



AGENDA

Monday March 18, 2024, at 7:00 p.m.
Council Chambers at the Tom Hornecker
Recreation Centre, 2nd Floor, 2122 – 18 Street

REGULAR COUNCIL MEETING

1. CALL TO ORDER & ADOPTION OF AGENDA:

2. PRESENTATIONS:

- 2.1 Nanton Quality of Life – Report to Community for 2023 Work Completed 7:05 – 7:15 p.m. - E
- 2.2 Canadian Grain Elevator Discovery Centre – 2024 Projects 7:15 – 7:25 p.m.

3. REPORTS:

3.1 CHIEF ADMINISTRATIVE OFFICER:

- 3.1.1 Status Report – E
- 3.1.2 Monthly Report - E

3.2 FINANCIAL:

- 3.2.1 Accounts Payable Reports for February 2024

3.3 DEPARTMENT:

- 3.3.1 Corporate Services Manager - E
- 3.3.2 Operations Manager - E
- 3.3.3 Planning & Development Officer - E
- 3.3.4 Fire Chief - E
- 3.3.5 Peace Officer - E

3.4 COUNCIL:

- 3.4.2 COUNCILLOR VICTOR CZOP - E
- 3.4.3 COUNCILLOR ROGER MILLER - E

4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

4.1 ADOPTION:

- 4.1.1 Regular Council Meeting Minutes March 4, 2024 - E

4.2 BUSINESS ARISING FROM THE MINUTES:

- 4.2.1 2024 Operating Budget - E
- 4.2.2 Bylaw 1389/24 Land Use Bylaw - E
- 4.2.3 Bylaw 1386/XX Non-Residential Property Tax Incentives - E

5. NEW & UNFINISHED BUSINESS (Requests for Decision):

- 5.1 Assessment Roll Summary 2023 Assessments for the 2024 Tax Year - E
- 5.2 Borrowing Bylaws 1387/XX ATB Line of Credit and 1388/XX ATB Credit Card – E
- 5.3 NOTICE OF MOTION (Councillor Miller):

That Council pursue an Intermunicipal Collaboration Framework agreement with the Town of High River and Foothills County, with a particular immediate focus on protocols for possible shared long term water treatment and distribution arrangements, adding this action item to the Strategic Plan *Governance and Corporate Services* priority.

6. CORRESPONDENCE:

6.1 FOR ACTION: None

6.2 FOR INFORMATION:

- 6.2.1 Emergency Service Committee Meeting Minutes November 22, 2022 - E
- 6.2.2 Alberta Public Safety and Emergency Services - Police Funding Model (PFM) Regulation - E
- 6.2.3 Alberta Municipal Affairs – Budget 2024 – E
- 6.2.4 Livingstone Range School Division – Funding Approval for Nanton Schools – E
- 6.2.5 Alberta Environment and Protected Areas – Nanton Wastewater System – E
- 6.2.6 Alberta Southwest Board Minutes of February 7, 2024 – E
- 6.2.7 MPE Report and Operations Manager Response – Wastewater Treatment Plant (WWTP) Sludge Dewatering/Dehydrating System dated December 8, 2023 - E

7. CLOSED CONFIDENTIAL SESSION:

- 7.1 Advice from Officials – Wastewater Treatment Plant (WWTP) Collection Infiltration - FOIP Section 24(1) Advice from officials,

8. ADJOURNMENT:



2024 Report to Community

Prepared by

Lynne Cox
Lori Fiander

Presented by

Lynne Cox

2023 IN REVIEW

2023 was another great year of programming for the Foundation and the services we provide.

The Foundation is the steward of Family and Community Support Services (FCSS) grants provided through the Government of Alberta, the Town of Nanton, the M.D. of Willow Creek No.26 and the M.D. of Ranchland No.66.

Our funding is also enhanced through the generosity of our communities, by donations of money and gifts to support our various programs.

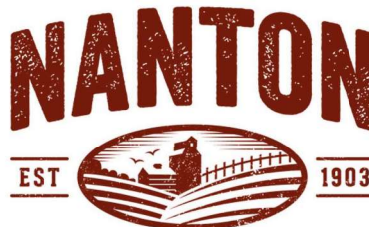
We also received a federal grant in 2023 to build and deliver a senior/youth mentoring program, a grant to develop digital literacy workshops for seniors from New Horizons for Seniors as well as grant to support the income tax program.

A grant from the Town of Nanton for technology enabled video conferencing for hybrid meetings.

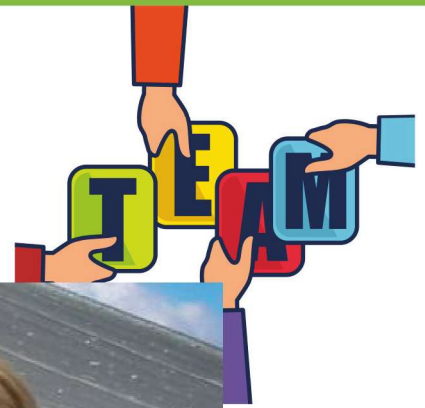
We received a grant from the Community Services Recovery Fund to modernize our website, communication strategies, policies, procedures and bylaws, along with a grant in support of our Volunteer Week celebrations.

We received over \$40,000 in grants and donations outside of our FCSS core funding in 2023.

OUR FUNDING PARTNERS



MEET THE STAFF



Lynne Cox joined us as our Executive Director in 2022 and is enjoying the opportunities and challenges of running a vibrant non-profit.

Lynne is looking forward to 2024 and reviewing new programming opportunities for Nanton and area residents.

Lori Fiander is in her 8th year with the foundation as our Community Support Worker.

Lori is well known for the care and compassion that she shows to those who look to her for assistance.

Debbie Fontaine, another familiar face, has provided Administrative Support on a casual basis for over 10 years.

In 2022 we welcomed our new In-Home Assistance team of **Suzie Munro** and **Season Stonall**.





THANK YOU TO OUR VOLUNTEERS

OUR VOLUNTEERS MAKE A DIFFERENCE

Volunteers play a key role at Nanton Quality of Life.

Donations of time contribute to the foundation’s ability to deliver services and programs to our communities.

We would like to extend special recognition to all of our volunteers dedicating their time to Meals on Wheels, our new TriShaw bike program, helping with community events, supporting Story Dogs, facilitating drumming sessions.

All of our volunteers go above and beyond with their contribution of time and energy.

TriShaw Bike

Betty Bridgette, Randy Brown, Tim Dwyer, Helmut Gutsche, Francie Hawthorne, Mike Kowalchuk, Anthea Naylor

Drumming – Gord Orchard

Community Programs:

Income Tax – Wayne Bateman

Childrens’ Events- Elaine Mahan

Meals on Wheels - Chelan Barnes,

Karen Gould, Doreen Hooker, Dave & Felicity Patterson, Susan Sommerville, Marylou Slumskie, Evelina Strong, Jean Thompson

Story Dogs – Chelan Barnes, John Blake,

Rick Everett, Kelsey Fath, Katherine Foerster, Dannelle Foster, Allison IsBell, Nicole Hamel, Jodi Hodgson, Stephanie Hodgson, Toni McLeod, Dianne Put, Lindsay Woolsey, Tracey Woolsey, Joscelyn Stangowitz

If you would like to join our team of volunteers, please contact us at 403-646-2436



500

Community volunteers donated over 500 hours to our various FCSS programs and services including our TriShaw bike program, Meals on Wheels, drumming facilitation, Income Tax preparation, and assorted community events

500

Over 500 Nanton & area residents attended our community events, programs, and workshops

100

100 income tax returns for the 2022 tax year were completed as part of the Community Volunteer Income Tax Program for our area residents

350

The community donated over 350 gifts to Santa's Gone Loonie and Secret Santa for Seniors – Thank you to the students of A.B.Daley, Stavely Parkland 4H youth, JT Foster for your support and to our generous community!

3500

We received over \$3500 in donations to support foundation programming

100

Over 100 TriShaw bike rides were given to community and Silver Willow Lodge seniors by our volunteer pilots. Thank you to the High River Health Foundation and the Longview 4H Beef Club for their generous donation of the bike to our community!

230

Our volunteer board of directors donated 230 hours in support of the Nanton Quality of Life Foundation in 2023

90

Community volunteers donated over 90 hours to the Story Dogs

60

60 seniors attended our four workshops supporting Digital Literacy, Fraud and Scam awareness.

2500

Our front-line staff had over 2500 contacts with our residents to offer service support, prevention outreach and agency and government referrals via walk-ins, email and phone conversations

\$40,000

Thanks to the Town of Nanton, the Community Foundation of Lethbridge and Southwestern Alberta, the federal New Horizons for Seniors Program and Volunteer Alberta we received over \$40,000 in additional grant dollars for youth and senior programming and for the purchase of video conferencing equipment



Sheena Taggart
Chairperson



Kristen Hall
Vice Chair



Evan Berger
Representative for the
MD of Willow Creek



Kevin Todd
Representative for
the Town of Nanton



Kathryn Enns
Director



Cam Gardner
Representative for
the MD of Ranchland



Joscelyn Stangowitz
Director



Julie Barker
Director

DIRECTOR'S ROLES

We would like to express our deepest appreciation to the board of directors for their unwavering commitment, tireless efforts and countless hours of volunteer service dedicated to both our organization and the wider community.

Your contributions in shaping the direction and success of our organization have been invaluable, and we are grateful for the passion and dedication you have brought to the table.

Your leadership, guidance, and expertise have been instrumental in driving our mission forward and making a positive impact in the lives of so many.

Thank you for your continued support and for being such an integral part of our team.

The Board completed the Foundation's three-year strategic plan in 2023.

You can read the plan on our website at www.nqlf.net

THANK YOU



Pam Woodall will be retiring from our board in February after serving over 20 years as a volunteer, many of them as our Chair-Person.

We wish Pam all the best in the future and thank her for her dedication and commitment to the Nanton Quality of Life Foundation.

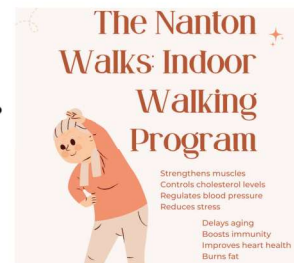
CONNECTING WITH OUR COMMUNITY

Staying connected and keeping you informed about our and our partners' programming is important to us.

In 2023 we distributed over 60 Hometown Gazettes each month.

We created over 100 Facebook posts this year, reaching over 3000 people monthly, and with hundreds of shares of our posts.

Our work was also highlighted in the Nanton News and by EuroRADIO broadcasting.



OUR REFERRAL SERVICES

The heart of our organization is connecting our community members to the resources and support they need. In 2023 we made over 400 community referrals to other agencies and helped community members connect with income supports, housing opportunities, mental health supports, food bank referrals, and provided government form completion and digital technology support.



OUR INTER-AGENCY PARTNERS & COLLABORATORS

Working Together for the Best Results!

- High River & District Health Foundation
- Porcupine Hills Early Childhood Coalition
- Alberta Health Services
- Public Health and Rural Mental Health
- Willow Creek Immigrant Services
- Inclusion Foothills
- Willow Creek Learning
- MCG Careers (High River)
- Nanton Thelma Fanning Library
- Wildrose Community Connections
- Rowan House
- Canada Revenue Service Canada Outreach
- Nanton Children's Society
- Nanton Kozy Korner Senior Centre
- Greater Foothills Family Centre



- Euroradio - Nanton Community Broadcasting Association
- Stavelly, Vulcan, Claresholm Family & Community Support Services
- Family & Community Support Services Association of Alberta (FCSSAA)

GENEROUS DONORS OF GIFTS, MONEY, FACILITIES, SUPPORT OR EXPERTISE

Trishaw Bike:

High River and District Health Foundation
Longview 4H Beef Club

Workshop Expertise:

ConnectFirst Credit Union
Mosquito Creek Law
Service Canada
CRA Outreach

Indoor Walking Program:

Royal Canadian Legion
Bomber Command Museum

Appreciation Gifts:

Western Financial



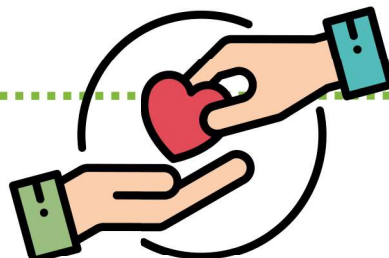
Backpack Program, Secret Santa for Seniors, Santa's Gone Loonie, Community Events:

AB Daley Elementary School
JT Foster High School
Stavely & Parkland 4H
Sandstone Pharmacy
The Nanton & Area Community



Digital Literacy Senior Advisory Committee:

John & Nancy Noyce, Marylou Slumskie, Vance Kent,
Carol Wittman, Alice Smith, Donna Davies



CYCLING WITHOUT AGE

Our Nanton Trishaw Bike is available for all residents to go for a ride!



*Thank you to our generous partners, the Longview 4H Beef Club (above)
& the High River District Health Care Foundation*

PUBLIC INPUT

We welcome your input!

For more information about any of our programs or to learn
how you can support our work, please contact us at:

Nanton Quality of Life Foundation

(the little log cabin beside the Nanton Bomber Museum)
1601 21 Avenue, Nanton, Alberta: 403-646-2436

Visit our Website: www.nqlf.net





STATUS REPORT

Meeting: March 18, 2024
Agenda Item: 3.1.1

Completed = C Under Review = UR In Progress = IP No Further Action = NFA On Hold - HOLD

CAO = Chief Administrative Officer CS = Corporate Services OP = Operations Manager
DO = Development Officer LS = Legislative Services OTHER = Staff/Contractor/etc.

COMMITTEES: GOV = Governance FIN = Finance SERV = Services REC = Recreation & Culture
ECD = Economic & Community Develop CW= Committee of the Whole

Items will move to "DEPARTMENT" or "COMMITTEE" after first reporting to Council.

COUNCIL MEETING

Res #	Description	Notes	Status	FWD
Regular Meeting March 4, 2024				
66-24/03/04	File & post Bylaw 184/24 Interest Charges to website		IP	LS
67-24/03/04	File & post Tribute Wall Policy		IP	LS
68-24/03/04	RFD – Tribute Wall		IP	CAO/LS
70-24/03/04	Bylaw 1386/24 Tax incentives to legal for review		IP	CAO
71-24/03/04	2024 Operating Budget for approval		IP	CS

COUNCIL

Res #	Description	Notes	Status	FWD
Committee Recommendations				
23/10/16	Funding public skate – incorporation into policy, preferably the ice allocation policy	Reg 23/11/06	IP	LS/CS
338-23/12/11	Draft off-site bylaw for legal review and recommence stakeholder consultations.		C	CAO/DO
23/12/11	Yard-Waste options	Into Brief 24/02/20	C	
9-24/01/08	Policy for Public Recognition		IP	LS
25-24/01/22	CAO to prepare RFP for contracted street sweeping	3-23/09/21	IP	CAO/CS
36-24/02/05	RFD – Community Centre Utilities		IP	CS
35-28-24/02/05	Payment of 2024 Community Support Grants		IP	CS
	Reference Letter for T.Nairn re S/Sgt. position		C	LS
45-24/02/20	Letter for AB Ministries re frustration with grant application timelines		C	CAO
51-24/02/20	Bylaw 1385/24 Posted to wesbsite		C	LS
52-24/02/20	LUB M-Tran districting for 1613-26 Ave		C	DO/CAO
53-24/02/20	LUB Duplex/Semi from permitted in R-Gen to Discretionary		C	DO/CAO
54-24/02/20	Update Bylaw 1263/15 Interest Charges		C	LS

DEPARTMENTS

Res #	Description	Notes	ST	fw
148-23/05/15	Wastewater Plant upgrade – Town funding \$581,900 borrowing & \$581,900 reserves Additional funding recd 6.2.2 24/01/22 – Aeration project	Borrow bylaw req'd \$184,620	IP	CS
210 – 23/08/14	Land Use Bylaw update process – include letter of opposition to secondary suites - J. Cooper & petitioners		IP	DO



222 - 23/09/05	Purchase skid-mounted flusher in 2024 budget process	4-23/08/30	IP	CS/OPS
262 – 23/10/02	Additional Utility Operator consideration in 2024 budget	2024 budget	IP	CS
327-23/11/20	CAO to review By#1339 Non-Res Subclass prior 09/24	<i>Replacement bylaw required</i>	C	CS/CAO

ITEMS ON HOLD FOR FUTURE SCHEDULING/CONSIDERATION

Res #	Description	Notes
CW 1-22/11/28	Pursue a Community Designation under the Alberta Advantage Immigration Program	Entrepreneur Stream secured - CAO
90 -23/03/20	Collaborate w/ Nanton Fire Chief to review number of firefighters for required level of service	Fire Chief/CAL
135-23/05/01	Application for a solar feasibility assessment for Town's facilities or unserved industrial lands	Future consideration contingent on Climate Action Centre funding – CS
CAO Comment: <i>These items should be individually discussed at a future Committee of the Whole.</i>		



CAPITAL PLAN STATUS
2024 Items Only

Roadway Infrastructure	Lead: Public Works	BUDGET	SOURCE
Patching & Silver Willow Lodge area curb/gutter/parking expansion project		\$150,000	CCBF
Sidewalk rehab & replacement - <i>various locations</i>		\$75,000	CCBF

Notes:

- *Larger road rehabilitation projects under discussion for prioritization with engineers before brought to Council for discussion over funding options.*

Utility Infrastructure	Lead: Manager of Operations	BUDGET	SOURCE
Wastewater Treatment Plant (Dewatering)		\$3,026,000	AMWWP/Reserves/ Borrowing
Hydrant & Valves		\$50,000	CCBF
Wastewater collection system relining		\$75,000	CCBF
WWTP Equipment (flusher)		\$200,000	LGFF

Notes:

- *MPE Engineering lead the de-watering work*

Parks & Trails	Lead: Rec Facility Supervisor	BUDGET	SOURCE
Playground updates		\$20,000	LGFF

Notes:

Buildings	Lead: Various	BUDGET	SOURCE
THRC – Arena Warm Room glass/ window wall		\$50,000	LGFF
THRC – Elevator/lift with building modifications		\$500,000	LGFF
Pool updates – valves and structural concrete		\$50,000	LGFF
Firehall – Curb & approach updates		\$15,000	LGFF
Town Shop – LED lighting, ventilation and roof repairs		\$45,000	Reserves
Recycling Centre/ Yard Waste - Fencing		\$35,000	LGFF

Notes:

Federal funding declined on THRC proposals.



Vehicles & Equipment	Lead: Public Works/ Rec/Bylaw	BUDGET	SOURCE
PW Box Sander & Backhoe attachment		\$30,000	Operating
Recreation - Ice Re-surfacer		\$175,000	LGFF/MCAC
PW Pickup		\$35,000	Operating
Bylaw Enforcement - vehicle		\$50,000	Reserves
Fire – Breathing Apparatus units & dual band radios		\$84,000	Reserves
Parks Mower (Zero Turn)		\$30,000	LGFF

Notes:

- MCAC Grant on Ice re-surfacer: \$47, 700 further savings from sale of existing equipment and potential sponsored viny wrap.

Land Development

There are no capital land development items at this time - this would be changed through the inclusion of priorities in the municipal strategic plan (by resolution and the allocation of funds). It is possible that some land development projects may be discussed for the 2025 budget.

Public Realm & Development

There are no Public Realm & Development items at this time - this would be changed through the inclusion of priorities in the municipal strategic plan (by resolution and the allocation of funds). The two following grant-dependent projects remain in limbo until we hear from the federal granting department:

Library Raingarden (<i>grant dependent</i>)	\$56,500
VIC Raingarden/secondary phase (<i>grant dependent</i>)	\$567,500

This unfortunate wait also means that it is extremely difficult to forecast Public Realm reserve use or pressures.

Other notes:

Streetlight at campground entrance – costs to be finalised.





REPORT FROM ADMINISTRATION

Meeting: March 18th 2024

Agenda Item: 3.1.2

Chief Administrative Officer

March 2024 PERIOD

Updated Development Services Map

The Development Services google map has been updated. [Development Services, Nanton - Google My Maps](#) Council's feedback in terms of what types of interactive maps we make available in-house is always welcome.

Drought Awareness

Numerous drought awareness presentations and workshops have been made available to elected officials and staff of late. The Alberta Municipalities variant offered some best practice examples from a number of communities, including Okotoks.

Website transition

We are beginning to transition to the new website over the next few weeks. We hope for minimal 'hiccups', but there will likely be a few as forge ahead.

Gopher RFP

The response to our gopher control RFP has been highly unsatisfactory and we're now rushing to find an alternative. The scale of cost increases would be indefensible so Administration will directly approach firms that did not respond.

Professional Development

The CAO has registered to attend the Community Planning Association of Alberta annual conference at the end of April/early May.

Public Notices/ Public Participation

Public notices page: [Public Notices | Nanton, AB - Official Website](#)

Public Participation Page: [Public Participation | Nanton, AB - Official Website](#)

Personnel and Professional Development

The following reports are enclosed:

3.2 FINANCIAL:

3.2.1 Accounts Payable Reports previous month end

3.3 DEPARTMENT:

3.3.1 Corporate Services Manager

3.3.2 Operations Manager

3.3.3 Planning & Development Officer

- 3.3.4 Fire Chief
- 3.3.5 Peace Officer

Respectfully submitted,



~~CHIEF ADMINISTRATIVE OFFICER~~
Neil Smith, RFP
Chief Administrative Officer

Town of Nanton
 Vendor Cheque Register Report
 Range: February 1 to February 29, 2024
 Sorted by: Cheque Date



Cheque Number	Vendor Cheque Name	Cheque Date	Amount	Cheque Details
EFT000000005142	888351 Alberta Ltd o/a Wild Rose	2/10/2024	\$34,804.00	Sludge hauling and disposal fees
EFT000000005143	911 Supply	2/10/2024	\$246.51	Peace officer PPE
EFT000000005144	Alberta SW Regional Alliance	2/10/2024	\$540.00	Regional business license program fee
EFT000000005145	Brogan Fire & Safety	2/10/2024	\$729.75	Fire equipment maintenance
EFT000000005146	Calgary Stamp & Stencil	2/10/2024	\$79.63	Commission for oaths stamp
EFT000000005147	Canadian Linen & Uniform	2/10/2024	\$142.14	Office & library mat cleaning
EFT000000005148	Canoe Procurement Group of Canada	2/10/2024	\$48.48	Miscellaneous supplies
EFT000000005149	Cattlemens Corner	2/10/2024	\$99.49	Miscellaneous supplies
EFT000000005150	Chinook Arch Regional Library	2/10/2024	\$8,617.48	Annual fee (pmt 1 of 2)
EFT000000005151	ClearTech Industries Inc	2/10/2024	\$5,031.57	Water plant chemicals
EFT000000005152	Crossroad Energy Solutions Inc	2/10/2024	\$4,270.01	Service & maintenance at WTP
EFT000000005153	CUPE	2/10/2024	\$1,137.37	Union dues
EFT000000005154	Enfield, Tracy	2/10/2024	\$903.82	Office & council meeting room cleaning
EFT000000005155	JNAC Investments Inc.	2/10/2024	\$40.05	Breakroom supplies
EFT000000005156	GCS Automotive Repairs	2/10/2024	\$62.48	Vehicle maintenance
EFT000000005157	GM Mechanical Ltd	2/10/2024	\$1,290.57	Office HVAC quarterly maintenance
EFT000000005158	Gregg Distributors Company Ltd	2/10/2024	\$207.77	Miscellaneous supplies
EFT000000005159	Herc Rentals	2/10/2024	\$1,984.50	Genie lift rental
EFT000000005160	iA Financial Group	2/10/2024	\$80.99	Employee benefits
EFT000000005161	Inspiris	2/10/2024	\$13,091.34	IT services
EFT000000005162	Klearwater Equipment	2/10/2024	\$33,300.33	New turbidity meter
EFT000000005163	Linde Canada Inc.	2/10/2024	\$658.65	WTP chemicals
EFT000000005166	Nanton Home Hardware Building	2/10/2024	\$614.64	Miscellaneous supplies
EFT000000005167	NextGen Automation	2/10/2024	\$121.28	Photocopier fees
EFT000000005168	Pacific Flow Control Ltd.	2/10/2024	\$1,391.75	Hydrant services
EFT000000005169	Process Color Print Limited	2/10/2024	\$689.85	Town banners

EFT0000000005170	Purolator Inc.	2/10/2024	\$75.76	Courier fees
EFT0000000005171	Integrated Sustainability Cons.	2/10/2024	\$157.50	WTP software
EFT0000000005172	RecordXpress StorageVault Canada	2/10/2024	\$28.40	Paper shredding services
EFT0000000005173	Reynolds, Mirth, Richards & Farmer	2/10/2024	\$516.78	Legal fees
EFT0000000005174	Super Save Disposal (AB) Ltd	2/10/2024	\$1,534.85	Waste management fees
EFT0000000005175	Superior Safety Codes	2/10/2024	\$297.68	Safety codes
20248	Aberin, Mel	2/25/2024	\$1,690.00	Heraldic logo artwork fees
20249	Alberta Development Officers Assoc.	2/25/2024	\$175.00	Annual membership fee
20250	Alberta Registries	2/25/2024	\$35.75	Registry fees
20251	Chubb Life Insurance Company	2/25/2024	\$151.43	Employee benefits
20252	City of Calgary	2/25/2024	\$386.39	Peace office clothing
20253	Devina Berger Photography	2/25/2024	\$551.25	Photography services
20255	Georgie's Cafe	2/25/2024	\$189.00	Physician recruitment lunch
20257	High Country Chevrolet Ltd	2/25/2024	\$897.15	Vehicle maintenance & repairs
20259	Town & Country Kosy Korner	2/25/2024	\$189.00	Reimbursement of door repairs
20261	Mosquito Creek Law Office	2/25/2024	\$239.60	Legal fees
20262	Nanton Animal Protection Society	2/25/2024	\$3,000.00	Support grant
20263	Nanton Citizens on Patrol	2/25/2024	\$1,000.00	Support grant
20264	Nanton Memorial Community Hall	2/25/2024	\$13,500.00	Support grant
20265	New Start Homes Ltd.	2/25/2024	\$5,900.00	Refund of lot deposit
20266	Receiver General	2/25/2024	\$1,095.88	Statutory deductions
20267	Southwest Computers & Consulting	2/25/2024	\$78.75	IT services
20268	Trojan Technologies Goup ULC	2/25/2024	\$559.39	WWTP maintenance
20269	Waterworth	2/25/2024	\$5,502.00	Utility software annual fees
EFT0000000005177	Alberta Marine	2/25/2024	\$168.66	Miscellaneous supplies
EFT0000000005178	Canadian Grain Elevator Center	2/25/2024	\$24,000.00	One-time grant
EFT0000000005179	Canadian Linen & Uniform	2/25/2024	\$71.07	Office & library mat cleaning
EFT0000000005180	Canoe Procurement Group of Canada	2/25/2024	\$371.41	Miscellaneous supplies
EFT0000000005181	Central Sharpening Ltd	2/25/2024	\$94.50	Ice blade sharpening
EFT0000000005182	Chinook Equipment Ltd.	2/25/2024	\$1,698.75	Machinery maintenance
EFT0000000005183	Coyote Courier Ltd	2/25/2024	\$478.80	Courier fees
EFT0000000005184	Crossroad Energy Solutions Inc	2/25/2024	\$3,497.55	Water plant maintenace
EFT0000000005185	Ecco Recycling and Energy Corp	2/25/2024	\$1,583.24	Recycling fees
EFT0000000005186	Foothills Regional Services Comm.	2/25/2024	\$3,929.00	Landfill fees

EFT0000000005187	MPE Engineering Ltd	2/25/2024	\$198.24	General engineering services
EFT0000000005188	Nanton Auto Parts Ltd.	2/25/2024	\$550.86	Miscellaneous supplies
EFT0000000005189	NL Smith & Sons Const Ltd	2/25/2024	\$1,103.77	Truck repairs
EFT0000000005190	Orkin Canada Corporation	2/25/2024	\$220.40	Pest control services
EFT0000000005192	T & T Disposal Services	2/25/2024	\$6,178.26	Waste management fees
EFT0000000005193	Todd, Kevin	2/25/2024	\$290.72	Per diem & travel expenses
EFT0000000005194	UFA Co-operative Ltd	2/25/2024	\$6,780.57	Fuel
EFT0000000005195	Simpson Industrial Services	2/28/2024	\$107,843.49	Reservoir aeration project
Total Cheques: 73			<u>\$306,995.30</u>	





MONTHLY REPORT

Meeting: March 18, 2024
Agenda Item: 3.3.1

Clayton Gillespie, Corporate Services Manager

Report Period: February 15 to March 13, 2024

ACTIVITIES:

2023 year-end work continued – auditors were on site March 14-15 for the bulk of the audit work and will have financial statements completed and ready for presentation in April.

Continued work on completing the three year operating budget – import into accounting software, presentation to council and preparing final numbers.

January/February utility billing completed at the end of February – normal usage patterns for winter months.

Assessments for 2024 tax year received from Benchmark – work now to import into accounting system.

LAPP familiarization – working to become familiar with new LAPP online reporting and implementation for staff that have made the move over.

PROGRESS ON MAJOR PROJECTS & PROGRAMS:

The RFP for an update to the warm room window wall closed on March 11 – bids are being reviewed and staff will make a decision on moving forward with the project in the next week or so.

Ice resurfacer – the new electric ice resurfacer has been delayed at the manufacturing plant so it will not be in place for the end of this skating season but will be for the 2024/2025 season.

Parks tractor – bids received for the new parks tractor (capital budget) and an order has been placed. With trade in of the existing unit the net price will be well below what we budgeted, and the new unit will be available by end March.

Parks & Recreation Report:

Arena remains busy with 209 public skate and shoot around attendees since last report.

In terms of ice rentals - 163.75 local hours and 6.5 hours of non-local utilized since the last period. This is a 10% increase over the same period a year ago.

TRAINING/EDUCATIONAL SESSIONS ATTENDED:

UPCOMING EVENTS / ADDITIONAL INFORMATION:

Prepared by: Clayton Gillespie, Corporate Services Manager

Date: March 13, 2024





MONTHLY REPORT

Meeting: March 18, 2024
Agenda Item: 3.3.2

Operations Department

Report Period: (February 2024)

ACTIVITIES:

- WASTEWATER OPERATIONS

- 33177 m³ of treated wastewater effluent was released to Mosquito Creek
- Repairs on the heater in the WWTP tailings bin room were performed on February 5.
- For the 4th consecutive month, wastewater effluent volumes have exceeded treated potable water production. Normally a wastewater facility will receive and treat approximately 70-80% of the total volume of produced treated potable water. The WTP currently produces approximately 1000 m³ of treated potable water per day, therefore the WWTP should be treating between 700-800 m³/day. However, daily effluent volumes from the WWTP average approximately 1100 m³/day, which is its maximum daily capacity. Periods of additional precipitation such as heavy rainfall or significant snow melt cause backups in the wastewater collection system, and an emergency could arise if there happens to be an equipment failure within the WWTP during one of these periods and raw wastewater backs up enough to escape the sewer network.

There appears to be significant groundwater infiltration into the wastewater collection system, and although the source of the groundwater is yet to be determined, the areas of this infiltration must be located and sealed. Operations would like to perform video inspections of older areas of Town where the wastewater collection system is constructed of clay tile, as cracks in the tile are the likely sources of groundwater infiltration.

- WATER OPERATIONS

- 28946 m³ of treated water was sent to the Town's distribution system
- Held kickoff meeting for PAC system installation at WTP
- Pumped approximately 17000 m³ of raw water from Mosquito Creek into the raw water reservoir from February 1-12. Will resume pumping when the weather conditions allow.
- On February 1, spring line users reported significant loss in water volume and pressure. Upon further investigation, a blockage was discovered in the head end of the line just past the spring line flow meter. The blockage was removed, and stainless steel screens were installed on the head end of the spring line pipe as well as the overflow port in the manhole protecting the spring line head.
- Since January 2024, the spring line flows have consistently been approximately 10 m³/hour. This has been the highest recorded flow of water in the spring line since a new meter was installed in July 2023. The spring line has been collecting all water currently available from the spring, as there is no water escaping through the overflow port in the manhole protecting the spring line head.

- ROADS
 - Snow Removal
 - Check and clear storm drains for snow melt.
 - Preparing RFQ for road replacement and repair.
 - Shawne temporarily fixed culvert on south end of town. Due to age the culvert will need to be replaced this year.
 - Quotes for crosswalk line paint.

- SIDEWALKS/PATHWAYS
 - Preparing sidewalk repair and removal list for RFQ.
 - Snow Removal

- MISCELLANEOUS
 - Sander is in stock and will coordinate with company for installation.
 - Remove temporary approach from property south of NAPS. Will install new one with culvert when weather improves.
 - Hauling snow piles.
 - Booked campground street light installation with Fortis to be completed this year.

- CEMETERY

- RECYCLING
 - Received quote for crushing asphalt and concrete piles.
 - Order signage for yard waste area.

PARKS AND RECREATION

EMERGENCY MANAGEMENT:

- Emergency management plan complete
- Hazard Response Plan in progress
- Emergency Preparedness plans
- Emergency Agency Meeting – March 25

TRAINING/EDUCATIONAL SESSIONS ATTENDED:

- Drought Seminar – February 29

UPCOMING EVENTS / ADDITIONAL INFORMATION:

- AEMA Emergency Management Audit – Feb 19
- Planning Section Chief Workshop – April 17
- Logistics Section Chief Workshop – April 23
- Finance Section Chief Workshop – April 23
- Operations Section Chief Workshop – March 27
- Information Officer Workshop – April 25
- DEM Workshop – April 11

PROGRESS ON MAJOR PROJECTS & PROGRAMS:

Strategic Priority	Objective	Approach	Measure	Progress YTD
1.				

2.				
3.				

Operating Project	Objective	Approach	Measure	Progress YTD
1. Pick-up Truck	Purchase – Used	Online search		Looking for trucks
2. Yard Waste Fence	Fence west/north/south area	Contacting fencing companies		Finding quotes
3. Sander/Plow	Purchase - New	Purchased		Sander is in stock waiting for coordinate installation.
4. Pavement Patching	Request for Quote	Assemble list	RFQ	Completing list and will send out RFQ in March
5. Sidewalk	Request for Quote	RFQ sent out due March 15		RFQ due March 15
6. Potholes	Pothole Fixing	Quotes		Waiting for quotes
7. Crushing – asphalt and concrete piles	Quote from Shawne			Received quote and booked for spring
8. Dust Abatement	Apply dust abatement	Finding pricing		Waiting for prices
9. Tree Pile	Removal	Haul west of town		Will begin when snow removal is complete





MONTHLY DEPARTMENT REPORT

Regular Meeting: March 18, 2024
 Agenda Item: 3.3.3

Georgina Sharpe, Planning and Development

Report Period: February 2024

ACTIVITIES:

Development Permit Approvals & Lot Sales		
	February 2024	January 2024
Residential	\$0K	\$0K
Comm/Ind	\$60K	\$0K
Public	\$0K	\$0K
Other	Signs = 0	Signs = 0
WV III Sales* (Total = 68/85)	0 lot	0 lot
	YTD2024	YTD2023
TOTAL	\$60K	\$1,247K
	YTD2024	YE2023
Housing Starts	0	6

*by date of sale

- Nanton Solution School Projects Teams Meeting and Open House - February 6 / 8
- Municipal Planning Commission Meeting – February 12

February Permits Issued:

DP #	Date Issued	Civic Address of Development	Lot	Blk	Plan	LUD	Description
D05-24	13-Feb-24	2406 21 Street	18	14	2325P	R1	HOC-2; Lawn Care and Snow Removal
D06-24	15-Feb-24	2409 19 Avenue	3	120	0811102	IN	Light Industry - Compact Flour Mill
D07-24	15-Feb-24	2301 24 Street	1	52	761 1033	R1	HOC - 1: home décor item sales

PROGRESS ON PROJECTS & PROGRAMS:

- Land Use Bylaw Update Project –
 - Phase IV - Refine, Circulate and Adopt, including:
 - Bylaw Edits – ISL prepared circulation draft; posted on [Public Participation page](#)
 - Reviewed Circulation Draft with Council
 - Newsletter submission, non-statutory referrals

TRAINING/EDUCATIONAL SESSIONS ATTENDED:

- Emerging Trends in Municipal Law – Host: Brownlee LLP - webinar Feb 15

UPCOMING EVENTS / ADDITIONAL INFORMATION:

- Municipal Planning Commission Meeting – March 11 @ 7 p.m.



CHIEF ADMINISTRATIVE OFFICER



MONTHLY DEPARTMENT REPORT

Meeting: March 18, 2024
Item: 3.3.5

Peace Officer Carlos Farias

Report Period: February 2024

ACTIVITIES:

February 21st interview with CTV NEWS

February 27th interview with Okotoks online about the tickets issued in January.

While I was excited to be interviewed by so many news stations it was also disappointed to know that there were so many people traveling through our community and not following the speed limits. I look forward to getting back to my duties and not doing so many interviews.

TRAINING/EDUCATIONAL SESSIONS ATTENDED:

Looking at contacting Shellah and getting some emergency management training.

UPCOMING EVENTS / ADDITIONAL INFORMATION:

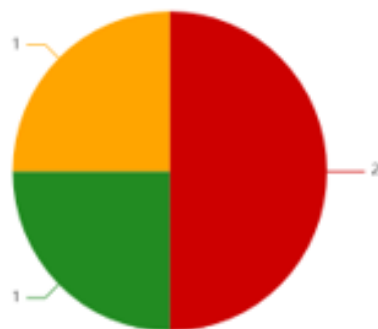
March 11, 2024 RCMP Open House

MONTHLY OCCURRENCES SNAPSHOT:

Count of Incident Types Total:4 | 100.0%

Municipal Types

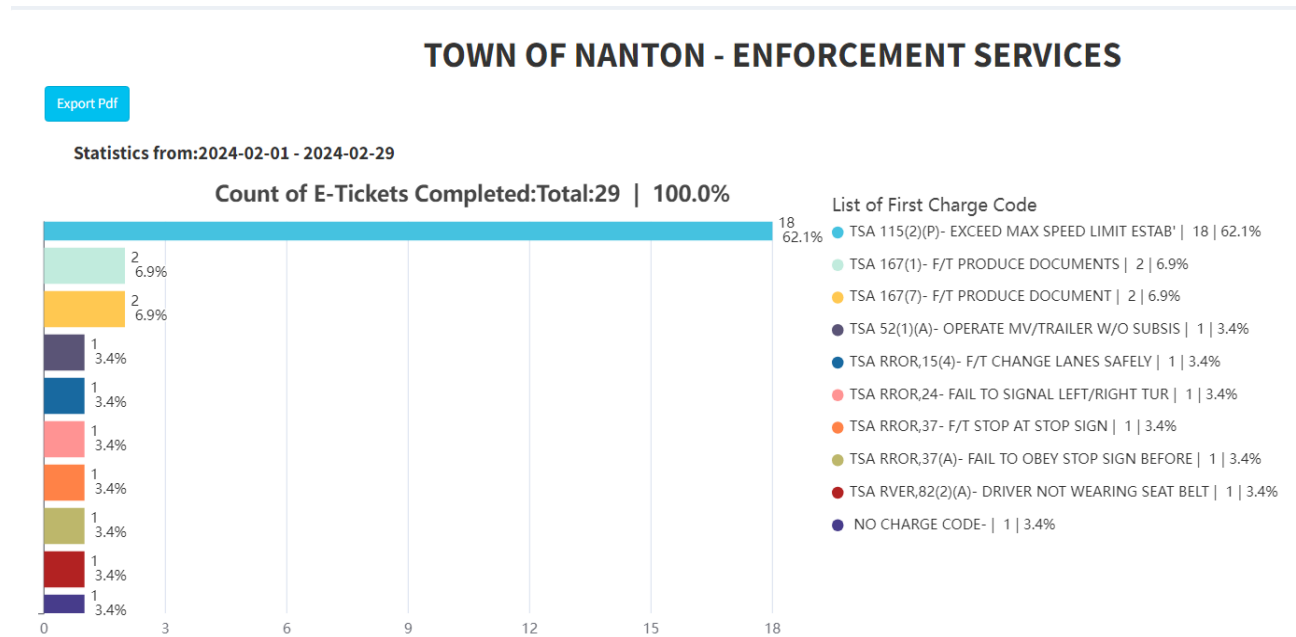
- ANIMAL BYLAW | 2 | 50.0%
- COMMUNITY BYLAW | 1 | 25.0%
- PARKS AND OPEN SPACES BY-LAW | 1 | 25.0%



February was a much slower month for files, as only 4 complaints were officially filed, 2 animal bylaw, 1 community bylaw, 1 Parks and open spaces

Warning ticket Stats, Total 29

There was an increase in warnings in February because I find that sometimes more about education within the community and not about penalizing them for small infractions.



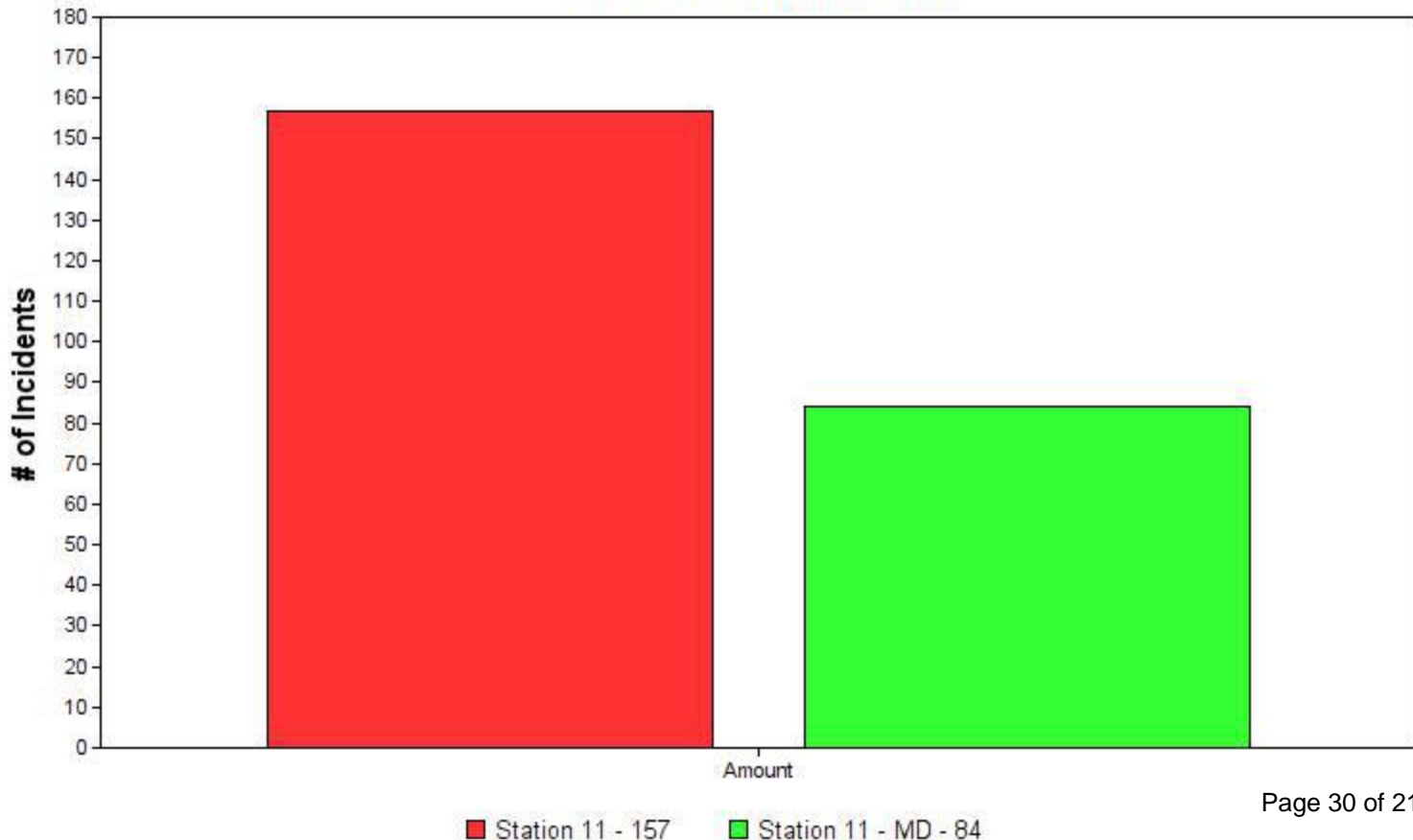
Monthly ticket Stats, Total 123

For February 2024 there were 123 violation tickets was identified totaling an approximate amount of \$26,962,00. There were 105 tickets for speeding.

Picture of a traffic stop. The driver was travelling in a criminal amount of speed of 123km/h in a 70km/h zone at 21 Ave sb near Esso Gas Station.

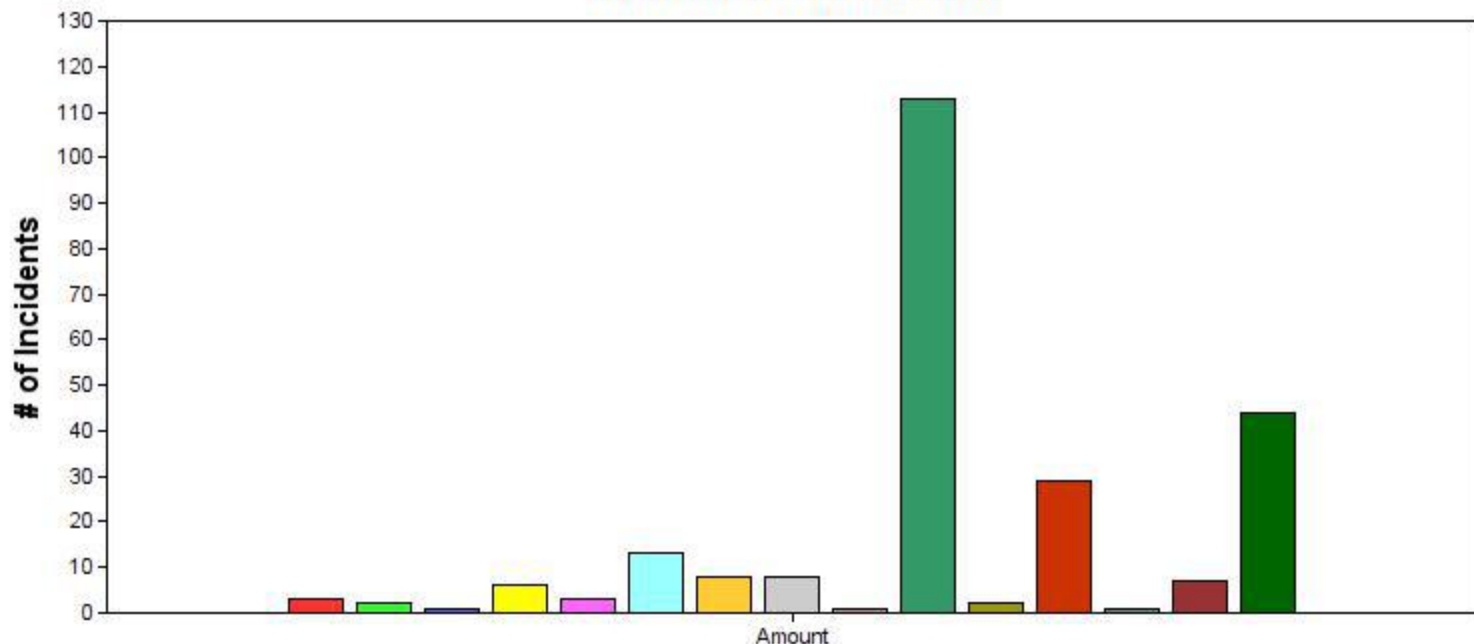


Totals by Station
From Jan 1 23 to Dec 31 23



Totals by Type

From Jan 1 23 to Dec 31 23



- Alarm No Fire - accidental miscellaneous - 3
 Alarm No Fire - detector activated - 2
- Alarm No Fire - smoke or steam mistaken - 1
 False Alarm - internal or local alarm system - 6
- False Alarm - miscellaneous - 3
 Fire Outside - 13
 Fire Structure - 8
 Fire Vehicle - 8
- Gas leak - response to carbon monoxide detector alarm - 1
 Medical - EMS - 113
- Public Service - assist police or other agency - 2
 Public Service - miscellaneous - 29
 Rescue - miscellaneous - 1
- Safety Codes Investigation - 7
 Vehicle Accident - 44



MONTHLY COUNCIL REPORT

Meeting: [March 18, 2024]
Agenda Item: 3.4.2

Councillor Victor Czop:

Report Period: February 2024 _____

MPC Member: Yes (alternate)

APPOINTED EXTERNAL COMMITTEE MEETING HIGHLIGHTS:

Council Standing Committees:

Economic & Community Development No meetings

Liaison / Point of Contact: Nanton Community Centre and Citizens on patrol

ADDITIONAL INFORMATION:

Attend Council meetings
Attend AB Southwest meeting at Pincher Creek
Attend CUPE meeting
Attend MPC meeting
Attend Community Hall Society meeting
Attend Committee of the Whole meeting
Attend Chamber of Commerce AGM

VR Czop



MONTHLY COUNCIL REPORT

Meeting: March 18, 2024

Agenda Item: 3.4.3

Councillor Roger Miller:

Deputy Mayor November 1, 2022 to February 28, 2023 and November 1, 2024 to February 28, 2025

Report Period: February 2024 _____

MPC Member: Yes

APPOINTED EXTERNAL COMMITTEE MEETING HIGHLIGHTS:

1. Nanton Health Centre Management Committee

Dates: February 1
February 22

Key Items: Committee follow-up meetings to review current status of AHS.
Direction to initiate preparation of proposed Lease with AHS.

2. Combined Assessment Review Board – N/A

3. Other Events (including Alternate Representative Oldman River Regional Services Commission)

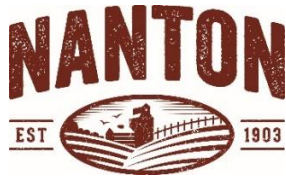
Date: February 1, 8, 15 - Attend Munis 101 course (EOEP)
February 8 – Attend Public Engagement Session at AB Daley School
February 12 - Attend CGEDC Virtual meeting with Consultants and Board
February 12 – Attend MPC meeting
February 20 - Attend regular meeting of Council
February 26 – Attend COW
February 29 – Attend Drought Resiliency Workshop in Lethbridge

Key Items: (as above)

Council Standing Committees: Services
(Key items detailed in minutes) Recreation and Culture

Liaison / Point of Contact: Nanton Grain Elevator Discovery Centre / Nanton Lions / Leos Club

UPCOMING EVENTS / ADDITIONAL INFORMATION:



MINUTES

Monday March 4, 2024 at 7:00 p.m.
Council Chambers at the Tom Hornecker
Recreation Centre, 2122 – 18 Street

REGULAR COUNCIL MEETING

COUNCIL PRESENT: Mayor Jennifer Handley and Councillors Victor Czop (electronic attendance), John Dozeman, Roger Miller, Dave Mitchell, and Kevin Todd

ABSENT: Ken Sorenson

OTHERS PRESENT: Neil Smith Chief Administrative Officer
Clayton Gillespie Corporate Services Manager
Sara-Lynn Lyons Legislative Services & Communications
Georgina Sharpe Planning & Development Officer

1. CALL TO ORDER & ADOPTION OF THE AGENDA:

The Regular Meeting was called to order by Mayor Handley at 7:00 p.m.

RESOLUTION # 59 – 24/03/04 - Mitchell

The Regular Council agenda for March 4, 2024 was accepted as presented.
CARRIED

2. PRESENTATIONS: None Scheduled

John Dozeman entered the meeting at 7:01 p.m.

3. REPORTS:

3.1 CHIEF ADMINISTRATIVE OFFICER:

3.1.1 Status Report – E

RESOLUTION # 60 – 24/03/04 - Miller

Moved that all written reports, as recorded on the agenda for March 4, 2024, be received for information and filing. CARRIED

4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

4.1 ADOPTION:

4.1.1 Regular Council Meeting Minutes – E

RESOLUTION # 61 – 24/03/04 - Todd

The Councillors all having read the minutes and there being no errors, omissions or corrections, the Minutes of the Regular Meeting of the Council of the Town of Nanton held February 20, 2024, were accepted as distributed. CARRIED

4.1.2 Committee Meeting Minutes - E

RESOLUTION # 62 – 24/03/04 - Mitchell

The Councillors all having read the minutes and there being no errors, omissions or corrections, the Minutes of the February 26, 2024 Committee Meeting of the Town of Nanton were accepted as distributed. CARRIED

4.2 BUSINESS ARISING FROM THE MINUTES:

4.2.1 Interest Charges Bylaw 1384/24 – E

RESOLUTION # 63 – 24/03/04 - Dozeman

Moved to read Town of Nanton Bylaw #1384/24, a Bylaw to update Interest Charges on General Accounts Payable for a first time. CARRIED

RESOLUTION # 64 – 24/03/04 - Czop

Moved to read Town of Nanton Bylaw #1384/24 for a second time. CARRIED

RESOLUTION # 65 – 24/03/04 - Miller

Unanimous consent to read Town of Nanton Bylaw #1384/24 for a third time was granted by Council present. CARRIED

RESOLUTION # 66 – 24/03/04 - Todd

Moved to read Town of Nanton Bylaw #1384/24 for a third and final time. CARRIED

5. NEW & UNFINISHED BUSINESS:

5.1 Tribute Wall Policy – E

RESOLUTION # 67 – 24/03/04 - Mitchell

Moved to approve the draft document as Council's Tribute Wall Recognition Policy attached to these minutes as schedule 'A'.
CARRIED

RESOLUTION # 68 – 24/03/04 - Todd

Moved to request that the Chief Administrative Officer prepare a request for proposal for prospective locations for the Tribute Wall Recognition. CARRIED

5.2 Freedom of Information and Protection of Privacy – Appointment of Coordinator – E

RESOLUTION # 69 – 24/03/04 - Dozeman

Moved to appoint Sara- Lynn Lyons as the FOIP Coordinator effective immediately. CARRIED

5.3 Request for Decision: Non-Residential Tax Incentive Bylaw – E

RESOLUTION # 70 – 24/03/04 - Miller

Moved to read Town of Nanton Bylaw #1386/24, a Bylaw to provide non-residential property tax incentives for new industrial and commercial development and expansion for a first time. CARRIED

5.4 Information Brief: Revised Proposed Operational Budget – E

RESOLUTION # 71 – 24/03/04 - Dozeman

Move to direct administration to prepare the 2024 Operational Budget with the amended changes for approval at the March 18, 2024 Regular Council Meeting. CARRIED

5.5 Land Use Bylaw Check-In – discussion

6. CORRESPONDENCE:

6.1 FOR ACTION: None

6.2 FOR INFORMATION: None

7. CLOSED CONFIDENTIAL SESSION:

RESOLUTION # 72 – 24/03/04 – Mitchell

IT WAS MOVED to recess the Regular Meeting at 7:46 p.m. in order to hold “Closed Confidential Sessions” pursuant to Section 197(2) of the Municipal Government Act, RSA 2000, Chapter M-26 and the Freedom of Information and Protection of Privacy Act, as follows:

7.1 Advice from Officials – Offer to purchase land– FOIP Section 23(1) Local public body confidences. CARRIED

Councillor Dozeman recused himself from the discussion.

RESOLUTION # 73 – 24/03/04 - Mitchell

IT WAS MOVED to reconvene the Regular Meeting at 8:17 p.m. CARRIED

8. ADJOURNMENT:

RESOLUTION # 74 – 24/03/04 - Dozeman

IT WAS MOVED to adjourn the Regular Meeting of Council at 8:17_p.m.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

NS:sl

These minutes accepted and signed this 18th day of March, 2024.





REQUEST FOR DECISION

Meeting: March 18, 2024
Agenda Item: 4.2.1

2024-2026 Operating Budget

ADMINISTRATIVE RECOMMENDATION:

Approve the 3-year operating budget as presented.

DECISION OPTIONS:

- #1 – Approve the three-year operating budget as presented.
- #2 – Approve with changes as directed by council.
- #3 – Refer back to Administration and or the Finance Committee for further consideration.

PURPOSE:

For council to consider approval of the 2024-2026 operating budget.

BACKGROUND / IMPLICATIONS:

Further to the previous meeting of council, and as per resolution **# 71 – 24/03/04 - Dozeman**, "Move to direct administration to prepare the 2024 Operational Budget with the amended changes for approval at the March 18, 2024 Regular Council Meeting" the formalized three year operating budget (attached) is now being provided for consideration. The 3-year operating budget/plan has been an MGA requirement now since 2019 and is a good thing in terms of better long-range planning.

The 2024 numbers are in line with what administration previously presented while the 2025 and 2026 have been slightly tweaked from the last meeting. The net tax to be collected in 2025 and 2026 shows increases of approximately 6% and 4% respectively. As this is a budget, these numbers are our best estimate, and the 2025 and 2026 numbers will of course be revisited and looked at in more detail during next year's budget deliberations. Outside of potential surplus dollars that could be factored in the numbers should not change a lot.

As previously reported, the biggest change in 2024 and the reason for the larger than normal increase is the costs related to the wastewater treatment plant and sludge hauling costs. Council has approved a lower contribution to reserves though to offset this. Outside of that spending within each department for repair and maintenance, goods and supplies, utilities and wages have all been increased slightly or kept at the same level as 2023.

Assessment figures will be presented in detail in an upcoming meeting, but we are seeing a big jump – the average residential assessment has increased approximately 15% while the average non-residential assessment has increased approximately 11%. That means, based on the net tax to be collected the mill rate will come down but rate payers will still see an approximate 2.7% (\$63) increase over what was paid in 2023.

The Alberta School Foundation Fund requisition for 2024 has been increased and is included in the budget numbers. The requisition for 2024 has gone up to \$918,614 which is an 8.7% increase over 2023. The police tax is unchanged, and the Seniors requisition is still unknown at this time. Overall (if we factor in a small increase to the seniors requisition), the average residential assessed property will see an approximate 4% (\$125) increase in total taxes paid over what was paid in 2023.

CAO Comment:

This budget reasonably balances fiscal constraint with the ambitions of the corporation and Council in a tough inflationary environment. Some property owners may be more or less impacted this year due to shifts in assessment for their individual properties more than the changes in property tax rate.

ALTERNATIVES:

- REFER to (Administration or Committee) _____
- DEFER the matter to the Council meeting of (date) _____

Financial (GL# / Amount): _____

Communications/PR: The outlined budget if approved will be placed on the Town’s website and will be available for the public.

Applicable Legislation: MGA Sections 242-246

Attachments: 2024-2026 Operating Budget

Prepared By: Clayton Gillespie, Corporate Services Manager


Date: March 13, 2024
NANTON
EST 1903
CHIEF ADMINISTRATIVE OFFICER

APPROVED BY: Neil Smith, Chief Administrative Officer:

STRATEGIC PLAN ALIGNMENT			
<input type="checkbox"/>	CORE SERVICES	<input checked="" type="checkbox"/>	FINANCE & I.T.
<input type="checkbox"/>	ECONOMIC DEVELOPMENT PRIORITIES	<input type="checkbox"/>	COMMUNITY DEVELOPMENT PRIORITIES
<input type="checkbox"/>	GOVERNANCE	<input type="checkbox"/>	SINGLE ISSUE PRIORITY

Please detail the specific strategic priority and objective if applicable:
No specific priority or objective.



TOWN OF NANTON

2024 to 2026 MULTI-YEAR BUDGET

Includes Operating and Capital

**Town Of Nanton
2024 - 2026
Operational Budget**



	2024	2025	2026 EST
REVENUE			
Net Municipal Taxes	\$3,112,047	\$3,311,457	\$3,429,555
Sales & User Fees	1,584,666	1,598,482	1,599,782
Licenses & Permits	60,350	58,889	58,889
Fines	35,000	30,000	30,000
Rentals	169,242	174,338	174,338
Government transfers	206,346	176,346	176,496
Investment income	95,000	90,000	80,000
Penalties & cost	54,041	62,060	62,060
Franchise & Concession	340,600	351,541	356,541
Other revenues	9,000	9,110	9,110
Total Revenue	5,666,292	5,862,223	5,976,771
EXPENDITURES			
Legislative	136,375	136,800	142,581
General Administrative	803,722	843,210	856,246
Fire	219,273	203,595	208,595
Municipal Enforcement and Disaster	123,809	121,533	124,131
Common services	393,458	390,951	395,848
Roads	465,544	456,875	463,342
Water	673,568	679,722	695,498
Waste Water	959,940	863,205	798,981
Solid Waste	80,500	82,871	82,871
Recycling	106,907	82,497	82,870
Cemetery	28,197	29,102	29,710
Land - Planning, Zoning and Subdivision	158,966	172,521	174,701
Marketing and Communications	58,390	74,688	74,974
Parks and Recreation	937,790	960,645	977,414
Cultural, FCSS and Public Health	163,357	166,544	166,544
Total Expenditures	5,309,796	5,264,758	5,274,306
EXCESS (SHORTFALL) - BEFORE OTHER	356,496	597,465	702,465
OTHER			
Government transfers for capital assets	3,287,200	900,000	2,785,000
EXCESS (SHORTFALL) OF REV OVER EXP	3,643,696	1,497,465	3,487,465
ADJUST CASH ITEMS THAT ARE NOT REV & EXP			
Capital expenditures	(4,083,100)	(1,050,000)	(2,835,000)
Debt principal repayment	(32,496)	(59,965)	(59,965)
Transfer from reserves	946,900	180,000	60,000
Transfer to reserves	(475,000)	(567,500)	(652,500)
Net	0	0	0

**Town of Nanton
LEGISLATIVE BUDGET
2024 - 2026**



	2024	2025	2026
Revenue			
Other revenues:			
LEG - Transfer from Reserves	(20,000)	(20,000)	
Total Other revenues	(20,000)	(20,000)	
Total Revenue	(20,000)	(20,000)	
Expense			
Salaries, Wages & Benefits:			
COU - Statutory Deductions	2,800	3,200	3,200
COU - Allowance	86,000	86,000	91,781
COU - Per Diem - Mitchell	750	750	750
COU - Per Diem - Handley	1,500	1,500	1,500
COU - Per Diem - Dozeman	750	750	750
COU - Per Diem - Czop	750	750	750
COU - Per Diem - Miller	750	750	750
COU - Per Diem - Sorenson	750	750	750
COU - Per Diem - Todd	750	750	750
Total Salaries, Wages & Benefits	94,800	95,200	100,981
Contracted & General Services:			
COU - Travel, Subsis, Training	6,500	7,000	7,000
COU - Trav, Subsis, Training - Mitchell	1,000	1,000	1,000
COU - Trav, Subsis, Training - Handley	1,500	1,500	1,500
COU - Trav, Subsis, Training - Dozeman	1,000	1,000	1,000
COU - Trav, Subsis, Training - Czop	1,000	1,000	1,000
COU - Trav, Subsis, Training - Miller	1,000	1,000	1,000
COU - Trav, Subsis, Training - Sorenson	1,000	1,000	1,000
COU - Trav, Subsis, Training - Todd	1,000	1,000	1,000
COU - Information Services	1,000	1,500	1,500
COU- Insurance & Bonds	575	600	600
Total Contracted & General Services	15,575	16,600	16,600
Materials, Goods, Supplies :			
COU - Consumable Foods	2,000	2,500	2,500
COU- Misc Goods and supplies	2,000	5,000	5,000
Total Materials, Goods, Supplies	4,000	7,500	7,500
Tfrs & Grants to Other Organizations:			
COU - Grants to Individulas & Organizations	22,000	17,500	17,500
Total Tfrs & Grants to Other Organizations	22,000	17,500	17,500
Total Expense	136,375	136,800	142,581
NET EXCESS (DEFICIT)	(156,375)	(156,800)	(142,581)

Town of Nanton
CORPORATE SERVICES BUDGET
2024 - 2026



	2024	2025	2026
ADMINISTRATION			
Revenue			
Sales & User Fees	4,750	4,275	4,275
Penalties, Permits, Fines	1,200	1,400	1,400
Government transfers	5,000	5,000	5,000
Other revenues	18,000	3,000	3,000
Total Revenue	28,950	13,675	13,675
Expense			
Salaries, Wages & Benefits	530,702	563,252	576,288
Contracted & General Services	245,200	250,942	250,942
Materials, Goods, Supplies	15,620	16,624	16,624
Utilities	7,200	7,539	7,539
Service Charges, Debentures	3,500	3,853	3,853
Other Expenditures	1,500	1,000	1,000
Total Expense	803,722	843,210	856,246
NET EXCESS (DEFICIT)	(774,772)	(829,535)	(842,571)
MARKETING & COMMUNICATIONS			
Revenue			
Business Licences	26,500	27,000	27,000
Total Revenue	26,500	27,000	27,000
Expense			
Contracted & General Services	32,090	47,639	47,925
Materials, Goods, Supplies	2,500	2,713	2,713
Utilities	800	1,336	1,336
Tfrs & Grants to Other Groups	23,000	23,000	23,000
Total Expense	58,390	74,688	74,974
NET EXCESS (DEFICIT)	(31,890)	(47,688)	(47,974)
FCSS			
Revenue			
Government transfers	61,346	61,346	61,346
Total Revenue	61,346	61,346	61,346
Expense			
Contracted & General Services	4,038	4,829	4,829
Utilities	3,800	4,521	4,521
Tfrs & Grants to Other Organizations	76,683	76,683	76,683
Total Expense	84,521	86,033	86,033
NET EXCESS (DEFICIT)	(23,175)	(24,687)	(24,687)

Town of Nanton
CORPORATE SERVICES BUDGET
2024 - 2026



	2024	2025	2026
LIBRARY			
Revenue			
Expense			
Contracted & General Services	22,761	23,686	23,686
Materials, Goods, Supplies	275	286	286
Utilities	7,300	7,539	7,539
Tfrs & Grants to Other Organizations	48,500	49,000	49,000
Total Expense	78,836	80,511	80,511
NET EXCESS (DEFICIT)	(78,836)	(80,511)	(80,511)

MUNICIPAL

Revenue			
Taxes	4,167,154	4,394,122	4,531,143
Penalties, Permits, Fines	45,500	55,850	55,850
Rentals, Franchise, Contracts	340,000	350,000	355,000
Investment income	95,000	90,000	80,000
Government transfers	(918,614)	(946,172)	(965,095)
Total Revenue	3,729,040	3,943,800	4,056,898
Expense			
NET EXCESS (DEFICIT)	3,729,040	3,943,800	4,056,898

MUNICIPAL ENFORCEMENT

Revenue			
Penalties, Permits, Fines	44,100	39,100	39,100
Total Revenue	44,100	39,100	39,100
Expense			
Salaries, Wages & Benefits	105,859	105,116	107,714
Contracted & General Services	6,200	6,300	6,300
Materials, Goods, Supplies	11,750	10,117	10,117
Total Expense	123,809	121,533	124,131
NET EXCESS (DEFICIT)	(79,709)	(82,433)	(85,031)

Town of Nanton
 Fire Department Budget
 2024 - 2026



	2024	2025	2026 EST
Revenue			
Rentals, Franchise, Contracts	\$41,042	\$42,273	\$42,273
Government transfers	9,000	9,000	9,000
Other revenues	25,000		
Total Revenue	75,042	51,273	51,273
Expense			
Salaries, Wages & Benefits	68,125	71,800	76,800
Contracted & General Services	115,748	94,011	94,011
Materials, Goods, Supplies	22,500	24,529	24,529
Utilities	12,900	13,255	13,255
Total Expense	219,273	203,595	208,595
NET EXCESS (DEFICIT)	(144,231)	(152,322)	(157,322)

**Town of Nanton
PUBLIC WORKS BUDGET
2024 - 2026**



	2024	2025	2026
COMMON SERVICES			
Revenue			
Other revenues	\$9,500	\$2,000	\$2,000
Total Revenue	9,500	2,000	2,000
Expense			
Salaries, Wages & Benefits	212,962	212,496	217,393
Contracted & General Services	87,646	85,864	85,864
Materials, Goods, Supplies	62,350	62,023	62,023
Utilities	30,500	30,568	30,568
Total Expense	393,458	390,951	395,848
NET EXCESS (DEFICIT)	(383,958)	(388,951)	(393,848)
ROADS			
Revenue			
Other revenues	7,500		
Total Revenue	7,500		
Expense			
Salaries, Wages & Benefits	154,005	156,566	160,251
Contracted & General Services	133,039	117,414	120,197
Materials, Goods, Supplies	33,500	40,072	40,072
Utilities	145,000	142,823	142,823
Total Expense	465,544	456,875	463,342
NET EXCESS (DEFICIT)	(458,044)	(456,875)	(463,342)
CEMETERY			
Revenue			
Sales & User Fees	11,650	11,894	11,894
Government transfers	3,000	3,000	3,150
Total Revenue	14,650	14,894	15,044
Expense			
Salaries, Wages & Benefits	19,552	20,108	20,575
Contracted & General Services	1,695	1,669	1,669
Materials, Goods, Supplies	6,950	7,325	7,466
Total Expense	28,197	29,102	29,710
NET EXCESS (DEFICIT)	(13,547)	(14,208)	(14,666)
NET PUBLIC WORKS	(855,549)	(860,034)	(871,856)

Town of Nanton
ENVIRONMENTAL SERVICES BUDGET
2024 - 2026



	2024	2025	2026
STORM WATER COLLECTION			
Revenue			
Sales & User Fees	\$28,000	\$28,000	\$28,000
Total Revenue	28,000	28,000	28,000
Expense			
Salaries, Wages & Benefits	4,443	7,940	7,940
Contracted & General Services	9,000	15,000	15,000
Total Expense	13,443	22,940	22,940
NET EXCESS (DEFICIT)	14,557	5,060	5,060

WATER SERVICES

Revenue			
Sales & User Fees	645,100	645,100	645,100
Penalties, Permits, Fines	5,000	2,405	2,405
Government transfers	20,000	10,000	10,000
Other revenues			
Total Revenue	670,100	657,505	657,505
Expense			
Salaries, Wages & Benefits	222,950	235,635	251,411
Contracted & General Services	230,850	247,804	247,804
Materials, Goods, Supplies	123,750	101,756	101,756
Utilities	78,500	77,668	77,668
Service Charges, Debentures	17,518	16,859	16,859
Total Expense	673,568	679,722	695,498
NET EXCESS (DEFICIT)	(3,468)	(22,217)	(37,993)

WASTE WATER SERVICES

Revenue			
Taxes	6,666	6,666	6,666
Sales & User Fees	685,000	700,000	700,000
Penalties, Permits, Fines	2,341	2,405	2,405
Government transfers	24,000	10,000	10,000
Other revenues			
Total Revenue	718,007	719,071	719,071
Expense			
Salaries, Wages & Benefits	222,950	235,635	251,411
Contracted & General Services	479,953	326,215	246,215
Materials, Goods, Supplies	57,050	67,586	67,586
Utilities	184,000	178,786	178,786
Service Charges, Debentures	2,544	32,043	32,043
Total Expense	946,497	840,265	776,041
NET EXCESS (DEFICIT)	(228,490)	(121,194)	(56,970)

SOLID WASTE COLLECTION

Town of Nanton
ENVIRONMENTAL SERVICES BUDGET
2024 - 2026



	2024	2025	2026 <small>EST</small>
Revenue			
Sales & User Fees	98,500	98,500	99,000
Total Revenue	98,500	98,500	99,000
Expense			
Contracted & General Services	79,000	80,771	80,771
Materials, Goods, Supplies	1,500	2,100	2,100
Tfrs & Grants to Other Organizations	5,000	7,500	7,500
Total Expense	85,500	90,371	90,371
NET EXCESS (DEFICIT)	13,000	8,129	8,629
 RECYCLING			
Revenue			
Sales & User Fees	73,500	73,500	74,000
Other revenues			
Total Revenue	73,500	73,500	74,000
Expense			
Salaries, Wages & Benefits	15,642	16,086	16,459
Contracted & General Services	89,715	64,246	64,246
Materials, Goods, Supplies	250	829	829
Utilities	1,300	1,336	1,336
Total Expense	106,907	82,497	82,870
NET EXCESS (DEFICIT)	(33,407)	(8,997)	(8,870)
 ENVIRONMENTAL NET EXCESS (DEFICIT)	 (237,807)	 (139,218)	 (90,144)

Town of Nanton
LAND- PLANNING,ZONING,and SUBDIVISION
 2024 - 2026



	2024	2025	2026	EST
DEVELOPMENT & ZONING				
Revenue				
Sales & User Fees	\$1,500	\$1,747	\$1,747	
Penalties, Permits, Fines	24,750	22,789	22,789	
Other revenues	4,000	4,110	4,110	
Total Revenue	30,250	28,646	28,646	
Expense				
Salaries, Wages & Benefits	90,032	94,054	96,234	
Contracted & General Services	68,000	77,521	77,521	
Materials, Goods, Supplies	434	446	446	
Total Expense	158,466	172,021	174,201	
NET EXCESS (DEFICIT)	(128,216)	(143,375)	(145,555)	
SUBDIVISION LAND				
Revenue				
Other revenues	7,200	3,925	3,925	
Total Revenue	7,200	3,925	3,925	
Expense				
Contracted & General Services	500	500	500	
Total Expense	500	500	500	
NET EXCESS (DEFICIT)	6,700	3,425	3,425	
DEV. & PLAN. NET EXCESS (DEFICIT)	(121,516)	(139,950)	(142,130)	

**Town of Nanton
PARKS AND RECREATION
2024 - 2026**



	2024	2025	2026
PARKS			
Revenue			
Rentals, Franchise, Contracts	\$1,000	\$5,000	\$5,000
Other revenues	10,000		
Total Revenue	11,000	5,000	5,000
Expense			
Salaries, Wages & Benefits	129,390	131,117	134,221
Contracted & General Services	77,798	78,314	81,814
Materials, Goods, Supplies	42,500	48,140	48,140
Utilities	3,200	3,802	3,802
Total Expense	252,888	261,373	267,977
NET EXCESS (DEFICIT)	(241,888)	(256,373)	(262,977)

TOM HORNECKER RECREATION CENTRE

Revenue			
Sales & User Fees	30,000	28,800	29,100
Rentals, Franchise, Contracts	120,600	124,681	124,681
Government transfers	83,000	77,000	77,000
Other revenues	10,000		
Total Revenue	243,600	230,481	230,781
Expense			
Salaries, Wages & Benefits	255,780	256,246	262,361
Contracted & General Services	177,900	181,448	183,948
Materials, Goods, Supplies	25,750	25,529	25,529
Utilities	112,500	120,218	120,218
Total Expense	571,930	583,441	592,056
NET EXCESS (DEFICIT)	(328,330)	(352,960)	(361,275)

POOL & EVENT PROGRAMMING

Revenue			
Government transfers	1,000	1,000	1,000
Total Revenue	1,000	1,000	1,000
Expense			
Salaries, Wages & Benefits	83,112	83,866	84,866
Contracted & General Services	5,710	6,869	6,869
Materials, Goods, Supplies	22,600	23,495	23,995
Tfrs & Grants to Other Organizations	800	800	800
Service Charges, Debentures	750	800	850
Total Expense	112,972	115,830	117,380
NET EXCESS (DEFICIT)	(111,972)	(114,830)	(116,380)

NET EXCESS (DEFICIT)	(682,190)	(724,164)	(740,633)
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CHIEF ADMINISTRATIVE OFFICER
Page 49 of 214



Request for Decision

March 18, 2024
Agenda Item: 4.2.2

LAND USE BYLAW # 1389/24 – FIRST READING

Purpose:

Background:

In 2023, as one of its strategic priorities, Council directed Administration to undertake a comprehensive review and re-write of the Town of Nanton Land Use Bylaw. Administration, Council and various stakeholders have been working with ISL Engineering and Land Services Ltd. as the project consultant.

Through this year long process, the project has moved through several phases, consultation opportunities, and presentations to an Advisory Committee, consisting of members of the public as well as members of the Municipal Planning Commission, and to Council.

Participation feedback received was presented to Committee of the Whole in a What We Heard Report January 11 (2024). From there, a draft bylaw for circulation was created in February and with additional discussion at Council, Resolutions # 52 and # 53 – 24/02/20 were passed that made changes within the circulation document (see p. 62 of the bylaw). The updated bylaw was then posted to the Town website to allow additional stakeholder review and opportunity for inquires and comments on the circulation draft prior to first read, with public update included in the March – April Nanton Notified newsletter.

To date, further comments have been received from outside legal review and from the department of Transportation and Economic Corridors (1). The version before Council has been edited to reflect legal recommendations. One material change to note was removal of draft Section 3.27 Exterior Building Finishes as it was deemed likely to cause uncertainty for developers and had a potential for appeals based on the aesthetic appearance of a development.

- (1) Transportation and Economic Corridors offers the following comments and observations with respect to the proposed development(s):

To that end, the document is well organized and thoroughly covers all the issues that are pertinent when establishing a framework for subsequent land use redesignation, subdivision and development within a plan area. The document would also appear to have been prepared on sound planning principles and development strategies.

- *Pursuant to Section 618.3(1) of the Municipal Government Act (MGA), the department expects that the municipality will comply with any applicable items related to provincial highways in an ALSA plan if applicable*
- *Pursuant to 618.4(1) of the Municipal Government Act, the department expects that the Municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, in accordance with Policy 7 of the Provincial Land Use Policies.*

The next step, if Council is satisfied to move forward, is to begin the formal bylaw adoption phase. The First Reading document will be available on the website following the meeting. A Public Hearing is required prior to second reading. Administration is suggesting a Special Meeting of Council to hold such an event for accessibility in another venue, preferably the Curling Club Lounge in the THRC.

DECISION OPTIONS:

#1 – FIRST READING

PART # 1

Moved to read the Town of Nanton Bylaw #1389/24, a Land Use Bylaw to replace Bylaw 1246/13 and all amendments thereto, for the first time.

PART #2

Moved to hold a Public Hearing in regards to Town of Nanton Land Use Bylaw #1389/24 at a Special Council Meeting, on _____, 2024 at _____ pm at the following location:

_____.

#2 – DELAY First Reading to allow further changes to be made to the bylaw for further consideration at a later date. Specify by resolution what changes or review are required prior to First Reading.

#3 - DEFEAT the motion by voting *against* OPTION 1's resolution for first reading (not recommended). Implication: This defeats the bylaw in its entirety and the bylaw adoption process would cease.

Financial (GL# / Amount): This project was included in the 2023 Budget

Communications/PR: MGA s. 692 requires there be a Public Hearing prior to second reading. Section 606 requires advertising of the Public Hearing for two consecutive weeks prior to the hearing in accordance with its Advertising Bylaw. These measures will allow the public to be able to view the proposed bylaw and provide opportunity to be engaged.

Applicable Legislation: MGA ss. 187, 191, 216.4, 606, 606.1, 692

Attachments: Bylaw 1389/24

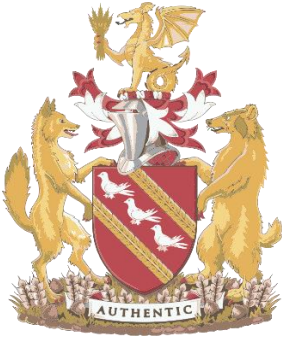
Prepared By: Georgina Sharpe, Planning and Development **Date:** March 12, 2024

CAO Comments:



APPROVED BY: Neil Smith, Chief Administrative Officer:

NANTON STRATEGIC PLAN ALIGNMENT			
<input type="checkbox"/>	OPERATIONS	<input type="checkbox"/>	EMERGENCY SERVICES
<input checked="" type="checkbox"/>	PLANNING & DEVELOPMENT	<input checked="" type="checkbox"/>	COMMUNITY & ECONOMIC DEVELOPMENT
<input type="checkbox"/>	GOVERNANCE & CORPORATE SERVICES	<input type="checkbox"/>	NOT APPLICABLE
PRIORITY OR ACTION:			



Town of Nanton

BYLAW NUMBER: 1389/24

A BYLAW OF THE MUNICIPALITY OF THE TOWN OF NANTON IN THE PROVINCE OF ALBERTA TO ADOPT A LAND USE BYLAW FOR THE MUNICIPALITY

1. PURPOSE:

1.1 *WHEREAS, Section 640 of the Municipal Government Act of the Province of Alberta requires that every municipality must pass a land use bylaw which regulates and controls the use and development of land and buildings within the municipality; and*

1.2 *WHEREAS, Council passed Bylaw 1246/13 to adopt a Land Use Bylaw on June 17, 2013, and, having considered at a public hearing the concerns of person claiming to be affected by this bylaw, believes a new land use bylaw is necessary in order to achieve the orderly, economical and beneficial use of land in the municipality; and*

1.3 *NOW THEREFORE, the Council of the Municipality of the Town of Nanton in the Province of Alberta duly assembled enacts as follows:*

2. ENACTMENT

2.1. *Bylaw No. 1389/24, attached as per Schedule "A", is hereby adopted.*

3. INTERPRETATION

3.1 *This Bylaw will be cited as the "Town of Nanton Land Use Bylaw";*

3.2 *Bylaw No. 1246/13, being the former Land Use Bylaw, and all amendments thereto including Bylaw Nos. 1250, 1264, 1268, 1271, 1277, 1279, 1291, 1296, 1301, 1305, 1308, 1309, 1330, 1338, 1361 and 1375 are hereby repealed.*

4. EFFECTIVE DATE AND READINGS

4.1 This bylaw comes into effect upon the date of final reading and signing thereof.

4.2 Read a **first** time this ____ day of _____, 2024

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

5.3 Read a **second** time this ____ day of _____, 2024.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

5.4 Read a **third** time this ____ day of _____, 2024.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER





Land Use Bylaw

First Reading Draft
Bylaw No. 1389/24
March 2024



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SECTION ONE

Purpose

1

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

Jurisdiction

1.1 TITLE

This bylaw may be cited as the “Town of Nanton Land Use Bylaw No. 1389/24.”

1.2 PURPOSE

The purpose of this Bylaw is to regulate, control or prohibit the use and development of land and buildings within the Town of Nanton in accordance with the provisions of the *Municipal Government Act (MGA)*, and for that purpose, among other things to:

- a) Divide the municipality into Land Use Districts,
- b) Prescribe and regulate the use(s) of land and buildings within each District,
- c) Establish the Development Authority,
- d) Establish a method of making decisions on applications for Development Permits including the issuing of Development Permits,
- e) Prescribe the manner in which notice of the issuance of a Development Permit is to be given.
- f) Establish a procedure for appeals against the decisions of the Development Authority, and
- g) Implement the *Town of Nanton Municipal Development Plan* and other statutory plans of the municipality, as may be developed.

1.3 CONSISTENCY

Development authorized under this Bylaw is subject to:

- a) Federal and Provincial law (including but not limited to building code requirements),
- b) Other bylaws, statutory plans, and inter-municipal agreements,
- c) Any of the Town's Infrastructure Master Plans as they pertain to Transportation, Water Sanitary and/or Stormwater Management, and

1.4 COMPLIANCE WITH OTHER LEGISLATION

Compliance with the requirements of this bylaw does not exempt any person from complying with all applicable municipal, provincial or federal legislation, and respecting any easements, covenants, agreements or other contracts affecting the land or the development.

1.5 EFFECTIVE DATE & TRANSITION

- a) The *Town of Nanton Land Use Bylaw No. 1389/24*, is passed and comes into full force and effect when it receives third reading and is signed pursuant to the MGA.
- b) The existing *Nanton Land Use Bylaw No. 1246/13*, including all amendments, is hereby repealed.
- c) All proposed amendments to this Bylaw or Development Permit applications received on or after the effective date of this Bylaw shall be processed and considered upon the provisions outlined herein.
- d) All applications received in a complete form prior to the effective date of this Bylaw shall be processed based on *Land Use Bylaw No. 1246/13* unless the Applicant requests that the application be processed based on the regulations of this Bylaw.

1.6 FEES AND CHARGES

All fees and charges under and pursuant to this Bylaw, are established within the *Fees and Rates Bylaw*, as amended.

1.7 INTERPRETATION

- a) Unless otherwise required by the context, words used in the present tense include the future tense; words used in the singular include the plural; and the word person includes a corporation as well as an individual.
- b) Compliance with the policies in this Bylaw shall be interpreted and applied as follows:
 - i. "shall" means mandatory compliance except where a Variance has been granted pursuant to the MGA or the Bylaw.
 - i. "should" means compliance in principle but is subject to the discretion of the Development Authority where compliance is impracticable or undesirable because of relevant planning principles or circumstances unique to a specific application.
 - ii. "may" means discretionary compliance or a choice in applying policy.
- c) Where a regulation involves two (2) or more conditions or provisions connected by a conjunction:
 - i. "and" means all the connected items shall apply in combination.
 - ii. "or" indicates that the connected items may apply singly or in combination.
 - iii. "and/or" indicates the items shall apply singly or in combination, at the discretion of the Development Authority.
- d) In the case of any conflict between the text of the Bylaw and any maps or drawings used to illustrate any aspect of the Bylaw, the text shall govern.

- e) All references to engineering requirements shall be prepared by an engineer registered with The Association of Professional Engineers and Geoscientists of Alberta (APEGA).

1.8 MEASUREMENTS AND STANDARDS

All units of measure contained within this bylaw are Metric (SI) standards.

1.9 SEVERABILITY

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

1.10 LAND USE DISTRICT GROUPS

- a) For the purposes of the Bylaw, Land Use Districts may be referred to collectively:
 - i. 'Residential Districts', which include: R-GEN, R-LRG, R-NAR,
 - ii. 'Mixed-Use Districts', which include: M-DWT, M-TRN,
 - iii. 'Commercial Districts', which include: C-HWY,
 - iv. 'Industrial Districts', which include: I-HVY, I-LHT, and
 - v. 'Special Districts', which include: S-COM, S-FUD, S-NOS.
- b) More information on Districts can be found in [Section 5 – Land Use Districts](#).

Bylaw Authorities

1.11 DEVELOPMENT AUTHORITY

- a) The Development Authority is established herein pursuant to the MGA and is a person(s) who is authorized to exercise development powers and duties on behalf of the Town.
- b) The Development Authority shall include one or more of the following:
 - i. A Development Officer, and/or
 - ii. Municipal Planning Commission, and/or
 - iii. Chief Administrative Officer, and/or
 - iv. Council with respect to Direct Control Districts only.
- c) The Development Authority shall perform such powers and duties as are specified:
 - i. in the *Town of Nanton Municipal Subdivision and Development Authority Bylaw*,
 - ii. in this Bylaw,
 - iii. in the MGA, and
 - iv. where applicable, by resolution of Council.

1.12 DUTIES OF THE DEVELOPMENT OFFICER

- a) The Development Officer, as Development Authority, shall:
 - i. Receive and process all Development Permit applications and determine whether a Development Permit application is complete,
 - ii. Consider and make decisions on Development Permit applications for:
 - a. Permitted Uses without variance that comply with this Bylaw,

- b. Discretionary Uses without variance that otherwise comply with this Bylaw
 - c. Variances on Permitted Uses of a measurable standard not to exceed twenty-five percent (25%), excluding height, in accordance with Section 2.19,
 - d. Landscaping,
 - e. Fences, walls or other types of enclosures, and
 - f. Demolition.
- iii. Refer the following applications to the MPC, with their recommendation:
 - a. Direct Control District (for comment only),
 - b. Variances of a measurable standard exceeding twenty-five percent (25%), and any variances pertaining to height, in accordance with Section 2.19,
 - c. Variances on any Discretionary Use,
 - d. Applications for any signs that rotate, employ animation, or digital copy, and/or a Community Identification Sign, and
 - e. Any other applications that a Development Officer considers advisable to refer to the MPC.
 - iv. Keep, and maintain for the inspection of the public during office hours, a copy of this bylaw as amended, and ensure that an online version is made available on the **Town's website** and hard copies are available to the public for a fee,
 - v. Keep a register of all Development Permit applications, and the decisions rendered on them, for a minimum of seven (7) years,
 - vi. Provide a regular report to the MPC summarizing the applications made for a Development Permit and the decision made on the applications, and any other information as the MPC considers necessary,
 - vii. Perform any other powers and duties as are specified in this bylaw, the *Municipal Planning Commission Bylaw*, the MGA or by resolution of Council, and
 - viii. Refer all development applications in a Direct Control District to Council for a decision, unless Council has specifically delegated approval authority to the Development Officer or the Municipal Planning Commission.
- b) The Development Officer, as Development Authority, may:
 - i. Refer a Development Permit application, in whole or in part, to any outside agency or local authority they deem necessary for comment,
 - ii. Enter into a written Time Extension Agreement, in alignment with the Bylaw,
 - iii. Allow a Variance, provided it complies with the requirements of the National Building Code - Alberta Edition,
 - iv. Refer the decision for a Development Permit to any other Development Authority in accordance with subsection a),
 - v. Refuse a Development Permit application and provide the Applicant with written notice stating the decision of refusal and the reasoning for it, or
 - vi. Issue a Certificate of Compliance.

1.13 DUTIES OF THE MUNICIPAL PLANNING COMMISSION

- a) The Municipal Planning Commission shall:
 - i. Perform such duties as specified in the MGA, the *Municipal Planning Commission Bylaw*, this Bylaw, or by resolution of Council,

- ii. Make decisions on Development Permit applications for a Variance of greater than 25%, or for any Variance for a Discretionary Use, in accordance with Section 2.19,
- iii. Consider and decide upon Development Permit applications referred to it by the Development Officer,
- iv. Comment on recommendations on planning and development matters referred to it by the Development Officer or Council,
- v. Consider and decide upon requests for time extensions on Development Permit applications referred to it by the Development Officer, and
- vi. Consider and decide upon and application for a Condominium Certificate pursuant to *The Condominium Property Act*.

1.14 DUTIES OF THE CHIEF ADMINISTRATIVE OFFICER

The CAO, as Development Authority, may perform the duties of the Municipal Planning Commission or Development Officer as necessary.

1.15 INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD

The Intermunicipal Subdivision and Development Appeal Board (ISDAB) shall perform such duties as specified in the MGA, this Bylaw and the *Chinook Intermunicipal Subdivision and Development Appeal Board Bylaw*, as amended.

Bylaw Enforcement

1.16 ENFORCING THE BYLAW

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

1.17 CONTRAVENTION

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

1.18 SPECIFIED PENALTIES

- a) Contravention of this Bylaw is an offence and is subject to a fine of not less than \$100 and not more than \$10,000.
- b) Pursuant to POPA the following fine amounts are established for use on offence notices and violation tickets:

Table 1 – Specified Penalties

Offence	Penalty
Failure to obtain a Development Permit	\$100
Failure to comply with Development Permit Conditions	\$1,000
Failure to comply with District Regulations	\$500
Failure to comply with any other condition of the Bylaw	\$500

- c) Persons contravening this Bylaw shall be liable for a penalty in accordance with **Table 1** and \$1000 for a second or subsequent contraventions.
- d) Each time that an offence notice is issued may be considered to be a separate contravention.
- e) Payment of a fine does not release the offender from the requirement to comply with the requirements of this Bylaw.

1.19 STOP ORDERS

- a) Pursuant to Section 645 of the MGA where an offense under this Bylaw occurs, the Development Authority may by written notice, order the owner or the person in possession of the land or buildings, or the person responsible for the contravention to:
 - i. Stop the development or use of the land or buildings in whole or in part as directed by the notice, or
 - ii. Demolish, remove or replace the development, or
 - iii. Carry out any other actions required by the notice so that the development or use complies with the Bylaw.
- b) A stop order notice shall state the following:
 - i. The date on which the Stop Order was made,
 - ii. The nature of the violation,
 - iii. The corrective measures required, and
 - iv. the time period within which such corrective measures must be performed.
- c) The Development Authority or a designated Municipal Enforcement Officer shall advise the recipient of a Stop Order as to where the appeal lays.
- d) If compliance with a Stop Order is not voluntarily effected, the Town may:
 - i. Enter on the land or building and take any action necessary to carry out the order
 - ii. Undertake legal action, including but not limited to, seeking injunctive relief from the Alberta Court of King’s Bench,
 - iii. In accordance with the MGA, the expenses and costs of carrying out an order may be added to the tax roll of the parcel of land, and/or
 - iv. Register a caveat under the Land Titles Act against the certificate of title for the land that is the subject to a stop order.
- e) The Town must discharge any registered caveat when the Stop Order has been complied with.

1.20 ENTRY AND INSPECTION

- a) Pursuant to Section 542 of the MGA, a designated Municipal Enforcement Officer may, after giving twenty-four (24) hours notice to the owner or occupier of land or the structure to be entered:
 - i. Enter on that land or structure at any reasonable time, and carry out any inspection, enforcement or action required to assess or enforce compliance with this Bylaw,
 - ii. Request anything to be produced to assist in the inspection, remedy, enforcement or action, and
 - iii. Make copies of anything related to the inspection, remedy, enforcement or action.
- b) If a person refuses to grant consent or refuses to produce anything to assist in the inspection, remedy, enforcement or action, the Town may obtain a court order.

1.21 VACANT BUILDINGS

If a building becomes vacant, owners shall immediately secure the building from unauthorized trespass and remove signs and continue to ensure the building and lands are secure, safe, and tidy, which includes maintaining the grass and snow removal.

Bylaw Amendments

1.22 AMENDMENT

- a) Any person may apply to amend this Bylaw by making an application for a:
 - i. Text Amendment, or
 - ii. Land Use Redesignation/Site-Specific Amendment,by submitting it to the Town for processing and consideration by Council.
- b) For a Land Use Redesignation/Site-Specific Amendment, the application must include a signed authorization of the registered owner(s) of the subject land consenting to the application for amendment.
- c) Council may direct Administration to bring an amendment to this Bylaw for Council to consider.
- d) The Development Authority may refuse to accept an application if, in their opinion, the information supplied is not sufficient to make a proper evaluation of the proposed amendment.

1.23 APPLICATION TO AMEND THE BYLAW

- a) Any person making an application to amend the Bylaw shall do so using the appropriate application form available at the Town office and on the [Town's Website](#) and shall include the following:
 - i. An application fee as set within the *Fees and Rates Bylaw*, as amended,
 - ii. A certificate of title of the land affected or other documents satisfactory to the Development Authority, including the Applicant's interest in the said land,
 - iii. Any drawings or site plans, specified by the Development Authority, provided on standard material and fully dimensioned, accurately figured, explicit, and complete, and
 - iv. Any supporting studies, plans or other information deemed necessary by the Development Authority.

1.24 AMENDING DUTIES OF THE DEVELOPMENT OFFICER

- a) Upon receipt of a completed application requesting an amendment to this Bylaw, the Development Officer shall:
 - i. Prepare an Amending Bylaw for Council, and
 - ii. Prepare a background report, including plans and other relevant material, and submit same to Council for their review.

- b) In reviewing an application to amend this Bylaw, the Development Officer shall give consideration to:
 - i. Compliance with applicable standards and provisions of the Town of Nanton Land Use Bylaw,
 - ii. Consistency with the Municipal Development Plan and any other adopted statutory plans,
 - iii. Development potential/suitability of the site,
 - iv. The proposal is located in an appropriate area of the community and is compatible with adjacent land uses,
 - v. The proposal does not compromise the road capacity of the area and is suitably and efficiently serviced by an off-site road network,
 - vi. Availability of facilities and services (sewage disposal, domestic water, gas, electricity, police and fire protection, schools, etc.) to serve the subject property and any potential impacts to levels of service to existing and future developments,
 - vii. Setback distances contained in the Subdivision and Development Regulation,
 - viii. Supply of suitably designated land,
 - ix. Circulation in alignment with the Intermunicipal Development Plan, if necessary,
 - x. Public comment and any applicable review agency comments, and
 - xi. Any other matter as deemed necessary taking into consideration the nature of the application as well as any statutory plan or approved policy affecting the site.

1.25 PUBLIC NOTICE OF A BYLAW AMENDMENT

Upon first reading of a Bylaw amendment the Development Officer shall provide public notice of the proposed amending bylaw in accordance with Section 692 of the MGA, and in the case of a Land Use Redesignation circulate notice to all adjacent registered owners:

- a) The legal description of land,
- b) The civic address of the property if possible,
- c) A map indicating the location of the land
- d) The purpose of the amending Bylaw, and
- e) The time and place that Council will hold a Public Hearing on the proposed amending Bylaw prior to the second reading.

1.26 DECISIONS ON BYLAW AMENDMENTS

Council may, in reviewing a proposed amendment to this Bylaw, after the public hearing:

- a) Approve the proposed Amending Bylaw in its original form,
- b) Make any changes it considers necessary to the proposed Amending Bylaw and proceed to approve it without further advertisement or hearing,
- c) Refer the proposed Amending Bylaw back to administration for more information or further review and changes, then reschedule the application for further consideration,
- d) Refer the application to the Municipal Planning Commission for their recommendation, or
- e) Refuse the proposed Bylaw Amendment.

1.27 RECONSIDERATION

- a) Where an application for an amendment to this Bylaw has been refused by Council, another application for amendment on the same site for the same or similar use of land shall not be made by the same or any other applicant until at least six (6) months from the date of Council's decision, and
- b) Council, at their discretion may waive the six (6) month waiting period.

SECTION TWO

Development Process

2

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

Requirements

2.1 CONTROL OF DEVELOPMENT COMPLIANCE WITH THE LAND USE BYLAW

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

2.2 DEVELOPMENT NOT REQUIRING A DEVELOPMENT PERMIT

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

Table 2 – Development Not Requiring a Development Permit

Development	Permit Not Required
Accessory Building / Structure	In a Residential District or Special District, up to two (2) Accessory Building/Structures, each less than 10 m ² in area, with a maximum height less than 3.05 m, that respect parcel setbacks and are not attached to a permanent foundation. Parcels in the Residential Large Lot (R-LRG) District may have up to three (3) Accessory Building/Structures aligning with the above.
Cement	The installation of cement or other hard surface material that is not to be covered or partially covered by a roof or other shelter.
Decks & Patios	The construction of uncovered decks or patios less than 0.6 m to ground level.

Development	Permit Not Required
Development In-Progress	<ul style="list-style-type: none"> i. The completion of a building which was lawfully under construction at the date this bylaw came into effect provided that the building is completed in accordance with the terms and conditions of any Development Permit granted. ii. 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 12 months from the date this Bylaw came into effect.
Driveways	Where it does not impact existing grades, sidewalks or curbs and does not exceed the width of a garage or carport at the end of the driveway.
Fences and Gates	In all Districts, the erection, maintenance or alteration of a fence, gate, wall, hedge or other means of enclosure in compliance with Section 3.12.
Garage Sales	Temporary, less than two-day-long, outdoor display of goods, materials, and equipment for sale may be permitted in the front yard of Residential Districts provided the display does not obstruct traffic.
Home-Based Business Type One (HBB1)	In compliance with Section 4.12.
Landscaping	Landscaping that was not required as part of the original Development Permit where the proposed grades will not adversely affect the subject or an adjacent parcel.
Maintenance	The maintenance or repair of any building provided that the work does not include structural alterations or additions.
Occupancy within a Shopping Centre or Market	The occupancy of a Permitted Use of a vacant space within an existing and approved Shopping Centre or Market.
Poles	Less than 4.5 m in height.
Permitted Uses	Where a change of use is proposed from one Permitted Use to a new Permitted Use in the same District.
Renovations	Interior renovations (including basement development) to a building which do not: <ul style="list-style-type: none"> a) create another dwelling unit, b) increase parking requirements, or c) result in the change of use of a building.
Retaining walls	Less than 1.0 m in height. If a fence is placed on top of a retaining wall, the height of the retaining wall factors into the total height of the fence.
Satellite Dishes	Any satellite dish less than 0.9 m in diameter.
Signs	Any sign listed in 'Signs Not Requiring a Development Permit' (s.3.51).
Site Preparation	Excavation, grading, stripping, or stockpile provided it is part of a development for which a Development Permit has been issued or is addressed in a signed Development Agreement with the Town of Nanton.
Solar Collector (Roof/Wall)	In compliance with the National Building Code - Alberta Edition and Section 4.18.
Personal Swimming Pools	Temporary outdoor above ground swimming pools and hot tubs that meet parcel setbacks and are not attached to a permanent foundation.
Per the MGA	<ul style="list-style-type: none"> i. Any use or development exempted under Section 618(1) of the MGA. ii. Any use or development exempted by the Lieutenant Governor in Council pursuant to Section 618(4) of the MGA.

Development	Permit Not Required
Temporary Structure	A structure erected for a temporary special function not exceeding seven (7) days.
Utilities Maintenance on Public Land	The construction, maintenance or repair of public works, services and utilities on publicly owned or administered land carried out by or on behalf of federal, provincial, municipal or public authorities.

2.3 NON-CONFORMING BUILDINGS AND USES

Development rendered legally non-conforming as a result of the passage of this Bylaw shall be permitted to remain in accordance with the provisions of the MGA.

2.4 DEVELOPMENT ON NON-CONFORMING SIZED PARCELS

- a) Development on an existing registered non-conforming sized parcel that does not meet the minimum requirements for parcel length, width or area specified in the applicable District may be permitted at the discretion of the MPC.
- b) The Development Officer is authorized to permit development on existing registered non-conforming sized parcels for Permitted Uses where the MPC issued a variance(s) to the minimum requirements for parcel length, width or area as part of a subdivision approval.

2.5 NON-CONFORMING VARIANCES

The Municipal Planning Commission is authorized to exercise minor variance powers with respect to non-conforming buildings pursuant to Section 643(5)(c) of the MGA.

2.6 DEVELOPMENT PERMIT APPLICATIONS

- a) A Development Permit application shall be made using the appropriate application form available at the Town office and on the [Town's Website](#) and shall include an application fee as set within the *Fees, Rates and Charges Bylaw*, as amended. The application package shall include the following:
 - i. Current copy of the Certificate of Title (within 60 days of submission) for the affected lands,
 - ii. Current copies of any restrictive covenants or easements (within 60 days of submission),
 - iii. A description of the existing and proposed use of the land, building(s) and structures and whether it is a new development, an alteration/addition, relocation or change of use and whether the use is temporary in nature,
 - iv. Color renderings or facsimile acceptable to the Development Authority showing the exterior elevations including height, horizontal dimensions and finishing materials of all buildings, existing and proposed,
 - v. Documentation from the Alberta Energy Regulator (AER) identifying the presence or absence of abandoned oil and gas wells as required by the *Matters Related to Subdivision and Development Regulation*, as amended,
 - vi. A copy of the Site Plan showing:
 - a. Legal description of the site with north arrow, scale and municipal address,
 - b. Site area and dimensions of the front, rear and side yards if any,
 - c. Site drainage including any watercourses, finished parcel grades, road grades and slopes greater than 15%,
 - d. The location of all existing and proposed buildings and structures (including roof overhangs) and registered easements or rights-of-way, dimensioned to property lines and drawn to a satisfactory scale,
 - e. Existing and proposed parking and loading areas, driveways, abutting streets, avenues and lanes, and egress and ingress,

- f. Where applicable, the location of existing and proposed utilities, wells, septic tanks, disposal fields, culverts and surface drainage patterns,
 - g. Where applicable, the identification of trees to be cut down or removed, and
 - h. Any additional information as may be stipulated in the standards of development, and
- vii. When required by the Development Authority:
- a. A Real Property Report prepared by an Alberta Land Surveyor, if there is any doubt as to the boundaries of the parcel,
 - b. Engineering and other reports to prove the safety and suitability of the site for the purpose intended, including a declaration that the site is free from contamination,
 - c. Landscaping Plans where required in alignment with Section 3.21,
 - d. A site drainage/stormwater management plan prepared by a qualified professional, to the satisfaction of the Development Authority, for all commercial, industrial, greenhouses and multi-unit developments or other developments as required by the Development Authority,
 - e. A Traffic Impact Assessment,
 - f. Elevations showing the proposed exterior of a building,
 - g. Any supporting studies, plans or other information deemed necessary, and
 - h. Any other additional information required for a Specific Use or Activity, as outlined in **Section Four – Specific Uses and Activities**.
- b) An application for a Development Permit must be made by the registered owner(s) of the land on which the development is proposed. An application may be made by a person who is not the registered owner of the land only with written consent of the registered owner(s).

2.7 SUITABILITY OF SITES

- a) Notwithstanding that a use of land may be Permitted or Discretionary or considered similar in nature to a Permitted or Discretionary Use in a District, the Development Authority may refuse issuance of a Development Permit if the Development Authority is made aware of the fact that the site of the proposed building or use is not safe or suitable, based on the following:
- i. Does not have safe legal and physical access to a maintained road in accordance with this Bylaw, other municipal requirements, or those of Alberta Transportation if within 300.0 m of a provincial highway or 800.0 m from the centre point of an intersection of a controlled highway and a public road,
 - ii. Has a high-water table or soil conditions which make the site unsuitable for foundations or sewage disposal systems in accordance with the provincial regulations,
 - iii. Is situated on an unstable slope,
 - iv. Consists of unconsolidated material unsuitable for building,
 - v. Is situated over an active or abandoned coal mine or oil or gas well or pipeline,
 - vi. Is unsafe due to contamination by previous land uses,
 - vii. Does not meet the minimum setback requirements from a sour gas well or bulk ammonia storage facility,
 - viii. Does not have adequate water and sewer provisions,
 - ix. Does not meet the parcel size or setback requirements or other applicable standards or requirements of this Bylaw.
- b) Nothing in this section shall prevent the Development Authority, as applicable, from issuing a Development Permit if they are satisfied that there is no risk to persons or property or that these concerns will be met by appropriate engineering measures or other mitigating measures and approvals from provincial or federal agencies have been obtained, as applicable.

Receive and Review

2.8 DETERMINATION OF COMPLETENESS

- a) Within twenty (20) days of receipt of a Development Permit application, the Development Authority shall determine whether an application is complete, unless an agreement is reached between the Development Authority and the applicant to extend the twenty (20) day period. If the Development Authority fails to determine that the application is complete within the prescribed time period, the application shall be deemed to be complete.
- b) If the Development Authority determines that the application is incomplete, the Development Authority shall issue to the applicant a written notice indicating that the application is incomplete and that the application will not be processed until the required information is provided. The written notice shall specify the outstanding documents and information to be provided, including but not limited to those required by Section 2.6. A submittal deadline for the outstanding documents and information shall be set out in the notice. A later date may be agreed on between the applicant and the Development Authority in writing to extend the deadline. Failure to submit the required information in accordance with the notice shall result in the application being deemed refused and may be appealed in accordance with Section 2.26.
- c) If the Development Authority determines that the application is complete, the Development Authority shall issue to the applicant a written Notice of Completeness acknowledging that the application is complete, delivered by hand, mail or electronic means.
- d) Despite issuance of a Notice of Completeness under subsection 2.8 c), the Development Authority in the course of reviewing the application may request additional information or documentation from the applicant that the Development Authority considers necessary to review the application.
- e) Notwithstanding subsections a) to b), the Development Authority may decide on a Development Permit application without all the required information, if the Development Authority determines that a decision can be properly made without such information.

2.9 REVIEW PERIOD

- a) The Development Authority must make a decision on a Development Permit application within forty (40) days of the date of the 'Notice of Completeness' (s.2.8c)).
- b) Notwithstanding a), time to make a decision on a Development Permit Application may be extended by entering into a 'Time Extension Agreement' (s.2.10).

2.10 TIME EXTENSION AGREEMENT

- a) The Development Authority may request up to a six (6) month extension of the review period of a Development Permit application from the applicant,
- b) The Development Authority may grant up to a six (6) month extension of the review period of a Development Permit Application at the request of the applicant, and
- c) A Time Extension Agreement shall be agreed to by both parties in writing.
- d) Additional six (6) month extensions may be requested from or granted by the Development Authority as required.

2.11 REVIEWING DEVELOPMENT PERMIT APPLICATIONS

- a) In reviewing a Development Permit Application, the Development Authority shall have regard to:
 - i. The purpose and intent of the applicable District,
 - ii. The purpose and intent of any applicable Statutory Plan adopted by the Town,

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

2.12 HEALTH, SAFETY AND NUISANCE FACTORS

Unless otherwise provided in a district, the following health, safety and nuisance factors shall be given due consideration in determining any health and safety hazards related to any development:

- a) No use shall cause or create excessive air contaminants, visible and particulate emissions, odours, water contaminants or noise as determined by legislation.
- b) No use shall create or store refuse or operate a use in a manner that attracts pests in contravention of legislation.

2.13 PUBLIC NOTICE OF A DEVELOPMENT PERMIT

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

Table 3 – Public Notice Requirements

Review of a:	Notice sent to surrounding registered owners prior to decision	Notice published on Town website prior to decision	MPC meeting required	Notice sent to surrounding registered owners after decision	Notice published on Town website after decision
Permitted Use	No	No	No	No	No
Permitted Use with a Variance ≤ 25%	No	Yes	No	No	Yes
Permitted Use with a Variance > 25%	Yes	Yes	Yes	Yes	Yes
Discretionary Use	Yes	Yes	No	Yes	Yes
Discretionary Use with a Variance	Yes	Yes	Yes	Yes	Yes

- b) Where notification of adjacent registered owners and other persons likely to be affected is required, the Development Authority shall:
 - i. Mail (postal service or electronic) written notice of the application at least ten (10) days before the meeting of the MPC or the decision of the Development Authority to:
 - a. Adjacent registered owners and other persons likely to be affected by the issuance of a Development Permit,
 - b. The Municipal District (MD) of Willow Creek if in the opinion of the Development Authority, the proposed development could have an impact upon land uses in the MD or is adjacent to the MD boundary, and
 - c. Any other persons, government departments or referral agency that is deemed to be affected.
 - ii. Post a notice on the municipal website and official social media as authorized through an advertising bylaw approved by Council in accordance with Section 606.1 of the MGA at least ten (10) days before the meeting of the MPC or the decision of the Development Officer, or
 - iii. A combination of the above that satisfies the requirements of the MGA.
- c) In all cases, notification shall:
 - i. Describe the nature and location of the proposed use or development,

- ii. If warranted per **Table 3**, state the place and time where the MPC will meet to consider the application, , and
- iii. Specify the location at which the application can be inspected.
- d) When an application for a Development Permit is refused, the Notice of Decision, including reasons for refusal, shall be sent by ordinary mail to the applicant.
- e) Approved Development Permit applications, shall be posted in alignment with **Table 3**. This notice shall include:
 - i. The location and use of the Parcel,
 - ii. The date the Development Permit was issued, and
 - iii. Notice that an appeal may be made by a person affected by the decision by serving written notice of the appeal to the ISDAB within Twenty-One (21) days notice being posted or the date of the 'Deemed Refusal' (s.2.20).
- f) Notices provided after decision, either sent to surrounding registered owners and/or published on the Town website shall be done on the same day.

Decisions

2.14 DECISIONS ON DEVELOPMENT PERMIT APPLICATIONS

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

- a) A Permitted Use
 - i. Shall approve the application for a Permitted Use, with or without conditions, if the proposed development conforms with this Bylaw, or
 - ii. May approve the application for a Permitted Use, with or without conditions, if the proposed development does not conform with the Bylaw, subject to the approval of any required variances, or
 - iii. Shall refuse the application if it does not conform to the Bylaw.
- b) A Discretionary Use:
 - i. May approve the application for a Discretionary Use, with or without conditions, if the proposed development conforms with this Bylaw,
 - ii. May approve the application for a Discretionary Use, with or without conditions, if the proposed development does not conform with this Bylaw, subject to the approval of any required variances, or
 - iii. May refuse the application for a Discretionary Use even though it meets the requirements of this Bylaw.

2.15 NOTICE OF DECISION TO APPLICANT

- a) All decisions on Development Permit applications must be provided in writing, and a copy of the decision, together with a written notice specifying the date on which the written decision was given, must be given or sent to the applicant on the same day the written decision is given.
- b) If the Development Permit application is refused, or conditionally approved, the Notice of Decision shall contain the conditions imposed as part of the approval or the reasons for the refusal.

2.16 APPROVAL OF A SIMILAR USE

- a) Notwithstanding Section 2.14, the Development Authority may approve a Development Permit, with or without conditions, for a use that is neither Permitted nor Discretionary in the District in which the development is to be located, provided that:
 - i. The proposed use is a similar use to a permitted or discretionary use in the District,

- ii. The proposed use is not defined elsewhere in this Bylaw, and
 - iii. All public notices of the Development Permit approval specifically reference that the use was approved as a similar use.
- b) A similar use is considered a discretionary use.

2.17 DIRECT CONTROL DISTRICT DECISIONS

- a) Upon receipt of a completed application for a Development Permit in a Direct Control District, the Development Authority shall:
- i. Refer the application to Council for a decision, except where the decision-making authority has been delegated to the Development Authority, and
 - ii. Notify adjacent registered owners and other persons likely to be affected in accordance with 'Public Notice of a Development Permit' (s.2.13).
- b) After considering any response to notifications issued under Section 2.13, Council or the Development Authority, if delegated authority by Council, may:
- i. Approve a Development Permit with or without conditions; or
 - ii. Refuse to approve the Development Permit, stating reasons.
- c) In accordance with the MGA there is no appeal to the ISDAB for a decision on an application for a Development Permit in a Direct Control District, where the decision was made by Council.

2.18 TEMPORARY USE

- a) Where in the opinion of the Development Authority, a proposed use is of a temporary nature, it may approve a temporary Development Permit valid for a period of up to one (1) year for a use, provided the use is listed as a Permitted Use, Discretionary Use or deemed similar to a Permitted or Discretionary Use in the applicable District.
- b) Temporary use applications shall be subject to the following conditions:
- i. The applicant or developer is liable for any costs involved in the cessation or removal of any development at the expiration of the permitted period,
 - ii. The Development Authority may require the applicant to submit an acceptable form of security guaranteeing the cessation or removal of the temporary use, and
 - iii. Any other conditions as deemed necessary.

2.19 VARIANCES

- a) Unless a specific provision of this Bylaw provides otherwise, the Development Authority may issue a Variance as a condition of a Development Permit.
- b) Variances may be issued where:
- i. The proposed development would not unduly interfere with the amenities of a neighbourhood, or materially interfere with or affect the use, enjoyment or value of neighbouring parcels of land, and
 - ii. The proposed development conforms with the use prescribed for that land or building in the Bylaw.
- c) Applicants requesting a Variance shall provide a supporting rationale in support of the variance.
- d) In the event that a Variance is granted, the Development Authority shall specify the nature of the approved Variance in the Development Permit approval.
- e) Variances can be granted at the sole discretion of the Development Officer for uses that request a Variance of up to twenty five percent ($\leq 25\%$) to a applicable measurable standard, excluding height.
- f) Variances can be granted by the MPC for uses that request a Variance(s) exceeding twenty-five percent ($>25\%$) of any measurable standard of this bylaw, or a Variance of any other bylaw provision.

2.20 DEEMED REFUSALS

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

- a) Outstanding information requested as part of the 'Determination of Completeness' (s.2.8) is not submitted by the Applicant within the time period identified by the Development Authority, or
- b) The Development Authority does not make a decision on a Development Permit within the 40-day 'Review Period' (s.2.9), or
- c) The Development Authority does not make a decision on a Development Permit within the alternative review period stated within a written 'Time Extension Agreement' (s.2.10).

2.21 EFFECTIVE DATE

- a) A Development Permit for a Permitted Use where no Variance has been approved comes into effect on the date the Permit was issued.
- b) Barring an appeal to the ISDAB, a Development Permit for a Discretionary Use or where a Variance has been approved, does not come into effect until Twenty-One (21) days from the date on which public notice was issued in alignment with **Table 3**.
- c) Any development occurring prior to the dates determined under subsections a) and b) above is at the risk of the applicant.

Conditions

2.22 CONTINUATION OF CONTROLS

A condition attached to a Development Permit issued under a former Land Use Bylaw continues under this Bylaw.

2.23 CONDITIONS ATTACHED TO DEVELOPMENT PERMITS

- a) The Development Authority, in imposing conditions on a Development Permit may:
 - i. For a Permitted Use, impose conditions only to ensure compliance with this Bylaw, and
 - ii. For a Discretionary Use, impose conditions as deemed appropriate, so long as they serve a legitimate planning objective and do not sub-delegate the Development Authority's discretionary powers.
- b) Conditions may include, but are not limited to, that the applicant:
 - i. Pay an off-site levy or redevelopment levy imposed by bylaw,
 - ii. Register an Easement or Encroachment Agreement,
 - iii. Enter into a Development Agreement or Deferred Servicing Agreement pursuant to Section 2.24,
 - iv. Fence a site during construction,
 - v. Repair municipal improvements that may be damaged as a result of the development,
 - vi. Grade, landscape or pave a parcel,
 - vii. Registering a restrictive covenant,
 - viii. Enter into an agreement to remediate the site when the use comes to an end,
 - ix. Complete a geotechnical investigation to ensure that the site is suitable in terms of topography, soil characteristics, flooding, subsidence, mass wasting and erosion,
 - x. Alter a structure or building size or location to ensure any setback requirements of this Land Use Bylaw or the Subdivision and Development Regulation can be met,

- xi. Provide public utilities, other than telecommunications systems or works, and vehicular and pedestrian access,
 - xii. Give security, in alignment with Section 2.25, to ensure the terms of the permit approval under this section are carried out,
 - xiii. Completion development within a specified time period,
 - xiv. Complete a lot or construction stakeout conducted by an approved surveyor or agent,
 - xv. Complete any measures to ensure compliance with applicable federal, provincial or other municipal legislation and approvals,
 - xvi. Submit an Environmental Impact Assessment, and/or
 - xvii. Obtain any other approval, permit, authorization, consent or license that may be required to develop or service the affected land.
- c) In addition to the foregoing, conditions may include but are not limited to any conditions that the Development Authority may deem appropriate to ensure compatibility with neighbouring development, including but not limited to:
- i. limiting hours of operation, and/or
 - ii. requiring the mitigation of noise or other nuisances.

2.24 DEVELOPMENT AGREEMENTS

- a) As a condition of approval, the Development Authority may require the applicant to enter into a Development Agreement with the Town, in accordance with the provisions of the MGA, and may require the applicant to:
 - i. Pay for all or a portion of the cost of an improvement constructed or paid for in whole or in part by a municipality at any time prior to the date of approval of the development permit or subdivision approval application, or
 - ii. Construct or pay for all or a portion of an improvement with an excess capacity.
 - iii. Repair or reinstate to original or improved condition any roads, sidewalks or parking areas which may be damaged, destroyed or otherwise harmed by development or building operations upon the site, and/or
 - iv. Attend to all other matters the Development Authority considers appropriate.
- b) A Development Agreement referred to in this section may require the applicant to oversize improvements in accordance with Section 651 of the MGA.
- c) The Town may register a caveat under the *Land Titles Act* with respect to an agreement under this section against the certificate of title for the land that is the subject of the development, or for the parcel of land that is the subject of the subdivision, which shall be discharged upon the terms of the Development Agreement being met.
- d) As a condition of subdivision approval, all agreements may be registered concurrently by caveat onto individual parcels being created.
- e) The Developer shall be responsible for and within thirty (30) days of the presentation of an account, pay to the Town all legal and engineering costs, fees, expenses and disbursements incurred by the Town through its solicitors and engineers for all services rendered in connection with the preparation, fulfillment, execution and enforcement of the agreement.

2.25 SECURITIES

The Development Authority may require an approved form of financial security to be provided to ensure the satisfactory completion of the approved development. Should security be required, the following shall apply:

- a) The form of security shall be to the satisfaction of the Development Authority.

- b) The security either in part or as a whole shall be returned to the security provider upon inspection of the completed development by the Development Authority and depending on whether deficiencies have been identified.
- c) Should it be determined that any portion of the approved development was not completed in accordance with the requirements of this bylaw, conditions of an approved permit, and/or any approved plans, the Development Authority shall withhold a part or all of the Security until the deficiencies have been rectified to their satisfaction.
- d) Should the identified deficiencies be outstanding two (2) years after the issue date of the approved permit, the security deposit will be considered and can be deposited into general revenue and used by the Town in its sole discretion.

Appeals

2.26 APPEALING A DEVELOPMENT PERMIT DECISION

Pursuant to the *Chinook Intermunicipal Subdivision and Development Appeal Board Bylaw* as amended, and the MGA, any person affected by an order, decision or Development Permit made or issued by a Development Authority, including the applicant, may appeal the decision to the ISDAB.

2.27 APPEAL PROCESS

The Process followed by the ISDAB is articulated within the *Chinook Intermunicipal Subdivision and Development Appeal Board Bylaw* as amended, and the MGA.

2.28 DECISIONS OF THE CHINOOK ISDAB

- a) If the decision to approve a Development Permit application is reversed by the ISDAB the Development Permit shall be null and void.
- b) If the decision to approve a Development Permit application is varied by the ISDAB, the Development Authority shall be directed to issue a Development Permit in accordance with the terms of the decision of the ISDAB.
- c) If the Development Authority refuses a permit and the application is varied by the ISDAB, the Development Authority shall be directed to issue a Development Permit in accordance with the terms of the decision of the ISDAB.

Completion and Cancellation

2.29 COMMENCEMENT AND EXTENSIONS

- a) Unless a Development Permit is:
 - i. specified by the Development Authority to remain in effect for less than twelve (12) months, or
 - ii. suspended or cancelled,
 it shall be deemed void if the development authorized by the Development Permit is not commenced within twelve (12) months from the date of its issue unless an extension has been granted by the Development Authority.
- b) At the request of the applicant, the validity of a Development Permit may be extended by the Development Authority, for an additional period of not more than twelve (12) months having due regard to the merits of the case.

2.30 SUSPENSION OR CANCELLATION OF A DEVELOPMENT PERMIT

- a) The Development Authority may cancel, suspend, or modify a Development Permit by written notice to the holder of the permit when, after a Development Permit has been issued, the Development Authority becomes aware of one the following circumstances:
 - i. The application contained a misrepresentation,
 - ii. Facts concerning the application or the development were not disclosed which should have been disclosed at the time the application was considered,
 - iii. Any condition under which the Development Permit was issued has been contravened,
 - iv. The Development Permit was issued in error,
 - v. Development has not commenced within twelve (12) months of the effective date,
 - vi. The applicant has requested cancellation of the permit in writing, or
 - vii. The approved use or development is discontinued or abandoned for twelve (12) months or more.
- b) Upon receipt of the written notification of suspension or cancellation, the applicant must cease all development and activities to which the Development Permit relates.
- c) A person whose Development Permit is suspended or cancelled under this section may appeal within 21 days of the date the notice of cancellation or suspension is received to the ISDAB.
- d) If a Development Permit is suspended or cancelled, the ISDAB shall review the application if an appeal is filed by the applicant and either:
 - i. Reinstate the Development Permit,
 - ii. Cancel the Development Permit if the Development Authority would not have issued the Development Permit if the facts subsequently disclosed had been known during the consideration of the application, or
 - iii. Reinstate the Development Permit and may impose such other conditions as are considered necessary to ensure that this bylaw or any statutory plan is complied with.

2.31 TRANSFERABILITY OF DEVELOPMENT PERMIT

A valid Development Permit is transferable where the use remains unchanged and the development is affected only by a change of ownership, tenancy, or occupancy. This provision does not apply to a Development Permit for a Home-Based Business Type Two (HBB2), which is non-transferable.

2.32 REAPPLICATION INTERVAL

- a) When a Development Permit application is refused, the Development Authority may:
 - i. Refuse to accept another application on the same property and for the same or similar use of the land by the same or any other applicant for six (6) months after the date of previous refusal,
 - ii. Receive an application for the same or similar use of the parcel before six (6) months have elapsed from the date of the decision, when, in the opinion of the Development Authority, the aspects of the application which caused it to be refused have been sufficiently modified so as to constitute a sufficiently different application, or
 - iii. Receive an application for a Permitted Use of the parcel, complying in all respects with this Bylaw, before six (6) months have elapsed from the date of the decision.

2.33 OCCUPANCY PERMITS

The Development Authority may require that the holder of a Development Permit obtain an Occupancy Permit before a building or use that was the subject of a Development Permit is occupied or the approved use initiated.

SECTION THREE

General Regulations

3

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

Parcels & Setbacks

3.1 DOUBLE-FRONTING AND CORNER PARCELS

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

3.2 PROJECTIONS INTO MINIMUM SETBACKS

- a) Those parts of a building which may project over a yard, as defined by the minimum setback required by this Bylaw, are as follows:
 - i. Front Yards
 - a. Projections, cantilevers, bay windows, covered or uncovered decks, may project a maximum of 0.6 m over or onto a required front yard.
 - b. Unenclosed steps may project a maximum of 1.8 m over or onto a required front yard.
 - ii. Side Yards
 - a. Projections, cantilevers, bay windows, covered or uncovered decks, less than 2.4 metres, may project a maximum of 0.6 m over or onto a required side yard.
 - b. Cantilevers and balconies, higher than 2.4 metres, may project further than 0.6 m into a side yard but must maintain a minimum 1.2 m separation from property lines.
 - c. Unenclosed steps and landings at grade (0.3 m or less) to a side entrance may project onto the entire side yard.
 - d. Unenclosed steps and landings above 0.3 m may project a distance not exceeding one half of the minimum side yard.
 - e. A projection into the side yard shall not cause an obstruction for emergency access to the rear yard.

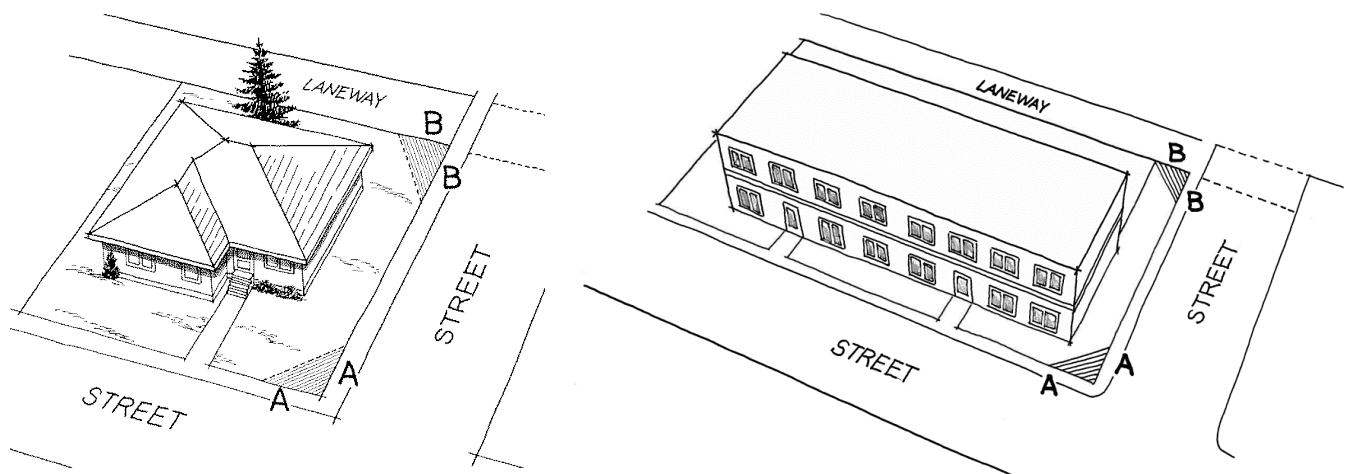
- iii. Rear Yards
 - a. Projections, cantilevers, balconies, bay windows, patios, balconies, covered or uncovered decks and steps may project a maximum of 1.2 m over or onto a required rear yard.
 - b. Patios, the surface of which is less than 0.3 m above grade shall comply with the maximum site coverage of the respective District.
- b) Notwithstanding any setback provision of this Bylaw, no buildings or structures or including projections shall encroach onto, under or over a utility right-of-way or within the required side yard setback to provide access to the rear yard on a laneless parcel.
- c) The minimum distances required for yards do not apply to:
 - i. Exterior finishing materials applied to principal buildings provided the material does not encroach more than 0.1 m into any yard,
 - ii. Retaining walls, landscaping, regulation-height fences and garbage enclosures, or
 - iii. Wheelchair ramps.

However, these structures and improvements shall remain entirely within the parcel on which they are located.

3.3 CORNER VISIBILITY

- a) In a Residential District, buildings, structures, fences and landscaping shall be setback at least 3.0 m from the intersection of two roads, as measured from the curb intersect point or edge of pavement, to maintain corner visibility, as illustrated as “A” in **Figure 1**.
- b) In a Non-Residential District, buildings, structures, fences and landscaping shall be setback at least 6.0 m from the intersection of two roads, as measured from the curb intersect point or edge of pavement, to maintain corner visibility, as illustrated as “A” in **Figure 1**.
- c) For parcels backing onto the intersection of a rear lane and public roadway in all Districts, buildings, structures, fences and landscaping shall be setback at least 1.5 m from the intersection of the rear lane and public roadway, as measured from the curb intersect point or edge of pavement, to maintain corner visibility, as illustrated as “B” in **Figure 1**.

Figure 1 – Corner Visibility Triangle



3.4 EASEMENTS

- a) All permanent structures shall be located a minimum of 3.0 m, or such greater distance as required by the Development Authority, from an easement registered for the protection of municipal water mains and sewer mains or any other infrastructure, as determined by the municipality.
- b) No structures shall be located within a registered easement without the written consent of the easement holder.

3.5 EMERGENCY ACCESS

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

3.6 DEVELOPMENT ON OR NEAR A BODY OF WATER

Parcels shall be located at least 30.0 m back from the top of bank of any body of water or an area subject to flooding as established by the province.

3.7 DEVELOPMENT NEAR A HIGHWAY

- a) Where development is proposed adjacent to an arterial road or highway, the Development Authority may request an applicant provide:
 - i. A noise attenuation study satisfactory to the Town's Engineer, and/or
 - ii. A roadside Development Permit from Alberta Transportation.
- c) Following consideration of the noise attenuation study, the Development Authority may impose a condition on the Development Permit requiring the applicant to:
 - i. Construct a noise barrier satisfactory to the Town Engineer, or
 - ii. Pay to the Town a sum of money equal to the present estimated cost of constructing a noise barrier as determined by the Town Engineer.

3.8 DEVELOPMENT OF LANDS SUBJECT TO SUBSIDENCE, UNDERMINING OR FLOODING

- a) If, in the opinion of the Development Authority, land upon which development is proposed is subject to subsidence, mass wasting, flooding or undermining the Development Authority may require the applicant to submit the following reports, prepared by an engineer demonstrating that any potential hazards can be mitigated:
 - i. Structural building plan,
 - ii. Slope stability analysis,
 - iii. Geotechnical report, or
 - iv. Flood mapping.

3.9 GRADING AND DRAINAGE

- a) Site grading and parcel drainage shall be in accordance with the *Utilities Bylaw*, as amended.
- b) The Development Authority may require engineered grading or stormwater management plans as a condition of approval.

3.10 RETAINING WALLS

- a) The Development Authority may require the construction of a retaining wall as a condition of a Development Permit if, in their opinion, significant differences in grade exist or will exist between the parcel to be developed and adjacent parcels.

- c) Any retaining wall proposed over 1.0 m in height must be approved by the Safety Codes Officer as a condition of approval.
- b) Creosote railway ties are not a permitted construction material for any retaining wall.

3.11 SCREENING

- a) Year-round visual screening to a minimum height of 1.8 m shall be provided by a fence or a combination of fence and landscaping materials where a Non-Residential District abuts a Residential District.
- b) All mechanical equipment or apparatus on the roof of any office, commercial, or industrial building shall be screened to the satisfaction of the Development Authority.
- c) All exterior work areas, storage areas and waste handling areas shall be screened and/or enclosed from view to the satisfaction of the Development Authority.
- d) In those cases where wrecked or damaged vehicles are permitted to be stored or located on a site they shall be screened or enclosed to the satisfaction of the Development Authority.

3.12 FENCING

- a) Fence heights shall be in alignment with **Table 4**, as illustrated in **Figure 2**.
- b) In cases where a fence is constructed on a retaining wall, height is calculated as the average combined height measured from grade on both sides of the fence and retaining wall.
- c) Where a permit is required, the Development Authority may regulate the types of materials and colours used for a fence.
- d) The use of barbed wire below a height of 2.4 m is not permitted.
- e) The use of razor wire is not permitted.
- f) Fencing shall not be permitted to be constructed within any developed or undeveloped roadway or laneway right-of-way, unless an encroachment agreement has been signed. Removal of such fencing will be at the property owner's expense.

Figure 2 – Fence Height Illustrations

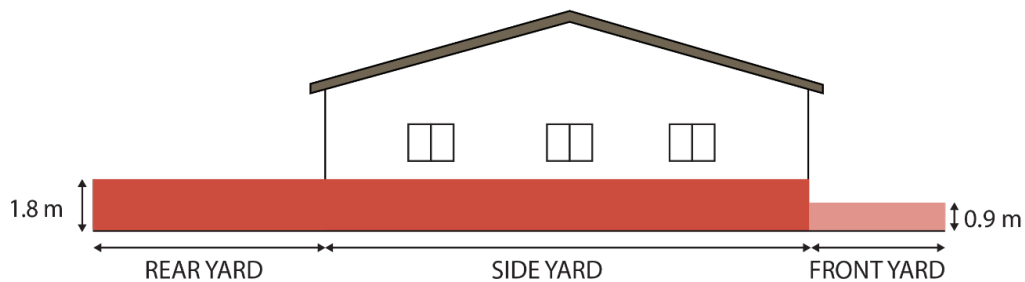


Table 4 – Fence Height Maximums

	Non-Industrial	Industrial
Front Yard	0.9 m	0.9 m
Side Yard	1.8 m	2.4 m
Rear Yard	1.8 m	2.4 m
Within the 'Corner Visibility Triangle' (Figure 1)	0.0 m	0.0 m

3.13 LIGHTING

- a) Exterior lighting of a site or building may be required as a condition of development and lighting shall be located, oriented and shielded so that it does not:
 - i. Illuminate adjacent development,
 - ii. Adversely affect the use, enjoyment and privacy of any dwelling and its amenity space, or
 - iii. Interfere with traffic safety on public roadways.
- b) Full cut-off fixtures shall be installed for all exterior lighting.
- c) No flickering and flashing lights are permitted.

3.14 AMENITY AREA

- a) All multi-unit and apartment dwelling developments shall provide a minimum of 6.0 m² of Amenity Area (Private) per unit, exclusive of required front and side yards with no dimension less than 1.5 m.
- b) Amenity Area (Private) may include:
 - i. A deck or balcony,
 - ii. A patio, or at-grade yard, or
 - iii. A recessed balcony.
- c) All multi-unit and apartment dwelling developments shall provide a minimum of 30.0 m² of Amenity Area (Common), which may be provided indoors, outdoors, or a combination thereof.
- d) Amenity Area (Common) may include:
 - i. A rooftop amenity area, or rooftop garden,
 - ii. A balcony or terraced balcony,
 - iii. An at grade amenity area, including a common garden area, or
 - iv. An indoor amenity such as a swimming pool, fitness room, common room, or play area complete with equipment.
- e) An Amenity Area at ground level must have screening at least 1.2 m in height, to the satisfaction of the Development Officer.

3.15 OUTDOOR DISPLAY AND STORAGE

- a) Outdoor storage areas shall not be permitted within the front or side setback.
- b) The Development Authority may impose conditions related to screening, buffering or landscaping of any outdoor display areas.
- c) Outdoor storage areas adjacent to a residential parcel shall be effectively screened by an opaque fence of at least 1.8 m in height or other suitable screening to the satisfaction of the Development Authority.

3.16 VEHICLE STORAGE

- a) Any motor vehicle parked on a parcel shall align with the *Community Standards Bylaw* and *Traffic Bylaw*, as amended.
- b) A maximum of one (1) Recreational Vehicle, not stored in a Garage, may be kept
 - i. in the backyard of a Residential District parcel, or
 - ii. on the driveway of a Residential District parcel so long as it is 1m from the nearest edge of a public roadway or sidewalk .

in accordance with the Corner Visibility (s.3.3), regulations.

- c) One (1) Recreational Vehicle stored on private property may be temporarily used as a dwelling unit for no longer than seven (7) consecutive days for the purpose of guest accommodation or to provide accommodation while renovations to the principal building are occurring.

3.17 GARBAGE ENCLOSURES

- a) In all Districts, garbage areas shall be wholly provided on the same site as the buildings to be served, unless otherwise approved by the Development Authority.
- b) All refuse on any construction site shall be properly screened or placed in an approved enclosure until removed for disposal.
- c) Any garbage storage or collection area co-existing with any parking or loading area shall be:
 - i. Clearly delineated as separate from the parking or loading stalls,
 - ii. Located to optimize collection vehicles access, and
 - iii. Screened by a fence or landscaping.

3.18 SERVICING

- a) All development shall be required to connect to both the municipal water supply and sewer system where the municipal services are, in the opinion of the Development Authority, reasonably available.
- b) Where no municipal servicing is reasonably available, the Development Authority may issue a Development Permit for a Permitted or Discretionary Use with the condition that temporary on-site water or sewer services or both may be permitted, provided such services are constructed and installed in compliance with *Alberta Health Services and Alberta Safety Codes Standards*, and that the development must disconnect and remove such on-site servicing and connect with municipal water and sewer when available.
- c) The applicant of the Development Permit requesting on-site water and sanitary sewer services shall be required to submit a soils analysis and report demonstrating the suitability of the site for on-site servicing as part of the Development Permit application and prior to development approval.

Landscaping

3.19 RESIDENTIAL LANDSCAPING

- a) The Town of Nanton does not regulate landscaping on private-property within Residential Districts.
- b) Notwithstanding a), landscaping on private-property is shall not extend into municipally-owned public boulevards.

3.20 NON-RESIDENTIAL LANDSCAPING

- c) All portions of a Non-Residential parcels not covered by a building, structure, parking stall or driveway shall be landscaped and maintained to the satisfaction of the Development Authority.
- d) In Non-Residential Districts and on parcels with a Dwelling (Multi-Unit) of more than ten (10) units:
 - i. A minimum 1.8 m landscaped buffer is required along each public road, and
 - ii. A minimum 6.0 m landscaped buffer is required along every boundary adjacent to a Residential District.
- e) Landscaping may consist of any or all of the following:
 - i. trees, shrubs, lawn, flowers,
 - ii. large feature rocks, bark chips, field stone,

- iii. berming, terracing, and
- iv. other innovative landscaping features,
- f) Existing trees should be retained as much as possible.
- d) No cottonwood tree of any species or variety shall be planted in the Town.

3.21 LANDSCAPING PLANS

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

3.22 LANDSCAPING SECURITIES & INSPECTIONS

- a) 'Landscaping Plans' (s.3.21) shall be accompanied by a quote from a landscape professional indicating the cost to implement the Landscaping Plan.
- b) An irrevocable letter of credit or cash deposit of 100% of the estimated costs to implement the Landscaping Plan will be provided to the Town within thirty (30) days of the Development Permit being issued and will be retained until all landscaping is completed.
- c) Upon receipt of a written request from an applicant, an inspection of finished landscaping may be scheduled by the Development Authority.
- d) Landscaping inspections shall be:
 - i. Conducted only during the normal growing season, approximately May 15th through October 15th, and
 - ii. Performed within thirty (30) days of receipt of the inspection request subject to i. above,
- e) Fifty percent (50%) of the Landscaping Securities will be returned when satisfactory completion of the landscaping is confirmed with an inspection by the Development Authority.
- f) The remaining Landscaping Securities, unless otherwise drawn upon, shall be fully released once it is confirmed with an inspection by the Development Authority that the landscaping has survived a minimum of two full growing seasons.
- g) The Town is permitted to draw upon Landscaping Securities, in the event that the required works are not completed.

Buildings and Structures

3.23 ADDRESSING

The civic address assigned shall be clearly displayed on all houses and business premises.

3.24 BUILDING ORIENTATION

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

3.25 INFILL DEVELOPMENT

Infill development shall be in keeping with the scale and character of the surrounding area, having regard to the provisions of the prescribed District, including the following, to the satisfaction of the Development Authority:

- a) Front setbacks shall be generally consistent with adjacent parcels,
- b) Building height shall be generally consistent with adjacent parcels and shall not vary by more than one storey,
- c) The façade of a building should be generally consistent with the look of adjacent buildings, and
- d) In Residential Districts, Garage access (front or rear) shall be consistent with adjacent parcels where possible.

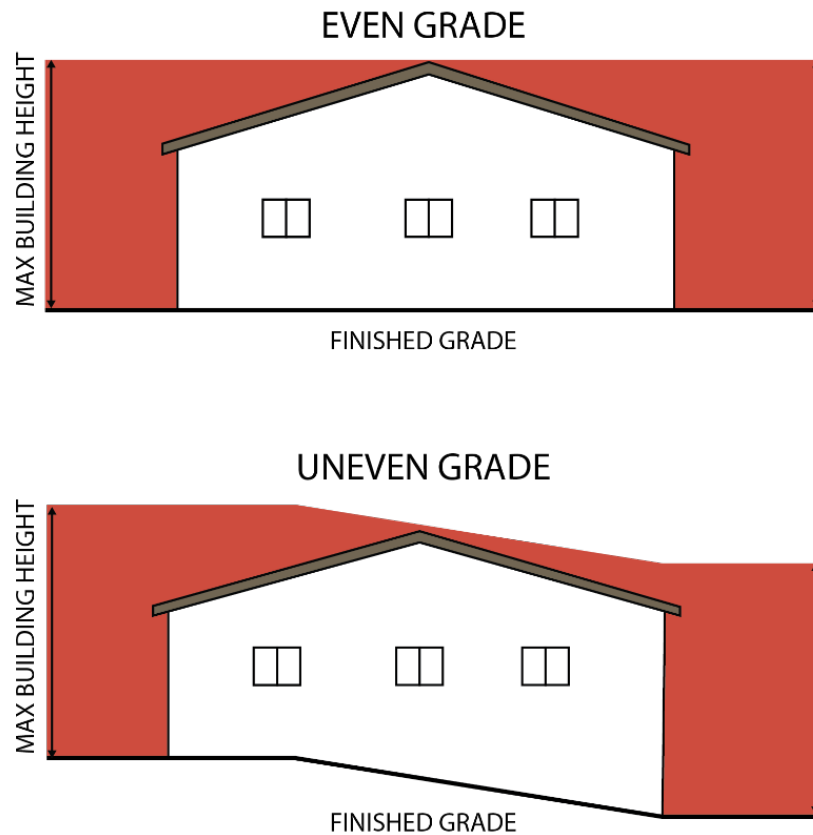
3.26 MAINTENANCE AND APPEARANCE

- e) The entire site and all buildings at all times shall be maintained in a neat and tidy manner in accordance with the *Community Bylaw*, as amended.
- f) A Building’s character and appearance may be considered in the review of proposed development, with respect to:
 - i. Consistency with the prescribed District,
 - ii. Compatibility with nearby Buildings, and
 - iii. Compliance to the provisions of any Statutory Plan, which sets out specific guidelines as to the design, character, appearance, or building materials used in a development.
- g) Undeveloped sites should be farmed or maintained in their natural state until such time as the site is developed.
- h) The Development Authority may regulate the exterior finish of buildings, structures or signs to improve the quality of any proposed development within any District.
- i) If a building is to be located on a parcel with more than one street frontage or on a parcel with potential for further subdivision, the Development Authority may regulate the orientation and location of the building as a condition of development approval.

3.27 BUILDING HEIGHT

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

Figure 3 – Determining Building Height



3.28 MANUFACTURED HOMES

- a) No Manufactured Home, or additions thereto, shall exceed 5.0 m in height,
- b) Manufactured Homes shall have CSA certification,
- c) Manufactured Homes must be placed on a foundation in accordance with provincial standards,
- d) The crawl space between a Manufactured Home and the ground shall be suitably enclosed from view by skirting, or another means satisfactory to the Development Authority, within thirty (30) days of siting,
- e) Axles, wheels and trailer hitches shall be removed once a Manufactured Home is sited,
- f) A proposed manufactured home community will require an approved Area Structure Plan prior to the acceptance of a Development Permit application for review.
- g) The Development Authority may require a security, in alignment with Section 2.25, of a minimum \$5000 to a maximum value of up to fifty percent (50%) of the assessed value of the building to ensure the conditions of the Development Permit are met.

3.29 MIXED-USE BUILDINGS

- a) A Development Permit may include a number of units within a building.
- b) A building may be occupied by a combination of one or more of the uses listed in a particular District, each use shall be considered as a separate use, and shall obtain a Development Permit.
- c) The minimum size of a Dwelling Unit in a Mixed-Use Building shall be 46.5 m².
- d) Dwelling Units shall have at grade access that is separate from the access for commercial premises.

- e) A minimum of 4.00 m² of Amenity Area (Private) shall be provided for each Dwelling Unit.
- f) No use or operation within a building shall cause air contaminants, visible emissions, particulate emissions of odorous matter or vapor, or create the emission of toxic matter beyond the building that contains it. The handling, storage and disposal of any toxic or hazardous materials or waste shall be in accordance with the regulations of any government authority having jurisdiction.

3.30 ACESORY BUILDINGS AND STRUCTURES

- a) Accessory Building/Structures shall be located at least 1.2 m from the principal building or a parcel setback.
- b) Accessory Building/Structures shall not be located in the front yard.
- d) An Accessory Building/Structure shall not be used as a dwelling or contain a dwelling unit, unless converted into a Secondary Suite (External) in alignment with section 4.16, and the National Building Code - Alberta Edition.
- e) Carports attached to a principal dwelling or building shall comply with the provisions for the principal dwelling or building.

3.31 PRIVATE SWIMMING POOLS

Any private swimming pool with a design depth greater than 0.6 m shall be restricted to the side or back yard only and constructed and fenced in accordance with *Safety Codes* requirements.

3.32 NUMBER OF DWELLING UNITS ON A PARCEL

- a) No more than one dwelling unit shall be constructed or located or caused to be constructed or located on a parcel except where permitted within a District and specified in a Development Permit.
- b) The Development Authority may issue a Development Permit for the construction or location of more than one dwelling unit on a parcel of land if the proposed dwelling units will be:
 - i. Contained in a building that, or in buildings each of which, is designed for or divided into two or more dwelling units,
 - ii. Located on a parcel of land that is divided into bareland condominium units, or
 - iii. A single detached dwelling and a Secondary Suite (Internal) or (External).

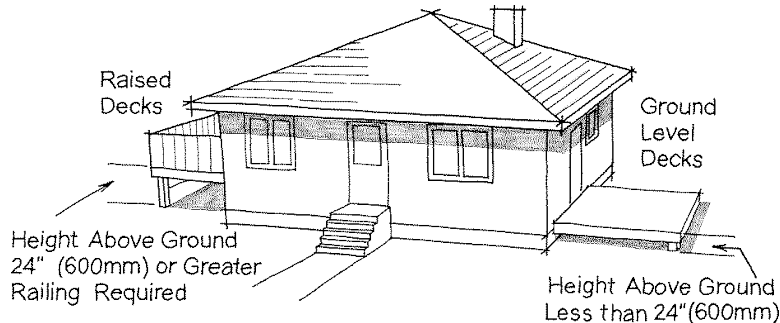
3.33 CONDOMINIUM AND BARE LAND CONDOMINIUM PLANS

- a) In the event of subdivision by condominium or bare land condominium plan, development shall be treated as a multi-unit complex where development setbacks for the front, rear, and side yards shall be the same as specified in the appropriate Land Use District. Spatial separation between buildings shall also comply with the *National Building Code - Alberta Edition*.
- b) The Town's road and utility servicing standards may be relaxed within the boundaries of a proposed development that will be registered by condominium or bare land condominium plan, provided that:
 - i. Adequate fire access, legal road access, and municipal servicing are provided and maintained to the satisfaction of the Development Authority, and
 - ii. The applicant, heirs and assigns or the condominium corporation assumes all responsibility for the construction, maintenance, repair, and replacement of all such roads and utility services within the condominium plan or bare land condominium plan.

3.34 DECKS

- a) A Development Permit is required for the construction of a deck if it will be greater than 0.6 m in height as illustrated in **Figure 4**.
- b) All covered decks require a Development Permit.
- c) For the purposes of calculating site coverage requirements, where a structure is attached to the principal building, it shall be deemed part of the principal building and subject to principal building requirements.
- d) Decks must be located in a manner such as to preserve the privacy of adjacent properties.

Figure 4 – Decks



3.35 MITIGATION OF IMPACTS FROM NOISE, ODOR, VIBRATION AND AIR QUALITY

- a) Where, in the opinion of the Development Authority, a development has the potential to create negative impacts on adjacent uses or nearby residential development in the form of noise, odor, vibration or air quality, the applicant may be required to submit a mitigation plan demonstrating how impacts will be mitigated prior to a decision being made on the application.
- b) A mitigation plan may be attached as a condition of approval as well as any other measures deemed necessary by the Development Authority to mitigate impacts pursuant to subsection a) above.

Parking and Loading

3.36 GENERAL PROVISIONS

- a) All off-street parking spaces, loading spaces, manoeuvring aisles, parking pads, and driveways shall be surfaced within twelve (12) months from completion of the development and thereafter maintained to the satisfaction of the Development Authority. The Development Authority may require that parking areas or portions thereof be hard surfaced.
- b) Adequate curbs, concrete bumpers or fences shall be provided to the satisfaction of the Development Authority.
- c) At least 10% of the required number of parking spaces per site, to a maximum of ten (10) and a minimum of one (1), shall be Barrier-free parking spaces intended for use by mobility-reduced persons.
- d) Barrier Free parking spaces shall:
 - i. be designed as a 2.4 m wide parking stall adjacent to a 2.4 m wide access aisle where the access aisle is demarcated to indicate no parking,
 - ii. Be located closest to the entrance of the building for which they are intended,
 - iii. Have a firm, slip-resistant and level surface,
 - iv. Have a well-lit, distinguishable, barrier-free path of travel from the parking areas to the building entrance, and

- v. Be clearly identifiable in accordance with *Safety Codes*.
- h) Where there are two or more adjacent Barrier Free parking stalls, the 2.4 m wide access aisle may be shared between spaces.
- e) Each small-car, Barrier Free and loading space shall be identified by a sign and, if the surface is paved, by pavement markings, to the satisfaction of the Development Authority.
- f) Storage of trailers, boats, recreation vehicles and similar property shall not extend over public road right-of-way, including sidewalks.
- g) The development of new parking lots, or the expansion of existing parking lots, requires a Development Permit unless included in a Development Permit for an associated development.
- i) A Parking Space required by this Bylaw shall be located:
 - i. On the same parcel as the use or building for which it is required,
 - ii. On a parcel within 150.0 m of the building or use, if, in the Development Authority’s opinion, it is impractical to provide parking on the same parcel as the building or use, or
 - iii. Meet the requirements of Section 3.43 for ‘Shared Parking’.
- j) It is recommended that an additional number of spaces be considered when the purpose or use of the building facilities may cause an increase in the number of seniors or persons with disabilities who require accessible parking, such as, but not limited to, medical services and restaurants.

3.37 NUMBER OF STALLS

- a) The minimum number of parking spaces required for each Use is outlined below in **Table 5**.
- b) The number of spaces shall be calculated on the basis of gross floor area.
- c) Where a Use is not listed, the number of spaces shall be determined by the Development Authority, having regard for similar uses and the estimated parking demand of the proposed use,
- d) Where a calculation does not yield a whole number, the required number of spaces shall be rounded up to the next whole number.
- e) For multiple-use sites, parking requirements shall be based on the combined parking required for each individual use, except where a provision for ‘Shared Parking’ (s. 3.44) is approved by the Development Authority.
- f) When a building is enlarged, altered, or a change in the use occurs, provision shall be made for the additional parking spaces required under the parking provisions of this Bylaw. Any parking spaces that may have been removed due to the enlargement or alteration shall be replaced.

Table 5 – Parking Minimums

USE	MINIMUM REQUIRED PARKING SPACES
Accessory Structures and Uses	As required by the Development Authority
Alcohol Production	1 space/100m ²
Animal Services (Major) (Minor)	1 space/35m ²
Arts and Crafts Studio	1 space/45m ²
Auction Facility	1 space/65m ²
Automotive (Sales and Service)	1 space/100m ²
Automotive (Service)	1 space/45m ²
Bed and Breakfast	1 space per guest room
Boarding House	1 space per sleeping unit
Bulk Fuel Station	1 space/100m ²
Campground	1 space/pad plus 1 space/10 pads for visitor parking
Cannabis Production Facility	1 space/100m ²
Car Wash	3 spaces/bay for queuing

Care Facility (Child) (Clinic)	1 space/50m ²
Care Facility (Large Group) (Small Group) (Medical)	1 space/75 m ² plus employee parking determined by the Development Authority
Cemetery and Interment Services	As required by the Development Authority
Drive-Through Business Automotive (Service) with drive-in bays Establishment (Eating) with drive through window Financial Institution with drive-through ATM All other	Use requirement plus 2 spaces for queuing Use requirement plus 5 spaces per order board for queuing Use requirement plus 5 spaces per atm for queuing As required by the Development Authority
Dwelling (Live-Work, Manufactured Home, Duplex/Semi, Single Detached)	2 spaces per dwelling unit
Dwelling (Multi-Unit)	1.5 spaces/unit plus visitor parking determined by the Development Authority
Establishment (Adult)	1 space/50m ²
Establishment (Eating and Drinking)	5 spaces/100m ²
Establishment (Entertainment)	3 spaces/100m ²
Financial Institution	1 space/40 m ²
Funeral Home	3 spaces/100m ²
Gas Station	1 space/30 m ²
Government Services	As required by the Development Authority
Greenhouse	1 space /75 m ²
Heavy Vehicle and Equipment Sales and Service	1 space/75 m ²
Home-Based Business Type One (HBB1)	N/A
Home-Based Business Type Two (HBB2)	1 space
Hotel/Motel	1 space/unit plus 3 spaces for employee parking
Industrial (Light)	1 space/75 m ²
Industrial (Medium) (Heavy) (Logistics)	1 space/125 m ²
Intensive Horticultural Operation	1 space/75 m ²
Market	As required by the Development Authority
Market Garden	1 space /75 m ²
Mixed-Use Development	As required by the Development Authority
Office	1 space/50 m ²
Parks and Playgrounds	N/A
Recreation (Culture and Tourism) (Indoor)	1 space/25 m ²
Recreation (Outdoor)	As required by the Development Authority
Recycling Facility	1 space/40 m ²
Religious Assembly	1 space/50 m ²
Retail (Cannabis)	1 space/30 m ²
Retail (General) (Large)	1 space/75 m ²
Retail (Shopping Centre) (Small)	1 space/50 m ²
School	As required by the Development Authority in discussion with the applicable School Board
School (Commercial)	1 space/30 m ²
Secondary Suite (External) (Internal)	1 space/unit
Show Home	The same as the type of Dwelling
Surveillance Suite	1 space/unit
Transportation Service	As required by the Development Authority
Truck Stop	As required by the Development Authority

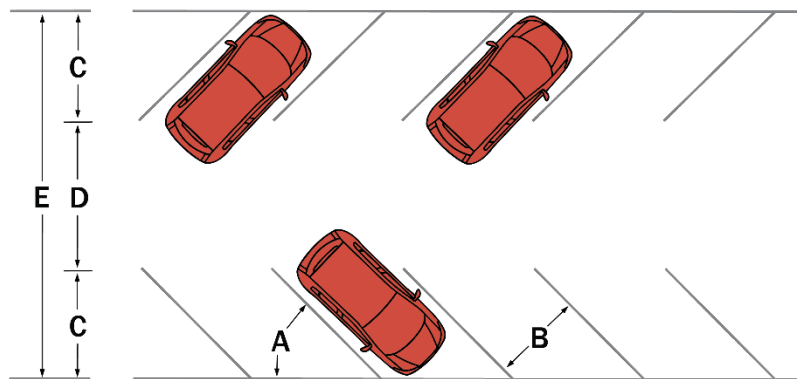
3.38 PARKING SPACE DIMENSIONS

Parking space dimensions for the purposes of this Bylaw are outlined below in **Table 6** and illustrated in **Figure 5**.

Table 6 – Parking Space Dimensions

A: Parking Angle	B: Stall Width	C: Stall Depth	D: Aisle Width
Degrees	m	m	m
0	2.4	6.7	3.7
30	2.7	5.5	3.5
45	2.6	6.1	3.9
60	2.6	6.4	5.5
90	2.9	5.6	7.3

Figure 5 – Angle Parking Dimensions

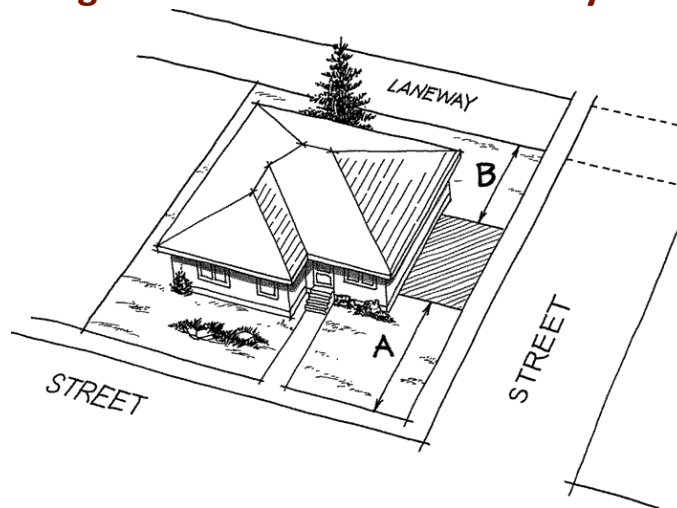


3.39 DESIGN OF PARKING AREAS

- a) A parking/loading space required by this Bylaw shall be designed so that it:
 - i. Is reasonably accessible to the vehicles for which it is intended,
 - ii. Provides safe and efficient vehicle circulation,
 - iii. Has an aesthetically pleasing appearance from public roadways,
 - iv. Permits adequate drainage, snow removal, and maintenance, and
 - v. Is satisfactory to the Development Authority in size, shape, location and construction.
- b) The stall width and depth requirements for an off-street parking space may be reduced by the Development Authority where spaces are designed to accommodate compact vehicle parking.
- c) Parking space designs proposing tandem or stacked parking to a maximum of two vehicles per stall may be approved by the Development Authority provided the spaces are for employee parking only.
- d) Unless approved by the Development Authority, parking spaces for Dwelling (Multi-Unit) should not be located in the front yard.
- e) The Development Authority may require that the parking spaces for any use, other than for a dwelling with four (4) or fewer dwelling units, be provided in a parking lot which has limited access to a street.
- f) Where an off-street parking lot includes forty (40) or more at grade parking spaces, the parking spaces shall be arranged within smaller cells and defined by landscaping.

- g) Off-street parking areas shall have minimum 1.0 m buffer between the outside edge of the parking stall and a public roadway.
- h) Off-street parking spaces adjacent to a public roadway shall be provided with bumper blocks, curbing or other similar protective feature to ensure public safety and prevent vehicle overhang.
- i) Off-street parking areas shall be landscaped in a manner satisfactory to the Development Authority.
- j) Where a use or development may need to accommodate over-sized vehicles such as tractor-trailers, large recreational vehicles, buses or other similar vehicles, the Development Authority may require larger parking space and aisle dimensions.
- k) In Residential Districts where a subject property does not provide a side yard sufficient for a driveway, then one off-street parking pad may be permitted in the front yard to a maximum of 6.1 m in width.
- l) Only one driveway per parcel shall be permitted for single unit residential developments, including manufactured homes.
- m) Driveways shall be a minimum of 3.0 m and a maximum of 6.1 m in width, unless otherwise approved by the Development Authority on the basis of merit.
- n) Side-parcel driveways shall be a minimum of 3.0 m from the entrance to a lane (see “B” in **Figure 6**) and 4.6 m from the intersection of two public roadways (see “A” in **Figure 6**).
- o) Driveways, parking pads or hard surfaced areas (e.g. paving stones, sidewalks) that cover more than twenty-five percent (25%) of the total parcel area require a Development Permit.

Figure 6 – Side-Parcel Driveways



3.40 ENTRANCES AND EXITS FOR VEHICLES

- a) Every parcel shall have at least one access point from a public roadway.
- b) Vehicle entrances and exits for Non-Residential Districts, Non-dwelling uses in Mixed-Use Districts, and on parcels with Multi-Unit Dwellings of more than ten (10) units shall be located at least 9.0 m from an intersection of two (2) or more roads (including highways).
- c) The design, number and location of entrances and exits for vehicles shall be approved by the Development Authority based upon the site layout, potential traffic generation and public road facilities.
- d) The Development Authority may require that entrances and exits for vehicles be separate, one-directional, and/or adequately signed.
- e) Where a curb exists, installation of a driveway may require the removal of the curb for the width of the driveway and shall be constructed per *Town Standards*.

3.41 DEFICIENT PARKING OR LOADING SPACES

- a) Where a development is deficient in parking or loading spaces:
 - i. A variance in accordance with Section 2.19 may be requested by the applicant, or
 - ii. The Development Authority may require the applicant to provide off-street parking on an alternate site.
- b) When a building is enlarged, or its use is changed or intensified, resulting in deficient parking or loading spaces the increased parking shall be limited to the requirements for the intensification.

3.42 PAYMENT IN LIEU OF PROVIDING OFF-STREET PARKING

- a) The option of payment in lieu of providing off-street parking spaces shall apply to Commercial Districts only and shall be subject to the following:
 - i. At the option of the Development Officer a developer may, subject to the approval of Council, pay the Town such amount of money on such terms as Council considers reasonable in return for the equivalent public parking space to be provided by the Town elsewhere in the District,
 - ii. A fund to be known as the "Off-Street Parking Fund" is hereby established,
 - iii. Any money received by the Town in lieu of providing off-street parking spaces shall be paid into the "Off-Street Parking Fund", and such money shall be used for the development of off-street parking facilities in the land use district from which the funds are derived, and
 - iv. The amount of money to be paid into the "Off-Street Parking Fund" shall be a per stall charge, based on the costs involved in the land acquisition, facility construction and facility maintenance. The number of stalls to be used in the calculation of a per stall charge shall be based on the parking requirements listed in **Table 5**.

3.43 SHARED PARKING

- a) Where a variance is requested based upon the proposed sharing of parking spaces between two or more uses, the Development Authority may consider the following criteria:
 - i. The uses which are proposed to share parking spaces are located in proximity to each other and no more than 100.0 m from the site of the parking spaces,
 - ii. The hours of operation and parking demand the uses which are proposed to share parking spaces are sufficiently different so as to not require use of the parking spaces at the same time, and
 - iii. The uses which are proposed to share parking spaces are expected to remain in place and the sharing of parking spaces is expected to continue.
- b) A waiver of the required number of parking spaces which is granted by the Development Authority is not necessarily transferable to another use of the same parcel.
- c) A shared parking provision based upon the proposed sharing of parking spaces between two or more uses must include a written agreement between the owners on record. Where such off-site parking is approved, a caveat shall be registered against the parcel to guarantee the continuous use of the site for parking.

3.44 LOADING SPACE REQUIREMENTS

- a) Loading spaces shall be provided and maintained by the Owner in accordance with the requirements of the Bylaw.
- b) Loading spaces shall be provided entirely within the property of the development being served.
- c) One (1) loading space per loading door shall be provided for all developments with a loading door unless otherwise required by the Development Authority.
- d) Loading Spaces Shall:

- i. Have minimum dimensions of 3.1 m in width and 9.1 m in length,
 - ii. Have an overhead clearance of 3.9 m,
 - iii. Be hard surfaced if the access is from a street or lane which is hard surfaced, and
 - iv. Be designed and located such that no backing and turning movements of vehicles cause interference with convenient and safe pedestrian movement, traffic flow, or parking on the adjoining or abutting streets or lanes.
- e) The Development Authority may require additional loading areas or doors if necessary.
 - f) Each loading area shall provide a doorway into the building sufficient to meet the needs of the use within the building.
 - g) The Development Authority may consider a joint loading area for two or more uses if, in the Development Authority's opinion, such a loading area would facilitate orderly development or relieve congestion in the immediate area.

3.45 BICYCLE PARKING

- a) Onsite bike racks shall be provided by the applicant of any Dwelling (Multi-Unit) or development within the Community Services (S-COM) District.
- b) Bicycle racks shall be provided entirely on the same site as the development in proximity to main or side building entrances.
- c) Bicycle racks shall be separated from vehicle parking by a physical barrier or a minimum 1.5 m of open space.
- d) Bicycle racks capable of accommodating the number of bicycles that is equivalent to at least 5% of the minimum number of parking spaces (but in no case less than four bicycles) shall be provided and located to the satisfaction of the Development Authority.
- e) Bicycle racks shall:
 - i. Be constructed of industrial-grade metals with a smooth painted surface to prevent rusting and, as much as reasonably possible, scratching of bicycle frames,
 - ii. Be securely affixed to the finished grade, and
 - iii. Have two points of contact between the bicycle and the rack to allow a wheel and frame to be locked to the rack.

Signage

3.46 GENERAL PROVISIONS

- a) A sign shall be located entirely within the subject parcel, unless prior written approval granting permission for the sign to overhang another property is submitted to the Town by the affected property owner.
- b) No permanent sign shall be located or constructed within, or encroach onto or over a right-of-way or easement without an encroachment agreement.
- c) No sign shall be located on municipal property buildings or structures, except for signs approved by the Town or other order of government.
- d) A sign shall not be attached to a public bench, tree, light standard, utility pole or any other publicly owned structure or building without prior written authorization from the Development Authority.
- e) Trees and shrubs shall not be removed or damaged to construct a sign, to make a sign more visible, or to change copy on a sign.
- f) In all cases signs or their structure shall not be located within 3.0 m of overhead power and service lines.

- g) The source of light for all sign illumination shall be steady and suitably shielded.
- h) The Town shall not be held liable for any injury, loss or damage suffered by any person or corporate body which is caused by any sign located in the Town whether or not the sign is in accordance with the requirements of this bylaw.
- i) The quality, aesthetic appearance and finishing of a sign should have regard for the scale and architectural character of the site and the land use characteristics of surrounding development.
- j) In reviewing Development Permit applications for signage in the Mixed-Use Downtown (M-DWT) District, MPC shall utilize the Mainstreet Programme Sign Guidelines to inform their decision.
- a) 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 all applicable controls.

3.47 SIGN MAINTENANCE & REMOVAL

- a) Signs shall be maintained in a neat and safe manner.
- b) Signs that, at the discretion of the Development Authority, are considered damaged, illegible, unsafe or no longer relevant shall be repaired or removed.
- c) Signs for business without a valid business license, or where the business is no longer in that location shall be removed.
- d) Where a temporary or portable sign contravenes this Bylaw, a designated Municipal Enforcement Officer may, without notice, remove and impound the sign if it is located on lands under the control of the Town of Nanton or the Town of Nanton has the consent of the registered owner of the land where the sign is located.
- e) The owner of an impounded sign may claim the sign within 30 days by payment of the impoundment fee described in *Fees and Rates Bylaw*, as amended.

3.48 DEVELOPMENT PERMIT FOR A SIGN

- a) No sign may be erected or affixed unless a Development Permit has been issued, excluding 'Signs Not Requiring a Development Permit' (s.3.51),
- b) Notwithstanding a), The Development Authority may issue a Development Permit for a sign as part of the approval of the building to which the sign pertains, provided the Development Permit application indicates that there is to be a sign that all information requirements for a sign are met.
- c) Any signs that rotate, employ animation, or digital copy require approval of the MPC.
- d) As part of an application for a Development Permit for a sign, the applicant shall provide a drawing of the proposed sign drawn of sufficient size and scale to facilitate an adequate review by the Development Authority, showing:
 - i. The proposed dimensions of the sign including the height,
 - ii. The proposed information to be displayed and the size of letters or numbers to be shown on the sign,
 - iii. The proposed location of the sign in relation to the property lines, parking, and buildings and the dimensions of the building and/or the property upon which it is to be situated,
 - iv. In the case of a sign that is to be attached to and project from a fence, wall, or window more than 0.4 m, the extent of the projection from the fence, wall, or window,
 - v. The type of illumination, animation, or changeable copy, if any, and details with respect to the proposed luminosity intensity and interval,
 - vi. The distance of the proposed sign from any traffic control device located within 25.0 m of the proposed sign; the distance from any street intersection located within 25.0 m of the proposed sign,
 - vii. The type of construction and finish to be utilized, including the colour and design scheme and material specifications,

- viii. The method of supporting or attaching the sign, including structural and footing details,
 - ix. In the case of a freestanding sign, an elevation plan showing the height of the sign in relationship to the height of the principal building taking into account the gradient of the site,
 - x. In the case of a freestanding sign in a Non-Residential District, the location of all landscaping, and
 - xi. The location(s) and sizes of existing utilities, both underground and overhead, all easements and utility rights-of-way shown and labelled, and other relevant encumbrances.
- e) An application for a Development Permit for a sign shall also be accompanied by:
 - i. The name and address of the lawful sign owner.
 - ii. A letter of authorization from the affected registered property or building owner(s) if the applicant is not the registered owner or building owner.
 - f) The applicant shall provide such other information as may be reasonably required by the Development Authority. This information may include an engineering report to be provided by a Professional Engineer for a large or complex sign as determined by the Development Authority.

3.49 PROHIBITED SIGNS

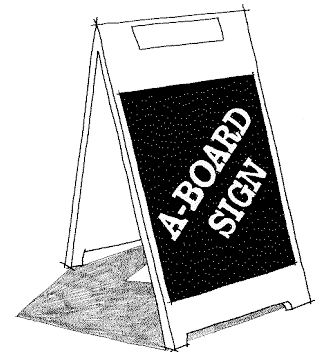
- a) The following signs are prohibited in Nanton:
 - i. Billboards,
 - ii. Roof Signs,
 - iii. Any Sign that flashes, or emits sound, and
 - iv. Any sign that obstructs the vision of traffic or conflicts with the general character of the surrounding streetscape, in the opinion of the Development Authority.
- b) Third-Party Advertising is not permitted in any District, except where allowed as a 'Community Identification Sign' (s.3.55) or a 'Portable Sign' (s.3.56).
- c) Signs that employ animation, or digital copy are not permitted in any Residential District.
- d) Vehicles shall not be used as a structure for a sign.

3.50 SIGNS NOT REQUIRING A DEVELOPMENT PERMIT

The following signs shall not require a Development Permit, if in the opinion of the Development Authority they comply with the regulations of this Bylaw and any other applicable policy or legislation.

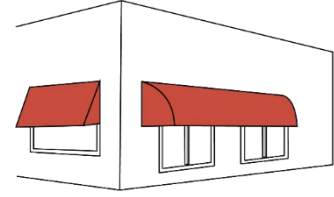
- a) A sign identifying a political campaign provided that:
 - i. The sign is removed within five (5) days following the election to which it relates,
 - ii. The sign does not interfere with the safe and orderly movement of pedestrians or vehicles, or restrict the sight lines for pedestrians or motorists,
 - iii. The sign is not attached to road signs or other municipal structures.
 - iv. The sign does not exceed 0.9 m² in area, 1.2 m in height, and is self supporting,
 - v. The sign is not posted for more than 60 days, and
 - vi. The sign is a minimum of 3.0 m from any road access and a minimum of 4.6 m from any intersection.
- b) A sign identifying a development, construction, or demolition for which approval has been granted provided that:
 - i. The sign does not exceed 3.0 m² in sign area, and
 - ii. The sign is removed within 14 days of completion of the project.
- c) A Banner, provided that:

- i. The banner is not permanently anchored,
 - ii. The banner is not displayed longer than 30 days, and
 - iii. The banner does not exceed 2.5 m in height.
- d) Any sign used for Municipal, Provincial, or Federal purposes whether on public or private property, including informational, directional or wayfinding signage.
- e) A sign identifying the name and address of a building and/or the occupants of a building, provided that the sign area does not exceed 0.4 m².
- f) An entrance or exit sign used for the purpose of directing traffic, provided that:
- i. The sign does not display any advertising message, other than a business logo,
 - ii. The sign area does not exceed 0.9 m², and
 - iii. The sign height does not exceed 1.2 m.
- g) In the Mixed-Use Downtown (M-DWT), Mixed-Use Transition (M-TRN), and Community Services (S-COM) Districts, one A-board sign per business is allowed subject that:
- i. The sign does not exceed 0.6 m in width and 1 m in height,
 - ii. The sign does not impede the safe movement of pedestrian traffic or block a fire exit or doorways,
 - iii. The sign is removed at the end of the business day,
 - iv. The sign is not illuminated,
 - v. The sign is located on the parcel, or within the adjacent public frontage, and
 - vi. The sign contains messaging related to the business, event, or promotion.
- h) A real estate sign, provided that the sign is removed within thirty (30) days of the building or parcel being sold, leased, or rented.
- e) Any sign associated with an approved Special Event permit or as exempted in a Special Event policy.
- i) Architectural signs as defined in this bylaw.
- j) A window sign in a non-residential district.



3.51 AWNING SIGNS

Means a sign attached to a non-retractable structure completely enclosed overhead, which is intended to be used for business identification and protection against the weather and which is not supported independently of any other building structure, adhering to the following requirements:



District	Residential	Prohibited
	Mixed	Discretionary
	Commercial	Permitted
	Industrial	Permitted
	Special	Discretionary
Maximum Sign Dimensions		<ul style="list-style-type: none"> • Shall not exceed 50% of the awning or canopy structure.
Standards		<ul style="list-style-type: none"> • In Commercial Districts (not including C-HWY), and Special Districts, one (1) awning sign fronting each street bounding the property is allowed per site or per building on a site. • In Industrial Districts, and in C-HWY, two (2) awning signs fronting each street bounding the property are allowed per site or per building on a site. • Awning signs may be either a business or an identification sign. • Shall be constructed of durable, waterproof, colourfast material. • Shall be attached to the building or structure to which it refers. • Should not project more than 1.2 m over municipal property. • Should be no closer than 0.9 m to the curb. • Shall have a minimum clearance of 2.4 m from grade. • An awning sign or any physical supports for the sign shall not extend beyond the lateral or vertical dimensions of the canopy or its apron.

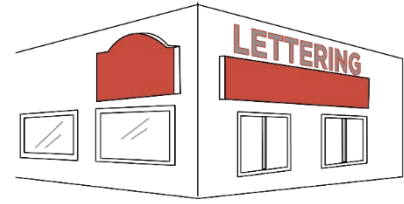
3.52 DIGITAL SIGNS

Means any sign or portion of a sign that has digital copy, adhering to the following requirements:

District	Residential	Prohibited
	Mixed	Prohibited
	Commercial	Discretionary
	Industrial	Discretionary
	Special	Prohibited
Maximum Sign Dimensions		<ul style="list-style-type: none"> • 2.5m² sign area
Standards		<ul style="list-style-type: none"> • Should be 50.0 m away from a Residential District, or 100.0 m when positioned in the direction of a Residential District. • The display should be static with no motion pictures, scrolling, flashing or emission of intermittent light, animation, or movement in or between displays and the change between displays must be immediate. • The level of lighting at all times shall be to the satisfaction of the Development Authority. • Fascia Digital Signs must be located on the elevation where the primary building access is located. • Freestanding Digital Signs, abutting an intersection shall be setback at least 15.0 m from the edge of the road right-of-way perpendicular to oncoming traffic. • In the event of a malfunction, the digital sign must be turned off.

3.53 FASCIA SIGNS

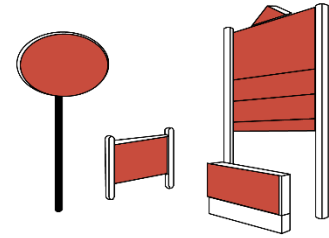
Means a sign placed flat and parallel to the face of the building so that no part projects more than 0.3 m from the building, adhering to the following requirements:



District	Residential	Prohibited (except where noted below)
	Mixed	Discretionary
	Commercial	Discretionary
	Industrial	Discretionary
	Special	Discretionary
Maximum Sign Dimensions		<ul style="list-style-type: none"> • Shall not exceed 20% of the area of the wall on which they are placed. • Shall not exceed a maximum coverage size of 9.3 m² for large walls in excess of 22.86 m in length. • Display of text, including a business name or commercial message, within a mural shall not exceed 10% coverage of the wall surface area, up to a maximum coverage size of 9.3 m².
Standards		<ul style="list-style-type: none"> • In Commercial Districts (not including C-HWY), and Special Districts, one (1) fascia sign fronting each street bounding the property is allowed per site or per building on a site. • In Industrial Districts, and in C-HWY, two (2) fascia signs fronting each street bounding the property are allowed per site or per building on a site. • In Residential Districts, a fascia sign shall only be permitted to advertise a 'Bed and Breakfast' (s.4.3). • Fascia signs shall: <ol style="list-style-type: none"> be painted on or safely and securely attached to the building. not project more than 0.3 m from the face of a building. not project above the top of the vertical face of the wall to which they are attached. • Fascia signs should be located on the business frontage • Whenever there is a band of several fascia signs, they should be of a consistent size and located near the same level as other similar signage on the premises and adjacent buildings. <p>Murals</p> <ul style="list-style-type: none"> • No more than one mural shall be allowed per building unless specifically authorized by the MPC. • The mural must be a painting or other decorative work (artistic rendering/scene) and no mural shall be created to solely display a commercial message or depiction. • The location, theme, construction materials and size associated with the mural shall be to the satisfaction of the Development Authority.

3.54 FREESTANDING SIGNS

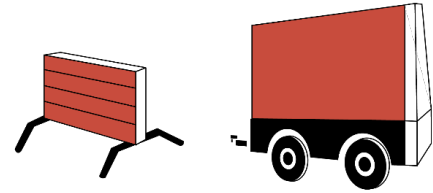
Means a sign on a standard or column permanently attached to the ground and which is not connected in any way to any building or other structure, adhering to the following requirements:



District	Residential	Discretionary
	Mixed	Discretionary
	Commercial	Permitted
	Industrial	Permitted
	Special	Discretionary
Maximum Sign Dimensions		<ul style="list-style-type: none"> Residential, 1.0 m² sign area Residential, 1.21 m sign height Non-Residential, 6.0 m height with a minimum clearance of 3.0 m from grade Non-Residential, 6.0 m² sign area
Standards		<ul style="list-style-type: none"> Development Permits for freestanding signs in all Residential or Special districts require the approval of the MPC. In Residential Districts, freestanding signs shall not be permitted except the following purposes: <ol style="list-style-type: none"> Community identification, Approved multi-unit residential development projects, Institutional projects or uses, or Advertisements for a 'Bed and Breakfast' (s.4.3) In Commercial Districts (not including C-HWY), and Special Districts, one (1) freestanding sign fronting each street bounding the property is allowed per site or per building on a site. In Industrial Districts and in C-HWY, two (2) freestanding signs fronting each street bounding the property are allowed per site or per building on a site. Where there are multiple freestanding signs on the same side of a roadway, there should be a 30.0 m separation distance between signs. Freestanding signs shall be a minimum of 1.5 m from any property line. <p>Community Identification Signs</p> <ul style="list-style-type: none"> Community Identification Sign's require the approval of the MPC. Advertising space within Community Identification Sign structures does not require a permit. The total sign area for a Community Identification Sign shall not exceed 40.0 m². All Community Identification Signs shall be located on town-owned or town-sponsored sign structures.

3.55 PORTABLE SIGNS

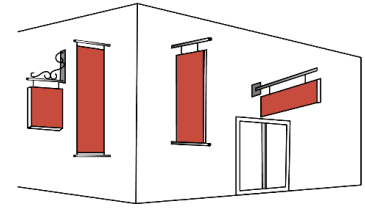
Means any sign or advertising device that can be carried or transported from one site to another, adhering to the following requirements:



District	Residential	Prohibited
	Mixed	Prohibited
	Commercial	Discretionary
	Industrial	Discretionary
	Special	Discretionary
Maximum Sign Dimensions		<ul style="list-style-type: none"> • 3.71 m² sign area • 2.5 m sign height
Standards		<ul style="list-style-type: none"> • Only one (1) portable sign will be permitted on a property at one time. • There shall be a minimum distance of 15.0 m between any two portable signs. • Portable signs shall not be permitted within 15.0 m of a site which contains residential development. • A Development Permit issued for a portable sign will be valid for a period of no longer than 180 days. • Requests for longer time periods shall be made to the MPC. • Once the permit has expired for a portable sign at a location address, re-application for another temporary sign on the same site shall not occur until 30 days has elapsed from the expiration of the previously approved permit or 30 days from the date at which the temporary sign is removed, whichever is the later of the two dates. • Portable signs shall not use animation or digital copy. • All portable signs are restricted to the parcel for which a Development Permit has been issued. • At the discretion of the MPC portable signs may contain Third-Party Advertising. • The Development Authority may require the posting of a security, in alignment with Section 2.25, to ensure compliance with any and all conditions of approval and the removal of the sign on or before the date of expiry of the permit.

3.56 PROJECTING SIGNS

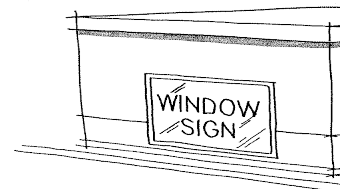
Means a sign which projects at a 90° angle from a structure or a building face, adhering to the following requirements:



District	Residential	Prohibited
	Mixed	Discretionary
	Commercial	Discretionary
	Industrial	Discretionary
	Special	Discretionary
Maximum Sign Dimensions		<ul style="list-style-type: none"> Sign height shall not exceed the lesser of: <ol style="list-style-type: none"> The height of the eave line or roof line, or 6.1 m.
Standards		<ul style="list-style-type: none"> One (1) projecting sign fronting each street bounding the property is allowed per site or per building on a site. Projecting signs shall not project more than 0.9 m from a building. Projecting signs shall have a minimum vertical clearance of 2.4 m from grade. Shall not project more than 1.0 m above the height of the principal building. Shall have a maximum space between the supporting structure and the sign of 0.6 m. Shall not project into lanes. Projecting signs shall be placed: <ol style="list-style-type: none"> At right angles to the building face to which they will be attached, or In the case of corner sites, placed at equal angles to the building faces that form the corner.

3.57 WINDOW SIGNS

Means a sign permanently attached and located within a building so as to be visible through a window or door outside of the building.



District	Residential	Discretionary
	Mixed	Permitted
	Commercial	Permitted
	Industrial	Permitted
	Special	Permitted
Maximum Sign Dimensions		<ul style="list-style-type: none"> Residential, 0.37 m² sign area Non-residential, shall not exceed 50% of the subject window area
Standards		<ul style="list-style-type: none"> In any residential district, a maximum of one window sign per parcel may be allowed at the discretion of the Development Authority. In non-residential districts, a permanent window sign painted on, attached to or installed on a window does not require a Development Permit in accordance with Section 3.51.

4

SECTION FOUR Specific Uses and Activities

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

4.1 SPECIFIC USE REQUIREMENTS

- a) The Development Permit requirements outlined for specific uses in this section are over and above the development permit application requirements stated within 'Development Permit Applications' (s.2.6).
- b) The Development Authority shall have regard to these requirements in addition to the requirements of 'Development Permit Applications' (s.2.6).

4.2 ANTENNA SYSTEMS

General Requirements

- a) Unless excluded under Section 6 of *CPC-2-0-03 – Radiocommunication and Broadcasting Antenna Systems*, an Antenna System shall be reviewed by the Development Authority to ensure concurrence with the Bylaw.

Site Requirements

- b) The system's tower shall be set back a minimum distance equal to the height of the tower from all parcel lines, and a minimum distance of 3.0 m from any other structure on the parcel on which the system is located.

Development Permit Requirements

- c) A Development Permit application will respond to the above noted requirements and shall include the following:
 - i. Any feedback from Transport Canada based on the submission of the Aeronautical Obstruction Clearance form including aeronautical obstruction marking requirements,
 - i. Any feedback from NAV CANADA based on the submission of the Land-use Proposal Submission form,
 - ii. A Site Plan showing:
 - a. the location and dimensions of the system tower including the locations of any anchors,
 - b. all existing buildings, structures on the parcel,

- c. all distances from the system tower and any anchors to property lines
- d. all distances between the system tower and other buildings or structures on the parcel, and
- e. such other considerations as the Development Authority may deem to be relevant.

4.3 BED AND BREAKFAST

General Requirements

- a) A Bed and Breakfast shall not create a nuisance by way of noise, parking or traffic generation.
- b) A Bed and Breakfast shall be an incidental and subordinate use to the principal dwelling.

Site Requirements

- c) Alterations to the principal building shall not be made, unless approved by the Development Authority and Safety Officer.
- d) A Bed and Breakfast shall not provide for more than three (3) guest rooms in addition to the family of the owner.
- e) A kitchen shall not be included in any guest room.
- f) One (1) off-street parking space per guest room may be required, however on street parking may be provided at the discretion of the Development Authority.
- g) One (1) Fascia Sign or Freestanding Sign up to a maximum of 0.37 m² in size is allowed at the discretion of the Development Authority.

Development Permit Requirements

- h) A Development Permit application will respond to the above noted requirements, any health regulations and any Provincial requirements.

4.4 RETAIL (CANNABIS)

General Requirements

- a) The business must obtain and maintain a current Town of Nanton business license.

Site Requirements

- b) The property line of a parcel containing a Retail (Cannabis) use shall not be permitted within 50 m of:
 - i. A public school,
 - ii. A provincial health care facility, or
 - iii. Designated parks and playgrounds.
- c) The specified separation distances as described in subsection c) above are reciprocal and also apply to those described uses (e.g. public school, provincial health care facility) applying for Development Permit locating in proximity of an established Retail (Cannabis) use.

Development Permit Requirements

- d) A Development Permit application will respond to the above noted requirements and
 - i. Prior to applying for a Development Permit for-Retail (Cannabis), the applicant is required to apply to the Alberta Gaming Liquor and Cannabis (AGLC) for a determination of eligibility to obtain a license and submit verification of the AGLC eligibility as part of the Development Permit application.

4.5 CANNABIS PRODUCTION FACILITY

General Requirements

- a) The owner or applicant must provide as a condition of development a copy of the current license for all activities associated with cannabis production as issued by Health Canada.
- b) The owner or applicant must obtain any other approval, permit, authorization, consent or license that may be required to ensure compliance with applicable federal, provincial or other municipal legislation.
- c) The development must include equipment designed and intended to remove odours from the air where it is discharged from the building as part of a ventilation system.

Site Requirements

- d) The development must be done in a manner where all of the processes and functions are fully enclosed within a stand-alone building including all loading stalls and docks, and garbage containers and waste material.
- e) The development shall not include an outdoor area for storage of goods, materials or supplies.
- f) The development must not be within 75.0 m of a residential or a public institutional district, measured from the building foundation containing the use to the nearest property line of a parcel designated as a residential or a public institutional district.

Development Permit Requirements

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

4.6 CAR WASH

General Requirements

- a) Points of access and egress shall be located to the satisfaction of the Development Authority.

Site Requirements

- b) The site area shall contain a queue for a minimum of two (2) vehicles prior to their entry into any part of the cleaning process for which they are bound and queue requirement for one (1) vehicle behind the part of the building in which the cleaning process takes place.
- c) The site and all improvements thereon shall be maintained in a clean and tidy condition, free from rubbish and debris.
- d) All parts of the site to which vehicles may have access shall be hard-surfaced and drained to the satisfaction of the Development Authority.
- e) Receptacles for the purpose of disposing of rubbish, debris and other waste material shall be provided as required by the Development Authority.

Development Permit Requirements

- f) A Development Permit application will respond to the above noted requirements.

4.7 SURVEILLANCE SUITES

General Requirements

- a) A Surveillance Suite shall be clearly subordinate to and compatible with the principal use.
- b) No more than one (1) Surveillance Suite shall be located on a parcel.
- c) Where a surveillance suite is attached to the building on a site by a roof, an open or enclosed structure, floor or a foundation, it is to be considered a part of the principal building.
- d) A Surveillance Suite may be located in a Dwelling (Manufactured Home), but shall not be located in a Recreational Vehicle.
- e) Where a surveillance suite is a Dwelling (Manufactured Home) unit, the following shall apply:

- i. The unit shall have a CSA certification or equivalent, proof of which shall accompany the development permit application,
- ii. The unit shall be secured and skirted to the satisfaction of the Development Officer or Municipal Planning Commission, as the case may be.

Site Requirements

- f) The minimum and maximum floor area of any detached surveillance suite shall be 50 m² and 100 m² respectively.
- g) A minimum of one (1) dedicated off-street parking stall shall be provided.

Development Permit Requirements

- h) A Development Permit application shall respond to the above noted requirements and further set out:
 - i. The appearance of the Surveillance Suite, and
 - ii. The screening, storage, collection, and disposal of solid waste.
- i) An applicant is required to submit the following in support of a Development Permit:
 - i. A Site Plan illustrating the location of the Surveillance Suite.

4.8 DEMOLITION OR REMOVAL OF BUILDINGS OR STRUCTURES

General Requirements

- a) The demolition or removal of a Building is allowed in all Districts.

Site Requirements

- b) None.

Development Permit Requirements

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

4.9 DRIVE-THROUGH BUSINESS

General Requirements

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

Site Requirements

- b) A minimum of two (2) vehicle-queuing spaces must be provided for each pump lane or service bay for Automotive (Service) with drive-through facilities.
- c) The site for drive-in eating establishments must have a minimum of five (5) vehicle queuing spaces per order board or ordering window provided in the drive through aisle for the purpose of queuing vehicles.
- d) If outdoor speakers are provided, they shall be a minimum 20.0 m from the property boundary of a parcel designated as a residential district and separated from a residential district by a building, sound fence, or landscaping to the satisfaction of the Development Authority.
- e) Exits and entrances shall be as approved by the Development Authority, and circulation within the parcel shall be directional and adequately signed.

- f) Areas required for parking or circulation of vehicles shall be hard surfaced to the satisfaction of the Development Authority.
- g) Front, side, and rear yards abutting on parking or circulation areas shall be landscaped to the satisfaction of the Development Authority.

Development Permit Requirements

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

4.10 EXCAVATION, STRIPPING & GRADING

General Requirements

- a) Excavation, Stripping and Grading activities are considered a Discretionary Use in all Districts.

Site Requirements

- b) None.

Development Permit Requirements

- c) A Development Permit application shall respond to the above noted requirements and further provide:
 - i. A description of the excavation, stripping or grading operation proposed,
 - ii. A plan showing the location of the area of the operation relative to site boundaries and depth of excavation or the quantity of topsoil to be removed,
 - iii. A detailed timing and phasing program covering the length of the proposed operation,
 - iv. A plan showing the final site conditions following completion of the operation and any land reclamation proposals where applicable, and
 - v. A description of the measures to be taken for the prevention or lessening of dust and other nuisances during and after the operation.
- d) The Development Authority may require a security, in alignment with Section 2.25, up to the value of the estimated cost of all or any proposed work/activities, including final grading and landscaping, to ensure that same is carried out with reasonable diligence.

4.11 GAS STATION

General Requirements

- a) None.

Site Requirements

- b) All parts of the site to which vehicles have access shall be hard surfaced and drained to the satisfaction of the Development Authority.
- c) The layout shall be so designed that vehicles may be served and bulk fuel may be delivered without any obstruction of the public.
- d) No part of a Gas Station building or any pump island shall be within 6.0 m of front, side or rear property lines.
- e) Above ground fuel storage tanks shall be placed in accordance with the *Safety Codes Act* and any other applicable regulations in this Bylaw.

Development Permit Requirements

- f) A Development Permit application shall respond to the above noted requirements and follow provincial site guidelines.

4.12 HOME-BASED BUSINESS TYPE ONE (HBB1)

General Requirements

- a) HBB1 Development is ancillary to the residential use of a principal dwelling and is not allowable in an otherwise unoccupied dwelling.
- b) No activity may be carried on which constitutes a nuisance or annoyance to persons occupying land in the immediate vicinity of the parcel, by reason of traffic, parking, noise, or odours, etc.
- c) Automotive (Service) shall not qualify as HBB1.
- d) Non-Resident employees are not allowed.
- e) Goods, equipment or materials which are not a fire or health hazard may be stored on the site provided the storage of such is contained entirely within the dwelling or a garage.
- f) The use or handling of materials or equipment related to a HBB1 shall not extend outside the period from 7:00 a.m. to 9:00 p.m. on weekdays
- g) A maximum of one (1) customer, including any business-related visitors, may be at the premises at any one time.

Site Requirements

- h) No physical changes to the external appearance of the residential property shall be allowed as a result of the establishment of a HBB1.
- i) No signs related to an HBB1 are allowed on site.
- j) Only one (1) commercial vehicle of a maximum of one (1) ton capacity related to a HBB1 shall be allowed.

Development Permit Requirements

- k) HBB1 does not require a Development Permit, in alignment with Section 2.2, so long as the above noted requirements are adhered to.

4.13 HOME-BASED BUSINESS TYPE TWO (HBB2)

General Requirements

- a) HBB2 Development is ancillary to the residential use of a principal dwelling and is not allowable in an otherwise unoccupied dwelling.
- b) No activity may be carried on which constitutes a nuisance or annoyance to persons occupying land in the immediate vicinity of the parcel, by reason of traffic, parking, noise, or odours, etc.
- c) One (1) non-resident employee is allowed at any one time.
- d) Goods, equipment or materials which are not a fire or health hazard may be stored on the site provided the storage of such is contained entirely within the dwelling unit or garage.
- e) One (1) accessory building or structure may be constructed solely for the purpose of storing goods required for an activity or operation for which a HBB2 permit has been approved.
- f) The use or handling of materials or equipment related to a HBB2 shall not extend outside the period from 7:00 a.m. to 9:00 p.m. on any day.
- g) A maximum of two (2) customers, including any business-related visitors, may be at the premises at any one time.
- h) Notwithstanding g) up to six (6) children may be at the premises at any one time if the HBB2 is a day home.

Site Requirements

- i) No physical changes to the external appearance of the residential property shall be allowed as a result of the establishment of a HBB2.
- j) One (1) Window Sign is allowed at the discretion of the Development Authority.
- k) Only one (1) commercial vehicle of a maximum of one (1) ton capacity related to a HBB2 shall be allowed.

Development Permit Requirements

- l) A Development Permit for a HBB2 shall only be valid for the address identified at the time of approval.
- m) A Development Permit application will respond to the above noted requirements and any other information deemed necessary by the Development Authority.
- n) The Development Permit for an HBB2 is non-transferable should ownership of a property change.
- o) The Development Authority will require proof of consent from the building manager or registered owner or those home occupations proposed to be operated in multi-unit building and/or rental dwellings.

4.14 LIVE-WORK UNIT

General Requirements

- a) The non-residential portion of live-work units shall be limited to the Permitted and Discretionary Uses in the appropriate District.

Site Requirements

- b) The minimum size of a dwelling unit shall be 65 m².

Development Permit Requirements

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

4.15 MOVED-IN BUILDINGS

General Requirements

- a) No person shall relocate any building, make changes in location of a building, or move a building unless and until they have obtained a Development Permit from the Development Authority.
- b) The building and the land upon which it is to be located shall be subject to all conditions and regulations specified for the particular District.
- c) The Development Officer or safety codes officer may inspect the proposed building, at the developer's expense, prior to relocation.

Site Requirements

- d) The quality of the completed building shall be at least equal to or better than the quality of the other buildings in the area and shall comply with any applicable architectural guidelines.
- e) Non-permanent structures such as garden sheds and moved-in storage sheds shall be located only in rear yards and side yards.

Development Permit Requirements

- f) A Development Permit application will respond to the above noted requirements and further provide:
 - i. Recent colour photographs of all elevations of the moved-in building.
- g) The requirements of the building shall be established by the Development Authority at the time of approval of the application and shall form a part of the conditions of the development permit.
- h) A limit of the time of completion and full compliance with all stipulated requirements shall be established by the Development Authority at the time of the approval of the application.
- i) The Development Officer may require a security of \$5,000 for moved-in buildings, in alignment with Section 2.25,.
- j) The building shall comply with all provincial and municipal health and fire regulations prior to occupancy and the release of the security.
- k) A report by a building inspector regarding each application shall be filed before any such application shall be considered by the Development Authority.

4.16 SECONDARY SUITE (EXTERNAL)

General Requirements

- a) In developing a Secondary Suite (External), the owner shall comply with all relevant requirements of the *National Building Code - Alberta Edition*. The issuance of a Development Permit does not relieve the applicant of the requirement to comply with the *National Building Code - Alberta Edition*.
- b) The number of Secondary Suites on a given parcel is regulated in each applicable District.

Site Requirements

- c) A minimum of one (1) off-street parking space shall be provided for the exclusive use of the Secondary Suite (External).
- d) If parking space is provided in the required front yard, a minimum of 30% of the front yard must remain as landscaped area.
- e) A Secondary Suite (External) must have full utility services through service connections from the principal residence.
- f) A Secondary Suite (External) shall:
 - i. Be located in a rear or side yard,
 - ii. Meet side yard setback requirements for the principal building,
 - iii. Meet the rear yard setback requirements for an accessory building,
 - iv. Not exceed 15% of the parcel coverage or 80 m², whichever is less, and
 - v. Be architecturally compatible with the principal dwelling unit.
- g) Consideration should be given to privacy for the suite, the principal dwelling unit, and dwelling unit(s) on adjacent properties through the placement of windows, decks and balconies.
- h) A Secondary Suite (External) must be located a minimum of 4.0 m from the principal dwelling.

Development Permit Requirements

- i) A Development Permit application will respond to the above noted requirements and further provide:
 - i. A Floor Plan,
 - ii. Elevations for the Secondary Suite (front, side and rear),
 - iii. A Site Plan detailing amenity space for the unit, and any landscaping or screening, and
 - iv. Colour photographs of the existing site and surrounding area.
- j) The Development Authority shall consider the following matters as part of the decision-making process for an application for a Secondary Suite (External):
 - i. The potential effect of the development on the privacy of adjacent properties,
 - ii. The on-site and neighbourhood impact on parking and traffic, and
 - iii. The compatibility of the use in relation to the siting, grade elevations, height, building types and materials characteristic of surrounding development.

4.17 SECONDARY SUITES (INTERNAL)

General Requirements

- a) In developing a Secondary Suite (Internal), the owner shall comply with all relevant requirements of the *National Building Code - Alberta Edition*. The issuance of a Development Permit does not relieve the applicant of the requirement to comply with the *National Building Code - Alberta Edition*.
- b) The number of Secondary Suites (Internal) on a given parcel is regulated in each Residential and Mixed-Use District.

- c) The number of Secondary Suites on a given parcel is regulated in each applicable District.

Site Requirements

- d) A minimum of one (1) off-street parking space shall be provided for the exclusive use of the Secondary Suite (Internal).
- e) If parking space is provided in the required front yard, a minimum 30% of the front yard must remain as landscaped area.
- f) Secondary Suites (Internal) must have full utility services through service connections from the principal residence.
- g) A Secondary Suite (Internal) shall not exceed 40% of the gross floor area of the principal building, including upper floors and basement combined or 80 m², whichever is less.
- h) The Secondary Suite (Internal) must have a separate access either through a dedicated entryway from the exterior of the dwelling or through a separate entrance within a common landing, which shall be located at the side or rear of the principal dwelling

Development Permit Requirements

- i) A Development Permit application will respond to the above noted requirements and further provide:
 - i. A Floor Plan.
- j) The Development Authority shall consider the following matters as part of the decision-making process for an application for a Secondary Suite (Internal).
 - ii. The potential effect of the development on the privacy of adjacent properties, and
 - iii. The on-site and neighbourhood impact on parking and traffic.

4.18 SOLAR COLLECTOR (ROOF/WALL)

General Requirements

- a) The Solar Collector (Roof/Wall) shall be located on the roof or wall of a building.

Site Requirements

- b) Within the Residential Districts:
 - i. A solar collector located on a roof with a pitch of less than 4:12 must not extend beyond the outermost edge of the roof, but may:
 - a. Project a maximum of 0.5 m from the surface of the roof when the solar collector is located 5.0 m or less from a side property line, measured directly from any point along the side property line, and
 - b. Where the solar collector is located more than 5.0 m from a side property line, may project a maximum of 1.3 m from the surface of the roof.
 - ii. A solar collector located on a roof with a pitch of 4:12 or greater may project a maximum of 1.3 m from the surface of the roof, and must not extend beyond the outermost edge of the roof.
- c) Within Non-Residential Districts:
 - i. A solar collector located on a roof with a pitch of less than 4:12 may project a maximum of 2.0 m from the surface of the roof, and must be located at least 1.0 m inward from the outermost edge of the roof.
 - ii. A solar collector located on a roof with a pitch of 4:12 or greater may project a maximum of 1.3 m from the surface of the roof, and must not extend beyond the outermost edge of the roof.
- d) A Solar Collector (Roof/Wall) located on a pitched roof shall not project vertically beyond the height of any existing roofline or any roof peak.

- e) In all instances, the maximum distance by which a Solar Collector (Roof/Wall) may project from the surface of the roof is determined by measuring the perpendicular distance between the surface of the roof and the exterior surface of the solar collector.
- f) A Solar Collector (Roof/Wall) that is located on a wall may project a maximum of 0.6 m from the surface of that wall.

Development Permit Requirements

- g) Solar Collector (Roof/Wall) does not require a Development Permit in alignment with Section 2.2, so long as the above noted requirements are adhered to.

4.19 SOLAR COLLECTOR (FREESTANDING)

General Requirements

- a) A Solar Collector (Freestanding) shall be an accessory use to the principal use on a parcel located in a Non-Residential District.

Site Requirements

- b) A Solar Collector (Freestanding) shall:
 - i. Not project vertically beyond the height of any existing roofline or any roof peak of the principal building,
 - ii. Comply with the setback requirements for accessory buildings of the District,
 - iii. Only be located in a side yard or rear yard,
 - iv. Not encroach into the front yard when located in a side yard,
 - v. Be located and arranged so that,
 - a. Glare is not directed at an adjacent site and indirect glare does not adversely affect an adjacent site, and
 - b. Traffic safety is not adversely affected, and
 - vi. not be located adjacent to a Residential District.

Development Permit Requirements

- c) A Development Permit application for a Solar Collector (Freestanding) shall respond to the above noted requirements.

4.20 SMALL WIND ENERGY SYSTEMS

General Requirements

- a) Any proposed Small Wind Energy Conversion System (SWECS) shall align with the Alberta *Micro-Generation Regulation*, as amended.
- b) The sound produced by the SWECS under normal operating conditions, as measured at the property line shall not exceed 60 dBA or 6 dBA over the background noise, whichever is greater.
- c) When decommissioning a SWECS the applicant or registered owner shall submit documentation to the Development Authority demonstrating that the system has been disconnected from any electrical utilities.

Site Requirements

- d) A maximum of one (1) SWECS may be located on a parcel within Districts where listed as a use.
- e) The SWECS shall be setback from all property lines a distance equal to the height of the system.
- f) The blade clearance of any SWECS shall not be less than 4.6 m above grade.
- g) Any guy wires associated with a SWECS shall be accommodated entirely within the parcel and must be clearly visible from grade to a height of 1.8 m.
- h) The SWECS shall not display advertising or other marketing.

Development Permit Requirements

- i) Prior to the installation of a SWECS the applicant shall obtain:
- j) A-Development Permit application for a proposed SWECS respond to the above noted requirements and further provide:
 - i. Documentation proving all relevant federal and provincial permits and permissions, notably *Alberta Utilities Commission* approval.
 - ii. An electrical permit, and if applicable, a Building Permit,
 - iii. A site plan indicating the exact location of the SWECS on the parcel and all buildings and structures, registered easements or rights-of-way, and any overhead utilities, dimensioned to the property lines and drawn to a satisfactory scale,
 - iv. Engineered plans, prepared by a professional engineer, for SWECS that are mounted or attached to any building demonstrating that the building can support the SWECS, and
- k) The Development Authority may require as a condition of approval that any SWECS be surrounded by a security fence with a lockable gate not less than 1.8 m in height.

4.21 SHIPPING CONTAINERS

General Requirements

- a) Shipping Containers shall only be allowed in Districts where listed as a use. Shipping Containers are prohibited in all other Districts.
- b) There shall be a legal primary use on the property where a Shipping Container is proposed.
- c) Shipping Containers are permitted to be used for storage only and shall not be used as a dwelling, a building, or as construction material.

Site Requirements

- d) A maximum of two (2) Shipping Containers shall be located on a parcel within Districts where listed as a use.
- e) A Shipping Container may only be permitted in the rear yard, side yard, or side yard (corner).
- f) A Shipping Container shall not display advertising, company logos, names or other marketing without an approved Development Permit.
- g) The Development Authority may require that:
 - i. A Shipping Container be screened from view or landscaped to make it aesthetically pleasing,
 - i. Any Shipping Container be sandblasted and painted a neutral or complementary colour to match the existing building(s) on the property, and/or
 - ii. The exterior of the Shipping Container be kept clean and regularly painted in a neutral or complementary colour to match the existing building(s) on the property.
- h) Notwithstanding subsection a), a Shipping Container may be placed temporarily on a construction site for the period of construction, in any District where the Shipping Container is needed in connection with construction of a development for which a Development Permit has been issued.

Development Permit Requirements

- i) A Development Permit application for a Shipping Container shall respond to the above noted requirements, and further provide:
 - i. The applicable application fee, and
 - ii. A minimum of two recent colour photographs of each container (one end view and one side view).

4.22 TEMPORARY DEVELOPMENT

General Requirements

- a) Notwithstanding any provisions of this Bylaw, the Development Authority may conditionally approve a development on a temporary basis in any District provided that the use, building, or structure is listed as either a Permitted or Discretionary Use in the relevant District.
- b) The Development Authority may approve a Temporary Development Permit if, in their opinion, the use would not unduly interfere with the amenities of the surrounding neighbourhood, or materially interfere with or affect the use and enjoyment of neighbouring parcels.

Site Requirements

- c) Any temporary buildings or structures shall not be placed on permanent foundations.

Development Permit Requirements

- d) When considering an application for a Temporary Development Permit, the Development Authority shall have regard to the location and its proximity to residential properties, traffic access and parking, and the availability of utility services.
- e) The Development Authority may issue a Temporary Development Permit for a period of not more than one (1) year.
- f) After the expiration of the Temporary Development Permit, the applicant shall:
 - i. Cease or remove the use or development, or
 - ii. Make written application to the Development Authority for renewal of the permit setting forth the reasons therefore, not later than sixty (60) days prior to the day on which the Development Permit will cease to be in effect. There shall be no obligation to approve it on the basis that the previous permit had been issued.
- g) The Development Authority may require a security, in alignment with Section 2.25, of a minimum \$5000 to a maximum value of up to fifty percent (50%) of the assessed value of the development to ensure the conditions of the Development Permit are met.
- h) The Town shall not be liable for any costs involved in the cessation or removal of any use or development upon the expiry of the permit.

4.23 SHOW HOMES

General Requirements

- a) The construction of or use of a new, unoccupied dwelling unit for the purpose of a show home for the sale or marketing of other dwelling units by a builder or developer within a subdivision or development may be approved as a temporary use in all Residential Districts and the Commercial Districts.
- b) There shall be a sign posted at the show home identifying it as such.
- c) The advertised hours that the show home is open to the public shall not be earlier than 9:00 a.m. or later than 9:00 p.m.
- d) Conditions of the permit do not limit the private showing by appointment of the show home at any time.

Site Requirements

- e) A dwelling occupied as a residence shall not be used as a show home, sales office or as a facility to demonstrate a builder's construction quality or methods.
- f) The show home shall not be open to the public for viewing until the road accessing the show home is developed to municipal standards.

Development Permit Requirements

- g) A Development Permit application shall respond to the above noted requirements.

4.24 ALCOHOL PRODUCTION

General Requirements

- a) Alcohol Production shall not generate odour, dust, waste or delivery traffic in excess of that which is characteristic of the District in which it is located.
- b) The developer or applicant may be requested to provide a water and wastewater use analysis to determine peak water demand and whether effluent discharged complies with municipal sewer regulations and wastewater treatment plant capabilities.

Site Requirements

- c) There shall be no outdoor manufacturing activities, or unenclosed outdoor storage of material or equipment associated with the business.
- d) Any public entrances, outdoor public spaces and outdoor private hospitality areas shall not be located next to an abutting residential use.

Development Permit Requirements

- e) A Development Permit application will respond to the above noted requirements.
- f) The developer or applicant shall provide copies of all approved Alberta Gaming Liquor and Cannabis licenses as a condition of the Development Permit.

SECTION FIVE

Land Use Districts

5

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

5.1 LAND USE DISTRICT MAP

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

5.2 IMPACT OF SUBDIVISION

- a) Where a property boundary is adjusted by subdivision, or by the inclusion of closed road or other land not previously assigned a land use class, the Land Use District boundary follows the new property boundary.
- b) Where parcels with different Land Use Districts are proposed for consolidation, a Land Use Redesignation shall be carried out prior to consolidation in accordance with Section 1.24,

5.3 LAND USE DISTRICT CONVERSION

Districts in the Bylaw have been amended as follows:

	LAND USE BYLAW 1246/13		LAND USE BYLAW 1389/24
--	New	R-LRG	Residential, Large Lot District
R1	Single Detached Residential	R-GEN	Residential, General District
R2	Two-Unit Residential	R-GEN	Residential, General District
R3	Multiple Residential	R-GEN	Residential, General District
R4	Manufactured Home Residential	R-NAR	Residential, Narrow Lot District
R5	Residential Mixed Use	M-TRN	Mixed-Use Transition District
C1	Retail/General Commercial	M-DWT	Mixed-Use Downtown District
C2	Highway Commercial	C-HWY	Commercial, Highway District
C3	Neighbourhood Commercial	M-TRN	Mixed-Use Transition District
IN	Industrial	I-LHT	Industrial, Light District
--	New	I-HVY	Industrial, Heavy District
--	New	S-ASL	Special, Agricultural Society Lands District
PI	Public Institutional	S-COM	Special, Community Services District
AT	Agricultural Transition	S-FUD	Special, Future Urban Development District
--	New	S-NOS	Special, Natural Open Space District
DC	Direct Control	DC	Direct Control

DC Direct Control Districts

5.4 GENERAL REGULATIONS

- a) Direct Control Districts provide for development that, due to unique characteristics, innovative ideas, or unusual site constraints, require specific regulations unavailable in other Districts.
- b) Land uses and development regulations within a Direct Control District shall be at the discretion of Council.
- c) Direct Control Districts must not be used:
 - i. In substitution of any other Land Use District in this Bylaw that could be used to achieve the same result either with or without relaxations of this Bylaw, or
 - ii. To regulate matters that are regulated by subdivision or Development Permit approval conditions.
- d) Where a parcel is designated Direct Control, the guidelines approved by Council at the time of such designation shall continue to apply, notwithstanding any requirement of this Bylaw to the contrary.

5.5 DIRECT CONTROL DISTRICT APPLICATIONS

- a) Application requirements for the submission of a Direct Control District include:
 - i. All information required for an Application to Amend the Bylaw (s. 1.23),
 - ii. A written statement indicating why, in the applicant's opinion, a Direct Control District is necessary and why the same results cannot be achieved through the use of a Land Use District in this Bylaw,
 - iii. A list of Permitted and Discretionary Uses proposed for the site,
 - iv. Plans and elevations or other documentation, that would help to substantiate the need for the Direct Control District, and
 - v. Any other information as may be required by the Development Authority and Council.

R-LRG Residential, Large Lot District

PURPOSE: To accommodate single-detached dwellings with a minimum size requirement on large urban parcels.

PERMITTED USES:	DISCRETIONARY USES:
Accessory Building/Structure	Accessory Use
Bed and Breakfast	Home-Based Business Type Two (HBB2)
Care Facility (Child)	Secondary Suite (External)
Dwelling (Single Detached)	SWECS
Moved In Dwelling	
Parks and Playgrounds	
Secondary Suite (Internal)	
Solar Collector (Roof/Wall)	
Utilities	

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

PARCEL SIZE: 0.2 ha to 0.4 ha

MINIMUM PARCEL WIDTH: 30 m

MINIMUM FLOOR AREA: 93 m²

MAXIMUM BUILDING HEIGHT: 10 m (Dwelling); 5.5 m (Accessory Building); 10 m (Secondary Suite (External))

MAXIMUM PARCEL COVERAGE: 35%

MAXIMUM DENSITY: One (1) Principal Building and one (1) Secondary Suite (Internal) and one (1) Secondary Suite (External) per parcel.

MINIMUM SETBACKS:

Front Yard	Side Yard	Side Yard (Corner)	Rear Yard
12 m	3 m	5 m	8 m

EXCEPTIONS:

- a) The Development Authority may approve parcel widths less than 30 m for parcels located within the Westview ASP, provided they conform to the ASP.

R-GEN Residential, General District

PURPOSE: To accommodate street-oriented single detached and duplex/semi-detached housing forms on standard sized parcels.

PERMITTED USES:	DISCRETIONARY USES:
Accessory Building/Structure	Accessory Use
Bed and Breakfast	Boarding House
Care Facility (Child)	Dwelling (Duplex/Semi)
Dwelling (Single Detached)	Dwelling (Multi-Unit)
Moved In Dwelling	Home-Based Business Type Two (HBB2)
Parks and Playgrounds	Secondary Suite (External)
Secondary Suite (Internal)	
Show Home	
Solar Collector (Roof/Wall)	
Utilities	

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

MINIMUM PARCEL DEPTH: 31 m

MINIMUM PARCEL WIDTH: 14 m; 7.6m (per unit for Semi-Detached)

MAXIMUM PARCEL SIZE: 0.2ha

MAXIMUM BUILDING HEIGHT: 10 m (Dwelling); 5.5 m (Accessory Building); 10 m (Secondary Suite (External))

MAXIMUM PARCEL COVERAGE: 40%

MAXIMUM DENSITY: One (1) Principal Building and one (1) Secondary Suite per parcel.

MINIMUM SETBACKS:

Front Yard	Side Yard	Side Yard (Corner)	Rear Yard
6 m	1.5 m*	3 m	6 m

* No side yard is required where a party wall separates two (2) units.

* 3 m on one (1) side of the dwelling, where there is no provision for an attached garage on the front or side of the dwelling and no lane access.

EXCEPTIONS:

a) For the parcel at 1613 26 Avenue:

PERMITTED USES:	DISCRETIONARY USES:
Accessory Building/Structure	Accessory Use
Care Facility (Child)	Dwelling (Live-Work)
Dwelling (Single Detached)	Home-Based Business Type Two (HBB2)
Secondary Suite (Internal)	Mixed-Use Development
Solar Collector (Roof/Wall)	Moved-in Building
	Secondary Suite (External)

R-NAR Residential, Narrow Lot District

PURPOSE: To accommodate street oriented single detached, duplex/semi-detached and multi-unit dwellings on narrow parcels.

PERMITTED USES:	DISCRETIONARY USES:
Accessory Building/Structure	Accessory Use
Bed and Breakfast	Dwelling (Multi-Unit)
Care Facility (Child)	Home-Based Business Type Two (HBB2)
Dwelling (Duplex/Semi)	Secondary Suite (External)
Dwelling (Manufactured Home)	Secondary Suite (Internal)
Dwelling (Single Detached)	
Moved-In Dwelling	
Parks and Playgrounds	
Show Home	
Solar Collector (Roof/Wall)	
Utilities	

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

MINIMUM PARCEL DEPTH: 31 m

MINIMUM PARCEL WIDTH: 10 m; (7.6 m per unit for semi-detached)

MAXIMUM BUILDING HEIGHT: 10 m (Dwelling); 5.5 m (Accessory Building) ; 10 m (Secondary Suite (External))

MAXIMUM PARCEL COVERAGE: 40%

MAXIMUM DENSITY: One (1) Principal Building and one (1) Secondary Suite per parcel.

MINIMUM SETBACKS:

Front Yard	Side Yard	Side Yard (Corner)	Rear Yard
6 m	1.5 m*	3 m	6 m

* No side yard is required where a party wall separates two (2) units.

* 3 m on one (1) side of the dwelling, where there is no provision for an attached garage on the front or side of the dwelling and no lane access.

ADDITIONAL REQUIREMENTS:

- a) Multi-unit dwellings shall be street-oriented.

M-TRN Mixed-Use Transition District

PURPOSE: To accommodate a mix of residential and commercial uses which are compatible with each other and with adjoining uses in a neighbourhood setting.

PERMITTED USES:	DISCRETIONARY USES:
Accessory Building/Structure	Accessory Use
Care Facility (Child)	Boarding House
Care Facility (Clinic)	Care Facility (Large Group)
Care Facility (Medical)	Care Facility (Small Group)
Dwelling (Live-Work)	Home-Based Business Type Two (HBB2)
Dwelling (Multi-Unit)	Mixed-Use Development
Establishment (Eating and Drinking)	Religious Assembly
Financial Institution	Show Home
Office	
Parks and Playgrounds	
Retail (Small)	
School (Commercial)	
Solar Collector (Roof/Wall)	
Utilities	

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

MINIMUM PARCEL AREA: 0.5 ha

MAXIMUM BUILDING HEIGHT: 15 m (Dwelling); 5.5 m (Accessory Building)

MAXIMUM PARCEL COVERAGE: 50%

MAXIMUM DENSITY: 60 upha

MINIMUM SETBACKS:

Front Yard	Side Yard	Side Yard (Corner)	Rear Yard
3 m	1.5 m *	3 m	6 m

* No side yard is required where a party wall separates two (2) units.

* 3 m on one (1) side of the dwelling, where there is no provision for an attached garage on the front or side of the dwelling.

ADDITIONAL REQUIREMENTS:

- A Landscaping Plan, in alignment with Section 3.21, that will be required.
- The minimum landscaped area shall be 25% of the parcel area.
- The minimum Amenity Area (Private) for each Dwelling (Multi-Unit) is 5.0 m² in the form of a patio, balcony, or deck.

EXCEPTIONS:

- The Development Authority may approve development on an existing registered parcel if the dimensions are less than noted above.

M-DWT Mixed-Use Downtown District

PURPOSE: To accommodate a wide range of local and regional commercial uses within the downtown central business area which will be an attractive environment for pedestrians, while providing access for motor vehicles.

PERMITTED USES:	DISCRETIONARY USES:
Accessory Building/Structure	Accessory Use
Animal Services (Minor)	Alcohol Production
Arts and Crafts Studio	Automotive (Sales and Service)
Care Facility (Child)	Dwelling (Live-Work)
Care Facility (Clinic)	Establishment (Adult)
Care Facility (Medical)	Establishment (Entertainment)
Establishment (Eating and Drinking)	Funeral Home
Financial Institution	Gas Station
Government Services	Hotel/Motel
Market	Mixed-Use Development
Office	Motion Picture Studio
Recreation (Culture and Tourism)	Moved-in Building
Retail (Small)	Parking Facility
Retail (General)	Parks and Playgrounds
Solar Collector (Roof/Wall)	Recreation (Indoor)
Utilities	Retail (Cannabis)
	Retail (Large)
	Shipping Container
	Solar Collector (Freestanding)

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

MINIMUM PARCEL WIDTH: 20 m

MINIMUM PARCEL DEPTH: 30 m

MAXIMUM BUILDING HEIGHT: 25 m (Principal Building), 5.5 m (Accessory Building)

MAXIMUM PARCEL COVERAGE: 70%

MINIMUM SETBACKS:

Front Yard	Side Yard	Side Yard (Corner)	Rear Yard
3 m	0 m	3 m	6 m

ADDITIONAL REQUIREMENTS:

- a) The Development Authority may impose conditions related to screening, buffering, or landscaping of any outdoor display or sales areas.
- b) In addition to the requirements listed above, development shall comply with the following regulations:
 - i. New development shall be compatible with the aesthetics of the downtown area, in alignment with 'Infill Development' (s.3.25).
 - ii. Seasonal activities such as patios and sales events may be allowed to encroach on public lands within the downtown area at the discretion of the Development Authority subsequent to the provision of a licence of occupation.

EXCEPTIONS:

- c) The Development Authority may approve development on an existing registered parcel if the dimensions are less than noted above.
- d) Changes of use will not require a variance for insufficient parking.

C-HWY Commercial, Highway District

PURPOSE: To accommodate regional commercial services with high visibility and convenient access to designated highways for the benefit of the traveling public.

PERMITTED USES:	DISCRETIONARY USES:
Accessory Building/Structure	Accessory Use
Animal Services (Minor)	Alcohol Production
Automotive (Sales and Service)	Car Wash
Automotive (Service)	Drive-through Business
Care Facility (Child)	Establishment (Adult)
Establishment (Eating and Drinking)	Greenhouse
Establishment (Entertainment)	Moved-in Building
Financial Institution	Recreation (Outdoor)
Gas Station	Recycling Facility
Government Services	Retail (Cannabis)
Hotel/Motel	Shipping Container
Market	Solar Collector (Freestanding)
Office	
Parks and Playgrounds	
Recreation (Culture and Tourism)	
Recreation (Indoor)	
Retail (Small)	
Retail (General)	
Retail (Large)	
Solar Collector (Roof/Wall)	
Truck Stop	
Utilities	

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

MINIMUM PARCEL WIDTH: 30 m

MINIMUM PARCEL DEPTH: 45 m

MAXIMUM BUILDING HEIGHT: 25 m (Principal Building), 5.5 m (Accessory Building)

MAXIMUM PARCEL COVERAGE: 50%

MINIMUM SETBACKS:

Front Yard	Side Yard	Side yard (Corner)	Rear Yard
8 m*	5 m	5 m	6 m

*The front and side (corner) setbacks shall not preclude the use of a portion of the setback area for walks, driveways, or freestanding signs.

ADDITIONAL REQUIREMENTS:

- a) The Development Authority may impose conditions related to screening, buffering, or landscaping of any outdoor display or sales areas.

EXCEPTIONS:

- b) The Development Authority may approve development on an existing registered parcel if the dimensions are less than noted above.

I-LHT Industrial, Light District

PURPOSE: To accommodate a variety of industrial activities that are primarily carried out within an enclosed building and no significant nuisance factor is created or apparent outside the enclosed building.

PERMITTED USES:	DISCRETIONARY USES:
Accessory Building/Structure	Accessory Use
Animal Services (Minor)	Alcohol Production
Animal Services (Major)	Auction Facility
Automotive (Sales and Service)	Bulk Fuel Station
Automotive (Service)	Establishment (Adult)
Establishment (Eating and Drinking)	Funeral Home
Establishment (Entertainment)	Grain Elevator/Seed Cleaning
Industrial (Light)	Industrial (Medium)
Industrial (Logistics)	Intensive Horticultural Operation
Market	Motion Picture Studio
Office	Moved-in Building
Parks and Playgrounds	Recreation (Outdoor)
Recreation (Indoor)	Retail (Cannabis)
Recycling Facility	Retail (Large)
Retail (Small)	Retail (Shopping Centre)
Retail (General)	Solar Collector (Freestanding)
School (Commercial)	Surveillance Suite
Shipping Container	SWECS
Solar Collector (Roof/Wall)	
Transportation Service	
Truck Stop	
Utilities	

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

MAXIMUM LOT SIZE: As required by the Development Authority

MAXIMUM BUILDING HEIGHT: 11 m

MAXIMUM PARCEL COVERAGE: 60%

MINIMUM SETBACKS:

Front Yard	Side Yard	Side Yard (Corner or adjacent to Residential)	Rear Yard
6 m*	3 m	6 m*	8 m

*The front and side (corner) setbacks shall not preclude the use of a portion of the setback area for walks, driveways, or freestanding signs.

ADDITIONAL REQUIREMENTS:

- On-site screening and landscaping plans may be required at the discretion of the Development Authority.

I-HVY Industrial, Heavy District

PURPOSE: To accommodate industrial activities that may have an affect on the safety, use, amenity, or enjoyment of adjacent or nearby sites due to appearance, noise, odour, emission of contaminants, fire or explosive hazards or dangerous goods.

PERMITTED USES:	DISCRETIONARY USES:
Accessory Building/Structure	Accessory Use
Alcohol Production	Cannabis Production Facility
Auction Facility	Intensive Horticultural Operation
Bulk Fuel Station	Retail (Cannabis)
Funeral Home	SWECS
Establishment (Adult)	
Establishment (Eating and Drinking)	
Establishment (Entertainment)	
Industrial (Light)	
Industrial (Medium)	
Industrial (Heavy)	
Recycling Facility	
Retail (General)	
Retail (Small)	
Shipping Container	
Solar Collector (Freestanding)	
Solar Collector (Roof/Wall)	
Surveillance Suite	
Transportation Service	
Utilities	

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

MAXIMUM LOT SIZE: As required by the Development Authority

MAXIMUM BUILDING HEIGHT: As required by the Development Authority

MAXIMUM PARCEL COVERAGE: 60%

MINIMUM SETBACKS:

Front Yard	Side Yard	Side Yard (Corner)	Rear Yard
9 m*	9 m	6 m*	9 m

*The front and side (corner) setbacks shall not preclude the use of a portion of the setback area for walks, driveways, or freestanding signs.

ADDITIONAL REQUIREMENTS:

- a) On-site screening and landscaping plans may be required at the discretion of the Development Authority.

S-ASL Agricultural Society Lands District

Purpose: To accommodate the development of the Agricultural Society Lands in alignment with the Bylaw.

PERMITTED USES:	DISCRETIONARY USES:
Accessory Building/Structure	Accessory Use
Agricultural Society Grounds	Campground
Community Garden	Parking Facility
Government Services	Recreation (Culture and Tourism)
Parks and Playgrounds	Market
Recreation (Indoor)	Moved-in Building
Recreation (Outdoor)	Solar Collector (Freestanding)
Shipping Container	
Solar Collector (Roof/Wall)	
Utilities	
Urban Agriculture	

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

MAXIMUM LOT SIZE: As required by the Development Authority

MAXIMUM BUILDING HEIGHT: As required by the Development Authority

MAXIMUM PARCEL COVERAGE: 50%

MINIMUM SETBACKS:

Front Yard	Side Yard	Side Yard (Corner)	Rear Yard
6 m*	9 m	3 m*	6 m

*The front and side (corner) setbacks shall not preclude the use of a portion of the setback area for walks, driveways, or freestanding signs.

ADDITIONAL REQUIREMENTS:

- a) Landscaping plans may be required at the discretion of the Development Authority.
- b) Lands dedicated as Municipal Reserve shall be restricted to uses defined in the MGA.

S-COM Community Services District

Purpose: To accommodate the development of publicly or privately owned institutions or community services, including lands dedicated as Municipal Reserve for active and passive recreational and leisure pursuits.

PERMITTED USES:	DISCRETIONARY USES:
Accessory Building/Structure	Accessory Use
Care Facility (Child)	Campground
Care Facility (Clinic)	Parking Facility
Care Facility (Large Group)	Recreation (Culture and Tourism)
Care Facility (Small Group)	Recreation (Indoor)
Care Facility (Medical)	Recreation (Outdoor)
Cemetery and Interment Services	Market
Community Garden	Moved-in Building
Funeral Home	Solar Collector (Freestanding)
Government Services	
Parks and Playgrounds	
Religious Assembly	
School	
Shipping Container	
Solar Collector (Roof/Wall)	
Utilities	

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

MAXIMUM LOT SIZE: As required by the Development Authority

MAXIMUM BUILDING HEIGHT: As required by the Development Authority

MAXIMUM PARCEL COVERAGE: 50%

MINIMUM SETBACKS:

Front Yard	Side Yard	Side Yard (Corner)	Rear Yard
6 m*	9 m	3 m*	6 m

*The front and side (corner) setbacks shall not preclude the use of a portion of the setback area for walks, driveways, or freestanding signs.

ADDITIONAL REQUIREMENTS:

- a) Landscaping plans may be required at the discretion of the Development Authority.
- b) Lands dedicated as Municipal Reserve shall be restricted to uses defined in the MGA.

S-FUD Future Urban Development District

PURPOSE: To provide an interim Land Use District for non-urbanized parcels within the Town and to prevent incompatible or premature development and subdivision until the lands are determined to be suitable for orderly urban development.

PERMITTED USES:	DISCRETIONARY USES:
Accessory Building/Structure	Accessory Use
Care Facility (Child)	Campground
Community Garden	Dwelling (Manufactured Home)
Dwelling (Single Detached)	Home-Based Business Type Two (HBB2)
Extensive Agriculture	Market Garden
Intensive Horticultural Operations	Moved-in Building
Parks and Playgrounds	Moved-in Dwelling
Shipping Container	Solar Collector (Freestanding)
Solar Collector (Roof/Wall)	
Utilities	

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

MINIMUM PARCEL SIZE FOR EXTENSIVE AGRICULTURE: 4 ha

MAXIMUM PARCEL SIZE FOR ALL OTHER USES: 0.2 ha;

MINIMUM PARCEL WIDTH: 30 m

MAXIMUM BUILDING HEIGHT: 10 m (Principal Building), 5.5 m (Accessory Building)

MAXIMUM PARCEL COVERAGE: As required by the Development Authority

MINIMUM SETBACKS:

Front Yard	Side Yard	Side Yard (Corner)	Rear Yard
6 m	1.5 m	3 m	6 m

ADDITIONAL REQUIREMENTS:

- a) The Development Authority shall ensure that proposed development does not compromise the orderly subdivision or subsequent development of lands within the Town.
- b) The Development Authority may require the preparation and adoption of a comprehensive plan or Area Structure Plan prior to approval of a Development Permit application.

S-NOS Natural Open Space District

PURPOSE: To protect environmentally sensitive areas by restricting development and providing access to the public in a manner that preserves the area in accordance with the MGA.

PERMITTED USES:	DISCRETIONARY USES:
Parks (excluding Playgrounds)	Accessory Building/Structure
	Utilities

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

ADDITIONAL REQUIREMENTS:

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

SECTION SIX

Glossary

6

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

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

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

ACCESSORY BUILDING/STRUCTURE – means any building or structure that is physically separate from the principal building on the parcel on which both are located, and the use of which is subordinate and incidental to that of the principal building. Typical accessory building/structures include, but are not limited to, sheds, standalone garages and shelters, swimming pools, tall flagpoles, and satellite dishes, but shall not include quonsets, quonset-style buildings, or Secondary Suites (External).

ACCESSORY USE – means a use of land or buildings which is incidental or subordinate to the principal use of the same parcel, or building.

ADDITION – means construction that increases the footprint of an existing building or structure. Typically there will be a common connection from the existing building to the addition that includes a foundation of some type beneath the addition.

ADJACENT – means land that is contiguous and abutting if not for an easement, right-of-way, street, or natural feature.

AGRICULTURAL BUILDING – means a building normally associated with and generally essential to the operation of a farm. Such structures shall include, but are not limited to, machine sheds, storage sheds, granaries, grain bins for the storage of on-farm products, silos, repair shop, etc. Farm is a separate use. This use does not include Cannabis Production Facility.

AGRICULTURAL SOCIETY GROUNDS – means land, buildings and livestock related to Ag Society operations within the Nanton Ag Society grounds.

ALCOHOL PRODUCTION – means a development that manufactures beer, wine, spirits or other alcoholic beverages and may include the retail sale of products. This use may be combined with another use such as an Establishment (Eating & Drinking).

ALTERATION – means any structural change to a building that results in an increase or decrease in the area or the volume of the building; any change in the area frontage, depth, or width of a parcel that affects the required yard, landscaped open space, or parking requirements of this bylaw; structural change to a sign; and to discontinue or change the principal use of the site or building with a use defined as being distinct from the discontinued use.

AMENITY AREA (COMMON) – means an area within the boundaries of a development intended for recreational purposes. Typical development includes balconies, landscaped areas, fitness rooms, swimming pools, beaches, and other similar items that are intended for public use.

AMENITY AREA (PRIVATE) – means a balcony, patio, deck, or other similar structure which is attached to and has a private entrance from the interior of a dwelling unit.

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

ANIMAL SERVICES (MINOR) – means a use for domestic pet outpatient care and treatment, pet training not exceeding ten animals on the premises at any one time, treatment or grooming of animals and includes retail sales of associated products. Temporary boarding of small animals is permitted when associated with a veterinary clinic. Typical Uses include pet grooming salons, animal daycares and domestic pet veterinary clinics.

APPLICANT – means a person who is lawfully entitled to make, and makes, an application for any document, approval or other thing that may be issued, made or done under the authority of this Bylaw.

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

ANTENNA SYSTEM – means an antenna and some sort of supporting structure, normally a tower for transmitting or receiving television, radio, telephone, internet or other electronic communications which is regulated by *Innovation, Science and Economic Development Canada*.

AREA REDEVELOPMENT PLAN – means a statutory plan prepared in accordance with Sections 634 and 635 of the MGA.

AREA STRUCTURE PLAN – means a statutory plan prepared in accordance with Section 633 of the MGA.

ARTS AND CRAFTS STUDIO – means development used for the purpose of small scale, on-site, production of goods by hand manufacturing primarily involving the use of hand tools. Typical uses include pottery, ceramic, jewelry, woodworking shops, and sculpture and artist studios.

AUCTION FACILITY – means a development for the auctioning and related temporary storage of goods, equipment, or livestock.

AUTOMOTIVE (SALES AND SERVICE) – means a development used for the sale, lease, or rental of a motor vehicle, recreational vehicle, or recreation equipment and may include a facility for the repair and servicing of automobiles and recreational vehicles. Typical development includes a car, recreational vehicle or motorcycle dealership, not including, or Heavy Vehicle and Equipment Sales and Service.

AUTOMOTIVE (SERVICE) – means a development used for the service and repair of a motor vehicle, recreation vehicle, or recreation equipment or their components. Typical development includes paint and collision repair, and service shops, not including Automotive (Sales and Service), or Heavy Vehicle and Equipment Sales and Service.

BED AND BREAKFAST – means an accessory use carried out in an owner-occupied dwelling where temporary accommodation is provided to non-residents of the dwelling for remuneration, and where meals, if provided for guests, are prepared in the common kitchen of the principal residence.

BOARDING HOUSE – means a private dwelling in which lodgers rent room(s) for one night or even more extended periods of weeks or months. The common parts of the house, such as bathroom(s), kitchen, and living areas, are maintained by the private owner. Meals, laundry or cleaning may be provided as part of the lodging agreement.

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

BUILDING – COMMON TERMS

- a) **ATTACHED GARAGE** – means a building, or portion of a building, designed and used primarily for the storage of motor vehicles that is attached to the principal building by sharing a common wall which usually has an interconnecting door. For the purpose of calculating yard setbacks and site coverage requirements, an attached garage is deemed to be part of the principal building.
- b) **AWNING** – means a cloth like or lightweight shelter projecting from a building.
- c) **BALCONY** – a horizontal platform attached to a building above the first storey.
- d) **BASEMENT** – means the space within a building which is below the first storey and is partially or completely below grade.
- e) **BAY WINDOW** – means a window that projects outward from the façade of a building but does not include an opening that is intended to give access to a building
- f) **CANOPY** – means a non-retractable solid projection extending from the wall of the building intended to be used as a protection against weather, other than normal architectural features such as lintels, sills, moldings, architraves and pediments, but includes the structure known as the theatre marquee.
- g) **CANTILEVER** – means a long projecting beam or girder fixed at only one end.
- h) **CARPORT** – means a partially enclosed structure or part of a principal building intended for the shelter of vehicle(s) with at least forty percent (40%) of the total perimeter open and unobstructed.
- i) **COVERED DECK** – means a flat-floored, generally unenclosed, roofed structure adjoining a principal building or built as a structural part of it with a height greater than 0.6 m. A Covered Deck shall be included in site coverage calculations.
- j) **DRIVEWAY** – means a vehicle access route on the parcel which provides access to the driving surface.
- k) **EAVE** – means the overhang or extension of a roof line beyond the vertical wall of a building.
- l) **FOUNDATION** – means the supporting base structure of a building.
- m) **ORIENTATION** – means the arranging or facing of a building or other structure with respect to the points of the compass.
- n) **PARAPET** – means the extension of a false front wall above a roof line.
- o) **PATIO** – means an uncovered open platform or area situated directly on the ground.
- p) **PROJECTION** – means a portion of a building which extends horizontally beyond the foundation of the building but is not constructed on the building's foundation. Projections may include eaves, canopies, awnings, cornices, balconies, and uncovered decks.
- q) **UNCOVERED DECK** – means an accessory structure consisting of a paved, wooden, or other hard-surfaced area generally adjoining a principal building intended for outdoor living space that is 0.6 m or greater above grade.

BUILDING COVERAGE – means that portion of a parcel upon which a covered building is located, as measured from a point at grade directly below the outside surface of the exterior walls of the building at the first storey floor level, including any projections less than 2.4 m above grade.

BUILDING ENVELOPE – means the space created on a parcel within which a building may be constructed once the setback requirements for a specific Land Use District have been considered.

BUILDING HEIGHT – means the vertical distance between average grade and the highest point of a building excluding a roof stairway entrance, elevator housing, a ventilating fan, a skylight, a steeple, a chimney, a smokestack, a fire wall, a parapet wall, a flagpole, or similar device not structurally essential to the building.

BUILDING INSPECTOR – means the person or persons hired to be the chief building inspector or building inspectors in and for the Town of Nanton.

BUILDING PERMIT – means a permit issued pursuant to the *Safety Codes Act* authorizing commencement of a use, occupancy, relocation, construction, or demolition of any building.

BUILDING WIDTH, MINIMUM – means the minimum horizontal distance of the building’s living space measured parallel to the shortest exterior wall of the building and perpendicular to the longest exterior wall of the building and excludes porches, decks, patios, balconies, carports, garages, unheated storage space, porte-cochere, and other similar architectural features.

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

BUSINESS – means:

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

BYLAW – means the Land Use Bylaw of the Town of Nanton.

CAMPGROUND – means development for the purpose of seasonal occupancy by holiday trailers, recreation vehicles, tents, and similar equipment and which may include supplementary bathroom and recreational facilities, eating shelters, convenience retail, laundry facilities and dwelling accommodations for the operator.

CANNABIS PRODUCTION FACILITY – means a development where cannabis is grown, processed, packaged, tested, destroyed, stored, or loaded for shipping, but does not include Retail (Cannabis).

CAR WASH – means development for the cleaning of motor vehicles on a commercial basis.

CARE FACILITY (CHILD) – means a use where care, maintenance, or supervision is provided for seven (7) or more children, by persons unrelated to the children by blood or marriage, for periods not exceeding 24 consecutive hours. Typical development includes child-care centres, day cares, nurseries, and after-school or baby-sitting programs.

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

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

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

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

CEMETERY AND INTERMENT SERVICES – means a development for the entombment of the deceased and may include such facilities as cinerarium, columbarium, mausoleums, memorial parks, burial grounds, cemeteries and gardens of remembrance.

CERTIFICATE OF COMPLIANCE – means a document signed by the Development Authority, certifying that a development complies with this bylaw with respect to yard requirements and insofar as represented on an Alberta Land Surveyors’ Real Property Report.

CHANGE OF USE – means the conversion of land or building, or portion thereof from one land use activity to another, including the intensification of a use, in accordance with the Permitted or Discretionary Uses as listed in each Land Use District.

CHATTEL – means any item of tangible, personal property other than land, buildings, and other things annexed to land.

COMMON WALL – means a vertical separation completely dividing a portion of a building from the remainder of the building and creating in effect a building which, from its roof to its lowest level, is separate and complete unto itself for its intended purpose, such wall being owned by one (1) party but jointly used by two (2) parties, one or both of whom is entitled to such use by prior arrangement.

COMMUNITY GARDEN – means a public facility for cultivation of fruits, flowers, vegetables, or ornamental plants by more than one person or family.

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

CONDOMINIUM – means a building or structure where there exists a type of ownership of individual units, generally in a multi-unit development or project where the owner possesses an interest as a tenant in common with other owners in accordance with the provisions of the *Condominium Property Act, Revised Statutes of Alberta 2000, Chapter C-22*, as amended.

CONDOMINIUM PLAN – means a plan of survey registered at a Land Titles Office prepared in accordance with the provisions of the *Condominium Property Act, Revised Statutes of Alberta 2000, Chapter C-22*, as amended.

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

COUNCIL – means Council of the Town of Nanton.

DEFERRED SERVICING AGREEMENT – means an agreement made in accordance with Sections 650 or 655 of the MGA, between the municipality and applicant for the provision of services to serve the development, whereby the municipality may agree to have the applicant delay or defer the requirements to provide or construct those services at a later date (as defined in the agreement); or, to require the applicant to tie-in to major municipal infrastructure at any time in the future whereby it may be installed to or past the property line of the parcel or development project, when the services were not initially installed or available in the location of where the development occurred.

DEMOLITION – means the pulling down, tearing down or razing of a building or structure.

DENSITY – means the number of dwelling units on a parcel expressed in units per net hectare or units per parcel.

DESIGNATED OFFICER(S) – means those persons designated by bylaw under Section 210 of MGA and for purposes of the Bylaw are the Development Officer, Community Peace Officer, Bylaw Enforcement Officer, and Town’s CAO or their Designate.

DEVELOPMENT – means:

- a) An excavation or stockpile and the creation of either of them,
- b) A building or an addition to or replacement or repair of a building and the construction or placing of any of them in, on, over or under land,
- c) A change of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the use of the land or building, or
- d) A change in the intensity of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the intensity of use of the land or building.

DEVELOPMENT AGREEMENT – means a contractual agreement, made in accordance with Sections 650 and 655 of the MGA, between the Town and an applicant regarding the apportionment of costs arising from the construction or servicing of a development.

DEVELOPMENT AUTHORITY – means the body established by bylaw to act as the Development Authority in accordance with Section 624 of the MGA.

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

DEVELOPMENT COMPLETION – means the moment the required Building/Development Permit conditions and requirements have been met for the purposes of the Development Permit application, except for ongoing conditions.

DEVELOPMENT OFFICER – means a person(s) authorized by Council to act as a development authority pursuant to Section 624 of the MGA and in accordance with the *Municipal Planning Commission Bylaw*.

DEVELOPMENT PERMIT – means a permit issued with or without conditions pursuant to this bylaw authorizing a development. A Development Permit does not constitute a Building Permit.

DEVELOPMENT, TEMPORARY – means development involving a use and/or a building maintained or operated for a time period specified by a temporary Development Permit, issued under the provisions of this Bylaw.

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

DISTRICT – means an area of land designated by this Bylaw in which Permitted and/or Discretionary Uses and development regulations are prescribed.

DOUBLE FRONTAGE LOT – means a parcel of land, other than a corner parcel, that abuts two (2) or more public roads.

DRIVE-THROUGH BUSINESS – means an establishment where food is prepared and served on the premise for sale to the public and includes car attendant or drive-through pick-up service.

DWELLING OR DWELLING UNIT – means a building or portion thereof consisting of one or more rooms which is intended to be used as a permanent residence for one or more individuals, containing cooking, sleeping and sanitary facilities only for that unit.

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

DWELLING (LIVE-WORK) – unit means a development that shall include a detached dwelling unit as the principal use and may contain an accessory commercial establishment.

DWELLING (MANUFACTURED HOME) – means a dwelling that is manufactured to be moved from one point to another that is located on a permanent foundation and which provides completely self-contained, year-round residential accommodation and meets the requirements for a residence under the Canadian Standards Association. A Park Model is not a Dwelling (Manufactured Home).

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

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

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

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

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

ESTABLISHMENT (ENTERTAINMENT) – means a use where dramatic, musical or other entertainment is provided indoors or outdoors. Typical development includes bingo halls, billiard parlours, auditoria, cinemas, or casinos but does not include Establishment (Adult).

EXCAVATION – means the process of altering the natural elevation of the ground by grading, cutting, stripping, filling or breaking of ground, but does not include common household gardening and ground care, excavation made for the building of basements, structures, landscaping, or parking for which a Development Permit has been issued, or extensive agriculture. Gravel pit, mineral extraction and any other similar extractive use are not classified as excavation and are a separate use.

EXTENSIVE AGRICULTURE – means the production of crops by expansive cultivation as the principal use of the site. Buildings associated with extensive agriculture are classified as accessory structures. This use does not include agricultural-related industry buildings or uses such as packaging plants, processing plants, agricultural support services or any other similar uses or structures or Cannabis Production Facility.

FENCE – means an accessory structure which may be used to prevent or restrict passage, to provide visual screening or to mark a property line or other boundary.

FLAG LOT – means a parcel of land with a narrow strip providing access to a public street and the bulk of the property containing no frontage.

FLOOD ELEVATION – 1:100 YEAR means the water level reached during a 1:100 year flood as determined in accordance with the technical criteria established by Alberta Environment.

FLOOD RISK AREA – means the area of land bordering a water course or water body that would be inundated by 1:100 year flood (i.e. a flood that has a one percent (1%) chance of occurring every year) as determined by Alberta Environment in consultation with the Town and may include both flood fringe and floodway.

FLOOR AREA – means the area of all floors in a building, measured within the exterior walls of a building, not including basements, decks, patios, driveways, sidewalks, porches, elevator shafts, stairwells, crawl spaces, mechanical or electrical rooms, garbage and recycling storage, and parking areas.

FLOOR AREA RATIO – means the net floor area divided by the gross parcel area.

FINANCIAL INSTITUTION – means a development or use primarily for providing the service of banking or lending money. Typical development includes a bank, savings and loan institution, or credit union.

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

FUNERAL HOME – means a development used for the arrangement of funerals, the preparation of the deceased for burial or cremation, and the holding of funeral services.

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

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

GEOTECHNICAL REPORT – means a comprehensive site analysis and report prepared by a qualified and registered professional with The Association of Professional Engineers, Geologists, and Geophysicists of Alberta (APEGGA).

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

GRADE, BUILDING – (as applied to the determination of building height) means the average level of finished ground adjoining the main front wall of a building (not including an attached garage), except that localized depressions such as for vehicle or pedestrian entrances need not be considered in the determination of average levels of finished ground.

GRADE, LANDSCAPED – (as applied to the determination of height of balconies, decks and architectural features and landscape structures) means the average level of finished landscaped ground under the four principal corners of the balcony, deck, architectural feature or landscape structure.

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

GRAIN ELEVATOR/SEED CLEANING – means a facility for the collection, grading, sorting, storage, and transshipment of grains.

GREENHOUSE – means a building specially designed and used for the commercial growing of vegetables, flowers or other plants for transplanting or sale on site. This use does not include Cannabis Production Facility.

HOME-BASED BUSINESS TYPE ONE (HBB1) – means a use where business is conducted in a principal building with no visits and employees that reside in the principal building. Uses are secondary to the residential use of the parcel and do not change the residential appearance of the land and buildings, such as private consulting or other office functions.

HOME-BASED BUSINESS TYPE TWO (HBB2) – means a use where business is conducted in a principal building with limited weekly visits and employees that reside in the principal building. Uses are secondary to the residential use of the parcel and do not change the residential appearance of the land and buildings, such as accounting services, day homes, small engine repair or light fabrication.

HEAVY VEHICLE AND EQUIPMENT SALES AND SERVICE – means a development used for the sale, service and rental of heavy vehicles, machinery, and mechanical equipment for farming, construction, or oilfield operations. Such a facility may include outdoor work areas, parking, and outdoor storage areas. This use does not include Automotive (Sales and Service) or Automotive (Service).

HOTEL/MOTEL – means a use where sleeping accommodation and ancillary services are provided in rooms or suites which may contain facilities for food preparation. This use may incorporate ancillary uses such as an Establishment (Eating and Drinking) or Retail (Small).

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

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

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

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

INTENSIVE HORTICULTURAL OPERATIONS – means a use of land or buildings for the high yield production of specialty crops and may include on-site sales. This use includes greenhouses, nurseries, hydroponic or market gardens, tree, mushroom and sod farms, but does not include Cannabis Production Facility.

INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD (ISDAB) – means the Chinook Intermunicipal Subdivision and Development Appeal Board established by the *Chinook Intermunicipal Subdivision and Development Appeal Board Bylaw, as amended*.

LANDSCAPING – means the modification, beautification and enhancement of a site or development, excluding all areas used for driveways and parking, through the use of the following elements:

- a) Natural landscaping consisting of vegetation such as trees, shrubs, hedges, grass, flowers and other ground cover or materials,
- b) Hard landscaping consisting of non-vegetative materials such as brick, stone, concrete, tile and wood, excluding monolithic concrete and asphalt, or
- c) Landscaping in ways that reduce or eliminate the need for watering and irrigation, also known as xeriscaping.

LANE – means a public thoroughfare, which provides a secondary means of access to a parcel(s).

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

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

MANUFACTURED HOME COMMUNITY – means a comprehensively planned residential development intended for the placement of manufactured homes on sites or pads. Such a community may also include amenity areas or facilities for the use of the community's residents.

MARKET – means a development indoors or outdoors which provides to vendors, stalls or other similarly restricted areas for the demonstration of products and services, disposal and sale of goods, wares or merchandise to the public, at a single location or premises. Typical development includes Farmers Markets, Flea Markets, Craft Shows or Trade Fairs.

MARKET GARDEN – means the growing of vegetables or fruit for commercial purposes. This use includes an area for the display and sale of goods or produce grown or raised on site.

MINIMUM STANDARDS – means those minimum requirements relating to parcel area, floor area, yards, landscaping design, character and appearance of buildings, etc. for the Permitted Uses of land or buildings or the Discretionary Uses of land or buildings, or both, listed in this Bylaw and, where these are not specified, as determined by the Municipal Planning Commission for a Discretionary Use.

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

MOTION PICTURE STUDIO – means a use where motion pictures are filmed, either within a building or outdoors.

MOVED-IN BUILDING – means a previously used non-residential building, which is removed from a site, and then transported and re-established on another site.

MOVED-IN DWELLING – means a previously existing, established and occupied dwelling, which is removed from one site and then transported and re-established on another site.

MUNICIPAL DEVELOPMENT PLAN – means a Statutory Plan, adopted by Bylaw in accordance with Section 632 of the MGA.

MUNICIPAL GOVERNMENT ACT (MGA) – means the *Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26*, as amended.

MUNICIPAL PLANNING COMMISSION (MPC) – means the Town of Nanton Municipal Planning Commission established by Council pursuant to the *Municipal Planning Commission Bylaw and the MGA*.

MURAL – means a picture, scene, graphic, or diagram displayed on the exterior wall of a building for the primary purpose of decoration or artistic expression and is not created to solely display messaging to market an event, business, or promotion.

NON-COMPLIANCE – means a development constructed, or use undertaken after the adoption of the current Land Use Bylaw and does not comply with the current Land Use Bylaw.

NON-CONFORMING BUILDING – means a building:

- a) That is lawfully constructed or lawfully under construction at the date of a Land Use Bylaw or any amendment thereof affecting the building or land on which the building is situated becomes effective, and
- b) That on the date the Land Use Bylaw or any amendment thereof becomes effective does not, or when constructed will not, comply with the Land Use Bylaw.

NON-CONFORMING USE – means a lawful specific use:

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

NON-SERVICED – means in respect to a parcel that neither a municipal water system nor a municipal sewage system services it.

NUISANCE – means any use, prevailing condition or activity which has a detrimental effect on living or working condition, in the opinion of the Development Authority.

OCCUPANCY PERMIT – means a permit issued by the municipality that authorizes the right to occupy or use a building or structure for its intended use.

OFF-SITE LEVY – means a levy imposed pursuant to *Off-Site Levy Bylaw*"

OFFICE – means development primarily for the provision of professional, management, administrative, consulting, or financial services in an office setting. Typical uses include but are not limited to the offices of lawyers, accountants, travel agents, real estate and insurance firms, planners, clerical and secretarial agencies. This excludes government services, the servicing and repair of goods, the sale of goods to the customer on the site, and the manufacturing or handling of a product.

OFF-STREET LOADING SPACE – means an open area, not exceeding 9.1 m in width, located in the rear yard space, designed expressly for the parking of haulage vehicles while loading or unloading.

OFF-STREET PARKING – means a parcel or portion thereof, excluding a public roadway which is used or intended to be used as a parking area for motor vehicles.

OUTDOOR DISPLAY – means the temporary display of goods, products or materials, typically not in a fixed position and which are removed or sold off during a short period of time.

PARCEL – means the aggregate of the one or more areas of land described in a certificate of title or described in a certificate of title by reference to a plan filed or registered in a land titles office and includes a bare land unit created under a condominium plan.

PARCEL AREA – means the area contained within the boundaries of a parcel as shown on a plan of subdivision or as described in a certificate of title.

PARCEL COVERAGE – means the percentage of parcel area covered by buildings and structures 0.6 m above finished grade including any covered projections. Parcel coverage does not include uncovered swimming pools or Uncovered Decks, patios, driveways less than 0.6 m above finished grade.

PARCEL DEPTH – means the length of a line joining the mid-points of the front property line and the rear property line.

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

PARCEL WIDTH – means the distance between the side property lines of a parcel measured at a right angle to the mid-point of the shortest side property line.

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

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

PARCEL, LANELESS – means a parcel that is not bounded wholly or partially by a lane.

PARTIALLY SERVICED PARCEL – means a parcel that is provided water or sewer serviced by either:

- a) A municipal water line or a municipal sewer line, or
- b) An incorporated organization or co-operative, recognized by the municipality, that is operating a provincially approved water or sewer system.

PARKING FACILITY – means development to accommodate vehicular parking, either outdoors or in a building.

PARKING SPACE – means an area for the parking of a single motor vehicle.

PARKS AND PLAYGROUNDS – means a use where active or passive public recreational activities occur and includes supplementary uses such as picnic areas, playgrounds, pedestrian and bicycle paths, landscaped areas and associated public washrooms. Typical development includes-tot lots, band shells, and playgrounds.

PLAN OF SUBDIVISION – means a plan of survey prepared in accordance with the relevant provisions of the Land Titles Act for the purpose of effecting subdivision.

PRINCIPAL BUILDING – means a building which comprises the principal use of the site.

PRINCIPAL USE – means the main purpose, in the opinion of the Development Authority, for which a parcel is used.

PROPERTY LINE – means the legally defined limit of any parcel, shown on a legal plan of survey.

PROPERTY LINE, FLANKING SIDE – means in the case of a corner parcel, the longest property line that abuts a public street.

PROPERTY LINE, FRONT – means the property line that abuts a public street or on a corner parcel, the shortest property line that adjoins a public street or as assigned by the Development Authority.

PROPERTY LINE, REAR – means the property line opposite the front property line.

PROPERTY LINE, SIDE – means the property line that connects the front and rear property line.

PROVINCIAL LAND USE POLICIES – means policies established by order of the Lieutenant Governor pursuant to Section 622 of the MGA.

PUBLIC OPEN SPACE – means land, which is not in private ownership and is open to use by the public.

REAL PROPERTY REPORT (RPR) – means a legal document that illustrates in detail the location of all relevant, visible public and private improvements relative to property boundaries prepared by a registered Alberta Land Surveyor.

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

RECREATION (INDOOR) – means a use where sports or recreation occurs within an enclosed building. Typical development includes recreation centres, community halls, public swimming pools, curling rinks and arenas, private clubs or lodges, health or fitness clubs, or private facilities such as bowling alleys, arcades, indoor mini golf courses, or racquet courts, but does not include Government Services.

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

RECREATIONAL VEHICLE (RV) – means a vehicle or trailer that is designed for recreational or travel purposes and includes but is not limited to motor homes, travel trailers, fifth wheel travel trailers, tent trailers, toy haulers, boats, campers whether located on a truck or other vehicle or not, and a trailer used to transport any of the above, but does not include personal watercraft, snow mobiles, all-terrain vehicles, hunting buggies, and other small scale recreational vehicles.

RECYCLING FACILITY – means a development for the purchasing, receiving and temporary storage of discarded articles, provided that the use does not generate a detrimental effect or nuisance beyond boundaries of the site. This use may involve supplementary production of by-products or materials and includes bottle, can, and paper recycling depots.

REDESIGNATION – means the conversion of land from one Land Use District to another.

REGISTERED OWNER – means:

- a) In the case of land owned by the Crown in right of Alberta or the Crown in right of Canada, the Minister of the Crown having the administration of the land; or
- b) In the case of any other land:
 - i. The purchase of the fee simple estate in the land under an agreement for sale that is the subject of a caveat registered against the Certificate of Title in the land, and any assignee of the purchaser's interest that is the subject of a caveat registered against the Certificate of Title; or
 - ii. In the absence of a person described in paragraph (i), the person registered under the Land Titles Act as the owner of the fee simple estate in the land.

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

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

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

RELIGIOUS ASSEMBLY – means a use where public meetings, worship and related religious or social activities occur, and includes accessory rectories, manses, meeting rooms and classrooms. Typical development includes churches, chapels, temples, mosques, synagogues, and convents.

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

RETAIL (CANNABIS) – means a development for the retail sale of cannabis and cannabis accessories. This use does not include Cannabis Production Facility.

RETAIL (GENERAL) – means a use where goods and services are sold in a building with a gross floor area between 1,000.0 - 4,000.0 m². Typical development includes a clothing store, pharmacy, or grocery store.

RETAIL (LARGE) – means a use where goods and services are sold in a building with a gross floor area larger than 4,000.0 m². Typical development includes 'big box' or building supplies retailers.

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

RETAIL (SMALL) – means a use where goods and/or services are sold in a building with a gross floor area less than 1,000.0 m². Typical development includes a liquor store or convenience store or personal services such as hairdressers/salons, massage clinics, laundromats, dry cleaners, tailors, or photography studios.

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

RIGHT-OF-WAY – means an area of land not on a parcel that is dedicated for public or private use to accommodate a transportation system and necessary public utility infrastructure (including but not limited to water lines, sewer lines, power lines, and gas lines).

PUBLIC ROAD – means a right-of-way maintained by the Town and is open to the public for the purpose of vehicular traffic.

SAFETY CODES – means a code, regulations, standard, or body of rules regulating things such as building, electrical systems, elevating devices, gas systems, plumbing or private sewage disposal systems, pressure equipment, fire protection systems and equipment, barrier free design and access in accordance with the *Safety Codes Act, RSA 2000, Chapter S-1*, as amended.

SCHOOL – means a facility of instruction that is regulated under a School Board.

SCHOOL (COMMERCIAL) – means development providing training and instruction in a specific trade, skill or service and may incorporate services and retail sales related to the instruction function as accessory uses. Typical uses may include, but are not limited to, secretarial, business, hairdressing, beauty culture, dancing or music schools.

SCREENING – means the use of landscaping, a fence, wall, berm, or hedge to visually separate areas or uses.

SECONDARY SUITE (EXTERNAL) – means a separate, detached secondary Dwelling Unit located on the same site and serviced by the same utilities as the Principal Dwelling.

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

SERVICED – means that approved development uses municipal water and sewer services, including treatment, where such services have been installed and are operating in accordance with municipal requirements.

SETBACK – means the minimum distance required between a property line of a parcel and the nearest part of any building, structure, development, excavation or use on the parcel and is measured at a right angle to the parcel line.

SETBACK AREA – means the area of a parcel between the property lines and lines parallel to the property lines at a distance equivalent to the minimum depth from each respective property line as required by the District.

SHIPPING CONTAINER – also known as a C-Container, sea cargo container, sea can or cargo container, means a standardized re-sealable moveable transportation box for freight handling and storage, typically constructed of aluminum or steel.

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

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

SIGN – means any object, structure, fixture, placard, device and components, or portion thereof, which is used to advertise, identify, communicate, display, direct or attract attention to an object, matter, thing, person, institution, organization, business, product, service, event or location by any means.

SIGN – COMMON TERMS

- a) **ABANDONED SIGN** – means a sign which advertises or identifies an activity, business, owner, product, lessee or service which no longer exists or a sign for which no legal owner can be found.
- b) **A-BOARD SIGN** – means a self-supporting A-shaped sign or sandwich board which is set upon the ground and has no external supporting structure.
- c) **ANIMATION** – means a projection style where action or motion is used to project sign content, including lighting changes, special effects or pictures, but does not include changeable content.
- d) **ARCHITECTURAL SIGN** – means the names of buildings, dates of erection, monumental citations, commemorative tablets, and other similar signage that is a permanent historical dedication of the building and does not promote any particular business or use within the building.
- e) **AWNING SIGN** – means a sign attached to a non-retractable structure completely enclosed overhead, which is intended to be used for business identification and protection against the weather and which is not supported independently of any other building structure.
- f) **BALLOON SIGN** – means any temporary inflatable device used or employed as a sign that is anchored to the ground or to a building or structure.
- g) **BANNER** – means a temporary sign that is made of lightweight material intended to be secured to the flat surface of a building or structure, at the top and the bottom on all corners, excluding official flags and emblems.
- h) **BILLBOARD SIGN** – means a freestanding sign with an area greater than 6.0m² intended primarily for third-party advertising.
- i) **BUILDING FACE** – means any exterior wall of a Building.
- j) **CHANGEABLE COPY** – means sign content which can be changed either digitally or manually.

- k) **CONSTRUCTION SIGN** – means a temporary sign which is placed on a site to advertise items such as the provision of labour, services, materials or financing on a construction project.
- l) **COPY** – means the letters, graphics or characters that make up the message on the sign face.
- m) **DIGITAL COPY** – means any sign or portion of a sign that has electronically controlled changeable copy.
- n) **DIRECTIONAL AND INFORMATION SIGN** – means a sign the message of which is limited to providing direction guidance, distance, facility or similar information and which may contain a name or logo.
- o) **FASCIA SIGN** – means a sign attached across the face of the building, located approximately parallel thereto, in such a manner that the wall becomes the supporting structure for, or forms the background surface of the sign.
- p) **FREESTANDING SIGN** – means a sign supported independently of a building, wall, or other structure by way of columns, uprights, braces, masts, or poles mounted in or upon grade.
- q) **LUMINOSITY** – means the measurement of brightness.
- r) **PORTABLE SIGN** – means a temporary sign that is not permanently affixed to a building, structure, or the ground. This sign type includes a portable reader board with or without changeable copy.
- s) **PROJECTING SIGN** – means a sign which projects, more than 0.3 m horizontally from a structure or building face. This sign type does not include awning or fascia signs.
- t) **ROOF SIGN** – means any sign erected upon, against, or directly above a roof or on top of or above the parapet of a building.
- u) **ROTATING SIGN** – means a sign or portion of a sign which moves in a revolving manner.
- v) **SIGN AREA** – means:
 - i. the area derived using the overall width and the overall height of the sign face excluding any structural support not used as part of the display to convey information.
 - ii. in the case of a double-faced sign, only one side of the sign would be used to calculate the sign area.
 - iii. in the case of signs painted, marked, or inscribed on a fence, window, or exterior wall of a building, the area derived using the overall width and the overall height of the displayed information.
- w) **SIGN HEIGHT** – means the vertical distance measured from the highest point of the sign or sign structure to the finished grade.
- x) **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.
- y) **TEMPORARY SIGN** – means any sign intended to be displayed for a short period of time, including balloon signs, developer marketing signs, land use classification signs, construction signs, political signs, banners, or any other sign that is not permanently attached to a building, structure or the ground.
- z) **THIRD-PARTY ADVERTISING** – means advertising on a sign for a service, product or activity conducted, sold, or offered at a location other than the premises on which the sign is located.
- aa) **WINDOW SIGN** – means a sign painted on, attached to or installed on a window intended to be viewed from outside the premises.

SITE – means the land contained in a single Certificate of Title and consisting of one or more parcels or a parcel where none of the parcels or other portion of land may be issued a separate Certificate of Title unless a subdivision enabling that separation has been approved by a Subdivision Authority.

SITE PLAN – means a plan drawn to scale illustrating the proposed and existing development prepared in accordance with the requirements of this bylaw.

SMALL WIND ENERGY CONVERSION SYSTEM (SWECS) – means a development that generates electricity from a wind turbine, either building or tower mounted, including associated control and conversion electronics and tower guy wires, which has a limited generation capacity to be used primarily for the applicant’s own use.

SOLAR COLLECTOR (FREESTANDING) – means a non-reflective accessory structure not attached to a building, used to collect sunlight that is part of a system used to convert radiant energy from the sun into thermal or electrical energy.

SOLAR COLLECTOR (ROOF/WALL) – means a non-reflective accessory structure attached to a building, used to collect sunlight that is part of a system used to convert radiant energy from the sun into thermal or electrical energy.

SPECIAL EVENT – means a periodic cultural, recreational, celebratory, or educational event including an exhibition, show, display, concert, festival, race, competition, public entertainment, parade, carnival or circus held for profit or otherwise, and includes any other organized public amusement, whether free or for a fee.

STATUTORY PLAN – means a Municipal Development Plan, an Area Structure Plan, an Area Redevelopment Plan or an Intermunicipal Development Plan as defined in the MGA.

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

STOP ORDER – means an order issued by the Development Authority pursuant to Section 645 of the MGA.

STOREY – means the space within a building which is between the surface of any floor and the floor surface or the ceiling immediately above it, excluding a basement.

STREET – means:

- a) Any public road, including the boulevards, sidewalks and improvements, but excluding a lane, bridge or walkway, or
- b) A private condominium roadway.

STRUCTURE – means anything constructed or erected with a fixed location on the ground or attached to something having a fixed location on the ground. Among other things, structures include buildings, walls, fences, and poster panels.

SUBDIVISION – means the division of a parcel into one or more smaller parcels by a plan of subdivision or other instrument, overseen by the Subdivision Authority.

SUBDIVISION AND DEVELOPMENT REGULATION – means regulations established by order of the Lieutenant Governor in Council pursuant to Section 694 of the MGA.

SUBDIVISION AUTHORITY – means the Town of Nanton Subdivision Authority established by the *Subdivision and Development Authority Bylaw*.

SUBSIDENCE – means a localized downward settling or sinking of a land surface.

SURVEILLANCE SUITE – means a dwelling unit or sleeping unit that is developed in conjunction with a principal use so that the dwelling is a supplementary use to the principal use, and which is used solely to accommodate a person or persons, whose function is to provide surveillance, maintenance and security.

TEMPORARY DEVELOPMENT – means a development for which a Development Permit has been issued for a limited time period.

TENTATIVE PLAN OF SUBDIVISION – means the plan designed by an Alberta Land Surveyor for the purpose of subdividing land. The Tentative Plan of Subdivision depicts road rights-of-way, reserve lots, public utility lots, and private lots that will be created should the plan receive approval by the municipality and be endorsed with Land Titles. Minor components of a Tentative Plan of Subdivision can be modified or adjusted prior to registration based on record drawings and documentation.

TOWN – means the Corporation of the Town of Nanton or the land lying within the corporate limits of the Town.

TRANSPORTATION SERVICE – means development involving the use of one or more vehicles to transport people, mail, currency, documents, packages, and articles for compensation. Typical uses include a mobile catering service, the rental or lease of vans and trucks, taxi service, limousine or bus service and may include limited storage and repair of the vehicles used.

TRUCK STOP – means a building, premise or land in which or upon which a business, service or industry involved in the maintenance, servicing, storage or report of commercial vehicles is conducted or rendered including the dispensing of fuel products, the sale of accessories or equipment for trucks and similar commercial vehicles. A truck stop may also include Retail (Small), Establishment (Eating and Drinking), or overnight accommodation facilities solely for the use of truck crews.

UNITS PER HECTARE (UPH) – means the residential density of a Site, calculated as a ratio of the number of Dwellings divided by the Site Area in hectares.

URBAN AGRICULTURE – means cultivating, processing, and distributing food products that may involve limited animal husbandry, agroforestry, beekeeping, or horticulture pursuant to provincial regulations where applicable.

USE – means the purposes for which land or a building is arranged or intended, or for which either land, a building or a structure is, or may be, occupied and maintained.

USE, APPROVED – means a use of land or building or both for which a Development Permit has been issued by the Development Authority or the Subdivision and Development Appeal Board.

USE, DISCRETIONARY – means the use of land or building(s) provided for in the Land Use Bylaw for which a Development Permit may be issued, with or without conditions, at the discretion of the Development Authority.

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

USE, PERMITTED – means the use of land or buildings in a Land Use District for which a Development Permit must be issued by the Development Authority, with or without conditions, if the proposed development conforms to this Bylaw.

USE, PROHIBITED – means a development that is not listed as Permitted or Discretionary, or is not considered similar within a Land Use District, or is expressly identified as prohibited.

USE, SIMILAR – means a use of land or building(s) for a purpose that is not provided in any district designated in this bylaw, but is deemed by the Development Authority to be similar in character and purpose to another use of land or buildings that is included within the list of uses prescribed for that district.

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

VARIANCE – means a relaxation of a measurable standard of this bylaw.

WATER BODY – means the bed and shore of a lake, lagoon, swamp, marsh, or any other natural body of water, or a reservoir or other man-made surface feature, whether it contains water continuously or intermittently.

WATERCOURSE – means the bed and shore of a river, stream, creek or other natural body of water, or a canal ditch or other man-made surface feature whether it contains water continuously or intermittently.

YARD – means that portion of a parcel not occupied or obstructed by the principal and accessory building(s).

YARD, FRONT – means the area extending across the width of the parcel and situated between the front parcel line and the nearest portion of the building(s).

YARD, REAR – means the area extending across the width of a parcel and situated between the rear parcel line and the nearest portion of the building(s).

YARD, SIDE – means the area extending from the front yard to the rear yard and situated between the side parcel lines and the nearest portion of the building(s).

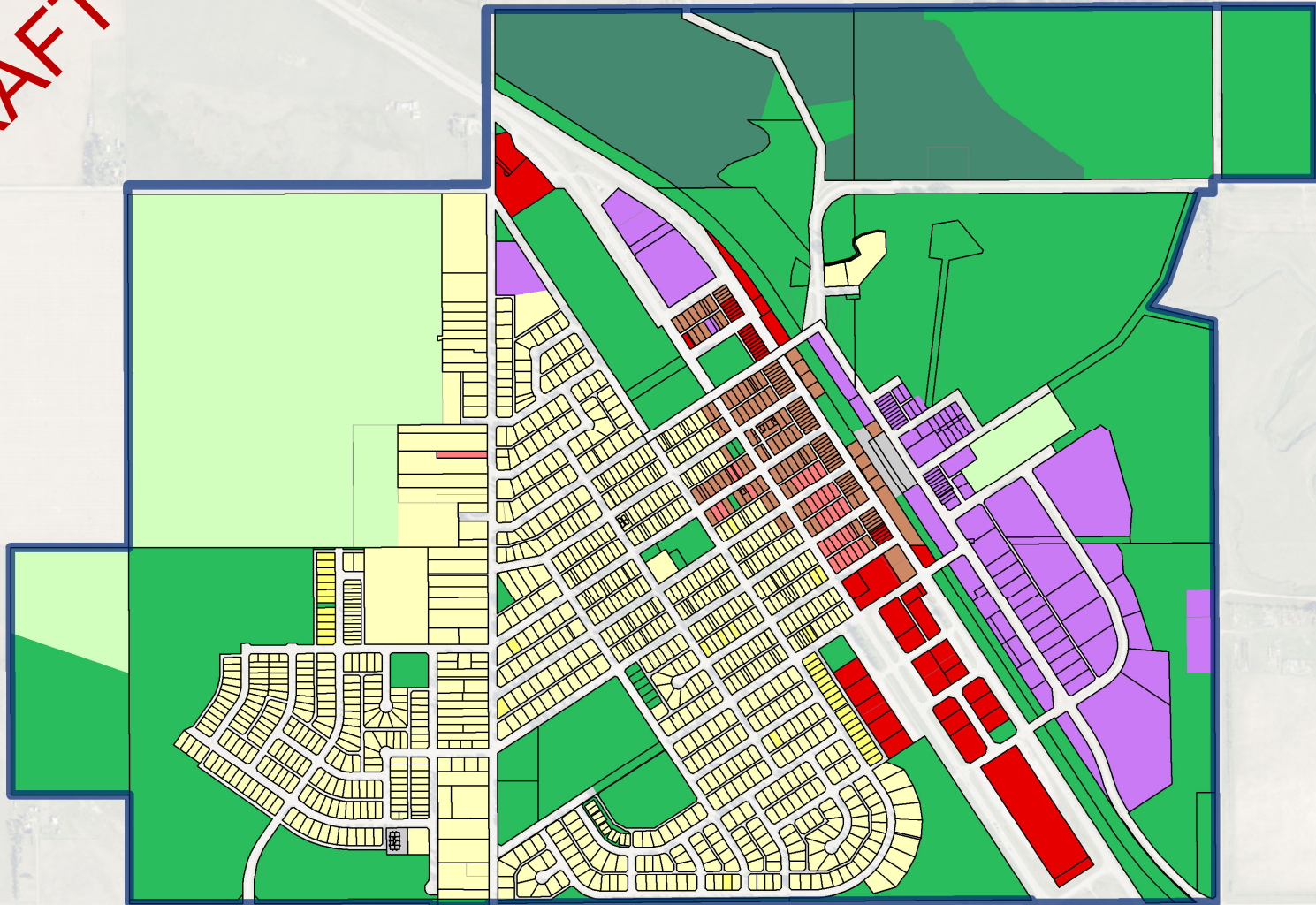
All other words have the meanings assigned to them by the MGA, as amended, or common dictionary definitions.

SCHEDULE Land Use Map

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DRAFT

Date: 2024-02-12 Document: M:\20230_Nanton_LUB\25_GIS\251_Figures\28230_Nanton_LUB_LandUse_Districts_240212_DRAFT.mxd



Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



CANA83 3TM114 1:15,000

- C-HWY Commercial, Highway District
- DC Direct Control
- I-HVY Industrial, Heavy District
- I-LHT Industrial, Light District
- M-DWT Mixed-Use Downtown District
- M-TRN Mixed-Use Transition District
- R-GEN Residential, General District
- R-LRG Residential, Large Lot District
- R-NAR Residential, Narrow Lot District
- S-ASL Agricultural Society Lands District
- S-COM Community Services District
- S-FUD Future Urban Development District
- S-NOS Natural Open Space District



TOWN OF NANTON
LAND USE MAP



REQUEST FOR DECISION

Meeting: March 18th 2024

Agenda Item: 4.2.3

Non-Residential Property Tax Incentives Bylaw

PURPOSE:

To continue adoption process for a new Non-Residential Property Tax Incentives Bylaw.

BACKGROUND / IMPLICATIONS:

Other than some recommended legal language changes, no substantive feedback has been received.

Changes to the proposed bylaw include:

- Clearer language in the exemption criteria of section 1;
- Clearer language in section 4 with respect to development completion;
- Clearly identifying Year 1 of the exemption period (section 6).

No substantive changes are being made.

ADMINISTRATIVE RECOMMENDATION:

Proceed with first reading only and public posting for public participation/feedback.

DECISION OPTIONS:

- #1 – Give the proposed bylaw second reading **AS AMENDED** and third reading.
- #2 – Do not proceed at this time
- #3 – Refer back to administration or committee.

ALTERNATIVES:

REFER to (Administration or Committee) or DEFER the matter to the Council meeting of (date)

Financial (GL# / Amount) : N/A

Communications/PR: Public Participation posting

Applicable Legislation: MGA

Attachments: Proposed bylaw



NANTON STRATEGIC PLAN ALIGNMENT			
<input type="checkbox"/>	OPERATIONS	<input type="checkbox"/>	EMERGENCY SERVICES
<input type="checkbox"/>	PLANNING & DEVELOPMENT	<input checked="" type="checkbox"/>	COMMUNITY & ECONOMIC DEVELOPMENT
<input type="checkbox"/>	GOVERNANCE & CORPORATE SERVICES	<input type="checkbox"/>	NOT APPLICABLE
PRIORITY OR ACTION: Economic Development			

Prepared By: Neil Smith, Chief Administrative Officer

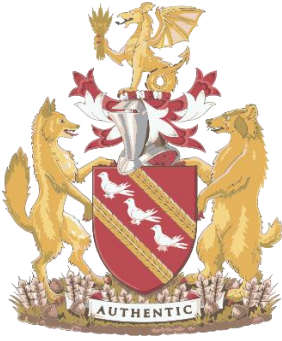
Date: March 11th 2024

APPROVED BY: Neil Smith, Chief Administrative Officer



NANTON
EST 1903
CHIEF ADMINISTRATIVE OFFICER





Town of Nanton

BYLAW NUMBER:1386/XX

A BYLAW OF THE MUNICIPALITY OF THE TOWN OF NANTON IN THE PROVINCE OF ALBERTA TO PROVIDE NON-RESIDENTIAL PROPERTY TAX INCENTIVES FOR NEW INDUSTRIAL AND COMMERCIAL DEVELOPMENT AND EXPANSION

WHEREAS the *Municipal Government Act*, RSA 2000, c. M-26, and amendments thereto, permits municipalities to offer multi-year tax exemptions, reductions, or deferrals for non-residential properties to encourage economic growth.

AND WHEREAS the Town of Nanton wishes to provide property tax incentives to encourage assessment growth and promote non-residential expansion for all sizes of non-residential development.

AND WHEREAS Council considers it desirable to encourage the development or revitalization of non-residential properties for the general benefit of the municipality.

NOW THEREFORE the Council of the Town of Nanton in the Province of Alberta, duly assembled, enacts as follows:

PART I – General Rules and Special Provisions

1. Criteria for Tax Exemption:

To be eligible for tax exemption under this Bylaw, the following criteria must be met when the application is made and be maintained over the course of the tax exemption period:

- a) Construction of a new non-residential development with an assessed value at or above \$25,000 OR a renovation of or addition to an existing non-residential development that results in an increased the assessed value of at least \$25,000;
- b) Construction of the new non-residential development or renovation of or addition to an existing non-residential development must be commenced subsequent to the adoption of this Bylaw;
- c) Non-residential developments are those developments assigned “class 2 – non-residential” or class 4 – machinery and equipment” by the assessor pursuant to s. 297(1)(b) and (d) of the *Municipal Government Act*, as amended;
- d) All necessary development approvals for the non-residential development must be obtained from the Town;
- e) An applicant must not be in the process of foreclosure, bankruptcy, or receivership;
- f) An applicant must not have development compliance issues, be in violation of a subdivision approval, development permit and/or development agreement under s. 650 or 655 of the *Municipal Government Act*, as amended, or be in violation of the *Safety Codes Act*, as amended, or the subject of any other enforcement action by the Town; and
- g) An applicant must not be in arrears with regards to property tax, utilities, or other fees owed to the Town and the property must not be subject to tax forfeiture proceedings under the *Municipal Government Act*, as amended.

2. Citation:

This Bylaw may be cited as the “Non-Residential Tax Incentive Bylaw”.

3. Ineligible Non-Residential Projects

Any projects or properties that are assessed as linear property are ineligible for tax exemption under this Bylaw.

4. Details of Tax Exemption:

- a) The tax exemption under this Bylaw only applies to municipal taxes. Provincial School Requisitions and Seniors Housing Requisitions are excluded from this program.
- b) Applications for a tax exemption under this Bylaw program shall be permitted from February 1, 2025, until December 31, 2035.
- c) Provided a tax exemption under this Bylaw is granted prior to December 31, 2025, the exemption period may extend beyond December 31, 2035. By way of example, if a property is granted a tax exemption under this Bylaw prior to December 31, 2035, the property may receive the full 3 years of tax exemption, whereas properties granted a tax exemption under this Bylaw after December 31, 2035, shall not be eligible for a tax exemption under this Bylaw unless it is extended by Council.
- d) Eligible properties shall receive the first year’s tax exemption under this Bylaw prorated to the date of eligibility for tax exemption under this Bylaw.
- e) Notwithstanding Section 3c, complete applications for a tax exemption under this Bylaw may be considered and a tax exemption granted in accordance with this Bylaw before construction on the qualifying property is complete; however, the calculation of the tax exemption and tax exemption period will not be confirmed until all construction on the qualifying property is complete in terms of *Safety Codes Act* compliance, the development is inspected and approved by the Town or its designated agents, and the property is assessed for taxation.
- f) A property is only eligible for one tax exemption under this Bylaw during the period beginning January 1, 2025, and ending December 31, 2035, unless a further increase in assessment occurs due to a separate property improvement or expansion project that meets the eligibility criteria of this Bylaw.

5. Change of Ownership

- a) Any change in ownership of the property will not affect the tax exemption under this Bylaw unless the new owner(s) fails to meet the eligibility criteria.
- b) To maintain eligibility for the tax exemption under this Bylaw, the new owner(s) are required to assume the obligations of the property owners upon the CAO or delegate granting a tax exemption under this Bylaw.

6. Application for Tax Exemption Program

- a) The CAO or delegate has the authority to determine whether a tax exemption will be granted in accordance with the terms and conditions of this Bylaw.
- b) The application process for a tax exemption under this Bylaw is as follows:
 - i. The applicant must submit a complete application for a tax exemption to the CAO or delegate;
 - ii. A complete application must be received before construction of a new project or expansion project has commenced;
 - iii. The Applicant must be the assessed person as defined under s. 284(1) of the *Municipal Government Act*, as amended; and
 - iv. An applicant whose application is returned as incomplete or ineligible may resubmit their application to the CAO or delegate one additional time.
- c) Notwithstanding the complete application requirements, the CAO or delegate may require additional information that, in the discretion of the CAO or delegate, is necessary to



complete the application or determine program eligibility and may require the applicant's consent to be given for the CAO or delegate to obtain such additional information.

- d) The CAO or delegate will advise applicants in writing if a tax exemption is granted. Applications accepted for consideration will become the property of the Town and may not be returned.
- e) Year 1 of the tax exemption period shall be the first year the new development or expansion of the property is assessed.
- f) Applications for a tax exemption under this Bylaw shall be accompanied by a non-refundable application fee of \$50.00

7. Calculation of Exemption:

- a) An approved tax exemption under this Bylaw will be applied to the municipal portion of property taxes based on the increase in assessment attributable to the new non-residential development or renovation of or addition to an existing non-residential development as determined by the Town in accordance with the following schedule:
 - i. **\$25,000 - \$75,000** = 1 year of exemption on the new development
 - 75% exemption in year 1
 - ii. **\$75,001 - \$250,000** = 1 year of exemption on the new development
 - 100% exemption in year 1
 - iii. **\$250,001 - \$1,000,000** = 2 years of exemption on the new development
 - 100% exemption in year 1
 - 50% exemption in year 2
 - iv. **\$1,000,001 - \$10,000,000** = 3 years of exemption on the new development
 - 100% exemption in year 1
 - 75% exemption in year 2
 - 50% exemption in year 3
 - v. **Greater than \$10,000,000** = 4 years of exemption on the new development
 - 100% exemption in year 1
 - 75% exemption in year 2
 - 50% exemption in year 3
 - 25% exemption in year 4

8. Decision on Exemption:

- a) If the CAO or delegate grants a tax exemption under this Bylaw, a written decision shall be issued to the applicant outlining the following information:
 - i. The taxation years to which the tax exemption applies, which must not include any retroactive exemptions for years prior;
 - ii. Conditions of the tax exemption, the breach of which will result in cancellation of the tax exemption;
 - iii. The date on which the tax exemption begin;
 - iv. The amount of the tax exemption, to be calculated and applied in accordance with Section 7; and
 - v. Any other relevant information or conditions imposed by the CAO or delegate.
- b) If an applicant or property no longer qualifies for a tax exemption under this Bylaw or there is a breach of any condition of the tax exemption, the CAO or delegate may cancel the tax exemption.
- c) If the CAO or delegate denies an application for a tax exemption or cancels a tax exemption, the CAO or delegate shall issue a written decision to the Applicant outlining the following information:
 - i. The reason(s) the application was denied or cancelled; and
 - ii. The date by which an appeal must be submitted to Council.



- d) A request for an appeal must be in writing and be received by the Council no later than the time and date specified in the decision in which the tax exemption was denied or cancelled.
- e) Council, after considering the appeal, may:
 - i. Uphold or revoke a decision of the CAO or delegate with respect to the denial or cancellation of a tax exemption; or
 - ii. Direct the CAO or delegate to revise or amend the decision with respect to the matter.
- f) The decision of Council on appeal shall be final.

9. Severability

If any Section or parts of this bylaw are found in any court of law to be illegal or beyond the power of Council to enact, such Sections or parts shall be deemed to be severable and all other Sections or parts of this bylaw shall be deemed to be separate and independent there from and to be enacted as such.

10. Effective Date:

A bylaw comes into force at the beginning of the day that it is passed unless otherwise provided for in an enactment or in the bylaw. No bylaw may come into force on the day before it is passed unless the enactment authorizing its passage specifically allows it to come into force that day.

READINGS:

This bylaw comes into effect upon the date of final reading and signing thereof.

Read a **first** time this ____ day of _____, 202

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

Read a **second** time this ____ day of _____, 202.

TOWN OF NANTON



CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

Read a **third** time this ____ day of _____, 202.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER



Assessment Roll Summary

2023 Assessments for the 2024 Tax Year

for the Town of Nanton



Presentation Overview

- 2023 Assessments (2024 Tax Year)
- Market Changes
- Assessment Growth
- Overall Assessment Change

Assessment Overview

In Alberta, the Assessor is legislated to prepare assessments **annually**.

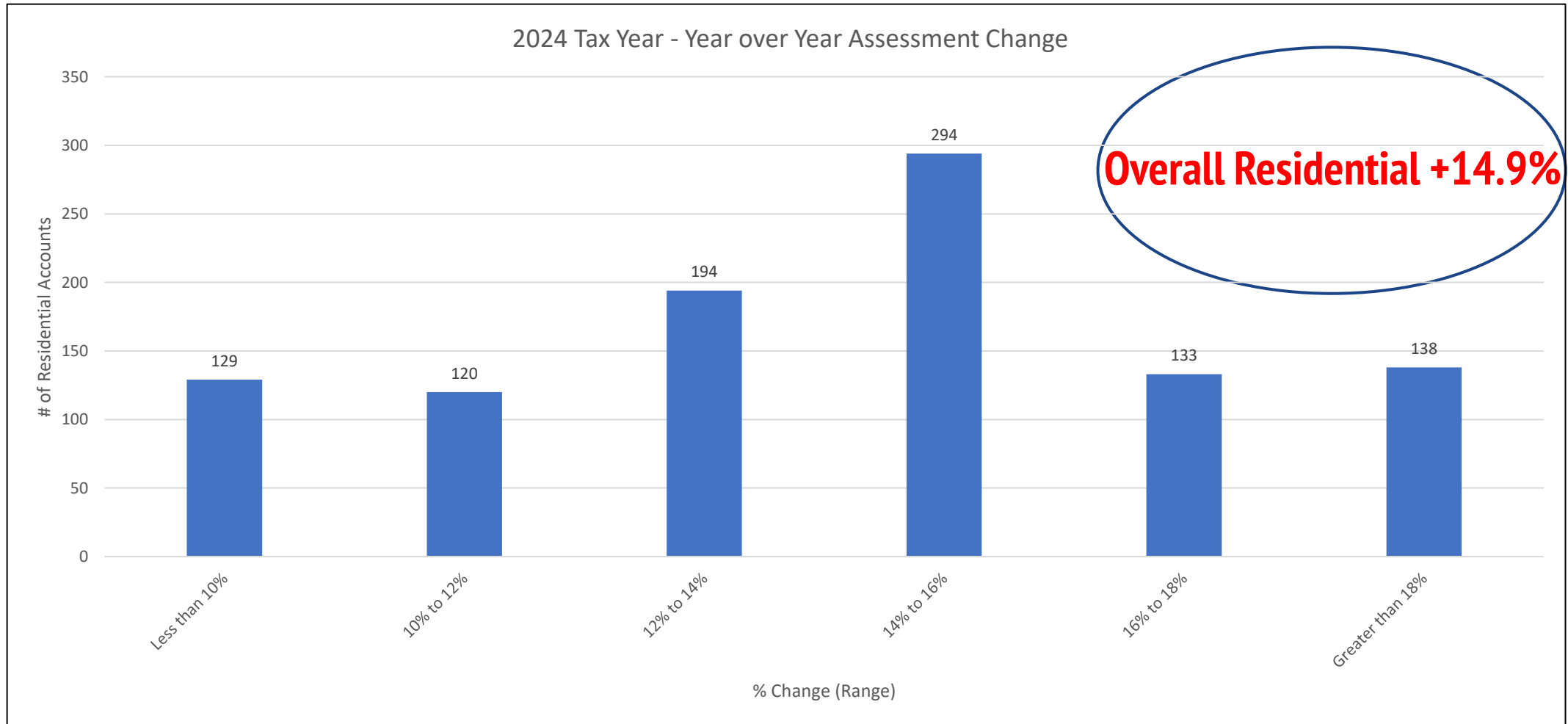
Assessments are legislated based on market value using mass appraisal methodology and reflect:

- the market value of property as of **July 1, 2023**
- the physical condition date of **December 31, 2023**

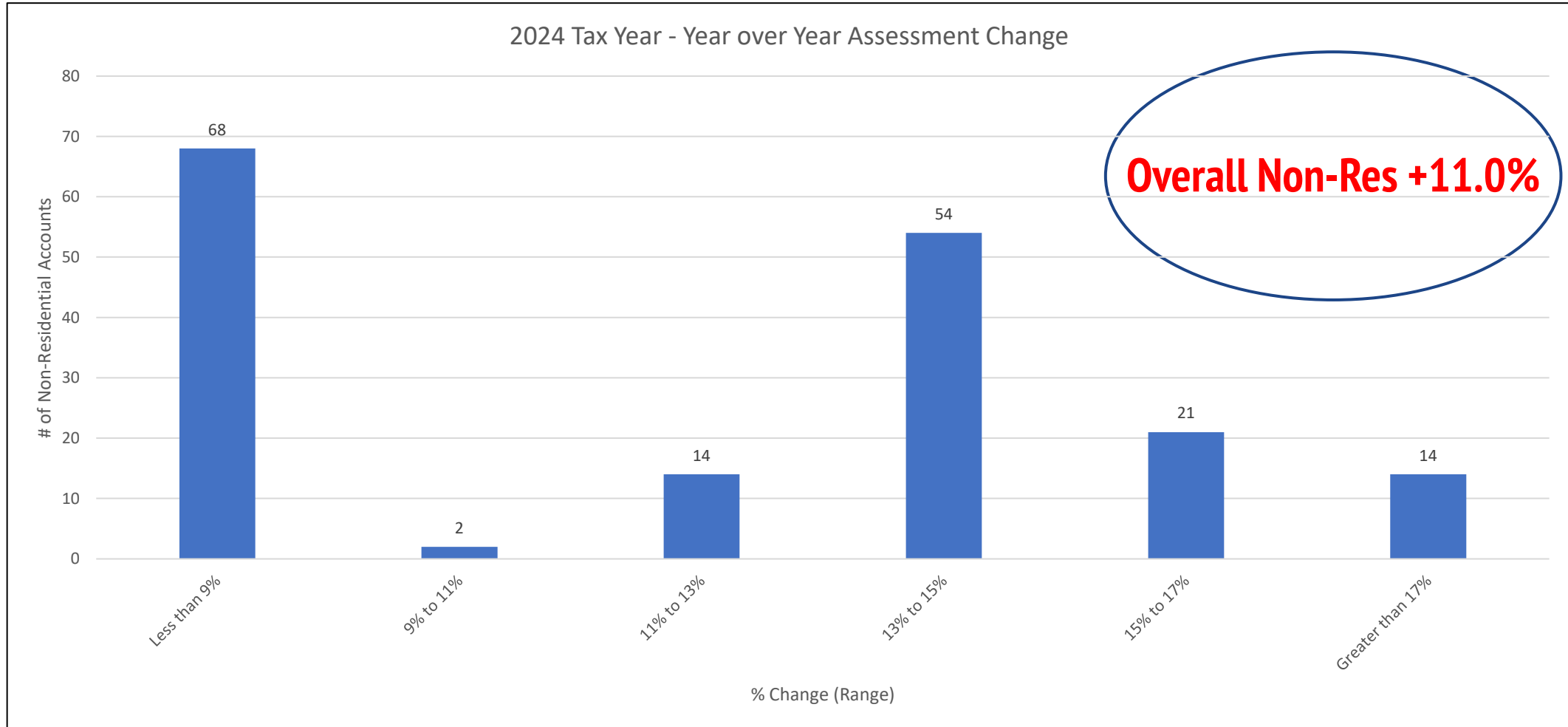
Market Change

Market Change is the year over year changes in market conditions that have resulted in increases or decreases in assessment from July 1, 2022 to July 1, 2023. This includes increases or decreases in value due to changing market demands for certain locations or physical characteristics.

Residential Market Change



Non-Residential Market Change



Previous Year Comparisons – Market Change

Residential Market Change (Overall)

2022 Tax Year

+2.1%

2023 Tax Year

+6.9%

2024 Tax Year

+14.9%

Non-Residential Market Change (Overall)

2022 Tax Year

+4.1%

2023 Tax Year

+8.1%

2024 Tax Year

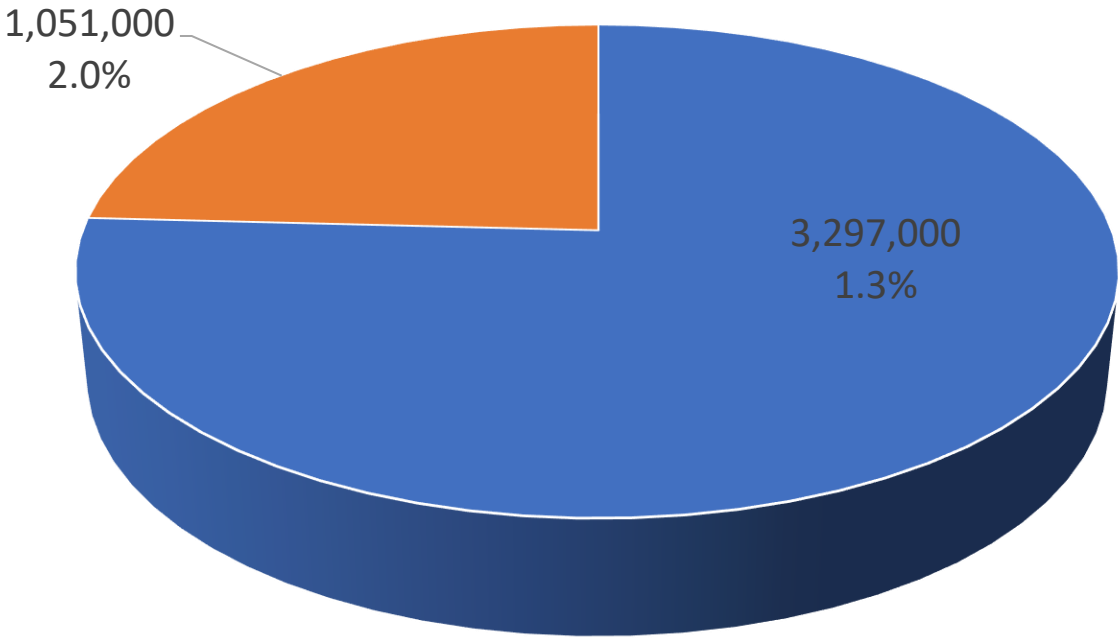
+11.0%

Assessment Growth

Assessment growth is a change in assessment due to enhancements or additions such as renovations, expansions, upgrades, or subdivisions.

Assessment Growth

Assessment Growth (% of Previous Base)



	<u>Growth</u>	<u>Previous Assessment Base</u>	<u>%</u>
Residential:	3,297,000	258,667,530	1.3%
Non-Residential:	1,051,000	53,234,870	2.0%
	4,348,000	311,902,400	1.4%

■ Residential: ■ Non-Residential:

Previous Year Comparisons – Growth

Residential Growth

2022 Tax Year

+0.9%

2023 Tax Year

+1.4%

2024 Tax Year

+1.3%

Non-Residential Growth

2022 Tax Year

+0.4%

2023 Tax Year

0.0%

2024 Tax Year

+2.0%

Overall Assessment Change

2023 Tax Rate Bylaw vs. 2024 Tax Year				
<u>Assessment Class(es)</u>	<u>Sub-Class(es)</u>	<u>Assessment (2023)</u>	<u>Assessment (2024)</u>	<u>% Change</u>
Residential & Farm land		258,618,350	300,493,930	16.2%
Non-Residential	Vacant	180,000	207,000	
	Small Business	12,465,700	13,978,050	
	Other	45,145,540	50,373,830	
		<u>57,791,240</u>	<u>64,558,880</u>	11.7%
Machinery & Equipment		5,396,170	5,474,140	1.4%
	<i>Total</i>	321,805,760	370,526,950	15.1%

Questions?





REQUEST FOR DECISION

Meeting: March 18, 2024
Agenda Item: 5.2

Borrowing Bylaws – Line of Credit and Credit Card

ADMINISTRATIVE RECOMMENDATION:

Approve Bylaw No. 1387/24 and 1388/24

DECISION OPTIONS:

- #1 – Approve the bylaws as presented.
- #2 – Approve with changes as directed by council.
- #3 – Refer back to Administration and or the Finance Committee for further consideration.

PURPOSE:

For council to consider approval of two borrowing bylaws

BACKGROUND / IMPLICATIONS:

Line of Credit Bylaw – for many years the Town has had a line of credit in place (but have not had to use) in the event that funds are needed during the early part of the year before the majority of tax revenue is collected. Under the MGA, any borrowing that is done has to be done by borrowing bylaw and in this case the Town has to renew their line of credit bylaw annually. The amount has not changed (still \$250,000) and the terms are the same as well – if funds were used they would be paid back in the same year. Bylaw 1387/24 is attached for consideration. At the same time, we are recommending the current bylaw (No. 1374/23) be rescinded.

Credit Card Borrowing bylaw - the attached credit card borrowing bylaw is new and will repeal the current credit card bylaw (No. 1272/16) but is very similar to the line of credit bylaw. We've had credit cards in place now for a long time and staff use credit cards for purchasing on a fairly regular basis. We recently discovered when trying to add another card for a staff member that we would be over our total \$25,000 limit as an organization. In order to increase our overall limit our banking partner requires an updated borrowing bylaw among other items. The borrowing bylaw proposed will increase our total limit to \$35,000 which will ensure we have the necessary limits in place for all staff that require a credit card. All purchases made with Town credit cards are paid monthly and no balance is ever carried forward.

CAO Comment:

ALTERNATIVES:

- REFER to (Administration or Committee) _____
- DEFER the matter to the Council meeting of (date) _____

Financial (GL# / Amount): _____

Communications/PR:

Applicable Legislation: MGA Sections 251-256

Attachments: Bylaw No. 1387/24 and 1388/24

Prepared By: Clayton Gillespie, Corporate Services Manager

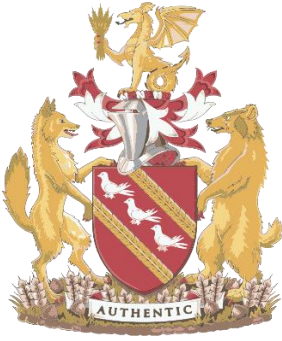
Date: March 13, 2024

APPROVED BY: Neil Smith, Chief Administrative Officer:

STRATEGIC PLAN ALIGNMENT			
<input type="checkbox"/>	CORE SERVICES	<input checked="" type="checkbox"/>	FINANCE & I.T.
<input type="checkbox"/>	ECONOMIC DEVELOPMENT PRIORITIES	<input type="checkbox"/>	COMMUNITY DEVELOPMENT PRIORITIES
<input type="checkbox"/>	GOVERNANCE	<input type="checkbox"/>	SINGLE ISSUE PRIORITY
Please detail the specific strategic priority and objective if applicable: No specific priority or objective.			



NANTON
EST 1903
CHIEF ADMINISTRATIVE OFFICER



Town of Nanton

BYLAW NUMBER: 1387/XX

A BYLAW OF THE MUNICIPALITY OF THE TOWN OF NANTON IN THE PROVINCE OF ALBERTA TO AUTHORIZE THE COUNCIL TO INCUR INDEBTEDNESS THROUGH A LINE OF CREDIT FOR A MAXIMUM AMOUNT OF \$250,000 FOR THE PURPOSE OF INTERIM CASH FLOW

1. PURPOSE:

WHEREAS Section 251 of the Municipal Government Act, RSA 2000, Chapter M-26, provides that a municipality may only make borrowing if the borrowing is authorized by a borrowing bylaw;

AND WHEREAS Section 256 of the Municipal Government Act authorizes the use of a line of credit for the purpose of interim financing operating expenditures for the purchasing of goods and services, until funds invested for locked in periods are available;

AND WHEREAS the maximum debt limit on the line of credit will be \$250,000.00.

AND WHEREAS the line of credit will be renewed annually in accordance with the terms of the agreement.

2. ENACTMENT

NOW THEREFORE THE COUNCIL OF THE MUNICIPALITY DULY ASSEMBLED, ENACTS AS FOLLOWS:

- 2.1 That a line of credit for the purpose of interim financing with a maximum limit of TWO HUNDRED AND FIFTY THOUSAND (\$250,000) be established with the Alberta Treasury Branch or another authorized financial institution by way of security of the Municipality at large, of which amount the full sum of \$250,000 is to be paid by the Municipality at large.
- 2.2 The designated signing officers of the Municipality are hereby authorized to enter into a line of credit agreement on behalf of the Municipality for the amount and purpose as authorized by the Bylaw, namely securing interim funding to be used to purchase goods and services.
- 2.3 The Municipality shall repay the indebtedness according to the repayment structure in effect, namely as investments come due, amounts owing on the line of credit will be paid in full. Interest, should it occur, will be paid at a rate not exceeding the interest rate fixed by the Alberta Treasury Branch or another authorized financial institution on the date of borrowing, and not to exceed eight – (8) percent.
- 2.4 The indebtedness shall be contracted on the credit and security of the Municipality.
- 2.5 The net amount borrowed under the Bylaw shall be applied only to the issuance of interim funds.

3. INTERPRETATION

3.1 This Bylaw will be cited as the Line of Credit Borrowing Bylaw #1387/24.

4. REPEAL

4.1 Bylaw #1374/23 is hereby repealed.

5. EFFECTIVE DATE AND READINGS

5.1 This bylaw comes into effect upon the date of final reading and signing thereof.

5.2 Read a **first** time this ____ day of _____, 2024

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

5.3 Read a **second** time this ____ day of _____, 2024

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER



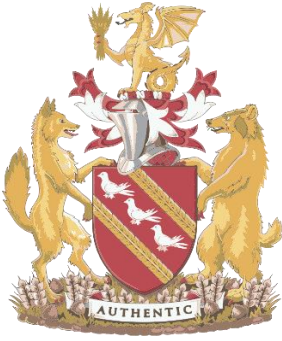
5.4 Read a **third** time this ____ day of _____, 2024

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER





Town of Nanton

BYLAW NUMBER: 1388/XX

A BYLAW OF THE MUNICIPALITY OF THE TOWN OF NANTON IN THE PROVINCE OF ALBERTA TO AUTHORIZE THE COUNCIL TO INCUR INDEBTEDNESS AS A CREDIT CARD HOLDER FOR A MAXIMUM AMOUNT OF \$35,000 FOR THE PURPOSE OF DAILY OPERATIONAL PURCHASING

1. PURPOSE:

WHEREAS Section 251 of the Municipal Government Act, RSA 2000, Chapter M-26, provides that a municipality may only make borrowing if the borrowing is authorized by a borrowing bylaw;

AND WHEREAS Section 256 of the Municipal Government Act authorizes a municipality to make a borrowing for the purpose of financing operating expenditures of the municipality, provided that the amount to be borrowed, together with the unpaid principal of other borrowings made for the purpose of financing operating expenditures, must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made;

AND WHEREAS Section 256 further provides that a borrowing bylaw does not have to be advertised if the term of the borrowing does not exceed three (3) years agreement.

2. ENACTMENT

NOW THEREFORE THE COUNCIL OF THE MUNICIPALITY DULY ASSEMBLED, ENACTS AS FOLLOWS:

- 2.1 The Municipality may borrow from a financial institution using a credit card to complete operating expenditures for convenience purposes and where required by suppliers.
- 2.2 The Municipality may borrow, at maximum an amount of \$35,000 (THIRTY-FIVE THOUSAND DOLLARS AND ZERO CENTS) FROM A FINANCIAL INSTITUTION. The CAO approves issuance of credit cards and associated credit limits.
- 2.3 All sums borrowed under this bylaw shall be borrowed on the general credit and security of the Municipality.
- 2.4 All sums borrowed under this bylaw, including principal and interest, shall be due and payable within 30 days of incurring the expense and funded by general revenue acquired through taxation.
- 2.5 The maximum rate of interest for any borrowing under this bylaw shall be 10% (ten percent).

- 2.6 Any and all sums borrowed with the credit card to complete operating expenditures for convenience purposes where required by suppliers will be at the Chief Administrative Officer's discretion.
- 2.7 The designated signing officers of the Municipality are hereby authorized to apply to a financial institution to obtain credit card(s) with a limit and conditions not exceeding the maximum amount this bylaw authorizes.

3. INTERPRETATION

- 3.1 This Bylaw will be cited as the Municipal Credit Card Borrowing Bylaw #1388/24.

4. REPEAL

- 4.1 Bylaw # 1272/16 is hereby repealed.

5. EFFECTIVE DATE AND READINGS

- 5.1 This bylaw comes into effect upon the date of final reading and signing thereof.

- 5.2 Read a **first** time this ____ day of _____, 2024

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

- 5.3 Read a **second** time this ____ day of _____, 2024

TOWN OF NANTON

CHIEF ELECTED OFFICIAL



CHIEF ADMINISTRATIVE OFFICER

5.4 Read a **third** time this ____ day of _____, 2024

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER





Stavely



Claresholm



MD of Willow Creek

EMERGENCY SERVICES COMMITTEE MEETING

MINUTES

REGULAR MEETING

Tuesday, November 22, 2022

The regular meeting of the Emergency Services Committee was held at the M.D. of Willow Creek Administration Building and electronically on Tuesday, November 22, 2022, commencing at 10:30 a.m.

IN ATTENDANCE:

Abe Tinney, CAO, Town of Claresholm
Craig White, Fire Chief, Town of Claresholm
Derrick Krizsan, CAO, M.D. of Willow Creek, and Chair
Kelly Starling, Emergency Services Coordinator, M.D. of Willow Creek
Sean Kelly, Fire Chief, M.D. of Willow Creek
Joe Bruyere, Deputy Fire Chief, M.D. of Willow Creek
Allen Zoeteman, Fire Chief, Town of Fort Macleod
Duncan McLean, Fire Chief, Hamlet of Granum
Tim Martin, Fire Chief, Town of Stavely
Kathy Wiebe, Recording Secretary

ELECTRONICALLY:

Anthony Burdett, CAO, Town of Fort Macleod
Dacia Sundquist, CAO, Town of Stavely
Neil Smith, CAO, Town of Nanton (entered at 10:37 a.m.)
Clayton Gillespie, Corporate Services Manager, Town of Nanton (entered at 10:37 a.m.)
John Dozeman, Fire Chief, Town of Nanton

CALL TO ORDER

Chair, Derrick Krizsan, called the meeting to order at 10:30 a.m.

ACCEPTANCE OF AGENDA

ESC-22/01

MOVED by Fire Chief Dozeman that the agenda be adopted as presented.
CARRIED

ADOPTION OF MINUTES

ESC-22/02

MOVED by CAO Krizsan that the Minutes of the Regular Meeting of the Emergency Services Committee held on December 16, 2021, be adopted as presented.

CARRIED

NEW BUSINESS

3.1 Update from the Town of Nanton – Fire Chief position

Chief Dozeman confirmed that Mike Matchett has stepped down from the Fire Chief position, but that he remains an active member of the Nanton Fire Department. Chief Dozeman was appointed to the Chief position after a short application process.

3.2 Update from Town of Stavely – Fire Chief position

Chief Martin confirmed that Jim Watson has stepped down from the Chief position, but that he remains an active member of the Stavely Fire Department. Chief Martin confirmed that he has been appointed as the Fire Chief for the Town of Stavely.

3.3 CISM Funding

The communities within Willow Creek have placed great importance on the mental health of their volunteer firefighters. There is already an extensive CISM program in place that is coordinated by Dan Neels, a Fort Macleod firefighter, that provides for a CISM team in each firehall. Until recently the firefighters have also had access to a clinician for any support required beyond the capabilities of the CISM teams, however that clinician has taken a step back from providing this service. Emergency Services Coordinator Starling and Dan Neels have since been investigating other options and have been in discussions with VFIS. VFIS has a Members and Family Assistance Program (MFAP) that can provide the next level of support for the volunteers with a focus on trauma care. There is an additional cost for this program, at a rate of \$2.00 per member per month, and Willow Creek is willing to absorb the extra cost. This program will be in place on January 1, 2023, and Emergency Services Coordinator Starling and Dan Neels will be presenting the program to each of the firehalls in the new year.

Chief Dozeman offered to take this matter back to his Council to see if they would be willing to cost share with Willow Creek for the members of the Nanton Firehall.

3.4 Medical First Response Program

3.4.1 Increased Primary Care Paramedic (PCP) Scope

The scope of practice for PCPs and EMRs has been expanded and both designations are identified within the Intermunicipal Emergency Services Agreement as part of the MFR program. The Fire Chiefs of the five communities are supportive of moving forward with the additional training for the expanded skills and competencies, and it was noted that there is room within each station's training budget to cover the costs associated with the extra training (50/50 cost share between the towns and MD). CAO Krizsan confirmed that the MD is wholly supportive of the training for the expanded skills so that the level of service established by Council can continue to be met.

3.4.2 Update from AHS re: Challenging Patient Presentations / Situations where EMS arrival is expected to be prolonged

Emergency Services Coordinator Starling provided some background information regarding the purchase of the three medical response units in 2014, and the pilot project that took place with AHS. At the end of the project, AHS deemed the service unnecessary, resulting in the response units no longer being able to transport patients, but still being used for

medical calls. The three response units are currently housed at the Nanton, Claresholm and Fort Macleod firehalls.

The subject of fire departments transporting critical patients by way of on-line medical consultation (OLMC) was discussed at the recent Fire Chiefs Committee meeting and required many follow-up conversations with AHS.

AHS is allowing fire departments to transport critical patients when OLMC has been initiated and EMS arrival is expected to be prolonged. AHS noted that each situation will dictate the procedure, but it is a process where real time decisions can be made on what is best for the patient. The medical director and deployment manager must provide the approval for the transport. Even with the approval in place, it has been made very clear by AHS that the risk and cost associated with these type of transports remains with the applicable municipality.

Critical patient transports can be considered within Willow Creek as the MFR program is recognized by AHS and is identified as part of the current level of service. If fire department personnel are at least certified MFRs they can do assessments. It is stated in the draft OG that crews will only transport to the nearest hospital or EMS unit. Willow Creek response units are not recognized under the AHS deployment strategy, and therefore cannot get caught up in the system. This can be further reiterated as part of paragraph 11 in the draft OG.

CAO Krizsan advised that this could be perceived as a change in the level of service for the established standard of care for our citizens, so he will be taking this to his Council for approval. He noted that it will be incumbent upon the Councils of the three communities that house the medical response units to be supportive of the service. Chief Dozeman confirmed that he will be bringing the matter to his Council for consideration.

Discussion took place regarding potential liability issues. CAO Krizsan stated that if the operating guidelines are followed in conjunction with the online medical consultation, then it remains an acceptable level of risk that is proportionate to any emergency services provided. It was also noted that every transport completed under the OLMC process within the MD will be reviewed by the Director of Emergency Services to ensure proper procedures were followed.

The MD will await Council feedback from the Towns of Nanton, Claresholm and Fort Macleod for a determination on proceeding with the policy of transporting of critical patients.

2023 Interim Operating Budgets (all Departments)

The 2023 budget is status quo with some adjustments for inflation. It was requested that the communities keep the MD apprised of any changes to their compensation rates for budgetary purposes.

2023 Capital Budget with 5 Year Plan

Capital purchases for 2023 to 2026 were reviewed as follows:

Fire Dept.	2023	2024	2025	2026
Stavely or Granum Fire-Washer Machine	\$15,000.00	\$15,000.00	\$0.00	\$0.00
Breathing Apparatus – Fort Macleod, Nanton, Stavely, Granum	\$171,000.00	\$160,000.00	\$150,000.00	\$150,000.00
Nanton Fire - Compressor & Fill Station	\$0.00	\$50,00.00	\$0.00	\$0.00
Fort Macleod Fire - Compressor & Fill Station	\$50,000.00	\$0.00	\$0.00	\$0.00
Claresholm Fire – replacement of Bush 13-1 (wildland)	\$0.00	\$120,000.00	\$0.00	\$0.00
Granum Fire – Ground Monitor	\$9,000.00	\$0.00	\$0.00	\$0.00
Nanton Fire – Thermal Imaging	\$8,000.00	\$0.00	\$0.00	\$0.00
Stavely Fire – Ice Board	\$5,000.00	\$0.00	\$0.00	\$0.00

Year-to-Date Stats

Chief Kelly advised that most of the calls are Medical-EMS calls. Station assists are also up. Chief Dozeman asked if as a region a discussion could be had with AHS regarding the service our citizens need. A determination was made to have it as an agenda item at the upcoming ICF meeting.

ROUNDTABLE DISCUSSION

Updates, if any, from each municipality were provided. Items to note are:

- Town of Stavely – asked about the purchase of a washing machine. Emergency Services Coordinator Starling will evaluate the needs of both firehalls to make a determination.
- Willow Creek – the construction of the training grounds in Granum continues. The perimeter is now fenced, so the area is secure. There will eventually be four sea cans on site for use in training. Granum Fire, through a contributed asset agreement, donated training props valued at approximately \$60,000.00 (i.e., burn prop and forceable entry door). A few members from each firehall will be trained on the use of the props. There will eventually be a

hydrant connection on site. The training grounds are provided free of charge to all fire departments within the MD.

- Chief Dozeman brought forward the subject of recruitment and retention challenges. These challenges are experienced by all the firehalls from time to time. Much of it is ensuring the businesses understand the commitment and the economic cost involved in employing volunteer firefighters. This matter will be left with the Fire Chiefs to come up with an intermunicipal collaborative approach to address the issue.
- Command Trucks – discussion took place on the replacement of Command Trucks. It was noted that Command Trucks are addressed under Schedule 'F' of the Intermunicipal Emergency Services Agreement.

NEXT MEETING DATE

The next meeting will be scheduled for May or June 2023. A meeting invite will be forwarded when a date is chosen.

ADJOURNMENT

ESC-22/03

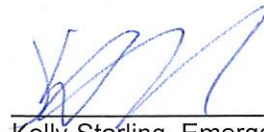
MOVED by Chief Dozeman that the meeting be adjourned at 11:54 a.m.

CARRIED

These Minutes approved this 7th day of March, 2024.



Derrick Krizsan, Chair, Emergency Services
Committee



Kelly Starling, Emergency Services Coordinator

January 31, 2024

Mr. Neil Smith
Chief Administrative Officer
Town of Nanton
PO Box 609
Nanton AB T0L 1R0

Dear Mr. Smith:

This letter is an annual notification of the Government of Alberta's legislation for collecting a municipality's policing cost share under the Police Funding Model (PFM) Regulation. Through a system of shared responsibility between the government and municipalities, a portion of the costs of frontline policing is allotted back to each municipality based on a number of factors: population, equalized assessment, crime severity, shadow population, and detachment location.

As per the Police Funding Model (PFM) Regulation, each municipality will contribute a portion of frontline policing costs based on a 30 per cent cost recovery for the fiscal year 2023-24. Total revenue generated is estimated to be \$67,495,200 and will be reinvested in Alberta policing initiatives. For fiscal year 2024-25 and beyond, further increases to the cost recovery percentage or revenue base estimate are not planned at this time. Any changes to the PFM will not be made until consultation with municipalities has occurred, and adequate notice has been provided.

Please remit payment within 45-days of the invoice made payable to the Government of Alberta and forward to the address provided on the invoice.

Any questions related to the financial details of this invoice may be directed to the attention of Gordon Crawford at gordon.crawford@gov.ab.ca. Other background and contextual inquiries regarding the policy of PFM may be directed to Lisa Gagnier at lisa.gagnier@gov.ab.ca.

Sincerely,



Peter Lemieux, MAdem, CD1
Acting Assistant Deputy Minister

Cost Breakdown

The provincial payment generating \$67,495,200 in revenue after modifiers is calculated on an annual basis using 50 per cent population, 50 per cent equalized assessment, and modifiers/subsidies for crime severity, shadow populations, and detachment location.

Provincial Data

Revenue Generated 2023-24 after modifiers	Total Municipal Population (2022)	Total Equalized Assessment (2024)	Total Revenue Base Estimate
\$67,495,200	789,507	325,648,566,623	\$69,800,000

Municipal Data

Town of Nanton	Data/Cost Breakdown
2022 Population	2,221
2024 Equalized Assessment	\$336,006,344
Equalized Assessment per capita	\$151,286
Population % of total for PFM	0.28131%
Equalized Assessment % of total for PFM	0.10318%
Amount based on 50% Population (A)	\$98,177
Amount based on 50% Equalized Assessment (B)	\$36,010
Total share policing cost C = (A + B)	\$134,187
<i>Less modifiers:</i>	
Subsidy from Crime Severity Index (CSI) Value (variable %) (Note 1)	\$ 0
Subsidy from Shadow Population (variable %) (Note 2)	\$ 0
5% for No Detachment Subsidy (Note 3)	\$ 0
Total share with modifiers	\$134,187

Notes

Population estimate provided by Alberta Treasury Board and Finance

Equalized Assessment – an annual calculation that measures the relative wealth of a municipality creating a common assessment base. It determines the ability of a community to pay a portion of policing costs in this context.

Municipality Population / PFM Population

Municipality Equalized Assessment / PFM Equalized Assessment

Population % of provincial x 50% population x Total Base Estimate

Equalized Assessment % x 50% x Total Base Estimate

Note 1: CSI Subsidy received if above rural municipal average. Accounts for volume and seriousness of crime based on incarceration rates. A three-year average is used to calculate your average CSI.

Note 2: Shadow Population – temporary residents of a municipality employed by an industrial or commercial establishment for a minimum of 30 days within a municipal census year. Shadow populations use the municipality’s services but do not contribute to its tax base. Subsidy is up to 5% of total share.

Note 3: No detachment subsidy provided if town/municipality does not have access to a detachment.



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Calgary-Hays

AR113944

February 29, 2024

Dear Chief Elected Officials:

I am writing to share information with you about *Budget 2024*, which my colleague, the Honourable Nate Horner, President of Treasury Board and Minister of Finance, has tabled in the Alberta Legislature. You will find below some details about *Budget 2024* that are most closely related to Alberta Municipal Affairs.

Budget 2024 is a responsible plan for a growing province that invests more than \$1 billion to build stronger communities across Alberta. Through these important investments, my ministry will continue to support local governments in providing fiscally responsible, collaborative, and accountable services to Albertans.

I am particularly excited about the Local Government Fiscal Framework (LGFF), which will deliver predictable capital infrastructure funding to municipalities and Metis Settlements across Alberta for many years to come. As we are all aware, the LGFF represents years of collaboration between the province and local governments, and the LGFF replaces the Municipal Sustainability Initiative (MSI) with a more sustainable model. We set the initial capital funding baseline for the LGFF at \$722 million to remain consistent with the average amount municipalities have received annually over the last three years of the MSI Capital program.

We now have a true partnership in place through the Revenue Index Factor, which will see municipal funding rise and fall at a one-to-one ratio that is based on changes in provincial revenue from three years prior. Our new framework will deliver the predictability and partnership that municipalities have long been asking for, and I would like to thank you once again for your input to the development of the LGFF to ensure it effectively supports communities and residents provincially. The MSI Operating program will continue as LGFF Operating funding and will provide \$60 million in 2024/25 to local governments to assist with your operational costs and help to respond to inflationary pressures. More information about the LGFF and the 2024 allocations can be found online.

Additionally, *Budget 2024* includes \$60 million over three years for the Local Growth and Sustainability Grant, a new grant to help relieve some of the pressures facing fast-growing communities. This new grant will help address acute infrastructure priorities and economic development opportunities. More details about the program will be shared with you later this year.

.../2

320 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550

Printed on recycled paper

As with previous years, our budget includes capital support through the federal Canada Community-Building Fund and Investing in Canada Infrastructure Program. We are also pleased to maintain the strong support we have for public libraries with more than \$33 million going towards operating grants for libraries across the province.

Budget 2024 puts Albertans and Alberta families first by investing in strong health care, a modern education system, and supports to keep life affordable. This budget also invests in safe and supportive communities in Alberta by managing our resources wisely.

I look forward to continuing our work together over this next year as we continue to build strong and vibrant communities that contribute to a stronger province and a brighter future for Albertans and their families.

Sincerely,



Ric McIver
Minister

CONSTRUCTION FUNDING APPROVED FOR NANTON NEW & MODERNIZED SCHOOLS

March 5, 2024 - Livingstone Range School Division is thrilled that the Alberta government has approved construction funding for the Nanton New & Modernized Schools project. The funding comes as part of the Alberta Budget 2024, which allocates \$2.1 billion for K to 12 schools projects.

Livingstone-Macleod MLA Chelsae Petrovic announced the funding. "Today marks a significant investment in the future of Nanton and our commitment to education in rural Alberta. I am proud to announce that the Government of Alberta will be fully funding the Nanton Schools Project," says MLA Petrovic. "This project will not only provide a modern and safe learning environment for students but also contribute to the overall development and prosperity of our community. I commend the dedication and hard work of all those involved in making this project a reality, and I look forward to seeing the positive impact it will have on generations to come."

Livingstone Range School Division Board of Trustees Chair Lori Hodges says, "For ten years the Board of Trustees has advocated Alberta Education for new and modernized schools in Nanton. Today we are elated that this investment will provide 21st-century learning facilities to help our students grow and prepare for the future."

Design funding was granted in March 2023, and the Division is currently moving through the design process which will take until December of 2024. The result will be tender-ready construction documents such as drawings, specifications, and permits. Construction funding moves this key capital project into the next phase. Livingstone Range School Division will receive more detailed funding information from Alberta Education in the coming weeks and will share construction plans as they become available.

"We are grateful for the work of the Nanton Schools Advisory Committee, the Enhancement Committee, and stakeholders who celebrate with us today," says Trustee Hodges. "Our ongoing collaboration will benefit the students, families, and community of Nanton."

With Budget 2024 the province will fund 43 priority school projects, including 28 new schools, 10 replacement schools and five modernizations. For more information, visit www.alberta.ca.

March 5, 2024

Bill Woytiuk
Operations Manager
Town of Nanton
BOX 609
NANTON, AB T0L 1R0

Dear Mr.Woytiuk:

**Re: Nanton Wastewater System
Application No. 05-1006**

Your application for an approval under the *Environmental Protection and Enhancement Act* (EPEA) has been reviewed and enclosed is Approval No. 1006-02-06.

In accordance with section 74 of the Act, at the applicant's expense, public notice of the issuance of the approval must be posted for 30 days in a conspicuous and readily accessible location on a Town Office bulletin board. Enclosed is the Public Notice to be dated and posted within 15 days after the date of issuance of this approval. To confirm that public notice requirements have been completed, please email a pdf copy of the notice that is being posted, indicating the period that the notice is being posted for, to the Regulatory Assurance Division at rac.environment@gov.ab.ca by **April 4, 2024**. The Public Notice of this application will also be posted on the Department's website at <https://avw.alberta.ca/PublicNoticesViewer.aspx>.

Please ensure the information relating to the description of your application is correct. Errors may result in the requirements to re-advertise the Public Notice.

It is your responsibility to obtain any approvals, permits or licences that are required from other agencies.

The Act may provide the approval holder a right of appeal against any term or condition contained in the approval. The approval holder would follow the same procedure as outlined in the Public Notice.

.../2

If you have any questions, please contact me at (780) 644-2971.

Yours truly,

mruga patel

Mruga Patel,
Application Coordinator

Enclosure

cc: Ibidabo William-West - South Region - Lethbridge District
Neil Smith – Town of Nanton

PUBLIC NOTICE

TOWN OF NANTON

ENVIRONMENTAL PROTECTION AND ENHANCEMENT ACT

NOTICE OF DECISION

In accordance with the Environmental Protection and Enhancement Act, the Town of Nanton has been issued an extension by Alberta Environment and Protected Areas which allows them to follow the terms and conditions of an existing approval to operate the Town of Nanton's wastewater system until March 1, 2025. The existing approval expires on March 1, 2024. The operation is located at NE ¼ of Section 15 Township 16 Range 28 West of the 4th Meridian.

The *Environmental Protection and Enhancement Act* may provide you a right of appeal against this decision to the Alberta Environmental Appeals Board. You should note that there are strict timelines for filing an appeal dependent on the type of appeal. If you choose to appeal this decision, please contact:

Office of the Registrar of Appeals
The Environmental Appeals Board
3rd Floor, 10011 - 109 ST
EDMONTON, AB T5J 3S8
Telephone: (780) 427-6207
Fax: (780) 427-4693

A Notice of Appeal must be submitted within 30 days of the date of this notice. Please quote Application No. 015-1006.

The Public Notice of this application will also be posted on the Department's website at <https://avw.alberta.ca/PublicNoticesViewer.aspx>.

Copies of the approval application can be obtained from:

Bill Woytiuk
Operations Manager
Town of Nanton
BOX 609
NANTON, AB T0L 1R0
Telephone: 403-336-6553
Email: publicworks@nanton.ca



AMENDING APPROVAL

PROVINCE OF ALBERTA

ENVIRONMENTAL PROTECTION AND ENHANCEMENT ACT R.S.A. 2000, c.E-12, as amended

APPROVAL NO.: 1006-02-06

APPLICATION NO.: 015-1006

EFFECTIVE DATE: February 28, 2024

EXPIRY DATE: March 1, 2025

APPROVAL HOLDER: Town of Nanton
.....
.....
.....

Pursuant to Division 2, of Part 2, of the *Environmental Protection and Enhancement Act*, R.S.A. 2000, c.E-12, as amended, the expiry date of Approval No. 1006-02-00 is extended to March 1, 2025.

Designated Director under the Act

Date Signed February 28, 2024

Alberta SouthWest Regional Alliance

Minutes of the Board of Directors Meeting

Wednesday, February 7, 2024-Bright Pearl, Pincher Creek



Board Representatives

Brent Feyter, Fort Macleod
Sahra Nodge, Pincher Creek
Barbara Burnett, Cowley
Cam Francis, Cardston County
Dave Cox, MD Pincher Creek
Ron Davis, MD Ranchland
Doral Lybbert, Glenwood
John Van Driesten, MD Willow Creek

Monte Christensen, Hill Spring
Victor Czop, Nanton (alt)

Guests and Resource Staff

Lacey Poytress, LRSD
Julie Webb, CFABSW
Marie Everts, JET
Bev Thornton, AlbertaSW

- 1 Call to Order/ Chair Brent Feyter called the meeting to order.
- 2 Approval of Agenda Moved by Cam Francis THAT the agenda be approved as presented.
Carried. [2024-02-877]
- 3 Approval of Minutes Moved by Dave Cox THAT the Minutes of December 5, 2023, be approved as presented.
Carried. [2024-02-878]
- 4 Approval of Cheque Register Moved by Doral Lybbert THAT cheques #3308to #3335 be approved as presented.
Carried. [2024-02-879]
- 5 Review of Grant Application Moved by Cam Francis THAT the required Grant Application be submitted to Jobs, Economy, and Trade on the deadline required.
Carried. {2024-02-880}
The Letter of Request from the Chair, on behalf of the Board, will further note that the Board is not comfortable agreeing to the proposed terms.
- 6 Resolutions from Alberta Munis and RMA Accepted as information: A draft of resolutions going forward at each of these provincial associations in an endeavour to urge the Minister to consult with the municipalities to create a positive, mutually beneficial way forward.
- 7 Energy Manager Funding Program MCCAC has announced an upcoming program to fund 80% of the salary for energy manager positions. Bev will follow-up with CAOs to gauge interest.
- 8 Connect4Commerce Tools Julie Webb, Community Futures Southwest has been working with individual communities to assist with posting municipal assets for sale and lease.
- 9 Information-gathering Canadian Infrastructure Palliser Economic Partnership (PEP) is taking the lead to assess the value of infrastructure needed, province-wide, to support housing and commercial developments.
- 10 Upcoming events Southern Alberta Economic Summit-March 21, 2024 Lethbridge
EDA Youth Challenge-Video Conest "Why I Love Alberta": Grades 9-12;
deadline for submission April 30th www.lovealberta.ca

- | | | |
|----|---------------------------|---|
| 11 | Executive Director Report | Moved by Ron Davis THAT the report be accepted as information.
Carried. [2024-02-881] |
| 12 | Round table | Accepted as information. |
| 13 | Upcoming Board Meeting | <ul style="list-style-type: none"> ➤ Wednesday, March 6, 2024 ➤ No April meeting; EDA Conference April 10-12, 2024 ➤ Wednesday, May 1, 2024 ➤ Wednesday, June 5, 2024 |
| 14 | Adjourn | Moved by Ron Davis THAT the meeting be adjourned.
Carried. [2024-02-882] |

Approved, March 6, 2024

Executive Director Report February 2024

MEETINGS and PRESENTATIONS

- Feb 2: IEDC-AEDO Review team meeting, Zoom
- Feb 5: Invest Alberta web meeting re: site selection inquiry for eco-farm operation
- Feb 6: RINSA meeting, Teams
- Feb 7: Ministry of Agriculture and Irrigation Regional Roundtable consultations, Lethbridge session
- Feb 7: REDA meeting, Zoom
- Feb 7: AlbertaSW Board meeting, Pincher Creek
- Feb 9: Highway 3 (regrets)
- Feb 13: IEDC-AEDO planning meeting, Zoom
- Feb 14: EDL Board meeting, Tecconnect
- Feb 14: meeting with Brock Skretting, Director, Creative Industries, Lethbridge and Region
- Feb 14: Planning meeting for Economic Summit, Teams
- Feb 14: Meeting with staff of Jobs, Economy, and Trade for demonstration of site selector data platform, Teams
- Feb 15: REDA Chairs meeting with the Ministry, Teams; (Mayor Schlossberger representing in person, Edmonton)
- Feb 20: REDA Managers Meeting, Zoom
- Feb 20: Crown Round Table, day 1, University of Lethbridge
- Feb 21: Crown Round Table, day 2, University of Lethbridge
- Feb 21: RINSA strategic planning, day 2, Galt Museum
- Feb 22: AEDO Review Team presentation, Zoom
- Feb 22: Guest speaker at Fort Maleod Chamber Awards, Fort Macleod
- Feb 26: Meeting re: information-gathering for CIB proposal, Zoom
- Feb 27: South REDAs, SAITI/SAAEP partner meetings; postponed due to weather
- Feb 28: website team meeting, Zoom

PROJECT MANAGEMENT and REPORTING

- Submit application to Jobs, Economy and Trade
- Continued review of web rebuild and content update
- Connect4Commerce updates
- Construct budget scenarios for proposed new department formula
- Gather province-wide REDA information for Canadian Infrastructure Bank (CIB) initiative possibility
- Complete 6-month milestone report for RINSA
- Complete documents for RINSA strategic planning sessions
- Sponsor input to plans for upcoming Economic Development Summit, March 21, 2024
- MECAP invitation list and follow-up for industry and resource agencies
- Website content updates for website
- Alternative scenario planning for Crown of the Continent Geotourism Council
- Rental agreement with GoA signed; awaiting invoice
- Complete forms for Annual Return to Corporate Registry, Alberta

INVESTMENT ATTRACTION and REGIONAL PROMOTION

- Provide notes and Bulletin for Mayors and Reeves
- Gather feedback from Community Capacity Building pilot project day
- Serve on review team for IEDC Re-accreditation application, Hot Springs, Arkansas
- Consult with National Research Council re: information on proposed technology investment
- Research possibilities for grants to support accessibility upgrades in commercial buildings
- Follow-up on business license inquiries
- Letter of support for Labour Market Partnership grant “immigrant retention” study
- Letter of support for Community Futures Highwood “Exit Planner” proposal
- AlbertaSW invited as guest speaker at Fort Macleod Chamber Awards event
- Respond to regional inquiries and information requests

Example: Photo request for Summer 2024 issue of AMA Insider Magazine (Alberta Motor Association)

... request permission to use the attached photograph (taken from your website)

<https://www.albertasouthwest.com/resources/photo-gallery/our-communities/town-of-cardston/>

Alberta SouthWest Bulletin March 2024

Regional Economic Development Alliance (REDA) Update



❖ Economic Developers Alberta - EDA 50th Anniversary!

Xperience Leaders' Summit & Conference

Wednesday April 10 to Friday April 12, 2024 *In-person tickets sold-out.

Online registration still available! www.edaalberta.ca/EDAX2024

❖ Fort Macleod Chamber Awards

AlbertaSW honoured to be a guest speaker at this gala event, joined by Brock Skretting, Head of Advocacy for Keep Alberta Rolling, and Director of Creative Industries, Lethbridge and Region. A great opportunity to share regional initiatives and to celebrate the outstanding business community of Fort Macleod!



SOUTHERN ALBERTA ECONOMIC SUMMIT 2024

❖ Southern Alberta Economic Summit 2024

Thursday, March 21, 2024 8:30am-3:30pm

The Coast Hotel & Conference Centre

526 Mayor Magrath Dr. South, Lethbridge

Led by SouthGrow, with sponsorship from

Economic Development Lethbridge, Alberta SouthWest, Tourism Lethbridge, Blood Tribe Economic Development, Community Futures Alberta Southwest, and Community Futures Lethbridge and Region.

www.eventbrite.ca/e/southern-alberta-economic-summit-2024-tickets-799022747547?aff=oddtcreator

❖ Information-sharing with Hot Springs, Arkansas...

AlbertaSW, a member of International Economic Development Council (IEDC) Accreditation Review Committee, engaged with Hot Springs Metro Partnership (HSMP) in Arkansas.

www.hotspringsmetropartnership.com/

HSMP has key economic sectors in common with southwest Alberta and is implementing effective strategies to connect students and industry to explore careers and to raise awareness of local opportunities.



❖ Manufacturing, Energy, Construction, Ag Processing (MECAP)

Collaboration with regional industries and Livingstone Range School Division (LRSD) is building upon the assets and potential in AlbertaSW!

- There are over 160 manufacturing and processing businesses in the region that offer careers requiring advanced technical skills.
- LRSD is connecting students with industry to experience the array of work and careers in the region and collaborating with Lethbridge College to develop programs that prepare students for those opportunities in our own communities.



❖ REDA Chairs meeting with Minister of Jobs, Economy, and Trade

AlbertaSW Vice-Chair, Mayor Brad Schlossberger, attended a meeting of the REDA Chairs in Edmonton on February 15, 2024. The Department demonstrated a new on-line tool that will soon be available to communities for site selection and investment data.

Alberta SouthWest Regional Economic Development Alliance

Box 1041 Pincher Creek AB T0K 1W0

403-627-0244 (cell)

bev@albertasouthwest.com

www.albertasouthwest.com



ACCREDITED
ECONOMIC
DEVELOPMENT
ORGANIZATION
International Economic Development Council





Town of Nanton
1907 21 Avenue, PO Box 609
Nanton, Alberta T0L 1R0
P 403.646.2029
F 403.646.2653
www.nanton.ca

February 28, 2024

Attn: Jen Bitten
Environmental Protection Officer

Response Letter to the 2024 Compliance Inspection of the Nanton Wastewater System

The Town of Nanton has begun to address the areas of non-compliance identified during 2023 as identified in Section 5.1.3 of the Wastewater Approval Inspection Report, when concentrations of Ammonia-Nitrogen and Total Nitrogen exceeding the Town's Approval guidelines were identified in treated effluent from the Nanton Wastewater Treatment Plant (WWTP). In December 2023, a Request for Proposal was issued to three engineering firms to design and construct a permanent waste sludge dewatering facility. Once completed, the facility and associated equipment will allow the Town to better control the wastewater sludge concentrations within the WWTP. This will allow for proper function of the WWTP aeration system which is responsible for denitrification of the wastewater sludge and will help prevent future nitrogen-related non-compliance within the WWTP.

Included with this letter is the project scoping document provided to the Town by MPE (the firm that has been chosen to design and construct the permanent dewatering facility). The expected timeline for the completion of the wastewater sludge dewatering project is summer of 2025. There is approximately a one-year timeline for delivery of the sludge dewatering equipment once a purchase order is issued, which would also allow sufficient time for the support systems and infrastructure associated with the dewatering equipment to be designed and constructed. Status updates on project design will be provided to Alberta Environment and Protected Areas (EPEA) as they are received. A submission for the request to amend of the Town's wastewater Approval shall be submitted to EPEA no later than September 30, 2024 to allow for the review and acceptance of the amendment prior to the renewal date (March 1, 2025) of the current Approval.



Town of Nanton
1907 21 Avenue, PO Box 609
Nanton, Alberta T0L 1R0
P 403.646.2029
F 403.646.2653
www.nanton.ca

In August 2023, a sludge dewatering rental unit was on-site for approximately seven weeks to help remove additional waste sludge from the wastewater treatment plant, and to also test the dewatering equipment in a full-scale application. During the time the rental unit was on-site, sludge concentrations within the WWTP were decreased by nearly 50%. This allowed for sufficient sludge aeration within the WWTP, which dropped Total Nitrogen and Ammonia-Nitrogen concentrations back within Approval guidelines due to allowing proper denitrification within the WWTP to occur. The concentrations of these constituents are presently still well under their respective limits. If waste sludge concentrations begin to increase and these constituents start to approach their respective Approval limits, the Town will again look to rent dewatering equipment to assist in dropping the waste sludge concentrations so that proper denitrification can continue. Along with the company used this past summer, several additional sludge dewatering rental equipment providers within Alberta have been identified to aid in the acquisition of the necessary equipment should the need arise.

Sincerely,

Bill Woytiuk
Operations Manager
Town of Nanton
403-462-3894
publicworks@nanton.ca



a division of Englobe



Submission for:

TOWN OF NANTON

WWTP SLUDGE DEWATERING / DEHYDRATING SYSTEM

Proposal Contact:

Andrew Kleisinger, P.Eng.
Water & Wastewater Manager
(403) 317-3636
Email: akleisinger@mpe.ca

Date: December 8, 2023

2023-WW-001

December 8, 2023

Town of Nanton
Box 609
Nanton, AB T0L R09

**Attention: Bill Woytiuk,
Operations Manager**

Re: WWTP Sludge Dewatering / Dehydrating System

Dear Bill,

MPE, a Division of Englobe (MPE) has enjoyed a long relationship with the Town of Nanton and is pleased to have been a partner in many projects. This work through recent years has included work at the Wastewater Treatment Plant (WWTP) - specifically assisting the Town in the development of the sludge dewatering project.

Since commissioning of the new MBR WWTP in 2017, the Town has experienced challenges related to the sludge management from the treatment process. The 2017 WWTP upgrade project did not include extensive upgrades to the sludge management system, and in effect, repurposed the existing digester, thickener and centrifuge that remained from the Rotating Biological Contactor (RBC) plant. Repurposed equipment was inadequate and led to the ongoing operational challenges and high costs related to hauling largely untreated sludge to Calgary for disposal. These issues have been documented in the WWTP Assessment (MPE, 2021), in the WWTP Assessment Supplemental Report on Operational Challenges (MPE, 2022), and ultimately in the WWTP Sludge Handling System Upgrade Project Scoping Document (MPE, 2022).

MPE assisted the Town in the pursuit of provincial grant funding, and the Town was successful in early 2023 with the receipt of an AMWWP grant to support this critical project.

Our history with this project is extensive and we feel our team is best-suited to delivering a successful project to the Town. Our direct project experience allows our team to understand the nuances of the project and we fully understand the objectives of the project. Our broader experience with the Town, understanding that they are active projects and significant plans for future work, enables us to understand the importance of maintaining project budget and achieving the best value possible with this project.

We appreciate your consideration of this submission and look forward to further strengthening our relationship as we continue to provide for all of your engineering needs.

Should you have any questions or require clarification, please contact me at (403) 317-3636.

Yours truly,

MPE, a Division of Englobe



Andrew Kleisinger, P.Eng.
Water & Wastewater Manager

Encl.

Firm History

MPE, a Division of Englobe, was established in 1983 in Lethbridge, AB. Since that time, MPE has grown to include ten offices in Alberta, Saskatchewan, Manitoba and British Columbia and an overall staff compliment of 285 engineers, technologists and support staff. MPE is a full service engineering firm, specializing in assisting municipal clients with all of their engineering needs.

With over 115 professional and technical support staff based in our Lethbridge Corporate Head Office, MPE can provide an unmatched presence in southern Alberta. This project would be completed using a full-service design team all based in our Lethbridge office and a group that is familiar to the Town.

Project Team

Andrew Kleisinger, P.Eng.

Project Manager

Zac Kostek, P.Eng.

Process Design Lead

Calvin van Mulligen, P.Eng.

Structural Design Lead

Randy Hartley, E.I.T.

Electrical Design Lead

Gavin Nummi, P.Eng.

Civil Design Lead

Nick Schrage, E.I.T.

Commissioning Lead

Keith Mateo, E.I.T.

Project Engineer and Process Design Support

Project Understanding

The ineffective sludge thickening and dewatering processes at the Nanton WWTP were noted in previous assessments completed by MPE. The Town has been incurring significant cost to haul sludge to the City of Calgary for disposal and also, has been forced to operate the treatment process with a higher MLSS due to the inefficient sludge wastage process.

In 2023, Nanton was awarded grant funding to address these operational challenges through the implementation of improvements to the sludge handling processes at the facility.





WWTP SLUDGE DEWATERING / DEHYDRATING SYSTEM

Proponent to complete the following table:

Minimum Requirements	Meets Specifications (Yes/No)	Details/Specifics (Include extra Worksheets or attachments as required)
Copy of proposal included		Provided.
Proposed approach, including products		Provided. Initially, it is proposed to utilize the Fournier Press and Triple Green Dehydrator, as desired by the Town.
Attended site with municipal representative		Attended site multiple times during earlier preliminary work to develop this project. Confirmed with Bill Woytiuk that additional visit during RFP was not required.
Proposed work schedule		Provided.
Previous experience included		Provided.
Other (Specify):		
Total Lump Sum Cost of Services (Excluding G.S.T.)		\$296,000 (excluding GST)

Certification

We have carefully read and examined the RFP document and have conducted such other investigations as were prudent and reasonable in preparing this Proposal.

We certify that the statements made in this proposal are true and complete. These statements represent our proposal to the Town of Nanton. We agree to be bound by statements and representations made in this proposal.

Proponent Information (Please Print)

Company Name: MPE, a Division of Englobe	
Address: Suite 300, 714 5th Ave S, T1J 0V1	Contact: Andrew Kleisinger, P.Eng.
City: Lethbridge	Phone: (403) 317-3636
Province: Alberta	Fax: (403) 329-9354
Postal Code: T1J 0V1	Email: akleisinger@mpe.ca





WWTP SLUDGE DEWATERING / DEHYDRATING SYSTEM

Acknowledgement of Addenda

We acknowledge receipt of the following addenda which become part of this RFP:

Addendum Number _____ Dated _____

Addendum Number _____ Dated _____

Formal addendum not issued, but RFP Closing Date was adjusted via email dated November 13, 2023 from Clayton Giliespie to December 8, 2023 at 4pm.

Signature of Authorized Company Official

Dec. 7, 2023

Date



WWTP SLUDGE DEWATERING / DEHYDRATING SYSTEM

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LIST OF APPENDICES

APPENDICES A:	DETAILED FEE SCHEDULE
APPENDIX B:	PROJECT TEAM RESUMES

1.1 INTRODUCTION

The Town of Nanton (Town) wishes to enter into an agreement with an Engineering Consultant to provide professional engineering services for the completion of the **Wastewater Treatment Plant (WWTP) Sludge Dewatering/Dehydrating System** project.

The proposed Project Team from **MPE, a Division of Englobe**. (MPE), is lead by Project Manager Andrew Kleisinger, who will provide overall project management. Zac Kostek will lead the design team, providing his specific project-related experience to the team. Civil, Structural, Mechanical, Process and Electrical, Controls and Instrumentation design requirements will be completed by MPE staff based in our local Lethbridge, AB office.

MPE, and specifically the key members of the proposed project team, have significant experience with the Town of Nanton and specifically, with the Nanton WWTP. Zac was actively involved in the pursuit of grant funding, authoring the technical memorandum that served as the supporting documentation for the grant application. Zac has also been actively involved in numerous other wastewater sludge management projects for the Town of Fort Macleod, Taber, and the City of Medicine Hat.

MPE's project team has the proven track-record with this type of project. We specialize in making sound, practical recommendations that work within the technical, operational, regulatory, and budgetary constraints of our clients.

1.2 PROJECT UNDERSTANDING

The WWTP Sludge Dewatering/Dehydrating System project is a critical project to allow the Town to gain a handle on high operational costs and to limit the solids loading and prolong the service life of the existing MBR treatment plant. As was noted in previously completed assessments done by MPE, the ineffectiveness of the existing digester, thickener and centrifuge has caused the return flow back to the headworks of the plant to include higher solids content, thus the MBR process to operate at a higher than optimal Mixed Liquor Suspended Solids (MLSS) concentration. The implementation of improved sludge handling and dewatering equipment was noted as a primary recommendation from these earlier studies.

MPE assisted the Town in the successful grant application process and in early 2023, the Town received a grant under the Alberta Municipal Water and Wastewater Partnership (AMWWP) program.

Since receiving the grant, the Town has undertaken their own internal investigation into appropriate technologies for sludge dewatering and dehydrating. MPE facilitated tours of the Taber WWTP, where the Town completed the installation of a centrifuge to replace an existing belt press for sludge dewatering. MPE also toured Nanton staff through the City of Lethbridge WTP Residuals Management Facility that incorporates rotary press equipment to dewater thickened sludge from the water treatment process. MPE also met with Town staff to tour the Langdon, AB WWTP where a similar Fournier press system was recently installed to dewater solids from an upstream MBBR treatment process and DAF thickening. Town staff further pursued on site pilot testing utilizing the Fournier rotary press technology (April 2023) and an additional 7-week full scale trial of the equipment. The success of this testing has positioned the Town to list the Fournier equipment as their preferred technology.

In an effort to further reduce the volume of sludge hauled from site, the Town has been investigating additional dehydrating technologies that could handle sludge cake from the Fournier press. It is the desire of the Town to incorporate this technology, should the project budget permit, into the overall WWTP sludge management project.

Our understanding of the project is further outlined on the following pages.

General Project Scope:

The proposed project will be consist of five distinct phases, as outlined below. This proposal will detail the project team's approach to providing the high levels of service and quality deliverables required for each phase.

- ◆ **Phase 1: Preliminary & Detailed Design** - including data collection and analysis, site survey, geotechnical analysis and preliminary multi-discipline design development.
- ◆ **Phase 2: Tender Preparation and Execution** - including technical support to facilitate the Town's formal project tendering process
- ◆ **Phase 3: Construction** - including detailed construction supervision and construction administration services.
- ◆ **Phase 4: Post-Construction** - including commissioning assistance and project close-out activities.



KEY PROJECT HIGHLIGHTS - EXISTING INFRASTRUCTURE

1 MBR PLANT - WAS PUMPING UPGRADES

- Sludge wasting from the MBR process tankage is currently done by manually manipulating valves to permit WAS flow to the existing digester.
- Upgrades to this system should be incorporated into the proposed project.
- Upgrades should include a dedicated WAS pump and automated valving and process control to allow for operator-controlled sludge wasting.

2 THICKENED SLUDGE PUMPING

- Digester tankage and building to be maintained.
- WAS from the MBR plant to be pumped to digester tank.
- New dedicated thickened sludge pump to be installed in existing Centrifuge area to pump sludge to proposed dewatering equipment.

3 NEW BUILDING - NOT PREFERRED

- Original project concept (submitted for funding) included a new sludge handling building. The Town would prefer to utilize the existing garage building to house proposed dewatering equipment.
- This area of site can be used for site improvements for truck access/turnaround and the inclusion of this site work into the proposed project would be determined based on available budget.

4 EXISTING GARAGE BUILDING

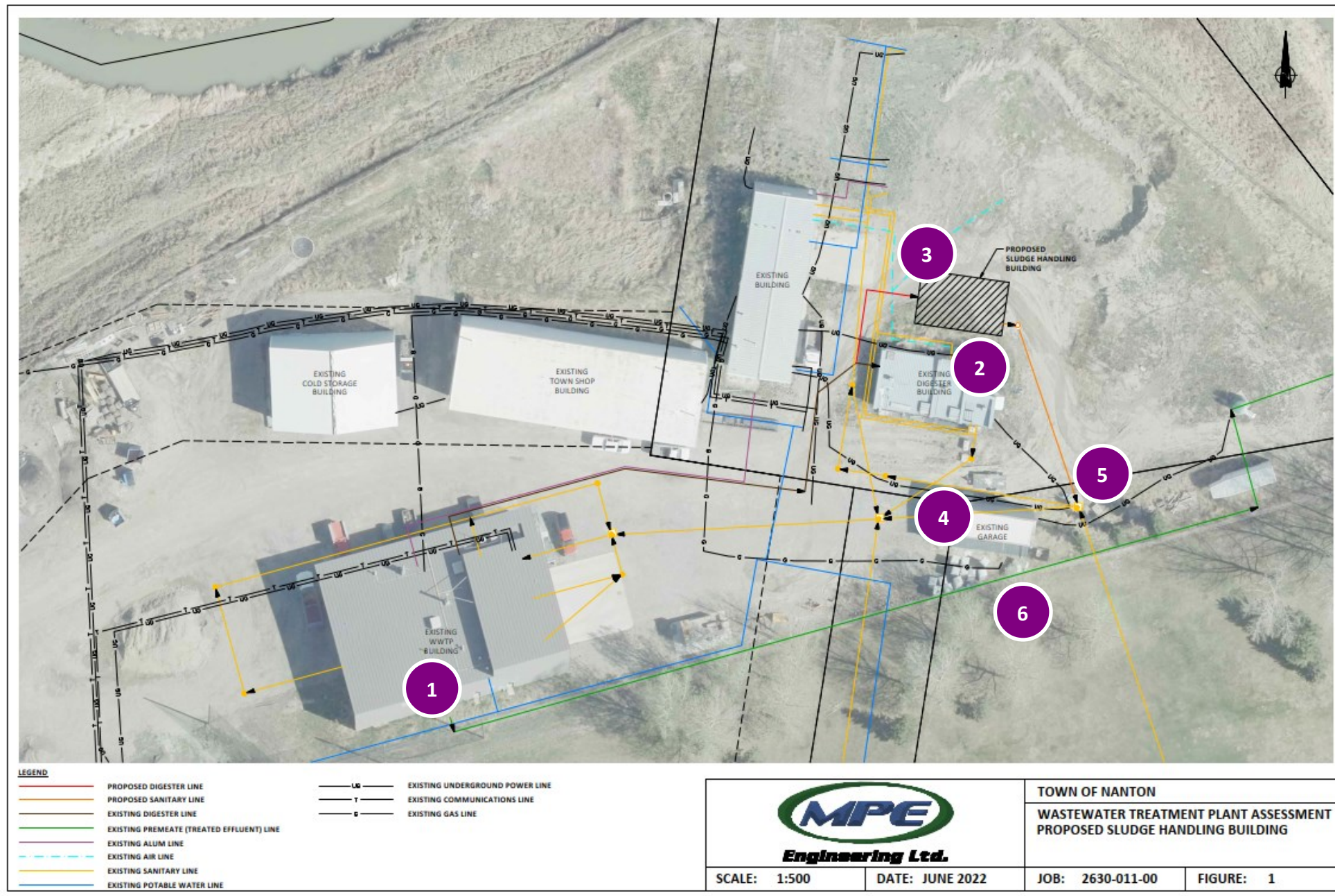
- Town preference to utilize existing garage to house dewatering and (if space permits) dehydrating equipment.
- Polymer feed equipment will also be required and should be fit within this building.

5 FILTER PRESS FILTRATE DISPOSAL

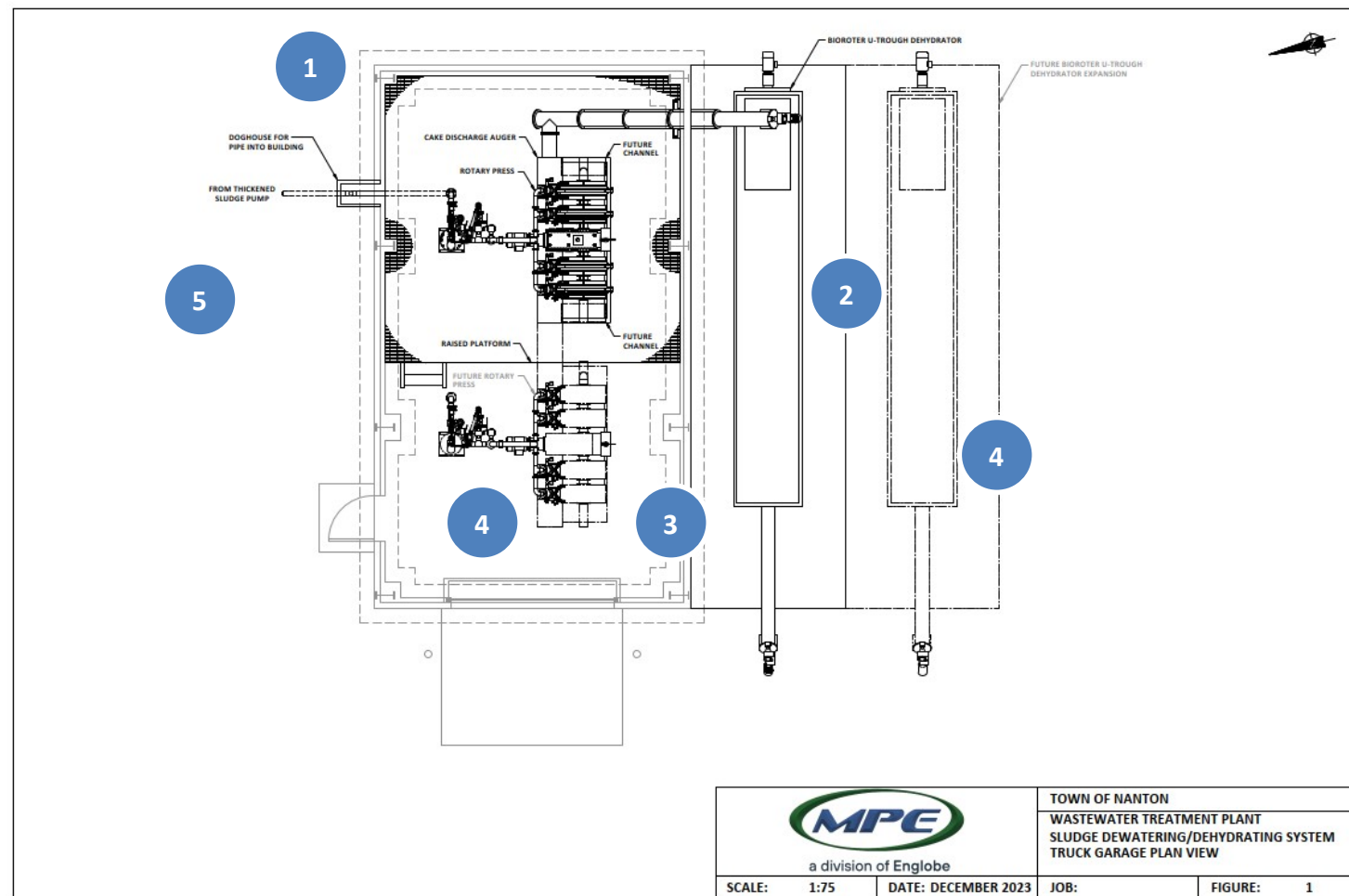
- Liquid (filtrate) from the propose dewatering equipment and drain lines from the dewatering building will be diverted to an existing manhole.
- Manhole is connected to the collection system that empties into the WWTP headworks lift station.
- Two options exist to handle effluent - the most accessible manhole will be selected to control costs.

6 FILTER PRESS WATER REQUIREMENTS

- The Fournier press equipment requires a supply of clean water for flushing.
- Water requirement is as much as 250 gallons (950L) per day per channel.
- Fournier has proposed a 4-channel press unit - so total flush water consumption could be up to 1,000 gallons (3,800 L) per day.
- From experience, the units will require a pressurized supply with a 60-100psi operating range.
- Potable water supply does exist on site, though the Town is clear that the use of treated MBR plant effluent is preferred.
- MPE will confirm with Fournier the water quality requirements for use in the flush water application (to ensure treated effluent is of sufficient quality).
- Tank/pump system will be required to pressurize the treated effluent water for use in this application.



KEY PROJECT HIGHLIGHTS - PROPOSED UPGRADES



1

FOURNIER ROTARY PRESS EQUIPMENT

- The Town prefers the use of the Fournier Rotary Press equipment. Piloting and full scale testing has been conducted and was successful.
- MPE has experience with this equipment (City of Lethbridge WTP Residuals Management Facility) and believe this is an appropriate dewatering technology for this application.



2

TRIPLE GREEN DEHYDRATING EQUIPMENT

- Additional dewatering through mechanical dehydration is preferred to significantly reduce the volume of solids to be hauled offsite.
- The Town has approached Triple Green Energy to implement a dehydration vessel to further dehydrate sludge cake from the Fournier press.
- The Town provided sludge cake samples to Triple Green for lab testing, with favorable results.



3

USE OF EXISTING GARAGE SPACE TO HOUSE PROPOSED EQUIPMENT

- Drawings of the existing garage building were provided.
- The garage building is suitable to house the proposed Fournier equipment. The building is not large enough to house the proposed dehydrating equipment, so it would be proposed to house the dehydrator outside the building, on a concrete pad.
- An elevated platform is proposed to facilitate sludge feed piping and drain piping from the sludge pump to the Fournier press.
- Polymer equipment will also be housed within this building (not currently shown in figure).

4

POTENTIAL FOR FUTURE EXPANSION

- The figure demonstrates an ability to facilitate future expansion of the sludge dewatering/dehydrating processes.
- The Town has commented that it may be feasible to expand the facility in the future to accommodate additional capacity to handle sludge hauling from neighboring communities.
- The existing building is able to house an additional Fournier press. The concrete pad could be expanded to accommodate a future second dehydrator as well. Modifications to conveyance would be required at that time.

5

INTEGRATION INTO SITE

- Site design will be critical, ensuring that truck traffic has the room to appropriately access the site and the proposed equipment.
- The Dehydrating equipment pad may fit better on the north side of the dewatering building, as the south side is encroaching upon the golf course property.
- MPE's civil design engineer will run autoturn software to determine the most appropriate site layout. Process design will adjust to accommodate the best site configuration.

DESIGN ITEMS FOR CONSIDERATION...

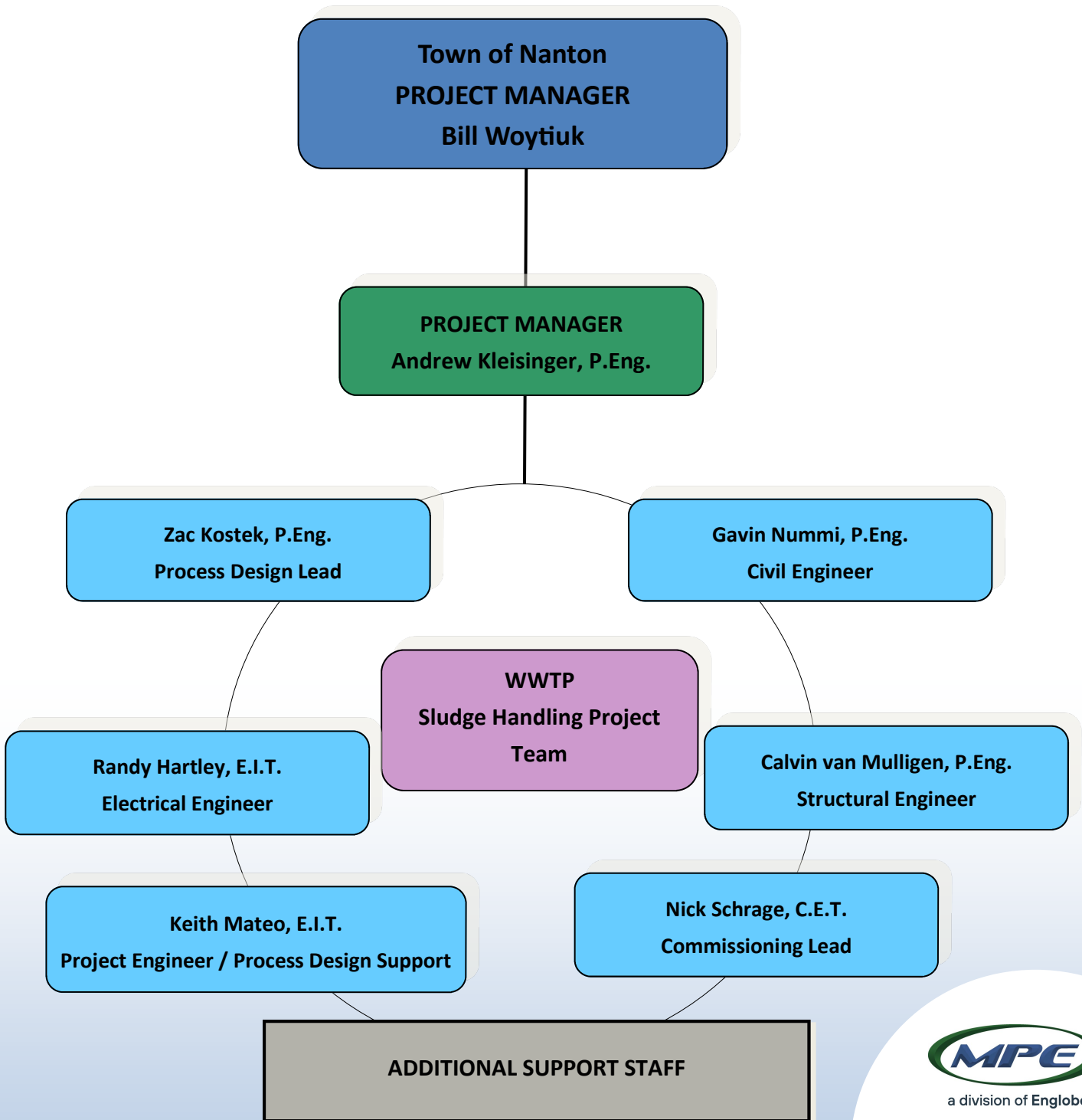
- ◆ Initial design efforts should include the review of available polymer feed equipment and chemicals to ensure appropriate dosing equipment is included.
- ◆ Available budget will ultimately determine the scope of the project. Revised quotations should be obtained from equipment vendors early in the design phase of the project. Cost certainty provided by pre-procurement of major equipment (in addition to the schedule benefits) is a significant benefit to overall project budgeting.
- ◆ A cost/benefit analysis should be conducted to include a comprehensive review of secondary dewatering provided by the dehydration equipment versus the cost of hauling and disposing of sludge cake from the rotary press equipment.
 - ◇ Budgetary constraints may limit the scope of the project to rotary press dewatering only, with the dehydration process added as a future phase - the cost/benefit analysis should be done to support this design choice.

2.1 PROJECT TEAM

The Project Team proposed by MPE will provide the Town with a blend of relevant technical expertise and firsthand knowledge of the Town’s wastewater infrastructure and the history of this project. The familiarity of the Project Team with this project with the key members having been involved since some of the earliest studies were completed, will be a major benefit to the Town. Project Team continuity will facilitate an accelerated timeline.

Project Team Organizational Chart is provided as Figure 2.1 below and resumes are provided in **Appendix B**.

FIGURE 2.1: ORGANIZATIONAL CHART



2.2 PROJECT TEAM DETAILS

ANDREW KLEISINGER, P.ENG. – PROJECT MANAGER: Andrew has over 17 years of experience with MPE, working on a variety of municipal engineering and water/wastewater projects. Andrew has acted in the role of project manager, project engineer, and lead designer for numerous wastewater treatment plant upgrades. Andrew is MPE’s Water & Wastewater Manager in Lethbridge and as such, oversees all water and wastewater projects completed in the Southern Alberta region. Andrew is the Client Lead for MPE and the Town of Nanton and has a wealth of experience working on several project with Town staff over the past number of years.



ROLE: As Project Manager, Andrew will be responsible to ensure the project objectives are met. He will be the primary contact and will communicate with the Town on a regular basis. He will monitor the progress of the work of all team members to ensure the project stays on schedule and budget. Andrew will also be responsible for the development of all project deliverables, providing senior review of all final documents before submission to the Town.

SELECT RELEVANT EXPERIENCE: Highlights of Andrew’s recent, relevant project experience are provided below:

- ◆ **Project Manager:** Town of Nanton WWTP Assessment, 2021
- ◆ **Client Support:** Town of Nanton WWTP Project Funding Assistance - 2021-2022
- ◆ **Senior Project Manager:** Town of Nanton Regional Water Supply Study (High River Supply), 2022/2023
- ◆ **Project Manager:** Town of Nanton - Shared Water Distribution Study, 2020/2021
- ◆ **Project Manager:** City of Lethbridge WTP Residuals Management Facility (Fournier Press Installation), 2018-2022

ZAC KOSTEK, P.ENG. – PROCESS DESIGN LEAD: Based in MPE’s Lethbridge office, Zac has more than 15 years of experience, working primarily on wastewater treatment and conveyance projects for the company. Zac has been lead designer or project engineer for several of MPE’s most significant wastewater projects.

Zac was the primary author of the Technical Memorandum on sludge handling that was utilized as the technical support document for the AMWWP funding application. In developing that document, Zac gained an understanding of the challenges at the plant related to ineffective sludge management and to the importance of this project to controlling operating costs and extending the life of the MBR membrane equipment.



ROLE: Zac will work closely with the Project Manager, Andrew Kleisinger to complete the detailed process design work required for this project. Zac will complete the process mechanical design aspects of the project, including the development of the system drawings and process and instrumentation diagrams (P&IDs) and will complete specification sections related to process equipment and instrumentation. Zac will also be responsible for overseeing the entire Design Team, ensuring that the detailed design phase of the project adheres to the project scope identified in preliminary engineering work already completed.

RELEVANT EXPERIENCE: Highlights of Zac’s recent, relevant project experience are provided below:

- ◆ **Project Engineer/Author:** Town of Nanton WWTP Sludge Handling Upgrades Tech Memo - used for funding application, 2022
- ◆ **Project Engineer:** Town of Taber WWTP Sludge Dewatering Upgrade, 2018-2022
- ◆ **Project Engineer:** Town of Fort Macleod WWTP Upgrade, 2009-2011
- ◆ **Project Engineer:** Town of Coaldale Aerated Lagoon Upgrade Project, all phases 2018-2022
- ◆ **Project Engineer:** City of Medicine Hat WWTP Polymer Feed System Upgrade (Dewatering Area), 2015-2017





RANDY HARTLEY, E.I.T. – ELECTRICAL DESIGNER: Randy has 22 years of experience in the electrical, instrumentation and controls field. As an electrical designer, Randy has contributed to the successful completion of several water and wastewater treatment system related projects. Randy has been the lead electrical designer for several recent wastewater treatment and sewage lift station projects.

ROLE: Randy will work under the guidance and direction of the Design Team Lead, Zac Kostek, to complete the electrical design requirements for the proposed project. Randy will work closely with the process design team to ensure that electrical requirements for the treatment and pumping equipment are provided. Randy will also review the existing electrical service at the WWTP site to determine the implications of the additional loading on the existing service.

CALVIN VAN MULLIGEN, P.ENG. – STRUCTURAL DESIGNER: Based in MPE's Lethbridge office, Calvin has nearly 13 years of industry experience with the last 10 being with MPE. Calvin has completed a number of architectural and structural design projects, including work on a number of multidiscipline project teams for major water and wastewater systems.

ROLE: Calvin will complete the architectural and structural design aspects of this proposed project, which will include any initial assessments of the existing buildings proposed for repurposing to ensure adequacy as part of this project. Calvin will also complete the design work related to the proposed concrete pad for dehydrator installation. Calvin and his team will complete all other minor structural requirements for this project (equipment pads, platforms, building modifications, etc.)

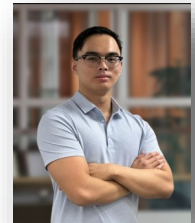


GAVIN NUMMI, P.ENG. – CIVIL DESIGNER: Based in MPE's Lethbridge office, Gavin has over 10 years of industry experience. Gavin is familiar to Town staff having completed numerous projects over the past number of years.

ROLE: Gavin will complete the civil design tasks related to this project. In short, these tasks will include the basic site layout design, incorporating new construction, namely the yard piping and truck access, into the existing site. Gavin will work closely with the Process design group to ensure the site layout is coordinated with the overall treatment process flow.

KEITH MATEO, E.I.T. (PENDING) – PROJECT ENGINEER AND PROCESS DESIGN SUPPORT: Based in MPE's Lethbridge office, Keith is a new hire with MPE, joining the firm in November 2023. While new to the firm, Keith has already begun undertaking a variety of projects related to the water and wastewater sector.

ROLE: Keith will work directly for Process Design Lead, Zac Kostek, to complete basic design and coordination tasks during the early phases of the project. Once the project transitions to construction, Keith will assume the role of resident engineer and will be on site for general inspections and leading the construction administration tasks.



NICK SCHRAGE – COMMISSIONING MANAGER: Based in MPE's Lethbridge office, Nick has nearly 9 years of experience working with multi-discipline project teams to deliver successful projects to clients. Nick's background is in the electrical field and he brings an understanding of power and control systems to the role of Commissioning Manager. Nick recently acted in this role for the commissioning of the Lethbridge WTP Residuals Management Facility which included identical Fournier Press equipment as is proposed for this Nanton project.

ROLE: Nick will oversee commissioning of the upgrades to the WWTP, working closely with the Contractor to ensure the design intent is maintained through proper system start-up and commissioning activities. Nick will facilitate the commissioning activities by providing the Contractor with the context of how all of the system components are to be integrated together. The Contractor is still responsible for commissioning - for the scheduling of equipment reps and subcontractors, and for ensuring all work is complete and ready for the start-up and commissioning work to commence.



3.1 CORPORATE EXPERIENCE - GENERAL

MPE has a wealth of experience in delivering high-quality, complex water and wastewater treatment projects to clients throughout western Canada. Our proposed team, based solely in our Lethbridge office, will provide all engineering services related to this project. Our team has been specifically selected based on the scope of work outlined in the RFP, including project management and lead engineers with a wealth of experience in the planning and design of wastewater treatment facilities and specifically with sludge management related projects. We have specific experience with the preferred dewatering equipment selected by the Town - the Fournier Rotary Press - having completed design and implementation of a large system for the City of Lethbridge. Our experience with that specific equipment will be a major benefit to this project. Our team understands the requirements of the feed flow to the press, the importance of proper polymer selection and dosing, and the general operational requirements of the system.

3.2 MPE'S CURRENT WORKLOAD AND CAPACITY

Our proposed project team has been selected based on applicable experience and also, particularly with key staff (Project Manager, Design Manager and Process Design Team), an availability to start work immediately upon award of this contract and to be immersed in this project throughout all phases. We are a busy firm with several similar engagements, however we are fully committed to the success of this project and to the development and fostering of a strong working relationship with the Town.



We have committed the team members listed in this proposal to this project. That said, should changes become necessary, we will consult with the Town as early as possible to ensure an appropriate replacement is inserted in the project team, one that meets the standards for level of experience and ability to perform the required tasks, but also one that will mesh well with Town staff. We as MPE have a staff compliment of over 285 staff, and when expanded to include our parent company, Englobe, we have a roster of nearly 3,000 staff across the country that can be drawn upon, should the need arise.

3.3 TOWN OF NANTON EXPERIENCE

MPE has worked closely with the Town as the Town over the last number of years completing several successful projects spanning all facets of your infrastructure. We have been particularly involved in projects with your water and wastewater systems. Our experience and understanding of your systems allow our team to hit the ground running on this proposed project, without the need to first learn and get acquainted with your systems.

Highlights of the work completed by MPE for the Town include:

- ◆ Raw Water Pump Station and Infiltration Gallery Upgrades,
- ◆ Shared Water Distribution Study,
- ◆ NW Conceptual Servicing Review,
- ◆ Spring Waterline Extension,
- ◆ Capital Project Identification and Development,
- ◆ WTP Automation Upgrade,
- ◆ **WWTP Assessment** - Key project that lead to the identification and development of the sludge handling upgrades, the successful pursuit of provincial funding, and ultimately, this proposed project.
- ◆ Off-site Levy Infrastructure Update,
- ◆ 20th Avenue Lot Servicing,
- ◆ Nanton High River Regional Water Feasibility Study,
- ◆ WTP Upgrades - RW Reservoir Aeration and PAC System,
- ◆ WTP SCADA Redundancy, WWTP SCADA Upgrades.



3.4 RELEVANT PROJECT EXPERIENCE

MPE’s extensive experience with sludge handling and related wastewater treatment design projects are depicted in the following pages. The following section highlights recent key projects that MPE has completed, focusing on projects with specific relevance to that which is proposed by the Town. Each highlighted project is described in detail, along with its relevance to the proposed project for the Town. Contact information for project references is also provided.

CITY OF LETHBRIDGE - WATER TREATMENT PLANT RESIDUALS MANAGEMENT PROJECT

MPE ENGINEERING LTD. / AE2S - 2017 - 2020

Relevance: This project includes one of the larger municipal installations of Fournier Rotary Press equipment in Canada. The Fournier equipment is the preferred dewatering equipment technology of the Town of Nanton. MPE’s firsthand experience in working with the applications and commissioning team from Fournier will be a definite asset to this project. We understand the equipment and how to best integrate it into your existing facility.

Key Project Team Members: Key members of the project team included Project Manager, Andrew Kleisinger. Commissioning Manager Nick Schrage was also actively involved in the commissioning of the Fournier equipment and will bring that wealth of knowledge forward to this project for the Town of Nanton.

Project Cost: Engineering Budget: \$1,375,000 - Construction Contract: \$13,700,000

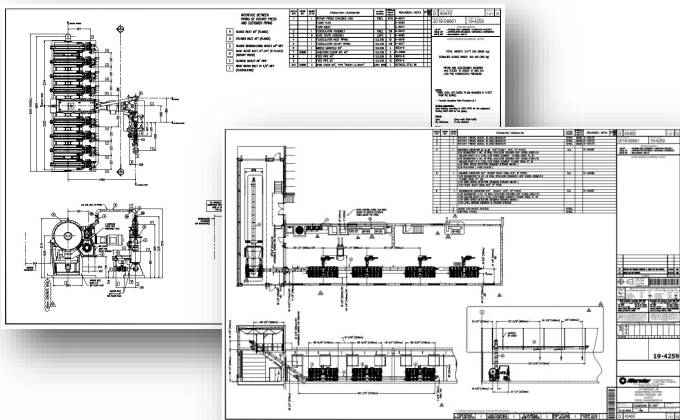
Project Schedule: December, 2016 (Award) - July, 2020

Note: Additional work scope continues through September, 2020

Project Reference: Tyler Bennett, M.Eng., P.Eng., Water and Wastewater Engineer, City of Lethbridge

Phone: 403-634-0437

Email: Tyler.Bennett@lethbridge.ca



Above: ROTARY PRESS EQUIPMENT



Thickened solids dewatering equipment installed in Residuals Management Facility in what was previously abandoned WTP Plant 2 Filter Gallery



Left: DEWATERED SOLIDS LOADOUT BUILDING

Dewatered solids are conveyed to the Loadout Building for transfer to semi-truck and trailer; once full, trailers are taken to City landfill for solids disposal



TOWN OF FORT MACLEOD - WASTEWATER TREATMENT PLANT (SLUDGE HANDLING)

MPE ENGINEERING LTD. - 2009 - 2011

Relevance: MPE completed design of a new wastewater treatment facility for the Town of Fort Macleod. A key component of this facility is the sludge management processes - including sludge thickening and dewatering equipment. Though the specific equipment differs from what is proposed for the Town of Nanton, our experience in the general sludge handling, processing and conveyance requirements will be a significant benefit to our project team.

Key Project Team Members: Key members of the project team included Process Design Lead Zac Kostek. Zac was the key process designer for the Fort Macleod project and has maintained his working relationship with Town staff since the completion of that project. Zac is still the first call for operations staff to address any challenges with the process and Zac has been involved in several follow up optimization projects at the facility.

Project Cost: Construction Contract: \$9,500,000

Project Schedule: May 2009 (Award) - June 2011

Note: Additional ongoing support and related projects continue through 2023

Project Reference: Curtis Jestin, Plants Foreman, Town of Fort Macleod

Phone: 403-331-9319

Email: plants@fortmacleod.com



TOWN OF TABER - WASTEWATER TREATMENT PLANT - SLUDGE HANDLING SYSTEM UPGRADES

MPE ENGINEERING LTD. - 2017 - 2019

Relevance: MPE completed the design of a new sludge dewatering process for the Town of Taber WWTP. The Town had previously operated a belt press, downstream of a rotary drum thickener for dewatering sludge. The belt press was in need of replacement due to a lack of available replacement parts. Concerns related to air quality in the press room was also a primary reason for replacement of the press. Ultimately, a centrifuge was selected as the appropriate dewatering technology for Taber. MPE toured the Town of Nanton through this facility during preliminary project development, looking at other alternatives for sludge dewatering technology.

Key Project Team Members: Key members of the project team included Project Manager, Andrew Kleisinger, Process Design Lead Zac Kostek. Both Andrew and Zac will utilize lessons learned on this project for optimizing the design of the proposed works for the Town of Nanton.

Project Cost: Construction Contract: \$1,500,000

Project Schedule: 2017-2019

Project Reference: Chris Flaherty, C.E.T., Utilities Manager, Town of Taber

Phone: 403-317-3981

Email: cflaherty@taber.ca



4.1 PROJECT METHODOLOGY

The following section provides an overview of the proposed work plan (methodology) for delivering this important project for the Town. Individual tasks have been identified as well as key milestones and deliverables for each of the four (4) major project Phases.

4.1.1 PHASE 1: PRELIMINARY AND DETAILED DESIGN

4.1.1.1: General Work Scope

The design scope of work will commence with preliminary design, which requires a smooth transition from the conceptual design phase. The transition will be accomplished by conducting a Project Kickoff Meeting, providing a venue for introductions of team members, the ability to verify expectations for the project, and the opportunity to convey the proposed work plan and schedule. Key design data will also be confirmed, along with discussions of key technical issues, repurposing of existing facilities, and critical operational requirements.

Phase 1: Preliminary and Detailed Design Development - Tasks

The initial phase of this project includes the completion of the following tasks:

- ◆ Project Kickoff Meeting and detailed site inspection,
- ◆ Data Collection and Review,
- ◆ Site Survey, including 3D Laser Scanning of selected WWTP areas,
- ◆ Development of Preliminary Drawings, including:
 - ◊ Process and Instrumentation Diagrams (P&IDs), Process Flow Diagram, Hydraulic Profile, Facility Layout and Equipment GA, Civil Site Plans - yard piping and connections and surface works, Building Elevations, Electrical Single-line Diagrams, Electrical Layouts, Mechanical (HVAC).
- ◆ Confirmation of regulatory requirements - consultation with AEPA Approvals Engineer,
- ◆ Finalization of Major Equipment Selection - Owner Pre-Purchase,
- ◆ Design development - Civil, Architectural, Structural, Mechanical, Process and Electrical
- ◆ Continuation of regulatory approvals process, based on more developed design criteria,
- ◆ Development of Construction Sequencing and Schedule,
- ◆ Development of Final Technical and “Front End” Specifications,
- ◆ Development of Final drawing package,
- ◆ Revision of opinion of probable cost - development of Pre-Tender Cost Estimate,
- ◆ Finalize process Control Philosophy.



Left: FOURNIER ROTARY PRESS PILOT TESTING

The Town conducted a pilot test with Fournier in mid-April 2023 and followed up with an additional set of full scale testing. Results of pilot testing were favorable, even with polymer dosing not being optimized during the initial testing period in April. Preliminary design should include a review of appropriate polymer and commissioning of the press system should include a polymer trial phase, utilizing samples from chemical suppliers.

4.1.1.2: Phase 1 Milestones and Deliverables

The Preliminary and Detailed Design Phase of this project will be critical as it will set the path forward for the Town and the development of the project, in general. After initial review of the documentation supplied with the RFP, it is evident that the Town, has completed some significant work in developing a conceptual plan for this project. **The primary objective of the Preliminary Engineering Phase will be to ensure these concepts are well vetted and the design criteria are fully developed.** Once that initial task is completed, detailed design will commence, working towards the development of a full tender-ready drawing and specification package.

The detailed design approach includes two opportunities for WWTP staff to review the technical drawings and provide feedback. Input from operational staff is important with respect to maintenance activities, controls aspects, and operational requirements that will impact construction sequencing. The detailed design will culminate with the delivery of final construction plans, specifications, and an updated opinion of construction cost.

Phase 1: Preliminary and Detailed Design Development Milestones & Deliverables

Milestones:

- ◆ Project Kick-off - scheduled immediately upon award
- ◆ 30% Design Submission
- ◆ Major equipment proposal submission review (as required)
- ◆ 70% Design Submission
- ◆ 70% Design Review Meeting
- ◆ 90% Detailed Design Submission (pre RFQ)
- ◆ 90% Design Review Meeting (pre RFQ)

Deliverables:

- | | |
|---|--|
| ◆ Preliminary Drawings (30% Design) | ◆ 70% Design Drawings / Specifications |
| ◆ Preliminary Design Cost Estimate | ◆ 90% Design Drawings / Specifications |
| ◆ Meeting minutes from all meetings | ◆ Final Detailed Design Brief |
| ◆ Regulatory applications (as required) | ◆ Final Issued for Tender Drawings |
| ◆ RFPs for owner supplied equipment (as required) | ◆ Final Contract Specifications |
| ◆ Monthly Project Updates | ◆ Meeting minutes from all meetings |

4.1.1.3: Major Equipment Procurement

As a way of expediting the construction phase of the project and to allow for the design to centre around a specific major equipment technology, the “Owner Pre-Purchase” model may be used. In coordination with MPE, the Town can solicit proposals for the supply of major equipment, based on the preliminary design criteria developed by MPE.

MPE has experience in equipment pre-purchase and has found that significant coordination and attention is required during the preselection process. Vendor submittals and shop drawings must be reviewed thoroughly and reconciled to major equipment RFP documents. Any discrepancies in the submittals could result in extensive equipment delivery delays and expenses.

The following tasks would be completed during the Major Equipment Procurement Task:

- ◆ Review of major equipment submissions including shop drawings
- ◆ Coordination of scheduling for delivery of major equipment to site
- ◆ Preparation of Novation documents
- ◆ MPE recommends that contracts for major equipment be novated to the General Contractor during the Tendering & Construction Phases of the project. In the novation process, contractual rights and obligations between the Owner and the Vendor will be transferred to the General Contractor.



4.1.2 PHASE 2: TENDER PREPARATION AND EXECUTION

4.1.2.1: General Work Scope

The Tendering Phase will commence via the issuance of a solicitation of bids. The Project Team will conduct a walk through with prospective bidders, provide clarifications of the technical documents, and issue addenda. Following the receipt of tenders, the Project Team will provide a recommendation of award of construction contracts. Contract documents will be prepared in accordance with a standard format amenable to the Town.

Phase 2: Tendering Preparation and Execution - Tasks

Phase 2 of this project includes the completion of the following tasks:

- ◆ Development of Tender Package documents
- ◆ Facilitate the Town staff and the formal tendering process by providing technical assistance
- ◆ Respond to Bidders Questions and Prepare addenda
- ◆ Lead Contractor Pre-bid Site Meeting
- ◆ Prepare a Recommendation for Award
- ◆ Prepare contract documents and administer for signing from both the Contractor and the Town

4.1.2.2: Phase 2 Milestones and Deliverables

Project milestones and deliverables from this phase of the project are identified below.

Phase 2: Tender Preparation and Execution - Milestones and Deliverables

Milestones:

- ◆ Tender Period: 4 weeks
- ◆ Submission Evaluation with Town staff
- ◆ Issuance of Recommendation to Award

Deliverables:

- ◆ Final Tender Documents - to the standard amenable to the Town
- ◆ Recommendation of Award Letter
- ◆ Contract Documents - 3 sets prepared; coordinate execution by all parties
- ◆ Monthly Project Updates

4.1.3 PHASE 3: CONSTRUCTION

4.1.3.1: General Work Scope

MPE will provide the Construction Supervision and Construction Administration services throughout this phase of the project. Led by the Project Manager, Andrew Kleisinger, and Project Design Lead, Zac Kostek, MPE will provide on-site construction supervision, ensuring the Contractor completes construction tasks in accordance with the Contract Documents.

It is proposed that the construction supervision will be lead out of **MPE's Lethbridge office, providing a talented team of individuals within reasonable driving distance from the WWTP site**. Providing continuity with the Project Management and Design Teams, Zac Kostek will largely oversee construction with site supervision provided by Keith Mateo (primary resident Engineer). Additional resources will be brought in, as required, for discipline specific site inspections as the construction progresses. Our resident engineer will be on site a minimum of two days per week during construction.



Phase 3: Construction Services - Tasks

Phase 3 of this project includes the completion of the following tasks:

- ◆ Preparation of Issued for Construction (IFC) documents
- ◆ Construction oversight
- ◆ Site construction layout surveys
- ◆ Construction administration (RFIs, Change Orders, Progress Certificates)
- ◆ Shop drawing review
- ◆ Detailed site inspections and development of Site Reviews
- ◆ Leading bi-weekly construction meetings, preparing minutes
- ◆ Development of deficiency lists and providing routine inspection and follow-up to ensure items are remedied
- ◆ Project closeout - issuance of Substantial and Total Performance Certificates

Construction safety will be the responsibility of the General Contractor, however, MPE will ensure there is a clear delineation between the Contractor's site and the active WWTP site.

4.1.3.2: Phase 3 Milestones and Deliverables

Project milestones and deliverables from this phase of the project are identified below.

Phase 3: Construction - Milestones & Deliverables

Milestones:

- ◆ Construction Start-up Meeting
- ◆ Regulatory Approval: Required prior to commencing construction
- ◆ Substantial Completion

Deliverables:

- ◆ Regulatory Approval applications (as required)
- ◆ IFC documents for Town and Contractor
- ◆ Shop drawings - Town copy to include full-size and 11x17" drawings, as applicable
- ◆ Construction Meeting and Owner Update Meeting minutes
- ◆ All Construction Administration documentation
- ◆ Site reviews
- ◆ Completion Certificates
- ◆ Monthly Project Updates



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4.1.4 PHASE 4: POST-CONSTRUCTION

4.1.4.1: General Work Scope

The Post-Construction Phase will begin after the substantial completion of the construction contract. The primary work tasks in this phase center around commissioning of the systems, training, and ensuring a timely and efficient handover of the newly constructed facility to the Town's staff. MPE will be very involved during this critical phase of the project, ensuring that the transition from construction to operation goes as smoothly as possible.

Post-Construction Tasks

Phase 4 of this project includes the completion of the following tasks:

- ◆ Assisting the contractor with system start-up and Commissioning activities
- ◆ Lead, in conjunction with the contractor and equipment representatives, comprehensive training for operations staff
- ◆ Review contractor-supplied Operation and Maintenance Manual
- ◆ Review of contractor supplied as-built drawings
- ◆ Develop comprehensive Operation Process Manual - building upon the control philosophy and control narrative. Provide to the Town within 120 days from Substantial Completion.
- ◆ Continue coordination with regulatory agencies and ensure all approval requirements have been met
- ◆ Prepare Total Completion Certificate
- ◆ Prepare record drawings in both paper and digital copy to the Town within 120 days from Substantial Completion
- ◆ Lead warranty walkthrough and prepare Final Acceptance Certificate (FAC)

Members of the Project Design Team will be involved extensively during this phase of the project to ensure the intent of the design is met through the initial start-up and full commissioning of the process equipment. Specific details of the Commissioning task are provided below.

Prior to the authorization of Total Completion, MPE will ensure all criteria for such certification have been met, including, but not limited to: the submission of O&M Manuals, submission of as-built drawings, successful completion of full-system commissioning, and completion of the final deficiency list.

The Post-Construction Phase goes beyond the commissioning and initial operation and will extend through the warranty period for this project (assumed to be a period of one (1) year from the date of Substantial Completion).

MPE will be involved to ensure all warranty related items are handled by the contractor in a timely manner. The Post-Construction Phase will conclude with a warranty period walkthrough with Town staff and completion of the final warranty punch-list, at the conclusion of the one-year warranty period.

Commissioning

A critical component to any successful project is a well planned, well executed Commissioning Phase. The Project Team have a wealth of experience in assisting with commissioning large, multi-disciplinary projects and are available to lend this expertise to this project. Ultimately, the contractor is responsible for all aspects of commissioning. The Project Team will facilitate the contractor and ensure that all aspects of the Commissioning Phase are completed in accordance with the Contract Documents.

MPE will provide a Commissioning Manager to work alongside the contractor to facilitate start-up and commissioning activities. The primary role of the Commissioning Manager is to provide the Contractor with the required knowledge of the system integration and operation, bridging the knowledge gap that may be present. Most contractors lack the intimate knowledge of the processes and how each piece of equipment is integral to the larger system. Our Commissioning Manager will also facilitate communication between MPE's programming team and the contractor to ensure all systems are ready for commissioning and the commissioning schedule is upheld.

As indicated, by contract, system commissioning is the responsibility of the contractor. **However, from our experience, having a presence in this phase, assisting the contractor in the ways outlined in this section, will ultimately lead to a more successful project and a much smoother transition to the Town and their operations staff.**



Phase 4: Post-Construction - Milestones and Deliverables

Milestones:

- ◆ Start-up and Commissioning
- ◆ Operator training
- ◆ O&M document submission and review
- ◆ As-built document submission and review
- ◆ Total Completion
- ◆ Final submissions - record drawings, SOPs, EOPs, Operation Process Manual
- ◆ Final regulatory approvals
- ◆ Warranty period walkthrough
- ◆ Final Acceptance

Value Added - MPE Programming:

MPE employs in house Programmers and SCADA Integrators. Rather than introducing a low-bid subcontractor during construction, use of our in-house programmers will allow MPE to begin to tailor an integrated controls and SCADA system to the Town’s requirements, taking advantage of our significant experience with the WWTP’s existing control system architecture. Our Process, Electrical and Controls designers will work closely with our programmers to ensure that the Town receives a high quality SCADA product consistent with the exacting standards of our design group and exceeding the requirements of the Town’s operators and managers.

Rather than approximate a cost for programming services at this juncture, our assumption is that the Town will carry a Prime Cost for Control System Set-up and Programming in the General Contract, outlined within the contact documents that MPE will be the Town’s preferred programmer. MPE can provide a much more accurate proposal for these services as the project develops.

Project Schedule...

The project schedule is provided as a reasonable estimate of the duration of the proposed project, developed in accordance with the general dates provided in the RFP. The project can be expedited by the pre-purchase of major equipment (dewatering and dehydrating equipment) which can take upwards of 1 year for delivery to site, upon ordering. To make the August 2025 timeline, Owner pre-purchase will likely be required.

4.2 PROJECT SCHEDULE

The Town outlined a high-level project implementation schedule in the RFP. It is understood that the Town desires to have the project fully completed by the end of August, 2025.

The schedule provided below is intended to provide the Town with an approximate timeline for the completion of the project, given our knowledge of the project and understanding of the Town’s objectives:

Notice of Award	January 2, 2024 (estimated)
Project Initiation	January 5, 2024
Project Start-up Meeting	Week of January 8, 2024
Phase 1: Preliminary and Detailed Design	January 8 - June 30, 2024
Phase 2: Tendering	July, 2024
Phase 3: Construction	August 2024- June, 2025
Phase 4: Post-Construction	June 2025 - August 2026 (includes warranty period)
Project Completion	June 30, 2025 (system operational)
	Warranty period conclusion - August 2026.



5.1 COST OF ENGINEERING SERVICES

We have prepared a detailed fee estimate for provision of engineering services for this project, the details of which are provided in the **Appendix A**.

We have based our fee estimate on the amount of time that we anticipate is realistically required to complete the scope of work outlined in the RFP. We encourage the Town and other stakeholders evaluating the proposal to review the estimated hours submitted as we feel this is what is required to provide the stakeholders with a high level of service. It should be noted that MPE only charges for the hours to complete the work to the total estimated budget. Therefore, if the work takes less time than estimated, the total fees billed will be less than the total estimated budget.

5.2 COST CONTROL

MPE has a successful track record of meeting scheduled deadlines and meeting project budgets. On a daily basis, each member of our staff uses an electronic time sheet to record their time spent on each project. This information is automatically summarized on a weekly basis and is readily available to the Project Manager. Our in-house cost control system can provide up-to-date status reports on any project at any time. Our Project Managers constantly monitor the progress of the projects to determine if timelines are met and to determine if the work is being performed efficiently.

5.3 BILLING METHOD

MPE proposes to bill monthly for actual work complete. Invoices will include the amount of hours billed for each staff member for each phase.

Proposed Engineering Fees:

Wastewater Sludge Dewatering/Dehydrating System

All proposed fees are excluding applicable taxes.

Phase 1 - Preliminary and Detailed Design: \$146,000

Phase 2 - Tendering: \$17,000

Phase 3 - Construction: \$93,000

Phase 4 - Post-Construction: \$40,000

Total Proposed Fixed Fee: \$296,000.00 (Not Including applicable taxes)



Left: FOURNIER ROTARY PRESS - LANGDON WWTP

The Town and MPE toured the Langdon WWTP where a relatively recent installation of the Fournier Rotary Press was completed. The equipment operates downstream of a DAF thickener process to dewater sludge from the upstream MBBR treatment process. The tour provided insight into how the equipment could be integrated into the existing site facilities.

