



# Clearwater County

## Regular Council Meeting - 28 Jan 2020

### Agenda

9:00 AM - Tuesday, January 28, 2020

Council Chambers, 4340 – 47 Avenue, Rocky Mountain House, AB

**Our Vision:** Community, prosperity and natural beauty - connected.

**Our Mission:** Through proactive municipal leadership, we will invest innovatively to generate and support economic and population growth, to position Clearwater County for a sustainable, prosperous future.

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9. CLOSED SESSION*	
* For discussions relating to and in accordance with: a) the Municipal Government Act, Section 197 (2) and b) the Freedom of Information and Protection of Privacy Act	
9.1. 2019/2020 Intermunicipal Mediation Verbal Report; FOIP s.21 -	

Disclosure Harmful to Intergovernmental Relations

10. ADJOURNMENT



# MINUTES

## Regular Council Meeting

9:00 AM - Tuesday, January 14, 2020

Council Chambers, 4340 – 47 Avenue, Rocky Mountain House,  
AB

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**COUNCIL PRESENT:** Reeve Timothy Hoven  
Councillor Jim Duncan  
Councillor Cammie Laird  
Councillor Daryl Lougheed  
Councillor John Vandermeer  
Councillor Theresa Laing  
Councillor Michelle Swanson

**ADMINISTRATION PRESENT:** Chief Administrative Officer - Rick Emmons  
Director, Corporate Services - Murray Hagan  
Recording Secretary - Tracy Haight  
Communications Coordinator - Djurdjica Tusic  
Director, Emergency & Legislative Services - Christine Heggart  
Director, Planning & Development - Keith McCrae  
Senior Planner - Jose Reyes  
Systems Administrator - Mike Bell  
Administrative Assistant - Amber Williams  
Administrative Assistant - Whitney Wedman

**APPLICANT:** Judie Doran

**MEDIA:** Adam Ophus  
Diane Spoor

### 1 CALL TO ORDER

Reeve Hoven called the Meeting to order at 9:01 am.

### 2 ADOPTION OF AGENDA

Adoption of the January 14, 2020 Regular Meeting Agenda

**RES-01-2020 Motion by Councillor Daryl Lougheed that the January 14, 2020, Regular Meeting Agenda is adopted as circulated.  
CARRIED**

### **3 ADOPTION OF MINUTES**

#### **3.1 DRAFT 12.10.2019 Regular Meeting Minutes**

**RES-02-2020 Motion by Councillor Michelle Swanson that the December 10, 2019, Regular Meeting Minutes are adopted as amended.  
CARRIED**

#### **3.2 DRAFT 12.17.2019 Special Meeting Minutes**

**RES-03-2020 Motion by Councillor Cammie Laird that the December 17, 2019, Special Meeting Minutes are adopted as circulated.  
CARRIED**

Councillor Jim Duncan joined the meeting at 9:04 am.

### **4 PUBLIC HEARING**

#### **4.1 9:04 am Public Hearing - Bylaw 1073/19 Application No. 08/19 to Amend the Land Use Bylaw**

The Public Hearing to receive public input on proposed Bylaw 1073/19 commenced at 9:05 am.

The purpose of the bylaw is to amend the Land Use Bylaw 714/01 to redesignate +/- 4.39 acres of Plan 122 0058, Block 1, Lot 1 from Country Residential Agriculture District "CRA" to Intensive Agriculture District "IA"; and, that +/- 16.81 acres of the NW 31 38 07 W5M be redesignated from Agricultural District "A" to Intensive Agriculture District "IA".

Council granted first reading of Bylaw 1073/19 on October 22, 2019. Notice of today's Public Hearing was advertised and comments were invited from adjacent landowners and referral agencies, as required by legislation.

Reeve Hoven invited questions from Council regarding the proposed amendment and no questions were asked.

D. Bisson reviewed comments received from referral agencies, interests on the land titles, and noted no comments were received from adjacent landowners.

Reeve Hoven invited the Applicant to comment. No comments were given.

Reeve Hoven invited comments in favour of the proposed bylaw from the public. No comments were given.

Reeve Hoven requested written submissions in favour. No written submissions were received.

Reeve Hoven invited comments in opposition of the proposed bylaw from the public. No comments were given.

Reeve Hoven requested written submissions in opposition. No written submissions were received.

Reeve Hoven invited the Applicant to present final remarks. J. Doran stated redesignation of the property would make her current and future plans easier to achieve.

Reeve Hoven closed the Public Hearing at 9:12 am.

## **5 PLANNING & DEVELOPMENT**

- 5.1** Consideration of Second and Third Readings - Bylaw 1073 Application No. 08/19 to amend the Land Use Bylaw

**RES-04-2020 Motion by Councillor John Vandermeer that Council grants second reading of Bylaw 1073/19.**

**CARRIED**

**RES-05-2020 Motion by Councillor Jim Duncan that Council grants third reading of Bylaw 1073/19.**

**CARRIED**

- 5.2** Consideration of Third Reading - Bylaw 1074/19 Clearwater County - County of Wetaskiwin No. 10 Intermunicipal Development Plan

**RES-06-2020 Motion by Councillor Michelle Swanson that Council consider granting third reading of Bylaw 1074/19, as amended.**

**CARRIED**

- 5.3** Terms of Reference for the Clearwater County Municipal Development Plan Review

**RES-07-2020 Motion by Councillor Cammie Laird that Council approves the Terms of Reference for the Clearwater County Municipal Development Plan Review with amendments to the open house meeting dates.**

**CARRIED**

**RES-08-2020 Motion by Councillor John Vandermeer that Council establishes the Municipal Development Plan Steering Committee.**

**CARRIED**

## **6 EMERGENCY & LEGISLATIVE SERVICES**

- 6.1** Consideration of Third Reading - Bylaw 1075/19 - Clearwater County - Wetaskiwin County No. 10 Intermunicipal Collaboration Framework

**RES-09-2020 Motion by Councillor Michelle Swanson that Council provides third reading of Bylaw 1075/19 to adopt the Wetaskiwin County and Clearwater County Intermunicipal Collaboration Framework.  
CARRIED**

**6.2 Clearwater County - Lacombe County ICF Approval & IDP Exemption**

**RES-10-2020 Motion by Councillor Jim Duncan that Council grants first reading Bylaw 1089/20 Lacombe County and Clearwater County Intermunicipal Collaboration Framework.  
CARRIED**

**RES-11-2020 Motion by Councillor John Vandermeer that Council grants second reading of Bylaw 1089/20.  
CARRIED**

**RES-12-2020 Motion by Councillor Daryl Lougheed that Council gives permission for third reading.  
CARRIED**

**RES-13-2020 Motion by Councillor Cammie Laird that Council grants third reading of bylaw 1089/20.  
CARRIED**

**RES-14-2020 Motion by Councillor Michelle Swanson that Council agrees, as per section 631(2) of the Municipal Government Act, that an Intermunicipal Development Plan is not required between Clearwater County and Lacombe County.  
CARRIED**

**6.3 Clearwater County - Ponoka County ICF Approval & IDP Exemption**

**RES-15-2020 Motion by Councillor Daryl Lougheed that Council grants first reading of Bylaw 1088/20.  
CARRIED**

**RES-16-2020 Motion by Councillor Theresa Laing that Council grants second reading of Bylaw 1088/20.  
CARRIED**

**RES-17-2020 Motion by Councillor John Vandermeer that Council gives permission for third reading.  
CARRIED**

**RES-18-2020 Motion by Councillor Jim Duncan that Council grants third reading of Bylaw 1088/20.  
CARRIED**

**RES-19-2020 Motion by Councillor Cammie Laird that Council agrees, as per section 631(2) of the Municipal Government Act, that an Intermunicipal Development Plan is not required between Clearwater County and Ponoka County.**

**CARRIED**

## **7 CAO OFFICE**

- 7.1** Call for Nominations - Federation of Canadian Municipalities (FCM) Committee Candidate

**RES-20-2020 Motion by Councillor John Vandermeer that Council endorses Councillor Laird as a candidate for the District 2 Central Rural Municipalities of Alberta's FCM Committee Nomination.**

**CARRIED**

## **8 REPORTS**

- 8.1** CAO's Report

- 8.2** Public Works Report

- 8.3** Councillor Reports

Reeve Hoven, Councillors Duncan, Swanson, Laing, Laird and Vandermeer reported on meetings and events attended from Dec 11, 2019 to Jan 13, 2020.

**RES-21-2020 Motion by Councillor Theresa Laing that Council authorizes councillors' attendance at the RDC Continuing Education Leadership Development Certificate Courses, March 5, 6, and 26, 27, 2020.**

**CARRIED**

- 8.4** Councillor Remuneration

**RES-22-2020 Motion by Councillor Jim Duncan that Council receives the CAO Report, PW Report, Councillor Reports and Councillor Remuneration for information.**

**CARRIED**

## **9 CLOSED SESSION\***

**RES-23-2020 Motion by Councillor Daryl Lougheed that Council goes into CLOSED SESSION for Item 9.1 Land – Third Party Interest; FOIP s.16 – Disclosure Harmful to Business Interests of a Third Party at 11:30 am.**

**CARRIED**

**RES-24-2020 Motion by Councillor Jim Duncan that Council goes into OPEN SESSION at 11:55 am.  
CARRIED**

Reeve Hoven recessed the meeting at 11:55 am.

Reeve Hoven called the meeting to order at 12:31 pm.

**RES-25-2020 Motion by Councillor Theresa Laing that Council goes into CLOSED SESSION for Item 9.2 2019 Intermunicipal Mediation Verbal Report; FOIP s.21 - Disclosure harmful to Intergovernmental Relations at 12:31 pm.  
CARRIED**

**RES-26-2020 Motion by Councillor Jim Duncan that Council goes into OPEN SESSION at 12:31 pm.  
CARRIED**

Reeve Hoven recessed the meeting at 4:45 pm.

Reeve Hoven called the meeting to order at 4:48 pm.

**RES-27-2020 Motion by Councillor Cammie Laird that Council approves purchase of Lot 1 Block 6 Plan 8122203, 27.43 acres contained in the SW 25 39 05 W5M in the amount of \$350,000 to be funded from 2020 capital budget.  
CARRIED**

**RES-28-2020 Motion by Councillor Michelle Swanson that Council extends the deadline for completion of a new Rocky Mountain Regional Solid Waste Authority agreement with the Town of Rocky Mountain House and Village of Caroline to March 31, 2020.  
CARRIED**

**RES-29-2020 Motion by Councillor Theresa Laing that Council supports and participates in the mediation process with Town of Rocky Mountain House and Village of Caroline to negotiate in good faith agreements for Regional Fire Rescue Services, Regional Solid Waste Services and, separate Revenue Sharing agreements with Town of Rocky Mountain House and Village of Caroline; and, supports Village of Caroline's grant application for provincial funding through the Alberta Community Partnership Mediation - Cooperation Process program.**

## **10 ADJOURNMENT**

**RES-30-2020 Motion by Councillor John Vandermeer That the Meeting adjourn at 4:45 pm.  
CARRIED**



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Reeve

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CAO



## Agenda Item Report

### Regular Council Meeting

<b>AIR Type:</b>	Request for Decision
<b>SUBJECT:</b>	Clearwater County - Mountain View County ICF Approval & IDP Exemption
<b>PRESENTATION DATE:</b>	Tuesday, January 28, 2020
<b>DEPARTMENT:</b> <b>WRITTEN BY:</b> <b>REVIEWED BY:</b>	Emergency & Legislative Services Christine Heggart, Director Rick Emmons, CAO
<b>BUDGET CONSIDERATIONS:</b>	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
<b>LEGISLATIVE DIRECTION:</b>	<input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (MGA s. 708.28 & 631) <input type="checkbox"/> County Bylaw or Policy
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>	
<input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
<b>ATTACHMENTS:</b>	
<a href="#">Clearwater County-MVC ICF</a> <a href="#">1085-20 ICF MVC Clearwater Bylaw</a>	

#### STAFF RECOMMENDATION:

1. That Council reviews and considers granting first, second, permission for third and third reading of Bylaw 1085/20 to adopt the Mountain View County and Clearwater County Intermunicipal Collaboration Framework.
2. That Council agrees, as per section 631(2) of the Municipal Government Act, that an Intermunicipal Development Plan is not required between Clearwater County and Mountain View County.

#### BACKGROUND:

Attached for Council's consideration is a draft of the Mountain View County - Clearwater County Intermunicipal Collaboration Framework (ICF).

As Council is aware, on December 5, 2019, Bill 25 the *Red Tape Reduction Implementation Act* received royal assent (details on Bill 25 changes related to ICF and IDP requirements can be found in the summary at this [link](#).), with Bill 25 an Intermunicipal Development Plan (IDP) exemption is also now available to all municipalities by mutual agreement. Administration included a proposed resolution for Council's consideration, to formally indicate this mutual consent.





# Intermunicipal Collaboration Framework

Between

**Clearwater County**

(hereinafter referred to as “Clearwater County”)

and

**Mountain View County**

(hereinafter referred to as “Mountain View County”)

WHEREAS Clearwater County and Mountain View County share common boundaries;

AND WHEREAS Clearwater County and Mountain View County share common interests and are desirous of working together to provide services to their ratepayers, where there are reasonable and logical opportunities to do so;

AND WHEREAS, the Municipal Government Act stipulates that municipalities that have a common boundary must create a framework with each other to:

- provide for the integrated and strategic planning, delivery and funding of intermunicipal services;
- steward scarce resources efficiently in providing local services; and
- ensure municipalities contribute funding to services that benefit their residents;

NOW THEREFORE, by mutual covenant of Clearwater County and Mountain View County, it is agreed as follows:

## **A. DEFINITIONS**

- l) In this Agreement
  - a. "Framework" means the Intermunicipal Collaboration Framework between Clearwater County and the County, as required under Part 17.2 of the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta.
  - b. "Services" means types of services that both parties must address within the Framework, which are:
    - i. -transportation
    - ii. -water and wastewater
    - iii. -solid waste
    - iv. -emergency services
    - v. -recreation
    - vi. -any other services that might benefit residents in both municipalities.
  - c. "Capital Costs" means new facilities, expansions to existing facilities and intensification of use of existing facilities';
  - d. "Year" means the calendar year beginning on January 1<sup>st</sup> and ending on December 31<sup>st</sup>.

## **B. TERM AND REVIEW**

- l) In accordance with the Municipal Government Act, this is a permanent Agreement and shall come into force on final passing of the bylaws adopting this Framework by both Clearwater County and Mountain View County.
- 2) This Agreement may be amended by mutual consent of both parties.

## **C. INTERMUNICIPAL COOPERATION**

- l) Clearwater County and Mountain View County agree to create a recommending body known as the Intermunicipal Collaboration Committee (hereinafter referred to as "the ICC").
- 2) It is agreed by Clearwater County and Mountain View County that the Intermunicipal Collaboration Committee shall meet at least once every four years to review the terms and conditions of the agreement.
- 3) The ICC will meet as required to develop recommendations to the respective Councils on all matters of strategic direction and cooperation related to Services affecting both Clearwater County and Mountain View County residents, except matters where other

current operating structures and mechanisms are operating successfully. The topics to be discussed will include:

- a) Long-term strategic growth plans for Clearwater County and and Mountain View County, as may be reflected in Municipal Development Plans, Area Structure Plans and other strategic studies;
  - b) Intermunicipal and regional transportation issues including the transportation corridors and truck routes;
  - c) Prompt circulation of major land use, subdivision and development proposals in either municipality which may impact the other municipality; and
  - d) The discussion of intermunicipal or multi-jurisdictional issues.
- 4) The ICC shall consist of four members, being two Councillors from Clearwater County and two Councillors from and Mountain View County.
  - 5) The respective Chief Administrative Officers (CAOs), or their designate, will be advisory staff to the Committee, responsible to develop agendas and recommendations on all matters, and for forwarding all recommendations from the ICC to their respective Councils.
  - 6) Meetings of the ICC can be called by either party to this Agreement, by serving written notice on the other party, advising the reason for requesting a meeting and providing options for meeting dates. The parties shall jointly determine a meeting date, which shall be held within thirty (30) days of the written notice being served, unless otherwise agreed to by the CAOs.

#### **D. MUNICIPAL SERVICES**

- 1) Clearwater County and and Mountain View County have agreed that each municipality will provide the following services for their residents independently of each other:

Clearwater County

- o Transportation
- o Water and Wastewater
- o Solid Waste
- o Emergency Services
- o Recreation

Mountain View County

- o Transportation
- o Water and Wastewater
- o Solid Waste
- o Emergency Services
- o Recreation

- 2) Clearwater County and and Mountain View County have a history of working together with urban municipalities either within or adjacent to their respective municipal boundaries to provide municipal services to the residents, with the following services being provided directly, or indirectly to their ratepayers:
  - Clearwater County has agreements with their urban partners to provide the following services (including but not limited to):

- Airport (through Rocky Mountain House Airport Commission)
  - Emergency Management Services (through Clearwater Regional Emergency Management Agency)
  - Family and Community Support Services;
  - Fire Suppression; (through Clearwater Regional Fire Rescue Service)
  - Library;
  - Recreation Services;
  - Wastewater (funding to Town of Rocky Mountain House);
  - Seniors' Housing (through Rocky Senior Housing Council)
  - Solid Waste and Recycling (through Rocky Mountain Regional Solid Waste Authority)
- Mountain View County has agreements with their urban partners to provide the following services (including but not limited to):
    - Cemetery;
    - Family and Community Support Services;
    - Fire and Emergency Management Services;
    - Library (through the Parkland Regional Library System);
    - Recreation Services;
    - Wastewater (through the South Red Deer Wastewater Commission)
    - Seniors' Housing (through Mountain View Seniors Housing)
    - Solid Waste and Recycling: Mountain View Regional Waste Management Commission
- 3) Clearwater County and and Mountain View County have a history of working together to provide municipal services to the residents, with the following services being provided directly, or indirectly to their ratepayers (including but not limited to):
- Transportation:
    - Transportation services are provided independently by both municipalities.
  - Water and Wastewater:
    - Water and Wastewater services are provided independently by both municipalities.
  - Solid Waste:
    - Solid Waste services are provided independently by both Counties.
  - Emergency Services:
    - Clearwater County and Mountain View County (in partnership with the Town of Sundre) endeavour to have an on-going Fire Mutual Aid Agreement. Both Municipalities agree this Agreement will remain independent of this Framework.

- Recreation:
  - o Clearwater County and Mountain View County, jointly with several urban municipalities are members of regional library systems to provide Library services. Clearwater County and the Mountain View County are members of the Parkland Regional Library System.
  - o Both municipalities have additional funding agreements with urban municipalities within and/or adjacent to their boundaries to provide other Recreation services that are provided independently by both Counties.

#### **E. FUTURE PROJECTS & AGREEMENTS**

- 1) In the event either municipality initiates the development of a new project and/or service that would benefit from a cost-sharing agreement, the initiating municipality's Chief Administrative Officer will notify the other municipality's Chief Administrative Officer, providing the rationale as to why that project/ service has a benefit to both municipalities.
- 2) Once either municipality has received written notice of new project/service, an ICC meeting must be held within Thirty (30) calendar days of the date the written notice was received, unless both Chief Administrative Officers agree otherwise.
- 3) The ICC will be the forum used to address and develop future mutual aid agreements and/or cost sharing agreements. In the event the ICC is unable to reach an agreement, the dispute shall be dealt with through the procedure outlined within Section G of this document.

#### **F. INDEMNITY**

- 1) Clearwater County shall indemnify and hold harmless Mountain View County, its employees and agents from any and all claims, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of Mountain View County, its employees or agents in the performance of this Agreement.
- 2) Mountain View County shall indemnify and hold harmless Clearwater County, its employees and agents from any and all claims, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of Clearwater County, its employees or agents in the performance of this Agreement.

#### **G. DISPUTE RESOLUTION**

- 1) In the event that one of the parties believes there is a dispute under this Framework and wishes to engage in dispute resolution, the party must give written notice to the other party of the matter of the dispute. The ICC will meet and attempt to resolve any disputes that may arise under this Framework.



- 2) In the event the ICC is unable to resolve a dispute, the ICC will appoint a mediator to attempt to resolve the dispute by mediation. The party initiating the dispute shall provide the mediator with an outline of the dispute and any agreed statement of facts along with any records, documents or information that the mediator reasonably requests.
- 3) The parties agree to meet at such reasonable times as required and negotiate in good faith to resolve the dispute.
- 4) Unless the parties agree otherwise, the cost of the mediator must be shared equally between the parties.
- 5) If the dispute has not been resolved within twelve (12) months after the notice is given under Section G.1 of this agreement, the ICC shall proceed with Arbitration under Division 2 of Part 17.2 of the Municipal Government Act.

#### H. OTHER PROVISIONS

- 1) **Further Assurances.** The Municipalities covenant and agree to do such things and execute such further documents, agreements and assurances as may be reasonably necessary or advisable from time to time to carry out the terms and conditions of this Framework and/or any of its sub-agreements in accordance with their true intent.
- 2) **Assignment of Framework.** Neither Municipality will assign its interest in this Framework.
- 3) **Notices.** Any notice required to be given hereunder by any Municipality will be deemed to have been well and sufficiently given if it is delivered personally or mailed by pre-paid registered mail to the address of the Municipality for whom it is intended. A notice or other document sent by registered mail will be deemed to be sent at the time when it was deposited in a post office or public letter box and will be deemed to have been received on the fourth business day after it was postmarked.
- 4) **Entire Framework.** This Framework and any attached sub-agreements thereto constitute the entire Framework between the Municipalities relating to the subject matter contained within them and supersedes all prior understandings, negotiations and discussions, whether oral or written, of the Municipalities in relation to that subject matter. There are no warranties, representations or other agreements among the Municipalities in connection with the subject matter of the Framework except as specifically set forth within them.
- 5) **Unenforceable Terms.** If any term, covenant or condition of this Framework and any sub-agreements attached thereto, or the application thereof to any Municipality or circumstance is invalid or unenforceable to any extent, the remainder of this Framework or the application of such term, covenant or condition to a Municipality or circumstance other than those to which it is held invalid or unenforceable, will not be affected thereby

and each remaining term, covenant or condition of this Framework will be valid and enforceable to the fullest extent permitted by law.

- 6) **Amendments.** This Framework and any attached sub-agreements thereto may only be altered or amended in any of its provisions when any such changes are put in writing and signed by all of the Municipalities. (See also Section B of this Framework).
- 7) **Remedies Not Exclusive.** No remedy herein conferred upon any Municipality is intended to be exclusive of any other remedy available to that Municipality but each remedy will be cumulative and will be in addition to every other remedy given hereunder or now or hereafter existing by law or in equity or by statute.
- 8) **No Waiver.** No consent or waiver, express or implied, by any Municipality to or of any breach or default by any other Municipality, in the performance by such other Municipality of their obligations hereunder will be deemed or construed to be a consent or waiver to or of any other breach or default in the performance of obligations hereunder by such Municipality. Failure on the part of any Municipality to complain of any act or failure to act of another Municipality or to declare such Municipality in default, irrespective of how long such failure continues, will not constitute a waiver by such Municipality of its rights hereunder.
- 9) **Counterparts.** This Framework and any attached sub-agreements thereto may be executed in several counterparts each of which when so executed, will be deemed to be an original. Such counterparts will constitute the one and same instrument as of their Effective Date.
- 10) **Governing Law.** This Framework will be exclusively governed by and construed in accordance with the laws of the Province of Alberta.
- 11) **Time.** Time will be of the essence for this Framework.
- 12) **Binding Nature.** This Framework will be binding upon the Municipalities and their respective successors and permitted assigns.

## H. CORRESPONDENCE

l) Written notice under this Framework shall be addressed as follows:

a. In the case of Clearwater County, to:

Clearwater County  
c/o Chief Administrative Officer  
Box 550  
Rocky Mountain House, Alberta T4T 1A4

b. In the case of Mountain View County, to:

Mountain View County  
c/o Chief Administrative Officer  
Bag #100  
Didsbury, Alberta, TOM OWO

**IN WITNESS WHEREOF** the Municipalities have hereunto executed this Framework under their respective corporate seals and by the hands of their proper officers duly authorized in that regard.

Signed this \_\_\_\_ day of \_\_\_\_\_, 2020 in \_\_\_\_\_, Alberta.

**MOUNTAIN VIEW COUNTY**

**CLEARWATER COUNTY**

Per:

Per:

\_\_\_\_\_  
Bruce Beattie, Reeve

\_\_\_\_\_  
Tim Hoven, Reeve

\_\_\_\_\_  
Jeff Holmes, C.A.O.

\_\_\_\_\_  
Rick Emmons, C.A.O.

**Attached: Schedule "A" – ICF Bylaws**

BYLAW NO. 1085/20

BEING A BYLAW TO ADOPT THE MOUNTAIN VIEW COUNTY - CLEARWATER COUNTY INTERMUNICIPAL COLLABORATION FRAMEWORK

WHEREAS, the Council of Clearwater County is authorized under the Municipal Government Act, RSA 2000, Chapter M-26, as amended, to work collaboratively with neighbouring municipalities to ensure the efficient provision of municipal services for all residents; and

WHEREAS, Mountain View County and Clearwater County have worked collaboratively on the preparation of an intermunicipal collaboration framework between the two municipalities; and

WHEREAS, the Council of Clearwater County deems it desirable and appropriate to adopt the Mountain View County – Clearwater County Intermunicipal Collaboration Framework;

NOW THEREFORE, the Council of Clearwater County, duly assembled, enacts as follows:

That the document titled “Mountain View County - Clearwater County Intermunicipal Collaboration Framework” dated January 2020 as attached and forming part of this Bylaw be adopted;

and

That this Bylaw shall take effect upon the final passing thereof.

READ a first time this \_\_\_\_ day of \_\_\_\_\_, 2020.

READ a second time this \_\_\_\_ day of \_\_\_\_\_, 2020.

READ a third time and finally passed this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



## Agenda Item Report

### Regular Council Meeting

<b>AIR Type:</b>	Request for Decision
<b>SUBJECT:</b>	Rocky Mountain House (CYRM) Airport Commission - Council Appointment
<b>PRESENTATION DATE:</b>	Tuesday, January 28, 2020
<b>DEPARTMENT:</b>	CAO Office
<b>WRITTEN BY:</b>	Tracy Haight, Executive Assistant
<b>REVIEWED BY:</b>	Rick Emmons, CAO
<b>BUDGET CONSIDERATIONS:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
<b>LEGISLATIVE DIRECTION:</b>	<input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation <input type="checkbox"/> County Bylaw or Policy
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>	
<input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
<b>ATTACHMENTS:</b>	
None	

#### STAFF RECOMMENDATION:

That Council appoints Councillor Cammie Laird to the Rocky Mountain House (CYRM) Airport Commission, effective January 28, 2020 to October 27, 2020 (2020 Organization Meeting).

#### BACKGROUND:

At the October 22, 2019 Organization Meeting, Council appointed Councillor Theresa Laing to the Rocky Mountain House (CYRM) Airport Commission, however due to meeting schedule conflicts, Councillor Laing can no longer participate.

Councillor Cammie Laird indicated interest in this appointment.



## Agenda Item Report

### Regular Council Meeting

<b>AIR Type:</b>	Presentation
<b>SUBJECT:</b>	Results of Enterprise Resource Planning (ERP) System Review
<b>PRESENTATION DATE:</b>	Tuesday, January 28, 2020
<b>DEPARTMENT:</b>	Corporate Services
<b>WRITTEN BY:</b>	Murray Hagan, Director, Corporate Services
<b>REVIEWED BY:</b>	Rick Emmons, CAO
<b>BUDGET CONSIDERATIONS:</b>	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
<b>LEGISLATIVE DIRECTION:</b>	<input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (MGA Section 268.1) <input type="checkbox"/> County Bylaw or Policy
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>	
<input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input checked="" type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
<b>ATTACHMENTS:</b>	
<a href="#">20200116 FINAL Clearwater Business Needs Assessment</a> <a href="#">ERP Feasibility Report</a> <a href="#">Redacted</a>	

#### STAFF RECOMMENDATION:

That Council accepts the report as presented by Metrix Group LLP for information and directs Administration to proceed to issue an RFP with respect to replacing its Enterprise Resource Planning (ERP) System.

#### BACKGROUND:

As previously shared with Council, Clearwater County entered into a consulting agreement in September, 2019 with Metrix Group LLP to lead Administration through a business needs assessment and ERP feasibility review.

Clearwater County currently utilizes two ERP systems, Diamond and Townsuite. The decision to engage consultants was based on Administrative concerns regarding functionality, support and business continuity risk related to each of these systems.

Phase 1 of the project has been completed and the results and recommendations are included in the attached report. Based on their findings, the consultants are recommending that Clearwater County proceed to Phase 2 which would involve issuing a Request for Proposal (RFP) to replace the existing ERP system.

Jessica Szewczuk, a senior manager with Metrix Group LLP and lead for the project, will be present at the meeting to present the report and answer any questions Council may have.



**METRIX GROUP** LLP

CHARTERED PROFESSIONAL  
ACCOUNTANTS

## CLEARWATER COUNTY

### Business Needs Assessment & ERP Feasibility Report



**DATED: NOVEMBER 25, 2019**



**Metrix Group LLP**

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## EXECUTIVE SUMMARY

Cornerstone to meeting the County of Clearwater’s (“the County”) mission,

*“Through proactive municipal leadership, we will invest innovatively to generate and support economic and population growth to position Clearwater County for a sustainable, prosperous future.*

are the strategic pillars of:

*Governance Leadership: transparent and accountable to the general public; and,*

*Fiscal Responsibility: reduce the fiscal burden of future Councils, as well as the community for generations to come.*”

In alignment with the it’s overarching strategy, the County identified the opportunity to better understand business needs and leverage an Enterprise Resource Planning (“ERP”) system that supports increasingly efficient processes, strong internal controls and integrates seamlessly with the various aspects of operations and data management, while also providing the best value for tax dollar investment (“the Project”).

The County engaged Metrix Group LLP (“Metrix”) to lead the various aspects of this Project. This document serves as the final deliverable in the first phase of this project and documents the following: key findings, key business processes, needs and gaps, possible data and system issues/limitations as well as a preliminary assessment of existing ERP feasibility for Diamond/Great Plains and TownSuite.

### Key Findings

Organizational themes and key findings identified throughout the Project have been summarized below:

- **Strength of staff** and their tenure was universally identified as a benefit at all levels of stakeholder engagement throughout the Project. While an undoubted strength of the County, it represents an equal risk such that turnover of key personnel would likely leave the organization exposed and a loss of legacy information would be experienced. Further, this would also indicate the need to leverage subject matter experts and manage change throughout the integration to support an efficient and effective transfer of knowledge.
- **General ledger (“GL”) codes** are long, complex and outside of best practice. As identified in our recommendations below, a refresh of the chart of accounts would likely resolve several existing internal process issues. We note that this project is already underway with the County’s Finance staff.
- **Siloed processes and information** were identified as many departments expressed a lack of understanding of big picture functionality, processes or integration within the County. Generally, staff shared their perceived lack of efficient access to information that



would make their jobs easier. Further, the opportunity to integrate already collected data includes GIS, database and even information managed in spreadsheets. It is reasonable that these integrations may result in improved quality of life / service levels for residents the County including indicators to support asset maintenance costing, location of rentals, inventory management, proactively servicing road segments with high needs (i.e. frequent historical maintenance and/or deer strikes) among others.

- **Data integration** between modules and systems is not efficient or effective. For example, information only flows one way in the system and is not automated. Information must be “pushed” by staff from WorkTech (“WT”) to Great Plains / Diamond (“GP”). Information does not flow from GP to WT. This increases manual processing as employees have dual entry of information (WT and GP) particularly in instances of error correction or when grants / expenses are only entered into GP. When errors are caught (either throughout the month at various points or with quarterly financial reporting to Council) steps must be made to investigate and manually adjust the errors in all modules which adds stress, delays deliverables and confidence in system accuracy.
- **Manual / paper-based processes** are abundant in the County’s processes. While outside of the scope of an ERP implementation, they create opportunity for lost, misplaced, dually entered information in addition to multiple redundant copies of the same documents being available. This would be a foundational consideration moving forward.

While most departments identified a need for improvement / the ease of access of a paperless system, they were equally hesitant to employ these processes and indicated “the need for additional human resources to scan information”. While this result is highly unlikely based on our experience, it is an indicator of change management required surrounding this improvement should the County wish to pursue it.

Clear training on process improvements and functionality will need to be defined, co-created and communicated with each department prior to initiating any system changes including the required electronic document storage tool (TRIM, HPRM, SharePoint). Training will be inclusive of appropriate naming conventions, file structure, use, access etc. and will be further defined through exploration with the user group(s).

- **Reporting** lacks depth and breadth of capability. Specifically, despite the volume of information entered into the existing GP system, canned reporting results in difficulty / inability to retrieve pertinent information based on current use. Further, several key gaps exist including: monthly financial reporting for Leadership Team and Council, key performance indicator reporting, project / job reporting with a budget and forecast column. This has resulted in a number of manual work arounds and off-system management by the Directors and their staff with reliance on Microsoft Office which leaves room for error and is inefficient.
- **Technical support** from service providers (GP and TS) is underwhelming, lacks accountability, is costly and/or frequently results in delays. Internally, the County does not have a dedicated resource to resolving issues which often results in bottlenecked service and information requests with the Manager, Financial Services.



## Recommendations

As a result of the research performed, stakeholder engagement, process mapping and other deliverables discussed in this report, our recommendations are outlined below.

- The existing functionality, set up and performance of the TownSuite ERP solution does not have an effective job costing or payroll system and is not effectively serving the County. Current performance questions the ability to scale to the needs of the County.
  - The existing functionality, set up and performance of the Great Plains / Diamond ERP solution is not effectively serving the County.
  - We note that concerns surrounding dissatisfaction with GP service levels, frequency of change and functionality / partnership continuity have been reiterated by several of our client municipalities. Given the velocity of change (change in ownership, supported partnerships with module functionality, decreasing levels of support) with GP, particularly in recent years, GP's business continuity is considered a significant risk. This represents a serious threat to the County's operations.
  - **It is our recommendation that Phase 2 of this Project pursues a comprehensive request for proposal process, service level agreement negotiation, vendor analysis and selection.** We recommend that this process is inclusive of receiving potential proposals from TownSuite and GP given their most recent upgrades, structure and recommended solutions.
  - The Phase 2 RFP is recommended to include consideration of a fully functional Human Resources Information System ("HRIS") which is inclusive of payroll, HR/payroll records management, performance measurement and key performance indicator management either as a built-in function or integration.
- 
- Based on the findings documented throughout this report and the outcomes of Phase 2, we recommend **the following considerations for Phase 3:**
    - a) Dedication of 1 internal resource per department to champion the project and change deliverables.
    - b) Comprehensive review of chart of accounts (including consideration of research included in **Reimagine**, below).
    - c) Comprehensive process improvement in alignment with planning and training efforts for each department, with a focus on eliminating wasteful processes, encouraging paperless processes and electronic approvals. This is inclusive of supported paperless processes, document storage, where feasible.



- d) Cost / benefit analysis pertaining to allocation of an internal “help desk” resource to support ERP solutioning, technical bridging (between Finance, departments and software provider) and in creating efficiency with managing service requests. The primary function of the help desk would be to provide information and support to computer and software users from a combined finance / IT perspective such that internal trends and solutions can be managed efficiently and effectively. It is our experience that a dedicated resource ultimately reduces software consulting costs and builds internal capacity.

### Reimagine

Throughout the course of the business needs assessment and ERP feasibility project, several over-arching themes and opportunities became apparent. While outside of the scope of this Project, we have summarized several opportunities for further examination outlined below:

- **Opportunity 1 - Chart of accounts.** Staff have identified that the existing general ledger structure is: long and complex, includes many inactive accounts and lacks clarity.

Foundationally a refresh project surrounding the chart of accounts, would resolve several of the current process issues identified in the report. This can be performed in the current system or as a precursor to a system transition. We note that this project is already underway with the County’s Finance staff.

- **Opportunity 2 - Dashboard reporting.** Through stakeholder engagement, we identified an opportunity for the County to enhance its ability to share information and support decision making for leadership and Council.

In our experience, the development of a dashboard to report on key performance measures is an effective, visual and engaging tool to execute this initiative.

- **Opportunity 3 - Purchase orders.** The County has expressed challenges in receiving timely budget reporting. This is largely based on a reliance on accounts payable to drive up to date reporting and has been solutioned by respective divisions and leaders, managing budgets outside of the ERP by using spreadsheets.

We note that accounts payable and invoicing is a delayed indicator of budget commitment and that a formal purchase order system is a best practise in the construction industry (as well as many others) that allows for accurate budget tracking and treasury management relating to committed funds.

Once approved, invoices applied against purchase orders can have automated approval so long as they fall within a predetermined acceptable threshold which would reduce workflow and bottleneaking in the AP process.



- **Opportunity 4 - Contracts for pre-approved sub-contractors.** It came to our attention through our engagement with Public Works, that pre-approved subcontractors which fall beneath the North West Partnership Trade Agreement (“NWPTA”) threshold do not have formal contracts in place with the County. There is also a risk that total contracts awarded to a vendor within the year may exceed the thresholds, even if the individual contracts are below.

We note it may be beneficial for the County to require seasonal contracts which at minimum include approved rates and service level agreements.

- **Opportunity 5 – Barcode system.** In our review, both Agriculture and Regional Waste expressed challenges with inventory (agricultural and chemical) and asset management (equipment, bin rentals). Current processes are largely manual and are supported by Microsoft Office. There is a risk of manual error, inventory / asset shrinkage, misplacement of assets and inefficiencies in tracking and ordering new quantities. It would be beneficial for the County to consider implementing a barcode system to manage these customer integrated services and sales. It would result in improved inventory and asset control, ordering and maximizing equipment rental income.



## PROJECT OVERVIEW

### Purpose

Metrix was engaged by the County to lead a comprehensive project to better **understand business needs and leverage an Enterprise Resource Planning (“ERP”) system** that supports **increasingly efficient processes, strong internal controls and integrates seamlessly with the various aspects of operations and data management, while also providing the best value for tax dollar investment.**

### Project Goals

The principle goal of **Phase 1** of this Project is to complete a business needs assessment and ERP feasibility study for the County, which will include the following:

1. A comprehensive assessment of the County’s existing and expected business needs, data, information and reporting requirements, as well as current / best practises. This assessment which will include the following:
  - a. Understanding and documenting current data collected, availability and functionality within the current operating systems.
  - b. Process mapping for key processes, including identification of current functionality limitations, considerations of best practises and recommendations for improvement.
  - c. Stakeholder engagement from a cross-section of the County’s staff to understand current functions with the existing ERPs and gain feedback on what currently works well and what can be improved.
  - d. Understanding and documenting current information and reporting requirements, available features and limitations of functionality within the current operating systems including consideration of industry best practises.
  - e. Recommend functionalities of an ERP solution based on assessment of current and future business needs.
2. A comprehensive ERP feasibility study reviewing the County’s existing subscriptions and use of Great Plains / Diamond and TownSuite. This study will include the following:
  - a. Review of baseline software architectures and functionality.
  - b. Comparison of intended, actual and potential functionalities, including consideration of industry best-practices.
  - c. Qualitative and quantitative considerations predicated upon historical performance and user experience.
  - d. Gaining a broad understanding of the baseline functionality of other ERP solutions that may serve the County.
  - e. Conclusions and recommendations whether to consolidate ERP use into Great Plains / Diamond or TownSuite in their current state or open a request for proposal process to select and implement an ERP system.





Throughout the Project, we are committed to maintaining a big picture understanding of the County’s strategic direction throughout the Project to ensure report recommendations are aligned with meeting current needs as well as supportive of growth and dynamic needs within the industry in the years to come.

Our report outlines all of the above assessments, and takes into consideration how short-term decisions will impact long-term County strategy and sustainability favorably or negatively. We understand that this report will become a foundational piece for Clearwater County’s business processes and ERP functionality imperative to the success of this overall project.

**Project Phase 2** goals are inclusive of:

1. A restructuring of current business processes and ERP functionalities may take place in 2020 if Great Plains / Diamond or TownSuite are deemed the most aligned ERP solutions to the County’s needs. Alternatively, this may include a comprehensive request for proposal process (“RFP”), negotiation and vendor analysis and selection. **(Outside of the scope of Phase 1 reported on herein)**

**Project Phase 3** goals are inclusive of:

1. This phase would be executed in 2020/2021 if RFP alternative is selected and would ultimately include data validation, system selection and implementation, training and go-live preparation and support. **(Outside of the scope of Phase 1 reported on herein)**

### Project Approach, Milestones & Deliverables

Pursuant to the original project plan outlined in the agreed upon proposal dated September, 2019, the following table illustrates the project approach employed for the County’s Business Needs Assessment & ERP Feasibility project:

Project Phase	Description
Discover	<ul style="list-style-type: none"> <li>i. Project initiation with the County’s Project Team</li> <li>ii. Develop internal and external stakeholder engagement criteria and guidelines</li> <li>iii. Develop engagement project plan, milestones and key performance indicators</li> </ul>
Roadmap	<ul style="list-style-type: none"> <li>iv. Gain an understanding of the County’s existing processes, data management, information and reporting requirements</li> <li>v. Gain an understanding of data, process and functionality gaps in the determination of the business needs assessment</li> <li>vi. Cross-reference and research industry best practices, as required</li> <li>vii. Design the tools and processes required to complete the deliverables</li> </ul>



**Lead / Execute**

- viii. Deliver and oversee the implementation of all external research
- ix. The County will coordinate the logistics of all stakeholder engagement, as required
- x. Execute stakeholder engagement and collaboration tactics (i.e. interviews, process mapping etc.)
- xi. Gain an understanding of existing Great Plains / Diamond and TownSuite functionality (intended, current and optimal)
- xii. Plan, administer and monitor/supervise any data collection process (in compliance with the requirements of the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25)

**Evaluate**

- xiii. Identify observations, recommendations and key findings
- xiv. Identify conditions/indicators that would impact future ERP functionality
- xv. Identify opportunities for continuous improvement and innovation, as they become apparent throughout the project (*value-added services*)
- xvi. Comprehensive assessment of the County's existing business needs and feasibility of existing ERPs to suit the County's requirements
- xvii. Draft report provided to project team including conclusions and recommendations surrounding business needs / gaps as well as the appropriate approach for Phase 2 of the project (continuing with either Great Plains / Diamond or TownSuite or pursuing an RFP process)

**Reimagine**

- xviii. Presentation of final report to Leadership and then Council
- xix. Measure Project key performance indicators and milestones as compared to the project plan and hold project close out meeting with County Stakeholders
- xx. Explore and advise on timelines or industry conditions or events that may trigger another business needs assessment or ERP feasibility study
- xxi. Advise on value-added services including identified opportunities for continuous improvement and innovation



## Resources and References

### Strategic Implications and Integration

The County’s strategic direction guides the appropriate and required use of enterprise resource planning to effectively support the business needs of the organization. Fundamentally, processes and software should support and inform strategy. As such, the successful execution of the Project will be informed by the County’s following strategic documents:

- [2015 – 2018 Strategic Plan](#)
- [2019 – 2022 Strategic Plan](#)

In an effort to support the County’s vision and mission, the emphasis of this Project is to create data management, reporting and frameworks that support fluid decision making to execute the County’s five strategic pillars:

- **Economic Prosperity** – grow the population by attracting investment and business opportunities to the region
- **Governance Leadership** – transparent and accountable to the general public
- **Fiscal Responsibilities** – reduce the fiscal burden of future Councils, as well as the community for generations to come
- **Environmental Stewardship** – responsibly maintain the physical spaces in and surrounding County limits, on or below ground
- **Community Social Growth** – health and well-being of the community and its residents

### Industry, Benchmarking and Historical Analysis

Industry, benchmarking and historical analysis all provide a foundation that enables understanding of the current and relative position of the County with respect to processes, accounting and ERP system functionality and reporting. This research also informed best practices that will support high value for rate payers while balancing ease of use.

The Project research included the following documents:

- [“A Small City’s Dashboard Innovation”, by Milford, Stephen, and Haley Creech, dated Apr. 2017](#)
- [“Blazing a Trail in Publicly Engaged Performance Measurement and Management”, by Kinney, Anne Spray, dated Feb. 2013](#)
- [“Budget Monitoring and Performance Measures”, by Fishbein, John and Scott Huizenga, dated 2019, <https://www.gfoa.org/budgeting-best-practices-monitoring-and-performance-management-81619>](#)
- [“Determining the Purpose of the Performance Measurement System”, by Ammons, David N., dated Oct. 2010](#)
- [“ERP Readiness and System Selection,” by Government Finance Officers Association, dated March 2018, <https://www.gfoa.org/ERP-LA>](#)
- [“GFOA ERP Readiness Checklist,”, by Government Finance Officers Association, <https://www.gfoa.org/ERP-LA>](#)
- [“Implementing a New ERP System? Take the Opportunity to Develop a New Chart of Accounts,” by Mucha, Michael J., dated February 2019, <https://www.gfoa.org/ERP-LA>](#)
- [Information obtained pertaining to CentralSquare and Great Plains / Diamond from <https://www.publicadminsoftware.com/public-sector-solutions/diamond-erp/>](https://www.publicadminsoftware.com/public-sector-solutions/diamond-erp/)



- Information obtained pertaining to TownSuite from <https://townsuite.com/>
- “Key Features for Designing a Dashboard”, by Ganapati, Sukumar, dated Oct. 2011
- “Lessons from Performance Measurement Leaders: A Sample of Larger Local Governments in North America”, by Kavanagh, Shayne C., dated June 2013
- “Performance Management: Using Performance Measurement for Decision Making (2001, 2004, and 2010) (BUDGET)\*”, dated 23 Jan. 2010, [https://www.gfoa.org/sites/default/files/CanadianBUDGET\\_PerformanceManagementUsingPerformanceMeasurementDecisionMaking.pdf](https://www.gfoa.org/sites/default/files/CanadianBUDGET_PerformanceManagementUsingPerformanceMeasurementDecisionMaking.pdf)
- “The Big Mismatch: New Cloud Services, Traditional Procurement Processes,” by Government Finance Officers Association, <https://www.gfoa.org/ERP-LA>
- “The Intersection of Strategic Planning and Performance Measurement”, by Croskey, Monica D., dated Dec. 2013

The scope of the Project included interviews, collaboration and discussion with the following key stakeholders and resources. The detailed interview transcripts are located in **Appendix A.**

- Amanda Soppit, Agriculture Administrative Assistant
- Amber Vig, Accounts Receivable Clerk
- Amber Williams, Planning & Development Administrative Assistant
- Annie Bertagnolli, Agriculture & Community Services Production Supervisor
- Cam McDonald, IT Manager
- Charmin Pashulka, Planning & Development Officer
- Cherie Litke, Property Tax & Accounting Technician
- Cheryl Verhaeghe, GIS Administrator
- Christine Heggart, Director, Legislative & Emergency Services
- Crisi Hall, Public Works Administrative Assistant
- Courtney Stark, Accounts Payable Clerk
- Debi Jennings, Rocky Mountain Regional Waste Executive Administrator
- Erik Hansen, Director, Public Works Infrastructure
- Fallon Davis, Health & Safety Administrator
- Janice Anderson, HR Manager
- Joanne Lipsey, Payroll & Benefits Administrator
- Kurt Magnus, Director, Public Works Operations
- Kathrina Gulmick, Asset Administrator
- Kristina Dezall, Fire Department Administrative Assistant
- Kristine Hovdebo, Public Works Executive Assistant
- Matt Martinson, Director, Agriculture & Community Services
- Murray Hagan, Corporate Services Director
- Rick Emmons, Chief Administrative Officer
- Rhonda Serhan, Finance Manager
- Roberta Judd, Payroll & Benefits Administrator
- Sharla Spratt, Fire Department Senior Administrative Assistant
- Tracy OpdenDries, Accounts Payable Technician

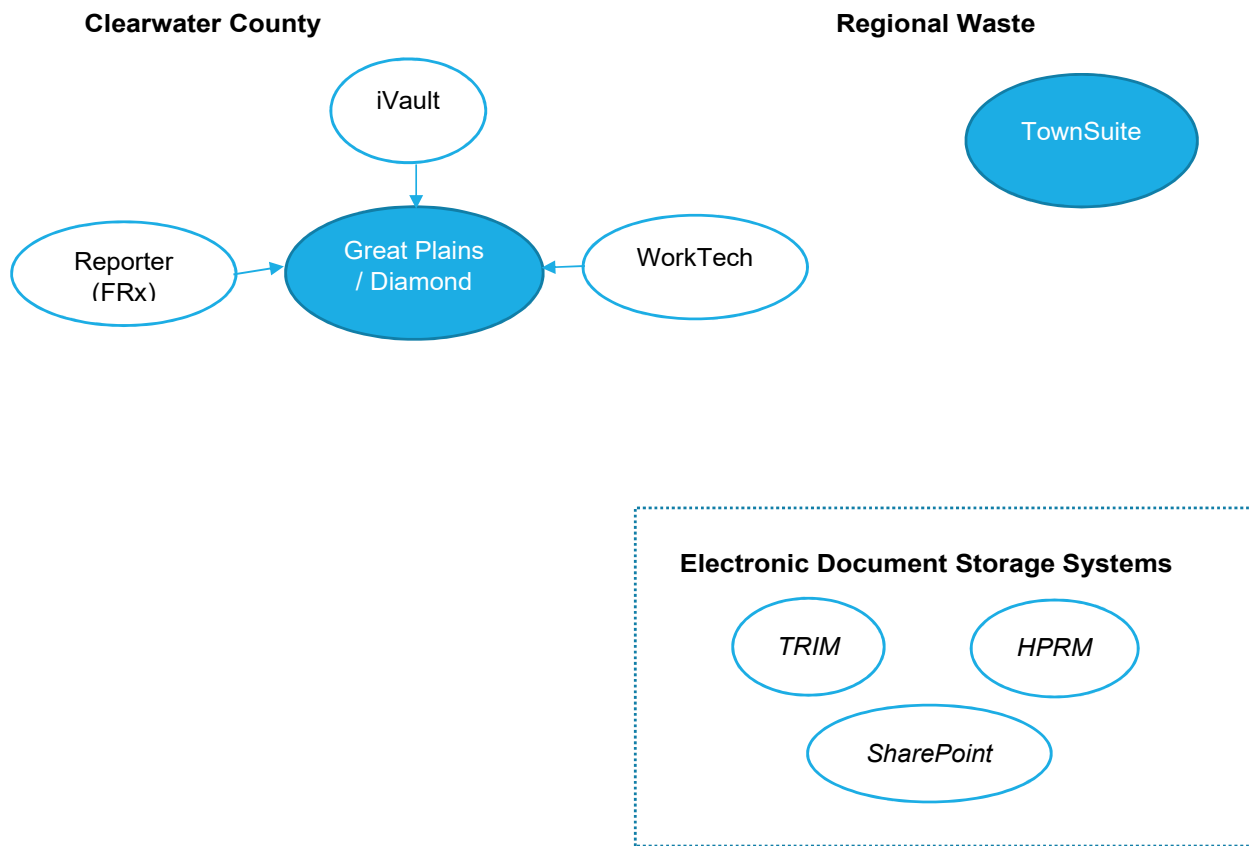


## BACKGROUND

We understand that the County has been working with Great Plains / Diamond Municipal Solutions, as provided by CentralSquare Technologies, since approximately 2002. This software solution currently remains in use for County operations.

As a result of dissatisfaction with the functionality in Great Plains / Diamond, summarized briefly below, in 2017, the County installed TownSuite Municipal Software for use with the administration of the Rocky Mountain Regional Solid Waste Authority (referred to herein as “Regional Waste”). The original intention was to implement the TownSuite solution with Regional Waste and eventually roll out to the County. Given the significant deficiencies in functionality experienced with Regional Waste, the County has abandoned this intention however, TownSuite has remained in use with Regional Waste as at the date of this report.

A summarized representation of the software integration and use is illustrated below.





Leading up to the initiation of this Project, the County’s team has experienced various forms of relationship strain (extra billing, delays, etc.) as well as impediments to decision making (inability to provide certain types of information, functionality that does not suit the needs of the organization, etc.) some of which are summarized below:

- Hidden costs and support service fees.
- Re-integration fees for broken application interfacing which occurs frequently following system updates.
- Unsupported modules due to changes in supplier business relationships.
- Instances of several month-long delays in issue resolution.
- Insufficient and/or unreliable functionality in current programs to support all business functions (such as Payroll) resulting in inefficient processes.
- Among others.

As a perceived result of neither vendor’s ability to effectively service the County and Regional Waste, the business needs assessment was determined to be the strategic foundation for the trajectory of this Project.

Upon gaining an understanding of the current organizational culture and processes, experience with past implementation and performing an assessment of change readiness, the following key success factors became apparent:

- Deep engagement and collaboration with stakeholders are critical for planning the project and understanding business needs, culture and potential challenges;
- Staff at the County expressed that they felt they had not been sufficiently engaged in previous changes which resulted in frustration;
- There is a history of failed, or less than effective, change initiatives, including the TownSuite implementation; and,
- Overall engagement indicated a culture supportive of informed change while demonstrating hesitation surrounding longevity and effectiveness of change, as well as the need for clear communication surrounding “what’s in it for me” for each department and at the individual staff member level.

The Project’s change management approach, recommendations and next steps will be informed by this assessment as well as the details that follow.



## BUSINESS NEEDS ASSESSMENT

To successfully assess the business needs of an organization, there must be a thorough investigation into how the organization operates, and a comprehensive understanding of the stakeholders' needs. Our processes were designed to engage key stakeholders from different departments who are currently using the systems in their everyday tasks. Through these conversations we identified data, process and performance gaps as well as feedback to assess whether the current system will work for the stakeholders' needs with some adjustments or if another system will better serve them.

For clarity, the following abbreviations were used in the summarization of the stakeholder interviews below:

- WorkTech – WT
- Great Plains / Dynamics – GP
- TownSuite – TS
- Microsoft FRx – FRX
- Human Resources Information System – HRIS
- HP Records Manager – HPRM
- TRIM – Tower Records Information Management

Summarized below, please find key processes and findings from each department. To facilitate ease of visual identification, we have bolded all manual processes.

For comprehensive stakeholder engagement documentation, please refer to **Appendix A** attached hereto.

### Organizational Overarching Themes

#### Key Themes

- **Strength of staff** and their tenure was universally identified as a benefit at all levels of stakeholder engagement throughout the Project. While an undoubted strength of the County, it represents an equal risk such that turnover of key personnel would likely leave the organization exposed and a loss of legacy information would be experienced. Further, this would also indicate the need to leverage subject matter experts and manage change throughout the integration to support an efficient and effective transfer of knowledge.
- **General ledger (“GL”) codes**
  - Long and complex
  - Many inactive accounts are available
  - Lack of organizational clarity on coding and use
  - Foundationally a refresh project surrounding the chart of accounts, would resolve several of the current process issues identified in the report. This can be performed in the current system or as a precursor to a system transition.



- **Siloed processes and information**
  - The various departments expressed a lack of understanding of big picture functionality, processes or integration within the County.
  - Departments shared that efficient access to information would make their jobs easier. One example includes, lack of easily accessible records (paper copies maintained by accounting in administration building) which results in separate record keeping and maintenance.
  - GIS information is not consistently or effectively maintained. Through integration with an ERP, there is an organizational opportunity to leverage data that is being collected and improve quality of life / service levels throughout the County including tracking: asset maintenance costing, location of rentals, proactively servicing road segments with high needs (i.e. frequent historical maintenance and/or deer strikes).
  - There is a great depth of information maintained in spreadsheets and in data bases which may benefit from integration with the County's ERP. Some examples include inventory management (integrated with barcode capabilities), human resource management etc.

- **Data integration** between modules and systems is not efficient or effective. Information only flows one way in the system and is not automated. Information must be “pushed” by staff from WT to GP. This increases manual processing as employees have dual entry of information (WT and GP) particularly in instances of error correction. When errors are caught (either throughout the month at various points or with quarterly financial reporting to Council) steps must be made to investigate and manually adjust the errors in all modules which adds stress, delays deliverables and confidence in system accuracy.

Information entered into GP does not flow back to WT which results in errors with job costing, decreased reliance on reporting, frustration and redundancy in re-entering information. Some examples pertaining to public works include grants received, credit card expense reimbursement and utilities. As a result, staff including Directors are managing costs and records independently of the ERP, largely relying on excel and manual entry which is far from efficient.

- **Manual / paper-based processes**
  - Abundance of processes that are paper based which create opportunity for lost, misplaced, dually entered information in addition to multiple redundant copies of the same documents available.
  - While most departments identified a need for improvement / the ease of access of a paperless system, they were equally hesitant to employ these processes and indicated “the need for additional human resources to scan information”. While this actual need is highly unlikely based on our experience, it is an indicator of change management required surrounding this improvement should the County wish to pursue it.
  - Clear training on process improvements and functionality will need to be defined, co-created and communicated with each department prior to initiating any system changes.





- Efforts have been made to enhance electronic document storage including the implementation and use of TRIM, HPRM and SharePoint. Engagement with stakeholders suggests that training, understanding and intended use of these tools has been inconsistent. File structures and naming conventions are not consistent. Several departments indicated that they had not been trained in some or all of these tools. We have observed that this has resulted in the continuance of many paper-based processes.
- **Reporting**
  - Of the information entered into GP, only certain aspects are available in canned reporting. There is a perception that there is a disproportionate amount of time spent entering data which is later not easily retrieved;
  - The budgeting process is largely manual without the ability to detect / project historical trends through reporting;
  - Project / job budget and forecasting is a primary concern for most Directors who are managing multi-million-dollar projects using their professional judgement and through the support of Microsoft Office. Specifically, functionality to allow for at minimum straight light projections for project spend are requested;
  - Monthly financial reporting is not currently feasible due to a combination of unreliable integration between WT and GP as well as manual FRx processes which are cumbersome. This is a desired leadership team and Council deliverable going forward;
  - Dashboard reporting is not currently available. Directors universally identified the need to understand their departments from a bird's eye view. While key performance indicators would be specific to department and user needs, this ability is not currently supported in the system as it currently functions.
- **Technical support** from service providers (GP and TS) is underwhelming, lacks accountability, is costly and/or frequently results in delays.



Accounting  
Stakeholder Engagement Feedback

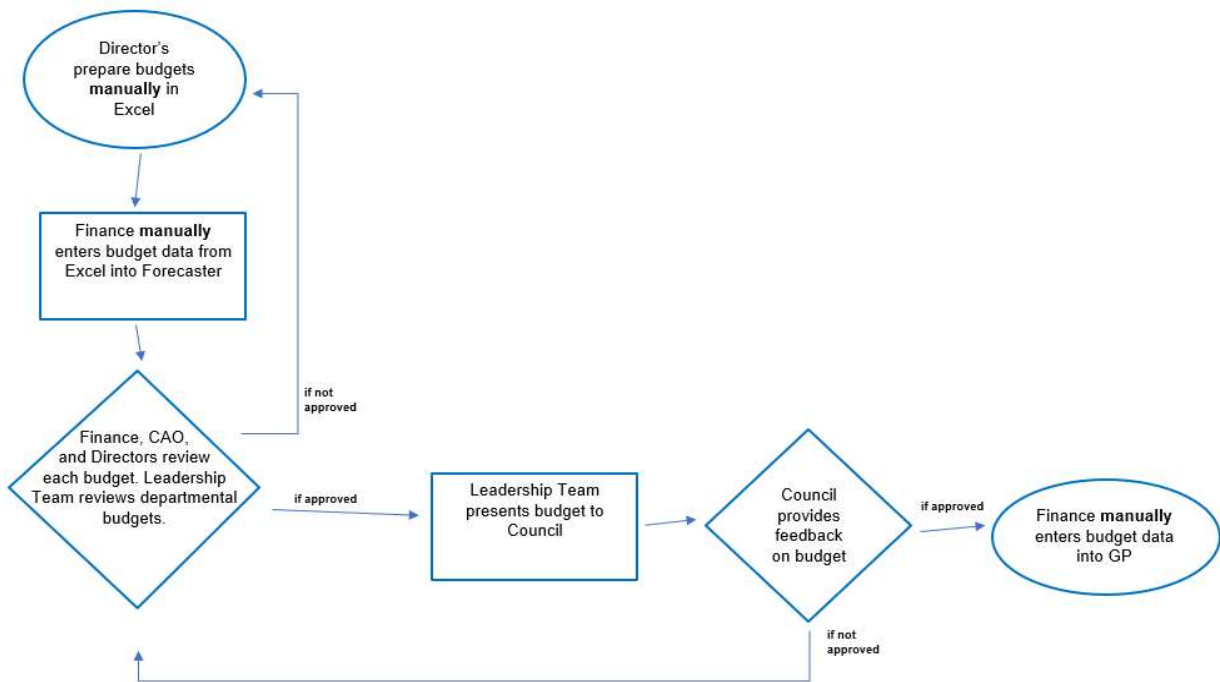
	Positive	Negative
<b>What works well / can be improved?</b>	<p>GP / WT:</p> <ul style="list-style-type: none"> <li>○ GP: the drill down function works well.</li> </ul>	<p>GP / WT:</p> <ul style="list-style-type: none"> <li>○ GP and WT are difficult to reconcile due to one-way information sharing (WT to GP) and lack of integration. They are not reconciled often enough.</li> <li>○ A marked improvement would include a single software sign-on as compared to the multiple sign-ons with various supplementary programs and modules that are required currently.</li> <li>○ Not using the updated program to full extent of capabilities, not utilizing updates and new features.</li> <li>○ Budget information is not reliable in GP and requires an onerous commitment from Finance to ensure accuracy. This is a function for a Finance role that will be supported by software.</li> <li>○ Manual entry results in higher chance of error.</li> <li>○ GP &amp; Asset Management: would like to use one system for asset management instead of two.</li> <li>○ Improved analysis is required on tracking unpaid taxes and statistics relating to taxes. Canned reporting with respect to unpaid taxes would be appreciated. This is a function for a Finance role that will be supported by software.</li> <li>○ Improved analysis is required on budget and spending. This is a function for a Finance role that will be supported by software.</li> <li>○ GL string has carried forward from prior to GP and requires review</li> </ul> <p>General:</p> <ul style="list-style-type: none"> <li>○ Staff don't trust information from systems, resulting in time wasted for data validation.</li> </ul>



<p><b>What would make this Project a success / failure?</b></p>	<ul style="list-style-type: none"> <li>• Current system is all paper based and very manual. An improvement to internal controls would be reviewing of transactions and journal entries in electronic format. This is an internal process change rather than ERP.</li> <li>• Improved financial reporting for Council, frequency and content available from current system limits ability to resource, proof and provide reliable and timely information.</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of synchronicity between processes, information or systems</li> <li>• Continued siloed approach to business</li> </ul>
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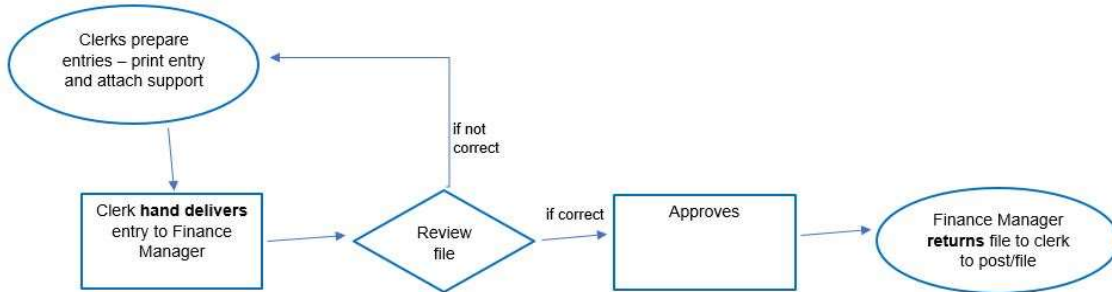
Process Maps

Budget Preparation Process Map:





Internal Control Review Process Map:



Reporting

Several gaps in system reporting and analytics result in inability to effectively meet Leadership Team and Council reporting requirements which results in highly manual processes.

Several of the thematic shortfalls identified are summarized below:

- The budgeting process is largely manual without the ability to detect / project historical trends;
- Project / job budget and forecasting is a primary concern for most Directors who are managing multi-million-dollar projects using their professional judgement and through the support of Microsoft Office. Specifically, functionality to allow for at minimum straight light projections for project spend are requested;
- Monthly financial reporting is not currently feasible due to a combination of unreliable integration between WT and GP as well as manual FRx processes which are cumbersome. This is a desired leadership team and Council deliverable going forward;
- The County should consider the development of reporting that can be expanded and contracted to the appropriate level of detail both within the ERP and in excel; and,
- Dashboard reporting is not currently available. Directors universally identified the need to understand their departments from a bird’s eye view. While key performance indicators would be specific to department and user needs, this ability is not currently supported in the system as it currently functions.

We understand these impacts have directly resulted in the development of an additional full-time equivalent staff role in Finance for a Financial Analyst. The intention of the role is to support a higher level of financial consideration, reporting, reconciling and analysis with the intention of supporting management decision making.



## Key Findings

- Information only flows one way in the system and is not automated. Information must be “pushed” by staff from WT to GP. This increases manual processing as employees have dual entry of information (WT and GP) particularly in instances of error correction. When errors are caught (either throughout the month at various points or with quarterly financial reporting to Council) steps must be made to investigate and manually adjust the errors in all modules which adds stress, delays deliverables and confidence in system accuracy.
- Process improvement considerations include updating internal controls to review and approve transactions, journal entries and reports in electronic format.
- General ledger coding is perceived to benefit from “clean up” including reduction in code sequence and removal of inactive accounts.
- Programs creating difficulties in completion of financial statements and reports for Leadership Team and Council.
- Supporting invoices and documents are maintained in a physical file. Staff identified the benefits of a paperless system as a form of process improvement.
- Many processes are manual (e.g. printing paper and hand delivering, or maintaining multiple physical copies of records).
- Perception that lack of training / knowledge may be contributing to ineffective use of software and functionality. Training, support and communication are key in the development of a new process / system implementation.
- Technical support from service providers (GP and TS) is underwhelming, lacks accountability, is costly and/or frequently results in delays.



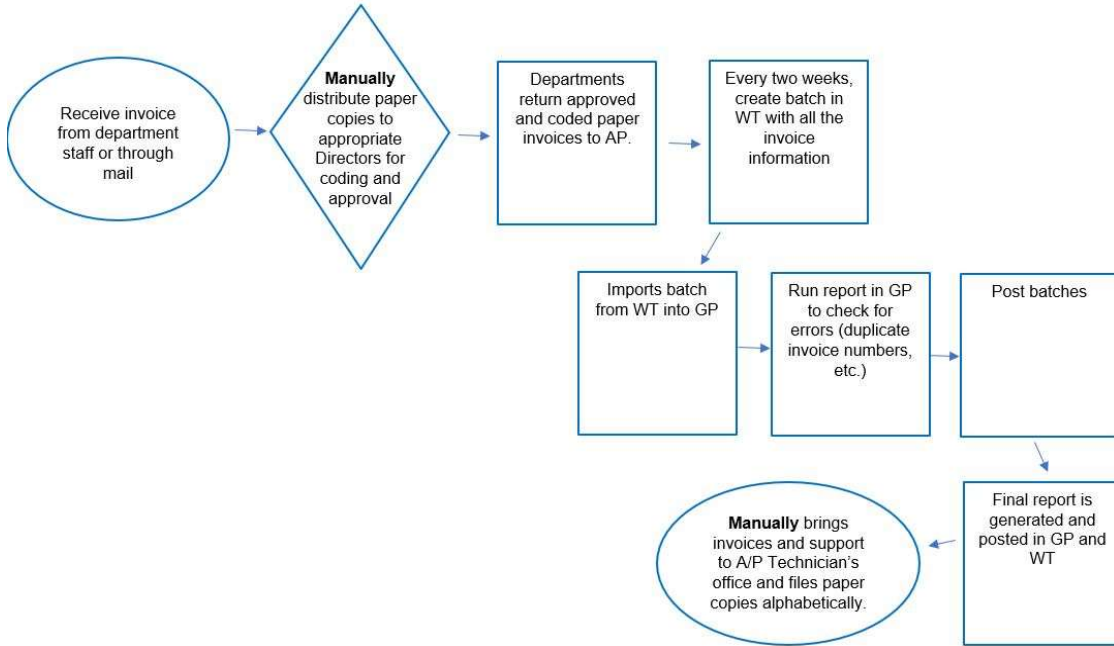
**Accounts Payable**  
Stakeholder Engagement Feedback

	<b>Positive</b>	<b>Negative</b>
<b>What works well / can be improved?</b>	GP / WT: <ul style="list-style-type: none"> <li>○ User friendly</li> <li>○ Vendor history easily accessible</li> <li>○ Drill down feature</li> <li>○ Customizable home page</li> </ul> TS: <ul style="list-style-type: none"> <li>○ Canned AP reporting works well.</li> <li>○ Ability to attach scanned support in program allows for easy access.</li> </ul>	FRX: <ul style="list-style-type: none"> <li>○ Reports must be modified before usable.</li> </ul> GP / WT: <ul style="list-style-type: none"> <li>○ GL string is too long</li> <li>○ Too many GL accounts</li> <li>○ Information doesn't flow between the two systems, only flows one way (WT to GP)</li> <li>○ Errors must be fixed in multiple modules which results in dual entry of data</li> <li>○ Lack of system support, often month-long wait before hearing back from GP</li> </ul> TS: <ul style="list-style-type: none"> <li>○ No batches</li> <li>○ Live posting</li> <li>○ One documented instance of a 6-week wait to receive system support</li> </ul>
<b>What would make this Project a success / failure?</b>	<ul style="list-style-type: none"> <li>● One system</li> <li>● Batches</li> <li>● Better reporting</li> <li>● No dual entry of data</li> <li>● Better system support</li> <li>● Option to easily merge vendors</li> </ul>	<ul style="list-style-type: none"> <li>● No batches – only live posting</li> </ul>

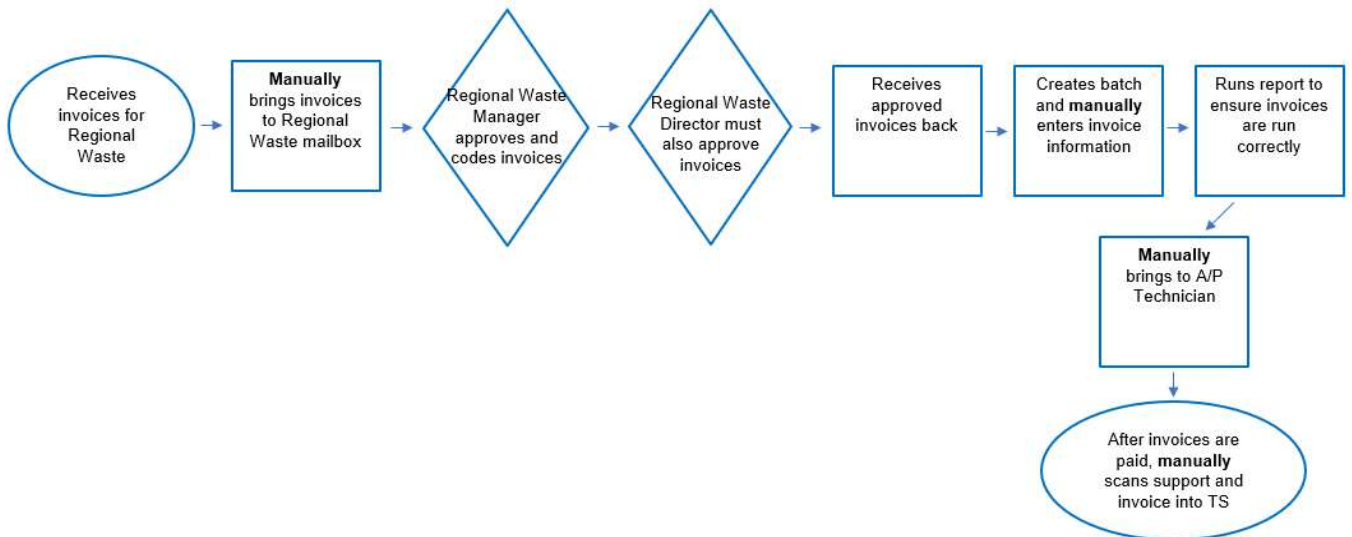


Process Maps

Accounts Payable – GP Process Map:

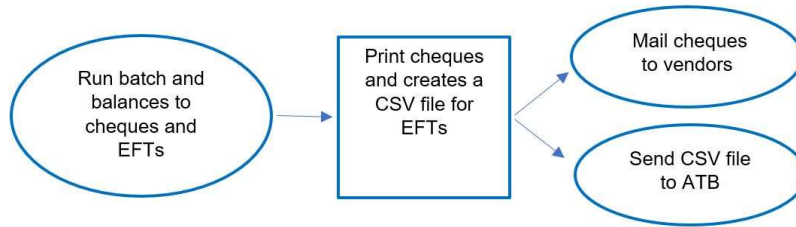


Accounts Payable – TownSuite Process Map:





Accounts Payable – Cheques & EFTs Process Map (GP and TS):



Reporting

Custom reports were not identified as a key requirement in this department. Core canned reporting including posting journals, aged accounts payable listings etc. have been serving the County well in WT, GP and TS.

Key Findings

- Data maintained in WT / GP is robust and easily accessible, including vendor histories.
- Information only flows one way in the system and is not automated. Information must be “pushed” by staff from WT to GP. This increases manual processing as employees have dual entry of information (WT and GP) particularly in instances of error correction. When errors are caught (either throughout the month at various points or with quarterly financial reporting to Council) steps must be made to investigate and manually adjust the errors in all modules which adds stress, delays deliverables and confidence in system accuracy.
- Live posting in TS, as opposed to having the option to batch transactions and review before posting increases likelihood of error.
- General ledger coding is perceived to benefit from “clean up” including reduction in code sequence and removal of inactive accounts.
- Supporting invoices and documents are maintained in a physical file. Staff identified the benefits of a paperless system as a form of process improvement as demonstrated by TS.
- Many processes are manual (e.g. printing paper and hand delivering, or maintaining multiple physical copies of records).
- Technical support from service providers (GP and TS) is underwhelming, lacks accountability, is costly and/or frequently results in delays.
- Training, support and communication are key in the development of a new process / system implementation.





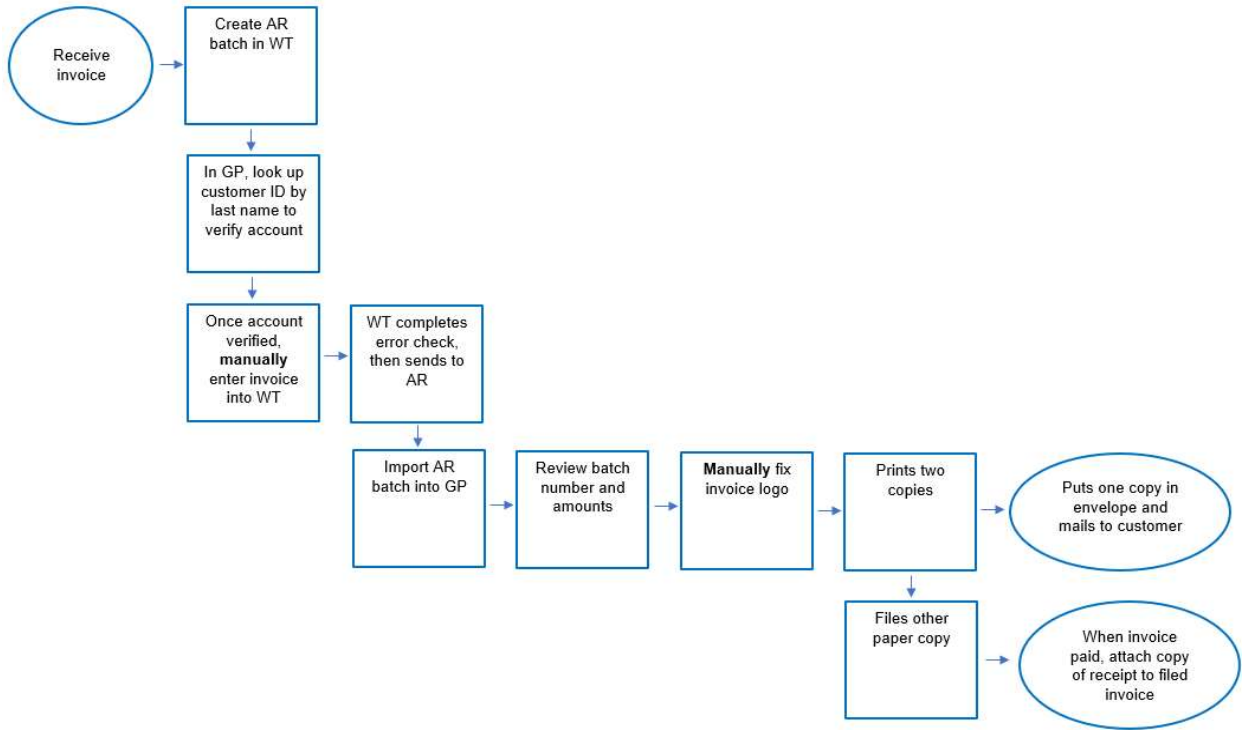
**Accounts Receivable**  
Stakeholder Engagement Feedback

	<b>Positive</b>	<b>Negative</b>
<b>What works well / can be improved?</b>	GP / WT: <ul style="list-style-type: none"> <li>○ Information easily accessible, all in one location.</li> <li>○ Requires batches for invoicing</li> <li>○ Aged AR report is good</li> </ul> TS: <ul style="list-style-type: none"> <li>○ Ability to attach scanned support in program allows for easy access.</li> </ul>	GP / WT: <ul style="list-style-type: none"> <li>○ Customer profiles in WT do not communicate with GP.</li> <li>○ Complexity of system: constantly balancing multiple records, systems, and information to complete a single task.</li> <li>○ Inability to access billing, AR, and GL from one place.</li> <li>○ Better system support: often waiting months for issues to be fixed.</li> </ul> TS: <ul style="list-style-type: none"> <li>○ Invoice format which some companies cannot process.</li> <li>○ Does not require batches for invoicing, danger of posting without reviewing, higher chance of error.</li> <li>○ AR history by tax payer is not intuitive, requires on the spot calculations and balancing</li> <li>○ Can't search within specified date range in TS (only by month)</li> </ul>
<b>What would make this Project a success / failure?</b>	<ul style="list-style-type: none"> <li>• One system</li> <li>• System that is intuitive</li> <li>• System that allows scanning of support, easy access to information, paperless</li> </ul>	<ul style="list-style-type: none"> <li>• Fragmented system(s) that do not communicate with one another</li> <li>• System(s) and processes that are not intuitive</li> </ul>

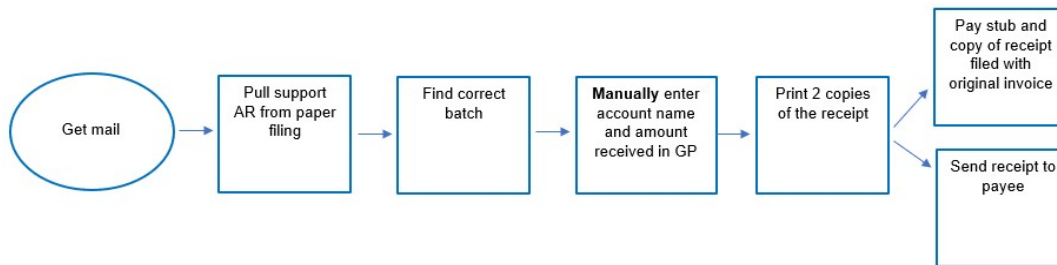


Process Maps

Invoicing Process Map:

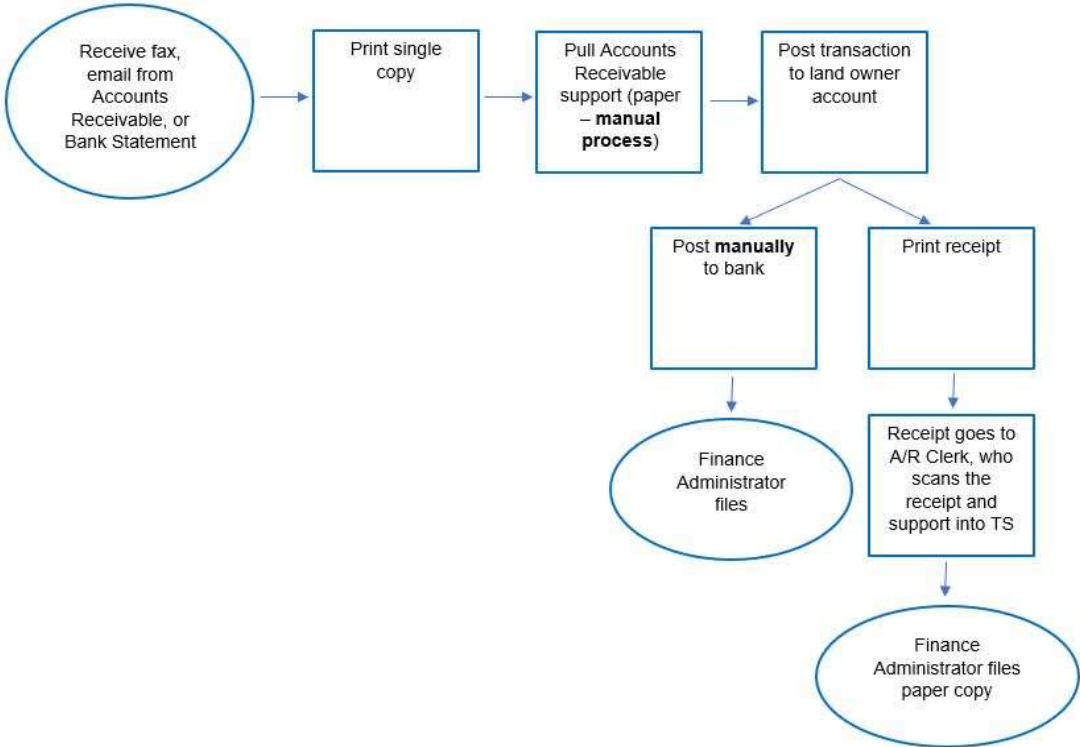


Receiving Payment Process Map:





Direct Deposit – TownSuite Process Map:



Reporting

Custom reports were not identified as a key requirement in this department. Core canned reporting including posting journals, aged accounts receivable listings etc. have been serving the County well in WT, GP and TS. Readability and effectiveness of reporting has not been identified as an issue.



## Key Findings

- Live posting requirement in TS increases likelihood of error due to inability for review prior to posting.
- Information only flows one way in the system and is not automated. Information must be “pushed” by staff from WT to GP. This increases manual processing as employees have dual entry of information (WT and GP) particularly in instances of error correction. When errors are caught (either throughout the month at various points or with quarterly financial reporting to Council) steps must be made to investigate and manually adjust the errors in all modules which adds stress, delays deliverables and confidence in system accuracy.
- Supporting invoices and documents are maintained in a physical file. Staff identified the benefits of a paperless system as a form of process improvement particularly as demonstrated by TS.
- Many processes are manual (e.g. printing paper and hand delivering, or maintaining multiple physical copies of records).
- Technical support from service providers (GP and TS) is underwhelming, lacks accountability, is costly and/or frequently results in delays.
- Training, support and communication are key in the development of a new process / system implementation.



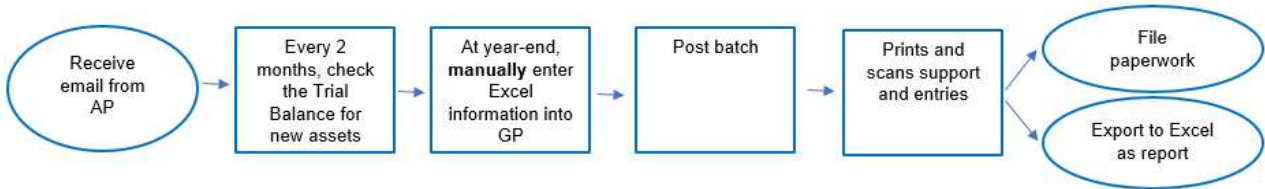
**Asset Management and Bank Reconciliations**  
Stakeholder Engagement Feedback

	<b>Positive</b>	<b>Negative</b>
<b>What works well / can be improved?</b>	<p>GP / WT:</p> <ul style="list-style-type: none"> <li>○ Bank reconciliation process is easy</li> <li>○ Reporting is clear and concise.</li> <li>○ Can post and repost entries.</li> <li>○ Balance brought forward feature.</li> <li>○ WT: works well for job costing.</li> </ul> <p>TS:</p> <ul style="list-style-type: none"> <li>○ Can scan bank statements onto system for easy access</li> <li>○ Does not allow unreconciled bank reconciliations or trial balances</li> <li>○ Can set up a WIP asset throughout the year without impacting your other GL accounts.</li> </ul>	<p>GP / WT:</p> <ul style="list-style-type: none"> <li>○ Asset Manager module is very complex and engineering focused</li> <li>○ GP asset management alone does not have enough detail for asset tracking, must be used with Asset Manager</li> <li>○ Asset Manager is currently used as a database rather than to full functionality.</li> <li>○ Asset Manager: sophisticated software, however, does not seem to effectively serve the municipality</li> </ul> <p>TS:</p> <ul style="list-style-type: none"> <li>○ Entering in date parameters within year (TS is only monthly – not to the date).</li> </ul>
<b>What would make this Project a success / failure?</b>	<ul style="list-style-type: none"> <li>• Most reporting is performed manually in Excel including:                             <ul style="list-style-type: none"> <li>○ TCA v. Budget reconciliation report</li> <li>○ TCA Continuity schedule</li> <li>○ Depreciation report, including assets disposed of in the fiscal year</li> </ul>                             Project success would encompass automating some all or components of these reports.                         </li> <li>• Data management for insurance information, totals and pertinent files to be scanned and attached</li> <li>• Ability to track asset information (such as road length) which is used to understand allocation of shared costs distributed</li> </ul>	<ul style="list-style-type: none"> <li>• Still using three different software solutions.</li> <li>• Siloed information and processes.</li> </ul>

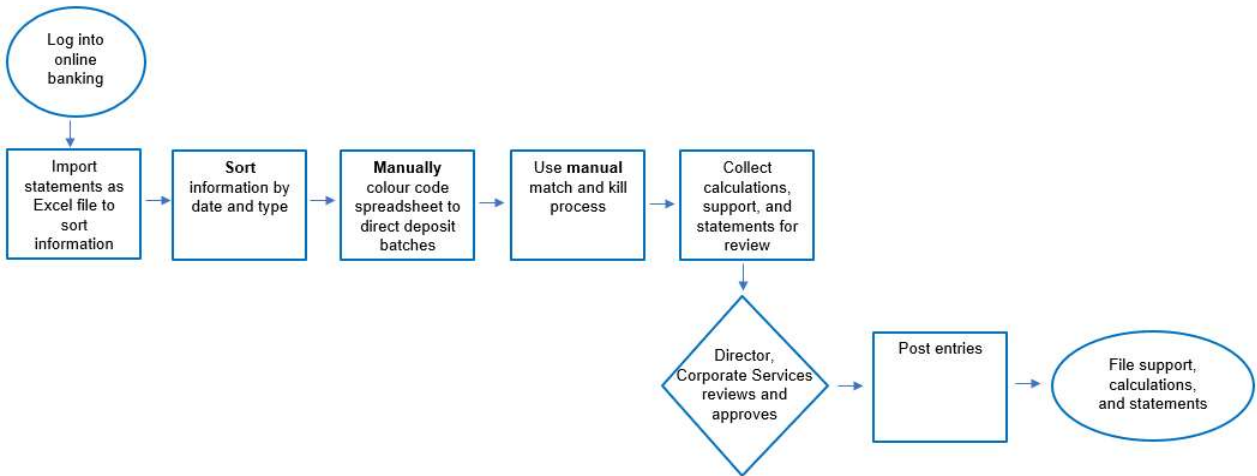


Process Maps

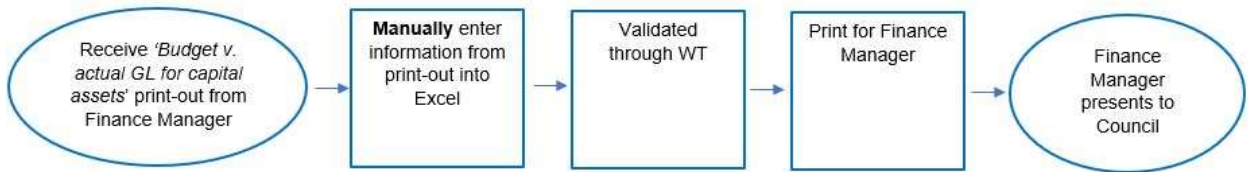
Asset Maintenance Process Map:



Bank Reconciliation – GP Process Map:



Report Process Map:





## Reporting

Several gaps in system reporting and analytics result in inability to effectively meet Leadership Team and auditor reporting requirements which results in highly manual processes.

Key reporting from this department is summarized below and included in detail in **Appendix B** attached hereto:

- Capital asset continuity schedule (prepared in Excel)
- Depreciation Ledger by Class (GP)

## Key Findings

- Staff identified that using multiple programs for one process/category creates redundancy and inefficiency.
- Many reports that should be automated have to be created manually such as asset balancing and work in progress reports.
- Staff identified that a lack of sufficient depth of training in software results in inability to optimize their use.
- Supporting invoices and documents are maintained in a physical file. Staff identified the benefits of a paperless system as a form of process improvement.
- Many processes are manual (e.g. printing paper and hand delivering, or maintaining multiple physical copies of records).
- Technical support from service providers (GP and TS) is underwhelming, lacks accountability, is costly and/or frequently results in delays.
- We note many software solutions offer automated bank reconciliation functionality and this would be a consideration moving forward with the project.
- Training, support and communication are key in the development of a new process / system implementation.



Taxes

Stakeholder Engagement Feedback

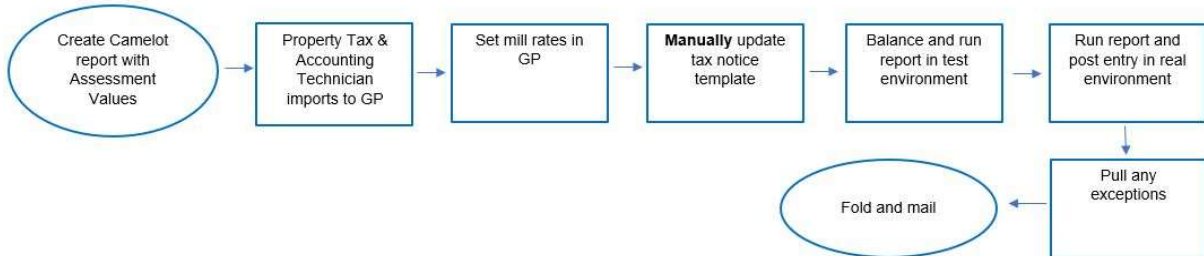
	Positive	Negative
<b>What works well / can be improved?</b>	GP / WT: <ul style="list-style-type: none"> <li>○ Batch functionality is effective</li> <li>○ Balancing taxes is an easy process</li> </ul>	GP / WT: <ul style="list-style-type: none"> <li>○ Can't search within specified date range.</li> <li>○ Manual data entry and perceived double entry of information into different systems results in higher risk of mistakes. WT has too many steps to enter invoices, often entering information more than once.</li> <li>○ Support is less than ideal often taking weeks for response and costing extra.</li> <li>○ More customizable letters for taxes, arrears, etc.</li> <li>○ Council wants to know tax by levy type – this information is not available.</li> </ul> General: <ul style="list-style-type: none"> <li>○ Training on ability to export data into Excel rather than through CSV file.</li> </ul>
<b>What would make this Project a success / failure?</b>	<ul style="list-style-type: none"> <li>• Staff understanding bigger picture to improve processes.</li> <li>• Training and support readily available.</li> </ul>	<ul style="list-style-type: none"> <li>• Committing too soon - jumping into a system too early with insufficient research.</li> </ul>



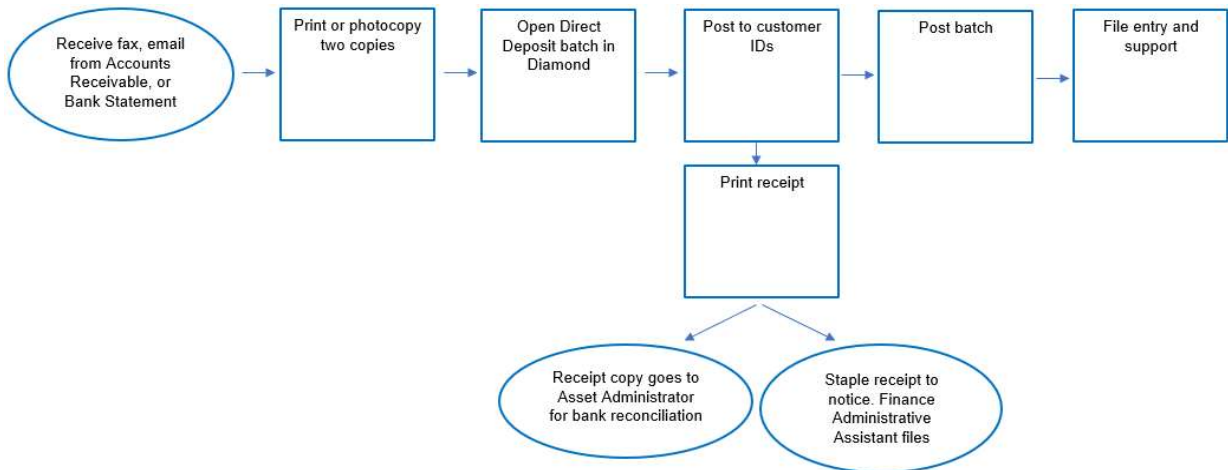


## Process Maps

### Taxes Process Map:



### Direct Deposit – GP Process Map:



## Reporting

Custom reports were not identified as a key requirement in this department. However, gaps in core canned reporting included accurate year-to-date balances, payment histories etc. are perceived to be challenging to retrieve in TS. Several gaps in analytical capacity (human and system supported) exist and result in inability to effectively meet Council reporting requirements.



## Key Findings

- Tax reporting by levy type has been requested by Council. It is currently unavailable in either software and is onerous to determine manually. However, we note, this could potentially be solutioned with a revised chart of accounts.
- Staff, processes and departments are somewhat siloed – lack understanding of how entire system works and how it all fits together. Information is equally siloed.
- Live posting in TS increases likelihood of error due to inability for review prior to posting (no batch option available).
- Supporting invoices and documents are maintained in a physical file. Staff identified the benefits of a paperless system as a form of process improvement.
- Many processes are manual (e.g. printing paper and hand delivering, or maintaining multiple physical copies of records).
- Technical support from service provider (GP) is underwhelming, lacks accountability, is costly and/or frequently results in delays.
- Training, support and communication are key in the development of a new process / system implementation.



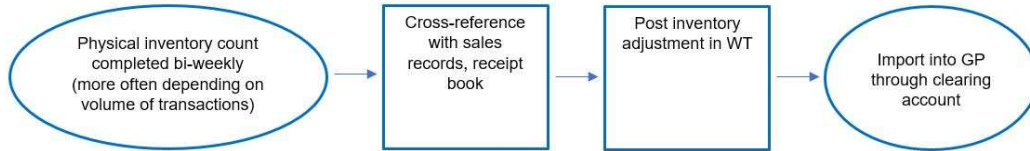
**Agriculture & Community Services Department**  
**Stakeholder Engagement Feedback**

	<b>Positive</b>	<b>Negative</b>
<b>What works well / can be improved?</b>	GP / WT: <ul style="list-style-type: none"> <li>○ Ability to look up customer history.</li> <li>○ Budget reports are easy to run.</li> </ul>	GP / WT: <ul style="list-style-type: none"> <li>○ GP has a licensing limit which requires coordination daily with inactive users and requests to log out.</li> <li>○ Occasionally, counter sales do not get transferred from WT to GP which causes reconciliation issues.</li> </ul>
<b>What would make this Project a success / failure?</b>	<ul style="list-style-type: none"> <li>● Sufficient user licenses.</li> <li>● A single system / log in to perform job functions.</li> <li>● Seamless system integration.</li> <li>● User friendly.</li> <li>● Internal and external system functionally support.</li> <li>● Process improvement which reduces the number of various approvals currently required perceived to be onerous.</li> </ul>	<ul style="list-style-type: none"> <li>● Not carrying forward customer and purchase history into a new system.</li> </ul>

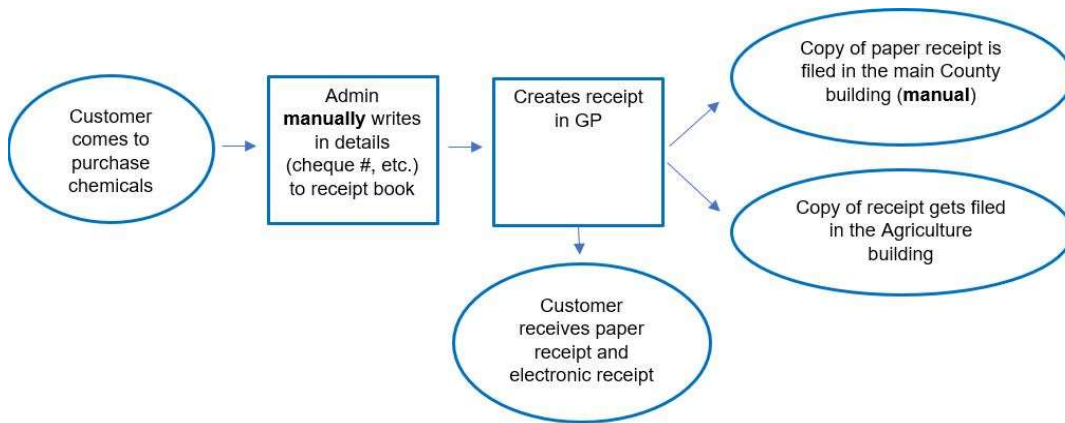


## Process Maps

### Inventory Process Map:



### Invoicing Process Map:



## Reporting

Custom reports were not identified as a key requirement in this department.



## Key Findings

- System access licensing is limited in GP and there are daily requests for coordination via email to access software.
- Training, support and communication are key in the development of a new process / system implementation.
- There is an opportunity to consider using barcodes integrated into the ERP system in order to improve tracking on the following:
  - Chemical and agricultural inventory. This would limit the risk of manual error, shrinkage, proactive notifications for re-ordering or low inventory levels and maintain stronger controls. It is not uncommon for customers to pay for a purchase only to find out inventory quantity does not exist or is inaccurate. In peak season, inventory can be counted multiple times a day to ensure accuracy;
  - Rentable items. This would limit the risk of manual error (forgetting about bins or to document which customer is using them), shrinkage and maintain stronger asset control;
  - Field and crop testing. This would date stamp and track where in the process the sample is (for example: collected, in fridge, couriered, response received) as well as maintain historical results and inform management strategy on a proactive basis.
- There is an opportunity to expand GIS data collected to improve understanding of job costing, maintenance requirements (i.e. average cost for a particular road segment), and resource management. Some examples include:
  - Improved asset costing;
  - Automating GIS information with time sheet billing which would dually improve processes and obtain accurate costing;
  - Integration of deer strike data to inform where problematic road segments should be cleared;
  - Tracking of high value rentable items; and,
  - Integrated customer billing based on equipment time and GIS data.
- GP / Asset Management does not currently inform average annual asset maintenance costs (largely based on limited set up rather than lack of functionality), replacement costs or depreciation.
- There is an opportunity to integrate database (spreadsheets, Microsoft Access) into ERP to align reporting and ease of access.
- Opportunity to improve data management for cemeteries, campgrounds and recreation facilities including split on ownership and contributions.



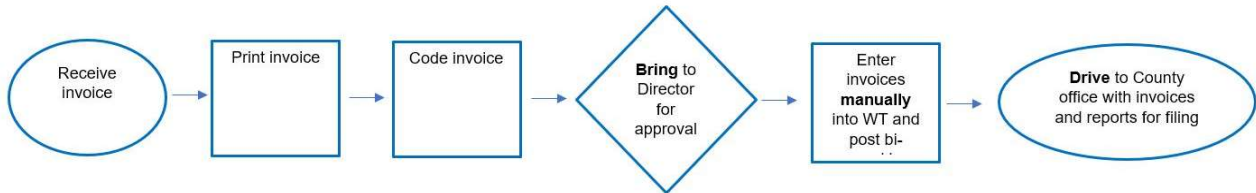
Legislative & Emergency Services Department  
Stakeholder Engagement Feedback

	Positive	Negative
<b>What works well / can be improved?</b>	GP / WT: <ul style="list-style-type: none"> <li>○ User friendly</li> <li>○ Work order process is effective.</li> </ul>	GP / WT: <ul style="list-style-type: none"> <li>○ GL coding is difficult. This is a current process issue.</li> <li>○ Must walk AP invoices over to the main County building where the admin processes it. This is a current process issue.</li> <li>○ Often GP does not balance to payroll information in FirePro which requires manual investigation and adjustment.</li> </ul>
<b>What would make this Project a success / failure?</b>	<ul style="list-style-type: none"> <li>• One streamlined, centralized system.</li> <li>• Comprehensive training and support available.</li> <li>• Opportunity to create consistency in data entry, storage and file naming conventions which will improve long term data mining and analytics at the County.</li> <li>• Consistent terminology used across the various departments, particularly in the Chart of Accounts.</li> <li>• A clean-up and update of asset management module.</li> <li>• A general inventory of software and programs used by the County would be beneficial to understand use and applicability across departments (for example same/similar GPS software can likely be used by multiple business units).</li> </ul>	<ul style="list-style-type: none"> <li>• Implementing a third system that does not integrate.</li> </ul>

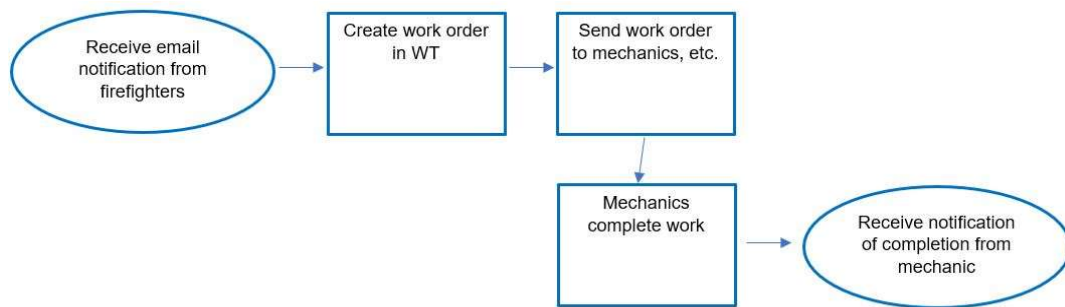


## Process Maps

### Accounts Payable Process Map:



### Work Order Process Map:



## Reporting

Custom reports were not identified as a key requirement in this department. Reporting and functionality available in FirePro, Labtech, Active911 and CAMS are deemed appropriate and reliable.

## Key Findings

- Many processes are manual (e.g. walking records over to County main administration office).
- Training, support and communication are key in the development of a new process / system implementation.
- Organizationally, the opportunity to standardize the County's approach to data entry, file management, file naming conventions and storage was identified as a key success factor.
- An opportunity to provide big picture understanding of organizational software and functionality at the Director level was identified as a means to create efficiency and streamline use of resources and required financial investments in multiple software solutions performing the same / similar functions.



Human Resources, Health & Safety Departments  
Stakeholder Engagement Feedback

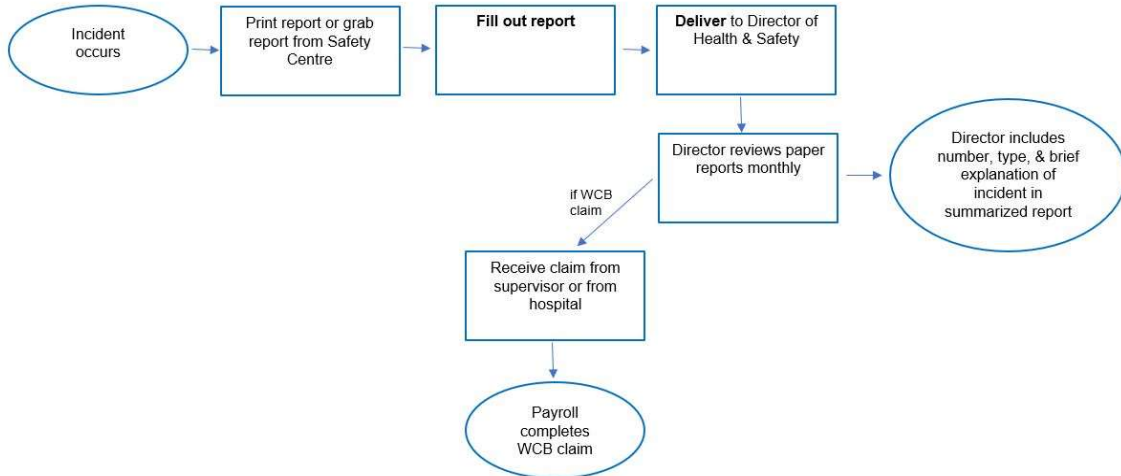
	Positive	Negative
<b>What works well / can be improved?</b>	GP / WT: <ul style="list-style-type: none"> <li>○ Good information database.</li> </ul>	TS: <ul style="list-style-type: none"> <li>○ Staff don't tend to rely on the information in the system</li> <li>○ Payroll is "glitchy and unreliable"</li> </ul> General: <ul style="list-style-type: none"> <li>○ Benefit tracking can be improved to prevent employees from creating overages for benefits and hours.</li> <li>○ Some departments keep their own employee information, which the County can't access.</li> <li>○ Use of manual processes for payroll and HR is inefficient.</li> <li>○ Use of different payroll systems between departments is inefficient.</li> </ul>
<b>What would make this Project a success / failure?</b>	<ul style="list-style-type: none"> <li>• Stakeholder feedback is considered in recommendations.</li> <li>• Switch to electronic timesheets</li> <li>• Switch to electronic paystubs</li> <li>• Opportunity for HRIS tracking / integration including:                             <ul style="list-style-type: none"> <li>○ Employee training, certificates, etc.</li> <li>○ Employee performance reviews, job descriptions, etc.</li> <li>○ Employee attendance and absence tracking</li> <li>○ Employees would have appropriate access to their payroll and HR records.</li> </ul> </li> <li>• Automatic Incident Report Summaries – with trends, statistics.</li> <li>• Payroll Report - FTE count, number of incidents, toolboxes given out, YTD incidents, # of injuries, # of lost time injuries, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Return to siloed / autonomous departments / processes without engagement or communication.</li> <li>• Lack of system integration – continued siloed processes and information.</li> </ul>





## Process Maps

### Incident Report Process Map:



## Reporting

Several gaps in system reporting and analytics result in the inability to meet organizational requirements which leads to highly manual processes. Nearly all reporting and tracking in the human resources department is manual.

### Key Findings

- In the absence of a dedicated payroll / HRIS system, the majority of information is retained, tracked and reported on manually which is ineffective and creates margin for error as well as greater chance of confidential information being compromised.
- The management of paper employee files, performance measurement / management, remuneration and records for 80 to 120+ employees during peak season is onerous and ineffective.
- Information must be entered multiple times into various spreadsheet and tracking documents is redundant, ineffective and creates opportunity for errors.
- Departments maintaining their own staff records (aside from HR) demonstrates a breakdown in consistency and exposes the County to payroll related risks.
- Employees do not have easy access to their payroll or HR records.
- Training, support and communication are key in the development of a new process / system implementation.



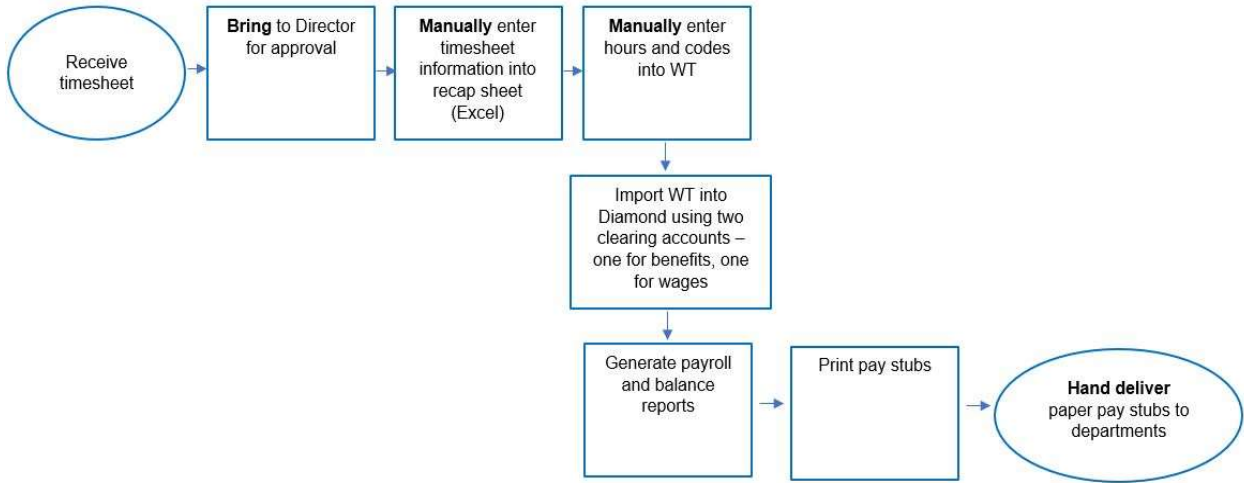
Payroll  
Stakeholder Engagement Feedback

	Positive	Negative
<b>What works well / can be improved?</b>	<p>GP / WT:</p> <ul style="list-style-type: none"> <li>○ GP provides warning if employees are getting close to their allotted benefits.</li> <li>○ WT automatically enters time and amount paid; payroll just enters exceptions.</li> </ul>	<p>GP / WT:</p> <ul style="list-style-type: none"> <li>○ Not tracking certain payroll information, such as banked hours, because it would be a manual process and too time consuming.</li> <li>○ WT uses percentage to calculate job costing so payroll must adjust to actual.</li> </ul> <p>TS:</p> <ul style="list-style-type: none"> <li>○ No warning if an employee is getting close to their max benefits.</li> <li>○ Payroll stubs are printing in layout that is confusing to employees.</li> <li>○ Creates recurring payroll batches which must be updated manually for any changes.</li> </ul> <p>General:</p> <ul style="list-style-type: none"> <li>○ LAPP is a manual calculation which is trued up quarterly.</li> <li>○ FirePro integration to avoid having to repeat payroll data entry.</li> </ul>
<b>What would make this Project a success / failure?</b>	<ul style="list-style-type: none"> <li>• Electronic approval and coding.</li> <li>• System that is designed for payroll.</li> <li>• Payroll system notifications (e.g. when employees are nearing the end of their contract, etc.).</li> <li>• Electronic timesheets and paystubs.</li> <li>• Good support from software provider.</li> </ul>	<ul style="list-style-type: none"> <li>• System-wide TS implementation.</li> <li>• Lack of a payroll solution / integration.</li> <li>• Lack of consideration of stakeholder feedback in process improvement and system selection.</li> </ul>

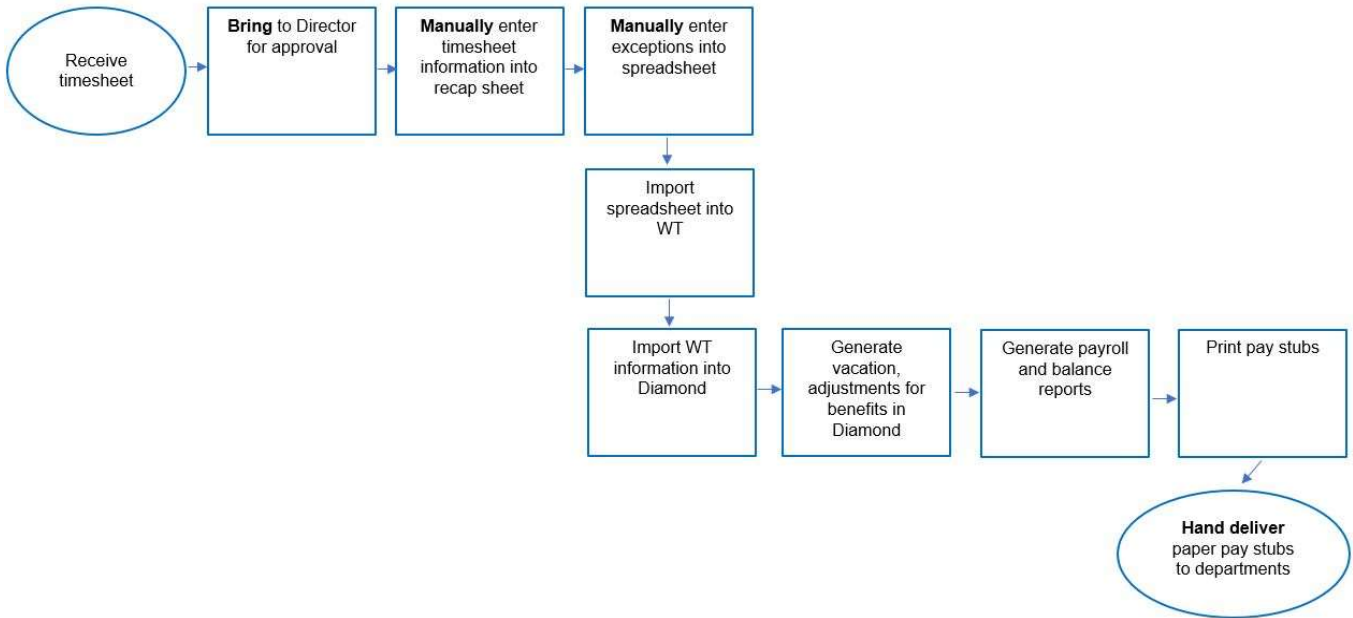


Process Maps

Payroll – Hourly Employees – GP Process Map:

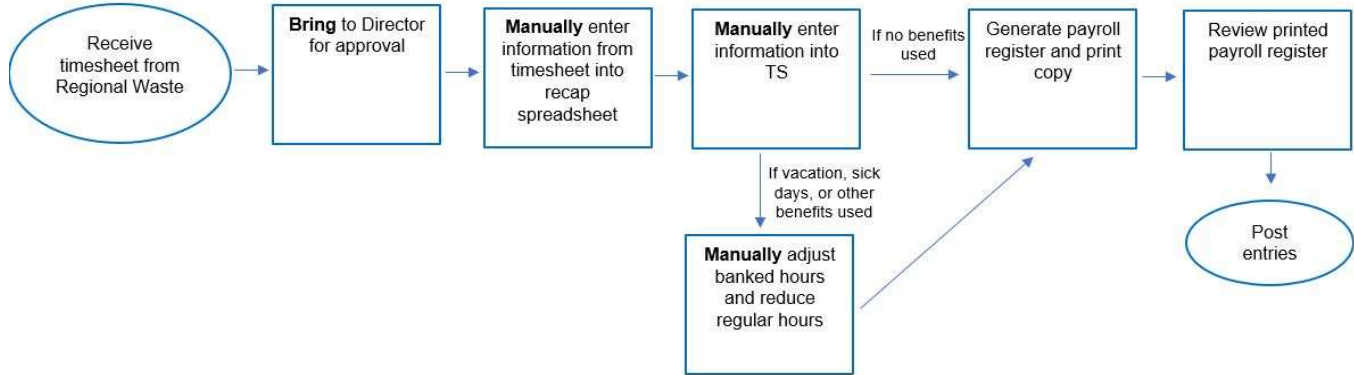


Payroll – Salaried Employees – GP Process Map:





Payroll – TownSuite Process Map:



Payroll – Fire Department Process Map:



Reporting

Several gaps in system reporting and analytics result in the inability to meet organizational requirements which leads to highly manual processes including long hand reconciliations, true ups, recalculation of source deductions and remittances in Excel, delayed processing etc.

Key Findings

- Timesheets are manually prepared for hourly employees. Exception reports, time off requests and other absences are also prepared and approved manually. This creates a duplication of efforts in recreating the transactions in the payroll system. Inherent risks of misplaced documents or manual errors exist.
- Best practise for an organization the size of the County would be to implement an electronic timesheet process including review, approval, and coding.
- Paystubs are currently printed and hand delivered to their respective departments. Best practise for an organization the size of the County would be to implement an electronic paystub process.
- Payroll information is maintained in GP, TS and FirePro with various levels of functionality and effectiveness. We understand manual validation with Excel is frequently required.
- We understand the Payroll team often relies on manual tracking and processes to support missing functionality in software(s).
- Training, support and communication are key in the development of a new process / system implementation.



Information Technology  
Stakeholder Engagement Feedback

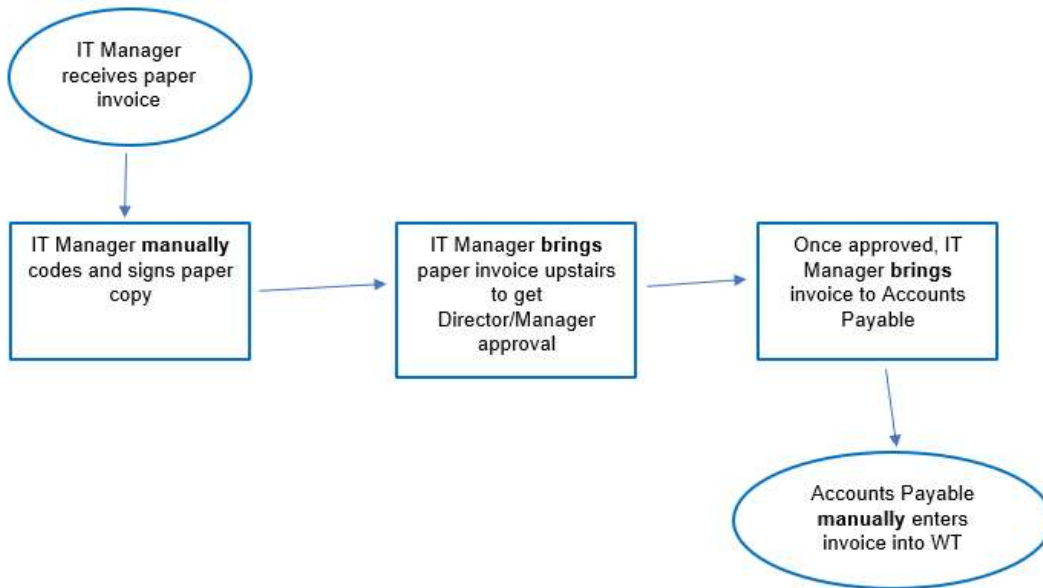
	Positive	Negative
<p><b>What works well / can be improved?</b></p>	<p>GP / WT:</p> <ul style="list-style-type: none"> <li>○ Asset Management, WT, Pearl modules are effective</li> </ul>	<p>GP / WT:</p> <ul style="list-style-type: none"> <li>○ A marked improvement would include a single software sign-on as compared to the multiple sign-ons with various supplementary programs and modules that are required currently.</li> <li>○ Too many integrations. It has been at least 4-5 years since various modules were integrated.</li> <li>○ Support from providers is poor.</li> <li>○ All databases must be on the same server, or they can't talk to each other which creates infrastructure limitations.</li> <li>○ Budget updates are often out of date (weeks behind, not real time or do not reflect approved but unposted entries). We note this is a process issue more than it is an ERP issue.</li> <li>○ Should have access to budget information on system.</li> <li>○ FRX:                         <ul style="list-style-type: none"> <li>○ Not supported for at least 4 years.</li> <li>○ After each update, often must work for hours to make the software operate again.</li> </ul> </li> <li>○ Financial reporting/financial statements process is onerous and information is difficult to rely on due to lack of integration and manual processes.</li> </ul> <p>General:</p> <ul style="list-style-type: none"> <li>○ Current processes and systems are unreliable / inconsistent and put the quality of information to question.</li> <li>○ Functionality / support gaps:                         <ul style="list-style-type: none"> <li>○ Payroll</li> <li>○ HRIS</li> </ul> </li> </ul>



<p><b>What would make this Project a success / failure?</b></p>	<ul style="list-style-type: none"> <li>• External project management support for ERP implementation.</li> <li>• Process improvement will be critical to creating efficiency.</li> <li>• Training: consistent training and cross-training in software and processes.</li> <li>• Training and embracing change/change support.</li> </ul>	<ul style="list-style-type: none"> <li>• System implementation with no project plan.</li> <li>• If the IT department is not consulted to support the conversion.</li> </ul>
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Process Maps

Invoice Approval Process Map:



Reporting

It was identified that the timing and reliability of system generated reports are perceived to be an issue. In particular, often budget reporting (described below) received is out of sync with timing of approved invoices and actual budget use which results in work around management in Excel and using manual processes.

Key reporting from this department is summarized below and included in detail in **Appendix B** attached hereto:

- Job Costs by Object Code and Fiscal Period Reporting



## Key Findings

- Lack of integrated payroll and HRIS system(s) creates manual processes and organizationally felt organizational stress and dissatisfaction.
- Budget and key reporting is onerous and results in delayed or perceived “out-of-date” deliverables to budget managers.
- Many processes are manual (e.g. printing paper and hand delivering, or maintaining multiple physical copies of records).
- Instances of repeating issues from various departments being submitted via service tickets to software providers. By centralizing service requests themes and commonalities may be identified and more effectively resolved. This is a current process issue that would benefit from centralizing service requests and management.
- Technical support from service providers (GP and TS) is underwhelming, lacks accountability, is costly and/or frequently results in delays.
- Training, support and communication are key in the development of a new process / system implementation.



**Geographic Information System Department  
Stakeholder Engagement Feedback**

	<b>Positive</b>	<b>Negative</b>
<b>What works well / can be improved?</b>	GP / WT: <ul style="list-style-type: none"> <li>○ System generally works well and has the ability to manage existing data requirements with some limitations.</li> </ul>	GP / WT: <ul style="list-style-type: none"> <li>○ The ability to enter more than one rural address in GP, but query will only pull first address listed in GIS. The first address will print on tax assessment, confusing rate payers because address listed is not theirs. The system is currently printing the wrong tax payer address (correct rural address for the quarter section) around 40% of the time.</li> </ul>
<b>What would make this Project a success / failure?</b>	<ul style="list-style-type: none"> <li>• Opportunity to create field on tax assessments / send notice prior to elections that lists the division the rate payer lives in.                             <ul style="list-style-type: none"> <li>○ Rate payers end up voting in the wrong division by accident.</li> <li>○ Have ability to see which rate payers live in which division, but missing an opportunity for education and communication with the community.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>





## Reporting

Custom reports were not identified as a key requirement in this department.

## Key Findings

- Searches by rate payer / land title only retrieve primary landowner information (i.e. first owner / address listed alphabetically/numerically) on account (availability for others) which directly results in confusion and frustration for rate payers. Rural address can have 5+ physical addresses but queries only pull first address on list. Printing assessments with “wrong address” about 40% of the time, causing confusion for rate payers.
- There is an education opportunity for rate payers coinciding with elections and tax assessments such the residence’s division number may be identified and communicated to support more educated voting and engagement.



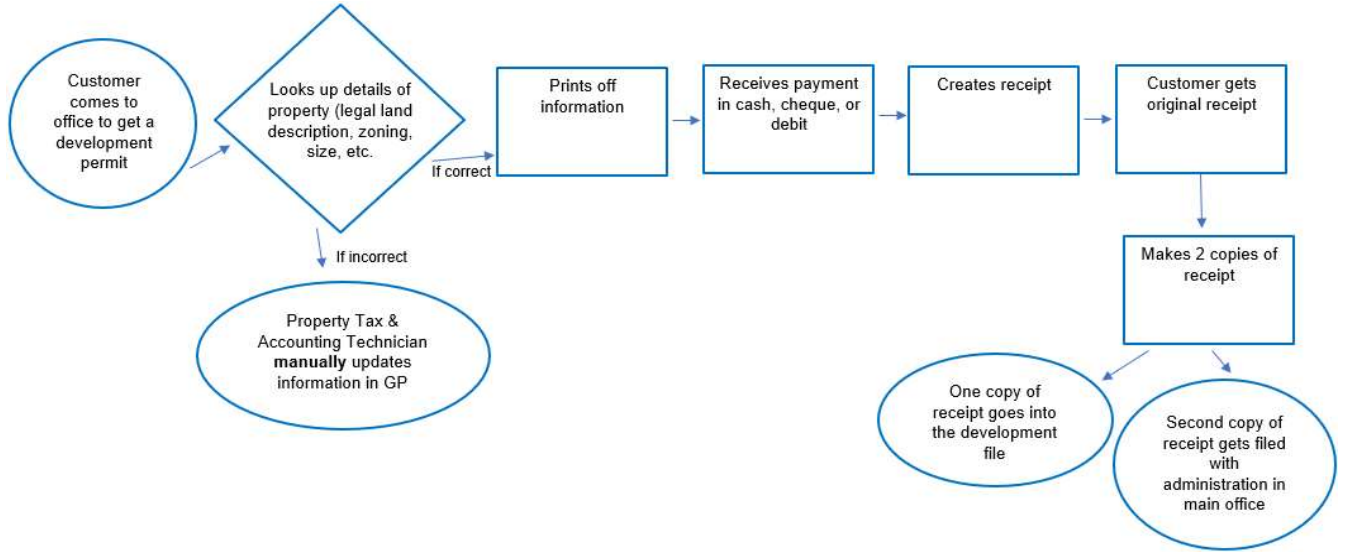
Planning & Development  
Stakeholder Engagement Feedback

	Positive	Negative
<b>What works well / can be improved?</b>	<p>GP / WT:</p> <ul style="list-style-type: none"> <li>○ GP provides easy access to information and an excellent data base / history.</li> <li>○ Scanning a paperless system are effective.</li> <li>○ Quick codes in WT are appreciated.</li> </ul>	<p>GP / WT:</p> <ul style="list-style-type: none"> <li>○ Information split between systems which creates breakdown in rate payer experience.</li> <li>○ Overly complicated process for finding information associated with rural addresses and land owners which impacts the rate payer experience with they call in. Process is not easy or intuitive.</li> <li>○ Cannot include recent aerial photos in GP but it would improve the flow of information (reduce number of programs required) with rate payers and create efficiency.</li> </ul> <p>ArcMap (out of scope for this Project):</p> <ul style="list-style-type: none"> <li>○ For adjacent land owners, pulls primary landowner only, even if there are other owners.</li> <li>○ Rate payers are confused because the address doesn't match their address.</li> </ul> <p>TRIM is not very useful.</p>
<b>What would make this Project a success / failure?</b>	<ul style="list-style-type: none"> <li>• Ability to access landowner information at any time</li> <li>• Ability to use multi-function search parameters.</li> <li>• Unified system functionality with single system.</li> </ul>	<ul style="list-style-type: none"> <li>• Dragging the project or implementation out too long.</li> <li>• Insufficient training.</li> <li>• Processes and information continue to be siloed.</li> </ul>

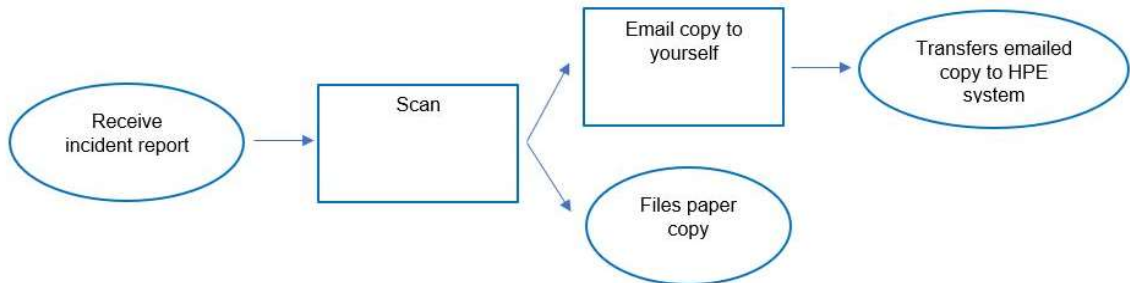


Process Maps

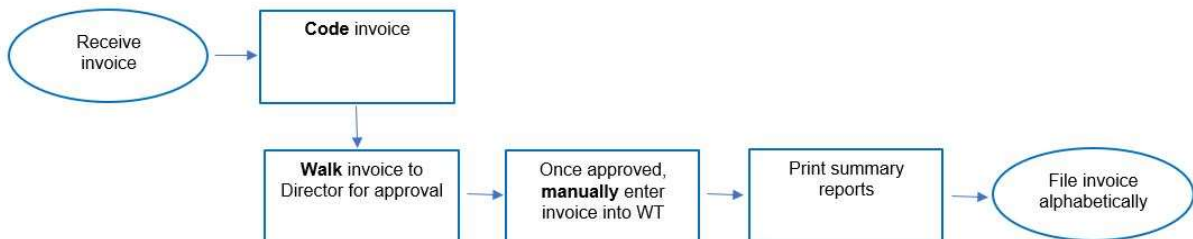
Development Permit Process Map:



Incident Reports Process Map:



Invoice Approval Process Map:





## Reporting

Custom reports were not identified as a key requirement in this department.

## Key Findings

- Perception of siloed processes and information results in inability to effectively serve rate payers as they call in for assistance. For example, a resident calling to check on the status of a development permit and later following up on their tax assessment need to be internally transferred to a different department. While this may always be the case, an educational component on the roles of each department may be effective.
- ArcMap searches by land title only retrieve primary landowner information which directly results in confusion and frustration for rate payers. We note this is out of scope of this Project.
- Training, support and communication are key in the development of a new process / system implementation.



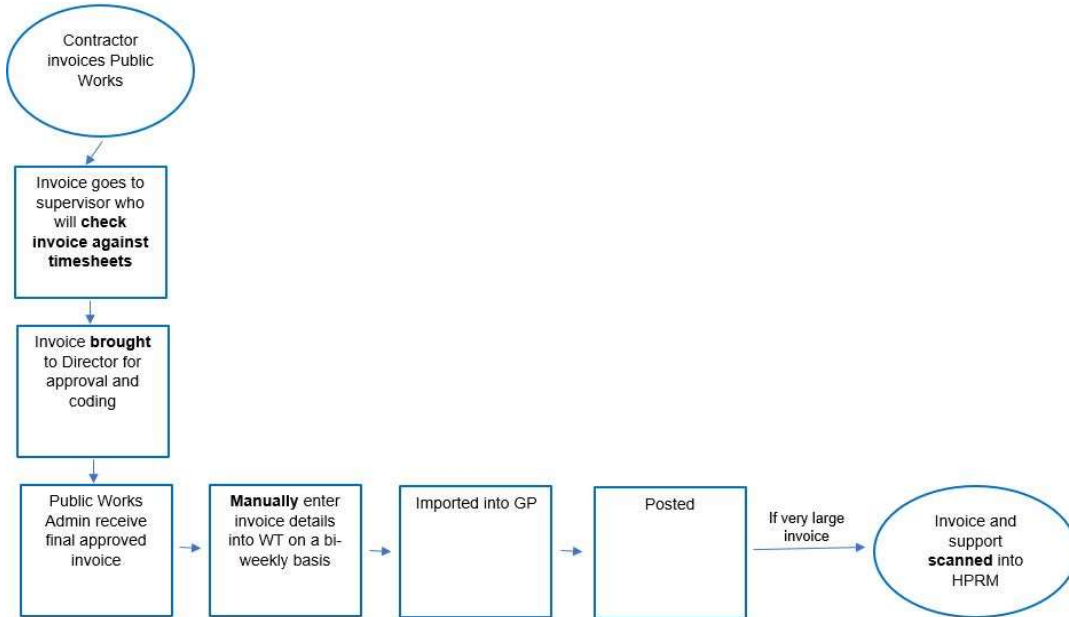
**Public Works**  
Stakeholder Engagement Feedback

	<b>Positive</b>	<b>Negative</b>
<b>What works well / can be improved?</b>	GP / WT: <ul style="list-style-type: none"> <li>○ Checks and balances leave little room for error.</li> <li>○ Paperless system created efficiency reducing the quantity of paper files maintained.</li> <li>○ Short versions of GL coding are appreciated in WT.</li> </ul>	GP / WT: <ul style="list-style-type: none"> <li>○ Data is not real time because not posting invoices daily which results in “out-of-date” budget reports.</li> <li>○ WT has too many steps to enter invoices, often entering information more than once.</li> <li>○ WT and GP are challenging to reconcile because information only flows one way.</li> <li>○ Limited user licenses create inefficiency in accessing information.</li> </ul>
<b>What would make this Project a success / failure?</b>	<ul style="list-style-type: none"> <li>● Digital reviewing and approval system for data entry.</li> <li>● Coordinated training plan with support.</li> <li>● “Smooth” implementation of new system – coordinated, timing, data management, process improvement and training.</li> <li>● Improved project reporting that includes a forecast for project costs.</li> <li>● Lack of reliable, clear, easy to understand, high-level reports at the Director level.</li> </ul>	<ul style="list-style-type: none"> <li>● Implementation of another program that doesn’t serve the needs of the County.</li> </ul>



## Process Maps

### Receiving Invoices Process Map:



## Reporting

It was identified that the timing and reliability of system generated reports are perceived to be an issue. In particular, often budget reporting (described below) received is out of sync with timing of approved invoices and actual budget use which results in work around management in Excel and using manual processes.



## Key Findings

- The County often engages with subcontractors during “peak seasons” without formal contracts. While this is in line with legislative requirements, it is not best practise. Best practise in the construction industry is inclusive of creating at minimum project based or seasonal based contracts with recurring vendors. This allows for greater accountability, service level agreements as well as reduces the risk of upcharges and unexpected fees.
- A purchase order system does not exist. Specifically, during the peak season, this creates an information bottleneck with reliance on the accounts payable process for budget reporting which is essentially out of date as soon as the report is printed. It also increases risk of missed invoices, late invoices or misstated invoices in terms of the respective department’s budget management. Best practise in the construction industry would be to employ a purchase order system to track committed and estimated project costs. This increases budget management capacity as well as accountability of internal project managers and external contractors. It would also inform improved treasury management.
- Information only flows one way in the system and is not automated. Information must be “pushed” by staff from WT to GP. This increases manual processing as employees have dual entry of information (WT and GP) particularly in instances of error correction. When errors are caught (either throughout the month at various points or with quarterly financial reporting to Council) steps must be made to investigate and manually adjust the errors in all modules which adds stress, delays deliverables and confidence in system accuracy.
- Information must be entered multiple times into various systems which is redundant, ineffective and creates opportunity for errors.
- Process improvement considerations include updating internal controls to review and approve transactions, journal entries and reports in electronic format.
- Budget and key reporting is onerous and results in delayed or perceived “out-of-date” deliverables to budget managers. Forecasting of project costs is unavailable which requires supervisors and Directors to manually estimate budgets and impedes control of expenses.
- Many processes are manual (e.g. printing paper and hand delivering, or maintaining multiple physical copies of records) which is perceived to slow down processes and increase the risk of error with duplicate entries.
- There is an opportunity to expand GIS data collected to improve understanding of job costing, maintenance requirements (i.e. average cost for a particular road segment), and resource management.
- GP / Asset Management does not currently inform average annual asset maintenance costs (largely based on limited set up rather than lack of functionality), replacement costs or depreciation.
- Training, support and communication are key in the development of a new process / system implementation.



**Rocky Mountain Regional Solid Waste Authority**  
 Stakeholder Engagement Feedback

	Positive	Negative
<b>What works well / can be improved?</b>	TS: <ul style="list-style-type: none"> <li>○ Pulling aging accounts receivable report</li> <li>○ Can make notes in customer file.</li> </ul>	TS: <ul style="list-style-type: none"> <li>○ TS is not user-friendly.</li> <li>○ Most processes are manually completed.</li> </ul>
<b>What would make this Project a success / failure?</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

**Reporting**

Custom reports were not identified as a key requirement in this department.

**Key Findings**

- This division maintains their own staff files separate from County, which is appropriate if it is a separate legal entity.
- Tracking and record keeping are primarily performed through Microsoft Office.
- Most processes are manual and do not integrate with GP or TS.
- There is an opportunity to consider using barcodes integrated into the ERP system in order to improve tracking on bins and rentable items. This would limit the risk of manual error (forgetting about bins or to document which customer is using them), shrinkage and maintain stronger inventory control.





## ERP ANALYSIS



### Great Plains / Diamond Qualitative Considerations

- Data table and architecture was requested from GP and was not received in time to be incorporated into the deliverables / analysis in this report. On a stand-alone basis this is an example of the poor support received from this software provider.
- With the various levels of change within the corporate structure and endorsed partnerships for CentralSquare and its related modules, several of the County's functions have not been supported for over four to five years.
- Of the information entered into GP, only certain aspects are available in canned reporting. There is a perception that there is a disproportionate amount of time spent entering data which is later not easily retrieved.
- Data is limited to integrate from modules to GP and not the reverse which creates reconciliation issues and diminishes data integrity.
- Key stakeholders are concerned with the viability of future partnerships. Given the velocity of change and volume of discontinued supported partnerships with GP in recent years, business continuity is considered a risk.
- 24 full user licenses (\$3,700 / license and \$1,036 in annual fees)
- 18 limited user licenses (\$1,600 / license and \$448 in annual fees)

### Quantitative Considerations

Total spend on GP over the past seven years is summarized below. **Average annual costs are estimated at \$42,000 per year.**

	2013	2014	2015	2016	2017	2018	2019
General	\$28,274	\$24,195	-	\$5,207	\$8,039	\$1,580	-
Support	\$28,918	\$8,605	\$53,796	\$36,959	\$33,324	\$28,646	\$30,634
Training	-	\$4,185	-	-	-	-	-
<b>Total</b>	<b>\$57,193</b>	<b>\$36,984</b>	<b>\$53,796</b>	<b>\$42,166</b>	<b>\$41,363</b>	<b>\$30,226</b>	<b>\$30,634</b>



**TownSuite**  
MUNICIPAL SOFTWARE

**TownSuite**  
Qualitative Considerations

- Results of stakeholder engagement demonstrate strong opposition to TownSuite. If the county decides to stay with TS, change management will be critical for success.
- The processes and functionality do not seem to be scalable to the size of solution required to best serve the County. Specific examples include: challenges with processing small batches of payroll for Regional Waste as well as lack of batch functionality in AP and AR which increases risk of errors.
- Live posting without batch / review functionality is the pain point with the broadest reach at the County.
- The payroll function is cumbersome, often incorrect and requires a significant amount of support from TS.
- Results of stakeholder engagement demonstrate strong opposition to TS.
- The processes and functionality of TS do not seem to be scalable to the size of solution required to best serve the County. Specific examples have been highlighted throughout this report.
- TS functionality as it stands does not support job costing.
- The scanning and attaching supporting documents function are welcomed and appreciated as a process improvement for those that use it.
- 10 simultaneous licenses (\$750 / license). Note this is based on the existing agreement with TownSuite and would not suffice as it exists for an organizational ERP.

**Quantitative Considerations**

Total spend on TownSuite including set up and support is summarized below. **Average annual costs are estimated at \$18,500 per year.**

	2017	2018	2019
Set up	\$118,116	-	-
Support	-	\$20,475	\$17,173
<b>Total</b>	<b>\$118,116</b>	<b>\$20,475</b>	<b>\$17,173</b>



## BENCHMARKING & RESEARCH

### Best Practise in ERP Readiness & System Selection

Predicated upon our review of “ERO Readiness and System Selection,” published by Government Finance Officers Association, dated March 2018, we summarize the following key takeaways for pertaining to ERP readiness and system selection.



#### Core Principles

- Information needs to be in the system and end-users need to be using the system for everything. Result:
  - True enterprise-wide reporting, sharing of information, transparency, decision support & analytics to support government policies.
  - Eliminates redundant tasks and shadow systems (systems employees use because the current process doesn’t support them)
- Eliminate paper forms - eliminates re-keying of information
- Software is only a tool
  - An ERP is not going to magically solve everything, does not fix bad processes
  - Instead organizations should rely on ERP as opportunity to focus on business process, software should support process
  - Projects don’t fail because of software, but because of poor implementation
  - Change is not easy for most organizations. ERP projects are all about massive change. No system will deliver ROI without re-thinking business processes, changing roles, and requiring employees to take on new tasks. Being able to successfully manage the people side of the project can’t be overlooked
  - Organizations do not deploy 100% of the software seen at demos
- ERP projects are an opportunity to streamline operations, standardize essential business processes, enhance use of data to improve decision making, and inject technology into manual processes.
- Requires stakeholders to work collaboratively across departments.

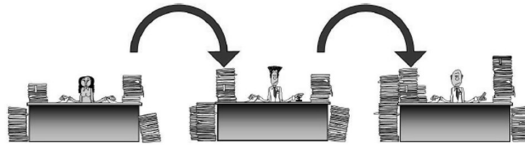
#### GFOA Recommended Approach

- Focus on business processes
  - Examine and document a business process to improve quality, eliminate waste, minimize cost, deduce time, and improve flow.
    - Waste: Anything that adds no value to the customer, such as: waiting, over-processing, transport, motion, time, etc.
    - Flow: Where waste is eliminated or reduced. Work moves continuously through the process and does not collect in batches.
  - Identify if policy needs to change to assist processes in becoming more efficient.



## Illustration of Flow\*

### Batch and Queue



### One-Piece Flow



\*Taken from Teeuwen, 2011

### Developing Requirements:

- Meet with stakeholders, organized by process - participants should represent end-to-end process.
- Identify issues and items in current system that should be preserved in future ERP system.
- Focus on identifying optimal functions of a new system rather than on current system work processes.
- Identify actual scope of the project, don't add too many wish list items or vague requests.

### Service Level Agreements:

- This needs to be clearly defined in the contract with remedies for breaking service level, otherwise government ends up taking on all the service risk.
- Define levels of system availability, frequency of back-ups, and issue response – including the amount of time vendor has to respond and solve an issue.



### Successful Transition Components:

- Project plan
  - Developed at the beginning of the project for all phases
  - Identifies implementation methodology
  - Identifies deliverables
  - Tracks progress
  - Managed in a project management tool
  - Includes all detailed tasks
  - Very difficult to recover from lack of a project plan
- Knowledgeable project team.
- Establish strong framework for project management and communications.

### Characteristics of Successful ERP Implementations:

- Strong executive sponsorship
- Commitment of resources
- Focus on business processes
- Manageable scope
- Accountability of Vendor and Government
- Ability to make decisions quickly



### Municipal ERP Software Practical Application in Alberta

Metrix Group has the pleasure of collaborating 70 municipalities and related entities throughout Alberta, Saskatchewan and the territories. As a result of our service, we understand the following demographics:

- ✓ 80% of our clients use Great Plains / Diamond Municipal Solutions
- ✓ 10% of our clients use Bellamy Software (Serenic, which recently acquired CityWide)
- ✓ 10% of our remaining clients use a variety of smaller and lesser known ERP systems (MuniWare, TownSuite etc.)

We have received anecdotal evidence from several large local governments (3+) who have switched from Bellamy to Great Plains / Diamond and indicated a regret in the decision to switch. Further, we have also received anecdotal evidence from various sources validating the displeasure with decreased service levels and support from GP in recent years.

We are not aware of any clients that have recently switched from another ERP solution to Bellamy.

Several (4+) of our contacts are considering an ERP solution aside from Great Plains / Diamond as they perceive it is not currently serving their needs.



## RECOMMENDATIONS

As a result of the research performed, stakeholder engagement, process mapping and other deliverables discussed in this report, our Phase 2 and Phase 3 recommendations are outlined below.

We conclude that TownSuite ERP solution is not well suited to best serve either Regional Waste or the County, or to create best value for tax dollars invested by rate payers. We recommend discontinuing this partnership.

We conclude that existing functionality, set up and performance of the Great Plains / Diamond ERP solution is not effectively serving the County.

**It is our recommendation that Phase 2 of this Project pursues a comprehensive request for proposal process, service level agreement negotiation, vendor analysis and selection.** We recommend that this process is inclusive of receiving potential proposals from GP given their most recent upgrades, structure and recommended solutions.

This RFP is recommended to include consideration of a fully functional Human Resources Information System (“HRIS”) which is inclusive of payroll, HR/payroll records management, performance measurement and key performance indicator management either as a built-in function or integration.

### Recommended Phase 3 Approach

Based on the findings documented throughout this report and the outcomes of Phase 2, we recommend the following considerations for Phase 3:

- e) Dedication of 1 internal resource per department to champion the project and change deliverables
- f) Comprehensive review of chart of accounts (including consideration of research included in **Reimagine**, below)
- g) Comprehensive process improvement in alignment with planning and training efforts for each department, with a focus on eliminating wasteful processes, encouraging paperless processes and electronic approvals.
- h) Cost / benefit analysis pertaining to allocation of an internal IT “help desk” resource to support ERP solutioning, technical bridging (between Finance, departments and software provider) and in creating efficiency with managing service requests. It is our experience that a dedicated resource ultimately reduces software consulting costs and builds internal capacity.

*We note that in the event of Great Plains / Diamond ERP solutions prevailing as the selected vendor, Phase 3 would be updated to reflect a “system cleansing” and “reimplementation”.*



## REIMAGINE – PROCESS IMPROVEMENT

Throughout the course of the business needs assessment and ERP feasibility project, several over-arching themes and opportunities became apparent. While outside of the scope of this Project, we have summarized several opportunities for further consideration below.

### OPPORTUNITY 1 – Chart of Accounts

Not only is a periodic review of a municipalities’ chart of accounts a good practise, it is also highly recommended as a precursor to system conversion.

Based on “a New ERP System? Take the Opportunity to Develop a New Chart of Accounts,” published by GFOA, written by Mucha, Michael J., dated February 2019, an effective chart of accounts should have 5 major components:

Component	Description	Possible Segments
Fund	A fund is the self-balancing accounting unit required for governmental accounting.	<ul style="list-style-type: none"> <li>• Fund</li> </ul>
Organizational Unit	An organizational unit represents the organizational hierarchy reflected by an organizational chart, listing of business units, or locations for which the government wants to track data.	<ul style="list-style-type: none"> <li>• Department</li> <li>• Division</li> <li>• Business Unit</li> <li>• Location</li> </ul>
Program /Activity	Programs (also commonly called activities) are the services performed by organizational units. Each program should have a service outcome — the result produced. Typically programs are ongoing and not limited to a specific organizational unit.	<ul style="list-style-type: none"> <li>• Function</li> <li>• Program</li> <li>• Activity</li> <li>• Sub-Activity</li> </ul>
Object /Account	The object or account is the classification of the balance sheet item, revenue, or expense. For expense and revenue, this defines what was spent or earned (e.g., supplies).	<ul style="list-style-type: none"> <li>• Object /Account</li> </ul>
Project	Projects are often used to track programs with defined start and end dates or other events that would require additional detail beyond the chart of accounts. Project costs would be summarized in this segment but broken out in more detail in the project ledger. This allows for detailed tracking by department.	<ul style="list-style-type: none"> <li>• Project Roll Up</li> <li>• Additional segments defined as part of project/ grant accounting</li> </ul>

Further, there should be clear, consistent and concise communication regarding the changes to the organization. Followed by training and a documented coding reference document.



## OPPORTUNITY 2 – Dashboard Reporting

Through stakeholder engagement, we identified an opportunity for the County to enhance its ability to share information and support decision making for leadership and Council. In our experience, the development of a dashboard to report on key performance measures is an effective, visual and engaging tool to execute this initiative.

Predicated upon our review of “Key Features for Designing a Dashboard”, published by GFOA, written by Ganapati, Sukumar, dated Oct. 2011, we summarize the following key takeaways to inform the consideration of internal dashboard reporting for the County.



### Goals for Dashboards:

- Summarize key performance metrics and underlying performance drivers.
- Be visually engaging, so that key information is easily understood in a short time.
- Contain pre-defined conclusions relevant to the goal of the dashboard.

### Design aspects of Dashboards:

- Should fit on a single page or screen.
- Should be simple (focus on components that add value).
- Should use the best display medium for communicating data effectively (tables, graphs, icons, text).

### Tying in Performance Measures and Dashboards:

- Communicate the direction (up or down) of performance trends and targets.
- Presented in ways that meet the needs of specific stakeholder audiences.
- Structured in a way that encourages departments to improve rather than punish them.



## OPPORTUNITY 3 – Purchase Orders

The County has expressed challenges in receiving timely budget reporting. This is largely based on a reliance on accounts payable to drive up to date reporting and has been solutioned by respective divisions and leaders, managing budgets outside of the ERP by using spreadsheets.

We note that accounts payable and invoicing is a delayed indicator of budget commitment and that a formal purchase order system is a best practise in the construction industry (as well as many others) that allows for accurate budget tracking and treasury management relating to committed funds.

## OPPORTUNITY 4 – Contracts for Pre-Approved Subcontractors

It came to our attention through our engagement with Public Works, that pre-approved subcontractors which fall beneath the Municipal Government Act threshold do not have formal contracts in place with the County. There is also a risk that total contracts awarded to a vendor within the year exceeds the thresholds, even if the individual contracts are below. We note it may be beneficial for the County to require seasonal contracts which at minimum include approved rates and service level agreements.





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## OPPORTUNITY 5 – Barcode System

In our review, both Agriculture and Regional Waste expressed challenges with inventory (agricultural and chemical) and asset management (equipment, bin rentals). Current processes are largely manual and are supported by Microsoft Office. There is a risk of manual error, inventory / asset shrinkage, misplacement of assets and inefficiencies in tracking and ordering new quantities. It would be beneficial for the County to consider implementing a barcode system to manage these customer integrated services and sales. It would result in improved inventory and asset control, ordering and maximizing equipment rental income.



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# APPENDIX A – STAKEHOLDER ENGAGEMENT DETAIL

## STAKEHOLDER INTERVIEWS

Date	October 1, 2019
Name	[REDACTED]
Department	Agriculture
Role	[REDACTED]

1. How engaged are you with the County's current operating software (Diamond / Town Suite)? *(Scale 1 Least to 10 Most)*

1      2      3      4      5      6      7      8      9      10

Uses WT, invoicing, does receivables to an extent

2. How engaged do you feel you should be with the County's operating software? *(Scale 1 Least to 10 Most)*

1      2      3      4      5      6      7      8      9      10

3. **Please walk us through an "average day in your life". Show us your required roles and use of the system.**

- Invoicing/Receipts
- Inventory

4. What **works well** with the **current information available** from Diamond / TownSuite? (i.e. the data, reporting and notifications you are able to retrieve from the systems)

- Ability to look up customer history
  - Seeing which code was used previously.
- Budget reports are easy to run.

5. What can be **improved** with the current **information available** from Diamond / TownSuite? (i.e. the data, reporting and notifications you are able to retrieve from the systems)

- WT had lots of errors when she first started, lots of glitches, took about a month to fix.
- User limit for GP:
  - Limit to the number of employees who can be logged into the system at one time.
  - Email employees to log out so you can log in.

6. What **works well** with the **current processes** in Diamond / TownSuite? (i.e. the way the system functions, data is entered or retrieved, how it supports your role and responsibilities)

7. What **can be improved** with the current **processes** in from Diamond / TownSuite? (i.e. the way the system functions, data is entered or retrieved, how it supports your role and responsibilities)
8. Do you feel there is a portion of your role (your team's roles) that would **benefit from process improvement** from an operating system?
9. What **business needs are not currently being addressed** by the operating system, but should be?
10. In your opinion, **what would make this project a success**? What would you most like to see in the new operating environment (i.e. after this project is complete and the operating system has either been improved or a new one has been implemented)?
11. In your opinion, **what would make this project a failure**? What is the biggest pain point in the current operating system that needs to be resolved?
  - **Not carrying forward customer and purchase history.**
12. Please share any other comments that may be relevant to the success of this project. What else do we need to know?

## STAKEHOLDER INTERVIEWS

Date	October 1, 2019
Name	[REDACTED]
Department	AR
Role	[REDACTED]

1. How engaged are you with the County's current operating software (Diamond / Town Suite)? *(Scale 1 Least to 10 Most)*

1      2      3      4      5      6      7      8      9      **10**

2. How engaged do you feel you should be with the County's operating software? *(Scale 1 Least to 10 Most)*

1      2      3      4      5      6      7      8      9      **10**

3. **Please walk us through an "average day in your life". Show us your required roles and use of the system.**

- Regional Waste in TS
  - Invoicing and other in Diamond and WT
  - Sends receipt to customer through mail or email:
    - Mail or email based on customer profile requirements.
    - Regional Waste Customers: ¾ emailed, ¼ mailed receipts.
    - Clearwater County Customers: ¼ emailed, ¾ mailed receipts.
  - Regional Waste:
    - Receives AR support from Regional Waste
    - Makes copies of each piece of support.
    - Customer gets copy of support with invoice – either mailed or emailed.
4. What **works well** with the **current information available** from Diamond / TownSuite? (i.e. the data, reporting and notifications you are able to retrieve from the systems)
- GP – likes that you can get all the information needed from one reporting system, customer information is easily accessible.
  - Diamond – aged AR.

5. What can be **improved** with the current **information available** from Diamond /

TownSuite? (i.e. the data, reporting and notifications you are able to retrieve from the systems)

- One system that could work with all the systems
    - WT switches through multiple modules just to complete one invoice.
  - TS – invoices look different
    - Issues multiple invoices on one sheet of paper
    - Doesn't have summary of customer information.
    - Companies that do open invoicing can't process the multiple invoices on one sheet, so must go in and separate out the invoices and send separately.
  - Customer profiles set up in WT do not communicate with GP.
  - WT glitch when entering invoice information – if you select the wrong box, it will make you enter the information all over again.
6. What **works well** with the **current processes** in Diamond / TownSuite? (i.e. the way the system functions, data is entered or retrieved, how it supports your role and responsibilities)
- GP:
    - Works well.
    - Can't do invoicing without creating a batch, which prevents errors.
  - TS: scanning and attaching backup to invoice – easy access to the scanned document from the client file.
7. What **can be improved** with the current **processes** in from Diamond / TownSuite? (i.e. the way the system functions, data is entered or retrieved, how it supports your role and responsibilities)
- Constantly balancing multiple records, systems, and information to complete a single task.
  - TS: can invoice without a batch.
8. Do you feel there is a portion of your role (your team's roles) that would **benefit from process improvement** from an operating system?
- Customer profile set-up:
    - Should be working with one module, one screen.
    - Access to AR, billing, GL from customer profile.
  - Better system support
    - Support ticket submitted to WT months ago to fix problem with invoice logo.
9. What **business needs are not currently being addressed** by the operating system, but

should be?

10. In your opinion, **what would make this project a success?** What would you most like to see in the new operating environment (i.e. after this project is complete and the operating system has either been improved or a new one has been implemented)?

- Software that has one module, one system.
- System that is intuitive.
- System that allows for scanning of support, easy access to information, paperless.
  - All in one system, rather than having a separate storage management software.

11. In your opinion, **what would make this project a failure?** What is the biggest pain point in the current operating system that needs to be resolved?

- Staying with current system.

12. Please share any other comments that may be relevant to the success of this project. What else do we need to know?

## STAKEHOLDER INTERVIEWS

Date	September 30, 2019
Name	[REDACTED]
Department	Planning & Development
Role	[REDACTED]

1. How engaged are you with the County's current operating software (**Diamond** / Town Suite)? *(Scale 1 Least to 10 Most)*

1      2      3      **4**      5      6      7      8      9      10

2. How engaged do you feel you should be with the County's operating software? *(Scale 1 Least to 10 Most)*

1      2      3      **4**      5      6      7      8      9      10

3. Please walk us through an "average day in your life". Show us your required roles and use of the system.

- Uses Diamond and WT - doesn't use TS at all.
  - Emailing
  - Process development permits
    - Two different e-filing systems – Trim and HPE/HPRM.
      - Will be converting entirely to HPRM eventually.
4. What **works well** with the **current information available** from Diamond / TownSuite? (i.e. the data, reporting and notifications you are able to retrieve from the systems)
- HPE
    - Ability to scan documents into it for easy access later.
    - Not accessible from every area.
    - Scans all development permits into system and then emails to planning office.
    - Planning does not have electronic copy, only paper copy.
  - Diamond:
    - Information holder: legal land name, owner, zoning, size, etc.
  - ArcMap
    - Program for finding adjacent land owners
    - Transfers information into Excel and gets necessary information needed from this.
    - Every 3 years the county has aerial photos taken.
5. What can be **improved** with the current **information available** from Diamond / TownSuite? (i.e. the data, reporting and notifications you are able to retrieve from the systems)



- Rural address
    - Uses to search in GP
    - Not necessarily the same as long legal (because multiple parcels are contained within long legal).
    - Enters first 5-6 numbers in one screen and then scrolls through options to choose next numbers.
    - Overly complicated process.
  - Diamond:
    - Would be nice to have a recent aerial photo so she doesn't have to open another program.
    - Legal, original landowner, zoning, size, etc. information on hand for when rate payers need that information.
  - Information is split between systems, should be integrated – split creates breakdown in rate payer experience.
  - ArcMap is slow.
6. What **works well** with the **current processes** in Diamond / TownSuite? (i.e. the way the system functions, data is entered or retrieved, how it supports your role and responsibilities)
- HPE:
    - Scanning documents
    - Uses the larger scanner in the scanning room rather than the scanner right beside her because easier and faster.
7. What **can be improved** with the current **processes** in from Diamond / TownSuite? (i.e. the way the system functions, data is entered or retrieved, how it supports your role and responsibilities)
- Trim
    - Trim has short blurb about the project, rather than all the details.
    - Not super useful
    - Paper and electronic copies of permits kept
8. Do you feel there is a portion of your role (your team's roles) that would **benefit from process improvement** from an operating system?
9. What **business needs are not currently being addressed** by the operating system, but should be?
10. In your opinion, **what would make this project a success**? What would you most like to see in the new operating environment (i.e. after this project is complete and the operating system has either been improved or a new one has been implemented)?
- Accessing landowner info at any time, ability to use multi-function search parameters
    - Currently can search by landowner name in GP - would like to maintain this function.

11. In your opinion, **what would make this project a failure?** What is the biggest pain point in the current operating system that needs to be resolved?

- Dragging the project out
- Providing poor/insufficient training.

12. Please share any other comments that may be relevant to the success of this project. What else do we need to know?

- Incident reports are very slow to get entered – often sit on people’s desks for weeks waiting for recommendation.
- Risk of combined system is that some information is sensitive.

## STAKEHOLDER INTERVIEWS

Date	November 7, 2019
Name	[REDACTED]
Department	Agriculture & Community Services
Role	[REDACTED]

1. How engaged are you with the County's current operating software (Diamond / Town Suite)? *(Scale 1 Least to 10 Most)*

1      2      3      4      **5**      6      7      8      9      10

2. How engaged do you feel you should be with the County's operating software? *(Scale 1 Least to 10 Most)*

1      2      3      4      **5**      6      7      8      9      10

3. **Please walk us through an "average day in your life". Show us your required roles and use of the system.**

- Budgeting:
    - Looks into WT to see YTD budget
    - Uses WT to drill down and see how the budget is broken down. Obtain understanding of where the money is going.
  - Reviewing payables occasionally.
  - Inventory - more to support than review
4. What **works well** with the **current information available** from Diamond / TownSuite? (i.e. the data, reporting and notifications you are able to retrieve from the systems)
- The information that she needs is in the system.
  - Likes the way WT is broken down into separate tabs (type of function, payables, etc.).
  - Comprehensive in initial viewing.
  - Likes the budget and project reporting through WT.

5. What can be **improved** with the current **information available** from Diamond / TownSuite? (i.e. the data, reporting and notifications you are able to retrieve from the systems)
  - When she starts drilling down, becomes confusing.
  - Duplication of information or titles.
  - Hard to find information you're looking for.
  - System is not intuitive to use.
  - Query function in WT doesn't work.
  - Support from WT doesn't exist.
    - When she contacts support, doesn't hear back.
    - Often asks Rhonda to contact support for her, and still waits for a month or two to even hear back.
  - Diamond:
    - Searching is not good. Not enough detail.
    - Can pull invoices and information up but then can't print it off.
  - Information pulled from system is not sorted in any way – i.e. returned data is not sorted by date, so must search through all items to find what you're looking for.
6. What **works well** with the **current processes** in Diamond / TownSuite? (i.e. the way the system functions, data is entered or retrieved, how it supports your role and responsibilities)
  - HPRM is way better than TRIM. Scans documents and then can shred them.
    - Anything that is signed, like contracts, they keep the paper copy.
    - Still save things on the drive even though they have HPRM.
  - Scanning can take a lot of time, but if they got into the habit of scanning regularly then it wouldn't be so time consuming.
  - P Drive:
    - Saving conventions are not consistent.
    - People's opinion of which category or location something should be filed under changes from person to person, so often things that should be in the same folder are saved into different folders.
7. What **can be improved** with the current **processes** in from Diamond / TownSuite? (i.e. the way the system functions, data is entered or retrieved, how it supports your role and responsibilities)

8. Do you feel there is a portion of your role (your team's roles) that would **benefit from process improvement** from an operating system?
  - Need an intuitive solution.
  - WT can be quite onerous and complicated. So many queries and options and information that it becomes overwhelming.
  - Diamond and WT difference causes problems, for example, counter sales sometimes don't show up in Diamond.
  - Can never get rid of work orders, can close them but they never go away.
  - In Diamond, can enter the same person multiple times so there are multiple personnel files related to the same person, with slightly different names. Wants to be able to clean up and delete old files.
9. What **business needs are not currently being addressed** by the operating system, but should be?
10. In your opinion, **what would make this project a success**? What would you most like to see in the new operating environment (i.e. after this project is complete and the operating system has either been improved or a new one has been implemented)?
  - Two systems work together – seamless integration
  - Systems talk to each other
  - User friendly
  - No duplications.
  - If there is a new system, must have support internally and externally. Especially in the early stages of the project.
11. In your opinion, **what would make this project a failure**? What is the biggest pain point in the current operating system that needs to be resolved?
  - Keeping current system. If we told them that the current system is the best system.
12. Please share any other comments that may be relevant to the success of this project. What else do we need to know?
  - Disconnect right now between municipal finance departments and IT support. Often IT can't help with issues.
  - Enters all the information of a sale into the system but can't pull the same information out.
    - For example, customer asking what they purchased last year but system only shows purchase and price, not the details.

## STAKEHOLDER INTERVIEWS

Date	September 30, 2019
Name	[REDACTED]
Department	IT
Role	[REDACTED]

1. How engaged are you with the County's current operating software (Diamond / Town Suite)? *(Scale 1 Least to 10 Most)*

1      2      3      4      5      6      7      8      9      10

2. How engaged do you feel you should be with the County's operating software? *(Scale 1 Least to 10 Most)*

1      2      3      4      5      6      7      8      9      10

3. **Please walk us through an "average day in your life". Show us your required roles and use of the system.**

4. What **works well** with the **current information available** from Diamond / TownSuite? (i.e. the data, reporting and notifications you are able to retrieve from the systems)

- Asset Management, WT, Pearl (newer website version of WT – server based, not cloud) works well. People use both versions of WT.
- Ivault was good, but it's not supported anymore.
- Using Esri now.

5. What can be **improved** with the current **information available** from Diamond / TownSuite? (i.e. the data, reporting and notifications you are able to retrieve from the systems)

- Everyone should have access to the information needed to do their job.
- Diamond is a waste of time, fighting for the past 20 years to move to something else.
  - feels stagnant – because Diamond is not well supported but don't want to spend money making it better because considering new system.
- Systems put the quality of information to question.

6. What **works well** with the **current processes** in Diamond / TownSuite? (i.e. the way the system functions, data is entered or retrieved, how it supports your role and responsibilities)

- IT control: EXEs blocked automatically unless IT is the one installing.
- Test server that Finance posts into before posting to real system.



7. What **can be improved** with the current **processes** in from Diamond / TownSuite? (i.e. the way the system functions, data is entered or retrieved, how it supports your role and responsibilities)
- Training:
    - Currently no clear person or plan for training
    - Staff should be cross-trained and consistently trained.
    - The problem is not the people, but the training. Adapting the training to match the person
    - Doesn't matter the quality of the product if people are improperly trained.
    - Employees should be empowered, have ownership over the product.
    - Embracing change/change support
    - Not enough training for staff to think of different processes they can use. As soon as they run into a problem, don't know how to proceed, which means that Rhonda gets called in (bottleneck created in work flow).
  - Diamond:
    - All databases must be on the same server, or they can't talk to each other.
    - Project where they wanted to move data from one server to another
      - Took longer than it should have
      - Lack of understanding from Diamond about what they wanted, had to communicate a lot for something quite basic.
      - Had to hire a consultant to help set it up which was expensive.
    - Diamond has too many integrations. Estimates that it will be 4-5 years before all the products are integrated.
    - Single sign-on through Diamond.
  - TS:
    - IT not involved in the day-to-day usage of it.
    - For updates, IT is not notified, patch is just updated through user prompts.
    - No change management or testing. Forced TS and Finance to build a test server to post into before posting to real system.
    - Product designed for 10 people or less, not large org.
    - Support is so-so, if you get the right support person on the phone for help, works well, otherwise no point in phoning.
  - TS and Diamond – if the good support staff at Diamond or TS leave, doesn't believe that the companies will have the resources to support their clients.
  - FRX:
    - Report writing support.
    - Not supported for at least 4 years.
    - After each update, unsure if FRX will keep working or not. Often must complete hours of work to make it work. Software will work until the next update, after which the cycle repeats.
  - Support from providers is poor.
8. Do you feel there is a portion of your role (your team's roles) that would **benefit from process improvement** from an operating system?
- Budgeting:
    - Currently receives paper report that tells him how much of his budget he's spent to

- o date.
  - o Often out of date, sometimes by 2-3 months.
  - o Would like to be able to log in to a system and see his budget, how much he's spent to date, and how much remaining.
  - o Doesn't even use the system for budgeting right now.
    - o Uses Excel instead. Double checks against report from Finance.
    - o Notices that sometimes codes are changed without consultation.
9. What **business needs are not currently being addressed** by the operating system, but should be?
- Payroll
    - o Payroll is on time, but very long process to get the information.
  - HRIS
    - o Currently no system for HR & Payroll that is effective. Using Excel for most reporting and tracking.
  - Budgeting – day to day budgeting for managers or directors.
  - Financial reporting/financial statements.
10. In your opinion, **what would make this project a success?** What would you most like to see in the new operating environment (i.e. after this project is complete and the operating system has either been improved or a new one has been implemented)?
- ERP:
    - o Need a **proper PM**.
      - External PM, no ties to people in the office.
    - o Figure out processes used before starting RFP or purchasing new software.
      - May be some processes that we can streamline.
    - o Need a champion for the change, leadership to be pushing for it.
  - Ensure Esri is integrated with all ERP alternatives.
  - IT included in the ERP decision making.
11. In your opinion, **what would make this project a failure?** What is the biggest pain point in the current operating system that needs to be resolved?
- Implementation with no project plan.
12. Please share any other comments that may be relevant to the success of this project. What else do we need to know?
- TS:
    - o Implemented with no particular project plan, thought that it would be working well in 3-6 months.
    - o Very easy for IT to implement, but staff usage a different story.
    - o We didn't have a plan for using or thought behind implementing it. Didn't like Diamond and wanted something new. Want to make TS into Diamond, which won't



work.

- Change:
  - Resistance to change from staff: “This is the way I’ve been doing it for 20 years, why change?”.
  - New leadership team: Rick, Murray, Rhonda....
  - Leadership not pushing back against staff not wanting to change. Leadership is good but needs to push back more.
  - There has been a lot of change recently:
    - Changing in GP mapping software - iVault to Esri
    - ERP change – introduction of TS, change from Forecaster to Questica.
    - Leadership changes
    - Other large-scale change coming
- IT Steering committee:
  - Cam is chair of committee.
  - Cross-functional team with people from public works and different departments. Doesn’t want directors or leadership on the committee because they have too much sway.
  - Wants more team players.
- ERP small slice of problem that the county is facing.
- IT Support:
  - If system wasn’t Diamond, IT would not mind taking a larger role in support for systems.
  - IT isn’t always aware of issues because staff will directly contact Diamond instead of going through IT. If non-IT related, Diamond won’t let IT know, will just log in and fix it.
    - Pros and cons of staff going directly to Diamond
  - IT Help Desk:
    - Currently have in-house help desk.
    - Would like to have greater depth of analytics for tickets.
    - Would like another full-time employee (FTE).
      - On help desk, helping with existing processes, helping with smaller problems as well (Excel, Word, etc.).

## STAKEHOLDER INTERVIEWS

Date	October 1, 2019
Name	[REDACTED]
Role	[REDACTED] & Development

1. How engaged are you with the County's current operating software (**Diamond** / Town Suite)? *(Scale 1 Least to 10 Most)*

1      2      3      4      5      6      7      **8**      9      10

2. How engaged do you feel you should be with the County's operating software? *(Scale 1 Least to 10 Most)*

1      2      3      4      5      6      7      **8**      9      10

3. **Please walk us through an "average day in your life". Show us your required roles and use of the system.**

- Answers calls and inquiries
  - Uses Diamond to look up land information legals, rural addresses, zoning, size, if taxes are paid, tax rate, division number, etc.
  - Uses GP to create receipts for payments received
    - Searches for past payments and receipts
4. What **works well** with the **current information available** from Diamond / TownSuite? (i.e. the data, reporting and notifications you are able to retrieve from the systems)
- Everything is pretty good.
  - Easy access to information
  - If she sees a problem or error, sends information to Cheri and she updates it.
5. What can be **improved** with the current **information available** from Diamond / TownSuite? (i.e. the data, reporting and notifications you are able to retrieve from the systems)
- ArcMap: Adjacent land owners
    - Pulls primary landowner only, even if there are other owners.
    - Would be nice to include other landowners.
  - When she did AP it was a pain.
6. What **works well** with the **current processes** in Diamond / TownSuite? (i.e. the way the

system functions, data is entered or retrieved, how it supports your role and responsibilities)

- Loves having quick codes. No 16-digit GL strings.
7. What **can be improved** with the current **processes** in from Diamond / TownSuite? (i.e. the way the system functions, data is entered or retrieved, how it supports your role and responsibilities)
- GP glitch:
    - When trying to print taxes can't just hit the print button to print
    - Must go to File tab, then select print option through there.
8. Do you feel there is a portion of your role (your team's roles) that would **benefit from process improvement** from an operating system?
9. What **business needs are not currently being addressed** by the operating system, but should be?
10. In your opinion, **what would make this project a success**? What would you most like to see in the new operating environment (i.e. after this project is complete and the operating system has either been improved or a new one has been implemented)?
- GP glitch and ArcMap problem fixed would be nice.
11. In your opinion, **what would make this project a failure**? What is the biggest pain point in the current operating system that needs to be resolved?
12. Please share any other comments that may be relevant to the success of this project. What else do we need to know?
- Uses Camelot, ArcMap, GP.

## STAKEHOLDER INTERVIEWS

Date	September 30, 2019
Name	[REDACTED]
Department	Finance
Role	[REDACTED]

1. How engaged are you with the County's current operating software (Diamond / Town Suite)? *(Scale 1 Least to 10 Most)*

1      2      3      **4**      5      6      7      8      9      **10**  
TS Diamond

2. How engaged do you feel you should be with the County's operating software? *(Scale 1 Least to 10 Most)*

1      2      3      4      5      6      7      8      9      **10**  
Diamond & TS

3. Please walk us through an "average day in your life". Show us your required roles and use of the system.

- Direct deposits (during tax time) – using cash drawer.
- Property taxes
  - Team effort
  - Runs categories in batches
  - Printing takes one day for one person, pulling takes a day for one person.
  - 15,000 assessments going out – one week of processing.

4. What **works well** with the **current information available** from Diamond / TownSuite? (i.e. the data, reporting and notifications you are able to retrieve from the systems)

- Batches.
- Balancing taxes is easy.

5. What can be **improved** with the current **information available** from Diamond / TownSuite? (i.e. the data, reporting and notifications you are able to retrieve from the systems)

- Council wants to know tax by levy type – this information is not available
- For tax, can only pull current year, not prior years.
- Diamond: can't search with specified date range (e.g. want to search from 2016 only onwards but get entire history of property)



6. What **works well** with the **current processes** in Diamond / TownSuite? (i.e. the way the system functions, data is entered or retrieved, how it supports your role and responsibilities)
7. What **can be improved** with the current **processes** in from Diamond / TownSuite? (i.e. the way the system functions, data is entered or retrieved, how it supports your role and responsibilities)
  - Lot of repetition, higher risk of typos.
  - Ability to export data into Excel rather than through CSV. Spends a lot of time manipulating data so that she can access it.
  - Camelot separate from Diamond – means double entry of same information.
  - Support from providers is terrible.
  - Can't do batches in TS
8. Do you feel there is a portion of your role (your team's roles) that would **benefit from process improvement** from an operating system?
  - Understanding bigger picture so she can improve her own processes, understand link between departments, role, etc.
9. What **business needs are not currently being addressed** by the operating system, but should be?
  - Mail merge function – more customizable letters.
    - Letters for taxes, arrears, etc.
    - Diamond probably has greater capabilities than she is aware of, but support from Diamond is terrible, so hasn't explored further.
10. In your opinion, **what would make this project a success**? What would you most like to see in the new operating environment (i.e. after this project is complete and the operating system has either been improved or a new one has been implemented)?
  - System that works and that we know how to use it – training and support readily available.
11. In your opinion, **what would make this project a failure**? What is the biggest pain point in the current operating system that needs to be resolved?
  - Committing too soon - jumping into a system too early with insufficient research.
12. Please share any other comments that may be relevant to the success of this project. What else do we need to know?

## STAKEHOLDER INTERVIEWS

Date	October 1, 2019
Name	[REDACTED]
Department	GIS
Role	[REDACTED]

1. How engaged are you with the County's current operating software (**Diamond** / Town Suite)? *(Scale 1 Least to 10 Most)*

1      **2**      3      4      5      6      7      8      9      10

Very little involvement with the current systems.  
Uses Esri for mapping.

2. How engaged do you feel you should be with the County's operating software? *(Scale 1 Least to 10 Most)*

1      **2**      3      4      5      6      7      8      9      10

3. **Please walk us through an "average day in your life". Show us your required roles and use of the system.**

- Web mapping.
  - Analyzes data (from roads, assets, etc.) that comes in.
    - Takes data and gives it to the people who makes the decisions.
  - Creates the code numbers for the technicians to set up in the system.
    - Ensures property headers are set up so GIS works.
  - WT Asset set-up (visual representation).
  - Support for Finance
    - If they can pull up correct rural number then they can pull up the correct addresses - if not, they need assistance.
4. What **works well** with the **current information available** from Diamond / TownSuite? (i.e. the data, reporting and notifications you are able to retrieve from the systems)
5. What can be **improved** with the current **information available** from Diamond / TownSuite? (i.e. the data, reporting and notifications you are able to retrieve from the systems)
6. What **works well** with the **current processes** in Diamond / TownSuite? (i.e. the way the system functions, data is entered or retrieved, how it supports your role and responsibilities)

7. What **can be improved** with the current **processes** in from Diamond / TownSuite? (i.e. the way the system functions, data is entered or retrieved, how it supports your role and responsibilities)
  - Rural addressing – all done in GIS – then GP is populated with the right address.
    - One rural address could have many associated addresses or properties on them.
    - Problem with GP – currently only one rural address area that shows up in query
    - Area for more addresses in GP, but query only pulls first address listed.
8. Do you feel there is a portion of your role (your team's roles) that would **benefit from process improvement** from an operating system?
  - Rural address gets printed on the tax assessment the same way (first rural address rather than showing all associated addresses)
    - Rate payers are confused because the address listed is often not their address
    - Currently printing assessments that have the wrong address (right address for the quarter section) about 40% of the time.
  - Even if GP could print more than one address for assessments, that would be good.
9. What **business needs are not currently being addressed** by the operating system, but should be?
  - Should create field on tax notices that informs rate payers which division they belong to.
    - People end up voting where they shouldn't be by accident.
  - Could also send a notice that notifies rate payers which division they should be voting in before the election.
    - Currently able to print out listing of who is in what division, but missing communication part.
10. In your opinion, **what would make this project a success**? What would you most like to see in the new operating environment (i.e. after this project is complete and the operating system has either been improved or a new one has been implemented)?
11. In your opinion, **what would make this project a failure**? What is the biggest pain point in the current operating system that needs to be resolved?
12. Please share any other comments that may be relevant to the success of this project. What else do we need to know?
  - Aware of public perceptions

## STAKEHOLDER INTERVIEWS

Date	October 1, 2019
Name	[REDACTED]
Department	Public Works
Role	[REDACTED]

1. How engaged are you with the County's current operating software (**Diamond** / Town Suite)? (Scale 1 Least to 10 Most)

1      **2**      3      4      5      6      7      8      9      10

Not using TS yet, using Diamond and WT

2. How engaged do you feel you should be with the County's operating software? (Scale 1 Least to 10 Most)

1      **2**      3      4      5      6      7      8      9      10

3. **Please walk us through an "average day in your life". Show us your required roles and use of the system.**

- Process all the paper for Public Works – projects (agreements, etc.), invoicing, maintenance, construction, industry, records management, fleet management (as far as records goes)
- Lots of filing.
- AP – about 50% of the week to inventory and invoicing
- Invoicing:
  - Hire contractors with individual pieces of equipment, engineering companies – produce invoices
  - Supervisors are responsible for tracking hours and matching the invoices received against the hours.
  - Inquiries into how much of the budget has been spent won't be shown until those invoices are posted.
  - Public Works does not file a paper copy of the invoice. For the very large payments, scan a copy into the HPRM system
  - Budget for each project
    - Tender out projects that meet financial conditions.
      - If under financial threshold, just hire one of the regular contractors, pay them all the same hourly wage for the work they do.
- Inventory:
  - E.g. gravel taken from the County gravel pit
    - Contractors can take gravel from the pit, record how much they take, Public Works enter the amount onto WT and then the inventory is costed out to each job.



4. What **works well** with the **current information available** from Diamond / TownSuite? (i.e. the data, reporting and notifications you are able to retrieve from the systems)
  - Checks and balances leave little room for error.
5. What can be **improved** with the current **information available** from Diamond / TownSuite? (i.e. the data, reporting and notifications you are able to retrieve from the systems)
  - Data is not real time
    - Delay between budget amount shown on the project and the posting.
    - Not posting daily
    - Managers are frustrated that the numbers from their budget don't match the system.
    - Would be nice to do live posting but recognize possible issues.
      - Concern with instant posting is that no way to check before posting.
6. What **works well** with the **current processes** in Diamond / TownSuite? (i.e. the way the system functions, data is entered or retrieved, how it supports your role and responsibilities)
  - Loves HPRM – e-filing system. Rarely have to maintain paper files anymore.
  - Doesn't have to scan invoices because Courtney scans them.
    - Likes being able to access the invoices easily, but don't feel like they have the time to scan them all in themselves.
7. What **can be improved** with the current **processes** in from Diamond / TownSuite? (i.e. the way the system functions, data is entered or retrieved, how it supports your role and responsibilities)
  - Often programs want you to use every aspect of the program, when you only really need a portion of the abilities of the program.
  - WT has lots of steps for each invoice.
    - Entering information on one screen that she must enter in many times.
    - Feels outdated.
    - Small glitches that are frustrating
8. Do you feel there is a portion of your role (your team's roles) that would **benefit from process improvement** from an operating system?
  - Digital approval systems.
    - Lots of the people in the office are paper people.

9. What **business needs are not currently being addressed** by the operating system, but should be?
- Up-to-date budget information
    - Managers double tracking (probably using Excel), because the system information is not always up to date.
    - Should not have to track the budget manually when we pay money for a program that does it for us.
    - Require up-to-date information to make good decisions.
  - WT and Diamond never match because the information only flows one way.
    - Requires reconciliation for completion of every report.
    - Use WT because depth of reporting. But some information from reports goes directly into Diamond and doesn't go into WT.
10. In your opinion, **what would make this project a success?** What would you most like to see in the new operating environment (i.e. after this project is complete and the operating system has either been improved or a new one has been implemented)?
- Training on the program.
    - If not trained well, not utilizing program to full capacity.
  - Smooth implementation of the program.
11. In your opinion, **what would make this project a failure?** What is the biggest pain point in the current operating system that needs to be resolved?
- Current situation – another implementation
  - If the program doesn't work.
  - Annoyance that they spent time learning a program that they are probably going to be switching away from, and that there are still so many things about the program that they still don't know.
12. Please share any other comments that may be relevant to the success of this project. What else do we need to know?
- No contract with individual contractors
    - Contractors fill out form to work with County
      - Form includes contractor's insurance, WCB details, etc.
    - County only hires contractors from approved listing.
  - No purchase orders
    - No way to track committed POs
  - Some contractors have work orders
    - Daily timesheets that are summarized monthly

## STAKEHOLDER INTERVIEWS

Date	November 7, 2019
Name	[REDACTED]
Department	Legislative & Emergency Services
Role	[REDACTED]

1. How engaged are you with the County's current operating software (Diamond / Town Suite)? *(Scale 1 Least to 10 Most)*

1      2      3      4      5      6      7      8      9      10

2. How engaged do you feel you should be with the County's operating software? *(Scale 1 Least to 10 Most)*

1      2      3      4      5      6      7      8      9      10

3. Please walk us through an "average day in your life". Show us your required roles and use of the system.

- Role:
  - Created department from parts of departments that were discontinued and shifted responsibilities around.
  - Includes fire, emergency services, peace officers, since all have legislative aspects.
- Programs:
  - FirePro
    - Used by the fire department
    - Used for payroll, inventory, assets, personnel management, budgeting, tracks data such as incident and call out reports.
    - Does everything they need it to do.
  - Labtech
    - Resource/people management.
    - Scheduling. Can see what fire station has which personnel, which group, which dates, etc.
    - File management system. Keeps policies, procedures on there.
  - Active911 – used for active 911 calls.
  - CAMS – managing GIS data.
  - Report Exec
    - Used for Peace Officers
    - Collects data on traffic calls, incident reports, etc.
  - WT:
    - Uses for budgeting.
    - Good because she was able to go back and see what was done in prior years.

- TRIM/HPRM – resource management
- Budget:
  - Uses Excel.
  - Gets spreadsheet from Rhonda, adjusts based on her experience.
  - Doesn't budget in FirePro but uses it to inform her budgeting.
  - Data that finance pulls doesn't always match up with Christine's data.
- 4. What **works well** with the **current information available** from Diamond / TownSuite? (i.e. the data, reporting and notifications you are able to retrieve from the systems)
  - Can't think of anything positive.
  - System is central. Not limited to department or use. She can look at any other department and see what they've been up to.
- 5. What can be **improved** with the current **information available** from Diamond / TownSuite? (i.e. the data, reporting and notifications you are able to retrieve from the systems)
  - During training wasn't told about TRIM, and so wasn't using it for a couple years. Orientation missed it.
  - Standardization of how information is entered (address, etc.) for Camelot, other programs.
    - For example: AP – expense claims description – use the first line of the invoice for the description of the expense claim.
    - Council is then confused about the expense claim, and inquiries about it which requires work to investigate. Should use more generic terminology rather than first line on an invoice.
    - More consistent and less questions from council about routine items that are just named weirdly.
  - More consistent terminology within the same system – her department is made up of several different bits of departments. Naming is confusing and often different between documents from the same department.
  - Asset management – units, use, accuracy, clean up required.
- 6. What **works well** with the **current processes** in Diamond / TownSuite? (i.e. the way the system functions, data is entered or retrieved, how it supports your role and responsibilities)
  - Drives work well.
  - Had access to everybody's info because it was all on the drive, was able to search in drive for what she wanted.
  - Newall County – integrated all their systems. Newall Integration Project. Internal resource was able to set this up.

7. What **can be improved** with the current **processes** in from Diamond / TownSuite? (i.e. the way the system functions, data is entered or retrieved, how it supports your role and responsibilities)
  - Consistency
  - Systems talking to each other
  - Expand training (knowing what we have and how to use it)
  - Inventory of programs: functions, who uses it, who it's for.
    - Systems being used by different departments and the rest of the county doesn't know about them.
    - Should be inventory of all programs or software that are currently being used/paid for by the county so other departments could see if there is a program already in use that would help them.
  - Awareness of what the other departments are doing, rather than siloed and only focused on your task.
  - Reduce redundancy
8. Do you feel there is a portion of your role (your team's roles) that would **benefit from process improvement** from an operating system?
  - Because of information in Diamond not matching information in WT, doesn't have confidence in the system.
9. What **business needs are not currently being addressed** by the operating system, but should be?
  - Access and understanding of Diamond, would like to be able to use it.
  - GL clean-up:
    - Many GLs have the same name, causing problems because people will post to a different GL then she is expecting, so when she goes and looks at a GL in WT to see what was spent, she can't find anything because she is looking at a different GL.
10. In your opinion, **what would make this project a success?** What would you most like to see in the new operating environment (i.e. after this project is complete and the operating system has either been improved or a new one has been implemented)?
  - Short time frame – quick turnaround.
    - History of county is that they are always delaying stuff because they think they're going to change systems, but then don't change systems for 5 years.

11. In your opinion, **what would make this project a failure**? What is the biggest pain point in the current operating system that needs to be resolved?

- Doesn't want more programs that are not fully developed and not useful.

12. Please share any other comments that may be relevant to the success of this project. What else do we need to know?

- Doesn't have confidence in the system because when she asks for a number from GP, it doesn't match WT, so can't rely on data at all.
- Lack of trust in how change happens and if it will be successful.
  - For example, previously they changed from one server to another, but the system could not connect to the new server which caused internet/phone outages for weeks while they were fixing it.
- Communicating the change – if not communicating properly, people won't use it.
- Standardization:
  - Data input
  - File naming HPRM
  - AP naming

## STAKEHOLDER INTERVIEWS

Date	October 1, 2019
Name	[REDACTED]
Department	AP
Role	[REDACTED]

1. How engaged are you with the County's current operating software (Diamond / Town Suite)? *(Scale 1 Least to 10 Most)*

1      2      3      4      5      6      7      8      9      **10**

2. How engaged do you feel you should be with the County's operating software? *(Scale 1 Least to 10 Most)*

1      2      3      4      5      6      7      8      9      **10**

3. **Please walk us through an "average day in your life". Show us your required roles and use of the system.**

- Takes a day for Courtney to scan everything into TS.
    - Taking staples out, small receipts and ticker tape must be scanned carefully, etc.
    - Feels pointless because there is already a paper copy being filed.
  - See Process Maps
4. What **works well** with the **current information available** from Diamond / TownSuite? (i.e. the data, reporting and notifications you are able to retrieve from the systems)
- Diamond:
    - User friendly
    - Support is pretty good.
    - Vendor history easily accessible
    - Drill down feature
  - TS:
    - AP reporting is good.
    - Easy to save.
5. What can be **improved** with the **current information available** from Diamond / TownSuite? (i.e. the data, reporting and notifications you are able to retrieve from the systems)
- FRX:
    - Sets up reports based on code.

- Reporting is hard – constantly editing and modifying.
  - TS:
    - No batches. Cash drawers are somewhat similar to batches, but not as easily accessible and errors are much harder to fix.
    - Live posting risky. Can't imagine using live posting for the whole County.
  - Diamond and WT:
    - Diamond finicky to save.
    - Having so many systems makes it hard to keep current.
      - If voiding cheque in Diamond, also must go into WT and manually void the cheque because the information doesn't flow both ways between the systems.
      - If YE payables are posted in wrong year, have to go and fix in multiple systems.
6. What **works well** with the **current processes** in Diamond / TownSuite? (i.e. the way the system functions, data is entered or retrieved, how it supports your role and responsibilities)
- Customizable home page with Diamond.
7. What **can be improved** with the current **processes** in from Diamond / TownSuite? (i.e. the way the system functions, data is entered or retrieved, how it supports your role and responsibilities)
- Singular system – many cases of dual entry of data because the information doesn't flow both ways through the system. Information only flows from WT to Diamond, not the other way around.
8. Do you feel there is a portion of your role (your team's roles) that would **benefit from process improvement** from an operating system?
- TS GST
    - Hard to get right totals.
    - Done quarterly.
    - To check if GST entry was posted in the last quarter, needs to look through the entire listing in TS because the posts are not sorted by date.
    - In Diamond, entries from last quarter show up at the bottom of the list.
9. What **business needs are not currently being addressed** by the operating system, but should be?
- System support:
    - TS: 6-week wait before support to fix EFT emailing problem.
    - Diamond: month-long wait before hearing something back. Often time is wasted



because you're not dealing with the same person each time you contact support about the same issue – have to explain again, etc.

10. In your opinion, **what would make this project a success?** What would you most like to see in the new operating environment (i.e. after this project is complete and the operating system has either been improved or a new one has been implemented)?

- One system
- Batches would be huge
  - Not having live posting for regional waste.
- Better reporting
- Better system support
- Vendor cleanup
- Option to easily merge vendors in AP
  - Have the option right now, but very complicated.

11. In your opinion, **what would make this project a failure?** What is the biggest pain point in the current operating system that needs to be resolved?

- No batches.
  - No flexibility to separate and check.
  - Courtney reviews, but entries already posted, so any errors have to be fixed in multiple systems.

12. Please share any other comments that may be relevant to the success of this project. What else do we need to know?

- Working on GL with Richard from Metrix. GL string is way too long and there are way too many accounts. Needs a system cleanup.
- Bellamy: best system they used because it was so personalized. Had specialized support (AP support, AR support, etc.).
- Diamond report:
  - End balance is correct, but credits show as positive numbers.
  - Manually fixed.
  - Report cannot be updated or fixed to correct this automatically.
  - Minor issue

## STAKEHOLDER INTERVIEWS

Date	October 1, 2019
Name	[REDACTED]
Department	Rocky Waste
Role	[REDACTED]

1. How engaged are you with the County's current operating software (Diamond / **Town Suite**)? (Scale 1 Least to 10 Most)

1      2      3      **4**      5      6      7      8      9      10  
**TS**

2. How engaged do you feel you should be with the County's operating software? (Scale 1 Least to 10 Most)

1      2      3      **4**      5      6      7      8      9      10

3. Please walk us through an "average day in your life". Show us your required roles and use of the system.

- Only accesses TS when working in arrears accounts, checking balances and payments, reprinting invoices.
- Uses a lot of spreadsheets for work.
  - Bin rentals, organizing trucks to remove materials, credit collection, billing, fleet maintenance (Public Works handles Work Orders), staff information, etc.
- Rentals:
  - Commercial:
    - Checks arrears in TS
    - Input information into spreadsheet: billing, number of bins needed
    - Customer signs contract
    - Organizes with employee to deliver bin (if a large bin, require a semi-truck; if a smaller bin, just a regular truck.)
    - Contract is filed in a binder.
  - Personal:
    - Same process – but delivered in a smaller truck.
  - Can make notes in TS about customers.
- Reporting:
  - Not asked for much reporting.
  - Regional Waste manager usually asks Fallon to organize information for Council meeting.
- Receives invoices, codes them, and brings them to County to be signed and processed.
- Payroll:
  - Collects timesheets

- Reviews (tracks used sick days, vacation, etc. in Excel)
    - Approves
    - Brings to Manager to approve
    - Brings to Payroll to process.
  - Arrears letters:
    - Template in word
    - Mails out herself
  - Staff Information:
    - Maintains their own separate staff files
4. What **works well** with the **current information available** from Diamond / TownSuite? (i.e. the data, reporting and notifications you are able to retrieve from the systems)
    - Pulling aging accounts receivable report from TS.
  5. What can be **improved** with the current **information available** from Diamond / TownSuite? (i.e. the data, reporting and notifications you are able to retrieve from the systems)
    - TS is not very user-friendly. Too many steps.
  6. What **works well** with the **current processes** in Diamond / TownSuite? (i.e. the way the system functions, data is entered or retrieved, how it supports your role and responsibilities)
  7. What **can be improved** with the current **processes** in from Diamond / TownSuite? (i.e. the way the system functions, data is entered or retrieved, how it supports your role and responsibilities)
  8. Do you feel there is a portion of your role (your team's roles) that would **benefit from process improvement** from an operating system?
  9. What **business needs are not currently being addressed** by the operating system, but should be?
  10. In your opinion, **what would make this project a success**? What would you most like to see in the new operating environment (i.e. after this project is complete and the operating system has either been improved or a new one has been implemented)?
  11. In your opinion, **what would make this project a failure**? What is the biggest pain point in the current operating system that needs to be resolved?
  12. Please share any other comments that may be relevant to the success of this project.

What else do we need to know?

- Customer facing position:
  - Questions about garbage collection, bin rentals, arrear letter responses, what waste should go in what bin, etc.
- **Ask:** how do they track bins – barcode and scanner?

## STAKEHOLDER INTERVIEWS

Date	November 7, 2019
Name	██████ en
Department	Public Works
Role	Director, Public Works Infrastructure

1. How engaged are you with the County's current operating software (Diamond / Town Suite)? *(Scale 1 Least to 10 Most)*

1      **2**      3      4      5      6      7      8      9      10

2. How engaged do you feel you should be with the County's operating software? *(Scale 1 Least to 10 Most)*

1      **2**      3      4      5      6      7      8      9      10

3. **Please walk us through an "average day in your life". Show us your required roles and use of the system.**

- Uses WT for reporting.
  - Doesn't use Diamond at all.
  - Doesn't use asset management module, saw demos from WT, but then didn't proceed because they thought they were moving over to TS.
4. What **works well** with the **current information available** from Diamond / TownSuite? (i.e. the data, reporting and notifications you are able to retrieve from the systems)
5. What can be **improved** with the current **information available** from Diamond / TownSuite? (i.e. the data, reporting and notifications you are able to retrieve from the systems)
- Financial system not matching reporting system. Spent countless hours trying to find the difference or error.
  - Transactions from employee credit cards not in WT.
  - More detailed and real time data and reporting.
  - Descriptions in entries – "Journal entry" – doesn't provide any information so has to chase the finance department about what the journal entry relates to.



6. What **works well** with the **current processes** in Diamond / TownSuite? (i.e. the way the system functions, data is entered or retrieved, how it supports your role and responsibilities)
  - Nothing that really sticks out
7. What **can be improved** with the current **processes** in from Diamond / TownSuite? (i.e. the way the system functions, data is entered or retrieved, how it supports your role and responsibilities)
  - Drawn from high level view into the weeds to try and fix errors – would like to know how he can change his process so that it helps FR and he can get them the information they need.
  - Everyone should have the same system.
  - Crazy that different financial reporting processes used by departments in same County.
    - If everyone using the same system, reduces inefficiencies.
8. Do you feel there is a portion of your role (your team's roles) that would **benefit from process improvement** from an operating system?
  - Uses multiple excel sheets to track everything.
    - If he doesn't track himself and just codes everything to one object code, ends up spending time splitting out into different codes afterwards to answer questions from FR about what makes up the cost and what is causing variances.
    - Not important to him, but important for FR team.
  - How the system is set up, need to meet needs of FR and other departments.
    - Mismatch between what they are reporting and what the audit requirements are.
    - For example, recording something to the capital budget, then FR team comes back and tells them coded incorrectly because cost is too low to be added to capital.
  - Would like to add projected column (forecasting) to budget reporting. Calculates off estimated and actual numbers.
9. What **business needs are not currently being addressed** by the operating system, but should be?
  - Asset management:
    - Wants to schedule for routine maintenance which then feeds into budget.
    - Evaluate lifecycle – generate plan for depreciation and replacement cost – what is the end of life plan (strategic plan). Replace or fix?
    - Red flag in system created when costs are higher than they should be in relation to other assets in the system.
      - County building has inefficient heating and cooling system which costs a lot.
  - Quality standards:
    - Internal thresholds.

- Would need to look at industry standards, right now standard is based on how many complaints received.
- Even something that tracks how much you've spent and how many complaints received, so you can see difference based on amount spent.
- Interesting to develop measuring matrix tool.
- Minimum maintenance requirements based on provincial standard?

10. In your opinion, **what would make this project a success?** What would you most like to see in the new operating environment (i.e. after this project is complete and the operating system has either been improved or a new one has been implemented)?

- Real time reporting.
- One stop shop for everything.
- Modules for facility maintenance.
- Being able to open one system
- Accurate reporting
- More invoice information (more detail, drill down), what are the invoices that created this cost.
- Something that would allow scheduling, regular maintenance, etc.

11. In your opinion, **what would make this project a failure?** What is the biggest pain point in the current operating system that needs to be resolved?

12. Please share any other comments that may be relevant to the success of this project. What else do we need to know?

Desired Report Format:

Budget Project Actual	Monthly Actual	YTD	Variance	Projected	Variance

## STAKEHOLDER INTERVIEWS

Date	October 1, 2019
Name	[REDACTED]
Department	HR
Role	[REDACTED]

1. How engaged are you with the County's current operating software (Diamond / Town Suite)? *(Scale 1 Least to 10 Most)*

1      2      3      4      5      6      7      8      9      10  
**Fallon**

Janice: -1 (doesn't access/use TS or Diamond)

2. How engaged do you feel you should be with the County's operating software? *(Scale 1 Least to 10 Most)*

1      2      3      4      5      6      7      8      9      10  
**Both**

Only if the system has HRIS capabilities.

3. **Please walk us through an "average day in your life". Show us your required roles and use of the system.**

- Payroll Reports

4. What **works well** with the **current information available** from Diamond / TownSuite? (i.e. the data, reporting and notifications you are able to retrieve from the systems)

- Information from Diamond.
  - Basic staff demographics from staff profiles on Diamond
  - Information for benefits consultants (benefit renewal is done annually)

5. What can be **improved** with the current **information available** from Diamond / TownSuite? (i.e. the data, reporting and notifications you are able to retrieve from the systems)

- TS:
  - Been a disaster, problems cause people to just do calculations manually because they can't rely on the information.
  - Payroll is glitchy and unreliable.
- Electronic payroll stubs – currently Payroll is hand-delivering paper statements.
- Benefit tracking:





- To prevent employees from over-using their benefit entitlement.
  - Payroll will catch the error, but if the Director has already signed off on the timesheet, Payroll is supposed to just process it.
  - Payroll must go back to the Director and the employee to try and fix the overage (i.e. where will the money come from)
  - Better way to manage hours, vacation, etc.
  - Incident Reports:
    - Ability to generate summarized reports for incident reports, with trends of injuries, etc. This is currently being done manually.
6. What **works well** with the **current processes** in Diamond / TownSuite? (i.e. the way the system functions, data is entered or retrieved, how it supports your role and responsibilities)
7. What **can be improved** with the current **processes** in from Diamond / TownSuite? (i.e. the way the system functions, data is entered or retrieved, how it supports your role and responsibilities)
- Payroll:
    - All manually collected information.
    - Collect FTE count, number of incidents, toolboxes given out, YTD incidents, # of injuries, # of lost time injuries.
    - This information is brought as paper reports from different departments and left for the payroll people to go through and manually enter into Excel.
8. Do you feel there is a portion of your role (your team's roles) that would **benefit from process improvement** from an operating system?
- Training
    - Easy way to track training, certificates, etc. instead manual tracking.
      - Currently people scan their certificates and send them in, but often forget to, etc.
  - Employee Performance, etc.:
    - Departments should all do performance reviews or job descriptions consistently.
  - Attendance and absence tracking
    - Way to automatically track when someone has been missing days consistently (currently must manually check paper timesheets for this information).
  - Some departments keep their own employee information, which the county doesn't have access to – creating a legal issue.
9. What **business needs are not currently being addressed** by the operating system, but should be?
- Employees should have access to their own records
    - Vacation time, pay stubs, etc.
    - Paper pay statements currently
10. In your opinion, **what would make this project a success?** What would you most like to see in the new operating environment (i.e. after this project is complete and the operating

system has either been improved or a new one has been implemented)?

- Stakeholder considerations are engaged
  - Payroll is important
  - Frustrations that often the financial systems seem to ignore payroll
- IT Steering Committee
  - Cross-functional teams work well
  - Communicate ideas for systems that do work from different departments in the county.

11. In your opinion, **what would make this project a failure?** What is the biggest pain point in the current operating system that needs to be resolved?

- Return to siloed/autonomous departments without engagement or communication.
- Lack of integration

12. Please share any other comments that may be relevant to the success of this project. What else do we need to know?

- Doing everything manually is frustrating, especially when they know there are solutions out there and organizations that are using technology to be more efficient.
- Use of different payroll systems creates inefficiencies
  - E.g. Firefighter admin staff use FirePro, which Payroll does not have access to, so end up waiting for the report to be brought over.
- In the eyes of the town, firefighters and others are employees of the County, but it doesn't feel like they are, because HR and Payroll don't have access to basic employee information.
- Scholarships:
  - Given out to different people, but Payroll doesn't even know who is getting them.
  - Payroll issues T4As.
- General Details:
  - Seasonal summer: 150-200 applications for summer
  - 99 - 103 paid on-call firefighters

## STAKEHOLDER INTERVIEWS

Date	October 1, 2019
Name	[REDACTED]
Department	Payroll
Role	[REDACTED]

1. How engaged are you with the County's current operating software (Diamond / Town Suite)? *(Scale 1 Least to 10 Most)*

1      2      3      4      5      6      7      8      9      10

2. How engaged do you feel you should be with the County's operating software? *(Scale 1 Least to 10 Most)*

1      2      3      4      5      6      7      8      9      10

**3. Please walk us through an "average day in your life". Show us your required roles and use of the system.**

- Payroll
  - Week for payroll
  - Use off-week to balance LAPP, balance reports balance, ensure benefits up to date, enter taxable benefits, remittances to CRA, etc.
- LAPP
  - Use smart list report writer.
  - Does not track remaining or accumulated LAPP
  - Mostly done manually.
- Recap Sheet
  - Spreadsheet with employees' names – ensures they don't miss anyone, they catch if there is a name they don't have in their system, and to make sure they don't pay someone they shouldn't be paying.
- Payroll in Diamond/WT for Salaried Employees:
  - System automatically enters time and amount paid, payroll just has to enter exceptions.
  - Only entering payroll into WT for job costing purposes. WT uses a percentage to calculate the job costing, which payroll then must adjust to actual every few pay periods.
- Firefighters Payroll:
  - Fire departments dump information into FirePro (use for invoicing, insurance, etc.)



- Get monthly summary sheet from the Fire Department admin
    - Take total from summary sheet and enter manually into Diamond
    - Could change in the future – discussions about whether firefighters are permanent staff or volunteers.
    - Payroll is processed - honorarium, CPP and tax removed.
    - Create T4 slips for volunteer firefighters.
  
- 4. What **works well** with the **current information available** from Diamond / TownSuite? (i.e. the data, reporting and notifications you are able to retrieve from the systems)
  
- 5. What can be **improved** with the current **information available** from Diamond / TownSuite? (i.e. the data, reporting and notifications you are able to retrieve from the systems)
  - Payroll system that is just for us. System that does everything we need it to do.
  - Not tracking banked hours or checking that it is calculating properly because don't have time. Would like this to be an automatic function.
  
- 6. What **works well** with the **current processes** in Diamond / TownSuite? (i.e. the way the system functions, data is entered or retrieved, how it supports your role and responsibilities)
  - Diamond provide payroll and benefit warnings (e.g. if an employee is getting close to allocated vacation, sick days, etc.).
  
- 7. What **can be improved** with the current **processes** in from Diamond / TownSuite? (i.e. the way the system functions, data is entered or retrieved, how it supports your role and responsibilities)
  - TS:
    - Does not provide payroll and benefit warnings (e.g. if an employee is getting close to their allotted vacation, sick days, max hours, etc.).
    - Has a report that shows vacation hours and benefits used but can't see hours or benefits remaining.
    - Payroll in TS:
      - Each employee is set up with codes and hours (if there is a change to the hours or codes, would need to change manually)
      - Creates recurring batches, but if you want to change something in the batch, must type entire GL string several times to change it.
      - If employee takes vacation:
        - Need to enter the vacation and the code
        - Then enter the hours worked and the code
        - Then enter negative values to the regular work hours so that the vacation hours are removed from the regular work
    - Payroll stubs are printing in poor layout. Confused employees are calling about their pay stubs.

- Still using paper timesheets. Switch to electronic.
  - Risk that terminated employee will be batched monthly and require manual adjustment for CRA remittances.
8. Do you feel there is a portion of your role (your team's roles) that would **benefit from process improvement** from an operating system?
- Electronic timesheets (Directors approving codes and hours only, rather than more detailed reviewing)
  - FirePro Excel export to avoid having to duplicate the entry made by the Fire Department admin.
9. What **business needs are not currently being addressed** by the operating system, but should be?
10. In your opinion, **what would make this project a success?** What would you most like to see in the new operating environment (i.e. after this project is complete and the operating system has either been improved or a new one has been implemented)?
- Roberta - A singular payroll system that works, not an afterthought to the financial system. Or at least a separate payroll system that is integrated with the financial system and payroll can be entered into system through a journal entry.
  - Joanne – System notifications. For example, when employees are nearing the end of their contract, nearing their 5-year anniversary with the County, if pension is coming online, if an employee is out of personal hours, etc. Would like this to not be a manual process.
  - Engagement in process.
  - Good support from provider (TS is only good if you get a certain person - Randy).
11. In your opinion, **what would make this project a failure?** What is the biggest pain point in the current operating system that needs to be resolved?
- System-wide TS implementation.
  - A system that payroll must fit into, rather than a system that supports payroll.
12. Please share any other comments that may be relevant to the success of this project. What else do we need to know?
- EFT Payroll – paid the previous month payroll instead of the current month (glitch in the system)
  - Was trained on electronic timesheets, but then the process was never continued.

- Firefighters collaborate between town and region. Regional Waste employees have same agreement. Firefighters agreement is currently in mediation.
- Councilors – receive timesheets
  - Sometimes delay in receiving timesheets from a Councilor – can be months.
  - Councilors receive a T4
  - Discussion about moving from hourly to salary or flat amount.
- Employees:
  - 89 employees salaried
  - 49 employees hourly
  - 85-ish firefighters
  - 7 Councilors
- Currently putting regional waste employees back into Diamond because it's easier to balance.
- Don't have list of full-time employees, uses the list of full-time employees that Janice maintains.



- Reporting is clear and concise
  - Can post and repost entries in Diamond.
- TS:
    - Can scan bank statement into TS.
    - Does not allow unreconciled bank reconciliations or TBs.
    - TS is good because you can set up a WIP asset throughout the year without impacting your other GL accounts.
5. What can be **improved** with the current **information available** from Diamond / TownSuite? (i.e. the data, reporting and notifications you are able to retrieve from the systems)
- GP asset management alone does not have enough detail for asset tracking
    - Used in conjunction with Asset Manager, which is a very sophisticated program and can track very detailed information.
    - Separate log-in is annoying.
    - Fragmented information.
  - Fragmented, siloed reporting and functionality – smoother integration would be beneficial (i.e. only one-sided information flow from Work Tech to GP).
6. What **works well** with the **current processes** in Diamond / TownSuite? (i.e. the way the system functions, data is entered or retrieved, how it supports your role and responsibilities)
- Asset Manager is very complex, engineering focused (i.e. determination / calculation of replacement costs), currently used as a data base rather than to full functionality.
  - Used for road quality tracking.
  - Sophisticated software, however not particularly catering to western Canada.
  - WT manages cost distribution (through “nodes and roots”) that attribute costs to related road segments. Good.
7. What **can be improved** with the current **processes** in from Diamond / TownSuite? (i.e. the way the system functions, data is entered or retrieved, how it supports your role and responsibilities)
- TS Bank Recs:
    - Challenge without batch reporting is that match and kill would be required for hundreds of transactions, very time consuming.
    - Reporting is less clear.
    - EFTs are automatically cleared in software
      - Issue: EFTs released later in the day may not clear until next day which causes work arounds (unselecting items) in the reconciliation process.
    - Process is more time consuming.
8. Do you feel there is a portion of your role (your team’s roles) that would **benefit from process improvement** from an operating system?
- TCA v. budget reconciliation (auditor requested) – challenging as large-scale capital



projects often span multiple fiscal periods

9. What **business needs are not currently being addressed** by the operating system, but should be?
- **Wishlist:**
    - TCA v. Budget reconciliation report
    - TCA Continuity schedule (currently done manually)
    - Depreciation report, including assets disposed of in the fiscal year
    - Scanning & attaching back up for TCA
    - Data management for insurance information, totals and pertinent files to be scanned and attached
    - Balance brought forward reporting (manual process in TS, Diamond does this well)
    - Ability to track asset information (such as road length) which is used to understand allocation of shared costs distributed
    - Entering in date parameters within year (TS is only monthly – not to the date)
10. In your opinion, **what would make this project a success?** What would you most like to see in the new operating environment (i.e. after this project is complete and the operating system has either been improved or a new one has been implemented)?
- If staff are satisfied with functionality. System should help make jobs easier rather than adding more work.
11. In your opinion, **what would make this project a failure?** What is the biggest pain point in the current operating system that needs to be resolved?
- Still working in 3 different software solutions
  - Siloed
12. Please share any other comments that may be relevant to the success of this project. What else do we need to know?

## STAKEHOLDER INTERVIEWS

Date	November 7, 2019
Name	[REDACTED]
Department	Public Works
Role	[REDACTED]

1. How engaged are you with the County's current operating software (Diamond / Town Suite)? *(Scale 1 Least to 10 Most)*

1      2      3      4      5      6      7      8      9      10

2. How engaged do you feel you should be with the County's operating software? *(Scale 1 Least to 10 Most)*

1      2      3      4      5      6      7      8      9      10

3. Please walk us through an "average day in your life". Show us your required roles and use of the system.

- Budgeting:
  - Does budgeting right now using the system and Excel.
  - Kristine and team pull information from WT and then Kurt makes the budget based on those numbers. Looks at big picture.
  - Corporate services provide numbers YTD.
  - Uses last 6 years of WT info, looks historically, which helps him build forward.
    - Problem: not building using complete information
  - Must move information around between GLs to ensure connected to true project. Due to one-way flow of info from GP into WT.
  - Time consuming.
- Doesn't use Questica at all. Not implemented yet.
- Budget Process:
  - Starts in August.
  - Rhonda has spreadsheet set up from previous years. Shows budget amounts for 2019 and YTD.
  - Kurt is required to put in forecast for 2019 and update capital projects for next 10 years.
  - Budget is broken down into maintenance (operational) and capital – 2 spreadsheets.
  - Keeps own notes into breakdown for engineering, other costs, etc.
  - When council gets budget and budget updates, receive just one number, not all the details.
  - Operational budget is more onerous.

- Every work program under operations – 33 programs - each one broken down into salary, AR, every tiny detail
      - Needs to be assigned for each program to create overall operational budget.
      - Takes 3 months to complete.
    - Capital budget needs to be submitted early Sept/Oct. But not confirmed until end of October.
      - Takes 3 months to complete.
4. What **works well** with the **current information available** from Diamond / TownSuite? (i.e. the data, reporting and notifications you are able to retrieve from the systems)
- WT project reports run twice a month
    - Kristine would like a report that matches the budget.
    - Project reporting equals budget reporting.
    - Ideal if the report matches the budget grouping.
5. What can be **improved** with the current **information available** from Diamond / TownSuite? (i.e. the data, reporting and notifications you are able to retrieve from the systems)
- Consistency.
  - Differences between Diamond and WT are not related to timing, related to incorrect info.
  - Accuracy is important.
  - Grants:
    - Get preapproved, then need to pull invoices and submit to grant provider.
    - Has happened that they miss invoices which are then not submitted, which means some invoices are not being covered by the grant that could be.
    - For example, they charge Lacombe County for 50% of the expenses for a project, but Rhonda has come back with invoices that weren't included in the total, so CWC ends up covering extra expenses that should have been split with Lacombe County.
    - Grants are entered into GP. Because info only flows one way, grant info never makes it to WT.
    - Grants are manually tracked. Allocate revenue to projects manually.
  - Credit card expenses are not being recorded in WT.
  - Would be nice to have ability to add notes to the budget or to specific projects or vendors. Using sticky notes or binders to track notes right now.
6. What **works well** with the **current processes** in Diamond / TownSuite? (i.e. the way the system functions, data is entered or retrieved, how it supports your role and responsibilities)
- Feels like they get through it. Good group of people that work well together to get

information needed behind the scenes. Lots of work arounds to make the data work for them.

- Knowledge base is good enough and the people good enough that they can pull everything together.
  - Likes WT and granularity of information available.
  - Short versions of GL codes.
  - Billing on invoices.
7. What **can be improved** with the current **processes** in from Diamond / TownSuite? (i.e. the way the system functions, data is entered or retrieved, how it supports your role and responsibilities)
- Software that is used consistently throughout the departments.
  - Kristine:
    - Time wasted by software processes.
    - Partly process, but mostly software.
    - Can't just print public works budget, must print several different projects to get information needed.
    - Money matches budget, but budget groupings do not match.
  - No stop for AP producing cheque without invoice first?
8. Do you feel there is a portion of your role (your team's roles) that would **benefit from process improvement** from an operating system?
- Kurt:
    - Would like to see faster budget updates closer to the end of the budget year. More accurate reporting at year-end/project end.
    - The two-week delay due to processing of invoices is annoying.
    - Can't tell how much money is remaining in a certain capital project budget until invoices processed, can't communicate to engineering firm how much money they have left, etc. Delays everything.
  - Dashboard
  - Easy access
  - 1 Report vs. many.
9. What **business needs are not currently being addressed** by the operating system, but should be?

10. In your opinion, **what would make this project a success?** What would you most like to see in the new operating environment (i.e. after this project is complete and the operating system has either been improved or a new one has been implemented)?

- Implementation must be at the right time.
- Training important.
- Training related to job, not being given information not relevant to your job.
- The processes/system must become simpler, or if more complicated, must make things more efficient and add value.
- Software systems that are fully integrated.
- Forecast tool

11. In your opinion, **what would make this project a failure?** What is the biggest pain point in the current operating system that needs to be resolved?

- If there is a huge change in systems, that would be complicated for directors.
- Bring in another piece of software but it's not one that does everything, still disjointed.
- Christine doesn't work with TS, but still feels like it's been failure.
- If his staff is unhappy and not able to provide information.

12. Please share any other comments that may be relevant to the success of this project. What else do we need to know?

- Really just the budget process that needs support from system
- Relies heavily on Kristine to use system, pull info. If anything happened to staff, the place would be in a rough spot (i.e. staff leaving) – not sustainable.
- Would you find a committed PO system helpful?
  - Kristine thinks helpful but might create extra work.
  - Leery of using more paper because County already so paper heavy.
  - Kurt not knowledgeable enough about the system to know if it would be useful to them.
- WT: There is place for forecasting, but not used, not even sure how to use it.
- So many different software programs being used, why isn't there one system that allows us to create budget and monitor the budget during the year.

## STAKEHOLDER INTERVIEWS

Date	November 7, 2019
Name	[REDACTED]
Department	Agriculture & Community Services
Role	[REDACTED]

1. How engaged are you with the County's current operating software (Diamond / Town Suite)? *(Scale 1 Least to 10 Most)*

1      2      3      4      5      6      7      8      9      10

2. How engaged do you feel you should be with the County's operating software? *(Scale 1 Least to 10 Most)*

1      2      3      4      5      6      7      8      9      10

If system was a bit more user-friendly, would interact with it more.

3. **Please walk us through an "average day in your life". Show us your required roles and use of the system.**

- Relies on the main users to use it and understand how it works.
  - Doesn't really use the system at all. Was shown how to oversee the flow of work orders but prefers to confirm things face to face.
  - Financial reporting is more important to him. Takes longer for him to ask someone to get the information for him than for him to get the information himself. Doesn't use it enough to be trained on it right now (would forget because only using it twice a year).
4. What **works well** with the **current information available** from Diamond / TownSuite? (i.e. the data, reporting and notifications you are able to retrieve from the systems)
- Enough info to create a good budget, but time consuming.
  - GIS has ability to track some equipment using GPS, able to connect and see what they're doing from the office. Data collection could be expanded and used for many more purposes.
5. What can be **improved** with the current **information available** from Diamond / TownSuite? (i.e. the data, reporting and notifications you are able to retrieve from the systems)

- Can't find out basic info, such as the cost of maintaining a particular road segment from year to year. Would like to be able to track by road segment.
  - Applies to all assets, such as gravel pits, etc. Would like to know the costs to maintain assets year to year.
  
- 6. What **works well** with the **current processes** in Diamond / TownSuite? (i.e. the way the system functions, data is entered or retrieved, how it supports your role and responsibilities)
  
- 7. What **can be improved** with the current **processes** in from Diamond / TownSuite? (i.e. the way the system functions, data is entered or retrieved, how it supports your role and responsibilities)
  - Finds County software overly concerned with approval processes. Doesn't want to approve every single invoice. Trusts people in the office.
  
  - Timesheets:
    - No info on timesheets anymore.
    - Most staff are salaried, but 20 or so seasonal employees are hired for summer.
    - No data from timesheets.
    - County going through lawsuit right now based on something that happened 10 years ago. They used timesheets effectively back then which is turning out to be useful for the lawsuit.
    - Would be useful to track activity during the day using timesheet, linked to payroll. Able to access with a click of button.
  
- 8. Do you feel there is a portion of your role (your team's roles) that would **benefit from process improvement** from an operating system?
  
- 9. What **business needs are not currently being addressed** by the operating system, but should be?
  - Annoyed that there are limited user licenses. Important tool that everyone should have access to.
  
- 10. In your opinion, **what would make this project a success**? What would you most like to see in the new operating environment (i.e. after this project is complete and the operating system has either been improved or a new one has been implemented)?
  - Becoming more efficient.
  - Would hope that a new system would be intuitive and easy to use.
  - Doesn't think there is one holy grail software that does everything we do, but there should

be a program that integrates effectively instead then.

- Better field software, better GIS and GPS collection info.
- Data analytics:
  - Integrating data from the field.
  - Collect data through GIS systems such as tractors, etc.
    - Based on GPS: can calculate based on how long tractor was in use how much time was spent on project, how much should be billed.
  - Deer strike is reported as a GPS coordinate, GIS should be able to integrate into their systems.
    - Deer strike data could be tracked, and problem road segments could be identified.
    - Be proactive and clear trees back and mow grass so that visibility is better.
    - This information is available now but hard to analyze because data dump in a spreadsheet, not a report.
  - Would like to start putting bar codes onto products and then integrating car code reader into system.
    - Scan product and system automatically enters transaction information into the system and updates inventory.
    - Because inventory process is so manual, mistakes are made where a product is sold to a customer and then they find out they are sold out but didn't know because inventory wasn't accurate.
  - Rental equipment:
    - Use GPS to track where it is
    - Automatically bill based on how long they have it for, using GPS to track when it leaves yard and when it is returned.
- Lab results:
  - Testing of crops for disease
  - Mail sample of crop to lab to test.
  - Lab mails results back.
  - Would like to be able to track where the sample is in the process (in fridge waiting to be mailed, in transit either to or from the lab, at the lab) so customer queries can be answered quickly.
  - If there is an issue, system automatically issues notice.

11. In your opinion, **what would make this project a failure**? What is the biggest pain point in the current operating system that needs to be resolved?

- If they end up with the same thing.

12. Please share any other comments that may be relevant to the success of this project. What else do we need to know?

- iCompass – manages processes with council. Because internet-based product, bombarded with a million other options.
- RFPs: Would rather get references than demos.



- Tried working with Diamond to develop some of the analytics we wanted to see, but they fell through so lost confidence in them. Lost trust in Diamond.
- Spreadsheets or Access database track a lot of this information right now.
  - Doesn't want to have to open spreadsheet and database and then something else. Just use one system.
- Community Services:
  - Cemetery plot:
    - Track which plots are sold so they don't sell it someone else as well.
    - Tracking information related to the deceased: name, date of death, size of casket.
    - Tracking information related to the cemetery: what kind of soil, flood prone?
  - Campgrounds:
    - Don't operate campgrounds right now, just build them and then give them to organizations to operate.
    - Track data related to the campgrounds: mostly related to bears.
    - Might start running campgrounds because they are not as profitable anymore so require more ongoing support than before.
  - Sales
  - Inventory
  - Recreation:
    - Usually just funding facilities.
    - Starting two recreation boards that report to Council
  - Social Programs:
    - Usually hiring contractors who run the programs.
  - Libraries
- Asset management needed to track facilities, campgrounds, etc. Who owns it VS. who is operating it? How much money was put into it? How much time left?

## STAKEHOLDER INTERVIEWS

Date	September 30, 2019
Name	[REDACTED]
Department	Fire Department Administration
Role	[REDACTED]

1. How engaged are you with the County's current operating software (Diamond / Town Suite)? *(Scale 1 Least to 10 Most)*

1      2      3      4      5      6      7      8      9      10

2. How engaged do you feel you should be with the County's operating software? *(Scale 1 Least to 10 Most)*

1      2      3      4      5      6      7      8      9      10

3. **Please walk us through an "average day in your life". Show us your required roles and use of the system.**

- Use WT for around 20 AP transactions per month and work orders 2-3 times per day.
4. What **works well** with the **current information available** from Diamond / TownSuite? (i.e. the data, reporting and notifications you are able to retrieve from the systems)
- Townsuite
  - GP for searching previous payments – user friendly
5. What can be **improved** with the current **information available** from Diamond / TownSuite? (i.e. the data, reporting and notifications you are able to retrieve from the systems)
- One program
  - Formal training.
    - No manual for training, everyone training everyone else.
    - If there is a new program, would want proper training for everyone.
6. What **works well** with the **current processes** in Diamond / TownSuite? (i.e. the way the system functions, data is entered or retrieved, how it supports your role and responsibilities)
- WT work order process very user friendly, easy to search what has been sent and what is still outstanding.

7. What **can be improved** with the current **processes** in from Diamond / TownSuite? (i.e. the way the system functions, data is entered or retrieved, how it supports your role and responsibilities)
  - Going from two systems to one system.
  - AP – Have to walk it over to the main County building and the Payroll clerks there must enter it manually into their system.
  - GL coding is difficult
    - Can only enter short codes which aren't always known.
    - Different departments have different codes
  - Automatically generated reports printed are longer than the accompanying information.
  
8. Do you feel there is a portion of your role (your team's roles) that would **benefit from process improvement** from an operating system?
  
9. What **business needs are not currently being addressed** by the operating system, but should be?
  
10. In your opinion, **what would make this project a success**? What would you most like to see in the new operating environment (i.e. after this project is complete and the operating system has either been improved or a new one has been implemented)?
  - Training and seamless experience.
  - One system
  
11. In your opinion, **what would make this project a failure**? What is the biggest pain point in the current operating system that needs to be resolved?
  - Implementing a third system that does not integrate.
  
12. Please share any other comments that may be relevant to the success of this project. What else do we need to know?
  - Why can't there be one report for the whole county
  - FirePro – Payroll system used for firefighters.
    - Generates payroll report, which they send over to Payroll in the main County building.

## STAKEHOLDER INTERVIEWS

Date	November 7, 2019
Name	[REDACTED]
Department	Corporate Services, Council
Role	[REDACTED]

1. How engaged are you with the County's current operating software (Diamond / Town Suite)? (Scale 1 Least to 10 Most)

1 2 3 4 5 6 7 8 9 10  
 Rick & Murray

2. How engaged do you feel you should be with the County's operating software? (Scale 1 Least to 10 Most)

1 2 3 4 5 6 7 8 9 10  
 [REDACTED] [REDACTED]

3. Please walk us through an "average day in your life". Show us your required roles and use of the system.

- [REDACTED]:
  - Does not engage with the systems at all. Knows of the current issues.
  - Why isn't there a program that tracks budget and compares to what you're spending and includes reporting.
  - Can't be waiting two weeks for AP to process invoices, so tracks a lot of information separately to avoid delays in reporting and strategic decisions.
  - When a budget is half a million dollars and gravel can cost \$30,000 - \$38,000 per day, you need information to be current to prevent going over budget.
  - Can't answer basic questions (how much money are we providing to other counties?), without FR doing a ridiculous amount of work and spending a lot of time to provide this information. Need a system where this is much easier to produce.
- [REDACTED]
  - Doesn't use systems right now.
  - Wants to maintain high level view, if he goes into system brings him down into the weeds.

- Council:
  - ██████ presented budget to Council – they didn't have a lot of questions because they rely on admin to provide accurate information and trust admin's confidence in what they are presenting.
  - Would like to introduce more visual representation of how the budget is performing so they can build a level of comfort with them.
  - Currently providing Council with detailed copies of cheque runs. They like knowing details and being operation-focused.
  
- 4. What **works well** with the **current information available** from Diamond / TownSuite? (i.e. the data, reporting and notifications you are able to retrieve from the systems)
  - Strong staff knowledge base on how to use systems. Only because staff are dependable and good at their jobs that allows them to bridge the gap, navigate the issues.
  - Don't have particularly high turnover currently, but if someone left then it would be a loss of the training and knowledge base.
    - Going to be massive turnover in about 5 years at the leadership level – people retiring.
    - Not a lot of young leadership.
    - Can't just rely on being able to ask the people who were here 20 years ago forever.
  
- 5. What can be **improved** with the **current information available** from Diamond / TownSuite? (i.e. the data, reporting and notifications you are able to retrieve from the systems)
  - Lack of synchronicity.
    - Grants and credit card transactions don't flow into WT from Diamond – missing info.
  - System is input oriented, putting energy into entering information into system, rather than focus on output in reporting.
    - Wants more visual output as well.
    - Being able to pull information from the system, rather than so much time putting information into the system.
  - Archives:
    - Being able to store this history and access it with the click of a button.
    - Speaks to the need of one system.
  - **Link between budget, actual, and payables. Enable real-time strategic decision making.**
  
- 6. What **works well** with the **current processes** in Diamond / TownSuite? (i.e. the way the system functions, data is entered or retrieved, how it supports your role and responsibilities)

7. What **can be improved** with the current **processes** in from Diamond / TownSuite? (i.e. the way the system functions, data is entered or retrieved, how it supports your role and responsibilities)
- Amount of time staff handles the same data – greatly increases chance of error.
  - The processes are happening: bills are being paid, people are being paid, things are being done, but risk is all the reliance is on the staff.
  - Catching information once, but digitizing information at the same time.
  - Reducing inefficiencies especially during audit.
  - Need tools to help make people more efficient.
  - Issue is staffing – convincing council that they need more people.
8. Do you feel there is a portion of your role (your team's roles) that would **benefit from process improvement** from an operating system?
- Systems that we have today have broken people's trust.
  - When they hear about a change, feels anxious about it.
  - Need a system that actually makes their lives easier.
  - Reporting:
    - Visual
    - Generate with click of a button
    - Current
    - Tickets entered are reflected instantly
    - Understandable
    - Ability to drill down if you need more detail. But starts higher up first. Not automatically starting with detail.
9. What **business needs are not currently being addressed** by the operating system, but should be?
- Timeliness
  - Reporting functionality
  - Should be moving towards monthly reporting
  - Projections/forecasting:
    - Use system to partially automate and streamline, gathering information for you
    - Software would assist rather be fully automated
    - Allows expert user to adjust budget once created and allows them to use their judgement and expertise
    - [REDACTED] thinks that forecasting might not be possible without employee's expertise.
  - PO system:
    - Hates signing invoices.

- Process should be: if something needs to be purchased, create requisition which is signed by [REDACTED], create PO and if purchase under certain limit, just go ahead and purchase it without approval.
- PO system would allow higher comfort level, more control over the process
- More data entry on the front side but better reporting at the end

10. In your opinion, **what would make this project a success?** What would you most like to see in the new operating environment (i.e. after this project is complete and the operating system has either been improved or a new one has been implemented)?

- Dashboard
  - Would use to track budgets, see where departments are at.
  - Would not check regularly.
  - But monitor large transactions (e.g. expenses related to firefighting) and keep on top of situations so that he's ready to answer Council's questions.
- Will need to invest heavily in training to help bridge gap into new system.
- If getting people to learn entirely new system, it needs to be simple and easy to use.

11. In your opinion, **what would make this project a failure?** What is the biggest pain point in the current operating system that needs to be resolved?

- Lack of trust in the system
- System not user-friendly.
  - Staff has learned programs and new programs, tolerance for change is low.
- Didn't realize efficiencies that we're looking for, resulting in more manual workaround processes created.
- Doing a lot to accommodate the system, even though it's supposed to be supporting them.

12. Please share any other comments that may be relevant to the success of this project. What else do we need to know?

- Additional Challenges:
  - Cost:
    - Council – initial discussion, hasn't presented costs to Council yet.
    - Change management is going to be required for Council as well.
  - Not being paid by large oil companies
  - Provincial government budget
    - Decrease in grant funding
    - Budget is going to be tight.
- Challenge with Presenting to Council:
  - Present risks and business continuity as a serious problem:
    - If Diamond is discontinued, financial risk if software and support fees keep rising.
  - Especially during times when money is tight, important that people can trust information when making extremely important strategic decisions.

## STAKEHOLDER INTERVIEWS

Date	September 30, 2019
Name	[REDACTED]
Department	Finance
Role	[REDACTED]

1. How engaged are you with the County's current operating software (Diamond / Town Suite)? *(Scale 1 Least to 10 Most)*

1      2      3      4      5      6      7      8      9      10

2. How engaged do you feel you should be with the County's operating software? *(Scale 1 Least to 10 Most)*

1      2      3      4      5      6      7      8      9      10

3. **Please walk us through an "average day in your life". Show us your required roles and use of the system.**

- Tasks are annually cyclical. 6 staff members directly reporting to her.
- Main tasks:
  - Problem solving
    - Face to face interactions, problem solving in each department.
    - Reviewing problems – figuring out the best person to fix the problem.
    - Staff lack experience to problem solve on their own.
  - Emails, generating reports
  - Quarterly financial reporting to council
    - Monthly reporting for other departments
    - Uses FRX for financial reports.
      - Tool through GP.
      - Hasn't been supported for about 4 years.
      - Switched to Management Reporter (MR), but also using GP budgeting tool (Forecaster), MR can pull numbers from GP, FRX cannot.
  - Presents regional waste financials to the board annually.
  - Internal controls
    - [REDACTED] reviews all the entries that are straight to the GL, all property tax transactions, inventory transactions, and asset transactions
    - [REDACTED] reviews AP entries and [REDACTED] looks over the overall reports from AP.
    - Correction entries are the bulk of the entries.
  - Budgeting:
    - Budgeting tool is called Forecaster
      - Forecaster does not do any math





- In the future would like to switch to Questica as the budgeting tool instead. Questica does math for budgeting.
    - Budgets are reviewed by the CAO, Finance (Rhonda and Murray), and Directors line-by-line to ensure clear understanding before presentation to Council
    - Leadership team are the final decision-makers regarding items that affect the overall budget, such as hiring of full-time employees.
  
- 4. What **works well** with the **current information available** from Diamond / TownSuite? (i.e. the data, reporting and notifications you are able to retrieve from the systems)
  - GP:
    - The drill down function works well.
    - Very comfortable using the software and knows how to get the information needed.
  
- 5. What can be **improved** with the current **information available** from Diamond / TownSuite? (i.e. the data, reporting and notifications you are able to retrieve from the systems)
  - Doesn't use TS.
    - No reporting for regional waste.
  - Tangible Capital Assets are managed through GP, with more detailed information managed using Asset Management software in WT.
    - Would like to just have one system to use, or the two meshed together.
  - Training
    - Staff able to access the information needed to do their own problem solving but lack the training to complete problem solving themselves.
    - Staff don't rely on the information from the systems being correct.
    - Additionally, because of the four complex systems (which they don't work in every day), they often don't know where to go to get the information needed.
    - Understanding how to problem solve requires birds eye view.
    - Even experienced staff can't go in and run a report. Many barriers to doing their job.
  - Financial Reporting:
    - Pulling data and reconciling is challenging. Data validation is time consuming.
    - Making sure the two systems (Diamond & WT) reconcile is difficult, there must be a simpler way to pull data.
    - Doesn't trust the information that they are pulling.
  
- 6. What **works well** with the **current processes** in Diamond / TownSuite? (i.e. the way the system functions, data is entered or retrieved, how it supports your role and responsibilities)
  - Nothing that is she wouldn't want changed.

- The team was open to change from Diamond, because it wasn't a good system
    - Long-time employees need to be champions of this change.
7. What **can be improved** with the current **processes** in from Diamond / TownSuite? (i.e. the way the system functions, data is entered or retrieved, how it supports your role and responsibilities)
- Reconciliations between the systems (unless they switch to one system).
    - WT is supposed to match what is in GP.
    - Often departments are using the WT information, which often doesn't match GP, and therefore is providing inaccurate information.
    - Might be a JV that was entered in GP, and not in WT
    - Many cost codes affecting one GL.
    - Doing a quarterly reconciliation on the two systems, but it should be done constantly.
  - Reviewing of transactions and journal entries in electronic format.
  - Single sign on to Diamond, rather than having to sign into 4 systems.
  - Budgeting:
    - Budget information is not very reliable.
    - Higher chance of error because of manual entry being completed multiple times.
  - Internal Reporting
    - The system is all done on paper, entirely manual process.
    - If there was less problem solving, and the reviewing could be done electronically, she would be able to review first thing in the morning.
    - Not enough time to stay up to date on them, while also problem solving.
    - Some problems that must be fixed manually. E.g. Debit accounts showing up as credits, which must be switched manually.
    - Low level of trust in the system.
  - GL string is too long, be more specific about what each piece means.
    - 16 digits GL strings, 6 segments.
8. Do you feel there is a portion of your role (your team's roles) that would **benefit from process improvement** from an operating system?
9. What **business needs are not currently being addressed** by the operating system, but should be?
- Tracking what departments are spending their money on, if they are using the correct coding (preventing departments making coding errors, etc.)
  - Collecting information to answer queries from council
    - Council is requesting more information than previous councils. Information that they

don't have readily available and that takes time to gather

- Budget and spend analysis
  - Move reviewing of transactions and journal entries into electronic format.
  - Currently not providing Council with financial statements, giving them budget reports instead. Would like to provide them with quarterly financial reports.
10. In your opinion, **what would make this project a success?** What would you most like to see in the new operating environment (i.e. after this project is complete and the operating system has either been improved or a new one has been implemented)?
- Having just one system, rather than multiple.
    - Having her staff go to one spot, able to do things by themselves, rather than coming to her whenever things go wrong, which is often.
11. In your opinion, **what would make this project a failure?** What is the biggest pain point in the current operating system that needs to be resolved?
- If we ended up in the same spot. If there was no change.
12. Please share any other comments that may be relevant to the success of this project. What else do we need to know?
- Diamond:
    - If Diamond is the best system out there, it means we are not utilizing it properly. Need to figure out what we're doing and how the system can best help us.
    - Diamond has been around since 2002, so they have probably changed and added to their system, but we haven't kept up with what they're doing.
    - Not accessing the new tools or changing our process to match the upgraded program.
  - Staff:
    - New staff replacing retired experienced staff – loss of experience and resources.
    - AP is directly handled through finance, but each department has their own AP clerk.
    - Hired Amber to do AR, transitioned AR from Barb to Amber.
  - Chart of Accounts:
    - Was going to implement Questica this summer but delayed it to ensure the CoA was good.
    - Richard (from Metrix) is currently reviewing it.
    - Carried forward from 2002, rather than putting a lot of thought into it – CoA was not looked through.
  - Hopefully hiring financial analyst.
    - Financial analysis not being done right now because Rhonda doesn't have time.
    - Ideally this person would be:

- Tracking unpaid taxes, segregate by type (Residential vs. Commercial).
- Tracking what departments are spending their money on, if they are using the correct coding (preventing departments making coding errors, etc.)
- Collecting information to answer queries from council
  - Council is requesting more information than previous councils.  
Information that they don't have readily available and that takes time to gather
- Budget and spend analysis
- Some of the day-to-day problem solving, so Rhonda can do spend more time on management.



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# APPENDIX B – SAMPLE REPORTING

CLEARWATER COUNTY  
GROSS PHYSICAL ASSETS  
AS AT DEC 31, 2018

Matrix traced addition over \$45,000 which is about 10% performance materiality, to supporting documents

Account Name	G/L A/C Number	Opening Bal Dec 31, 2017	Additions	Dispositions	Adjustments	adjustments to match subledger	Departmental Transfers	Closing Balance Dec 31, 2018
<b>LAND</b>								
Airport	1-10-000-000-000-1640	\$294,587.00						\$294,587.00
Administration	1-12-000-000-000-1640	\$35,374,311.47						\$35,374,311.47
Fire Dept Land	1-23-000-000-000-1640	\$300.00						\$300.00
Facilities Land	1-30-000-000-000-1640	\$1,457,979.13	\$485,552.13					\$1,943,531.26
Public Works	1-32-000-000-000-1640	\$2,401,487.41						\$2,401,487.41
Transfer Stations Land	1-43-000-000-000-1640	\$11,790.28						\$11,790.28
Rec/Parks Land	1-72-000-000-000-1640	\$630,852.18						\$630,852.18
Planning/Nordeg Land	1-61-000-000-000-1640	\$2,194,631.67						\$2,194,631.67
Work In Progress	1-00-000-000-000-1640	\$818,964.92	\$18,828.00	(\$797,957.21)			U49	\$39,835.71
<b>Total Land</b>		<b>\$43,184,904.06</b>	<b>\$504,380.13</b>	<b>(\$797,957.21)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$42,891,326.98</b>
<b>BUILDINGS</b>								
Airport	1-10-000-000-000-1620	\$171,307.00						\$171,307.00
Admin	1-12-000-000-000-1620	\$1,648,700.77						\$1,648,700.77
Fire Dept	1-23-000-000-000-1620	\$125,596.00						\$125,596.00
Facilities	1-30-000-000-000-1620	\$7,728,601.52	\$360,966.19					\$8,089,567.71
Public Works	1-32-000-000-000-1620	\$542,905.53						\$542,905.53
ASB & Community	1-62-000-000-000-1620	\$597,092.62						\$597,092.62
Planning/Nrdg	1-61-000-000-000-1620	\$559,471.47	\$448,091.00					\$1,007,562.47
Rec/Parks	1-72-000-000-000-1620	\$602,411.38						\$602,411.38
Work In Progress	1-00-000-000-000-1620	\$1,202,141.06	\$2,903,934.44	(\$1,948,759.04)				\$2,157,316.46
<b>Total Buildings</b>		<b>\$13,178,227.35</b>	<b>\$3,712,991.63</b>	<b>(\$1,948,759.04)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,942,459.94</b>
<b>ENGINEERING STRUCT</b>								
Airport	1-10-000-000-000-1610	\$2,882,703.00						\$2,882,703.00
Facilities	1-30-000-000-000-1610	\$1,581,510.53						\$1,581,510.53
Facilities Lan Imp	1-30-000-000-000-1660	\$164,315.29						\$164,315.29
Public Works	1-32-000-000-000-1610	\$620,293,077.95	\$8,185,401.34	34C-1 (\$5,837,316.23)				\$622,641,163.06
Public Works - Land Impr	1-32-000-000-000-1660	\$0.00	\$5,000.00					\$5,000.00
Water Systems	1-41-000-000-000-1710	\$5,910,254.38						\$5,910,254.38
Sewer Systems	1-42-000-000-000-1610	\$12,495,500.48	\$542,484.44	34C-1 (\$446,227.00)				\$12,591,757.92
Planning/Nordeg	1-61-000-000-000-1610	\$146,550.00						\$146,550.00
Planning/NRDG - Land Imp	1-61-000-000-000-1660	\$0.00	\$1,266,172.85					\$1,266,172.85
ASB	1-62-000-000-000-1610	\$55,732.00						\$55,732.00
Parks & Rec Lan Imp	1-72-000-000-000-1660	\$1,055,618.85	\$121,810.00					\$1,177,428.85
Work In Progress	1-00-000-000-000-1610	\$7,088,910.75	U49 \$7,770,573.28	U49 (\$5,768,562.07)				\$9,090,921.96
<b>Total Eng Structures</b>		<b>\$651,674,173.23</b>	<b>\$17,892,441.91</b>	<b>(\$12,052,105.30)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$657,514,509.84</b>

CLEARWATER COUNTY  
GROSS PHYSICAL ASSETS  
AS AT DEC 31, 2018

Metrix traced addition over \$49,000 which is about 10% performance materiality, to supporting documents

Account Name	G/L A/C Number	Opening Bal Dec 31, 2017	Additions	Dispositions	Adjustments	adjustments to match subledger	Departmental Transfers	Closing Balance Dec 31, 2018
<b>MACHINERY &amp; EQUIP'T</b>								
Airport	1-10-000-000-000-1630	\$228,516.97						\$228,516.97
Admin	1-12-000-000-000-1630	\$1,978,800.91	\$402,278.42				(\$5,000.00)	\$2,376,079.33
Economic Development	1-15-000-000-000-1630	\$0.00						\$0.00
Police Dept	1-21-000-000-000-1630	\$197,974.19						\$197,974.19
Fire Dept	1-23-000-000-000-1630	\$4,574,640.63	\$207,193.95					\$4,781,834.58
Disaster	1-24-000-000-000-1630	\$613,960.00	\$128,403.85					\$742,363.85
Ambulance	1-25-000-000-000-1650	\$128,845.16						\$128,845.16
Facilities	1-30-000-000-000-1630	\$143,610.62	\$26,400.25					\$170,010.87
Public Works	1-32-000-000-000-1630	\$7,624,572.75	\$1,190,120.62	34C-1	(\$568,588.56)			\$8,246,104.81
Water Systems	1-41-000-000-000-1630	\$9,832.02	\$19,392.21					\$29,224.23
Wastewater	1-42-000-000-000-1630	\$151,706.08	\$65,000.00					\$216,706.08
Planning/Nordeg	1-61-000-000-000-1630	\$42,716.90	\$11,382.84					\$54,099.74
ASB	1-62-000-000-000-1630	\$1,197,523.87	\$649,674.85	34C-1	(\$515,385.00)		\$18,112.26	\$1,349,925.98
Community Services	1-63-000-000-000-1630	\$13,112.26					(\$13,112.26)	\$0.00
WIP Equipment	1-00-000-000-000-1630	\$118,495.46						\$0.00
<b>Total Mach &amp; Equip't</b>		<b>\$17,024,307.82</b>	<b>2,699,846.99</b>	<b>(1,202,469.02)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00</b>	<b>18,521,685.79</b>
<b>VEHICLES</b>								
Airport	1-10-000-000-000-1650	\$11,147.24						\$11,147.24
Admin	1-12-000-000-000-1650	\$110,962.96					(\$54,613.21)	\$56,349.75
Police Dept	1-21-000-000-000-1650	\$448,879.73					(\$103,570.55)	\$345,309.18
Fire Dept	1-23-000-000-000-1650	\$198,478.09	\$35,675.59	34C-1	(\$45,076.00)			\$189,077.68
Public Works	1-32-000-000-000-1650	\$1,117,434.78	\$68,442.90	34C-1	(\$177,671.51)		\$26,293.45	\$1,034,499.62
Planning & Develop	1-61-000-000-000-1650	\$121,977.28					(\$26,293.45)	\$95,683.83
ASB & Comm Svce	1-62-000-000-000-1650	\$482,793.86					\$158,183.76	\$640,977.62
<b>Total Vehicles</b>		<b>\$2,491,673.94</b>	<b>\$104,118.49</b>	<b>(\$222,747.51)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,373,044.92</b>
<b>Total Vehicles &amp; Equipment less WIP</b>		<b>\$19,397,486.30</b>	<b>\$2,803,965.48</b>	<b>(\$1,306,721.07)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$20,894,730.71</b>
<b>TOTAL PHYS ASSETS</b>		<b>\$727,553,286.40</b>	<b>\$24,913,779.15</b>	<b>(\$16,224,038.08)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$736,243,027.47</b>
Less WIP			(\$10,693,335.72)	\$7,835,816.57	\$0.00		\$0.00	(\$11,288,074.13)
<b>Total In Subledger</b>		<b>\$727,553,286.40</b>	<b>\$14,220,443.43</b>	<b>(\$8,388,221.51)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$724,954,953.34</b>

34C-1

CLEARWATER COUNTY  
ACCUMULATED AMORTIZATION  
AS AT DEC 31, 2018

Account Name	G/L A/C Number	Accumulated Amortization to Dec 31, 2017	Dec	Amortization Expense 2018	Reversals on Disposals	Adjustments	Adjustments to match subledger	Departmental Transfers	Net Accum Amortization	Accumulated Amortization to Dec 31, 2018	Net Book Value Dec 31, 2018
<b>LAND</b>											
Airport	1-10-000-000-000-1740		\$0.00						\$0.00		\$294,587.00
Administration	1-12-000-000-000-1740		\$0.00						\$0.00		\$35,374,311.47
Fire Dept Land	1-23-000-000-000-1740		\$0.00						\$0.00		\$300.00
Facilities Land	1-30-000-000-000-1740		\$0.00						\$0.00		\$1,943,531.26
Public Works	1-32-000-000-000-1740		\$0.00						\$0.00		\$2,401,487.41
Transfer Stations Land	1-43-000-000-000-1740		\$0.00						\$0.00		\$11,790.28
Rec/Parks Land	1-72-000-000-000-1740		\$0.00						\$0.00		\$630,852.18
Nordeg Land	1-61-000-000-000-1740		\$0.00						\$0.00		\$2,194,631.67
Work In Progress	1-00-000-000-000-1640		\$0.00						\$0.00		\$39,835.71
<b>Total Land</b>			<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$42,891,326.98</b>
<b>BUILDINGS</b>											
Airport	1-10-000-000-000-1720	\$ (78,140.26)		\$ (3,426.14)					(\$3,426.14)	(\$81,566.40)	\$89,740.60
Admin	1-12-000-000-000-1720	\$ (758,396.97)		\$ (33,110.14)					(\$33,110.14)	(\$791,507.11)	\$857,193.66
Fire Dept	1-23-000-000-000-1720	\$ (76,435.80)		\$ (2,511.92)					(\$2,511.92)	(\$78,947.72)	\$46,648.28
Facilities	1-30-000-000-000-1720	\$ (847,147.16)		\$ (176,582.87)					(\$176,582.87)	(\$1,023,730.03)	\$7,065,837.68
Public Works	1-32-000-000-000-1720	\$ (251,455.21)		\$ (10,761.01)					(\$10,761.01)	(\$262,216.22)	\$280,689.31
ASB & Community	1-62-000-000-000-1720	\$ (118,048.25)		\$ (12,181.94)					(\$12,181.94)	(\$130,230.19)	\$466,862.43
Planning/Nordeg	1-61-000-000-000-1720	\$ (56,817.01)		\$ (15,670.34)					(\$15,670.34)	(\$72,487.35)	\$935,075.12
Rec/Parks		\$ (42,168.80)		\$ (12,048.23)					(\$12,048.23)	(\$54,217.03)	\$548,194.35
Work In Progress	1-00-000-000-000-1620								\$0.00	\$0.00	\$2,157,316.46
<b>Total Buildings</b>		<b>\$ (2,228,609.46)</b>	<b>U30</b>	<b>\$ (266,292.59)</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$266,292.59)</b>	<b>(\$2,494,902.05)</b>	<b>\$12,447,557.89</b>
<b>ENGINEERING STRUCT</b>											
Airport	1-10-000-000-000-1710	(\$2,870,435.74)		(\$5,320.50)					(\$5,320.50)	(\$2,875,756.24)	\$6,946.76
Facilities	1-30-000-000-000-1710	(\$79,947.41)		(\$51,350.25)					(\$51,350.25)	(\$131,297.66)	\$1,450,212.87
Facilities Lan Imp	1-30-000-000-000-1660	(\$14,146.30)		(\$7,465.64)					(\$7,465.64)	(\$21,611.94)	\$142,703.35
Public Works	1-32-000-000-000-1710	(\$364,844,611.25)		(\$17,294,661.84)	\$4,780,425.50				(\$12,514,236.34)	(\$377,358,847.59)	\$245,282,315.47
Public Works - Land Impr.	1-32-000-000-000-1760	\$0.00		(\$150.00)					(\$150.00)	(\$150.00)	\$5,850.00
Water Systems	1-41-000-000-000-1710	(\$678,409.35)		(\$94,680.80)					(\$94,680.80)	(\$773,090.15)	\$5,137,164.23
Sewer Systems	1-42-000-000-000-1710	(\$2,293,441.04)		(\$239,889.09)	\$368,137.44				\$128,248.35	(\$2,165,192.69)	\$10,426,565.23
Planning/Nordeg	1-61-000-000-000-1710	(\$18,318.75)		(\$7,327.50)					(\$7,327.50)	(\$25,646.25)	\$120,903.75
Planning/NRDG - Land Impr	1-61-000-000-000-1760	\$0.00		(\$42,838.64)					(\$42,838.64)	(\$42,838.64)	\$1,223,334.21
ASB	1-62-000-000-000-1710	(\$21,178.16)		(\$2,229.28)					(\$2,229.28)	(\$23,407.44)	\$32,324.56
Parks & Red Land Impr	1-72-000-000-000-1760	(\$236,134.82)		(\$49,656.79)					(\$49,656.79)	(\$285,791.61)	\$891,637.24
Work In Progress									\$0.00	\$0.00	\$9,090,921.96
<b>Total Eng Structures</b>		<b>(\$371,056,822.82)</b>		<b>(\$17,795,570.33)</b>	<b>\$5,148,562.94</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$12,647,007.39)</b>	<b>(\$383,703,630.21)</b>	<b>\$273,810,879.63</b>



CLEARWATER COUNTY  
ACCUMULATED AMORTIZATION  
AS AT DEC 31, 2018

Account Name	G/L A/C Number	Accumulated Amortization to Dec 31, 2017	Amortization Expense 2018	Reversals on Disposals	Adjustments	Adjustments to match subledger	Departmental Transfers	Net Accum Amortization	Accumulated Amortization to Dec 31, 2018	Net Book Value Dec 31, 2018
<b>MACHINERY &amp; EQUIP'T</b>										
Airport	1-10-000-000-000-1730	(\$148,765.52)	(\$13,618.62)					(\$13,618.62)	(\$162,384.14)	\$66,132.83
Admin	1-12-000-000-000-1730	(\$1,043,803.21)	(\$315,512.43)				\$2,751.34	(\$312,761.09)	(\$1,356,564.30)	\$1,019,515.03
Economic Development	1-15-000-000-000-1730	\$0.00						\$0.00	\$0.00	\$0.00
Police Dept	1-21-000-000-000-1730	(\$94,669.51)	(\$19,392.99)					(\$19,392.99)	(\$114,062.50)	\$83,911.69
Fire Dept	1-23-000-000-000-1730	(\$1,756,508.28)	(\$201,293.58)					(\$201,293.58)	(\$1,957,801.86)	\$2,824,032.72
Disaster	1-24-000-000-000-1730	(\$458,763.77)	(\$9,709.20)					(\$9,709.20)	(\$468,472.97)	\$273,890.88
Ambulance	1-25-000-000-000-1750	(\$122,402.94)	(\$6,442.22)					(\$6,442.22)	(\$128,845.16)	\$0.00
Facilities	1-30-000-000-000-1730	(\$35,645.53)	(\$12,951.25)					(\$12,951.25)	(\$48,596.78)	\$121,414.09
Public Works	1-32-000-000-000-1730	(\$2,681,020.64)	(\$445,772.46)	\$188,823.29				(\$256,949.17)	(\$2,937,969.81)	\$5,308,135.00
Water Systems	1-41-000-000-000-1730	(\$1,474.80)	(\$2,922.42)					(\$2,922.42)	(\$4,397.22)	\$24,827.01
Wastewater	1-42-000-000-000-1730	(\$22,533.81)	(\$2,814.76)					(\$2,814.76)	(\$25,348.57)	\$181,357.51
Planning/Nrdg Equip	1-61-000-000-000-1730	(\$23,956.67)	(\$3,455.33)					(\$3,455.33)	(\$27,412.00)	\$26,687.74
ASB	1-62-000-000-000-1730	(\$301,245.25)	(\$111,410.98)	\$57,165.61			(\$9,314.52)	(\$33,559.89)	(\$364,805.14)	\$985,120.84
Community Services	1-62-000-000-000-1730	(\$6,556.13)	(\$3,122.45)				\$6,563.18	\$3,440.73	(\$3,115.40)	(\$3,115.40)
Work In Progress										\$0.00
<b>Total Mach &amp; Equip't</b>		<b>(\$6,697,346.06)</b>	<b>(\$1,158,418.69)</b>	<b>\$245,988.90</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$912,429.79)</b>	<b>(\$7,609,775.85)</b>	<b>\$10,911,909.94</b>
<b>VEHICLES</b>										
Airport	1-10-000-000-000-1750	(\$7,245.68)	(\$1,114.72)					(\$1,114.72)	(\$8,360.40)	\$2,786.84
Admin	1-12-000-000-000-1750	(\$95,366.19)	(\$5,634.98)	\$54,613.21				\$48,978.23	(\$46,387.96)	\$9,961.79
Police Dept	1-21-000-000-000-1750	(\$303,739.79)	(\$68,297.03)				\$103,570.55	\$35,273.52	(\$268,466.27)	\$76,842.91
Fire Dept	1-23-000-000-000-1750	(\$111,983.26)	(\$17,123.99)	\$45,076.00				\$27,952.01	(\$84,031.25)	\$105,046.43
Public Works	1-32-000-000-000-1750	(\$507,870.68)	(\$100,007.80)	\$141,680.60			(\$14,468.49)	\$27,204.31	(\$480,666.37)	\$553,833.25
Planning & Develop	1-61-000-000-000-1750	(\$68,091.48)	(\$9,568.39)				\$14,468.49	\$4,900.10	(\$63,191.38)	\$32,492.45
ASB & Comm Svce	1-62-000-000-000-1750	(\$215,252.33)	(\$44,310.89)				(\$158,183.76)	(\$202,494.65)	(\$417,746.98)	\$223,230.64
<b>Total Vehicles</b>		<b>(\$1,309,549.41)</b>	<b>(\$246,057.80)</b>	<b>\$241,369.81</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$54,613.21)</b>	<b>(\$59,301.20)</b>	<b>(\$1,368,850.61)</b>	<b>\$1,004,194.31</b>
		<b>(\$8,006,895.47)</b>	<b>(\$1,404,476.49)</b>	<b>\$487,358.71</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$54,613.21)</b>	<b>(\$971,730.99)</b>	<b>(\$8,978,626.46)</b>	<b>\$11,916,104.25</b>
<b>TOTAL PHYS ASSETS</b>		<b>(\$381,292,127.75)</b>	<b>(\$19,466,339.41)</b>	<b>\$5,635,921.65</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$54,613.21)</b>	<b>(\$13,885,030.97)</b>	<b>(\$395,177,158.72)</b>	<b>\$341,065,868.75</b>
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$11,288,074.13)
		<b>(\$381,292,127.75)</b>	<b>(\$19,466,339.41)</b>	<b>\$5,635,921.65</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$54,613.21)</b>	<b>(\$13,885,030.97)</b>	<b>(\$395,177,158.72)</b>	<b>\$329,777,794.62</b>

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 Variance

Cam

Account	Object Code Description	Budget	Current Month	Year to Date	Variance
<b>Program ADMIN Administration</b>					
<b>Job Group: TIMS CAP Technology Capital</b>					
<b>Job: 129022 Software</b>					
6-12-000-000-660-6650	660-6650 Equipment Acquired	95,000.00	0.00	0.00	95,000
'Software' Job Sub Total		95,000.00	0.00	0.00	95,000
<b>Job: 129027 Storage</b>					
6-12-000-000-660-6650	660-6650 Equipment Acquired	80,000.00	0.00	76,635.20	3,365
'Storage' Job Sub Total		80,000.00	0.00	76,635.20	3,365
<b>Job: 129028 Replacement Server Hardware re</b>					
6-12-000-000-660-6650	660-6650 Equipment Acquired	100,000.00	0.00	100,000.10	0-
'Replacement Server Hardware re' Job Sub Total		100,000.00	0.00	100,000.10	0-
<b>Job: 129037 TownSuite Software Purchase</b>					
6-12-000-000-660-6650	660-6650 Equipment Acquired	30,000.00	0.00	0.00	30,000
'TownSuite Software Purchase' Job Sub Total		30,000.00	0.00	0.00	30,000
<b>Job: 129038 Uninterrupted Power Source *UPS</b>					
6-12-000-000-660-6650	660-6650 Equipment Acquired	30,000.00	0.00	26,365.27	3,635
'Uninterrupted Power Source *UPS' Job Sub Total		30,000.00	0.00	26,365.27	3,635
<b>Job: 129040 Web Contractor new Website</b>					
6-12-000-000-660-6650	660-6650 Equipment Acquired	0.00	0.00	0.00	0
'Web Contractor new Website' Job Sub Total		0.00	0.00	0.00	0
<b>Job: 129041 DR Project</b>					
6-12-000-000-660-6650	660-6650 Equipment Acquired	0.00	0.00	0.00	0
'DR Project' Job Sub Total		0.00	0.00	0.00	0
<b>Job: 129042 Server Refresh SQL</b>					
6-12-000-000-660-6650	660-6650 Equipment Acquired	0.00	0.00	0.00	0
'Server Refresh SQL' Job Sub Total		0.00	0.00	0.00	0
<b>Job: 129043 Herbicide Inventory Management</b>					
6-12-000-000-660-6650	660-6650 Equipment Acquired	20,000.00	0.00	0.00	20,000
'Herbicide Inventory Management' Job Sub Total		20,000.00	0.00	0.00	20,000
<b>Job: 129044 Fire Refresh</b>					

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Account	Object Code Description	Budget	Current Month	Year to Date	Variance
6-12-000-000-660-6650	660-6650 Equipment Acquired	0.00	0.00	0.00	0
'Fire Refresh' Job Sub Total		0.00	0.00	0.00	0
<b>Job: 129045</b>	<b>Phones - Capital</b>				
6-12-000-000-660-6650	660-6650 Equipment Acquired	18,000.00	0.00	17,031.90	968
'Phones - Capital' Job Sub Total		18,000.00	0.00	17,031.90	968
<b>Job: 129046</b>	<b>Security Cameras</b>				
6-12-000-000-660-6650	660-6650 Equipment Acquired	0.00	0.00	0.00	0
'Security Cameras' Job Sub Total		0.00	0.00	0.00	0
<b>Job: 129047</b>	<b>Nimble Array</b>				
6-12-000-000-660-6650	660-6650 Equipment Acquired	0.00	0.00	0.00	0
'Nimble Array' Job Sub Total		0.00	0.00	0.00	0
<b>Job: 129048</b>	<b>Switch</b>				
6-12-000-000-660-6650	660-6650 Equipment Acquired	5,000.00	0.00	4,272.95	727
'Switch' Job Sub Total		5,000.00	0.00	4,272.95	727
<b>Job: 129049</b>	<b>Back up Appliances</b>				
6-12-000-000-660-6650	660-6650 Equipment Acquired	0.00	0.00	0.00	0
'Back up Appliances' Job Sub Total		0.00	0.00	0.00	0
<b>Job: 129050</b>	<b>Audio/Video Streaming</b>				
6-12-000-000-660-6650	660-6650 Equipment Acquired	60,000.00	0.00	53,127.00	6,873
'Audio/Video Streaming' Job Sub Total		60,000.00	0.00	53,127.00	6,873
<b>Job: 129051</b>	<b>Network Infrastructure</b>				
6-12-000-000-660-6650	660-6650 Equipment Acquired	160,000.00	0.00	35,713.75	124,286
'Network Infrastructure' Job Sub Total		160,000.00	0.00	35,713.75	124,286
<b>Job: 1291</b>	<b>Nordegg Backup Site</b>				
6-12-000-000-660-6650	801-8257 Contracted Services	0.00	0.00	0.00	0
6-12-000-000-660-6650	803-8511 Materials & Supplies	0.00	0.00	0.00	0
'Nordegg Backup Site' Job Sub Total		0.00	0.00	0.00	0
<b>Job: 1292</b>	<b>Help Desk</b>				
6-12-000-000-660-6650	801-8257 Contracted Services	0.00	0.00	0.00	0
6-12-000-000-660-6650	803-8511 Materials & Supplies	0.00	0.00	0.00	0

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 124,286

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<b>'Help Desk' Job Sub Total</b>		0.00	0.00	0.00	0
<b>Job: 1293</b>	<b>TRIM Upgrade</b>				
6-12-000-000-660-6650	801-8257 Contracted Services	0.00	0.00	0.00	0
6-12-000-000-660-6650	803-8511 Materials & Supplies	0.00	0.00	0.00	0
<b>'TRIM Upgrade' Job Sub Total</b>		0.00	0.00	0.00	0
<b>Job: 1294</b>	<b>System Rebuild &amp; Migration</b>				
6-12-000-000-660-6650	800-8211 Mileage and Meals	0.00	0.00	0.00	0
6-12-000-000-660-6650	801-8257 Contracted Services	0.00	0.00	0.00	0
6-12-000-000-660-6650	803-8511 Materials & Supplies	0.00	0.00	0.00	0
<b>'System Rebuild &amp; Migration' Job Sub Total</b>		0.00	0.00	0.00	0
<b>'Technology Capital' Group Sub Total</b>		598,000.00	0.00	313,146.17	284,854
<b>Job: 1290</b>	<b>Information Technology</b>				
8-12-090-000-800-8111	800-8111 Salaries and Wages	312,926.00	0.00	231,430.71	81,495
8-12-090-000-800-8131	800-8131 ER Contributions	71,268.00	0.00	45,407.47	25,861
8-12-090-000-800-8211	800-8211 Mileage and Meals	15,000.00	0.00	539.00	14,461
8-12-090-000-801-8224	800-8224 Memberships & Registration Fee	50,000.00	0.00	10,613.98	39,386
8-12-090-000-801-8257	801-8257 Contracted Services	145,000.00	0.00	6,393.44	138,607
8-12-090-000-803-8217	803-8217 Telecommunications	0.00	0.00	0.00	0
8-12-090-000-803-8511	803-8511 Materials & Supplies	152,000.00	0.00	47,678.18	104,322
<b>'Information Technology' Job Sub Total</b>		746,194.00	0.00	342,062.78	404,131
<b>Job: 129001</b>	<b>Licensing renewals</b>				
8-12-090-000-800-8111	800-8111 Salaries and Wages	0.00	0.00	0.00	0
8-12-090-000-800-8131	800-8131 ER Contributions	0.00	0.00	0.00	0
8-12-000-000-800-8211	800-8211 Mileage and Meals	0.00	0.00	0.00	0
8-12-090-000-801-8257	801-8257 Contracted Services	333,000.00	0.00	299,686.70	33,313
8-12-090-000-803-8511	803-8511 Materials & Supplies	0.00	0.00	0.00	0
<b>'Licensing renewals' Job Sub Total</b>		333,000.00	0.00	299,686.70	33,313
<b>Job: 129002</b>	<b>Cell Phones &amp; Air Cards</b>				
8-12-090-000-800-8111	800-8111 Salaries and Wages	0.00	0.00	0.00	0
8-12-090-000-800-8131	800-8131 ER Contributions	0.00	0.00	0.00	0
8-12-000-000-800-8211	800-8211 Mileage and Meals	0.00	0.00	0.00	0

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8-12-090-000-801-8257	801-8257 Contracted Services	0.00	0.00	501.11	501-
8-12-090-000-803-8217	803-8217 Telecommunications	6,000.00	0.00	3,837.72	2,162
8-12-090-000-803-8511	803-8511 Materials & Supplies	0.00	0.00	9.47	9-
'Cell Phones & Air Cards' Job Sub Total		6,000.00	0.00	4,348.30	1,652
<b>Job: 129003 Printing Costs</b>					
8-12-090-000-800-8111	800-8111 Salaries and Wages	0.00	0.00	0.00	0
8-12-090-000-800-8131	800-8131 ER Contributions	0.00	0.00	0.00	0
8-12-000-000-800-8211	800-8211 Mileage and Meals	0.00	0.00	0.00	0
8-12-090-000-801-8257	801-8257 Contracted Services	52,000.00	0.00	33,948.35	18,052
8-12-090-000-803-8511	803-8511 Materials & Supplies	0.00	0.00	0.00	0
'Printing Costs' Job Sub Total		52,000.00	0.00	33,948.35	18,052
<b>Job: 129004 Security System</b>					
8-12-090-000-800-8111	800-8111 Salaries and Wages	0.00	0.00	0.00	0
8-12-090-000-800-8131	800-8131 ER Contributions	0.00	0.00	0.00	0
8-12-000-000-800-8211	800-8211 Mileage and Meals	0.00	0.00	0.00	0
8-12-090-000-801-8257	801-8257 Contracted Services	0.00	0.00	0.00	0
8-12-090-000-803-8511	803-8511 Materials & Supplies	0.00	0.00	0.00	0
'Security System' Job Sub Total		0.00	0.00	0.00	0
<b>Job: 129005 External Networks</b>					
8-12-090-000-800-8111	800-8111 Salaries and Wages	0.00	0.00	0.00	0
8-12-090-000-800-8131	800-8131 ER Contributions	0.00	0.00	0.00	0
8-12-000-000-800-8211	800-8211 Mileage and Meals	0.00	0.00	0.00	0
8-12-090-000-801-8257	801-8257 Contracted Services	40,000.00	0.00	24,633.27	15,367
8-12-090-000-803-8217	803-8217 Telecommunications	0.00	0.00	1,670.92	1,671-
8-12-090-000-803-8511	803-8511 Materials & Supplies	0.00	0.00	0.00	0
'External Networks' Job Sub Total		40,000.00	0.00	26,304.19	13,696
<b>Job: 129006 Internal Networks</b>					
8-12-090-000-800-8111	800-8111 Salaries and Wages	0.00	0.00	0.00	0
8-12-090-000-800-8131	800-8131 ER Contributions	0.00	0.00	0.00	0
8-12-000-000-800-8211	800-8211 Mileage and Meals	0.00	0.00	0.00	0
8-12-090-000-801-8257	801-8257 Contracted Services	30,000.00	0.00	11,327.58	18,672
8-12-090-000-803-8511	803-8511 Materials & Supplies	29,000.00	0.00	0.00	29,000

Year: 2019  
 Period End: December 31, 2019  
 Filter: 2019 IT

**Job Costs by Object Code and Fiscal Period**

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 (Bud - YTD)

Account	Object Code	Description	Budget	Current Month	Year to Date	Variance
'Internal Networks' Job Sub Total			59,000.00	0.00	11,327.58	47,672
<b>Job: 129007</b>	<b>Contractor - Infrastructure</b>					
8-12-090-000-800-8111	800-8111	Salaries and Wages	0.00	0.00	0.00	0
8-12-090-000-800-8131	800-8131	ER Contributions	0.00	0.00	0.00	0
8-12-000-000-800-8211	800-8211	Mileage and Meals	0.00	0.00	0.00	0
8-12-090-000-801-8257	801-8257	Contracted Services	0.00	0.00	0.00	0
8-12-090-000-803-8511	803-8511	Materials & Supplies	0.00	0.00	0.00	0
'Contractor - Infrastructure' Job Sub Total			0.00	0.00	0.00	0
<b>Job: 129008</b>	<b>Records Management</b>					
8-12-090-000-800-8111	800-8111	Salaries and Wages	0.00	0.00	0.00	0
8-12-090-000-800-8131	800-8131	ER Contributions	0.00	0.00	0.00	0
8-12-000-000-800-8211	800-8211	Mileage and Meals	0.00	0.00	0.00	0
8-12-090-000-801-8257	801-8257	Contracted Services	0.00	0.00	0.00	0
8-12-090-000-803-8511	803-8511	Materials & Supplies	0.00	0.00	0.00	0
'Records Management' Job Sub Total			0.00	0.00	0.00	0
<b>Job: 129009</b>	<b>Misc Computer</b>					
8-12-090-000-800-8111	800-8111	Salaries and Wages	0.00	0.00	0.00	0
8-12-090-000-800-8131	800-8131	ER Contributions	0.00	0.00	0.00	0
8-12-000-000-800-8211	800-8211	Mileage and Meals	0.00	0.00	0.00	0
8-12-090-000-801-8257	801-8257	Contracted Services	0.00	0.00	0.00	0
8-12-090-000-803-8511	803-8511	Materials & Supplies	0.00	0.00	0.00	0
'Misc Computer' Job Sub Total			0.00	0.00	0.00	0
<b>Job: 129010</b>	<b>Contractor - Web</b>					
8-12-090-000-800-8111	800-8111	Salaries and Wages	0.00	0.00	0.00	0
8-12-090-000-800-8131	800-8131	ER Contributions	0.00	0.00	0.00	0
8-12-000-000-800-8211	800-8211	Mileage and Meals	0.00	0.00	0.00	0
8-12-090-000-801-8257	801-8257	Contracted Services	0.00	0.00	0.00	0
8-12-090-000-803-8511	803-8511	Materials & Supplies	0.00	0.00	0.00	0
'Contractor - Web' Job Sub Total			0.00	0.00	0.00	0
<b>Job: 129011</b>	<b>PC Refresh</b>					
8-12-090-000-800-8111	800-8111	Salaries and Wages	0.00	0.00	0.00	0
8-12-090-000-800-8131	800-8131	ER Contributions	0.00	0.00	0.00	0

Year: 2019  
 Period End: December 31, 2019  
 Filter: 2019 IT

**Job Costs by Object Code and Fiscal Period**

Page: 6  
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Account	Object Code	Description	Budget	Current Month	Year to Date	Variance
8-12-000-000-800-8211	800-8211	Mileage and Meals	0.00	0.00	0.00	0
8-12-090-000-801-8257	801-8257	Contracted Services	0.00	0.00	0.00	0
8-12-090-000-803-8511	803-8511	Materials & Supplies	0.00	0.00	0.00	0
'PC Refresh' Job Sub Total			0.00	0.00	0.00	0
<b>Job: 129012</b>		<b>Mobility Project</b>				
8-12-090-000-800-8111	800-8111	Salaries and Wages	0.00	0.00	0.00	0
8-12-090-000-800-8131	800-8131	ER Contributions	0.00	0.00	0.00	0
8-12-000-000-800-8211	800-8211	Mileage and Meals	0.00	0.00	0.00	0
8-12-090-000-801-8257	801-8257	Contracted Services	0.00	0.00	0.00	0
8-12-090-000-803-8511	803-8511	Materials & Supplies	0.00	0.00	0.00	0
'Mobility Project' Job Sub Total			0.00	0.00	0.00	0
<b>Job: 129091</b>		<b>RMHRWA - IT Costs</b>				
8-12-090-000-800-8111	800-8111	Salaries and Wages	0.00	0.00	0.00	0
8-12-090-000-800-8131	800-8131	ER Contributions	0.00	0.00	0.00	0
8-12-000-000-800-8211	800-8211	Mileage and Meals	0.00	0.00	0.00	0
8-12-090-000-801-8224	800-8224	Memberships & Registration Fee	0.00	0.00	0.00	0
8-12-090-000-801-8257	801-8257	Contracted Services	0.00	0.00	0.00	0
8-12-090-000-803-8217	803-8217	Telecommunications	0.00	0.00	0.00	0
8-12-090-000-803-8511	803-8511	Materials & Supplies	0.00	0.00	0.00	0
'RMHRWA - IT Costs' Job Sub Total			0.00	0.00	0.00	0
'Technology Operations' Group Sub Total			1,236,194.00	0.00	717,677.90	518,516
'Administration' Program Sub Total			1,834,194.00	0.00	1,030,824.07	803,370
<b>Grand Totals:</b>			<b>1,834,194.00</b>	<b>0.00</b>	<b>1,030,824.07</b>	<b>803,370</b>

Year: 2019  
 Period End: December 31, 2019  
 Filter: 2019 IT

**Job Costs by Object Code and Fiscal Period**

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 (Bud - YTD)  
 Variance

Account	Object Code	Description	Budget	Current Month	Year to Date	Variance
<b>Object Code Totals</b>						
Clearing	Clearing	660-6650 Equipment Acquired	598,000.00	0.00	313,146.17	284,854
Labour	Internal	800-8111 Salaries and Wages	312,926.00	0.00	231,430.71	81,495
Labour	Internal	800-8131 ER Contributions	71,268.00	0.00	45,407.47	25,861
Labour	Internal	800-8211 Mileage and Meals	15,000.00	0.00	539.00	14,461
Clearing	Clearing	800-8224 Memberships & Registration Fee	50,000.00	0.00	10,613.98	39,386
Services	Internal	801-8257 Contracted Services	600,000.00	0.00	376,490.45	223,510
Other	Other	803-8217 Telecommunications	6,000.00	0.00	5,508.64	491
Clearing	Internal	803-8511 Materials & Supplies	181,000.00	0.00	47,687.65	133,312
<b>Grand Totals:</b>			<b>1,834,194.00</b>	<b>0.00</b>	<b>1,030,824.07</b>	<b>803,370</b>



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 User Date: 3/19/2019

Clearwater County

Page: 1  
 User ID: KathrinaG

Depreciation Ledger by Class - Summary  
 For MUNICIPALITY

Depreciation as of: 12/31/2018

Ranges:

Asset ID: First to Last  
 Description: First to Last  
 Asset Type: First to Last  
 Structure ID: First to Last  
 Class ID: First to Last  
 Location ID: First to Last  
 Property Type: First to Last  
 Pl in Svc Date: First to Last  
 Acquire Date: First to Last  
 Fully Depr Dt: First to Last  
 Switchover Dt: First to Last

Depr Method: First to Last  
 Avg Conv: First to Last  
 Orig Life: First to Last  
 Rem Life: First to Last  
 Cost Basis: First to Last  
 YTD Depr: First to Last  
 Accum Depr: First to Last  
 Net Book: First to Last

Sorted By: Class ID

Include: Status: Active

Calculate with Original Amounts: No

Class ID	Description	Number of Assets	Cost Basis	Curr Depr	YTD Depr	Accum Depr	Net Book
BUILDING	Any type of Building	66	\$ 12,785,143.48 ✓	\$ 25,515.95	\$ 266,292.59 ✓	\$ 2,494,902.05	\$ 10,290,241.43 ✓
EQUIPMENT		361	\$ 18,521,685.71 ✓ <sup>.79</sup>	\$ 115,073.71	\$ 1,120,546.81 ✓	\$ 7,609,775.85	\$ 10,911,909.86 ✓
IMPROVEMENT	Other than buildings	18	\$ 2,613,916.99 ✓	\$ 27,422.61	\$ 100,111.07 ✓	\$ 350,392.19	\$ 2,263,524.80 ✓
LAND	Owned Property	295	\$ 42,851,491.27 ✓	\$ 0.00	\$ 0.00	\$ 0.00	\$ 42,851,491.27 ✓
STRUCTURE	Engineered Structures	3,579	\$ 627,307,658.59 ✓	\$ 1,559,014.70	\$ 17,291,714.29 ✓	\$ 380,414,955.18	\$ 246,892,703.41 ✓
UTILITY SYSTEM		77	\$ 18,502,012.30 ✓	\$ 33,632.04	\$ 328,992.05 ✓	\$ 2,938,282.84	\$ 15,563,729.46 ✓
VEHICLES		60	\$ 2,373,044.92 ✓	\$ 25,040.63	\$ 241,411.46 ✓	\$ 1,368,850.61	\$ 1,004,194.31 ✓
		4,456	\$ 724,954,953.26 ✓	\$ 1,785,699.64	\$ 19,349,068.27 ✓	\$ 395,177,158.72	\$ 329,777,794.54 ✓

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Difference of  
 \$0.08

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 User Date: 3/19/2019

Clearwater County

Page: 1  
 User ID: KathrinaG

Depreciation Ledger by Class - Summary  
 For MUNICIPALITY

Depreciation as of: 12/31/2018  
 Ranges:

Asset ID:	First to Last	Depr Method:	First to Last
Description:	First to Last	Avg Conv:	First to Last
Asset Type:	First to Last	Orig Life:	First to Last
Structure ID:	First to Last	Rem Life:	First to Last
Class ID:	First to Last	Cost Basis:	First to Last
Location ID:	First to Last	YTD Depr:	First to Last
Property Type:	First to Last	Accum Depr:	First to Last
Pl in Svc Date:	First to Last	Net Book:	First to Last
Acquire Date:	First to Last		
Fully Depr Dt:	First to Last		
Switchover Dt:	First to Last		

Sorted By: Class ID  
 Include: Status: Active Retired  
 Calculate with Original Amounts: No

Class ID	Description	Number of Assets	Cost Basis	Curr Depr	YTD Depr	Accum Depr	Net Book
BUILDING	Any type of Building	66	\$ 12,785,143.48	\$ 25,515.95	\$ 266,292.59	\$ 2,494,902.05	\$ 10,290,241.43
EQUIPMENT		480	\$ 25,924,419.79	\$ 146,627.64	\$ 1,158,418.69	\$ 9,924,527.95	\$ 15,999,891.84
IMPROVEMENT	Other than buildings	18	\$ 2,613,916.99	\$ 27,422.61	\$ 100,111.07	\$ 350,392.19	\$ 2,263,524.80
LAND	Owned Property	307	\$ 44,996,237.42	\$ 0.00	\$ 0.00	\$ 0.00	\$ 44,996,237.42
STRUCTURE	Engineered Structures	4,159	\$ 719,178,881.88	\$ 1,679,302.44	\$ 17,360,889.37	\$ 443,002,213.08	\$ 276,176,668.80
UTILITY SYSTEM		78	\$ 18,948,239.30	\$ 34,561.68	\$ 334,569.89	\$ 3,306,420.28	\$ 15,641,819.02
VEHICLES		103	\$ 3,771,262.23	\$ 33,545.48	\$ 246,057.80	\$ 2,384,722.97	\$ 1,386,539.26
		5,211	\$ 828,218,101.09	\$ 1,946,975.80	\$ 19,466,339.41	\$ 461,463,178.52	\$ 366,754,922.57

incl. amortization for  
 assets disposed of in  
 2018.



## Agenda Item Report

### Regular Council Meeting

<b>AIR Type:</b>	Request for Decision
<b>SUBJECT:</b>	Telecommunication Antenna System Siting Policy
<b>PRESENTATION DATE:</b>	Tuesday, January 28, 2020
<b>DEPARTMENT:</b> <b>WRITTEN BY:</b> <b>REVIEWED BY:</b>	Planning & Development Kim Gilham, Senior Planner & Eleanor Pengelly, Development Officer Keith McCrae, Director & Rick Emmons, CAO
<b>BUDGET CONSIDERATIONS:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
<b>LEGISLATIVE DIRECTION:</b>	<input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation <input type="checkbox"/> County Bylaw or Policy
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>	
<input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
<b>ATTACHMENTS:</b>	
<a href="#">Draft Telecommunication Antenna System Siting Policy</a> <a href="#">Sample - Telus Tower Request for Concurrence</a>	

#### STAFF RECOMMENDATION:

That Council consider approving the attached Policy with amendments as directed.

#### BACKGROUND:

On November 26, 2019 staff came to Council with background information and requested a decision on whether staff should proceed with the creation of a telecommunication tower siting policy or to proceed with the default consultation process set out by Innovation, Science and Economic Development Canada (ISED Canada). Council directed staff to move ahead with the creation of a telecommunication tower policy. Staff is now returning to Council with a draft Telecommunication Antenna System Siting Protocol Policy.

Much of the policy document was created using the Federation of Canadian Municipalities (FCM) and Canadian Wireless Telecommunications Association (CWTA) Template. We believe this template would be considered best practice, as it references much of the ISED Canada Radiocommunication and Broadcasting Antenna Systems client procedures circular (CPC-2-0-03) and would be consistent with other municipalities across Canada referencing this template.

The draft policy includes the following sections:

- 1.Objectives
- 2.Jurisdiction and Roles
- 3.Definitions
- 4.Excluded Structures
- 5.Pre-Consultation with the County
- 6.Development Guidelines
- 7.Proposal Submission
- 8.Public Consultation Process
- 9.Statement of Concurrence or Non-Concurrence
- 10.Consultation Process Timeframe
- 11.Letter of Undertaking
- 12.Redundant Antenna System

Based on some points of discussion from the previous meeting staff will speak to a few of the sections and ask that Council provide direction.

#### Section 4 – Excluded Structures

Staff included as recommended the list of excluded structures as per ISED Canada. We also included the portion that indicates in the ISED Canada circular that individual circumstances vary with each system and that the exclusion criteria should be applied considering the local circumstances. Therefore, we did include a section that asks the Proponents to contact the County regardless of the exemption criteria and to provide us with information about the Tower installation including the location, height, description and any applicable screening. We also ask that they provide us with a preliminary drawing or visual rendering of the tower.

#### Section 6 – Development Guidelines

This section indicates where the County would prefer to see towers and where they discourage the placement of towers. It also speaks to the style of tower, yard requirements, signage and onsite lighting. All these components were pulled from the Template produced by the FCM and CWTA.

#### Section 7 – Proposal Submission

This section indicates what we would like the Proponent to provide when applying for a letter of concurrence or non-concurrence. This section also references Fees. Previously, Council chose to waive the fees for towers and the requirement for Development Permits. Staff would like direction on whether or not Council wishes to require a fee to process the request for concurrence. In either case, no fee would be required for proposals that are exempt under this policy.

#### Section 8 - Public Consultation

This section includes information on what the Proponent needs to provide to individuals for public consultation and who they need to consult. Clearwater County staff has suggested that notification be sent to members within the Prescribed Distance, which we have indicated to be three times the height of the tower. This is consistent with ISED Canada's requirements for public consultation. This section

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also states the allotted timelines for affected parties to respond, being 30 days, which is consistent with all of Clearwater County Planning and Development referrals.

Staff has attached a sample Antenna System siting proposal that has been recently processed under the ISED Canada default consultation process and the applicable letter of concurrence. The process that the proponents will follow under this new policy will be very similar in nature. The policy simply allows the County to clarify preferred locations for Antenna Systems and to require additional consultation when a tower is in a sensitive location within the County.



## CLEARWATER COUNTY TELECOMMUNICATION ANTENNA SYSTEM SITING POLICY

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**EFFECTIVE DATE** 2020

**SECTION** Planning and Development

**POLICY STATEMENT** To establish a siting and consultation process that is harmonized with Innovation, Science and Economic Development Canada (ISED)'s *Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular* for reviewing land use issues associated with Antenna System siting proposals.

### **1. OBJECTIVES**

1. To set out an objective process, criteria and guidelines that are transparent, consistent and predictable for the evaluation of Antenna System siting proposals that:
  - a. Minimize the number of new antenna sites by encouraging co-location;
  - b. Encourage designs that integrate with the surrounding land use and public realm;
  - c. Establish when local public consultation is required; and
  - d. Allow Innovation, Science and Economic Development (ISED) Canada and the communications industry to identify and resolve any potential land use, siting or design concerns with the County at an early stage in the process.
2. To provide an expeditious review process for Antenna System siting proposals;
3. To establish a local land use consultation framework that ensures the County and members of the public contribute local knowledge that facilitates and influences the siting – location, development and design (including aesthetics) – of Antenna Systems within municipal boundaries;
4. To contribute to the orderly development and efficient operation of a reliable, strong radiocommunication network in the County; and
5. To provide the County with the information required to satisfy the requirements of Innovation Science and Economic Development (ISED) Canada regarding local land use consultation, resulting in the County issuing an informed statement of concurrence, concurrence with conditions, or non-concurrence for the Proponent.

## **2. JURISDICTION AND ROLES**

### **INNOVATION, SCIENCE AND ECONOMIC DEVELOPMENT CANADA**

Under the *Radiocommunication Act*, the Minister of Innovation, Science and Economic Development (ISED) Canada has sole jurisdiction over inter-provincial and international communication facilities. The final decision to approve and licence the location of Antenna Systems is made only by ISED Canada (formerly known as Industry Canada). In June 2014, ISED Canada issued an update to its *Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular (CPC-2-0-03)* which outlines the process that must be followed by Proponents seeking to install or modify Antenna Systems.

ISED Canada also requires that Proponents intending to install or modify an Antenna System notify and consult with the Municipality (Land Use Authority), and the local community within a Prescribed Distance from the proposed structure. CPC-2-0-03 (the CPC) also establishes a dispute resolution process to be used where the Proponent and Municipality have reached an impasse.

### **ROLE OF THE MUNICIPALITY**

The ultimate role of the County is to issue a statement of concurrence or non-concurrence to the Proponent and to ISED Canada. The statement considers the land use compatibility of the Antenna System, the responses of the affected residents and the Proponent's adherence to this Policy. The County also guides and facilitates the siting process by:

- **Communicating** to Proponents the particular amenities, sensitivities, planning priorities and other relevant characteristics of the area;
- **Developing the design guidelines** for Antenna Systems contained in Section 6 of this Protocol; and
- **Establishing** a community consultation process, where warranted.

By working with Proponents throughout the siting process, beginning with preliminary notification and the site investigation meeting, the County seeks to facilitate Antenna System installations that are sensitive to the needs of the local community.

### **ROLE OF THE PROPONENT**

Proponents need to strategically locate Antenna Systems to satisfy technical criteria and operational requirements in response to public demand. Throughout the siting process, Proponents must adhere to the antenna siting guidelines in the CPC, including:

- Investigating sharing or using existing infrastructure before proposing new antenna-supporting structures (consistent with CPC-2-0-17 *Conditions of Licence for Mandatory Roaming and Antenna Tower and Site Sharing and to Prohibit Exclusive Site Arrangements*);

- Contacting the Municipality to determine local requirements regarding Antenna Systems; and
- Undertaking public notification and addressing relevant concerns as is required and appropriate.

#### **OTHER FEDERAL LEGISLATION**

Proponents additionally must comply with the following federal legislation and/or regulations, where warranted:

- Health Canada's *Safety Code 6 – Limits of Human Exposure to Radiofrequency*
- *Electromagnetic Fields in the Frequency Range from 3 KHZ to 300 GHZ - Safety Code 6 (2009)*;
- the *Canadian Environmental Assessment Act*; and
- NAV Canada and Transport Canada's painting and lighting requirements for aeronautical safety.

The County does not assess any submission for an Antenna System with respect to health and radiofrequency exposure issues or any other non-placement or non-design related issues. Any questions or comments the public may wish to make regarding health issues related to cell phones, cell towers and radiofrequency exposure guidelines (*Safety Code 6*) should be directed to Health Canada on-line at [healthcanada.gc.ca](http://healthcanada.gc.ca) and/or to the Proponent or their representative.



### **3. DEFINITIONS**

**Antenna System:** an exterior transmitting device – or group of devices – used to receive and/or to transmit radio-frequency (RF) signals, microwave signals, or other federally-licensed communications energy transmitted from, or to be received by, other antennas. Antenna Systems include the antenna, and may include a supporting tower, mast or other supporting structure, and an equipment shelter. This protocol most commonly refers to the following two types of Antenna Systems:

- 1. Freestanding Antenna System:** a structure (e.g. tower or mast) built from the ground for the expressed purpose of hosting an Antenna System or Antenna Systems;
- 2. Building/Structure-Mounted Antenna System:** an Antenna System mounted on an existing non-tower structure, which could include a building wall or rooftop, a light standard, water tower, utility pole or other.

**Co-location:** the placement of antennas and equipment that is operated by one or more Proponents on a telecommunication Antenna System which is operated by a different Proponent, thereby creating a shared facility.

**Community Sensitive Locations:** land on which the siting of new Antenna Systems is discouraged or is subject to greater consultation than otherwise dictated by the standard protocol. Such locations may be defined in local zoning bylaws, community plans, or statutory plans.

**Designated Community Association:** area- or neighbourhood-specific group that is recognized by the County.

**Designated Municipal Officer (and his or her designate):** the CAO will usually delegate duties under this policy to the County's Planning and Development staff member(s), who are tasked with receiving, evaluating and processing submissions for Telecommunication Antenna Systems.

**Elected Municipal Official:** the political leader of the demarcated area of the Municipality (e.g. division) in which the Antenna System is proposed.

**Heritage Structures/Areas:** buildings and structures (e.g. monuments) or areas/ neighbourhoods which have received a heritage designation by the Municipality.

**Municipal Departments:** branches of municipal government that administer public services and are operated by County staff.

**Other Agencies:** bodies (e.g. utility companies, boards or commissions) that administer public services but are not operated or staffed by the Municipality.

**Prescribed Distance:** three times the height of the tower, measured horizontally from the outside perimeter of the supporting structure of the proposed Freestanding or Building/Structure-Mounted Antenna System to any separate property. The outside perimeter begins at the furthest point of the supporting mechanism, be it the outermost guy line, building edge, face of the self-supporting tower, etc.

**Proponent (Applicant):** a company or organization proposing to site an Antenna System (including contractors undertaking work for telecommunications carriers and third-party tower owners) for the purpose of providing commercial or private telecommunications services, exclusive of personal or household users.

**Residential Area:** lands used or zoned to permit residential uses, including mixed uses (i.e. where commercial use is permitted at-grade with residential apartments/condominiums above).

**Stealth Design:** design components and exterior finishes intended to detract attention from an antenna system and to blend the antenna system in with the proposed site and surrounding area.

## **4. EXCLUDED STRUCTURES**

This section outlines the criteria for identifying Antenna Systems excluded from the consultation process by ISED Canada, the need to consider local circumstances for all exempt structures, and the process for Proponents to notify and discuss proposed exempt structures with the County.

### **4.1 Exemptions from Antenna System Siting Proposal Review and Public Consultation**

For the following types of installations, Proponents are generally excluded by ISED Canada from the requirement to consult with the Municipality and the public, but must still fulfill the General Requirements outlined in Section 7 of the CPC:

1. New Freestanding Personal Antenna Systems where the height is less than **15 metres** above ground level. This exclusion does not apply to Antenna Systems proposed by telecommunications carriers, broadcasting undertakings or third-party tower owners;
2. Existing Freestanding Antenna Systems: where modifications are made, antennas are added or the tower is replaced (being similar to the original design and location), including to facilitate sharing, provided that the total cumulative height increase is no greater than 25% of the height of the initial Antenna System installation. No increase in height may occur within one year of completion of the initial construction. This exclusion does not apply to Antenna Systems using purpose-built antenna supporting structures with a height of less than 15 metres above ground level operated by telecommunications carriers, broadcasting undertakings or third-party tower owners;
3. Building/Structure-Mounted Antenna System: antennas on buildings, water towers, lamp posts, etc. may be excluded from consultation provided that the height above ground of the non-tower structure, exclusive of appurtenances, is not increased by more than 25%;
4. Temporary Antenna Systems: used for special events or emergency operations and which must be removed within three months after the start of the emergency or special event; and
5. No consultation is required prior to performing maintenance on an existing antenna system.

The CPC also states that: Individual circumstances vary with each Antenna System installation and modification, and the exclusion criteria above should be applied in consideration of local circumstances. Consequently, it may be prudent for the Proponents to consult the County and the public even though the proposal meets an exclusion noted above. Therefore, when applying the criteria for exclusion, Proponents should consider such things as:

- the Antenna System's physical dimensions, including the antenna, mast, and tower, compared to the local surroundings;
- the location of the proposed Antenna System on the property and its proximity to neighbouring residents;
- the likelihood of an area being a Community-Sensitive Location; and
- Transport Canada marking and lighting requirements for the proposed structure.

#### **4.2 Notification and Municipal Review of Exempt Antenna Systems**

Notwithstanding ISED Canada's exemption criteria for certain Antenna Systems, Municipalities should be informed of all new Antenna System installations within their boundaries so they can:

- Be prepared to respond to public inquiries once construction/installation has begun;
- Be aware of site Co-location within the Municipality;
- Maintain records to refer to in the event of future modifications and additions; and
- Engage in meaningful dialogue with the Proponent with respect to the appearance of the Antenna System and structure prior to the Proponent confirming a final design.

Therefore, Proponents are required to undertake the following steps for **all exempt Antenna System installations before commencing construction**:

##### **4.2.1 Building/Structure-Mounted Antenna Systems:**

The Proponent will in all cases provide the following information for all new Antenna Systems or modifications to existing Antenna Systems that are mounted to an existing structure, including (but not limited to) a building/rooftop, water tower, utility pole or light standard, and which are exempted from public consultation in Section 4.1(3):

1. The location of the Antenna System (legal land description, municipal address, name of building, rooftop or wall mounted, etc.);
2. Description of proposed screening or stealth design measures with respect to the measures used by existing systems on that site and/or the preferences expressed in Section 6;
3. The height of the Antenna System;
4. The height of any modifications to existing systems.

The County will notify the Proponent of any inconsistency with the preferences and sensitivities expressed in Section 6 and the parties will work towards a mutually agreeable solution.

#### **4.2.2 Additions that Increase the Height of Freestanding Antenna Systems:**

The Proponent will confirm to the County that an addition that extends the height of an existing Freestanding Antenna System as defined in Section 4.1(2), meets the exclusion criteria in Section 4.1 by providing the following:

1. The legal land location, including its rural address and specific location on the lot or structure;
2. A short summary of the proposed addition including a preliminary set of drawings or visual rendering of the proposed system; and
3. A description of how the proposal meets one of the Section 4.1 exclusion criteria.

The County will review the documentation and will contact the Proponent where there is a site-specific basis for modifying the exemption criteria based on the preferences and sensitivities expressed in Section 6 of this Protocol. In such cases, the County and the Proponent will work toward a mutually agreeable solution, which may include the County requesting the proposal be subject to all or part of the pre-consultation, proposal submission and public consultation process defined in Sections 5, 7 and 8 of this protocol, as applicable, concluding with a letter of concurrence or non-concurrence.

#### **4.3 Additional Exemptions**

In addition to ISED Canada's basic exemptions listed in Subsection 4.1, the County may exclude from all or part of the consultation process any Antenna System installation, including but not limited to:

1. New Antenna Systems which will be located outside the Prescribed Distance (as identified in Section 3) from the nearest Residential Area.
2. Notwithstanding subsection (1) above, the County may additionally, on a case-by-case basis, exempt a Proponent from all or part of the consultation requirements under Section 8 of this Protocol. For example, exemptions may be granted where the proposed location is separated from a Residential or Heritage area or structure by an arterial roadway, and/or is buffered by substantial tree cover, topography, or buildings.

#### **4.4 Siting on Municipal-Owned Properties**

Any request to install an Antenna System on lands owned by the County shall be made to the Chief Administrative Officer, or his designate.

## **5. PRE-CONSULTATION WITH THE COUNTY**

Pre-consultation is one of the most important elements in the antenna siting process as it generally occurs at a point before the Proponent is committed to a site or design. As a result, it represents the best opportunity to influence the siting decision since the Proponent will more likely become committed to a site once the detailed engineering has been completed. While a discussion of submission requirements is appropriate, the proposal will benefit most from early direction on matters of siting and design. Proponents are strongly encouraged to initiate pre-consultation as early as possible in the antenna siting process for exempt and non-exempt structures.

Prior to submitting an Antenna System proposal, the Proponent will undertake the following preliminary consultations with the County.

### **5.1 Notification**

Proponents will notify the Designated Municipal Officer that locations in the community are being physically assessed for potential Antenna System siting.

### **5.2 Site Investigation Meeting with County**

Prior to submitting an Antenna System siting proposal, the Proponent will contact the County's Planning and Development Department to make arrangements for a site investigation meeting with the County.

The purpose of the site investigation meeting is to:

- Identify preliminary issues of concern;
- Identify requirements for public consultation (including the need for additional forms of notice and a public information session);
- Guide the content of the proposal submission; and
- Identify the need for discussions with any Municipal Departments and Other Agencies as deemed necessary by the Designated Municipal Officer.

Where the County has an initial concern with the proposed siting of the proposal, they will make known to the Proponent alternative locations within the Proponent's search area for consideration.

The Proponent will bring the following information to the site investigation meeting:

1. The proposed location;
2. Potential alternative locations;
3. The type and height of the proposed Antenna System;
4. Preliminary drawings or visual renderings of the proposed Antenna System superimposed to scale; and

5. Documentation regarding the investigation of co-location potentials on existing or proposed Antenna Systems within 1600 metres of the subject proposal.

If desired by both the Proponent and the County, multiple Antenna System siting proposals may be reviewed at a site investigation meeting.

### **5.3 Confirmation of County Preferences and Requirements**

Following the site investigation meeting, municipal staff will provide the Proponent with an information package that includes:

This Protocol, which outlines the approval process, excluded structures, requirements for public consultation and guidelines regarding site selection, co-location, installation, design and landscaping;

1. Proposal submission requirements;
2. A list of plans and studies that may be required (i.e. environmental impact statements);
3. A list of Municipal Departments and Other Agencies to be consulted; and
4. An indication of the County's preferences regarding Co-location for the site(s) under discussion.

To expedite the review of the proposal, the Proponent will review this information package before the proposal is submitted so that the interests of Municipal Departments are considered. The Proponent may be required to consult with affected Departments as well as the Designated Municipal Officer before submitting the proposal.

## **6. DEVELOPMENT GUIDELINES**

Antenna Systems should be sited and designed to respect local sensitivities and preferences as identified by the County.

The County has set out several guidelines under the following criteria for the selection of sites and/or construction of new Antenna Systems:

- **Location, including Co-location; and**
- **Development and Design Preferences**

The Proponent should review the guidelines identified below as early as possible and should attempt to resolve any outstanding issues prior to submitting its Antenna System Siting Proposal and undertaking the public consultation, where required by the County. Because expressed preferences may be location - or site - specific, the Proponent is encouraged to discuss the guidelines fully with the County at the site investigation meeting.

Proponents are also required to obtain all applicable for additions and/or modifications to existing buildings.

### **6.1 Location**

#### **Co-location**

Before submitting a proposal for an Antenna System on a new site, the Proponent must explore the following options:

- Consider sharing an existing Antenna System, modifying or replacing a structure if necessary;
- Locate, analyze and attempt to use any feasible existing infrastructure, including (but not limited to) rooftops, water towers, utility poles or light standards.

Where Co-location on an existing Antenna System or structure is not possible, the Proponent must verify this in writing. New Antenna Systems should be designed with Co-location capacity, including in Residential Areas when identified as the County's preference.

The County recognizes that the objective of promoting Co-location and the objective of making Antenna Systems less noticeable may sometimes come into conflict. Nevertheless, the County intends to review each submission on its own merits with a view to promoting both objectives and, where necessary, will determine the appropriate balance between them. The Proponent should, in all cases, verify the County's site-specific design preferences during the Pre-submission Consultation Process before investing in a final design or site.



### **Preferred Locations**

When new Antenna Systems must be constructed, *where technically feasible*, the following locations are preferred:

- Areas that maximize the distance from Residential Areas
- Industrial, Commercial and Agricultural Areas
- Areas that respect public views and vistas of important natural and manmade features.
- Transportation and utility corridors.
- As near as possible to similarly-scaled structures.
- Institutional uses where appropriate, including, but not limited to, those institutions that require telecommunications technology: emergency services, and hospitals.
- Located in a manner that does not adversely impact view corridors.
- Other non-residential areas where appropriate.

### **Discouraged locations**

New Antenna Systems should avoid the following areas:

- Locations directly in front of doors, windows, balconies or residential frontages
- Ecologically significant natural lands
- Creek lands and shorelines along water bodies
- Inappropriate sites located within Parks and open Space Areas (with the exception of sites zoned to permit utilities and/or unless designed to interact with the area's character)
- Sites of topographical prominence
- Heritage areas (unless visibly unobtrusive) or on heritage structures unless it forms an integrated part of the structure's overall design (i.e. through the use of stealth structures)
- Pitched roofs

## **6.2 Development and Design Preferences**

Antenna Systems should be designed in terms of appearance and aesthetics to respect their immediate surroundings (e.g. Residential, Parkland, Heritage District, etc.), including being unobtrusive and inconspicuous, minimizing visual impact, avoiding disturbance to natural features, and reduce the need for future facilities in the same area, where appropriate. The County's preferred design and development preferences are described below. The County will identify to the Proponent which of the following development and design preferences are encouraged in the proposed location.

### **Style and Colour**

- The architectural style of the Antenna System should be compatible with the surrounding neighbourhood and adjacent uses (example: monopole near Residential Area or lattice-style in Industrial Areas)
- In all instances the Proponent should mitigate negative visual impacts through the use of appropriate landscaping, screening, stealth design techniques, etc.
- An Antenna System may be designed or combined as a landmark feature to resemble features found in the area, such as a flagpole or tree, where appropriate, subject to any zoning approvals required for the landmark feature.
- Towers and communication equipment should have a non-reflective surface.
- Special design treatments should be applied to Antenna Systems proposed to be located within parks and open space areas or on listed Heritage buildings and/or sites to make the system unobtrusive.
- Cable trays should generally not be run up the exterior faces of buildings.
- Antennas that extend above the top of a supporting utility pole or light standard should appear (e.g. in colour, shape and size) to be a natural extension of the pole.

### **Buffering and Screening**

- Antenna Systems and associated equipment shelters should be attractively designed or screened and concealed from ground level or other public views to mitigate visual impacts. Screening could include using existing vegetation, landscaping, fencing, or other means in order to blend with the built and natural environments.
- A mix of deciduous and coniferous trees is preferred to provide year-round coverage.
- Where adjacent to a principal building, equipment shelters should be constructed of a material similar in appearance to at least one of the materials used in the facades of the principal building and one of the same colours used in the principal building.

## **Structure**

- Single operator loaded towers (i.e., monopoles) are generally unobtrusive and of low impact and may therefore be located near Residential Areas.
- New structures in residential or high-traffic areas should consider multi-use design (street lighting, electric vehicle charging, parking payment terminals, signage, Wi-Fi etc.).
- Individual wall-mounted antennas should be fixed as close to the wall as possible and should not project above the height of the wall face they are mounted on, in order to avoid visual clutter, and should be painted to match the wall colour for stealth.
- Facilities located on rooftops should not be visible (to the extent possible) from the street.
- The appropriate type of telecommunication antenna structure for each situation should be selected based upon the goal of making best efforts to blend with the nearby surroundings and minimize the visual aesthetic impacts of the telecommunication antenna structure on the community.
- Pinwheel telecommunication antennas are discouraged.
- The use of guy wires and cables to steady, support or reinforce a tower is discouraged on smaller parcels of land.

## **Height**

- The municipality prefers that Freestanding Antenna Systems be a maximum of 50 metres in height, except in Industrial and Agricultural Areas.
- Height for a Freestanding Antenna System must be measured from grade to the highest point on the structure, including lighting and supporting structures.

## **Yards, Parking and Access**

- Adequate yards, to be determined on a site-by-site basis, should separate Antenna Systems from adjacent development without unduly affecting the development potential of the lot over the lease period.
- Parking spaces, where provided at each new Antenna System site, should have direct access to a public right-of-way at a private approach that does not unduly interfere with traffic flow or create safety hazards.

## **Equipment Cabinets in Public Spaces**

- Cabinets shall be designed in a manner which integrates them into their surroundings, including use of decorative wraps that are graffiti-resistant. This applies to cabinets in public view and does not apply to cabinets that are located inside fenced-in areas.

- Cabinet dimensions shall be as minimal as possible.
- Cables and wires must be concealed or covered.

### **Signage and Lighting**

- Small owner identification signs up to a maximum of 0.19 square metres may be posted on Antenna Systems and associated equipment shelters or perimeter fencing.
- No advertising sign or logo is permitted.
- Appropriate signage may also be used as part of screening or disguise.
- Unless specifically required by Transport Canada and/or NAV Canada, the display of any lighting is discouraged.
- Where Transport Canada and/or NAV Canada requires a structure to be lit, the lighting should be limited to the minimum number of lights and the lowest illumination allowable, and any required strobe lightning should be set to the maximum strobe interval allowed by Transport Canada.
- The lighting of Antenna Systems and associated equipment shelters for security purposes is supportable provided it is shielded from adjacent residential properties, is kept to a minimum number of lights and illumination intensity, where possible, is provided by a motion detector or similar system.

### **Rooftop Equipment**

- Equipment shelters located on the roof of a building should be set back from the roof edge to the greatest extent possible and painted to match the penthouse/building.

## **7. PROPOSAL SUBMISSION**

For a proposed Antenna System, except for cases in which consultation is not required as per Section 4.2.1 or the County has not requested consultation as per Section 4.2.2, the Proponent will submit to the County an Antenna System siting proposal and the **applicable fee**.

### **7.1 PROPOSAL SUBMISSION REQUIREMENTS**

The Proponent must include the following information when submitting an Antenna System siting proposal:

1. A letter or report from the Proponent indicating the need for the proposal, the proposed site, the rationale for site selection, coverage and capacity of existing Antenna Systems in the general area and a summary of opportunities for co-location potentials on existing or proposed Antenna Systems within 500 metres of the subject proposal;
2. Visual rendering(s) of the proposed Antenna System superimposed to scale;
3. A site plan showing the proposed development situated on the site;
4. A map showing the horizontal distance between the property boundary of the proposed site and the nearest property in residential use;
5. For Antenna Systems requiring public consultation, a map showing all properties located within the Prescribed Distance from the proposed Antenna System;
6. Confirmation of legal ownership of the lands subject to the proposal, or a signed letter of authorization from the registered property owner of the land, their agent, or other person(s) having legal or equitable interest in the land;
7. An attestation that the Antenna System will respect Health Canada's Safety code 6 which sets safe radiofrequency emission levels for these devices; and
8. Any other documentation as identified by the County following the site investigation meeting.

A determination on the completeness of an application or request for additional information will be provided within **five working days** of receipt of the proposal. Upon receipt of a complete proposal submission, the County will circulate the proposal for review and comment to:

1. Affected municipal departments; and
2. Any adjacent Municipalities within the Prescribed Distance; and
3. The local Elected Municipal Official.

## **7.2 FEES**

No fee is required for the County to process a request for concurrence for an Antenna System siting proposal.

**OR**

The Proponent must pay a fee of \$\_\_\_\_\_ to the County as part of the request for concurrence process. The Proponent is responsible for securing applicable applications or permissions from all relevant municipal departments and paying any applicable application fees or charges as required to the County.

## **8. PUBLIC CONSULTATION PROCESS**

If the proposed Antenna System is not exempt from the public consultation process as per the requirements in Section 4, the Proponent will initiate the following public consultation process, including issuing notice, undertaking written consultation, hosting a public information session where required and reviewing the consultation results with the County.

### **8.1 Notice Recipients**

After the Proponent has submitted an Antenna Systems siting proposal, the Proponent will give notice to:

1. All affected residential properties within the Prescribed Distance;
2. All Designated Community Associations within the Prescribed Distance;
3. Any adjacent municipalities within the Prescribed Distance;
4. The Designated Municipal Officer; and
5. The Innovation, Science and Economic Development (ISED) Canada regional office.

The County will assist the Proponent in compiling a mailing list of addresses of the affected residences within the Prescribed Distance from the proposed Antenna System.

### **8.2 Notice Requirements**

The notice will be sent by regular mail or hand delivered, a minimum of two weeks before the public information session (where a public information session is required), and include:

1. the proposed Antenna System's purpose, including height and location requirements, the reasons why existing Antenna Systems or other infrastructure cannot be used, and future sharing possibilities for the proposal;
2. the proposed location within the community, the legal land description and municipal address of the specific property or rooftop, including a 21 cm x 28 cm (8 1/2" x 11") size copy of the site plan submitted with the application;
3. an attestation that the general public will always be protected in compliance with Health Canada's Safety Code 6 including combined effects within the local radio environment;
4. identification of areas accessible to the general public and the access/demarcation measures to control public access;
5. information on the environmental status of the project, including any requirements under the *Canadian Environmental Assessment Act, 2012*;

6. a description of the proposed Antenna System including its height, dimensions, type, design and colour, a description of any antenna that may be mounted on the supporting structure, and simulated images of the proposal;
7. Transport Canada's aeronautical obstruction marking requirements (whether painting, lighting or both) if available; if not available, the proponent's expectation of Transport Canada's requirements together with an undertaking to provide Transport Canada's requirements once they become available;
8. an attestation that the installation will respect good engineering practices including structural adequacy;
9. reference to any applicable local land-use requirements such as local processes, protocols, etc.;
10. notice that general information relating to antenna systems is available on Innovation, Science and Economic Development Canada's Spectrum Management and Telecommunications website (<http://www.ic.gc.ca/towers>);
11. contact information for the Proponent, and the Designated Municipal Officer;
12. The date, time and location of the public information session (where required); and
13. A deadline date for receipt by the Proponent of public responses to the proposal:
  - a. Where a public information session is required, the deadline date must be no more than five days before the date of the public information session.
  - b. Where a public information session is not required, the deadline date must be at least 30 days after the notices are mailed.

The notification shall be sent out in an envelope addressed to the "Occupant" and shall clearly show in bold type on the face of the envelope the statement:

**"NOTICE TO RESIDENTS: INFORMATION ENCLOSED REGARDING A PROPOSED TELECOMMUNICATION TOWER IN YOUR VICINITY."**

The County may also require the Proponent, based on local conditions such as a high proportion of rental accommodation in the vicinity of the site, to provide such additional forms of notice as deemed necessary. Additional notification requirements will be identified by the County during or following the site investigation meeting. Other forms of notification may include, but are not limited to:

- A large format notice board sign or signs, posted on the site of the proposed Antenna System, that is clearly visible from any roadway abutting the site;
- Publication of the notice in a local newspaper(s); and/or,
- Hand delivery of notices to specified buildings.



In addition to the public notification requirements noted above, proponents of an antenna system proposed to be 30 metres or more in height must place a notice in a local community newspaper circulating in the proposed area. Height is measured from the lowest ground level at the base, including the foundation, to the tallest point of the antenna system. Depending on the particular installation, the tallest point may be an antenna, lightning rod, aviation obstruction lighting or some other appurtenance. Any attempt to artificially reduce the height (addition of soil, aggregate, etc.) will not be included in the calculation or measurement of the height of the antenna system.

### **8.3 Written Consultation Process**

Following the delivery of the notification, the Proponent will allow the public to submit written comments or concerns about the proposal.

The Proponent will:

1. Provide the public at least 30 days to submit questions, comments or concerns about the proposal;
2. Respond to all questions, comments and concerns in a timely manner (no more than 60 days from the date of receipt); and
3. Allow the party to reply to the Proponent's response (providing at least 21 days for public reply comments).
4. Keep a record of all correspondence that occurred during the written consultation process. This includes records of any agreements that may have been reached and/or any concerns that remain outstanding.
5. Provide a copy of all written correspondence to the County and the regional ISED office.

### **8.4 Public Information Session**

The County may request the Proponent chair a public information session in cases where there is significant public interest in the proposed Antenna System. The type of public meeting to be conducted (open house, drop-in or town hall format) is up to the discretion of the Proponent, however:

- An appropriate date, time and location for the public information session will be determined in consultation with the Designated Municipal Officer.
- The Proponent will make available at the public information session an appropriate visual display of the proposal, including a copy of the site plan submitted with the application and an aerial photograph of the proposed site.

The Proponent will provide the County with a package summarizing the results of the public information session containing at a minimum, the following:

1. List of attendees, including names, addresses and phone numbers (where provided voluntarily);

2. Copies of all letters and other written communications received; and
3. A letter of response from the Proponent outlining how all the concerns and issues raised by the public were addressed.

#### **8.5 Post Consultation Review**

The County and the Proponent will communicate following completion of the public consultation process (and arrange a meeting at the County's request) to discuss the results and next steps in the process.

## **9. STATEMENT OF CONCURRENCE OR NON-CONCURRENCE**

### **9.1 Concurrence and Concurrence with Conditions**

The County will provide a letter of concurrence to ISED Canada (copying the Proponent) where the proposal addresses, to the satisfaction of the County, the requirements as set out within this Protocol and the County's technical requirements, and will include conditions of concurrence, if required. The conditions may include things such as design, screening or Co-location commitments.

The County will issue the letter of concurrence within the timeframe established in Section 10.

### **9.2 Non-concurrence**

The County will provide a letter of non-concurrence to ISED Canada (copying the Proponent) if the proposal does not conform to County requirements as set out within this Protocol. The County will also forward to ISED Canada any comments on outstanding issues, including those raised during the public consultation process.

The County will issue the letter of non-concurrence within the timeframe established in Section 10.

### **9.3 Rescinding a Concurrence**

The County may rescind its concurrence if following the issuance of a concurrence, it is determined by the County that the proposal contains a misrepresentation or a failure to disclose all the pertinent information regarding the proposal, or the plans and conditions upon which the concurrence was issued in writing have not been complied with, and a resolution cannot be reached to correct the issue.

In such cases, the County will provide notification in writing to the Proponent and to ISED Canada and will include the reason(s) for the rescinding of its concurrence.

### **9.4 Duration of Concurrence**

A concurrence remains in effect for a maximum period of three years from the date it was issued by the County. If construction is not completed within this time period, the concurrence expires except in the case where a proponent secures the agreement of the County to an extension for a specified time period in writing. A copy of the agreement must be provided to the local ISED Canada office. Once a concurrence expires, a new submission and review process, including public consultation as applicable, is necessary prior to any construction occurring.

In addition, if construction has not commenced after two years from the date the concurrence was issued, the Municipality requests that the Proponent send a written notification of an intent to construct to the Designated Municipal Officer, the Elected Municipal Official and any Designated Community Association once the work to erect the structure is about to start. This notification should be sent 60 days prior to any construction commencing. No further consultation or notification by the Proponent is required.

### **9.5 Transfer of Concurrence**

Once concurrence has been issued, that concurrence may be transferred from the original Proponent to another Proponent (the current Proponent) without the need for further consultation provided that:

1. All information gathered by the original Proponent in support of obtaining the concurrence from the County is transferred to the current Proponent;
2. The structure for which concurrence was issued to the original Proponent is what the current Proponent builds; and
3. Construction of the structure is commenced within the Duration of Concurrence period.

## **10. CONSULTATION PROCESS TIMEFRAME**

Consultation with the County is to be completed within 60 days of the proposal being accepted as complete by the County as explained in Section 7 of this Protocol.

Where public consultation is required, consultation with the County and public consultation are both to be completed within 120 days of the proposal being accepted as complete by the County.

The County or Proponent may request an extension to the consultation process timeline. This extension must be mutually agreed on by both parties.

In the event that the consultation process is not completed in 270 days, the Proponent will be responsible for receiving an extension from the County or reinitiating the consultation process to the extent requested by the County.

## **11. LETTER OF UNDERTAKING**

The Proponent may be required, if requested by the County, to provide a Letter of Undertaking, which may include the following requirements:

1. The posting of a security for the construction of any proposed fencing, screening and landscaping;
2. A commitment to accommodate other communication providers on the Antenna System, where feasible, subject to the usual commercial terms and ISED Canada *Conditions of Licence for Mandatory Roaming and Antenna Tower and Site Sharing and to Prohibit Exclusive Site Arrangements (CPC-2-0-17)*; and
3. All conditions identified in the letter of concurrence.

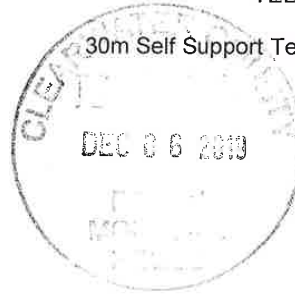
## **12. REDUNDANT ANTENNA SYSTEM**

Municipalities can issue a request to network operators to clarify that a specific Antenna System is still required to support communication network activity. The network operator will respond within 30 days of receiving the request and will provide any available information on the future status or planned decommissioning of the Antenna System.

Where the network operators concur that an Antenna System is redundant, the network operator and County will mutually agree on a timeframe to remove the system and all associated buildings and equipment from the site. Removal will occur no later than 2 years from when the Antenna System was deemed redundant.



TELUS Communications Inc.  
**LUA Notification**  
30m Self Support Telecommunication Facility  
December 5, 2019



**Clearwater County**  
Attention: Holly Bily – Development Officer  
Box 550, 4340 – 47 Avenue  
Rocky Mountain House, Alberta T4T 1A4

**Dear Ms. Bily:**

LandSolutions LP, on behalf of TELUS Communications Inc. (TELUS), is pleased to submit to you the captioned package for your review and consideration. This package is a request for municipal concurrence.

**TELUS File:** AB003028-1 – Alhambra Range Road 54/Railway Avenue  
**Legal Land Description:** NE 8-39-5 W5M  
**Address:** 226 Alhambra Road, Clearwater County, Alberta  
**Coordinates:** Lat: 52° 20' 38.2" N Long: 114° 40' 25.7" W

LandSolutions LP, on behalf of TELUS, in compliance with the Innovation, Science and Economic Development Canada's (ISED) Spectrum Management and Telecommunications Client Procedure Circular for Radiocommunication and Broadcasting Antenna Systems, CPC-2-0-03, is proposing a new 30m Self-Support Telecommunications Facility to be placed near 226 Alhambra Road, Clearwater County, Alberta. As per ISED protocols, the County Staff, MP, ISED, and affected stakeholders within a 90m radius have been notified via regular mail and the public by newspaper notice to be published in the Mountaineer.

In consideration of LandSolutions LP's site acquisition process and the municipal process, the proposed facility is in the most suitable location and has been designed with consideration to current and proposed land uses. When complete, the facility will provide continuous wireless coverage and added cellular capacity for the surrounding area.

Sincerely,

**LandSolutions LP, on behalf of TELUS Communications Inc.**

**Lena Fulton**  
*Site Acquisitions & Municipal Affairs Specialist*  
**LandSolutions LP**  
600, 322 11th Avenue SW  
Calgary, Alberta, T2R 0C5  
T: (403) 290-0008  
F: (403) 290-0050  
E: [comments@landsolutions.ca](mailto:comments@landsolutions.ca)

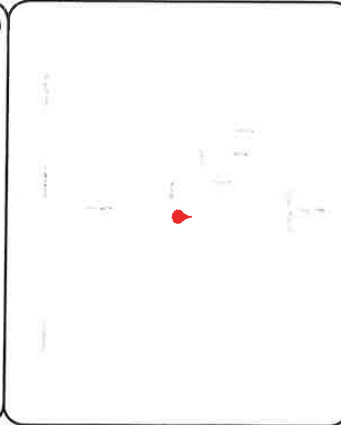
Enclosed:  
Public Notification Package  
Site Specific Drawings  
Site Photographs

DRAWINGS PRODUCED BY:



FC TELECOM PROJECT NUMBER: 19190

MAP:



SATELLITE IMAGE:



CLIENT:



PROJECT INFORMATION:

SITE ID: AB003028  
SITE NAME: ALHAMBRA RANGE ROAD 54 / RAILWAY AVENUE (ALHAMBRA)

ADDRESS:  
MUNICIPALITY: CLEARWATER COUNTY, ALBERTA  
LEGAL DESCRIPTION: WITHIN N.E. 1/4 SEC.8-39-5-W.5M  
SITE COORDINATES: LATITUDE 52° 20' 39.2" N  
LONGITUDE -114° 40' 25.7" W  
INSTALLATION: 30.0m SELF-SUPPORT TOWER  
CONFIGURATION: EQUIPMENT H-FRAME

RE-ISSUED FOR: DEVELOPMENT PERMIT  
DATE: NOVEMBER 12 2019

PROJECT CONTACTS:

TELUS PROJECT MANAGER:  
SAMIR TRABELSI  
(780) 508-2491  
DESIGN ENGINEERS:  
FC TELECOM CONSULTANTS LTD.  
(780) 421-8306

ALBERTA KEY MAP:



APPROVALS:

DRAWING LIST:

DRAWING NUMBER: 001 A COVER PAGE DRAWING TITLE: DRAWING REVISION: DRAWING REVISION

GENERAL DRAWINGS

001 B COVER PAGE

001 A ANTENNA CHART

ARCHITECTURAL DRAWINGS

A01 A SITE PLAN

A02 A COMPOUND PLAN

A03 A H-FRAME DETAILS

A04 B EAST AND NORTH COMPOUND / TOWER ELEVATION

A05 A COMPOUND ISOMETRIC

SURVEY (BY ABSOLUTE SURVEYS INC.) - 7 PAGES

B	RE-ISSUED FOR DEVELOPMENT PERMIT	12 NOV 19	G.M.
A	ISSUED FOR DEVELOPMENT PERMIT	06 NOV 19	N.M.
REV.	DESCRIPTION	DD MMYY	BY

DRAWING NUMBER:

GO 1

REVISION / ISSUE HISTORY:

REV.	DESCRIPTION	DATE	BY
A	ISSUED FOR DEVELOPMENT PERMIT	05 NOV 19	N.M.

SCALE:

PRODUCTION: This design is the exclusive property of FC TELECOM SULTANATS. It shall not be used or reproduced without written consent. If there are any discrepancies between what is depicted on this drawing and what is stated in the design engineer's notes, the design engineer should be contacted immediately. Written dimensions have precedence over verbal dimensions.

ALL DIMENSIONS ARE IN MILLIMETERS UNLESS NOTED OTHERWISE

PRODUCED BY:

CLIENT:

SITE NAME: ALHAMBRA  
 SITE LOCATION: CLEARWATER COUNTY ALBERTA  
 SITE NUMBER: ABC0392B

DRAWING TITLE: ANTENNA CHART

DWG. SCALE: NO SCALE  
 DRAWN BY: N. MANALO  
 DATE: OCTOBER 22 2019  
 CHECKED BY: D. YOCHIM  
 FC TELECOM PROJECT NUMBER: 19190  
 APPROVED BY: F. CHUNARA

DRAWING NUMBER: CO1

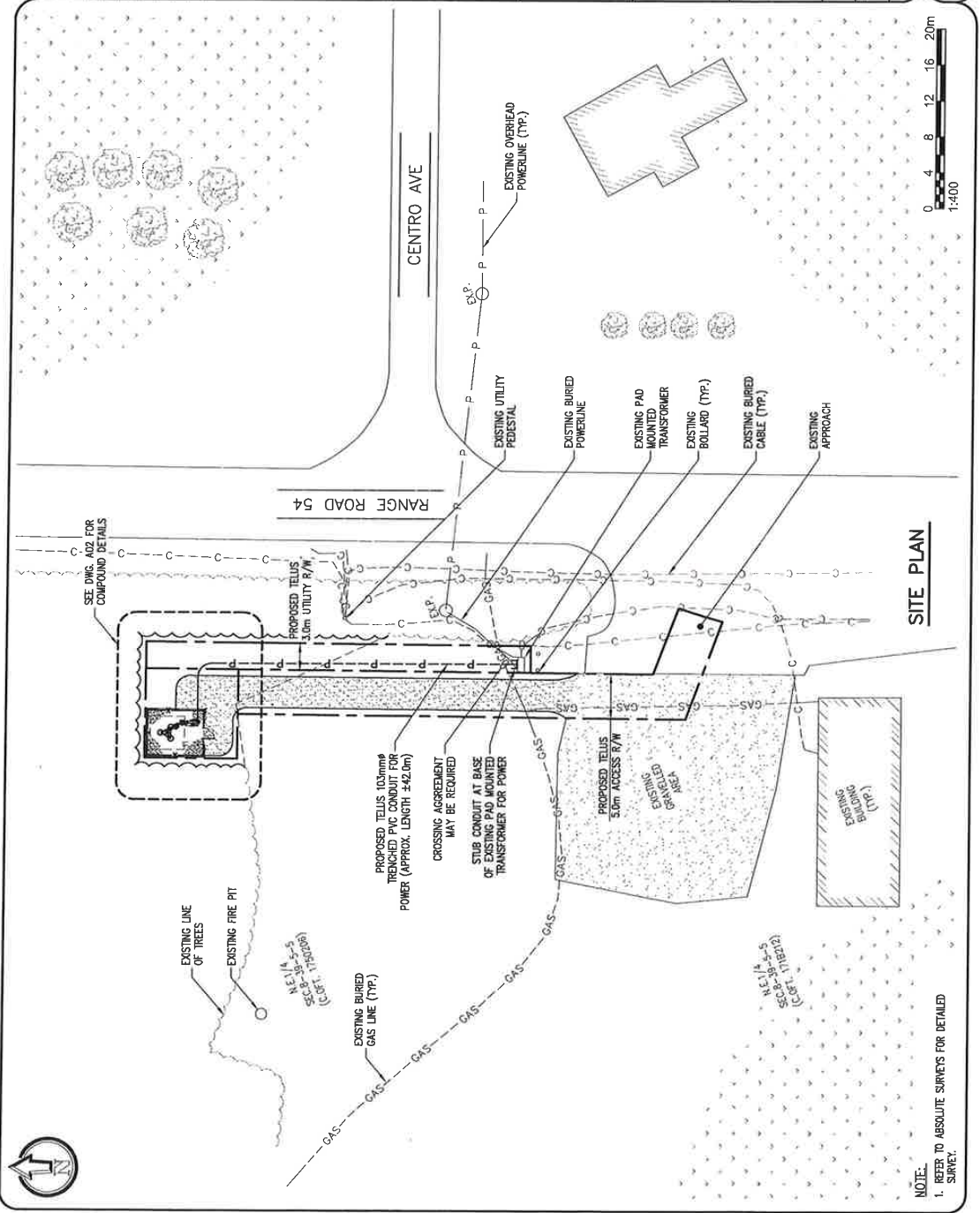
RADIO ANTENNA LIST											
ANT ID	ANTENNA TYPE	STATUS	TECH.	RRUS # (E) (N)	SECTOR ID	ANT. AZ. (°)	ANTENNA BOOM HEIGHT (AS PER ORDER)	MAIN LEAD TYPE	JUMPER TYPE (AT RRU)	JUMPER TYPE (AT ANTENNA)	NOTES
1	HUAWEI AAU3940	NEW	LTE AWS/1900	-	1	TBD	29.7m		FIBER & POWER (SEE NOTE 6)	3	
2	HUAWEI AAU3940	NEW	LTE AWS/1900	6	2	TBD	29.7m			3	
3	HUAWEI AAU3940	NEW	LTE AWS/1900	-	3	TBD	29.7m	1x TRUNK 24-PAIR SINGLE MODE FIBER CABLE & 2x TRUNK DC POWER CABLE TO RRU (SEE NOTE 7)		3	1x CABLE JUMPER BY TELUS RF ENGINEER
4	GENERIC 4' ANTENNA	FUTURE	TBD	-	1	TBD	29.7m			3	
5	GENERIC 4' ANTENNA	FUTURE	TBD	-	2	TBD	29.7m			3	
6	GENERIC 4' ANTENNA	FUTURE	TBD	-	3	TBD	29.7m			3	
7	GENERIC 5' ANTENNA	FUTURE	TBD	-	1	TBD	28.0m	1x TRUNK 24-PAIR SINGLE MODE FIBER CABLE & 2x TRUNK DC POWER CABLE TO RRU (SEE NOTE 7)	FIBER & POWER (SEE NOTE 6)	3	1x CABLE JUMPER BY TELUS RF ENGINEER
8	GENERIC 6' ANTENNA	FUTURE	TBD	-	2	TBD	28.0m			3	
9	GENERIC 6' ANTENNA	FUTURE	TBD	-	3	TBD	28.0m			3	
10	ANTS 0.6 18 SHFX(TR)	NEW	M/W ANTENNA	N/A	N/A	TBD	TBD	(2x) LDF4	T.B.D.	T.B.D.	

PRELIMINARY ONLY  
 CHART TO BE UPDATED WHEN TELUS SCS IS COMPLETED

- NOTES:
- ALL ANTENNA SPECIFICATIONS TO BE COVERED IN SITE LOADING SPECIFICATION AS PROVIDED BY TELUS.
  - ANTENNA CABLES AS SPECIFIED BY TELUS SCS.
  - ALL ANTENNA AZIMUTHS ARE DETERMINED FROM TRUE NORTH.
  - ANTENNA CABLE LENGTHS HAVE BEEN MEASURED FROM 1x PORT TO EACH ANTENNA.
  - ALL RRUS TO BE WITHIN 3.0m OF ANTENNA EITHER ABOVE OR BELOW ON SAME MOUNT IF POSSIBLE U.N.O. (E)-EXISTING (N)-NEW (R)-REMOVE
  - FIBER JUMPER SPECS: WASTELINE 0-000-12 PLUG - 2xLC DUPLEX JUMPER, POWER JUMPER SPECS: WASTELINE-POWER JUMPER-MLP.
  - FIBER CABLE - TRUNK 24-PAIR SINGLE MODE MLTP, POWER CABLE TRUNK DC POWER CABLE MLP.




REVISION / ISSUE HISTORY:	
REV.	DESCRIPTION
A	ISSUED FOR DEVELOPMENT PERMIT 05 NOV 19 N.M.
DATE	BY
SEAL:	
<p>The design is the exclusive property of the design engineer and shall not be used or reproduced without written consent. If there are any discrepancies between the design and the site conditions, the design engineer shall be contacted immediately. Written firmations have precedence over oral firmations.</p>	
<p>PRODUCED BY: <b>FC TELECOM</b> CONSULTANTS</p>	
<p>CLIENT: <b>TELUS</b></p>	
<p>SITE NAME: ALHAMBRA</p>	
<p>SITE LOCATION: CLEARWATER COUNTY ALBERTA</p>	
<p>SITE NUMBER: A8003028</p>	
<p>DRAWING TITLE: SITE PLAN</p>	
DWG. SCALE:	1:400
DATE:	OCTOBER 22 2019
FC TELECOM PROJECT NUMBER:	19190
APPROVED BY:	F. CHUMARA
DRAWING NUMBER:	A01

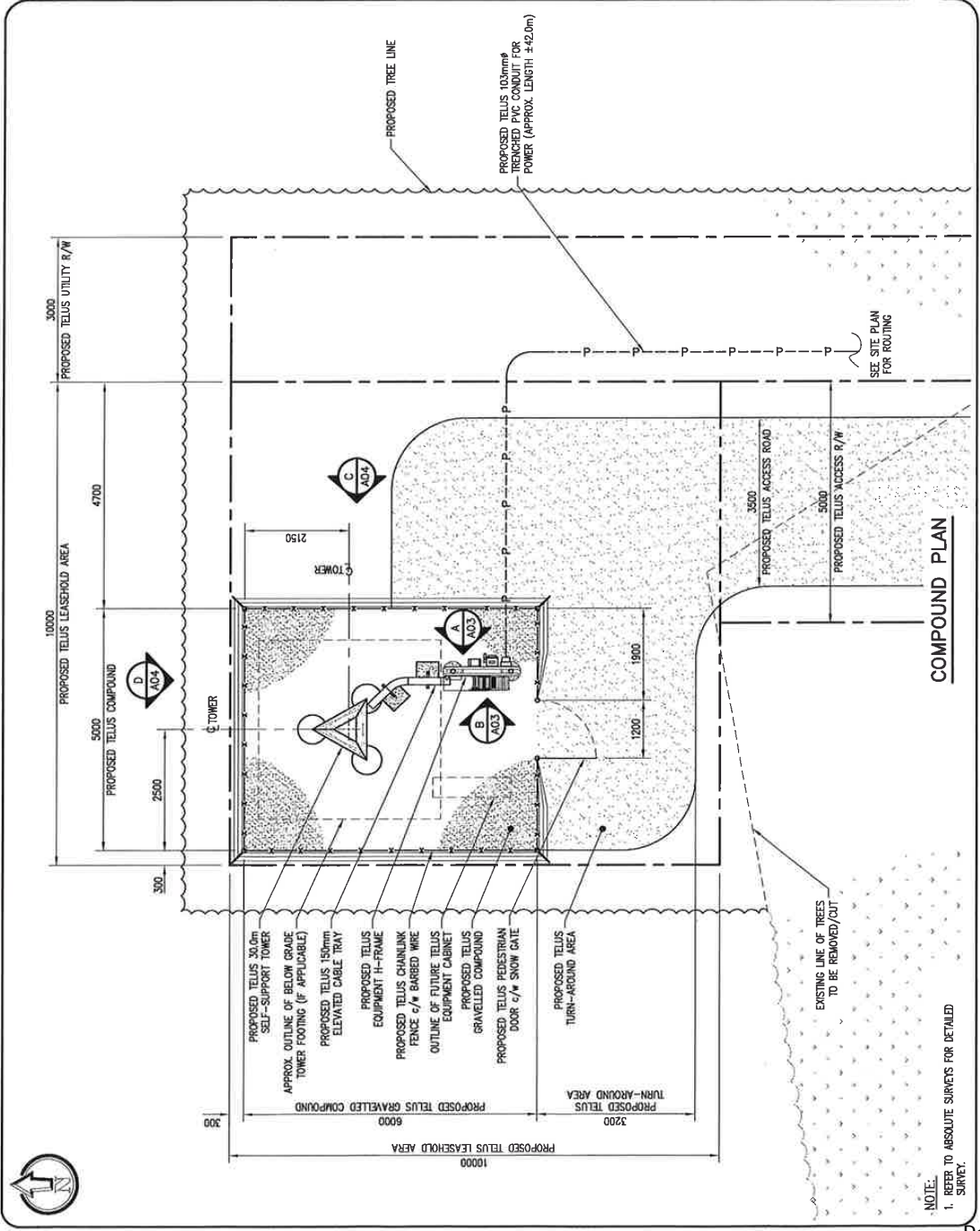


REVISION / ISSUE HISTORY:			
REV.	DESCRIPTION	DATE	BY
A	ISSUED FOR DEVELOPMENT PERMIT	05 NOV 19	N.M.

SCALE:

PRODUCED BY:  **FC TELECOM**  
 C.O.S.U. PLANNERS  
 ALL DIMENSIONS AND MATERIALS UNLESS NOTED OTHERWISE  
 CLIENT: **TELUS**  
 SITE NAME: ALHAMBRA  
 SITE LOCATION: CLEARWATER COUNTY ALBERTA  
 SITE NUMBER: AB003029  
 DRAWING TITLE: COMPOUND PLAN  
 DWG. SCALE: 1:75  
 DRAWN BY: N. MANALO  
 DATE: OCTOBER 22 2019  
 CHECKED BY: D. YOSHIM  
 FC TELECOM PROJECT NUMBER: 19190  
 APPROVED BY: F. CHUNARA  
 DRAWING NUMBER: **A02**

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REVISION / ISSUE HISTORY:

REV.	DESCRIPTION	DATE	BY
A	ISSUED FOR DEVELOPMENT PERMIT 05 NOV 19	N.M.	

SEAL:

PRODUCED BY: **FC TELECOM CONSULTANTS**

CLIENT: **TELUS™**

ALL DIMENSIONS ARE IN MILLIMETRES UNLESS NOTED OTHERWISE

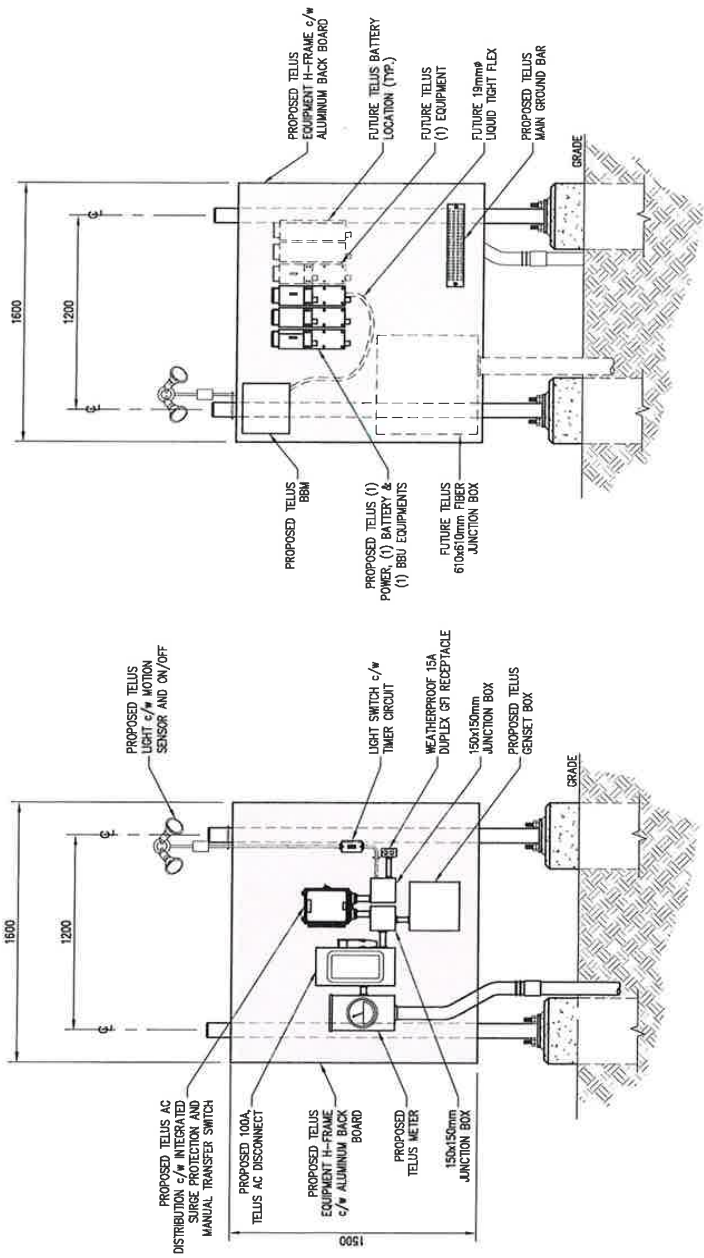
This design is the exclusive property of FC Tele Consultants Ltd. and cannot be used or reproduced without written permission. It is to be used for the specific project and site conditions. The design engineer should be contacted for any changes or modifications to the design prior to construction over scaled dimensions.

SITE NAME: ALHAMBRA  
 SITE LOCATION: CLEARWATER COUNTY ALBERTA  
 SITE NUMBER: AB003028

DRAWING TITLE: H-FRAME DETAILS

DWG. SCALE: 1:25	DRAWN BY: N. MANALO
DATE: OCTOBER 22 2019	CHECKED BY: D. YOOCHIM
FC TELECOM PROJECT NUMBER: 19190	APPROVED BY: F. CHUNAWA

DRAWING NUMBER: A03



EQUIPMENT H-FRAME ELEVATION B A02

EQUIPMENT H-FRAME ELEVATION A A02

REVISION / ISSUE HISTORY:			
NO.	DESCRIPTION	DATE	BY
B	RE-ISSUED FOR DEVELOPMENT PERMIT 12 NOV 19	12 NOV 19	C.M.
A	ISSUED FOR DEVELOPMENT PERMIT 05 NOV 19	05 NOV 19	N.M.
REV.	DESCRIPTION	DATE	BY
SEAL:			

PRODUCED BY:  
  
**FC TELECOM**  
 CONSULTANTS

CLIENT:  
  
**TELUS™**

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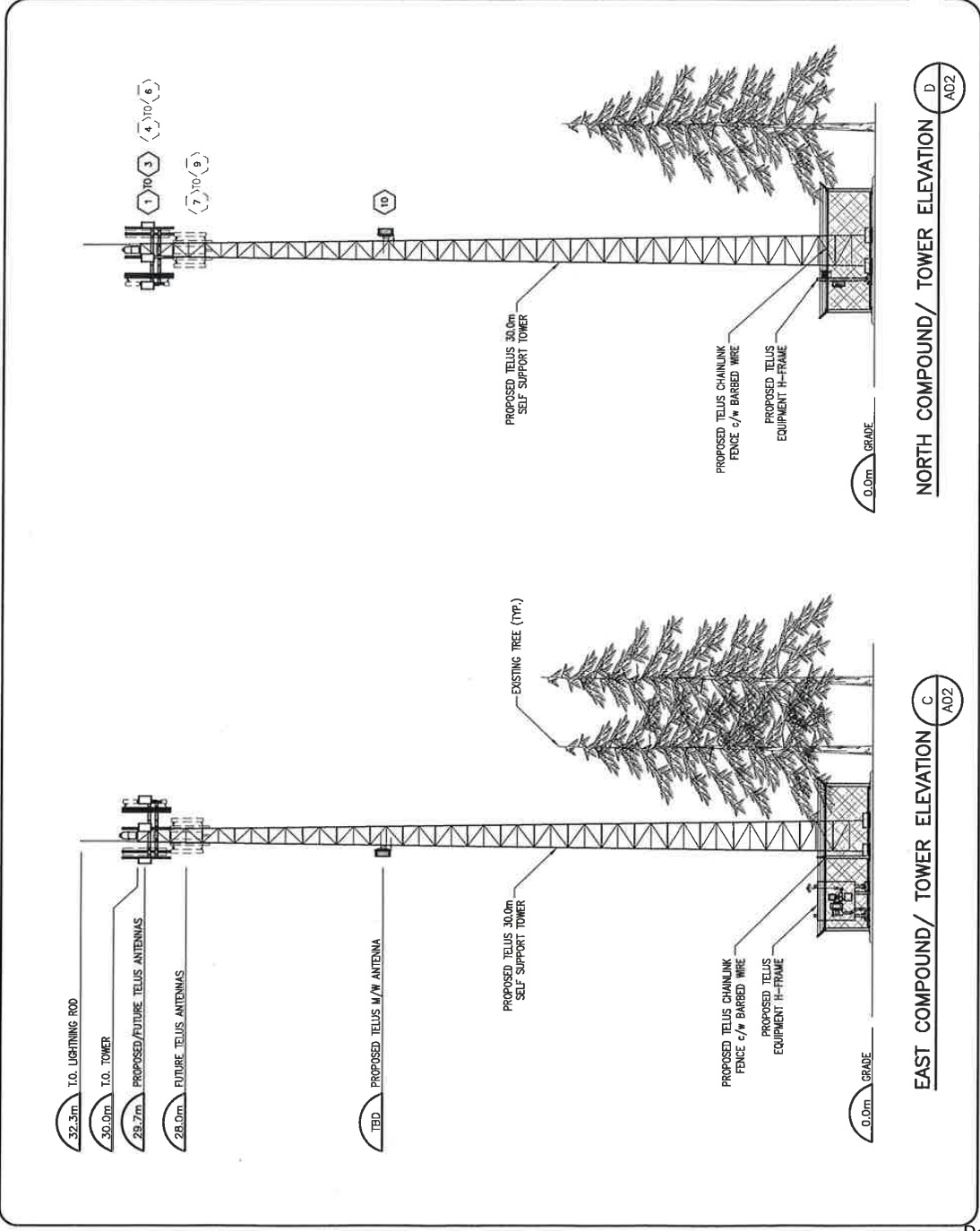
ALL DIMENSIONS ARE IN MILLIMETRES UNLESS NOTED OTHERWISE

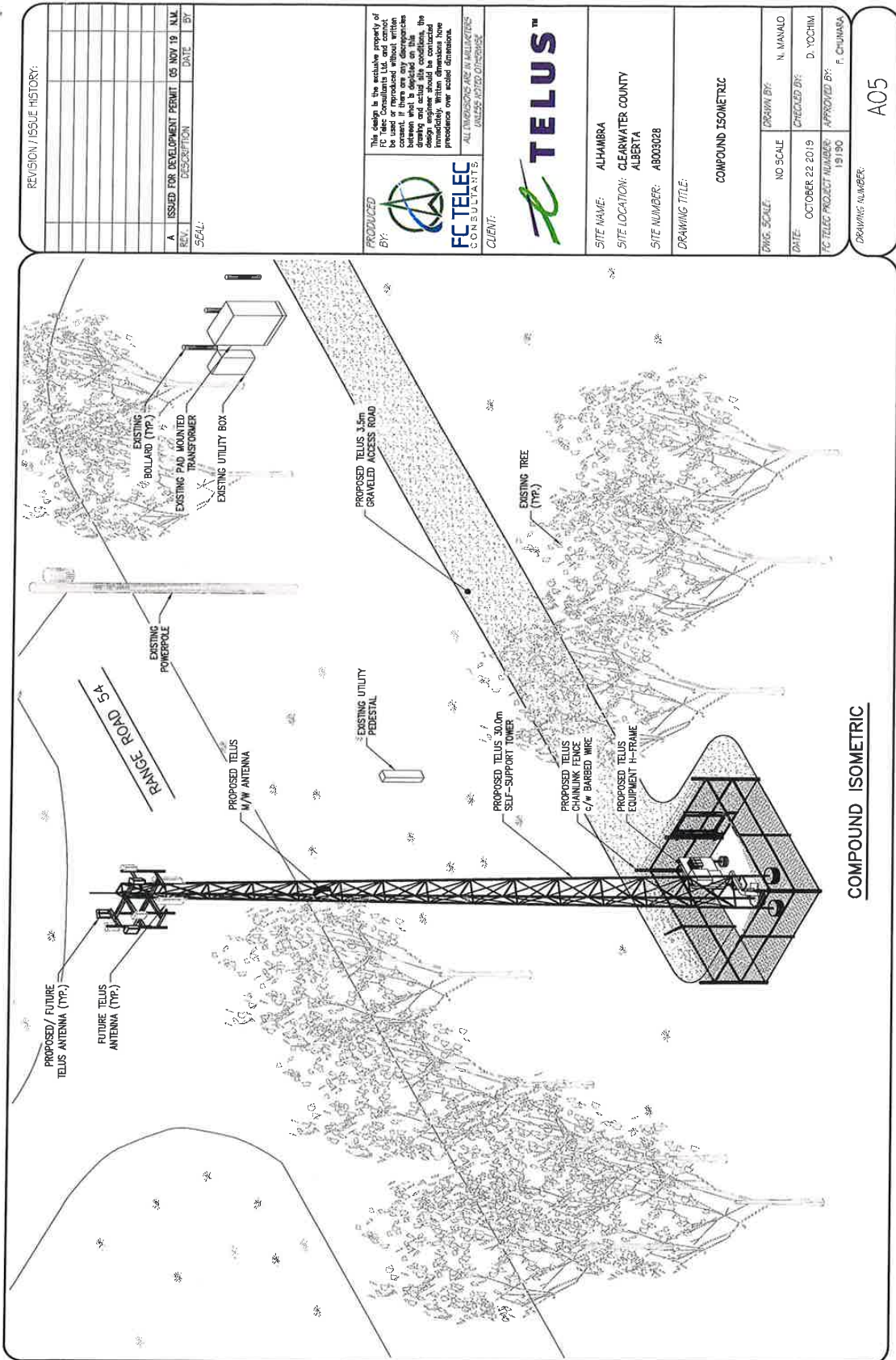
SITE NAME: ALHAMBRA  
 SITE LOCATION: CLEARWATER COUNTY ALBERTA  
 SITE NUMBER: AB003023

DRAWING TITLE:  
 EAST AND NORTH COMPOUND/  
 TOWER ELEVATION

DWG. SCALE: 1:150  
 DRAWN BY: N. VANILO  
 DATE: OCTOBER 22 2013  
 CHECKED BY: D. YOSHIM  
 FC TELECOM PROJECT NUMBER: 19190  
 APPROVED BY: F. CHUNARA

DRAWING NUMBER:  
 A04





COMPOUND ISOMETRIC

REVISION / ISSUE HISTORY:

REV.	DESCRIPTION	DATE	BY
A	ISSUED FOR DEVELOPMENT PERMIT 05 NOV 19	N.M.	

SCALE:

PRODUCED BY:



CLIENT:

ALHAMBRA  
CLEARWATER COUNTY  
ALBERTA  
AB003028

SITE NAME: ALHAMBRA  
SITE LOCATION: CLEARWATER COUNTY ALBERTA  
SITE NUMBER: AB003028

DRAWING TITLE:

COMPOUND ISOMETRIC

DATE:	OCTOBER 22 2019	DRAWN BY:	N. MANALO
DATE:	OCTOBER 22 2019	CHECKED BY:	D. YOCCHINI
FCTELEC PROJECT NUMBER:	19130	APPROVED BY:	F. CHUNAWA

DRAWING NUMBER: A05

**SCHEDULE 'C'**  
 PLAN SHOWING SURVEY OF  
**TOWER SITE**  
**AB003028 – ALHAMBRA RR 54/RAILWAY AVE**  
 INCLUDING ACCESS & UTILITY AREAS  
 WITHIN  
**N.E.1/4 SEC.8-39-5-W.5M.**  
 CLEARWATER COUNTY – ALBERTA

**LICENCE INFORMATION:**

**THE PROPOSED SITE:**

- |  | Yes                                 | No                       |
|--|-------------------------------------|--------------------------|
| 1. Is free of conflict with any encumbrances or interest of a surface physical nature. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Is at least 1.6km from an unlightened aerodrome.                                    | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Is at least 1.6km from the corporate limits of any Urban Centre.                    | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. Is at least 30m from any water body.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. Is outside any Natural/Provincial Park or other Protected Area.                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6. Is outside any Historical Resource Area.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

**SITE INFORMATION:**

- |                            |                                     |                                     |
|----------------------------|-------------------------------------|-------------------------------------|
| BURIED FACILITY CROSSINGS: | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| APPROACH REQUIRED:         | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| ACCESS ROAD REQUIRED:      | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| TREE REMOVAL:              | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

**OWNER INFORMATION:**

LOCATION: N.E.1/4 SEC.8-39-5-W.5M.

TITLE: 1750206

OWNER(S): ALHAMBRA COMMUNITY CENTRE

**LANDOWNER AGREEMENT:**

I/We the landowner(s), agree to the premises as outlined on these plans. I/We also agree that TELUS Communications Inc. may substitute these plans for Schedule 'C' to that certain Site Agreement dated \_\_\_\_\_, 2019, Alhambra Community Centre, as Lessor and TELUS Communications Inc.

\_\_\_\_\_  
(NAME) (DATE)

**LEGEND:**

- Statutory Iron Posts found: ●
- Calculated positions: ⊗
- Drill Hole placed: ⊗
- Iron Spikes placed: ▲
- Existing Power Poles: ●
- Geodetic Spot Elevations: ○
- Portions referred to outlined thus: —
- Existing Power Line: —
- Existing Buried Gas Line: —
- Existing Buried Communication Cable: —
- Existing Buried Power: —

**NOTES:**

- Bearings and Coordinates are based on the NAD83 3TM Grid projection referred to the Central Meridian 114° W. and were derived by G.N.S.S.
- Elevations are truncated by 900m and are geodetic autonomous.
- Distances are at ground and are in metres.

**DISCLAIMER:**

-This plan represents the best information available at the time of the survey. Absolute Surveys takes no responsibility for the location of any underground pipes, conduits or facilities, whether shown on or omitted from this plan. Owner/contractor must confirm the location of buried facilities prior to construction.

**ALBERTA ONE-CALL : 1-800-242-3447**  
[www.albertaonecall.com](http://www.albertaonecall.com)

FOR:

**TELUS COMMUNICATIONS INC.**



**ABSOLUTE SURVEYS INC**

69 Elma Street West  
 Okotoks, Alberta T1S 1J8  
 Office: 587-757-0634

**AREAS**

Tower Site	=	0.010 ha.	0.025 Ac.
Access & Utility R/W	=	0.029 ha.	0.072 Ac.
Utility R/W	=	0.013 ha.	0.032 Ac.
<b>Total</b>	<b>=</b>	<b>0.052 ha.</b>	<b>0.129 Ac.</b>

**PROPOSED COORDINATES (TOWER CENTRE)**

NAD83 (ORIGINAL)

Geographic Coordinates (Degrees Minutes Seconds)		3TM (C.M. 114°W) (Metres)	
Latitude	Longitude	Northing	Easting
52°20'38.2"N	114°40'25.7"W	5801249.3	-45915.4

GROUND ELEVATION (Tower Center) = 985.53 metres

**CROSSING TABLE**

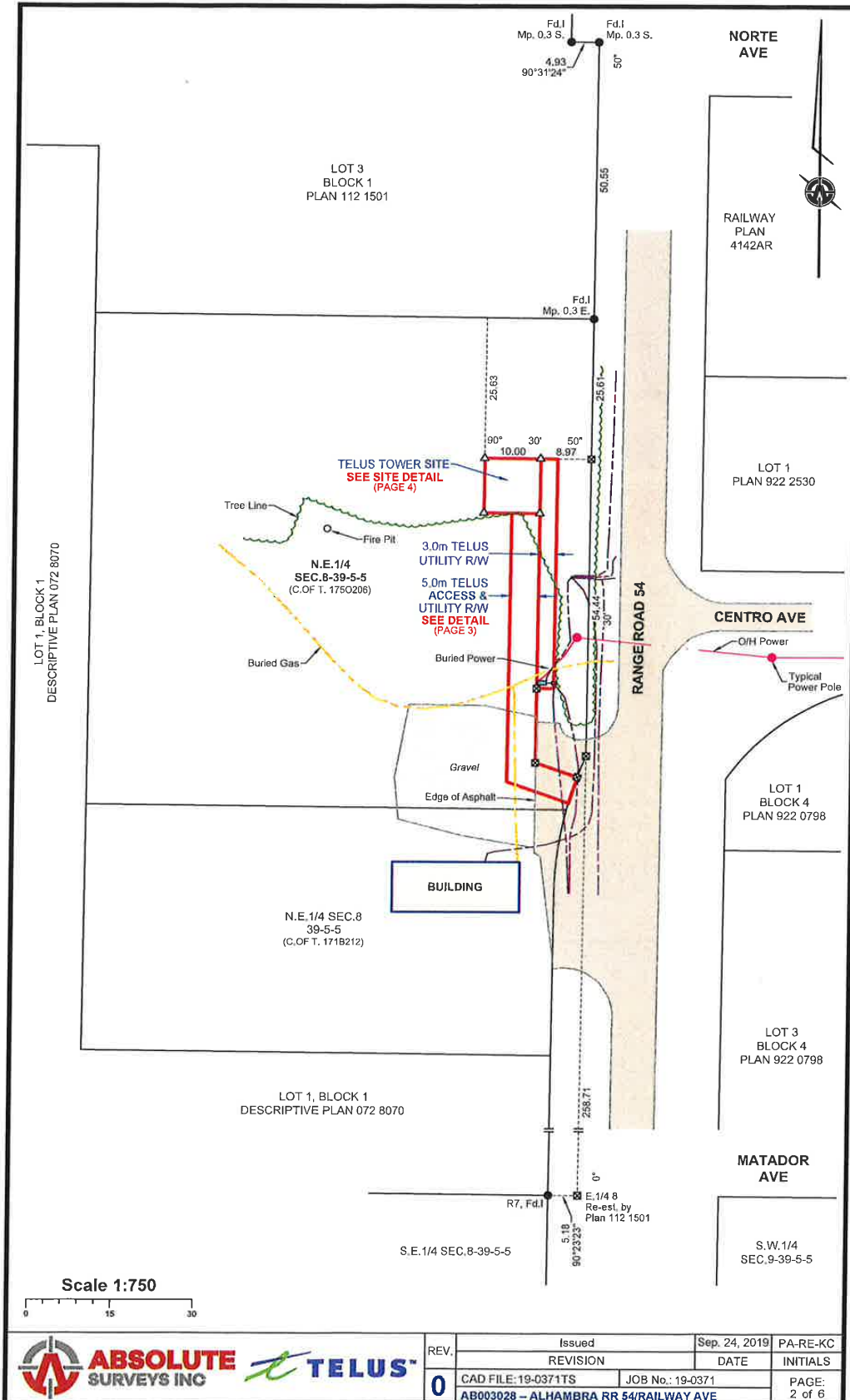
<b>X1</b>	Buried Gas	(See Page 3)
<b>X2</b>	Buried Gas	(See Page 3)
<b>X3</b>	Buried Gas	(See Page 3)
<b>X4</b>	Buried Cable	(See Page 3)
<b>X5</b>	Buried Power	(See Page 3)

I, M. Kent Croucher, Alberta Land Surveyor, of the Town of Okotoks, Alberta, certify that the survey represented by this plan is true and correct to the best of my knowledge, has been carried out in accordance with the Alberta Land Surveyors' Association Manual of Standard Practice, and the field survey was performed on the 18th day of September, 2019.

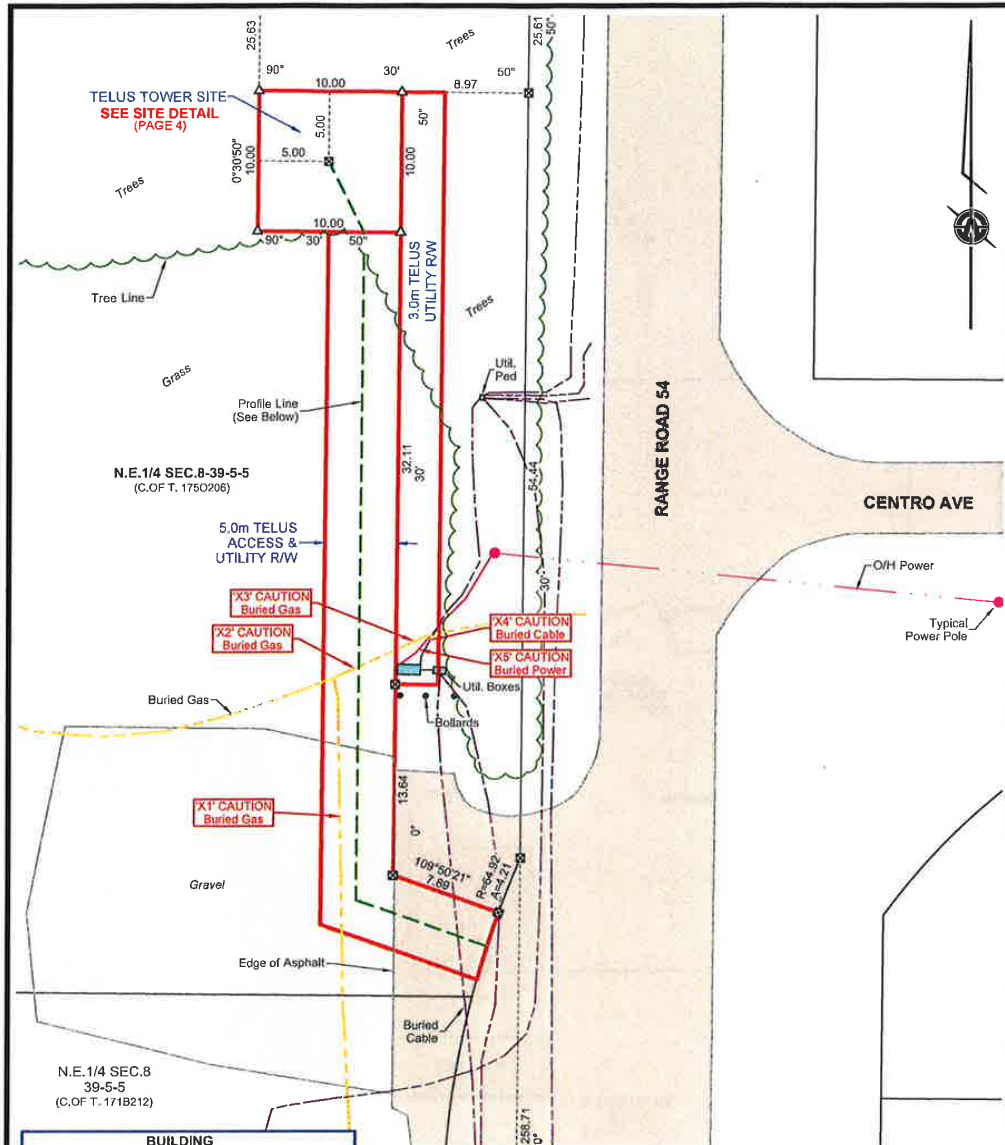
M. Kent Croucher, A.L.S.  
 Signed: September 24, 2019.



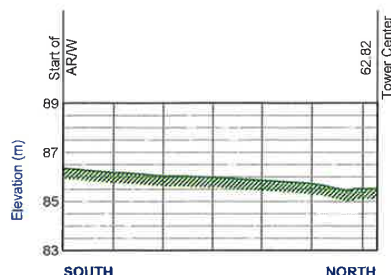
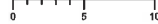
1.	Issued	Sep. 24, 2019	PA-RE-KC
0.	REVISION	DATE	INITIALS
0	CAD FILE: 19-0371TS	JOB No.: 19-0371	PAGE: 1 of 6
	<b>AB003028 – ALHAMBRA RR 54/RAILWAY AVE</b>		



REV.	Issued	Sep. 24, 2019	PA-RE-KC
	REVISION	DATE	INITIALS
0	CAD FILE: 19-0371TS	JOB No.: 19-0371	PAGE: 2 of 6
	AB003028 - ALHAMBRA RR 54/RAILWAY AVE		



**DETAIL**  
Scale 1:350

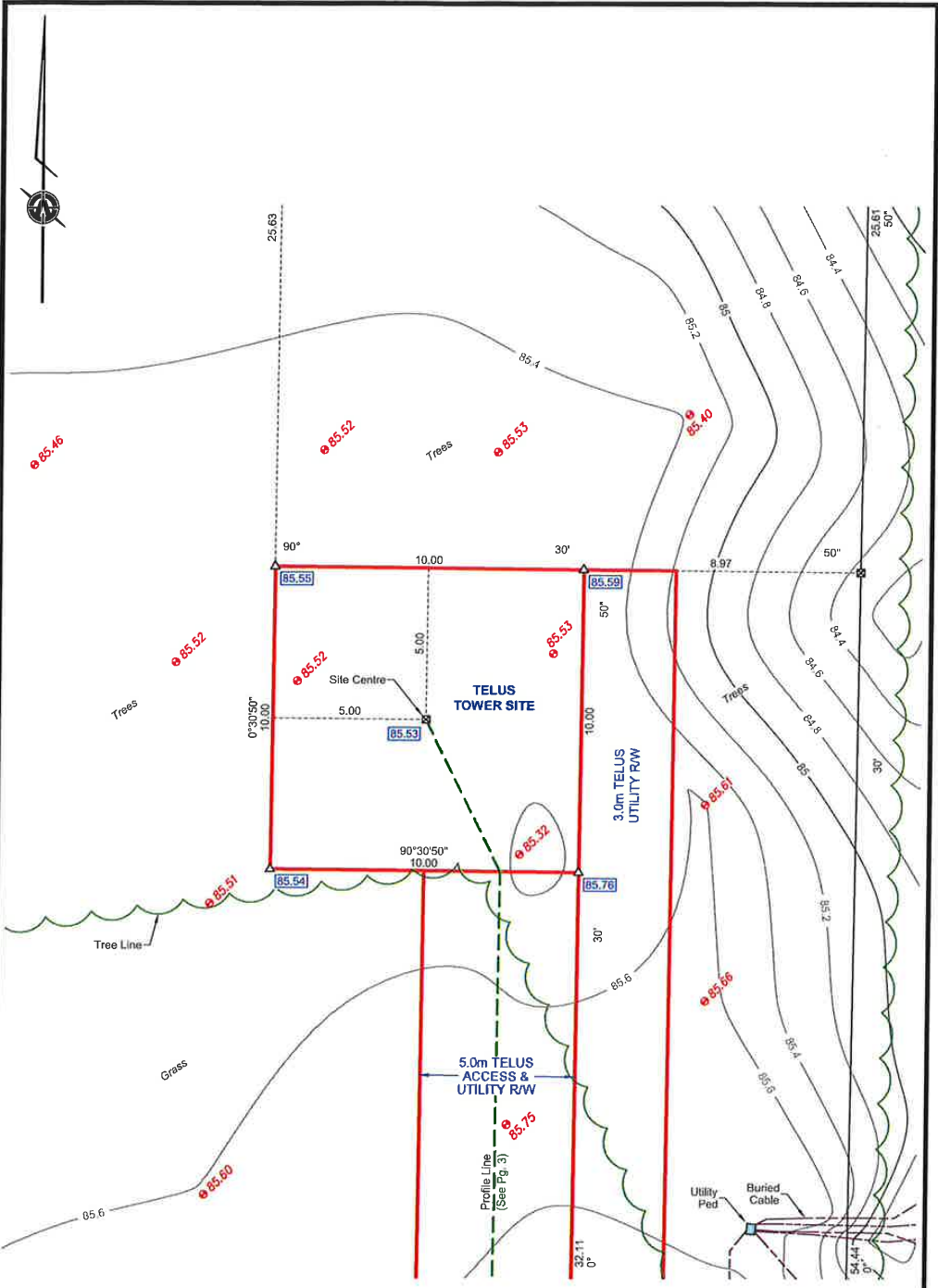


Profile Along Centerline of AR/W to Tower Center  
Scale 1:1000 Horizontal & 1:200 Vertical



REV.	Issued	Sep. 24, 2019	PA-RE-KC
0	REVISION	DATE	INITIALS
	CAD FILE: 19-0371TS	JOB No.: 19-0371	PAGE: 3 of 6
	AB003028 - ALHAMBRA RR 54/RAILWAY AVE		

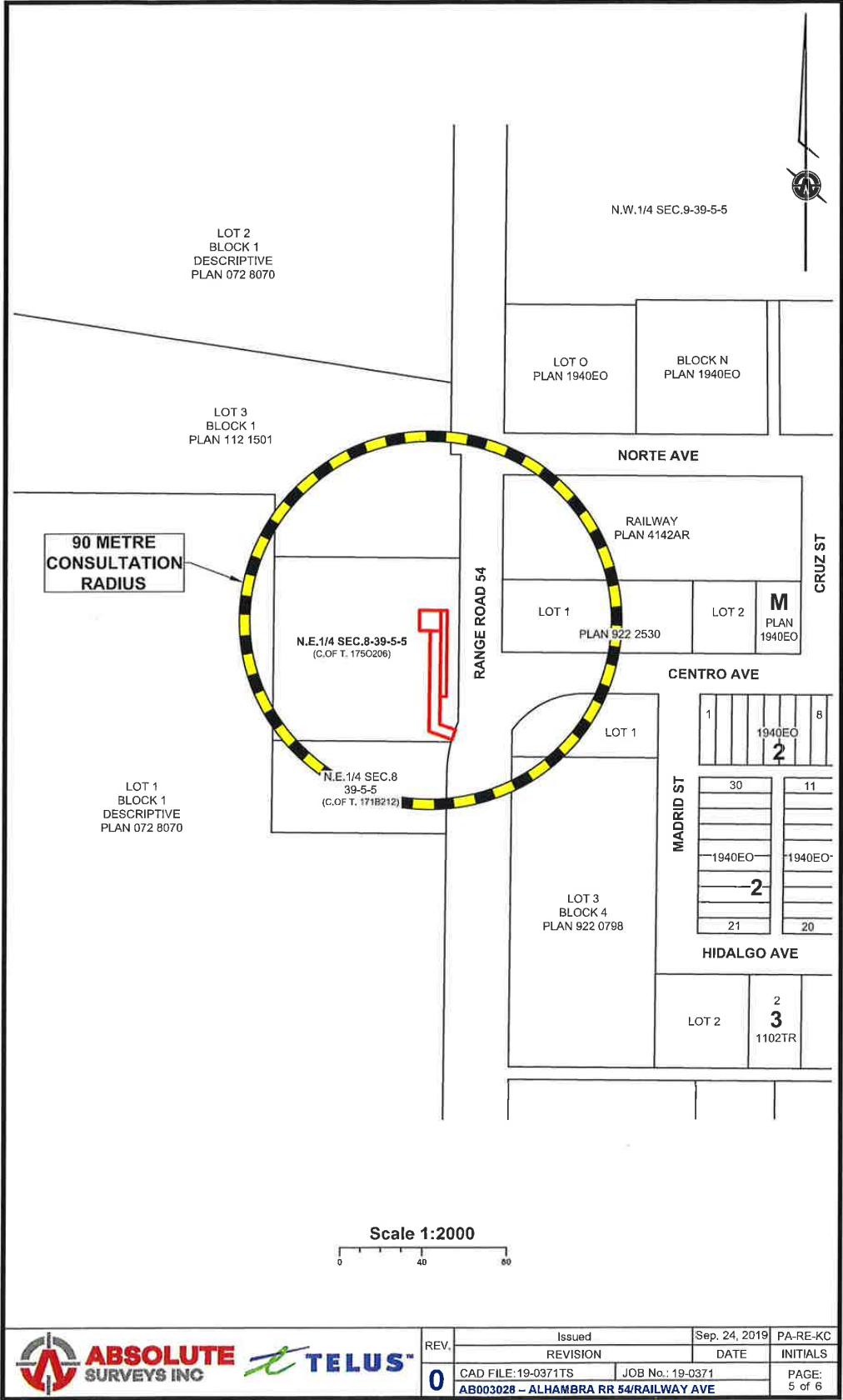




**SITE DETAIL**  
Scale 1:150



	REV.	Issued	Sep. 24, 2019	PA-RE-KC
		REVISION	DATE	INITIALS
0	CAD FILE: 19-0371TS	JOB No.: 19-0371		PAGE: 4 of 6
	AB003028 - ALHAMBRA RR 54/RAILWAY AVE			



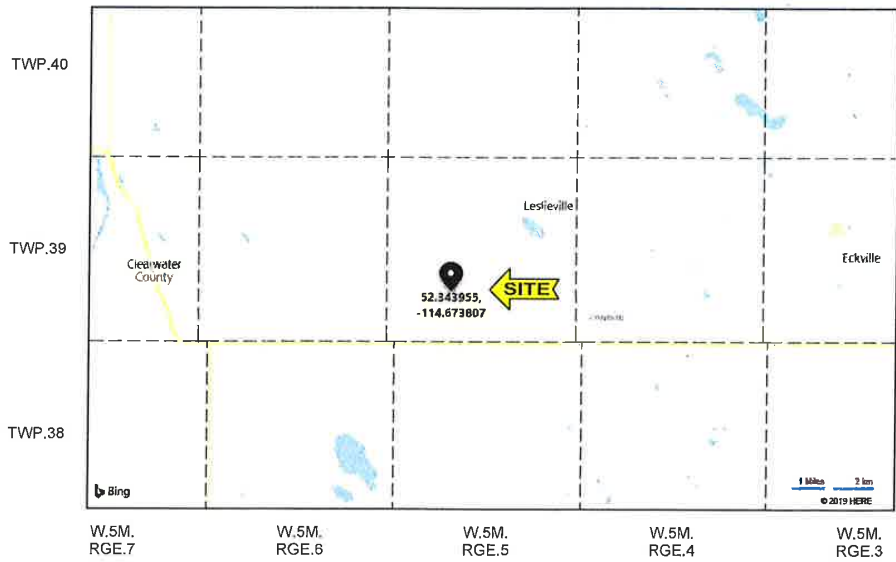
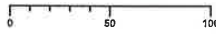
**ABSOLUTE**  
SURVEYS INC



REV.	Issued	Sep. 24, 2019	PA-RE-KC
	REVISION	DATE	INITIALS
0	CAD FILE: 19-0371TS	JOB No.: 19-0371	PAGE: 5 of 6
	AB003028 - ALHAMBRA RR 54/RAILWAY AVE		



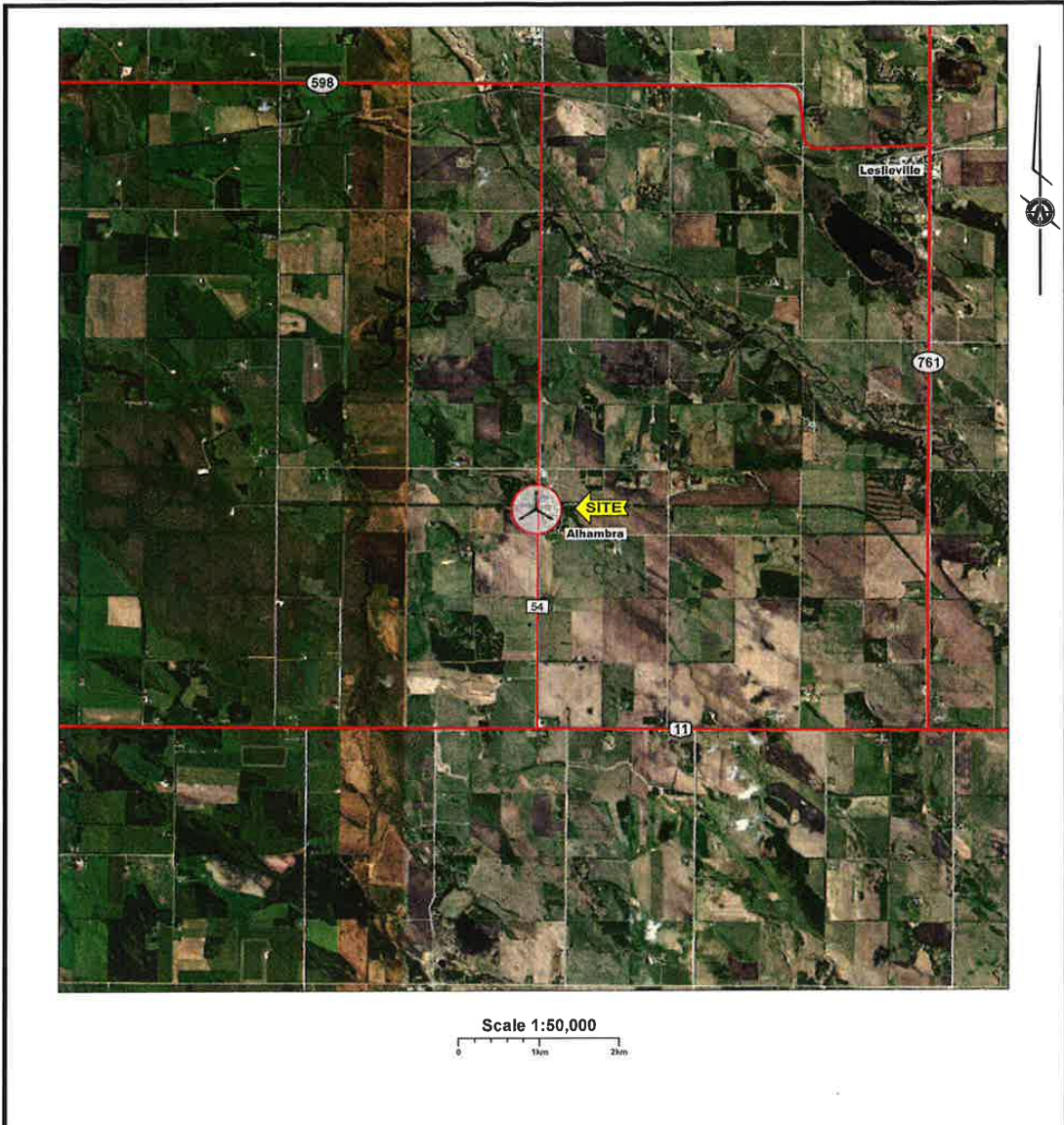
**AERIAL PHOTO**  
Scale 1:2500



**ACCESS MAP**  
Scale 1:250,000



	REV.	Issued	Sep. 24, 2019	PA-RE-KC
	0	REVISION	DATE	INITIALS
	CAD FILE: 19-0371TS		JOB No.: 19-0371	
AB003028 - ALHAMBRA RR 54/RAILWAY AVE				



Scale 1:50,000  
0 1km 2km



**MAP SHOWING  
TOWER SITE  
AB003028 – ALHAMBRA RR 54/RAILWAY AVE  
WITHIN  
N.E.1/4 SEC.8-39-5-W.5M.  
CLEARWATER COUNTY – ALBERTA**

**TOWER CENTRE COORDINATES (NAD83)**  
 Latitude: ..... 52°20'38.2"N  
 Longitude: ..... 114°40'25.7"W  
 Northing (3TM-114): ..... 5801249.3  
 Easting (3TM-114): ..... -45915.4  
 Ground Elevation: ..... 985.53



**ABSOLUTE SURVEYS INC**  
 69 Elma Street West  
 Okotoks, Alberta T1S 1J8  
 Office: 587-757-0634

1.				REV. 0
0.	Issued	Sep. 24, 2019	JOB No.: 19-0371	IMAGE 2019
REV	Description	DATE	CAD FILE: 19-03711S	



TELUS Communications Inc.  
Public Notice  
30m Self-Support Telecommunication Tower  
December 5, 2019

**Comment Sheet – AB003028**  
Send by Fax to (403) 290-0050 or email at [comments@landsolutions.ca](mailto:comments@landsolutions.ca)  
or Mail to TELUS c/o LandSolutions LP  
Suite 600, 322 – 11<sup>th</sup> Avenue SW, Calgary, AB T2R0C5

**Proposed TELUS Telecommunications Facility  
226 Alhambra Road  
Clearwater County, Alberta**

1. Are you a cellular telephone or wireless internet user?

Yes  No

2. Is the location of the proposed facility acceptable?

Yes  No

If no, why? \_\_\_\_\_  
\_\_\_\_\_

3. Are you satisfied with the design of the proposed facility?

Yes  No

Comments: \_\_\_\_\_  
\_\_\_\_\_

4. Other comments (please attach pages if more space is needed):

*Will this provide wireless internet?*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This information will not be used for marketing purposes; however, your comments will be forwarded to the appropriate Land Use Authority for their file. Please write legibly. Thank you.

Name: ALLAN SUNDE

Address: [REDACTED]

Postal Code: [REDACTED]

Phone: [REDACTED]

Email: \_\_\_\_\_

AB003028-1 – Alhambra Range Road 54/Railway Avenue

*LAx Dec 17/19* LAND SOLUTIONS  
by the experts



Allan Sunde  
[Redacted]

Dear Mr. Sunde,

We want to thank you for your participation in the public consultation process regarding the proposed telecommunications installation for TELUS Communications Inc., located within NE 8-39-5 W5M at 226 Alhambra Road. It is important that input from all stakeholders is considered in this public consultation process.

A copy of your questions and our response(s) will be provided to the Clearwater County Development Officer.

**Rural Highspeed Wireless Internet**

The proposed tower will provide highspeed wireless internet to the surrounding area after construction. If you are interested in more information about Highspeed Wireless Internet please contact TELUS Customer Service at 1-888-811-2323 or visit TELUS.com.

Please note you have an additional 21 days from the date of this correspondence to reply to this letter. We will provide a copy of this correspondence as well as other correspondence to Clearwater County and Innovation, Science and Economic Development.

Sincerely,  
**LandSolutions LP, on behalf of TELUS Communications Inc.**

**Lena Fulton**  
*Site Acquisitions & Municipal Affairs Specialist*  
**LandSolutions LP**  
600, 322 11th Avenue SW  
Calgary, Alberta, T2R 0C5  
T: (403) 290-0008  
F: (403) 290-0050  
E: [comments@landsolutions.ca](mailto:comments@landsolutions.ca)





Our File: NE 08-39-05 W5M

LandSolutions LP  
On behalf of TELUS Communications Inc  
Attn: Lena Fulton  
VIA EMAIL: [LenaF@landsolutions.ca](mailto:LenaF@landsolutions.ca)

January 14, 2020

**RE: MUNICIPAL CONCURRENCE  
PROPOSED SELF-SUPPORT TELECOMMUNICATION TOWER FACILITY  
NE 08-39-05 W5M (Alhambra Tower – AB003028-1)**

---

This letter acknowledges that Clearwater County's Planning Department has received and reviewed the information regarding the above-mentioned development. As outlined in previous correspondence, telecommunication towers in Clearwater County are not subject to municipal development approval. Therefore, a development permit is not required for this proposal.

It is our understanding that the operation of telecommunications is regulated by the federal government under *The Radiocommunication Act*, and that Industry, Science and Economic Development Canada (ISED) is the final authority with respect to all aspects of wireless telecommunications facilities.

We also understand that ISED requires all proponents follow the land use consultation process for the siting of antenna systems, established by the local Land Use Authority, where one exists. In this case, Clearwater County is satisfied that Landsolutions LP, on behalf of Telus Communications Inc. has followed ISED's Default Public Consultation Process. Thank you for sending copies of the public feedback received and the proponent's response letter.

In response to your letter dated December 6, 2019 requesting municipal concurrence, Clearwater County is satisfied that public consultation has been conducted and, to our knowledge, no objections were received from the public. Therefore, municipal concurrence is hereby granted.

Sincerely,

  
Eleanor Pengelly  
Development Officer

P.O. BOX 550 - Rocky Mountain House - AB - T4T 1A4  
Telephone: 403-845-4444 - Fax: 403-845-4048  
Homepage: [www.clearwatercounty.ca](http://www.clearwatercounty.ca) - Email: [admin@clearwatercounty.ca](mailto:admin@clearwatercounty.ca)

Page 45 of 45



## Agenda Item Report

### Regular Council Meeting

<b>AIR Type:</b>	Request for Decision
<b>SUBJECT:</b>	Road Closure Application
<b>PRESENTATION DATE:</b>	Tuesday, January 28, 2020
<b>DEPARTMENT:</b>	Planning & Development
<b>WRITTEN BY:</b>	Holly Bily, Development Officer
<b>REVIEWED BY:</b>	Keith McCrae, Director & Rick Emmons, CAO
<b>BUDGET CONSIDERATIONS:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
<b>LEGISLATIVE DIRECTION:</b>	<input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (MGA Section 24) <input checked="" type="checkbox"/> County Bylaw or Policy (Closure of County Roadway)
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>	
<input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
<b>ATTACHMENTS:</b>	
<a href="#">Supplementary Information, Resolution, Schedule A, Closure of County Roadway Policy, MGA Section 24</a>	

#### STAFF RECOMMENDATION:

That Council consider:

- a) Giving approval by Resolution to close a portion of Road Plan 4462JY, adjacent to the south property boundary of Pt. NE 05-40-07-W5M for consolidation with land under ownership of Keith & Elsie Winchell (Title Number 842 058 458) as shown on Schedule "A" forming part of the Resolution.
- b) Enter into a Future Land Acquisition Agreement with Keith & Elsie Winchell (Title Number 842 058 458).

#### BACKGROUND:

We have received an application to close a portion of Road Plan 4462JY, an undeveloped road plan, lying between the Winchell property, being NE 05-40-07-W5M (proposed Lot 6) and a developed Municipal Road, being Township Road 40-1A. The subject land is located northwest of the Town of Rocky Mountain House.

The applicants are in the process of finalizing a fragmented subdivision, approved by the Municipal Government Board in 2015. As they prepare their final survey for the fragmented parcels, they hope to consolidate the portion of Road Plan 4462JY that lies between the southwest property boundary of



the NE 05-40-07 W5M and Township Road 40-1A, Road Plan 832 3055. Should this be approved approximately 0.799 acres would be consolidated with proposed Lot 6, Pt. NE 05-40-07 W5M. This area is unused for road purposes and will likely never be developed as Township Road 40-1A is constructed to a municipal standard. There is a portion of Road Plan 4462JY that overlaps with Township Road 40-1A. The applicants are only looking to consolidate the portion of Road Plan 4462JY that is located within the proposed boundaries of Lot 6, see attached survey sketch.

In addition to the applicant's request, see attached letter, Clearwater County Public Works Department has no objection in the consideration of closing a portion of Road Plan 4462JY. However, they would recommend that a future acquisition of land agreement be put in place for road widening purposes along the southwest boundary of proposed Lot 6, bordering Township Road 40-1A.

In order to close this portion of road, a resolution process is followed. The application was referred to applicable government agencies, utility companies and to the adjacent landowners. (No objections were received.) This application is now being presented to County Council for a decision. There is no requirement for a public hearing, or consent from adjacent landowners due to the location of adjacent road allowances. If the resolution is passed the application is then sent to Alberta Transportation for Ministerial approval. Alberta Transportation will prepare the documentation (Notification to Registrar) necessary to transfer the road to the appropriate owner.



# CLEARWATER COUNTY

## Road Closure Application

2113346 \$  
File # NE 5-40-7  
Date Rec'd \_\_\_\_\_  
Application Fee \$700.00  
(Receipt # 100879)

High Country Surveys/  
Bob Haagsma on behalf  
of Keith Winchell

APPLICANT(S):

MAILING ADDRESS: [REDACTED]

CONTACT NUMBERS: n/a [REDACTED]  
Home Telephone      Work Telephone      Fax Number      E-mail Address

### LEGAL DESCRIPTION OF ROAD TO BE CLOSED:

(Example: part of road allowance adjacent to NE 34-38-07-W5; Second Street East; or best description)

Portion of Rd. Plan 446237 adjacent to proposed  
Lot 6 within NE 5-40-7 WSM (containing 1/10.797  
acre)

### REASON FOR ROAD CLOSURE APPLICATION:

Mr. Winchell is in process of finalizing a subdivision  
on adj. lands. Closing this portion of the Rd. Plan  
will be a better use of the land than its present.

Please draw a sketch of the road that you wish to close below or on a separate sheet and attach to the application. Indicate any significant landmarks in the area of the proposed closure (i.e. developed roads, water bodies, buildings, etc.)

SEE ATTACHED SURVEY SKETCH

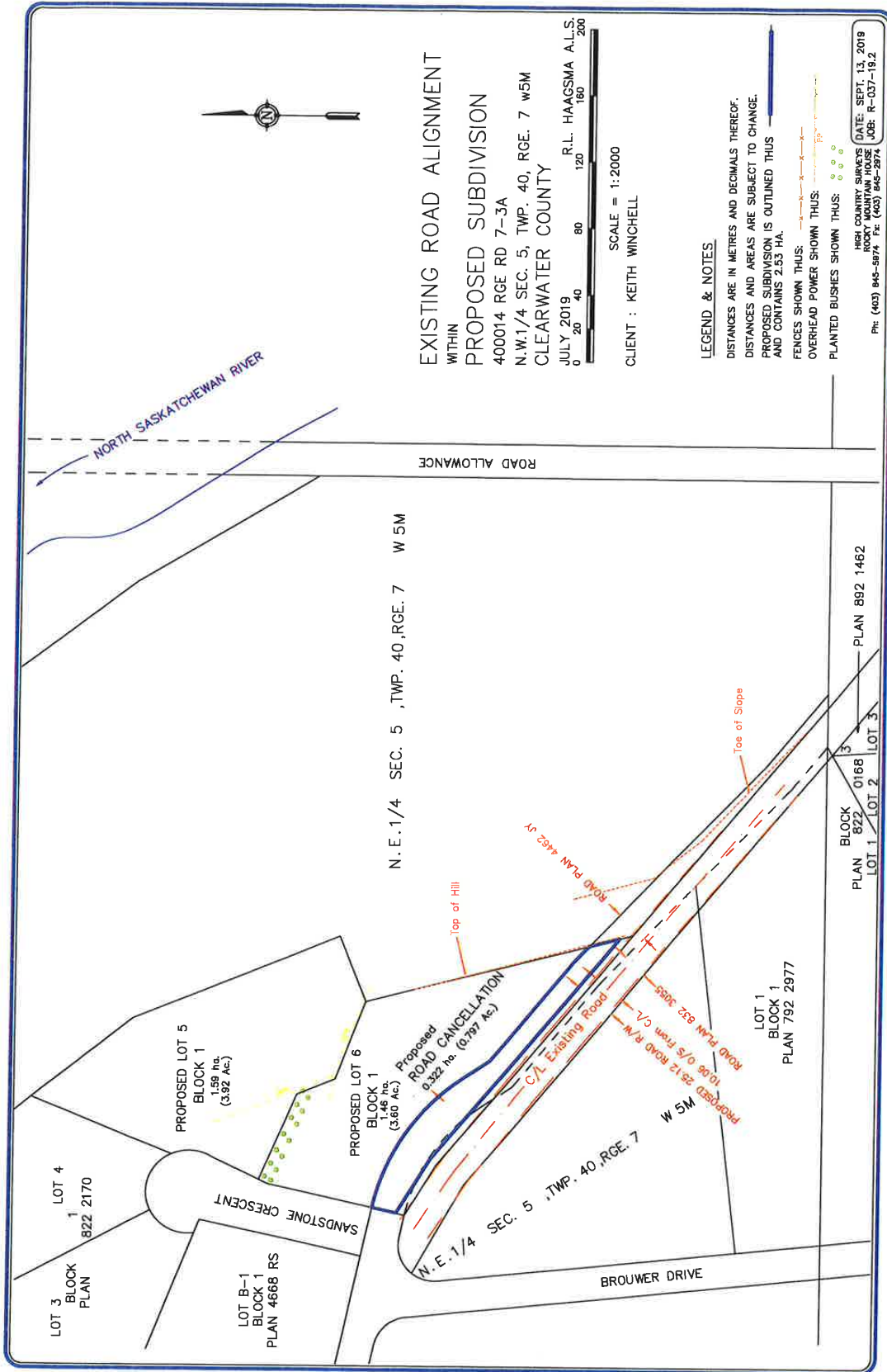
SIGNATURE OF APPLICANT(S): [Signature]      DATE: Oct. 7 / 19

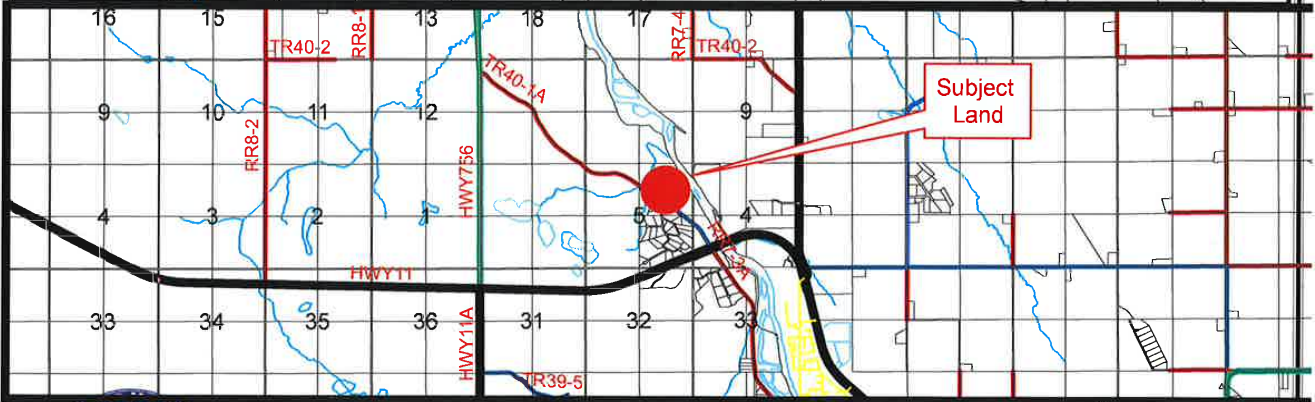
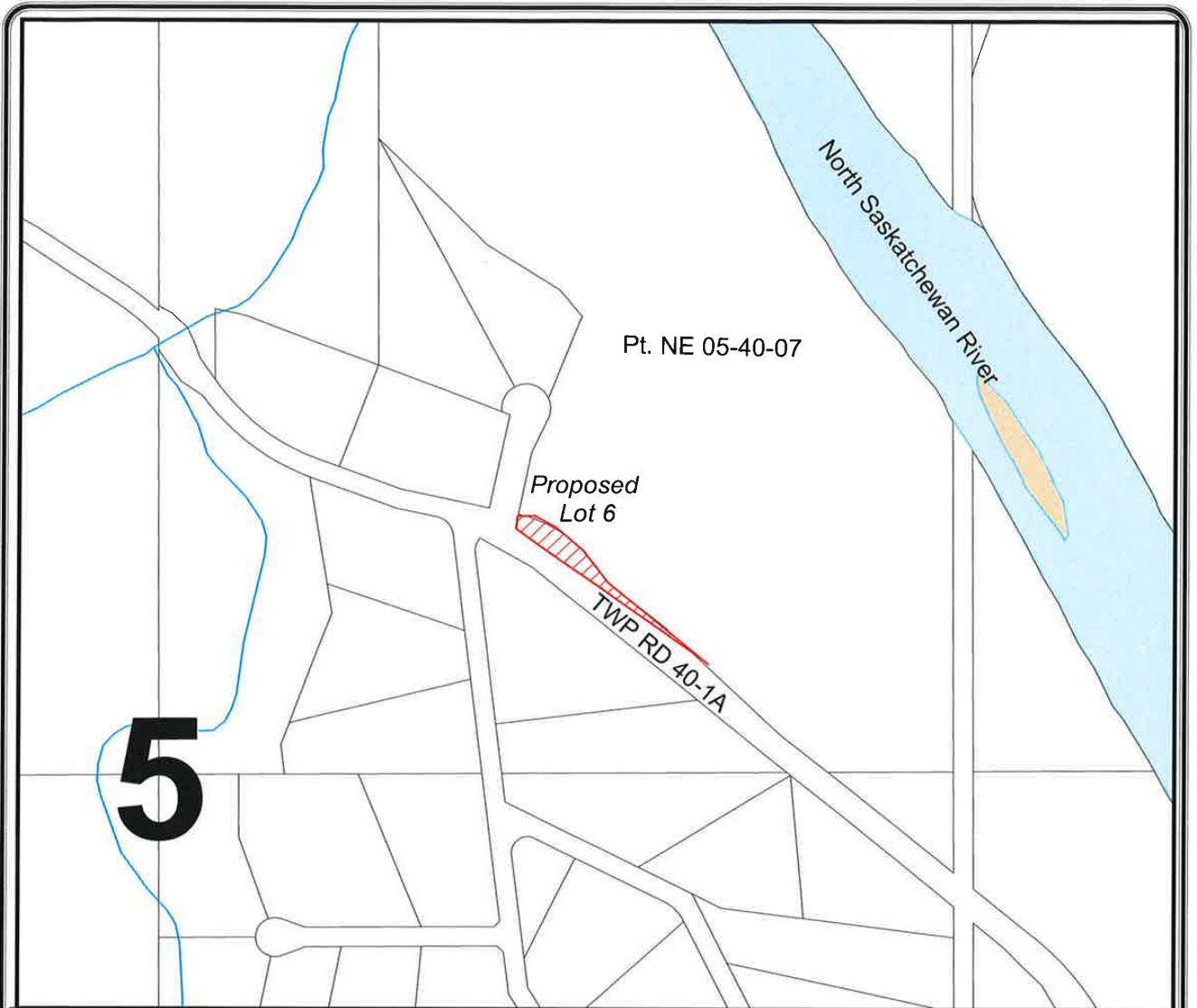
Note: If the road closure is successful the applicant is normally required to purchase the property at fair market value, plus title transfer costs, registration costs, survey costs, etc. if applicable. The road closure process is a very lengthy one that takes time to process.

This personal information is being collected under the authority of the Municipal Government Act, Being Chapter M-26, R.S.A. 2000 and will be used to process the road closure application. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act, Chapter F-25, RSA, 2006. If you have any questions about the collection of this personal information, please contact Clearwater County, P.O. Box 550, Rocky Mountain House AB T4T 1A4.  
Rev 2009

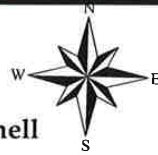
The signed and fully completed application form, as well as the information and applicable fee must be submitted to:

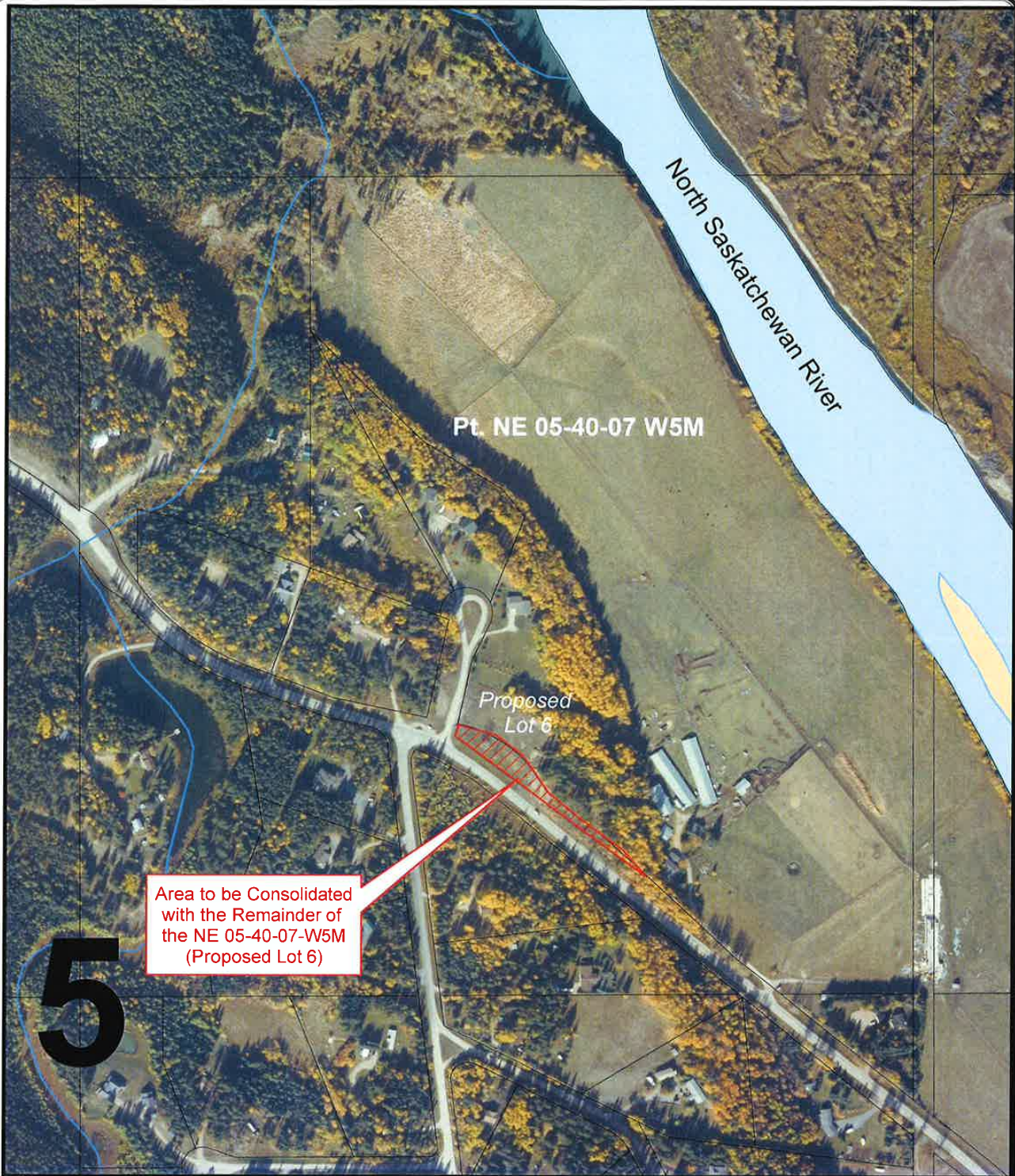
Planning and Development Department  
CLEARWATER COUNTY  
BOX 550  
4340 - 47 Avenue  
ROCKY MOUNTAIN HOUSE, AB  
T4T 1A4  
Telephone: (403) 845-4444





Road Closure Application  
 for a Portion of Road Plan 4462JY  
 within Pt. NE 05-40-07-W5M  
 High Country Surveys Ltd. on behalf of Keith & Elise Winchell

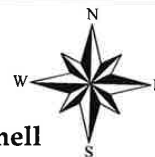




Area to be Consolidated  
with the Remainder of  
the NE 05-40-07-W5M  
(Proposed Lot 6)



**Road Closure Application  
for a Portion of Road Plan 4462JY  
within Pt. NE 05-40-07-W5M  
High Country Surveys Ltd. on behalf of Keith & Elise Winchell**





5015 – 50<sup>th</sup> Street, Box 1930  
Rocky Mountain House, Alberta T4T 1B4  
Ph: 403-845-5974 Fax: 403-845-2974  
Email: haagsma@shaw.ca

September 4, 2019

Clearwater County  
Box 550, Rocky Mountain House, Alberta  
T4T 1A4

Attn: Clearwater County Council:

**RE: Road Closure – N.E.1/4 5-40-7 w5M (Our File R-037-19)**

I hereby request, on behalf of my client, Mr. Keith Winchell, that Clearwater County Council consider closing, and selling to Mr. Winchell, a portion of Road Plans 4462 JY and 832 3055, as shown on the attached sketch.

This portion of the road right of ways has not been used as part of the road infrastructure for some time. Road Plan 4462 JY was registered in 1954, in order to accommodate the road bed and ditches as they existed at that time. Sometime between 1954 and 1983, the road was realigned to its present location. In 1983, Road Plan 832 3055 was registered in order to accommodate the road bed and ditches in its present location. At that time, the right of way for Road Plan 4462 JY was left in place, even though a great portion of it was vacant.

As my client, Mr. Winchell, is in the process of completing a subdivision on the adjacent lands, he feels this is an opportunity for the County to divest itself of some of that right of way, and bring it to a higher and better use than it is at present.

The accompanying sketch shows the centerline of the existing road grade, along with 10.06 (33 Foot) offset lines to depict where the boundaries of a standard Road Allowance would fall. On the South West boundary, this is very close to the South West boundary of Road Plan 832 3055. On the North East boundary (adjacent to Mr. Winchell's lands), I have allowed a further 5 metres for future widening, and show the area Mr. Winchell would like to acquire outlined in black.

The road grade returns to the centerline of Road Plan 4462 JY toward the West edge of the enclosed sketch. There is some extra right of way to the North of Brouwer Drive and to the West of Sandstone Crescent, but I would suggest that be left as road right of way, as there is presently a rural group mailbox there, and that would also accommodate possible future intersection upgrades, if necessary. It is doubtful that more land than the 5 metres proposed on the north East boundary would be required for any upgrades in the foreseeable future.

The costs to abandon this portion of the right of ways would be part of the cost of subdivision, thus the costs to Clearwater County would be negligible.

I look forward to your response, and am available to consult with you.

Sincerely,

R.L. (Bob) Haagsma A.L.S.  
cc. Keith Winchell

**RESOLUTION**  
**CLEARWATER COUNTY**

A Resolution of Clearwater County for the purpose of closing a part of a road described in a surveyed road plan that council determines is no longer a use for the travelling public owing to the existence of an alternate route in accordance with Section 24 of the Municipal Government Act, RSA 2000, Chapter M-26, as amended.

WHEREAS, the land hereafter are no longer required for public travel;

NOW THEREFORE be it resolved that the Clearwater County Council does hereby close the following described road, subject to the rights of access granted by other legislation:

*Road Plan 4462 JY - A portion of road lying within NE 05-40-07-W5M (Title No. 842 058 458), as shown on Schedule A attached hereto.*

\_\_\_\_\_  
Tim Hoven, Chief Elected Official  
Clearwater County

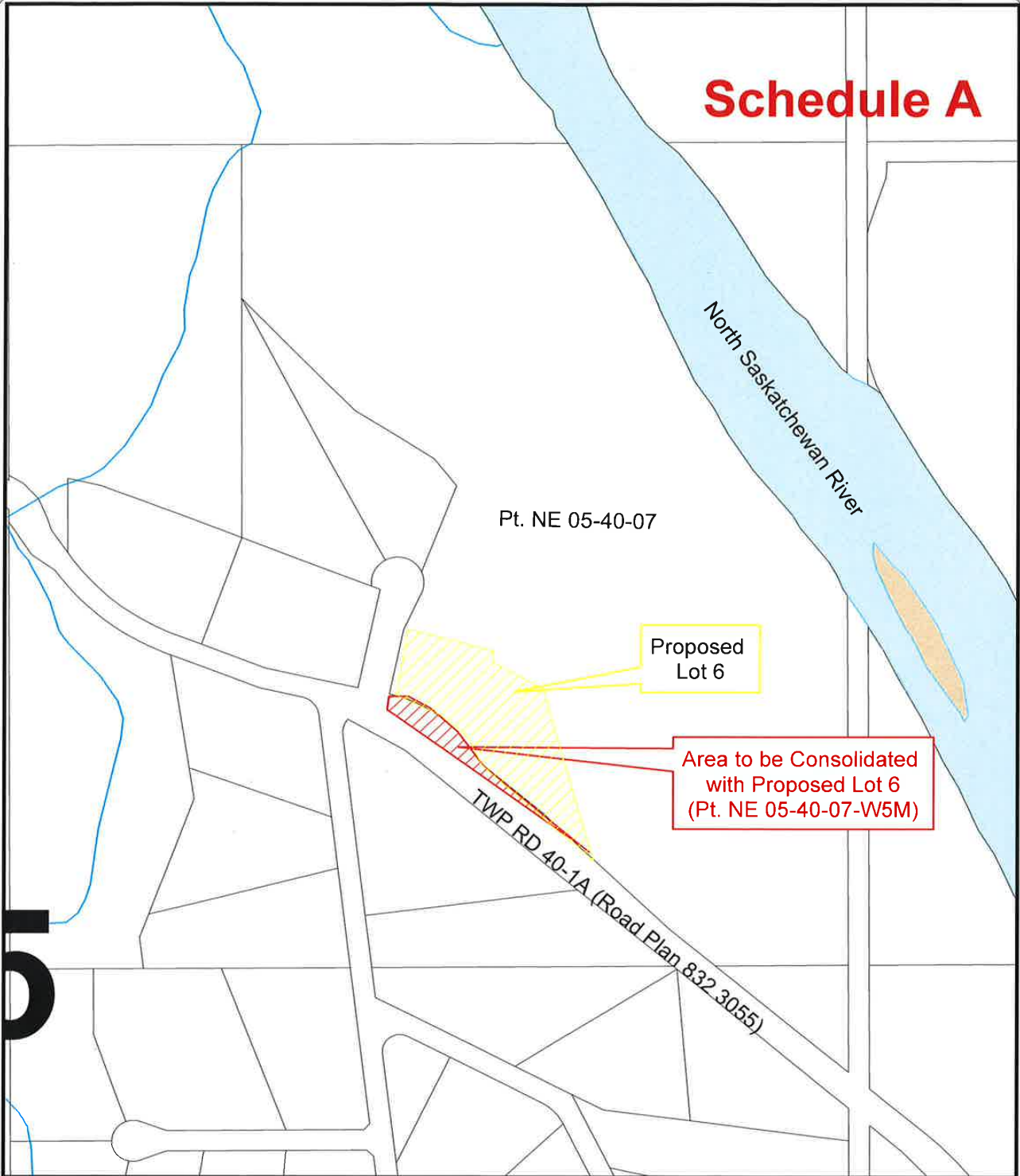
(Seal)

\_\_\_\_\_  
Rick Emmons, Chief Administrative Officer  
Clearwater County

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
The Hon. Ric McIver  
Minister of Transportation

# Schedule A



**Road Closure Application  
for a Portion of Road Plan 4462JY  
within Pt. NE 05-40-07-W5M**  
High Country Surveys Ltd. on behalf of Keith & Elise Winchell





# Clearwater County

## CLOSURE OF COUNTY ROADWAY

**EFFECTIVE DATE:** September 13, 2005

**SECTION:** Public Works

### **POLICY STATEMENT:**

To provide direction on the closure of road right-of-way under the direction, control and management of Clearwater County.

The closure of road right-of-ways shall only be considered when it is clearly evident that there is no existing and future need for the road right-of-way.

### **DEFINITIONS:**

“Road Right-of-Way” refers to all that area within a statutory road allowance or within a road planned roadway.

“Statutory Road Allowance” refers to road allowances or portions thereof as previously established by the Dominion of Canada with the implementation of the Grid System of Survey (i.e. 66 feet wide strips running north to south every mile and running east to west every two miles).

“Road Planned Roadway” refers to property, or portion thereof, (i.e. road widening, road diversion, road, street, avenue, lane, alley, walk way, or other public right-of-way) which was previously purchased and/or excepted out of the title of deeded land by way of the registration of a road plan or subdivision plan at the Land Titles Office.

“Not required for public use” refers to a condition that exists when after notification that either no legitimate objections have come forward or a legitimate objection(s) has come forward and suitable arrangements have been made to satisfy such objection(s).

“Legitimate objection(s)” refers to objection(s) that have been brought forward and prove a pattern of usage or valid need for usage. Objections must also be for a present usage or a usage in the conceivable near future. What constitutes a “legitimate objection” shall be decided upon by the Council of the County whose decision shall be final.

**PROCEDURE:**

1. Statutory Road Allowance

It is not the intent of the Council for Clearwater County to sell any statutory road allowances. Notwithstanding this:

- a) **Developed Road Allowances**  
(i.e. a constructed road allowance used for vehicular or pedestrian traffic)  
Applications for closure will not be accepted.
- b) **Undeveloped Road Allowances**  
Unless a matter of public safety or a request from a senior level of government, Clearwater County will only consider requests to close or sell public roadways under its jurisdiction, management and control if there exists alternate legal access to all affected parcels of land or extenuating circumstances exist. The sale must be in the short and long term best interests of the County ratepayers.

2. Road Planned Roadway

The closure and sale of road planned roadway property, or portion thereof, which was previously purchased and/or excepted out of the title of deeded land by way of the registration of a road plan or subdivision plan at the Land Titles Office, may be considered by Council if:

- a) Council determines the roadway is no longer required for use by the travelling public owing to the existence of an alternate route;
- b) The lands requested to be closed and sold will be consolidated to the title of an adjacent landowner(s) (i.e. separate title will not be given); and
- c) In the instance of where more than one landowner is abutting the area being sold, written consent must be obtained from the other landowner(s). The applicant for closure shall obtain and provide the said written consent to be submitted with the closure application.

3. Application Fee and Closure Costs

- a) All applications for closure of roadway shall be made in writing.
  - i) an application for road closure will require a fee at time of application as may be amended from time to time, in the Fees Policy; or
  - ii) not limiting the generality of the foregoing, in the event an application is being made in conjunction with negotiation for road right-of-way, the application fee may be waived; or
  - iii) when Administration brings forward a request for a cancellation and sale of roadway as described in this Policy, then the fees contained in the Fees Policy as previously described shall not apply.
- b) Compensation for the sale of a roadway shall be calculated by one of the following methods:
  - i) the rate currently being paid by the County for the purchases of road right-of-ways; or
  - ii) the rate determined by a market value appraisal, whichever is greater; or

- iii) may be negotiated in the form of the exchange of lands for road widening, offset reclamation costs, etc.
- c) Where a market value appraisal is deemed required to assess the rate of compensation for the sale of a roadway the cost of the appraisal shall be borne by the applicant.
- d) The applicant shall bear the cost to complete the registration of the sale and consolidation of the road closure including the required instrument acceptable to Land Titles Office. When required, the instrument herein referred to will be in the form of either a Descriptive Plan or a Plan of Subdivision. An Alberta Land Surveyor must prepare said instrument.

4. Application Process

Applications for road closures shall be processed in accordance with the Alberta Transportation "one window" approach for closures, as amended from time to time as follows:

- a) **Closures by Bylaw**  
For the closure of Statutory Road Allowances and the closure of all other roads not registered by road plan (e.g. streets in a subdivision plan), or portions thereof, the County shall:
  - i) prior to first reading, notification and advertising, the County shall obtain a correct and acceptable description of the closure area from an Alberta Land Surveyor or the Land Titles Office;
  - ii) the bylaw and advertising must state the ultimate purpose of the closure;
  - iii) adjacent landowners shall be notified in writing of the proposed closure and public hearing;
  - iv) referral of the closure shall be made to applicable government departments, utility companies, and the holders of any easements which may cross the road proposed to be closed;
  - v) if objections are raised, either in writing or at the public hearing, Council should determine whether the objections are valid and whether they wish to continue in spite of the objections. If continuing, the rationale must be made clear to Alberta Transportation;
  - vi) the bylaw shall be submitted to the Minister of Transportation for approval;
  - vii) upon receipt of Ministerial approval, the Council for Clearwater County may consider second and third readings of the bylaw.
- b) **Cancellation by Resolution**  
For the closure of a surveyed road plan, or portions thereof, the County shall:
  - i) ensure agreement or consent from the adjacent landowner(s) accompanies the application for closure. If there is more than one adjacent landowner, direction from the County as to disposition of the road, and consent from all adjacent landowners is required.
  - ii) no advertising is required by legislation. However, Clearwater County may, at its sole discretion, advertise an application for closure by resolution to provide notification to interested parties; provide opportunity for written and/or verbal comment during a regular meeting of Council and prior to rendering a decision on a resolution of Council.

- iii) referral of the closure shall be made to applicable government departments, utility companies, and the holders of any easements that may cross the road proposed to be closed;
- iv) no public hearing is required. If objections are raised in response to the notification of review of the resolution Council should determine whether the objections are valid and whether they wish to continue in spite of the objections. If continuing, the rationale must be made clear to Alberta Transportation;
- v) the resolution shall be submitted to the Minister of Transportation for approval.

**Road Closure Costs**

Survey	\$ Per Surveyor
Cost of Land	\$ Per Council Policy
<b><u>Processing Costs</u></b>	
Cost of obtaining Title	\$5.00
Advertising Costs	\$100.00 cost for 2 weeks in 2 papers (per advertising bylaw)
LTO Transfer of Land	\$35.00 plus \$1/5000 value
LTO Consolidation Costs	\$30.00 plus \$10.00 cancellation of title

Administrative processing time:

- preparing maps for agenda items and advertising;
- preparing bylaw;
- verifying bylaw is acceptable with Land Titles Office;
- preparing item for 1<sup>st</sup> reading;
- preparing and mailing agency referral letters;
- preparing and mailing adjacent landowners referral letters;
- holding public hearing;
- gathering and submitting information to Minister of Transportation;
- preparing item for 2<sup>nd</sup> & 3<sup>rd</sup> readings;
- preparing documents to sell, transfer and consolidate land.

**Recommendation:**

Administratively the costs to process a road closure application are:

Bylaw process is similar to processing a combined Land Use Bylaw Amendment-Subdivision Application. The current basic fee for combined applications is \$700.00 with a provision of a \$450.00 refund if unsuccessful at first reading and a \$400.00 refund if unsuccessful at second reading.

The bylaw process is used for closure of statutory road allowances and roads/streets/lanes within a subdivision plan.

Resolution process is similar to the above excepting a public hearing is not required.

Council only reviews the application once and reviews a resolution.

The Resolution process is used for closure of road plans or portions thereof.

(4) Before passing a bylaw closing a road, a person who claims to be affected prejudicially by the bylaw or that person's agent must be given an opportunity to be heard by the council.

RSA 2000 cM-26 s22;2007 c16 s5;2013 c10 s21

#### Compensation

**23(1)** Any person who occupies, owns or has an interest in land that sustains damages through the closing of a road by bylaw must be compensated for the damages.

(2) If the municipality is not able to agree with the claimant on the amount of compensation, the compensation must be determined by the Land Compensation Board.

(3) This section does not apply in respect of the removal of

- (a) a roadway of a street or part of a street that provides a physical means of access to or from a controlled street, or
- (b) a direct physical means of access between a controlled street and land adjacent to the controlled street

under section 28 of the *Highways Development and Protection Act*.

RSA 2000 cM-26 s23;2004 cH-8.5 s69

#### Closure of unnecessary road

**24** Despite section 22, the council of a municipal district may by resolution, with the approval of the Minister of Transportation, close the whole or any part of a road described in a surveyed road plan that the council determines is no longer required for use by the travelling public owing to the existence of an alternate route.

RSA 2000 cM-26 s24;2007 c16 s5;2013 c10 s21

#### Temporary road closure

**25** Despite section 22, a council by resolution or a designated officer if authorized by resolution of the council may temporarily close the whole or a part of a road at any time that a construction or maintenance project on or adjacent to the road may create a hazard.

1994 cM-26.1 s25

#### Temporary roads and rights of way

**26(1)** In this section, "private land" means land that is not owned by the Crown in right of Alberta or of Canada or their agents.

(2) A council may by bylaw open a temporary road or a temporary right of way on private land.

(3) A temporary road or right of way established under this section may be kept open for not more than 2 years.



## Agenda Item Report

### Regular Council Meeting

<b>AIR Type:</b>	Request for Decision
<b>SUBJECT:</b>	First Reading of Bylaw 1083/20 Clearwater County Land Use Bylaw
<b>PRESENTATION DATE:</b>	Tuesday, January 28, 2020
<b>DEPARTMENT:</b>	Planning & Development
<b>WRITTEN BY:</b>	Kim Gilham/Jose Reyes, Senior Planners
<b>REVIEWED BY:</b>	Keith McCrae, Director Planning, Rick Emmons, CAO
<b>BUDGET CONSIDERATIONS:</b>	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
<b>LEGISLATIVE DIRECTION:</b>	<input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (Municipal Government Act 2000) <input checked="" type="checkbox"/> County Bylaw or Policy (Land Use Bylaw)
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>	
<input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input checked="" type="checkbox"/> Environmental Stewardship <input checked="" type="checkbox"/> Community Social Growth	
<b>ATTACHMENTS:</b>	
<a href="#">Bylaw 1083-20 Land Use Bylaw</a> <a href="#">Bylaw 1083-20 Schedule A</a> <a href="#">Map List</a>	

#### STAFF RECOMMENDATION:

That Council consider granting 1st reading of Bylaw 1083/20 and proceed to a public hearing.

#### BACKGROUND:

Council adopted Land Use Bylaw 714/01 in September of 2001. In 2011, following a major review and changes to Clearwater County's Municipal Development Plan (MDP), changes were also made to the County Land Use Bylaw to make both documents consistent. Several changes and additions have been made as necessary over the years.

Since the changes were made in 2011, Planning staff has made notes within their working documents where they have found information unclear, missing definitions and other grammatical and spelling errors within the document. Staff has now put a draft document together to present to Council to address some of these issues reported over the years.

This document is not meant to be a large update or to bring any major changes. The intention is to add some definitions and points of clarification within the document. After consulting with legal,

counsel, staff is proposing that a repeal and replace versus an amendment to the existing document created in 2001 be made. This action would allow the new document to contain all previous amendments and the proposed amendments under one bylaw number for simplification purposes.

Proposed changes to the document include the following:

1. **Municipal Government Act (MGA):** In 2017 the Provincial Government amended the MGA in order to clarify and streamline some sections. Thus, amendments to the LUB are being made to reflect a few of the MGA changes such advertising requirements and decision-making timelines.
2. **Definitions:** New definitions are being introduced for some land uses such as Business Parks, Child Care Facilities, Equestrian Centres and Highway Maintenance Yards. In addition, some definitions are being moved from the land use districts to the Definitions Section 1.7.
3. **Sea Containers:** A definition for Sea Containers is being added. In addition, a new section to regulate the placement of sea containers is being introduced (Sec. 7.14). Sea containers to a maximum of three are also being listed as a discretionary use in the Agriculture District "A", Intense Agriculture District "IA", Industrial District "I" and the Light Industrial District "LI".
4. **Accessibility to a municipal road or highway:** Sec. 3.5(10)(h) is being expanded to ensure that appropriate access from a municipal road is being provided for new developments.
5. **Holiday trailer/recreation vehicle:** Sec. 6.13(4) is being expanded to clarify that holiday trailer/recreation vehicles can only be parked on residential properties where a principal dwelling already exists. No changes are being proposed to Sec. 6.13 – Objects Prohibited or Restricted in Yards.
6. **Telecommunication Towers:** Sec. 7.9 is being amended to complement new Innovation, Science and Economic Development Canada (ISED) regulations as well as the new County Telecommunication Antenna System Siting Protocol Policy.
7. **Setbacks from Secondary Road Intersections:** The term "Secondary Road" is no longer used by the province. As a result, the figures included in Sec. 10.3 are being amended.
8. **Land Use Districts:** Some land uses are being amended to reflect the new definitions. The order/sequence of the districts is also being changed to allow for a better reading flow.
9. **Spelling and Grammar:** Spelling and grammatical changes have been made within the document and may not be indicated.
10. **Land Use Maps:** Planning staff is currently working with GIS staff in the updating of all land use maps. Attached is a list of the maps being updated.

#### **PLANNING DIRECTION:**

Sec 639 of the Municipal Government Act states: "Every municipality must pass a land use bylaw."

Sec 640(1) of the Municipal Government Act states: "A land use bylaw may prohibit or regulate and control the use and development of land and buildings in a municipality."

#### **RECOMMENDATION:**

That Council consider granting first reading to Bylaw 1083/20 and proceed to a public hearing.



**BYLAW NO. 1083/20**

BEING A BYLAW TO REGULATE AND CONTROL THE USE AND DEVELOPMENT OF LAND AND BUILDINGS IN CLEARWATER COUNTY IN THE PROVINCE OF ALBERTA

**WHEREAS** Section 640 of the Municipal Government Act, RSA 2000, Chapter M-26, as amended, authorizes the Council of a Municipality to enact a Land Use Bylaw to prohibit or regulate and control the use and development of land and buildings in a municipality.

**NOW THEREFORE** the Council of Clearwater County, in the Province of Alberta, enacts as follows:

1. That the document titled "Clearwater County Bylaw 1083/20 – The Land Use Bylaw" as described in Schedule "A" and forming part of this Bylaw be adopted;
  2. That the numbering sequence for the "Clearwater County Bylaw 1083/20 – The Land Use Bylaw" be determined as appropriate;
  3. That the Land Use Bylaw No. 714/01 and all amendments thereto is hereby rescinded;
- and
4. That this Bylaw shall take effect upon the final passing thereof.

READ a first time this \_\_\_\_ day of \_\_\_\_\_, 2020.

PUBLIC HEARING held this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 2020.

READ a second time this \_\_\_\_ day of \_\_\_\_\_, 2020.

READ a third time and finally passed this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

# CLEARWATER COUNTY

BYLAW NO. 714/011083/20

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## THE LAND USE BYLAW



Prepared by:  
Parkland Community Planning Services  
&  
Clearwater County

Adopted ~~September 25, 2004~~ 2020  
Amendments & Grammatical Changes February 22, 2011  
Amendments July 9, 2013  
Amendments May 24, 2016  
Office Consolidation June 27, 2017  
Amendments March 27, 2018  
Amendments October 9, 2018  
Amendments ????????

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**BYLAW NO. 1083/20**

**BEING A BYLAW TO REGULATE AND CONTROL  
THE USE AND DEVELOPMENT OF LAND AND BUILDINGS  
IN CLEARWATER COUNTY  
IN THE PROVINCE OF ALBERTA**

**WHEREAS** the Municipal Government Act, Chapter M-26, Statutes of Alberta, 2018 and amendments thereto, authorize the Council of a Municipality to enact a Land Use Bylaw to regulate and control the use and development of land and buildings within the municipality.

**NOW THEREFORE** the Council of Clearwater County, in the Province of Alberta, enacts as follows:

The attached Text, Forms, Figures and Schedules comprise Clearwater County Land Use Bylaw No. 1083/20.

The Land Use Bylaw No. 714/01 and all amendments thereto is hereby rescinded.

This Bylaw comes into effect upon the date of it being given third reading by the Council of Clearwater County in the Province of Alberta.

If any provision(s) of this Land Use Bylaw is, for any reason, declared to be invalid, all remaining provisions remain in full force and effect.

READ A FIRST TIME THIS DAY OF A.D.

READ A SECOND TIME THIS DAY OF A.D.

READ A THIRD TIME AND PASSED THIS DAY OF A.D.

Reeve

Chief Administrative Officer (CAO)

**NOTE**

ALL PERSONS MAKING USE OF THIS LAND USE BYLAW ARE REMINDED THAT A CERTIFIED COPY SHOULD BE CONSULTED FOR ALL PURPOSES OF INTERPRETING AND APPLYING THE LAND USE BYLAW OF THE MUNICIPALITY, SINCE AMENDMENTS ARE MADE FROM TIME TO TIME.

A CERTIFIED COPY OF THIS LAND USE BYLAW IS MAINTAINED AT ALL TIMES AT THE MUNICIPAL OFFICE IN ROCKY MOUNTAIN HOUSE AND COPIES OF IT MAY BE OBTAINED AT A COST OF \$25.00 EACH. COPIES OF ANY PORTION THEREOF MAY BE OBTAINED AT COST, AS OTHERWISE REGULATED BY THE MUNICIPAL GOVERNMENT ACT.

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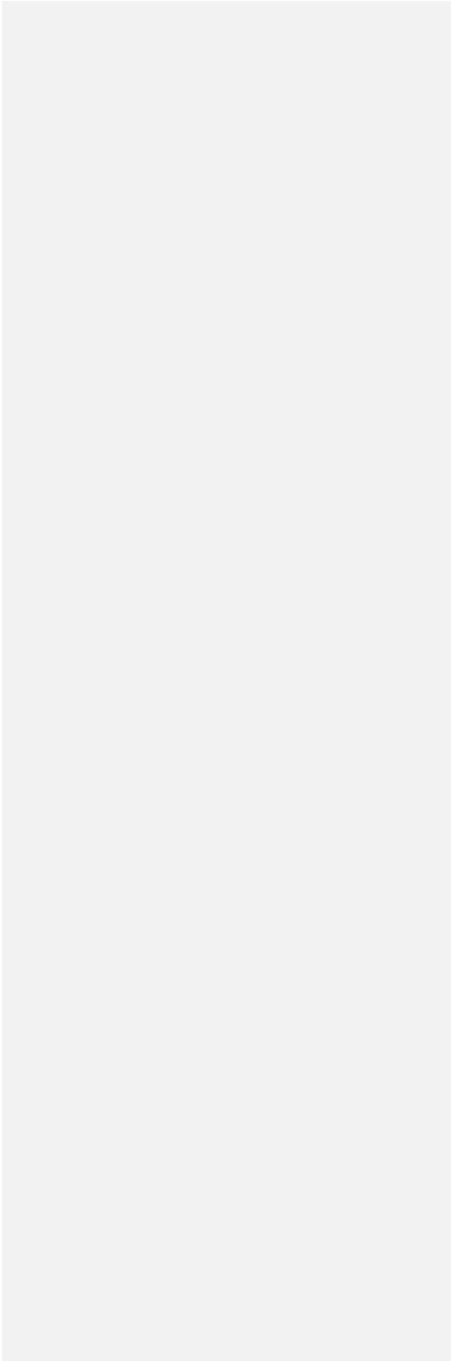
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## PART ONE: GENERAL

### **1.1 Short Title**

- (1) This Bylaw may be cited as the "Clearwater County Land Use Bylaw."

### **1.2 Previous Bylaw**

- (1) Bylaw No. 99 and amendments thereto are hereby repealed.

### **1.3 Effect and Application of this Bylaw**

- (1) This Bylaw comes into effect upon the date of final reading.
- (2) No development shall be carried out within the Municipality except in accordance with this Bylaw.
- (3) If one or more provisions of this Bylaw are for any reason declared to be invalid, all remaining provisions are to remain in full force and effect.
- (4) Any application for a development permit, which is received in its completed form prior to the effective date of this Bylaw, shall be processed as if this Bylaw had not come into effect.
- (5) The standard of measurement used in this Bylaw is metric and any reference to imperial measure is for convenience. Where measurements are stated in both metric and imperial units, and for any reason clarification is sought, the metric unit shall apply or its exact imperial equivalent determined. Where only an imperial measure is given, its metric equivalent shall have precedence.
- (6) Pursuant to the Interpretations Act, where an action is required within a stated number of days following the issuing of a decision, ~~5~~ 7 additional days shall be provided to accommodate delivery of the relevant notices.

### **1.4 Purpose**

- (1) The purpose of this Bylaw is to prohibit or regulate and control the use and development of land and buildings within the municipality to achieve the orderly development of land, and for that purpose, amongst other things:
  - (a) to divide the municipality into districts;
  - (b) to prescribe and regulate for each district the purposes for which land and buildings may be used;

- (c) to outline duties for the development authorities, being the Development Officer and Municipal Planning Commission;
- (d) to establish a method of making decisions on applications for development permits including the issuing of development permits;
- (e) to provide the manner in which the notice of issuance of a development permit is to be given.

**1.5 Compliance with Other Laws**

- (1) Compliance with this Bylaw does not exempt any person undertaking a development from complying with all applicable municipal, provincial and federal laws, and respecting any easements, covenants, agreements and other contracts affecting the land or development.

**1.6 Land Use Policies**

- (1) Every action undertaken by the municipality and its development and subdivision authorities must be consistent with any land use policies established pursuant to the Municipal Government Act.

**1.7 Definitions**

In this Land Use Bylaw, words in the singular include the plural and words in the plural include the singular, and use of the masculine gender includes the feminine gender.

“ACT” means the Municipal Government Act, Chapter M-26, R.S.A., 2000 and amendments thereto.

“ACCESSORY DWELLING UNIT” means a building or a portion of a building containing one or more habitable rooms that constitute a self-contained living accommodation unit that is separate and subordinate to the primary use of the building or site.

“ADJACENT LAND” means land or a portion of land that is contiguous to the parcel of land that is the subject of an application and includes land or a portion of land that would be contiguous if not for a public roadway, railway, utility right-of-way, river or stream and in the opinion of the Development Officer or Municipal Planning Commission any other land.

“AGGREGATE EXTRACTION/PROCESSING” means development for the removal, extraction, processing and transmission of the following for commercial purposes: sand, gravel, clay, peat, earth, shale, stone, marl, limestone, sandstone, marble, granite or other non-metallic ores.

“AIRPORT” means any area of land or other supporting surface used or intended to be used either in whole or in part for the arrival and departure or servicing of aircraft, and includes any building, installation or equipment in connection therewith, for which an airport license has been issued by Transport Canada.

“AIRSIDE COMMERCIAL” means commercial operations, including but not limited to charter flight services and flight schools, that require access to the airport runway and taxiways.

“AIRPORT COMMISSION” means the Airport Commission, established jointly by the Town of Rocky Mountain House and Clearwater County for the Rocky Mountain House (CYRM) Airport.

“ANCILLARY BUILDING” means a building that is separate from and subordinate to the main building on the same parcel of land and used for purposes customarily incidental or subordinate:

- (a) to the use and enjoyment of the main building; or
- (b) to the use and enjoyment of the parcel of land on which said buildings are situated. Regarding a residential use may include a private garage, a storage shed, sea can when finished to the satisfaction of the development officer, and greenhouse, but does not include a guest house. Regarding non-residential uses in Development Nodes may include a building for cooking, dining, assembly, crafts and related activities.

“ANCILLARY USE” means a use of a building or land which is normally incidental to and subordinate to the principal use of the parcel on which it is located.

“APARTMENT” means a single residential building comprised of three or more dwelling units having common corridors with shared external entrances and/or stairways.

“ARTIST 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, ceramics, jewelry, toy manufacturing, sculpture and painting. An artist studio shall not include a gallery for the display and sale of items produced. An artist studio may be located within a dwelling or private garage. ~~An artist studio shall not include a gallery for the display and sale of items produced.~~

“ASPHALT PLANT” means a plant used for the manufacture of asphalt, macadam and other forms of coated roadstone, sometimes collectively known as blacktop or asphalt concrete.

“BASEMENT” means the lowest storey of a building which is partially or wholly below ground level.

means the lowest storey of a building which is partially or wholly below ground level.

“BED AND BREAKFAST” means the accessory use of a principal dwelling unit in which short term overnight means the accessory use of a principal dwelling unit in which short term overnight accommodation and limited meals are provided to overnight guests.

“BED AND BREAKFAST INN” means a private dwelling where four to six rooms are let and more than one or more meals is provided to registered guests.

“BEE KEEPING” means the use of a parcel for the commercial production of natural honey and other products the hive produces.

“BOARDING HOUSE OR LODGING HOUSE” means a building or portion thereof containing sleeping rooms without cooking facilities, where lodging and/or meals for three or more persons is provided for compensation, but does not include a hotel.

“BONA FIDE NEED” in the context of Section 6.6 means a situation where a person needs a dwelling to be close to the principal residence to provide care to a **person** in the principal residence or to receive care from a **caregiver** in the principal residence.

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“BONA FIDE TOURIST” means a person who is traveling during holiday time and, as such, is a temporary visitor at a place other than his/her place of residence and is engaged in recreation, rest or social interests.

“BORROW EXCAVATION” means an opening or excavation in the surface or subsurface of a given parcel of land, not exceeding four acres of total disturbance that is made solely for the purpose of removing sand, gravel, clay, or marl. A borrow excavation shall not remain open or active for a period exceeding 18 months. A borrow excavation does not permit any processing of the material(s) on the land(s).

“BUILDING HEIGHT” means the vertical distance between the average finished grade of the building and the highest point of the building, except at the discretion of the Development Officer it may be the average finished grade at the front of the building and the highest point of the building.

“BUSINESS PARK” means a comprehensively planned commercial development with common functional characteristics that may contain a range of business activities in a number of buildings.

“BREEZEWAY” means a roofed often open passage connecting two buildings (such as a house and garage) or halves of a building.

“CARPORT” means a roofed structure used for parking or storing not more than two private vehicles, and which has not less than 40 percent of its total perimeter open and unobstructed.

“CAMPGROUND” means an area which has been planned and improved to be used and maintained for a seasonal short-term period for campers locating tents, recreational vehicles or both, within a defined area. Related facilities that are accessory to and support the campground may be included on-site, such as an administrative office, a laundromat, picnic grounds, playgrounds and boating facilities. This does not include sites or parcels for a manufactured home, manufactured home (singlewide), park model trailer, cabin, motel, hotel, boarding or lodging house, or recreational vehicle storage.

“CANNABIS” means cannabis plant, fresh cannabis, dried cannabis, cannabis oil and cannabis seeds and any other substance defined as cannabis in the Cannabis Act (Canada) and its regulations, as amended from time to time. Cannabis does not include industrial hemp as defined under the Industrial Hemp Regulations (Canada) as amended from time to time.

“CANNABIS LOUNGE” means a development, or any part thereof, licensed to sell cannabis to the public, for consumption within the premises as authorized by Federal or Provincial Legislation, as amended from time to time.

“CANNABIS PRODUCTION FACILITY” means the use of land, or buildings for the cultivation, processing, testing, destruction, packaging and shipping of cannabis as permitted and licensed by the *Federal Government of Canada*. This does not include personal production of cannabis as provided for by the federal government.

“CANNABIS RETAIL SALES” means the retail sale of non-medical cannabis products or its derivatives that are authorized by Federal or Provincial Legislation, as amended from time to time.

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“CLUSTERED LEISURE/RECREATION ACCOMMODATION” means two or more resort facility or recreation area accommodation units such as detached cabins, cottages, bungalows, or chalets or a lodge consisting of attached and/or detached units intended for short-stay use on a commercial, private, seasonal or time-shared basis and lacking certain components, conveniences or utilities commonly available in or as part of a year-round residence, and possibly including a common social facility and office.

“CHILD CARE FACILITY” means a development intended to provide care, educational activities and supervision for groups of seven or more children under thirteen (13) years of age during the day or evening, but does not include overnight accommodation, and is intended to be operated for at least twelve (12) consecutive weeks each year. This includes daycares, pre-schools, out-of-school care, and other programs where the primary purpose is the care of children.

“COMMUNAL UTILITY” means one or more of the systems or works listed in the definition of public utility in the Act which is inter-connected to serve two or more property owners and may be privately or publicly owned.

“CONDOMINIUM” means that type of property ownership of a parcel and/or building(s) comprised in a condominium plan, having more than one owner, each having exclusive title to an individual unit in the building(s) or to a portion of the parcel and also shared ownership of the remainder of the building(s) and/or parcel.

“CONDOMINIUM UNIT” means:

- (a) in the case of a building, a space that is situated within a building and described as a unit by a condominium plan by reference to floors, walls and ceilings within the building; and
- (b) in the case of other than that of a building, land and any portion of building thereon that is situated within a lot and described as a unit in a condominium plan by reference boundaries governed by monuments placed pursuant to the Survey Act.

“CONFINED AREA” means an enclosure used to confine, restrict and manage animals as part of an confined feeding operation but does not include a pasture or other enclosure where animals secure a major portion of their feed naturally within the confined area.

“CONFINED FEEDING OPERATION” means fenced or enclosed land or buildings where livestock are confined for the purpose of growing, sustaining, finishing or breeding by means other than grazing and any other building or structure directly related to that purpose but does not include residences, livestock seasonal feeding and bedding sites, equestrian stables, auction markets, race tracks or exhibition grounds.

“CORNER LOT” means a lot having a frontage on two or more road **right of ways** other than a lane at their intersection or junction.

“COUNCIL” means the elected council of Clearwater County.

“COUNTY” means the corporation of Clearwater County, and where required by the context shall include all lands within the corporate boundaries of the said County.



“COUNTRY INN/RESORT LODGE” means a building which provides for the short term or occasional lodging and boarding of patrons. The development shall contain a minimum of six and a maximum of ten accommodation units all under one roof with individual or common washroom facilities and may include dining and beverage facilities.

“DETACHED DWELLING” means a residential building containing one residential unit, which is physically separated from any other residential building, includes a modular home, but does not include a manufactured home.

“DEVELOPMENT AUTHORITY” means the Development Authority established pursuant to Bylaw ~~479/95~~ 998/14.

“DEVELOPMENT OFFICER” means:

- (a) a person authorized to exercise the responsibilities of a Development Officer pursuant to this Bylaw; and
- (b) the Municipal Planning Commission where authorized to act as a Development Officer pursuant to this Bylaw; and
- (c) where the Municipal Planning Commission is authorized to act as a Development Officer in addition to a person appointed as a Development Officer, either or both of them.

“DEVELOPMENT PERMIT” means a document authorizing a development issued pursuant to this Bylaw.

“DILAPIDATED” means a building or object in a state of disrepair or ruin as a result of age or neglect.

“DISCRETIONARY USE” means a use of land or a building provided for in this Bylaw for which a development permit may be issued upon an application having been made.

“DISTRICT” means a land use district established pursuant to Section 13 of this Bylaw.

“DUGOUT” means an excavation or an opening less than one acre in size for the purpose of agricultural use. Dugouts shall be in conformance with provincial legislation.

“DUPLEX” means a residential building consisting of two dwelling units each having separate exterior entrances.

“DWELLING” or “DWELLING UNIT” means a building or portion of a building containing one or more habitable rooms that constitute a self-contained living accommodation unit having sleeping, cooking and bathroom facilities.

"EATING ESTABLISHMENT" means a building or part of a building where food is offered for sale or sold to the public for immediate consumption and may include such uses as a restaurant, café, cafeteria, coffee shop, or snack bar.

"ENVIRONMENTAL AUDIT" means a Phase One, Phase Two, or Phase Three comprehensive site analysis to determine:

- (a) if there are any hazardous substances above, on or below the surface of the subject property that may pose a threat to the environment and/or health of humans, wildlife, and/or vegetation;
- (b) if there are any breaches of federal, provincial and/or municipal environmental standards;
- (c) the level of risk that a contaminated site poses to the environment and/or the health of humans, wildlife and/or vegetation; and
- (d) what remedial actions may be required to reduce the risk posed by a contaminated site to a level acceptable to the applicable provincial agency or authority.

"ENVIRONMENTAL REVIEW" means a written report that indicates how a proposed development or subdivision may affect the site and adjacent lands. It addresses among other things:

- (a) the nature of the site and adjacent lands that may be affected, including environmental sensitivity;
- (b) the nature of potential impacts on the features and resources of the site and adjacent lands that may be affected;
- (c) an environmental protection/mitigation plan to alleviate any potential adverse effects; and
- (d) other matters as may be required by the County.

"EQUESTRIAN CENTRE" means public facilities (buildings, shelters, trails or other structures) at which horses are exercised or trained, training in equestrian skills or equestrian competitions or shows are held.

"EXCAVATION" means any breaking of ground, except common household gardening and ground care.

"EXISTING BUILDING SITE" means for parcels of land on which the principal use is residential, the position on a parcel of land at which the existing or principal dwelling is located; and, for parcels on which the principal use is agricultural, includes the area generally described as a farmstead or yard, sometimes partially or entirely enclosed by shelter belt.

“EXISTING RESIDENCE AND OTHER RELATED IMPROVEMENTS” means a detached (single) dwelling unit that is in good repair, is suitable for human habitation, with its own existing services including but not limited to a potable water supply and sewage disposal, and that has legal and physical access satisfactory to the Municipality and may include ancillary buildings and shelter belts.

“EXHIBITION GROUNDS” means an area of land where public events are held such as rodeos, fairs, concerts, etc. The grounds may include structures and parking facilities.

“FARM BUILDING” means the improvements used in connection with the raising or production of crops, livestock, poultry, nursery trees and shrubs, fish, wildlife, game, fur production or bee keeping and situated on land used in connection with such farming operations, but does not include a dwelling or any buildings associated with a cannabis production facility.

“FARMING” means the use of land or buildings for the planting, raising, growing, production and sale of crops, livestock, poultry, trees and shrubs, wildlife, game, bees, honey, milk, and eggs; but does not include game farming or game ranching for viewing, tourism or recreational purposes, market gardening, sod farming or cannabis production facilities.

“FARMSTEAD” means a single improved building site on a parcel of land used for farming, and served by a common electrical power transformer, and containing a habitable dwelling and may include other dwellings, various ancillary buildings, improvements and a shelter belt.

“FARM SUBSIDIARY BUSINESS” means a business for an occupation, trade, profession or craft approved in accordance with this Bylaw to be carried out on a site as a use secondary and subordinate to the agricultural use and employing not more than two employees. This shall not include a cannabis production facility.

“FEEDLOT” means (with the exception of land and structures associated with the raising of livestock as part of a mixed farming operation) any land and structures used for or intended for feeding livestock in close confinement in such numbers that all of the resulting animal manure cannot be disposed of on the parcel occupied by the feeding facilities; but does not include an operation where the basic breeding stock are confined for winter feeding only.

“FISHPOND” means an excavation or an opening less than one acre in size for the purpose of stocking fish.

“FLOOD PRONE LANDS” means lands that may be subject to periodic flooding.

“FLOOR AREA” means the total floor area of every room and passageway contained in a building, but for a dwelling does not include the floor area of basements, attached garages, or portions of the building that are not enclosed, such as open porches, patios, decks, verandas or breezeways.

“FRAGMENTED PARCEL” means a portion of land completely severed from the balance of the quarter section by a developed registered public road plan, an active railroad, a deep ravine, a permanent water course, a permanent water body or a naturally occurring permanent wetland. For a permanent water course or a permanent water body to apply there must be written confirmation from Alberta Sustainable Resource Development that the title of the bed and shore of the permanent water course or water body is vested in the Crown in the right of Alberta.

“FRONT LINE” means in the case of an interior lot the property line abutting the road and in the case of a corner lot means the shorter property line which abuts a road not including a lane.

“FRONT YARD” means a yard extending across the full width of a parcel of land adjacent to a registered public road or road allowance between the front property line of a parcel and the frontwall of a building.

“FUR FARM” means any land, building or premises primarily used for the keeping, breeding or rearing of fur-bearing animals.

“GAME FARM” means an enterprise where indigenous big game wild animals are kept in some form of confinement for purposes other than the sale of meat, and may also include research and commerce, and for which the required approvals have been secured.

“GOLF COURSE” means the golf playing area and ancillary buildings and uses related to the playing of the game of golf and may include a driving range, club house and pro-shop and other improvements related to the operation of a golf course.

“GREENHOUSE” means a building specially designed and used for the growing of vegetables, flowers and other plants for transplanting or for sale, excluding cannabis production facilities.

“GRADE” means the elevation at which the development and the lowest point of the finished ground surface meet.

“GROUNDSIDE COMMERCIAL” means commercial operations, including but not limited to retail, recreational, rental, service, repair and light fabrication operations in

support of the airport and its users that do not require access to airport runways and taxiways.

“GUEST COTTAGE” means a building that is separate from the main building that contains sleeping accommodations, but no kitchen or cooking facilities, for the use of members of the family or temporary guests. Use in the “NLDR” and “NMUR” districts.

“GUEST HOUSE” means a building or portion of a building separate from the main building that contains sleeping accommodations, but no kitchen or cooking facilities, for the use of members of the family, temporary guests or persons permanently employed on the same parcel of land. A guest house is generally intended to have a total floor area not exceeding 55.74 square metres (600 sq. ft.), and an exterior finish that complements the exterior finish of the dwelling. A guest house is not a recreation facility, nor is it an ancillary use.

“HANGAR” means a private storage structure intended to house an airplane(s) and associated equipment. A hangar may include an accessory dwelling unit not intended for long term occupancy.

“HAMLET” means an unincorporated community consisting of five or more buildings as dwellings, a majority of which are on parcels of land smaller than 1,850 square metres (19,913 sq. ft.), has a generally accepted boundary and name, and contains parcels of land that are used for non-residential purposes.

“HIGHWAY MAINTENANCE YARD” means a facility used for the storage of materials and equipment related to highway maintenance.

“HOLIDAY TRAILER/RECREATION VEHICLE” means a transportable unit designed to be transported on its own wheels or by other means (including units mounted permanently or otherwise on trucks) bearing or required to bear a valid current vehicle license, and in such a manner as will permit its use for sleeping or living purposes for one or more persons and used exclusively by tourist(s) or transient(s), generally on a short-term basis.

“HOLIDAY TRAILER/RECREATION VEHICLE PARK OR CAMPGROUND” means generally any parcel of land, or part thereof which provides three or more sites, each for the purpose of locating a tent, holiday trailer or recreation vehicle for temporary living and sleeping accommodation for tourists and transients, and shall include any facilities or amenities subordinate to that use. These facilities may be any of the following types:

- (a) “COMMERCIAL” means the parcel described generally above is developed and managed by the private sector and caters to the general public on a fee for use basis without any ownership interest therein being held by the users;

- (b) "CONDOMINIUM" means the parcel described generally above is the subject of a condominium plan or a proposed condominium plan as defined in the Condominium Property Act, and has been approved by Council;
- (c) "PUBLIC" means the parcel described generally above is developed and managed by a public agency and caters to the general public either with or without a fee for use being levied;
- (d) "TIME SHARE" means the parcel described generally above is managed primarily to serve a clientele who are contractual customers with an ownership interest in the subject parcel of land or site but have the right to return to such parcel or site at specified times.

"HOME OCCUPATION" means a development consisting of the use of part of a dwelling unit or ancillary building by a resident of the dwelling unit for an occupation, trade, profession, business or craft as a use secondary and subordinate to the residential use of the parcel of land.

"HOSTEL" means a building or group of buildings offering, for a fee, modest comforts for supervised shelter or overnight lodging, but does not include a hotel or motel.

"HOUSEHOLD" means any individual person plus that person's spouse and may include their immediate children and/or one or more physically, mentally, socially or economically dependent parents, all living together as a single housekeeping unit and using common cooking facilities.

"INDUSTRIAL, STORAGE AND WAREHOUSING" means development used for either indoor or outdoor storage, warehousing, distribution or trans-shipment of raw materials, partially processed or finished goods, manufactured products, or equipment. Typical facilities would include pipe yards, vehicle or heavy equipment service and storage, lumber yards, storage/warehousing compounds or distribution centres. Generally, no additional processing would occur on site.

"INTEGRATED RECREATION/TOURIST RESORT" means a commercial development which offers a combination of fixed roof guest accommodation and recreational opportunities. The resort may be located to benefit from specific natural or built amenities and generally includes dining and beverage facilities, concessions, pro-shops and picnic areas.

"INTENSIVE AGRICULTURE" means agricultural production generally characterized by high inputs of capital, labour and/or technologies, usually on smaller parcels of land, but does not include confined feeding operations or cannabis production facilities.

"INTENSIVE RECREATION" means a recreational activity for which highly developed facilities are essential and/or there is a high ratio of participants relative to the space used.

“INTERIOR LOT” means any lot other than a corner lot.

“INTERMUNICIPAL DEVELOPMENT PLAN” means a plan pursuant to the Act adopted by Council and the Council of one or more other municipalities to guide future land use and development in an area of common interest.

“KENNEL” means a premise in which four or more dogs and/or cats over six months in age are maintained, boarded, bred, trained or cared for in return for remuneration, purposes of sale or for personal use.

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“LAND USE DISTRICT” means a land use district established pursuant to Section 13 of this Bylaw.

“LANE” means a public thoroughfare not exceeding 9.14 metres (30 feet) in width which provides a secondary means of access to a parcel or parcels and is registered in a land titles office.

“LEISURE RESIDENCE” means a dwelling unit suitable for residential use only seasonally or occasionally during leisure or holiday time and generally lacking in one or more of the components, conveniences or utilities required for all year occupancy.

“LICENSED PREMISES” means all areas associated with the operations of the licensee, including, but not limited to; areas liquor may be sold or consumed, and any store room, lobby, kitchen, hallway or other service areas used by the licensee in support of the areas where liquor may be sold or consumed. A licensed premise does not include a cannabis lounge.

“LIVESTOCK” means, but may not be restricted to, cattle, horses, sheep, goats, swine and domestic fowl.

“LIVESTOCK SALES-YARDS” means an enclosed area of land, with or without ancillary buildings or structures, upon which livestock are collected and marketed usually by public auction.

“MAIN BUILDING” means a building in which is conducted the main or principal use of the site on which it is located.

“MANUFACTURED HOME” means a residential building containing one dwelling unit built in a factory in one or more sections, designed to be transported on either its own wheels and chassis or other means to a suitable site, and placed on either a temporary or permanent foundation and connected to utilities for long-term occupancy. For the purposes of this Bylaw, two types of manufactured homes may be distinguished:

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- (a) "Single Wide" means a manufactured home consisting of one section designed to be transported in a single load;
- (b) "Double Wide" means a manufactured home consisting of two sections separately transportable but designed to be joined together at the site to form one dwelling unit.

"MANUFACTURED HOME PARK" means a parcel comprehensively designed, developed, operated and maintained to provide sites and facilities for the placement and occupancy of three or more manufactured homes on a long-term basis, but shall not be deemed to include industrial and construction camps of a temporary nature.

"MANSE" means a house provided for a minister of certain Christian churches.

"MARKET GARDEN" means the growing of vegetables, herbs or fruit for commercial purposes, but does not include a cannabis production facility.

"MINIMUM DISTANCE SEPARATION (MDS)" means a setback or buffer established between an confined feeding operation and adjacent land uses by use of siting formulas in the 2000 Code of Practice for the Responsible Livestock Development and Manure Management in order to minimize potential land use conflicts.

"MINIMUM STANDARDS" means those minimum requirements relating to the permitted and/or the discretionary uses of land or buildings listed in the Land Use District Regulations of this Bylaw and, where these are not specified, are as determined by the Development Officer.

"MINOR AGRICULTURAL PURSUIT" means a use associated with Country Residence Agriculture "CRA" District, and isolated Country Residence "CR" District parcels wherein a small number of livestock are permitted for the exclusive use and enjoyment of the occupant(s) of the lot. It is the sole responsibility of the occupant(s) to ensure the livestock are properly contained, on the subject land, with adequate fencing at all times. No sales of the livestock, or sales of the production associated with the livestock, is permitted.

"MINOR PERSONAL RECREATIONAL INTERESTS" means a use of land for recreational purposes that is unobtrusive and does not unduly disturb or affect the use and enjoyment by neighboring land owners of their property.

"MINOR SMALL SCALE INDUSTRIAL USES" means industrial/business uses which are incidental to the principal residential use of a site and, for the purposes of this definition, include small scale industrial shops, minor equipment storage, the parking and maintenance of equipment, and the storage of goods and materials related to the minor industry or business.



“MODULAR HOME” means a prefabricated, factory-built residential building containing one dwelling unit which has neither chassis, running gear, nor its own wheels, but which must be otherwise transported **and assembled on** a site and placed on a permanent foundation and connected to utilities for long-term occupancy.

“MOVED-IN BUILDING” means a building for which approval is being sought to relocate the building from the parcel of land on which it is presently located to a proposed parcel of land, but does not include a manufactured home or a new manufactured home to be transported from the factory.

“MULTIPLE HOUSING” means a residential building which contains three or more dwelling units.

“MUNICIPAL DEVELOPMENT PLAN” means the plan adopted and amended from time to time by Council as a Municipal Development Plan pursuant to the Act.

“MUNICIPAL GOVERNMENT ACT” means the Municipal Government Act, Chapter M-26, R.S.A., 2000, and amendments thereto.

“MUNICIPAL PLANNING COMMISSION” or “MPC” means the Municipal Planning Commission established by Council pursuant to the Act and authorized to exercise the responsibilities of the Municipal Planning Commission pursuant to this Bylaw.

“MUNICIPALITY” means Clearwater County.

“OFF-PARCEL DRAINAGE WORKS” means any works done on land to effect the movement of water off or onto a parcel of land other than the parcel on which the works are done.

“ONE OR TWO SUITE RENTAL UNITS” means a dwelling unit in which the occupant rents or leases one or two self-contained suites on a short-term basis.

“OPEN SPACE” means land not available for intensive use facilities, but available primarily for non-intensive recreational uses and for the protection or preservation of environmental amenities.

“OUTDOOR RECREATION/TOURISM OPERATIONS” means a business providing for outdoor commercial recreation and tourism opportunities to the general public, where the primary reasons for location are to take advantage of natural physical features and the availability of large areas of crown land. This may include but is not limited to mountain biking, ice climbing, caving, rock climbing, cross country/**downhill** skiing, hiking,

backpacking, canoeing, kayaking, rafting, fishing, hunting, dog sledding, snowmobiling motor-cross, trails and ATV's.

"PARCEL" or "PARCEL OF LAND" means the aggregate of 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.

"PARKING SPACE" means a site intended for the placement (parking) of one automobile or other vehicle.

"PERMITTED USE" means the use of land or a building provided for in this Bylaw for which a development permit shall be issued, with or without conditions, upon an application having been made provided the use conforms with the provisions of this Bylaw.

"POWERSPORTS SALES/SERVICE CENTRE" means the retail sale of all-terrain vehicles, snowmobiles, motorcycles, or similar light recreational vehicles, together with incidental maintenance services/ testing, sales of parts and accessories.

"PRIVATE GARAGE" means a separate ancillary building intended to be used in conjunction with a dwelling for the purpose of parking/storing private motor vehicles associated with the residential use of the property.

"PRIVATE STABLE" means an ancillary building for the accommodation of a horse or horses kept for the private use of the owner.

"PROFESSIONAL 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 and other consultants, dentists, doctors, clerical services 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 manufacture or handling of a product.

"PUBLIC RECREATION" means recreation available at or as a consequence of facilities or space provided by any level of government or its agencies.

"PUBLIC OR QUASI-PUBLIC USE " means the use of land or a building or both for purposes of public administration and service and shall also include a building for the purpose of assembly, instruction, culture, recreation or other community activity.

"PUBLIC UTILITY" means the components of sewage, stormwater, or solid waste disposal systems or a telecommunication, electrical power, water, or gas distribution system. It includes a

landfill, waste transfer and associated facilities, sewage lagoon and other sewage treatment facilities, water treatment plant and associated facilities, and public utility building.

“QUALIFIED CONSULTANT” means a person with professional accreditation, including but not necessarily limited to a hydrologist with respect to groundwater investigations and a geotechnical engineer with respect to soil and groundwater tests.

“RETAIL SHOP OR STORE” means a facility used for the retail sale of a wide variety of consumer goods including such things as groceries and beverages, electronic goods, furniture and appliances, hardware and home improvement supplies, household goods, printed matter, confectionary, pharmaceutical and personal care items, office supplies, stationery, etc. Retail shop or store does not include Cannabis retail sales.

“REAR YARD” means a yard extending across the full width of a parcel from the rear wall of a building situated on the parcel to the rear property line of the parcel.

“REAL PROPERTY REPORT” means a legal document prepared by a qualified professional (surveyor) that illustrates in great detail the location of significant visible improvements relative to property boundaries. It generally takes the form of a plan or illustration of the various physical features of a property including a written statement detailing the surveyor’s opinion or concerns.

“RECREATION VEHICLE or RV” means a vehicle designed and built primarily as temporary living quarters for recreational camping or travelling, which either has its own motor power or is mounted onto or towed by another vehicle.

“REGULATION AUTHORITY, PROVINCIAL AND/OR FEDERAL” means any Provincial or Federal regulatory body which may have guidelines, permit requirements, and/or restrictions on land and/or development. Such organizations may include, but are not limited to, Alberta Environment and Parks (AEP), Alberta Transportation (AT), Alberta Energy Regulator (AER), Natural Resource Conservation Board (NRCB), NavCanada, Canadian Pacific Railway (CP), Canadian National Railway (CN).

“RESIDENCE” means, within the context of a building, a dwelling unit of one or more habitable rooms that constitute a self-contained living accommodation unit having sleeping, cooking and bathroom facilities. “Residence” in the context of a building is used interchangeably with “Dwelling” and “Dwelling Unit”.

“RESIDENTIAL ESTATE SUBDIVISION” means a multi-lot residential subdivision, located outside a hamlet setting, consisting usually of five or more residential parcels that have either or both common water and wastewater services, unless an alternate standard of servicing is approved by the appropriate Provincial Government department.

“RESIDENTIAL SHOP” means a separate building intended to be used in conjunction with a dwelling for the primary purpose of housing uses that are incidental to the residential nature of the property. A residential shop provides more flexibility than a “private garage” by way of additional floor area and/or wall height. The size of residential shops will be determined by the Development Authority, subject to Section 6.4 of this Bylaw.

“RESORT COTTAGES” means a cluster of four to eight guest cabins which provide for the short term or occasional lodging and boarding of patrons and may include a central services building with dining and beverage facilities. The individual guest cabins shall be a maximum of 65 square metres (700 sq. ft.) on the main floor and may include individual kitchen and washroom facilities.

“RIFLE RANGE” means a non-military firearm shooting range for which all required approvals have been issued.

“RIGHT-OF-WAY” means a corridor of land which has been legally surveyed and filed or registered in a land titles office and is intended to be used for a specific purpose such as a road, railway, pipeline, utility or lane.

“ROAD” means land shown as a road on a plan of survey that has been filed or registered in a land titles office or land used as a public road, and includes a bridge forming part of the public road and any structure incidental to a public road, but does not include a primary highway.

“ROAD, HIGHWAY” means a right-of-way designated as a highway pursuant to the Public Highways Development Act.

“ROAD, INTERNAL” means a road located off of a road allowance intended to serve a subdivision or development, or a road declared by the Development Authority to be an internal road.

“ROAD, MUNICIPAL” means a road under Clearwater County’s jurisdiction. This does not include highways or industry lease roads.

“ROWHOUSING” means a group of three or more dwelling units, each separated by a common or party wall, with each unit having direct access to the outside grade.

“SEA CONTAINER (SEA-CAN)” means an intermodal cargo container for marine, rail and truck transport.

“SECURITY/SURVEILLANCE SUITE” means a dwelling unit or portion of a building used to provide accommodation for security personnel, managers or custodians.

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“SECONDARY SUITE” means a developed living accommodation contained within the loft of a private garage.

“SETBACK” means the distance back from a property line on which no building or portion thereof may be located.

“SHORELINE” means the line or contour defined by the average high water level but does not include flood stages.

“SIDE YARD” means a yard extending from the front yard to the rear yard between the side boundary of the parcel and the wall of a building thereon.

“SIGN” means an object or device, whether affixed or moveable, and its supporting structure used for the purpose of advertisement, announcement or direction.

“SIMILAR USE” means a discretionary use of land or a building, or both, for a use which is not listed in the list of permitted and discretionary land uses in all land use districts in this Bylaw, but is determined by the Development Authority to be similar to a permitted or a discretionary use listed in the land use district in which development application is being made.

“SOCIAL CARE FACILITY” means a facility in which the occupant(s) are living on a temporary or short-term basis and are provided with specialized care in the form of supervisory, nursing, medical, counseling or homemaking services by a person or persons that may also live in the unit.

“SUBDIVISION AND DEVELOPMENT APPEAL BOARD” or “SDAB” means the Subdivision and Development Appeal Board established by Council pursuant to the Act.

“SUBDIVISION AND DEVELOPMENT REGULATION” means Alberta Regulation 43/2002 and amendments thereto.

“TEMPORARY CAMP DWELLINGS” means temporary dwelling units intended to house temporary or seasonal workers on or near a worksite.

“TRADITIONAL COUNTRY RESIDENTIAL SUBDIVISION” means a rural residential subdivision for traditional country residential and/or traditional country residential agricultural parcels with each parcel usually having private (individual) water and wastewater services.

“TRADESPERSON” means a worker that specializes in a particular occupation that requires work experience, on-the-job training and often formal vocational education. A tradesperson conducts businesses that include contractors for plumbing, heating, electrical carpentry, auto-body, mechanical, masonry, excavation, construction, trucking and the like.

“TREE FARM” means a place where plants are propagated and grown to usable size. They include retail nurseries which sell to the general public, wholesale nurseries which sell only to businesses such as other nurseries and to commercial gardeners, and private nurseries which supply the needs of institutions or private estates.

“TWO-FAMILY RESIDENTIAL DWELLING” means a building containing two dwelling units, stacked one above the other, each having separate entrance at or near grade.

“UNSUBDIVIDED QUARTER SECTION” is defined pursuant to the definition provided in the Subdivision and Development Regulation (AR 43/2002).

“ZOO” means the use of land, a building and/or a structure for keeping live animals for public exhibition, whether for a fee or not.

All other words and expressions have the meanings respectively assigned to them in the Act and the Subdivision and Development Regulation.

## **PART TWO: AUTHORITIES**

### **2.1 Development Officer**

- (1) The office of the Development Officer is hereby established and shall be a Development Authority pursuant to Bylaw 998/14, being the Development and Subdivision Authorities Bylaw, and amendments thereto.
- (2) The Chief Administrative Officer or his/her designate(s) shall be the Development Officer(s) and shall exercise the powers, duties and functions of the Development Officer specified in this Bylaw.
- (3) Among other duties specified in this Bylaw, the Development Officer shall:
  - (a) be responsible for the administration of this Bylaw and therefore shall keep and maintain, for the inspection of the public during all reasonable hours, a copy of this Bylaw and all amendments thereto;
  - (b) receive all applications for development permits submitted to the Municipality and collect all fees thereto; and
  - (c) keep a register of applications for development, including the decisions thereon and the reasons therefore and make the same available for inspection by the public during all reasonable hours.
- (4) In accordance with the Act, the Development Officer is hereby declared to be an authorized person of the Council.

### **2.2 Municipal Planning Commission**

- (1) The Municipal Planning Commission (otherwise known as the MPC) of Clearwater County is established by Bylaw 997/14, being the Municipal Planning Commission Bylaw, and amendments thereto and shall be a Development Authority pursuant to Bylaw 998/14, being the Development and Subdivision Authorities Bylaw, and amendments thereto.
- (2) The MPC is authorized to perform the duties that are specified in this Bylaw. Any reference to the "Development Officer" shall mean the "MPC" in regard to any scheme, development or regulation for which the MPC has authority pursuant to this Bylaw.

### **2.3 Subdivision and Development Appeal Board**

- (1) The Subdivision and Development Appeal Board (otherwise known as the SDAB) is established by Bylaw 1036/18, being the Subdivision and Development Appeal Board Bylaw, and amendments thereto.

## PART THREE: DEVELOPMENT CONTROL AND PERMITS

### **3.1 Control of Development**

- (1) No development other than those listed in Section 3.2 shall be commenced within the Municipality unless an application for it has been approved and a development permit has been issued.

### **3.2 Development Not Requiring a Development Permit ("Deemed Approved")**

- (1) The following development shall not require a development permit:
  - (a) the carrying out of works of maintenance or repair to any buildings, provided that such works do not include structural alterations or major works of renovation;
  - (b) the completion of any development which has lawfully commenced before the adoption of this Land Use Bylaw or any amendment thereto, provided that the development is completed in accordance with the terms of any permit granted in respect of it, and provided that it is completed within 12 months of the date of commencement;
  - (c) the use of any such development as referred to in Subsection (b) for the purpose for which development was commenced;
  - (d) unless otherwise restricted in a land use district, the erection or construction of gates, fences, walls or other means of enclosure (other than on corner lots or where abutting on a road used for vehicular traffic) less than 1 metre (3.25 feet) in height in front yards and less than 2 metres (6.5 feet) in side and rear yards, excepting that livestock pasture fences are not subject to these height constraints;
  - (e) the placement or erection of any works, machinery, plant or building needed in conjunction with an industrial operation which is necessary, incidental and subordinate to the operation for which a development permit has been issued for the period of the operation provided that such development does not increase the design capacity of the approved operation;
  - (f) the development, construction, maintenance and repair of roads, buildings, public works, services, utilities and uses carried out by or on behalf of federal, provincial and municipal public authorities on land which is publicly owned or controlled;
  - (g) the pursuit of minor personal recreational interests on one's own property;
  - (h) subject to compliance with all relevant provisions of this Bylaw, farming and non-residential farm buildings on a parcel of land in the Agriculture District "A"
  - (i) *(deleted per Bylaw 931/11)*
  - (j) a confined feeding operation approved by the Natural Resources Conservation Board;



- (k) on a parcel of land in excess of 4 hectares (10 acres) located in an Intensive Agriculture "IA" District, the development of any facilities for the carrying out of any operations which of themselves or in combination, constitute farming;
- (l) minor agricultural pursuits, including but not necessarily limited to raising poultry and maintaining livestock for the exclusive use and enjoyment of the occupants of a lot in a Country Residence Agricultural District "CRA", in an isolated Country Residence District "CR" which is entirely comprised of only one lot, or on any residential lot in an Agriculture District "A";
- (m) the keeping of poultry in any hamlet or multi-lot residential subdivision as long as it complies with the Clearwater County Chicken Bylaw (Bylaw 1020/17);
- (n) the retention, maintenance and repair of an existing residence and related improvements and/or ancillary farmstead buildings on a lot subdivided from the agricultural land unit in a district which lists the said developments as a permitted or discretionary use;
- (o) the placement of a manufactured home in a manufactured home park developed in a Manufactured Home Park District "MHP" or in an industrial or construction camp as defined in the Public Health Act Regulations - Industrial and Construction Camps;
- (p) the parking and use of holiday trailers/recreation vehicles and other recreation equipment subject to the limits set out in Section 6.12 of this Bylaw;
- (q) the placement of signs and advertisements subject to the limits set out in Section 6.17 of this Bylaw;
- (r) the use of a building or portion thereof as a temporary campaign office or a polling station, or any other official temporary use in connection with a federal, provincial or municipal election or referendum;
- (s) the construction and maintenance of that part of an utility placed in or upon a public right-of-way or public utility easement;
- (t) subject to compliance with all relevant provisions of this Bylaw, in any agricultural or industrial district an ancillary building not exceeding 46.45 square metres (500 sq. ft.) and in any other district an ancillary building not exceeding 13.9 square metres (150 sq. ft.);
- (u) development specified in Section 618 of the Act, which includes:
  - (i) a highway or road;
  - (ii) a well or battery within the meaning of the Oil and Gas Conservation Act;
  - (iii) a pipeline or an installation or structure incidental to the operation of a pipeline; or
  - (iv) any other thing specified by the Lieutenant Governor in Council by regulation.

- (2) Notwithstanding the foregoing:
  - (a) when a development for a “deemed approved” use does not comply with the requirements of this Bylaw, an application for a development permit must be made and a development permit, with or without conditions, issued prior to such development being commenced;
  - (b) where development of a facility or use that is “deemed approved” pursuant to this Part is desired, the developer is encouraged to consult this Bylaw or the Development Officer so as to ensure that any other requirements of the Municipality and of this Bylaw are satisfied;
  - (c) any farm building and any other development or use that is “deemed approved” is subject to those sections of this Bylaw which deal with issues other than the “use” of land or building;
  - (d) further to the privileges and requirements pursuant to this Bylaw, developments and uses on land in the Municipality are subject to the constraints of other relevant legislation and regulations.

**3.3 Development Applications**

- (1) An application for a development permit shall be submitted to the Development Officer using the appropriate form prescribed by the Development Officer.
- (2) Each application for a development permit shall be accompanied by a non-refundable processing fee of an amount determined from time to time by resolution of Council.
- (3) Where a proposed development involves land for which subdivision is required or is pending, the Development Officer may refuse to accept and process the application for a development permit until evidence is provided that the subdivision has approval and the appropriate title has been issued or is forthcoming.
- (4) An application for a development permit shall be accompanied by the following information where relevant to the application, as determined by the Development Officer:
  - (a) a site plan at a scale to the satisfaction of the Development Officer showing the size and shape of the lot, the front, rear and side yards, and any provision for off-street loading and vehicle parking, access to the site and the location of utility lines;
  - (b) a scaled floor plan and elevations where any form of construction is proposed;
  - (c) a statement of existing and proposed uses;
  - (d) the estimated commencement and completion dates;

- (e) the estimated cost of the project or contract price;
  - (f) the site plans shall also indicate the location and extent of existing development, water bodies and treed areas, together with an indication of alterations proposed in the course of development;
  - (g) a surveyor's certificate as proof of location of development;
  - (h) information regarding proximity to wastewater, landfill sites including transfer stations, gas or oil wells and sour gas facilities;
  - (i) a copy of the Certificate of Title within 14 days of the date of application indicating ownership and encumbrances;
  - (j) a statement of the ownership of land and interest of the applicant therein,
  - (k) if the applicant is not the registered owner, a statement in writing, signed by the registered owner, consenting to the application and approving the applicant as the agent of the registered owner; and
  - (l) such other information as the Development Officer deems necessary to deal with the application.
- (6) The Development Officer may refuse to accept or process an application for a development permit where the information required by Subsection 4 has not been supplied or where the quality of such information is not adequate to properly evaluate the application.
- (7) A development authority must, within 20 days after the receipt of an application for a development permit, determine whether the application is complete.
- (8) An application is complete if, in the opinion of the development authority, the application contains the documents and other information necessary to review the application.
- (9) The time period referred to in subsection (7) may be extended by an agreement in writing between the applicant and the development authority or, if applicable, in accordance with this bylaw.

### **3.4 Referral of Development Applications**

- (1) Before a decision is made, a development application may be referred to any agency, neighboring municipality, adjacent landowner or person as the Development Officer or MPC considers appropriate for comments or advice regarding the application.
- (2) The Development Officer shall refer all applications for development within the fringe area of adjoining municipalities to that municipality as directed by the Municipal Development Plan.

- (3) The Development Officer shall refer all applications for development which would result in permanent overnight accommodations, including dwellings or public facilities, to the Energy Resources Conservation Board if any of the land which is the subject of the application is within 1.5 kilometres (0.93 miles) of a sour gas facility and the proposed development is not, in the opinion of the Development Officer, an infill development.

### **3.5 Decisions on Development Applications**

- (1) The Development Officer shall:
  - (a) consider and decide on a development permit application for a use which is a permitted use within the District which the subject parcel is designated; or
  - (b) refer to the Municipal Planning Commission for its consideration and decision on a development permit application for a discretionary use within the District which the subject parcel is designated, except those discretionary uses which have been delegated to the Development Officer.
- (2) Notwithstanding Section (1), the Development Officer may refer any application for a permitted or discretionary use to the Municipal Planning Commission which in his opinion should be decided upon by the Municipal Planning Commission.
- (3) In the case where a proposed use of land or a building is not provided for in any District in this Bylaw, the Municipal Planning Commission may consider the proposed development to be a discretionary use if it is similar in character and purpose to a permitted or discretionary use prescribed for the District in which the subject parcel is designated.
- (4) For an application for a permitted use that conforms with every respect of this Bylaw, the Development Authority shall approve the development and issue a development permit with or without conditions.
- (5) For an application for a permitted use that does not conform in every respect to this Bylaw, the Development Authority may:
  - (a) approve the development and issue a development permit with or without conditions; or
  - (b) refuse the development, giving reasons for the refusal.
- (6) For an application for a discretionary use, the Development Authority may:
  - (a) approve the development and issue a development permit with or without conditions; or
  - (b) refuse the development, giving reasons for the refusal.

- (7) In an approval of a development application for a permitted use, the Development Authority may impose any condition by which the development would be made to comply with the standards of the District which applies to the development application, other regulations and provisions in this Bylaw, the provisions of any statutory plan that has affect on the development, the Act, and the Subdivision and Development Regulation, including but not limited to:
- (a) a development agreement pursuant to Section 650 of the Act and the provisions of Section 3.8 of this Bylaw;
  - (b) landscaping and storm water management;
  - (c) the appearance of buildings; and
  - (d) wildfire security.
- (8) In an approval of a development application for a discretionary use, the Development Authority may impose any condition deemed appropriate having regard to, but not limited to, the circumstances and merits of the proposed development, this Bylaw, the purpose, scope and policies in any statutory plan or any other plan adopted or endorsed by Council that has affect on the development, the amenities of the neighbourhood and existing or proposed land uses in the vicinity of the development.
- (9) Subject to requirements set out elsewhere in this Bylaw, the Development Officer or the MPC, as the case may be, may approve an application for a development permit, subdivision approval or conformity of a Real Property Report, notwithstanding that the existing or proposed development or the proposed subdivision as the case may be does not comply with this Bylaw, if in its opinion:
- (a) the proposed development, proposed subdivision or existing use, as the case may be, would not:
    - (i) unduly interfere with the amenities of the neighbourhood; or
    - (ii) materially interfere with or affect the use, enjoyment or value of neighbouring property; and
  - (b) the proposed development or existing use, as the case may be, conforms with the uses prescribed for the land or building in this Bylaw.
- (10) Without restricting the generality of subsections (8) and (9), in the approval of a development application for a discretionary use and a development application for a development within a Direct Control District, the Development Authority may, in addition to the provisions of Section 3.8, apply conditions including but not limited to:
- (a) the construction, placement or use of billboards, signboards or other advertising devices of any kind including their height, size and character;
  - (b) the ground area, floor area, height, size and location of buildings;
  - (c) the amount of land to be provided around or between buildings;
  - (d) the landscaping of land or buildings;

- (e) the location, height and maintenance of fences and walls, including sound and vision barriers;
- (f) the provision and maintenance of:
  - (i) off-street or other parking facilities; and
  - (ii) loading and unloading facilities, and any other areas that, in the opinion of Council, may be necessary;
  - (iii) water, wastewater and other utilities;
  - (iv) stormwater management;
- (g) the design, character and appearance of buildings;
- (h) ~~the location and amount of access from public roadways and ensuring that there is at least one means of physical access from each lot to a public roadway;~~ its accessibility to a municipal road or highway, constructed to appropriate County or provincial standards. In addition, the following shall apply:
  - (i) the Development Authority shall not approve a development permit unless provision for access is included with the application for development permit.
  - (ii) all access shall be to the approval of the Development Authority with respect to location, design, and construction standards.
  - (iii) where a site abuts two roads, either existing or proposed, access to the site shall be to the road of lesser traffic volume, unless otherwise approved by the Development Authority.
  - (iv) the Development Authority may impose a condition of the development permit, requiring the applicant to enter into a development agreement with the County to construct or pay for the construction or upgrading of a road or walk necessary to serve the development.
- (i) the lighting of land, buildings or other things;
- (j) the enlargement, alteration, repair, removal or relocation of buildings;
- (k) the excavation or filling in of land;
- (l) limiting the hours of operation;
- (m) limiting the number of patrons;
- (n) wildfire security;
- (o) the grading of the site or such other procedures as are necessary to protect the site from other developments or to protect other developments from the site development;
- (p) ensuring development is compatible with surrounding development;
- (q) the period of time during which the development may continue;
- (r) the placement of any development or use on land:
  - (i) subject to flooding or subsidence or that is low-lying, marshy or unstable;
  - (ii) which contains or may contain significant archeological, paleontological or other historic resources identified by the County or Province;

- (iii) considered by the County to be environmentally significant, including land within a specified distance of land considered by the County to be environmentally significant; or
  - (iv) in relationship to any other existing or proposed use or development.
- (11) An application for a development permit may, at the option of the applicant, be deemed to be refused when a decision thereon is not made within 40 days after receipt of the application by the Municipality, or within such longer period as the applicant may have approved in writing. The applicant may appeal in writing as provided for in this Bylaw, as though the applicant had received a refusal.
- (12) In the case where an application for a development permit has been refused by the Development Authority, has been deemed to be refused, or an appeal has been refused by the SDAB pursuant this Bylaw, acceptance of another application for a permit on the same property and for the same or similar use of the land, by the same or any other applicant, may be denied at the discretion of the Development Officer until at least six months after the date of the previous refusal.

### **3.6 Notice of Decision**

- (1) When a development application for a permitted use that complies with the provisions of this Bylaw or is made to do so by conditions of approval is approved, the Development Officer:
- (a) shall issue a notice of decision to the applicant; and
  - (b) may advertise the decision in one issue of a local newspaper circulating in the area **or on the County's website.**
- (2) When a development application for a discretionary use is approved with or without conditions, the Development Officer:
- (a) shall issue a notice of decision to the applicant; and
  - (b) may at his discretion notify adjacent landowners in writing; and/or
  - (c) may advertise the decision in one issue of a local newspaper circulating in the area **or on the County's website.**
- (3) When a development application for use or building ancillary to an already approved discretionary use is approved, the Development Officer:
- (a) shall issue a notice of decision to the applicant; and
  - (b) may at his discretion notify adjacent landowners in writing; and/or
  - (c) may advertise the decision in one issue of a local newspaper circulating in the area **or on the County's website.**
- (4) When a development application is refused, the Development Officer shall send a notice of decision to the applicant outlining reasons for refusal.

- (5) A copy of the notice of decision on an application for a development permit shall be sent to any authority or person that was, pursuant to Section 3.4, consulted and who responded.

### **3.7 Development Permits and Their Validity**

- (1) When an application for development has been deemed complete, the Development Officer shall issue a development permit as per Section 3.3 above.
- (2) So that a reasonable opportunity is provided for an appeal to be made, a development permit does not come into effect until ~~14~~ 21 days ~~after~~ from the date of notice of decision. Any development prior to expiry of this period is done solely at the risk of the applicant.
- (3) If an appeal is filed within the time limits provided for in this Bylaw, the Development Permit is not valid until it is upheld, either in whole or as varied, by the Subdivision and Development Appeal Board.
- (4) If the authorized development is not commenced within 12 months from the date of a development permit being issued, or of a development approval order being granted by the SDAB, and thereafter completed within 24 months, the permit is deemed to be void, unless an extension beyond this period has been granted by the Development Officer.
- (5) A development once begun, shall not be abandoned or left for an extended period of time in what the Development Officer considers to be an unsightly or unsafe condition.
- (6) A development permit issued for a discretionary use shall be declared void if the use is discontinued for a period of 12 consecutive months or more.
- (7) A Development Officer may suspend, revoke or modify a development permit if:
  - (a) there is a contravention of any condition under which such permit was issued;
  - (b) the permit was issued in error; or
  - (c) the permit was issued on the basis of incorrect information.
- (8) Where a development has been commenced, but the development permit has subsequently been suspended or revoked, the Development Officer may require all work to cease. If work is required to cease, no further work may proceed unless a new development permit is issued subject to a new or revised development application being made and, at the discretion of the Development Officer, additional or new application fees being paid.



- (9) A development permit shall indicate that only the development to which the permit relates is authorized in accordance with the provisions of this Bylaw and shall in no way relieve or excuse any person from complying with any provisions of this Bylaw not specifically stated on the development permit, nor does it exempt any person from:
  - (a) obtaining any other permit, licence or other authorization required by any Act or Regulation, or under any other Bylaw; and
  - (b) complying with any easement, covenant, agreement, contract or other instrument affecting the development.
- (10) The issuance of a development permit shall be without prejudice to the Development Officer's rights to refuse any other permit or approval that may be required by this or any other Bylaw in respect of the development of the said lands.

**3.8 Development Agreements**

- (1) The Development Officer or the MPC may require that, as a condition of development approval, the applicant enter into an agreement to do all or any of the following:
  - (a) to construct or improve, or pay for the construction or improvement of the roads required for access;
  - (b) to install or pay for the installation of pedestrian walkways and off-road parking, loading and unloading areas and facilities;
  - (c) to install or pay for the installation of utilities that are necessary to serve the development;
  - (d) to pay an off-site levy or redevelopment levy;
  - (e) to carry out landscaping of the site which may include the retention and/or planting of trees, the construction of an earth berm or other form of screening;
  - (f) to give security in the form of a bond, an irrevocable letter of credit or other form acceptable to the Municipality in such sum as the Development Officer or MPC may deem necessary to ensure the applicant complies with the terms and conditions of the development agreement;
  - (g) to pay to the Municipality any costs and expenses as may be incurred by the Municipality and related to the application and representing the costs of such services as the Municipality may require and that are not available through Municipal staff, including all costs and expenses that the Municipality may incur to process the application and monitor the development or subdivision;
  - (h) in the event the application may be withdrawn, payment of all costs and expenses incurred by the Municipality prior to withdrawal of the application;
  - (i) the terms of any agreement which constituted a condition of subdivision approval for the lands under consideration; and

- (j) such further conditions as the Development Authority deems necessary or advisable having regard for the nature of the proposed development.
- (2) The Development Officer or the MPC, as the case may be, may require as a condition of development approval that the applicant enter into an agreement to register, against the title of any affected parcel of land, a restrictive covenant pursuant to the Land Titles Act, which restricts development in regard to potential natural hazards, personal harm, environmental contaminants or negative impacts to adjacent landowners.
- (3) The Subdivision Approving Authority may require as a condition of approval of a subdivision application, one or more of the following conditions:
  - (a) that the applicant enter into a Development Agreement and/or a Letter of Undertaking containing terms and provisions satisfactory to the Municipality;
  - (b) that the applicant enter into an agreement and/or Letter of Undertaking with the Municipality regarding placing the intended use or development on the proposed lot or lots; and
  - (c) that the applicant enter into an agreement to register, against the title of the proposed new parcel or parcels, a restrictive covenant pursuant to the Land Titles Act, which restricts development in regard to potential natural hazards, personal harm, environmental contaminants or negative impacts to adjacent landowners, such restrictions being considered in accordance with standards or regulations adopted or approved by the Municipality or Province.
  - (d) Any other agreement as required by the Municipality.
- (4) To ensure compliance with a development agreement, the Municipality may register a caveat against the certificate of title for the land which is the subject of the development. The caveat shall be discharged when the agreement has been fulfilled.

### **3.9 Variances**

- (1) The Development Authority may approve an application for a development permit notwithstanding that the proposed development does not comply with this Bylaw, if the proposed use conforms with the use prescribed for land or building in this Bylaw and in the opinion of the Development Authority the proposed development would not:
  - (a) unduly interfere with the amenities of the neighbourhood; or
  - (b) materially interfere with or affect the use, enjoyment or value of neighbouring parcels of land.

- (2) Unless provided for in subsection (3), the Subdivision Authority may not approve the creation of a parcel that does not comply with the size of lot specified in the applicable Land Use District.
- (3) The Subdivision Authority may approve the creation of a first residential parcel which includes the removal of all or part of an existing farmstead having a size larger than 2.83 hectares (7 acres) if a larger parcel is deemed necessary by the Subdivision Authority to encompass existing residential amenities and facilities, such as shelter belts, wastewater and water services and driveways.

### **3.10 Development Permit for Temporary Buildings and Uses of Land**

- (1) The Development Officer or Municipal Planning Commission may approve a temporary building or use of land subject to:
  - (a) the owner or user of land, as the case may be, agreeing to remove such a building or cease the use of land in accordance with the terms and conditions affixed in the development permit; and
  - (b) the use of the building or land conforming with the permitted or discretionary uses prescribed in the District for which the site is designated.
- (2) A development permit issued for a temporary building or use of land shall be valid for a period of one year, unless an extension thereto is granted by the Development Officer or Municipal Planning Commission.

### **3.11 Real Property Report Compliance**

- (1) A fee, in the amount as may be determined by resolution of Council from time to time, may be charged when the Development Officer is requested to endorse a Real Property Report for compliance with the requirements of this Bylaw. If a fee is required, the fee must be paid when the Real Property Report is submitted to the Development Officer.
- (2) The Development Officer shall only accept a Real Property Report for consideration of compliance with this Bylaw if the Report represents the current status of the property. If there is a question as to the current status of the Report, the Development Officer shall refuse to accept the Report for consideration and request an updated Report.
- (3) Subsequent to the acceptance of a Real Property Report for consideration for compliance with this Bylaw, the Development Officer shall ascertain the exact location and dimensions of the subject property by way of a Descriptive Plan or Plan of Subdivision ~~or Land Titles description of the parcel.~~

- (4) The Development Officer shall conduct adequate research to verify the status of the buildings and structures identified on the Report as to whether each is legal, legal but non-conforming, unauthorized with no remedial action required, unauthorized and remedial action is required, or deemed approved.
- (5) The Development Officer or the Municipal Planning Commission, if the Real Property Report has been referred thereto, may:
  - (a) endorse the Real Property Report, attesting to the fact that the Report, as submitted, indicates the property is in compliance with this Bylaw as at the date it was prepared;
  - (b) endorse the Real Property Report, subject to limiting conditions as described on an attached addendum or stamp on the Report, with such addendum or stamp to reference the nature of the limiting conditions and further reference whether or not remedial action may be required at some future time; or
  - (c) leave the Real Property Report unendorsed and reference that the Report cannot be endorsed as being in compliance by means of an addendum or stamp which identifies the nature of the non-compliance; the Development Authority further may advise remedial options that are available.

**3.12 Non-conforming Buildings and Uses**

- (1) Where a development permit has been issued on or before the day on which this Bylaw or an amendment thereto comes into force, and the Bylaw would make the development in respect of which the permit was issued a non-conforming use or a non-conforming building, the development permit continues notwithstanding the enactment of the Bylaw and any amendments thereto.
- (2) A non-conforming use of land or a building may be continued but if that use is discontinued for a period of six consecutive months or more, any future use of the land or building must conform with the land use bylaw then in effect.
- (3) A non-conforming use of part of a building may not be extended throughout the building, whether or not it is a non-conforming building, may not be enlarged or added to and no structural alterations may be made to it or in it.
- (4) A non-conforming use of part of a lot may not be extended or transferred in whole or in part to any other part of the lot and no additional buildings may be constructed on the lot while the non-conforming use continues.
- (5) A non-conforming building may continue to be used but the building may not be enlarged, added to, rebuilt or structurally altered except:
  - (a) to make it a conforming building;
  - (b) for routine maintenance of the building, if the Development Authority considers it necessary; or

- (c) in accordance with a land use bylaw that provides minor variance powers to the development authority for the purposes of this section.
- (6) If a non-conforming building is damaged or destroyed to the extent of more than 75% of the value of the building above its foundation, the building may not be repaired or rebuilt except in accordance with this Bylaw.
- (7) The land use or the use of a building is not affected by a change of ownership or tenancy of land or building.

## PART FOUR: APPEALS

### 4.1 Appeal Procedure

- (1) An applicant may make an appeal to the Subdivision and Development Appeal Board (SDAB) if a Development Authority:
  - (a) refuses or fails to issue a development permit;
  - (b) issues a development permit subject to conditions;
  - (c) fails to make a decision with respect to an application within 40 days of receipt of the application or within such longer period as the applicant may have approved in writing; or
  - (d) issues an order pursuant to Section 5.5 of this Bylaw.
- (2) Any person claiming to be affected by an order, decision or development permit made or issued by a Development Authority may make an appeal to the SDAB, except that no appeal may be made in respect of the issuance of a development permit for a permitted use unless the provision of this Bylaw were relaxed, varied or misinterpreted.
- (3) An appeal to the SDAB is commenced by filing a notice of the appeal, containing the reasons for the appeal, to the clerk of the SDAB within ~~14~~ 21 days,
  - (a) in the case of an appeal made by an applicant after:
    - (i) the date on which the person receives notice of the decision or order or the issuance of a development permit; or
    - (ii) if no decision is made with respect to an application within the 40 day period or within any extension of this period as the applicant may have approved in writing, the date the period or extension expires; or
  - (b) in the case of an appeal by any other person claiming to be affected, after the date on which the notice of the issuance of a development permit was received or posted.
- (4) The date of receipt of a decision or order is deemed to be ~~five~~ seven days from the date the decision or order is mailed.

### 4.2 Appeal Hearing

- (1) Within 30 days of the receipt of a notice of appeal, the SDAB shall hold a public hearing respecting the appeal.
- (2) The clerk of the SDAB shall give at least five days notice in writing of the public hearing to:
  - (a) the appellant;

- (b) the Development Officer from whose order, decision or development permit the appeal is made;
- (c) the MPC of the municipality if it is not the Development Officer;
- (d) the applicant for the development permit if it is not the appellant;
- (e) the owners of adjacent land; and
- (f) any other persons and authorities the SDAB considers to be affected by the appeal.

- (3) The SDAB clerk shall make available, for public inspection before the commencement of the appeal hearing, all relevant documents and materials respecting the appeal, including:
  - (a) the application for the development permit, the notice of decision including the development permit and the appeal therefrom; or
  - (b) the order of the Development Officer under Section 5.5.
- (4) At the appeal hearing, the SDAB shall hear:
  - (a) the appellant or any person acting on his behalf;
  - (b) the Development Officer;
  - (c) any person who was served with notice of the hearing and who wishes to be heard, or a person acting on his behalf;
  - (d) any other person who claims to be affected by the order, decision or permit and that the SDAB agrees to hear, or a person acting on his behalf; and
  - (e) any authority or advisor who the Secretary of the SDAB has requested to appear and present information.

**4.3 Decision**

- (1) The SDAB shall consider each appeal having due regard to the circumstances and merits of the case.
- (2) In determining an appeal the SDAB:
  - (a) shall comply with any other statutory plan affecting the land, and subject to subsection (d), this Bylaw and the Land Use Policies;
  - (b) must have regard to but is not bound by the Subdivision and Development Regulation;
  - (c) may confirm, revoke or vary the order, decision or development permit or any condition attached to any of them or make or substitute an order, decision or permit of its own;
  - (d) may make an order or decision or may issue or confirm the issue of a development permit even though the proposed development does not comply with this Bylaw if, in its opinion:

- (i) the proposed development would not unduly interfere with the amenities of the neighborhood, or materially interfere with or affect the use, enjoyment or value of neighboring properties; and
  - (ii) the proposed development conforms with the uses prescribed for the land or building in the Bylaw.
- (3) The SDAB shall give its decision in writing together with reasons for the decision within 15 days of the conclusion of the hearing.
- (4) The decision of the SDAB is final and binding on all parties subject only to an appeal upon a question of jurisdiction or law pursuant to the Act. An application for leave to appeal must be made to a judge of the Court of Appeal within 30 days after the issue of the decision or order that is being appealed.



## PART FIVE: ENFORCEMENT

### SCHEDULE "A"

#### 5.1 General

- (1) In accordance with the provisions of the Municipal Government Act, R.S.A. 2000 Chapter M-26, this Part Five of the Land Use Bylaw outlines the procedures for enforcing the provisions of the Land Use Bylaw, Part 17 of the Municipal Government Act and its regulations, a Development Permit, a Subdivision approval or Development Agreement.
- (2) For the purpose of Sections 542 and 646 of the Municipal Government Act, an Officer and Development Officer are designated officers for the purposes of carrying out inspections, remedial actions and enforcement.
- (3) A Development Officer may enforce the provisions of the Land Use Bylaw, Part 17 of the Municipal Government Act and its regulations, a Development Permit, a Subdivision approval or Development Agreement by taking any or all of the following enforcement actions:
  - (a) Issuing a Written Warning,
  - (b) Issuing a Stop Order,
  - (c) Obtaining an Injunction Order, and
  - (d) Any other lawful and authorized action to enforce compliance.
- (4) An Officer may enforce the provisions of the Land Use Bylaw, Part 17 of the Municipal Government Act and its regulations, a Development Permit, a Subdivision approval or Development Agreement by taking any or all of the following enforcement actions:
  - (a) Issuing a Written Warning,
  - (b) Issuing a Municipal Tag,
  - (c) Issuing a Violation Ticket,
  - (d) Obtaining an Injunction Order, and
  - (e) Any other lawful and authorized action to enforce compliance.
- (5) Nothing within this Part Five shall limit or prevent the County from issuing a Stop Order in lieu of or in addition to issuing a Violation Ticket or taking any other enforcement action.

#### 5.2 Interpretation

- (1) For the purpose of this Part Five, the following terms have the following definitions:
  - (a) **Building** has the same meaning as defined in the *Municipal Government Act*

- (b) **Bylaw Officer** means an individual employed by the County in the position of bylaw officer;
- (c) **Development Agreement** means an agreement entered into pursuant to Section 650, 651 or 655 of the *Municipal Government Act*;
- (d) **Development Officer** means:
  - i. a person authorized to exercise the responsibilities of a Development Officer pursuant to this Bylaw; and
  - ii. the Municipal Planning Commission where authorized to act as a Development Officer pursuant to this Bylaw; and
  - iii. where the Municipal Planning Commission is authorized to act as a Development Officer in addition to a person appointed as a Development Officer, either or both of them.
- (e) **Emergency** means a situation where there is imminent danger or risk to public safety or of serious environmental harm to property;
- (f) **Injunction Order** means an injunction order obtained pursuant to Section 554 of the *Municipal Government Act*;
- (g) **Land** means the aggregate of one or more areas of land described in a certificate of title issued by the Land Titles Office;
- (h) **Municipal Tag** means a municipal tag issued by the County pursuant to the *Municipal Government Act* and this Part Five;
- (i) **Occupant** means an individual or other party who occupies Land or a Building pursuant to a lease, license or other agreement with or authorization from the Owner;
- (j) **Officer** means a Bylaw Officer, Peace Officer and member of the Royal Canadian Mounted Police;
- (k) **Owner** means the registered owner of Land pursuant to the *Land Titles Act*;
- (l) **Peace Officer** means an individual employed by the County in the position of Peace Officer in accordance with the *Peace Officer Act*, R.S.A. 2006, Chapter P-3.5;
- (m) **Person** means any individual, partnership, firm, corporation, municipality, association, society, political or other group, and the heirs, executors, administrators or other legal representatives of a Person to whom the context can apply according to law;
- (n) **Reasonable Notice** means not less than 48 hours except in the case of an Emergency or extraordinary circumstance when no notice needs to be given;
- (o) **Reasonable Time** means any time between 9 am and 6 pm on any weekday, with the exception of statutory holidays, or as otherwise agreed to in writing by the Owner or Occupant of the subject Land or Building;
- (p) **Specified Penalty** has the same meaning as defined in the *Provincial Offences Procedure Act* (Alberta);
- (q) **Stop Order** means an order issued pursuant to Section 645 of the *Municipal Government Act*;

- (r) **Violation Ticket** means a violation ticket issued pursuant to either Part 2 or Part 3 of the *Provincial Offences Procedures Act* (Alberta);
- (s) **Written Warning** means a written warning issued pursuant to this Part Five.

**5.3 Right of Entry: Inspections, Remedial and Enforcement Action**

- (1) After providing Reasonable Notice to the Owner or Occupant of Land or a Building in accordance with Section 542 of the *Municipal Government Act*, an Officer or Development Officer may enter into or onto any Land or Building at a Reasonable Time for the purpose of determining if the requirements of this Land Use Bylaw, Part 17 of the *Municipal Government Act* or its regulations, a Development Permit, Subdivision approval or Development Agreement are being complied with or for the purpose of carrying out remedial or enforcement action authorized by this Land Use Bylaw, the *Municipal Government Act* or an Injunction Order.
- (2) Notwithstanding 5.3(1), in an Emergency or extraordinary circumstance, the Officer or Development Officer does not need to provide Reasonable Notice to the Owner or Occupant and the Officer or Development Officer may enter upon or into Land or a Building without the consent of the Owner or Occupant at any time.
- (3) No Person shall prevent or obstruct an Officer or Development Officer from carrying out any official duty pursuant to this Land Use Bylaw.
- (4) If a Person prevents, obstructs or interferes with an Officer or Development Officer carrying out any official duty under this Land Use Bylaw or if a person refuses to produce anything to assist the Officer or Development Officer in the inspection, remedial action or enforcement action, then the County may apply to the Court of Queen's Bench for an order pursuant to Section 543 of the *Municipal Government Act*.

**5.4 Written Warning**

- (1) Where the Development Officer or Officer determines that a development, land use or use of a Building is in contravention of this Land Use Bylaw, Part 17 of the *Municipal Government Act* and its regulations, a Development Permit, a Subdivision approval or Development Agreement, he/she may issue a Written Warning to the Owner(s) and/or Occupant(s) of the subject Land and/or Building and/or the person responsible for the contravention.
- (2) The Written Warning shall:
  - (a) Describe the subject Land or Building by municipal address or location and/or legal description,
  - (b) State the nature of the contravention,

- (c) State what remedial measures or action must be taken to remedy the contravention,
- (d) State a time within which the Owner(s) and/or Occupant(s) must complete the remedial measures or action which, unless a matter posing a safety risk to life or property, must not be less than seven (7) days from the date of delivery of the Written Warning,
- (e) Advise that if the Written Warning is not adhered to, the County may undertake further enforcement measures pursuant to the Land Use Bylaw and the *Municipal Government Act*.

**5.5 Stop Order**

- (1) Where the Development Officer determines that a development, land use or use of a Building is in contravention of this Land Use Bylaw, Part 17 of the *Municipal Government Act* and its regulations, a Development Permit, a Subdivision approval or Development Agreement, he/she may issue a Stop Order to any or all of the Owner(s) and/or Occupant(s) of the subject Land and/or Building and/or the person responsible for the contravention.
- (2) The Stop Order shall:
  - (a) Describe the subject Land or Building by municipal address or location and/or legal description,
  - (b) State the nature of the contravention,
  - (c) Direct the Owner(s), Occupant(s) and/or person(s) responsible for the contravention to:
    - i. Stop the development or use of the Land or Building in whole or in part as directed by the Stop Order,
    - ii. Demolish, remove or replace the development,
    - iii. Carry out any other actions required by the Stop Order so that the development or use of Land or Building is brought into compliance with this Land Use Bylaw, Part 17 of the *Municipal Government Act* and its regulations, a Development Permit, a Subdivision approval and/or Development Agreement within the time set out in the Stop Order,
  - (d) Unless a matter posing a safety risk to life or property, the time period for bringing the development, Land or Building into compliance must not be less than fourteen (14) days from the date of delivery of the Stop Order,
  - (e) Advise that the party(ies) to whom the Stop Order is issued may appeal the Stop Order to the Subdivision Development Appeal Board in accordance with Section 685 of the *Municipal Government Act*,
  - (f) Advise that if the Stop Order is not adhered to, the County may undertake further enforcement measures pursuant to the Land Use Bylaw and the *Municipal Government Act* including but not limited to:

- i. entering onto or into the Land or Building and performing the necessary remedial action pursuant to Section 542 and 646 of the *Municipal Government Act*,
  - ii. obtaining an Injunction Order,
  - iii. issuing a Municipal Tag,
  - iv. issuing a Violation Ticket, and/or
  - v. registering the Stop Order on the certificate of title to the subject Land pursuant to Section 646 of the *Municipal Government Act*,
- (g) Advise that the costs and expenses incurred by the County in enforcing the Stop Order may be added to the tax roll of the subject Land whereby the amount will be deemed to be a property tax imposed under Division 2 of Part 10 of the *Municipal Government Act* from the date that it was added to the tax roll and will form a special lien against the Land in favor of the County from the date it was added to the tax roll, in accordance with Section 553 of *the Municipal Government Act*.

**5.6 Municipal Tag**

An Officer is hereby authorized and empowered to issue a Municipal Tag to any Person whom the Officer has reasonable and probable grounds to believe has contravened any provision of this Land Use Bylaw, Part 17 of the *Municipal Government Act* and its regulations, a Development Permit, a Subdivision approval or Development Agreement.

- (1) The Municipal Tag shall be in a form approved by the Chief Administrative Officer and shall state:
  - (a) The Person's name,
  - (b) The offence,
  - (c) The appropriate voluntary penalty for the offence as specified in this Bylaw,
  - (d) That the voluntary penalty shall be paid within (14) days of issuance of the Municipal Tag to avoid further prosecution;
  - (e) the method by which the tag may be paid; and
  - (f) Any other information as may be required by the Chief Administrative Officer.
- (2) Where a contravention of this Bylaw is of a continuing nature, further Municipal Tags may be issued by the Officer provided, however, that no more than one Municipal Tag shall be issued for each day that the contravention continues.
- (3) Where a Municipal Tag has been issued in accordance with this Bylaw, the Person to whom the Municipal Tag has been issued may, in lieu of being prosecuted for the offence, pay to the County Cashier the penalty within the time frame specified in the Municipal Tag.

- (4) The voluntary penalty issued on a Municipal Tag shall be 50% of the Specified Penalty amount for a first offence if payment is received within the time frame noted in 5.7 (3)(d).
- (5) Nothing in this Bylaw shall prevent an Officer from immediately issuing a Violation Ticket.

**5.7 Service of Written Warning, Stop Orders and Municipal Tags**

- (1) In any case where an Officer or Development Officer issues a Written Warning, Stop Order or Municipal Tag to any Person pursuant to this Part Five, the Officer or Development Officer shall effect such service either:
  - (a) by causing a written copy of the Written Warning, Stop Order or Municipal Tag to be personally delivered to the Person named in the Written Warning, Stop Order or Municipal Tag,
  - (b) in the case of an individual, by causing a written copy of the Written Warning, Stop Order or Municipal Tag to be delivered and left with a person of at least 18 years of age at the Person's residence,
  - (c) in the case of a corporation, by sending a written copy of the Written Warning, Stop Order or Municipal Tag by registered mail to the registered office of the corporation, or by delivering it personally to the manager, secretary or other executive officer of the corporation or the person apparently in charge of a branch office of the corporation at an address held out by the corporation to be its address,
  - (d) by causing a written copy of the Written Warning, Stop Order or Municipal Tag to be delivered to and left in a conspicuous place at or about the subject Lands or Building; or
  - (e) by causing a written copy of the Written Warning, Stop Order or Municipal Tag to be mailed or delivered to the last known address of the Person as disclosed in the land registry system established by the Land Titles Act of Alberta as shall appear to the Officer or Development Officer most appropriate in the circumstances,and such service shall be adequate for the purposes of this Bylaw.

**5.8 Violation Ticket**

- (1) An Officer is hereby authorized and empowered to issue a Violation Ticket to any Person where the Officer has reasonable and probable grounds to believe that Person has contravened any provision of this Land Use Bylaw, Part 17 of the *Municipal Government Act* and its regulations, a Development Permit, a Subdivision approval or Development Agreement.

- (2) Where a Municipal Tag has been issued and the penalty specified on the Municipal Tag is not paid within the prescribed time, an Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to either Part 2 or Part 3 of the Provincial Offences Procedures Act.
- (3) A violation Ticket issued with respect to a contravention of this Bylaw shall be served upon the person or corporation responsible for the contravention in accordance with the Provincial Offences Procedure Act.
- (4) If a Violation Ticket is issued in respect to an offence, the Violation Ticket may:
  - (a) Specify the fine amount established by this Bylaw for the offence, or
  - (b) Require a Person to appear in Court without the alternative of making a voluntary payment.
- (5) Where a Violation Ticket has been issued to a Person and the Violation Ticket specifies the penalty amount to be imposed, the Person may make a voluntary payment in the amount equal to the penalty amount specified in the Violation Ticket. The recording of the payment of a penalty made to the County or the Provincial Court of Alberta shall constitute an acceptance of a guilty plea and constitutes a conviction for the offence and the imposition of a fine in the amount of the specified penalty.

#### **5.9 Offences**

- (1) Any Person who
  - (a) Violates or contravenes or causes, allows or permits a contravention of Part 17 of the *Municipal Government Act* or its regulations,
  - (b) violates or contravenes or causes, allows or permits a contravention of any provision of the Land Use Bylaw,
  - (c) contravenes or fails to comply with a Development Permit or any conditions forming part of the Development Permit,
  - (d) contravenes or fails to comply with a Subdivision approval or any conditions forming part of a Subdivision approval,
  - (e) contravenes or fails to comply with the provisions of a Development Agreement,
  - (f) fails to comply with the directions set out in a Stop Order within the time frame specified,
  - (g) authorizes or proceeds with any development that is at variance with the description, specification or plans that were the basis for the issuance of the Development Permit,
  - (h) authorizes or proceeds with any subdivision that is at variance with the description, specification or plans that were the basis for the issuance of the subdivision approval,

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- (i) continues development after a Development Permit has expired or has been revoked or suspended,
- (j) continues with subdivision after the subdivision approval has expired, been revoked or suspended,

is guilty of an offence and is liable upon summary conviction to a fine in an amount specified in this Bylaw under section 5.9.

- (2) All offences created under the Bylaw shall be interpreted to be strict liability offences.
- (3) Where a contravention of the Bylaw is of a continuing nature, a contravention shall constitute a separate offence in respect of each day, or part of a day, on which that offence continues.

**5.10 Penalties**

- (1) A Person who is convicted of an offence pursuant to this Bylaw is liable upon summary conviction to a fine in an amount:
  - (a) For a first offence, a Specified Penalty of not less than \$500.00
  - (b) For a second offence of the same offence, a Specified Penalty of not less than \$1050.00
  - (c) For a third or subsequent offence of the same offence a mandatory court appearance shall be required with a Specified Penalty of not less than \$2,500.00.
- (2) Payment of any penalty or fine imposed pursuant to this Bylaw does not relieve a Person from the necessity of paying any fees, charges or costs for which that Person is liable under the provisions of this Bylaw or any other bylaw or enactment.



## **PART SIX: GENERAL PARCEL AND DEVELOPMENT REGULATIONS**

### **6.1 Applicability**

- (1) The General Regulations for parcels and development shall apply to all development in the County, unless otherwise exempted in this Part. Where any regulation in this Part may be in conflict with any regulation in a District, the regulation in the District shall take precedence.

### **6.2 Development on Substandard Lots**

- (1) Development on substandard lots existing at the time of passage of this Bylaw may be approved by the Development Officer or Municipal Planning Commission.

### **6.3 Ancillary Buildings**

#### **6.3.1 In Non-residential Districts**

- (1) With the exception of any Agricultural District, no ancillary building or any portion thereof shall be erected or placed within the front yard of any lot unless otherwise approved by the Development Authority.
- (2) An ancillary building shall be located so that it meets the minimum side and rear yard requirements of the district in which the property is located, unless otherwise approved by the Development Authority.
- (3) Notwithstanding subsection (2) above, if an ancillary building has vehicle entrance doors, they shall be located so that the driveway to the vehicle entrance doors shall be no less than 6 metres (20 feet) in length unless the minimum setback requirement of the land use district within which the parcel is located requires a greater setback.

#### **6.3.2 In Residential Districts**

- (1) No ancillary building or any portion thereof shall be erected or placed within the front yard of any parcel, except at the discretion of the Development Officer where such placement would be consistent with the use or configuration of the lot, but may not encroach onto the minimum setback from the front lot line in the District which the subject parcel is designated or as required by Section 10.3 and Figures 1 to 4 of the Supplementary Regulations.
- (2) An ancillary building having vehicle entrance doors shall be located so that the vehicle entrance doors shall be no less than the minimum setback requirement of the land use district within which the parcel is located. At no time shall they be less

than 6 metres (20 feet) from the property boundary upon which they open except where otherwise approved by the Development Officer due to the configuration of the lot or because, in the opinion of the Development Officer, a lesser setback would improve the use of the lot and would not unduly impact the use of adjoining properties. Where garage doors face a lane the building shall be not less than 1 metre (3.25 feet) from the property boundary with the lane.

- (3) In all residential land use districts, except the Nordegg Rural Residence District "NRR" and Nordegg Leisure Residence District "NLR" and unless otherwise approved by the Development Officer, a private garage shall:
  - (a) have a wall height not exceeding 3.05 metres (10 feet);
  - (b) have a total ground floor area not exceeding 92.9 square metres (1,000 sq. ft.); and
  - (c) have an exterior finish that complements the exterior finish of the dwelling.
- (4) A boat house shall be located no closer than 6 metres (20 feet) from the boundary of the parcel which is coterminous with or is closest to the shoreline, unless otherwise approved by the Development Officer.
- (5) Where a structure is attached to the main building by a roof, an open or enclosed structure above grade or passageway connecting the buildings, it is part of the main building.

#### **6.4 Residential Shops**

- (1) A residential shop shall be complementary and subordinate to the residential use of the property.
- (2) In determining the wall height, overall height and floor area of the proposed residential shop, the Development Authority shall consider the following:
  - (a) the predominant nature (size and form) of buildings in the area;
  - (b) the location of the parcel - either a standalone parcel or within a residential multi-lot subdivision;
  - (c) the location of the shop on the parcel in relation to the road and other buildings on the parcel; and
  - (d) the topography of the parcel and surrounding parcels.

#### **6.5 Corner Lots**

- (1) On a corner lot in any Hamlet Residential District "HR" and the Residential Estate District "RE", no person shall erect, place or maintain within a triangle formed by the boundaries of the site common with the streets abutting them and a straight line connecting points on each of the said boundaries distant 6 metres (20 feet)

from the point where they intersect a wall, fence, shrub, tree, hedge or any other object over 1 metre (3 feet) in height above the lowest street grade adjacent to the intersection.

- (2) In the case of any corner lot or parcel where two yards are regarded as front yards, where provided for in a Land Use District the Development Officer may declare one to be a side yard and shall then require a side yard setback that is at least equal to the side yard required for an internal lot in that district.

**6.6 Moved or Relocated Buildings**

- (1) Any person desiring to move a building onto or within a parcel of land shall first apply for a development permit, unless otherwise exempted pursuant to Section 3.2.
- (2) The Development Officer may determine the character and appearance of a building to be moved or relocated by means of recent photographs, drawings or other illustrative information required from the applicant or from an inspection of the building and site or both.
- (3) In considering an application to move a building onto a parcel of land or relocate a building within a parcel of land, the Development Officer may seek the opinions, in writing, of property owners adjacent to the subject parcel.
- (4) The Development Officer may require certain alterations, repairs or maintenance of the building and preparation of the proposed site be carried out as conditions pursuant to issuing a development permit to move or relocate a building.
- (5) The Development Officer may require a Letter of Credit or a Performance Bond in an amount determined sufficient to ensure completion of all renovations set out as conditions of approval.
- (6) Any renovations or any conditions imposed by the Development Officer to a moved-in or relocated building shall be completed within one year of the issuance of the development permit. Non-compliance shall result in forfeiture of the letter of credit or performance bond.

**6.7 Number of Dwelling Units Allowed Per Parcel**

- (1) Except as otherwise provided for in this Section not more than one dwelling unit shall be allowed on a parcel of land in a district in which a residence is permitted.

- (2) No second or additional dwelling unit may be constructed or placed on a parcel of land unless a development permit for such purpose has been issued.
- (3) A development permit application for a second residence to be constructed or located on a parcel of land in the Agriculture District "A" containing a minimum of 32 hectares (80 acres) shall be approved if:
  - (a) the second residence is located in the same yard as the principal residence, unless another location is approved by the Development Officer; and
  - (b) the site criteria in this Section and any other applicable provisions in the Land Use Bylaw and Municipal Development Plan are met to the satisfaction of the Development Officer.
- (4) A development permit application for a third or additional residence on a parcel of land in the Agriculture District "A" containing a minimum of 32 hectares (80 acres) may be approved as a permanent or temporary residence if:
  - (a) the third or additional residence is to be occupied by a person who will be solely, or mainly, employed in a farming or a confined feeding operation on the site, or for a bona fide need;
  - (b) the third or additional residence is located in the same yard as the principal residence, unless another location is approved by the Development Officer; and
  - (c) the criteria in this Section and any other applicable provisions in the Land Use Bylaw and Municipal Development Plan are met to the satisfaction of the Development Officer.
- (5) A development permit application for a second residence to be constructed or located on a parcel of land in an agriculture district containing less than 32 hectares (80 acres) may be approved only as a temporary residence, and only if:
  - (a) the second residence is to be occupied by a person who will be solely, or mainly, employed in a farming or a confined feeding operation **on the site, or for a bona fide need;**
  - (b) the second residence is located in the same yard as the principal residence, unless another location is approved by the Development Officer; and
  - (c) the criteria in this Section and any other applicable provisions in the Land Use Bylaw and Municipal Development Plan are met to the satisfaction of the Development Officer.
- (6) In considering if an additional dwelling may be allowed on a parcel of land, the Development Officer must be satisfied that:
  - (a) a suitable building site exists, preferably in the same yard as the first/principal residence;
  - (b) suitable access can be provided;
  - (c) suitable services can be provided;

- (d) the development will be compatible with existing and planned land uses in the vicinity; and
  - (e) other applicable provisions in the Land Use Bylaw and Municipal Development Plan can be met.
- (7) A temporary residence may be approved on a parcel of land in a Country Residence District “CR” and a Country Residence Agriculture District “CRA” if:
- (a) the temporary residence is for a bona fide need; and
  - (b) the criteria in this Section and any other applicable provisions in the Land Use Bylaw and Municipal Development Plan are met to the satisfaction of the Development Officer.
- (8) In a Country Residence District “CR” or a Country Residence Agriculture District “CRA”, a temporary residence on a country residential parcel which is part of a planned grouped subdivision for detached dwellings shall be a structure that is capable of being converted to an ancillary building, or of being removed, when the bona fide need no longer exists. Manufactured homes will not be permitted as a temporary dwelling.
- (9) In a Country Residence District “CR” or a Country Residence Agriculture District “CRA”, a temporary residence on a single country residential parcel or a country residential parcel within a cluster of two or more country residential parcels that are planned for a mixture of types of single dwellings may be a manufactured home which will be removed or a structure capable of being converted to an ancillary building or of being removed when the bona fide need no longer exists.
- (10) An application for a development permit for the construction or location of a temporary dwelling to serve a bona fide need shall be referred to the Municipal Planning Commission for a decision, which may include conditions pertaining to time and occupancy.
- (11) As a condition of development approval for the construction or location on a parcel of land of a temporary dwelling to serve a bona fide need, the owner of the parcel of land shall be required:
- (a) to sign an agreement annually attesting that the bona fide need remains the same;
  - (b) to sign an agreement that when the bona fide need no longer exists the temporary residence shall be removed or converted to a use as an ancillary building, as provided for in the development permit; and
  - (c) to provide acceptable security to the satisfaction of the County to ensure the terms of the agreement are carried out.

- (12) In respect to a single parcel of land, a development application may be approved to allow:
- (a) the construction or location of two or more dwelling units if each of the dwelling units is contained in a building designed for or divided into two or more dwelling units and the parcel of land is located in a district which permits such multiple units;
  - (b) the development of a manufactured home park on a parcel of land that is designated Manufactured Home Park District "MHP", including the placement of single and/or double wide manufactured home units in the park;
  - (c) the development of two or more dwelling units in a building or buildings, as defined in the Condominium Property Act, subject to a condominium plan to be registered in Alberta Land Titles and located in a district that permits such multiple units; and
  - (d) the construction or location of a residence intended to replace an existing habitated residence, subject to any conditions of time, servicing and occupancy as the Development Officer may require so as to allow habitation of the older residence until the new residence is occupied.
- (13) In a Public Airport District "PA", the construction or location of additional accessory dwelling units or security/operator dwelling units on a parcel of land may be approved at the discretion of the Rocky Mountain House Airport Commission and to the satisfaction of the Development Authority.

**6.8 Number of Main Buildings Per Lot in Non-Residential Districts**

- (1) No person shall construct, locate or cause to be constructed or located more than one main building per parcel of land, unless otherwise permitted in this Bylaw.
- (2) Subject to the discretion of the Development Officer, more than one main building may be approved on a parcel of land used for airport, institutional, highway commercial, industrial, agricultural or recreational use.

**6.9 Building Setbacks**

- (1) Unless otherwise provided by this Bylaw, all buildings erected or placed on a lot shall meet the minimum yard requirements of the district in which the lot lies with the exception of:
  - (a) where each of the dwelling units of a building containing two or more dwelling units is to be contained in separate parcels or titles, no side yards shall be required on a side which abuts an adjacent unit;
  - (b) where the proximity of two or more buildings or uses on separate but adjacent lots would form a suitable commercial shopping centre, industrial

complex or institutional facility, no side yards may be required on a side which abuts an adjacent unit at the discretion of the Development Officer.

**6.10 Building Heights**

- (1) Subject to this section and the regulations in each land use district the Development Officer may regulate the height of any building.
- (2) Except as otherwise provided for in subsection (4), no non-residential building shall be constructed higher than which can be serviced effectively by the local fire department. No residential building shall be constructed with more than two floors above grade, except where approved by the Development Officer acting on the advice of a Fire Officer.
- (3) To determine building heights in terms of the maximum limits established in districts, the measurement shall be taken from the building grade to the highest point of the building on that particular side.
- (4) The following may be exempted by the Development Officer from height restrictions: industrial processing towers, chimney or smoke stacks, steeples or spires, belfries, domes, monuments, elevator housing, roof stairway entrances, water or other tanks, ventilating equipment, satellite dishes, telecommunication towers, amateur radio antenna, flag poles, clearance markers, or a firewall, parapet wall or guardrail that is no greater than 1 metre (3.28 feet) above the roof, and any other vertical extension deemed by the Development Officer to be exempted.

**6.11 Site Elevation/Grade**

- (1) Each newly created parcel in a hamlet or multi-parcel subdivision shall be graded so storm water does not drain onto adjoining property, except where the subdivision approving authority accepts a prior or simultaneous agreement to drain water across another property.
- (2) The Development Officer may specify an elevation at which any new development is to be constructed in order to facilitate proper site drainage and connection to any existing or proposed sewer system.

**6.12 Projections into Yards within Hamlets**

- (1) Within a Hamlet Residential District "HR", chimneys, cornices, eaves, gutters, steps, sills and cantilevered projections, such as a bay windows, may project a maximum of 0.6 metre (2 feet) into any setback, but no cantilevered projection, with

or without a window, may encroach within 1.22 metres (4 feet) from the property line.

- (2) Within a Hamlet Residential District "HR", balconies, unenclosed porches, verandas, decks, cornices, eaves, steps, stairways, window bays and other similar projections may project a maximum of 2 metres (6.5 feet) into a front or rear yard setback.
- (3) Within a Hamlet Residential District "HR", no part or attachment to a main building, including unenclosed decks more than 0.6 metres (1.97 feet) above grade shall project into a front or rear yard any closer to the side property boundary than one-half the minimum side yard required for the building.
- (4) Within a Hamlet Residential District "HR", setback distances do not apply to unenclosed patios or decks, whether affixed or not affixed to the main building or attachment thereto, where no portion of the patio or deck is more than 0.6 metres (1.97 feet) above grade, except that a projection into a front yard shall not exceed 2.5 metres (8.2 feet).

#### **6.13 Objects Prohibited or Restricted in Yards**

- (1) No person shall allow a motor vehicle used for stock car races, a motor vehicle which has all or part of its superstructure removed, or a motor vehicle which is in a dilapidated or unsightly condition to remain or be parked on a parcel in a residential district or on any parcel of land which is primarily used for residential purposes, and, for any other district, not less than 30 metres (100 feet) from a public roadway unless it is screened to the satisfaction of the Development Officer.
- (2) No dugout or windbreak shall be located less than the required setback distance pursuant to the figures related to Section 10.3 of this Bylaw from any public roadway, although decorative vegetation may be located within this area for landscaping purposes.
- (3) On a lot in any district where a detached dwelling is a permitted or discretionary use, one occupied holiday trailer/recreation vehicle which bears a valid current vehicle license or a tent may be parked and used for living and sleeping accommodation by bona fide tourists who are guests of the occupants of the principal dwelling for a period not to exceed 30 days without requiring a development permit.

Notwithstanding section 6.12(3) above, on a lot in the Recreation Residence District "RR" where no principal building is present, one holiday trailer/recreation vehicle that bears a valid current vehicle license may be parked and used for living and sleeping accommodation. The holiday trailer/recreation



vehicle must be portable at all times with no permanent additions, such as decks, rooms, or any other structure that the Development Authority deems would restrict the portability of the holiday trailer/recreation vehicle. (*Bylaw 819/05*)

- (4) One functional but unoccupied holiday trailer/recreation vehicle and one additional chassis mounted camper or boat may be stored or parked, without a development permit, on the front yard of a lot in a residential district, **but only when a principal residence already exists on the parcel of land.**
- (5) Unused or unoccupied holiday trailers/recreation vehicles and other recreational or agricultural vehicles, trailers and equipment owned by the occupants of an approved dwelling on a parcel may be stored or parked on the said parcel of land without a development permit, providing that it is assessed as farmland and used for agricultural purposes. (Where any unused or unoccupied vehicle or equipment named in the foregoing becomes derelict, dilapidated or unsightly, the Development Officer may require that the same be screened from view or removed.)
- (6) Unoccupied manufactured homes, holiday trailers/recreation vehicles and other forms of equipment intended for sale may be displayed on a lot in any industrial, Highway Development "HD" or Hamlet Commercial "HC" District pursuant to a development permit issued for such use.
- (7) No person shall keep or permit in any residential district an object or chattel which, in the opinion of the Development Officer, is unsightly or tends to adversely affect the amenities of the area.
- (8) No person shall keep or permit on a parcel of land in any district the storage of materials used in construction of a development on that parcel of land beyond the period which, in the opinion of the Development Officer, is necessary for the completion of the development.

#### **6.14 Building Design, Character and Appearance**

- (1) In all developments, the design, character and appearance of buildings, including but not limited to the use of exterior finishing materials and façade design, shall be to the satisfaction of the Development Officer.
- (2) The Development Officer may impose conditions to ensure that:
  - (a) the design, character and appearance of a building is compatible with other buildings in the vicinity, unless in the opinion of the Development Officer it is setting a new standard of design, character and appearance for a particular locality;

- (b) the design, character and appearance of the building is consistent with the purpose of the land use district in which the building is located;
  - (c) the development complies with any provision of a statutory plan, community plan or design standards otherwise adopted or approved by Council applicable to the site or land use district within which the development lies.
- (3) The exterior finishing materials of a development shall be those as shown on the approved plans for that development. Once constructed, the façade of the building or buildings shall be maintained to the standard and appearance as approved by the Development Officer such that any changes shall be subject to the approval of the Development Officer if in the opinion of the Development Officer the changes warrant a development permit.
- (4) The Development Officer shall ensure, as far as is reasonably practical, that exterior materials will be used which will ensure that the standard of the building will be similar to or better than the standard of surrounding development. The Development Officer may require that the appearance of an exterior wall, which is exposed to public view from beyond the site, be improved where, in the opinion of the Development Officer, that the appearance of the wall is inconsistent or incompatible with the appearance and finishing standards of surrounding development.

**6.15 Landscaping and Screening**

- (1) Prior to final consideration of a development application, the Development Officer may require the applicant to submit a landscaping plan to a level of detail satisfactory to the Development Officer.
- (2) In issuing a development permit for any proposed development, the Development Officer may, in addition to the landscaping standards specified in the Land Use District for which the subject parcel is designated, require the applicant to:
- (a) retain all topsoil on the parcel;
  - (b) grade the site as required to direct storm water off site, without altering its effect on adjacent land;
  - (c) retain in their natural state:
    - (i) swamps, gullies and natural drainage courses,
    - (ii) unstable land,
    - (iii) land subject to flooding by a 1:100 year flood,
    - (iv) land with a natural gradient of 15 percent or greater, and
    - (v) a strip of land not less than 15 metres (50 feet) in width along any river, stream, creek or lake, such distance to be measured from the top of the bank unless the Development Officer considers a lesser distance to be sufficient;

- (d) conserve existing trees and shrubs to the maximum extent possible;
  - (e) enhance the site by spreading additional topsoil, planting trees and shrubs and/or the seeding or sodding of grass and/or using landscaping materials such as decorative gravel, rock, wood chips or other materials, in order to enhance the appearance of the site and to complement development thereon;
  - (f) restrict the area or portion of the parcel to be hard-surfaced.
- (3) As a condition of development approval the Development Officer may require the development, site or a portion of one or both to be screened in order to visually separate areas which would detract from any surrounding property. The construction and materials used or the nature of a vegetated buffer strip used as a screen shall be of a quality and design to the satisfaction of the Development Officer.
- (4) Any landscaping or screening required by a development permit shall be carried out within the time limit specified in the permit.

**6.16 Fences and Wind Screens**

- (1) In hamlets:
- (a) no fence within 7.5 metres (25 feet) of the right-of-way of a public road, excluding lanes, shall be more than 1 metre (3 feet) high. An exception may be made by the Development Officer for the portion of the side and rear yard which abut the flanking street of a corner parcel;
  - (b) at the intersection of lanes a 3 metres (10 feet) sight triangle shall be maintained whereby no fence, any planting, growth or any object placed shall materially impede vision over a height of 1 metre (3 feet);
  - (c) no fence shall be higher than 1.83 metres (6 feet) unless approved by the Development Officer for safety, security, screening or other reason.
- (2) At the intersections of local roads, secondary roads and primary highways, no fence, hedge, shelterbelt or other planting or growth shall unduly restrict the vision of approaching traffic.

**6.17 Off-Street Parking and Loading Requirements**

- (1) Unless otherwise provided for in this Bylaw, the minimum number of off-street parking spaces that shall be provided is as follows:
- (a) places of public assembly.....1 space per 4 seats
  - (b) dining and/or drinking establishments....1 space per 4 seats
  - (c) retail uses..... 4 spaces per 93 m<sup>2</sup> (1,000 sq. ft.)
  - (d) hotels and motels.....1.2 spaces per guest room
  - (e) industrial.....1 space per employee

- (f) offices.....2 spaces per 93 m<sup>2</sup> (1,000 sq. ft.)
  - (g) detached dwellings.....2 spaces per unit
  - (h) multiple dwelling units.....2 spaces per unit or 1.5 per unit  
where 5 or more units occur
  - (i) ancillary suites and bed and  
breakfast rooms.....1 per suite per room
  - (j) elementary and middle schools.....1 space per employee
  - (k) senior high schools.....1 space per employee and 1 space  
per 25 students
  - (l) warehouse, storage facility..... 1 space per 93 m<sup>2</sup> (1,000 sq. ft.)
  - (m) commercial recreational facilities..... 1 per 4 participants plus 1 per  
20 m<sup>2</sup> gross leasable area
  - (n) public/quasi public uses.....as required by Development  
Officer
  - (o) all other developments.....as required by Development  
Officer
- (2) The surface treatment of off-street parking space shall be as required by the Development Officer, but shall be to all-weather standard and having a surface slope of not more than 5 percent.
  - (3) Each parking space shall have dimensions of not less than 2.75 metres (9 feet) by 5.5 metres (18 feet), and where site conditions warrant, there shall also be additional space provided for access and maneuvering lane.
  - (4) As a condition of development approval the Development Officer may require the provision of one or more loading spaces with each loading space being designed and located so all vehicles using that space can be maneuvered and parked entirely within the bounds of the parcel without using any part of a road right-of-way to do so.
  - (5) As a condition of development approval the Development Officer may specify the standard of surface of any loading space, parking space and maneuvering area.

**6.18 Signs**

- (1) No signs or advertising structures of a commercial, direction or informative nature shall be placed on land or affixed to any exterior surface of any building or structure, unless an application for this purpose has been approved, and a development permit has been issued except as permitted under Subsection 3.

- (2) No signs, billboards, advertising structures or signboards shall be placed on or affixed to public property without the prior consent of the appropriate public body.
- (3) Signs may be erected on land or affixed to the exterior surface of a building or structure without a development permit as follows:
  - (a) signs for the purpose of identification, direction and warning not exceeding 0.5 square metres (5 sq. ft.) and limited to one sign per parcel;
  - (b) sign relating to a person, partnership or company carrying on a profession, business or trade, not exceeding 3 square metres (32 sq. ft.) and limited to one sign per parcel;
  - (c) signs relating to an institution of a religious, educational, cultural, recreational or similar character or to an apartment block, club or similar institution, not exceeding 3 square metres (32 sq. ft.) and limited to one sign per parcel;
  - (d) advertisements in relation to the function of local authorities, utility boards or other public or quasi-public bodies;
  - (e) temporary advertisements relating to the sale or leasing of land, the sale of goods or livestock, the carrying out of construction or other works, announcement of any local event of a religious, educational, cultural or political nature, not exceeding 3 square metres (32 sq. ft.), but in each instance such temporary advertisements shall be removed by the advertiser within seven days of the completion of the event or work to which the advertisements relate;
  - (f) signs by a government or government agency; and
  - (g) no such sign may be illuminated.
- (4) Any permanent sign or advertisement which exceeds 3 square metres (32 sq. ft.) or which exceeds 2.5 metres (8 feet) in any dimension, or which is to be illuminated, shall be subject to a development permit.
- (5) No signs or advertising structures of any kind shall be permitted within 100 metres (330 feet) of the centre line of a primary highway unless the prior approval of Alberta Transportation has been obtained.
- (6) No sign or advertisements shall obstruct the view of, be confused with, resemble or conflict with a traffic sign or signal, or otherwise pose a potential hazard to traffic.
- (7) Flashing, animated or internally illuminated signs shall not be permitted where, in the opinion of the Development Officer, they may unduly affect residents in nearby housing, interfere with the interpretation of traffic signs or controls or unduly distract drivers.

- (8) No sign shall project higher than the roofline of the building to which it is attached unless otherwise approved by the Development Officer.
- (9) No sign shall project more than 2.5 metres (8 feet) from a building unless otherwise approved by the Development Officer.
- (10) All signs shall be kept in a safe, clean and tidy condition and the Development Officer may require the removal or renovation of any sign determined to be otherwise.

**6.19 Lighting and Illumination**

- (1) Lighting fixtures for exterior illumination, which are not illuminating public uses, shall be installed with the light directed and/or deflected away from public roads.

**6.20 Water and Wastewater**

- (1) All development shall meet the provision of water and wastewater services in accordance with the Municipal Development Plan, and in doing so meet provincial standards and regulations respecting the provision of water and wastewater services.

## PART SEVEN: SPECIAL LAND USE PROVISIONS

### 7.1 Farm Subsidiary Business

- (1) A farm subsidiary business may be approved in an agricultural district only as a supplementary to the primary agricultural use of a parcel of land and if the development will not:
  - (a) employ more than two employees who do not reside on-site;
  - (b) store or maintain any goods, materials, or equipment not directly related to the operation; and
  - (c) create dust, noise, odour, smoke or traffic generation which in the opinion of the Development Authority would be a nuisance to adjacent or nearby properties.
- (2) If a farm subsidiary business is approved as a temporary use, the approval shall be date specific as to when the business shall cease or at the discretion of the Development Officer considered for an extension of time until a specific future date.
- (3) Signage shall be limited to one sign not exceeding 3 square metres (32 sq. ft.) in area and must conform to all other provisions of this Bylaw.

### 7.2 Dude Ranch or Vacation Farm

- (1) A Dude Ranch/Vacation Farm shall be operated as a secondary use to the principal ranching/farming use of the land and shall not change the principal character of this land.
- (2) A Dude Ranch/Vacation Farm shall not accommodate more than eight guests at any one time.
- (3) Only one Dude Ranch/Vacation Farm shall be allowed on a given parcel or lot.
- (4) In reviewing a development application for a Dude Ranch/Vacation Farm, the factors to be considered, among others, include:
  - (a) the size of the parcel;
  - (b) the impact of the proposed use on the existing water and sewer systems;
  - (c) consistency with other development in the surrounding area/land use districts in terms of nature and intensity of use;
  - (d) potential traffic generation, and parking requirements;
  - (e) buffering or other techniques designed to limit any interference with other uses of the peaceful enjoyment of neighbouring parcel;
  - (f) amenities offered that would enhance the proposed land use.

- (5) Eating and cooking shelters and sleeping units may be allowed as ancillary developments to Dude Ranch/Vacation Farm.
- (6) As a condition of development approval a Dude Ranch/Vacation Farm may be approved until a specific future date, but thereafter may be extended at the discretion of the Development Officer.

### **7.3 Bed and Breakfast Establishments**

- (1) A bed and breakfast establishment may be allowed provided that it is secondary to the residential use of the dwelling and it will not interfere with the use and enjoyment of the neighbouring properties.
- (2) A bed and breakfast establishment shall comply with the following standards:
  - (a) any alteration to the residential structure shall be limited to ensure that the dwelling remains within the character of the area within which it is located and any alterations are to be approved by the Municipal Planning Commission;
  - (b) a sign must identify rather than advertise the establishment and not exceed 0.56 square metres (6 sq. ft.) in size unless otherwise approved by the Development Officer;
  - (c) in addition to any other off-street parking required in this Bylaw, one additional space shall be provided for each guest room.
- (3) A development permit issued for a bed and breakfast establishment does not exempt compliance with health regulations or any other permit requirements.

### **7.4 Home Occupations**

- (1) A Home Occupation may be permitted in a residential district if it:
  - (a) is to be operated as a secondary use only and will not change the external appearance or residential character of the site;
  - (b) will not create, in the opinion of the Development Authority, a nuisance by way of dust, noise, vibration, odors, smoke, or traffic generation;
  - (c) will not display a product in public view;
  - (d) will not engage any person in the home occupation other than the residents of the site;
  - (e) the privacy and enjoyment of adjacent properties shall be preserved and the home occupation shall not adversely affect the amenities of the surrounding area.



- (2) In approving a home occupation:
  - (a) the Municipal Planning Commission, if it deems appropriate, may allow materials, goods, or equipment to be stored on the site provided the storage of such is contained entirely within the dwelling unit or ancillary building and is not a fire or health hazard;
  - (b) no signs greater than 0.56 square metres (6 sq. ft.) shall be permitted unless an application for this purpose has been approved and a Development Permit issued;
  - (c) no more than one commercial vehicle shall be allowed in connection with a home occupation. A commercial vehicle to be parked or maintained on the property shall be subject to Municipal Planning Commission approval in terms of size and appearance;
  - (d) a condition of approval may be until a specific future date, but thereafter may be extended at the discretion of the Development Officer.
- (3) A permit for a home occupation is only for the period of time the property is occupied by the applicant for whom the home based business was approved.

#### **7.5 Historical and Archeological Sites**

- (1) Historical and archeological sites identified pursuant to the Alberta Historical Resources Act shall be protected in accordance with the guidelines established by the Province of Alberta.

#### **7.6 Surveillance Suites**

- (1) A development permit for a surveillance suite may be issued if the surveillance suite is clearly compatible with and subordinate to the principal use of the subject parcel. The placement of a surveillance suite shall be compatible with all existing, principal development/land uses on adjacent properties and shall not interfere with future principal development/ land uses of adjacent properties.
- (2) Where a surveillance suite is attached to the principal building by a roof, an open or enclosed structure, floor or a foundation, it is to be considered a part of the principal building.
- (3) The minimum and maximum floor area of any detached surveillance suite shall be 50 square metres (538.2 sq. ft.) and 113 square metres (1,216.0 sq. ft.) respectively.

### **7.7 Alcohol Sales**

- (1) Within a multi-parcel residential subdivision (hamlet excluded) or within 305 metres (1,000 feet) of the boundary of a site used for public park, community recreation, religious assembly, or public or private school, alcohol sales as the primary retail use or in association with the sale of other retail goods may be approved as a discretionary use if the Development Authority determines the use meets the requirements of this Section. For the purposes of this Section, “alcohol sales” does not apply to the sale of alcoholic drinks at a licensed eating or drinking establishment.
- (2) The Development Officer or Municipal Planning Commission shall not approve a development permit for alcohol sales unless, in its opinion, it is satisfied that the proposed use is suitable, harmonious, appropriate and compatible with the existing quality of life in the surrounding area.
- (3) In evaluating the appropriateness of a development permit application for liquor sales/distribution services, the Development Officer or Municipal Planning Commission shall consider:
  - (a) compatibility with adjacent and neighbouring land uses;
  - (b) impact on existing traffic volumes and patterns of flow;
  - (c) appropriate vehicle parking and site access/egress requirements (the locations of access/egress points shall not route traffic through residential areas);
  - (d) lighting and signage;
  - (e) appropriate site security/fencing requirements; and
  - (f) any other matters considered appropriate.

### **7.8 Guest Houses**

- (1) No person shall construct or cause to be constructed a guest house on a parcel of land unless a development permit for such a use has been issued.
- (2) A guest house is neither an ancillary building or ancillary use.
- (3) An application for a development permit for a guest house may be approved on a parcel of land in a district for which a guest house is listed as a discretionary use but only when a principal residence already exists on the parcel of land. Conditions of approval may pertain to time and occupancy.
- (4) A guest house may be a separate building or form part of a building that is separate from the principal residence, but shall not include kitchen or cooking facilities.

**7.9 Antenna Systems / Telecommunication Towers**

- (1) ~~No person shall construct or cause to be constructed a telecommunication tower unless a development permit for such a use has been issued.~~
- (2) ~~A telecommunication facility shall comply with the provisions of this Bylaw and any statutory or outline plan pertaining to the site of the facility, all CSA standards and Safety Code guidelines.~~
- (3) ~~The County will encourage the co-location (sharing) of telecommunication towers.~~
- (4) ~~The notification of landowners in the vicinity and public consultation are required if the tower is to be located in a residential area or within 600 metres (1968 feet) of the nearest residence and the tower has a height of 15 metres (50 feet) and higher.~~
- (1) Innovation, Science and Economic Development Canada (ISED) is responsible for regulating radiocommunication in Canada. The Minister may, taking into account all matters the Minister considers relevant for ensuring the orderly development and efficient operation of radiocommunication in Canada, issue radio authorizations and approve each site on which radio apparatus, including antenna systems, may be located. Further, the Minister may approve the erection of all masts, towers and other antenna-supporting structures. In making its decision regarding transmission, communication and related facilities, Innovation, Science and Economic Development Canada considers the following:
  - (a) the input provided by the land-use authority;
  - (b) Health Canada's Safety Code 6 guidelines respecting limits of exposure to radiofrequency electromagnetic fields;
  - (c) compliance with appropriate environmental legislation, which includes the *Canadian Environmental Assessment Act*; and
  - (d) compliance with Transport Canada's painting and/or lighting requirements for aeronautical safety and NAV CANADA's comments regarding impact on the provision of their national air navigation system, facilities and other services located off-airport.
- (2) The participation of the County in the consultation process does not transfer any federal decision-making authority, nor does it confer a right of veto in the location of the radiocommunication facility.
- (3) Clearwater County will address local consultation requirements and preferences regarding antenna system siting and/or design with an Telecommunication Tower and Antenna System Siting Policy.

**7.10 Small Animal Breeding and Kennels**

- (1) Notwithstanding the list of permitted uses in the applicable land use districts, with the exception of the agriculture district, small animal breeding facilities containing no more than four (4) animals over the age of 6 months, shall be considered as a discretionary use if they are proposed on a parcel of land within or adjacent to a hamlet and grouped residential subdivision.
- (2) No small animal breeding facility shall be permitted on a residential parcel of any type that is less than 1 hectare (2.47 acres) in size.
- (3) All facilities shall be kept in a manner satisfactory to the Health Authority.
- (4) In the approval of a ~~kennel and~~ small animal breeding facility, the Development Authority may apply conditions regarding:
  - (a) location, soundproofing, screening and enclosure of any facility;
  - (b) the number of animals; and
  - (c) the hours that animals are allowed outdoors.

**7.11 Trout Fish Ponds**

- (1) No ~~trout fish~~ pond shall be created, including for private use, without approval of ~~an application to create a trout fish pond and~~ all necessary approvals from the Province.

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**7.12 Cannabis Production Facility**

- (1) Clearwater County should direct cannabis production facilities to locate in a business park.
- (2) All cannabis production facilities, applying for a development permit, within a business park, must be located outside of a 50 metre radius of any of the following attributes:
  - (a) an existing residence;
  - (b) an existing recreational zoned property;
  - (c) an existing religious assembly;
  - (d) an existing school as defined by the School Act revised statutes of Alberta 2000, chapter s-3 and amendments thereto;
  - (e) an existing child care facility;
  - (f) an existing community hall;
  - (g) an existing public recreation facility; and
  - (h) an existing library.

- (3) All cannabis production facilities applying for a development permit on an industrial parcel not located within a business park, must be located outside of a 300 metre radius of any of the following attributes:
- (a) an existing residence;
  - (b) an existing recreational zoned property;
  - (c) an existing religious assembly;
  - (d) an existing school as defined by the School Act revised statutes of Alberta 2000, chapter s-3 and amendments thereto;
  - (e) an existing child care facility;
  - (f) an existing community hall;
  - (g) an existing public recreation facility; and
  - (h) an existing Library.
- (4) Cannabis production facilities shall:
- (a) be contained in a fully enclosed building or buildings specifically referenced in the producer's federal license for production;
  - (b) be the only use permitted on a parcel, with the allowance for an ancillary building on the parcel;
  - (c) must not have any outside storage of goods, materials, and supplies;
  - (d) no use or operation shall cause or create conditions that may be objectionable or dangerous beyond the building that contains it.
  - (e) follow the Federal Government Directive on Physical Security Requirements for Controlled Substances.
- (5) The Development Officer or Municipal Planning Commission shall not approve a development permit for a Cannabis Production Facility unless, in its opinion, it is satisfied that the proposed use is appropriate and compatible with adjacent and neighboring land uses.
- (6) In evaluating the appropriateness of a development permit application for a Cannabis Production Facility, the Development Officer or Municipal Planning Commission shall consider:
- (a) compatibility with adjacent and neighboring land uses;
  - (b) impact on existing traffic volumes and patterns of flow;
  - (c) appropriate vehicle parking and site access/egress requirements (the locations of access/egress points shall not route traffic through residential areas);
  - (d) lighting and signage;
  - (e) any other matters considered appropriate.

**7.13 Cannabis Retail Sales**

- (1) Cannabis Retail Sales shall not be located within 100 metres of any of the following buildings or uses:
  - (a) an existing provincial health care facility;
  - (b) an existing school as defined by the School Act revised statutes of Alberta 2000, chapter s-3 and amendments thereto;
  - (c) an existing parcel of land designated as school reserve;
  - (d) an existing recreational facility including a playground;
  - (e) an existing religious assembly;
  - (f) an existing childcare facility;
  - (g) an existing community hall; and
  - (h) an existing library.
- (2) Cannabis Retail Sales shall not be located within 100 metres of any other Cannabis Retail Sales.
- (3) In evaluating the appropriateness of a development permit application for Cannabis Retail Sales, the Development Officer or Municipal Planning Commission shall consider:
  - (a) compatibility with adjacent and neighboring land uses;
  - (b) impact on existing traffic volumes and patterns of flow;
  - (c) appropriate vehicle parking and site access/egress requirements (the locations of access/egress points shall not route traffic through residential areas);
  - (d) lighting and signage;
  - (e) appropriate site security/fencing requirements; and
  - (f) any other matters considered appropriate by the Development Authority.

#### 7.14 SEA CONTAINER (SEA-CAN)

- (1) A Sea Container shall:
  - (a) only be located on a parcel where there is an existing principal use;
  - (b) not be used as a standalone dwelling unit;
  - (c) only be allowed in the land use districts where they are listed as a permitted or discretionary use;
  - (d) be used for storage purposes only and shall not contain any dangerous or hazardous materials;
  - (e) be painted to match the color(s) of the principal building or be sandblasted and/or painted to the satisfaction of the Development Authority;

- (f) be screened from the view of adjacent dwellings or public roads. Sea Containers shall not be used as a method of screening additional uses on a parcel; and
- (g) not display advertising, company logos, names or other marketing without an approved sign permit.

## **PART EIGHT: ENVIRONMENTAL SETBACKS AND REPORTS**

### **8.1 Development On or Near Slopes**

- (1) For the purposes of this section, “upper break of slope” is as determined by the Development Officer, who may consult with Alberta Environment, a geotechnical engineering firm or qualified consultant/person.
- (2) Notwithstanding the yard requirements prescribed in the land use districts, subject to subsection (3) no building or structure shall be permitted or caused to be built or placed within 15.24 metres (50 feet) of the top or bottom of an escarpment, bank or slope having a grade that equals or exceeds 15%.
- (3) The required setback from the upper break of slope may be increased or decreased by the Development Officer upon the submission of a report from Alberta Environment, a geotechnical engineering firm or qualified engineer that indicates a lesser setback is suitable or a greater setback is required.
- (4) A setback from the upper break of slope may be decreased by the Development Officer if the Development Officer is satisfied upon report from Alberta Environment, a geotechnical engineering firm or qualified engineer that a lesser setback is sufficient for the safety of the structure and/or engineering and construction measures can be instituted to make a lesser setback location suitable for development, whereby such measures will be a condition of development.
- (5) The Development Officer may require that the development of the site and buildings be designed or bear the seal and signature of a professional engineer and/or architect registered in the Province of Alberta.
- (6) Notwithstanding any other provision in this Bylaw, for a site that is located within the distances established in subsection (2) above, a permitted use, in the Land Use District for that site, with the exception of farming, shall be deemed to be a discretionary use.

### **8.2 Subdivision and Development Near Water**

- (1) Where a parcel of land that is the subject of a subdivision application borders on or contains a river or stream, the minimum setback of any property line of a parcel of land being created for private ownership:
  - (a) shall be no less than 30 metres (100 feet) for land along the North Saskatchewan River, Clearwater River, Red Deer River and James River;
  - (b) shall be no less than 20 metres (66 feet) for land along all other named rivers and streams;



- (c) shall be no less than 6 metres (20 feet) for land along unnamed rivers and streams claimed by the Province; but
  - (d) notwithstanding subsections (a), (b) and (c), Clearwater County may increase or decrease the setback depending on site conditions, including but not limited to slope and environmental sensitivity.
- (2) Where a parcel of land that is the subject of a subdivision application borders on or contains a lake, a permanent wetland, or both, the minimum setback of any property line of a parcel of land being created for private ownership shall be no less than 10 metres (33 feet) from the high water mark of the lake and/or the permanent wetland. Clearwater County may increase the setback depending on site conditions, including but not limited to slope and environmental sensitivity.
- (3) Building setbacks from naturally occurring water bodies and/or wetlands shall be no less than 6 metres (20 feet). The Development Authority may grant reductions in the minimum building setbacks from the high water mark of a water body or naturally occurring wetlands if the development incorporates measures to minimize the impacts of the proposed development on the wetlands.

### **8.3 Flood Prone Lands**

- (1) Subject to the provisions of this Section, development on land which may be prone to flooding generally shall be discouraged, especially on lands which lie within the 1:100 year flood plain, as determined by Alberta Environment and/or the County.
- (2) On land that in the opinion of Alberta Environment and/or the County is flood prone, new residential development and the expansion of existing residential development shall not be permitted.
- (3) On land that in the opinion of Alberta Environment and/or the County is flood prone, permanent non-residential buildings shall not be permitted and new development shall not be allowed except for:
- (a) non-obstructing agricultural uses;
  - (b) outdoor recreation uses;
  - (c) flood control measures; and
  - (d) public work facilities.
- (4) In reviewing an application for development for a site which is considered to be prone to flooding or located in a 1:100 year flood plain, the Development Officer may require one or more reports to be submitted by qualified consultants addressing the proposed development and the mitigating measures of site grading and building construction pertaining to potential flooding.

- (5) If a proposed development on flood prone lands is approved, any or all of the following may be required as conditions of development approval:
  - (a) the use of fill, piles, posts or piers to raise the development above the 1:100 year flood level;
  - (b) no finished floor space below the 1:100 year flood level;
  - (c) no mechanical or electrical installations less than 0.5 metre (1.64 feet) above the 1:100 year flood level;
  - (d) diking the watercourse;
  - (e) increased development setbacks from the watercourse;
  - (f) the use of backflow prevention valves (stop valves);
  - (g) any other flood abatement measure as may be advised by the municipality, Alberta Environment or qualified consultant; and
  - (h) registration of a restrictive covenant registered against the title of the subject property which saves and indemnifies the municipality from liability.
- (6) The Development Officer may require that the development of a site considered to be prone to flooding and any building thereon be designed or bear the seal and signature of a professional engineer and/or architect registered in the Province of Alberta.
- (7) As a condition of approval of a development within a 1:100 year flood plain, the Development Officer may require that a restrictive covenant be registered against the title of the subject property related to the approved development.
- (8) Notwithstanding any other provision in this Bylaw, for a site that is considered to be subject to flooding or located in a 1:100 year flood plain, with the exception of those uses listed in subsection (3), a permitted use in the Land Use District for that site shall be deemed to be a discretionary use.

#### **8.4 Environmentally Significant Lands**

- (1) Environmentally significant lands include:
  - (a) rivers and streams, including their valleys, ravines and escarpments;
  - (b) lakes and their shorelands;
  - (c) wetlands;
  - (d) riparian buffers;
  - (e) hazard lands and features;
  - (f) wilderness areas designated by the Province;
  - (g) ecological reserves designated by the Province;
  - (h) natural areas designated by the Province;
  - (i) provincial parks designated by the Province; and
  - (j) provincial recreation areas designated by the Province.

- (2) When reviewing an application for development on environmentally significant lands, the Development Officer may consider any or all of the following:
  - (a) the impact of the proposed development on the subject and surrounding area;
  - (b) the soil and slope conditions of the area surrounding the subject property;
  - (c) any information on the past history of the subject property and surrounding area from a geotechnical perspective; and
  - (d) comments and recommendations from Alberta Environment.
- (3) As part of the development permit application, the Development Officer may require a geotechnical study, prepared by a qualified geotechnical engineer, addressing the proposed development. The geotechnical study will establish building setbacks from property lines based upon the land characteristics of the subject property.
- (4) The Development Officer may require all or any of the following as conditions of approval for a development permit application on land which is considered environmentally significant:
  - (a) a certificate from a qualified professional geotechnical engineer certifying that the design of the proposed development was undertaken with full knowledge of the soil and slope conditions of the subject property;
  - (b) a certificate from a qualified professional geotechnical engineer when the proposed development includes cut and/or fill sections on slopes and/or including the addition of fill to the subject property;
  - (c) that measures be taken to ensure that infiltration into area slopes, the subject property and adjacent lands are minimized;
  - (d) the registration of a restrictive covenant against the certificate of title for the subject property related to the approved development; and/or
  - (e) the registration of an easement against the certificate of title for the subject property entitling the County or an agent on behalf of the County the right to enter the subject property to carry out such improvements and repairs as are required to maintain the stability of adjacent properties which, if not corrected, could adversely affect surrounding lands.
- (5) Clearwater County may register an Environmental Reserve or Environmental Reserve Easement where provided for in the *Municipal Government Act* for the environmentally significant lands.

#### **8.5 Environmental Audits**

- (1) The Development Officer may require an applicant to conduct an environmental audit and submit an environmental audit report as part of a development permit application, and an application to amend this Bylaw, an application for subdivision approval, or an application to amend a statutory plan.

The Environmental Audit report shall contain:

- (a) a history of the subject property's ownership and use;
  - (b) a description of the natural environment and social environment surrounding the subject property which may be sensitive to contamination;
  - (c) an inventory of all hazardous materials that may have been handled or stored on the subject property, including a review of on and off-site disposal operations and facilities;
  - (d) documentation of the existence, location and use of above and underground storage tanks and other related facilities;
  - (e) a history of environmental regulatory activity affecting the subject property;
  - (f) a review of the condition and use of adjoining properties;
  - (g) a completed sampling program to determine type and level of contamination of soil, groundwater, surface water, site facilities, etc.;
  - (h) a determination of the extent of contamination; and
  - (i) a comprehensive site and areas map noting the locations of natural and built features and other elements of the site audit as noted above.
- (2) The Environmental Audit and report may be referred to Alberta Environment for comment and recommendations.
- (3) The County may use the recommendations of the Environmental Audit report as a basis for:
- (a) reasons to refuse or approve, with or without conditions, a development permit;
  - (b) reasons to amend or refuse an amendment to this Bylaw;
  - (c) comments to the Subdivision Approving Authority in recommending to approve, approve with conditions, or to refuse an application for subdivision;
  - (d) reasons to approve or refuse an application to adopt or amend a statutory plan.

#### **8.6 Environmental Review**

- (1) An environmental review is distinct from an environmental impact assessment as described under provincial and federal legislation.
- (2) The Development Officer may require an applicant to conduct an environmental review and submit a report as part of a development permit application, an application to amend this Bylaw, an application for subdivision approval or an application to adopt or amend a statutory plan.
- (3) An environmental review may be required to address any or all of the following:

- (a) a description of the features of the site, adjacent properties and nearby lands that may be affected;
  - (b) a description of the environmental sensitivity of these lands and features;
  - (c) the nature of the impacts on land, water, wildlife and fish during construction;
  - (d) the nature of the impacts of land use activities on land, water, wildlife and fish upon completion of the development and/or phases thereof;
  - (e) an environmental mitigation/protection plan to alleviate any adverse impacts, monitor the performance of the mitigation/protection measures and identify the residual impacts and their significance on fish, wildlife, vegetation, soil, water quality and quantity; and
  - (f) any other matters required by the County.
- (4) An environmental review may be referred by the County to the appropriate provincial agencies for comment and recommendations.
- (5) The County may use the recommendations of the Environmental Review report as a basis for:
- (a) reasons to refuse or approve, with or without conditions, a development permit;
  - (b) reasons to amend or refuse an amendment to this Bylaw;
  - (c) comments to the Subdivision Approving Authority in recommending to approve, approve with conditions, or to refuse an application for subdivision;
  - (d) reasons to approve or refuse an application to adopt or amend a statutory plan.

**8.7 Remote Area – Wild Land/ Urban Interface Developments**

- (1) When, in the opinion of the Development Officer, a proposed development would be located in an area which may be a significant wildfire hazard area or too remote for existing municipal services to be effective in an emergency, the Development Officer may add the following measures as conditions to the issuance of a development permit to reduce fire hazards:
- (a) a minimum 10 metres (33 feet) defensible space perimeter around buildings; this space should consist of less fire prone vegetation and free of ground level fuels (e.g. logs, branches, twigs), piled debris and other combustibles; this zone may increase to 30 metres (100 feet) for a site at the top of a slope;
  - (b) a reduced fuel zone perimeter around buildings in which the forest canopy and understory may need to be thinned; for flat sites this perimeter may be up to 30 metres (100 feet) but may be greater if the perimeter area includes downslopes greater than 15%;
  - (c) roofs to be constructed of non-combustible or combustion retardant materials;
  - (d) the installation of spark arresters on chimneys and stovepipes;
  - (e) exterior siding to be of fire resistant materials;

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- (f) the provision of an emergency access;
- (g) the provision of an adequate on/off-site water supply and equipment for fire-fighting purposes; and
- (h) any other provisions consistent with principles and standards to protect a community, subdivision or isolated development from wildfires.

## PART NINE: RESOURCE OPERATIONS AND SETBACKS

### 9.1 Site Alterations

- (1) Site alteration activities, generally including stripping, filling, excavating and grading activities, are deemed to be exempt from the requirement for formal development permit application unless forming a part of a specific development proposal for which a permit is required. Typical activities, for which a development permit is not required include:
- (a) contouring of farmland
  - (b) public roads
  - (c) oilfield lease roads and sites
  - (d) private driveways
  - (e) logging roads
  - (f) the first dugout on a parcel of land
  - (g) the first fish pond on a parcel of land
  - (h) recreational trail systems
  - (i) the first borrow excavation on a parcel of land, and
  - (j) drainage ditching

#### **~~Definitions In this Part:~~**

~~**Dugout** means an excavation or an opening less than one acre in size for the purpose of agricultural use.~~

~~**Fish Pond** means an excavation or an opening less than one acre in size for the purpose of stocking fish.~~

~~**Borrow Excavation** means an opening or excavation in the surface or subsurface of a given parcel of land, not exceeding four acres of total disturbance that is made solely for the purpose of removing sand, gravel, clay, or marl. A borrow excavation shall not remain open or active for a period exceeding 18 months. A borrow excavation does not permit any processing of the material(s) on the land(s).~~

Borrow excavations are subject to ~~the Environmental Protection and Enhancement Act (EPEA) and the Conservation and Reclamation Regulation (CRR)~~ Provincial Legislation. Operators are cautioned that terms such as *borrow* and *borrow pit* may have different meanings in reference to regulatory requirements under ~~other~~ different Provincial Legislation ~~(e.g., the Environmental Protection Act or the Public Lands Act)~~ or in common usage in the road construction industry. Operators must be aware of the terms *borrow excavation* and *pit* and their regulatory implications under ~~the EPEA or the CRR~~ different Provincial Legislation.

While this exemption is valid only to the extent that there is no requirement to make application for a development permit, any other requirement, provincial or municipal, is the responsibility of the proponent of the activity. Other requirements may include, but are not limited to, licensing, road use agreements, reclamation, setbacks, buffers, etc.

**9.2 Top Soil Removal and Surface Resource Extraction/Processing**

- (1) A development permit is required before the commencement or continuation of the removal of top soil from the property and such permits shall only be granted where it is shown to the satisfaction of the Development Officer that the land will not be adversely affected by the removal of the topsoil. The Development Officer may refer any application for removal of top soil from the property to the Agricultural Services Board and/or ~~the Soil Conservation Officer acting under the Soil Conservation Act for comments~~ any other board or agency as deemed necessary.
- (2) Unless exempted under Section 9.1 all surface resource extraction activities require a development permit before the commencement or continuation of the operation.
- (3) Surface resource extraction activities are subject to obtaining the proper approvals from all authoritative government agencies.
- (4) When issuing a development permit for a new or expanded surface resource extraction operation, including but not limited to sand, gravel or clay pits, the permit shall be conditional upon the developer providing copies of the approvals obtained from all authoritative government agencies.
- (5) Among other conditions that may be applied to the approval of a surface resource extraction operation by the Development Officer are conditions that provide for:
  - (a) setbacks to the satisfaction of the Development Officer from public roads and highways;
  - (b) setbacks from dwellings, existing property boundaries and proposed property boundaries;
  - (c) screening of the operation from public view by means of berms, landscaping or other means;
  - (d) limitations on the years, months, weeks, days and/or hours of operation;
  - (e) specific truck routing and/or roadway improvements;
  - (f) requirements to provide and maintain sufficient dust control, both on-site and on haul roads, to the satisfaction of the Municipality; and
  - (g) posting of adequate signage, including company name and emergency phone numbers, to warn of possible site or operational hazards and dangers.



- (6) The obligation to fulfill the conditions and requirements of any development permit issued pursuant to this Section is deemed to run with the land. The failure of any development permit holder who is not the owner of the site or sites described in the development permit shall not be considered to relieve or release the owner from such or issue a new development permit to the same applicant or to a new applicant or to the same owner or a new owner, unless or until the conditions and requirements of any development permit which has become suspended, lapsed, or voided for any reason, have been fulfilled to the satisfaction of the Municipality.

### **9.3 Gas and Oil Wells**

- (1) An application for subdivision or development must not be approved if it would result in permanent additional overnight accommodation or public facilities, as defined by the ~~Energy Resources Conservation Board~~ Alberta Energy Regulator (AER), within 100 metres (328 feet) of a gas or oil well unless that permanent overnight accommodation or public facility would be within a lesser distance approved in writing by the ~~Energy Resources Conservation Board~~ AER or in the opinion of the approving authority is considered to be an infill development.
- (2) For the purposes of this section, a gas or oil well does not include an abandoned well as defined by the ~~Energy Resources Conservation Board~~ AER and distances are measured from the well head to the building or proposed building site.

### **9.4 Sour Gas Facilities**

- (1) The development authority must send to the ~~Energy Resources Conservation Board~~ AER a copy of an application that would result in permanent additional overnight accommodation, whether for dwelling or other purposes, or public facilities as defined by the ~~Energy Resources Conservation Board~~ AER if the application is within 1.5 km (0.93 miles) of a sour gas facility, or a lesser distance agreed to in writing by the ~~Energy Resources Conservation Board~~ AER and subdivision authority.
- (2) The Development Officer must not approve an application that does not conform to the ~~Energy Resources Conservation Board~~ AER setbacks unless the ~~Energy Resources Conservation Board~~ AER gives written approval to a lesser set back distance. When issuing a development permit for a residence in an area where there is a risk of sour gas as advised by the ~~Energy Resources Conservation Board~~ AER, the Development Officer may as a condition of approval require the applicant to sign a copy of the applicable declaration prescribed by the Development Officer.

## **PART TEN: INFRASTRUCTURE SETBACKS AND REGULATIONS**

### **10.1 Development Setbacks from Wastewater Treatment Plants**

- (1) Unless the development is approved in writing by the Deputy Minister of Alberta Environment:
  - (a) a school, hospital, food establishment or residential building shall not be approved and a residential building shall not be constructed within 300 metres (984.25 feet) of an operating wastewater treatment plant; and
  - (b) a wastewater treatment plant must not be approved unless the working area of the plant is located at least within 300 metres (984.25 feet) from any existing or proposed school, hospital, food establishment or residential building.

### **10.2 Development Setbacks from Landfills and Waste Sites**

- (1) Unless the development is approved in writing by the Deputy Minister of Alberta Environment:
  - (a) a school, hospital, food establishment or residence must not be approved and a residence must not be constructed if the building site is within distances from a sanitary landfill, modified sanitary landfill, hazardous waste management facility, dry waste site, waste processing site, waste storage site, waste sorting station or waste transfer station specified in the Subdivision and Development Regulation; and
  - (b) a sanitary landfill, modified sanitary landfill, hazardous waste management facility, dry waste site, waste processing site, waste storage site, waste sorting station or waste transfer station must not be approved within the distance from the property boundary of a school, hospital, food establishment or residence specified in the Subdivision and Development Regulation.

### **10.3 Setbacks from Roads and Intersections**

- (1) On a parcel of land located adjacent to a public road or provincial highway, development shall be sited in accordance with Figures 1 to 7 of this Section, unless otherwise approved by the Development Officer or Alberta Transportation.
- (2) No vehicle access to a rural road shall be permitted less than 150 metres (492 feet) from an intersection, an existing access on the same side of the road, a bridge or an at-grade railway crossing unless a lesser separation distance is approved by the Director Public Works Infrastructure where in his/her opinion the lesser distance provides suitable site lines in both directions.
- (3) The Development Officer may not approve an application for a development permit affecting land within 300 metres (1,000 feet) of a provincial highway or

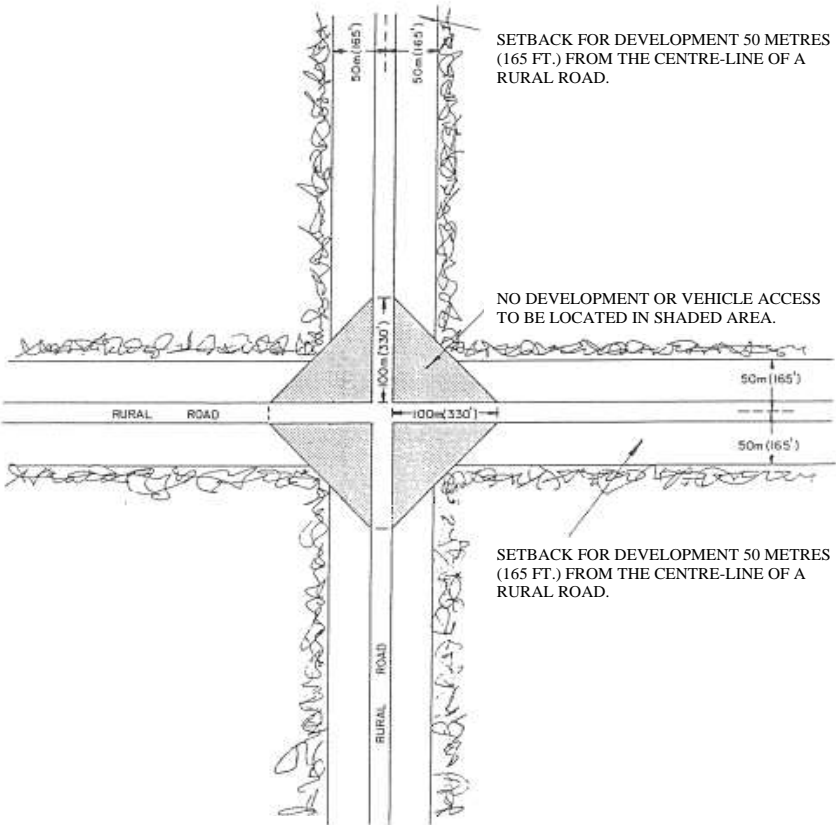
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within 800 metres (1/2 mile) of a provincial highway intersection unless the applicant provides a copy of a highway vicinity development approval from Alberta Transportation.

- (4) The Development Officer may issue a development permit or other needed approval for development, which does not satisfy the requirements illustrated on Figures 1 to 7 of this Section, for a parcel legally created prior to this Bylaw coming into effect and which would otherwise not have a building site, if satisfied that the development will not result in having an adverse impact on adjacent land uses and development when developed to such lesser standards as the Development Officer requires.
- (5) Figures 1 to 7 of this Section do not apply in any hamlet district.
- (6) Notwithstanding any other provisions in this Bylaw, the Development Officer may approve or prescribe screening for uses which involve the outdoor storage of goods, materials or facilities which would otherwise be, in the judgement of the Development Officer, visually offensive when viewed from a public road.
- (7) Lots abutting a public "internal road" or a service road shall not be subject to the setbacks required for rural roads, but shall be subject to setback requirements otherwise stated in this Bylaw for public internal roads and, in this regard, Council may declare a public road to be an "internal road" if it is not in an Agriculture District and is not part of the grid system, contained in Government Road Allowances.

**MUNICIPAL**

**SETBACKS FROM RURAL ROADS AND THEIR INTERSECTIONS**



SETBACK FOR DEVELOPMENT 50 METRES (165 FT.) FROM THE CENTRE-LINE OF A RURAL ROAD.

NO DEVELOPMENT OR VEHICLE ACCESS TO BE LOCATED IN SHADED AREA.

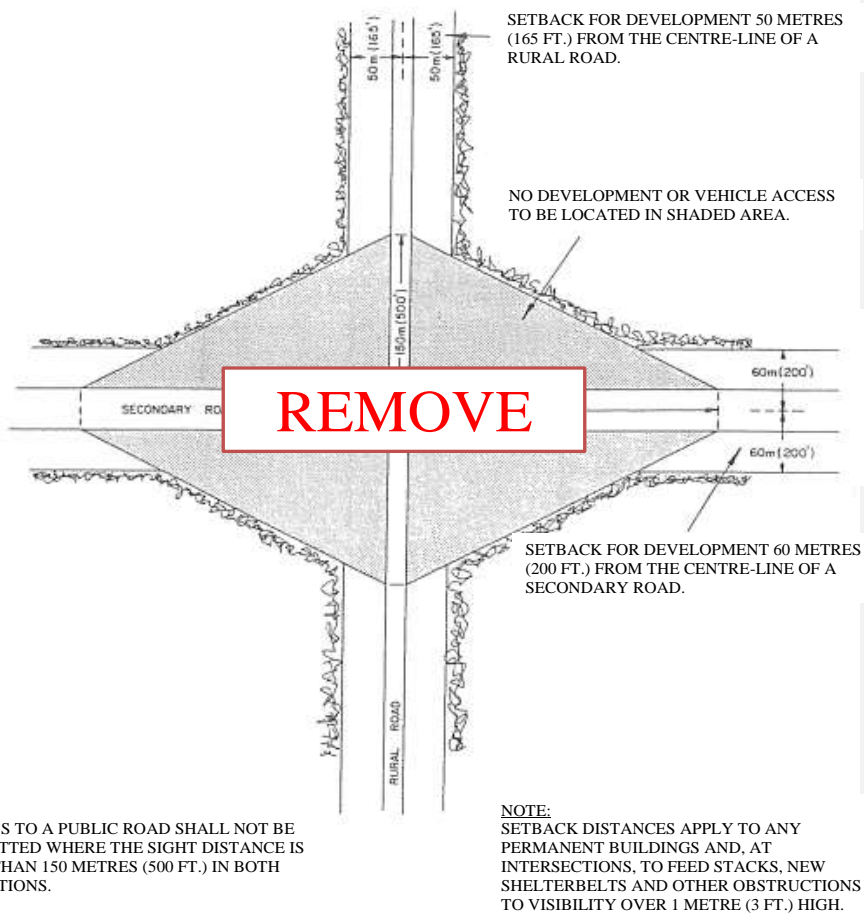
SETBACK FOR DEVELOPMENT 50 METRES (165 FT.) FROM THE CENTRE-LINE OF A RURAL ROAD.

**NOTE:**  
ACCESS TO A PUBLIC ROAD SHALL NOT BE PERMITTED WHERE THE SIGHT DISTANCE IS LESS THAN 150 METRES (500 FT.) IN BOTH DIRECTIONS.

**NOTE:**  
SETBACK DISTANCES APPLY TO ANY PERMANENT BUILDINGS AND, AT INTERSECTIONS, TO FEED STACKS, NEW SHELTERBELTS AND OTHER OBSTRUCTIONS TO VISIBILITY OVER 1 METRE (3 FT.) HIGH.

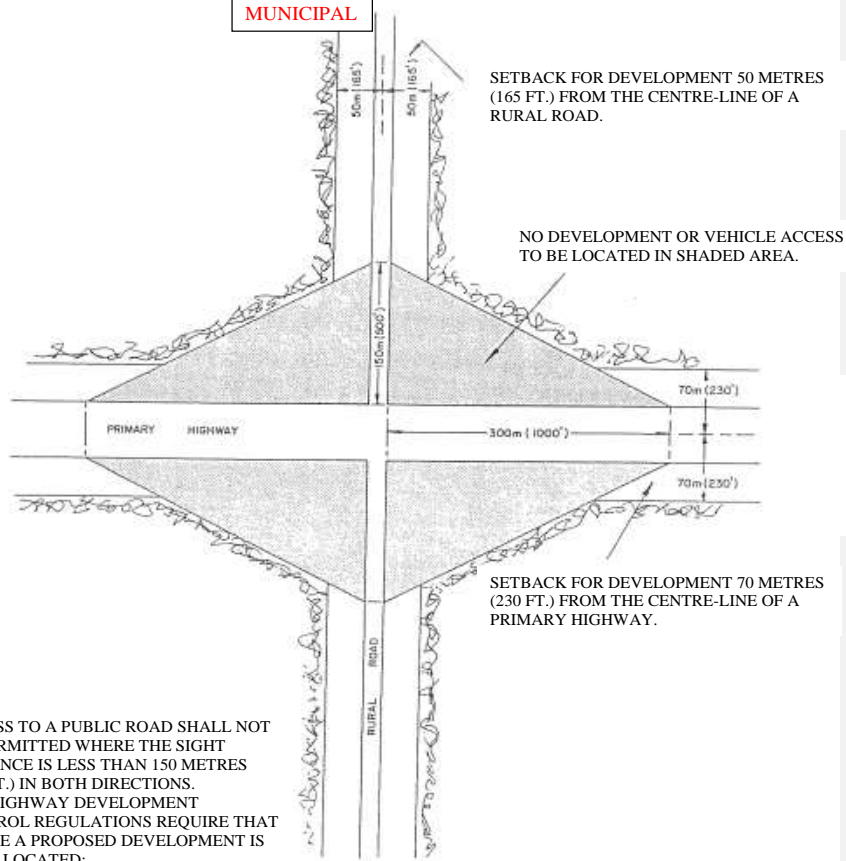
**FIGURE 1**

**SETBACKS FROM RURAL AND SECONDARY ROADS  
AND THEIR INTERSECTIONS**



**FIGURE 2**

**SETBACKS FROM PRIMARY HIGHWAY  
AND RURAL ROAD INTERSECTIONS**



**NOTE:**

- 1) ACCESS TO A PUBLIC ROAD SHALL NOT BE PERMITTED WHERE THE SIGHT DISTANCE IS LESS THAN 150 METRES (500 FT.) IN BOTH DIRECTIONS.
- 2) THE HIGHWAY DEVELOPMENT CONTROL REGULATIONS REQUIRE THAT WHERE A PROPOSED DEVELOPMENT IS TO BE LOCATED:
  - A) WITHIN 300 METRES (1,000 FT) OF A HIGHWAY, OR
  - B) WITHIN 800 METRES (1/2 MILE) OF AN INTERSECTION WITH A HIGHWAY,
 A PERMIT SHALL BE OBTAINED FROM ALBERTA TRANSPORTATION.

**NOTE:**

SETBACK DISTANCES APPLY TO ANY PERMANENT BUILDINGS AND, AT INTERSECTIONS, TO FEED STACKS, NEW SHELTERBELTS AND OTHER OBSTRUCTIONS TO VISIBILITY OVER 1 METRE (3 FT.) HIGH.

**FIGURE 3**

## SETBACKS FROM SECONDARY ROAD INTERSECTIONS

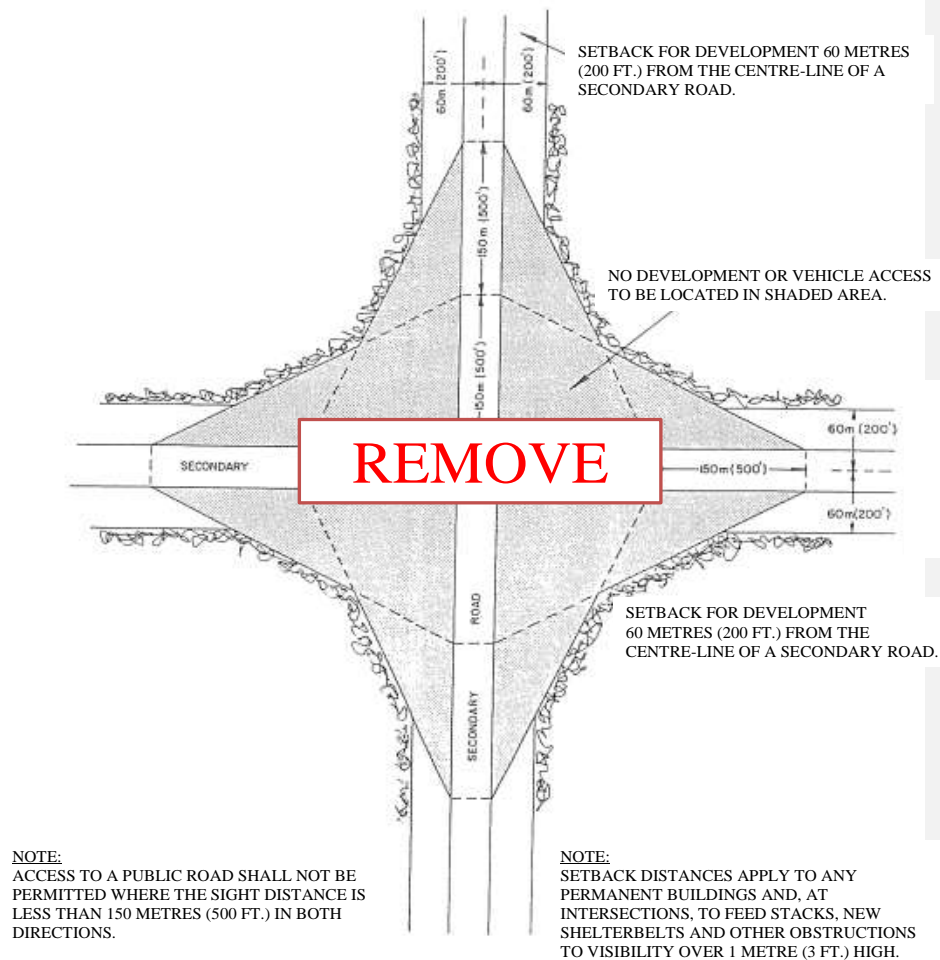


FIGURE 4

SETBACKS FROM **PRIMARY** HIGHWAY INTERSECTIONS

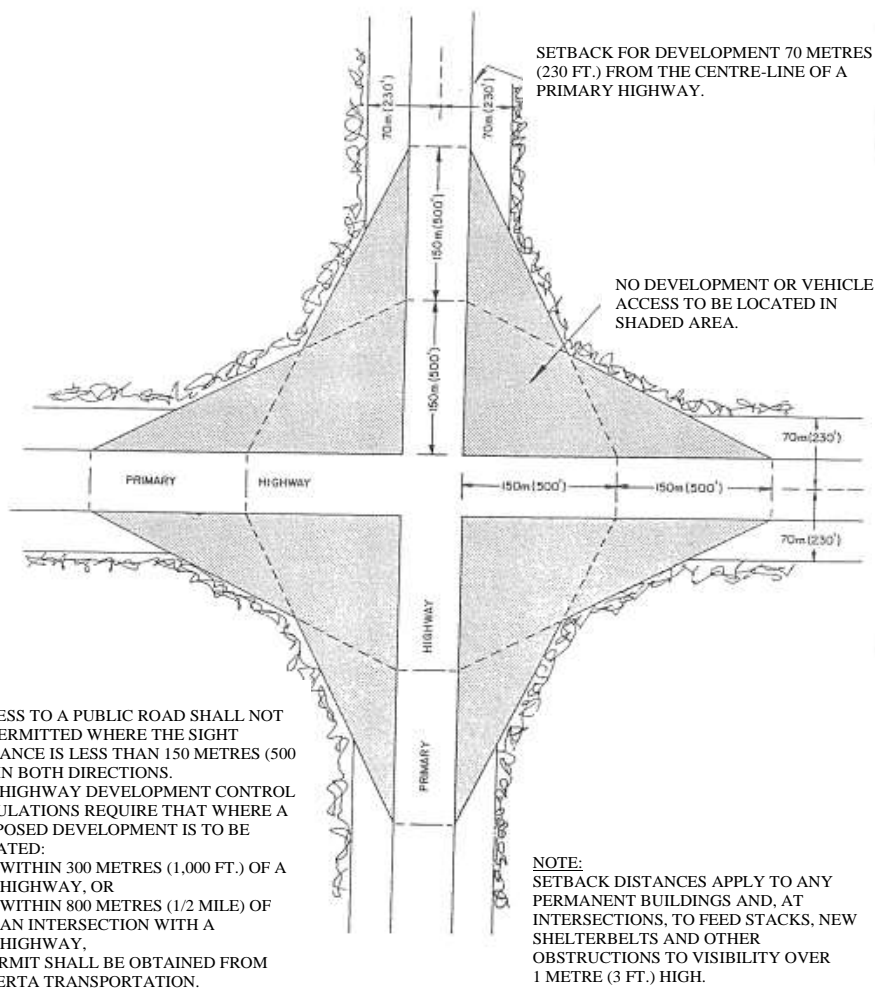
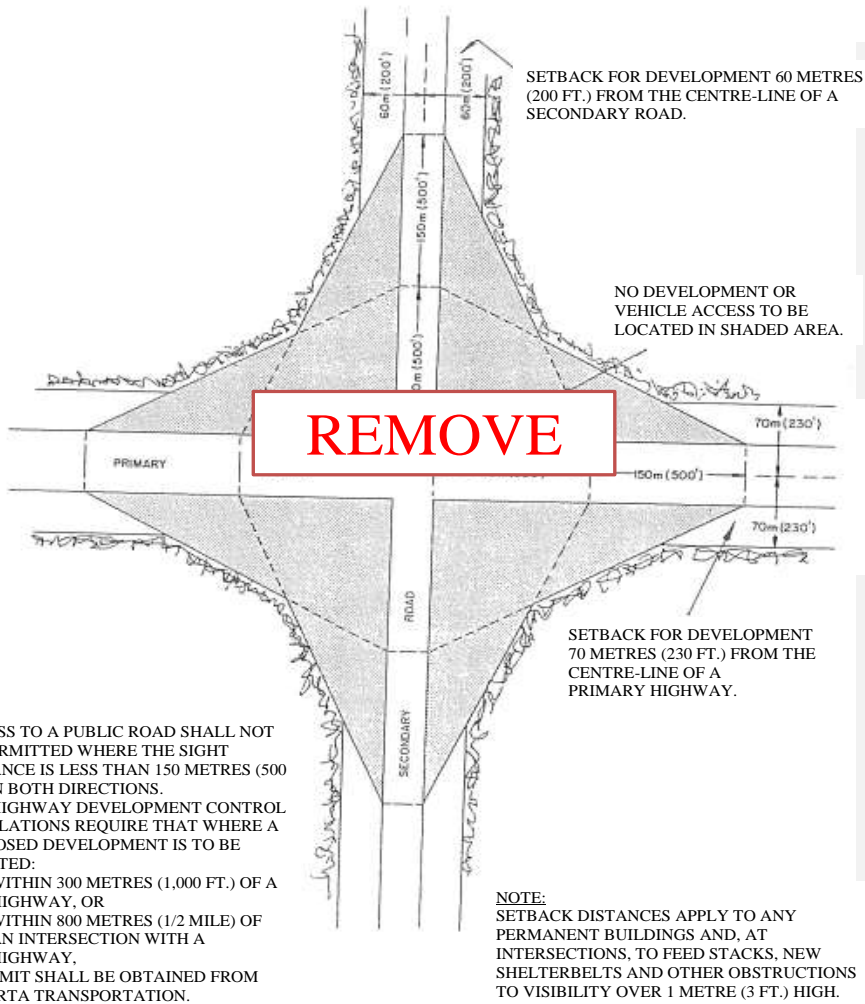


FIGURE 5

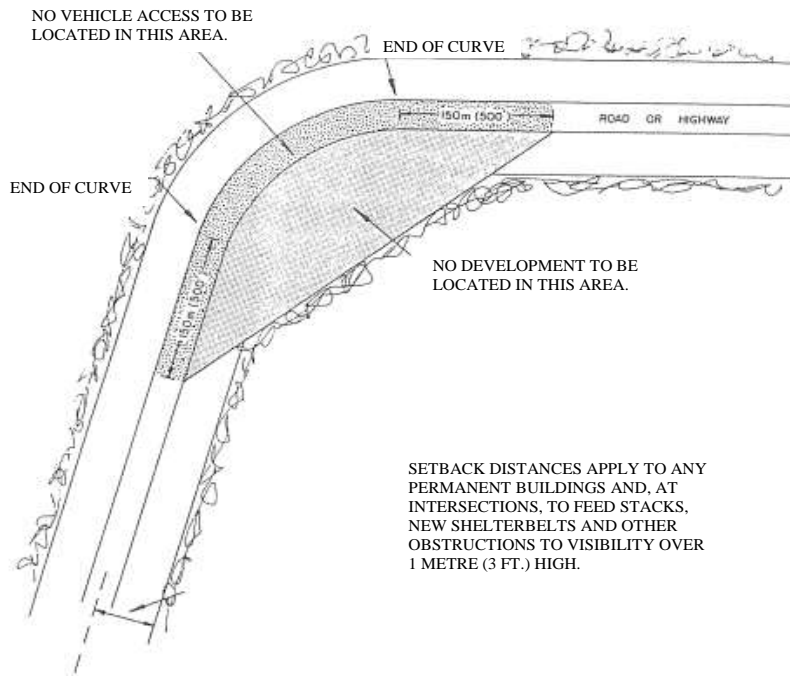


**SETBACKS FROM PRIMARY HIGHWAY  
AND SECONDARY ROAD INTERSECTIONS**



**FIGURE 6**

## SETBACKS FROM ROAD CURVES AND CORNERS



### SETBACK FOR DEVELOPMENT:

- 70 METRES (230 FT.) FROM THE CENTRE-LINE OF A PRIMARY HIGHWAY
- 60 METRES (200 FT.) FROM THE CENTRE-LINE OF A SECONDARY ROAD
- 50 METRES (165 FT.) FROM THE CENTRE-LINE OF A RURAL ROAD

FIGURE 7

## PART ELEVEN: CONFINED FEEDING OPERATIONS

### **11.1 Confined Feeding Operations**

- (1) Confined feeding operations for which approval, authorization or registration is required pursuant to the Agricultural Operation Practices Act, are regulated by the Natural Resources Conservation Board (NRCB) and are exempt from municipal control under this Bylaw.
- (2) In directing and approving land uses that may be incompatible with a confined feeding operation, Clearwater County shall refer the application to the NRCB to determine the applicable minimum distance separation.

## PART TWELVE: AMENDMENT

### 12.1 Application for Bylaw Amendment

- (1) A person may make application to the Development Officer for an amendment to the Land Use Bylaw. The application shall include:
  - (a) a statement of the nature of the amendment requested;
  - (b) the specific amendments requested;
  - (c) the purpose and reasons for the amendment;
  - (d) if the applicant is not an owner of land affected by the application, the interest in the land of the applicant;
  - (e) if the application is for a change of land use district:
    - (i) a recent copy of the Certificate of Title of the land affected; and
    - (ii) a legal description or a plan showing the location and dimensions of the land requested for redistricting, to the satisfaction of the Development Officer;
  - (f) an application fee, the amount of which shall be determined from time to time by resolution of Council for which a portion, as determined by resolution of Council from time to time, may be returned to the applicant if first reading of the amending bylaw is not passed.
- (2) If the application to amend the Bylaw is for a redesignation of land, the Development Officer may:
  - (a) require the submission of an outline plan for the area to be redesignated to the level of detail specified by the Development Officer; and
  - (b) require payment of a fee equal to the costs by the Municipality to review the proposed redesignation and/or outline plan, or if necessary to prepare an outline plan.
- (3) An application for amendment shall be placed before the Council within 60 days ~~of its receipt from the date in which it was deemed complete~~ by the Development Officer.
- (4) Upon receipt of an application for amendment, the Development Officer shall determine when the application will be placed before Council and shall issue not less than 10 days notice to the applicant advising that he may appear before the Council at that time and speak to the application.

### 12.2 Amending Bylaw Process

- (1) Council may initiate a bylaw to amend the Land Use Bylaw by directing the Development Officer to initiate an amendment thereto.

- (2) Council may, after due consideration of an application for amendment:
  - (a) refuse the application;
  - (b) pass first reading of a bylaw to amend this Bylaw, with or without amendments;
  - (c) defeat first reading of a bylaw to amend this Bylaw; or
  - (d) refer the application to the Development Officer or any other persons for further information, and when the information is received proceed with one of the actions outlined in sub-clauses (a) through (c).
- (3) Following first reading of an amending bylaw, the Council shall establish the date, time and place for a public hearing on the proposed bylaw.
- (4) Notwithstanding subsection 7, if the amendment will not materially affect the Bylaw in principle or in substance, Council may pass an amending Bylaw without holding a public hearing.
- (5) Following first reading of an amending bylaw, the Development Officer shall:
  - (a) arrange for the publication of a notice of the public hearing at least once a week for two consecutive weeks in at least one newspaper circulating in the area such that the publication date of the second issue is not less than five days preceding the date of the hearing; and
  - (b) mail or arrange for delivery, not less than 14 days preceding the date of the hearing, notice to the applicant, if not Council, and if the amending bylaw provides for one or more District designation changes to:
    - (i) owners of land subject to proposed redesignation;
    - (ii) owners of adjacent land;
    - (iii) the Town of Rocky Mountain House in accordance with any policies regarding referral in an intermunicipal development plan or other joint planning agreement;
    - (iv) any other adjacent municipality if the land subject of the redesignation is within 0.8 kilometres (0.5 miles) of the municipality;
    - (v) any other authorities who, in the opinion of the Development Officer, may be affected.
- (6) A notice of the public hearing must contain:
  - (a) a statement of the general purpose of the proposed bylaw;
  - (a) the date, time and place of the public hearing;
  - (b) the address where a copy of the proposed bylaw and any document related thereto or to the public hearing may be inspected.
- (7) In the case of an amendment to change the district designation of a parcel of land, in addition to the requirements of subsection (10), the notice shall also contain:

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- (a) the municipal address, if any, and the legal address of the parcel of land; and
  - (b) a map showing the location of the parcel of land.
- (8) In the Public Hearing, Council:
- (a) must hear any person, group of persons, or person representing them, who claims to be affected by the proposed bylaw and who has complied with the procedures outlined by Council; and
  - (b) may hear any other person who wishes to make representation and whom the Council agrees to hear.
- (9) After giving consideration to the representation made to it at the public hearing, the Municipal Development Plan and any Intermunicipal Development Plan or other statutory plan affecting the proposed bylaw, and any other matters it considers appropriate, Council may:
- (a) pass the bylaw;
  - (b) make any amendment to the bylaw it considers necessary and proceed to pass it without further advertisement or hearing;
  - (c) refer the bylaw for further information or comment to any person or authority Council desires to refer the bylaw to; or
  - (d) defeat the bylaw.
- (10) After third reading of an amending bylaw, the Development Officer shall send a copy of the bylaw to:
- (a) the applicant;
  - (b) the owner(s) of land if not the applicant; and
  - (c) an adjacent municipality if it received notice pursuant to this section.
- (11) In this section, owner means the person shown as the owner of land on the assessment roll prepared pursuant to the Act.
- (12) If an application to amend this Bylaw for a change in a land use designation is refused, the Development Officer may refuse to accept a subsequent application for a change in the land use designation to the same parcel of land until a period of 6 months has expired unless, in the opinion of the Development Officer, the circumstances of the application have changed significantly.
- (13) If the subdivision or development for which land was redesignated does not occur within one year of the date of passage of the bylaw that redesignated the land, Council may initiate a bylaw to redesignate the land back to its former district.
- (14) The Development Officer shall maintain an accurate and up-to-date file of amendments to this Bylaw and, within 30 days of adoption of any amending Bylaw, ensure that such amendment is effected to copies of the Bylaw in regular

usage by councillors, members of committees, employees and advisors of the Municipality.

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## PART THIRTEEN: LAND USE DISTRICTS

### 13.1 Establishment of Districts

- (1) For the purpose of this Bylaw, Clearwater County is divided into the following districts:
  - (1) Agriculture District "A"
  - (2) Intensive Agriculture District "IA"
  - (3) Country Residence District "CR"
  - (4) Country Residence Agriculture District "CRA"
  - ~~(5) Recreation Residential District "RR"~~
  - ~~(6) Residential Estate District "RE"~~
  - ~~(7) Country Residential Minor Industrial District "CRMI"~~
  - ~~(8) Industrial District "I"~~
  - ~~(9) Light Industrial District "LI"~~
  - ~~(10) Hamlet Commercial District "HC"~~
  - ~~(11) Hamlet Residential District "HR"~~
  - ~~(12) Institutional District "P"~~
  - ~~(13) Recreation Facility District "RF"~~
  - ~~(14) Leisure Residence District "LR"~~
  - ~~(15) Highway Development District "HD"~~
  - ~~(16) Manufactured Home Park District "MHP"~~
  - ~~(17) Public Airport District "PA"~~
  - ~~(18) Forestry District 1 "F1"~~
  - ~~(19) Forestry District 2 "F2"~~
  - ~~(20) Country Residential Minor Industrial District "CRMI"~~
  - (18) Nordegg Rural Residence District "NRR"
  - (19) Nordegg Tourist Recreation District "NTR"
  - (20) Nordegg Medium Density Housing District "NR-2"
  - (21) Nordegg Leisure Residence District "NLR"
  - (22) Nordegg Low Density Residence District "NLDR"
  - (23) Nordegg Mixed Use Residence / Resort Commercial District "NMUR"
  - (24) Nordegg Public and Institutional "NPI"
  - (25) Nordegg Service Commercial "NSC"
  - (26) Nordegg Industrial District "NI"
  - (27) Saunders Alexo District "SA"
  - (28) Shunda Goldeye District "SG"
  - (29) Bighorn Canyon District "BC"
  - (30) Whitegoat Lakes District "WL"
  - ~~(31) Forestry District 1 "F1"~~
  - ~~(32) Forestry District 2 "F2"~~
  - ~~(33) Direct Control District "DC"~~
  - ~~(34) Recreation Residential District "RR"~~
  - ~~(35) Residential Estate District "RE"~~
  - ~~(36) Direct Control District One "DC-1"~~

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- (2) For each district the purposes, permitted and discretionary uses of land, and district regulations are as established in Section 13.4.
- (3) In each district development may only take place for the permitted and discretionary uses specified in Section 13.4 unless otherwise provided for in Section 3.2 and Section 3.5(3).
- (4) In each district the standard of development shall be greater than the minimum and less than the maximum laid out in Section 13.4 although Section 3.9(1) applies.

### **13.2 Boundaries**

- (1) The boundaries of the districts listed in subsection (1) are as delineated on the Land Use District Map Sheets in Section 15(1) and the District Map Schedules in Section 15(2).
- (2) Where uncertainty exists as to the boundaries of the districts as shown on the District Maps and District Descriptions, the following rules shall apply:
  - (a) a boundary shown as approximately following the boundary of a parcel of land shall be deemed to follow that parcel of land boundary; and
  - (b) a boundary, which does not follow the boundary of a parcel of land, shall be determined by measurements directly from the Land Use District Map; but
  - (c) where there remains uncertainty or disagreement as to the location of the boundary Council, either on its own motion or upon an application being made to Council by any person requesting the determination of the exact location of a boundary, shall fix and determine the portion of the boundary in dispute.
- (3) If an application of the rules in subsection (2) do not satisfactorily determine the exact location of a district, the Municipality, either on its own motion or upon written application being made to it by any person requesting the determination of the exact location of the boundary, shall fix the portion of the district boundary in doubt or dispute.
- (4) The boundaries for those isolated and individual land use districts which are not plotted on maps in Part Fifteen: Land Use District Maps are as registered in the Alberta Land Titles Office.
- (5) All roads and railway lines are excluded from the Land Use Districts established under this Bylaw. However, when a road is closed by bylaw or the change in ownership of a portion of a closed railway line is registered in the Land Titles Office, the land forming the closed road or railway line shall automatically revert to the Agricultural District, except where the title to the land is consolidated with

adjacent land whereby it shall automatically revert to the District for which that adjacent land was already designated.

**13.3 Crown Land Transferred to Private Ownership**

- (1) If the Province of Alberta or Government of Canada transfers Crown land to private ownership the affected land, unless otherwise designated by the County, shall immediately be deemed to lie within the Agriculture "A" District and not require a formal amendment to this Bylaw provided that the development and/or use of the subject land meets the purpose of the Agricultural "A" District.

**13.4 District Regulations**

Subsection 13.4(1) through 13.4(31) are the permitted and discretionary land uses and regulations for each land use district.

**13.4 (1) AGRICULTURE DISTRICT "A"**

THE GENERAL PURPOSE OF THIS DISTRICT IS TO ACCOMMODATE AGRICULTURAL LAND USES AND TO CONSERVE GOOD AGRICULTURAL LAND.

**A. PERMITTED USES**

1. First residence
2. Farming and non-residential farm buildings
3. Second residence on a lot that is 32 hectares (80 acres) or larger

**NOTE:**

1. In the Agriculture District "A", farming and non-residential farm buildings, are "deemed approved" uses.
2. On a residential parcel in the Agriculture District "A", a minor agricultural pursuit for the exclusive enjoyment of the occupants is a "deemed approved" use.

**B. DISCRETIONARY USES**

1. Ancillary building or use
2. ~~Bed and breakfast~~
3. Cemetery
4. ~~Communication tower and related buildings not exceeding 75 square metres (800 sq. ft.). Radio, television and other communications tower and related buildings not exceeding 75 square metres (800 sq. ft.)~~
5. Community hall/centre
6. Drive-in theatre
7. Gravel and sand pit
8. Greenhouse with a floor area of less than 100 square metres (1,100 sq. ft.) or such larger area subject to the discretion of the Development Officer.
9. Guest house
10. Highway maintenance yard
11. Petroleum refining, gas processing or related installations with a total enclosed or developed building or plant space of less than 930 square metres (10,000 sq. ft.)
12. ~~Public utility: landfill, waste transfer and associated facilities, sewage lagoon and other sewage treatment facilities, water treatment plant and associated facilities, public utility building~~
13. Recreation facility: publicly owned
14. Recreation facility or use for a local and/or private clientele or club only and not occupying more than 1 hectare (2.5 acres)
15. ~~Sea containers (sea cans) to a maximum of three~~
16. Tree farm and/or sod farm

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C. DISCRETIONARY USES ALLOWED in this District ONLY where incidental or subordinate to the Principal Use of the lands contained in the current Certificate of Title.

1. Second and additional residences on a lot on which all of the requirements of Section 6.6 are satisfied
2. Abattoir
3. Airport or heliport occupying 2 hectares (5 acres) or less
4. Agricultural equipment service and sales
5. Auto-wreckers providing proper screening is employed
6. Dude ranch or vacation farm
7. Equestrian centre ~~Riding or roping and livestock showing stable or arena~~
8. Farm subsidiary business
9. Game farming or game ranching for viewing, tourism or recreational purposes
10. Home occupation
11. Kennel
12. Market gardening
13. Off-parcel drainage works
14. Sawmill or postmill with annual volume of at least 530 cubic metres (1/4 million board feet) of standing timber
- ~~15. Sod farm~~
15. Top soil stripping and sales
16. Tradesperson's business, ~~including contractors for plumbing, heating, electrical, carpentry, auto body, mechanical, masonry, excavation, construction, trucking and the like.~~
17. Unoccupied and unserviced manufactured home storage (one only)
18. Veterinary clinic
19. Zoo

D. ACCEPTABLE LOT SIZE

1. Except as provided for in subsections 2, the acceptable lot size is all of the land contained in an existing lot unless otherwise approved by the Development Officer subject to:
  - (a) The new lot being used exclusively for the approved development; and
  - (b) The developer entering into an agreement and/or Letter of Undertaking with the Municipality regarding placing the intended use or development on the proposed lot.
2. Regarding a first residential parcel out of an unsubdivided quarter section or out of the largest agricultural parcel within a previously subdivided quarter section that does not already contain a residential subdivision:
  - (a) Where the first residential parcel would include all or part of an existing farmstead, the parcel size shall not be less than 0.91 hectares (2.25 acres) or exceed a maximum of 2.83 hectares (7 acres) unless a larger parcel is deemed necessary by the Subdivision Authority to encompass existing

residential amenities and facilities, such as shelter belts, wastewater and water services and driveways; and

- (b) Where the first residential parcel would not include the removal of an existing farmstead, the parcel size shall not be less than 0.91 hectares (2.25 acres) or exceed a maximum of 2.02 hectares (5.00 acres) and the provisions of Part 8 of this Bylaw.

E. MINIMUM DEPTH OF FRONT YARD

As required and/or approved pursuant to Section 10.3 and Figures 1 to 4 of the Supplementary Regulations.

F. MINIMUM WIDTH OF SIDE YARD

15 metres (50 feet) except for a corner site where the side yard shall be determined as though it were a front yard.

G. MINIMUM DEPTH OF REAR YARD

15 metres (50 feet) unless otherwise approved by the Development Officer.

NOTE: Lots created prior to this Bylaw coming into effect and not able to comply with the foregoing shall meet setback limits as determined by the Development Officer.

H. LANDSCAPING

1. In addition to other provisions of this Bylaw, the Development Officer may require landfill sites, gravel and sand pits, sewage facilities and other visually offensive uses to be screened from view with vegetation and/or other screening of a visually pleasing nature.
2. Reclamation to standards acceptable to the Development Officer may be required following abandonment of all or any portion of a gravel or sandpit, sawmill or other land surface disturbing operation.

**13.4 (2) INTENSIVE AGRICULTURE DISTRICT "IA"**

THE GENERAL PURPOSE OF THIS DISTRICT IS TO ACCOMMODATE INTENSIVE AGRICULTURAL USES ON PARCELS OF LESS THAN 32 HECTARES (80 ACRES).

**A. PERMITTED USES**

1. Farming and non-residential farm buildings
2. First residence

NOTE: In any "IA" District farming and non-residential farm buildings are "deemed approved".

**B. DISCRETIONARY USES**

1. Ancillary building or use
2. ~~Bed and breakfast~~
3. ~~Communication tower and related buildings not exceeding 75 square metres (800 sq. ft.). Radio, television and other communications tower and related buildings not exceeding 75 square metres (800 sq. ft.)~~
4. ~~Equestrian Centre~~
5. Greenhouse with a floor area of less than 100 square metres (1,100 sq. ft.) or such larger area subject to the discretion of the Development Officer
6. Guest house
7. ~~Market gardening~~
8. ~~Public utility: landfill, waste transfer and associated facilities, sewage lagoon and other sewage treatment facilities, water treatment plant and associated facilities, public utility building~~
4. ~~Sod farming~~
5. ~~Tree farming or nursery~~
9. ~~Tree farm and/or sod farm~~
10. Sea containers (sea cans) to a maximum of three

**C. DISCRETIONARY USES allowed in this District ONLY where incidental or subordinate to the principal use of the lands contained in the current CERTIFICATE OF TITLE**

1. Second residence and additional on that lot on which all of the requirements of Section 6.6 are satisfied
2. Abattoir
3. Dude ranch or vacation farm
4. Farm subsidiary occupation
5. Home occupation
6. Kennel
7. Off parcel drainage works
8. Sawmill or postmill with an annual volume of at least 530 cubic metres (1/4 million board feet) of standing timber

- 9. Topsoil stripping for sale
- 10. Tradesperson's business

- 11. Unoccupied and unserviced manufactured home storage (one only)
- 12. Veterinary clinic

D. MINIMUM LOT AREA

All of the land contained in an existing lot on which the development exists or is proposed unless otherwise approved by the Development Officer, subject to:

- 1. The new lot being used exclusively for the approved development; and the new lot having a minimum size of 8.1 hectares (20 acres), and
- 2. The developer entering into an agreement and/or a Letter of Undertaking with the Municipality regarding placing the intended use or development on the proposed lot.

E. MINIMUM DEPTH OF FRONT YARD

As required and/or approved pursuant to Section 10.3 and Figures 1 to 4 of the Supplementary Regulations.

F. MINIMUM WIDTH OF SIDE YARD

15 metres (50 feet) except for a corner site where the side yard shall be determined as though it were a front yard.

G. MINIMUM DEPTH OF REAR YARD

15 metres (50 feet) unless otherwise approved by the Development Officer.

NOTE: Lots created prior to this Bylaw coming into effect and not able to comply with the foregoing shall meet setback limits as determined by the Development Officer.

H. LANDSCAPING

- 1. In addition to other provisions of this Bylaw, the Development Officer may require landfill sites, gravel and sand pits, sewage facilities and other visually offensive uses to be screened from view with vegetation and/or other screening of a visually pleasing nature.
- 2. Reclamation to standards acceptable to the Development Officer may be required following abandonment of all or any portion of a gravel or sand pit, sawmill or other land surface disturbing operation.

**13.4 (3) COUNTRY RESIDENCE DISTRICT "CR"**

THE PURPOSE OF THIS DISTRICT IS TO ACCOMMODATE AND REGULATE TRADITIONAL COUNTRY RESIDENTIAL PARCELS WHILE NOT PERMITTING ANY AGRICULTURAL PURSUITS.

A. PERMITTED USES

1. Detached dwelling
2. Ancillary buildings

B. DISCRETIONARY USES

1. Bed and breakfast
2. Communication tower and related buildings not exceeding 75 square metres (800 sq. ft.).
3. Guest house
4. Home occupation
5. Local community centre or hall
6. Manufactured home in a grouped "CR" subdivision intended for manufactured homes or on an isolated "CR" lot.
7. Minor agricultural uses only as provided for in Section 3.2(1)
8. Playground and/or other outdoor recreation facilities to serve this district
9. Public building or use required to serve this district
10. Residential shop

C. ACCEPTABLE LOT SIZE

1. For residential use, 0.91 to 1.46 hectares (2.25 to 3.6 acres) with a minimum mean lot width of 50 metres (165 feet), unless:
  - (a) an applicable statutory plan or outline plan in accordance with Section 6.2.20 of the Municipal Development Plan provides for a parcel size between 1 to 1.5 hectares (2.5 to 4 acres) with a minimum mean lot width of 50 metres (165 feet), or
  - (b) the parcel was created prior to the adoption of the Municipal Development Plan, 1 to 1.5 hectares (2.5 to 4 acres) with a minimum mean lot width of 50 metres (165 feet).
2. For non-residential uses, the lot size shall be as required by the Development Officer subject to a minimum lot frontage of 30 metres (100 feet).

D. MINIMUM TOTAL FLOOR AREA

1. Detached dwelling: 100 square metres (1,000 sq. ft.) unless otherwise approved by the Development Officer.
2. Manufactured home: 75 square metres (800 sq. ft.) unless otherwise approved by the Development Officer.



E. MINIMUM DEPTH OF FRONT YARD  
7.5 metres (25 feet) on an internal road and otherwise as required pursuant to Section 10.3 and Figures 1 to 4 of the Supplementary Regulations.

F. MINIMUM WIDTH OF SIDE YARD  
5 metres (15 feet) except for a corner site where the side yard shall be determined as though it were a front yard.

G. MINIMUM DEPTH OF REAR YARD  
7.5 metres (25 feet) unless otherwise approved by the Development Officer.

NOTE: Lots created prior to this Bylaw coming into effect and not able to comply with the foregoing shall comply with setbacks as determined by the Development Officer.

H. DESIGN, CHARACTER AND APPEARANCE OF BUILDINGS  
1. All buildings, including manufactured homes added to a lot shall be new unless otherwise approved by the Development Officer.  
2. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall complement the natural features and character of the site to the satisfaction of the Development Officer.  
3. A manufactured home without permanent foundation shall have the undercarriage screened from view so as to complement the appearance of the manufactured home.  
4. Ancillary structures and additions shall be designed to complement the main residence.

I. MAXIMUM HEIGHT OF BUILDINGS  
Two storeys or 8 metres (26 feet) but ancillary buildings, not more than 5 metres (16 feet).

**13.4 (4) COUNTRY RESIDENCE AGRICULTURE DISTRICT "CRA"**

THE GENERAL PURPOSE OF THIS DISTRICT IS TO ACCOMMODATE AND REGULATE TRADITIONAL COUNTRY RESIDENTIAL AGRICULTURE PARCELS WITH MINOR AGRICULTURAL PURSUITS.

A. PERMITTED USES

1. Detached dwelling
2. Ancillary buildings

NOTE: Minor agricultural pursuits for the exclusive use and enjoyment of the occupants of a lot or for the routine care and upkeep of the lot are "deemed approved" uses.

B. DISCRETIONARY USES

1. Bed and breakfast
2. Communication tower and related buildings not exceeding 75 square metres (800 sq. ft.).
3. Greenhouse with a floor area less than 100 square metres (1,100 sq. ft.) on an isolated "CRA" lot
4. Guest house
4. Guest house
5. Home occupation
6. Livestock shelter ancillary to a permitted use
7. Local community centre or hall
8. Manufactured home in a grouped subdivision intended for manufactured homes or on an isolated "CRA" lot
9. Playground or outdoor recreation facility to serve this district
10. Public building or use required to serve this district
11. Tradeperson's business carried out in a building independent of the residence. The business area shall not exceed 75 square metres (800 sq. ft.) and shall not employ assistants who are not part of the immediate household
12. Residential shop

C. ACCEPTABLE LOT SIZE

1. For residential use, 1.46 to 2.02 hectares (3.6 to 5.0 acres) unless:
  - (a) an applicable statutory plan or outline plan in accordance with Section 6.2.6 of the Municipal Development Plan provides for a parcel size between 1.62 to 2.83 hectares (4 to 7 acres) with a minimum mean lot width of 50 metres (165 feet), or
  - (b) if the parcel was created prior to the adoption of the Municipal Development Plan, 1.62 to 2.83 Hectares (4 to 7 acres) with a minimum mean lot width of 50 metres (165 feet).

2. For non-residential uses, the lot size shall be as required by the Development Officer subject to a minimum lot frontage of 30 metres (100 feet).

NOTE: No lot created as a "CR" lot prior to or as a part of this Bylaw coming into effect may be redesignated as a "CRA" lot except as provided for in an area structure plan.

D. MINIMUM TOTAL FLOOR AREA

1. Detached dwelling: 95 square metres (1000 sq. ft.) unless otherwise approved by the Development Officer.
2. Manufactured Home: 75 square metres (800 sq. ft.) unless otherwise approved by the Development Officer.

E. MINIMUM DEPTH OF FRONT YARD

15 metres (50 feet) on an internal road and otherwise as required pursuant to Section 10.3 and Figures 1 to 4 of the Supplementary Regulations.

F. MINIMUM WIDTH OF SIDE YARD

7.5 metres (25 feet) except for a corner site where the side yard shall be determined as though it were a front yard.

G. MINIMUM DEPTH OF REAR YARD

7.5 metres (25 feet) unless otherwise approved by the Development Officer.

NOTE: Lots created prior to this Bylaw coming into effect and not able to comply with the foregoing shall comply with setbacks as determined by the Development Officer.

H. DESIGN, CHARACTER AND APPEARANCE OF BUILDINGS

1. All buildings, including manufactured homes added to a lot shall be new unless otherwise approved by the Development Officer.
2. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall complement the natural features and character of the site to the satisfaction of the Development Officer.
3. A manufactured home without permanent foundation shall have the undercarriage screened from view so as to complement the appearance of the manufactured home.
4. Ancillary structures and additions shall be designed to complement the main residence.

I. MAXIMUM HEIGHT OF BUILDINGS

Two storeys or 8 metres (26 feet) but ancillary buildings, not more than 5 metres (16 feet).

**13.4 (5) INDUSTRIAL DISTRICT "I"**

THE GENERAL PURPOSE OF THIS DISTRICT IS TO ACCOMMODATE INDUSTRIAL OPERATIONS APPROPRIATE FOR RURAL LOCATIONS.

A. PERMITTED USES

1. Farming

B. DISCRETIONARY USES

1. Abattoir
2. Agricultural supply depot
3. Airport and related buildings and facilities
4. Ancillary building and uses
5. ~~Asphaltic mix manufacture Asphalt plant~~
6. Auction mart, livestock sales yard and related holding pens
7. Auto-wrecking and salvage
8. Cannabis production facility
9. ~~Communication tower and related buildings not exceeding 75 square metres (800 sq. ft.). Radio, television, and other communications tower and related buildings not exceeding 75 square metres (800 sq. ft.)~~
10. Construction camp (temporary)
11. Electricity generating facility
12. Fertilizer manufacture, storage and sales
13. Grain milling, cleaning, drying and elevator
14. Gravel and sand pit, crushing, screening and washing
15. Heavy industry contractors
16. Industrial equipment storage
17. Manufacturing and processing plants occupying at least 500 square metres (5,500 sq. ft.) of enclosed or developed plant space
18. Mining, quarrying and primary processing of mined products
19. Petroleum refining or gas processing and upgrading plants or related installations
20. Public works garage and maintenance facilities
21. Public utility building or facility required to serve this district
22. Railway trackage and related installations
23. Redi-mix concrete plant
24. Sales secondary to the principal use on a lot.
25. Sea containers (sea cans) to a maximum of three
26. Security ~~or gatekeepers residence~~ / surveillance suite
27. Storage, display and sales lot for pre-fabricated buildings and recreation vehicles
28. Tannery or taxidermy
29. Timber and lumber milling and storage
30. Tradesperson's business

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- 31. Veterinary clinic and animal shelter
- 32. Warehouse

C. MINIMUM LOT SIZE  
1 hectare (2.5 acres) unless otherwise approved by the Development Officer.

D. MINIMUM TOTAL FLOOR AREA  
185 square metres (2,000 sq. ft.) or as required by the Development Officer except for manufacturing and processing plants.

NOTE: Adding multiples of industrial uses into one building or onto one site are not an accepted means of achieving the minimum floor area.

E. MINIMUM DEPTH OF FRONT YARD  
1. 15 metres (50 feet) on an internal road and otherwise as required pursuant to Section 10.3 and Figures 1 to 4 of the Supplementary Regulations.  
2. Where there is a service road next to a primary highway, the minimum front yard depth shall be determined by the Development Officer.

F. MINIMUM WIDTH OF SIDE YARD  
3 metres (10 feet) except for a corner parcel where the minimum side yard adjacent to a public road shall be determined as though it were a front yard, although Section 6.5 applies.

G. MINIMUM DEPTH OF REAR YARD  
7.5 metres (25 feet) unless otherwise approved by the Development Officer.

NOTE:  
1. Existing lots which cannot comply with the foregoing and created prior to this Bylaw coming into effect shall meet setback requirements as determined by the Development Officer.  
2. An industrial development having characteristics which are offensive due to noise, dust, odor or appearance may be required to locate at a greater distance from any property line than stated in subsections E, F and G, at the discretion of the Development Officer.

H. DESIGN, CHARACTER AND APPEARANCE OF BUILDINGS  
New construction only, with the exterior completed using acceptable finishing materials approved by and to the satisfaction of the Development Officer.

I. LANDSCAPING  
1. In addition to other provisions of this Bylaw, any approved use may be subject to screening from view by vegetation or other screening of a visually pleasing nature as required by the Development Officer.

2. Reclamation to standards acceptable to the Development Officer may be required following the abandonment of all or any portion of a gravel or sand pit, sawmill or other land surface disturbing operation.

**13.4 (6) LIGHT INDUSTRIAL DISTRICT "LI"**

THE GENERAL PURPOSE OF THIS DISTRICT IS TO ACCOMMODATE AND TO REGULATE SMALL TO MEDIUM SCALE INDUSTRIAL OPERATIONS.

A. PERMITTED USES

1. Farming

B. DISCRETIONARY USES

1. Ancillary buildings and uses
2. Auction mart
3. Auto-wrecking and salvage yard
4. Bulk fuel, oil, fertilizer, feed and chemical storage and sales
5. Cannabis production facility
6. Communication tower and related buildings not exceeding 75 square metres (800 sq. ft.)
7. Consignment, rental, sales and storage of industrial/agricultural equipment, vessels, structures, vehicles, tanks and pipe
8. Farm implement dealership
9. Industrial/agricultural fabrication and machining operations
10. Industrial/agricultural trucking and related facilities, including but not limited to storage, warehousing and maintenance and repair
11. Kennels ~~for boarding and breeding~~
12. Maintenance and repair of industrial/agricultural equipment
13. Recycling depot
14. Redi-mix concrete plant
15. Sea containers (sea cans) to a maximum of three
16. Security ~~suite as part of the main building~~ /surveillance suite
17. Temporary work camp
18. Veterinary clinic and animal shelter

C. MINIMUM LOT SIZE

1 hectare (2.5 acres) unless otherwise approved by the Development Officer.

D. MINIMUM TOTAL FLOOR AREA

Ancillary buildings - Suitable and appropriate for the intended use.  
All other development - At the discretion of the Development Officer

E. MAXIMUM TOTAL FLOOR AREA

As determined by the Development Officer.

F. MINIMUM DEPTH OF FRONT YARD

15 metres (50 feet) on an internal road and otherwise as required pursuant to Section 10.3 and Figures 1 to 4 of the Supplementary Regulations.

Where there is a service road next to a primary highway, the minimum front yard depth shall be determined by the Development Officer.

- G. MINIMUM WIDTH OF SIDE YARD  
3 metres (10 feet), except for a corner parcel, where the minimum side yard adjacent to a public road shall be determined as though it were a front yard, although Section 6.5 applies.
- H. MINIMUM DEPTH OF REAR YARD  
7.5 metres (25 feet) unless otherwise approved by the Development Officer.
- I. MAXIMUM HEIGHT OF BUILDINGS  
As determined by the Development Officer.
- J. DESIGN, CHARACTER AND APPEARANCE OF BUILDINGS  
New construction only, with the exterior completed using acceptable finishing materials approved by and to the satisfaction of the Development Officer.
- K. LANDSCAPING & SCREENING  
In addition to any other provisions of this Bylaw, any approved use may be subject to screening of a visually pleasing nature as required by the Development Officer.



**13.4 (7) HAMLET COMMERCIAL DISTRICT "HC"**

THE GENERAL PURPOSE OF THIS DISTRICT IS TO REGULATE COMMERCIAL DEVELOPMENT WITHIN HAMLETS.

**A. PERMITTED USES**

1. Bus depot
2. Cold storage facility
3. Gasoline service station
4. Licensed premises
5. Motel/hotel ~~licensed premises~~
6. Pool hall
7. Post office
8. Restaurant, coffee shop or cafe
9. Retail shop or store

**B. DISCRETIONARY USES**

1. Arcade
2. Automobile sales and service
3. Bulk oil and gasoline sales
4. Cannabis retail sales
5. Communication tower and related buildings not exceeding 75 square metres (800 sq. ft.)
6. Community centre/hall
7. Curling rink
8. Dwelling unit ancillary and subordinate to the principal use provided it is incorporated in the same building and the total floor area of the dwelling unit is less than the floor area used for other purposes
9. Fire hall
10. Government office
11. Grain elevator
12. Hockey/ice arena
13. Laundromat
14. Professional office
15. Public utility building or use
16. Storage, display and sales lot
17. Tradesperson's shop
18. Other similar commercial, professional and public or quasi-public buildings or uses approved by the Development Officer

**C. MINIMUM LOT AREA**

1. 300 square metres (3,500 sq. ft.) with a frontage width of at least 10 metres (35 feet).
2. Where no side yards are required, 225 square metres (25 sq. ft.) with a frontage width of at least 7.5 metres (25 feet).

- D. MINIMUM TOTAL FLOOR AREA  
As required by the Development Officer subject to the provision of required off-street parking.
- E. MINIMUM DEPTH OF FRONT YARD  
As approved by the Development Officer.
- F. MINIMUM WIDTH OF SIDE YARD
  - 1. As approved by the Development Officer except there shall be no side yard on a side which abuts an adjacent building that is placed directly on its property line.
  - 2. For a corner parcel, the side yard adjacent to a public road shall be determined pursuant to Section 6.5.
- G. MINIMUM DEPTH OF REAR YARD  
6 metres (20 feet) unless otherwise approved by the Development Officer.
- H. DESIGN, CHARACTER AND APPEARANCE OF BUILDINGS  
New construction only, with the exterior completed using acceptable finishing materials approved by and to the satisfaction of the Development Officer.
- I. LANDSCAPING  
Development approval may be made subject to landscaping to a standard acceptable to the Development Officer.
- J. OFF-STREET PARKING  
As stated in this Bylaw unless otherwise approved by the Development Officer.

**13.4 (8) HAMLET RESIDENTIAL DISTRICT "HR"**

THE PURPOSE OF THIS DISTRICT IS TO PERMIT AND REGULATE RESIDENTIAL DEVELOPMENT WITHIN HAMLETS.

A. PERMITTED USES

1. Detached dwelling, except on public land
2. Ancillary buildings

B. DISCRETIONARY USES

1. Boarding or lodging house
2. Child care facility
3. Communication tower and related buildings not exceeding 75 square metres (800 sq. ft.)
4. Community hall or club
5. Duplex
6. Home occupation
7. Manufactured home
8. Multiple housing: apartment, fourplex, townhouse, rowhouse
9. Park and/or public open space
10. Playground and/or other outdoor recreation uses
11. Public or quasi-public use
12. Social care facility

C. MINIMUM LOT AREA

1. For detached dwellings or manufactured homes on lots that:
  - (a) are not served by a communal wastewater system and not by a communal water distribution system, an area of at least 1,850 square metres (19,915 sq. ft.) with a width of at least 30 metres (100 feet);
  - (b) are served by a communal water distribution system but not a communal wastewater system, an area of at least 1,400 square metres (15,070 sq. ft.) with a width of at least 30 metres (100 feet);
  - (c) are served by a communal wastewater system but not a communal water distribution system, an area of at least 930 square metres (10,000 sq. ft.) with a width of at least 30 metres (100 feet);
  - (d) are served by a communal wastewater system and a communal water distribution system, an area of at least 465 square metres (5,000 sq. ft.) with a width of at least 12.2 metres (40 feet).
2. A lot intended to be used as a site for townhouse or rowhouse dwelling units must be served by a communal wastewater system and a communal water distribution system and have sufficient size to accommodate a dwelling unit not less than 6 metres (20 feet) wide, and a yard that will provide:
  - (a) for each end unit, an area of at least 275 square metres (3,000 sq. ft.) and a depth of at least 30 metres (100 feet);
  - (b) for each internal unit, an area of at least 185 square metres (2,000 sq. ft.) and a depth of at least 30 metres (100 feet).

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3. A lot intended to be used for a multiple dwelling unit building must be served by a communal wastewater system and have an area that is at least 1.3 times the total floor area of the building and:
  - a) meet setbacks as specified below; and
  - b) supply at least 1.5 off-street parking stalls per dwelling unit, none of which may be in the front yard.
4. For all other uses, the minimum lot size is as required by the Development Officer subject to the width being at least 7.5 metres (25 feet).

NOTE: Existing lots which cannot comply with the foregoing and created prior to this Bylaw coming into effect are not subject to the foregoing, but are subject to all other limits stated under this section.

- D. MINIMUM GROUND FLOOR AREA FOR RESIDENTIAL UNITS
1. 75 square metres (800 sq. ft.) on all lots 15 metres (50 feet) wide
  2. 55 square metres (600 sq. ft.) on lots less than 15 metres (50 feet) wide except manufactured homes on lots 7.5 metres (25 feet) wide which shall be as approved by the Development Officer.
- E. MINIMUM DEPTH OF FRONT YARD  
7.5 metres (25 feet) unless otherwise approved by the Development Officer.
- F. MINIMUM WIDTH OF SIDE YARD  
1.5 metres (5 feet) except in the case of a corner site where the side yard adjacent to a public road shall be determined pursuant to Section 6.5.
- G. MINIMUM DEPTH OF REAR YARD  
1.5 metres (5 feet) except in the case of a corner site where the side yard adjacent to a public road shall be determined pursuant to Section 6.5.
- H. MAXIMUM HEIGHT OF BUILDINGS  
Two storeys or 8 metres (26 feet) but ancillary buildings not more than 5 metres (16 feet)
- I. DESIGN, CHARACTER AND APPEARANCE OF BUILDINGS
1. All buildings, including manufactured homes added to a lot shall be new unless otherwise approved by the Development Officer.
  2. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards to the satisfaction of the Development Officer.
  3. A manufactured home without permanent foundation shall have the undercarriage screened from view so as to complement the appearance of the manufactured home.
  4. Ancillary structures and additions shall be designed so as to complement the main residence.

**13.4 (9) INSTITUTIONAL DISTRICT "P"**

THE PURPOSE OF THIS DISTRICT IS TO PERMIT AND REGULATE THE DEVELOPMENT OF PRIVATE OR PUBLIC FACILITIES INTENDED TO PROVIDE CULTURAL, SOCIAL, RELIGIOUS, EDUCATIONAL OR REHABILITATIVE SERVICES.

A. PERMITTED USES

1. Farming, except intensive agriculture

B. DISCRETIONARY USES

1. Arts or culture centre
2. Buildings for cooking, dining, assembly, crafts and recreation
3. Cemetery
4. Child care facility
5. Church, without manse within hamlets
6. Church, with or without one attached manse outside of hamlets
7. Communication tower and related buildings not exceeding 75 square metres (800 sq. ft.)
8. Correction, detention or remand facilities
9. Detached manse associated with a church on the same lot
10. Guest and patron lodge or cabins associated with a permitted use
11. Institutional, religious or private youth camp, retreat or outdoor education facility
12. Keeping of livestock for use in association with a permitted use including shelters and enclosures for the same
13. Museum
14. Private campground facilities for parking holiday trailers/recreation vehicles occupied by guests or temporary staff involved with a permitted use for periods of 30 days or less
15. Public or private open space
16. Public or quasi-public building in character with one or more of the approved uses
17. School or college whether public or private
18. Single family residence if ancillary to the principal use
19. Social care facility
20. Other ancillary buildings and/or uses

C. ALLOWABLE LOT AREA

1 to 4 hectares (2.5 to 10 acres), unless otherwise approved by the Development Officer except in hamlets where lots shall be at least 300 square metres (3,500 sq. ft.) and have a frontage width of at least 10 metres (35 feet).

D. MINIMUM TOTAL FLOOR AREA

As required by the Development Officer.

- E. MINIMUM DEPTH OF FRONT YARD  
15 metres (50 feet) on an internal road and otherwise as required pursuant to Section 10.3 and Figures 1 to 4 of the Supplementary Regulations.  
NOTE: Existing lots which cannot comply with the foregoing and created prior to this Bylaw coming into effect shall meet setback requirements as determined by the Development Officer.
- F. MINIMUM WIDTH OF SIDE YARD  
3 metres (10 feet) except in the case of a corner site where the side yard adjacent to a public road may be determined pursuant to Section 6.5.
- G. MINIMUM DEPTH OF REAR YARD  
7.5 metres (25 feet) unless otherwise approved by the Development Officer.
- H. DESIGN, CHARACTER AND APPEARANCE OF BUILDINGS  
1. All buildings added to a lot shall be new unless otherwise approved by the Development Officer.  
2. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall, where reasonable, complement the natural features of the site to the satisfaction of the Development Officer.  
3. Ancillary structures and additions shall be designed to complement the main building.
- I. MAXIMUM ALLOWABLE DENSITY  
As approved by the Development Officer.
- J. OFF-STREET PARKING  
As stated in this Bylaw unless otherwise approved by the Development Officer.
- K. LANDSCAPING  
1. Approval to develop may be made subject to the Development Officer accepting a landscaping plan.  
2. The Development Officer may require measures to retain natural vegetation and to protect sensitive soils on the site.  
3. Any development may be subject to screening from view by vegetation or other screening of a visually pleasing nature as required by the Development Officer.  
4. Where two or more buildings are located on a lot, the separation of distances between them may be at the discretion of the Development Officer.  
5. For any developed area, the minimum surface area that may be retained free of buildings, roads, parking lots and other fixed roof or hard surface installations shall be 65% of the total lot, unless otherwise approved by the Development Officer.

**13.4 (10) RECREATION FACILITY DISTRICT "RF"**

THE PURPOSE OF THIS DISTRICT IS TO ACCOMMODATE AND REGULATE THE DEVELOPMENT OF MAJOR OR INTENSIVE RECREATIONAL BUILDINGS AND USES

**A. PERMITTED USES**

1. Equestrian centre ~~and other riding facilities, including trails, stables and enclosures for horses and tack~~
2. Farming, except intensive agriculture
3. Picnic grounds
4. Playground
5. Natural or landscaped open space
- ~~6. Skiing (cross country) development~~
6. Sports field

**B. DISCRETIONARY USES**

1. Amusement park
2. Ancillary buildings and uses
3. Arts and crafts centre
4. Clubhouse
5. Commercial guest cabins either with attached or detached bathroom and kitchen facilities
6. Commercial guest lodge having one or more buildings either with attached or detached bathroom and kitchen facilities
7. Convenience or confection store to serve the principal use
8. ~~Communication tower and related buildings not exceeding 75 square metres (800 sq. ft.).~~
- ~~8. Downhill ski facility~~
9. Dude ranch or vacation farm
10. Exhibition grounds
11. Food concession
12. Game or wild animal park for viewing and tourism purposes only
13. Golf course and/or driving range
14. Holiday trailer/recreation vehicle park or campground approved specifically as being a commercial, condominium, public or time-shared facility
15. Hostel having one or more buildings either with attached or detached bathroom and kitchen facilities
16. Integrated recreation/tourist resort
17. Intensive recreation facility and/or use appropriate in a rural area
18. Marina and associated facilities
19. Miniature golf and/or go-cart track
- ~~20. Motor cross, BMC and stockcar tracks~~
- ~~21. Off road vehicle area and trails development~~

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20. Open air skating rink
21. Outdoor theatre
22. Outdoor recreation/tourism operations
23. Pro-shop if ancillary to a principal use of land or buildings
24. Public utility building to serve this district
25. Public washrooms to serve this district
26. Recreation equipment rental and sales associated with principal use
27. Recreation equipment storage facilities
28. Security / surveillance suite
29. Residence of a temporary and portable type ancillary to an approved concession and not to exceed 30 square metres (300 sq. ft.)
30. Restaurant and/or beverage lounge ancillary to a principal use
- ~~32. Riding and equestrian facility~~
31. Rifle range
32. Sewage lagoon and treatment to serve this district
33. Shower and laundry facility
34. Skeet and trap facility
35. Swimming pool if ancillary to a principal use
36. Tennis court if ancillary to a principal use
37. Waterslide
38. Zoo
39. Other recreation structures, facilities and uses similar in type or function to a named permitted or discretionary use in this district and appropriate in a rural area

C. MINIMUM LOT AREA

As required by the Development Officer, but not less than 1 hectare (2.5 acres).

D. MINIMUM TOTAL FLOOR AREA

1. 35 square metres (350 sq. ft.) for a detached guest cabin without kitchenette.
2. 40 square metres (430 sq. ft.) for a detached guest cabin with kitchenette and otherwise as required by the Development Officer.

E. MAXIMUM TOTAL FLOOR AREA

For public utility building: as required by the Development Officer, but not in excess of 75 square metres (800 sq. ft.). For a detached guest cabins: as required by the Development Officer, but not in excess of 85 square metres (900 sq. ft.).

F. MINIMUM DEPTH OF FRONT YARD

15 metres (50 feet) on an internal road and otherwise as required pursuant to Section 10.3 and Figures 1 to 4 of the Supplementary Regulations.



G. MINIMUM WIDTH OF SIDE YARD  
3 metres (10 feet) except for a corner parcel where the minimum side yard adjacent to a public road shall be determined as though it were a front yard.

H. MINIMUM DEPTH OF REAR YARD  
7.5 metres (25 feet) unless otherwise approved by the Development Officer.

NOTE: Existing lots which cannot comply with the foregoing and created prior to this Bylaw coming into effect shall meet setback requirements as determined by the Development Officer.

I. MAXIMUM HEIGHT OF BUILDINGS  
Two storeys or 8 metres (26 feet) unless otherwise approved by the Development Officer.

J. DESIGN, CHARACTER AND APPEARANCE OF BUILDINGS

1. All permanent buildings and structures added to a lot shall be of new construction unless otherwise approved by the Development Officer.
2. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall complement the natural features and character of the site to the satisfaction of the Development Officer.
3. Ancillary structures and additions shall be designed to complement the main building.
4. No basements are permitted for detached guest cabin.
5. Common sewage and water systems may be required for commercial and guest cabins and lodges at the discretion of the Development Officer.

K. LANDSCAPING

1. Approval to develop may be made subject to the Development Officer accepting a landscaping plan.
2. The Development Officer may require measures to retain natural vegetation and to protect sensitive soils on the site.
3. Any development may be subject to screening from view by vegetation or other screening of a visually pleasing nature as required by the Development Officer.
4. Where two or more buildings are located on a lot, the separation distances between them may be at the discretion of the Development Officer.
5. For any developed area, the minimum surface area that may be retained free of buildings, roads, parking lots and other fixed roof or hard surface installations shall be 60% unless otherwise approved by the Development Officer.

L. MAXIMUM ALLOWABLE DENSITY

1. The maximum number of public campsites that may be provided for tents, holiday trailers and recreation vehicles in a holiday trailer/recreation vehicle park shall be 20 sites per hectare (8 sites per acre). If more than 4 hectares (10 acres) are developed as a holiday trailer park, the maximum density shall be reduced to 17 sites per hectare (7 sites per acre). If a holiday trailer park has communal utility services, the density may be increased at the discretion of the Development Officer except 60% of the immediate site area shall remain in vegetated cover.
2. Each site intended to accommodate a single tent, holiday trailer or recreation vehicle shall be a minimum of 300 square metres (3,200 sq. ft.) and have a minimum width of 10 metres (33 feet). Where 2 or more tents, holiday trailers and/or recreation vehicles are intended to be accommodated together, the size of the site shall be increased by at least 50 square metres (500 sq. ft.) per additional unit.
3. Detached cabins for the accommodation of guests and clients shall not exceed 15 per hectare (6 per acre) unless otherwise approved by the Development Officer, but the site for each cabin shall be at least 300 square metres (3,200 sq. ft.) and a minimum width of 12 metres (40 feet). Where a detached guest cabin development is served by a piped sewer collection and/or water distribution system, the density will be as approved by the Development Officer although subsection K (5) above applies.

M. OFF STREET PARKING

As stated in this Bylaw except:

1. for any sports facility, one space for each pair of potential participants and one space for each four spectator seats;
2. for any multi-unit facility used for the overnight accommodation of guests or clients, one space for each bedroom or one space for each two potential overnight guests or clients, whichever is greater.

~~N. PERIOD OF OCCUPANCY~~

- ~~1. For a hostel, guest lodge, cabin or holiday trailer/recreation vehicle park the maximum period of occupancy shall be 21 consecutive days for vacation/recreation use only.~~

**13.4 (11) LEISURE RESIDENCE DISTRICT "LR"**

THE PURPOSE OF THIS DISTRICT IS TO PERMIT DEVELOPMENT OF PRIVATE, LEISURE RESIDENCES FOR LEISURE TIME USE/NON-CONTINUOUS OCCUPANCY.

A. PERMITTED USES

1. Leisure residence
2. Carport
3. Sundeck
4. Tool/wood shed

B. DISCRETIONARY USES

1. Ancillary uses and buildings
2. Removal of trees larger than 7.5 centimetres (3 inches) in diameter
3. Public utility building to serve this district
4. Public or private park or playground
5. Boathouse and dock
6. Communication tower and related buildings not exceeding 75 square metres (800 sq. ft.)
7. Condominiumized clustered leisure/recreation accommodation (private, commercial, time-shared or multiple interest in title)
8. Condominiumized holiday trailer/recreation vehicle park
9. Holiday trailer/recreation vehicle park complex on a parcel with multiple interests in title and time-shared or exclusive use provisions
10. Hot tub/sauna

C. PERMITTED LOT AREA AND DENSITY

1. For a grouped shoreland leisure residential subdivision there shall be a minimum of 0.2 hectares (0.5 acres) of land with a minimum frontage of 10 metres (33 feet) and an average width of not less than 25 metres (80 feet) for each residential lot.
2. There shall be 1 to 2 hectares (2.5 to 5 acres) of land with a minimum frontage of 30 metres (100 feet) and an average width of not less than 50 metres (165 feet) for each subdivided lot intended for a detached dwelling.
3. In addition to common property and/or public land that is allocated, there shall be 1 to 2 hectares (2.5 acres) of land with a frontage of at least 30 metres (100 feet) for each exclusive use site in a condominiumized bare land detached leisure residence development.
4. In addition to common property and/or public land that is allocated, there shall be 1 to 2 hectares (2.5 acres) of land with a frontage of at least 30 metres (100 feet) for each exclusive use site, in a development intended to accommodate holiday trailers/recreation vehicles on large, dispersed lots created by subdivision, condominium or multiple interest in title.

5. For a public utility building the lot area shall be as required by the Development Officer.
6. The maximum number of dispersed building sites or lots which may be created in a leisure residence complex is 1 for each 2.5 hectares (6.25 acres) of land in the original parcel affected by the development (25 lots per quarter section).
7. Where it is intended that an attached or clustered leisure residence complex or a holiday trailer/recreation vehicle park complex is to be developed as a bare land condominium, or where a holiday trailer/recreation vehicle park is to be developed on a parcel having multiple interests in title, not more than 4 hectares (10 acres) may be developed in any quarter section. A total of not more than 50 leisure residence units or 80 holiday trailer/recreation vehicle sites may be developed in any quarter section. On a smaller parcel the number shall be proportionately less (6.25% of the total area or 0.75 attached or clustered units per hectare (2.5 acres) of land in the total parcel or 1.25 holiday trailers/ recreation vehicles per hectare (2.5 acres) of land in the total parcel).
8. Where some combination of attached, detached and holiday trailer park development is intended on lands to be developed as a bare land condominium or having multiple interests in title, the total maximum number of units shall be reduced by two attached units or four RV units or equivalent proportions of the two for every detached unit included.
9. Not less than five units shall be approved in any attached leisure residence or holiday trailer/recreation vehicle park complex developed as a bare land condominium or having multiple interests in title.

D. MAXIMUM FLOOR AREA

For leisure residence:

1. 85 square metres (900 sq. ft.) main floor;
2. 90 square metres (1,000 sq. ft.) total if two floors.

For attached leisure residence units:

1. as approved by the Development Officer to a maximum of 85 square metres (900 sq. ft.).

E. MINIMUM FLOOR AREA

35 square metres (375 sq. ft.) for leisure residence.

F. MINIMUM DEPTH OF FRONT YARD

7.5 metres (25 feet) for a shoreland leisure residence subdivision and otherwise 15 metres (50 feet) on an internal road or as required pursuant to Section 10.3 and Figures 1 to 4 of the Supplementary Regulations.

G. MINIMUM DEPTH OF REAR YARD

7.5 metres (25 feet) unless otherwise approved by the MPC.

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- H. MINIMUM WIDTH OF SIDE YARD  
1.5 metres (5 feet) for a shoreland leisure residence subdivision and otherwise 3.0 metres (10 feet) In the case of a corner site the width of the side yard adjacent to a public road shall be determined as though it were a front yard.
- I. MAXIMUM BUILDING HEIGHT  
Two stories or 9 metres (30 feet). Ancillary buildings no greater than 5 metres (16 feet).
- J. DESIGN, CHARACTER AND APPEARANCE OF BUILDINGS
1. All permanent structures added to a lot shall be of new construction.
  2. The architecture, construction materials and appearance of buildings shall complement the natural features and character of the site.
  3. Basements are not permitted in this district.
  4. Common water distribution and sewage collection systems are required for a leisure residence complex consisting of attached dwelling units in this district.
  5. For a holiday trailer/recreation vehicle park complex in this district, a common sewage system serving each site shall be installed or else a pump-out sewage dumping facility shall be installed to serve the development at the discretion of the Development Officer. The density of development shall be reduced from 80 to 50 for a quarter section parcel if a pump-out sewage dumping facility is installed.
- K. LANDSCAPING
1. Removal of trees greater than 7.5 centimetres (3 inches) in diameter and landscaping, other than to accommodate the principal building and access, requires a development permit.
  2. No fences, concrete walkways or hard surface driveways are permitted in front yards.
- L. OBJECTS RESTRICTED ON YARDS  
Not more than one dog over six months old is permitted in respect to any accommodation unit.
- ~~M. PERIOD OF OCCUPANCY  
Not to exceed 60 consecutive or 150 total days per year.~~

**13.4 (12) HIGHWAY DEVELOPMENT DISTRICT "HD"**

THE GENERAL PURPOSE OF THIS DISTRICT IS TO REGULATE DEVELOPMENT ADJACENT TO PUBLIC ROADS.

A. PERMITTED USES

1. Farming

B. DISCRETIONARY USES

1. Ancillary buildings and uses
2. Cannabis retail sales
3. Commercial holiday trailer/recreation vehicle park or campground to serve the short stay needs of motorists rather than as destination sites for tourists
4. **Communication tower and related buildings not exceeding 75 square metres (800 sq. ft.)**
5. Government weigh scales
6. Greenhouse with a floor area of less than 100 square metres (1,100 sq. ft.)
4. Highway maintenance building and equipment storage
4. Highway maintenance building and equipment storage
5. Recreation facilities which, in the opinion of the Development Officer, provide appropriate services to motorists
6. Roadside rest stops and information kiosk
7. **Sea containers (sea cans) to a maximum of three**
8. Service station, cafe, drive-in restaurant, motel and other commercial uses which, in the opinion of the Development Officer, provide appropriate services to motorists
9. Signs, where approved by Alberta Transportation or the Director of Public Works, as the case may be
10. Storage, display and sales lot for pre-fabricated buildings and recreation vehicles
11. Security/surveillance suite

C. MINIMUM LOT AREA

As approved by the Development Officer.

D. MINIMUM DEPTH OF FRONT YARDS

1. As required and/or approved pursuant to Section 10.3 and Figures 1 to 4 of the Supplementary Regulations.
2. As required by the Development Officer or Alberta Transportation, as the case may be, when adjacent to a service road which is adjacent to a public road.

- E. MINIMUM WIDTH OF SIDE YARD  
3 metres (10 feet) except for a corner parcel where the minimum side yard adjacent to a public road shall be determined as though it were a front yard.
- F. MINIMUM DEPTH OF REAR YARD  
As required by the Development Officer.
- G. DESIGN, CHARACTER AND APPEARANCE OF BUILDINGS  
New construction only, with the exterior completed using acceptable finishing materials approved by and to the satisfaction of the Development Officer.
- H. LANDSCAPING
  - 1. Fencing or screening with vegetation, earth berm or some other form of vision and sound barrier may be required.
  - 2. Approval to develop may be made subject to the Development Officer accepting a landscaping plan.

**13.4 (13) MANUFACTURED HOME PARK DISTRICT "MHP"**

THE GENERAL PURPOSE OF THIS DISTRICT IS TO PERMIT AND CONTROL MANUFACTURED HOME PARK DEVELOPMENT.

A. PERMITTED USES

1. Manufactured home park
2. Manufactured home park office
3. Common unroofed equipment storage yard
4. Playground
5. Public utility building to serve the manufactured home park

B. DISCRETIONARY USES

1. Ancillary buildings
2. Common laundry facilities
3. Common indoor storage buildings
4. Communication tower and related buildings not exceeding 75 square metres (800 sq. ft.)
5. Community centre to serve this district
6. Convenience store not larger than 75 square metres (800 sq. ft.)
7. Home occupation
8. Security / surveillance suite

C. MAXIMUM DENSITY

15 manufactured homes per hectare (6 per acre).

D. MINIMUM SIZE

2 hectares (5 acres) and 10 lots or such lesser amounts as required by the Development Officer.

E. MANUFACTURED HOME LOT SIZE

1. Lots designated for singlewide manufactured homes shall have a minimum area of 450 square metres (4,800 sq. ft.) and a minimum mean width of 15 metres (50 feet).
2. Lots designated for doublewide manufactured homes shall have a minimum area of 600 square metres (6,500 sq. ft.) and a minimum mean width of 20 metres (65 feet).
3. All manufactured home lots shall have a minimum frontage of 7.5 metres (25 feet) and a minimum depth of 30 metres (100 feet).

F. YARD REQUIREMENTS

1. The front yard of the manufactured home park shall be such that no building or structure other than a fence is less than 7.5 metres (25 feet) from an internal



- roadway and otherwise as required pursuant to Section 10.3 and Figures 1 to ~~47~~ of the Supplementary Regulations.
2. The side and rear yards shall be such that no building or structure other than a fence is less than 3 metres (10 feet) from the property line of the manufactured home park.
  3. Individual Lots:
    - (a) Front Yards: 4 metres (13 feet) from an internal roadway;
    - (b) Side Yards:
      - (i) each manufactured home shall be located to achieve a 5 metre (16 feet) side yard separation from another manufactured home and, except in an area designated as a "zero setback" site, no portion of a manufactured home or permanent building shall be closer than 1.5 metres (5 feet) from a side lot line;
      - (ii) in an area designated as a "zero setback" site, the manufactured home shall be located as stated above except no side yard is permitted on the "back" side of the manufactured home;
      - (iii) manufactured homes, including attached structures, shall be at least 15 metres (50 feet) from any manufactured homes or other permanent structures located on the opposite side of a street or road;
    - (c) Rear Yards: 1.5 metres (5 feet).
  4. Where a detached dwelling is placed in a manufactured home park for the owner/manager to reside in, yard requirements shall be determined as set out in the "HR" District.

G. SITE COVERAGE

1. The manufactured home plus any attached and ancillary buildings on a manufactured home lot shall not cover more than 40% of the lot.
2. A minimum of 10% of the gross park area shall be set aside for common recreational open space and no alternate development or use may be located on this open space. Any recreational open space shall occupy an area of at least 30 metres (100 feet) square.

H. STORAGE

1. A common, unroofed offsite equipment storage yard for vehicles and other items that cannot be stored on a manufactured home lot or street shall be provided at no less than 20 square metres (200 sq. ft.) of storage area per manufactured home lot in the manufactured home park.
2. An equipment storage yard shall be enclosed or screened by vegetation, landscape features or fences as approved by the Development Officer.

I. OFF-STREET PARKING

1. Two parking stalls shall be provided for each manufactured home lot.
2. One common guest parking stall shall be provided for every 5 manufactured home lots.

3. No vehicle over 4500 kilograms (10,000 lbs.) may be parked on a manufactured home lot or park street for longer than is reasonably required to load or unload goods.
4. No vehicle greater than 6 metres (20 feet) long may be parked on a manufactured home lot or park street for longer than is reasonably required to load or unload goods, except as provided in subsection 5.
- 5.

J. UTILITIES

1. All utility lines shall be placed underground unless otherwise stipulated in a development agreement.
2. Manufactured home parks shall be fully serviced with approved common water distribution and sewerage gathering systems.
3. The utility lines serving the manufactured home park shall be connected to the utility system in the adjacent urban area or hamlet or designed to achieve future linkage.

NOTE: A manufactured home park established prior to this Bylaw coming into effect may be served by private water treatment and sewage treatment facilities, but Provincial standards shall be maintained.

K. DESIGN, CHARACTER AND APPEARANCE

1. All permanent buildings added to the park shall be of new construction with the exterior completed using acceptable building materials approved by and to the satisfaction of the Development Officer.
2. Ancillary structures, additions and skirting shall be designed to complement the manufactured home.
3. The undercarriage of each manufactured home shall be screened from view by skirting to the satisfaction of the Development Officer and to a standard consistent throughout the park.
4. Outdoor lighting of common areas shall be coordinated and consistent throughout the park.
5. The exterior perimeter of the manufactured home park must be fenced although access roads shall not be gated.

L. LANDSCAPING

1. In addition to other provisions of this Bylaw, the Development Officer may require that a manufactured home park be screened from view with vegetation and/or other screening of a visually pleasing nature.
2. All areas of a manufactured home park not developed as lots, roads, walkways, driveways, parking aprons, storage lots or other buildings shall be landscaped and vegetated as required by a development agreement.

3. A system of walkways to a standard acceptable to the Development Officer shall be installed so as to link all lots, common open space areas, the park office and other facilities in the park regularly used by park residents.
4. Each application for development of a manufactured home park shall be accompanied by a landscaping and development plan at a scale of not less than 1:1000 acceptable to the Development Officer.

NOTE: For any existing manufactured home park, redevelopment or expansion shall be subject to these standards where feasible.

M. SITING

All manufactured home parks shall be developed so as to constitute a component of an existing hamlet or an extension to an urban municipality.

**13.4 (14) FORESTRY DISTRICT 1 "F1"**

THE GENERAL PURPOSE OF THIS DISTRICT IS TO REGULATE THE USE OF CROWN LANDS IN THAT PORTION OF THE GREEN AREA WHICH IS SUBJECT TO THE MUNICIPAL GOVERNMENT ACT.

A. PERMITTED

1. Farming
2. Sawmill and/or planer mill
3. Trapping

B. DISCRETIONARY USES

1. Ancillary buildings and uses
2. ~~Communication tower and related buildings not exceeding 75 square metres (800 sq. ft.). Radio, television and other communications or observation towers and related buildings~~
3. Government field offices or installations
4. Gravel pit and/or sand pit
5. Institutional and religious camps and/or centres
6. Integrated recreation/tourist accommodation resort
7. Intensive recreation development
8. Landfill and waste transfer facilities
9. Natural resources harvesting or extraction
10. Outdoor recreation uses and related facilities
11. Private and/or public tenting and holiday trailer/recreation vehicle park or campground
12. Public and quasi-public buildings, utilities and uses
13. Recreation/tourism cabins, lodge or hostel
14. Scientific or academic research related to this district
15. Secondary processing of natural resources related to this district
16. Services and facilities for motorists
17. Trail riding base camp
18. Other appropriate uses as approved by the Development Officer

C. MINIMUM LOT AREA

As required by the Development Officer, but not less than 1 hectare (2.5 acres).

D. MINIMUM FRONT AND SIDE YARDS

As required by the Development Officer subject to Section 10.3 and Figures 1 to 4 of the Supplementary Regulations.

E. LANDSCAPING

In addition to other provisions of this Bylaw, the Development Officer may require that landfill sites, gravel pits, sand pits and other visually offensive developments be screened from view with vegetation and/or other screening of a visually pleasing nature.

**13.4 (15) FORESTRY DISTRICT 2 "F2"**

THE GENERAL PURPOSE OF THIS DISTRICT IS TO DESIGNATE THOSE CROWN LANDS IN THE MUNICIPALITY WHICH ARE NOT SUBJECT TO MUNICIPAL GOVERNMENT ACT.

A. PERMITTED

No development authorization from the Municipality is required for all buildings, development and uses for which Alberta Sustainable Resource Development has issued the appropriate disposition and/or permit for access to and development of the land.

B. DISCRETIONARY USES

None

C. MINIMUM DEVELOPMENT STANDARDS

1. At the discretion of the Crown in right of the Province of Alberta, although the Council of the Municipality asserts the privilege of referral as the affected local authority so as to provide input and recommendations through the Development Officer prior to a final decision being made concerning a proposed use or development.

**13.4 (16) COUNTRY RESIDENTIAL MINOR INDUSTRIAL DISTRICT "CRMI"**

THE GENERAL PURPOSE OF THIS DISTRICT IS TO ACCOMMODATE AND TO REGULATE THE DEVELOPMENT OF LARGE LOT COUNTRY RESIDENTIAL PARCELS HAVING ASSOCIATED MINOR SMALL SCALE INDUSTRIAL USES APPROVED PRIOR TO THE ADOPTION OF THE MUNICIPAL DEVELOPMENT PLAN.

A. PERMITTED USES

1. Detached dwelling
2. Ancillary buildings

B. DISCRETIONARY USES

1. Communication tower and related buildings not exceeding 75 square metres (800 sq. ft.)
2. Guest house
3. Home occupation
4. Manufactured home
5. Minor agricultural pursuits
6. Tradesperson's business carried out in a building independent and ancillary the residence and not exceeding 75 square metres (800 sq. ft.) nor employing assistants who are not part of the immediate household
7. Minor small scale industrial uses
8. Playground or outdoor recreation facility to serve this district
9. Public building or use required to serve this district
10. Residential shop

C. ACCEPTABLE LOT SIZE

1.75 to 3.0 hectares (4.0 to 7.0 acres).

D. MINIMUM TOTAL FLOOR AREA

1. Detached dwelling: 95 square metres (1,000 sq. ft.) unless otherwise approved by the Development Officer.
2. Manufactured home: 75 square metres (800 sq. ft.) unless otherwise approved by the Development Officer.

E. MINIMUM DEPTH OF FRONT YARD

1. 15 metres (50 feet) on an internal road and otherwise as required pursuant to Section 10.3 and Figures 1 to 4 of the Supplementary Regulations.
2. Where there is a service road next to a primary highway, the minimum front yard depth shall be determined by the Development Officer.

F. MINIMUM WIDTH OF SIDE YARD

7.5 metres (25 feet) except for a corner parcel where the minimum side yard adjacent to a public road shall be determined as though it were a front yard, although Section 6.5 applies.

G. MINIMUM DEPTH OF REAR YARD

7.5 metres (25 feet) unless otherwise approved by the Development Office.

NOTE: A development having characteristics which are offensive due to noise, dust odor or appearance may be required to locate at a greater distance from any property line than stated in subsections E, F, and G, at the discretion of the Development Officer.

H. DESIGN, CHARACTER AND APPEARANCE OF BUILDINGS

1. All buildings, including manufactured homes added to a lot shall be new unless otherwise approved by the Development Officer.
2. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall complement the natural features and character of the site to the satisfaction of the Development Officer.
3. A manufactured home without permanent foundation shall have the undercarriage screened from view so as to complement the appearance of the manufactured home.
4. Ancillary structures and additions shall be designed to complement the main residence.

I. MAXIMUM HEIGHT OF BUILDINGS

Two-storeys or 8 metres (26 feet) for residences. Ancillary buildings are to be not more than 5 metres (16 feet). All other buildings are at the discretion of the Development Officer.

J. LANDSCAPING

In addition to other provisions of this Bylaw, any approved use may be subject to screening from view by vegetation or other screening of a visually pleasing nature as required by the Development Officer.

K. MINOR SMALL SCALE INDUSTRIAL USES

1. Applications for development permits for minor small scale industrial uses will consider such factors as:
  - (a) impacts on adjacent land uses;
  - (b) effects on local and internal road system;
  - (c) the scale and intensity of the proposed development;
  - (d) potential land use conflicts;
  - (e) the physical capability of the site to support the proposed use; and
  - (f) suitable screening of the site.
2. A minor small scale industrial use shall be subject to the following conditions:

- (a) the outdoor storage of materials, machinery, equipment and vehicles is subject to approval by the Development Officer relative to size, appearance, and the provision for appropriate fencing, buffering, setbacks, and/or screening;
- (b) shall not create a traffic safety concern; and
- (c) the use shall be deemed to be compatible with adjacent land uses.

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**13.4 (17) NORDEGG RURAL RESIDENCE DISTRICT “NRR”**

THE PURPOSE OF THIS DISTRICT IS TO PERMIT AND REGULATE RESIDENCES IN THE FORESTED SLOPES OF COLISEUM MOUNTAIN IN THE NORTHERN PORTION OF THE NORDEGG TOWNSITE.

A. PERMITTED USES

1. Detached dwelling
2. Ancillary buildings

B. DISCRETIONARY USES

1. Bed and breakfast
2. Communication tower and related buildings not exceeding 75 square metres (800 sq. ft.)
3. Home occupation
4. Playground or outdoor recreation facility to serve this district
5. Public building or use
6. Removal of trees outside of designated building envelope

C. ACCEPTABLE LOT SIZE

1. For residential use, 0.6 hectares to 1.0 hectares (1.5 to 2.5 acres) unless otherwise required by the Development Officer.
2. For non-residential uses, as required by the Development Officer subject to a minimum lot frontage of 30 metres (100 feet).

D. BUILDING ENVELOPE

Each residential lot shall have a building envelope of approximately 1,393.5 square metres (15,000 sq. ft.) which will be defined and approved by the Municipality. The building envelope will govern the location of permissible site clearance, within which building may occur.

1. The purpose of the building envelope is to develop a defensible space to protect structures from approaching wildfire as well as to reduce the potential for a structure fire spreading to the wildland.
2. The building envelope shall provide a minimum defensible space of 9.14 metres (30 feet) around the perimeter of any buildings, shall be initially approved by the municipality and shall be provided and maintained by the property owner.
3. No other clearing may take place without additional development approval.

E. MINIMUM DEPTH OF FRONT YARD

Unless otherwise required by the Development Officer subject to the building envelope, 15.24 metres (50 feet).

- F. MINIMUM WIDTH OF SIDE YARD  
 Unless otherwise required by the Development Officer subject to the building envelope, 13.71 metres (45 feet) except for a corner site where the side yard shall be determined as though it were a front yard.
- G. MINIMUM DEPTH OF REAR YARD  
 Unless otherwise required by the Development Officer subject to the building envelope, 15.24 metres (50 feet).
- H. MINIMUM TOTAL FLOOR AREA  
 Detached dwellings: 100 square metres (1,100 sq. ft.), unless otherwise approved by the Development Officer.
- I. MAXIMUM TOTAL FLOOR AREA  
 Detached garages: 60.38 square metres (650 sq. ft.), unless otherwise approved by the Development Officer.
- J. MAXIMUM HEIGHT OF BUILDINGS  
 Two storeys or 9.14 metres (30 feet) but ancillary buildings not more than 5 metres (16 feet).
- K. DESIGN, CHARACTER AND APPEARANCE OF BUILDINGS
1. All buildings added to a lot shall be new unless otherwise approved by the Development Officer.
  2. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall complement the natural features and character of the site and Nordegg's surroundings to the satisfaction of the Development Officer. The Municipality may, where it desires, establish specific detailed architectural control guidelines for any new development within this District.
  3. All buildings shall be located, designed, and constructed in a manner to minimize the possibility of ignition from a wildfire and to minimize the spread of a structural fire to the wildland. All new development shall be required to utilize fire retardant roofing and exterior wall materials such as, but not limited to, tile, metal, or asphalt shingles (for roofs) and stucco, rock, brick or aluminum siding (for exterior walls.) Wooden shakes and shingles shall be prohibited for use as roofing material on any structure within this district.
  4. The Development Guidelines for the Nordegg Residence District (NRR) form part of this Land Use District and shall be adhered to.
  5. Other regulations, guidelines, or development controls may be established by the Municipality for any new development within this District.
- L. LANDSCAPING  
 Development approval may be subject to a standard acceptable to the Development Officer. The clearing of vegetation will be controlled through

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development permits, which may also require landscaping to assist the retention of the natural visual quality of Nordegg.

M. OTHER REQUIREMENTS

Such other requirements as the Development Officer may decide having regard to the nature of the proposed development.

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**DEVELOPMENT GUIDELINES  
for the  
NORDEGG RURAL RESIDENCE DISTRICT (NRR)**

Clearwater County, as owner of the above noted property hereby annexes to the property the following development guidelines:

1. Only one dwelling building shall be constructed on each lot, and such dwelling shall be a single family residence.
2. All outbuildings on any lot shall be designed, placed, and finished to be complementary to the dwelling located on that lot.
3. No dwelling shall be a manufactured home, and each dwelling shall be of a permanent type placed on and secured to a basement or solid footings extending into the subsurface soil. The minimum floor area of any dwelling, excluding the basement and garage, shall be 102.2 square metres (1,100 sq. ft.) and every dwelling shall be a minimum of 6 metres (20 feet) in width.
4. No dwelling or other building shall exceed a height of 9.14 metres (30 feet) above the top of the basement or foundation of such building.
5. All electrical service from the transformer to the dwelling or other building shall be underground.
6. The exterior finish of any building or structure shall be fully completed and finished within 12 months from the date of commencement of construction of the dwelling or structure.
7. Any dwelling or other structure constructed, erected, or placed on the property shall be constructed to conform to all Federal, Provincial, and Municipal statutes, bylaws, and regulations, and shall be of sound workmanlike construction with an expected life of at least 25 years.
8. No excavation shall be permitted or carried out on any property except as required for the construction of buildings, or the installation of utilities, or for landscaping. No sand, gravel, or earth shall be removed except as required for the aforesaid purposes.
9. To maintain a buffer area between dwellings, no living trees shall be removed from that portion of the lot within 12.0 metres (39 feet) of any property line, except for any property line adjacent to any public access road.

10. No dwelling or other building shall be constructed or placed within 15.24 metres (50 feet) of the front or back boundary, or 13.71 metres (45 feet) of the side boundaries.
11. No fence of any type shall be used as a boundary fence. Wire fences may be used within any property for the purpose of dog kennels or runs. All fencing shall be designed, placed, and finished so as to be complimentary to the dwelling on the property, and shall be maintained in a good and presentable condition.
12. No business, trade, or calling shall be established which requires outside storage, which would cause any noise or nuisance to other property owners, which would cause any unsightly appearance to the property, or which has any employees other than the persons who normally reside on the property. The intent of this section is not to discourage cottage industries but to ensure that no annoyance or nuisance is caused to other property owners.
13. All garbage and refuse shall be properly stored in closed containers in a sanitary manner so as not to cause any odor or nuisance. No garbage or refuse other than vegetation removed when clearing land shall be burned and only after obtaining the necessary permit. No incinerators, firepits, or burn barrels shall be permitted.
14. Advertising signs shall be permitted only for the purpose of advertising that the property is for sale, and no such sign shall exceed 60 centimetres by 60 centimetres (2 feet by 2 feet).
15. No animals shall be kept on the property except those animals owned by persons who normally reside on the property, and the only animals which may be kept are a maximum of two cats and two dogs. All pets and other animals shall be restrained and kept within the property of the owner of such pets, so as not to cause any nuisance, annoyance, or excessive noise.
16. No abandoned vehicles, machinery, or other unsightly items shall be kept or stored on any property, except within a building, with the intent that all properties shall be kept in a neat, clean, and presentable condition.
17. No motorized vehicles of any type other than maintenance vehicles shall be used or operated on any trails or walking paths within the subdivision area.
- ~~18. Each property owner would be permitted to have and to store one recreational vehicle or holiday trailer on their property. Use and storage of a holiday trailer/recreational vehicle shall conform to Section 6.13.~~
18. All sewage disposal shall be conducted by means of holding tanks or some other Provincially approved system.

19. Property owners are responsible for the drilling of their own water wells. All wells must be properly sealed to restrict contamination to the water table.
20. All dwellings or other buildings shall be finished on the exterior with non flammable building materials. Wooden shakes and shingles are not permitted.
21. All dwellings or other buildings shall have one metre of rock placed around the perimeter of the structure. Decks also require a metre of rock placed around the outside perimeter in addition to rock being placed under the deck.
22. The properties adjacent to the subdivision within which the properties described herein are located shall also be developed for residential, commercial, and recreational purposes as has been laid out through the Nordegg Community Outline Plan. Such future developments may make use of the access road and certain other infrastructure from the present subdivision, and the owners of the property in the present subdivision acknowledge that they shall not oppose such future development.

**13.4 (18) NORDEGG TOURIST RECREATION DISTRICT "NTR"**

THE GENERAL PURPOSE OF THIS DISTRICT IS TO ACCOMMODATE AND TO REGULATE A COMBINATION OF TOURIST RELATED RECREATIONAL ACTIVITIES AND SMALL SCALE FIXED ROOF RESORT ACCOMMODATIONS IN THE FORESTED SLOPES OF COLISEUM MOUNTAIN IN THE NORTHERN PORTION OF THE NORDEGG TOWNSITE.

**A. PERMITTED USES**

1. Country inn / resort lodge
2. Bed and breakfast inn
3. Resort cottages
4. Outdoor recreation/tourism operations
5. Hostel

**B. DISCRETIONARY USES**

1. Communication tower and related buildings not exceeding 75 square metres (800 sq. ft.)
2. Detached residence ancillary to permitted use
3. Other buildings ancillary to permitted use
4. Personal service ancillary to permitted use
5. Recreation facility ancillary to permitted use
6. Recreation equipment rental and sales associated with principal use
7. Souvenir/gift shop ancillary to permitted use
8. Public building or use
9. Removal of trees outside of designated building envelope
10. Other appropriate similar uses approved by the Development Officer

**~~C. DEFINITIONS~~**

~~For the purpose of this District:~~

- ~~1. "Country inn/resort lodge" means a building which provides for the short term or occasional lodging and boarding of patrons. The development shall contain a minimum of six and a maximum of ten accommodation units all under one roof with individual or common washroom facilities and may include dining and beverage facilities.~~
- ~~2. "Bed and breakfast inn" means a private dwelling where four to six rooms are let and more than one or more meals is provided to registered guests.~~
- ~~3. "Resort cottages" means a cluster of four to eight guest cabins which provide for the short term or occasional lodging and boarding of patrons and may include a central services building with dining and beverage facilities. The individual guest cabins shall be a maximum of 65 square metres (700 sq. ft.) on the main floor and may include individual kitchen and washroom facilities.~~
- ~~4. "Outdoor recreation/tourism operations" means a business providing for outdoor commercial recreation and tourism opportunities to the general~~

~~public, where the primary reasons for location are to take advantage of natural physical features and the availability of large areas of crown land. This may include but is not limited to mountain biking, ice climbing, caving, rock climbing, cross country skiing, hiking, backpacking, canoeing, kayaking, rafting, fishing, hunting, dog sledging, snowmobiling and ATV's.~~

- D. MINIMUM LOT SIZE  
As required by the Development Officer, but not less than 1.214 hectares (3.0 acres).
- E. BUILDING ENVELOPE  
Each lot shall have a building envelope which will be defined and approved by the Municipality. The building envelope will govern the location of permissible site clearance, within which building may occur.
  - 1. The purpose of the building envelope is to develop a defensible space to protect structures from approaching wildfire as well as to reduce the potential for a structure fire spreading to the wildland.
  - 2. The building envelope shall provide a minimum defensible space of 9.14 metres (30 feet) around the perimeter of any buildings, shall be initially approved by the municipality and shall be provided and maintained by the property owner.
  - 3. No other clearing may take place without additional development approval.
- F. MINIMUM DEPTH OF FRONT YARD  
Unless otherwise required by the Development Officer subject to the building envelope, 22.86 metres (75 feet).
- G. MINIMUM WIDTH OF SIDE YARD  
Unless otherwise required by the Development Officer subject to the building envelope, 15.24 metres (50 feet) except for a corner site where the side yard shall be determined as though it were a front yard.
- H. MINIMUM DEPTH OF REAR YARD  
Unless otherwise required by the Development Officer subject to the building envelope, 15.24 metres (50 feet).
- I. MINIMUM TOTAL FLOOR AREA  
As determined by the Development Officer, except for a detached residence ancillary to the permitted use which shall have a minimum floor area of 92.9 square metres (1,000 sq. ft.).
- J. MAXIMUM TOTAL FLOOR AREA  
As determined by the Development Officer and subject to the definitions within this district.



- K. MAXIMUM HEIGHT OF BUILDINGS  
Two storeys or 9.14 metres (30 feet) but ancillary buildings not more than 5 metres (16 feet).
- L. DESIGN, CHARACTER AND APPEARANCE OF Buildings
1. All buildings added to a lot shall be new unless otherwise approved by the Development Officer.
  2. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall complement the natural features and character of the site and Nordegg's surroundings to the satisfaction of the Development Officer. The Municipality may, where it desires, establish specific detailed architectural control guidelines for any new development within this District.
  3. All buildings shall be located, designed, and constructed in a manner to minimize the possibility of ignition from a wildfire and to minimize the spread of a structural fire to the wildland. All new development shall be required to utilize fire retardant roofing and exterior wall materials such as, but not limited to, tile, metal, or asphalt shingles (for roofs) and stucco, rock, brick or aluminum siding (for exterior walls) or solid log construction. Wooden shakes and shingles shall be prohibited for use as roofing material on any structure within this district.
  4. The Development Guidelines for the Nordegg Tourist Recreation District (NTR) form part of this Land Use District and shall be adhered to.
  5. Other regulations, guidelines, or development controls may be established by the Municipality for any new development within this District.
- M. LANDSCAPING  
Development approval may be subject to a standard acceptable to the Development Officer. The clearing of vegetation will be controlled through development permits, which may also require landscaping to assist the retention of the natural visual quality of Nordegg.
- N. OTHER REQUIREMENTS
1. Storage:  
It is intended that all storage of goods and equipment be contained indoors, however limited outside storage may be approved by the Development Officer if properly screened so as to not interfere with adjoining uses or detract significantly from the natural features of the site and the surrounding area.
  2. Parking:  
Off-street parking shall be provided as stated in Section 6.1.7 of this Land Use Bylaw or as otherwise required by the Development Officer. On-street parking is not permitted.

3. Outdoor Lighting:  
Precautions must be taken to ensure that outside lighting does not interfere with adjoining uses or detract significantly from the natural features of the site and the surrounding area.
4. Signs:  
~~All signs are subject to the approval of the Development Officer. In considering a development application for a sign, the Development Officer shall ensure that the proposed sign is consistent with the natural setting of the area and shall have due regard to the visual impact of the sign in relation to features of the site and the surrounding area.~~  
All signs are subject to the approval of the Development Officer. In considering a development permit application for a sign, the Development Officer shall ensure that the proposed sign is consistent with the natural and historical setting of the area, as outlined in the *Nordegg Development Plan* and associated *Design Guidelines*, and shall have due regard to the visual impact of the sign in relation to features of the site and the surrounding area.
5. Access to Trails:  
Trails on individual properties for the purpose of providing access to adjoining municipal trails are subject to approval by the Development Officer.
6. Miscellaneous:  
Such other requirements as the Development Officer may decide having regard to the nature of the proposed development.

**DEVELOPMENT GUIDELINES  
for the  
NORDEGG TOURIST RECREATION DISTRICT (NTR)**

RELATING TO LOTS 1 TO 12 INCLUSIVE

Clearwater County as owner of the above noted property hereby annexes to the property the following development guidelines:

1. The primary purpose of these lots is to accommodate resort facilities such as country inn/resort lodge, bed and breakfast inn, and resort cottages and/or outdoor recreation/tourism operations. Rental accommodations for short term tourism/recreational use and are not to be leased or rented as permanent residences or long term accommodation.
2. Only one conventional residence shall be constructed on each lot, and such dwelling shall be a single family residence ancillary to the permitted use, and subject to a development permit.
3. All conventional residences and outbuildings on any lot shall be designed, placed and finished to be complementary to the primary use located on that lot.
4. No primary or ancillary building shall be a mobile home, and each shall be of a permanent type placed on and secured to a basement or solid footings extending into the subsurface soil. The individual guest cabins shall be a maximum of 65 square metres (700 sq. ft.) on the main floor and may include individual kitchen and washroom facilities. The floor area of all primary buildings shall be subject to approval of the Development Officer/Municipal Planning Commission. The minimum floor area of any conventional ancillary residence, excluding the basement and garage, shall be 92.9 square metres (1,000 sq. ft.) and shall be a minimum of 6.1 metres (20 feet) in width.
5. No primary or ancillary building shall exceed a height of 9.14 metres (30 feet) above the top of the basement or foundation of such building.
6. All electrical service from the transformer to the dwelling or other building shall be underground.
7. The exterior finish of any building or structure shall be fully completed and finished within 12 months from the date of commencement of construction of the dwelling or structure.
8. Any primary or ancillary building constructed, erected, or placed on the property shall be constructed to conform to all Federal, Provincial, and Municipal statutes,

bylaws, and regulations, and shall be of sound workmanlike construction with an expected life of at least 25 years.

9. No excavation shall be permitted or carried out on any property except as required for the construction of buildings, or the installation of utilities, or for landscaping. No sand, gravel, or earth shall be removed except as required for the aforesaid purposes.
10. To maintain a buffer area between building sites, no living trees shall be removed from any portion of the lot without prior development approval from Clearwater County. A minimum defensible space of 9.14 metres (30 feet) around the perimeter of all buildings shall be required as part of the development approval.
11. No dwelling or other building shall be constructed or placed within 22.86 metres (75 feet) of the front boundary, or 15.24 metres (50 feet) of the rear or side boundaries.
12. No fence of any type shall be used as a boundary fence. All internal fencing shall be designed, placed and finished so as to be complementary to the primary and ancillary buildings on the property, and shall be maintained in a good and presentable condition.
13. All storage of goods and equipment shall be contained indoors, however limited outside storage may be approved by the Development Officer if properly screened so as to not interfere with adjoining uses or detract significantly from the natural features of the site and the surrounding area.
14. All garbage and refuse shall be properly stored in closed containers in a sanitary manner so as not to cause any odor or nuisance. No garbage or refuse other than vegetation removed when clearing land shall be burned and only after obtaining the necessary permit. No incinerators, or burn barrels shall be permitted. Fire pits are to be constructed according to Alberta Forest Service standards and are subject to all Provincial open fire bans.
15. All signs erected shall be approved by Clearwater County.
16. All pets belonging to property owners and guests shall be restrained and kept within the subject property, so as not to cause any nuisance, annoyance, or excessive noise.
17. No abandoned vehicles, machinery, or other unsightly items shall be kept or stored on any property, except within a building, with the intent that all properties shall be kept in a neat, clean, and presentable condition.

18. No motorized vehicles of any type other than maintenance vehicles shall be used or operated on any trails or walking paths within the subdivision area.
19. No camping will be permitted in this district.
20. All sewage disposal shall be conducted by means of fields, mounds, holding tanks or some other Provincially approved system. All private sewage disposal systems must meet the requirements and received permit approval from Alberta Municipal Affairs or their designate.
21. Property owners are responsible for the drilling of their own water wells. All wells must be properly sealed to restrict contamination to the water table.
22. All primary and ancillary building shall be finished on the exterior with non flammable building materials. Solid log construction is acceptable. Wooden shakes and shingles would not be permitted.
23. All primary and ancillary buildings shall have one metre of rock placed around the perimeter of the structure. Decks would also require a metre of rock placed around the outside perimeter in addition to rock being placed under the deck.
24. The properties adjacent to the subdivision within which the properties described herein are located shall also be developed for residential, commercial, and recreational purposes as has been laid out through the Nordegg Community Outline Plan. Such future developments may make use of the access road and certain other infrastructure from the present subdivision, and the owners of the property in the present subdivision acknowledge that they shall not oppose such future development.

**13.4 (19) NORDEGG MEDIUM DENSITY RESIDENTIAL DISTRICT “NR-2”**

THE PURPOSE OF THIS DISTRICT IS TO ACCOMMODATE AND REGULATE RESIDENTIAL DEVELOPMENT ON SMALLER LOTS IN THE SOUTHERN PORTION OF THE NORDEGG TOWNSITE.

A. PERMITTED USES

1. Ancillary building
2. Detached dwelling
3. Duplex dwelling

B. DISCRETIONARY USES

1. Communication tower and related buildings not exceeding 75 square metres (800 sq. ft.)
2. Home occupation
3. Parks and playgrounds
4. Parking facilities for uses in this District
5. Public buildings, uses, utilities and services

C. MINIMUM PARCEL SIZE

Detached dwellings:	464.50 square metres (5,000 sq. ft.)
Duplex (side by side units):	557.70 square metres (6,000 sq. ft.)
Duplex (up and down units):	325.15 square metres (3,500 sq. ft.)

Except for a corner parcel where 51.09 square metres (550 sq. ft.) must be added to the above minimums.

D. MINIMUM PARCEL WIDTH

Detached dwellings:	15.24 metres (50 feet) mean width
Duplex (side by side units):	18.24 metres (60 feet) mean width
Duplex (up and down units):	9.14 metres (30 feet) mean width

E. MINIMUM DEPTH OF FRONT YARD

7.62 metres (25 feet).

F. MINIMUM DEPTH OF SIDE YARD

Interior: 1.52 metres (5 feet) unless it is a laneless parcel and there is no attached garage, then one side yard must be 3.04 metres (10 feet) minimum.

Exterior: 2.74 metres (9 feet) unless the yard abuts a collector or arterial road then the minimum shall be 3.66 metres (12 feet).

G. MINIMUM DEPTH OF REAR YARD

9.14 metres (30 feet).

- H. MAXIMUM ALLOWABLE DENSITY  
As required by the Development Officer.
- I. MINIMUM FLOOR AREA  
 Detached dwelling: 92.9 square metres (1,000 sq. ft.)  
 Duplex unit: 74.32 square metres (800 sq. ft.)
- J. MAXIMUM HEIGHT OF BUILDINGS  
 Primary building: 9.14 metres (30 feet)  
 Ancillary building: 5.0 metres (16 feet)
- K. DESIGN, CHARACTER AND APPEARANCE OF BUILDINGS  
 1. All buildings added to a lot shall be new unless otherwise approved by the Development Officer.  
 2. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall complement the natural features and character of the site and Nordegg's surroundings to the satisfaction of the Development Officer. The Municipality may, where it desires, establish specific detailed architectural control guidelines for any new development within this District.  
 3. Ancillary structures and additions shall be designed to complement the main residence.
- L. LANDSCAPING AND FENCING  
 Notwithstanding any other provision contained in this Bylaw, landscaping and fencing shall be to standards acceptable to the Development Officer with the purpose of achieving a sensitive blend of natural and decorative landscaping designed to harmonize with adjoining landscaping and complement the natural visual quality of Nordegg.
- M. OTHER REQUIREMENTS  
 1. Storage:  
 It is intended that all storage of goods and equipment be contained indoors so as to not interfere with adjoining uses or detract significantly from the natural features of the site and the surrounding area.  
 2. Parking:  
 Off Street parking shall be as required by Section 6.17 of this LUB with each duplex unit being required to provide two off-street parking spaces within the rear yard of the parcel, or as otherwise required by the Development Officer.  
 3. Miscellaneous:  
 Such other requirements as the Development Officer may decide having regard to the nature of the proposed development.

**13.4 (20) NORDEGG LEISURE RESIDENCE DISTRICT “NLR”**

THE PURPOSE OF THIS DISTRICT IS TO ACCOMMODATE AND REGULATE THE DEVELOPMENT OF PRIVATE, LEISURE RESIDENCES FOR LEISURE TIME USE/NON-CONTINUOUS OCCUPANCY IN THE FORESTED SLOPES OF COLISEUM MOUNTAIN IN THE NORTHERN PORTION OF THE NORDEGG TOWNSITE.

A. PERMITTED USES

1. Leisure residence
2. Tool/wood shed

B. DISCRETIONARY USES

1. Communication tower and related buildings not exceeding 75 square metres (800 sq. ft.)
2. Either one carport or one single car detached garage
3. Public utility building to serve this district
4. Public or private park, playground or outdoor recreational facility to serve this district
5. Removal of trees outside of designated building envelope
6. Sauna

C. ACCEPTABLE LOT SIZE

1. For residential use, 0.4 hectares (1.0 acre) to 0.6 hectares (1.5 acres) unless otherwise required by the Development Officer.
2. For residential use, subject to a minimum lot width of 40 metres (131 feet) where lot width means the distance between the side property lines of the lot and measured at right angles from the mid-point of the shortest side property line, or as otherwise required by the Development Officer.
3. For residential uses, subject to a minimum lot frontage of 18 metres (59 feet), or as otherwise required by the Development Officer.
4. For non-residential uses, as required by the Development Officer subject to a minimum lot frontage of 18 metres (59 feet).
5. For a public utility building the lot area shall be as required by the Development Officer.

D. BUILDING ENVELOPE

Each lot shall have a building envelope that will be defined and approved by the Municipality. The building envelope will govern the location of permissible site clearance, within which building may occur.

1. The purpose of the building envelope is to develop a defensible space to protect structures from approaching wildfire as well as to reduce the potential for a structure fire spreading to the wildland.
2. The building envelope shall provide a minimum defensible space of 9.14 metres (30 feet) around the perimeter of any buildings, shall be initially



approved by the municipality and shall be provided and maintained by the property owner.

3. No other clearing, with the exception of removal of underbrush and ladder branches, may take place without additional development approval.

E. MINIMUM DEPTH OF FRONT YARD

Unless otherwise required by the Development Officer subject to the building envelope, 15.24 metres (50 feet) or as required pursuant to Section 10.3 and Figures 1 to 4 of the Supplementary Regulations.

F. MINIMUM WIDTH OF SIDE YARD

Unless otherwise required by the Development Officer subject to the building envelope, 12.19 metres (40 feet) or as required pursuant to Section 10.3 and Figures 1 to 7 of the Supplementary Regulations. In the case of a corner site the width of the side yard adjacent to a public road shall be determined as though it were a front yard.

G. MINIMUM DEPTH OF REAR YARD

Unless otherwise required by the Development Officer subject to the building envelope, 15.24 metres (50 feet) or as required pursuant to Section 10.3 and Figures 1 to 7 of the Supplementary Regulations.

H. MAXIMUM FLOOR AREA

Unless otherwise approved by the Development Officer:

1. for detached leisure residence:
  - (a) 70 square metres (750 sq. ft.) main floor.
  - (b) 85 square metres (900 sq. ft.) total if two floors.
2. other buildings as required by the Development Officer.

I. MINIMUM FLOOR AREA

1. For detached leisure residence, 40 square metres (430 sq. ft.).
2. Other buildings as required by the Development Officer.

J. ANCILLARY BUILDINGS

Unless otherwise approved by the Development Officer, a maximum of one tool shed or woodshed ancillary building shall be located on a lot and shall be:

1. A maximum floor area of 18.6 square metres (200 sq. ft.).
2. Located to the rear of the leisure residence.
3. Located a minimum of 3.05 metres (10 feet) from the rear wall of the dwelling.

Unless otherwise approved by the Development Officer, a maximum of one carport or one detached garage shall be located on a lot and shall be permitted only as a Discretionary Use. If permitted by the Development Officer, the following shall be adhered to:

1. For a carport or garage, a maximum floor area of 30 square metres (323 sq. ft.) or 60% of the floor area of the leisure residence, whichever is less.
2. Carport to be attached to side of the leisure residence.
3. Garage to be detached from leisure residence.
4. Garage to be located to the side or rear of the leisure residence.
5. Rear garage to be located a minimum of 3.05 metres (10 feet) from the rear wall of the leisure residence.
6. Side garage to be located a minimum of 1.52 metres (5 feet) from the side wall of the leisure residence.

K. MAXIMUM BUILDING HEIGHT

Two storeys or 7.92 metres (26 feet). Ancillary buildings no greater than 4.88 metres (16 feet).

L. DESIGN, CHARACTER AND APPEARANCE OF BUILDINGS

1. All buildings added to a lot shall be new unless otherwise approved by the Development Officer.
2. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall complement the natural features and character of the site and Nordegg's surroundings to the satisfaction of the Development Officer. The Municipality may, where it desires, establish specific detailed architectural control guidelines and/or development guidelines for any new development within this District.
3. The Development Guidelines for the Nordegg Leisure Residence District (NLR) form part of this Land Use District and shall be adhered to.
4. To maintain continuity throughout the Nordegg townsite, any development and associated structures and features shall conform to the *Nordegg Development Plan* and the associated *Nordegg Development Plan - Design Guidelines*. Special attention shall be made to key design and landmark elements, including but not limited to, the trail system, road layout, road design, parking design, landscaping, public amenities, signage, lighting, and site furnishings.
5. Basements are not permitted in this District.
6. Leisure Residence and any garage shall be constructed on a permanent foundation.
7. Individual treated water cisterns and sewage pump-out tanks are required on each lot. No private water wells are permitted. No private sewage treatment systems are permitted. The intent of an on-site water cistern and sewage pump-out tank is to support seasonal use only. This requirement will also protect and preserve the local groundwater resource, given the higher development density of this District compared to more conventional country residential districts.
8. All buildings shall be located, designed, and constructed in a manner to minimize the possibility of ignition from a wildfire and to minimize the spread of a structural fire to the wildland. All new development shall be

required to utilize fire retardant roofing and exterior wall materials such as, but not limited to, tile, metal, or asphalt shingles (for roofs) and stucco, rock, brick or aluminum siding (for exterior walls) or solid log construction. Wooden shakes and shingles shall be prohibited for use as roofing material on any structure within this district.

9. Other regulations, guidelines, or development controls may be established by the Municipality for any new development within this District.

M. LANDSCAPING AND FENCING

Development approval may be subject to a standard acceptable to the Development Officer. The clearing of vegetation will be controlled through development permits, which may also require landscaping to assist the retention of the natural visual quality of Nordegg. Perimeter boundary fences are not permitted.

N. OTHER REQUIREMENTS

1. Storage:

It is intended that all storage of goods and equipment be contained indoors, however, limited outside storage may be approved by the Development Officer if properly screened so as to not interfere with adjoining uses or detract significantly from the natural features of the site and the surrounding area.

2. Parking:

Off-street parking shall be provided as stated in Section 6.17 of this Land Use Bylaw or as otherwise required by the Development Officer. On-street parking is not permitted.

3. Outdoor Lighting:

Precautions must be taken to ensure that outside lighting does not interfere with adjoining uses or detract significantly from the natural features of the site and the surrounding area.

4. Signs:

All signs are subject to the approval of the Development Officer. In considering a development permit application for a sign, the Development Officer shall ensure that the proposed sign is consistent with the natural setting of the area and shall have due regard to the visual impact of the sign in relation to features of the site and the surrounding area.

5. Recreational Vehicles:

Use and storage of a holiday trailer/recreational vehicle shall conform to Section 6.13.

6. Miscellaneous:

Such other requirements as the Development Officer may decide having regard to the nature of the proposed development.

~~O. PERIOD OF OCCUPANCY~~

~~Not to exceed 90 consecutive or 180 total days per year.~~

**DEVELOPMENT GUIDELINES  
for the  
NORDEGG LEISURE RESIDENCE DISTRICT (NLR)**

Clearwater County, as owner of the above noted property, hereby annexes to the property the following development guidelines:

1. One dwelling building shall be constructed on each lot, and such dwelling shall be a single-family Leisure Residence as defined in the Land Use Bylaw (see copy of the Land Use Bylaw Definition Below).

“LEISURE RESIDENCE” means a dwelling unit suitable for residential use only seasonally or occasionally during leisure or holiday time and generally lacking in one or more of the components, conveniences or utilities required for all year occupancy.

2. All outbuildings on any lot shall be designed, placed, and finished to be complementary to the dwelling located on that lot.
3. No dwelling shall be a Manufactured Home. A Modular Home is permitted provided it meets all the requirements of this Land Use District (see copy of the Land Use Bylaw Definitions below). Each dwelling shall be of a permanent type placed on and secured to solid footings extending into the subsurface soil. Foundations to be concrete footings or concrete pilings or as approved by the Development Officer. Skid or wood blocking foundations not permitted. The minimum floor area of any dwelling shall be 40 square metres (430 sq. ft.), and every dwelling shall be a minimum of 6.10 metres (20 feet) in width.

~~“MANUFACTURED HOME” means a residential building containing one dwelling unit built in a factory in one or more sections, designed to be transported on either its own wheels and chassis or other means to a suitable site, and placed on either a temporary or permanent foundation and connected to utilities for long-term occupancy. For the purposes of this Bylaw, two types of manufactured homes may be distinguished:~~

~~(a) “Single Wide” means a manufactured home consisting of one section designed to be transported in a single load;~~

~~(b) “Double Wide” means a manufactured home consisting of two sections separately transportable but designed to be joined together at the site to form one dwelling unit.~~

~~“MODULAR HOME” means a prefabricated, factory built residential building containing one dwelling unit which has neither chassis, running gear, nor its own wheels, but which must be otherwise transported and assembled on a site and placed on a permanent foundation and connected to utilities for long term occupancy.~~

4. Basements are not permitted. An undeveloped crawl space beneath the main floor of the dwelling to provide for utilities and servicing of the dwelling is permitted. The height of the crawl space shall not exceed 1.22 metres (4 feet) or as approved by the Development Officer.
5. No dwelling shall exceed a height of 7.92 metres (26 feet) above the foundation of such building. No ancillary building shall exceed a height of 4.88 metres (16 feet) above the foundation of such building.
6. All electrical service from the transformer to the dwelling or other building shall be underground.
7. The exterior finish of any building or structure shall be fully completed and finished within 12 months from the date of commencement of construction of the dwelling or structure.
8. Any dwelling or other structure constructed, erected, or placed on the property shall be constructed to conform to all Federal, Provincial, and Municipal statutes, Bylaws, and regulations, and shall be of sound workmanlike construction with an expected life of at least 25 years.
9. No excavation shall be permitted or carried out on any property except as required for the construction of buildings, or the installation of utilities, or for landscaping. No sand, gravel, or earth shall be removed except as required for the aforesaid purposes.
10. To maintain a buffer area between dwellings, no living trees shall be removed from that portion of the lot within 6 metres (20 feet) of any property line, except for any property line adjacent to any public access road. This may be adjusted at the discretion of the Development Officer on a lot-by-lot basis given the existing topography of the lot, the available building sites on the lot, and the siting of dwellings on adjacent lots provided an adequate treed buffer can be maintained between adjacent dwellings.
11. No dwelling or other building shall be constructed or placed within 15.24 metres (50 feet) of the front or back boundary, or 12.19 metres (40 feet) of the side boundaries.
12. No fence of any type shall be used as a boundary fence. Wire fences may be used within any property for the purpose of dog kennels or runs. All fencing shall be designed, placed, and finished so as to be complementary to the dwelling on the property, and shall be maintained in a good and presentable condition.
13. No business, trade, or calling shall be established.

14. All garbage and refuse shall be properly stored in closed containers in a sanitary manner so as not to cause any odor or nuisance. No garbage or refuse other than vegetation removed when clearing land shall be burned and only after obtaining the necessary permit. No incinerators or burn barrels shall be permitted. Fire pits are to be constructed according to Alberta Forest Service standards and are subject to all Provincial open fire bans.
15. Advertising signs shall be permitted only for the purpose of advertising that the property is for sale, and no such sign shall exceed 60 centimetres by 60 centimetres (2 feet by 2 feet).
16. No animals shall be kept on the property except a maximum of two cats and two dogs. All pets and other animals shall be restrained and kept within the property of the owner of such pets, so as not to cause any nuisance, annoyance, or excessive noise.
17. No abandoned vehicles, machinery, or other unsightly items shall be kept or stored on any property, except within a building, with the intent that all properties shall be kept in a neat, clean, and presentable condition.
18. No motorized vehicles of any type other than maintenance vehicles shall be used or operated on any trails or walking paths within the subdivision area.
19. Each property owner would be permitted to have and to store one recreational vehicle or holiday trailer on their property.
20. All sewage disposal shall be conducted by means of holding tanks meeting provincially approved standards.
21. All potable water must be stored in cisterns with a pressure pumping system meeting provincially approved standards. Drilling of water wells on a property is prohibited.
22. All dwellings or other buildings shall be finished on the exterior with non-flammable building materials. Wooden shakes and shingles are not permitted.
23. All dwellings or other buildings shall have one metre of rock placed around the perimeter of the structure. Decks would also require a metre of rock placed around the outside perimeter in addition to rock being placed under the deck.
24. The properties adjacent to the subdivision within which the properties described herein are located shall also be developed for residential, commercial, and recreational purposes as has been laid out through the Nordegg Community Outline Plan, Nordegg Development Plan and the Nordegg Development Plan -

Design Guidelines. Such future developments may make use of the access road and certain other infrastructure from the present subdivision, and the owners of the property in the present subdivision acknowledge that they shall not oppose such future development.

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**13.4 (21) NORDEGG PUBLIC AND INSTITUTIONAL "NPI"**

THE PURPOSE OF THIS DISTRICT IS TO ACCOMMODATE AND REGULATE THE DEVELOPMENT OF PRIVATE OR PUBLIC FACILITIES INTENDED TO PROVIDE CULTURAL, SOCIAL, RELIGIOUS, EDUCATIONAL, COMMUNITY, EMERGENCY, OR REHABILITATIVE SERVICES.

A. PERMITTED USES

1. Community centre
2. Emergency and community services
3. Parks, playgrounds, picnic grounds
4. Public and quasi-public buildings and uses
5. Public utilities
6. Natural or landscaped public open space
7. Skiing (cross-country) development
8. Skating rink
9. Sports field

B. DISCRETIONARY USES

1. Arts/arts and crafts/culture centre
2. Buildings for cooking, dining, assembly, crafts and recreation
3. Church, without manse
4. School
5. Cemetery
6. Social care facility
7. Museum
8. Ancillary buildings and uses
9. Clubhouse
10. Exhibition grounds
11. Food concession
12. Public utility building to serve this district
13. Public washrooms to serve this district
14. Recreation equipment storage facilities
15. **Communication tower and related buildings not exceeding 75 square metres (800 sq. ft.)**
16. Other recreation structures, facilities and uses similar in type or function to a named permitted or discretionary use in this district and appropriate in a rural area

C. ACCEPTABLE LOT SIZE

As required by the Development Officer, but not less than 300 square metres (3,200 sq. ft.), with a minimum frontage of 10.0 metres (33 feet).

D. MINIMUM AND MAXIMUM FLOOR AREA

As required by the Development Officer.

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- E. MINIMUM DEPTH OF FRONT YARD  
15 metres (50 feet).
- F. MINIMUM WIDTH OF SIDE YARD  
3 metres (10 feet) except for a corner parcel where the minimum side yard adjacent to a public road shall be determined as though it were a front yard.
- G. MINIMUM DEPTH OF REAR YARD  
7.5 metres (25 feet) unless otherwise approved by the Development Officer.
- H. MAXIMUM HEIGHT OF BUILDINGS  
Two storeys to maximum 9.14 metres (30 feet) unless otherwise approved by the Development Officer.
- I. DESIGN, CHARACTER AND APPEARANCE OF BUILDINGS
1. All permanent buildings and structures added to a lot shall be of new construction unless otherwise approved by the Development Officer.
  2. To maintain continuity throughout the Nordegg townsite, any development and associated structures and features shall conform to the *Nordegg Development Plan* and the associated *Nordegg Development Plan – Design Guidelines*. Special attention shall be made to key design and landmark elements, including but not limited to, building facades, lighting, streetscapes, the trail system, road layout, road design, parking design, landscaping, landmarks, public amenities, disabled access, signage, lighting, and site furnishings. For future reference, the *Nordegg Development Plan* and the *Nordegg Development Plan – Design Guidelines* shall be synonymous and shall refer to the plan document as a whole.
  3. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall complement the natural features and character of the site and the historic treatment as outlined in the *Nordegg Development Plan* to the satisfaction of the Development Officer. Ancillary structures and additions shall be designed to complement the main building.
  4. A number of basic principles outlined in the *Nordegg Development Plan* that shall guide the Development Officer include:
    - (a) The architecture, lighting, and landmarks borrowed from the community’s history, incorporating elements of the old town, the mine, and the natural setting.
    - (b) Given the steep terrain within much of the community, development be especially sensitive to disabled access.
    - (c) Facilities consist of smaller, discrete buildings and building cells that offer optimal view corridors and a more comfortable “human” scale.

- (d) Parking facilities consist of smaller scale nodes distributed throughout the community rather than large individual lots.
  - (e) Where appropriate, parking facilities be appropriately screened or buffered from the street, or appropriately located behind or beside the primary structures.
  - (f) Public safety be considered in the development of lighting, walkways, and public access points.
5. Special historical treatments related to building architecture, landscaping, signage, and other key elements, as outlined in the *Nordegg Development Plan* and associated *Design Guidelines* shall be required as follows:
    - (a) Historic treatment shall be required within the "Primary Historic Treatment Area" as illustrated on Map No. 6 in the *Nordegg Development Plan*. This area is located along the primary route to the mine site, and includes the corridor from Highway 11 along Stuart Street into the historic Town Centre to the mine. Any additional areas along this route that are highly visible, at the discretion of the Development Officer, shall also adhere to the historic treatment requirements. The "Primary Historic Treatment Area" may be adjusted and increased at the discretion of the Development Officer subject to ongoing subdivision and redesignation.
    - (b) When considering permits for renovations, exterior building treatments, or additions to existing buildings or developments that do not currently conform to the *Nordegg Development Plan*, the Development Officer shall carry out a review and, where deemed appropriate, incorporate into any permit issued such requirements that allow conformance with the intent of the *Nordegg Development Plan* and any historical treatment. Owners of existing non-confirming developments shall be encouraged to bring facilities into conformance with the *Nordegg Development Plan*.
  6. All buildings shall be located, designed, and constructed in a manner to minimize the possibility of ignition from a wildfire and to minimize the spread of a structural fire to the wildland. All new development shall be required to utilize fire retardant roofing and exterior wall materials. Other regulations, guidelines, or development controls may be established by the Municipality for any new development within this District. Developed guidelines, such as "FireSmart" principles may be used at the discretion of the Development Officer to assess the appropriateness of any proposed development.
  7. Boardwalks may be required to the satisfaction of the Development Officer in keeping with the *Nordegg Development Plan* and associated *Design Guidelines*.
- J. LANDSCAPING
1. Approval to develop may be made subject to the Development Officer accepting a landscaping plan.

2. The Development Officer may require measures to retain natural vegetation and to protect sensitive soils on the site.
3. Any development may be subject to screening from view by vegetation or other screening of a visually pleasing nature as required by the Development Officer.
4. Where two or more buildings are located on a lot, the separation distances between them may be at the discretion of the Development Officer.

K. OFF STREET PARKING

All lots are required to provide adequate parking, as per item 6.17, of this Land Use Bylaw, unless otherwise approved by the Development Officer. Off-street parking shall be as stated in this Bylaw except:

1. For any sports facility, one space for each pair of potential participants and one space for each four spectator seats.

L. OTHER REQUIREMENTS

1. Storage:

It is intended that all storage of goods and equipment be contained indoors, however limited outside storage may be approved by the Development Officer if properly screened so as to not interfere with adjoining uses or detract significantly from the natural features of the site and the surrounding area.

2. Outdoor Lighting:

Precautions must be taken to ensure that outside lighting does not interfere with adjoining uses or detract significantly from the natural features of the site and the surrounding area.

3. Signs:

All signs are subject to the approval of the Development Officer. In considering a development permit application for a sign, the Development Officer shall ensure that the proposed sign is consistent with the natural and historical setting of the area, as outlined in the *Nordegg Development Plan* and associated *Design Guidelines*, and shall have due regard to the visual impact of the sign in relation to features of the site and the surrounding area.

4. Electrical Service:

All electrical service from the transformer to the dwelling or other building shall be underground.

5. Excavation:

No excavation shall be permitted or carried out on any property except as required for the construction of buildings, or the installation of utilities, or for landscaping. No sand, gravel, or earth shall be removed except as required for the aforesaid purposes.

6. Refuse and Fire Pits:

All garbage and refuse shall be properly stored in closed containers in a sanitary manner so as not to cause any odor or nuisance. No garbage or refuse other than vegetation removed when clearing land shall be burned

and only after obtaining the necessary permit. No incinerators or burn barrels shall be permitted. Fire pits are to be constructed according to Alberta's provincial forest service standards and are subject to all Provincial open fire bans.

7. Visual Integrity:  
No abandoned vehicles, machinery, or other unsightly items shall be kept or stored on any property, except within a building, with the intent that all properties shall be kept in a neat, clean, and presentable condition.
8. Miscellaneous:  
Such other requirements as the Development Officer may decide having regard to the nature of the proposed development.

M. DESIGN REVIEW PROCESS

1. A design review process and design review checklist similar to that outlined in the *Nordegg Development Plan – Design Guidelines* shall be adopted by the Development Officer in the review of any proposed development. The review process and checklist may be updated on occasion, at the discretion of the Development Officer, to meet changing circumstances and to maintain the original intent of the review process and checklist. The design review process shall be required on:
  - (a) All new construction and site development;
  - (b) All exterior alterations;
  - (c) Any alterations to site improvements;
  - (d) All public projects and improvements;
  - (e) Any other development or improvement as deemed by the Development Officer.
2. The main elements of the design review process shall include:
  - (a) A development permit pre-application meeting of the proponent with the Development Officer;
  - (b) Review of the development permit application package by the Development Officer, with input from design professionals and/or other individuals, groups, or committees deemed necessary, in an advisory role;
  - (c) Review of the development permit application by the Development Officer using evaluation criteria in a checklist format, or other format as deemed appropriate by the Development Officer, as developed in the *Nordegg Development Plan* and associated *Design Guidelines*. The *Nordegg Development Plan* and associated *Design Guidelines* shall be considered a tool in the evaluation process, and the Development Officer may use discretion in applying the guidelines and intent of the document to any specific development or improvement;
  - (d) The design review checklist, or equivalent document, shall be utilized by the applicant and the Development Officer when reviewing and evaluating the proposed development or improvement in regard to design;

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- (e) The applicant shall provide sufficient evidence, plans, and drawings, as requested by the Development Officer, that illustrate the appearance of proposed building(s), improvement(s), or development(s), and to confirm they meet the intent of the *Nordegg Development Plan* and associated *Design Guidelines*, and the historic treatment requirements where necessary;
- (f) When considering the approval of an application for a development permit, the Development Officer must, among other things, be satisfied that the proposed development or improvement maintains consistency with Nordegg's historic legacy and natural mountain setting, while conforming to the spirit of the *Nordegg Development Plan* and associated *Design Guidelines*.

**13.4 (22) NORDEGG SERVICE COMMERCIAL "NSC"**

THE GENERAL PURPOSE OF THIS DISTRICT IS TO ACCOMMODATE AND REGULATE COMMERCIAL TOURIST SERVICES DEVELOPMENT WITHIN THE HAMLET OF NORDEGG, SPECIFICALLY ESSENTIAL SERVICES FOR THE TRAVELLING PUBLIC.

A. PERMITTED USES

1. Convenience store
2. Gas bar
3. Restaurant, coffee shop or cafe

B. DISCRETIONARY USES

1. Ancillary buildings
2. Cannabis retail sales
3. Communication tower and related buildings not exceeding 75 square metres (800 sq. ft.)
4. Dwelling unit ancillary and subordinate to the principal use provided it is incorporated in the same building above the ground floor and the total floor area of the dwelling unit is less than the floor area used for other purposes
5. Hotel, motel, licensed premises
6. Laundromat
7. Other similar uses approved by the Development Officer

C. ACCEPTABLE LOT SIZE

Minimum 300 square metres (3,230 sq. ft.) with a frontage width of at least 10 metres (33 feet).

D. MINIMUM TOTAL FLOOR AREA

As required by the Development Officer.

E. MINIMUM DEPTH OF FRONT YARD

1. If Parking Proposed at front of property

Unless otherwise required by the Development Officer, where on-site parking is proposed for the front of property, the minimum setback is 23.0 metres (75 feet) to accommodate a minimum 6.0 metre (20 foot) landscaped buffer, plus a single row of nose-in parking, and a 3.0 metre (10 foot) boardwalk.

2. If No Parking Proposed at front of property

Unless otherwise required by the Development Officer, where no on-site parking is proposed for the front of property, the minimum setback is 5.0 metres (16 feet) to accommodate a 2.0 metre (6 foot) landscaped buffer and a 3.0 metre (10 foot) boardwalk.

- F. MINIMUM WIDTH OF SIDE YARD  
Unless otherwise required by the Development Officer, side yards shall be minimum 1.5 metres (5 feet) except for a corner site where the side yard shall be determined as though it were a front yard.
- G. MINIMUM DEPTH OF REAR YARD  
3.0 metres (10 feet) unless otherwise required by the Development Officer.
- H. MAXIMUM HEIGHT OF BUILDING  
2½ storeys to maximum 9.14 metres (30 feet) unless otherwise approved by the Development Officer.
- I. DESIGN, CHARACTER AND APPEARANCE OF BUILDINGS
1. All buildings added to a lot shall be new unless otherwise approved by the Development Officer.
  2. To maintain continuity throughout the Nordegg townsite, any development and associated structures and features shall conform to the *Nordegg Development Plan* and the associated *Nordegg Development Plan – Design Guidelines*. Special attention shall be made to key design and landmark elements, including but not limited to, building facades, lighting, streetscapes, the trail system, road layout, road design, parking design, landscaping, landmarks, public amenities, disabled access, signage, lighting, and site furnishings. For future reference, the *Nordegg Development Plan* and the *Nordegg Development Plan – Design Guidelines* shall be synonymous and shall refer to the plan document as a whole.
  3. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall complement the natural features and character of the site and the historic treatment as outlined in the *Nordegg Development Plan* to the satisfaction of the Development Officer. Ancillary structures and additions shall be designed to complement the main building.
  4. A number of basic principles outlined in the *Nordegg Development Plan* that shall guide the Development Officer include:
    - (a) The architecture, lighting, and landmarks borrowed from the community’s history, incorporating elements of the old town, the mine, and the natural setting;
    - (b) Given the steep terrain within much of the community, development be especially sensitive to disabled access;
    - (c) Facilities consist of smaller, discrete buildings and building cells that offer optimal view corridors and a more comfortable “human” scale;
    - (d) Parking facilities consist of smaller scale nodes distributed throughout the community rather than large individual lots;

- (e) Where appropriate, parking facilities be appropriately screened or buffered from the street, or appropriately located behind or beside the primary structures;
  - (f) Public safety be considered in the development of lighting, walkways, and public access points.
5. Special historical treatments related to building architecture, landscaping, signage, and other key elements, as outlined in the *Nordegg Development Plan* and associated *Design Guidelines* shall be required as follows:
- (a) Historic treatment shall be required within the "Primary Historic Treatment Area" as illustrated on Map No. 6 in the *Nordegg Development Plan*. This area is located along the primary route to the mine site, and includes the corridor from Highway 11 along Stuart Street into the historic Town Centre to the mine. Any additional areas along this route that are highly visible, at the discretion of the Development Officer, shall also adhere to the historic treatment requirements. The "Primary Historic Treatment Area" may be adjusted and increased at the discretion of the Development Officer subject to ongoing subdivision and redesignation;
  - (b) When considering permits for renovations, exterior building treatments, or additions to existing buildings or developments that do not currently conform to the *Nordegg Development Plan*, the Development Officer shall carry out a review and, where deemed appropriate, incorporate into any permit issued such requirements that allow conformance with the intent of the *Nordegg Development Plan* and any historical treatment. Owners of existing non-conforming developments shall be encouraged to bring facilities into conformance with the *Nordegg Development Plan*.
6. All buildings shall be located, designed, and constructed in a manner to minimize the possibility of ignition from a wildfire and to minimize the spread of a structural fire to the wildland. All new development shall be required to utilize fire retardant roofing and exterior wall materials. Other regulations, guidelines, or development controls may be established by the Municipality for any new development within this District. Developed guidelines, such as "FireSmart" principles may be used at the discretion of the Development Officer to assess the appropriateness of any proposed development.
7. Boardwalks shall be required to the satisfaction of the Development Officer in keeping with the *Nordegg Development Plan* and associated *Design Guidelines*.

J. LANDSCAPING

- 1. Approval to develop may be made subject to the Development Officer accepting a landscaping plan.
- 2. The Development Officer may require measures to retain natural vegetation and to protect sensitive soils on the site.



3. Any development may be subject to screening from view by vegetation or other screening of a visually pleasing nature as required by the Development Officer.
4. Where two or more buildings are located on a lot, the separation distances between them may be at the discretion of the Development Officer.
5. For any developed area, the minimum surface area that may be retained free of buildings, roads, parking lots and other fixed roof or hard surface installations shall be 10% unless otherwise approved by the Development Officer.

K. OFF-STREET PARKING

All lots are required to provide adequate parking, as per item 6.17, of this Land Use Bylaw, unless otherwise approved by the Development Officer. As outlined in the *Nordegg Development Plan* and associated *Design Guidelines*, shared parking facilities between adjacent lots shall be required at the discretion of the Development Officer.

L. OTHER REQUIREMENTS

1. Storage:

It is intended that all storage of goods and equipment be contained indoors, however limited outside storage may be approved by the Development Officer if properly screened so as to not interfere with adjoining uses or detract significantly from the natural features of the site and the surrounding area.

2. Outdoor Lighting:

Precautions must be taken to ensure that outside lighting does not interfere with adjoining uses or detract significantly from the natural features of the site and the surrounding area. Adequate lighting shall be provided to allow for security of pedestrian traffic.

3. Signs:

All signs are subject to the approval of the Development Officer. In considering a development permit application for a sign, the Development Officer shall ensure that the proposed sign is consistent with the natural and historical setting of the area, as outlined in the *Nordegg Development Plan* and associated *Design Guidelines* and shall have due regard to the visual impact of the sign in relation to features of the site and the surrounding area.

4. Electrical Service:

All electrical service from the transformer to the dwelling or other building shall be underground.

5. Excavation:

No excavation shall be permitted or carried out on any property except as required for the construction of buildings, or the installation of utilities, or for landscaping. No sand, gravel, or earth shall be removed except as required for the aforesaid purposes.

6. Refuse:  
All garbage and refuse shall be properly stored in closed containers in a sanitary manner so as not to cause any odor or nuisance. No garbage or refuse other than vegetation removed when clearing land shall be burned and only after obtaining the necessary permit. No incinerators or burn barrels shall be permitted. Fire pits are not permitted.
7. Visual Integrity:  
No abandoned vehicles, machinery, or other unsightly items shall be kept or stored on any property, except within a building, with the intent that all properties shall be kept in a neat, clean, and presentable condition.
8. Miscellaneous:  
Such other requirements as the Development Officer may decide having regard to the nature of the proposed development.

M. DESIGN REVIEW PROCESS

1. A design review process and design review checklist similar to that outlined in the *Nordegg Development Plan – Design Guidelines* shall be adopted by the Development Officer in the review of any proposed development. The review process and checklist may be updated on occasion, at the discretion of the Development Officer, to meet changing circumstances and to maintain the original intent of the review process and checklist. The design review process shall be required on:
  - (a) All new construction and site development;
  - (b) All exterior alterations;
  - (c) Any alterations to site improvements;
  - (d) All public projects and improvements;
  - (e) Any other development or improvement as deemed by the Development Officer.
2. The main elements of the design review process shall include:
  - (a) A development permit pre-application meeting of the proponent with the Development Officer;
  - (b) Review of the development permit application package by the Development Officer, with input from design professionals and/or other individuals, groups, or committees deemed necessary, in an advisory role;
  - (c) Review of the development permit application by the Development Officer using evaluation criteria in a checklist format, or other format as deemed appropriate by the Development Officer, as developed in the *Nordegg Development Plan* and associated *Design Guidelines*. The *Nordegg Development Plan* and associated *Design Guidelines* shall be considered a tool in the evaluation process, and the Development Officer may use discretion in applying the guidelines and intent of the document to any specific development or improvement;
  - (d) The design review checklist, or equivalent document, shall be utilized by the applicant and the Development Officer when reviewing and

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evaluating the proposed development or improvement in regard to design;

- (e) The applicant shall provide sufficient evidence, plans, and drawings, as requested by the Development Officer, that illustrate the appearance of proposed building(s), improvement(s), or development(s), and to confirm they meet the intent of the *Nordegg Development Plan* and associated *Design Guidelines*, and the historic treatment requirements where necessary;
- (f) When considering the approval of an application for a development permit, the Development Officer must, among other things, be satisfied that the proposed development or improvement maintains consistency with Nordegg's historic legacy and natural mountain setting, while conforming to the spirit of the *Nordegg Development Plan* and associated *Design Guidelines*.

**13.4 (23) NORDEGG INDUSTRIAL DISTRICT "NI"**

THE GENERAL PURPOSE OF THIS DISTRICT IS TO ACCOMMODATE AND REGULATE INDUSTRIAL OPERATIONS APPROPRIATE FOR THE RURAL WEST COUNTRY IN THE VICINITY OF THE TOWNSITE OF NORDEGG.

**A. PERMITTED USES**

- 1. Public works garage and maintenance facilities
- 2. Public utility building or public facility required to serve this district

**B. DISCRETIONARY USES**

- 1. Ancillary building and uses
- 2. Asphaltic mix manufacture
- 3. Auto-wrecking and salvage
- 4. Automobile repair, cleaning, servicing, testing, and/or towing
- 5. Automobile sales and rentals
- 6. Bottle return depot
- 7. Bulk fuel, oil, fertilizer, feed and chemical storage and sales
- 8. Business office as part of main building or ancillary building in support of the principal use on a lot, and clearly supportive of the primary uses within this district
- 9. Cannabis production facility
- 10. Commercial uses and sales secondary to the principal use on a lot, and clearly supportive of the primary uses within this district
- 11. ~~Communication tower and related buildings not exceeding 75 square metres (800 sq. ft.). Radio, television, and other communications tower and related buildings not exceeding 75 square metres (800 sq. ft.)~~
- 12. Consignment, rental, sales and storage of industrial/agricultural equipment, vessels, structures, vehicles, tanks and pipes
- 13. Construction camp as primary use
- 14. Construction camp as secondary use
- 15. Excavation, stripping, clearing, and/or grading associated with a bona fide improvement on a lot within the immediate area of this District, but not intended for sale or hauling of excavated materials outside of this District
- 16. Gravel storage
- 17. Greenhouses and nurseries
- 18. Heavy industry contractors
- 19. Household, mini, and/or self-storage facilities
- 20. Industrial/agricultural equipment maintenance and repair
- 21. Industrial/agricultural fabrication and machining operations
- 22. Industrial/agricultural trucking and related facilities, including but not limited to, storage, warehousing, maintenance and repair
- 23. Industrial equipment storage
- 24. Manufacturing facilities
- 25. Outdoor storage

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- 26. Recreational and commercial vehicle repair, service, sales and rental
- 27. Recycling depot
- 28. Redi-mix concrete plant
- 29. Security /surveillance suite
  
- 30. Support facilities for petroleum refining, gas processing, upgrading plants or related installations, but not including the primary facilities themselves
- 31. Storage, display and sales lot for pre-fabricated buildings and recreation vehicles
- 32. Timber and lumber milling and storage
- 33. Tire sales and service
- 34. Tradesperson's business
  
- 35. Warehouse
- 36. Other similar uses deemed appropriate and approved by the Development Officer
  
- C. MINIMUM AND MAXIMUM LOT SIZE  
 Minimum Lot Size: 0.60 hectares (1.5 acres) unless otherwise approved by the Development Officer.  
 Maximum Lot Size: 3.50 hectares (8.6 acres) unless otherwise approved by the Development Officer.
  
- D. MINIMUM TOTAL FLOOR AREA  
 Ancillary buildings - Suitable and appropriate for the intended use.  
 All other development - At the discretion of the Development Officer.
  
- E. MAXIMUM TOTAL FLOOR AREA  
 As determined by the Development Officer.
  
- F. MINIMUM DEPTH OF FRONT YARD
  - 1. 15 metres (50 feet) on an internal road and otherwise as required pursuant to Section 10.3 and Figures 1 to 4 of the Supplementary Regulations.
  - 2. Where there is a service road next to a primary highway, the minimum front yard depth shall be determined by the Development Officer.
  
- G. MINIMUM WIDTH OF SIDE YARD  
 7.5 metres (25 feet), except for a corner parcel, where the minimum side yard adjacent to a public road shall be determined as though it were a front yard, although Section 6.5 of the Land Use Bylaw applies.
  
- H. MINIMUM DEPTH OF REAR YARD  
 7.5 metres (25 feet) unless otherwise approved by the Development Officer.

NOTE: An industrial development having characteristics, which are offensive due to noise, dust, odor or appearance, may be required to locate at a greater distance from any property line than stated in subsections F, G and H, at the discretion of the Development Officer.

I. MAXIMUM HEIGHT OF BUILDINGS

As determined by the Development Officer.

J. DESIGN, CHARACTER AND APPEARANCE OF BUILDINGS

1. New construction only, with the exterior completed using acceptable finishing materials approved by and to the satisfaction of the Development Officer.
2. All buildings shall be located, designed, and constructed in a manner to minimize the possibility of ignition from a wildfire and to minimize the spread of a structural fire to the wildland. All new development shall be required to utilize fire retardant roofing and exterior wall materials such as, but not limited to, metal or tile shingles (for roofs) and stucco, rock, brick, aluminum or other metal siding (for exterior walls). Wooden shakes and asphalt shingles shall be prohibited for use as roofing material on any structure within this district. Other regulations, guidelines, or development controls may be established by the Municipality for any new development within this District. Developed guidelines, such as "FireSmart" principles, may be used at the discretion of the Development Officer to assess the appropriateness of any proposed development.
3. Where two or more buildings are located on a lot, the separation distances between them may be at the discretion of the Development Officer, and, as a minimum, separation between buildings and construction of separating walls shall be in accordance with the Alberta Building Code.

K. LANDSCAPING & SCREENING

1. In addition to other provisions of this Bylaw, any approved use may be subject to screening from view by vegetation or other screening of a visually pleasing nature as required by the Development Officer.
2. Reclamation to standards acceptable to the Development Officer may be required following any land surface disturbing operation.

J. CONSTRUCTION CAMPS

Permanent residential uses, camping, or campgrounds are not intended for this district. Construction camps are intended to house construction crews, work crews, individual workers, and/or support staff on a shift-by-shift basis. Construction camps are considered as discretionary uses and shall be considered by the Development Officer based upon the following criteria:

1. Construction Camp as Primary Use:

Includes a construction camp or work camp that is intended as the ultimate and primary use of a lot. Such a camp is intended as a permanent, ongoing operation and shall conform to the following:

- (a) Consist of portable and movable accommodation units or trailers, with or without kitchen facilities;
- (b) Provide adequate potable water and sanitation facilities to the satisfaction of the Development Officer, and to meet Provincial requirements. All sewage disposal shall be conducted by means of holding tanks or some other Provincially approved system;
- (c) May operate as third-party rental accommodations to house workers on a temporary, part-time, or shift-by-shift basis;
- (d) Not house individual workers or residents on a full-time, ongoing, or permanent basis;
- (e) Not house immediate or extended family members that are not bona fide workers or staff in support of the operation;
- (f) Have siting of and setbacks from accommodations to the satisfaction of the Development Officer and to take into account adjacent land uses and operations.

2. Construction Camp as Secondary Use:

Includes a construction camp or work camp that is not established as the ultimate and primary use of a lot. Such a camp is secondary in nature to the primary use, and shall conform to the following:

- (a) Consist of portable and movable accommodation units or trailers, with or without kitchen facilities;
- (b) Provide adequate potable water and sanitation facilities to the satisfaction of the Development Officer, and to meet Provincial requirements. All sewage disposal shall be conducted by means of holding tanks or some other Provincially approved system;
- (c) Be occupied by bona fide employees, staff or personnel directly related to or employed by the primary use or employer on a lot;
- (d) Not be used as third-party rental accommodations;
- (e) Not house individual workers or residents on a full-time, ongoing, or permanent basis;
- (f) Not house immediate or extended family members that are not bona fide workers or staff in support of the operation, primary use, or employer on a lot;
- (g) Have siting of and setbacks from accommodations to the satisfaction of the Development Officer and to take into account adjacent land uses and operations;
- (h) Require temporary development permits that shall not to be issued for a period greater than 12 month duration unless a new application for a development permit is made.

M. OTHER REQUIREMENTS

1. Excavation:

No excavation shall be permitted or carried out on any property except as required for the construction of buildings, or the installation of utilities, or for landscaping, or approved site grading.

2. Site Grading Plan:  
The applicant shall supply to the Development Officer, at the time of application for a development permit, a site grading plan to the satisfaction of the Development Officer.
3. Refuse:  
All garbage and refuse shall be properly stored in closed weatherproof and animal proof containers in a sanitary manner so as not to cause any odor or nuisance, and shall be visually screened from all adjacent sites and public thoroughfares. No garbage or refuse other than vegetation removed when clearing land shall be burned and only after obtaining the necessary permit. No incinerators or burn barrels shall be permitted. Fire pits are not permitted.
4. Environmental:  
Specific conditions addressing environmental constraints may be applied to any development within the area.
  - (a) The applicant shall supply to the Development Officer, at the time of application for a development permit, a stormwater management plan and an erosion and sediment control plan to the satisfaction of the Development Officer and meeting applicable Provincial and Federal requirements.
  - (b) The applicant shall supply to the Development Officer, at the time of application for a development permit relevant information describing any noxious, dangerous, or offensive feature of the proposed development in relation to airborne pollutants or odors, noise, and release of any toxic, radioactive or environmentally hazardous materials, and an acceptable plan describing methods and/or facilities to mitigate such a feature.
  - (c) At the discretion of the Development Officer, uses which involve the storage of hazardous materials may be considered where the Development Officer is satisfied contaminants can be safely stored and contained on site.
  - (d) Industrial uses that emit significant airborne pollutants or noxious odors, or that have unacceptable fire or explosive risks, shall not be allowed within the District. No use or operation shall cause or create the emission of odorous matter or vapor or toxic matter in amounts or quantities that exceed the level prescribed by the Province of Alberta within the Clean Air Act and the regulations pursuant thereto.
  - (e) Applications for development, which may produce smoke, fumes, noise, vibration, dust, or odors, or involve the use of highly flammable chemical materials, shall be referred to Alberta Environment and other agencies for their respective comments to the satisfaction of the Development Officer.
  - (f) No use or operation shall cause or create any conditions which may be objectionable or dangerous beyond the boundary line of the site which



contains it, such as related to noise, odor, earthborne vibrations, heat, or high brightness light sources.

(g) Applications for approval of a use employing flammable chemical materials shall be accompanied by the plan approved by the Provincial Fire Marshall.

5. Storage Vessels:

Any storage vessel with a water capacity exceeding 7570 litres (1,660 imperial gallons) containing liquified petroleum or similar products shall meet all applicable Federal or Provincial safety standards, and shall be set back at least 15.0 metres (50 feet) from all property lines.

6. Signs:

All signs are subject to the approval of the Development Officer.

7. Temporary Uses:

Permanent residential uses are not intended for this district. Security or surveillance suites or custodial quarters, and construction camps may be subject to, but not necessarily limited to, the following provisions in the issuing of a development permit, at the discretion of the Development Officer:

- (a) The primary use for a site be in place and active prior to allowing any form of accomodations.
- (b) The accomodation be demonstrated to be directly related to the primary use on the site, or be required for bone fide security purposes.
- (c) The maximum total floor area of the security or surveillance suite or custodial quarters be limited to 40 square metres (430 sq. ft.), be limited to one only for any site, and be part of a principal use building or ancillary building, or as allowed otherwise at the discretion of the Development Officer.

8. Fencing:

All fences are subject to the approval of the Development Officer.

9. Miscellaneous:

Such other requirements as the Development Officer may decide having regard to the nature of the proposed development.

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**13.4 (24) SAUNDERS ALEXO DISTRICT "SA"**

THE PURPOSE OF THIS DISTRICT IS TO ACCOMMODATE AND REGULATE APPROPRIATE TYPES OF LAND USE AND DEVELOPMENT WITHIN THE SAUNDERS ALEXO DEVELOPMENT NODE IN ACCORDANCE WITH THE DAVID THOMPSON INTEGRATED RESOURCE PLAN, THE CORRIDOR DEVELOPMENT NODES VISION STATEMENT AND THE SAUNDERS ALEXO OUTLINE PLAN.

A. PERMITTED USES

1. Natural open spaces and uses

B. DISCRETIONARY USES

1. Ancillary buildings and uses
3. Campgrounds, recreational vehicle parks and related facilities
3. Campgrounds, recreational vehicle parks and related facilities
4. Caretakers/ manager accommodation for security purposes where ancillary to an approved use
5. Cemetery
6. Commercial guest lodge, tourist resort, hotel, motel, cabins, hostel and other accommodations
7. Communication tower and related buildings not exceeding 75 square metres (800 sq. ft.). ~~Radio, television and other communication or observation tower and building~~
8. Dude ranch or vacation farm
9. Equestrian centre
10. Food concession, convenience or confection store
11. Golf course, driving range and clubhouse
12. Gravel and sand pit
13. Highway commercial uses catering to the travelling public
14. Highway maintenance yard
15. Historical and cultural interpretive centre
16. Heliport
17. Institutional, religious and educational camps and facilities
18. Intensive and extensive recreational facilities
19. Livestock-keeping in association with an approved use, including shelters
20. Miniature golf course
21. Off-road vehicle and trail development
22. Public utility
23. Public and private open space including picnic and playgrounds
23. Public and private open space including picnic and playgrounds
23. Public and private open space including picnic and playgrounds
24. Public and quasi-public buildings and uses and government field office and installations
25. Restaurant and/or beverage lounge
26. River marina/access and approach

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- 27. Scientific and academic research facility
  - 28. Seasonal multiple staff accommodation where ancillary to an approved use
  - 29. Shops and stores
  - 30. Signs, approved by Alberta Transportation where applicable
  - 31. Skiing developments
  - 32. Other appropriate similar uses approved by the Development Officer
- C. MINIMUM LOT OR LEASE AREA  
 1.0 hectare (2.5 acres) or as otherwise required by the Development Officer.  
 (Note: Also see Section I, below for permitted campground and cabin densities).
- D. MINIMUM DEPTH OF FRONT YARDS  
 15 metres (50 feet) or as otherwise required by the Development Officer, but being subject to Section 10.3 and Figures 1 to 4 of the Supplementary Regulations of this Bylaw.
- E. MINIMUM DEPTH OF SIDE YARD  
 6 metres (20 feet) or as otherwise required by the Development Officer, but being subject to Section 10.3 and Figures 1 to 4 of the Supplementary Regulations of this Bylaw.
- F. MINIMUM DEPTH OF REAR YARD  
 7.5 metres (25 feet) or as otherwise required by the Development Officer.
- G. MINIMUM TOTAL FLOOR AREA
- 1. 35 square metres (375 sq. ft.) for a detached cabin without a kitchenette, 40 square metres (430 sq. ft.) for a detached cabin with a kitchenette.
  - 2. 95 square metres (1,000 sq. ft.) for a caretaker/manager accommodation, 75 square metres (800 sq. ft.) for a manufactured home.
  - 3. Other buildings as required by the Development Officer.
- H. HEIGHT OF BUILDINGS  
 8 metres (26 feet) or as otherwise required by the Development Officer.
- I. DEVELOPMENT DENSITIES
- 1. The maximum allowable densities for campgrounds and recreational vehicle (RV) parks is 20 campsites per hectare (8 sites/acre) up to an area of 4 hectares (10 acres), thereafter, the maximum allowable density is 17 sites per hectare (7 sites/acre). If the campground or RV park facility is serviced by common piped water and/or sewage collection systems, the density may be increased as required by the Development Officer, with due regard to adjacent uses and for the need to retain adequate vegetation cover.
  - 2. Pursuant to Subsection 1 above, each campsite shall contain a minimum area of 300 square metres (3,200 sq. ft.) and a minimum average width of 10 metres (33 feet) unless common piped water and/or sewer systems exist, whereby

minimum areas and widths may be decreased as required by the Development Officer.

3. The maximum allowable density for detached cabins is 15 units per hectare (6 units/acre). If the detached cabin facility is serviced by a communal water and/or wastewater system, with due regard to the impact on adjacent uses the Development Officer may approve a higher density.
4. Pursuant to Subsection 3 above, each detached cabin site shall contain a minimum area of 370 square metres (4,000 sq. ft.) and a minimum average width of 12 metres (40 feet) unless served by a communal water and/or wastewater system, whereby minimum areas and widths may be decreased, and therefore the density increased, as required by the Development Officer.
5. The maximum allowable density for other uses shall be as required by the Development Officer.

J. LOCATION OF DEVELOPMENT

1. Suitable locations for proposals for development are provided by the "*Saunders Alexo Development Node Outline Plan*". Proposals for development must be consistent with the Outline Plan and be environmentally conforming to the natural features of the area. Attention must be given to the site topography, level of servicing and comply with the policies of the Outline Plan.
2. In determining the suitability of a site for a proposed development, in addition to the requirements provided in Part Three: Development Control and Permits, the developer at his own expense, may be required to undertake the following environmental tests and analysis; a topographic analysis, slope stability and engineering test, near surface groundwater and percolation test, potable water quantity and quality analysis and other tests and analysis, as required by the Development Officer, in addition to other respective Government Agencies.

K. DESIGN, CHARACTER AND APPEARANCE OF BUILDINGS

The design, character and appearance of the buildings shall be new construction only, being appropriate for and compatible with the surrounding area and having the exterior completed to a standard and style and with using finishing materials as required by the Development Officer.

L. LANDSCAPING

1. Approval for development may be made conditional to the preparation of a landscape plan for the site by the applicant as required by the Development Officer, who may specify measures to retain natural vegetation, protect sensitive features and provide additional landscaping on the site.
2. The provision of adequate screening, buffering, fencing, berming and landscaping of a visually pleasing nature for a development may be required as determined by the Development Officer.
3. Where two or more buildings are located on a lot or lease area, the separation distances between the buildings shall be as required by the Development Officer.

4. For any development area, the minimum surface area that may be retained free of buildings, roads, parking lots and other fixed roof or hard surface installations shall be 60% unless otherwise required by the Development Officer.

M. OFF-STREET PARKING

One space per guest room for recreational facilities; all other developments, as specified in Part Six: General Parcel and Development Regulations.

N. SIGNS AND ADVERTISING

Shall be appropriate and reflective of the natural character of the area and comply with Part Six: General Parcel and Development Regulations.

**13.4 (25) SHUNDA GOLDEYE DISTRICT "SG"**

THE PURPOSE OF THIS DISTRICT IS TO ACCOMMODATE AND REGULATE APPROPRIATE TYPES OF LAND USE AND DEVELOPMENT WITHIN THE SHUNDA GOLDEYE DEVELOPMENT NODE IN ACCORDANCE WITH THE DAVID THOMPSON IRP, THE CORRIDOR DEVELOPMENT NODES VISION STATEMENT AND THE SHUNDA GOLDEYE OUTLINE PLAN.

A. PERMITTED USES

1. Natural open spaces and uses

B. DISCRETIONARY USES

1. Ancillary buildings and uses
3. Campgrounds and related facilities
4. ~~Communication tower and related buildings not exceeding 75 square metres (800 sq. ft.). Radio, television and other communication or observation tower and building~~
5. Commercial guest lodge, tourist resort, hotel, motel, cabins, hostel and other accommodations
6. Dude ranch or vacation farm
7. Equestrian centre
8. Food concession, convenience or confection store
9. Golf course, driving range and clubhouse
10. Gravel and sand pit
11. Heliport
12. Highway commercial uses catering to the travelling public
13. Highway maintenance yard
14. Historical and cultural interpretive centre
15. Institutional, religious and educational camps and facilities
16. Intensive and extensive recreational facilities
17. Licensed premises
18. Livestock-keeping in association with an approved use including shelters
19. Local shops and stores, being complementary and secondary to Nordegg's commercial service centre status
20. Miniature golf course
21. Public utility
22. Public and private open space including picnic and playgrounds
22. Public and private open space including picnic and playgrounds
22. Public and private open space including picnic and playgrounds
23. Public and quasi-public buildings and uses and government field offices and installations
24. Restaurant and
25. Seasonal multiple staff accommodation where ancillary to an approved use

- 26. **Security/surveillance** suite
  - 27. Scientific and academic research facility
  - 27. Scientific and academic research facility
  - 28. Signs, approved by the Alberta Transportation where applicable
  - 29. Skiing developments
  - 30. Trail development
  - 31. Other appropriate similar uses approved by the Development Officer
- C. MINIMUM LOT OR LEASE AREA  
1.0 hectare (2.5 acres) or as otherwise required by the Development Officer.  
(Note: Also see Section I, below for permitted campground and cabin densities).
- D. MINIMUM DEPTH OF FRONT YARDS  
15 metres (50 feet) or as otherwise required by the Development Officer, but being subject to Section 10.3 and Figures 1 to 4 of the Supplementary Regulations of this Bylaw.
- E. MINIMUM DEPTH OF SIDE YARD  
6 metres (20 feet) or as otherwise required by the Development Officer, but being subject to Section 10.3 and Figures 1 to 4 of the Supplementary Regulations of this Bylaw.
- F. MINIMUM DEPTH OF REAR YARD  
7.5 metres (25 feet) or as otherwise required by the Development Officer.
- G. MINIMUM TOTAL FLOOR AREA
1. 35 square metres (375 sq. ft.) for a detached cabin without a kitchenette, 40 square metres (430 sq. ft.) for a detached cabin with a kitchenette.
  2. 95 square metres (1000 sq. ft.) for a caretaker/manager accommodation, 75 square metres (800 sq. ft.) for a manufactured home.
  3. Other buildings as required by the Development Officer.
- H. HEIGHT OF BUILDINGS  
8 metres (26 feet) or as otherwise required by the Development Officer.
- I. DEVELOPMENT DENSITIES
1. The maximum allowable densities for campgrounds and recreational vehicle (RV) parks is 20 campsites per hectare (8 sites per acre) up to an area of 4 hectares (10 acres), thereafter, the maximum allowable density is 17 sites per hectare (7 sites/acre). If the campground or RV park facility is serviced by common piped water and/or sewage collection systems, the density may be increased as required by the Development Officer, with due regard to adjacent uses and for the need to retain adequate vegetation cover.
  2. Pursuant to Subsection 1 above, each campsite shall contain a minimum area of 300 square metres (3,200 sq. ft.) and a minimum average width of 10 metres

(33 feet) unless common piped water and/or sewer systems exist, whereby minimum areas and widths may be decreased as required by the Development Officer.

3. The maximum allowable density for detached cabins is 15 units per hectare (6 units per acre). If the detached cabin facility is serviced by a communal water and/or wastewater system, the density may be increased as required by the Development Officer, with due regard to the impact on adjacent land uses.
4. Pursuant to Subsection 3 above, each detached cabin site shall contain a minimum area of 370 square metres (4,000 sq. ft.) and a minimum average width of 12 metres (40 feet) unless serviced by a communal water and/or wastewater system, whereby minimum areas and widths may be decreased, and therefore the density increased, as required by the Development Officer.
5. The maximum allowable density for other uses shall be required by the Development Officer.

J. LOCATION OF DEVELOPMENT

1. Suitable locations for proposals for development are provided by the “*Shunda Goldeye Outline Plan*”. Proposals for development must be consistent with the Outline Plan and be environmentally conforming to the natural features of the area, which is an appropriate use for the intended site. Attention must be given to the site topography, level of servicing and comply with the policies of the Outline Plan.
2. In determining the suitability of a site for a proposed development, in addition to the requirements provided in Part Three, Development Control and Permits, the developer at his own expense, may be required to undertake the following environmental tests and analysis; a topographic analysis, slope stability and engineering test, near surface groundwater and percolation test, potable water quantity and quality analysis and other tests and analysis, as required by the Development Officer, in addition to other respective Government Agencies.

K. DESIGN, CHARACTER AND APPEARANCE OF BUILDINGS

The design, character and appearance of the buildings shall be new construction only, being appropriate for and compatible with the surrounding area and having the exterior completed to a standard and style and with using finishing materials as required by the Development Officer.

L. LANDSCAPING

1. Approval for development may be made conditional to the preparation of a landscape plan for the site by the applicant as required by the Development Officer, who may specify measures to retain natural vegetation, protect sensitive features and provide additional landscaping on the site.
2. The provision of adequate screening, buffering, fencing, berming and landscaping of a visually pleasing nature for a development may be required as determined by the Development Officer.



3. Where two or more buildings are located on a lot or lease area, the separation distances between the buildings shall be as required by the Development Officer.
4. For any development area, the minimum surface area that may be retained free of buildings, roads, parking lots and other fixed roof or hard surface installations shall be 60% unless otherwise required by the Development Officer.

M. OFF-STREET PARKING

One space per guest room for recreational facilities, all other developments, as specified in Part Six: General Parcel and Development Regulations.

N. SIGNS AND ADVERTISING

Shall be appropriate and reflective of the natural character of the area and comply with Part Six: General Parcel and Development Regulations.

**13.4 (26) BIGHORN CANYON DISTRICT "BC"**

THE PURPOSE OF THIS DISTRICT IS TO ACCOMMODATE AND REGULATE APPROPRIATE TYPES OF LAND USE AND DEVELOPMENT WITHIN THE BIGHORN CANYON DEVELOPMENT NODE IN ACCORDANCE WITH THE DAVID THOMPSON INTEGRATED RESOURCE PLAN, THE CORRIDOR DEVELOPMENT NODES VISION STATEMENT AND THE BIGHORN CANYON OUTLINE PLAN.

A. PERMITTED USES

1. Natural open spaces and uses

B. DISCRETIONARY USES

1. Ancillary buildings and uses
- ~~2. —~~
- ~~3.2. Campgrounds and related facilities~~
- ~~4.3. Commercial guest lodge, tourist resort, hotel, motel, cabins, hostel and other accommodations~~
- ~~5.4. Communication tower and related buildings not exceeding 75 square metres (800 sq. ft.). Radio, television and other communication or observation tower and building~~
- 6.5. Cross country skiing developments
- 7.6. Dude ranch or vacation farm
- 8.7. Equestrian centre
- 9.8. Food concession, convenience or confection store
- 10.9. Gravel and sand pit
- 11.10. Highway commercial uses catering to the travelling public
- 12.11. Historical and cultural interpretive centre
- 13.12. Institutional, religious and educational camps and facilities
- 14.13. Intensive and extensive recreational facilities
- 15.14. Livestock-keeping in association with an approved use including shelters
- 16.15. Miniature golf course
- 17.16. Public utility
- 18.17. Public and private open space including picnic and playground
- 19.18. Public and quasi-public buildings and uses and government field offices and installations
- 20.19. Restaurant and/or beverage lounge
- ~~21.20. Security/ surveillance suite~~
- 22.21. Scientific and academic research facility
- 23.22. Seasonal multiple staff accommodation where ancillary to an approved use
- 24.23. Shops and stores, appropriate for the area
- 25.24. Signs, approved by Alberta Transportation where applicable
- 26.25. Other appropriate similar uses approved by the Development Officer.

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- C. MINIMUM LOT OR LEASE AREA  
1.0 hectare (2.5 acres) or as otherwise required by the Development Officer.  
(Note: Also see Section I, below for permitted campground and cabin densities).
- D. MINIMUM DEPTH OF FRONT YARDS  
15 metres (50 feet) or as otherwise required by the Development Officer, but being subject to Section 10.3 and Figures 1 to 4 of the Supplementary Regulations of this Bylaw.
- E. MINIMUM DEPTH OF SIDE YARD  
6 metres (20 feet) or as otherwise required by the Development Officer, but being subject to Section 10.3 and Figures 1 to 4 of the Supplementary Regulations of this Bylaw.
- F. MINIMUM DEPTH OF REAR YARD  
7.5 metres (25 feet) or as otherwise required by the Development Officer.
- G. MINIMUM TOTAL FLOOR AREA
  - 1. 35 square metres (375 sq. ft.) for a detached cabin without a kitchenette, 40 square metres (430 sq. ft.) for a detached cabin with kitchenette.
  - 2. 95 square metres (1,000 sq. ft.) for a manager/caretaker accommodation, 75 square metres (800 sq. ft.) for a manufactured home.
  - 3. Other buildings as required by the Development Officer.
- H. HEIGHT OF BUILDINGS  
8 metres (26 feet) or as otherwise required by the Development Officer.
- I. DEVELOPMENT DENSITIES
  - 1. The maximum allowable densities for campgrounds and recreational vehicles (RV) parks is 20 campsites per hectare (8 sites/acre) up to an area of 4 hectares (100 acres), thereafter, the maximum allowable density is 17 sites per hectare (7 sites/acre). If the campground or RV Park facility is serviced by common piped water and/or sewage collection systems, the density may be increased as required by the Development Officer, with due regard to adjacent uses and for the need to retain adequate vegetation cover.
  - 2. Pursuant to Subsection 1 above, each campsite shall contain a minimum area of 300 square metres (3,200 sq. ft.) and a minimum average width of 10 metres (33 feet) unless common piped water and/or sewer systems exist, whereby minimum area and widths may be decreased as required by the Development Officer.
  - 3. The maximum allowable density for detached cabins is 15 units per hectare (6 units/acre). If the detached cabin facility is serviced by a communal water

and/or wastewater system, the density may be increased as required by the Development Officer, with due regard to the impact on adjacent uses.

4. Pursuant to Subsection 3 above, each detached cabin site shall contain a minimum area of 370 square metres (4,000 sq. ft.) and a minimum average width of 12 metres (40 feet) unless serviced by a communal water and/or wastewater system, whereby minimum areas and widths may be decreased, and therefore the density increased, as required by the Development Officer.
5. The maximum allowable density for other uses shall be by the Development Officer.

J. LOCATION OF DEVELOPMENT

1. Suitable locations for proposals for development are provided by the "Bighorn Canyon Outline Plan". Proposals for development must be consistent with the Outline Plan and be environmentally conforming to the natural features of the area, which is an appropriate use for the intended site. Attention must be given to the site topography, level of servicing and comply with the policies of the Outline Plan.
2. In determining the suitability of a site for a proposed development, in addition to the requirements provided in Part Three: Development Control and Permits, the developer at his own expense, may be required to undertake the following environmental tests and analysis; a topographic analysis, slope stability and engineering test, near surface groundwater and percolation test, potable water quantity and quality analysis and other tests and analysis, as required by the Development Officer, in addition to other respective Government Agencies.

K. DESIGN, CHARACTER AND APPEARANCE OF BUILDINGS

The design, character and appearance of the buildings shall be new construction only, being appropriate for and compatibly with the surrounding area and having the exterior completed to a standard and style and with using finishing materials as required by the Development Officer.

L. LANDSCAPING

1. Approval for development may be made conditional to the preparation of a landscape plan for the site by the applicant as required by the Development Officer, who may specify measures to retain natural vegetation, protect sensitive features and provide additional landscaping on the site.
2. The provision of adequate screening, buffering, fencing, berming and landscaping of a visually pleasing nature for a development may be required as determined by the Development Officer.
3. When two or more buildings are located on a lot or lease area, the separation distances between the buildings shall be as required by the Development Officer.
4. For any development area, the minimum surface area that may be retained free of buildings, roads, parking lots and other fixed roof or hard surface

installations shall be 60% unless otherwise required by the Development Officer.

M. OFF-STREET PARKING

One space per guest room for recreational facilities, all other developments, as specified in Part Six: General Parcel and Development Regulations.

N. SIGNS AND ADVERTISING

Shall be appropriate and reflective of the natural character of the area and comply with Part Six: General Parcel and Development Regulations.

**13.4 (27) WHITEGOAT LAKES DISTRICT "WL"**

THE PURPOSE OF THIS DISTRICT IS TO ACCOMMODATE AND REGULATE APPROPRIATE TYPES OF LAND USE AND DEVELOPMENT WITHIN THE WHITEGOAT LAKES DEVELOPMENT NODE IN ACCORDANCE WITH THE DAVID THOMPSON INTEGRATED RESOURCE PLAN, THE CORRIDOR DEVELOPMENT NODES VISION STATEMENT AND THE WHITEGOAT LAKES OUTLINE PLAN.

A. PERMITTED USES

1. Natural open spaces

B. DISCRETIONARY USES

1. Ancillary buildings and uses
3. Campgrounds and related facilities
3. Campgrounds and related facilities
4. ~~Communication tower and related buildings not exceeding 75 square metres (800 sq. ft.). Radio, television and other communication or observation tower and building~~
5. Commercial guest lodge, tourist resort, hotel, motel, cabins, hostel and other accommodations
6. Craft and souvenir shops and stores
7. Cross country skiing developments
8. Equestrian centre
9. Food concession, convenience or confection store
10. Gravel and sand pit
11. Heliport
12. Highway commercial uses catering to the travelling public
13. Historical and cultural interpretive centre
14. Institutional, religious and educational camps and facilities
15. Intensive and extensive recreational facilities
16. Licensed premises
17. ~~Miniature golf course~~
18. Public utility
19. Livestock-keeping in association with an approved use, including shelters
20. Public and private open space including picnic and playgrounds
21. Public and quasi-public buildings and uses and government field offices and installations
22. Restaurant
23. ~~Security/ surveillance suite~~
24. Signs, approved by Alberta Transportation where applicable
25. Scientific and academic research facility
26. Other appropriate similar uses approved by the Development Officer

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- C. MINIMUM LOT OR LEASE AREA  
1.0 hectare (2.5 acres) or as otherwise required by the Development Officer.  
(Note: Also see Section I, below for permitted campground and cabin densities).
- D. MINIMUM DEPTH OF FRONT YARDS  
15 metres (50 feet) or as otherwise required by the Development Officer, but being subject to Section 10.3 and Figures 1 to 4 of the Supplementary Regulations of this Bylaw.
- E. MINIMUM DEPTH OF SIDE YARD  
6 metres (20 feet) or as otherwise required by the Development Officer, but being subject to Section 10.3 and Figures 1 to 4 of the Supplementary Regulations of this Bylaw.
- F. MINIMUM DEPTH OF REAR YARD  
7.5 metres (25 feet) or as otherwise required by the Development Officer.
- G. MINIMUM TOTAL FLOOR AREA
1. 35 square metres (375 sq. ft.) for a detached cabin without a kitchenette, 40 square metres (430 sq. ft.) for a detached cabin with a kitchenette.
  2. 95 square metres (1,000 sq. ft.) for a manager/caretaker accommodation, 75 square metres (800 sq. ft.) for a manufactured home.
  3. Other buildings as required by the Development Officer.
- H. HEIGHT OF BUILDINGS  
8 metres (26 feet) or as otherwise required by the Development Officer.
- I. DEVELOPMENT DENSITIES
1. The maximum allowable densities for campgrounds and recreational vehicle (RV) parks is 20 campsites per hectare (8 sites/acre) up to an area of 4 hectares (10 acres), thereafter, the maximum allowable density is 17 sites per hectare (7 sites/acre). If the campground or RV park facility is serviced by common piped water and/or sewage collection systems, the density may be increased as required by the Development Officer, with due regard to adjacent uses and for the need to retain adequate vegetation cover.
  2. Pursuant to Subsection 1 above, each campsite shall contain a minimum area of 300 square metres (3,200 sq. ft.) and a minimum average width of 10 metres (33 feet) unless common piped water and/or sewer systems exist, whereby minimum areas and widths may be decreased as required by the Development Officer.
  3. The maximum allowable density for detached cabins is 15 units per hectare (6 units/acre). If the detached cabin facility is serviced by a communal water

and/or wastewater system, the density may be increased as required by the Development Officer, with due regard to the impact on adjacent uses.

4. Pursuant to Subsection 3 above, each detached cabin site shall contain a minimum area of 370 square metres (4,000 sq. ft.) and a minimum average width of 12 metres (40 feet) unless serviced by a communal water and/or wastewater system, whereby minimum areas and widths may be decreased, and therefore the density increased, as required by the Development Officer.
5. The maximum allowable density for other uses shall be as required by the Development Officer.

J. LOCATION OF DEVELOPMENT

1. Suitable locations for proposals for development are provided by the "*Whitegoat Lakes Outline Plan*". Proposals for development must be consistent with the Outline Plan and be environmentally conforming to the natural features of the area, which is an appropriate use for the intended site. Attention must be given to the site topography, level of servicing and comply with the policies of the Outline Plan.
2. In determining the suitability of a site for a proposed development, in addition to the requirements provided in Part Three, Development Control and Permits, the developer at his own expense, may be required to undertake the following environmental tests and analysis; a topographic analysis, slope stability and engineering test, near surface groundwater and percolation test, potable water quantity and quality analysis and other tests and analysis, as required by the Development Officer, in addition to other respective Government Agencies.

K. DESIGN, CHARACTER AND APPEARANCE OF BUILDINGS

The design, character and appearance of the buildings shall be new construction only, being appropriate for and compatibly with the surrounding area and having the exterior completed to a standard and style and with using finishing materials as required by the Development Officer.

L. LANDSCAPING

1. Approval for development may be made conditional to the preparation of a landscape plan for the site by the applicant as required by the Development Officer, who may specify measures to retain natural vegetation, protect sensitive features and provide additional landscaping on the site.
2. The provision of adequate screening, buffering, fencing, berming and landscaping of a visually pleasing nature for a development may be required as determined by the Development Officer.
3. Where two or more buildings are located on a lot or lease area, the separation distances between the buildings shall be as required by the Development Officer.
4. For any development area, the minimum surface area that may be retained free of buildings, roads, parking lots and other fixed roof or hard surface



installations shall be 60% unless otherwise required by the Development Officer.

- M. OFF-STREET PARKING  
One space per guest room for recreational facilities, all other developments, as specified in Part Six, General Parcel and Development Regulations.
- N. SIGNS AND ADVERTISING  
Shall be appropriate and reflective of the natural character of the area and comply with Part Six, General Parcel and Development Regulations.

**13.4 (28) DIRECT CONTROL DISTRICT "DC"**

THE GENERAL PURPOSE OF THIS DISTRICT IS TO AUTHORIZE AND ALLOW COUNCIL TO EXERCISE PARTICULAR AND SPECIFIC DIRECTION AND CONTROL OVER THE USE AND DEVELOPMENT OF LAND OR BUILDINGS IN PARTICULAR AREAS OF THE MUNICIPAL DISTRICT. THIS DISTRICT IS NOT INTENDED TO BE USED IN SUBSTITUTION FOR ANY OTHER LAND USE DISTRICT IN THIS BYLAW THAT COULD BE USED TO ACHIEVE THE SAME RESULT.

**USES AND REQUIREMENTS**

The determination of appropriate uses and applicable development requirements within an area designated as a Direct Control District shall be as established and prescribed by Council upon review and deliberation on a development proposal.

**13.4 (29) PUBLIC AIRPORT DISTRICT "PA"**

THE GENERAL PURPOSE OF THIS DISTRICT IS TO PROVIDE AN AREA THAT PROVIDES FOR THE SAFE AND EFFECTIVE OPERATION OF A SMALL SCALE PUBLIC AIRPORT.

**A. PERMITTED USES**

1. Ancillary uses and ancillary buildings
2. Airport
3. Airside commercial
4. Groundside commercial
5. Hangar
6. Public use
7. Temporary camp dwellings for use by seasonal staff on the Province's (Air Tanker Base Operations) lease
8. Signs, for onsite establishments only

**B. DISCRETIONARY USES**

1. Accessory dwelling unit
2. Eating establishment
3. Security/~~operator dwelling unit~~ surveillance suite

**~~C. DEFINITIONS~~**

~~For the purpose of this District:~~

- ~~1. "ACCESSORY DWELLING UNIT" means a building or a portion of a building containing one or more habitable rooms that constitute a self-contained living accommodation unit that is separate and subordinate to the primary use of the building or site.~~
- ~~2. "AIRSIDE COMMERCIAL" means commercial operations, including but not limited to charter flight services and flight schools, that require access to the airport runway and taxiways.~~
- ~~3. "AIRPORT COMMISSION" means the Airport Commission, established jointly by the Town of Rocky Mountain House and Clearwater County for the Rocky Mountain House (CYRM) Airport.~~
- ~~4. "EATING ESTABLISHMENT" means a building or part of a building where food is offered for sale or sold to the public for immediate consumption and may include such uses as a restaurant, café, cafeteria, coffee shop, or snack bar.~~
- ~~5. "GROUNDSIDE COMMERCIAL" means commercial operations, including but not limited to retail, recreational, rental, service, repair and light fabrication operations in support of the airport and its users that do not require access to airport runways and taxiways.~~

- ~~6. "HANGAR" means a private storage structure intended to house an airplane(s) and associated equipment. A hangar may include an accessory dwelling unit not intended for long term occupancy.~~
- ~~7. "SECURITY/OPERATOR DWELLING UNIT" means a detached or accessory dwelling unit intended for usage by a facility operator or for security purposes.~~
- ~~8. "TEMPORARY CAMP DWELLINGS" means temporary dwelling units intended to house temporary or seasonal workers on or near a worksite.~~

D. PARKING

1. Parking requirements will be determined at the discretion of the Rocky Mountain House Airport Commission at time of development permit application, based on the requirements stated in Section 6.17.

E. DEVELOPMENT REGULATIONS

1. Signage shall be limited to flush mounted signs affixed to a building face with a maximum area of 2 square metres (6.6 sq. ft.) advertising only on site operations. Signage shall be limited to 1 sign per lease, and shall not be lit, unless express permission has been granted by the Rocky Mountain House Airport Commission.
2. All development shall be setback 10 metres (32.8 feet) from any exterior property boundary of the CYRM site
3. Setbacks on individual lease lots will be determined at the discretion of the Rocky Mountain House Airport Commission at time of development permit application.

F. ACCESSORY DWELLING UNITS

For the purposes of this District,

1. Approval of accessory dwelling units is at the discretion of the Rocky Mountain House Airport Commission.
2. Accessory dwelling units are subject to the Safety Codes Act.

G. PROCEDURE

1. The Development Authority will not accept or process any development permit application occurring at the CYRM Airport unless the application has been authorized by the Rocky Mountain House Airport Commission. No permit for development in the Public Airport District will be issued without Airport Commission consent.
2. The Development Officer shall send notification of any development permit application and notice of decision occurring at the CYRM Airport to the Town of Rocky Mountain House.

**13.4 (30) RECREATION RESIDENTIAL DISTRICT "RR"**

THE PURPOSE OF THIS DISTRICT IS TO ACCOMMODATE AND REGULATE SMALLER DETACHED DWELLINGS ON PRIVATELY OWNED PARCELS IN A CLUSTERED SUBDIVISION.

A. PERMITTED USES

1. Detached dwelling
2. Ancillary buildings.

B. DISCRETIONARY USES

1. Communication tower and related buildings not exceeding 75 square metres (800 sq. ft.)
2. Playground or outdoor recreation facility to serve this district.
3. Public buildings or use.

C. ACCEPTABLE LOT SIZE

1. For a detached dwelling: 0.91 hectares to 1.46 hectares (2.25 acres to 3.6 acres) unless:
  - (a) an applicable statutory plan or outline plan in accordance with Section 6.2.20 of the Municipal Development Plan provides for a parcel size between 1 to 1.5 hectares (2.5 to 4 acres) with a minimum mean lot width of 50 metres (165 feet); or
  - (b) for a parcel created prior to the adoption of the Municipal Development Plan, 1 to 1.5 hectares (2.5 to 4 acres) with a minimum mean lot width of 50 metres (165 feet).
2. For any other use: as required by the Development Officer.

D. MAXIMUM FLOOR AREA

1. For a detached dwelling the maximum ground floor area shall be no more than 93 square metres (1,000 sq. ft.).
2. A detached dwelling may also have a loft/second floor which shall be no larger than 42 square metres (452 sq. ft.).
3. For any other use: as required by the Development Officer.

E. MINIMUM FLOOR AREA

1. For a detached dwelling the minimum ground floor area shall be not less than 32.5 square metres (350 sq. ft.).

F. MINIMUM DEPTH OF FRONT YARD

1. 7.5 metres (25 feet) on an internal road and otherwise as required pursuant to Section 10.3 and Figures 1 to 4 of the Supplementary Regulations.

- G. MINIMUM WIDTH OF SIDE YARD  
5 metres (15 feet) except for a corner site where the side yard shall be determined as though it were a front yard.
- H. MINIMUM DEPTH OF REAR YARD  
7.5 metres (25 feet) unless otherwise approved by the Development Officer.
- I. MAXIMUM HEIGHT OF BUILDINGS
1. Detached dwelling: 9 metres (29.5 feet).
  2. Ancillary building: 5 metres (16 feet).
  3. All other buildings: as required by the Development Officer.
- J. DESIGN, CHARACTER AND APPEARANCE OF BUILDINGS
1. A detached dwelling shall be of new construction and the architecture, exterior finish, materials and appearance of buildings shall complement the natural features and character of the site.
  2. The Development Officer may require buildings to be of certain construction materials in order to comply with "FireSmart" principles.
- K. LANDSCAPING
1. Notwithstanding any other provision contained in this Bylaw, landscaping shall be to standards acceptable to the Development Officer with the purpose of achieving an acceptable blend of natural and decorative landscaping designed to complement the natural features of the area within which the development is located.
  2. The clearing of vegetation and replacement with landscaping, including landscaping using specified materials, may be required by the Development Officer in order to meet "FireSmart" principles.

**13.4 (31) RESIDENTIAL ESTATE DISTRICT "RE"**

THE PURPOSE OF THIS DISTRICT IS TO ACCOMMODATE AND REGULATE RESIDENTIAL DEVELOPMENT, OUTSIDE OF A HAMLET SETTING, WHICH IS SERVED BY A COMMUNAL WATER AND/OR WASTEWATER SYSTEM, WHILE NOT PERMITTING ANY AGRICULTURAL PURSUITS.

A. PERMITTED USES

1. Detached dwelling
2. Ancillary buildings

B. DISCRETIONARY USES

1. Communication tower and related buildings not exceeding 75 square metres (800 sq. ft.)
2. Home occupation
3. Local community centre or hall
4. Park, playground and/or other outdoor recreation facilities
5. Public building or use
6. Utility building

C. ACCEPTABLE LOT SIZE

1. For residential use:
  - (a) residential estate parcels with both communal water and wastewater services: a minimum of 0.20 hectares (0.50 acres) and a maximum of 0.61 hectares (1.50 acres); and
  - (b) residential estate parcels with a communal water system and individual engineered wastewater systems approved by the appropriate Provincial Government department and Clearwater County: a minimum of 0.50 hectares (1.25 acres) and a maximum of 0.81 hectares (2.00 acres).
2. For non-residential uses, as required by the Development Officer subject to a minimum lot frontage of 15 metres (50 feet).

D. MINIMUM FLOOR AREA

1. Detached dwelling: main floor - 93 square metres (1,000 sq. ft.).
2. Other buildings: as required by the Development Officer.

E. MINIMUM DEPTH OF FRONT YARD

7.5 metres (25 feet).

F. MINIMUM DEPTH OF REAR YARD

12 metres (40 feet).

G. MINIMUM WIDTH OF SIDE YARD

1. A side yard abutting a street: 6 metres (20 feet).
2. A side yard abutting another side, front or rear yard: 3 metres (10 feet).

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H. MAXIMUM HEIGHT OF BUILDINGS

1. Detached dwelling: 8 metres (26 feet).
2. Ancillary buildings: 5 metres (16 feet).

I. DESIGN, CHARACTER AND APPEARANCE OF BUILDINGS

1. All buildings shall be new unless otherwise approved by the Development Officer.
2. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards by the County and shall complement the natural features and character of the site to the satisfaction of the Development Officer.
3. Ancillary buildings and additions shall be designed to complement the detached dwelling.



**13.4 (32) NORDEGG LOW DENSITY RESIDENCE DISTRICT "NLDR"**

THE PURPOSE OF THIS DISTRICT IS TO ACCOMMODATE AND REGULATE THE DEVELOPMENT OF PRIVATE DWELLINGS AND SECONDARY SUITES IN THE HISTORIC TOWN CENTRE OF NORDEGG.

FURTHER THIS DISTRICT HAS SPECIFIC REQUIREMENTS FOR LANED AND LANELESS TYPE LOTS.

A. PERMITTED USES

1. Detached single family dwelling

B. DISCRETIONARY USES

1. Artist studio within dwelling or private garage
2. **Communication tower and related buildings not exceeding 75 square metres (800 sq. ft.)**
3. Guest cottage
4. Private garage
5. Secondary suite over a private garage
6. One ancillary building (shall be incidental to a permitted use and may be described as a wood shed, tool shed, personal workshop, equipment enclosure, gazebo, conservatory or greenhouse)

~~\* See Subsection K. Definitions~~

C. MINIMUM HABITABLE FLOOR AREA

1. For detached single family dwelling, 75 square metres (807 sq. ft.) on the ground floor.
2. Other buildings as required by the Development Officer.

D. BUILDING HEIGHT

Unless otherwise approved by the Development Officer:

1. Dwellings shall be minimum 1 storey, maximum 2.5 storeys except dwellings on corner lots shall be less than 2 storeys.
2. Minimum and maximum building heights shall be measured in numbers of storeys. Each storey is not to exceed 2.7 metres (9 feet) floor to ceiling.
3. Notwithstanding the above, the maximum overall height of a dwelling shall not exceed 9.5 metres (31 feet) from the lots average grade elevation.
4. Detached garages shall be less than 2 storeys.
5. Covered walkways between garage and dwelling shall not exceed height of the garage.

E. PERMITTED ENCROACHMENTS

1. Porches are required in the front of a dwelling and shall not extend more than 2.4 metres (7.9 feet) into the front yard setback.

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2. Balconies, stoops, bay windows, covered walkways, stairs, handicapped ramps, and window wells are allowed:
  - (a) a maximum of 2.4 metres (7.9 feet) from the front of a dwelling; and
  - (b) on a corner lot, a maximum of 2.0 metres (6.6 feet) from the side of a dwelling.
3. Landmark lighting, benches and trees shall be located within 3.5 metres (12 feet) from a boulevard.

F. DESIGN, CHARACTER AND APPEARANCE OF BUILDINGS

1. All buildings added to a lot shall be new unless otherwise approved by the Development Officer.
2. No dwelling shall be a manufactured home. A modular home is permitted provided it meets all the requirements of this land use district.
3. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall complement the natural features and character of the site and Nordegg's surroundings to the satisfaction of the Development Officer. The municipality may, where it desires, establish specific detailed architectural control guidelines and/or development guidelines for any new development within this district.
4. No two similar elevations or colors shall be within 4 properties of one another on the same side of the street or across the street.
5. Dwelling front entry must be facing the street.
6. All development shall be reviewed in accordance with the Hamlet of Nordegg Low Density Residence District (NLDR) Architectural Guidelines in conjunction with the Nordegg Development Plan and the associated Nordegg Development Plan - Design Guidelines.
7. Dwellings and garages shall be constructed on permanent foundations.
8. The exterior finish of any building shall be fully completed and finished within 12 months from the date of commencement of construction of the dwelling.
9. Any building constructed, erected, or placed on the property shall be constructed to conform to all Federal, Provincial, and Municipal statutes, bylaws, and regulations, and shall be of sound workmanlike construction with an expected life of at least 25 years.
10. Connection to municipal water and wastewater is required on each lot. No private water wells are permitted. No private sewage treatment systems are permitted.
11. All buildings shall be located, designed, and constructed in a manner to minimize the possibility of ignition from a wildfire and to minimize the spread of a structural fire to the wildland. All exterior building materials shall be in accordance with the Hamlet of Nordegg Low Density Residence District (NLDR) Architectural Guidelines.
12. Other regulations, guidelines, or development controls may be established by the municipality for any new development within this district.

G. LANDSCAPING AND FENCING

1. Development approval of landscaping may be subject to a standard acceptable to the Development Officer. The clearing of vegetation will be controlled through development permits, which may also require landscaping to assist the retention of the natural visual quality of Nordegg.
2. No excavation shall be permitted or carried out on any property except as required for the construction of buildings, or the installation of utilities, or for landscaping. No sand, gravel, or earth shall be removed except as required for the aforesaid purposes.
3. Fencing shall be as required in the Hamlet of Nordegg Low Density Residence District (NLDR) Architectural Guidelines.

H. OTHER REQUIREMENTS

1. Parking spaces shall be provided as per the Nordegg Development Plan – Design Guidelines. Parking spaces shall be no less than 2.5 metres by 5.5 metres (8.2 feet by 18 feet). One parking space is required where net residential area is less than 90 m<sup>2</sup> (969 sq. ft.), two if greater than 90 m<sup>2</sup> (969 sq. ft.).
2. No holiday trailer/recreation vehicle or commercial vehicle may be parked or stored on a lot in the Nordegg Low Density Residence District “NLDR”.
3. All signs are subject to the approval of the Development Officer. In considering a development application for a sign, the Development Officer shall ensure that the proposed sign is consistent with the natural setting of the area and shall have due regard to the visual impact of the sign in relation to features of the site and the surrounding area.
4. Garbage/refuse containers shall be located within lane right-of-way or inside garage. All garbage/refuse and recycling shall be properly stored in closed weatherproof and bear resistant containers in a sanitary manner so as not to cause any odor or nuisance.
5. Composting is not permitted.
6. No person shall knowingly leave or store any refuse, food product, pet food, birdseed, grain or salt in a manner which could constitute a lure, attraction or enticement of wildlife.
7. No person may accumulate, store or collect any wildlife attractants in a manner that poses or may pose a risk to the safety of any person.
8. No animals shall be kept on the property except a maximum of two cats and two dogs. All animals shall be restrained and kept within the property of the owner of such pets, so as not to cause any nuisance, annoyance, or excessive noise.
9. No abandoned vehicles, machinery, or other unsightly items shall be kept or stored on any property, except within a building, with the intent that all properties shall be kept in a neat, clean, and presentable condition.

10. No motorized vehicles of any type other than maintenance vehicles shall be used or operated on any trails or walking paths within the subdivision area.
11. Such other requirements as the Development Officer may decide having regard to the nature of the proposed development.

I. SITE SPECIFIC - LANED LOTS

1. Acceptable lot size:  
For residential use, an area of at least 550 square metres (5,920 sq. ft.).
2. Lot coverage:  
The maximum lot coverage is fifty percent (50%) of the area of a lot. Lot coverage shall be calculated by totaling the footprint of the dwelling and any other buildings allowed on the property.
3. Detached single family dwelling:  
Building setback for detached single family dwelling with or without attached garage:
  - (a) from a front property line shall be a minimum of 5.0 metres (16.4 feet) and maximum of 6.0 metres (19.7 feet);
  - (b) from a rear property line shall be a minimum of 13.0 metres (42.6 feet);
  - (c) from a side property line on an internal lot shall be a minimum of 1.2 metres (4.0 feet); and
  - (d) in the case of a corner lot, the side yard adjacent to a public road shall be a minimum of 3.0 metres (9.8 feet).
4. Private garage:  
Unless otherwise approved by the Development Officer, a maximum of one private garage shall be located on a lot and shall be allowed only as a discretionary use. If allowed by the Development Officer, the following shall be adhered to:
  - (a) maximum floor area of 60 square metres (646 sq. ft.) or 60% of the footprint of the dwelling, whichever is less;
  - (b) garages and parking will be from the rear;
  - (c) no side driveways or parking in front yards shall be allowed;
  - (d) attached garages are considered part of the principal building and shall comply with setback provisions of a single family dwelling as stated above, except that:
    - i) attached garages shall be a minimum of 4.5 metres (14.8 feet) from the front of the dwelling;
  - (e) a private garage may contain a secondary suite in a loft over the private garage;
  - (f) setback requirements for detached garages:
    - i) shall be located a minimum of 6.0 metres (19.7 feet) from a dwelling;
    - ii) shall be a minimum of 6.0 metres (19.7 feet) from the rear property boundary;

- iii) without a loft shall be a minimum of 0.6 metres (2.0 feet) from the side property boundaries;
  - iv) with a loft shall be a minimum of 1.2 metres (4.0 feet) from the side property boundaries; and
  - v) in the case of a corner lot, the side yard adjacent to a public road shall be a minimum of 3.0 metres (9.8 feet).
5. Guest cottage and ancillary building:  
 Unless otherwise approved by the Development Officer, a maximum of one ancillary building and one guest cottage shall be located on a lot and shall be allowed only as discretionary uses. If allowed by the Development Officer, the following shall be adhered to:
- (a) a guest cottage shall not exceed 37.2 square metres (400 sq. ft.) on the main floor and may contain a loft;
  - (b) an ancillary building shall have a maximum floor area of 18.6 square metres (200 sq. ft.);
  - (c) guest cottages and ancillary buildings:
    - i) shall be located to the rear of the dwelling;
    - ii) shall be located a minimum of 3.05 metres (10 feet) from the rear wall of the dwelling;
    - iii) shall be located a minimum of 6.0 metres (19.7 feet) from a rear property boundary;
    - iv) ancillary buildings shall be a minimum of 0.6 metres (2.0 feet) from the side property boundaries;
    - v) guest cottages shall be a minimum of 1.2 metres (4.0 feet) from the side property boundaries; and
    - vi) in the case of a corner lot, the side yard adjacent to a public road shall be a minimum of 3.0 metres (9.8 feet).

J. SITE SPECIFIC - LANELESS LOTS

- 1. Acceptable lot size:  
 For residential use, an area of at least 330 square metres (3,500 sq. ft.).
- 2. Lot coverage:  
 The maximum lot coverage is fifty percent (50%) of the area of a lot. Lot coverage shall be calculated by totalling the footprint of the dwelling and any other buildings allowed on the property.
- 3. Detached single family dwelling:  
 Building setback for detached single family dwelling:
  - (a) from a front property line shall be a minimum of 5.0 metres (16.4 feet) and a maximum of 6.0 metres (19.7 feet);
  - (b) from a rear property line shall be a minimum of 6.0 metres (19.7 feet);
  - (c) from a side property line shall be a minimum of 1.2 metres (4.0 feet); and

- (d) in the case of a corner lot, the side yard adjacent to a public road shall be a minimum of 3.0 metres (9.8 feet).
- 4. Private garage:  
Unless otherwise approved by the Development Officer, a maximum of one private garage shall be located on a lot and shall be allowed only as a discretionary use. If allowed by the Development Officer, the following shall be adhered to:
  - (a) garages shall be attached to the dwelling;
  - (b) attached garages are considered part of the principal building and shall comply with setback provisions of a detached single family dwelling as stated above, except that:
    - i) garages shall be a minimum of 4.5 metres (14.76 feet) from the front of the dwelling;
  - (c) maximum floor area of 26.8 square metres (288 sq. ft.); and
  - (d) a private garage may contain a secondary suite in a loft over the private garage.
- 5. Guest cottage and ancillary building:  
Unless otherwise approved by the Development Officer, a maximum of one ancillary building and one guest cottage shall be located on a lot and shall be allowed only as discretionary uses. If allowed by the Development Officer, the following shall be adhered to:
  - (a) a guest cottage shall not exceed 37.2 square metres (400 sq. ft.) on the main floor and may contain a loft;
  - (b) an ancillary building shall have a maximum floor area of 18.6 square metres (200 sq. ft.);
  - (c) guest cottages and ancillary buildings:
    - i) shall be located to the rear of the dwelling;
    - ii) shall be located a minimum of 3.05 metres (10 feet) from the rear wall of the dwelling;
    - iii) ancillary buildings shall be a minimum of 0.6 metres (2.0 feet) from the rear and side property boundaries;
    - iv) guest cottages shall be a minimum of 1.2 metres (4.0 feet) from the rear and side property boundaries; and
  - (d) in the case of a corner lot, the side yard adjacent to a public road shall be a minimum of 3.0 metres (9.8 feet).

~~K. — DEFINITIONS~~

~~“ARTIST 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, ceramics, jewelry, toy manufacturing, sculpture and painting. An artist studio shall not include a gallery for the display and sale of items produced. An artist studio may be located within a dwelling or private garage.~~

~~“GUEST COTTAGE” means a building that is separate from the main building that contains sleeping accommodations, but no kitchen or cooking facilities, for the use of members of the family or temporary guests.~~

~~“SECONDARY SUITE” means a developed living accommodation contained within the loft of a private garage.~~

**13.4 (33) NORDEGG MIXED USE RESIDENCE / RESORT COMMERCIAL DISTRICT "NMUR"**

THE PURPOSE OF THIS DISTRICT IS TO ACCOMMODATE AND REGULATE THE DEVELOPMENT OF A MIX OF LOW DENSITY RESIDENTIAL USES AND SMALL SCALE RESORT ACCOMMODATIONS IN BUILDINGS THAT RESEMBLE A HISTORICAL SINGLE FAMILY DWELLING IN THE HISTORIC TOWN CENTRE OF NORDEGG.

FURTHER, THIS DISTRICT HAS SPECIFIC REQUIREMENTS FOR LANED AND LANELESS TYPE LOTS.

A. PERMITTED USES

1. Detached single family dwelling

B. DISCRETIONARY USES

1. Ancillary building (shall be incidental to a permitted use and may be described as a wood shed, tool shed, personal workshop, equipment enclosure, gazebo, conservatory or greenhouse)
2. Artist studio within dwelling or private garage
3. Bed and breakfast
4. Bed and breakfast inn
5. **Communication tower and related buildings not exceeding 75 square metres (800 sq. ft.)**
6. Guest cottage
7. One or two suite rental units
8. Secondary suite over a detached garage
9. Recreational facilities subordinate to a commercial operation within the district
10. Two-family residential dwelling  
~~\* See Subsection K. Definitions~~

C. MINIMUM HABITABLE FLOOR AREA

1. For detached single family dwelling, 75 square metres (807 sq. ft.) on the ground floor.
2. Other buildings as required by the Development Officer.

D. BUILDING HEIGHT

Unless otherwise approved by the Development Officer:

1. Dwellings shall be minimum 1 storey, maximum 2.5 storeys except dwellings on corner lots shall be less than 2 storeys.
2. Minimum and maximum building heights shall be measured in numbers of storeys. Each storey is not to exceed 2.7 metres (9 feet) floor to ceiling.



3. Notwithstanding the above, the maximum overall height of a dwelling shall not exceed 9.5 metres (31 feet) from the lots average grade elevation.
4. Detached garages shall be less than 2 storeys.
5. Covered walkways between garage and dwelling shall not exceed height of the garage.

E. PERMITTED ENCROACHMENTS

1. Porches are required in the front of a dwelling and shall not extend more than 2.4 metres (7.9 feet) into the front yard setback.
2. Balconies, stoops, bay windows, covered walkways, stairs, handicapped ramps, and window wells are allowed:
  - (a) a maximum of 2.4 metres (7.9 feet) from the front of a dwelling; and
  - (b) on a corner lot, a maximum of 2.0 metres (6.6 feet) from the side of a dwelling.
3. Landmark lighting, benches and trees shall be located within 3.5 metres (12 feet) from a boulevard.

F. DESIGN, CHARACTER AND APPEARANCE OF BUILDINGS

1. All buildings added to a lot shall be new unless otherwise approved by the Development Officer.
2. No dwelling shall be a manufactured home. A modular home is permitted provided it meets all the requirements of this land use district.
3. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall complement the natural features and character of the site and Nordegg's surroundings to the satisfaction of the Development Officer. The municipality may, where it desires, establish specific detailed architectural control guidelines and/or development guidelines for any new development within this district.
4. No two similar elevations or colors shall be within 4 properties of one another on the same side of the street or across the street.
5. Dwelling front entry must be facing the street.
6. All development shall be reviewed in accordance with the Hamlet of Nordegg Mixed Use Residence/Resort Commercial District (NMUR) Architectural Guidelines in conjunction with the Nordegg Development Plan and the associated Nordegg Development Plan - Design Guidelines.
7. Dwellings and garages shall be constructed on permanent foundations.
8. The exterior finish of any building shall be fully completed within 12 months from the date of commencement of construction.
9. Any building constructed, erected, or placed on the property shall be constructed to conform to all Federal, Provincial, and Municipal statutes, bylaws, and regulations, and shall be of sound workmanlike construction with an expected life of at least 25 years.
10. Connection to municipal water and wastewater is required on each lot. No private water wells are permitted. No private sewage treatment systems are permitted.

11. All buildings shall be located, designed, and constructed in a manner to minimize the possibility of ignition from a wildfire and to minimize the spread of a structural fire to the wildland. All exterior building materials shall be in accordance with the Hamlet of Nordegg Mixed Use Residence/Resort Commercial District (NMUR) Architectural Guidelines.
12. Other regulations, guidelines, or development controls may be established by the municipality for any new development within this district.

G. LANDSCAPING AND FENCING

1. Development approval of landscaping may be subject to a standard acceptable to the Development Officer. The clearing of vegetation will be controlled through development permits, which may also require landscaping to assist the retention of the natural visual quality of Nordegg.
2. No excavation shall be permitted or carried out on any property except as required for the construction of buildings, or the installation of utilities, or for landscaping. No sand, gravel, or earth shall be removed except as required for the aforesaid purposes.
3. Fencing shall be as required in the Hamlet of Nordegg Mixed Use Residence/Resort Commercial District (NMUR) Architectural Guidelines.

H. OTHER REQUIREMENTS

1. Parking spaces shall be provided as per the Nordegg Development Plan – Design Guidelines. Parking spaces shall be no less than 2.5 metres by 5.5 metres (8.2 feet by 18 feet). Parking space requirements are:
  - (a) one space where net residential area is less than 90 m<sup>2</sup> (969 sq. ft.);
  - (b) two spaces where net residential area is greater than 90 m<sup>2</sup> (969 sq. ft.);and
  - (c) one space per Bed and Breakfast unit or Bed and Breakfast Inn unit in addition to the parking requirements of the owner's dwelling.
2. No holiday trailer/recreation vehicle or commercial vehicle may be parked or stored on a lot in the Nordegg Mixed Use Residence/Resort Commercial District "NMUR".
3. All signs are subject to the approval of the Development Officer. In considering a development application for a sign, the Development Officer shall ensure that the proposed sign is consistent with the natural setting of the area and shall have due regard to the visual impact of the sign in relation to features of the site and the surrounding area.
4. Garbage/refuse containers shall be located within the lane right-of-way or inside garage. All garbage/refuse and recycling shall be properly stored in closed weatherproof and bear resistant containers in a sanitary manner so as not to cause any odor or nuisance.
5. Composting is not permitted.
6. No person shall knowingly leave or store any refuse, food product, pet food, birdseed, grain or salt in a manner which could constitute a lure, attraction or enticement of wildlife.

7. No person may accumulate, store or collect any wildlife attractants in a manner that poses or may pose a risk to the safety of any person.
8. No animals shall be kept on the property except a maximum of two cats and two dogs. All animals shall be restrained and kept within the property of the owner of such pets, so as not to cause any nuisance, annoyance, or excessive noise.
9. No abandoned vehicles, machinery, or other unsightly items shall be kept or stored on any property, except within a building, with the intent that all properties shall be kept in a neat, clean, and presentable condition.
10. No motorized vehicles of any type other than maintenance vehicles shall be used or operated on any trails or walking paths within the subdivision area.
11. Such other requirements as the Development Officer may decide having regard to the nature of the proposed development.

I. SITE SPECIFIC - LANED LOTS

1. Acceptable Lot Size:  
For residential use, an area of at least 550 square metres (5,920 sq. ft.).
2. Acceptable Lot Coverage:  
The maximum lot coverage is fifty percent (50%) of the area of a lot. Lot coverage shall be calculated by totaling the footprint of the dwelling and any other buildings allowed on the property.
3. Detached Single Family Dwelling:  
Building setback for a detached single family dwelling, two-family residential dwelling, bed and breakfast or bed and breakfast inn:
  - (a) from a front property line shall be a minimum of 5.0 metres (16.4 feet) and maximum of 6.0 metres (19.7 feet);
  - (b) from a rear property line shall be a minimum of 13.0 metres (42.6 feet);
  - (c) from a side property line on an internal lot shall be a minimum of 1.2 metres (4.0 feet); and
  - (d) in the case of a corner lot, the side yard adjacent to a public road shall be a minimum of 3.0 metres (9.8 feet).
4. Private garage:  
Unless otherwise approved by the Development Officer, a maximum of one private garage shall be located on a lot and shall be allowed only as a discretionary use. If allowed by the Development Officer, the following shall be adhered to:
  - (a) maximum floor area of 60 square metres (646 sq. ft.) or 60% of the footprint of the dwelling, whichever is less;
  - (b) garages and parking will be from the rear;
  - (c) no side driveways or parking in front yards shall be allowed;

- (d) attached garages are considered part of the principal building and shall comply with setback provisions of a single family dwelling as stated above, except that:
    - i) attached garages shall be a minimum of 4.5 metres (14.8 feet) from the front of the dwelling;
  - (e) a private garage may contain a secondary suite in a loft over the private garage;
  - (f) setback requirements for detached garages:
    - i) shall be located a minimum of 6.0 metres (19.7 feet) from a dwelling;
    - ii) shall be a minimum of 6.0 metres (19.7 feet) from the rear property boundary;
    - iii) without a loft shall be a minimum of 0.6 metres (2.0 feet) from the side property boundaries;
    - iv) with a loft shall be a minimum of 1.2 metres (4.0 feet) from the side property boundaries; and
    - v) in the case of a corner lot, the side yard adjacent to a public road shall be a minimum of 3.0 metres (9.8 feet).
5. Guest cottage and ancillary building:  
 Unless otherwise approved by the Development Officer, a maximum of one ancillary building and one guest cottage shall be located on a lot and shall be allowed only as discretionary uses. If allowed by the Development Officer, the following shall be adhered to:
- (a) a guest cottage shall not exceed 37.2 square metres (400 sq. ft.) on the main floor and may contain a loft;
  - (b) an ancillary building shall have a maximum floor area of 18.6 square metres (200 sq. ft.);
  - (c) guest cottages and ancillary buildings:
    - i) shall be located to the rear of the dwelling;
    - ii) shall be located a minimum of 3.05 metres (10 feet) from the rear wall of the dwelling;
    - iii) ancillary buildings and guest cottages shall be a minimum of 6.0 metres (19.7 feet) from the rear property boundary;
    - iv) ancillary buildings shall be a minimum of 0.6 metres (2.0 feet) from the side property boundaries;
    - v) guest cottages shall be a minimum of 1.2 metres (4.0 feet) from the side property boundaries; and
    - vi) in the case of a corner lot, the side yard adjacent to a public road shall be a minimum of 3.0 metres (9.8 feet).
- J. SITE SPECIFIC - LANELESS LOTS
- 1. Acceptable Lot Size:  
 For residential use, an area of at least 330 square metres (3,500 sq. ft.).

2. Acceptable Lot Coverage:  
The maximum lot coverage is fifty percent (50%) of the area of a lot. Lot coverage shall be calculated by totaling the footprint of the dwelling and any other buildings allowed on the property.
3. Detached Single Family Dwelling:  
Building setback for a detached single family dwelling:
  - (a) from a front property line shall be a minimum of 5.0 metres (16.4 feet) and maximum of 6.0 metres (19.7 feet);
  - (b) from a rear property line shall be a minimum of 6.0 metres (19.7 feet);
  - (c) from a side property line on an internal lot shall be a minimum of 1.2 metres (4.0 feet); and
  - (d) in the case of a corner lot, the side yard adjacent to a public road shall be a minimum of 3.0 metres (9.8 feet).
4. Private garage:  
Unless otherwise approved by the Development Officer, a maximum of one private garage shall be located on a lot and shall be allowed only as a discretionary use. If allowed by the Development Officer, the following shall be adhered to:
  - (a) garages shall be attached to the dwelling;
  - (d) attached garages are considered part of the principal building and shall comply with setback provisions of a single family dwelling as stated above, except that:
    - i) attached garages shall be a minimum of 4.5 metres (14.8 feet) from the front of the dwelling;
  - (c) maximum floor area of 26.8 square metres (288 sq. ft.);
  - (d) a private garage may contain a secondary suite in a loft over the private garage.
5. Guest cottage and ancillary building:  
Unless otherwise approved by the Development Officer, a maximum of one ancillary building and one guest cottage shall be located on a lot and shall be allowed only as discretionary uses. If allowed by the Development Officer, the following shall be adhered to:
  - (a) a guest cottage shall not exceed 37.2 square metres (400 sq. ft.) on the main floor and may contain a loft;
  - (b) an ancillary building shall have a maximum floor area of 18.6 square metres (200 sq. ft.);
  - (c) guest cottages and ancillary buildings:
    - i) shall be located to the rear of the dwelling;
    - ii) shall be located a minimum of 3.05 metres (10 feet) from the rear wall of the dwelling;
    - iii) ancillary buildings shall be a minimum of 0.6 metres (2.0 feet) from the rear and side property boundaries;

- iv) guest cottages shall be a minimum of 1.2 metres (4.0 feet) from the rear and side property boundaries; and
- v) in the case of a corner lot, the side yard adjacent to a public road shall be a minimum of 3.0 metres (9.8 feet).

~~K. DEFINITIONS~~

~~“GUEST COTTAGE” means a building that is separate from the main building that contains sleeping accommodations, but no kitchen or cooking facilities, for the use of members of the family or temporary guests.~~

~~“ARTIST STUDIO” means a portion of a dwelling or private garage 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, ceramics, jewelry, toy manufacturing, sculpture and painting. An artist studio shall not include a gallery for the display and sale of items produced.~~

~~“TWO FAMILY RESIDENTIAL DWELLING” means a building containing two dwelling units, stacked one above the other, each having separate entrance at or near grade.~~

~~“BED AND BREAKFAST” means a dwelling unit in which the occupant rents or leases a room or suite of rooms on a short term basis to vacationers or tourists, and which may include the provision of breakfast meals as part of or in addition to the rent paid for the room or suite of rooms.~~

~~“BED AND BREAKFAST INN” means a private dwelling where four to six rooms are lent and one or more meals is provided to registered guests.~~

~~“ONE OR TWO SUITE RENTAL UNITS” means a dwelling unit in which the occupant rents or leases one or two self-contained suites on a short term basis.~~

~~“SECONDARY SUITE” means a developed living accommodation contained within the loft of a private garage.~~

**13.4 (34) DIRECT CONTROL DISTRICT ONE "DC-1"**

THE GENERAL PURPOSE OF THIS DISTRICT IS TO AUTHORIZE AND ALLOW COUNCIL TO EXERCISE PARTICULAR AND SPECIFIC DIRECTION AND CONTROL OVER THE USE AND DEVELOPMENT OF LAND OR BUILDINGS IN PARTICULAR AREAS OF THE COUNTY. THIS DISTRICT IS NOT INTENDED TO BE USED IN SUBSTITUTION FOR ANY OTHER LAND USE DISTRICT IN THIS BYLAW THAT COULD BE USED TO ACHIEVE THE SAME RESULT.

- A. SPECIFIC PURPOSE OF THIS DISTRICT  
To establish a site specific Direct Control District to accommodate a recreational motor sport vehicles sales, service and repair business (i.e. all terrain vehicles, snowmobiles and motorcycles), test track area and related facilities.
- B. AREA OF APPLICATION  
This District shall apply to approximately 3.73 hectares (9.21 acres) of property described as Plan \_\_\_\_\_, Block \_\_, Lot \_\_, within Part SE 06-39-04-W5M as shown on Bylaw 1003/15 Schedule "B".
- C. RECISSION OF DIRECT CONTROL DISTRICT ONE "DC-1"  
Upon adoption of a hamlet area structure plan or outline plan, Council may redistrict the lands referred to in Section 13.4 (34) B from the Direct Control District One "DC-1" to an appropriate land use district.
- D. PERMITTED USES
  - 1. Farming
- E. DISCRETIONARY USES
  - 1. Ancillary Building
  - 2. Ancillary Use
  - 3. Communication tower and related buildings not exceeding 75 square metres (800 sq. ft.)
  - 4. Powersports Sales/Service Centre
  - 5. Security/surveillance suite

~~\* DEFINITIONS IN THIS DISTRICT  
POWERSPORTS SALES/SERVICE CENTRE means the retail sale of all terrain vehicles, snowmobiles, motorcycles, or similar light recreational vehicles, together with incidental maintenance services/testing, sales of parts and accessories.  
SURVEILLANCE SUITE means a single residential unit forming part of a development and used solely to accommodate a person or persons related as a family, or employee whose official function is to provide surveillance for the maintenance and safety of the commercial development.~~

F. DEVELOPMENT REGULATIONS

Standards of development shall be at the discretion of Council.

G. PROCEDURE

1. Notwithstanding the procedure established for development permit applications in Part Three: Development Control and Permits, application for development in respect of the lands referred to in Section 13.4 (34) B. shall be referred by the Development Officer to Council for its approval or refusal.
2. Notwithstanding the procedure established for the issuance of development permits in Part Three: Development Control and Permits, Council shall decide on all applications for Development Permits with the aforementioned lands referred to in Section 13.4 (34) B. Council may approve a development permit application with or without conditions, or may refuse an application for development permit.
3. There is no appeal to the Subdivision and Development Appeal Board for a decision of Council on an application for development permit in respect of the lands referred to in Section 13.4 (34) B.



## PART FOURTEEN: FORMS AND DECLARATIONS

### 14.1 Establishment of Forms

- (1) For the purposes of administering this Bylaw, the Development Officer shall prepare the forms and notices necessary to administer this Bylaw.
- (2) Any such forms and notices are deemed to have the full force and effect of this Bylaw in the execution of the purposes for which the forms and notices are designed, authorized and issued.

**PART FIFTEEN: LAND USE DISTRICT MAPS**

**15.1 Land Use District Map Sheets**

**15.2 Schedules - ~~Updated Map List Attached~~**

1. Clearwater Estates
2. Ferrier Acres
3. Ferrier/Garth & Woodland Estates
4. Hamlet of Alhambra
5. Hamlet of Leslieville
6. Burrington Subdivision
7. Hamlet of Condor
8. Hamlet of Withrow
9. Public Airport District
10. Misty Valley
11. Nordegg - North
12. Brouwer & Speight Subdivisions
13. Echo Canyon Subdivision
14. Hucul Subdivision
15. Como Subdivision
16. Eagle Ridge Subdivision
17. Raven Ridge Subdivision
18. James River Retreat
19. Everdell Subdivision
20. Law Subdivision
21. Cartier Creek
22. Wimbledon
23. Horburg
24. West Subdivision
25. Bristow Subdivision
26. Forestry Districts
27. Rocky/Clearwater Intermunicipal Development Plan
28. Bighorn Canyon Development Node
29. Whitegoat Lakes Development Node
30. Shunda/Goldeye Development Node
31. Saunders/Alexo Development Node

**SUPPLEMENTARY REGULATIONS: LIST OF FIGURES**

(Note: These figures follow Section 10.3 Setbacks from Roads and Intersections)

**Figure 1 Setbacks from Rural Roads and Their Intersections**

**Figure 3 Setbacks from Highway and Rural Roads Intersections**

**Figure 7 Setbacks from Road Curves and Corner**

~~**Figure 6 Setbacks from Primary Highway and Secondary Road Intersections**~~

**Figure 7 Setbacks from Road Curves and Corner**

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## PART SIXTEEN: OVERLAY DISTRICTS

### **16.1 Purpose and Application**

- (1) The purpose of Part Sixteen of the Land Use Bylaw is to facilitate the implantation of specific goals and objectives of adopted statutory plans or any other policy plan adopted by Council.
- (2) Generally Overlay Districts are put in place to protect, preserve and enhance either natural or man- made environments having development, historic or environmental significance or existing developed areas subject to infill or redevelopment proposals.
- (3) All of the Overlays contained within this Part are applied and interpreted in the same manner that the underlying District; its purpose, regulations and standards are read in conjunction with the Overlay, but that the underlying District is considered subordinate where there is a discrepancy between the two Districts.

### **16.2 Airport Vicinity Overlay District**

THE GENERAL PURPOSE OF THE DISTRICT IS TO PROTECT LANDS ADJACENT TO THE YRM AIRPORT FROM USES INCOMPATIBLE WITH THE OPERATION AND FUTURE DEVELOPMENT OF THE AIRPORT.

#### A. PERMITTED USES

1. All uses listed as permitted in the underlying District

#### B. DISCRETIONARY USES

1. All uses listed as discretionary in the underlying District

#### C. AREA

The area included in this Overlay District will be limited to the area identified in the attached map outlining the areas that may potentially impact the safe movement of aircraft. This map was developed in reference to the Transport Canada Guide - Land Use in the vicinity of Aerodromes - TP1247E. (*See Airport Vicinity Overlay District Map*)

#### D. MAXIMUM HEIGHT OF BUILDINGS

No building or structure shall be erected, on any lands described within this Overlay District that exceed 15 metres (49.2 feet) in height, or as determined by the Rocky Mountain House Airport Commission.

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(4) That the Public Airport District "PA" be applied to all of the land within the current airport boundary as outlined in red on attached Schedule "A" hereby redesignating the subject lands from the Agriculture District "A". These lands are described as follows: SE, SW, NW, and west half of NE, 11-40-07-W5, and the west half of 14-40-07-W5.

(5) That the Public Airport Overlay District be applied to a portion of lands in close proximity to the airport as outlined in purple on attached Schedule "A". Even though the overlay district would be applied these lands would remain zoned Agriculture District "A" under the Land Use Bylaw. Said lands affected are described as follows:

A portion of NW 01-40-07-W5

A portion of SW 01-40-07-W5

A portion of NE 02-40-07-W5

A portion of SE 02-40-07-W5

NE 10-40-07-W5

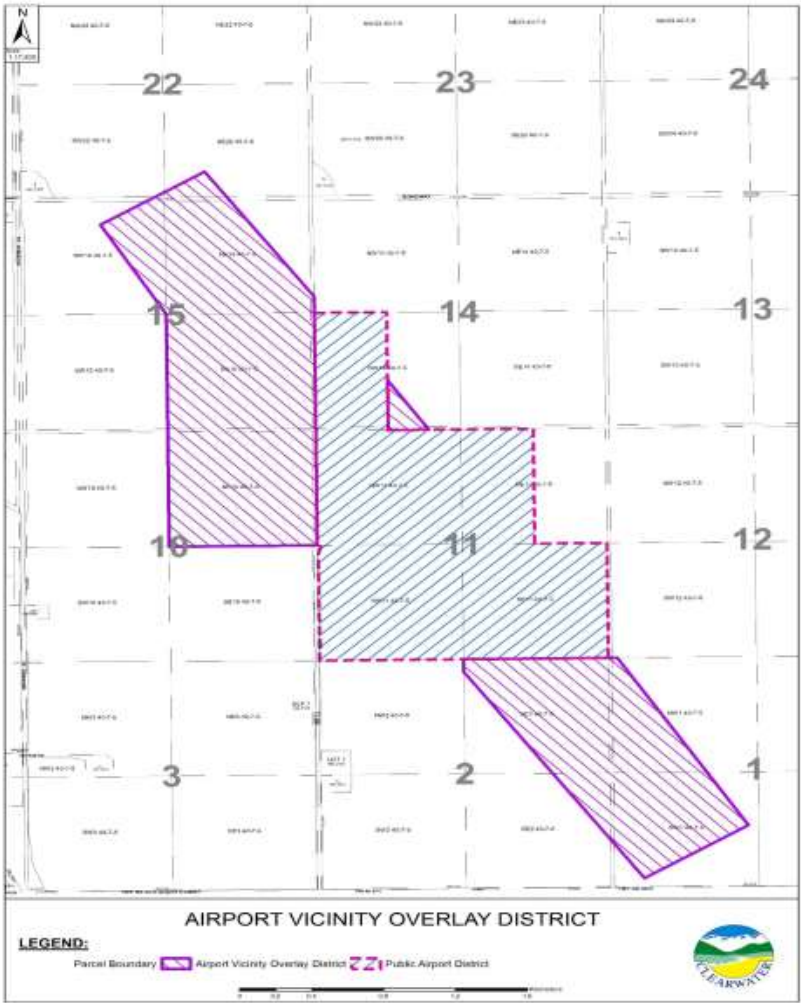
A portion of NE 15-40-07-W5

A portion of NW 15-40-07-W5

SE 15-40-07-W5

A portion of SE 22-40-07-W5

**Airport Vicinity Overlay District Map**



- ALDER GREEN LAND USE ZONING
- ALFORD CREEK PLACE LAND USE ZONING
- ASPEN RIDGE ESTATES LAND USE ZONING
- BEAVER CREEK ESTATES LAND USE ZONING
- BLUEBERRY MEADOWS
- BOUNDARY LAND USE ZONING
- BRISTOW - DIRECT CONTROL ZONING
- CARTIER CREEK LAND USE ZONING
- CLEARWATER ESTATES LAND USE ZONING
- CLEARWATER HEIGHTS LAND USE ZONING
- CLIFFSIDE ESTATES LAND USE ZONING
- CONDOR CORNER LAND USE ZONING
- COUGAR RIDGE ESTATES LAND USE ZONING
- COUNTRY LANE ESTATES LAND USE ZONING
- COUNTRY MEADOWS ESTATES LAND USE ZONING
- CRANBERRY ACRES LAND USE ZONING
- DEVELOPMENT NODES
- EAGLE RIDGE LAND USE ZONING
- EASTVIEW ESTATES LAND USE ZONING
- ECHO CANYON LAND USE ZONING
- ECHO VALLEY LAND USE ZONING
- EDEN VALLEY LAND USE ZONING
- EVERDELL ESTATES LAND USE ZONING
- EVERGREEN ESTATES LAND USE ZONING
- FERRIER ACRES EAST LAND USE ZONING
- FERRIER GARTH LAND USE ZONING
- FERRIER WEST & ASPEN RIDGE LAND USE ZONING
- FORESTRY DISTRICT ZONING

- FOX RUN LAND USE ZONING
- GATEWAY INDUSTRIAL LAND USE ZONING
- GREEN VALLEY ESTATES LAND USE ZONING
- GREENWOOD PLACE LAND USE ZONING
- HAMLET OF ALHAMBRA LAND USE ZONING
- HAMLET OF CONDOR LAND USE ZONING
- HAMLET OF LESLIEVILLE EAST LAND USE ZONING
- HAMLET OF LESLIEVILLE LAND USE ZONING
- HAMLET OF WITHROW LAND USE ZONING
- HARDINDELL AREA LAND USE ZONING
- HIDDEN ACRES LAND USE ZONING
- HILL CREST PLACE LAND USE ZONING
- HILLSIDE ESTATES LAND USE ZONING
- HORBURG AREA LAND USE ZONING
- JAMES RIVER RETREAT LAND USE ZONING
- KODIAK LAKE ESTATES LAND USE ZONING
- LAST HILL ESTATES LAND USE ZONING
- LOBSTICK ACRES LAND USE ZONING
- MACKLEN ESTATES LAND USE ZONING
- MEADOW ESTATES LAND USE ZONING
- MEADOW PONDS ESTATES
- MISTY VALLEY - EAST
- MISTY VALLEY - WEST
- MOUNTAINVIEW HEIGHTS LAND USE ZONING
- MYOWN RIVER RANCHES LAND USE ZONING
- NORDEGG INDUSTRIAL LAND USE ZONING
- NORDEGG NORTH LAND USE ZONING
- NORTHLAND PLACE LAND USE ZONING
- OWL CANYON ESTATES LAND USE ZONING

- PACIFIC HEIGHTS LAND USE ZONING
- PARADISE ACRES LAND USE ZONING
- PINE RIDGE ESTATES LAND USE ZONING
- PUBLIC AIRPORT DISTRICT ZONING
- RAINBOW ESTATES & AREA LAND USE ZONING
- RAVEN RIDGE LAND USE ZONING
- RICINUS RIDGE LAND USE ZONING
- RIDGELAND ESTATES LAND USE ZONING
- RIVERSIDE ESTATES LAND USE ZONING
- ROCKY-CLEARWATER INTERMUNICIPAL DEV AREA
- SANCTUM RETREAT LAND USE ZONING
- SILVER RIDGE LAND USE ZONING
- SKYVIEW ESTATES LAND USE ZONING
- SOUTH 40 ESTATES LAND USE ZONING
- SOUTH RAVEN HEIGHTS LAND USE ZONING
- SPRUCE PARK ESTATES LAND USE ZONING
- SUNNYNOOK ESTATES LAND USE ZONING
- TAY RIVER LAND USE ZONING
- TRAGONDALE LAND USE ZONING
- VOYAGUER FLATS LAND USE ZONING
- WEST COUNTRY ESTATES LAND USE ZONING
- WEST FERRIER LAND USE ZONING
- WEST RIDGE ESTATES LAND USE ZONING
- WESTWOOD PLACE LAND USE ZONING
- WILD ROSE PLACE LAND USE ZONING
- WILLOW ESTATES LAND USE ZONING
- WIMBLEDON LAND USE ZONING
- WOODLAND ESTATES LAND USE ZONING





## Agenda Item Report

### Regular Council Meeting

<b>AIR Type:</b>	Request for Decision
<b>SUBJECT:</b>	Application No. 05/19 to Amend the Land Use Bylaw – Bylaw 1066/19
<b>PRESENTATION DATE:</b>	Tuesday, January 28, 2020
<b>DEPARTMENT:</b> <b>WRITTEN BY:</b> <b>REVIEWED BY:</b>	Planning & Development Jose Reyes, Senior Planner Keith McCrae, Director Planning, Rick Emmons, CAO
<b>BUDGET CONSIDERATIONS:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
<b>LEGISLATIVE DIRECTION:</b>	<input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (Clearwater County Land Use Bylaw No. 714/01 and Municipal Development Plan (2010)) <input checked="" type="checkbox"/> County Bylaw or Policy
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>	
<input checked="" type="checkbox"/> Economic Prosperity <input type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input checked="" type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
<b>ATTACHMENTS:</b>	
<a href="#">Bylaw 1066-19</a> <a href="#">Application Package and Photos</a> <a href="#">Recreation Facility District - RF</a>	

#### STAFF RECOMMENDATION:

That Council consider granting second and third readings to Bylaw 1066/19.

#### BACKGROUND:

Council reviewed and gave first reading to Bylaw 1066/19 at their regular meeting held on May 14, 2019. A public hearing took place on June 25, 2019. Following the public hearing, second and third readings were tabled pending the submission of the following information:

1. Complete detailed business plan;
2. Site servicing plan prepared by a qualified engineer regarding water, sewer, storm, and water management;
3. Road requirements and traffic impacts, including access, egress, and parking considerations;
4. Open space needs;
5. Comments from the Fire Department regarding availability of protective and emergency services as well as the location of potential fire pits;

6. Type of shallow (cable, telephone, and gas) utilities including the potential relocation of electrical posts and location of proposed underground electrical lines; and
7. Detailed site, landscape and elevation plans.

Raymond Berry has made an application to redesignate Lot 6, Block 1, Plan 102 2159 from the Country Residence District "CR" to the Recreation Facility District "RF". The applicant has entered into a purchase agreement to acquire the land from John and Ilene Bugbee. The subject lands contain approximately 1.41 ha (3.5 acres) and is located at the intersection of Highway 591 and Boundary Blvd, approximately 23 km west of the Village of Caroline. No subdivision of the subject lands is anticipated at this time.

If the land use amendment application is successful, the applicant wishes to develop and operate a "rental cabin facility" consisting of twenty (20) cabins and one (1) manager residence. Each cabin is intended to be 80 sq. m. (864 sq. ft.) and would range from bungalow style to a second storey loft style. The plans for fresh water are to drill a new well and run water through deep service lines to each cabin. The septic system will use multiple 1250-gallon buried tanks to service 3 units each. The septic tanks will be emptied by a local septic service company. Shallow service electrical lines will service each cabin and run through a common meter.

The property is accessed directly from Boundary Blvd. Surrounding land use districts are country residence agriculture, country residence, highway development, recreation facility and agriculture. The Kountry Aire Campground is located directly to the west and the Boundary multi-lot subdivision is located to the southwest of the subject property.

Therefore, this application is to rezone ±1.41 ha (3.5 acres) from the Country Residential District "CR" to the Recreation Facility District "RF" as shown on Schedule "A" of the Bylaw.

**PLANNING DIRECTION:**

The application is subject to the provisions of the Municipal Development Plan (2010) and Land Use Bylaw.

**Clearwater County's Municipal Development Plan**

Guiding Principle 3.2(3) Land Use Compatibility

The location, intensity, scale and design of new development should be compatible with the capacity of the site and adjacent lands.

Policy 9.2.15

Clearwater County shall require all development to meet provincial standards and regulations respecting the provision of water and wastewater services.

Policy 11.2.21

To consider a proposed redesignation, subdivision or development for a large multi-lot subdivision, major development or other form of land use change as determined by the County, Clearwater County may require the applicant to prepare for consideration of approval by the County an area structure plan or outline plan.

Policy 11.2.22

Clearwater County may require an area structure plan or outline plan to address any or all of the following:

- (a) site suitability;
- (b) design and density;

- (c) impacts on natural capital and the environment;
- (d) effects on land uses in the vicinity;
- (e) provision of roads and utilities;
- (f) traffic impacts;
- (g) provision of open space;
- (h) protective and emergency services;
- (i) access to and impacts on education and health services;
- (j) FireSmart provisions;
- (k) measures to mitigate effects; and
- (l) any other matters required by the County to be addressed.

Policy 12.2.2 Redesignation, subdivision, and development

Clearwater County shall implement the policies of this Plan when making decisions on any proposed redesignation, subdivision, or development application and any proposed statutory plan, outline plan or concept plan.

Policy 12.2.3

To provide information relevant to a proposed redesignation, subdivision or development of land, Clearwater County may require the applicant to have prepared and submitted by a qualified professional engineer any or all of the following:

- (a) a geotechnical study;
- (b) a traffic impact study;
- (c) a water supply study;
- (d) a utility servicing study;
- (e) a stormwater management plan;
- (f) an environmental assessment; and
- (g) any other study or plan required by the County.

Policy 12.2.4

Clearwater County will consider, where applicable, the following when evaluating an application to redesignate, subdivide or develop land:

- (a) impact on adjoining and nearby land uses;
- (b) impact on natural capital, including agricultural land;
- (c) impact on the environment;
- (d) scale and density;
- (e) site suitability and capacity;
- (f) road requirements and traffic impacts, including access and egress considerations, including Subdivision and Development Regulations related to land in the vicinity of a highway;
- (g) utility requirements and impacts;
- (h) open space needs;
- (i) availability of protective and emergency services;
- (j) FireSmart provisions;
- (k) impacts on school and health care systems;
- (l) measures to mitigate effects;
- (m) County responsibilities that may result from the development or subdivision; and
- (n) any other matters the County considers relevant.

Sections 8.1.2 and 8.1.4:

Economic Development goals are:

8.1.2 Promote locally appropriate economic development activities that enhance and diversify the local economy.

8.1.4 Promote the County as a tourist destination.

Section 8.2.9:

Through the Land Use Bylaw Clearwater County shall provide for a variety of commercial and industrial land uses within the County, including a variety of locations for these uses.

### **Clearwater County's Land Use Bylaw**

The Clearwater County Land Use Bylaw addresses the uses allowed in Section 13.4 (10) Recreation Facility District "RF". The purpose of the Recreation Facility District "RF" is to accommodate and regulate the development of major or intensive recreational buildings or uses.

Permitted uses include:

- Playground
- Sports field

Discretionary uses

include:

- Holiday trailer/recreation vehicle park or campground approved specifically as being a commercial, condominium, public or time-shared facility
- *Commercial guest cabins either with attached or detached bathroom and kitchen facilities*
- Integrated recreation/tourist resort
- Food concession
- Convenience or confection store to serve the principal use
- Miniature golf and/or go-cart track
- Off-road vehicle area and trails development
- Public washrooms to serve the district
- Recreation equipment rental and sales associated with the principal use
- Recreation equipment storage facilities
- Shower and laundry facility
- Swimming pool if ancillary to the principal use
- Tennis court if ancillary to the principal use
- Other recreation structures, facilities and uses similar in type or function to a names permitted or discretionary use in this district and appropriate in a rural area.

### 13.4 (10) D. MINIMUM TOTAL FLOOR AREA

1. 35 square metres (350 sq. ft.) for a detached guest cabin without kitchenette.
2. 40 square metres (430 sq. ft.) for a detached guest cabin with kitchenette and otherwise as required by the Development Officer.

### 13.4 (10) K (5):

For any developed area, the minimum surface area that may be retained free of buildings, roads, parking lots and other fixed roof or hard surface installations shall be 60% unless otherwise approved by the Development Officer.

### 13.4 (10) L:

3. Detached cabins for the accommodation of guests and clients shall not exceed 15 per hectare (6 per acre) unless otherwise approved by the Development Officer, but the site for each cabin

shall be at least 300 square metres (3,200 sq. ft.) and a minimum width of 12 metres (40 feet). Where a detached guest cabin development is served by a piped sewer collection and/or water distribution system, the density will be as approved by the Development Officer although subsection K (5) above applies.

#### **DISCUSSION:**

The applicant has provided more information regarding the business operation including the following:

- (a) **more detailed description of the business operation:** a two-page description of the business has been submitted.
- (b) **more detailed servicing plans:** bio-swales, shared sewer pump-out tanks, common water well with holding tank and pump, and two hydrants.
- (c) **a preliminary Transportation Impact Assessment (TIA):** The Highway 591/Boundary Blvd. intersection is a type I but it should be a type II. AT however does not believe the proposed development would trigger intersection improvements. Any improvements if needed will be the responsibility of the developer.
- (d) **comments from the Fire Department:** Road width should be at least 6 m with appropriate turning radius, development is subject to Building Code.
- (e) **more detail regarding shallow utilities:** buried power lines, no telephone, cable or gas.
- (f) **more detailed site/landscape plans:** Fence and trees are being proposed around the property, a small playground is being proposed.

Following internal discussions, it was noted that the densities proposed for the development will not meet the Safety Code Act. More specifically, the separation distance between buildings fall short of meeting building code. As a result, it is anticipated that the applicant will need to reduce the proposed number of cabins in order to obtain a building permit.

#### **RECOMMENDATION:**

That Council consider granting second and third readings to Bylaw 1066/19.

**BYLAW NO. 1066/19**

A Bylaw of Clearwater County, in the Province of Alberta, for the purpose of amending the Land Use Bylaw, being Bylaw No. 714/01.

PURSUANT to the Authority conferred upon it by the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto, and;

WHEREAS, a Council is authorized to prepare, to adopt, and to amend a Land Use Bylaw to regulate and control the use and development of land and buildings within the Municipality;

WHEREAS, the general purpose of the Recreation Facility District "RF" is to accommodate and regulate the development of major or intensive recreational buildings and uses.

NOW, THEREFORE, upon compliance with the relevant requirements of the Municipal Government Act, the Council of the Clearwater County, Province of Alberta, duly assembled, enacts as follows:

***That Lot 6, Block 1, Plan 102 2159 consisting of ±3.5 acres as outlined in red on the attached Schedule "A" be redesignated from the Country Residential District "CR" to the Recreation Facility District "RF".***

READ A FIRST TIME this 14<sup>th</sup> day of May A.D., 2019.

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

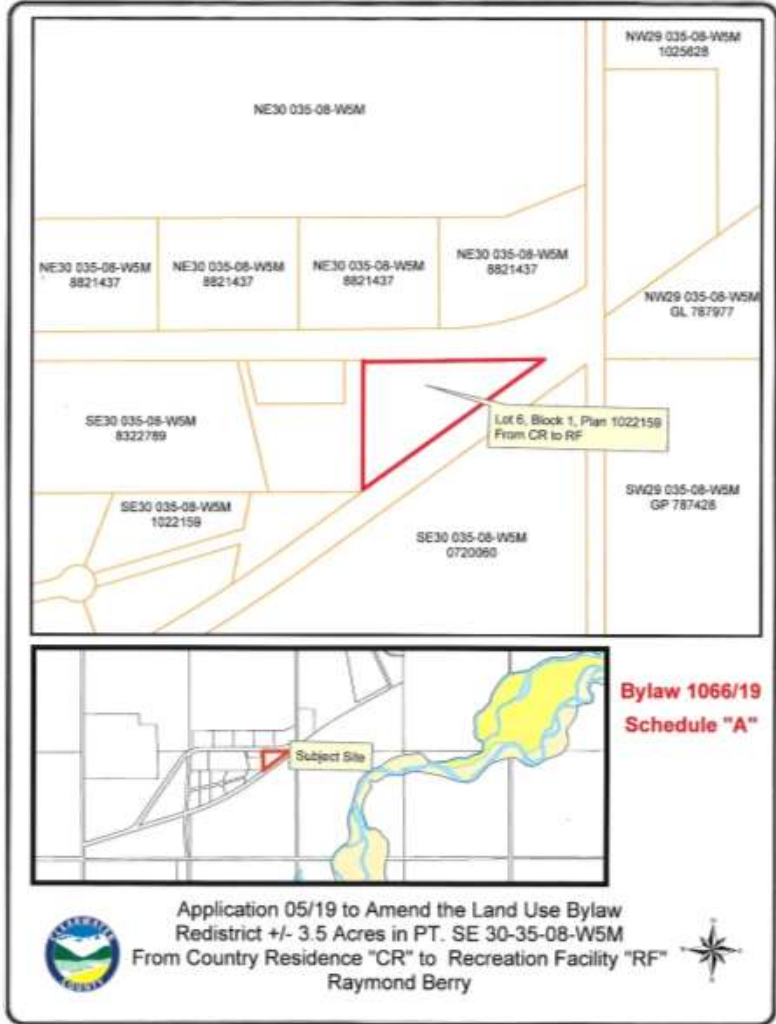
PUBLIC HEARING held this 25<sup>th</sup> day of June A.D., 2019.

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 2020.

READ A THIRD AND FINAL TIME this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 2020.

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER





**CLEARWATER COUNTY**  
**Application for**  
**Amendment to the Land Use Bylaw**

Application No. \_\_\_\_\_

I / We hereby make application to amend the Land Use Bylaw.

APPLICANT: Raymond Berry

ADDRESS & PHONE: 50 Hansen Way Langdon Alberta T0J 1X1 403 710 9002

REGISTERED OWNER: John & Irene Bugbee

ADDRESS & PHONE: \_\_\_\_\_

**AMENDMENT REQUESTED:**

1. CHANGE OF LAND USE DISTRICT **FROM:** CR **TO:** RF  
 LEGAL DESCRIPTION OF PROPERTY: \_\_\_\_\_ 1/4 Sec. \_\_\_\_\_ Twp. \_\_\_\_\_ Rge. \_\_\_\_\_ W5M  
 OR: LOT: 6 BLOCK 1 REGISTERED PLAN NO.: 102 2159  
 OR: CERTIFICATE OF TITLE NO.: \_\_\_\_\_ (Site Plan is attached)  
 SIZE OF AREA TO BE REDESIGNATED: 3.5 (Hectares Acres)

2. REVISION TO THE WORDING OF THE LAND USE BYLAW AS FOLLOWS:

I would like to make a revision to the land use from Res to Rec to accomodate this Cabin project

3. REASONS IN SUPPORT OF APPLICATION FOR AMENDMENT:

20 Cabin project  
 20 Rental Cabins with a manager cabin

DATE: April 10, 2019 APPLICANT'S SIGNATURE [Signature]

This personal information is being collected under the authority of the Municipal Government Act, Being Chapter M-26, R.S.A. 2000 and will be used to process the Land Use Bylaw amendment application. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act, Chapter F-25, RSA, 2006. If you have any questions about the collection of this personal information, please contact Clearwater County, P.O. Box 550, Rocky Mountain House AB T4T 1A4.

APPLICATION FEE OF \_\_\_\_\_ DATE PAID: \_\_\_\_\_ RECEIPT NO. \_\_\_\_\_

\_\_\_\_\_  
 SIGNATURE OF DEVELOPMENT OFFICER  
 IF APPLICATION COMPLETE  
 IMPORTANT NOTES ON REVERSE SIDE



# Wildhorse Cabin club

## **Overall concept:**

A cabin rental company that rents cabins out on a daily, weekly and monthly basis. It allows people to experience the area in a private cabin with family and friends without having to invest big money on a permanent property. The cabins will accommodate off roaders, hunters, fishermen, family and corporate events, hikers, snowmobilers, cross country skiers, snow enthusiasts and people just looking for a quiet place to get away for a few days. The facility will offer off road vehicle rentals, fishing boats, guided tours etc. The resort will be open all year round and will provide tourism 365 days a year.

## **Impact on the area**

Offering rental accommodations in this area will have little to no negative impact on an area that already offers RV accommodations, motel accommodations, and a few private residences. The resort is proposed for the end of highway 591 at Boundary Road. Alberta Transportation has agreed to approve a 30-meter set back from Highway 591 to accommodate for this project. Alberta transportation also does not feel that this development will trigger improvements to the intersection limited to the number of cabins.

Clearwater Fire and rescue see's no access issues as we have exceeded the requirements of building code-2014-3.2.5.6. (1) not only in road widths and turning radius but number of fire hydrants on property.

The positive impact on the area will be significant in bringing new tourists to the area to support the local business. There will be new sales of groceries, fuel, sporting equipment, alcohol, firewood, mechanical services, health services, building materials, trades, guiding and site seeing services etc. Our target market will be Edmonton, Red deer, Calgary and out of province and country visitors.

## **Cabin**

The 20 Cabins will be between 864 - 960 sq. ft 2 story cabins complete with front Covered Patios. The cabins will all be covered in hardy board siding, tin roofs, earth tone colors to blend into the area. Parking areas will be approximately 12 meters by 4 meters allowing for a minimum of 2 vehicles no parking on the roads will be permitted. The perimeter of the property will have 8-foot fences & include 6-14-foot trees and bushes native to the area.

### **Servicing**

Each cabin will be fully serviced with 60amp power buried 4 feet beneath the road as per install by Blue Mountain Utilities, well water and a shared septic pump out tank servicing four units. The well water will come from a new well and well house equipped with a 2000 gallon holding tank. The water will be tested on a weekly basis according to health Canada regulations. Hydrants will be country style and marked not potable. Services are marked on drawing blue for water, red for electric, green for sewer. There will be no telephone, Cable or gas lines run to the rental cabins.

Bioswales are also labelled in green and will have a 1% to 2% slope leading to dry pond and property boundaries. Bioswale's design is intended to safely maximize the time water spends in the swale, which aids in the collection and removal of pollutants, silt and debris.

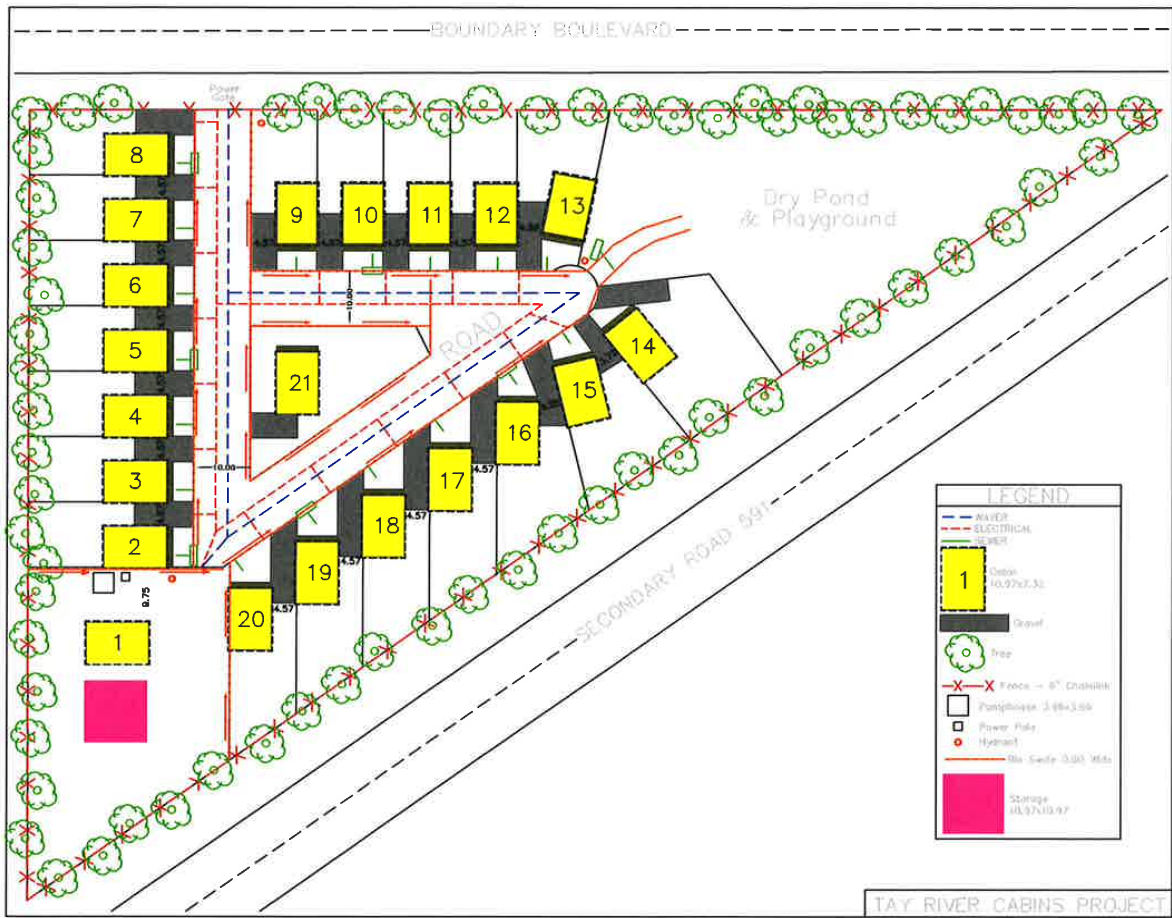
### **Infrastructure**

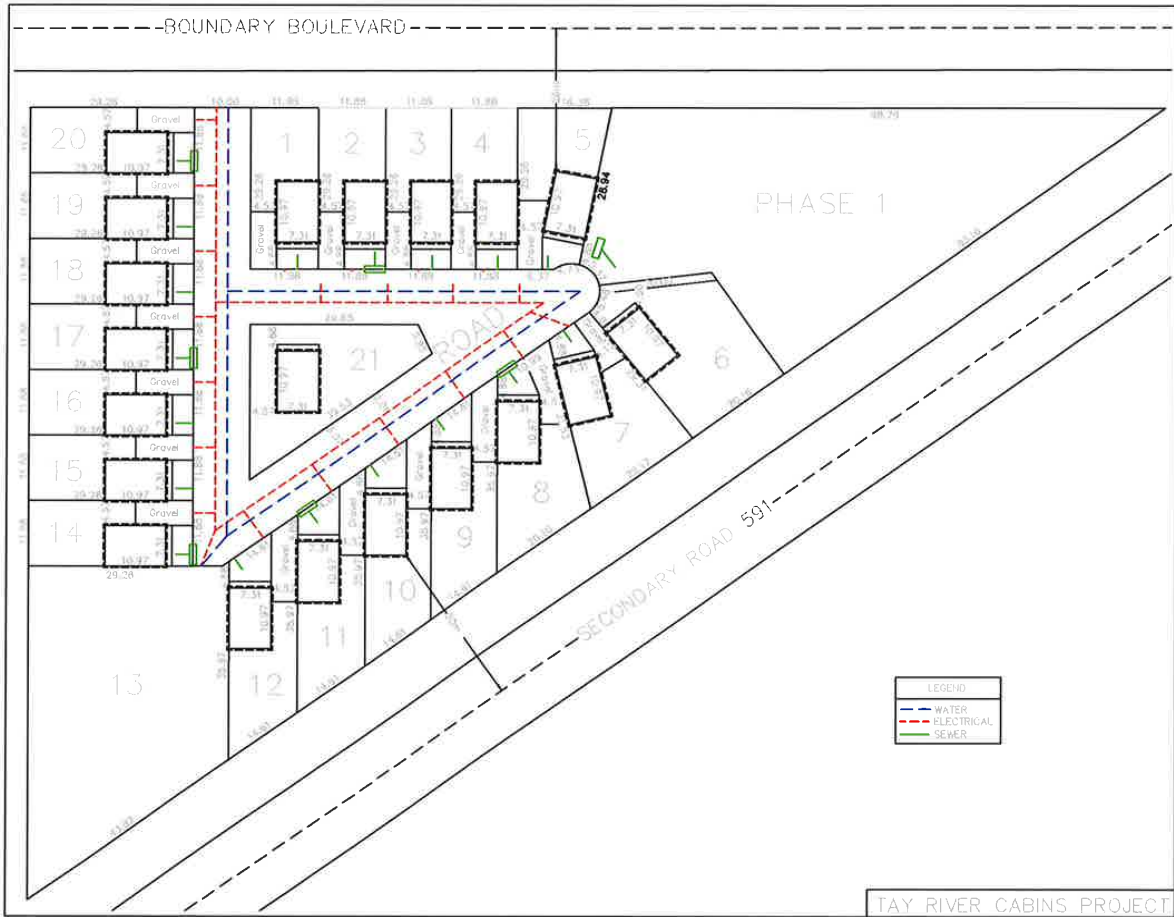
The road system will be finished in  $\frac{3}{4}$  crush gravel and bordered by gravel lined bioswales sloped to 1 to 2 % to allow water to dissipate. The Geotech shows 12-18 inches of topsoil, and then gravel with a 2-foot vein of clay in the NW corner. The perk test shows quick assimilation of water in the 15-20-minute range. The property will remain 65 to 70% green with the cabin footprints taking up the rest. There is a green space for playground and group picnic area.

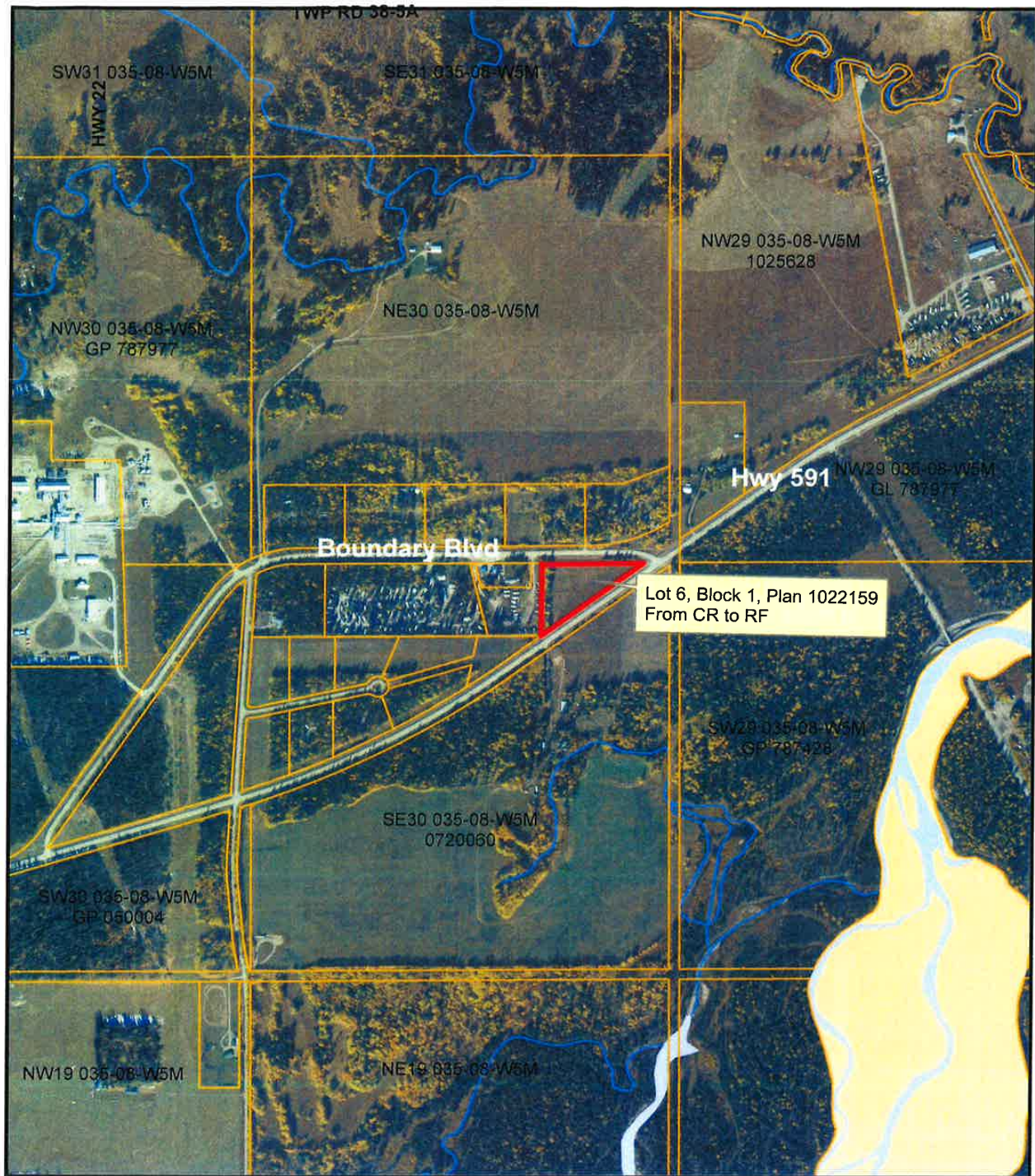
### **Business Plan**

The rentals will be marketed with a 3-prong approach.

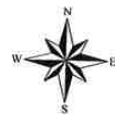
1. Social media including face book ads, Instagram, you tube videos, Air bnb, and website with landing pages. We are going to attract people that cannot afford an RV or cottage to come out and be introduced to the area at a very reasonable cost and hopefully on a repeat basis.
2. Radio and print advertising using local media outlets.
3. Corporate contact to create corporate retreat and team building events.







Application 05/19 to Amend the Land Use Bylaw  
 Redistrict +/- 3.5 Acres in PT. SE 30-35-08-W5M  
 From Country Residence "CR" to Recreation Facility "RF"  
 Raymond Berry





Application 05/19 to Amend the Land Use Bylaw  
 Redistrict +/- 3.5 Acres in PT. SE 30-35-08-W5M  
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**13.4 (10) RECREATION FACILITY DISTRICT "RF"**

THE PURPOSE OF THIS DISTRICT IS TO ACCOMMODATE AND REGULATE THE DEVELOPMENT OF MAJOR OR INTENSIVE RECREATIONAL BUILDINGS AND USES

**A. PERMITTED USES**

1. Equestrian and other riding facilities, including trails, stables and enclosures for horses and tack
2. Farming, except intensive agriculture
3. Picnic grounds
4. Playground
5. Natural or landscaped open space
6. Skiing (cross-country) development
7. Sports field

**B. DISCRETIONARY USES**

1. Amusement park
2. Ancillary buildings and uses
3. Arts and crafts centre
4. Clubhouse
5. Commercial guest cabins either with attached or detached bathroom and kitchen facilities
6. Commercial guest lodge having one or more buildings either with attached or detached bathroom and kitchen facilities
7. Convenience or confection store to serve the principal use
8. Downhill ski facility
9. Dude ranch or vacation farm
10. Exhibition grounds
11. Food concession
12. Game or wild animal park for viewing and tourism purposes only
13. Golf course and/or driving range
14. Holiday trailer/recreation vehicle park or campground approved specifically as being a commercial, condominium, public or time-shared facility
15. Hostel having one or more buildings either with attached or detached bathroom and kitchen facilities
16. Integrated recreation/tourist resort
17. Intensive recreation facility and/or use appropriate in a rural area
18. Marina and associated facilities
19. Miniature golf and/or go-cart track
20. Motor-cross, BMG and stockcar tracks
21. Off-road vehicle area and trails development
22. Open air skating rink
23. Outdoor theatre

24. Pro-shop if ancillary to a principal use of land or buildings
25. Public utility building to serve this district
26. Public washrooms to serve this district
27. Recreation equipment rental and sales associated with principal use
28. Recreation equipment storage facilities
29. Residence for manager or custodian, if ancillary to the principal use or building
30. Residence of a temporary and portable type ancillary to an approved concession and not to exceed 30 square metres (300 sq. ft.)
31. Restaurant and/or beverage lounge ancillary to a principal use
32. Riding and equestrian facility
33. Rifle range
34. Sewage lagoon and treatment to serve this district
35. Shower and laundry facility
36. Skeet and trap facility
37. Swimming pool if ancillary to a principal use
38. Tennis court if ancillary to a principal use
39. Waterslide
40. Zoo
41. Other recreation structures, facilities and uses similar in type or function to a named permitted or discretionary use in this district and appropriate in a rural area

C. MINIMUM LOT AREA

As required by the Development Officer, but not less than 1 hectare (2.5 acres).

D. MINIMUM TOTAL FLOOR AREA

1. 35 square metres (350 sq. ft.) for a detached guest cabin without kitchenette.
2. 40 square metres (430 sq. ft.) for a detached guest cabin with kitchenette and otherwise as required by the Development Officer.

E. MAXIMUM TOTAL FLOOR AREA

For public utility building: as required by the Development Officer, but not in excess of 75 square metres (800 sq. ft.). For a detached guest cabins: as required by the Development Officer, but not in excess of 85 square metres (900 sq. ft.).

F. MINIMUM DEPTH OF FRONT YARD

15 metres (50 feet) on an internal road and otherwise as required pursuant to Section 10.3 and Figures 1 to 7 of the Supplementary Regulations.

G. MINIMUM WIDTH OF SIDE YARD

3 metres (10 feet) except for a corner parcel where the minimum side yard adjacent to a public road shall be determined as though it were a front yard.

H. MINIMUM DEPTH OF REAR YARD

7.5 metres (25 feet) unless otherwise approved by the Development Officer.

NOTE: Existing lots which cannot comply with the foregoing and created prior to this Bylaw coming into effect shall meet setback requirements as determined by the Development Officer.

I. MAXIMUM HEIGHT OF BUILDINGS

Two storeys or 8 metres (26 feet) unless otherwise approved by the Development Officer.

J. DESIGN, CHARACTER AND APPEARANCE OF BUILDINGS

1. All permanent buildings and structures added to a lot shall be of new construction unless otherwise approved by the Development Officer.
2. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall complement the natural features and character of the site to the satisfaction of the Development Officer.
3. Ancillary structures and additions shall be designed to complement the main building.
4. No basements are permitted for detached guest cabin.
5. Common sewage and water systems may be required for commercial and guest cabins and lodges at the discretion of the Development Officer.

K. LANDSCAPING

1. Approval to develop may be made subject to the Development Officer accepting a landscaping plan.
2. The Development Officer may require measures to retain natural vegetation and to protect sensitive soils on the site.
3. Any development may be subject to screening from view by vegetation or other screening of a visually pleasing nature as required by the Development Officer.
4. Where two or more buildings are located on a lot, the separation distances between them may be at the discretion of the Development Officer.
5. For any developed area, the minimum surface area that may be retained free of buildings, roads, parking lots and other fixed roof or hard surface installations shall be 60% unless otherwise approved by the Development Officer.

L. MAXIMUM ALLOWABLE DENSITY

1. The maximum number of public campsites that may be provided for tents, holiday trailers and recreation vehicles in a holiday trailer/recreation vehicle park shall be 20 sites per hectare (8 sites per acre). If more than 4 hectares (10 acres) are developed as a holiday trailer park, the maximum

density shall be reduced to 17 sites per hectare (7 sites per acre). If a holiday trailer park has communal utility services, the density may be increased at the discretion of the Development Officer except 60% of the immediate site area shall remain in vegetated cover.

2. Each site intended to accommodate a single tent, holiday trailer or recreation vehicle shall be a minimum of 300 square metres (3,200 sq. ft.) and have a minimum width of 10 metres (33 feet). Where 2 or more tents, holiday trailers and/or recreation vehicles are intended to be accommodated together, the size of the site shall be increased by at least 50 square metres (500 sq. ft.) per additional unit.
3. Detached cabins for the accommodation of guests and clients shall not exceed 15 per hectare (6 per acre) unless otherwise approved by the Development Officer, but the site for each cabin shall be at least 300 square metres (3,200 sq. ft.) and a minimum width of 12 metres (40 feet). Where a detached guest cabin development is served by a piped sewer collection and/or water distribution system, the density will be as approved by the Development Officer although subsection K (5) above applies.

M. OFF STREET PARKING

As stated in this Bylaw except:

1. for any sports facility, one space for each pair of potential participants and one space for each four spectator seats;
2. for any multi-unit facility used for the overnight accommodation of guests or clients, one space for each bedroom or one space for each two potential overnight guests or clients, whichever is greater.

N. PERIOD OF OCCUPANCY

1. For a hostel, guest lodge, cabin or holiday trailer/recreation vehicle park the maximum period of occupancy shall be 21 consecutive days for vacation/recreation use only.