Attached Housing</b>	means a <b>use</b> where a <b>building</b> designed for <b>residential use</b> consists of three (3) or more <b>Dwelling Units</b> , each of which has an individual entrance to the outdoors. This includes rowhouses, townhouses, triplexes and fourplexes.



<b>Auction Facility</b>	means a <b>use</b> intended for the auctioneering of livestock, goods, equipment and may include temporary storage of such goods and holding of the livestock. This does not include on-site slaughtering such as an abattoir or one-time on-site estate auction sales.
<b>Auto Body Shop</b>	means a <b>use</b> where the bodies, but not other parts, of motor vehicles are repaired and painted.
<b>Automotive Repair and Service</b>	means a <b>use</b> for the servicing and repair of motor vehicles within a <b>building</b> , excluding an <b>Auto Body Shop</b> .
<b>Automotive Sales</b>	means a <b>use</b> where motor vehicles are sold or leased and stored on portions of the <b>parcel</b> approved exclusively for storage or display, and may have <b>buildings</b> for administrative functions associated with the <b>use</b> .
<b>average grade</b>	means the average elevation at the mid-point along the <b>front parcel line</b> and the finished ground elevation at the rear of the <b>building</b> . (Refer to <b>building height</b> .)

**B** [ [Click to Return to Definitions Index](#) ]

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



**building permit**

means a permit or document issued in writing by a designated Safety Code Officer within the building discipline pursuant to the *Safety Codes Act* authorizing the commencement of a **use**, occupancy, relocation, construction, or demolition of any **building**.

**Building Supply Center**

means a **use** where building materials, household accessories and other related goods are stored, offered, or kept for sale and may include **outdoor storage**.

**Bulk Fuel Station**

means a **use** for the purpose of storing fuel for the distribution to customers typically for vehicles with a gross vehicle weight (GVW) greater than 4536 kg (10,000 lbs). This does not include a **Gas Bar and Service Station**.

**business licence**

means a document issued by the Town of Hanna which grants the business owner the right to operate the business.

**C** [ [Click to Return to Definitions Index](#) ]

**Campground**

means a **use** for the purpose of providing temporary accommodation for the public in **recreational vehicles** or tents. A **campground** is not construed to mean a **use** for the purpose of accommodating long-term or permanent occupancy in **recreational vehicles** or **Manufactured Dwellings**. A **campground** may include facilities such as an administration building and laundry facilities.

<b>Cannabis Production Facility</b>	means a <b>use</b> where Cannabis is for grown, produced, tested, destroyed, stored or distributed in a federally approved and licensed facility. This does not include <b>Cannabis Retail Sales</b> .
<b>Cannabis Retail Sales</b>	means a <b>use</b> where Cannabis is sold for consumption off the premises and may include the retail sale or rental of merchandise. <b>Cannabis Retail Sales</b> offers cannabis for sale from a federally approved and licenced facility and has been licenced to operate by the Alberta Government.
<b>canopy</b>	means a non-retractable solid projection extending from the wall of a <b>building</b> intended to be used as a protection against weather, other than normal architectural features such as lintels, sills, mounding, architraves and pediments, but includes a marquee.
<b>cantilever</b>	means a projection from the wall of a <b>building</b> to increase the useable <b>gross floor area</b> . A <b>cantilever</b> does not have external bracing.
<b>Car Wash</b>	means a <b>use</b> intended for the washing, cleaning, or polishing of motor vehicles.
<b>Care Facility</b>	means a <b>use</b> where a public or private facility provides for the care, supervision or rehabilitation of individuals, or for palliative and end-of-life-care, containing overnight accommodation and operated in accordance with any relevant legislation or regulations of the Province of Alberta. Units within a <b>Care Facility</b> may, at the discretion of the <b>Development Authority</b> , be considered both long-term care units or <b>Dwelling Units</b> as these may be for permanent residences for the occupants.
<b>Cemetery</b>	means a <b>use</b> for the internment of the deceased or in which human bodies, pets and/or animals or cremated remains have been buried. It may include facilities such as a columbarium, mausoleum, memorial park and burial grounds.
<b>Child Care Centre</b>	means a <b>use</b> where children are supervised and cared for, and may include group day care, family daycare, nursing school, child minding, out of school care, or specialized daycare. This does not include a <b>dayhome</b> .
<b>Clinic</b>	means a <b>use</b> where public or private medical, surgical, physiotherapeutic or other professional healing treatment is provided, and includes offices for medical, dentistry, physiotherapy, massage or chiropractic services and Community Health Centres.
<b>condominium</b>	means a condominium plan registered with the Land Titles Office that complies with the requirements of the <i>Condominium Property Act</i> .
<b>Confined Feeding Operation</b>	means a <b>use</b> where livestock is confined for the purpose of growing, sustaining, finishing or breeding by means other than grazing and requires registration or approval under the conditions set forth in the <i>Agricultural Operations Practices Act</i> through the Natural Resources Conservation Board.
<b>construction management plan</b>	means a plan that considers all relevant aspects of demolition, development and building work and outlines methods for avoidance and mitigation of identified impacts. A <b>construction management plan</b>

typically addresses issues such as public safety, traffic control, operating hours, control of noise and vibration, air quality and dust management, stormwater and sediment control, site contamination, waste disposal and materials re-use or recycling and weed control.

**Contractor Services**

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**

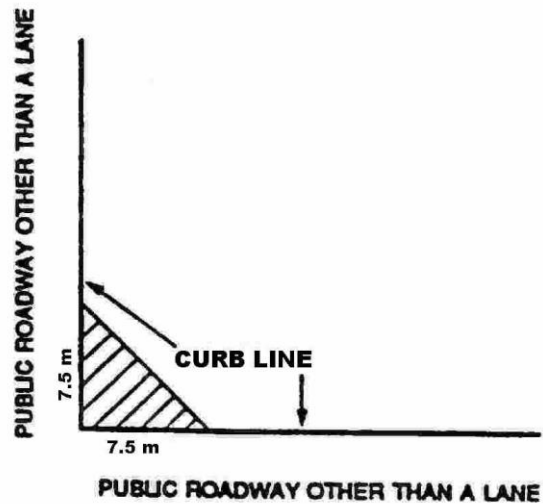
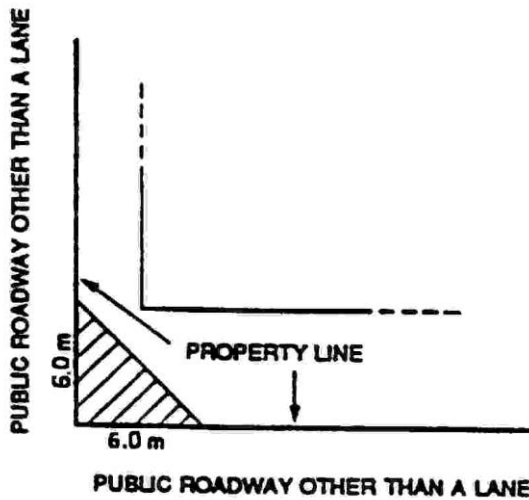
means a **use** where a limited range of household goods and groceries are stocked and sold in small neighbourhood retail stores. This does not include **Cannabis Retail Sales**.

**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**

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

**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**.

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

**E** [ [Click to Return to Definitions Index](#) ]

<b>easement</b>	means a right to the limited use of land held by another, generally for access to another <b>parcel</b> or as a right-of-way for a <b>utility</b> and is registered on the <b>parcel</b> with the Land Titles Office in accordance with the <i>Land Titles Act</i> .
<b>eave</b>	means the edges of the roof that overhang past the walls of a <b>building</b> that primarily function to protect a <b>building</b> from rain and to provide ventilation.
<b>Eating and Drinking Establishment</b>	means a <b>use</b> where food and beverages are prepared and served and includes supplementary alcoholic beverage service licensed by the Alberta Gaming and Liquor Commission. This includes restaurants, cafes, and cafeterias, and may include a <b>drive though</b> .
<b>Educational Institution</b>	means a <b>use</b> where persons are assembled for educational purposes within <b>buildings</b> and <b>structures</b> , including classrooms, libraries, offices, recreational facilities and other related facilities, and where dormitory accommodations and common kitchen and dining facilities may also be provided.
<b>electric vehicle charging station</b>	means equipment that supplies electrical power for charging plug-in vehicles.
<b>Equestrian Centre</b>	means a <b>use</b> intended for the accommodation, showing and competition of horses and may include a stable, gymkhana course, racetrack, and other related facilities.
<b>Equipment Rental Shop</b>	means a <b>use</b> for the rental of tools, appliances, office machines, light construction equipment or similar items but not the rental of motor vehicles.
<b>Exhibition Grounds</b>	means a <b>use</b> where land or <b>buildings</b> accommodate <b>temporary</b> events including seasonal shows, conventions, conferences, seminars, product displays or sale of goods, recreation activities, and entertainment functions. This <b>use</b> 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.

<b>Gravel and Sand Excavation and Storage</b>	means a <b>use</b> where aggregate materials are excavated and/or stockpiled.
<b>Greenhouse</b>	means a <b>use</b> which is devoted to the commercial cultivation of vegetables, flowers or other plants within a <b>building</b> , and where such vegetables or plants may be sold wholesale or directly to the consumer.
<b>gross floor area</b>	means the sum of the areas of all above <b>grade</b> floors of a <b>building</b> measured to the outside surface of the exterior walls, or where <b>buildings</b> are separated by <b>fire walls</b> , to the centre line of the common <b>fire walls</b> , and includes all mechanical equipment areas and all open areas inside a <b>building</b> that do not contain a floor including atriums, elevator shafts, stairwells and similar areas. For greater clarity, a walk-out <b>basement</b> is not included in the calculation of <b>gross floor area</b> , but <b>Dwelling units</b> in the <b>basement</b> of an <b>Apartment</b> shall be included in the calculation of <b>gross floor area</b> .

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

<b>Heavy Equipment Sales and Service</b>	means a <b>use</b> where farm and heavy industrial equipment is sold, rented and serviced.
<b>highway</b>	means a road designated and classified as a provincial highway by the Province of Alberta.
<b>Home Occupation</b>	means an occupation, trade, profession, or craft operated by an occupant of a <b>Dwelling Unit</b> as an <b>accessory use</b> to the <b>principal residential use</b> of the <b>building</b> pursuant to this Bylaw.
<b>Home Occupation – Minor</b>	means a <b>use</b> where a <b>Home Occupation</b> is operated which allows for limited customer visits and deliveries, but does not impact surrounding <b>residential uses</b> beyond that of a typical <b>Dwelling Unit</b> .
<b>Home Occupation – Major</b>	means a <b>use</b> where a <b>Home Occupation</b> is operated which may be detectable outside of the <b>Dwelling Unit</b> but does not negatively impact the general residential nature of the neighbourhood.
<b>Hospital</b>	means a <b>use</b> where in-patient and out-patient health care is provided to the public.
<b>Hotel/Motel</b>	means a <b>use</b> where temporary or short-term sleeping accommodations are provided in rooms or suites, which may contain kitchen facilities. This definition includes hotels, motels, hostels and similar overnight accommodations. This may include additional facilities or services such as <b>Eating and Drinking Establishments</b> , meeting or banquet rooms, <b>Personal Service Establishments</b> , a manager’s suite and convention facilities.

**I** [ [Click to Return to Definitions Index](#) ]

**J** [ [Click to Return to Definitions Index](#) ]



<b>K</b> [ <a href="#">Click to Return to Definitions Index</a> ]	
<b>Kennel</b>	means a <b>use</b> 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 <b>Veterinary Clinic</b> .
<b>L</b> [ <a href="#">Click to Return to Definitions Index</a> ]	
<b>landing</b>	means a platform that primarily functions as an entrance into a <b>building</b> . <b>Landings</b> are a separate <b>building</b> element to <b>balconies</b> , <b>decks</b> and <b>patios</b> as they are not intended to provide or function as an <b>amenity area</b> .
<b>landscaped area</b>	means that portion of a <b>parcel</b> which is required to be <b>landscaped</b> pursuant to district regulations or conditions of approval of a <b>development permit</b> .
<b>landscaping</b>	means the modification and enhancement of a <b>parcel</b> or a portion of a <b>parcel</b> 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 <b>parking area</b> or driveway.
<b>lane</b>	means a public thoroughfare usually less than 10.0 m (32.8 ft) wide typically providing secondary access to one or more <b>parcels</b> . For the purpose of this Bylaw, a <b>lane</b> is not a <b>road</b> .
<b>Laundry Facility</b>	means a <b>use</b> where clothes and other fabric goods are cleaned or pressed. This includes businesses such as a laundromat and dry cleaners.
<b>Liquor Store</b>	means a <b>use</b> where alcoholic beverages are sold for off-site consumption from a retail store licensed by the Alberta Gaming and Liquor Commission.
<b>loading stall</b>	means a space for parking a vehicle while it is being loaded or unloaded.
<b>lot</b>	means a <b>lot</b> as defined in the <i>Act</i> .
<b>M</b> [ <a href="#">Click to Return to Definitions Index</a> ]	
<b>Manufactured Dwelling Park</b>	means a <b>use</b> where a <b>parcel</b> of land under one Title has sites for the placement of <b>Dwellings, Manufactured</b> for permanent <b>residential use</b> . A <b>Manufactured Dwelling Park</b> may also include <b>Accessory Buildings</b> and <b>accessory uses</b> such as maintenance buildings, <b>amenity areas</b> and common facilities.
<b>Manufacturing, Heavy</b>	means a <b>use</b> where goods or products are fabricated, processed, assembled, or packaged for distribution, where all or part of the processes associated with the <b>use</b> are located outside of a <b>building</b> , and which may generate a nuisance beyond the boundary of the <b>parcel</b> . <b>Heavy Manufacturing</b> does not include a <b>Cannabis Production Facility</b> .
<b>Manufacturing, Light</b>	means a <b>use</b> where goods or products are fabricated, processed, assembled, or packaged for distribution, where all of the processes associated with the <b>use</b> are located inside of a <b>building</b> , and which does not generate any nuisance beyond the boundary of the <b>parcel</b> . <b>Light Manufacturing</b> does not include a <b>Cannabis Production Facility</b> .

**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**.

<b>parcel line, rear</b>	means the <b>property line</b> which is opposite to and is not connected to the <b>front parcel line</b> , excepting in the case for a <b>reverse corner lot</b> where the <b>rear parcel line</b> is opposite to the <b>exterior side parcel line</b> .
<b>parcel width</b>	means the average horizontal distance between two side <b>parcel lines</b> .
<b>Park</b>	means a <b>use</b> where land is designated or reserved for active or passive recreation, or to be left in a natural state, and/or areas of cultural or scenic value. This may include facilities such as playgrounds, picnic grounds, pathways and trails, landscaped buffers, gardens and fields.
<b>parking area</b>	means an open area of land, above or underground, other than a <b>road</b> , used for the parking of vehicles and shall include <b>parking stalls</b> , vehicle entrances and exits, and maneuvering aisles.
<b>Parking Lot</b>	means a <b>use</b> where the primary purpose of the land is for the parking of motor vehicles at grade, or in a parking <b>structure</b> which may be above or below grade.
<b>parking, off-street</b>	means a <b>parking area</b> located on the same <b>parcel</b> as the <b>building, structure, or use</b> .
<b>parking stall</b>	means a space within a <b>building or parking area</b> , for the parking of one vehicle, excluding driveways, aisles, and ramps.
<b>parking stall, visitor</b>	means a <b>parking stall</b> intended only for the use of visitors to <b>Dwelling Units</b> .
<b>patio</b>	means a platform, the height of which may be up to but does not exceed 0.61 m (2.0 ft) from <b>grade</b> , that may or may not be attached to a <b>building</b> .
<b>permitted use</b>	means the <b>use</b> of land or a <b>building</b> which is listed as such <b>use</b> in a Land Use District or Direct Control District.
<b>Personal Service Establishment</b>	means a <b>use</b> where personal services are provided to an individual which are related to the care and appearance of the body or the cleaning and repair of personal effects. This includes but is not limited to such businesses as barber shops, hair and/or beauty salons, and tailors.
<b>Pet Care Services</b>	means a <b>use</b> where domestic pets are cleaned, groomed and cared for, where no boarding or kenneling of any animals occurs, and may include the incidental sale of products related to the services provided. This does not include a <b>Kennel</b> or <b>Veterinary Clinic</b> .
<b>principal</b>	means the main purpose for which a <b>building or parcel</b> is used.
<b>Print Shop</b>	means a <b>use</b> where retail photocopying and/or commercial printing service, or industrial printing and publishing services, are provided.
<b>property line</b>	means the legal boundary of a <b>parcel or lot</b> .
<b>Public Building</b>	means a <b>use</b> where facilities or <b>buildings</b> that are owned or operated by, or for, the Municipality, the Provincial Government, the Federal Government or a corporation under federal or provincial statute, for the purpose of furnishing services or commodities to, or for the use of, the inhabitants of the municipality.

**Q**

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

**qualified professional**

means individuals with experience and training in a particular discipline with a recognized degree, certification, license or registration.

**R**

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

**recreational vehicle**

means a portable structure designed and built to be carried on a vehicle, or a unit designed and built to be transported on its own wheels, to provide temporary living accommodation for travel and recreational purpose and includes, but is not limited to, such vehicles as a motor home, camper, holiday (travel) trailer and a tent trailer, but does not include a **Dwelling, Manufactured**.

**Recycling Depot**

means a **use** where recyclable materials are collected, sorted and transferred off-site for processing or manufacturing.

**Regulation**

means the *Matters Related to Subdivision and Development Regulation AR84/2022*, as amended, and any parallel or successor legislation.

**Renewable Energy System, Attached**

Motion  
228-  
2023

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. [This does not include any system whereby energy is collected using wind energy.](#)

**Renewable Energy System, Freestanding**

Motion  
229-  
2023

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. [This does not include any system whereby energy is collected using wind energy.](#)

**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.

<b>storey, first</b>	means the <b>storey</b> with its floor closest to <b>grade</b> and having its ceiling more than 1.8 m (5.9 ft) above <b>grade</b> .
<b>structure</b>	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 <b>fence</b> or a <b>Sign</b> .
<b>subdivision</b>	means the division of a <b>parcel</b> by an instrument and the word “subdivide” has corresponding meaning.
<b>Subdivision Authority</b>	means a person or body appointed as a <b>Subdivision Authority</b> in accordance with the <i>Act</i> .

**T** [ [Click to Return to Definitions Index](#) ]

<b>Telecommunication Structure</b>	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. <b>Telecommunication Structures</b> include the antenna, and may include a supporting tower, mast or other supporting structure, and an equipment shelter. A <b>Telecommunication Structure</b> may be freestanding or mounted on an existing <b>building</b> or <b>structure</b> .
<b>temporary</b>	means a limited period of time as decided by the <b>Development Authority</b> .
<b>Temporary Assembly</b>	means a <b>use</b> where people gather for ceremonies, religious services or social events. Even on a temporary or occasional basis, any <b>structures</b> on the subject property must meet minimum Safety Code standards for occupancy and must adhere to all Provincial legislation.
<b>Truck and Freight Terminal</b>	means a <b>use</b> where goods/freight are received, transferred, stored short-term, and dispatched for transport by truck.

**U** [ [Click to Return to Definitions Index](#) ]

<b>use</b>	means a <b>permitted use</b> or <b>discretionary use</b> .
<b>Utility</b>	means a <b>use</b> 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"> <li>(a) waterworks;</li> <li>(b) sewage disposal;</li> <li>(c) public transportation;</li> <li>(d) irrigation;</li> <li>(e) drainage;</li> <li>(f) fuel;</li> <li>(g) electric power;</li> <li>(h) heat;</li> <li>(i) waste management (excluding a <b>Waste Transfer Station</b>); and</li> </ul>

(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.



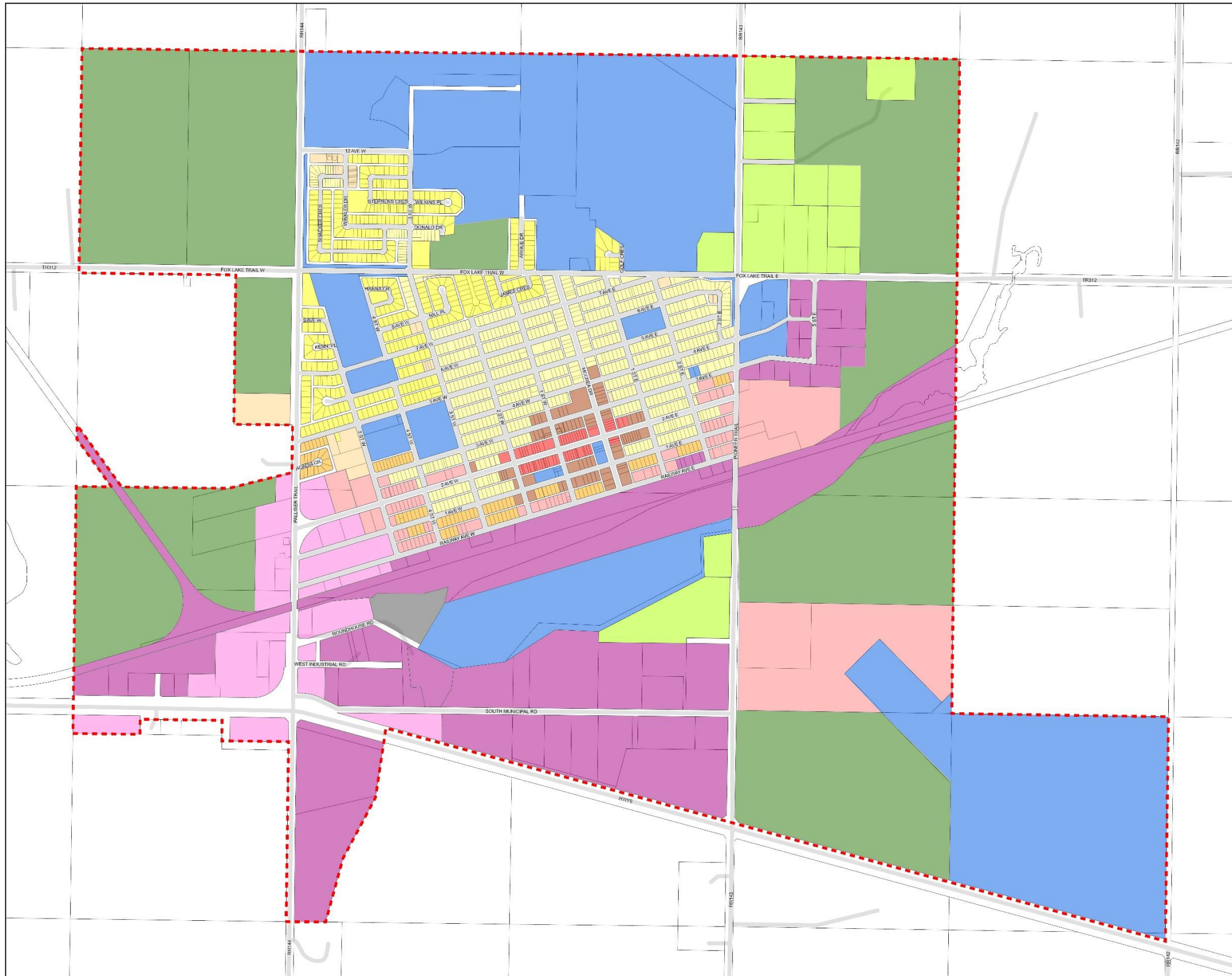
## Part G – Land Use District Map

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### 28 LAND USE DISTRICT MAP

**Land Use District Map**

Draft Map: 2nd Reading Version 3,  
1032-2023



**Land Use Districts**

- RA - Residential Acreage
- R-1 - Detached Residential
- R-2 - General Residential
- R-3 - Multi Unit Residential
- MD - Manufactured Dwelling
- MP - Manufactured Dwelling Park
- C-T - Commercial Transition
- C-1 - Retail Commercial
- C-2 - General Business
- HWY-C - Highway Commercial
- I - Industrial
- CS - Community Service
- UR - Urban Reserve
- DC 1 - Direct Control 1
- Town Boundary
- Legal Parcels

Date: November 14, 2023

Agenda Item No: 11.00

## Council Reports & Roundtable

### Recommended Motion

That Council accepts the Council Reports for information.

### Background

This portion of the agenda allows Council members to provide written or verbal reports to update other members of Council with information resulting from meetings they have attended since the previous Council meeting.

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

### Communications

The highlights of the reports may be communicated through the Town of Hanna Social Media programs.

### Financial Implications

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

### Policy and/or Legislative Implications

N/A



## Attachments

1. Mayor Povaschuk
2. Councillor Beaudoin
3. Councillor Crowle
4. Councillor Murphy
5. Councillor Olsen
6. Councillor Thuroo
7. Councillor Warwick

## Reviewed by and Approved for Submission to Council

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

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

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

**COUNCIL REPORT**  
**Council Date: Nov 14, 2023 @ 6 pm**  
**Prepared by Sandra Beaudoin**

**MEETINGS ATTENDED:**

**Meeting:** Council Meeting

**Location:** Council Chamber

**Date & Time:** Oct 10, 2023 6 pm

Organizational meeting prior to Regular monthly meeting. Joyce from East Central Review requested Council support use of the ECA for Town marketing. They have put funds back into the communities they cover. Municipal Enforcement moving to digital. Grant Application for Downtown Infrastructure/Beautification submitted. Devon Dano from Palliser went through all the changes for the LUB. Presented & voted on. Good meeting & discussion on the changes.

**Meeting:** MLA Damien Kurek Community Engagement

**Location:** Council Chamber

**Date & Time:** Oct 12, 2023 11:30 am

Good attendance. Good information & discussion.

**Meeting:** Chamber of Commerce Small Business Info Session

**Location:** HUB

**Date & Time:** Oct 17, 2023 10 am – 2 pm

Good group of speakers to help address topics small businesses could benefit from. Very poor business turnout possibly due to the time the event was offered, but difficult to find a time suitable for business owners. May have been more successful with virtual presentation?

**Meeting:** Chamber of Commerce Move

**Location:** From HUB to vacant Town Office

**Date & Time:** Oct 23, 2023 2:30 pm

Dropped into HUB from emails received regarding the move. Ended up staying & helping pack & move into the west Town office space.

**Meeting:** Council Info Session

**Location:** Council Chamber

**Date & Time:** Oct 25, 2023 8:30 am

Alberta Housing Report delivered by Becky Viste of Lynk's was informative & wasn't anything different from what we all are possibly aware of. But the report may be of use when applying for some grant funding towards anything housing related. Info on the Ag/Vet Facility/Practice including the facility design, change in sites available & seeing the progress being made. Also update to Harvest Sky activity/progress.

Nickelback promotional plans are exciting & hopefully they will be supportive of sharing some info through their murals via Bar Codes.

**Meeting:** Economic Growth Forum

**Location:** Medicine Hat College

**Date & Time:** Oct 26-27, 2023

Interesting topics, speakers & videos. Communities have similar issues across the southern region. Some are in worse situation than others. Forwarded my notes from the sessions to the Councillors in case they were interested.

**UPCOMING MEETINGS:**

**Meeting:** Chamber of Commerce

**Location:** Town West Office

**Date & Time:** Nov 9, 2023 12:00 pm

**Meeting:** Remembrance Day Service

**Location:** JCC School

**Date & Time:** Nov 10, 2023 10:30 am

**Meeting:** Council Meeting

**Location:** Council Chamber

**Date & Time:** Nov 14, 2023 6 pm

**Meeting:** PACE Final Public session

**Location:** Community Center

**Date & Time:** Nov. 18, 2023 12- 2 pm

**Meeting:** Council Info Session

**Location:** Council Chamber

**Date & Time:** Nov 29, 2023 8:30 am

## **COUNCIL REPORTS & ROUNDTABLE**

**Council Date:**        **November 14, 2023**

**Prepared by:**        **Fred Crowle**

### **Upcoming Meetings:**

Meeting:                JC Charyk School Remembrance Day Ceremony  
Location:                JC Charyk School  
Date & Time:            November 10, 2023                                10:30 a.m.

Meeting:                Hanna Branch 25 Remembrance Day Ceremony  
Location:                Hanna Legion Branch #25  
Date & Time:            November 11, 2023                                10:30 a.m.

Meeting:                Town of Hanna Council Meeting  
Location:                Town Council Chambers  
Date & Time:            November 14, 2023                                6:00 p.m.

Meeting:                Big Country Waste Management Commission  
Location:                Youngstown Special Areas Board Room  
Date & Time:            November 15, 2023                                7:00 p.m.

Meeting:                Council Information Session  
Location:                Town Council Chambers  
Date & Time:            November 29, 2023                                8:30 a.m.

Meeting:                VMHA  
Location:                Location to be determined  
Date & Time:            Date and Time to be determined

- The association will be electing a new Vice-Chairperson, as Margaret Plumtree has resigned from Vauxhall Council after 10 years as an elected official.

Date: November 14, 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. ECA Review – October 10, 2023 Council Meeting – Presentation Notes
2. RCMP Commanding Officer Alberta – Alberta Police Funding Model Resource Allocations
3. Harvest Sky Housing Letter – Town of Hanna
4. PLRD Board Highlights October 24, 2023
5. Hanna Medical Clinic – Board Chairman Report

## Reviewed by and Approved for Submission to Council

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

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

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





Oct. 10, 2023

Town of Hanna Councillors,

Thank you for giving me the opportunity to speak to you this evening. I just wanted to provide you with some information on the newspaper industry and the ECA Review.

You may know that the industry is suffering and sadly many hundreds of newspapers have either closed their doors in North America while others, as you know, have gone strictly online. I haven't heard of any newspapers making money online yet so how long they'll survive is unknown. The only ones making money online is Zuckerberg and Bill Gates, unfortunately.

We might want to just brush it off by saying the internet is taking over. But we have to ask ourselves, is it REALLY! Are those who say they don't read their local newspaper and instead get their news on their phones really getting 'local' news? Or are they only getting provincial, national or Trump news, or worse yet "opinions" rather than "fact-checked" news? A very scary future for our world, in my opinion, because this will be the downfall to democracy, in the end.

Those millions of dollars we are giving to Zuckerberg and Gates isn't helping our 'communities'. Not one dollar will come back to support this community.

For eg. our Federal government last year spent \$140.76 million dollars in advertising. \$6 million was spent in print; while 64.05 million was spent on digital advertising. I've asked around to a lot of people in the last

10 years since the feds have been using the various digital platforms and I've only once spoke to someone who said they thought they'd seen one adv. online from the feds. I don't know about you but I haven't ever seen any. Not that I have, but I know my son has set his computer settings to prevent advertising from appearing.

Businesses in east central Alberta need the REACH that the ECA Review has, whether they know it or not. Unfortunately Zuckerberg has convinced them that if we pay him billions, that it's an effective marketing tool. Sadly I've seen a lot of startups close before they reach their two year anniversary because they were convinced that advertising on Facebook was the be-all and end-all of marketing. The old saying is 'you get what you pay for' and free advertising on Facebook is free for a reason.

A community newspaper is not just the distribution of news and advertising, it is part of the fabric of the community, it is a printed record of history. Online may be the messenger, yes, but it's not the builder of 'community'.

It's the community that makes a successful community newspaper. It's the community sending in the news and photos; it's the community business people who support the paper because that's what creates a 'news' hole. It's not the paid subscriptions, that some want to believe.

When we look at the success of a community newspaper, we have to look to the community.

That's what newspapers started out to be back when east central Alberta was first settled – the business man advertising, that created the news hole for the 'community', who sent in the news; and one publisher who knew somewhat how to lay out the news and be able to operate a printing press.

The advertising revenue then grew to the extent that the one publisher could hire that reporter and it kept growing from there. Now newspapers have lost that revenue to the digital media, which means the news hole

has shrunk, and we no longer have the revenue to pay for reporters. Unfortunately digital media isn't putting reporters in our communities to cover local events, nor council meetings so we are back to the 'community' supplying the news. We've gone the full circle.

The depressing result is however, there is no longer a community newspaper, and therefore nothing left to hold the fabric of the community together; let alone maintaining democracy.

Also, worse yet, for communities, is the dollars leaving the community for dollars spent advertising online never will return to the community.

Now, turning to the ECA Review.

#1. We went 'regional' back in the 90's because our communities were becoming small enough in population that businesses had to reach farther and farther afield to sustain and/or grow their revenue. Our 'community' really is now east central Alberta. It is no longer just Hanna, or Stettler or even Special Areas. Our 'community' is much larger than that and we need to embrace it.

#2. Putting your full page or half page into the ECA Review reaches 27,833 homes and you need to reach those homes especially since Hanna is located in the northeast corner of Special Areas, you've got consumers very near to Hanna that would not receive the valuable information that is on that weekly page in the Review.

#3. Archiving your news, obituaries, events, and photos or reports on debate and reasons on council decisions are eventually lost online. Online archiving digitally does not last, as new technology progresses so fast and leaves that old news unaccessible.

# 4. Your page from August to the end of September in the Review got 32,608 adview/impressions online in our Marketing platform that is pushed out onto seven different platforms as well as a “landing page.” I’ve included an example of the landing page in the material I will leave you with.

#5. Now, unlike the internet, people don’t have to go to our news and advertising – we go to them – and our distribution is audited by an outside auditing firm.

#6. I’m still hopeful to find a full time reporter to be working and living in Hanna which will result in more dollars staying in Hanna.

#7. I ask, how local is local?

The ECA Review has been a member of the Hanna Chamber of Commerce, active in many of the Chamber sponsored events, and spent dollars on Chamber signage. We’ve tried to cover as many of the events in Hanna that have been advertised in the ECA Review.

Personally I’ve lived in Special Areas for seven years ranching and lived the rest of my entire life only one or two miles from Special Areas; have done and still do business in Hanna. Most recently, I’ve done extensive interior and exterior renovations to my home using Hanna and area businesses. I’ve played ladies fastball on the Spondin team travelling throughout Special Areas to games and tournaments getting to know the region and the people personally and I’m an active member of the Spondin Ag Society. The ECA Review supports local in every way it can.

#8. Finally, money spent in Alberta stays in Alberta. Many surveys have been done that show a dollar spent in a community will stay circulating in that community 6 to 10 times before it moves out of the community.

5 of 5

For those reasons, I ask that you consider increasing your communications budget to allow for the Town of Hanna full page to run in the ECA Review.

I would also like to commend the Town of Hanna and the staff who put together an excellent full page promoting your community. That was and still is my dream for communities when I went regional years ago. The ECA Review is the vehicle to build strong communities. We ALL need to broaden our support of local being 'East Central Alberta Local.

Thank you

Joyce Webster, publisher

ECA Review







# Town of Hanna



Visit Us Online

## Town of Hanna Upcoming Events

**33,000 Available**  
Community Services Board Grant  
Applications accepted to June 30, 2013

**Learn to Play** Physical Education classes for children ages 4-12. Held at the Hanna Community Centre. Registration is required. Call 403-854-4433 for more information.

**Meal Prep 17** Justices  
Meal prep for the 17 Justices of the Peace. Held at the Hanna Community Centre. Registration is required. Call 403-854-4433 for more information.

**Community Open House**  
Open House for the Hanna Community Centre. Held at the Hanna Community Centre. Registration is required. Call 403-854-4433 for more information.

**COMING EVENTS**

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**Regular Monthly Meetings:** Oct 10 to 26 10:00 pm  
**Annual Celebrations:** Oct 10 to 21 10:00 pm  
**What's On:** [View Events](#)

**Old You Know...**  
For more information on the upcoming events or to register, please contact the Community Services Board at 403-854-4433.

**Town of Hanna**  
302 2 Avenue West  
Hanna, Alberta, T0J 1P0  
Email: [admin@hanna.ca](mailto:admin@hanna.ca)  
Phone: +1-403-854-4433  
[hanna.ca/](http://hanna.ca/)

Call Email

**Location**

Map Satellite

3 AVE W  
York T1  
Main Street  
Liquor  
The Nickel

**Related**

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Royal Canadian Mounted Police



Gendarmerie royale du Canada

Commanding Officer  
Alberta

Commandant  
de l'Alberta

September 22, 2023

Town of Hanna  
Mayor Danny Povaschuk  
PO Box 430  
Hanna, Alberta  
T0J 1P0

Dear Mayor Povaschuk:

**Re: Alberta Police Funding Model Resource Allocation**

As you are aware, the Police Funding Model is in its fourth year of implementation. Funding provided to us from the Police Funding Model has allowed your provincial police service to grow, enabling us to deploy additional resources and implement new initiatives and technology focused on enhancing community safety.

I am pleased to advise you that as a result of the funding received in the fourth year of the Police Funding Model, we have been able to increase the resource strength in the Hanna detachment by adding a regular member position at the Corporal rank. This will not only increase the number of resources serving your town, but also enhances leadership within the detachment.

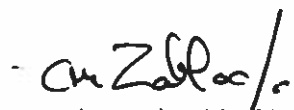
Alongside the resources added to your detachment, the additional funding has also enabled us to supplement specialized units and services that support your town. This includes additional positions for intelligence analysts, specialized investigative and support teams, Police Dog teams, and the Emergency Response Teams, among others. Although resources allocated to these areas are not always visible within your town, by providing ongoing support to detachments, taking on complex and sensitive files, and supplying specialized skills in serious or dangerous incidents, their work helps to keep your town safe and enables detachment members to focus on frontline policing. We have also invested in a number of resources to support your detachment's efforts to address the root causes of crime, increasing resources in programs and partnerships focused on mental health and addictions.

I want to assure you that filling frontline positions is a top priority for the Alberta RCMP.

Should you have any questions, please feel free to contact me, or Nina Sahasrabudde,  
Executive Director of Strategy, Business and Innovation, at 780-412-5382.

Thank you for the ongoing support you provide to your detachment.

Yours truly,



C.M. (Curtis) Zablocki, M.O.M.  
Deputy Commissioner  
Commanding Officer, Alberta RCMP

11140 – 109 Street  
Edmonton, AB T5G 2T4

Telephone: 780-412-5444

Fax: 780-412-5445

C.C.: Sgt. Rob Welsman, Hanna Detachment Commander  
C/Supt. Wayne Nichols, Southern Alberta District Officer



**HARVEST SKY REGION**  
ECONOMIC DEVELOPMENT CORPORATION

Town of Hanna  
c/o Kim Neill, CAO  
by email

November 6, 2023

Re: Regional Housing Strategy

Dear Kim,

Housing has become a topic of considerable awareness and discussion over the past year. With a variety of alternatives (such as affordable, rental, multi-unit, dormitories, retiree) and a substantial amount of funding programs (federal and provincial), the topic of housing needs and shortages is top of mind across the country. In the Harvest Sky Region as well as the larger Special Areas, there is no less attention being paid to the subject.

In the spring of 2023, Harvest Sky EDC, together with Special Areas Regional Economic Development received a sustainable housing report that outlined a number of key findings regarding housing in the region. Between this report and anecdotal evidence, it is easy to say there is a need to address certain aspects of housing in our region.

Harvest Sky recognizes that there are a number of groups and discussions underway in regards to housing and would like to facilitate a larger, stakeholder discussion on the subject. It is hoped that this discussion will bring together the various stakeholders that could benefit from some form of housing, with the goal to prepare an action plan to address our various needs.

We would like to hold this meeting as soon as possible, to be able to craft and move a plan forward. Please let me know if your organization is interested in attending a discussion and who's contact information we should use to coordinate the meeting. Please email me at [mark.nikota@harvestsky.ca](mailto:mark.nikota@harvestsky.ca)

Sincerely,

Mark Nikota  
Economic Development Manager

cc: Acadia Foundation; Big Country Housing Authority; Lynks; Prairie Land Public School Division; Rural Development Network; Special Areas Board; Village of Youngstown

# BOARD HIGHLIGHTS

Board of Trustees Meeting

October 24, 2023

## **September 30, 2023 Final Enrolment**

Prairie Land Public School Division continues to grow in enrolment as there are over 3600 diverse students in 21 schools and home education programs throughout Alberta. With increased student numbers, the division has also received increased funding which has benefited all of our schools by increased resourcing (which equates to increased value added opportunity for our students and their communities).

## **Community Engagement Meetings**

The Board of Trustees will be hosting Community Engagement meetings in January and February 2024 with all of our school communities. By actively participating in discussions with our Board, parents and community members can ensure that their concerns, perspectives, and ideas are considered in the decision-making process. This collaboration not only strengthens the bond between the school and the community but also promotes transparency and accountability within the education system.

Furthermore, active engagement with school boards and trustees empowers parents, teachers, and community members to advocate for the needs of their schools effectively. This engagement fosters a sense of ownership and pride within the community, as individuals become actively involved in shaping the future of their children's education. Additionally, the collaboration between school communities and school boards can lead to innovative solutions and initiatives that address the specific needs of local schools, ensuring that the educational experience provided is tailored to the unique requirements of the students and the community.

In essence, the active involvement of school communities with school boards and trustees is fundamental in creating a well-rounded, inclusive, and responsive education system that nurtures the potential of every student. These meetings are for staff, parents, stakeholders, and anyone in the community who would like to attend to provide input for the Board. Further details to follow.

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

# Hanna Medical Corporation Update

Dear Hanna Town Council, Special Areas Board and Starland County

I hope this message finds you well.

After a conversation with a couple Town of Hanna Counselors and the CAO I have decided to provide a brief written update on the current operations at the Hanna Medical Clinic FYI.

1. **2024 Budget:** Our budget for the current year has seen a slight increase from the previous year. We are committed to keeping costs down and have implemented a flexible scheduling system with our staff. They are willing to go home if their services are not required all day, and we appreciate their understanding and cooperation in managing shift changes and hours.
2. **Dr. Courtney Bailey:** Dr. Bailey has recently moved to Youngstown has decided to practice in Hanna on Thursdays and Friday mornings. We consider ourselves fortunate to have another dedicated physician, especially a female practitioner, who is willing to support the clinic as needed. Her presence is a valuable addition to our medical team.
3. **Staffing Changes:** We have experienced some staffing changes, including a retirement and one staff member moving away. However, we have successfully promoted from within and hired additional casual staff to ensure seamless operations at the clinic.
4. **Locums and Vacation:** To support our physicians and allow them to take well-deserved breaks, we have been fortunate to have a couple of locum physicians filling in when needed. This has allowed our primary medical team to take some much-needed vacation time.
5. **Health Advisory Appointments:** I am pleased to share that as of April 2023, I have been appointed to the David Thompson Health Advisory Committee. Additionally, in September 2023, I was appointed to the Long Term Care and Seniors Provincial Health Advisory Council. These appointments allow us to actively contribute to health-related discussions and decisions that impact our community.
6. **Electric Vehicle Charging Station:** With the recent installation of an Electric Vehicle Charging Station by Hanna Motor Products, we have made the decision to restrict access to our charging station. Initially, we provided a free service, but recent incidents of demand from travelers passing through have led us to limit usage to our own physicians. We believe this decision is necessary to maintain the efficiency of our charging system and accommodate the needs of our medical team.

Thank you for your continued support, and if you have any questions or require further information, please feel free to reach out.

Sincerely,

Ken Hansen, Chairman Hanna Medical Corporation

Date: November 14, 2023

Agenda Item No: 13.00

## Closed Session

### Recommended Motion

That Council move to Closed Session at \_\_\_\_\_ p.m. to discuss the following agenda item

13.1 Third party business interests; (s. 16)

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

