

# Town of Stettler

**COUNCIL MEETING**

**JUNE 17, 2025**

**6:30 P.M.**

**BOARD ROOM**



# Town of **Stettler**

## Mission Statement



We will provide  
a high quality of life  
for our residents and visitors  
through leadership and  
the sustainable delivery  
of effective, efficient  
and affordable services  
that are socially and  
environmentally responsible.

**TOWN OF STETTLER**  
**REGULAR COUNCIL MEETING**  
**TUESDAY, JUNE 17<sup>th</sup>, 2025**  
**6:30 P.M.**  
**AGENDA**

**1. Agenda Additions**

**2. Agenda Approval**

**3. Confirmation of Minutes**

- |   |       |
|---|-------|
| (a) Minutes of the Regular Council Meeting of June 3 <sup>rd</sup> , 2025         | 6-12  |
| (b) Minutes of the Committee of the Whole Meeting of June 10 <sup>th</sup> , 2025 | 13-22 |

**4. Citizens Forum**

**5. Delegations**

- (a) 6:35 – Rhonda Sylvester – Gracenotes and Piano Duet First Place Winners

**6. Administration**

- |   |       |
|---|-------|
| (a) Committee Recommendation – Policy I-5(c): Council Electronic Devices  | 23-25 |
| (b) Committee Recommendation – Policy VII-9: Credit Card Processing Fees  | 26-27 |
| (c) Committee Recommendation – Policy X-1 (f): Campground Fees  | 28-30 |
| (d) Committee Recommendations   | 31-32 |
| I. Policy I-5(a): Council Code of Ethics  | 33-35 |
| II. Policy I-5(b): Service Recognition for Town of Stettler Members of Council  | 36    |
| III. Policy II-3(b): Members of Council Renumeration and Council and Council Appointed Board Members at Large Reimbursement for Meetings, Subsistence and Accommodation | 37-40 |
| IV. Policy II-3(c): Council Attendance at Conventions, Workshops and Seminars   | 41    |

V. Policy II-7(m) Town Council Committee Appointment System	42
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XI. Policy VII-6: Miscellaneous R.C.M.P. Fees	55
XII. Policy VII-8: Paper Billing Fees	56-57
XIII. Policy XI-1: Town of Stettler Promotional Items Distribution	58-59
(e) Memo – Cancellation of Summer Committee Meetings	60
(f) Memo – Stettler Library Board Member at Large Vacancy	61-62
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(h) Meeting Dates	
-Tuesday, July 8, 2025 – COW – 5:30 p.m.	
-Tuesday, July 8, 2025 – Council – 6:30 p.m.	
-Tuesday, July 22, 2025 – COW – 5:30 p.m.	
-Tuesday, July 22, 2025 – Council – 6:30 p.m.	
-Tuesday, August 5, 2025 – Council – 6:30 p.m.	
-Tuesday, August 19, 2025 – COW – 5:30 p.m.	
-Tuesday, August 19, 2025 – Council – 6:30 p.m.	
-Tuesday September 2, 2025 – Council – 6:30 p.m.	
-Tuesday, September 9, 2025 – COW – 4:30 p.m.	
(i) Accounts Payable in the amount of \$697,150.11	64-71
(\$16,228.87 + \$3,794.00 + 38,991.07 + \$165,967.49 + \$472,168.68)	

## 7. **Council**

(a) Meeting Reports

**8. Minutes**

**9. Public Hearings**

**10. Bylaws**

(a) Bylaw 2189-25: Advertising Bylaw	72-75
(b) Bylaw 2190-25: Land Use Bylaw	76-242
(c) Bylaw 2191-25: Parks, Campgrounds and Public Reserves Bylaw	243-250

**11. Correspondence**

(a) Parkland Regional Library System – 2024 Return on Investment	251-252
(b) RCMP Statistics – Community Policing Report	253-263

**12. Items Added**

**13. In-Camera Session**

(a) In-Camera – Local Body Confidences – FOIP – Section 23(1) – Fire Update	
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**14. Adjournment**

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL  
HELD ON TUESDAY, JUNE 3<sup>rd</sup>, 2025 IN THE MUNICIPAL OFFICE,  
COUNCIL CHAMBERS**

**Present:**

Mayor S. Nolls

Councillors K. Baker, C. Barros, G. Lawlor, T. Randell, W. Smith & S. Pfeiffer

CAO L. Graham

Assistant CAO K. Hymers

Director of Information Services G. Scott

Director of Parks and Leisure Services B. Robbins

Development Officer A. Stormoen

Director of Operations M. Robbins

Media (1)

**Absent:**

**Call to Order:**

Mayor Nolls called the meeting to order at 6:30 p.m.

1/2. **Agenda Additions/Approval:**

**Motion 25:06:01**

Moved by Councillor K. Baker to accept the agenda as presented.

MOTION CARRIED  
Unanimous

3. **Confirmation of Minutes:**

- (a) Minutes of the Regular Meeting of Council held May 20<sup>th</sup>, 2025

**Motion 25:06:02**

Moved by Councillor W. Smith that the Minutes of the Regular Meeting of Council held on May 20, 2025 Be accepted as presented.

MOTION CARRIED  
Unanimous

- (b) Business Arising from the May 20<sup>th</sup>, 2025 Minutes

4. **In-Camera Session:** (a) In-Camera – Local Body Confidences – FOIP – Sections 23(1) – Draft Intermunicipal Development Plan

**Motion 25:06:03**

Moved by Councillor S. Pfeiffer that the Town of Stettler Council enter an In-Camera Session with CAO L. Graham, Assistant CAO K. Hymers, Director of Information Services G. Scott, Director of Parks and Leisure Services B. Robbins, Development Officer A. Stormoen and Director of Operations M. Robbins present to discuss the In-Camera Items.

MOTION CARRIED  
Unanimous at 6:32 p.m.

**Motion 25:06:04**

Moved by Councillor C. Barros that the Town of Stettler Council return to the regular meeting.

MOTION CARRIED  
Unanimous at 6:48p.m.

**Motion 25:06:05**

Moved by Councillor G. Lawlor that the Town of Stettler Council accept the presented draft policy statement and move to the next step in the plan.

MOTION CARRIED  
Unanimous

Town Fire Chief M. Dennis and Deputy Fire Chief E. Brugman joined the meeting at 6:51 p.m.

- 4. **Delegations:** (a) None
- 5. **Citizen's Forum:** (a) None
- 6. **Administration:** (a) Memo – 2025 General Election Voting Procedures

Mayor Nolls welcomed Director of Information Services G. Scott to the meeting.

Administration presented an overview of Council's authority to modify certain election procedures under the Local Authorities Election Act. Historically, the Town of Stettler Council has followed standard procedures without variations.

Key election days were highlighted:

- Nomination Day: September 22, 2025
- Election Day: October 20, 2025

Council reviewed several sections of the act and considered changes.

**Motion 25:06:06**

Moved by Councillor C. Barros that the Town of Stettler Council implement the following changes:

- Section 11: Council agreed to maintain the standard election date of October 20, 2025, rather than moving it to the preceding Saturday.
- Section 37(3): Council opted to proceed with a single voting station at Stettler Community Hall, with advanced voting scheduled at the Town Office from October 14<sup>th</sup>-17<sup>th</sup>.
- Section 43(3): Council decided ballots would continue to be arranged alphabetically by surname as standard procedures.
- Section 46(2): Council confirmed voting stations would remain open from 10 a.m. to 8 p.m. on Election Day.
- Section 78(4.1)-(4.3): Council decided to wait for any formal requests before June 30 to determine if a blind elector template is needed.
- Section 85.1(4): Council agreed vote counting will begin only after polls close at 8 p.m., following standard procedure.

Mayor Nolls thanked G. Scott for his excellent presentation.

G. Scott left the meeting at 6:57 p.m.

- (b) Memo - Spray Park Snack Shack

Mayor Nolls welcomed Director of Parks and Leisure Services B. Robbins to the meeting.

B. Robbins highlighted that the snack shack previously operated as a lease agreement with yearly lease costs being set at 10% gross sales per month. The snack shack has not had a lease holder since the summer of 2022 although there have been a number of inquiries. Limitations as to what offerings can be provided through the snack shack have impacted potential lessee's from signing an agreement.

The Soaring Project will activate the currently unused ice cream shack located at West Stettler Park. Youth volunteers (ages 12-17) will operate the shack on a limited schedule (3-hour daily shifts and a Wednesday evening shift) throughout the months of July and August, selling ice cream on a cost-recovery basis with light profit. In exchange, the youth who volunteer will receive an honorarium at the end of summer recognizing their contributions and volunteer hours.

The Soaring Team also proposes to enhance the ice cream shack area with artistically painted tables, engaging youth and local artists in beautification efforts that serve as positive community expression and help discourage graffiti

**Motion 25:06:07**

Moved by Councillor G. Lawlor that the Town of Stettler Council approve granting the operations of the Spray Park Snack Shack to the Soaring Project Team, led and supported by the Stettler Public Library from July 1st to August 31st of 2025.

MOTION CARRIED  
Unanimous

Mayor Nolls thanked B. Robbins for the great job on his presentation.

(c) Memo – Tax Rebate

Administration advised that per the Town of Stettler Tax Rebate Policy IV – 1(A), they are seeking approval to issue a refund cheque to the owner of 6011 – 40 Avenue Close for a tax rebate on a mobile home that burned down. The demolition was completed on May 1, 2025.

**Motion 25:06:08**

Moved by Councillor W. Smith that the Town of Stettler Council approve the Tax Rebate in the amount of \$855.73.

MOTION CARRIED  
Unanimous

(d) Memo – Town of Stettler Pancake Breakfast

Administration advised that the Town Pancake Breakfast has traditionally been held on the second Saturday of June in conjunction with the Steel Wheel Stampede. However, with the Stampede no longer taking place, Council must determine the best way to proceed with the event.

Discussions with the County of Stettler have resulted in an offer to partner once again. Under this proposal, Town of Stettler Councillors could collaborate with County of Stettler Councillors and staff to serve breakfast at the Stettler County Fair on August 1st, 2025. Additionally, County of Stettler Councillors could join Town of Stettler Councillors and staff for a separate Town of Stettler Pancake Breakfast at a date of their choosing.

One potential date for the Town-hosted breakfast is July 1st, 2025, as it coincides with the Canada Day Parade, an event that has traditionally paired with the pancake breakfast. Staff members have expressed an interest in assisting with cleanup and various tasks to help ensure the event runs smoothly.



Motion 25:06:09

Moved by Councillor T. Randell that the Town of Stettler Council proceed with the following plan:

- 1. Host a Town of Stettler Pancake Breakfast on July 1<sup>st</sup>, 2025 and invite County of Stettler Councillors to assist in the kitchen.
- 2. Collaborate with the County of Stettler by participating in and help during their pancake breakfast at the Stettler County Fair on August 1<sup>st</sup>, 2025.

MOTION CARRIED  
Unanimous

B. Robbins and M. Robbins left the meeting at 7:13 p.m.

(e) April 2025 Bank Reconciliation

Motion 25:06:10

Moved by Councillor K. Baker that the Town of Stettler Council accept the information as presented.

MOTION CARRIED  
Unanimous

(f) CAO Reports

Motion 25:06:11

Moved by Councillor G. Lawlor that the Town of Stettler Council accept the information as presented.

MOTION CARRIED  
Unanimous

(g) Meeting Dates

- Tuesday, June 10, 2025 – COW – 4:30 p.m.
- Tuesday, June 17, 2025 – Council – 6:30 p.m.
- Tuesday, July 8, 2025 – Council – 6:30 p.m.
- Tuesday, July 22, 2025 – Council – 6:30 p.m.
- Tuesday, August 5, 2025 – Council – 6:30 p.m.
- Tuesday, August 19, 2025 – Council – 6:30 p.m.
- Tuesday September 2, 2025 – Council – 6:30 p.m.
- Tuesday, September 9, 2025 – COW – 4:30 p.m.

(h) Accounts Payable in the amount of \$1,113,531.72

(\$17,668.51 + \$25,991.00 + \$713,429.27 + \$214,296.47 + \$14,348.38 + \$127,798.09)

Motion 25:06:12

Moved by Councillor S. Pfeiffer that the Accounts Payable in the amount of \$745,446.16 be paid as presented.

MOTION CARRIED  
Unanimous

7. Council:

Councilors outlined highlights of meetings they attended.

(a) Mayor Nolls

- May 21 – Talk of the Town
- May 21 – Economic Development Meeting
- May 21 – Intermunicipal Development Plan Meeting
- May 22 – Met with another local elected official
- May 23 – SRO Meeting
- May 23 – Community Builders Unveiling
- May 26 - Intermunicipal Development Plan Prep Meeting

May 26 – Intermunicipal Development Plan County and Town Meeting  
May 27 – Seniors’ Week Proclamation Signing  
May 28 – Assisted Dr. Lawal  
May 29 – Stettlerfest Committee Meeting  
May 29 – Performing Arts Centre Funding Press Release  
May 29 – Signed Cheques  
May 31 – Moved Dr. Lawal from Drumheller to Stettler  
June 2 – Seniors’ Week Luncheon – Heart Haven  
June 3 – Seniors’ Week Luncheon – Paragon Place

(b) Councillor Baker

May 23 – Municipal Planning Commission Meeting  
May 23 – Community Builders Unveiling  
June 2 – Seniors’ Week Luncheon – Heart Haven  
June 3 – Seniors’ Week Luncheon – Paragon Place

(c) Councillor Barros

May 23 – Municipal Planning Commission Meeting  
May 23 – Community Builders Unveiling  
May 29 – Municipal Planning Commission Meeting  
June 3 – Seniors Week Luncheon – Paragon Place

(d) Councillor Lawlor

May 21 – Economic Development Meeting  
May 22 – Stettler Public Library Meeting  
May 23-24 – Alberta Japan Twinned Municipalities Association Conference  
May 29-30 – Central Alberta Child Advocacy Centre – 2025 Child Abuse Conference  
June 3 – Seniors’ Week Luncheon – Paragon Place

(e) Councillor Pfeiffer

May 21 – Economic Development Meeting  
May 23 – Community Builders Unveiling  
May 23 – Municipal Planning Commission Meeting  
May 24 – Intermunicipal Development Plan Review  
May 25 – Family & Community Support Services Meeting  
May 29 – Stettlerfest Committee Meeting  
May 29 – Municipal Planning Commission Meeting

(f) Councillor Randell

May 21 – Economic Development Meeting  
May 23 – Municipal Planning Commission Meeting  
May 26 – Health Professionals Attraction & Retention Committee Meeting  
May 28 – County of Stettler Housing Authority Meeting

(g) Councillor Smith

- May 21 – Intermunicipal Development Plan Review
- May 23 – Municipal Planning Commission Meeting
- May 23 – SRO-SC Meeting
- May 23 – Community Builders Unveiling
- May 26 – Intermunicipal Development Plan Prep Meeting
- May 26 – Intermunicipal Development Plan County and Town Meeting
- May 26 – Family & Community Support Services Meeting

**Motion 25:06:13** Moved by Councillor T. Randell that the Town of Stettler Council approve the Council Reports as presented.

MOTION CARRIED  
Unanimous

8. **Minutes:**
- (a) Parkland Regional Library Services Board – May 15, 2025
  - (b) Heartland Beautification Committee Meeting – May 1, 2025
  - (c) Stettler & District FCSS Board Meetings

**Motion 25:06:14** Moved by Councillor K. Baker that the Town of Stettler accept items (a-c) as information.

MOTION CARRIED  
Unanimous

9. **Public Hearing:** (a) None
10. **Bylaws:** (a) None
11. **Correspondence:** (a) Parkland Regional Library System – 2024 Annual Report

**Motion 25:06:15** Moved by Councillor W. Smith that the Town of Stettler accept item (a) as information.

MOTION CARRIED  
Unanimous

12. **Items Added:** (a)
13. **In-Camera Session:** (b) In-Camera – Local Body Confidences – FOIP – Section 23(1) – Fire Update

**Motion 25:06:16** Moved by Councillor S. Pfeiffer that the Town of Stettler Council enter an In-Camera Session with CAO L. Graham, Assistant CAO K. Hymers, Fire Chief M. Dennis and Deputy Fire Chief E. Brugman present to discuss the In-Camera item.

MOTION CARRIED  
Unanimous at 7:24 p.m.

**Motion 25:06:17** Moved by Councillor S. Pfeiffer that the Town of Stettler Council return to the regular meeting

MOTION CARRIED  
Unanimous at 8:11 p.m.

**Motion 25:06:18** Moved by Councillor K. Baker that the Town of Stettler Council accept the notice to terminate.

MOTION CARRIED  
Unanimous

**Motion 25:06:19**

Moved by Councillor C. Barros that the Town of Stettler Council appoint Councillors K. Baker, G. Lawlor, and Mayor S. Nolls to the Transitional Committee.

MOTION CARRIED  
Unanimous

14. **Adjournment:**

**Motion 25:06:20**

Moved by Councillor S. Pfeiffer that this regular meeting of the Town of Stettler Council be adjourned.

MOTION CARRIED  
Unanimous at 8:12 p.m.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Assistant CAO

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING  
JUNE 10, 2025

Present: Mayor S. Nolls

Councillors K. Baker, C. Barros, G. Lawlor, S. Pfeiffer & W. Smith. T. Randell

CAO L. Graham  
Assistant CAO K. Hymers  
Development Officer A. Stormoen  
Legislative Services Coordinator M. Standage  
Directors of Parks and Leisure Services B. Robbins

Media (0)

Call to Order: Mayor Nolls called the meeting to order at 4:30 p.m.

1. Agenda Additions/Deletions

2. Agenda Approval

Moved by Councillor Baker that the agenda be approved as presented.

MOTION CARRIED  
Unanimous

3. Parks, Campgrounds and Public Reserves Bylaw

Mayor Nolls welcomed Director of Parks and Leisure Services B. Robbins to the meeting.

B. Robbins explained that this bylaw provides regulations for the control and management of parks, campgrounds, and public reserves within the Town of Stettler. The bylaw aims to ensure safe, respectful, and enjoyable use of community green spaces.

B. Robbins noted that this bylaw outlines prohibited activities, defines proper camping conduct, and sets standards for park use, including quiet hours, pet control, and safe use of public spaces. The bylaw enables enforcement by Bylaw Officers and RCMP, establishes fines starting at \$100 for violations, and allows for eviction or suspension from park areas as necessary. The CAO holds authority to close or regulate access when needed.

Moved by Councillor Barros that the Committee of the Whole to accept item (3) as information and bring back to a future Regular Council Meeting.

MOTION CARRIED  
Unanimous

4. Policy X-1 (f): Campground Fees

B. Robbins presented a revised campground fee structure aimed at recovering costs related to campground attendants and supplies.

For Lion's Campground, nightly, weekly, and monthly rates were outlined for full-service and partial-service. There is also a base charge for unserviced sites (\$20/night), and overflow

camping (\$15/night) as well as a non-refundable \$10 booking fee applies to all reservations, with shower and Wi-Fi access provided at no additional cost.

Special group bookings (up to 30 units) may be accommodated at the Stettler Sports Park, with rates of \$600 for weekends and \$800 for long weekends, subject to availability and a completed Recreation Facility Agreement.

Administration respectfully recommends that Town of Stettler Council amends Policy X-1 (f) "Campground Fees".

Mayor Nolls thanked B. Robbins for his excellent presentations.

B. Robbins left the meeting at 4:48 p.m.

5. Policy Iv-1: Building and Development Fee Schedule

Mayor Nolls welcomed Development Officer A. Stormoen to the meeting

A. Stormoen noted that the Building & Development Permit Fee Schedule Policy was last updated in June of 2023 in correlation with the renewal of the IJD Inspections Ltd. contract which included an increase to the Plumbing, Gas and Electrical Permit fees. Further, the policy was amended to increase the Building Permit fees in 2020, over again, with the renewal of the IJD Inspections Ltd. contract. The proposed fee amendments in the attached schedule for Development Permit, Municipal Planning Commission and Land Use Bylaw Amendment fees are believed to date back to 2003 or earlier. According to records available to administration the fees date back to 2003, however, are likely to predate 2003 and may have been part of the original policy.

As the Development Permit, Municipal Planning Commission and Land Use Bylaw Amendment fees have been unchanged for over twenty (20) years and to align with the advertising bylaw presented to council at May 6, 2025 regular council meeting, administration proposes to slightly increase the permit fees to align with other comparable communities. Further, the change to advertising allows us to keep our fees at a reasonable rate and retain majority of the cost. Keeping the fees low will hopefully in turn encourage development in our community.

Lastly, an additional fee of a \$400.00 plus any advertising costs for "Amendments to Statutory Plans" was added to the policy to ensure costs are covered for any proposed changes to Area Structure Plans, Municipal Development Plan, Intermunicipal Development Plan, etc.

Administration respectfully recommends that the Town of Stettler Council amends Policy IV-1 "Building and Development Permit Fee Schedule" to increase the fees under section 1 of the policy as per attached schedule

6. Policy IV-10: Subdivision Application and Processing Fees

A. Stormoen advised that the Town of Stettler began processing their own subdivision applications in 1995 after leaving the Red Deer Regional Planning Commission, at which time the subdivision application fee was \$100.00 plus \$50.00 per additional lot. In December of 1997

council approved the Town's current Subdivision Application and Processing Fees Policy which increased the application fee to \$200.00 plus \$100.00 for additional lots and a \$100.00 endorsement fee was introduced.

In reviewing the Town's current rates for subdivision application, it is apparent that the Town's fees are below what similar municipalities are charging. Furthermore, the Town's policy has not been updated in 28 years. The summary below outlines similar municipalities fees compared to the Town of Stettler's current fees.

Municipality	Camrose	Olds	Parkland Community Planning Services	Eckville	Ponoka	Stettler	Stettler Proposed
<b>Application Fee</b>	\$607.50	\$1,200.00	\$1,200.00	\$500.00	\$500.00	\$200.00	\$350.00
<b>Fee Per Lot Created</b>	\$194.00	\$250.00	\$225.00	\$125.00	\$125.00	\$100.00	\$150.00
<b>Endorsement Fee</b>	\$182.00*	\$100.00*	\$100.00*	\$125.00*	\$125.00*	\$100.00	\$125.00

\* Per Lot

Administration recommends that the Town of Stettler Council amends Policy IV-10 "Subdivision Application and Processing Fees" to increase the fees as per the changes in the attached amended policy.

Mayor Nolls thanked A. Stormoen for the great work on her presentation.

A. Stormoen left the meeting at 5:05 p.m.

#### 7. Policy XI-1: Town of Stettler Promotional Items Distribution

Mayor Nolls welcomed Legislative Services Coordinator M. Standage to the meeting.

M. Standage outlined that the current policy for distributing promotional items was last updated in 2002. Similar to many other municipalities, this policy is intended to ensure that promotional items are distributed in a fair and equitable manner. Historically, while not compliant with the policy, pins have been provided at no cost for individual, non-profit, and business requests. Administration has updated the policy to reflect this current practice of distribution.

Administration has outlined below the rising cost of promotional items (pins) from our last 4 orders each of 5,000 pins.

2024	2020	2014	2010
\$0.388	\$0.318	\$0.298	\$0.223
\$1,940.00	\$1,590.00	\$1,490.00	\$1,115.00

Administration respectfully recommends that Town of Stettler Council amends Policy XI-1 "Town of Stettler Promotional Items Distribution"; to eliminate the cost of lapel pins; and ensure more consistency in the review and distribution of other promotional materials streamlining the processes through one staff member.

8. Policy VII-2(d)(i): Miscellaneous Administrative Fees

M. Standage explained that this policy covers a wide range of administrative products and services which has historically emphasized cost recovery versus profit. In 2008 this policy saw a minor amendment changing the price of Occupancy Permits in correlation with the Fire Services Fee Policy, however the last holistic review and amendment occurred in 2002. Recently, administration completed a review of the policy examining internal cost recovery and conducting a comparative analysis with similar municipalities. As a result of the review, several amendments have been identified for consideration.

Administration respectfully recommends that Town of Stettler Council amends Policy VII-2(d)(i) "Miscellaneous Administration Fees" per the changes outlined in Schedule A.

9. Policy VII-2(d)(ii): Tax Recovery Administrative Fees

As recommended by Municipal Affairs, this policy provides ground for the Town of Stettler to levy administration fees on the properties which become subject to the Tax Recovery Procedures under the Municipal Government Act. Historically this policy has been based on cost recovery over profit.

Administration is proposing a general clean up bringing all the fees for each section together creating a simplified process when invoicing, with a slight increase to cover the increased costs in filing and staff wages since the policy was last reviewed in 2013.

Administration respectfully recommends that Town of Stettler Council amends Policy VII-2(d)(ii) "Tax Recovery Administration Fees".

10. Policy VII-6: Miscellaneous RCMP Fees

M. Standage noted that this policy covers the fee charged at our local R.C.M.P. Detachment when a criminal record check is requested. These fees are collected at the Detachment in accordance with Bylaw 1965-08 and forwarded to the Town Office to process on a regular basis.

The original policy was created in 2002 at which time administration requested a \$25 fee and Council passed a \$15 fee. The policy has since seen two amendments; in 2004 the fee increased to \$20, and; in 2008 the policy set out volunteer criminal record checks to be free of charge.

Administration has performed a review and created a price comparison summary below:



<b>Stettler</b>	<b>Vegreville</b>	<b>Innisfail</b>	<b>Camrose</b>	<b>Brooks</b>	<b>Sylvan Lake</b>	<b>Drumheller</b>	<b>Camrose</b>
<b>\$20</b>	<b>\$30</b>	<b>\$40</b>	<b>\$50</b>	<b>\$45</b>	<b>\$40</b>	<b>\$30</b>	<b>\$50</b>

This policy covers the fee charged at our local R.C.M.P. Detachment when a criminal record check is requested. These fees are collected at the Detachment in accordance with Bylaw 1965-08 and forwarded to the Town Office to process on a regular basis. The originally policy was created in 2002 at which time administration requested a \$25 fee and Council passed a \$15 fee. The policy has since seen two amendments; in 2004 the fee increased to \$20, and; in 2008 the policy set out volunteer criminal record checks to be free of charge. Administration has performed a review and created a price comparison summary below:

<b>Stettler</b>	<b>Vegreville</b>	<b>Innisfail</b>	<b>Camrose</b>	<b>Brooks</b>	<b>Sylvan Lake</b>	<b>Drumheller</b>	<b>Camrose</b>
<b>Free</b>	<b>\$10</b>	<b>\$5</b>	<b>\$10</b>	<b>\$10</b>	<b>\$10</b>	<b>\$10</b>	<b>\$10</b>

With the Support of Staff Sargent Cam Russell, administration respectfully recommends that Town of Stettler Council amends Policy VII-6 "Miscellaneous R.C.M.P. Fees" to increase the fee for a Criminal Record Check from \$20 to \$30 and implement a free for volunteer criminal record checks of \$10.

#### 11. Policy VII-8: Paper Billing Fees (NEW)

M. Standage explained that as technology continues to evolve, many municipalities and service providers have moved toward e-billing to reduce costs and increase efficiency. The Town of Stettler started offering e-billing for utility accounts in 2014 and has seen a steady increase in the users since, with a large increase in the last couple of years with over half of the current utility account receiving their bills through email. Other invoices have also seen an increase in email requests with an estimated 80% of invoices being emailed out instead of sent via paper mail.

With the increased participates taking advantage of the e-billing, it is an appropriate time to consider implementing a nominal fee for paper bills. A proposed \$1.75 fee would help offset the hard costs associated with printing, processing, and mailing paper statements. This policy is not intended to generate revenue, but rather to support cost recovery.

Recognizing that a significant portion of our population includes seniors who may not have access to or be familiar with digital services and to ensure inclusivity and fairness, we are proposing an exemption within the policy for individuals over the age of 60, so they are not unfairly burdened or penalized.

Administration has provided a comparison table below showing charges seen in other municipalities associated with paper bills.

<b>Camrose</b>	<b>Red Deer</b>	<b>Cold Lake</b>	<b>Ponoka</b>	<b>Wetaskiwin County</b>	<b>Crossfield</b>	<b>Okotoks</b>
<b>\$2.00</b>	<b>\$1.55</b>	<b>\$2.75</b>	<b>No charge</b>	<b>\$2.00</b>	<b>\$2.00</b>	<b>\$2.00</b>

The table below represents the physical costs expended by the Town of Stettler to process the utility bills that went out in May 2025.

<b>Utility Bills based on 1,200 in May</b>		
	<b>Per 1</b>	<b>Per 1,200</b>
Envelope	\$ 0.1396	\$ 167.52
Utility Bill Paper	\$ 0.0545	\$ 65.40
Utility Bill Printing	\$ 0.0075	\$ 9.00
Newsletter Paper	\$ 0.0154	\$ 18.48
Newsletter Printing	\$ 0.0530	\$ 63.60
Postage	\$ 1.23	\$ 1,476.00
Approx. 6 Hours Wage	\$ 0.125	\$150.00
<b>TOTALS</b>	<b>\$ 1.625</b>	<b>\$ 1,950</b>
<b>Yearly Total Approx.</b>		<b>\$ 23,400</b>

**\*\* These costs do not include the wear and tear, replacement costs, or technician/repair costs of all machinery used in the process.**

Administration recognizes that this will be a change to our residents and will work to communicate these changes advertising online and in our newsletter and encourage residents to sign up for ebilling and when applicable, the exemption.

Administration respectfully recommends that Town of Stettler Council accepts Policy VII-8 "Paper Billing Fees" as per the policy attached, implementing a \$1.75 fee to utility bills and invoices.

## 12. Policy VII-9: Credit Card Processing Fees (NEW)

M. Standage informed the committee that the Town of Stettler has historically covered all credit card processing fees, limiting credit card use—particularly for property tax payments—to avoid added costs to the municipality. However, following a review of practices in over 80 Alberta municipalities, administration recommends adopting a third-party payment model that passes processing fees directly to the user. This approach would allow the Town to begin accepting credit cards for property taxes and expand e-services, all without burdening the tax base.

While credit cards are currently accepted for other payments, processing fees in 2024 exceeded \$21,000, accounting for over 0.4% of the annual tax base. Administration believes this model would maintain affordable service delivery while offering residents greater payment convenience.

Administration is prepared to develop a thoughtful communication plan to ensure residents are informed and supported throughout the transition.

Administration respectfully recommends that Town of Stettler Council accepts Policy VII-9 "Credit Card Processing Fees" to forward the credit card processing fees onto the user.

13. Policy I-5(a): Council Code of Ethics

M. Standage noted that following Bill 50 Municipal Affairs Statutes Amendment Act and the subsequent amendments to the Municipal Government which repeal Bylaw 2096-17 Councillor Code of Conduct, administration has reviewed ethical guidelines in both the repealed bylaw and the policy and have integrated their key elements to develop this updated policy. This revised version aims to ensure clarity, consistency, and alignment with current standards while preserving the core principles that all Council Members should abide by.

Administration respectfully recommends that Town of Stettler Council amends Policy 1- 5(a) "Councillor Code of Ethics".

14. Policy I-5(b): Council Recognition

As part of the policy review prior to the municipal election. M. Standage explained that administration has reviewed the Service Recognition Policy for Council members, specifically related to the gifts presented upon the conclusion of a member's service on Council.

Historically, the dollar value of these recognition gifts has been relatively high and while other municipalities do not recognize Council members with a formal gift, we believe it is important to acknowledge the contributions of Council members this way. We are recommending a revised approach that brings the policy in line with practices in other municipalities. The proposed change would see the recognition gift value reduced to a more moderate and consistent level.

Additionally, rather than basing the recognition amount on years served, we propose shifting to a per-term model, recognizing that each Council term is four years and reflects a full cycle of service. This change would better reflect the structure of municipal governance and provide a fair and predictable approach for future recognition.

Administration respectfully recommends that Town of Stettler Council amends Policy I-5(b) by changing recognition totals to \$250 per term served for Councillors and \$400 per term served for Mayor.

15. Policy I-5(c): Council Electronic Devices (NEW)

M. Standage noted that as part of our ongoing efforts to improve governance practices and provide clarity around Council procedures, administration has developed a new Council Electronic Devices Policy for your consideration and adoption.

Historically, the Town has not had a formal policy governing the use of electronic devices by Council members. With increased reliance on digital tools for accessing agendas,

correspondence, and confidential documents, it is important to establish clear expectations and standards regarding device usage.

This policy outlines the options available to Council members, including the ability to use either a Town-issued device or a personal device, with a technology allowance provided at the start of each term for those choosing the latter. It also sets expectations for security, confidentiality, and consistent device use during meetings.

Administration recommends the adoption of this policy to support consistency, safeguard information, and ensure Council members have the tools necessary to carry out their duties effectively and responsibly.

Administration respectfully recommends that Town of Stettler Council reviews Policy I-5(c) "Council Electronic Devices" and implements it as a new policy.

16. Policy II-3(b): Council Remuneration

M. Standage described that prior to the municipal election it is the responsibility of each sitting Council to review the Council Remuneration Policy to ensure it remains appropriate and fair for the incoming Council. Administration has completed a review and comparison of remuneration among similar-sized Alberta municipalities with part-time Council members and Mayors. The results indicate that the Town of Stettler's current remuneration levels fall within the mid-range when compared to other municipalities in this category.

Based on the analysis, Administration recommends no changes to the existing Council Remuneration Policy at this time. The current policy continues to reflect a reasonable and balanced approach that supports public service while aligning with comparable municipal standards.

Administration respectfully recommends that Town of Stettler Council reviews Policy II-3(b) "Council Remuneration" and approves with no amendments.

17. Policy II-3(c): Council Attendance at Conventions, Workshops and Seminars

M. Standage noted that, originally adopted in 1988, this policy aims to establish guidelines for Councils' attendance at Conventions, Workshops, Courses, and Seminars. While many aspects remain relevant, administration is recommending minor amendments to reflect current standards and expectations. The revised policy aims to encourage professional development and continuous learning among Council members, while also ensuring responsible and transparent use of public funds. These updates support good governance and align with modern municipal practices.

Administration respectfully recommends that Town of Stettler Council amends Policy II-3(c) "Council Attendance at Conventions, Workshops and Seminars".

18. Policy II-7(m): Town Council Committee Appointment System

M. Standage explained that the current policy was introduced in 2006 with the purpose to classify Council Committees, Boards, and Agencies as well as establish guiding principles and

expectations for Council Members while representing the Town of Stettler on these Committees, Boards and Agencies. While this policy has not been kept up to date with the addition of new Committees, Board and Agencies from 2006 Town administration does keep up to date a listing of all appointments in the Board & Committee Appointments documents which is updated annually following the Organizational Meeting of Council. Upon review administration have expanded on the guiding principles and removed in listing of Committees, Boards and Agencies within the policy referencing the Board & Committee Appointments documents instead.

Administration respectfully recommends that Town of Stettler Council amends Policy II-7(m) "Town Council Committee Appointment System".

19. Policy II-7(n): Council Email Address

Town of Stettler email addresses have historically been supplied to Members of Council to for the purpose of official Town of Stettler Business. As such, Council Members are encouraged to check their emails on a regular basis. Following Bill 50 Municipal Affairs Statutes Amendments Act and the subsequent amendments to the Municipal Government Act which established a 72 hour timeline for certain communications between CAO and Council, Administration is recommending that a reciprocal expectation be placed on Members of Council to review and respond to communications with the same timeframe. This would ensure consistent and timely information flow, support effective decision-making, and foster accountability and responsiveness on both sides.

Administration respectfully recommends that Town of Stettler Council amends Policy II-7(n) "Members of Council Email Addresses" to include, Members of Council are expected to check their emails regularly. Members of Council are encouraged to check their emails daily and shall, unless otherwise indicated that they will be unable to, check their email a minimum of once every 72 hours.

Mayor Nolls thanked M. Standage for the fantastic works on all of her presentations

Moved by Councillor Randell that the Committee of the Whole to accept items (4-19) as information and bring to a future Regular Council Meeting.

MOTION CARRIED  
Unanimous

6. Additions

None.

7. Adjournment

Moved by Councillor Barros that the Committee of the Whole Meeting be adjourned.

MOTION CARRIED  
Unanimous at 6:27 p.m.

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Mayor

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Assistant CAO

## **COMMITTEE RECOMMENDATION TO COUNCIL**

Committee: Committee of the Whole

Meeting Date: June 10, 2025

Subject: Policy I-5(c) Council Electronic Devices

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### **Background:**

At the June 10 Committee of the Whole meeting administration presented the new policy, Policy I-5(c) Council Electronic Devices. Through discussion the Committee requested minor changes to administration to ensure clarity within two sections in the policy. Changes are indicated by the red print in the attached policy.

### **Recommendation:**

BE IT RESOLVED THAT the Committee of the Whole recommends that Council makes a motion to approve Policy I-5(c) Council Electronic Devices as attached.

### **Committee Decision:**

Moved by Councillor Travis Randell to accept as information and bring to a future Council Meeting.

CARRIED

Unanimous

## TOWN OF STETTLER

Prepared by: Administration Number: 1-5(c)  
Adopted by: Town of Stettler Council Original Policy: 2025 06 17  
Previous Policy:  
Current Policy: 2025 06 17

Title: Council Electronic Devices

Purpose: To establish clear guidelines for the use, ownership, and security of electronic devices used by members of Council for official Town business.

Policy Statement: Members of Council require access to electronic devices to efficiently review agendas, attend meetings, and conduct Town-related business. This policy outlines the available options and responsibilities for the use of such devices during their term.

### Policy Guidelines:

#### Device Options

Council members may choose to use either a Town-supplied device or their own personal device for Town-related business.

Acceptable devices for the purpose of attending and participating in meetings include laptops or tablets only. Cell phones shall not be used for accessing Council documents or information while participating in meetings.

#### Personal Device Allowance

At the beginning of each term, any Council member opting to use their own personal device will receive a \$1,000 technology allowance.

This allowance is intended to offset the cost of purchasing and maintaining a suitable device for the duration of their term.



## Device Use Expectations

Council members are expected to bring their designated electronic device to all Council, Committee, and Board meetings.

Members should not use cell phones to access agendas, notes, or other Council materials during meetings.

Devices must be used exclusively by the Council member to whom it is assigned. Shared use is not permitted.

## Data Management and Security

All Town-related documents and communications must be stored and accessed only on the designated device.

Council members are responsible for maintaining the confidentiality and security of any sensitive or confidential Town information stored on their device.

Appropriate security measures, such as strong passwords and device encryption, are expected to be used at all times.

## End of Term

All Town-issued electronic equipment must be returned to the CAO at the end of the Council member's term.

If a member used a personal device, they are eligible to keep that device however they are responsible for ensuring all Town documents and data are removed upon the conclusion of their service. All Town of Stettler documents shall be deleted or returned to the CAO.

## **COMMITTEE RECOMMENDATION TO COUNCIL**

Committee: Committee of the Whole

Meeting Date: June 10, 2025

Subject: Policy VII-9 Credit Card Processing Fees

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### **Background:**

At the June 10 Committee of the Whole meeting administration presented the new policy, Policy VII-9 Credit Card Processing Fees which would take the credit card processing fees off the tax base and direct them to the consumer using the credit card further allowing more payment options and accessibility to the ratepayers.

### **Recommendation:**

BE IT RESOLVED THAT the Committee of the Whole recommends that Council makes a motion to approve Policy VII-9 Credit Card Processing Fees as attached.

### **Committee Decision:**

Moved by Councillor Travis Randell to accept as information and bring to a future Council Meeting.

CARRIED

Unanimous

## TOWN OF STETTLE

Prepared by: Town of Stettler Administration      Number: VII-9  
Adopted by: Town of Stettler Council      Original Policy: 2025 06 17  
Previous Policy:  
Current Policy: 2025 06 17

Title: Credit Card Processing Fees

Purpose: To establish a procedure to forward credit card processing fees onto the customer choosing to use credit card to pay for fees, fines, rentals, taxes, invoices and other services through the Town of Stettler.

Policy Statement: The Town of Stettler, using a third party provider, will forward all credit card processing fees onto the customer choosing to pay with credit card. This will be a non-refundable fee and based on the tired rate table supplied by the third party.

This policy applies to all departments of the municipality that accept credit card payments for any municipal services.

Clear disclosure of the fee shall be provided at the point of payment, whether in person or online.

This policy shall only cover processing fees directly related to credit card purchases. Debit card, cash, cheque and other forms of payment will not be subject to any processing fees.

## **COMMITTEE RECOMMENDATION TO COUNCIL**

Committee: Committee of the Whole

Meeting Date: June 10, 2025

Subject: Policy X-1(f) Campground Fees

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### **Background:**

At the June 10 Committee of the Whole meeting administration presented Policy X-1(f) Campground Fees with minor amendments to rates and special uses. Committee discussed the changes and requested one additional change to the rate of partial services sites. Committee and administration discussed the start dates to when fees will be implemented, agreeing that the booking fee will begin following the passing of the policy but the new rates for campsites won't be implemented until the start of the 2026 season. Administration has completed the changes discussed and have indicated them in red on the policy attached.

### **Recommendation:**

BE IT RESOLVED THAT the Committee of the Whole recommends that Council makes a motion to approve Policy X-1(f) Campground Fees as attached.

### **Committee Decision:**

Moved by Councillor Travis Randell to accept as information and bring to a future Council Meeting.

CARRIED  
Unanimous

TOWN OF STETTLER

Prepared by: Parks & Leisure Department      Number: X-1(f)  
Adopted by: Town of Stettler Council      Original Policy: 1989 01 03  
Previous Policy: 2019 11 19  
Current Policy: 2025 06 17

Title: Campground Fees

Purpose: To establish reasonable campground user fees that will recover basic attendants and supplies costs.

Policy Statement: A. User fees for campground overnight camping are as follows:

LION'S CAMPGROUND (62 Street and 47 Avenue)

Free Shower facilities and Wifi provided.

(a) Full Service Sites with 30 amp. power, water and sewer hookups

- \$ 45.00 per night/per vehicle
- \$ 287.00 per week/per vehicle
- \$1090.00 per month/per vehicle

(b) Partial Service Sites with 30 amp. power and water hookups:

- \$ 40.00 per night/per vehicle
- \$257.00 per week/per vehicle
- \$972.00 per month/per vehicle

(c) Sites without utility service \$20.00 per night/per vehicle.

(d) Overflow un-serviced \$15.00 per night/per vehicle.

(e) A Non-Refundable Booking Fee of \$10.00 applied to all booking transactions.

\* The above rates include GST

\*\* Non-Refundable Booking Fee to be applied to new bookings starting June 18, 2025. New site rates to take effect on all reservations starting in the 2026 camping season.

B. Special Uses:

For the purpose of providing a more convenient system for large groups (max 30 units), weekend and long weekend bookings can be accommodated in the un-serviced area at the Stettler Sports Park when available.

A Town of Stettler Rec Facility Agreement must be completed upon booking

Weekend	\$600.00
Long Weekend	\$800.00

## **COMMITTEE RECOMMENDATION TO COUNCIL**

Committee: Committee of the Whole

Meeting Date: June 10, 2025

Subject: Policy I-5(a) Council Code of Ethics  
Policy I-5(b) Service Recognition for Town of Stettler Members of Council  
Policy II-3(b) Members of Council Remuneration and Council and Council  
Appointed Board Members at Large Reimbursement for  
Meetings, Subsistence and Accommodation  
Policy II-3(c) Council Attendance at Conventions, Workshops and Seminars  
Policy II-7(m) Town Council Committee Appointment System  
Policy II-7(n) Members of Council Email Addresses  
Policy IV-1 Building & Development Permit Fee Schedule  
Policy IV-10 Subdivision Application and Processing Fees  
Policy VII-2(d)(i) Miscellaneous Administration Fees  
Policy VII-2(d)(ii) Tax Recovery Administrative Fees  
Policy VII-6 Miscellaneous R.C.M.P. Fees  
Policy VII-8 Paper Billing Fees  
Policy XI-1 Town of Stettler Promotional Items Distribution

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### **Background:**

At the June 10 Committee of the Whole meeting administration presented several policy amendments and one new policy (Policy VII-8 Paper Billing Fees). Administration reviewed the amendments indicating the below:

Council policies were reviewed prior to the municipal election to be held later this year: there were no changes to Council Remuneration, a decrease in Council Recognition and several amendments clarifying the purpose of the policies and the expectations of Members of Council.

Amendments to several fee policy implementing moderate fee increases following a municipal comparison and a couple new administrative fees which have become standard across municipalities in Alberta.

### **Recommendation:**

BE IT RESOLVED THAT the Committee of the Whole recommends that Council makes a motion to approve:

Policy I-5(a) Council Code of Ethics  
Policy I-5(b) Service Recognition for Town of Stettler Members of Council

Policy II-3(b) Members of Council Remuneration and Council and Council  
Appointed Board Members at Large Reimbursement for  
Meetings, Subsistence and Accommodation  
Policy II-3(c) Council Attendance at Conventions, Workshops and Seminars  
Policy II-7(m) Town Council Committee Appointment System  
Policy II-7(n) Members of Council Email Addresses  
Policy IV-1 Building & Development Permit Fee Schedule  
Policy IV-10 Subdivision Application and Processing Fees  
Policy VII-2(d)(i) Miscellaneous Administration Fees  
Policy VII-2(d)(ii) Tax Recovery Administrative Fees  
Policy VII-6 Miscellaneous R.C.M.P. Fees  
Policy VII-8 Paper Billing Fees  
Policy XI-1 Town of Stettler Promotional Items Distribution

as attached.

**Committee Decision:**

Moved by Councillor Travis Randell to accept as information and bring to a future Council Meeting.

CARRIED  
Unanimous



## TOWN OF STETTLER

Prepared by: Administration Number: 1-5(a)  
Adopted by: Town of Stettler Council Original Policy: 1987 05 19  
Previous Policy: 1989 11 07  
Current Policy: 2025 06 17

Title: Council Code of Ethics

Purpose: To ensure that the decision-making process in the local government of the Town of Stettler is above reproach.

Policy Statement: In providing for good governance of the community, the Town of Stettler Council has adopted the following ethics to apply to all Councillors to ensure that they act honestly, in good faith and in the best interest of Town of Stettler as a whole.

Councillors agree to act honestly, in good faith and be prepared to be held accountable for their actions at all times.

Councillors agree to respect the personal views of other Councillors.

Councillors will refrain from any public or private criticism of our administration / employees.

Councillors agree to engage in respectful, fulsome, and healthy debate on ALL matters in Council Meetings, Committee of the Whole Meetings, Council Committee Meetings, and at Special Council Meetings.

Council decisions are made by majority vote by Councillors. The decision of Council must be accepted and respected by all Councillors even if some individual Councillors do not agree with the majority decision.

Councillors agree that they may publicly express their opinions on Council matters but not so as to undermine the standing of Council in the public and in the community.

Councillors agree that unless specifically authorized by Council to represent Council's position on any matter, a

Councillor is to ensure that any public statements made are clearly stated to reflect the personal opinion of the Councillor, not the opinion or position of Council.

The Mayor agrees to always represent the opinion or position of Council when speaking publicly, except where statements are identified as solely representing his/her opinion.

Councillors must adhere to the Pecuniary Interest requirements as established in Part 5, Division 6 of the Municipal Government Act, R.S.A. 2000, Chapter M-26.

Councillors agree to act with integrity, professionalism, and respect when interacting with other elected officials and government officials, administration / employees, contractors, and members of the public.

Councillors agree to demonstrate fairness, accountability, and impartiality in all Council matters.

Councillors agree to conduct themselves at all times, including online and through social media interactions, in a manner befitting their position as an elected official and representative of Town of Stettler and Councillors agree to consider the welfare and interests of Town of Stettler as a whole.

Councillors agree to keep in the strictest confidence ALL matters discussed in the absence of the public (in camera) at a Council Meeting, Committee of the Whole Meeting, Council Committee Meeting, Special Council Meeting, or any matter discussed in confidence with another Councillor or Town of Stettler Administration.

Councillors agree to not make improper use of his/her position as a Councillor by:

Gaining or attempting to gain or advance, directly or indirectly, a personal or private interest for him/herself or another person;

Causing or attempting to cause detriment to Town of Stettler Council, any individual Councillor, any member of Town of Stettler administration / employees, any member of the public, or third parties;

Seeking personal benefit or gain from any information obtained through his/her position as Councillor.

Councillors shall recognize and respect the importance of their commitment towards personal compliance with all Town of Stettler bylaws, policies and general rules. Councillors must be seen to set a good example for "Above the Laws" within their jurisdiction. Where matters of any type of non-compliance are identified, Councillors will promptly make every effort and/or give suitable attention towards satisfactorily rectifying the identified concern or situation.

Members of this Council agree to uphold the intent of these guidelines and to govern their actions accordingly.

## TOWN OF STETTLER

<u>Prepared by:</u>	Administration	<u>Number:</u>	1-5(b)
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy:</u>	1987 01 20
		<u>Previous Policy:</u>	2019 05 07
		<u>Current Policy:</u>	2025 06 17
<u>Title:</u>	Service Recognition for Town of Stettler Members of Council		
<u>Purpose:</u>	To establish recognition for members of Town of Stettler Council that are leaving office.		
<u>Policy Statement:</u>	<p>That following the Municipal Elections or upon resignation from Council, the Member(s) of Council that are not returning shall be recognized for their past term of service.</p> <ul style="list-style-type: none"><li>• The Mayor will coordinate with the CAO and the outgoing Member of Council a form of recognition gift that reflects individuality; meaning that it does not have to be the same for each outgoing Member of Council. A general guideline will be in the approximate amount of \$250 per term served for Councillors and \$400 per term served for the Mayor.</li><li>• The presentation of the recognition could be at a public function (Council Meeting) or be done privately at the discretion of the individual receiving the recognition.</li></ul>		

## TOWN OF STETTLER

Prepared by: Corporate Services Committee      Number: II-3(b)  
Adopted by: Town of Stettler Council      Original Policy: 1988 06 21  
Previous Policy: 2023 12 28  
Current Policy: 2025 06 17

Title: Members of Council Remuneration and Council and Council Appointed Board Members at Large Reimbursement for Meetings, Subsistence and Accommodation

Purpose: To establish Council remuneration and reasonable and consistent meeting, travel, meal, and accommodation allowances for Members of Stettler Council and Members at Large while on Town business.

Policy Statement: Members of Council will receive the following annual remuneration payable every two weeks:

Position	Annual Remuneration	Basic Pay Every Two Weeks	Travel Allowance Every Two Weeks	General Allowance Every Two Weeks	Total Pay Every Two Weeks
Mayor	\$43,316.78	\$1,566.03	\$75.00	\$25.00	\$1,666.03
Councillors	\$21,658.26	\$783.01	\$25.00	\$25.00	\$833.01

Council remuneration will be adjusted annually by the same percentage as is provided to the Non-Union staff.

Basic Pay is an all-inclusive amount provided to Members of Council for their time and service with respect to attending to Municipal matters, including attending in-Town Regular Board and Committee Meetings that they have been appointed to. Basic Pay is taxable.

Travel Expense Allowance is provided to Members of Council as an allowance to offset costs (fuel, insurance, vehicle repairs and maintenance, and other expense) incurred to travel to and from meetings (excluding

regularly scheduled meetings) as elected representatives of the Municipality. This Allowance covers travel expenses incurred to meet with individual residents and with representatives of community organizations. It also covers travel costs incurred while representing the Municipality at community events. In addition, it covers travel costs incurred to attend to municipal business matters in their capacities as elected officials of the Municipality. This allowance is provided to offset costs incurred which are not reimbursed through the Municipality's Personal Expense Claim process.

General Expense Allowance is provided to Members of Council as an allowance

for various costs including those for phone lines, fax equipment and supplies, copying, computer equipment and supplies, and other expenses. This allowance

is provided to offset costs incurred which are not reimbursed through the Municipality's Personal Expense Claim process.

Per diem will be paid to Members of Council for an in-Town extra-ordinary meeting such as:

1. Town Budget Meetings
2. Council Strategic Planning
3. Joint Town and County
4. Board and Committee Special Meetings i.e.: Budget
5. Union Labor Negotiations
6. "Extra-ordinary" external Board related duties "Required" to be performed by a Member of Council during a normal working day. As well as any other "Necessary" Council related duty/function where there is a reasonable expectation of employment/business income loss being incurred by a Member of Council. It is the responsibility of individual Members of Council to accrue this extra-ordinary time in cumulative increments of a minimum of four (4) hours prior to the Mayor's consideration and approval of the applicable full or half day rates. This provision does not apply to a Council Member's time that is reimbursable by the Parkland Regional Library Board or that is interpreted by the Mayor to be part of the Member's regular annual remuneration. The Mayor shall be relatively consistent in his/her interpretation and approval of extra-ordinary per diems for Members of Council so as not to erode usual duties and meeting attendances that are expected to be undertaken as part of the annual remuneration.

at the rate of \$130.00 for meetings up to four hours and \$260.00 for a full day meeting.

The Mayor may authorize the per diem for in-Town business of a significant nature. Any Member of Council has the right of appeal to Town Council if their per diem is not approved.

Members of Council will be paid a per diem for days spent outside of Stettler on Town business at the rate of \$130.00 for meetings up to four hours (including travel time) and \$260.00 for a full day meeting.

All payments made by a Board or Committee to a Member of Council shall be made payable to the Town of Stettler except the Parkland Regional Library Executive meetings. The Parkland Regional Library will reimburse the Town Council member directly for mileage and per diem at their approved rates. Also, a separate T-4 Slip will be issued directly to the Town Council member in this regard.

For Members of Council and Members-at-Large the following reimbursements will apply:

- a) When a conference or meeting location exceeds one hundred (100) kilometers from Stettler and proceedings commence in the A.M., the preceding nights accommodation costs shall be paid upon submission of appropriate receipts.
- b) Out-of-Town travel on Town business will be reimbursed at the rate of \$.50 per kilometer.
- c) Meals will be reimbursed at up to \$80.00 per diem plus applicable tax upon submission of receipts. The per diem reimbursement shall apply where meals are provided at the expense of the Member of Council, and are not included in travel fares, conference fees, or provided by others.

This policy acknowledges that the standard \$80 meal per diem may not be sufficiently appropriate for all organizational travel situations that may arise.

Therefore, any reimbursement request for actual meal costs (including other related meal costs such as beverages and partner/guest meals) that in combination exceed \$80 per diem shall require the approval of the Mayor. Such approval or refusal shall be decided on an individual case by case basis having regard for consistency in application while considering the location/venue, degree of organizational representation/networking, the number of guests included, recognition or another reasonably appropriate purpose for which the higher costs were incurred.

The Annual Remuneration for the Mayor and Councillors will be reviewed within the year of the next general election, and preceding the next general election.

TOWN OF STETTLER

MAYOR & COUNCIL REMUNERATION AND BENEFITS

Effective January 1, 2025

Remuneration:

Mayor	Basic Pay every two weeks	\$1,566.03
	Allowance every two weeks	\$100.00
Councillors	Basic Pay every two weeks	\$783.01
	Allowance every two weeks	\$50.00

Allowance is now taxable.

Benefits:

1. AIG – Plan F (see benefit package for current details).
2. Annual Family Pass to the SRC and subject to the same guidelines as relating to permanent full-time employees with the Town's Employee Health and Wellness Policy
  - Members of Council have the option to opt-out of this benefit to avoid incurring a taxable benefit, if any.
  - This benefit is not transferable.



## TOWN OF STETTLER

<u>Prepared by:</u>	Finance Committee	<u>Number:</u>	II-3(c)
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy:</u>	1988 06 07
		<u>Previous Policy:</u>	1988 06 07
		<u>Current Policy:</u>	2025 06 17

Title: Council Attendance at Conventions, Workshops and Seminars

Purpose: To establish guidelines for Councilors' attendance at Courses, Conventions, and Seminars.

Policy Statement: Members of Council are encouraged to enhance their skills and knowledge in regards to municipal affairs, professional development and continuous learning.

Members of Council may attend workshops to a maximum of ten days per year. Attendance beyond ten days per year may be approved by the Town Council.

Suggested attendance at any one workshop is three or less Councilors.

Attendance at any convention, workshop or seminar should align with Town of Stettler strategic planning, operation needs and be applicable to the Council Members' appointed committees.

Attendance at any Alberta Municipalities Conventions does not count towards a Council Members ten days as outlined above and is exempt from the attendance expectation as outlined above.

## TOWN OF STETTLER

<u>Prepared by:</u>	Administration	<u>Number:</u>	II-7(m)
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy:</u>	2006 11 21
		<u>Previous Policy:</u>	2006 11 21 2013 11 01 (In House)
		<u>Current Policy:</u>	2025 06 17

Title: Town Council Committee Appointment System

Purpose: To establish a consistent and transparent process for appointing Council Members to internal and external committees and boards and ensure Council representation aligns with the strategic interests and governance responsibilities of the Town of Stettler.

Policy Statement: The Town recognizes the importance of Council participation on committees, boards, and external organizations as a means of fostering effective governance, facilitating informed decision-making, and strengthening relationships within the community and with regional and provincial partners. This policy provides a consistent framework for the appointment, responsibilities, and expectations of Council members serving on such committees, ensuring transparency, accountability, and alignment with the Town's strategic priorities.

All Council committee and board appointments shall be reviewed and made annually, typically following the annual Organizational Meeting of Council.

All appointments to committees and boards must be approved by Council through a formal resolution following the annual Organizational Meeting of Council.

Where appropriate, alternates may be designated by Council to ensure consistent representation in the absence of the primary appointee.

Unless otherwise stated, appointments will be for a one-year term, with the possibility of reappointment based on Council's discretion.

Council members must declare any conflicts of interest related to their committee work.

Council members appointed to committees are expected to act in the best interest of the Town of Stettler, providing regular updates to

## TOWN OF STETTLER

<u>Prepared by:</u>	Administration	<u>Number:</u>	II-7(n)
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy:</u>	2013 11 05
		<u>Previous Policy:</u>	2014 08 05
		<u>Current Policy:</u>	2025 06 17

Title: Members of Council Email Addresses

Purpose: To establish an organization related contact email address for the purpose of official Town of Stettler business.

Policy Statement: That Members of Council be provided with a stettler.net email address for the purpose of consistency and confidentiality for information regarding the Town of Stettler.

Members of Council are expected to check their emails regularly. Members of Council are encouraged to check their emails daily and shall, unless otherwise indicated that they will be unable to, check their email a minimum of once every 72 hours.

This email address will be the property of the Town of Stettler and will only be assessable during Members of Council terms of office.

This email address is only for official/work-related Town business.

## TOWN OF STETTLER

Prepared By: Administration Number: IV-1  
Adopted By: Town of Stettler Council Original Policy: 1992 02 10  
Previous Policy: 2023 06 20  
Current Policy: 2025 06 17

Title: Building & Development Permit Fee Schedule

Purpose: To establish the fees for granting of permits.

### Policy Statement:

1. The Fee for a Development Permit shall be as follows:  
Development Permit Fee(s): \$100.00 unless otherwise stated.

Demolition	no charge
Single Family	\$100.00
Multi Family	\$100.00 + \$25.00 per dwelling unit to a maximum of \$400.00
Commercial	\$150.00
Industrial	\$150.00
Institutional	\$150.00
2. The Fee for other Planning & Development processes shall be as follows:

Municipal Planning Commission Application	\$100.00
This fee is in addition to the applicable Development Permit Fee	
Amendment to Land Use Bylaw	\$400.00
If this amendment proceeds past 1 <sup>st</sup> reading the applicant is to pay for all advertising cost	+ ad costs
Amendment to Statutory Plan	\$400.00
If an amendment requires any advertising	+ ad costs
3. The Fee for a Building Permit shall be as follows:

### Building Permit Fee Calculation Method as follows:

The method of calculating the Building Permit fee to a construction value as determined by the square footage (or meters) times a pre-determined rate per square foot (or square meter) as per Schedule "A" (attached).

The minimum Residential Building Permit Fee shall not be less than \$110.

The minimum Commercial, Industrial and Institutional Building Permit Fee shall not be less than \$175.

Building Permit Fee Increase as follows:

Building Permit fee of \$5.00 per \$1,000 of construction value to a maximum \$1,000,000 and \$3.00 per \$1,000 of construction value thereafter.

Should work have been found started before an application was submitted, the permit fee in Section (2) shall be doubled (2x).

Should the work have to be suspended and provided that the suspension does not exceed 1 year and that no changes in the plan have been made, the fee for a new permit shall be one-half (1/2x) of that required in Section (1).

Should the application contain substantial errors or omissions, the fee for re-submittal shall be one-quarter (1/4x) of that required in Section (2).

Provincial Safety Codes Fee = Additional current Safety Codes Council fee

Fire Department Plans Review Fee Calculation Method as Follows:

Plans review fee for Commercial, Industrial, Institutional and High Density Residential based on \$.50 per \$1000 of construction value to a maximum \$1,000,000 of construction value. The minimum fee shall not be less than \$50.00. Declaration of this fee is as per Fire Service Fees Policy XVII-1 (a).

## SCHEDULE "A"

	COST PER M²	COST PER FT²
RESIDENTIAL		
Single Family Dwelling:		
Main Floor	\$1,614.60	\$150.00
Second Floor	\$914.94	\$85.00
Attached/Detached Garages, Carports and Permanent Foundation Shed	\$484.38	\$45.00
Nonpermanent Foundation Shed	\$376.74	\$35.00
Basement Construction	\$645.84	\$60.00
Crawl Space-Foundation	\$322.92	\$30.00
Deck	\$376.74	\$35.00
Duplex/Multi-Family/Townhouses (<= 3 Storeys)	1,345.50	\$125.00
Multi-Family (> 3 Storeys)	\$1,399.32	\$130.00
Mobile Homes (all)	Purchase Price	
Renovations	\$645.84	\$60.00
Additions	\$914.94	\$85.00
*COMMERCIAL AND INDUSTRIAL		
Hotel/Motel	\$1,883.70	\$175.00
Renovation	\$807.30	\$75.00
Storage with No Floor or Heat	\$538.20	\$50.00
All Other Commercial and Industrial	\$1,614.60	\$150.00
* Tendered Cost with Professional Involvement (cost per FT² and M² = minimum construction cost calculation)		
INSTITUTIONAL		
All Construction	Tendered Cost with Professional Involvement	
DEMOLITION		
All Construction	Minimum Fee Designated by District	

\*For Commercial and Industrial Construction the Town of Stettler will accept the tendered cost with professional involvement, rather than the calculated construction value as the calculated construction value by FT<sup>2</sup> and M<sup>2</sup> is a minimum construction value.

## HOMEOWNER PLUMBING, GAS AND ELECTRIC PERMIT FEES

Electrical – New Single Family Dwellings	
Square Footage Being Wired Including Basement	Permit Fee
Up to 500	\$200.00
501 – 1000	\$250.00
1001 – 2000	\$300.00
2001 – 3000	\$350.00
3001 – 4000	\$400.00
Attached Garage	Add \$75.00

Electrical – Additions of Renovations	
Square Footage Being Wired	Permit Fee
Up to 500	\$150.00
501 – 1000	\$250.00
1001 – 2000	\$300.00

Electrical – Miscellaneous	
Description	Permit Fee
Connection Only – Manufactured Homes, Relocated Homes or RTMs	\$150.00
Detached Garage/Shop under 1200 ft²	\$150.00
Detached Garage/Shop over 1200 ft²	\$300.00
Service Upgrade (100 Amps Max)	\$150.00
Hot Tub Connection	\$150.00
Service Connection	\$150.00
Temporary Service	\$150.00
Solar Panels	\$250.00

Private Sewage Disposal	
Description	Permit Fee
Septic Tank Only	\$175.00
Holding Tank	\$175.00
Open Discharge, Disposal Field, Treatment Mound	\$250.00

Gas – Single Family Dwellings or Farms	
Number of Outlets	Permit Fee
1-3	\$175.00
4	\$195.00
5	\$220.00
6	\$230.00
7	\$240.00
\$10 per additional outlet	

Gas - Miscellaneous	
Description	Permit Fee
Temporary Heat	\$90.00
Service Connection	\$150.00
Appliance Replacement	\$150.00
Garage/Shop Unit Heater	\$150.00
Propane Tank Set	\$120.00
Gran Dryer	\$225.00

Plumbing – Single Family Dwellings or Farms	
Number of Fixtures	Permit Fee
1-6	\$175.00
7-10	\$205.00
11-14	\$225.00
15-18	\$255.00
\$10 per additional fixture	

Plumbing – Manufactured or RTM Homes	
Description	Permit Fee
On Blocking or Piles	\$150.00
On Basement or Crawl Space	Permit Fee is based on actual number of fixtures including basement rough-in

## CONTRACTOR PLUMBING AND GAS PERMIT FEES

Plumbing Fee Schedule		
Number of Fixtures	Permit Fee	SCC Levy
1	\$125.00	\$5.00
2	\$130.00	\$5.20
3	\$135.00	\$5.40
4	\$140.00	\$5.60
5	\$145.00	\$5.80
6	\$150.00	\$6.00
7	\$155.00	\$6.20
8	\$160.00	\$6.40
9	\$165.00	\$6.60
10	\$170.00	\$6.80
11	\$175.00	\$7.00
12	\$180.00	\$7.20
13	\$185.00	\$7.40
14	\$190.00	\$7.60
15	\$195.00	\$7.80
16	\$200.00	\$8.00
17	\$205.00	\$8.20
18	\$210.00	\$8.40
19	\$215.00	\$8.60
20	\$220.00	\$8.80
Add \$4.00 for each fixture over 20 up to 50		
Add \$3.00 for each fixture over 50 up to 100		
Add \$1.00 for each fixture over 100		

Propane		
Description	Permit Fee	SCC Levy
Propane Tank Set	\$125.00	\$5.00
Refill Centers	\$170.00	\$6.80
Grain Dryers	\$225.00	\$9.00

Manufactured or RTM Homes		
Description	Permit Fee	SCC Levy
On Blockings or Piles	\$125.00	\$5.00
On Basement or Crawlspace	Permit fee is based on actual number of fixtures including basement rough-in	

Private Sewage Disposal		
Description	Permit Fee	SCC Levy
Holding Tank	\$150.00	\$6.00
Septic Tank Only	\$150.00	\$6.00
Fields or Mounds	\$250.00	\$10.00
Open Discharge	\$250.00	\$10.00
Treatment Plant	\$250.00	\$10.00

Gas Fee Schedule - Residential		
Number of Outlets	Permit Fee	SCC Levy
1	\$125.00	\$5.00
2	\$130.00	\$5.20
3	\$135.00	\$5.40
4	\$140.00	\$5.60
5	\$145.00	\$5.80
6	\$150.00	\$6.00
7	\$155.00	\$6.20
8	\$160.00	\$6.40
9	\$165.00	\$6.60
10	\$170.00	\$6.80
Add \$10.00 for each outlet over 10		

Gas Fee Schedule – Non-Residential		
Number of BTUs	Permit Fee	SCC Levy
0 – 400,000	\$125.00	\$5.00
400,001 – 700,000	\$175.00	\$7.00
700,001 – 1 million	\$195.00	\$7.80
Ass \$5.00 for each 100,000 BTU over 1 million		

Propane		
Description	Permit Fee	SCC Levy
Propane Tank Set	\$125.00	\$5.00
Refill Centers	\$170.00	\$7.00
Grain Dryers	\$225.00	\$9.00



### CONTRACTOR ELECTRICAL PERMIT FEES

Instillation Cost (\$)	Permit Fee	SCC Levy
0 – 1500	\$125.00	\$5.00
1501 – 2500	\$140.00	\$5.60
2501 – 3500	\$160.00	\$6.40
3501 – 4000	\$165.00	\$6.60
4001 – 4500	\$170.00	\$6.80
4501 – 5000	\$175.00	\$7.00
5001 – 6000	\$180.00	\$7.20
6001 – 7000	\$190.00	\$7.60
7001 – 8000	\$200.00	\$8.00
8001 – 10,000	\$220.00	\$8.80
10,001 – 15,000	\$240.00	\$9.60
15,001 – 20,000	\$260.00	\$10.40
20,001 – 25,000	\$280.00	\$11.20
25,001 – 30,000	\$300.00	\$12.00
30,001 – 35,000	\$325.00	\$13.00
35,001 – 40,000	\$375.00	\$15.00
40,001 – 45,000	\$400.00	\$16.00
45,001 – 50,000	\$450.00	\$18.00
50,001 – 60,000	\$500.00	\$20.00
60,001 – 70,000	\$550.00	\$22.00
70,001 – 80,000	\$600.00	\$24.00
80,001 – 90,000	\$650.00	\$26.00
90,001 – 100,000	\$700.00	\$28.00
100,001 – 125,000	\$750.00	\$30.00
125,001 – 150,000	\$800.00	\$32.00
150,001 – 175,000	\$850.00	\$34.00
175,001 – 200,000	\$950.00	\$38.00
200,001 – 225,000	\$1,050.00	\$42.00
225,001 – 250,000	\$1,150.00	\$46.00
250,001 – 275,000	\$1,250.00	\$50.00
275,001 – 300,000	\$1,350.00	\$54.00
300,001 – 325,000	\$1,450.00	\$58.00
325,001 – 350,000	\$1,550.00	\$62.00
350,001 – 375,000	\$1,650.00	\$66.00
375,001 – 400,000	\$1,750.00	\$70.00
400,001 – 450,000	\$1,900.00	\$76.00
450,001 – 500,000	\$2,000.00	\$80.00
500,001 – 550,000	\$2,150.00	\$86.00
550,001 – 600,000	\$2,300.00	\$92.00
600,001 – 650,000	\$2,450.00	\$98.00
650,001 – 700,000	\$2,600.00	\$104.00
700,001 – 750,000	\$2,750.00	\$110.00
800,001 – 850,000	\$3,100.00	\$124.00
850,001 – 900,000	\$3,300.00	\$132.00
900,001 – 1,000,000	\$3,500.00	\$140.00
Over 1 Million	Add \$200.00 per \$100,000.00 value	
Temporary Power	\$90.00	\$4.50
Annual Permits	\$300.00	\$12.00

TOWN OF STETTLER

Prepared By: Administration                      Number: IV-10  
Adopted By: Town of Stettler Council                      Original Policy: 1997 12 16  
   Previous Policy: 1997 12 16  
   Current Policy: 2025 06 17

Title: Subdivision Application and Processing Fees

Purpose: To establish the fee structure associated with an  
Application for Subdivision

Policy Statement: Application Fee

The application fee, which is non-refundable, shall be \$350.00 plus \$150.00 for each new lot being created with the exception of the original parcel which shall not be assessed.

Endorsement Fee

The endorsement fee shall be \$125.00 per lot and due at time of plan endorsement.

Reserve lots, public utility lots, roads and common property within a bare land condominium are excluded from any endorsement fees.

## TOWN OF STETTLER

<u>Prepared by:</u>	Town of Stettler Administration	<u>Number:</u>	VII-2(d)(i)
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy:</u>	1987 02 03
		<u>Previous Policy:</u>	2008 02 19
		<u>Current Policy:</u>	2025 06 17

Title: Miscellaneous Administration Fees

Purpose: To establish a fee to recover costs in providing property information and services to the public.

Policy Statement: Fees for information and services will be charged as follows:

- \$30.00 per property for all written requests of tax and assessment information.
- \$75.00 for a Letter of Compliance with a \$100 rush fee when the letter is requested within 1-3 business days.
- \$100.00 for a residential fence Encroachment Permit and Indemnify Agreement. \$300.00 for all other Encroachment Permit and Indemnify Agreements, plus any additional legal, land titles and/or surveyor costs incurred.
- \$100.00 for environmental concerns or other items in accordance with FOIP regulations.
- \$20.00 or the equivalent charge that the financial institute has charged the Town of Stettler per cheque returned from the bank due to insufficient funds, account closure or other reasons. This is due and collectable in the same manner as all other rates and charges levied on that particular account.
- \$10.00 for a reprint or re-email request for any utility bill, invoice, tax notice or other documentation which is available free online or has already been supplied to the customer once.
- \$40.00 for any time administration transfers outstanding utility account balances or accounts receivables to tax roll.

No GST on the above items as per Revenue Canada.

- \$20.00 for a printed map or other large scale printing utilizing the plotter (\$10.00 for additional copies). No charge for non-profit and government services at administration's discretion.

Plus GST on the above items.

## TOWN OF STETTLER

Prepared by: Administration                      Number: VII-2(d)(ii)  
Adopted by: Town of Stettler Council              Original Policy: 1987 07 15  
Previous Policy: 2013 10 01  
Current Policy: 2025 06 17

Title: Tax Recovery Administrative Fees

Purpose: It is recommended by Municipal Affairs that Town Council pass a Resolution to provide for the levying of an administrative fee on all properties which become subject to the Tax Recovery Procedures under the Municipal Government Act Chapter M-26.1 with amendments.

Policy Statement: A. TAX RECOVERY NOTIFICATION                      FEE/PROPERTY

Including:

- Land Title Fee - Preparation and mailing of Tax Arrears List
- Land Title Fee - Filing      minimum of
- Land Title Fee - Notices sent to registered parties
- Land Title Fee - Withdrawal      minimum of
- Recording and Accounting by Town

Actual Costs or a  
minimum fee of  
\$125.00

B. OFFER FOR PUBLIC SALE

Including:

- Advertisement in Alta. Gazette
- Advertisement in Local Newspaper
- Notification by Registered Mail      minimum of
- Recording and Accounting by Town

Actual Costs or a  
minimum fee of \$50.00

C. FINAL ACQUISITION

Including:

- Land Title Fee - Preparation and Mailing of Transfer of Title Form minimum of
- Land Title Fee - Notice of Acquisition minimum of
- Recording and Accounting by Town

Actual Costs or a minimum fee of \$150

D. REVIVAL OF TITLE

- Land Title Fee - All costs associated with Revival of Title
- Recording and Accounting by Town

Actual Costs or a minimum fee of \$50

E. TAX RECOVERY NOT RELATED TO LAND

- Bailiff Costs
- Storage of Seized Goods
- Public Auction Costs
- Recording and Accounting by Town

Actual Costs or a minimum fee of \$75

## TOWN OF STETTLER

<u>Prepared by:</u>	Town of Stettler Administration	<u>Number:</u>	VII-6
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy:</u>	2002 07 16
		<u>Previous Policy:</u>	2008 01 08
		<u>Current Policy:</u>	2025 06 17

Title: Miscellaneous R.C.M.P. Fees

Purpose: To establish a fee to recover costs in providing a criminal records check for the public, and to detail the procedure for holding and spending of these funds.

Policy Statement: The fee for this service to the public provided by the Stettler R.C.M.P. detachment will be \$30.00 (includes GST) for each criminal records check.

Where a criminal record check is requested for a voluntary position with a local not for profit, charitable, recognized or public service agency/organization the fee shall be decreased to \$10.00.

The Stettler R.C.M.P. detachment will issue a receipt for each criminal records check. Each receipt will state the Town's GST business number.

The funds collected by the Stettler R.C.M.P. detachment for criminal records checks will be forwarded to the Town of Stettler monthly.

The Town of Stettler will keep all funds forwarded from the Stettler R.C.M.P. detachment for criminal records checks in a separate operational reserve called the "R.C.M.P.-Criminal Records Fee".

The Stettler R.C.M.P. detachment commander, in consultation with the Town Manager, may access the "R.C.M.P.-Criminal Records Fee" reserve to purchase goods and services that will benefit the Stettler R.C.M.P. detachment.

## TOWN OF STETTLE

Prepared by: Town of Stettler Administration      Number: VII-8  
Adopted by: Town of Stettler Council      Original Policy: 2025 06 17  
Previous Policy:  
Current Policy: 2025 06 17

Title: Paper Billing Fees

Purpose: To encourage electronic billing by introducing a fee for the issuance of paper bills and invoices, thereby supporting cost recovery of additional incurred by the Town of Stettler through the issuance of said paper bills and invoices.

Policy Statement: This policy applies to all residents, business, and account holders how receive bills or invoices from the Town of Stettler.

All paper bills and invoices will be charged a \$1.75 fee which will be added to the bill or invoice and subject to be treated as part of the total cost due.

This fee will be applied to each individual paper bill or invoice issued by the Town of Stettler.

Residents, businesses, and account holders are encouraged to enroll in the Town's ebilling system to receive their bills and invoices electronically and avoid this fee.

Residents born in the year 1965 or earlier may apply for an exemption to this policy by bringing proof of birth date to the Town Office and fill out an exemption form. Residents who are eligible for exemption and submit the exemption form will continue to receive paper bills and invoices; however will not be charged the \$1.75 fee.

Town of Stettler administration shall be responsible for the implementation and enforcement of this policy.





## PAPER BILLING FEE EXEMPTION FORM

### APPLICANT INFORMATION

Name(s): \_\_\_\_\_

Property Civic Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_

Check by Staff Member: \_\_\_\_\_

Copy of      License      Passport      Birth Certificate      attached.

### *Office Use Only*

Customer ID: \_\_\_\_\_ Address ID: \_\_\_\_\_

**I acknowledge that the information provided on this form is complete and accurate.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOIP Notification:** The personal information you provide is being collected under the authority of Section 32 of the Freedom of Information and Protection of Privacy Act and is used solely for the purposes relating to the administration of taxation services, utility, accounts receivable, and account administration. Questions about the collection or use of this information can be directed to the Town of Stettler's Assistant CAO at 403-742-8305.

## TOWN OF STETTLER

<u>Prepared by:</u>	Administration	<u>Number:</u>	XI-1
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Date:</u>	1987 06 16
		<u>Previous Policy:</u>	2002 12 03
		<u>Current Policy:</u>	2025 06 17

Title: Town of Stettler Promotional Items Distribution

Purpose: To ensure that Town of Stettler promotional items are distributed in a fair, equitable and necessary basis.

Policy Statement: The Town of Stettler believes that it is beneficial for the promotion of the Town to distribute pins, and promotional material in controlled quantities.

All requests for promotional items will be directed through the Communications Coordinator. Requests for items not outlined in this policy will be approved by the CAO.

Requests for prize donations of all Town of Stettler promotional materials, from non-profit groups and organizations, service clubs, and others shall be made in writing to the Communications Coordinator, for review by Town Administration.

Promotional product inventories will be reviewed annually to determine which products should be purchased during the year. Council approves the budget for these products through their annual budget process.

Inventory tracking will be maintained by the Communications Coordinator for all promotional products.

### Lapel pins

- Lapel Pins will be provided to individuals, non-profit organizations or other organizations for the purpose of promotion for no charge.

### Recognition Certificates

- At the discretion of the Communications Coordinator, Mayor, or CAO, Recognition Certificates may be issued subject to written request and will have no charge.

Any promotional items requested from an outside agency that requires mailing will be charged \$5.00 per order.

## **MEMORANDUM**

To: Town of Stettler Council

Date: June 12, 2025

From: Leann Graham, CAO

Re: Cancellation of Summer Committee Meetings

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### **Overview:**

Historically Town Council has cancelled the regular Committee of the Whole meetings over the months of July and August to implement a lower work load over the Summer with the option of a special meeting to be called should an emerging issue arise.

### **Recommendation:**

Administration respectfully recommends that Council cancels the regular Committee of the Wholes which would have taken place on July 15 and August 12 and implement temporary Committee of the Whole meeting to take place 5:30-6:30, immediately prior to regular Council on the nights of July 8, July 22 and August 19 to aid in the ongoing policy review over the summer months.

### **Alternative Options:**

Council may decide to keep the regular Committee of the Whole Meetings on July 15 and August 12.

## **MEMORANDUM**

To: Leann Graham, CAO

Date: June 12, 2025

From: Maddie Standage, Legislative Services Coordinator

Re: Stettler Library Board Member at Large Vacancy

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### **Overview:**

The Town of Stettler currently appoints four members at large to sit on the Stettler Library Board to aid in the yearly operations. Following the recent resignation of one of these members in May, Town administration has advertised the vacancy in the local newspaper and social medias and has invited residents to submit a letter of interest to fill the vacancy.

As a result of this process, administration has received one application from Jenn Currie. Jenn is a regular patron of the Stettler Public Library and is interested in contributing to the decisions that help support the programs and services of the Library. Jenn has indicated past experience in participating in boards and is confident that her past skills on boards will be an asset to the Stettler Library Board.

### **Recommendation:**

Administration respectfully recommends that Council appoints Jenn Currie as a member of large to the Stettler Library Board.

### **Alternative Options:**

Council may request an interview with Jenn Currie.

Council may direct administration to readvertise the vacancy.

June 9, 2025

Dear Ms Standage,

Please accept this letter as my Statement of Intent to serve on the Board of the Stettler Public Library. I have been a regular patron of the library and am interested in contributing to the decisions required to support the excellent programs and services currently being offered and planned for the future.

Having had significant experience with the functions and operations of boards in the past, I will be able to contribute meaningfully to discussion and decisions at this level. I have participated in delivering in-services about the role of board members, provided briefs, presentations, and reports to board members, and functioned as a member and the key liaison between Primary Care Network Boards of physicians and Alberta Health Services operations.

I am able to commit the time required to be properly prepared for scheduled meetings and am confident that my communication skills will augment the deliberations required.

I look forward to hearing from you.

Sincerely,

Jenn Currie

**TOWN OF STETTLER**  
**CU BANK RECONCILIATION for Vision Credit Union**  
**AS OF May 31 , 2025**

Net Balance at End of Previous Month	\$ 10,998,196.91
ADD: General Receipts (summarized below)	1,943,188.93
Interest Earned (Prime 7.20% less 2% = 5.20%)	31,706.59
Investments Matured	-
<b>SUBTOTAL</b>	<b>12,973,092.43</b>
LESS: General Disbursements	1,548,972.55
Payroll	484,583.07
Investments	-
Debenture Payments	-
Returned Cheques	3,137.94
Bank Charges	1,630.09
<b>SUBTOTAL</b>	<b>2,038,323.65</b>
<b>NET BALANCE AT END OF CURRENT MONTH (General Ledger)</b>	<b>\$ 10,934,768.78</b>

Balance at End of Month - Bank	10,967,373.48
ADD: Outstanding Deposits	95,281.07
LESS: Outstanding Cheques	127,885.77
<b>NET BALANCE AT END OF CURRENT MONTH (Bank)</b>	<b>\$ 10,934,768.78</b>

<b>INVESTMENTS:</b>	
US Bank Account	503,075.71
US Bank Interest	106.82
<b>SUBTOTAL</b>	<b>503,182.53</b>
<b>TOTAL CASH ON HAND AND ON DEPOSIT</b>	<b>\$ 11,437,951.31</b>

THIS STATEMENT SUBMITTED TO COUNCIL THIS 2th DAY OF Apr 2025

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
ASSISTANT CAO

	A	B	C
2	<b>GENERAL RECEIPTS SUMMARY</b>		
3			
4	Apex	Franchise Fee	98,566
5	Atco Electric	Franchise Fee	65,383
6	Grov	GST	26,200
7	Hi Way 12/21	Water	38,057
8	Michener Autioneering	2003 Ford F-350 Super	8,965
9	Public Library	SREV	29,795
10	Rec	School Reg	3,770
11	Rec	Trade show Rental	4,863
12	Rec	Campground	2,007
13	Rec	Rental Soccer field	7,400
14	WBC		13,437
15	Tax	AR	1,195,000
16	Utility	AR	345,256
17	Other		104,490
18		Total	1,943,189

System: 2025-06-06 9:09:23 AM  
User Date: 2025-06-06

Town Of Stettler  
CHEQUE DISTRIBUTION REPORT  
Payables Management

Page: 1  
User ID: Anika

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	CU GENERAL
Vendor Name	First	Last	Cheque Number	ONL000910
Cheque Date	First	Last		ONL000911

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Collabria Payment Processing	ONL000910	2025-06-06	\$16,195.27
Invoice Description	Invoice Number	Invoice Amount	
P&L - Visa	2025.05.13.765	\$1,223.09	
BOT - Visa	2025.05.13.BOT	\$2,801.04	
Fitness - Visa	2025.05.13.751	\$257.24	
Park - Visa	2025.05.13.104	\$729.87	
Fire - Visa	2025.05.13.753	\$2,111.33	
Computer - Visa	2025.05.13.290	\$2,248.05	
Water - Visa	2025.05.13.763	\$140.69	
P&L - Visa	2025.05.13.764	\$555.22	
Admin - Visa	2025.05.13.244	\$1,169.89	
Admin - Visa	2025.05.13.655	\$300.04	
Fire - Visa	2025.05.13.755	\$699.99	
Engineering - Visa	2025.05.13.766	\$696.97	
Admin - Visa	2025.05.13.726	\$1,727.73	
Trans - Visa	2025.05.13.762	\$1,085.68	
Pool - Visa	2025.05.13.756	\$61.43	
Visa - Fees	2025.05.13	\$387.01	
Rogers	ONL000911	2025-06-06	\$33.60
Invoice Description	Invoice Number	Invoice Amount	
Fire - Joint - Phone	2994519609	\$33.60	
Total Cheques		\$16,228.87	



Ranges: From:

To:

Vendor ID First

Last

Vendor Name First

Last

Cheque Date First

Last

From:

Chequebook ID CU GENERAL

Cheque Number ONL000912

To:

CU GENERAL

ONL000913

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Telus Communications	ONL000912	2025-06-13	\$2,469.79
Invoice Description	Invoice Number	Invoice Amount	
-----			
Telus - May	2025.05.23	\$2,469.79	
=====			
Telus Mobility Inc.	ONL000913	2025-06-13	\$1,324.21
Invoice Description	Invoice Number	Invoice Amount	
-----			
Telus Mobility - May	2025.05.21	\$1,324.21	
Total Cheques			-----
			\$3,794.00
			=====

System: 2025-06-06 8:51:37 AM  
User Date: 2025-06-06

Town Of Stettler  
CHEQUE DISTRIBUTION REPORT  
Payables Management

Page: 1  
User ID: Anika

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	CU GENERAL
Vendor Name	First	Last	Cheque Number	77816
Cheque Date	First	Last		77825

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Atlas Copco Compressors Canada	77816	2025-06-06	\$3,076.21
Invoice Description	Invoice Number	Invoice Amount	
WTP - PM Kit	1125009322	\$3,076.21	
Canada Post Corporation	77817	2025-06-06	\$3,001.45
Invoice Description	Invoice Number	Invoice Amount	
Office - Postage	9959284772	\$3,001.45	
Cubex Limited	77818	2025-06-06	\$287.66
Invoice Description	Invoice Number	Invoice Amount	
Roads - Crack Filling	P0828902	\$287.66	
Fastimes Towing	77819	2025-06-06	\$105.00
Invoice Description	Invoice Number	Invoice Amount	
Trans - Unlock Doors	6122	\$105.00	
Hagen, David & Sandra	77820	2025-06-06	\$855.73
Invoice Description	Invoice Number	Invoice Amount	
Taxes - Refund for fire	2025.06.04	\$855.73	
Maureen Moch	77821	2025-06-06	\$600.00
Invoice Description	Invoice Number	Invoice Amount	
P&L - Hall Deposit Refund	2025.06.02	\$600.00	
Paul Davis Systems	77822	2025-06-06	\$20,644.22
Invoice Description	Invoice Number	Invoice Amount	
AR - GST Rebate on Repairs	SI00047895	\$1,775.57	
Office - Private Repairs	SI00047896	\$18,868.65	
Tail Creek Nursery	77823	2025-06-06	\$593.51
Invoice Description	Invoice Number	Invoice Amount	
HBC - Memory Flowers	653151	\$593.51	
Tomko Sports Systems Alberta	77824	2025-06-06	\$5,805.79
Invoice Description	Invoice Number	Invoice Amount	
Park - Materials	STETTLER-AFB66	\$5,805.79	

System: 2025-06-06 8:51:37 AM  
User Date: 2025-06-06

Town Of Stettler  
CHEQUE DISTRIBUTION REPORT  
Payables Management

Page: 2  
User ID: Anika

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
-------------	---------------	-------------	---------------

Tru-Fence	77825	2025-06-06	\$4,021.50
-----------	-------	------------	------------

Invoice Description	Invoice Number	Invoice Amount
---------------------	----------------	----------------

Park - SP Backstop	2853	\$4,021.50
--------------------	------	------------

Total Cheques		\$38,991.07
---------------	--	-------------

Ranges: From:

To:

Vendor ID First

Last

Vendor Name First

Last

Cheque Date First

Last

From:

Chequebook ID CU GENERAL

Cheque Number 77826

To:

CU GENERAL

77830

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
County of Stettler Housing Ath	77826	2025-06-13	\$93,371.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Senior - 3rd qtr payments	2025-REQ03	\$93,371.00	
=====			
John Deere Financial	77827	2025-06-13	\$34.59
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Park - Filters	1414271	\$34.59	
=====			
Nutrien Ag Solutions (Canada)	77828	2025-06-13	\$1,040.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Park - Fertilizer	31970563	\$1,040.00	
=====			
Receiver General for Canada	77829	2025-06-13	\$70,120.15
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Town Tax Remittance	PP12-25	\$54,875.97	
Town Tax Remittance	PP12-25.	\$8,158.78	
BOT Tax Remittance	PP12-25.BOT	\$3,074.95	
Library Tax Remittance	PP12-25.LIBRAR	\$4,010.45	
=====			
The Wood Shop	77830	2025-06-13	\$1,401.75
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Equip - Box Liner	12457	\$1,401.75	
-----			
Total Cheques		\$165,967.49	
=====			

System: 2025-06-09 2:11:06 PM  
User Date: 2025-06-09

Town Of Stettler  
CHEQUE DISTRIBUTION REPORT  
Payables Management

Page: 1  
User ID: Anika

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	CU GENERAL
Vendor Name	First	Last	Cheque Number	EFT0009129
Cheque Date	First	Last		EFT0009155

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Acklands - Grainger Inc.	EFT0009129	2025-06-10	\$1,242.00
Invoice Description	Invoice Number	Invoice Amount	
Pool - Janitor Supplies	9512731226	\$1,016.05	
Pool - Facility	9457690833	\$225.95	
Stettler Regional Board of Tra	EFT0009130	2025-06-10	\$90,000.00
Invoice Description	Invoice Number	Invoice Amount	
Grant - Reallocate Grant	2025.06.03	\$90,000.00	
Bond-O Security	EFT0009131	2025-06-10	\$827.93
Invoice Description	Invoice Number	Invoice Amount	
Equipment - 2 Way Radio Kit	BOND0IN129788	\$827.93	
Brenntag Canada Inc.	EFT0009132	2025-06-10	\$1,995.00
Invoice Description	Invoice Number	Invoice Amount	
WTP - Citric Acid	46963370	\$1,995.00	
Brownlee LLP	EFT0009133	2025-06-10	\$4,418.16
Invoice Description	Invoice Number	Invoice Amount	
Admin - Legal Fees	582137	\$4,418.16	
Canadian Red Cross	EFT0009134	2025-06-10	\$123.00
Invoice Description	Invoice Number	Invoice Amount	
Park - First Aid Training	CRC-917093	\$20.50	
WTP, Park - First Aid Training	CRC-917127	\$102.50	
Canoe Procurement Group of Can	EFT0009135	2025-06-10	\$7,416.67
Invoice Description	Invoice Number	Invoice Amount	
Fuel - April	PF-12599-12126	\$7,416.67	
Chapman Commercial Food Equipm	EFT0009136	2025-06-10	\$419.00
Invoice Description	Invoice Number	Invoice Amount	
Comm Hall - Repair of Oven	5327	\$419.00	
ClearTech Industries Inc.	EFT0009137	2025-06-10	\$10,323.82
Invoice Description	Invoice Number	Invoice Amount	
WTP - Captor	INV1161817	\$2,484.38	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
WTP - Sodium Hypochlorite	INV1161628		\$8,259.44
Comtec Overhead Door Experts	EFT0009138	2025-06-10	\$5,863.33
Invoice Description	Invoice Number	Invoice Amount	
Trans - Service Call	3262-1	\$815.85	
Trans - Repairs	3263-1	\$2,369.98	
park, SRC, Shop - Mainyenance	3261-1	\$2,677.50	
County of Stettler	EFT0009139	2025-06-10	\$750.00
Invoice Description	Invoice Number	Invoice Amount	
Fire - Donation	2025.05.29	\$750.00	
Diverse Signs	EFT0009140	2025-06-10	\$439.02
Invoice Description	Invoice Number	Invoice Amount	
Cemetery - Signage	12558	\$91.47	
Signs - No Parking	12493	\$347.55	
Gyro Ag Ltd.	EFT0009141	2025-06-10	\$703.40
Invoice Description	Invoice Number	Invoice Amount	
Park - Toro Blade	4797	\$703.40	
Heartland Express	EFT0009142	2025-06-10	\$226.89
Invoice Description	Invoice Number	Invoice Amount	
Tran s- Freight	16979	\$226.89	
Howe's Greenhouse	EFT0009143	2025-06-10	\$12,108.60
Invoice Description	Invoice Number	Invoice Amount	
Park - Materials/Flowers	205-019	\$12,108.60	
Joe Johnson Equipment	EFT0009144	2025-06-10	\$1,480.44
Invoice Description	Invoice Number	Invoice Amount	
Trans - Rear Rub Pads	P46121	\$1,480.44	
Keiths Refrigeration	EFT0009145	2025-06-10	\$131.25
Invoice Description	Invoice Number	Invoice Amount	
Health Unit - RTV Maintenance	25223	\$131.25	
LIV North	EFT0009146	2025-06-10	\$833.60
Invoice Description	Invoice Number	Invoice Amount	
P&L - Weight plates	CINV-115496	\$518.01	
P&L - Eliptical Parts	CINV-115479	\$315.59	
Lifesaving Society	EFT0009147	2025-06-10	\$250.00
Invoice Description	Invoice Number	Invoice Amount	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Pool - Programs	34568		\$150.00
Pool - Programs	34563		\$100.00
=====			
Municipal Property Consultants	EFT0009148	2025-06-10	\$7,174.85
Invoice Description	Invoice Number	Invoice Amount	
Assessor - May 2025	17194	\$7,174.85	
=====			
Ethan Nichols	EFT0009149	2025-06-10	\$55.00
Invoice Description	Invoice Number	Invoice Amount	
Payroll - Union remit in error	PP10/PP11	\$55.00	
=====			
Rally Rentals	EFT0009150	2025-06-10	\$133.88
Invoice Description	Invoice Number	Invoice Amount	
Shop - Plasma Conumeables	6053	\$133.88	
=====			
Receiver General for Canada	EFT0009151	2025-06-10	\$312,408.00
Invoice Description	Invoice Number	Invoice Amount	
RCMP - 3rd Qtr	70077271	\$312,408.00	
=====			
Shirley McClellan Regional Wat	EFT0009152	2025-06-10	\$10,648.52
Invoice Description	Invoice Number	Invoice Amount	
Water Trsf Stn - Gas & power	SMRWSC004132	\$10,648.52	
=====			
Stettler Agri-Centre	EFT0009153	2025-06-10	\$836.17
Invoice Description	Invoice Number	Invoice Amount	
Park - Filters	33423S	\$836.17	
=====			
Stettler Equipment Sales & Ren	EFT0009154	2025-06-10	\$181.15
Invoice Description	Invoice Number	Invoice Amount	
Park - Oil Filters	154005	\$181.15	
=====			
Stettler Telephone Answering S	EFT0009155	2025-06-10	\$157.50
Invoice Description	Invoice Number	Invoice Amount	
WTP - Working Alone	187	\$157.50	
=====			
Total Cheques			\$472,168.68
=====			

## MEMORANDUM

To: Leann Graham, CAO

Date: June 13, 2025

From: Angela Stormoen, Development Officer

Re: Advertising / Public Notification Bylaw 2189-25

---

### **Background:**

The Town of Stettler currently follows the advertising requirements outlined in Section 606 of the Municipal Government Act:

*606(2) Notice of the bylaw, resolution, meeting, public hearing or other thing must be*

- (a) published at least once a week for 2 consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held,*
- (b) mailed or delivered to every residence in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held, or*
- (c) given by a method provided for in a bylaw under section 606.1.*

These requirements present several challenges, including reliance on declining newspaper circulation, potential delays due to postal service disruptions, cost of advertising and limitations in reaching residents who prefer digital communication.

The Town's key communication tools (website, Facebook, app) are not formally recognized as an authorized notification method until such time an advertising bylaw is imposed under the current Municipal Government Act provisions. Further, the Town of Stettler Land Use Bylaw 2060-15 requires newspaper publication of approved development permits. Lastly, the current cost of advertising Development Permits as per the current requirements, consumes the cost that is collected for Development Permits.

### Advertising Cost Breakdown Per Year

2022		2023		2024	
Board of Trade	\$10,462	Board of Trade	\$8,321	Board of Trade	\$5,220
Town of Stettler *	\$16,257	Town of Stettler *	\$13,235	Town of Stettler *	\$15,488
<b>TOTAL</b>	<b>\$26,719</b>	<b>TOTAL</b>	<b>\$21,556</b>	<b>TOTAL</b>	<b>\$20,708</b>

\*Town of Stettler Advertising includes ads for Planning, Taxes, Election & Job Ads



To address these challenges, Section 606.1 of the Municipal Government Act states:

*606.1 (1) A council may by bylaw provide for one or more methods, which may include electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings and other things referred to in section 606.*

*(2) Before making a bylaw under subsection (1), council must be satisfied that the method the bylaw would provide for is likely to bring proposed bylaws, resolutions, meetings, public hearings and other things advertised by that method to the attention of substantially all residents in the area to which the bylaw, resolution or other thing relates or in which the meeting or hearing is to be held.*

The proposed Advertising/Public Notification Bylaw would modernize the Town of Stettler's approach by incorporating a hybrid model that includes traditional print advertisements, direct mail, and digital methods such as the Town's website, social media, and email notifications.

Further, current updates to the Land Use Bylaw will reflect the advertising bylaw requirements.

This bylaw would align with changing resident preferences, enhance accessibility, decrease budget implications, and improve efficiency and reliability of public notifications, particularly during service disruptions.

**Review:**

The introduction of an Advertising/Public Notification Bylaw presents an opportunity to modernize the Town of Stettler's approach to statutory advertising, ensuring that public notices are effectively communicated to residents through a combination of traditional and digital methods.

By adopting this bylaw, the Town of Stettler will gain greater flexibility in how it informs residents while maintaining transparency, compliance with legislative requirements and remain budget conscious. Council's consideration of this bylaw is a proactive step in ensuring that public notifications remain effective, resilient, and reflective of modern communication trends.

**Alternatives:**

2. Maintain the status quo and continue following MGA Section 606 requirements.
3. Take other action(s) as determined by Council.

**Recommendation:**

Administration respectfully recommends that Town of Stettler Council Give 1<sup>st</sup> Reading to Bylaw 2189-25.

## BYLAW 2189-25

### A BYLAW OF THE TOWN OF STETTLER TO ESTABLISH ALTERNATE METHODS FOR ADVERTISING STATUTORY NOTICES.

WHEREAS, pursuant to Section 606 of the Municipal Government Act, a Council must give notice of certain bylaws, resolutions, meetings, public hearings or other things by advertising in a newspaper or other publication circulating in the area, mailing or delivering a notice to every residence in the affected area or by another method provided for in a bylaw under Section 606.1;

AND WHEREAS, pursuant to Section 606.1(1) of the Municipal Government Act, a Council may, by bylaw, provide for one or more methods, which may include electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings and other things referred to in Section 606 and/or 692;

AND WHEREAS Council is satisfied that the advertising method set out in this Bylaw is likely to bring matters advertised by that method to the attention of substantially all residents in the area to which the bylaw, resolution or other thing relates or in which the meeting or hearing is to be held;

NOW THEREFORE the Council of the Town of Stettler, in the Province of Alberta, duly assembled, enacts as follows:

#### Short Title

This Bylaw may be referred to as the Advertising/Public Notification Bylaw.

#### Definitions

In this Bylaw, unless the context otherwise requires:

- a) "Detailed Notice" means a notice containing all of the information required under Section 606 of the Municipal Government Act.
- b) "Print Media" means any writer or pictorial form of communication produced mechanically or electronically using printing, photocopying, or digital methods from which multiple copies can be made through automated processes.
- c) "Social Media" means any electronic online form of communication through which individuals and groups of users share information and content.
- d) "Statutory Notices" means any notices, including those for proposed bylaws, resolutions, meetings, public hearings, or other things as required to be advertised by the Municipal Government Act.

#### Advertising Method

Any notice required to be advertised under Section 606 and/or 692 of the Municipal Government Act of a bylaw, resolution, meeting, public hearing or other thing may be given, in accordance with the timelines prescribed in Section 606 and/or 692:

- a) By publishing in at least one newspaper or other publication circulating in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is being held; and/or
- b) Electronically by posting the notice prominently on the Town of Settler's official website; and/or
- c) Electronically by posting the notice prominently on any of the Town of Stettler's official social media sites; and/or
- d) By directly mailing the notice to the necessary residents/businesses; and/or
- e) By posting the notice prominently on the bulletin board provided for that purpose in the following municipal facilities: Town of Stettler's Administrative Office (5031-50 Street, Stettler, AB); and/or

f) Electronically via email, text, or other electronic notification through a subscribed database established for that purpose.

Severability

Each provision of this Bylaw is independent of all other provisions. If any such provision is declared invalid by a Court of competent jurisdiction, all other provisions of the Bylaw will remain valid and enforceable.

Effective Date

This Bylaw shall come into force and effect upon adoption of this Bylaw.

READ a first time this \_\_\_\_ day of \_\_\_\_\_, A.D. 2025.

NOTICE OF ADVERTISEMENT published \_\_\_\_\_ & \_\_\_\_\_, 2025.

PUBLIC HEARING held \_\_\_\_\_, 2025 at 7:00 P.M.

READ a second time this \_\_\_\_ day of \_\_\_\_\_, A.D. 2025.

READ a third time and finally passed this \_\_\_\_ day of \_\_\_\_\_, A.D. 2025.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Assistant CAO

## **MEMORANDUM**

To: Leann Graham, CAO

Date: June 13, 2025

From: Angela Stormoen, Development Officer

Re: Land Use Bylaw – Proposed Amendment

---

### **Background:**

The Town of Stettler's Land Use Bylaw underwent a major re-write in 2008. In 2011, following the annexation of lands from the County of Stettler, a bylaw amendment was completed. After further review and application of the Land Use Bylaw an amendment was complete in 2015 to clean up inconsistencies and address gaps in the document.

The current Land Use Bylaw 2060-15 has multiple amendments since 2015 and with ten years since its passing, administration is proposing another review and amendment. This amendment is of a housekeeping nature and will address some gaps discovered in the application of our existing bylaw.

### **Amendments:**

Attached are proposed changes to Land Use Bylaw 2060-15. Please note that administration has prepared a summary of each change identified.

Changes have been identified based on the following:

1. Minor changes from working with the bylaw for the past ten years:
  - a. Changes of a housekeeping nature including consistency throughout
  - b. Addressing some gaps discovered in the application of our existing bylaw
  - c. Including new regulations for solar use
  - d. Additional portable sign regulation regarding maintenance of area around portable signs

### **Recommendation:**

Administration respectfully recommends that Town of Stettler Council Give 1<sup>st</sup> Reading to Bylaw 2190-25 to repeal and replace Land Use Bylaw 2060-15.

SUMMARY OF CHANGES FOR THE TOWN OF STETTLER LAND USE BYLAW		
Land Use Bylaw Policy Statement	Proposed Change/Replacement	Justification
Section 9 Definitions		
<b>“ABATTOIR”</b> means the use of land or buildings as a facility for the slaughtering of animals and the processing of meat products. May or may not include an incinerator.	Addition: May or may not include an incinerator.	Existing abattoir in Town, bring into compliance.
<b>“ACCESSORY BUILDING”</b> means a building or structure, which, in the opinion of the Development Authority, is incidental, subordinate, and exclusively devoted to the principal use or building and is located on the same parcel. Examples include, but are not limited to, garages, <del>decks</del> , sheds, and carports. An accessory building or structure does not include extensions that are physically attached to the principal building.	Remove: Decks	Created a separate definition and section specifically for decks to clarify requirements.
<del><b>“ANIMAL SERVICES”</b> means the treatment, boarding, training, or grooming of animals and includes retail sales of associated products. This may include such uses as veterinary clinics, pet grooming salons, boarding and breeding kennels, impounding and quarantining facilities, and animal shelters, but does not include the sale of animals as a principal use.</del>	Remove Entirely	Removed existing definition and created three separate categories for animal services to allow for more precise uses in districts.
NEW DEFINITIONS	<b>“ANIMAL SERVICES - KENNEL”</b> means a development for the purpose of boarding animals for period greater than 24 hours	

	<p>and may include outside enclosures, pens, runs or exercise areas. This use includes impounding, quarantining, breeding and shelter facilities and may include training, grooming and retail sales of associated products.</p> <p><b>“ANIMAL SERVICES – LARGE ANIMAL”</b> means the treatment, grooming and at times, the short-term boarding of large animals and may include retail sales of associated products. This may include such uses as veterinary clinics, pet grooming salons, day training facilities but does not include the sale of animals as a principal use, pet cremation or other uses as described in “Animal Services – Kennel”.</p> <p><b>“ANIMAL SERVICES – SMALL ANIMAL”</b> means the treatment, grooming and at times, the short-term boarding of small animals, normally considered as household pets, and may include retail sales of associated products. This may include such uses as veterinary clinics, pet grooming salons, day training facilities but does not include the sale of animals as a principal use, pet cremation or other uses as described in “Animal Services – Kennel”.</p>	
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<p><b>“AUTOMOBILE AND RECREATION VEHICLE SALES AND RENTAL”</b> means a development used for the retail sale or rental of new or used automobiles, recreational vehicles, motorcycles, snowmobiles, tent trailers, boats, travel trailers or similar light vehicles or crafts, together with incidental maintenance services and sale of parts. It includes automobile dealerships, car and truck rental agencies, and motorcycle dealerships, but does not include dealerships for the sale of manufactured homes, trucks, or heavy equipment with a gross vehicle weighting greater than 4,000 kg. See “Heavy Truck/Equipment and Mobile Home Sales, Repair and Rental <del>Heavy Equipment Sales, Service and Rentals</del>” for dealerships of vehicles and equipment over 4,000 kg.</p>	<p>Remove: Heavy Equipment Sales, Service and Rentals</p> <p>Addition: Heavy Truck/Equipment and Mobile Home Sales, Repair and Rental</p>	<p>Required update to the definition referenced as a result of clarification and use name change of the definition.</p>
<p><b>“AUTOMOBILE REPAIR GARAGE”</b> means an establishment for the repair or replacement of parts in a motor vehicle but does not offer vehicle fuels for retail sale. This definition does not include an auto body shop, an automotive service station, or a gas bar. <del>For the purposes of this definition, vehicles may include motorized construction equipment and tractor trailers.</del> Typical uses include, but are not limited to, engine repair, quick lube centres and tire repair shops. <del>This includes a “Tire Shop”.</del></p>	<p>Remove: For the Purpose of this definition, vehicles may include motorized construction equipment and tractor trailers.</p> <p>Remove: This includes “Tire Shop”</p> <p>Addition: Typical uses include, but are not limited to, engine repair, quick lube centre and tire repair shops.</p>	<p>Clarify definition by taking out repetitive terms and adding in examples.</p>
<p><b>“BED AND BREAKFAST FACILITY”</b> means a dwelling unit in which the occupant rents or leases a room or a suite of rooms on a</p>	<p>Addition: This includes Air B&amp;B, VRBO and similar rentals.</p>	<p>Clarify definition to include a use that is a common trend in our community.</p>

temporary basis to vacationers or tourists, and which may include the provision of meals as part of and in addition to the rental paid for the room or a suite of rooms. <b>This includes Air B&amp;B, VRBO and similar rentals.</b> This does not include a hotel, motel, boarding or lodging house, or restaurant, as defined herein.		
<b>“BUILDING DEMOLITION/REMOVAL”</b> means the pulling down, tearing down/ <del>or</del> razing, <del>of a building,</del> relocating and/or removing a Mobile Home, Dwelling, or any other building, in whole or parts, off of a property.	<p>Addition to name: /Removal</p> <p>Addition: Relocating and/or removing a Mobile Home, Dwelling, or any other building, in whole or parts, off of a property.</p>	Clarify definition for circumstances where a building is not fully demolished but moved off the property ensuring a development permit is still required.
<b>“BULK FUEL STATION”</b> means a development for handling petroleum products in bulk quantities and includes supplementary tanker vehicle storage. Key-lock and card-lock pumps and retail fuel sales may be incorporated as an accessory use. <del>This includes “Bulk Fuel Distributer”.</del>	<p>Remove: This includes “Bulk Fuel Distributer”.</p>	Clean up definition.
<b>“CAMPGROUND”</b> means any land or part thereof, which may levy fees for the locating of tents or recreational vehicles and shall include any facilities or amenities secondary to the primary use <del>and may also include a Recreation Vehicle Park and Public Campground.</del> Temporary or seasonal storage of recreation vehicles may be permitted as an accessory	<p>Remove: And may include a Recreation Vehicle Park and Public Campground.</p>	Clean up definition.



use, at the discretion of the Development Authority.		
<del>“CATERER” means an establishment in which food and beverages are prepared for the consumption off premises and are not served to customers on the premises or for takeout.</del>	Remove entirely.	This use is covered under the definition of “Food and/or Beverage Service Facility.”
NEW DEFINITION	<b>“CREMATORIUM”</b> means a facility fitted with equipment for the purpose of cremation of human remains and may include associated facilities for the preparation of the dead human body for interment or cremation.	Existing funeral home in Town has a crematorium, bring into compliance by making an accessory use.
<p><b>“DEVELOPMENT”</b> means, as defined by Section 616 in the Act: <del>any development as defined in the Act.</del></p> <ul style="list-style-type: none"> <li>i. An excavation or stockpile and the creation of either of them;</li> <li>ii. A building or an addition to or replacement or repair of a building and the construction or placing of any of them in, on, over, or under land;</li> <li>iii. A change of use of land or a building or an act done in relation to land or a building that results in, or is likely to result in, a change in the use of the land or building;</li> <li>iv. A change in intensity of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the intensity of use of the land or building;</li> </ul>	<p>Remove: Any development as defined in the Act.</p> <p>Addition: As defined by Section 616 in the Act:</p> <ul style="list-style-type: none"> <li>i. An excavation or stockpile and the creation of either of them;</li> <li>ii. A building or an addition to or replacement or repair of a building and the construction or placing of any of them in, on, over, or under land;</li> <li>iii. A change of use of land or a building or an act done in relation to land or a building that results in, or is likely to result in, a change in the use of the land or building;</li> <li>iv. A change in intensity of use of land or a building or an act done in relation to</li> </ul>	Included the exact exert of the MGA instead of referencing the Act for ease of reading and deciphering.

	land or a building that results in or is likely to result in a change in the intensity of use of the land or building;	
<p><b>“FEED MILLS, AND GRAIN, AND/OR FERTILIZER ELEVATORS”</b> mean buildings in which animal feeds, and grain, and/or fertilizers are stored during shipment to or from farms and in which agricultural products may be prepared or sold.</p>	<p>Addition: And/or fertilizer</p>	<p>To clarify definition and bring into compliance current fertilizer facilities in Town.</p>
<p><b>“FOOD AND/OR BEVERAGE SERVICE FACILITY”</b> means a building or portion thereof, in which food and/or beverages are prepared to be sold for consumption on the premises or for take-out, and without limiting the generality of the foregoing, may include such facilities as restaurants, drive-in/thru food establishments, taverns, bars, cocktail lounges and catering services. These uses are subject to passing Alberta Health Inspections as well as obtaining appropriate licensing for Alberta Gaming, Liquor and Cannabis. <del>Alberta Liquor and Gaming Commission.</del></p>	<p>Addition: /thru</p> <p>Update legislation name of Alberta Gaming, Liquor and Cannabis</p>	<p>To clarify definition to include drive-thru.</p>
<p><b>“FUNERAL HOME”</b> means a place where funerals are held and/or the deceased are kept until they are released for burial or cremation. At the discretion of the Development Authority, a “Crematorium” may be permitted as an accessory use.</p>	<p>Addition: “At the discretion of the Development Authority, a “Crematorium” may be permitted as an accessory use.</p>	<p>Existing funeral home in Town has a crematorium, bring into compliance by making an accessory use.</p>

NEW DEFINITION	<b>“HEAVY TRUCK/EQUIPMENT AND MOBILE HOME SALES, REPAIR AND RENTAL”</b> means a development used for the retail sale, repair, or rental of new or used trucks exceeding 4,000 kg, recreational vehicles and trailers, and mobile homes together with incidental maintenance services and the sale of parts and accessories.	Created new, inclusive definition from old definition “Truck and Mobile Home Sales and Rental”.
NEW DEFINITION	<b>“LANDING”</b> means a platform extending horizontally from a building solely used to access or egress an entry door which provides direct access to grade or stairs.	Referenced in Land Use Bylaw and required a definition.
<b>“LANDSCAPING”</b> means to preserve or change the natural features of a site by adding lawns, trees, shrubs, ornamental plantings, ornamental ponds, fencing, walks, driveways, or other structure and materials as used in landscape architecture.	Remove: driveways	Clarification in definitions based on research of other community’s LUB where they do not include driveways as a % of landscaping.
NEW DEFINITION	<b>“METAL FREIGHT/CARGO STORAGE CONTAINER”</b> means a portable metal container use to transport or store goods and materials. Commonly known as a Marine Cargo Container, Sea Can and/or ISO Container.	Required a definition.
<b>“PERSONAL SERVICE SHOP”</b> means a use of a building or part of a building in which services are provided and administered to the individual and personal needs of persons, and	Remove: Bake shop, depots for collection and delivery of dry cleaning and laundry, self	Remove the listed items in the definition that are covered under other definition. Add in tattoo shop to bring into compliance the current shop in Town.

<p>without limiting the generality of the foregoing, includes a barber shop, hairdressing establishment, beautician, beauty parlor, <b>tattoo shop</b>, shoe repair and shoe shining shop, formal rental shop <b>and</b> tailor shop, <del>bake shops, depots for collection and delivery of dry cleaning and laundry, self-serve laundry establishments and pet grooming facilities</del>. The sale of merchandise shall be permitted as an accessory use to the personal service provided.</p>	<p>serve laundry establishments and pet grooming facilities.</p> <p>Addition: Tattoo shop</p>	
<p><b>“RECREATION FACILITY”</b> means <b>a</b> development that provides facilities for sports and active recreation. Typical facilities would include athletic clubs, bicycle/pedestrian trails, billiard of pool halls, bowling alleys, <del>campsites</del>, driving ranges, golf courses, health and fitness clubs, <b>dance studios</b>, curling, indoor golf facilities, indoor soccer facilities, roller-skating and hockey rinks, rifle and pistol ranges, sports fields, tennis courts and swimming pools. The intended application is for both private and public facilities.</p>	<p>Remove: Campsites</p> <p>Addition: Dance studios</p>	<p>Clarify definition by adding a common use in Town and removing campsites as ‘Campground’ is its own definition</p>
<p><del><b>“RESTAURANT” means a food establishment where food is sold or distributed in state ready for immediate consumption and that has: seating or standing room designed for food consumption by patrons; or parking space under the control of the owner provided so that a patron may consume food in a vehicle; and includes a canteen, cafeteria, dining room or</b></del></p>	<p>Remove entirely.</p>	<p>This use is covered under the definition of “Food and/or Beverage Service Facility.”</p>

<del>similar facility provided for employees, staff or students.</del>		
<del>“RESTAURANT – DRIVETHRU” means a place in which food is prepared and sold to the general public and consumed on the premises inside or outside of an automobile and includes an exterior method of ordering and picking up food.</del>	Remove entirely.	This use is covered under the definition of “Food and/or Beverage Service Facility.”
<del>“RESTAURANT – TAKEOUT/DELIVERY” means an establishment primarily engaged in primarily specialty foods in bulk and in providing customers with a takeout and/or delivery service, which may or may not be consumed on or off the premises.</del>	Remove entirely.	This use is covered under the definition of “Food and/or Beverage Service Facility.”
NEW DEFINITION	<b>“RETAINING WALL”</b> means a structure that is designed to restrain earth and water to a slope it would not naturally keep.	Required definition.
NEW DEFINITION	<b>“SCHOOL”</b> means a facility of instruction that is regulated under the Public or Separate School Board system. This does not include Trade/Commercial School.	Required definition.
NEW DEFINITION	<b>“SERVICE ROAD”</b> means a public roadway running parallel to Highway 12 and/or 56 which is registered as a public right of way in a land titles office.	Required definition separate from “Public Roadway.”
NEW DEFINITION	<b>“SIGN – PAINTED WALL MURAL”</b> means a scene or picture located upon an	Required definition to differentiate between Painted Wall Sign.

	exterior wall surface of a building but does not include the roof.	
NEW DEFINITION	<b>“SIGN – PAINTED WALL SIGN”</b> means a sign, advertising a business or product, which is located upon any exterior wall surface of a building, but does not include the roof.	Required definition.
NEW DEFINITION	<b>“SOLAR ENERGY INFRASTRUCTURE”</b> means infrastructure designed to convert solar radiation into electrical or thermal energy.	Required definition as a new use in our Land Use Bylaw.
NEW DEFINITION	<b>“STUDIO”</b> means a use of a building or part of a building in which an artist, photographer, sculptor can work to create a project. At the discretion of the Development Authority and/or Municipal Planning Commission this may also include a place where musical or sound recordings can be made or that is used for the production of film.	Required definition as a new use in our Land Use Bylaw.
<del><b>“TRUCK AND MOBILE HOME SALES AND RENTAL”</b> means a development used for the retail sale, repair or rental of new or used trucks exceeding 4,000 kg, recreational vehicles and trailers, and mobile homes together with incidental maintenance services and the sale of parts and accessories.</del>	Remove entirely.	Created new definition under “Heavy Truck/Equipment and Mobile Home Sales, Repair and Rental.”

<p><b>“TRUCK STOP”</b> means a use that contains a “Convenience Food Store”, “Food and/or Beverage Service Facility eating establishment”, “Gas Bar”, “Truck Depot”, and “Automotive Service Station” or combination thereof in order to cater both to the traveling public and commercial truck traffic.</p>	<p>Remove: “eating establishment”</p> <p>Addition: Food and/or Beverage Service Facility”</p>	<p>Clarify definition as per changes made</p>
<p><del>“VETERINARY CLINIC” means the use of land and building for the medical care and treatment of animals.</del></p>	<p>Remove entirely.</p>	<p>Use is covered under new “Animal Services – Large Animal” and “Animal Services – Small Animal” definitions.</p>
<p><b>Section 11: Municipal Planning Commission</b></p>		
<p>11.1 The Municipal Planning Commission established by Bylaw No. 1587 251 shall perform such duties as specified in Part 4 of this Bylaw as well as the Municipal Government Act, Subdivision and Development Regulation.</p>	<p>Remove: 251</p> <p>Addition: 1587</p>	<p>Reference correct bylaw number.</p>
<p><b>Section 15: When a Development Permit is Not Required</b></p>		
<p>15.1.10 The construction or installation of an accessory building that does not exceed 9.5 m<sup>2</sup> in area and 2.5 m in height, provided that the structure is portable and not fixed on a permanent foundation or concrete pad; <del>and construction of an unenclosed deck that does not exceed 15 m<sup>2</sup> in area and does not exceed 0.76 m in height.</del></p>	<p>Remove: And construction of an unenclosed deck that does not exceed 15m<sup>2</sup> in area and does not exceed 0.76m in height.</p>	<p>Remove to create own subsection as per proposed change to remove deck as an accessory building.</p>
<p>CREATE NEW SUBSECTION</p>	<p>15.1.11 The construction of an unenclosed deck that does not exceed 15 m<sup>2</sup></p>	<p>Create new subsection as deck is no longer classified as an accessory building.</p>

	in area and does not exceed 0.76 m in height;	
15.1.16 Erection of <del>towers, flagpoles and other poles</del> not exceeding <del>4.5</del> 7.5 m in height from grade in any <del>Residential</del> District;	Remove: Towers, and other poles 4.5 m Residential  Addition: 7.5 m	Create flagpoles as own subsection and change the height requirement to a standard flagpole height. Make subsection relevant to all districts not just residential.
CREATE NEW SUBSECTION	15.1.17 Erection of communication tower and/or antennae not exceeding 4.5 m in height from grade in any District;	Create a new subsection to replace what was removed from 15.1.16 due to height requirement change.
Section 18: Application for Demolition		
18.2 <del>The building to be demolished must be inspected by the Town's Building Inspector prior to demolition.</del>	Remove entirely.	Not a requirement from the Building Inspector or Alberta Safety Codes.
Section 23: Notice and Validity of Decision		
23.1 A decision of the Development Officer and/or Municipal Planning Commission on an application for a development permit shall be given in writing and sent by regular mail to the applicant, unless otherwise agreed upon to be sent through e-mail.	Addition: Unless otherwise agreed upon to be sent through e-mail.	Added following the postal strike in 2024 and to keep current with times and the transition to paperless.



<p>23.3 When a development permit is approved for a discretionary use or a permitted use with a variance, the Development Officer shall publicize a notice of decision as per the Town of Stettler Advertising Bylaw in any or all of the forms as described as follows:</p> <p><del>23.3.1 Mail a notice of the decision to all persons whose use, enjoyment or value of the property may, in the opinion of the Development Officer, be affected; and/or</del></p> <p><del>23.3.2 Post a notice of the decision conspicuously on the property for which the application has been made; and/or</del></p> <p><del>23.3.3 Publish in a newspaper circulating in the municipality a notice of the decision</del></p>	<p>Addition: For a discretionary use or a permitted use with a variance</p> <p>as per the Town of Stettler Advertising Bylaw</p> <p>Remove: in any or all of the forms as described as follows:</p> <p>23.3.1 Mail a notice of the decision to all persons whose use, enjoyment or value of the property may, in the opinion of the Development Officer, be affected; and/or</p> <p>23.3.2 Post a notice of the decision conspicuously on the property for which the application has been made; and/or</p> <p>23.3.3 Publish in a newspaper circulating in the municipality a notice of the decision</p>	<p>Better clarify when the Development Officer must publicize notice.</p> <p>Align with Advertising Bylaw 2189-25</p>
<p>CREATE NEW SUBSECTION</p>	<p>23.4 The Development Officer may but is not required to publicize a notice of decision for a development permit approved as a permitted use with no variance.</p>	<p>Added as it was common to find in other Land Use Bylaws. MGA requires us to publicize discretionary and permitted with a variance but technically we don't have to advertise permitted without variances even though we do.</p>

<p><b>23.5 A permit coming into effect:</b></p> <p>23.5.1 A permit approved as a discretionary use or a permitted use with a variance, does not come into effect until 21 14 days after the date the approval is published/posted in the newspaper.</p> <p>23.5.2 A permit approved as a permitted use will come into effect on the same date as the date of decision.</p> <p>23.5.3 If an appeal is lodged with the SDAB, no development shall be commenced until the appeal is finally determined and the issuance of the development permit is upheld.</p>	<p>Remove: 14 In the newspaper</p> <p>Addition: 21</p>	<p>Update required due to a recent change in the MGA. Changes to better explain the process between permitted, permitted with variance, and discretionary.</p>
<p><del>23.6—A development permit issued is not valid until all the conditions of the permit, except those of a continuing nature, have been met and no notice of appeal has been filed with the Subdivision and Development Appeal Board within the appeal period.</del></p>	<p>Remove entirely.</p>	<p>Not consistent with operations. A development permit is valid on date of issue no matter the conditions. If conditions aren't being met the next step is a stop order.</p>
<p>CREATE NEW SUBSECTION</p>	<p><b>23.7 A person applying for a development permit may appeal the decision of the Development Officer to the Subdivision and Development Appeal Board by filing written notice of appeal within 21 days after the date of decision was given.</b></p>	<p>Pulled from another Land Use Bylaw through the review process. Added to ensure clarity in the appeal process.</p>

<b>Section 25: Appealing a Decision</b>		
25.2 In addition to the applicant, any person affected by a development permit <b>approved as a discretionary use or a permitted use with a variance</b> , or the decision on it, may appeal to the Board.	Addition: Approved as a discretionary use or a permitted use with a variance	Better clarify when an appeal can be made by another person.
25.4 An appeal by an applicant must be commenced within <b>21</b> <del>44</del> days of the notification of the decision or when the 40 day period or any time extension expires. An appeal by any other affected person must be made within <b>21</b> <del>44</del> days of the notice of the issuance of the permit was given.	Remove: 14  Addition: 21	Update required due to a recent change in the MGA.
<b>Section 34: Accessory Buildings and Structures</b>		
34.1.2 Where an accessory building is attached to the principal building on a parcel by a roof <b>or other means</b> <del>or an open or enclosed structure, except carports where vehicular access to the rear yard is not obstructed</del> , said building is to be considered part of the principal building and not as an accessory building and shall, therefore, adhere to the setback requirements for the principal buildings as specified in the land use districts.	Remove: Or an open or enclosed structure, except carports where vehicular access to the rear yard is not obstructed.  Addition: Or other means	Clarify subsection and expectation of attached. Delete the carport exclusion. Attached is attached.

CREATE NEW SUBSECTION	34.1.5 No accessory building or any portion thereof shall be erected or placed within the front yard of a parcel	Originally in Subsection 34.3 Siting of Detached Garages (34.2.5 Not in Front Yard. Moved and reworded to apply to all districts.
CREATE NEW SUBSECTION	34.1.6 Accessory buildings shall reflect the design of the principal building on the parcel by incorporating similar exterior cladding colours and materials.	Pulled from another Land Use Bylaw. Ensure consistency with accessory building finishing materials in all districts.
<del>34.1.5 There shall be no more than two accessory buildings per site.</del>	Delete from Subsection 34.1 General Regulations and move to 34.2 Residential Regulations.	Is not enforced in non residential districts, bring into compliance several Industrial and Commercial properties.
34.2.1 Accessory buildings and structures include garages, carports, shed, storage buildings, <del>decks</del> , covered patios or covered balconies, permanently installed private swimming pools and hot tubs, garden suites and other accessory structures such as television and radio antennas, poles, satellite dishes and towers.	Remove: Decks	Decks are no longer considered an accessory building.
34.2.5 There shall be no more than two accessory buildings per site.	Moved to Subsection 34.2 Residential Regulations from 34.1 General Regulations.	This is only a requirement for residential parcels.
34.2.6 Accessory Buildings shall sit no closer than 0.6 m to the side and rear property line (plumb line of the eaves is not less than 0.3 m (except where an agreement exists between the owners of adjoining properties to build their garages centered on the property line, in which case a fire wall shall be constructed to the standards of the Alberta Safety Codes Act, and	Moved from Subsection 34.3 Siting of Detached Garages to 34.2 Residential Regulations	This is a requirement for all accessory buildings in a residential zone.

regulations pursuant thereto, and any amendments made from time to time).		
34.2.7 Accessory Buildings shall not sit closer than 2.0 m to the principal dwelling.	Moved from Subsection 34.3 Sitting of Detached Garages to 34.2 Residential Regulations	This is a requirement for all accessory buildings in a residential zone.
Section 39: Cannabis Retail Sales and Production		
Figure 39-1 updates	Changes to buffer area.	Due to the change in location of the Adult Learning Centre from 46 Street to 51 Street.
Section 40: Communication Towers		
40.10 Communication antennae and structures to be located in all allowable districts shall obtain a development permit where they exceed 4.6 4.5 m in height	Remove: 4.6 m  Addition: 4.5 m	Changes to ensure consistency with Section 15.
Section 42: Decks		
NEW SECTION	42.1 Where a deck is attached to the principal dwelling, or main building, or functions as an extension of the principal dwelling, or main building, the deck is to be considered part of the building and subject to the setback regulations required for that District.	Required a new regulation sections when removed from Accessory Buildings.

	<p>42.2 Where a deck is not attached to the principal dwelling, or main building, and does not function as a direct extension of the principal building, or main building, the deck shall confirm to the following provisions:</p> <p>42.2.1 Shall not be located in the front yard; and</p> <p>42.2.2 Shall sit no closer than 0.6 m to the side and rear property line (plumb line of the eaves, when included on structure, is not less than 0.3 m to property line).</p>	
<b>Section 47: Fencing and Screening</b>		
<p>47.2.3 In the case of fencing adjacent to intersections Section 62 must be referenced. <del>the case of corner lots pursuant to Section 41.</del></p>	<p>Remove: The case of corner lots pursuant to Section 41.</p> <p>Addition: In the case of fencing adjacent to intersections Section 62 must be referenced.</p>	<p>Clarifying this subsection because fences don't follow the two front yard rule that Section 41 describes. Referencing Section 62 ensures sightlines won't be interfered with through the construction of a fence.</p>
<b>Section 50: Landscaping</b>		
<p>50.1 Except in the case of a Residential District and the C1 District, <del>R1, R2, R3A and R4 Districts</del>, landscaping shall be provided in accordance with the following:</p>	<p>Remove: R1, R2, R3A and R4 Districts</p> <p>Addition: Case of a Residential District</p>	<p>Listing specific districts was excluding all other residential districts though the intent of this subsection is to include all residential districts.</p>

50.2	In the case of <b>all Residential</b> <del>the R1, R2, R3A and R4</del> Districts, landscaping shall be completed to the satisfaction of the Development Officer or Municipal Planning Commission by the end of the first full growing season following completion of construction or the commencement of the use, whichever occurs first. All landscaping shall be of a type and quality that is satisfactory to the Development Officer or Municipal Planning Commission.	Remove: The R1, R2, R3A and R4  Addition: All Residential	Listing specific districts was excluding all other residential districts though the intent of this subsection is to include all residential districts.
<b>Section 51: Laneless Subdivision</b>			
51.1	In a laneless subdivision, in a residential district, one side yard shall not be less than 3.0 m. This does not apply to an accessory building where it is located to the rear of the <b>principal dwelling</b> . <del>main building and separated a minimum distance of 6.0 m.</del>	Remove: Main building and separated a minimum distance of 6.0m.  Addition: Principal dwelling	Clarify subsection.
51.2	In a laneless subdivision, in a commercial or industrial district, one side yard shall not be less than 6.0 m. This does not apply to an accessory building where such building is located to the rear of the main building. <del>and separated by a minimum distance of 12.0 m.</del>	Remove: And separated by a minimum distance of 12.0m	Clarify subsection.
<b>Section 55: Permitted Projections</b>			
55.1	Projections into the required front, side and rear yard setbacks in land use	Remove: Ssteps/stairs	Required consistent listing of all possibilities.

<p>districts may be permitted for: canopies; balconies; decks; eaves; box-outs; chimneys; gutters; windowsills; air conditioning units; wheelchair ramps; and landings. and steps/stairs. Cantilevers may be permitted to encroach into the front and rear yards only.</p> <p>55.2 Front Yard Projections:</p> <p>55.2.1 2.0 m for canopies, balconies, decks; and</p> <p>55.2.2 1.0 m for cantilevers, eaves, gutters, box-outs, landings, wheelchair ramps, and windowsills.</p> <p>55.3 Rear Yard Projections:</p> <p>55.3.1 2.0 m for canopies, balconies, decks; and</p> <p>55.3.2 1.0 m for box-outs, cantilevers, eaves, gutters, chimneys, landings, air conditioning units, wheelchair ramps, and windowsills.</p> <p>55.4 Side Yard (Interior) Projections:</p> <p>55.4.1 0.6 m for box-outs, eaves, gutters, chimneys, landings; air conditioning units, wheelchair ramps, and windowsills.</p>	<p>Add: Decks</p> <p>Clean up listings for: Windowsills, landings, box-outs, canopies and chimneys</p>	
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<p>55.5 Side Yard (Exterior) Projections:</p> <p>55.5.1 1.0 m for canopies, balconies, air conditioning units, wheelchair ramp; and</p> <p>55.5.2 0.6 m for box-outs, cantilevers, eaves, gutters, chimneys, landings, wheelchair ramps, and windowsills.</p>		
Section 57: Solar Energy Infrastructure		
NEW SECTION	<p><b>Section 57: Solar Energy Infrastructure</b></p> <p>57.1 Solar energy infrastructure and all components associated with the devices shall meet the setback and site coverage requirements of the district in which they are placed.</p> <p>57.2 Solar energy infrastructure attached to a principal or accessory building should be integrated with the roof and wall structure and required compliance with Alberta Safety Codes. The mounted panel:</p>	<p>Required a new regulations sections as it is a new use being added to the Land Use Bylaw as we see this become a use more owners are wanting to have on the properties.</p> <p>Regulations were made to stay consistent within other regulations in our LUB including: setbacks from property lines, max install height matching max fence height.</p>

	<p>57.2.1 Shall be located and mounted to ensure that no glare is produced for neighboring properties and streets;</p> <p>57.2.2 Should not project more than 0.15 m from the surface of the building;</p> <p>57.2.3 Should not project vertically more than 1 m above the roof line in residential districts and more than 1.8 m above the roof line in all other districts, where located on buildings with flat roofs while staying within the District's maximum building height requirements; and</p> <p>57.2.4 Should not extend beyond the outermost edge of the roof or wall to which it is mounted.</p> <p>57.3 Solar energy infrastructure not attached to a building shall:</p> <p>57.3.1 Only be located in the side or rear yard;</p> <p>57.3.2 Shall have a minimum setback of 1.0 m from any side or rear property line;</p> <p>57.3.3 Not exceed 2.0 m in height above the ground; and</p>	
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	57.3.4 Be screened from adjacent properties with a fence, landscaping, or other means of screening, to the satisfaction of the Development Authority.	
<b>Section 59: Temporary Structures</b>		
59.1.2 (a) No such temporary building shall have a floor area of greater than 20.0 square metres, be more than 3.0 metres in height or have a set back less than 1.2 metres from the side and rear property lines; and	Remove: Of  Addition: Greater than	Clarification on this subsections as the intended meaning being this subsection was to limit the size.
<b>Section 60: Parking</b>		
60.1.3 All parking stalls and loading spaces required by this Bylaw shall be located on the same site as the use requiring them, subject to setback and yard requirements.	Moved from 60.2 Parking Locations – Residential Uses to 60.1 General Regulations	Applies to all parking not just residential parking.
<del>60.2.1 All parking stalls and loading spaces required by this Bylaw shall be located on the same site as the use requiring them, subject to setback and yard requirements.</del>	Removed from 60.2 Parking Locations – Residential Uses and moved to 60.1 General Regulations	Applies to all parking not just residential parking.
60.2.2 For any residential dwelling with required parking which accesses a paved street or land, the required parking stalls shall be surfaced with asphalt, concrete or a similar material	Remove: Required	Taking out required ensure that all parking is held to this standard and there cannot be arguments that required parking only means 2 parking stalls.

within one year of occupancy of the development. In the event seasonal conditions prohibit the completion of lot surfacing, the lot shall be compacted and maintained in a manner to allow access by emergency vehicles and all surfacing shall be completed prior to July 1st of the following year.		
Table 60-2 updates	Clean up uses.	Clean up uses due to the deleting and adding of definitions.
<b>Section 62: Vehicles</b>		
<p>62.3 Sight Lines at Intersections of Roadways:</p> <p>62.3.1 At the intersection of <b>two</b> lanes, a <b>3.0</b> metre sight triangle shall be maintained.</p> <p><b>62.3.2</b> At the intersection of two public roadways, which aren't defined as lanes, a 6.0 metre sight triangle shall be maintained.</p> <p><b>62.3.3</b> At the intersection of a lane and public roadway, which is not defined as a lane, a 3.0 metre sight triangle shall be maintained.</p> <p>62.3.4 At the intersection of <b>provincial highways</b> <del>other roadways</del>, the Development Officer/Municipal Planning Commission may require the calculation of sight triangles where:</p>	<p>Addition: Subsection 62.3.2 &amp; 62.3.3</p> <p>Remove: Other roadways in section 62.3.4</p> <p>Addition: Provincial highways in subsection 62.3.4</p> <p>Addition: Subsection f)</p>	Clarify the roadway intersection setbacks

<ul style="list-style-type: none"> <li>a) One or more rights of way is less than 15.0 metres in width;</li> <li>b) Regulated vehicle speed exceeds 50 kilometres per hour, or</li> <li>c) One of the carriageways is not centred in its right of way,</li> <li>d) An intersection leg is curved or skewed, or</li> <li>e) An intersection leg is sloped at 2 percent or greater; and</li> <li>f) Sight triangle calculations shall be in accordance with the recommended methods of the Roads and Transportation Association of Canada regarding crossing sight distances for roadways.</li> </ul>		
<del>62.3.5—Sight triangle calculations shall be in accordance with the recommended methods of the Roads and Transportation Association of Canada regarding crossing sight distances for roadways.</del>	Remove entirely.	Removed to be included in subsection (f) of 62.3.4.
Figure 62-1 Updates	Delete old picture, insert new picture.	To visually display all three intersections and setback requirements.
<b>Section 64: General Provisions</b>		
64.3 A sign, excluding awning and canopy signs, shall not project closer further than 0.75 m to from the exterior wall of the building.	Addition: Excluding awning and canopy signs  Remove:	Clarify with precise wording. Add in the awning and canopy sign exclusion to ensure those signs are compliant as they have a separate maximum projection from building.

	<p>Closer</p> <p>Addition: Further</p> <p>Remove: To</p> <p>Addition: From</p>	
NEW SUBSECTION	64.8 The Development Officer/Municipal Planning Commission shall have final approval on all sign locations adjacent to an intersection.	Requirements at intersections can change this allows Development Officer or MPC to have final say on all setbacks, and sign details when needed in these circumstances.
Section 65: Sign Removal		
65.1 Where a sign no longer fulfills its function under the terms of the approved development permit, <del>prior approval of the Development Authority</del> , the Development Authority may <del>to</del> order the removal of such a sign; and the lawful owner of the sign or <del>where applicable</del> , the property owner, shall upon the Development Authority's resolution: <del>;</del> <del>upon such a resolution.</del>	<p>Remove: Prior approval of the Development Authority To Where applicable Upon such request</p>	Cutting out repetitive sections to make subsection more precise and easier to read.
Section 67: Awning and Canopy Signs		
67.4 No person shall erect an awning sign <del>or</del> a canopy sign <del>or an under canopy sign</del> unless such sign:	<p>Addition: Or</p> <p>Remove: Or an under canopy sign</p>	Create clarification on requirements for a canopy or awning sign but an under canopy sign has different requirements listed in 67.3 which remains unchanged.

67.4.1	Is securely hung and anchored to the building to which it is attached;		
67.4.2	The structure and canopy/awning must be capable of resisting all stresses resulting from dead weight, snow and wind loads;		
67.4.3	Is at clearance of not less than 2.8 m from the average ground level at the face of the building;		
67.4.4	Does not project more than 3.0 m from the face of the building or structure to which it is attached.		
<b>Section 69: Election Signs</b>			
69.5	Election signs <del>on public property</del> may not exceed 4.5 m <sup>2</sup> in size nor 3.6 m in height.	Remove: On public property	Election sign on private and public property can be held to the same size restriction. There was no previous size restriction for private property.
<b>Section 71: Freestanding Signs</b>			
71.2.3	The maximum <b>sign face</b> area of the freestanding sign shall not exceed 0.2 square metres in area for each metre in street frontage for a developed site to maximum of 10 square metres.	Addition: Sign face	To clarify the requirement. The intent was always the sign face area.
71.2.4	<del>Free-standing signs shall not identify any accessory tenants within the principle building;</del>	Remove entirely.	This is not enforced. Removing this regulation will bring signs displaying multiple businesses in one building into compliance. Ex. Stettler Mall, West Park
NEW SUBSECTION		<b>71.2.9</b> When the proposed sign is adjacent or in close proximity to a residential district, the sign shall	Regulations around signs adjacent or near to residential properties should be stated clearly in the LUB for proposed developers to know the

	not, in the opinion of the Development Office/Municipal Planning Commission, conflict with the use, enjoyment, or safety of the neighbouring residential parcels.	Town's expectations. This allows the Development Office or MPC to add any additional requirements they deem necessary when a sign is near a residential parcel.
<b>Section 72: Painted Wall Signs</b>		
<p>72.3 Notwithstanding Section 72.1, a painted wall mural may be the entire length and height of an exterior wall providing the design has been approved by the Development Officer/Municipal Planning Commission, and under the following provisions;</p> <p>72.3.1 A painted wall mural may only be permitted in Commercial, Industrial and Public Use Districts.</p>	<p>Addition: And height And under the following provisions: 72.3.1 A painted wall mural may only be permitted in Commercial, Industrial and Public Use Districts.</p>	<p>The LUB didn't previously restrict painted wall murals to certain districts which is a necessity when looking at possible placements.</p>
<b>Section 73: Portable and Inflatable Signs</b>		
NEW SUBSECTION	<p>73.2.7 A portable sign must be setback a minimum of 15 metres from any intersection of a public roadway or crosswalk; measurement to be determined from the edge of the public roadway or crosswalk, whichever is greater. This measurement is subject to increase at the discretion of the Development Authority due to intersection specifications and obstructing of traffic;</p>	<p>There was no previous measurement from roadway intersections or crosswalk intersections and it was left to the discretion of the Development Authority. This will ease placements of signs when sign owners or complaints have questions about the requirements.</p>



NEW SUBSECTION	<p>73.2.11 The owner/applicant of any portable sign shall ensure that the area under and around the portable sign is maintained with grass not exceeding twenty (20) centimetres in length;</p> <p>73.2.11.1.0 The owner/applicant shall ensure maintenance under and around the portable sign is complete by the twentieth of each month within the growing season, in accordance with Section 73.2.11.</p>	There was no previous regulations for maintenance around portable signs on public property. This will ensure portable sign owners are responsible for maintenance of grass around signs.
Section 76: Establishment of Land Use Districts		
Table 76-1 Updates		Updates required after changes and additions to uses and definitions. Ensure consistency between table and all the following district sections listed permitted and discretionary uses.
Table 76-2 updates		Updates required after changes and additions to uses and definitions. Ensure consistency between table and all the following district sections listed permitted and discretionary uses.
Schedule "A": Land Use District Map		
Map updates		Ensure most up to date zoning map is pictured with accurate zoning and recent subdivisions.

# *Land Use Bylaw*

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## The Town of **Stettler**

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New things to add

~~Things to take out/delete~~

Comments

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## **ONE: Enactment and Administration**

### **Section 1: Title**

This Bylaw is entitled the **Town of Stettler Land Use Bylaw**.

### **Section 2: Purpose**

The purpose of this Bylaw is to regulate the use and development of land and buildings in the Town of Stettler pursuant to Part 17 of the Municipal Government Act.

### **Section 3: Application**

The provisions of this Bylaw apply to all lands and buildings within the boundaries of the Town, pursuant to Part 17 of the Municipal Government Act.

No person shall commence any development within the Town except in compliance with this Bylaw.

### **Section 4: Effective Date**

This Bylaw comes into force and takes effect upon the date of its third reading.

Land Use Bylaw 2060-15 ~~2018-11~~ as amended is hereby repealed.

### **Section 5: Other Legislative Requirements**

Compliance with the requirements of this Bylaw does not exempt any person from the requirements of any statutory plan.

Nothing in this Bylaw exempts a person to obtain a development permit as required by this Bylaw or to obtain any other permit, license or other authorization required by this or any other Bylaw.

In addition to the requirements of this Bylaw, a person is required to comply with all federal, provincial and other municipal legislation.

### **Section 6: Transition**

An application submitted and accepted prior to the approval of this Bylaw shall be considered under the provisions of Land Use Bylaw 2060-15 ~~2018-11~~, as amended.



## **TWO: Interpretation**

### **Section 7: Units and Measurement**

All measurements in this Bylaw are metric.

### **Section 8: Rules of Interpretation**

Words used in the present tense include the other tenses and derivative forms. Words used in the singular include the plural and vice versa. Words have the same meaning whether they are capitalized or not. The words shall and must require mandatory compliance except where a variance has been granted pursuant to the Act or this Bylaw.

Words, phrases, and terms not defined in this part may be given their definition in existing legislation and regulations, such as the Act or the Alberta Building Code. Other words shall be given their usual and customary meaning.

Where a regulation involves two or more conditions or provisions connected by the conjunction and means all the connected items shall apply in combination; or indicates that the connected items may apply singly or in combination; and and/or indicates the items shall apply singly or in combination.

Metric Conversions to be utilized by the reader are as follows:

- ◆ 1.0 metre = 3.28<sup>4</sup> feet
- ◆ 1.0 square metre = 10.76<sup>8</sup> square feet
- ◆ 1 hectare = 2.47 acres
- ◆ 1.0 kilogram = 2.2 lbs.
- ◆ 1.0 cubic metre = 220 gallons

Imperial conversions are provided for the convenience of the reader. For interpretation of the Bylaw, the metric values indicated in the Bylaw shall prevail.

## Section 9: Definitions

The following definitions shall be used in this Land Use Bylaw:

**“ABANDONED VEHICLE”** means the whole or any part of any motor vehicle that is in a rusted, wrecked, partly wrecked, dismantled, partly dismantled or inoperative condition.

**“ABATTOIR”** means the use of land or buildings as a facility for the slaughtering of animals and the processing of meat products. May or may not include an incinerator.

**“ACCESSORY BUILDING”** means a building or structure, which, in the opinion of the Development Authority, is incidental, subordinate, and exclusively devoted to the principal use or building and is located on the same parcel. Examples include, but are not limited to, garages, decks, sheds, and carports. An accessory building or structure does not include extensions that are physically attached to the principal building.

**“ACCESSORY USE”** means a use customarily incidental and subordinate to the main use or building and is located on the same parcel of land with such main use or building.

**“ACT”** means the Municipal Government Act, 2000, and amendments thereto and its successors.

**“ADJACENT”** means land that is contiguous to the lot that is the subject of an application for subdivision, re-designation or development and includes land or a portion of land that would be contiguous if not for a public road, railway, reserve land, utility right of way, river or stream.

**“ADJOINING”** means a piece of land that is next and joined with another, the common property line creates the adjoining border.

**“AGGREGATE STOCKPILING”** means the use of land for the storage of processed aggregates or other raw materials for future sale.

**“AGGREGATE STOCKPILING, TEMPORARY”** means the temporary use of land for the storage of processed aggregates or other raw materials for a particular project or contract of road construction.

**“AGGREGATE STORAGE AREA”** means the use of land for the temporary storage of aggregates for sale or use in the production of cement or asphalt.

**“AIRPORT”** means Stettler Airport.

Do you want to add a definition for “alternations & improvements”? I know it isn't listed in the uses categories but we can use it as a standard for any addition/reno when issuing a permit because right now how we write the permit doesn't actually have any definition to fall back on

~~**“ANIMAL SERVICES”** means the treatment, boarding, training, or grooming of animals and includes retail sales of associated products. This may include such uses as veterinary clinics, pet grooming salons, boarding and breeding kennels, impounding and quarantining facilities, and animal shelters, but does not include the sale of animals as a principal use.~~

**“ANIMAL SERVICES – KENNEL”** means a development for the purpose of boarding animals for period greater than 24 hours and may include outside enclosures, pens, runs or exercise areas. This use includes impounding, quarantining, breeding and shelter facilities and may include training, grooming and retail sales of associated products.

**“ANIMAL SERVICES – LARGE ANIMAL”**

means the treatment, grooming and at times, the short-term boarding of large animals and may include retail sales of associated products. This may include such uses as veterinary clinics, pet grooming salons, day training facilities but does not include the sale of animals as a principal use, pet cremation or other uses as described in “Animal Services – Kennel”.

**“ANIMAL SERVICES – SMALL ANIMAL”**

means the treatment, grooming and at times, the short-term boarding of small animals, normally considered as household pets, and may include retail sales of associated products. This may include such uses as veterinary clinics, pet grooming salons, day training facilities but does not include the sale of animals as a principal use, pet cremation or other uses as described in “Animal Services – Kennel”.

**“APARTMENT BUILDING”** means a building with five or more dwelling units and which share a common entrance, and which does not conform to the definition of any other residential use. All dwelling units must adhere to the provisions of the Alberta Safety Codes Act.

**“ASPHALT PLANT, PORTABLE”** means a temporary asphalt processing facility for a Provincial or Municipal road project.

**“ASPHALT PROCESSING AND STORAGE”**

means an operation that produces asphalt, or asphalt products used in building and construction and includes facilities for the administration and management of the business, the stockpiling of bulk materials used in the production process or a finished product on the premises and the storage and maintenance of required equipment.

**“ASSISTED LIVING FACILITY”** means a building, or a portion of a building operated for the purpose of providing live in accommodation for six or more persons with chronic or declining conditions requiring professional care or

supervision or ongoing medical care, nursing or home making services or for persons generally requiring specialized care. All dwelling units must adhere to the provisions of the Alberta Safety Codes Act.

**“AUCTION MART”** means a development used for the auctioning and related temporary storage of goods.

**“AUTOBODY AND REPAIR SHOP”** means a use where the primary activity is the repairing and maintaining of vehicles, including auto body repair.

**“AUTOMOBILE AND RECREATION VEHICLE SALES AND RENTAL”** means a development used for the retail sale or rental of new or used automobiles, recreational vehicles, motorcycles, snowmobiles, tent trailers, boats, travel trailers or similar light vehicles or crafts, together with incidental maintenance services and sale of parts. It includes automobile dealerships, car and truck rental agencies, and motorcycle dealerships, but does not include dealerships for the sale of manufactured homes, trucks, or heavy equipment with a gross vehicle weighting greater than 4,000 kg. See “Heavy Truck/Equipment and Mobile Home Sales, Repair and Rental Heavy Equipment Sales, Service and Rentals” for dealerships of vehicles and equipment over 4,000 kg.

**“AUTOMOBILE REPAIR GARAGE”** means an establishment for the repair or replacement of parts in a motor vehicle but does not offer vehicle fuels for retail sale. This definition does not include an auto body shop, an automotive service station, or a gas bar. ~~For the purposes of this definition, vehicles may include motorized construction equipment and tractor trailers.~~ Typical uses include, but are not limited to, engine repair, quick lube centres and tire repair shops. ~~This includes a “Tire Shop”.~~

**“AUTOMOBILE SERVICE STATION”** means a use, building, or part of a building, where vehicle

fuels, lubricants, and accessories are offered for retail sale and which contains facilities for the repair and maintenance of vehicles excluding body work.

**“AUTOMOBILE SUPPLY STORE”** means a use, building, or part of a building where equipment and parts used to repair, service, or customize motor vehicles are available for retail sale. This does not include any installations or repairs.

**“AUTO WRECKER”** means a use where the primary activity is the storage and wrecking of vehicles, usually for parts or scrap metal re-sale.

**“BALCONY”** means a platform, attached to and projecting from the face of a building above the first storey, normally surrounded by a railing and used as an outdoor porch or sundeck with access only from within the building.

**“BANK/FINANCIAL INSTITUTION”** means a development, use, or building that is primarily for the banking or lending of money and other related services. It includes a trust company, chartered bank and credit union or Province of Alberta Treasury Branch.

**“BASEMENT”** means a storey or storeys of a building located below the first storey.

**“BASEMENT SUITE”** means a basement developed as a dwelling unit within a Single Family Dwelling and approved by the Development Authority. All dwelling units must adhere to the provisions of the Alberta Safety Codes Act.

**“BED AND BREAKFAST FACILITY”** means a dwelling unit in which the occupant rents or leases a room or a suite of rooms on a temporary basis to vacationers or tourists, and which may include the provision of meals as part of and in addition to the rental paid for the room or a suite of rooms. **This includes Air B&B, VRBO and similar rentals.** This does not include a hotel,

motel, boarding or lodging house, or restaurant, as defined herein.

**“BERM”** means a landscaped mound of earth.

**“BOARD”** means the Town’s Subdivision and Development Appeal Board.

**“BOARDING FACILITY”** means a building containing sleeping rooms without cooking facilities, where lodging and/or meals for persons is provided for compensation but does not include a hotel.

**“BOTTLED GAS, SALES AND STORAGE”** means a facility where compressed gas is stored in pressurized portable tanks.

**“BUFFER”** means an area where development is restricted to a row of trees, shrubs, fencing, or other similar means to provide visual screening and separation between sites, incompatible land uses, roadways or districts.

**“BUILDING”** includes anything constructed or placed on, in, over or under land but does not include a highway or a public roadway or a bridge forming part of a highway or public roadway.

**“BUILDING DEMOLITION/REMOVAL”** means the pulling down, tearing down/~~or~~ razing, ~~of a building,~~ relocating and/or removing a Mobile Home, Dwelling, or any other building, in whole or parts, off of a property.

**“BUILDING GRADE”** means a ground elevation established for regulating the number of storeys and the height of a building. The building grade shall mean the lowest level of finished ground elevation adjoining a building at any exterior wall.

**“BUILDING HEIGHT”** means the vertical distance between the grade and the highest point of a building; excluding an elevator housing, a mechanical skylight, a steeple, a chimney, a smoke stack, a fire wall, a parapet wall, a

flagpole, tower, leg or similar device on a building.

**“BUILDING SEPARATION”** means the minimum distance between two buildings as regulated by the Alberta Building Code.

**“BULK CHEMICAL STORAGE”** means a development where liquid or solid chemical is stored, and includes the storage of dangerous/hazardous substances, as defined by the Dangerous Goods Transportation and Handling Act and the Major Industrial Accidents Council of Canada. The development may include facilities for cleaning, blending, or packaging of chemicals, but does not include manufacture of these products.

**“BULK FUEL STATION”** means a development for handling petroleum products in bulk quantities and includes supplementary tanker vehicle storage. Key-lock and card-lock pumps and retail fuel sales may be incorporated as an accessory use. ~~This includes “Bulk Fuel Distributor”.~~

**“BYLAW ENFORCEMENT OFFICER”** means a person employed by the Town or authorized under the contract with the Town to enforce the provisions of this Bylaw and any other person designated as such by the Town.

**“CAMPGROUND”** means any land or part thereof, which may levy fees for the locating of tents or recreational vehicles and shall include any facilities or amenities secondary to the primary use. ~~and may also include a Recreation Vehicle Park and Public Campground.~~ Temporary or seasonal storage of recreation vehicles may be permitted as an accessory use, at the discretion of the Development Authority.

**“CANNABIS”** means cannabis plant, fresh cannabis, dried cannabis, cannabis oil and cannabis plant seeds and any other substance defined as cannabis in the Cannabis Act (Canada) and its regulations, as amended from

time to time and includes edible products that contain cannabis.

**“CANNABIS ACCESSORY”** means cannabis accessory as defined in the Cannabis Act (Canada) and its regulations, as amended from time to time.

**“CANNABIS MEDICAL CLINIC/DISPENSARY”** means a clinic or dispensary licensed by the Federal Government of Canada where Cannabis and Cannabis Accessories are sold to individuals for medical purposes.

**“CANNABIS PRODUCTION FACILITY”** means a facility used for the production of Cannabis licensed by the Federal Government of Canada where Cannabis and Cannabis products are produced for Medical and/or Retail uses.

**“CANNABIS RETAIL SALES”** means a retail store licensed by the Province of Alberta where Cannabis and Cannabis Accessories are sold to individuals who attend at the premises for recreational purposes.

**“CARPORT”** means a roofed structure used for storing or parking of not more than two private vehicles, which has not less than 40% of its total perimeter open and unobstructed.

~~**“CATERER”** means an establishment in which food and beverages are prepared for the consumption off premises and are not served to customers on the premises or for takeout.~~

**“CEMETERY”** means a parcel of land used as a burial ground and is licensed by the appropriate provincial government departments, and may include accessory facilities such as crematories, cinerarium, columbarium, mausoleums, memorial parks and gardens of remembrance.

**“CLINIC”** means a building or part of a building intended for use by any or all of the following: physicians, dentist, drugless practitioners, opticians, optometrists, chiropractors, their staff

and patients, for the purpose of consultation, diagnosis and office treatment.

**“CLUB”** means a development used for the assembly of members of charitable, social service, athletic, business or fraternal organizations, and may incorporate eating, drinking, entertainment, sports, recreation and amusement facilities as accessory uses.

**“COMMUNICATION TOWER”** means a structure that is used to convey communication, radio, or television signals and may include other structures necessary for carrying out this function.

**“COMMUNITY HALL”** means the use of land and building for community activities and generally not used for commercial purposes, and the control of which is vested in the Town of Stettler, a local board or agent thereof.

**“CONCRETE MANUFACTURING/PLANT”** means an operation that produces concrete or concrete products use in building or construction and includes facilities for the administration and management of the business, the stockpiling of bulk materials used in the production process or a finished product manufactured on the premise, and the storage of the materials and equipment required to manufacture concrete. It may also include the manufacture and storage of concrete products and supplies and maintenance of required equipment. It does not include the retail sale of finished concrete.

**“CONDOMINIUM UNIT”** means:

- i. In the case of a building, a space that is situated within a building and described as a unit in a condominium plan by reference to floors, wall and ceilings in a building;
- ii. In the case other than that of a building, land that is situated within a lot described as a unit of condominium plan by reference to boundaries governed by monuments pursuant to the provisions of the Surveys Act respecting subdivision surveys.

**“CONSTRUCT”** means to build, reconstruct or relocate, and without limiting the generality of the word, also includes:

- i. Any preliminary operation such as excavation, filling or draining;
- ii. Altering an existing building or structure by an addition, enlargement, extension or other structural change; and
- iii. Any work which requires a Building Permit.

**“CONSTRUCTION YARD”** means the use of land or buildings for a construction operation such as building construction, oilfield construction or other similar type of construction operation.

**“CONTRACTING SERVICES, MAJOR”** means a development used for commercial and industrial service support and construction. Typical uses include oilfield support services, laboratories, cleaning and maintenance contractors, building construction, surveying, landscaping, concrete, electrical, excavation, drilling, heating, plumbing, paving, road construction, sewer or similar services of a construction nature which require on-site storage space for materials, mobile equipment or vehicles normally associated with the contractor service. Any sales, display, office or technical support service areas shall be necessary to the principal general contractor use.

**“CONTRACTING SERVICES, MINOR”** means a development used for the provision of electrical, plumbing, heating, painting, catering other contractor services and the accessory sales of goods normally associated with contractor services where all materials are kept within an enclosed building, and no fleet storage of more than four vehicles or pieces of mobile equipment.

**“CONVENIENCE FOOD STORE”** means a retail operation that specializes in convenience type items such as groceries, soft drinks and other similar goods.

**“COUNCIL”** means the Council of the Town of Stettler.

**“CREMATORIUM”** means a facility fitted with equipment for the purpose of cremation of human remains and may include associated facilities for the preparation of the dead human body for interment or cremation.

**“CROWN LAND”** means land of the Crown in right of Alberta that includes the bed and shores of all permanent and naturally occurring water bodies and watercourses.

**“DAY CARE FACILITY”** means a development licensed by the Province to provide personal care, maintenance, supervision or education for seven or more children at one time for more than three but less than 24 hours in a day. This includes day care centers, nurseries, kindergartens, nursery schools, play schools, and other similar uses.

**“DECK”** means an unenclosed amenity area or platform that may be attached to a dwelling and is intended for the purpose of outdoor dining, lounging and other similar accessory residential use.

**“DEVELOPMENT”** means, as defined by Section 616 in the Act: ~~any development as defined in the Act.~~

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

**“DEVELOPMENT AUTHORITY”** means a development authority established pursuant to the Act and may include one or more of the following: a Designated Officer, a municipal planning commission, an inter-municipal planning commission, or any other person or organization that has been authorized to exercise development powers on behalf of the municipality.

**“DEVELOPMENT OFFICER”** means a person appointed as Development Officer pursuant to the Land Use Bylaw.

**“DEVELOPMENT PERMIT”** means a document pursuant to this Land Use Bylaw.

**“DISCRETIONARY USE”** means the use of land, building or structure that is listed in the columns captioned “Discretionary Uses” in all districts of this Bylaw, and for which, subject to the provisions of this Bylaw a development permit MAY be issued by the development authority (MPC) after due consideration is given to the impact of that use upon neighbouring land.

**“DISTRICT”** means Land Use District.

**“DRIVEWAY”** means a vehicle access route on the parcel which provides access to a Public Roadway.

#### **“DRY CLEANING AND LAUNDRY**

**DEPOT/PLANT** means a building where the cleaning of clothing is carried on and/or used for the purpose of receiving articles of clothing to the cleaned elsewhere.

**“DWELLING”** means a complete building or self contained portion of a building used or designed to be used by a household, containing independent and separate sleeping, cooking and sanitary facilities intended as a permanent residence and having an independent entrance either directly from the outside of the building or through a common area inside the building.



**“DWELLING, ABOVE GROUND FLOOR**

**BUSINESS”** means a self-contained portion of a building that is above a ground floor commercial business used or designed to be used by a household, containing independent and separate sleeping, cooking and sanitary facilities intended as a permanent residence and having an independent entrance either directly from the outside of the building or through a common area inside the building.

**“DWELLING, DUPLEX”** means a building containing two dwelling units, either one above the other or side by side, each of which has an independent entrance, either directly from outside the building or through a common vestibule. All dwelling units must adhere to the provisions of the Alberta Safety Codes Act.

**“DWELLING, FOURPLEX”** means a building containing four dwelling units each with direct access to the outside grade, but not all the units are required to have separate frontage onto a public or private road. Units may have common side and rear walls and may also be separated by a common ceiling/floor assembly. This shall not mean **row house** ~~row housing~~ dwelling or duplex dwelling. All dwelling units must adhere to the provisions of the Alberta Safety Codes Act.

**“DWELLING, ROW HOUSE~~ING~~”** means a building on a lot or lots that consist of at least three dwelling units with each unit having direct access to the outside grade, but shall not mean “apartment” or “four-plex”. Units are attached at the side walls, each having frontage onto a public or private condominium road. A row house dwelling unit may be located on a separate lot if the lot is registered after construction of the row house dwelling.

**“DWELLING, SINGLE DETACHED”** means a residential building containing one dwelling unit intended as a permanent residence. Single detached dwellings must be of new construction and feature the following criteria:

- i. **S**hall include single detached dwellings constructed off-site;
- ii. All exterior walls of the floor area must be dimensioned at less than or equal to 3:1 length to width ratio; and
- iii. All roof pitches must be a minimum of 3:12 ratio (3 feet of rise for 12 feet of run).

All dwelling units must adhere to the provisions of the Alberta Safety Codes Act.

**“DWELLING, TRIPLEX”** means a building containing three dwelling units each with direct access to the outside grade, but not all units may have separate frontage onto a public or private road. Units may have common side and rear walls and may also be separated by a common ceiling/floor assembly. All dwelling units must adhere to the provisions of the Alberta Safety Codes Act.

**“EAVELINE”** means the horizontal line that marks farthest projection of the roof overhang beyond the wall of the building.

**“ENVIRONMENTAL AUDIT”** means a comprehensive site analysis to determine:

- i. 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;
- ii. If there are any breaches of federal, provincial, and/or municipal environmental standards;
- iii. The level of risk that a contaminated site poses to the environment and/or health of humans, wildlife, and/or vegetation; and
- iv. What remedial actions may be required to reduce the level of risk posed by a contaminated site to an acceptable level.

**“ENVIRONMENTAL IMPACT ASSESSMENT”** means a comprehensive site analysis to determine:

- i. The potential impact of the proposed development on the site;



- ii. The potential environmental impact of the proposed development upon adjacent properties or land uses; and
- iii. The potential environmental impact of the proposed development upon the future land use potential of the property.

**“FAÇADE”** means the principal face of the building on the shortest side of the lot abutting the street or avenue.

**“FARMING”** means the raising or production of crops, or animals, and includes a single residence for the farmer, but does not include a “Confined Feeding Operation” as defined by the Natural Resources Conservation Board.

**“FARM SUPPLY STORE”** means establishments which sell their products to the farm industry, and general public.

**“FEED MILLS, AND GRAIN, AND/OR FERTILIZER ELEVATORS”** mean buildings in which animal feeds, and grain, and/or fertilizers are stored during shipment to or from farms and in which agricultural products may be prepared or sold.

**“FENCE”** means a vertical physical barrier constructed to prevent visual intrusions, unauthorized access, or to provide sound abatement.

**“FLOOD FRINGE”** means the land along the edges of the flood hazard area that would likely experience relatively shallow water (less than one metre deep) during a flood event, with lower velocities (less than 1m/s), as determined by an elevation set by Alberta Environment and Sustainable Resource Development. The flood fringe is identified through a flood hazard identification study in accordance with the Flood Hazard Identification Program Guideline published by the Department of Environment and Sustainable Resource Development (ESRD).

**“FLOOD PROOFING”** means the rendering safe from damage arising from a one in one hundred year return flood, as determined by Alberta Environment and Sustainable Resource Development, through all or any of the following means;

- i. The raising of the level of land to a minimum of 0.3 metres above the flood level; or
- ii. The construction and use of buildings with the lowest water entry point 0.3 metres above that flood level; or
- iii. Any other such means as may be considered appropriate by the Development Authority in consultation with Alberta Environment and Sustainable Resource Development.

**“FLOODWAY”** means the land adjacent to a lake, river or stream inundated by a one in one hundred year return flood as determined by an elevation set by Alberta Environment and Sustainable Resource Development. The floodway is identified through a flood hazard identification study in accordance with the Flood Hazard Identification Program Guideline published by the Department of Environment and Sustainable Resource Development (ESRD).

**“FLOOR AREA”** means the total floor area of every room and passageway contained in a building but not including the floor areas of basements, attached garages, open porches, patios, open decks, verandas or breezeways.

**“FLORIST SHOP”** means a retail store devoted to the sale of flowers, indoor plants and arrangements thereof.

**“FOOD AND/OR BEVERAGE SERVICE FACILITY”** means a building or portion thereof, in which food and/or beverages are prepared to be sold for consumption on the premises or for take-out, and without limiting the generality of the foregoing, may include such facilities as restaurants, drive-in/thru food establishments, taverns, bars, cocktail lounges and catering services. These uses are subject to passing Alberta Health Inspections as well as obtaining

appropriate licensing for Alberta Gaming, Liquor and Cannabis. ~~Alberta Liquor and Gaming Commission.~~

**“FUNERAL HOME”** means a place where funerals are held and/or the deceased are kept until they are released for burial or cremation. At the discretion of the Development Authority, a “Crematorium” may be permitted as an accessory use.

**“GAMING OR GAMBLING ESTABLISHMENT”** means a building or structure, or any portion thereof, which is used or intended for use for the purpose of dealing, operating, maintaining or conducting any game played with cards, dice, or any mechanical device for money, property or item of value.

**“GARAGE”** means an accessory building or portion thereof which is designed and used for the storage, parking, or the maintenance of personal vehicles.

**“GARDEN SUITE”** means a portable, self-contained dwelling without a basement used as a temporary additional dwelling for sole occupancy by dependent or partly dependent parents, grandparents or handicapped adult children of the occupants of the primary dwelling on the same parcel. It may include a “Park Model” which meets the size requirements of this land use bylaw.

**“GAS BAR”** means a retail outlet that is limited to the sale of gasoline and related automotive products and may include a “Convenience Food Store”.

**“GOLF COURSE”** means a golf playing area and accessory buildings and uses related to the playing of the game of golf and without restricting the generality of the foregoing includes pro shop, club house, restaurant, licensed dining area or lounge, driving range, parking lot and picnic area.

**“GROUP CARE FACILITY”** means a facility which provides residential accommodation for up to six persons, most or all of which are handicapped, aged, disabled, or in need of adult assistance and who are provided service or supervision, excluding foster homes. All dwelling units must adhere to the provisions of the Alberta Safety Codes Act.

**“HANDICRAFT BUSINESS”** means the production and selling of handicrafts on a commercial basis.

**“HARD LANDSCAPING”** means the use of non-vegetative material, other than concrete, asphalt or gravel, as a part of the landscaped area.

**“HEAVY TRUCK/EQUIPMENT AND MOBILE HOME SALES, REPAIR AND RENTAL”** means a development used for the retail sale, repair, or rental of new or used trucks exceeding 4,000 kg, recreational vehicles and trailers, and mobile homes together with incidental maintenance services and the sale of parts and accessories.

**“HOME OCCUPATION”** means any occupation, trade, profession or craft carried on by an occupant of a residential building as a use secondary to the residential use of the building.

**“HOTEL”** means a building designed for the accommodation of the traveling and vacationing public containing guestrooms served by a common entrance as well as general kitchen and dining or other public rooms.

**“INDUSTRY – HAZARDOUS”** means an industry that by reason of emissions, noise or the manufacturing process or storage of goods and materials create a situation which is offensive or hazardous to human health, safety and well being. These industries must be located in isolation from concentrations of population. If allowed in Stettler, they must be approved within a Direct Control District.

**“INDUSTRY/MANUFACTURING – LARGE SCALE”** means an industry engaged in any or all of the following activities; the assembly, processing, manufacture, cleaning, testing, repairing, storage or distribution of raw materials into a new product and which is not defined elsewhere in the Bylaw. The industry may exhibit most or all of the following characteristics:

- i. Requires a large parcel of land;
- ii. Involves the development of either large buildings or structures;
- iii. Requires large areas of open space;
- iv. Emits noise which is audible beyond the parcel boundary;
- v. Involve the emission of smoke, dust, flying ash, or other particulate matter;
- vi. May emit an odour or gas;
- vii. Involve the use of toxic gases or substances in the manufacture process;
- viii. Produce heat beyond the parcel boundary;
- ix. Store goods or products which may be hazardous or offensive; and
- x. Produce waste materials that may be hazardous or offensive.

**“INDUSTRY/MANUFACTURING – SMALL SCALE”** means an industry engaged in the assembly, processing, manufacture, cleaning, testing, repairing, storage or distribution of various materials into a new product. The industry may exhibit most or all of the following characteristics:

- i. Can be developed on smaller parcels of land;
- ii. Is suitable for industrial parks;
- iii. Most of the activities are confined to the building;
- iv. Does not require large areas for outdoor storage; and
- v. Does not produce emissions which are obnoxious or hazardous.

**“INDUSTRY – PETROCHEMICAL”** means a facility or industry that processes or refines gas, oil, or any other petrochemical product from its raw state into a more refined state suitable for transport to market.

**“INTERNAL SUBDIVISION ROAD”** means a public roadway, excluding a primary highway, secondary highway, or municipal road, constructed solely for access, egress, and internal circulation within a commercial, industrial or residential development.

**“LABORATORY”** means the use of a building, or part of a building, used for scientific, medical and/or dental testing, experimentation and/or research.

**“LAGOON”** means any pond, natural or artificial, receiving raw or partially treated sewage or waste, in which stabilization occurs due to sunlight, air and micro-organisms.

**“LANDFILL OPERATION”** means, for the purposes of this Bylaw, a waste sorting site, a waste transfer station, a modified sanitary landfill, hazardous waste management facility or dry waste site.

**“LANDING”** means a platform extending horizontally from a building solely used to access or egress an entry door which provides direct access to grade or stairs.

**“LANDSCAPED AREA”** means an open area of land, which is:

- i. Unoccupied by any building or structure;
- ii. Situated on ground level on a lot;
- iii. Used or intended to be used for the growth and maintenance of grass, flowers, shrubs, bushes, trees and other vegetation, and for the provision of other landscaping features including, but not restricted to, planting strips, facilities for outdoor recreation, ornamental ponds, play areas, surfaced walks, and patios.

**“LANDSCAPING”** means to preserve or change the natural features of a site by adding lawns, trees, shrubs, ornamental plantings, ornamental ponds, fencing, walks, driveways, or other structure and materials as used in landscape architecture.

**“LANE”** means a public right of way not exceeding 10.0 metres (32.3 feet) in width which provides secondary access to a lot and which is registered at the Land Titles Office.

**“LAUNDROMAT”** means a self-serve clothes-washing establishment containing one or more washing and drying, ironing, finishing or other incidental equipment.

**“LEGAL NON CONFORMING BUILDING”**

means a building:

- i. That was lawfully constructed or lawfully under construction at the date a land use bylaw affecting the building or the land on which the building is situated became effective; and
- ii. That on the date the new land use bylaw becomes effective does not, or when constructed will not, comply with the land use bylaw, unless a variance has been approved by the Town of Stettler’s Municipal Planning Commission.

**“LEGAL NON CONFORMING USE”** means a lawful specific use:

- i. Being made of land or building or intended to be made of a building lawfully under construction at the date a land use bylaw affecting the land or building became effective; and
- ii. That on the date the new land use bylaw becomes effective does not comply with the land use bylaw, unless a variance has been approved by the Town of Stettler’s Municipal Planning Commission.

**“LIGHT EQUIPMENT REPAIR/RENTAL”** means a development, use or building for the rental and/or repair of tools, appliances, recreational craft, office machines, furniture, home appliances, or similar items, but does not include the rental or repair of motor vehicles or industrial equipment.

**“LIVESTOCK AUCTION MART”** means a facility where agricultural related items including livestock are sold.

**“LOT”** as defined under Part 17 of the Municipal Government Act, means:

- i. A quarter section;
- ii. A river lot shown on an official plan, as defined in the Surveys Act that is filed or lodged in a land titles office;
- iii. A settlement lot shown on an official plan, as defined in the Surveys Act that is filed or lodged in a land titles office;
- iv. A part of a parcel described in a certificate of title if the boundaries of the part are described in the certificate of title other than by reference to a legal subdivision; and
- v. Part of a parcel of land described in a certificate of title if the boundaries of the part are described in the certificate of title by reference to a plan of subdivision.

**“LOT AREA”** means the area contained within the boundaries of a lot shown on a plan of subdivision or described in the Certificate of Title.

**“LOT – CORNER”** means a lot at the intersection of two public roadways.

**“LOT DEPTH”** means the length of a straight line joining the middle of the front lot line with the middle of the rear lot line. If there is no rear lot line, lot depth shall be measured from the middle of the front lot line to the intersection of the two other lot lines.

**“LOT LINE”** means a legally defined limit of any lot.

**“METAL FREIGHT/CARGO STORAGE CONTAINER”** means a portable metal container use to transport or store goods and materials. Commonly known as a Marine Cargo Container, Sea Can and/or ISO Container.

**“MINIMUM STANDARDS”** means those minimum standards relating to lot area, floor

area, yards, landscaping design, character and appearance of buildings, etc. for the permitted uses of land or buildings or the discretionary uses of land or buildings, or both, listed in this Bylaw and, where these are not specified, as determined by the Municipal Planning Commission.

**“MOBILE HOME”** means a residential unit that may be constructed with a heavy transport chassis that allows for permanent or temporary attachment of a hitch and wheel assembly to enable the relocation of the dwelling. A mobile home may be a single structure (single-wide) or two parts which are put together to comprise a complete dwelling (double-wide). Mobile Homes shall feature the following criteria:

- i. Minimum roof pitch of 5 cm (2 inches) of vertical rise for every 30.5 cm (12 inches) of run; and
- ii. A minimum floor area length to width ratio of 3:1.

A mobile home does not include a single detached dwelling.

**“MOBILE HOME PARK”** means a parcel comprehensively designed, developed, operated and maintained to provide sites and facilities for the placement and occupancy of mobile homes on either a short or a long-term basis.

**“MOBILE HOME SUBDIVISION”** means privately owned parcels of land for the purpose of locating mobile homes on a permanent basis.

**“MOTEL”** means a building or a group of buildings designed for the accommodation of the traveling or vacationing public containing guestrooms.

**“MOTOR VEHICLE”** means a vehicle propelled by any power other than muscular power or a moped.

**“MUNICIPALITY”** means the Town of Stettler.

**“MUNICIPAL ROAD”** means a public roadway subject to the direction, control and management of the Town but not including an internal subdivision road.

**“MUNICIPAL SHOP AND STORAGE YARD”** means a facility used by the municipality for the storage of materials used in fulfilling its various functions and the housing and repair of its equipment.

**“MUSEUM”** means a use of a building, or part of a building for the preservation and presentation of works of art, or cultural, historical, or scientific objects and information and open to the recreation and education of the public.

**“NEIGHBOURHOOD CONVENIENCE STORE”** means a commercial establishment with off-street parking established on the same site which serves the convenience shopping needs of the immediate neighbourhood only.

**“NOISE EXPOSURE PROJECTION AREA”** means an area of land near the airport in which the effects of the airport’s operation on noise levels and safety is the same for all intents and purposes. See “Airport Overlay District”.

**“NURSING HOME”** means an institution or a distinct part of an institution which is licensed and approved to provide health care and social support for 24 or more consecutive hours for 2 or more patients who require such care on a daily basis and who are not related to the governing authority or its members by marriage, blood or adoption.

**“OFFICE BUILDING”** means a facility providing for the administration of business or government, or the provision of professional services.

**“OILFIELD SUPPORT SERVICES”** means a development that provides cleaning, servicing, repairing or testing of materials, goods and equipment normally associated with the oil and gas industry and may include the storage of

shipping of such materials, goods and equipment, including petrochemical products and supplies, providing such storage does not exceed 5,000 cubic metres (1,100,000 imperial gallons) for all organic or inorganic chemicals and 10,000 cubic metres (2,200,000 imperial gallons) for all petroleum products and that such storage is in accordance with all applicable provincial and federal statutes. This definition applies to oil and gas industry support operations and includes, but is not limited to, seismic and surveying, well servicing, oilfield haulers, pipeline contractors and welding operations.

**“OPEN OR OUTDOOR STORAGE AREA”**

means an area of land used for outdoor storage purposes.

**“OTHER RELATED IMPROVEMENTS”** means utilities (power, gas, well or septic system) and/or mature shelterbelts.

**“OUTDOOR DISPLAY”** means land that is used to show, exhibit or make visible products, good, or equipment for the purpose of sale or promotion.

**“PARCEL”** means the aggregate of one or more areas of land described in a title or described in a certificate of title by reference to a plan filed in a land titles office.

**“PARK”** means a development of public land specifically designed or reserved for the general public for active or passive recreational use and includes all natural and manmade landscaping, facilities, playing fields, buildings and other structures that are consistent with the general purposes of public parkland, whether or not such recreational facilities are publicly operated or operated by other organizations pursuant to arrangements with the public authority owning the park. Typical uses include tot lots, band shells, picnic grounds, pedestrian trails, landscaped buffers, playgrounds and water features.

**“PARK MODEL”** means a recreation vehicle conforming to CAN-CSA Series Z241.

**“PARKING FACILITY”** means an area of land providing for the parking of motor vehicles. When identified as a specific use in a land use district, this use is contemplated as an exclusive use of a land parcel. Otherwise, parking lots are to be developed in association with other permitted and discretionary uses and in accordance with the regulations found in Part 8 of this Bylaw.

**“PARKING STALL”** means that portion of a parking lot that accommodates a parked vehicle.

**“PATHWAY”** means a pedestrian walkway in the form of asphalt or gravel constructed trail system.

**“PERMITTED USE”** means the use of land or of a building that is listed in the column captioned “Permitted Uses” in Land Use Districts appearing in this Bylaw.

**“PERSONAL SERVICE SHOP”** means a use of a building or part of a building in which services are provided and administered to the individual and personal needs of persons, and without limiting the generality of the foregoing, includes a barber shop, hairdressing establishment, beautician, beauty parlor, tattoo shop, shoe repair and shoe shining shop, formal rental shop and tailor shop, ~~bake shops, depots for collection and delivery of dry cleaning and laundry, self-serve laundry establishments and pet grooming facilities.~~ The sale of merchandise shall be permitted as an accessory use to the personal service provided.

~~**“PUBLIC ASSEMBLY”** means a development including any meeting halls used for spiritual worship and related religious, charitable, educational or social activities, but does not include a school. It may include a minister's residence, manse, parsonage, or rectory, provided it is accessory to the principal use. It also means church or place of worship.~~



**“PETROLEUM FACILITY”** means petroleum infrastructure such as oil and gas pipelines, well battery, compressor station, and metering station.

**“PHARMACY”** means a retail store that dispenses prescription drugs and sells, among other things, non-prescription medicines, health and beauty products, and associated sundry items.

**“PLANTING STRIP”** means a landscaped area located immediately adjacent to a lot line or portion thereof, on which is situated one or more of the following screening devices:

- i. A continuous row of trees;
- ii. A continuous hedgerow of evergreens or shrubs;
- iii. A berm;
- iv. A wall;
- v. An opaque fence; and
- vi. Arranged in a way as to form a dense or opaque screen.

**“POINT OF SALE ADVERTISING”** means material, which relates to the name of the occupier or firm, the nature of the business conducted and/or goods produced, and/or the main product sold on the premises to which an advertisement is attached.

**“PRIMARY HIGHWAY”** means a highway or proposed highway designated as a primary highway under the Highway Traffic Act.

**“PROPANE TRANSFER FACILITY”** means a facility at a fixed location having not more than one storage container and such container shall not have an aggregate propane storage capacity in excess of 50,000 litres.

**“PUBLIC ASSEMBLY”** means a development including any meeting halls used for spiritual worship and related religious, charitable, educational or social activities, but does not include a school. It may include a minister’s residence, manse, parsonage, or rectory,

provided it is accessory to the principal use. It also means church or place of worship.

**“PUBLIC ROADWAY”** means a highway, local road, service road, street, avenue or lane which is registered as a public right of way in a land titles office.

**“PUBLIC USE”** means a building, structure or lot used for public services by the Town or County except sanitary landfill sites and sewage lagoons, or by any local board or agency of the Town, or by any department, commission or agency of the Province of Alberta or Government of Canada.

**“RAILWAY USE”** means a use of land or a building directly related to the building or operation of a railroad system.

**“REAL PROPERTY REPORT”** means a legal document prepared by an Alberta Land Surveyor that illustrates the location of all relevant visible public and private improvements relative to property boundaries. It is in the form of a plan or illustration of the various physical features of the property including a written statement detailing the surveyors opinions or concerns. It is relied upon by the municipality as an accurate representation of the improvements to property.

~~**“RECREATIONAL AMUSEMENT PARK”** means a commercial recreation facility with or without permanent buildings or structures where rides, games of chance, entertainment, exhibitions, and the sale of food, beverages, toys and souvenirs constitute the main use.~~

**“RECREATION FACILITY”** means a development that provides facilities for sports and active recreation. Typical facilities would include athletic clubs, bicycle/pedestrian trails, billiard of pool halls, bowling alleys, campsites, driving ranges, golf courses, health and fitness clubs, dance studios, curling, indoor golf facilities, indoor soccer facilities, roller-skating and hockey rinks, rifle and pistol ranges, sports fields, tennis

courts and swimming pools. The intended application is for both private and public facilities.

**“RECREATION VEHICLE”** means a portable structure designed and built to be carried on a vehicle or to be transported on its own wheels and which is intended to provide temporary living accommodation for travel and recreation purposes. It does not need any special license or permit to travel on the public road systems other than a usual trailer or vehicle license, and without limiting the generality of the foregoing, includes such vehicles as a motor home, a camper, a travel trailer or a tent trailer. It does not include a portable industrial trailer, mobile home, manufactured home, or any vehicle or trailer over eight feet in width while being transported.

**“RECREATIONAL AMUSEMENT PARK”** means a commercial recreation facility with or without permanent buildings or structures where rides, games of chance, entertainment, exhibitions, and the sale of food, beverages, toys and souvenirs constitute the main use.

**“RECYCLING DEPOT”** means a building or land in which ~~is~~ used material ~~is~~ separated and processed prior to shipment for repeated use or to others who will use those materials to manufacture new products, and may include the handling of hazardous materials.

**“REGISTERED OWNER”** means

- i. In the case of land owned by the Crown in right of Alberta or the Crown in right of Canada, the Minister of the Crown having the administration of the land; or
- ii. In the case of other land,
- iii. The purchaser of the fee simple estate in the land under an agreement for sale that is the subject of a caveat registered against the certificate of title in the land and any assignee of the purchasers interest that is the subject of a caveat registered against the certificate of title; or
- iv. In the absence of a person described above, the person registered under the Land Titles

Act as the owner of the fee simple estate in the land.

**“RESEARCH FACILITY”** means a building or portion thereof, or group of buildings in which facilities for scientific research, investigation, and testing are located.

~~**“RESTAURANT”** means a food establishment where food is sold or distributed in state ready for immediate consumption and that has: seating or standing room designed for food consumption by patrons; or parking space under the control of the owner provided so that a patron may consume food in a vehicle, and includes a canteen, cafeteria, dining room or similar facility provided for employees, staff or students.~~

~~**“RESTAURANT – DRIVETHRU”** means a place in which food is prepared and sold to the general public and consumed on the premises inside or outside of an automobile and includes an exterior method of ordering and picking up food.~~

~~**“RESTAURANT – TAKEOUT/DELIVERY”** means an establishment primarily engaged in primarily specialty foods in bulk and in providing customers with a takeout and/or delivery service, which may or may not be consumed on or off the premises.~~

**“RETAINING WALL”** means a structure that is designed to restrain earth and water to a slope it would not naturally keep.

**“RETAIL STORE”** means a development used for the retail sale of consumer goods, from within an enclosed building and/or an outdoor facility.

**“RETIREMENT HOME”** means a place of residence for persons in or entering retirement where an independent lifestyle is maintained with little to no assistance required and that may include additional services such as but not limited to entertainment rooms, kitchens, libraries, and administrative offices.



**“SALVAGE YARD”** means land or buildings where motor vehicles, tires and parts are disassembled, repaired, stored, resold or recycled.

**“SCHOOL”** means a facility of instruction that is regulated under the Public or Separate School Board system. This does not include Trade/Commercial School.

**“SEED CLEANING PLANT”** means a building used for the storage and preparation of seed used in agriculture.

**“SERVICE ROAD”** means a public roadway running parallel to Highway 12 and/or 56 which is registered as a public right of way in a land titles office.

**“SERVICED”** means that approved development uses municipal water and sewer services, including treatment, where such services have been installed and are operating in accordance with municipal requirements. Serviced shall also mean those private utilities as deemed necessary by the development authority.

**“SETBACK”** means the minimum horizontal distance required between a property line of a lot and the nearest part of any building, structure, development, excavation or use on the lot.

**“SHOPPING CENTRE”** means one or more buildings, or part thereof, containing a group of separate permitted (or approved discretionary) commercial uses which is maintained as a single comprehensive unit and located on a single lot, such lot being held and maintained under one ownership or under condominium ownership.

**“SIGHT TRIANGLE”** means an area at the intersection of roadways or roadways and railways in which all buildings, fences, vegetation and finished ground elevations shall be less than one (1) metre (3.3 feet) in height above the average elevation of the road/lane/rail, in order

that vehicle operators may see approaching vehicles in time to avoid collision.

**“SIGN”** means an object, structure or device used for the purpose of identification or advertising or to call attention to any person, matter, thing or event or to give direction.

**“SIGN – AWNING”** means a sign attached to a non-retractable structure completely enclosed overhead, which is intended to be used for business identification and protection against the weather.

**“SIGN – BILLBOARD”** means a sign structure designed and intended to provide a leasable advertising copy area. The copy area can be periodically replaced, typically by the use of pre-printed copy pasted or otherwise mounted onto the copy area.

**“SIGN – FASCIA”** means a sign placed flat and parallel to the face of the building so that no part projects more than 0.3 m from the building.

**“SIGN – FREESTANDING”** means a sign on a standard or column permanently attached to the ground and which is not connected in any way to any building or other structure.

**“SIGN – PAINTED WALL MURAL”** means a scene or picture located upon an exterior wall surface of a building, but does not include the roof.

**“SIGN – PAINTED WALL SIGN”** means a sign, advertising a business or product, which is located upon any exterior wall surface of a building, but does not include the roof.

**“SIGN – PORTABLE”** means any sign or advertising device that can be carried or transported from one site to another, which does not rely on a building or a fixed concrete foundation for its structural support and includes signs, temporary signs, inflatable signs, or devices or banners, whether tethered to a

building or not, vehicles placed in a location for advertising purposes, but does not include an A-Board or real estate sign or signage permanently attached and forming part of motor vehicles use in the day to day conduct of business.

**“SIGN – PROJECTING”** means a sign which projects from a structure or a building face.

**“SIMILAR USE”** means a development that is similar, in the opinion of the Municipal Planning Commission, Any use that is similar to either a listed permitted or and discretionary use within a Land Use District.

**“SITE”** means a parcel, lot or group of lots used for or proposed to be used for the undertaking of a development.

**“SITE COVERAGE”** means that percentage of lot area which is covered by all buildings on that lot, including a porch, veranda, covered deck and accessory buildings, but excluding patios.

**“SOCIAL CARE FACILITY”** means:

- i. Places of care for persons who are aged or who require special care;
- ii. A hostel or other establishment operated to provide accommodation and maintenance for unemployed or indigent persons.

**“SOLAR ENERGY INFRASTRUCTURE”** means infrastructure designed to convert solar radiation into electrical or thermal energy.

**“STORAGE – INDOOR”** means a self-contained building or group of buildings available for the storage of goods. This use includes mini-storage, private storage facilities, and warehouse.

**“STORAGE – OUTDOOR”** means a site or a portion of a site designed for the storage of goods, materials and/or equipment, or the display and sale of goods and materials, including vehicles for hire and sale, located outside permanent buildings or structures on the site.

This use includes lumber storage and lumber yard.

**“STUDIO”** means a use of a building or part of a building in which an artist, photographer, sculptor can work to create a project. At the discretion of the Development Authority and/or Municipal Planning Commission this may also include a place where music or sound recordings can be made or that is used for the production of film.

**“STRUCTURE”** means anything constructed or erected, the use of which requires location on the ground or attachment to something located on the ground not including pavement, curbs, walks, open air surfaces and movable vehicles.

**“SUBDIVISION”** means the division of a parcel of land into one or more smaller parcels by a plan of subdivision or other instrument.

**“SUBDIVISION AUTHORITY”** as established pursuant the Act, means that person(s) or body defined by the Subdivision Authority Bylaw of the Town of Stettler.

**“TANKER TRUCK WASHING FACILITY”** means a commercial building for cleaning and inspecting the tanks of tanker trucks.

**“TAXI/BUS DEPOT”** means a use, site or building used as a dispatch office for taxis, limousines or buses and may include an area, site or location intended for the parking of taxis, limousines or buses or for loading and unloading of passengers.

**“TEMPORARY”** for the purpose of this Bylaw means such time limit as set by the Development Authority.

**“TEMPORARY MOBILE COMMERCIAL SALES”** means the sale of goods from a vehicle or stand for a period not exceeding 180 days per year in the Central Commercial and Highway Commercial Districts.

**“TEMPORARY STRUCTURE”** means a structure without any foundation or footings, and which is removed when the designated time, activity or use for which the temporary structure was erected has ceased.

**“THEATRE”** means a building, or part thereof, used for the presentation of performing arts.

**“THEATRE – MOVIE”** means a building, or part thereof, used for the showing or viewing of motion pictures for a fee.

**“TOP SOIL”** means that depth of soil containing the major portion of organic matter, generally the depth that the land is tilled.

**“TRADE/COMMERCIAL SCHOOL”** means a building, structure or land that provides for technical instruction to students for profit.

**“TRAILER”** means a vehicle so designed that it may be attached or drawn by a motor vehicle and intended to transport property, persons or animals.

**“TRANSPORT/TRUCK OPERATION”** means a development involving the storing, parking, servicing and dispatching of trucks. This use may also involve the transfer of goods primarily involving loading and unloading of freight carrying trucks.

**“TRUCK DEPOT”** means any building, or land or portion thereof, in which or upon a business, service or industry involving the maintenance, servicing, storage or repair of commercial vehicles and/or transport trailers is conducted or rendered. This includes the dispensing of motor fuel or petroleum products directly into motor vehicles, the sale of accessories or equipment for trucks and similar commercial vehicles.

~~**“TRUCK AND MOBILE HOME SALES AND RENTAL”** means a development used for the retail sale, repair or rental of new or used trucks exceeding 4,000 kg, recreational vehicles and~~

~~trailers, and mobile homes together with incidental maintenance services and the sale of parts and accessories.~~

**“TRUCK STOP”** means a use that contains a “Convenience Food Store”, “Food and/or Beverage Service Facility ~~eating establishment~~”, “Gas Bar”, “Truck Depot”, and “Automotive Service Station” or combination thereof in order to cater both to the traveling public and commercial truck traffic.

**“UNDERGROUND WASTE STORAGE TANKS”** means tanks used for the temporary storage of wastewater, sludge and solids.

**“UNDERSIZED LOT”** means a lot that does not meet the minimum length, width or area requirements or combination thereof of the district in which it is located.

**“URBAN RESERVE”** means lands presently within the Town, which are intended for future development in order to accommodate the Town’s long-term industrial, commercial or residential land requirements.

**“USE”** means the functioning activities therein or thereon a building or an area of land.

**“UTILITIES”** means the right of way and/or use of the land or buildings for one or more of the following:

- i. Telecommunication systems;
- ii. Waterworks systems;
- iii. Irrigation systems;
- iv. Systems for the distribution of gas;
- v. Systems for the distribution of electric power;
- vi. Storm water management systems;
- vii. Heating systems; and
- viii. Sewage systems.

**“UTILITY BUILDING” or “UTILITY USE”** means a building or land, or portion thereof, as defined in the Act in which the proprietor of the public utility maintains its office or offices and/or

maintains or houses any equipment used in connection with any public utility building.

**“VEHICLE WASH”** means a use, building or structure where facilities are specifically used or intended to be used for washing vehicles either by production line methods employing mechanical devices or by hand.

~~**“VETERINARY CLINIC”** means the use of land and building for the medical care and treatment of animals.~~

**“WATER BODY”** means:

- i. The bed and shore of a lake, lagoon, swamp, marsh, or any other natural body of water; or
- ii. Reservoir or other man-made surface feature, whether it contains water continuously or intermittently.

**“WATERCOURSE”** means:

- i. The bed and shore of a river, stream, creek or other natural body of water, or
- ii. A canal ditch or other man-made surface feature whether it contains water continuously or intermittently.

**“YARD”** means a part of a lot upon or over which no building or structure other than a boundary

fence is erected, except for specifically permitted accessory buildings.

**“YARD – FRONT”** means a yard extending across the full width of a lot and situated between the front lot line and the nearest exterior wall of the principal building. The minimum front yard depth is the shortest horizontal distance permitted between the front lot line of such lot and the nearest part of the principal building.

**“YARD – REAR”** means a yard extending across the full width of a lot and situated between the rear lot line and the nearest exterior wall of the principal building. The minimum rear yard is the shortest horizontal distance permitted between the rear lot line of such lot and the situated between the side lot line and the nearest exterior wall of the principal building.

**“YARD – SIDE”** means the yard extending from the front yard to the rear yard between the side boundary of the parcel and the nearest exterior wall of the principal building.

**“ZERO LOT LINE PLACEMENT”** means the placement of a building on a lot in such a manner that the building abuts one or more of the lot lines of the lot.

## **THREE: Development Authority**

### **Section 10: Designated Officer**

- 10.1 The office of designated officer is hereby established and such office shall be filled by a person or persons to be appointed by resolution of Council.
- 10.2 The Designated Officer shall keep and maintain for the inspection of the public during all reasonable hours, a copy of this Bylaw and all amendments thereto, and keep a register of all applications for development and subsequent decisions.
- 10.3 For the purposes of this Bylaw the Designated Officer serving as the Development Authority shall be titled as "Development Officer".

### **Section 11: Municipal Planning Commission**

- 11.1 The Municipal Planning Commission established by Bylaw No. 1587 254 shall perform such duties as specified in Part 4 of this Bylaw as well as the Municipal Government Act, Subdivision and Development Regulation.

### **Section 12: Subdivision and Development Appeal Board**

- 12.1 The Subdivision and Development Appeal Board (SDAB) established by Council shall perform such duties as are specified in the Act.
- 12.2 At the appeal hearing the SDAB shall hear all those persons that it is required to hear under the Act.
- 12.3 At the hearing of the appeal, should the SDAB desire legal or technical opinions, it may adjourn the hearing pending receipt of such information, opinions or other assistance. The Subdivision and Development Appeal Board is established by this Bylaw.
- 12.4 The Chairperson shall be responsible with respect to all things required to be carried out by the Board under the Act to see that they are carried out in accordance with the provisions of the Act, and;
- 12.5 Is empowered to rule that evidence presented is irrelevant to the matter in issue and to direct the members to disregard the evidence;
- 12.6 May limit a submission if he determines it repetitious; and
- 12.7 When a hearing is adjourned, but the time and place for the continuation of the hearing is not fixed, shall announce that notice of continuation of the meeting will be sent to those persons leaving their name and address with the Secretary. Thereafter, only those persons leaving their name and address shall be entitled to notice of the continuation of the hearing.

- 12.8 After hearing all submissions, the SDAB may deliberate and reach its decision in private. In arriving at a decision the majority vote of those members present shall constitute the decision of the SDAB. If the vote results in a tie, the appeal is lost.
- 12.9 The Secretary or Chairperson may make a verbal announcement of the SDAB's decision at the conclusion of the hearing of an appeal, but the verbal decision is neither final or binding on the SDAB, and no rights are conferred upon any party by the SDAB's verbal decision until written notice of the decision has been given in accordance with the Act.
- 12.10 The SDAB shall give its decision and reasons in accordance with the Act to the applicant, the appellant, and those affected persons who gave their name and address to the Secretary during the hearing.
- 12.10.1 The Secretary shall, under the direction of the SDAB:
- (a) Notify members of the meetings of the SDAB;
  - (b) Keep available for public inspection before the commencement of the public hearing all relevant documents and materials respecting an appeal under the Act, including the application for the development permit or subdivision, and the appeal therefore, or the order of a Development Officer under Section 645 of the Act, as the case may be;
  - (c) Make and keep a written record of the proceedings of the SDAB which shall include: a summary of the evidence presented at the hearing; the decision of the development approving authority; the notice of Appeal and Hearing of the Appeal; the SDAB's decision, including reasons, for each appeal.
  - (d) Keep a list of names and addresses of persons who leave their names and addresses with the Secretary; and
  - (e) Keep a record of all business coming before the SDAB and after the adoption of the minutes of each meeting of the SDAB, transmit a copy of the minutes to Council.

## **FOUR: Development Permits**

### **Section 13: Control of Development**

- 13.1 No development other than that designated in Section 15 shall be undertaken within the Municipality unless an application for it has been approved and a development permit has been issued.

### **Section 14: Fees**

- 14.1 The fees to be charged by the Town on all applications and other matters arising under this Bylaw are set forth via Town policy. Council may at anytime by resolution revise any fee or any other matter arising under this Bylaw.

### **Section 15: When a Development Permit is Not Required**

- 15.1 A Development Permit is not required for the following developments provided that the proposed development complies with all applicable regulations of this Bylaw:
- 15.1.1 Altering, maintaining or repairing any building, provided that the work does not include structural alterations or does not result in an increase in the number of dwelling units;
  - 15.1.2 The completion of any development which has lawfully commenced before the passage of the Land Use Bylaw or any amendment thereof, provided that the development is completed in accordance with the terms of any permit granted in respect of it, and provided that it has commenced within 12 months of the date of commencement;
  - 15.1.3 The use of any such development as is referred to in subsection (15.1.2) for the purpose for which the development was commenced;
  - 15.1.4 The construction or maintenance of gates, fences, walls or other means of enclosure less than 1.22 m (4 ft.) in height in front yards and less than 2.0 m (6.56 FT.) in height in side and rear yards, except where corner lot restrictions apply;
  - 15.1.5 The temporary erection, installation or use of machinery, structures or buildings such as a construction trailer, that is incidental to the erection or alteration of a permanent development for which a permit has been issued under this Bylaw. This does not include a real estate sales office, show home or similar facility;
  - 15.1.6 The temporary use of a parcel not exceeding six months per year for the sole purpose of mobile commercial sales, providing a business license is obtained from the municipality and the location of the business is to the satisfaction of the Development Officer;
  - 15.1.7 The maintenance and repair of public works, services or utilities carried out by or on behalf of federal, provincial or municipal authorities;
  - 15.1.8 Development specified in Section 618 of the Municipal Government Act;
  - 15.1.9 Any development carried out by or on behalf of the municipality provided that such development complies with all applicable provisions of this Land Use Bylaw;
  - 15.1.10 The construction or installation of an accessory building that does not exceed 9.5 m<sup>2</sup> in area and 2.5 m in height, provided that the structure is portable and not fixed on a

permanent foundation or concrete pad; ~~and construction of an unenclosed deck that does not exceed 15 m<sup>2</sup> in area and does not exceed 0.76 m in height.~~

- 15.1.11 The construction of an unenclosed deck that does not exceed 15 m<sup>2</sup> in area and does not exceed 0.76 m in height;
- 15.1.12 Any development carried out by or on behalf of the Crown but not including that carried out by or on behalf of a Crown Corporation;
- 15.1.13 The erection of an on-site sign offering for sale, lease or rent any land or building pursuant to the regulations contained in this Bylaw;
- 15.1.14 The erection of one unilluminated sign for non-residential uses of the following nature and size for use within a building or on a parcel, provided such signs do not resemble traffic signs: a fascia sign for the purpose of identification, direction and warning not exceeding 0.2 m<sup>2</sup>; a fascia sign relating to a person, partnership or company carrying on a profession, business or trade not exceeding 0.3 m<sup>2</sup>; and a fascia or freestanding sign relating to a religious, educational, cultural, recreational or similar institution, or to an apartment not exceeding 1.0 m<sup>2</sup>;
- 15.1.15 Demolition of buildings with a floor area less than 56 square metres;
- 15.1.16 Erection of ~~towers, flagpoles and other poles~~ not exceeding ~~4.5~~ 7.5 m in height from grade in any ~~Residential~~ District;
- 15.1.17 Erection of communication tower and/or antennae not exceeding 4.5 m in height from grade in any District;
- 15.1.18 Landscaping where the proposed grades will not adversely affect the subject or adjacent properties, except where a Development Permit allows for such landscaping;
- 15.1.19 The installation of a satellite dish antenna less than 1.0 m in diameter, if it is attached to an existing structure in a Residential District; and
- 15.1.20 Stripping, site grading or excavation that is part of a development for which a Development Permit has been issued;
- 15.1.21 For the growth/cultivation of personal use cannabis plants not exceeding 4 plants per dwelling and the growth/cultivation of such must be contained indoors

## **Section 16: Non-Conforming Buildings and Uses**

- 16.1 Developments which are considered to be a non-conforming building or use shall be dealt with as provided for under the Municipal Government Act.

## **Section 17: Application for Development**

- 17.1 A Development Permit application shall be made to the Development Officer on the prescribed form and shall be signed by the applicant or his agent.
- 17.2 Each application for a development permit shall be accompanied by a fee as established by Section 14 of this Bylaw.
- 17.3 In addition to the completed application form, the following may be required:
  - 17.3.1 Duplicate site plans at a scale of 1:100, unless otherwise acceptable to the Development Officer, showing:



- (a) North Arrow;
  - (b) Scale of plan;
  - (c) Legal descriptions of property;
  - (d) Municipal address;
  - (e) Lot lines shown with dimensions;
  - (f) Proposed front, side and rear yards shown with dimensions;
  - (g) Location of existing and proposed municipal and private local improvements, principal building and other structures including accessory build, garages, carports, parking spaces, fences, driveways, paved areas, exterior lighting and major landscaped areas including buffering and screening areas where provided;
  - (h) The grades of adjacent streets, lanes and sewer servicing the property;
  - (i) Development density, site coverage calculations, height by **metres** ~~meters~~ and number of storeys according to the definitions of this Bylaw;
  - (j) Dimension layout of existing and proposed parking areas, entrances and exists abutting roads shown and labelled;
  - (k) Site topography, drainage patterns, grade and special conditions; and
  - (l) Location of all registered utility easements and right of way.
- 17.3.2 A copy of the Certificate of Title indicating ownership; and
- 17.3.3 A signed consent form allowing right of entry on the property by the Development Office.

17.4 In addition, the Development Office may also require any of the following:

- 17.4.1 Photographic prints or slides showing the site in its existing state;
- 17.4.2 A Plan of Survey prepared by an Alberta Land Surveyor showing the site to be developed;
- 17.4.3 A geotechnical or floodplain study prepared by a qualified engineer recognized by APEGGA if in the opinion of the Development Officer the site is potentially hazardous or unstable;
- 17.4.4 A reclamation plan for aggregate extraction or other major surface disturbance;
- 17.4.5 A Phase 1 Environmental Site Assessment, conducted according to Canadian Standards Association (CSA) guidelines, to determine potential contamination and mitigation;
- 17.4.6 An Environmental Impact Review prepared by a qualified professional if the proposed development may, in the opinion of the Development Officer, result in potentially significant environmental effects;
- 17.4.7 Detailed studies regarding the potential impact and approach to dealing with traffic, utilities and storm drainage prepared by a qualified engineer or engineering technologist recognized by APEGGA;
- 17.4.8 Elevations of any signs proposed for the development;
- 17.4.9 A letter of security and/or performance bond for the cost of construction of certain elements of the development such as municipal infrastructure (servicing, access construction, road work and etc.) and on site infrastructure (pavement, curb, drainage, landscaping and etc.) to ensure satisfactory completion of the development; and
- 17.4.10 Such other information that is deemed necessary by the Development Officer and/or Municipal Planning Commission.

- 17.5 The Development Officer may deal with an application without all of the required information if, in the opinion of the Development Officer, a decision can be properly made on the application without that information.

## **Section 18: Application for Demolition**

- 18.1 Notwithstanding Section 15 and in addition to the requirements of Section 15, an application for a development permit for the demolition of a non-residential building shall include the following information:
- 18.1.1 The purpose for the building demolition and the type of structure to replace the demolished building;
  - 18.1.2 A work schedule of the demolition and site cleanup;
  - 18.1.3 The destination of debris materials; and
  - 18.1.4 The length of time before the site is to be redeveloped and the treatment of the site after demolition is completed prior to development.
  - 18.1.5 Verification that all services have been deactivated and properly removed prior to demolition including removal of the Town's water meter.
- 18.2 ~~The building to be demolished must be inspected by the Town's Building Inspector prior to demolition.~~

## **Section 19: Decision**

- 19.1 The Development Officer and/or Municipal Planning Commission may issue a development permit with any condition deemed necessary to ensure that the development complies with the Municipal Government Act, this bylaw and any or all statutory plans.
- 19.2 In making a decision on a Development Permit application for a Permitted Use, the Development Officer:
- 19.2.1 Shall approve, with or without conditions, the application if the proposed development conforms with this Bylaw; and
  - 19.2.2 May require security from the applicant to secure performance of any of the conditions of a development permit; and
  - 19.2.3 May require as a condition of issuing the development permit, that the applicant enter into an agreement with Council to construct or pay for the construction of public roadways, pedestrian walkways, parking and loading facilities, and any off-site levy or redevelopment levy imposed by Bylaw. To ensure compliance with the conditions in the agreement, the Town may register a caveat against the said lands in favour of the Town; or
  - 19.2.4 Refer to the Municipal Planning Commission those applications for development specified in the list of permitted uses, but which in the opinion of the Development Officer, should be directed to the Municipal Planning Commission; or
  - 19.2.5 Shall refuse the application if the proposed development does not conform to this Bylaw.

- 19.3 In making a decision on a Development Permit application for a Discretionary Use, the Municipal Planning Commission:
- 19.3.1 May approve the application if it meets the requirements of this Bylaw, with or without conditions, based on the merits of the application including any approved statutory plan or approved policy affecting the site; or,
  - 19.3.2 May refuse the application even though it meets the requirements of this Bylaw; or,
  - 19.3.3 Shall refuse the application if the proposed development does not conform to this Bylaw.
- 19.4 In reviewing a development permit application for a Discretionary Use, the Municipal Planning Commission shall have regard to:
- 19.4.1 The circumstances and merits of the application, including but not limited to:
    - (a) The impact on properties in the vicinity of such nuisance factors as smoke, airborne emissions, odours and noise;
    - (b) The design, character and appearance of the proposed development and in particular whether it is compatible with the surrounding properties; and,
    - (c) The servicing requirements for the proposed development.
    - (d) The purpose and intent of any statutory plan adopted by the Town; and,
    - (e) The purpose and intent of any non-statutory plan or pertinent policy adopted by the Town.
- 19.5 Notwithstanding any provisions or requirements of this Bylaw, the Municipal Planning Commission may establish a more stringent standard for a Discretionary Use when the Municipal Planning Commission deems it necessary to do so.
- 19.6 The Municipal Planning Commission shall refuse a development permit for a use or development that is not listed as a Permitted or Discretionary Use.
- 19.7 Only one development permit application shall be allowed for any one use on a site at any one time.
- 19.8 An application for a development permit shall be deemed to be refused when a decision is not made by the Development authority within forty (40) days after receipt of the application by the Development Officer, unless an agreement to extend the forty (40) day period is established between the applicant(s) and the Development Officer and/or Municipal Planning Commission.

## **Section 20: Temporary Permits**

- 20.1 A development permit may be issued on a temporary basis and the Development Officer and/or Municipal Planning Commission may specify the length of time that the permit remains in effect.
- 20.2 Where a temporary permit is issued, the Development Officer and/or Municipal Planning Commission shall:
- 20.2.1 Require that the use be stopped or the temporary development removed once the permit expires;

- 20.2.2 Impose a condition that the Town is not liable for any costs incurred in removing the development.
- 20.3 The Development Officer and/or Municipal Planning Commission may require that the applicant enter into an agreement with the Town guaranteeing the removal of the temporary development when the intended use is changed or discontinued. The agreement may require the applicant to post a security guaranteeing the removal of the development.
- 20.4 Upon expiry of a temporary development permit, a new application is required. Such application shall be considered as a first application and the Development Officer and/or Municipal Planning Commission is not obliged to approve it on the basis that a previous permit was issued.

## **Section 21: Variance Authority**

- 21.1 The Municipal Planning Commission may allow a variance of any standard prescribed in this bylaw provided the variance complies with the requirements of the Alberta Building Code, and the variance does not:
  - 21.1.1 Unduly affect the neighbourhood which includes variances for non-conforming buildings.
  - 21.1.2 Materially interfere with or affect the use, enjoyment or value of neighbouring parcels of land, and
  - 21.1.3 The proposed development conforms to the use prescribed for the land in this bylaw.
- 21.2 In considering a variance the Municipal Planning Commission shall:
  - 21.2.1 Not grant a variance which would infringe the Airport zoning regulations; and
  - 21.2.2 Not grant a variance which would infringe the floodway/flood fringe regulations; and
  - 21.2.3 Have regard to the purpose and intent of the district and the nature and value of developments on adjacent properties.
- 21.3 Pursuant to section 21.1 and 21.2 the Development Officer may allow a variance of any minimum and maximum development standard in this Bylaw less than 10% of the stated standard.
- 21.4 If a variance is granted, the Development Authority shall specify its nature in the development permit approval.

## **Section 22: Notice of a proposed Development**

- 22.1 The Development Officer may refer a development permit application to any Town department and to any external agency for comment, advice, and further information.
- 22.2 On receipt of a complete application for a development permit for a development listed as a Discretionary Use or a development permit that requires a Variance, the Development Officer may send a written notice to adjacent property owners indicating the location and nature of the proposed development, and ask for comment.

- 22.3 After 30 days from the date of referral to any Town department or any external agency, the Development Officer and/or Municipal Planning Commission may deal with the application whether or not comments have been provided.

### **Section 23: Notice and Validity of Decision**

- 23.1 A decision of the Development Officer and/or Municipal Planning Commission on an application for a development permit shall be given in writing and sent by regular mail to the applicant, **unless otherwise agreed upon to be sent through e-mail.**

- 23.2 Where a development permit application is refused, the reason(s) for the refusal shall be stated in the decision letter.

- ~~23.3~~ When a development permit is approved **for a discretionary use or a permitted use with a variance,** the Development Officer shall publicize a notice of decision **as per the Town of Stettler Advertising Bylaw** ~~in any or all of the forms as described as follows:~~

~~23.3.1 Mail a notice of the decision to all persons whose use, enjoyment or value of the property may, in the opinion of the Development Officer, be affected; and/or~~

~~23.3.2 Post a notice of the decision conspicuously on the property for which the application has been made; and/or~~

~~23.3.3 Publish in a newspaper circulating in the municipality a notice of the decision~~

- 23.4 The Development Officer may but is not required to publicize a notice of decision for a development permit approved as a permitted use with no variance.

- 23.5 A permit coming into effect will fall under the following processes:

23.5.1 A permit approved as a **discretionary use or a permitted use with a variance,** does not come into effect until **21** ~~14~~ days after the date the approval is published/**posted** ~~in the newspaper.~~

23.5.2 A permit approved as a permitted use will come into effect on the same date as the date of decision.

23.5.3 If an appeal is lodged with the SDAB, no development shall be commenced until the appeal is finally determined and the issuance of the development permit is upheld.

- ~~23.6 A development permit issued is not valid until all the conditions of the permit, except those of a continuing nature, have been met and no notice of appeal has been filed with the Subdivision and Development Appeal Board within the appeal period.~~

- 23.7 A person applying for a development permit may appeal the decision of the Development Officer to the Subdivision and Development Appeal Board by filing written notice of appeal within 21 days after the date of decision was given.

- 23.8 If the development authorized by a permit is not commenced within twelve (12) months from the date of its issue, or carried out with reasonable diligence, the permit is deemed to be void, unless an extension to this period has previously been granted by the Development authority. The maximum extension period shall be one year.
- 23.9 If an application for a development permit has been refused, by the Development Officer, Municipal Planning Commission or by a decision of the Subdivision and Development Appeal Board, another application for a permit may not be submitted on the same property, for the same or similar use of the land, by the same or any other applicant, for six (6) months after the date of the previous refusal or appeal decision, unless in the opinion of the Development Officer / Municipal Planning Commission the reasons for refusal have been adequately addressed or the circumstances of the application have changed significantly.

#### **Section 24: Cancellation**

- 24.1 The Municipal Planning Commission and/or Development Officer may cancel a development permit if: the permit was issued in error; or the permit was issued on the basis of incorrect information.

#### **Section 25: Appealing a Decision**

- 25.1 The applicant for a development permit may appeal to the Board if the Development Officer and/or Municipal Planning Commission:
- 25.1.1 Refuses or fails to make a decision on a development permit within 40 days of receipt of a completed application; or
  - 25.1.2 Issues a development permit subject to conditions.
- 25.2 In addition to the applicant, any person affected by a development permit **approved as a discretionary use or a permitted use with a variance**, or the decision on it, may appeal to the Board.
- 25.3 Notwithstanding 25.1 and 25.2 no appeal lies in respect of the issuance of a development permit for a Permitted Use unless the provisions of this Bylaw are relaxed, varied, or misinterpreted.
- 25.4 An appeal by an applicant must be commenced within **21** ~~44~~ days of the notification of the decision or when the 40 day period or any time extension expires. An appeal by any other affected person must be made within **21** ~~44~~ days of the notice of the issuance of the permit was given.
- 25.5 A decision on a development application within a Direct Control District may be appealed only if the Development Officer and/or Municipal Planning Commission did not follow the directions of Council. If the Board finds that the Development Officer and/or Municipal Planning Commission did not follow Council's directions, it may, in accordance with Council's directions, substitute its decision for that of the Development Officer and/or Municipal Planning Commission.

#### **Section 26: The Appeal Process**

- 26.1 The Subdivision and Development Appeal Board shall consider and make decisions on appeals pursuant to the provisions of the Municipal Government Act.
- 26.2 If a notice of appeal of a decision on a development permit application is served on the Secretary of the Subdivision and Development Appeal Board, the permit shall not be effective until:
  - 26.2.1 The decision to approve the permit is upheld by the Subdivision and Development Appeal Board; or,
  - 26.2.2 The Secretary of the Subdivision and Development Appeal Board receives written notice from the appellant withdrawing the appeal.
- 26.3 If a decision to approve a development permit is reversed by the Board, the development permit shall be null and void.
- 26.4 If a decision to refuse a development permit application is reversed by the Board, the Board shall direct the Development Officer to issue a development permit in accordance with its decision.
- 26.5 If a decision to approve a development permit application is varied by the Board, the Board shall direct the Development Officer to issue a development permit in accordance with its decision.
- 26.6 The decision of the Board is binding except on a question of jurisdiction or law, in which case the appellant may appeal to the Court of Appeal as provided in the Act.

## **FIVE: Amending the Bylaw**

### **Section 27: Bylaw Amendments**

- 27.1 Town Council may amend this Bylaw pursuant to the provisions of the Municipal Government Act.
- 27.2 Any person may apply to amend this Bylaw pursuant to the provisions of the Municipal Government Act and the requirements of the Land Use Bylaw.

### **Section 28: Contents of an Amendment Application**

- 28.1 An application to amend this Bylaw shall be made to the Town on the prescribed form, and shall be signed by the applicant or his agent authorized in writing. The following information and documents will accompany the application:
  - 28.1.1 A written statement of the reason for the request to amend the Bylaw including a statement describing the implications of the amendment;
  - 28.1.2 The required application fee.
  - 28.1.3 If the amendment involves the rezoning of land to a different land use district, the following is also required:
    - (a) A copy of the current Certificate of Title for the lands affected, or any other documentation satisfactory to the Development Authority verifying that the applicant has a legal interest in the land;
    - (b) If the applicant is an agent of the landowner, a letter from the landowner verifying the agent's authority to make the application;
    - (c) Permission for right of entry by the Development Officer or a designated officer of the Town; and
    - (d) A properly dimensioned map indicating the affected site and its relationship to existing land uses on adjacent properties;
  - 28.1.4 Such additional information as the Development Officer may require to properly evaluate and to make recommendations to Council concerning the proposed amendment.
- 28.2 Council may require, prior to considering a proposed amendment to this Bylaw, that a developer prepare an Area Structure Plan in accordance with the Municipal Government Act or an Outline Plan in accordance with the Municipal Development Plan.

### **Section 29: The Amendment Process**

- 29.1 The amendment application may be referred by the Development Officer to:
- 29.2 In accordance with the Municipal Government Act, and after the date for a public hearing has been set by Council, a notice of the application shall be published once a week for two consecutive weeks in a newspaper circulating in the Town. This notice shall contain:
  - 29.2.1 The legal description of the land;



- 29.2.2 The purpose of the proposed amendment;
  - 29.2.3 The one or more places where a copy of the proposed amendment may be inspected by the public during reasonable hours;
  - 29.2.4 The date, place, and time that Council will hold a public hearing on the proposed amendment;
  - 29.2.5 An outline of the procedures to be followed by anyone wishing to be heard at the public hearing; and
  - 29.2.6 An outline of the procedures by which the public hearing will be conducted.
- 29.3 If the amendment involves the rezoning of land to a different land use district, a notice shall also be communicated in writing to the owner(s) of the subject land, and to all adjacent landowners.
- 29.4 Council, after considering: any representations made at the public hearing; and the Municipal Development Plan, and any area structure plan or area redevelopment plan affecting the application and the provisions of this Bylaw; may make such changes as it considers necessary to the proposed amendment, if any, and proceed to pass the proposed amendment, or defeat the proposed amendment.
- 29.5 Where an application for an amendment has been refused by Council, the Town shall refuse to accept another application on the same land for the same or similar purpose until six (6) months have passed from the date of such refusal.
- 29.6 If deemed necessary, the Town may initiate an amendment to this Bylaw without the landowner's consent.

## **SIX: Contravention and Enforcement**

### **Section 30: Contravention**

- 30.1 No person shall contravene this Bylaw by commencing or undertaking a development, use, or sign that is not permitted under this Bylaw.
- 30.2 No person shall authorize or do any development that is at variance with the description, specifications or plans that were the basis for issuing a development permit under this Bylaw.
- 30.3 No person shall contravene a condition of a permit issued under this Bylaw.
- 30.4 A Bylaw Enforcement Officer or the Development Officer may enforce the provisions of this Bylaw, the Municipal Government Act and its regulations, the conditions of a development permit or subdivision approval.

### **Section 31: Stop Order**

- 31.1 If the Development Officer finds that a development, land use or use of a building is not in accordance with the Act, this Bylaw, a development permit or subdivision approval, the Development Officer and/or Bylaw Enforcement Officer may issue a written Stop Order to the owner, the person in possession of the land or building, or other person responsible for the contravention, or all or any of them to:
  - 31.1.1 Stop the development or use of the land or building in whole or part as directed by the notice;
  - 31.1.2 Demolish, remove or replace the development; or
  - 31.1.3 Carry out any other actions required by the notice so that the development or use of the land or building complies with the Municipal Government Act or this Bylaw, a development permit or a subdivision approval within the time set out in the notice.
- 31.2 A person may appeal a Stop Order to the Subdivision and Development Appeal Board.
- 31.3 If a person fails or refuses to comply with a Stop Order, the Town may, in accordance with Section 542 of the Municipal Government Act, enter upon the land or building and take such action as is necessary to carry out the order.
- 31.4 The Town may register a caveat with respect to the Stop Order in the Land Titles Office.

### **Section 32: Offences and Penalties**

- 32.1 A person who contravenes or fails to comply with any provision of this Bylaw is guilty of an offence and is liable upon summary conviction to a fine of not less than \$250.00 and not more than \$10,000.00.

- 32.2 Where a Bylaw Enforcement Officer reasonably believes that a person has contravened any provision of this Bylaw, the Bylaw Enforcement Officer may, in addition to any other remedy at law, serve upon the person a violation ticket, in the form provided under the Provincial Offences Procedures Act, allowing payment of the specified penalty for the particular offence, and the recording of such payment by the Provincial Court of Alberta shall constitute acceptance of a guilty plea and the imposition of a fine in the amount of the specified penalty.
- 32.3 This section shall not prevent any Bylaw Enforcement Officer from issuing a violation ticket requiring a court appearance of the defendant, pursuant to the provisions of the Provincial Offences Procedures Act.
- 32.4 A Bylaw Enforcement Officer who believes on reasonable grounds that a sign is not authorized pursuant to the Bylaw may remove and impound the sign:
- 32.4.1 In the case of a sign for which a permit is issued, after 7 days notice to the sign permit holder, delivered to the address shown on the sign permit; or
- 32.4.2 In the case of a sign for which no permit has been issued, without prior notice to any person.
- 32.5 Notwithstanding Section 32.54, Bylaw Enforcement Officer may not remove a sign which is located in or upon or which is affixed to a building without either the consent of the owner of the building, the consent of the owner of the sign or a court order.
- 32.6 Following the impounding and removal of a sign, the Development Officer and/or Bylaw Enforcement Officer shall cause a notice to be sent to the owner of the sign (if known) or to the owner of the premises from which the sign is removed, advising of the removal. The owner of the sign may secure its release from impound upon payment in full of all applicable impounding and storage charges and fines.
- 32.7 An impounded sign which has not been redeemed within 60 days of the date of service of notice may be disposed of by the Town without further notice to any person and without any liability to compensate the owner of the sign.

## SEVEN: General Regulations

### Section 33: Applicability

33.1 This Part shall apply to all Land Use Districts under this Bylaw.

### Section 34: Accessory Buildings and Structures

#### 34.1 General Conditions:

34.1.1 All Accessory Buildings must meet the provisions of the Alberta Safety Codes Act.

34.1.2 Where an accessory building is attached to the principal building on a parcel by a roof or other means or an open or enclosed structure, ~~except carports where vehicular access to the rear yard is not obstructed~~, said building is to be considered part of the principal building and not as an accessory building and shall, therefore, adhere to the setback requirements for the principal buildings as specified in the land use districts.

34.1.3 An accessory building or structure on a corner lot or double fronting lot, in any District, shall be subject to the front yard requirements for the lot as determined by Section 40~~1~~ of this Bylaw, and the Land Use District in which the lot is situated.

34.1.4 Accessory buildings shall not be used as dwellings,

34.1.5 No accessory building or any portion thereof shall be erected or placed within the front yard of a parcel

34.1.6 Accessory buildings shall reflect the design of the principal building on the parcel by incorporating similar exterior cladding colours and materials.

~~34.1.7 There shall be no more than two accessory buildings per site.~~

#### 34.2 Residential Districts:

34.2.1 Accessory buildings and structures include garages, carports, shed, storage buildings, ~~decks~~, covered patios or covered balconies, permanently installed private swimming pools and hot tubs, garden suites and other accessory structures such as television and radio antennas, poles, satellite dishes and towers.

34.2.2 An accessory building shall not exceed 6.5 m, or the height of the principal dwelling, whichever is less. In mobile home districts an accessory building must not exceed 4.5 m in height.

34.2.3 In no case shall the floor area or combined floor area of accessory buildings on a property exceed the main floor area of the principal dwelling.

34.2.4 In no case shall the floor area or combined floor area of accessory buildings and principal dwelling result in the site coverage of the parcel exceeding the requirements of the District.

34.2.5 There shall be no more than two accessory buildings per site.

34.2.6 Accessory Buildings shall sit no closer than 0.6 m to the side and rear property line (plumb line of the eaves is not less than 0.3 m (except where an agreement exists between the owners of adjoining properties to build their garages centered on the property line, in which case a fire wall shall be constructed to the standards of the

Alberta Safety Codes Act, and regulations pursuant thereto, and any amendments made from time to time).

34.2.7 Accessory Buildings shall not sit closer than 2.0 m to the principal dwelling.

### 34.3 Siting of Detached Garages:

34.3.1 ~~When a detached garage is proposed to be 2.0 m or closer from the dwelling, the Development Officer shall ensure that the buildings will meet the requirements of the Alberta Safety Codes Act.~~

~~34.3.2 Not in a front yard;~~

~~34.3.3 No closer than 0.6 m to the side and rear property line (plumb line of the eaves is not less than 0.3 m (except where an agreement exists between the owners of adjoining properties to build their garages centered on the property line, in which case a fire wall shall be constructed to the standards of the Alberta Safety Codes Act, and regulations pursuant thereto, and any amendments made from time to time));~~

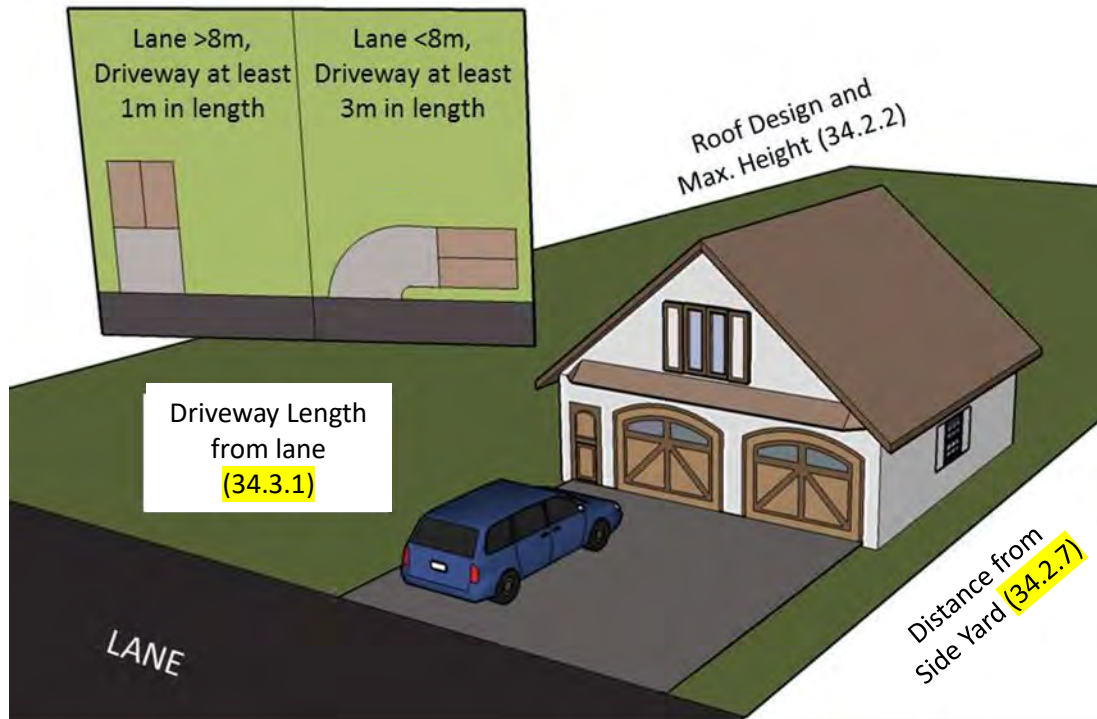
34.3.4 A garage which accesses a lane shall have a driveway on a parcel of at least 1.0 m in length where a driveway enters a 8.0 m or larger lane in width; all lanes under 8.0 m in width shall have a minimum driveway of 3.0 m in length.

34.3.5 Garages that access a lane must have the driveway and/or garage ramps and/or aprons entirely contained within the property lines and cannot extend into the Town of Stettler Lane Right of Way.

34.3.6 A garage which accesses a street shall have a driveway on the parcel which is equal to or greater than the minimum front yard requirement of the building.

34.3.7 All work on public property pertaining to garage driveway improvements and access must be undertaken under direct supervision.

### Figure 34-1: Detached Garages



#### 34.4 Accessory Buildings in Non-residential Districts:

- 34.4.1 In any District other than a Residential District, an accessory building or structure is subject to the development regulations for that District;
- 34.4.2 An accessory building or structure on a site in a non-residential district which abuts a site in a residential district shall not be less than 1.5 m from the boundary line of the site in the residential district.

### Section 35: Basement Suites

- 35.1 Basement suites shall be restricted to single detached dwellings.
- 35.2 A maximum of two (2) bedrooms may be permitted per basement suite.
- 35.3 A basement suite shall comply with the Safety Codes Act or its successor.
- 35.4 One on-site parking stall shall be provided for each bedroom to a maximum of two stalls. The maximum number of vehicles for basement suite occupants cannot exceed onsite parking stalls provided for the suite.
- 35.5 A basement suite has an entrance separate from the entrance to the primary dwelling unit, either from a common indoor landing or directly from the exterior of the structure. Exterior access to the basement suite shall be subordinate in both size and appearance to the access of the primary dwelling unit.

### **Section 36: Bed and Breakfast Facility**

- 36.1 A bed and breakfast facility is an accessory use to a principal residential use. All persons operating bed and breakfast facilities require a Business License and must provide evidence of compliance with municipal, provincial and/or federal regulations in regard to their operation.
- 36.2 The Municipal Planning Commission may permit a bed and breakfast only if, in their opinion, it complies with the following regulations:
  - 36.2.1 The privacy and enjoyment of adjacent residences shall be preserved and the amenities of the neighbourhood maintained at all times;
  - 36.2.2 Interior or exterior alterations, additions or renovations to accommodate a bed and breakfast may be allowed provided such alterations, additions or renovations maintain the principal residential appearance or character of the dwelling and comply with this Bylaw, the Safety Codes Act, and any other Town bylaws;
  - 36.2.3 A bed and breakfast shall be operated only by the permanent resident(s) of the principal dwelling and one (1) non-resident employee on site;
  - 36.2.4 One on-site parking stall shall be provided for each bedroom provided for compensation; and
  - 36.2.5 A bed and breakfast shall meet the signage requirements.

### **Section 37: Boarding Facility**

- 37.1 A boarding facility may only be permitted in a single detached dwelling.
- 37.2 One on-site parking stall shall be provided for each bedroom provided for compensation.
- 37.3 A boarding facility shall be operated only by the permanent resident(s) of the principal dwelling.
- 37.4 No rooms for rent are permitted to have separate kitchen facilities from the principal dwelling.

### **Section 38: Building Design, Character, Orientation and Appearance**

- 38.1 The design, character, location, external finish, architectural appearance and landscaping of all buildings, including accessory buildings or structures shall be to the satisfaction of the Development Officer/Municipal Planning Commission. Where applicable, buildings shall comply with any architectural/design guidelines in an Area Structure Plan.
- 38.2 The exterior finish of a building in all residential districts shall be completed by October 31st of the year following the year in which the development permit is issued unless otherwise stipulated in the development permit.
- 38.3 The undercarriage of a mobile home shall be screened from view by skirting or such other means satisfactory to the Development Officer/Municipal Planning Commission.

- 38.4 All accessory structures to a mobile home such as patios, porches, additions, skirting and storage facilities shall be fabricated so that the appearance complements the mobile home to the satisfaction of the Development Officer/Municipal Planning Commission
- 38.5 The exterior finish of commercial structures shall be of wood, prefabricated materials, stone, brick, architecturally finished block or concrete, stucco or other durable aesthetically pleasing material that is appropriate to the development style and to the satisfaction of the Development Authority.
- 38.6 Roof lines and building facades within commercial districts shall be articulated and varied to reduce perceived mass and linear appearance of large buildings.
- 38.7 The orientation of buildings within a cul-de-sac shall be placed in a fashion that is conducive to the streetscape as a whole. The orientation shall not adversely affect the access, sightlines, or amenities of an adjacent parcel including daylight, sunlight and privacy. The orientation of buildings within a cul-de-sac shall be subject to the approval of the development officer.

### **Section 39: Cannabis Retail Sales and Production**

- 39.1 A Cannabis Retail Sales or Production Facility must comply to provisions of the Gaming, Liquor and Cannabis Act.
- 39.2 Owners/Applicants must obtain and submit a copy of the Retail Cannabis Store License from the Province of Alberta.
- 39.3 The Development Authority may permit a Cannabis Retail Sales or Production Facility only if, in their opinion it complies with the following regulations:
- 39.3.1 As Described in the Gaming, Liquor and Cannabis Act:
- 39.3.1.1 A premises described in a Cannabis License may not have any part of an exterior wall that is located within 100 **metres** ~~meters~~ of
- (a) A provincial health care facility or a boundary of the parcel of land on which the facility is located,
  - (b) A building containing a school or a boundary of a parcel of land on which the building is located, or
  - (c) A boundary of a parcel of land that is designated as school reserve or municipal reserve under the Municipal Government Act
- 39.4 The Development Authority shall consider the following matters as part of the decision making process for an application for a Cannabis Retail Sales or Production Facility:
- 39.4.1 Proximity and relevance of impact to facilities frequented by Children and Youth, including but not limited to:
- (a) Day Care Facilities
  - (b) Parent Link Centers
  - (c) Parks
  - (d) Recreation Facilities

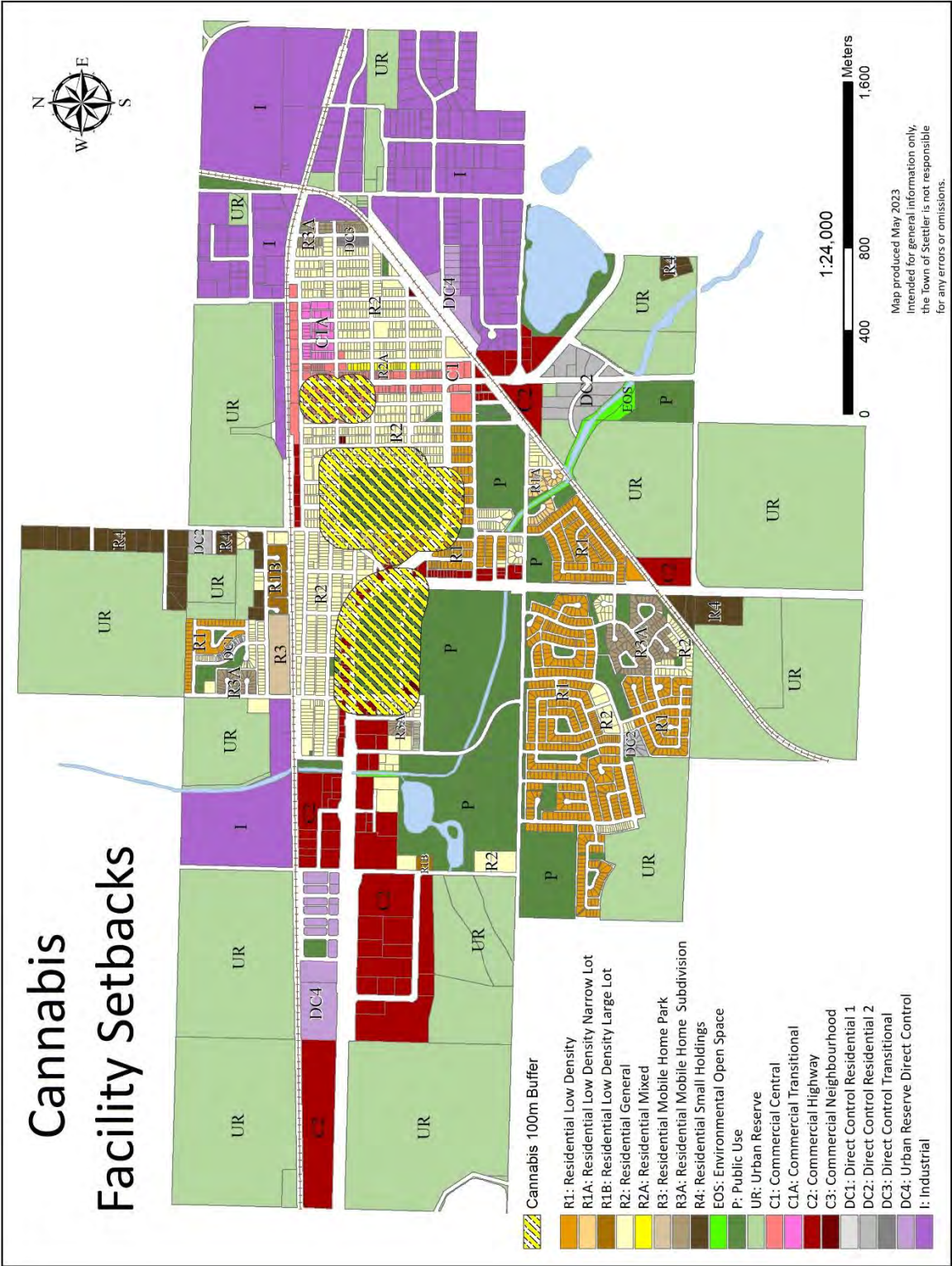


(e) Youth Centers

39.4.2 Day Homes and Home Schools do not require a separation distance from a Cannabis Retail Sales Use.

39.4.3 Compatibility of the use in relation to the site, surrounding development and the potential effect of the development on the adjacent properties.

Figure 39-1: Cannabis Retail Sales and Production Facility Setbacks



## **Section 40: Communication Towers**

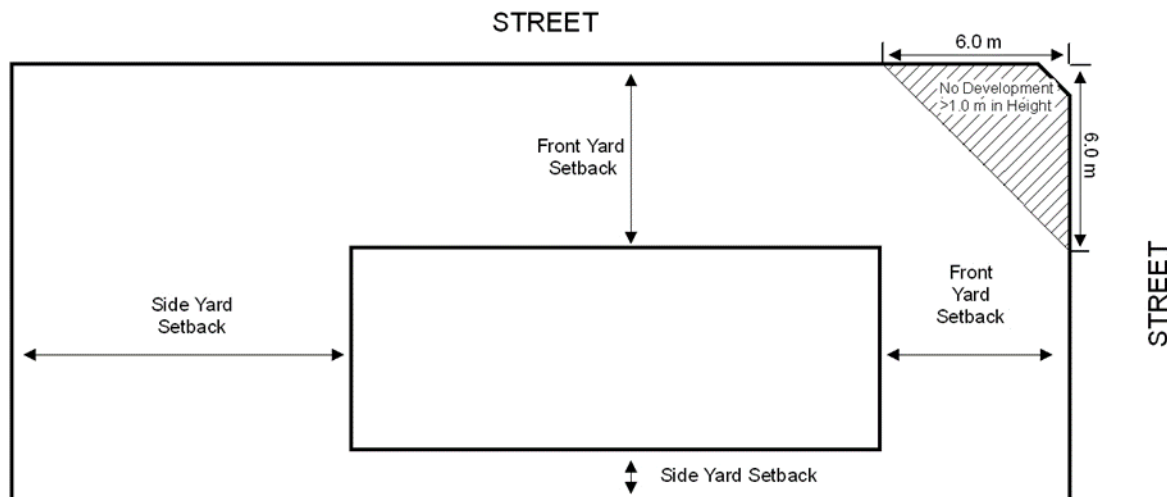
- 40.1 Industry Canada is responsible for regulating radio communication in Canada and for authorizing the location of radio communication facilities, including communication towers. In making its decision regarding the communication tower and related facilities Industry Canada considers the following:
- 40.1.1 The input provided by the land-use authority;
  - 40.1.2 Compliance with Transport Canada's painting and lighting requirements for aeronautical safety;
  - 40.1.3 Health Canada's safety guidelines respecting limits of exposure to radio frequency fields; and
  - 40.1.4 An environmental assessment may be required in order to comply with the Canadian Environmental Assessment Act.
- 40.2 The participation of the Town 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 radio communication facility.
- 40.3 An antenna and supporting structure for the following uses are subject to Industry Canada requirements:
- 40.3.1 Ham radio;
  - 40.3.2 Citizen band radio; and
  - 40.3.3 A telecommunication device that only receives signals (e.g. satellite dishes).
- 40.4 An antenna and supporting structure for the following uses are discretionary in all districts:
- 40.4.1 Radio and television transmission;
  - 40.4.2 Two-way radio;
  - 40.4.3 Common carriers;
  - 40.4.4 Land-mobile systems; and
  - 40.4.5 Fixed point microwave.
- 40.5 Unless demonstrated to be impractical, transmission antennae shall be mounted on existing structures (including buildings or towers) or within transportation and utility corridors.
- 40.6 The tower base shall be setback from abutting parcels and roadways by a distance of 20 percent of the tower height or the distance between the tower base and guy wire anchors, whichever is greater.
- 40.7 Guy wire anchors shall be setback at least 1.0 m from the property line.
- 40.8 Transmission towers must have the least practical adverse visual effect on the environment. This may be mitigated through landscaping and/or fencing, etc.

- 40.9 Sites for commercial communication towers shall be fenced with suitable protective anticlimb fencing as required by the Town.
- 40.10 Communication antennae and structures to be located in all allowable districts shall obtain a development permit where they exceed ~~4.6~~ 4.5 m in height from grade.
- 40.11 An application for a development permit shall include a site plan drawn to scale and identifying the site boundary; tower; guy wire anchors; existing and proposed structures; vehicular parking and access; existing vegetation to be retained, removed, or replaced; and uses and structures on the site and abutting properties.

#### Section 41: Corner/Double Fronting Lot Restrictions

- 41.1 No person on a corner lot in any District 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 a distance of six metres from the point where they intersect, a wall, fence, shrub, trees, hedge or any object over one metre in height above the lowest street grade adjacent to the intersection.
- 41.2 In all districts, a site abutting two streets or more shall have a front yard on each street and two side yards in accordance with the setback requirements of the Bylaw.
- 41.3 Notwithstanding Section 41.2, one front yard setback may be reduced to 3.0 m taking into account the location of existing adjacent buildings or the permitted setback on adjacent sites where a building does not exist and having regard for the variances allowed.

Figure 41-1: Restrictions on Corner/Double Fronting Lot



## **Section 42: Decks**

42.1 Where a deck is attached to the principal dwelling, or main building, or functions as an extension of the principal dwelling, or main building, the deck is to be considered part of the building and subject to the setback regulations required for that District.

42.2 Where a deck is not attached to the principal dwelling, or main building, and does not function as a direct extension of the principal building, or main building, the deck shall conform to the following provisions:

42.2.1 Shall not be located in the front yard; and

42.2.2 Shall sit no closer than 0.6 m to the side and rear property line (plumb line of the eaves, when included on structure, is not less than 0.3 m to property line).

## **Section 43: Dwelling Units on a Parcel**

43.1 The number of dwelling units permitted on a parcel shall be one, except where additional dwellings are:

43.1.1 Contained in a building designed for, or divided into, two or more dwelling units and is located in a land use district which permits multiple units;

43.1.2 A mobile home forming part of a mobile home park for which a development permit has been issued; or

43.1.3 A building as defined in the Condominium Property Act that is the subject of an approved condominium plan registered with Alberta Registries.

## **Section 44: Easements**

44.1 A development permit shall not be issued for a development, other than a fence, that encroaches in or over a utility easement or right of way without the written consent of the person whom the easement is registered to or the person whose utility line is located in the easement.

## **Section 45: Environmental Policy**

45.1 Within developing areas, existing trees and shrubs should be conserved to the maximum extent possible.

45.2 The following areas shall be retained in their natural state:

45.2.1 Swamps, gullies and natural drainage courses;

45.2.2 Unstable land;

45.2.3 Land with a natural gradient of 15% or greater; and

45.2.4 Any lands designated as Environmental Reserve.

45.3 Development within the 1:100 year flood areas shall be limited to:

- 45.3.1 Non obstructive development within the floodway may be permitted in accordance with Alberta Environment and Sustainable Resource Development Legislation. Non obstructive development may include, green space or parkland, golf courses, parking facilities, open structures such as gazebos, and other non-obstructive development that in the opinion of the development authority does not change the elevation of the flood way and does not negatively impact the natural flow of water.
- 45.3.2 Development within the Flood Fringe that is subject to flood proofing measures and may require preventative engineering and construction methods recommended by a qualified professional as part of the development permit application process.

## **Section 46: Farming**

- 46.1 The Municipal Planning Commission shall consider the following matters as part of the decision-making process for an application for farming use:
  - 46.1.1 The impact of nuisance to neighbouring properties;
  - 46.1.2 The space provided for the number of animals requested;
- 46.2 Any person who has the care or control of animals shall:
  - 46.2.1 Ensure manure management techniques are in place that:
    - (a) Minimize runoff onto or into adjacent properties, riparian areas, ground water, and water sources.
    - (b) Minimize excess odors.
  - 46.2.2 Ensure animals are contained in a manner that prevents them from escaping the persons property and/or entering onto another person's property;
  - 46.2.3 Ensure animals are not causing a disturbance in the neighbourhood as per Town of Stettler Noise and Nuisance Bylaws;
  - 46.2.4 Ensure animals have sufficient space to move in accordance with industry best practices;
  - 46.2.5 Ensure any deceased animals are removed from the property or properly managed to reduce attraction to predators and scavengers
- 46.3 No person shall keep any farm animals except in the DC4: Direct Control Urban Reserve District and UR: Urban Reserve District and in conformity with the following:
  - 46.3.1 Combinations of different animals are allowed provided the maximum number of animal units is not exceeded;
  - 46.3.2 Animal units shall be limited based on lot areas as follows:
    - (a) More than 0 ha (0 acres) and less than or equal to 0.405 ha (1 acre) = One (1) animal units (max)
    - (b) More than 0.405 ha (1 acres) and less than or equal to 1.214 ha (3 acres) = Two (2) animal units (max)
    - (c) More than 1.214 ha (3 acres) and less than or equal to 1.619 ha (4 acres) = Three (3) animal units (max)

- (d) More than 1.619 ha (4.1 acres) and less than or equal to 4.856 ha (12 acres) =  
Four (4) animal units (max)

46.3.3 Animal Units shall be calculated as follows:

**Tables 46-1: Animal Units**

Type of Animal	Number of Animals Deemed to Equal One Animal Unit
Horse (Plus foal under 6 months)	1
Sheep/Goats (Plus lambs under 6 months)	2
Chickens *	4
All Others	At the discretion of Municipal Planning Commission

\*Roosters are prohibited

## **Section 47: Fencing and Screening**

- 47.1 Fences shall complement the character and quality of the principal building.
- 47.2 The maximum height of a fence as measured from grade shall be:
- 47.2.1 2.0 m for that portion of the fence which does not extend beyond the most forward portion of the principal building on the lot;
  - 47.2.2 1.2 m for that portion of the fence which extends beyond the most forward portion of the principal building on the lot; and
  - 47.2.3 In the case of fencing adjacent to intersections Section 62 must be referenced. ~~the case of corner lots pursuant to Section 41.~~
- 47.3 Fence construction in all districts must be confined to the property line and shall not encroach onto any adjoining property including road and lane rights of way, utility easements or rights of way, environmental or municipal reserves, or any other public or private lands excepting only where such encroachments, are expressly approved by the Development Officer.
- 47.4 Commercial buildings adjacent to residential areas must be screened by a fence of not less than 2.0 m in height on those sides of the commercial lot adjacent to residential area or would be adjacent if not for a railway, road, utility right of way, or reserve land.
- 47.5 In the case of drive-in businesses, car washing establishments, service stations and gas bars, landscaping shall be provided and maintained to the satisfaction of the Development Officer. Solid fences shall be provided at least 2.0 m in height adjacent to residential areas.
- 47.6 Notwithstanding 47.2, a higher fence or a fence with barbed or other security features may be approved for public safety, security, privacy or buffering purposes within the industrial and highway commercial land use districts.



- 47.7 No barbed wire fences shall be permitted within residential areas.
- 47.8 The electrification of any fences within Stettler shall not be permitted.
- 47.9 Unless required as part of the sale, promotion or display of the vehicle, equipment or product, all outdoor storage of vehicles, equipment, or products shall be screened from public view to the satisfaction of the Development Officer/Municipal Planning Commission.
- 47.10 Screening in the form of fences, hedges, landscaped berms or other means is required along the property lines of all commercial and industrial lots where such lines share the same boundary with a residential property line or are adjacent to lanes that abut a neighbouring residential property. Such screening shall be at least 2.0 m high. Length and width of the screening shall be at the discretion of the Development Officer/Municipal Planning Commission.
- 47.11 For bulk outdoor storage, including but not limited to auto wrecking, lumber yards, pipe storage and similar uses, where because of height of materials stored, a screen planting would not be sufficient, a fence, earth berm or combination thereof to the satisfaction of the Development Officer/Municipal Planning Commission, shall be required.

**Figure 47-1: Constructing a Fence**



## **Section 48: Garden Suites**

- 48.1 A garden suite means a separate secondary dwelling unit located on the same site and serviced by the same utilities as a single detached dwelling.
- 48.2 The Municipal Planning Commission shall consider the following matters as part of the decision making process for an application for a garden suite:
- 48.2.1 Compatibility of the use in relation to the site, grade elevations, height, building types and materials characteristic of surrounding development;
  - 48.2.2 The potential effect of the development on the privacy of adjacent properties; and



- 48.2.3 The on-site and neighbourhood impacts on parking and traffic.
- 48.3 Where approved, garden suites shall be developed and operated in accordance with the following regulations:
- 48.3.1 All garden suites must meet the requirements of the Alberta Safety Codes Act;
  - 48.3.2 Shall not be located in the front yard;
  - 48.3.3 The resident owner shall submit and sign a statutory declaration stating that he/she is the principal resident of the principal dwelling and occupancy of the principal dwelling by the owner shall be a condition of the development permit;
  - 48.3.4 A minimum of one on-site parking space shall be provided for a garden suite;
  - 48.3.5 The number of persons occupying a garden suite shall not exceed two;
  - 48.3.6 A minimum floor area of 44.0 square metres (480 square feet) and a maximum floor area of 65 square metres (700 square feet), providing that the combination of the principal dwelling, garden suite and other accessory buildings does not result in the site coverage of the parcel exceeding the requirements of the District.

#### **Section 49: Home Occupations**

- 49.1 Any persons wishing to operate a home occupation from their residence shall be required to apply for a development permit and must meet all the criteria in Sections 49.2 and 49.3.
- 49.2 All home businesses shall comply with the following general regulations:
- 49.2.1 All home businesses shall be operated as a secondary use only and shall not change the principal character and external appearance of the dwelling in which it is located.
  - 49.2.2 One professionally non-illuminated fascia sign or nameplate to identify a home occupation not greater than 0.275 square metres in an area placed within the dwelling unit or any accessory building is permitted.
  - 49.2.3 The applicant shall obtain a business license after to the issuance of a development permit.
  - 49.2.4 A home occupation, whether or not a development permit has been issued, shall be reviewed by the Town, when complaints are registered against a home occupation by an affected landowner. A permit issued for a home occupation is liable to recall on the basis of non-compliance on 60 days notice.
- 49.3 Home businesses shall meet all the requirements of 49.2 above and shall comply with the following regulations:
- 49.3.1 The home business shall be operated by the permanent resident(s) of the principal dwelling and may employ one non-resident on-site employee.
  - 49.3.2 The home business shall not occupy more than 30% of the gross floor area of the principal dwelling.
  - 49.3.3 Any storage of materials or goods related to the minor home business must be located within the principal dwelling and/or accessory structure and no exterior storage is permitted.

- 49.3.4 The home business shall have no more than two (2) home business vehicles used in conjunction with the home business, parked and maintained on the site. There shall be no heavy vehicles (as defined in the traffic bylaw) used in conjunction with a minor home business.

## **Section 50: Landscaping**

- 50.1 Except in the case of a Residential District and the C1 District, R1, R2, R3A and R4 Districts, landscaping shall be provided in accordance with the following:
- 50.1.1 A minimum of 5 percent of the site area, or a 3.0 m strip of land adjacent to a public roadway, whichever is greater, shall be landscaped.
  - 50.1.2 All boulevards adjacent to the development site shall be seeded or sodded, excepting those ditch areas required for drainage. Any surface treatment other than grass or any tree planting on the boulevards shall receive prior approval. All boulevard landscaping shall be in accordance with the standards of the Town.
  - 50.1.3 Trees shall be provided at the rate of one tree for every 45 m<sup>2</sup> of the required landscaped area. All plant material shall be of a species capable of healthy growing in the Stettler area.
  - 50.1.4 Minimum tree height specifications shall be: coniferous – 1.0 m high; and deciduous – 1.5 m high.
  - 50.1.5 All landscaping shall be protected by concrete curbs or other approved barriers having a minimum height of 150 mm or separated from the street or parking area by a paved, curbed sidewalk.
  - 50.1.6 Landscaping is to be completed to the satisfaction of the Development Officer or the MPC by the end of the first full growing season following completion of construction of the use.
- 50.2 In the case of all Residential the R1, R2, R3A and R4 Districts, landscaping shall be completed to the satisfaction of the Development Officer or Municipal Planning Commission by the end of the first full growing season following completion of construction or the commencement of the use, whichever occurs first. All landscaping shall be of a type and quality that is satisfactory to the Development Officer or Municipal Planning Commission.
- 50.2.1 A maximum of 50 percent of the required landscaped area may be hard landscaped.
- 50.3 The Commercial and Industrial Site and Building Design Guidelines contained within the “Highways Overlay District”, set standards for appearance and quality of building design and landscaping for lands adjacent to Highway 12 and Highway 56.
- 50.4 The Meadowlands by the Park Overlay District sets additional landscaping standards for lands contained within Meadowlands by the Park.

## **Section 51: Laneless Subdivision**

- 51.1 In a laneless subdivision, in a residential district, one side yard shall not be less than 3.0 m. This does not apply to an accessory building where it is located to the rear of the **principal dwelling**.  
~~main building and separated a minimum distance of 6.0 m.~~
- 51.2 In a laneless subdivision, in a commercial or industrial district, one side yard shall not be less than 6.0 m. This does not apply to an accessory building where such building is located to the rear of the main building.  
~~and separated by a minimum distance of 12.0 m.~~

## **Section 52: Lighting**

- 52.1 Appropriate lighting of multi-attached residential, commercial, industrial and institutional development shall be required to provide security and add visual interest.
- 52.2 Lighting standards and fixtures shall be of consistent design and complement the architectural theme of the buildings located on the site.
- 52.3 Outdoor lighting shall be located so that rays of light:
- 52.3.1 Are not directed at an adjacent site or skyward;
  - 52.3.2 Do not adversely affect an adjacent site;
  - 52.3.3 Do not adversely affect traffic safety.

## **Section 53: Lot Grading, Storm Water Management and Drainage**

- 53.1 The Development Officer/Municipal Planning Commission may require, as a condition of a development permit, that a developer submit a storm water management plan or lot grading plan to the Town for approval.
- 53.2 The grading of a lot associated with an approved development shall conform to the storm water management plan or lot grading plan approved by the Town.
- 53.3 No on-site drainage, including from overland, a sump pump, roof or high water, shall flow to the sanitary sewer system, either directly or through pumping (including downspouts).
- 53.4 On-site drainage, including drainage from overland, a sump pump, roof or high water, shall not be permitted to flow onto an adjoining private property or onto Town sidewalks or onto a lane or street, except in accordance with an approved grading plan. The land owner shall direct on-site drainage, including drainage from a sump pump, roof or high water onto the yards of their property and eventually to a street or lane. Suitable methods of on-site retention shall be in accordance with the Town's Engineering Design Guidelines and subject to the approval of Director of Operational Services.
- 53.5 All landscaping, topographic reconstruction, retaining walls, or site grading shall be confined to the property and shall not encroach onto any adjoining property including road and lane rights of way, utility easements or rights of way, environmental or municipal reserves, or any other public or

private lands excepting only where such encroachments, are expressly approved by the Development Officer.

- 53.6 All finished landscaped lot elevations shall be a minimum of 2 inches above the elevation of the lane to ensure positive drainage.
- 53.7 If a person alters lot drainage on a site so that water drains onto adjacent parcels, that person shall be responsible for corrective drainage structures, including retaining walls, to divert water from neighbouring properties.
- 53.8 Any retaining wall over 1.0 m in height must be designed and inspected after construction by a professional engineer. The land owner shall provide to the municipality the design and inspection report, both bearing the seal and signature of a professional engineer.
- 53.9 A temporary fence shall be erected around all excavations which in the opinion of the Development Officer/Municipal Planning Commission may be hazardous to the public.
- 53.10 Where storm water systems exist, any paved areas used for vehicle, engine, equipment, appliance and vessel construction or repairs must have appropriate and maintained drainage and catchment mechanisms, such as oil-water separators. Any unpaved areas used for vehicle, engine, equipment, appliance and vessel construction or repairs must be protected by an impervious barrier or container to prevent any spill onto or contamination of the unpaved area.

#### **Section 54: Objects Prohibited or Restricted in Yards**

- 54.1 No person shall keep or permit in any yard in any district any object or chattel which, in the opinion of the Development Authority is unsafe, unsightly or adversely affects the amenities of the district. This includes abandoned motor vehicles, building materials, and any excavation, stockpiling or storage of materials, explosives, flammable liquids, toxic chemicals, and diesel fuel and gasoline products.
- 54.2 The outdoor storage of materials, products, equipment or machinery shall not be permitted in the required front yard of commercial districts unless required as part of the sale, promotion or display of merchandise as determined by the Development Officer.
- 54.3 No occupant of a principal dwelling in a residential district shall permit a recreational vehicle to be used for living or sleeping accommodation for longer than a 14 continuous day period.
- 54.4 A motor vehicle, recreation vehicle, trailer or watercraft shall not be parked in a front yard except on a driveway or approved parking pad.

#### **Section 55: Permitted Projections**

- 55.1 Projections into the required front, side and rear yard setbacks in land use districts may be permitted for: canopies; balconies; decks; eaves; box-outs; chimneys; gutters; window sills; air

conditioning units; wheelchair ramps; and **landings**, ~~and steps/stairs~~. Cantilevers may be permitted to encroach into the front and rear yards only.

55.2 Front Yard Projections:

55.2.1 2.0 m for **canopies**, balconies, **decks**; and

55.2.2 1.0 m for cantilevers, eaves, gutters, **box-outs**, landings, wheelchair ramps, and windowsills.

55.3 Rear Yard Projections:

55.3.1 2.0 m for **canopies**, balconies, **decks**; and

55.3.2 1.0 m for box-outs, cantilevers, eaves, gutters, **chimneys**, landings, air conditioning units, wheelchair ramps, and windowsills.

55.4 Side Yard (Interior) Projections:

55.4.1 0.6 m for box-outs, eaves, gutters, **chimneys**, landings; air conditioning units, wheelchair ramps, and windowsills.

55.5 Side Yard (Exterior) Projections:

55.5.1 1.0 m for **canopies**, balconies, air conditioning units, **wheelchair ramps**; and

55.5.2 0.6 m for box-outs, ~~cantilevers~~, eaves, gutters, **chimneys**, landings, ~~wheelchair ramps~~, and windowsills.

55.6 For multi-attached dwellings, balconies and decks may be extended to the lot line or common wall, provided that the common wall is extended for separation/privacy.

55.7 No projection will be permitted if, in the opinion of the Development Officer/Municipal Planning Commission, it may interfere with a loading space, parking area, driveway, or other vehicle or pedestrian circulation or access.

55.8 No projections will be permitted into the side yard required for vehicular access to the rear yard, unless a minimum vertical height of 3.0 m from finished grade to the lowest point of the projection encroachment is maintained.

55.9 The projection length limitations are as follows:

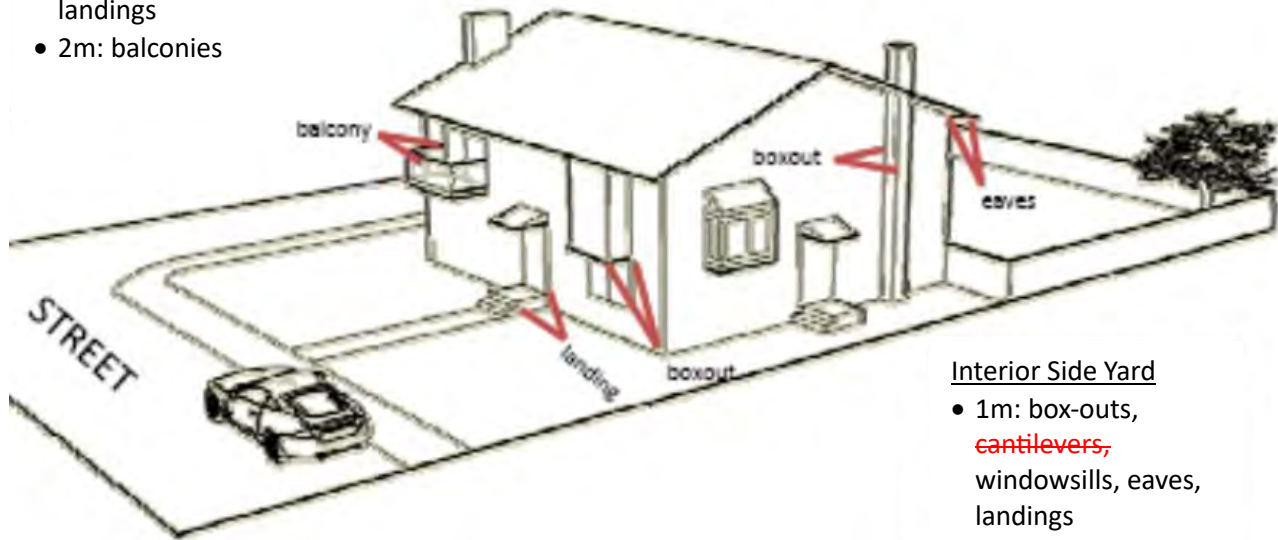
55.9.1 The individual encroachment maximum length shall not exceed 3.0 m; and

55.9.2 The sum of all encroachments maximum length shall not exceed one-third (1/3) of the length of the building wall (not including the garage walls). This does not apply to front or rear yards.

**Figure 55-1: Permitted Projections – Front and Interior Side Yard Setbacks**

#### Front Yard

- 1m: box-outs, cantilevers, windowsills, eaves, landings
- 2m: balconies



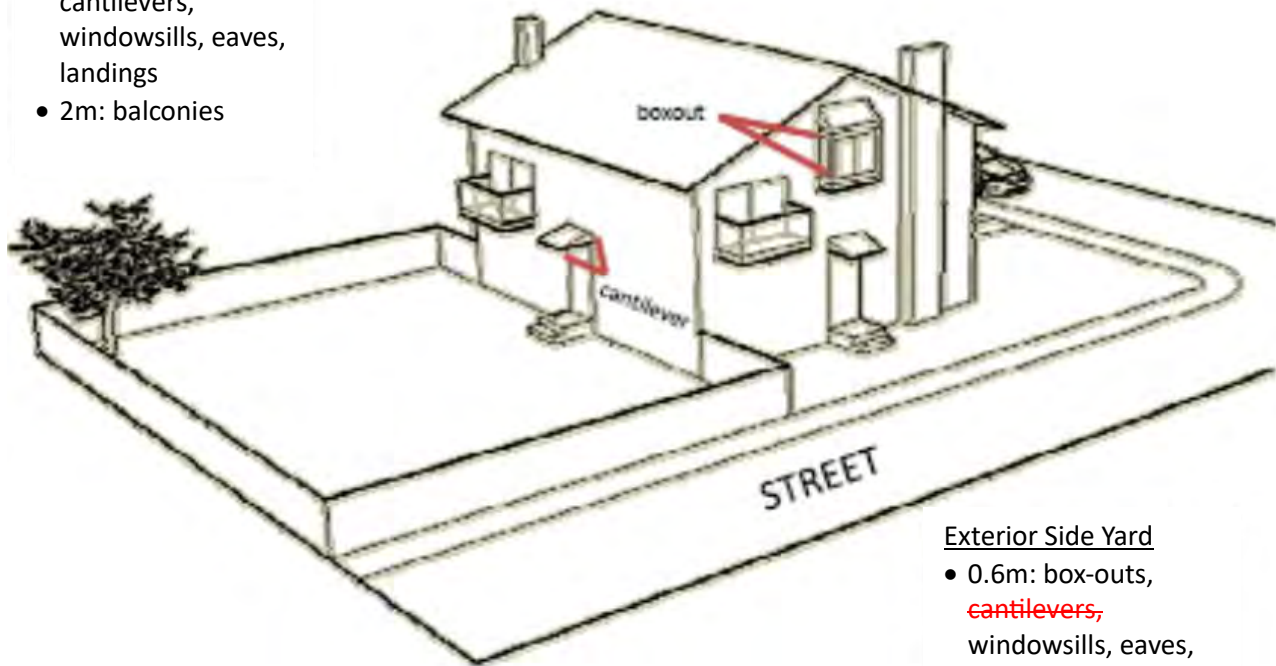
#### Interior Side Yard

- 1m: box-outs, cantilevers, windowsills, eaves, landings

Figure 55-2: Permitted Projections – Rear and Exterior Side Yard Setbacks

#### Rear Yard

- 1m: box-outs, cantilevers, windowsills, eaves, landings
- 2m: balconies



#### Exterior Side Yard

- 0.6m: box-outs, ~~cantilevers~~, windowsills, eaves, landings
- 1m: balconies

### **Section 56: Satellite Dish and Amateur Radio Antennas**

- 56.1 All satellite dish and amateur radio antennas shall be located on the same site as the intended signal user.
- 56.2 Satellite dishes that conform to all other provisions of the Land Use Bylaw do not require a development permit.
- 56.3 No satellite dish antenna which is accessory to the principal use of a site shall be located in, or encroach onto, a front or side yard in any residential district.
- 56.4 A satellite dish antenna larger than 1.0 m in diameter shall not be located on a roof top except for apartment buildings and buildings in non-residential districts.
- 56.5 Where any portion of a satellite dish antenna is more than 3.0 m above grade, it shall be screened and located to the satisfaction of the Development Officer/Municipal Planning Commission.
- 56.6 Location restrictions for satellite dish antennas may be waived where the applicant can demonstrate, to the satisfaction of the Development Authority that compliance would interfere with signal reception.

- 56.7 An applicant for a development permit for an amateur radio antenna shall notify and provide comments of all landowners located within 75 m from the boundary of the property.
- 56.8 An amateur radio antenna shall conform to the site regulations respecting accessory buildings and uses as per Section 34 of this Bylaw.
- 56.9 The maximum height of an amateur radio antenna in residential districts shall be 19.0 m.
- 56.10 Antennas shall not be illuminated unless required by Transport Canada regulations, and except for a manufacturer's logo shall not exhibit or display any advertising.

## **Section 57: Solar Energy Infrastructure**

- 57.1 Solar energy infrastructure and all components associated with the devices shall meet the setback and site coverage requirements of the district in which they are placed.
- 57.2 Solar energy infrastructure attached to a principal or accessory building should be integrated with the roof and wall structure and required compliance with Alberta Safety Codes. The mounted panel:
- 57.2.1 Shall be located and mounted to ensure that no glare is produced for neighboring properties and streets;
  - 57.2.2 Should not project more than 0.15 m from the surface of the building;
  - 57.2.3 Should not project vertically more than 1 m above the roof line in residential districts and more than 1.8 m above the roof line in all other districts, where located on buildings with flat roofs while staying within the District's maximum building height requirements; and
  - 57.2.4 Should not extend beyond the outermost edge of the roof or wall to which it is mounted.
- 57.3 Solar energy infrastructure not attached to a building shall:
- 57.3.1 Only be located in the side or rear yard;
  - 57.3.2 Shall have a minimum setback of 1.0 m from any side or rear property line;
  - 57.3.3 Not exceed 2.0 m in height above the ground; and
  - 57.3.4 Be screened from adjacent properties with a fence, landscaping, or other means of screening, to the satisfaction of the Development Authority.

## **Section 58: Stripping, Filling, Excavation and Grading**

- 58.1 Where, in the process of development, areas require levelling, filling or grading, the topsoil shall be removed before work commences, stockpiled and replaced following the completion of the work.
- 58.2 Developments involving the construction of artificial water bodies or dugouts may require as a condition of development approval, that it shall be the sole responsibility of the developer to ensure



that such signs, fences and boarding are put in place as the developer shall consider necessary to protect the public generally and the residents of the area in particular from any danger arising as a result of the construction or installation of the artificial water body or dugout on the developer's property.

58.3 The placing of fill or the storage of fill may be allowed, in any land use district providing:

58.3.1 A Development Permit has been issued for that use; and

58.3.2 The fill does not contain construction rubble or any hazardous substances.

58.4 Section 58.3 does not apply for developments less than 1 acre, providing there is no negative impact on water flows to or from adjacent lands to:

58.4.1 The placing of clean topsoil for landscaping purposes; and

58.4.2 The placing of up to 0.6 m of fill adjacent to or within 15.0 m of a building under construction that has a valid building permit.

58.5 Providing there is no negative impact on water flows to or from adjacent lands, Section 58.3 does not apply:

58.5.1 To the placing of clean topsoil for agricultural purposes;

58.5.2 To the placing of up to 1.0 m of fill including topsoil providing topsoil is stripped and stockpiled prior to placing of fill, and then replaced;

58.5.3 When the topsoil is seeded to natural grass or agricultural crop within the same growing season; and

58.5.4 When no fill is placed in natural wetlands or drainage courses.

## **Section 59: Temporary Structures**

59.1 A temporary structure may not be erected without permission of the Municipal Planning Commission which may be granted as follows:

59.1.1 Any district other than a residential district subject to the owner agreeing to remove such a building in accordance with the terms and conditions stipulated by the Municipal Planning Commission;

59.1.2 A residential district provided that:

- (a) No such temporary building shall have a floor area ~~of~~ greater than 20.0 square metres, be more than 3.0 metres in height or have a set back less than 1.2 metres from the side and rear property lines; and
- (b) The owner enters into an agreement to remove such a building in accordance with the terms and conditions stipulated by the Municipal Planning Commission;
- (c) There shall be no more than one temporary structure per site;
- (d) A temporary building being used as a garage must be placed in the rear yard only;
- (e) In the case of a pre-manufactured temporary building, the elevations shall be subject to approval of the Municipal Planning Commission; and

- (f) The building is completed in accordance with the terms stipulated by the Development Authority, provided that the temporary building permit shall expire at the end of 24 months, unless renewed by the Development Officer for a further term, and that such building will comply with this Bylaw.

- 59.2 Metal freight/cargo storage containers shall only be permitted in Industrial Land Use Districts.
- 59.3 If an owner fails to comply with the terms and conditions of a temporary building development permit, the Development Officer/Municipal Planning Commission may remove or cause to be removed such building as the case may be, the costs of which shall be charged against the lands upon which the temporary building is situated and shall be payable by the owner to the Town on demand.
- 59.4 A temporary structure shall not be used as a dwelling.

## **EIGHT: Transportation Facilities**

### **Section 60: Parking**

#### **60.1 General Regulations:**

- 60.1.1 All off-street parking facilities shall be separated from streets by a landscaped area of at least 1.0 m in width.
- 60.1.2 All off-street parking facilities shall be so constructed that:
  - (a) Necessary curb cuts are located and flared to the satisfaction of the Director of Operational Services;
  - (b) Every off-street parking space provided, and the access thereto shall be hard surfaced if the access is from a street or lane that is hard surfaced;
  - (c) Parking facilities used at night shall have adequate lighting for the entire parking facility. Such lighting shall be directed away from adjacent or other properties;
  - (d) Grades and drainage shall dispose of surface water. In no case shall grades be established that would permit surface drainage to cross any sidewalk or site boundary without the approval of the Development Officer/Municipal Planning Commission in consultation with the Director of Operational Services; and
  - (e) Parking for the physically handicapped shall be provided as provincial regulations require and shall be considered as part of total number of stalls required for the project. A maximum of 5% of the total number of stalls required may be required to be provided for the handicapped by the MPC, provided that a maximum of three stalls may be required for any project, unless exceptional circumstances due to the magnitude of the development would warrant more than three stalls.
- 60.1.3 All parking stalls and loading spaces required by this Bylaw shall be located on the same site as the use requiring them, subject to setback and yard requirements.

#### **60.2 Parking location – Residential Uses:**

- ~~60.2.1 All parking stalls and loading spaces required by this Bylaw shall be located on the same site as the use requiring them, subject to setback and yard requirements.~~
- 60.2.2 For any residential dwelling with ~~required~~ parking which accesses a paved street or land, the required parking stalls shall be surfaced with asphalt, concrete or a similar material within one year of occupancy of the development. In the event seasonal conditions prohibit the completion of lot surfacing, the lot shall be compacted and maintained in a manner to allow access by emergency vehicles and all surfacing shall be completed prior to July 1st of the following year.
- 60.2.3 The applicant may be required to provide an irrevocable Letter of Credit or other form of security acceptable to the Development Officer/Municipal Planning Commission to guarantee completion of the lot surfacing.
- 60.2.4 To ensure compliance, and if the Development Officer/Municipal Planning Commission deems it appropriate, the Town may register a caveat under the Land Titles Act against the property being developed. This caveat shall be discharged when the Development Officer/Municipal Planning Commission accepts the lot surfacing as complete.

### 60.3 Parking Requirements:

- 60.3.1 All parking spaces, loading spaces, manoeuvring aisles and driveways shall be surfaced and maintained to the satisfaction of the Development Officer/Municipal Planning Commission.
- 60.3.2 All parking spaces, loading spaces, manoeuvring aisles and driveways shall be marked to the satisfaction of the Development Officer/Municipal Planning Commission.
- 60.3.3 A parking lot shall be designed, located and constructed so that it:
- (a) Is accessible to and appropriate for **all** types of motor vehicles using it and the frequency of use;
  - (b) Is appropriately surfaced and drained as required by the Development Officer/Municipal Planning Commission; and
  - (c) Does not interfere with pedestrian or traffic safety.
- 60.3.4 Size of Parking Stalls and Drive Aisles:
- (a) Parking angles may have a value of 90 degrees or range from 90 degrees to 45 degrees;
  - (b) Unless otherwise allowed by the Development Officer/Municipal Planning Commission, the minimum dimensions for the design of parking facilities shall be as set out in Figure 60-1 and Table 60-1;
  - (c) Parking dimensions for parking angles between 90 degrees and 45 degrees shall be calculated using a straight-line interpolation between dimensions;
  - (d) For parallel parking, the length of the parking spaces shall be 7.0 m, except that an end space with an open end shall be a minimum of 5.5 m;
  - (e) Manoeuvring aisles and driveways serving as fire lanes shall be at least 7.0 m wide;
  - (f) Parking stalls shall be clear of all obstructions, other than wheel stops; and
  - (g) The maximum grade of a parking stall shall not exceed 4% in any direction.

**Figure 60-1: Illustration of Parking Standard Dimensions**

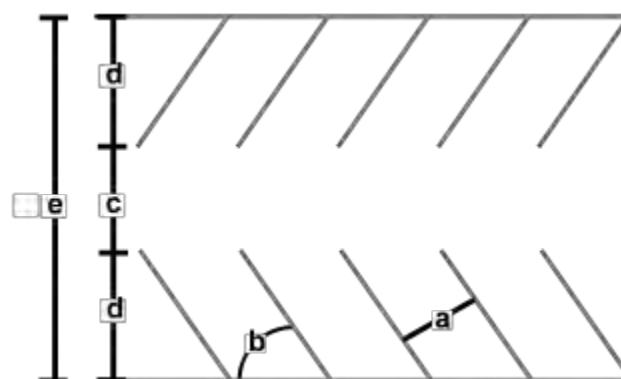


Illustration relates to column headings in Table 58-1

**Table 60-1: Parking Stall Design Standards**

Stall Width (a)	Parking Angle (in Degrees) (b)	Aisle Width (c)	Stall Depth Perpendicular to Aisle (d)	Parking Unit Depth (e)
7.0 m	0	3.5 m	3.0 m	13.0 m
3.0 m	45	4.0 m	6.0 m	16.0 m
3.0 m	60	5.5 m	6.5 m	18.5 m
3.0 m	90	7.0 m	6.0 m	19.0 m

- 60.3.5 The portion or portions of a parking lot used for parking must:
- (a) Be marked off or physically divided to delineate clearly each parking stall, loading space or drive aisle; and
  - (b) Have suitable barriers to prevent motor vehicles from encroaching onto landscaped areas and to protect fences, walls or buildings.
- 60.3.6 Wheel stops shall not exceed 0.1 m in height above the parking stall surface and shall be placed perpendicular to the parking stall depth, 0.6 m from the front of the parking stall.

60.4 Number of Stalls:

- 60.4.1 Where the calculation of the required number of parking stalls or loading spaces results in a fraction number of parking spaces, the next higher number shall be taken.
- 60.4.2 Where a development falls within two or more of the categories listed in this Section, it shall comply with all parking regulations applicable to all of the categories. The highest requirement shall be used.
- 60.4.3 Parking stall requirements for uses other than those set out in this Section shall be determined by the Development Officer/Municipal Planning Commission, having regard to similar uses for which specific parking stall requirements are set.
- 60.4.4 Unless otherwise allowed by the Development Officer/Municipal Planning Commission, the required number of vehicle parking stalls for a use shall be as set forth in the following table (note GFA = Gross Floor Area).

**Table 60-2: Parking Requirements**

Land Use	Minimum Parking Standard
Abattoir	1 stall/100 m <sup>2</sup> GFA
Animal Services – Kennel	1 stall/50 m <sup>2</sup> GFA
Animal Services – Large Animal	1 stall/50 m <sup>2</sup> GFA
Animal Services – Small Animal	1 stall/50 m <sup>2</sup> GFA
Apartment Building - Bachelor/1 Bedroom	1 stall/dwelling unit plus 0.15 stalls/ dwelling unit designated as visitor parking
Apartment Building - 2 Bedroom	1.5 stalls/dwelling unit plus 0.15 stalls/ dwelling unit designated as visitor parking

Apartment <b>Building</b> - 3 or more Bedroom	2 stalls/dwelling unit plus 0.15 stalls/ dwelling unit designated as visitor parking
Assisted Living Facility	0.5 stalls/dwelling unit + 1 stall/staff on duty
Auction Mart	1 stall/50 m <sup>2</sup> GFA
Autobody and Repair Shop	6 stalls/bay
Automobile Repair Garage	6 stalls/bay
Automobile Supply Store	1 stall/50 m <sup>2</sup> GFA
Bank/Financial Institution	2 stalls/100 m <sup>2</sup> GFA and a minimum of 5 stalls for staff
Basement Suite	1 stall/bedroom
Bed and Breakfast Facility	1 stall/rented room in addition to spaces required for dwelling unit
Boarding Facility	1 stall/rented room in addition to spaces required for dwelling unit
Bottled Gas Sales and Storage	1 stall/100 m <sup>2</sup> GFA
Bulk Chemical Storage	1 stall/100 m <sup>2</sup> GFA
Bulk Fuel Station	1 stall/100 m <sup>2</sup> GFA
<del>Caterer</del>	<del>1 stall/100 m<sup>2</sup> GFA</del>
Clinic	1 stall/50 m <sup>2</sup> GFA
Club	Discretion of Development Authority
Community Hall	Discretion of Development Authority
Contracting Services, Major	1 stall/50 m <sup>2</sup> GFA for office space and 1 stall/100 m <sup>2</sup> GFA for other buildings
Contracting Services, Minor	1 stall/50 m <sup>2</sup> GFA for office space and 1 stall/100 m <sup>2</sup> GFA for other buildings
Convenience Food Store	1 stall/25 m <sup>2</sup> GFA
Day Care Facility	1 stall/staff on duty plus 0.2 stalls/child (design capacity)
<del>Drinking Establishment (Adult Entertainment Prohibited)</del>	<del>1 stall/4 seats</del>
<del>Drinking Establishment (Adult Entertainment Permitted)</del>	<del>1 stall/4 seats</del>
Dry Cleaning and Laundry Depot/Plant	1 stall/100 m <sup>2</sup> GFA
Dwelling, Duplex	2 stalls/dwelling unit
Dwelling, Fourplex	2 stalls/dwelling unit
Dwelling, <b>Row House</b> <del>Rowhouse</del>	2 stalls/dwelling unit
Dwelling, Single Detached	2 stalls
<del>Land Use</del>	<del>Minimum Parking Standard</del>
Dwelling, Triplex	2 stalls/dwelling unit
Farm Supply Store	1 stall/25 m <sup>2</sup> GFA
Feed Mills, <del>and</del> Grain <del>and/or</del> Fertilizer Elevators	1 stall/100 m <sup>2</sup> GFA
Florist Shop	1 stall/25 m <sup>2</sup> GFA
Food and/or Beverage Service Facility	1 stall/4 seats
Funeral Home	1 stall/5 seats
Gaming or Gambling Establishment	1 stall/3 seats

Gas Bar	3 stalls + 1 stall/25 m <sup>2</sup> GFA
Group Care Facility	0.5 stall/dwelling unit + 1 stall/staff on duty
Handicraft Business	1 stall/100 m <sup>2</sup> GFA
Heavy Truck/Equipment and Mobile Home Sales, Repair and Rental	1 stall/100 m <sup>2</sup> GFA
<del>Heavy Equipment Sales, Service, Storage and Rentals</del>	
Hotel	1 stall/guest room plus 1 stall/staff on duty
Industry/Manufacturing – Large Scale	1 stall/100 m <sup>2</sup> GFA
Industry/Manufacturing – Small Scale	1 stall/100 m <sup>2</sup> GFA
Industry – Petrochemical	1 stall/100 m <sup>2</sup> GFA
Laboratory	1 stall/50 m <sup>2</sup> GFA
Laundromat	1 stall/50 m <sup>2</sup> GFA
Light Equipment Repair/Rental	1 stall/100 m <sup>2</sup> GFA
Livestock Auction Mart	1 stall/50 m <sup>2</sup> GFA
Mobile Home	2 stalls
Motel	1 stall/guest room plus 1 stall/staff on duty
Museum	2 stalls/100 m <sup>2</sup> GFA
Nursing Home	1 stall/4 beds
Office Building	1 stall/50 m <sup>2</sup> GFA
Oilfield Support Services	1 stall/100 m <sup>2</sup> GFA
Personal Service Shop	1 stall/50 m <sup>2</sup> GFA
Pharmacy	1 stall/50 m <sup>2</sup> GFA
Public Assembly	1 stall/50 m <sup>2</sup> GFA
Recreation Facility	Discretion of Development Authority
Recreational Amusement Park	Discretion of Development Authority
<del>Restaurant</del>	<del>1 stall/6 seats</del>
<del>Restaurant – Drive Thru</del>	<del>1 stall/6 seats</del>
<del>Restaurant – Takeout/Delivery</del>	<del>3 stalls</del>
Retail Store	1 stall/50 m <sup>2</sup> GFA
<del>School – Elementary and Middle School</del>	<del>At the discretion of the Development Authority</del>
<del>School – High School</del>	<del>At the discretion of the Development Authority</del>
Seed Cleaning Plant	1 stall/100 m <sup>2</sup> GFA
<del>Senior Citizen Self-Contained Units</del>	<del>2 stalls/dwelling unit plus 1 stall/staff on duty</del>
Shopping Centre	1 stall/50 m <sup>2</sup> GFA
Studio	1 stall/50 m <sup>2</sup> GFA
Taxi/Bus Depot	1 stall/50 m <sup>2</sup> GFA
<del>Land Use</del>	<del>Minimum Parking Standard</del>
Theatre	1 stall/10 seats
Theatre – Movie	1 stall/10 seats
Trade/Commercial School	1 stall/3 students (design capacity)
Transport/Truck Operation	1 stall/100 m <sup>2</sup> GFA
<del>Truck and Mobile Home Sales and Rental</del>	<del>1 stall/100 m<sup>2</sup> GFA</del>
Vehicle Wash	3 stalls
<del>Veterinary Clinic</del>	<del>1 stall/50 m<sup>2</sup> GFA</del>

60.5 Multi use or Mixed Use Developments:

- 60.5.1 Developments containing or providing for more than one use shall provide parking stalls and loading spaces equal to the sum of the requirements of individual uses, unless the applicant can otherwise demonstrate to the Development Officer/Municipal Planning Commission that there is a complementary or overlapping use of the parking facilities which would warrant a reduction in the parking requirements.
- 60.5.2 Use within a shopping mall shall not be calculated on a separate basis. The shopping mall parking space requirement shall determine the number of spaces.

60.6 Combined or Shared Parking:

- 60.6.1 The Development Officer/Municipal Planning Commission may allow two or more developments to share parking spaces. Up to 20% of the required parking may be combined or shared parking.
- 60.6.2 Permission to share parking spaces may only be granted by the Development Officer/Municipal Planning Commission in the following circumstances:
  - (a) The developments are in close proximity to each other and within 50 m of the site on which the parking spaces are located;
  - (b) The demand for parking spaces for each development is not likely to occur at the same time;
  - (c) The Development Officer/Municipal Planning Commission is satisfied that the arrangement between the owners of the developments for the sharing of parking spaces is to be permanent unless an alternative permanent arrangement is made that is satisfactory to the Development Officer/Municipal Planning Commission;
  - (d) An agreement acceptable to the Development Officer/Municipal Planning Commission is provided; and
  - (e) Loading spaces shall be required for all non-residential developments and apartments.

**Section 61: On-Site Loading Requirements**

- 61.1 Loading spaces shall be required for all non-residential developments.
- 61.2 A loading space shall be designed and located so that all vehicles using that space can be parked and manoeuvred entirely within the bounds of the site without backing to or from adjacent streets, except as deemed appropriate by the Development Authority.
- 61.3 A loading space situated within a setback distance from a street or lane shall not be counted for the purposes of this Section.
- 61.4 A loading space shall be a minimum width of 3.5 m and a minimum depth of 8.0 m and maintain a minimum overhead clearance of 4.6 m.



- 61.5 The Development Officer/Municipal Planning Commission, having regard to the types of vehicles that are likely to use the loading space, may change minimum loading space dimensions.
- 61.6 For apartment or multiple-family developments with more than twenty (20) units, adequate loading space shall be provided to the satisfaction of the Development Officer/Municipal Planning Commission.
- 61.7 Loading space requirements for uses other than those set out in this Section shall be determined by the Development Officer/Municipal Planning Commission, having regard to similar uses for which specific loading facility requirements are set.
- 61.8 Unless otherwise allowed by the Development Officer/Municipal Planning Commission, the required on-site loading space for any use shall be as follows: one space except for Industry – Large Scale and Warehouses which will require one space per 2000 m<sup>2</sup> of GFA.

## **Section 62: Vehicles**

### **62.1 Access to Sites:**

- 62.1.1 All access locations and curb crossings require the approval of the Director of Operational Services.
- 62.1.2 All sites shall be designed so that backing manoeuvres necessary to access a parking stall, a loading door, a drive-through or any other area where vehicles operate, take place wholly on the site. Exceptions are single detached dwellings and individual parking stalls accessing a lane.

### **62.2 Vehicle Access to Buildings:**

- 62.2.1 Any building into which a vehicle may enter from a lane shall have a driveway on the parcel at least 1.0 metre in length where the driveway enters a 8.0 metre or larger lane in width, all lanes under 8.0 metres in width shall have a minimum driveway of 3.0 metres in length.
- 62.2.2 Any building into which a vehicle may enter from the street shall have a driveway on the parcel which is equal to or greater than the minimum yard requirement for the building.
- 62.2.3 All work on public property pertaining to driveway improvements and access to privately owned properties requires an approved development permit, and shall be done by Town of Stettler employees or contractors hired by the property owner under the direct supervision of the Director of Operational Services.

### **62.3 Sight Lines at Intersections of Roadways:**

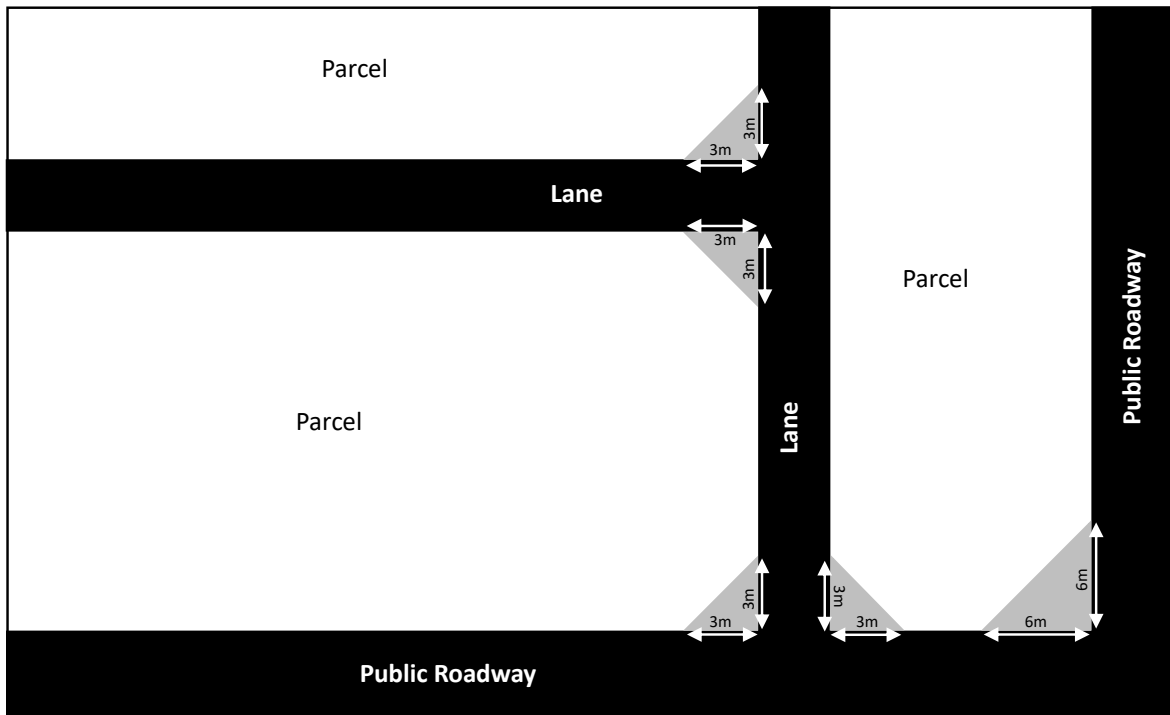
- 62.3.1 At the intersection of two lanes, a 3.0 metre sight triangle shall be maintained.
- 62.3.2 At the intersection of two public roadways, which aren't defined as lanes, a 6.0 metre sight triangle shall be maintained.
- 62.3.3 At the intersection of a lane and public roadway, which is not defined as a lane, a 3.0 metre sight triangle shall be maintained.

62.3.4 At the intersection of provincial highways other roadways, the Development Officer/Municipal Planning Commission may require the calculation of sight triangles where:

- (a) One or more rights of way is less than 15.0 metres in width;
- (b) Regulated vehicle speed exceeds 50 kilometres per hour, or
- (c) One of the carriageways is not centred in its right of way,
- (d) An intersection leg is curved or skewed, or
- (e) An intersection leg is sloped at 2 percent or greater; and
- (f) Sight triangle calculations shall be in accordance with the recommended methods of the Roads and Transportation Association of Canada regarding crossing sight distances for roadways.

~~62.3.5 Sight triangle calculations shall be in accordance with the recommended methods of the Roads and Transportation Association of Canada regarding crossing sight distances for roadways.~~

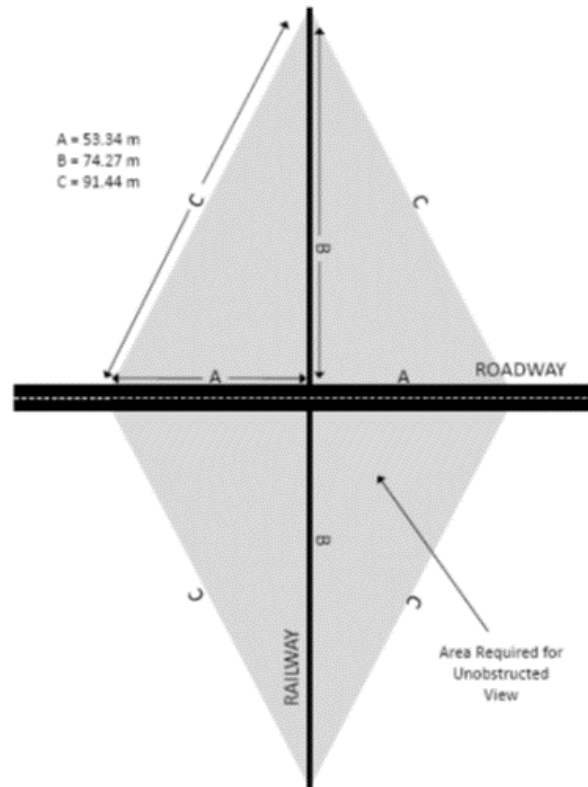
**Figure 62-1: Sight Triangle at Intersections of Lanes**



62.4 Sight Triangles at Road and Rail Intersections:

62.4.1 At the intersections of roadways and railways, which are unprotected by automatic warning signals, sight triangles shall be determined using the following figure:

**Figure 62-2: Sight Triangle at Road and Rail Intersections**



62.4.2 At the intersections of roadways and railways, which are protected by automatic warning signals, the Development Officer/Municipal Planning Commission may require the calculation of sight triangles where:

- (a) One or more of the rights of way is less than 15.0 metres in width, or
- (b) Regulated vehicle speed exceeds 50 kilometres per hour, or
- (c) Either the carriageway or the railway is not centred in its right of way, or
- (d) An intersection leg is curved or skewed, or
- (e) An intersection leg is sloped at 2 percent or greater.

62.4.3 Sight triangle calculations shall be in accordance with the recommended methods of the Roads and Transportation Association of Canada regarding crossing sight distances for roadways, with the provision that distance between the nearest rail and the front of the stopped motor vehicle between 5.0 metres and 15.0 metres as required by the Highway Traffic Act.

## 62.5 Driveways:

62.5.1 At street intersections, driveways shall be setback from the parcel boundaries which form the intersection not less than:

- (a) 6.0 metres where the driveway serves not more than 4 dwelling units, or
- (b) 15.0 metres for other uses, except where existing/planned traffic volumes indicate that a greater distance is needed to improve/maintain traffic safety and efficiency.

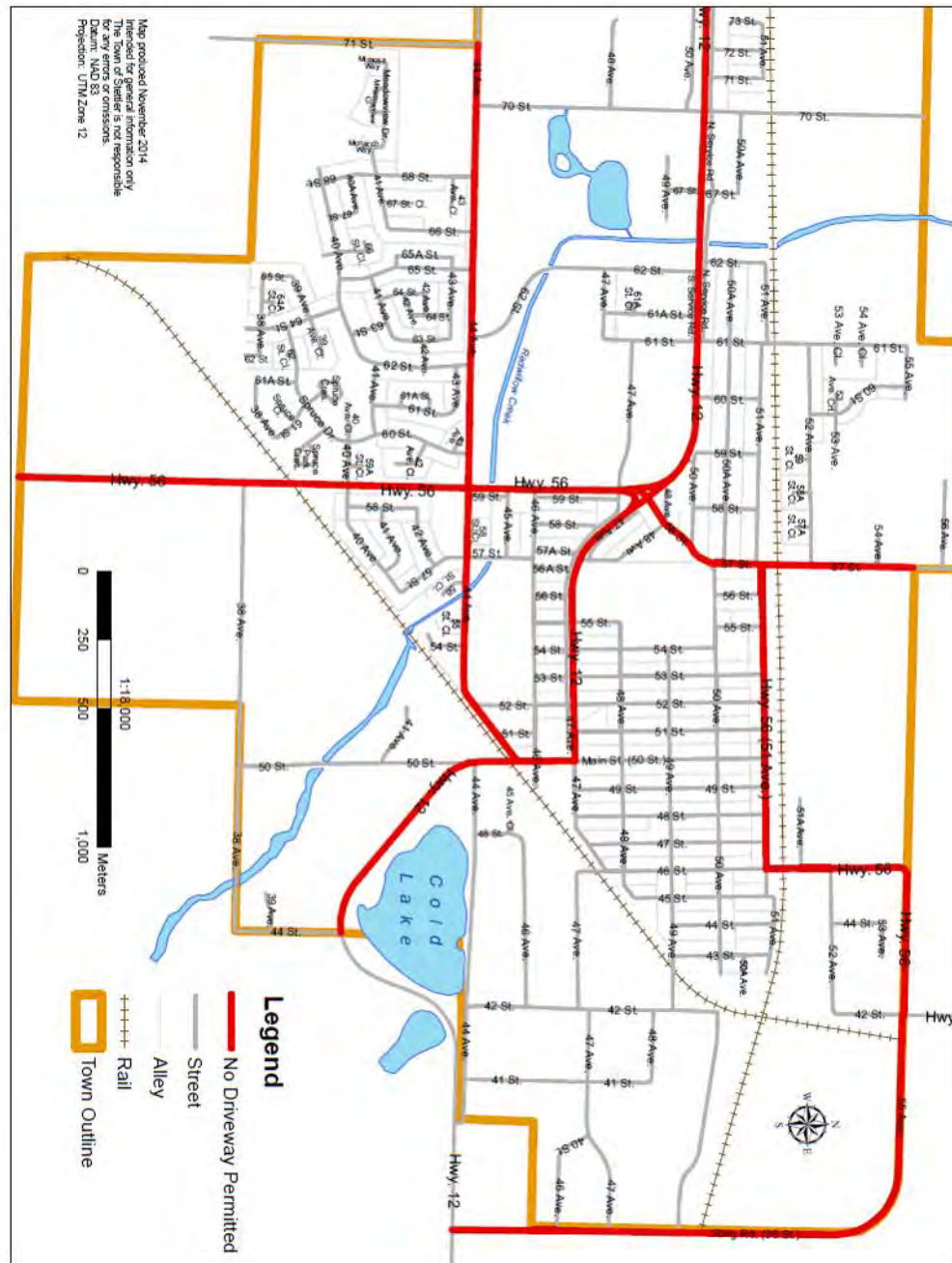
62.5.2 The maximum width of a driveway shall be 10.0 metre meters.

62.5.3 The minimum distance between driveways shall be:

- (a) Nil, where the driveways serve single dwelling units,

- (b) 6.0 metres for other uses, except where existing/planned traffic volumes indicate that a greater distance is needed to improve/maintain traffic safety and efficiency.
- 62.5.4 The minimum angle for a driveway to a commercial, industrial, or high density residential use shall be 70 degrees.
- 62.5.5 Driveways are not allowed on the streets identified below, unless permission is granted by Alberta Infrastructure and Transportation:

**Figure 62-3: Streets with No Front Driveway Access to Properties**



## **NINE: Signs**

### **Section 63: Sign Regulations Procedures**

- 63.1 The Development Officer/Municipal Planning Commission may by notice in writing:
- 63.1.1 Direct the owner to correct the condition of any sign or remove any sign within 30 days of receipt of the notice where, in the opinion of the Development Officer/Municipal Planning Commission, that condition or sign constitutes a violation of this bylaw or any permit hereunder, has become unsightly or is unsafe;
  - 63.1.2 Order the owner to stop work on a sign if it is proceeding in contravention of this bylaw;
  - 63.1.3 Order the owner to stop work on a sign if a permit has not been issued.

### **Section 64: General Provisions**

- 64.1 Signs shall only be erected on sites to which their display relates except in the case of advance directional signs which may be approved by the Development Officer/Municipal Planning Commission in locations where it considers the free and safe flow of traffic may be enhanced.
- 64.2 A sign shall not conflict with the general character of the surrounding landscape or the architecture of nearby buildings or be liable to create a cluttered appearance to the landscape.
- 64.3 A sign, **excluding awning and canopy signs**, shall not project ~~closer~~ **further** than 0.75 m ~~to~~ **from** the exterior wall of the building.
- 64.4 Where a sign projects over public property, a minimum distance of 2.5 m above grade level shall be maintained.
- 64.5 Notwithstanding 64.4, where a sign is located in or projects into or over a driveway or other area of vehicle movement, a minimum clearance of 4.6 m above grade level shall be maintained.
- 64.6 A sign shall not obstruct the view of or be liable to be confused with an official traffic sign, signal or device or otherwise pose a potential hazard to traffic.
- 64.7 A sign shall not display lights which may be mistaken for the flashing lights customarily associated with danger or those used by police, fire, ambulance or other emergency vehicles.
- 64.8 **The Development Officer/Municipal Planning Commission shall have final approval on all sign locations adjacent to an intersection.**

### **Section 65: Sign Removal**

- 65.1 Where a sign no longer fulfills its function under the terms of the approved development permit, ~~prior approval of the Development Authority~~, the Development Authority may ~~to~~ order the removal

of such a sign; and the lawful owner of the sign or ~~where applicable,~~ the property owner, shall upon the Development Authority's resolution: ~~, upon such a resolution.~~

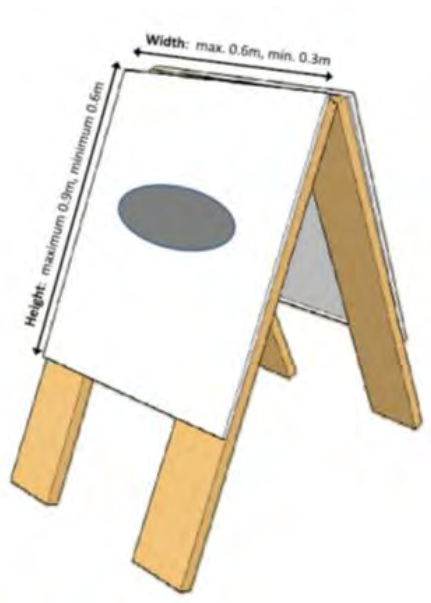
- 65.1.1 **R**emove such a sign and all related structural components within 30 days from the date of receipt of such a removal notice,
- 65.1.2 **R**estore the immediate area around the sign to the satisfaction of the Development Authority,
- 65.1.3 **B**ear all the costs related to such removal and restoration.

## Section 66: A-Board Signs

66.1 A-Board Signs shall:

- 66.1.1 Be of a painted finish, be neat and clean, and be maintained in such condition; and
- 66.1.2 Be of a size not exceeding 0.6 m wide by 0.9 m high and not less than 0.3 m wide by 0.6 m high.
- 66.1.3 Only to be placed on the sidewalk in front of the business being advertised and within 1.0 m from the curb.

Figure 66-1: A-Board Sign

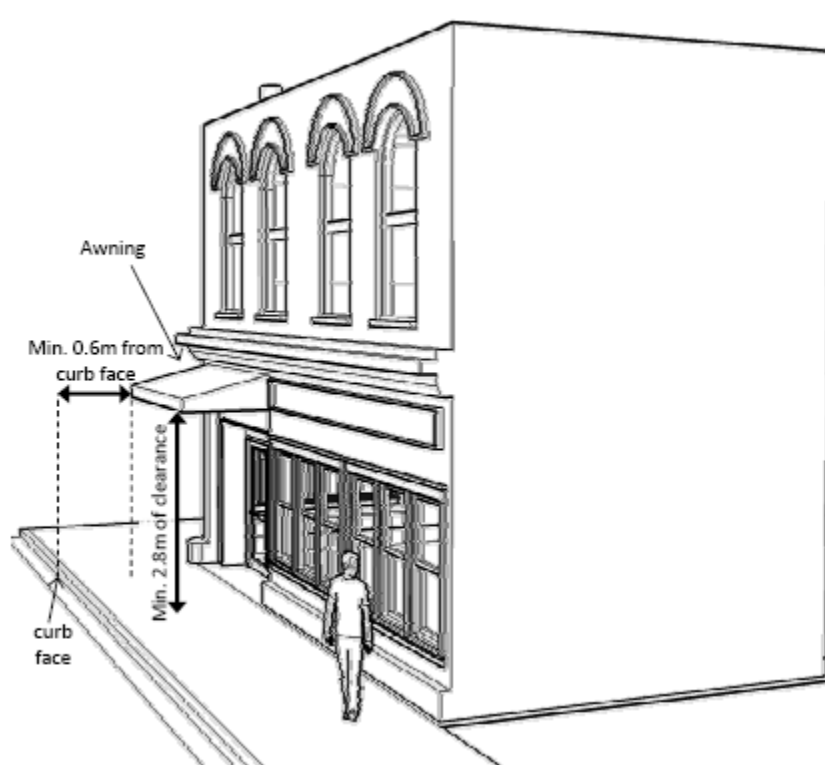


## Section 67: Awning and Canopy Signs

- 67.1 Awning and canopy signs shall not project from the building to a point greater than where a perpendicular line from the front edge of the awning will intersect the sidewalk 0.6 m from the face of curb.
- 67.2 Canopy signs may be attached to the sides and front of the canopy, and such signs may extend the entire length and width of the canopy.

- 67.3 Under canopy signs may be hung from the canopy provided such signs shall not:
- 67.3.1 Extend beyond the sides or the front of such canopy; and
  - 67.3.2 Exceed a vertical dimension of 1.5 m, and have a minimum 2.5 **metre** ~~meter~~ clearance from the sidewalk.
- 67.4 No person shall erect an awning sign **or** a canopy sign ~~or an under-canopy sign~~ unless such sign:
- 67.4.1 Is securely hung and anchored to the building to which it is attached;
  - 67.4.2 The structure and canopy/awning must be capable of resisting all stresses resulting from dead weight, snow and wind loads;
  - 67.4.3 Is at clearance of not less than 2.8 m from the average ground level at the face of the building;
  - 67.4.4 Does not project more than 3.0 m from the face of the building or structure to which it is attached.
- 67.5 Projecting signs installed over or above canopies shall not be supported by the canopy.

**Figure 67-1: Awning and Canopy Signs**



## **Section 68: Billboards**

- 68.1 A development permit for a billboard shall not be issued unless:



- 68.1.1 The billboard is to be located on a lot abutting Highway 12 or Highway 56 or in the Highway 12 or Highway 56 right of way subject to the approval of Alberta Infrastructure and Transportation;
- 68.1.2 The lot referred to in 68.1.1 is located in one of the following land use districts: commercial, industrial or urban reserve land use districts.
- 68.2 A billboard sign shall not:
  - 68.2.1 Be more than 3.0 m high, and not more than 6.0 m long;
  - 68.2.2 Have a maximum height above grade of more than 6.0 m;
  - 68.2.3 Have a maximum area exceeding 18 m<sup>2</sup>;
  - 68.2.4 Not be located closer than 3.0 m to any property line;
  - 68.2.5 Not be erected, constructed, altered or used anywhere within the Town except as provided by this and other bylaws of the Town.
- 68.3 The land and the sites in and about where the billboards are permitted shall be at all times maintained in a neat and clean manner, free from all loose papers and rubbish. A second face may be required on the billboard where the back of the billboard is visible to pedestrian or vehicle traffic.
- 68.4 An existing billboard may be relocated on the same site with the approval of the Development Officer/Municipal Planning Commission.

## **Section 69: Election Signs**

- 69.1 Election signs may be placed on private or public property (with the approval of the owner/public authority).
- 69.2 Election signs are permitted on municipal property only as designated by the Development Authority.
- 69.3 No encroachment of an election sign from private property onto municipal property will be permitted unless it is at a designated location.
- 69.4 Election signs must be located at least 3.0 m from the edge of the travelling surface of a roadway.
- 69.5 Election signs ~~on public property~~ may not exceed 4.5 m<sup>2</sup> in size nor 3.6 m in height.
- 69.6 Candidates shall remove their election signs from public and private property within 48 hours after the close of the voting stations on Election Day and ensure that the site is cleaned up and that the holes are filled with a mixture of topsoil and grass seed;
- 69.7 If a candidate fails to remove his or her election signs within 48 hours after the voting stations close on Election Day, the Bylaw Enforcement Officers may remove them and the candidate shall be liable for the cost of removal.



- 69.8 When an election sign interferes with work being carried out by Town work crews or contractors doing work on behalf of the Town, the crews may remove and dispose of such signs.
- 69.9 Bylaw Enforcement Officers employed by the Town may remove any election signs, which have been erected, affixed, posted or placed on any Town property in contravention of this bylaw.
- 69.10 A candidate whose name appears on an election sign, which is in contravention of this bylaw, shall be guilty of an offence under this bylaw.

## **Section 70: Fascia Signs**

- 70.1 Fascia signs shall not be located above any portion of a street, or project over public property unless there is a minimum clearance from grade of 2.5 m and a maximum projection of 0.4 m.
- 70.2 A fascia sign shall not exceed 20% of the visible area of the façade of each wall of the building on which it is located; and
- 70.3 A fascia sign may be illuminated.

## **Section 71: Freestanding Signs**

- 71.1 A freestanding sign may be allowed in a setback area as established in the Land Use Bylaw and is subject to the condition that it be removed or relocated at the owner's expense upon 30 days written notice from the Town.
- 71.2 Freestanding signs in non-residential districts are subject to the following regulations:
- 71.2.1 One (1) freestanding sign shall be allowed per lot frontage for the purpose of identifying the use or building on that lot;
  - 71.2.2 The sign shall be designed in a manner which is architecturally compatible with the general character of the building and/or the surrounding streetscape, as approved by the Development Officer/Municipal Planning Commission;
  - 71.2.3 The maximum **sign face** area of the freestanding sign shall not exceed 0.2 square **metres** ~~meters~~ in area for each **metre** ~~meter~~ in street frontage for a developed site to maximum of 10 square **metres** ~~meters~~.
  - 71.2.4 The maximum height of the freestanding sign shall not exceed 9.0 m;
  - 71.2.5 ~~Free standing signs shall not identify any accessory tenants within the principle building;~~
  - 71.2.6 The sign may be illuminated, but shall not have flashing or intermittent lights or device or mechanism that creates the impression of flashing or intermittent lights. Reader board signs are however permitted.
  - 71.2.7 At the discretion of the Development Officer/Municipal Planning Commission, landscaping may be required at the base of the sign; and
  - 71.2.8 The bottom of freestanding signs shall be a minimum of 3.6 m above grade, unless a lesser distance is approved by the Development Officer/Municipal Planning Commission, and the space between the bottom of the sign and the grade shall be unobstructed, except for such supports as the sign may require.

71.2.9 When the proposed sign is adjacent or in close proximity to a residential district, the sign shall not, in the opinion of the Development Office/Municipal Planning Commission, conflict with the use, enjoyment, or safety of the neighbouring residential parcels.

71.3 Freestanding signs in residential districts shall be permitted under the following provisions:

71.3.1 One identification freestanding sign may be allowed to identify the name of an apartment, multi-family complex, mobile home park or a subdivision, and which does not: exceed 3.0 square metres in area; project within 0.6 metres from the property line; or exceed 3.5 metres in height.

71.3.2 Freestanding signs identifying the name of the community, neighbourhood, or subdivision shall blend in with the architecture or development theme of the surrounding area; and

71.3.3 A neighbourhood identification sign shall not contain an advertisement in any form but may contain the name or logo of the company or companies which developed the neighbourhood.

71.3.4 A sign located in a residential area shall not be illuminated, animated or flashing.

## **Section 72: Painted Wall Signs**

72.1 A painted wall sign shall not exceed 3.0 m in height and 9.0 m in length.

72.2 Only one sign per wall is permitted.

72.3 Notwithstanding Section 72.1, a painted wall mural may be the entire length and height of an exterior wall providing the design has been approved by the Development Officer/Municipal Planning Commission, and under the following provisions;

72.3.1 A painted wall mural may only be permitted in Commercial, Industrial and Public Use Districts.

### **Figure 72-1: Painted Wall Signs and Projecting Signs**



### Section 73: Portable and Inflatable Signs

- 73.1 Portable Signs Permits will be issued in accordance with the regulations and will be valid for twelve (12) months from the date of issue.
- 73.2 Portable Sign regulations include:
- 73.2.1 No portable signs shall be located in the environmental open space or public use districts;
  - 73.2.2 A portable sign shall not exceed 4.5 m<sup>2</sup> per face, nor shall any such sign exceed 3.0 m in height from grade;
  - 73.2.3 A portable sign shall be installed, serviced, removed and accessed from the property on which the sign is located;
  - 73.2.4 No portable sign shall be illuminated or employ any flashing or sequential lights or any mechanical or electronic device to produce or stimulate motion, or to be confused with traffic signs;
  - 73.2.5 A portable sign shall not interfere with pedestrian and/or vehicle traffic;
  - 73.2.6 A portable sign must be setback a minimum of 1.5 metres meters from any Town of Stettler pathway or sidewalk to ensure a safe and efficient distance for sweeping and snow clearing;
  - 73.2.7 A portable sign must be setback a minimum of 15 metres from any intersection of a public roadway or crosswalk; measurement to be determined from the edge of the public roadway or crosswalk, whichever is greater. This measurement is subject to increase at the discretion of the Development Authority due to intersection specifications and obstructing of traffic;
  - 73.2.8 A portable sign must maintain a minimum separation distance of 35 metres meters from another portable sign;

- 73.2.9 A portable sign must be stabilized but shall not use unsightly or potentially hazardous methods;
  - 73.2.10 A portable sign shall be removed immediately on ceasing to be in use or becoming seasonally irrelevant; and
  - 73.2.11 The owner/applicant of any portable sign shall ensure that the area under and around the portable sign is maintained with grass not exceeding twenty (20) centimetres in length;
    - 73.2.11.a.1 The owner/applicant shall ensure maintenance under and around the portable sign is complete by the twentieth of each month within the growing season, in accordance with Section 73.2.11.
  - 73.2.12 A portable sign shall at all times be maintained in good condition and, specifically, shall contain lettering and signage which is secure and complete. Any damaged or missing signage must be repaired within 24 hours of knowledge of same coming to the attention of the permit holder.
  - 73.2.13 The owner/applicant of any portable sign shall indemnify and save harmless the Town of Stettler from any and all losses, costs, damages, actions, causes of action, suits, claims and demands resulting from anything done or omitted to be done by the owner/applicant in relation to a portable sign.
  - 73.2.14 All Pportable Ssign locations and preferences will be given to the Town of Stettler and Alberta Transportation operations. Any Pportable Ssigns that impact Town of Stettler or Alberta Transportation operations must be removed upon 24 hours verbal or written notice at the discretion of the Development Authority and in accordance with 73.2.14.
  - 73.2.15 Where a portable sign is located on a road allowance, right of way or property owned by the Town of Stettler, the Development Authority may revoke a portable sign development permit on providing 24 hours verbal or written notice.
- 73.3 Portable Signs development permit application requirements include:
- 73.3.1 Municipal Address of proposed sign location;
  - 73.3.2 Name and Address of sign owner;
  - 73.3.3 Name and Address of the sign tenant / advertiser;
  - 73.3.4 Name, Address and Consent of the property owner or adjoining property owner.
- 73.4 Inflatable Signs:
- 73.4.1 An inflatable sign shall be tethered or anchored and shall be touching the surface to which it is anchored;
  - 73.4.2 An inflatable sign shall not exceed the maximum free standing sign height allowed (9.0 m) from the surface it is placed on;
  - 73.4.3 There shall be a maximum of one (1) inflatable sign per site, but no inflatable sign shall be permitted on the site containing any other portable sign; and
  - 73.4.4 An inflatable sign may be placed on a site twice within a calendar year, but not for more than 30 days at a time.

## **Section 74: Projecting Signs**

- 74.1 No projecting sign shall be erected so that the bottom thereof is less than 2.8 m above the sidewalk; provided however, where traffic lights may be obscured in the opinion of the Development Officer/Municipal Planning Commission, the minimum requirement for the bottom of the projecting sign may be increased to a height of 3.6 m or more above the sidewalk.
- 74.2 All projecting signs shall maintain the required clearance from overhead power and service lines as required forth under The Electrical Protection Act.
- 74.3 The maximum area of a projecting sign shall be 4.5 m<sup>2</sup>.
- 74.4 The nearest edge of a projecting sign shall not be set off more than 0.3 m from the building face.

**Section 75: Wall Signs**

- 75.1 Wall signs shall be securely fastened to walls and shall not be entirely supported by an unbraced parapet wall.
- 75.2 The maximum horizontal dimension of a wall sign shall be 6.0 m.

## TEN: Land Use Districts

### Section 76: Establishment of Land Use Districts

76.1 For the purpose of this Bylaw the Town of Stettler is divided into the following districts:

Residential Low Density	R1
Residential Low Density Narrow Lot	R1A
Residential Low Density Large Lot	R1B
Residential General	R2
Residential Mixed	R2A
Residential Mobile Home Park	R3
Residential Mobile Home Subdivision	R3A
Residential Small Holdings	R4
Direct Control Residential 1	DC1
Direct Control Residential 2	DC2
Commercial Central	C1
Commercial Transitional	C1A
Commercial Highway	C2
Commercial Neighbourhood	C3
Industrial	I
Direct Control Commercial Neighbourhood	DC3
Public Use	P
Environmental Open Space	EOS
Urban Reserve	UR
Urban Reserve Direct Control	DC4
Overlay Airport	OA
Overlay Meadowlands by the Park <del>ASP</del>	OM
Direct Control Residential District 3	DC5

76.2 The boundaries of the districts listed in this Bylaw are as delineated in Schedule A, Land Use District Map.

76.3 Where uncertainty exists as to the boundaries of districts as delineated in the Land Use District Map, the following rules shall apply:

76.3.1 Where a boundary is shown as following a street, lane, railway or creek, it shall be deemed to follow the centre line thereof.

76.3.2 Where a boundary is shown as approximately following a lot line, it shall be deemed to follow the lot line.

76.3.3 Where land use districts have been established in accordance with a proposed subdivision of land, the districts shall be understood to conform to the Certificate of Title or the Plan of Survey when registered in a land title office. Prior to the registration, the district boundary shall be determined on the basis of the scale of the map.

76.4 The district standards of this Bylaw do not apply to roads, lanes, or other public thoroughfares.

**Table 76-1: Residential Land Uses**

P = Permitted D = Discretionary												
Land Use Type	Land Use District											
	R1	R1A	R1B	R2	R2A	R3	R3A	R4	DC1	DC2	DC4	DC5
Accessory Building	P	P	P	P	P	P	P	P	P	D		P
Accessory Uses	D	D	D	D	P/D							D
Apartment Building				D	D							D
Assisted Living Facility				D	D							D
Basement Suites – Dwelling, Single Detached Only				D	D							D
Bed and Breakfast Facility	D			D	D							D
Boarding Facility				D	D							D
Building Demolition/Removal	P	P	P	P	P	P	P	P	P	P		P
Clinic					D							
Day Care Facility					D							D
Deck	P	P	P	P	P	P	P	P	P	D		P
Dwelling, Above Ground Floor Business					D							
Dwelling, Duplex	D			P	P				D	P/D		P
Dwelling, Fourplex				D	P							D
Dwelling, Row House				D	P				P			D
Dwelling, Single Detached	P	P	P	P	P			P		P		P
Dwelling, Triplex				D	P							D
Dwelling, Units Above Ground Floor					D							
Farming											D	
Florist Shop					D							
Funeral Home				D	D							D
Garden Suite			D	D				D				D
Group Care Facility				D	D							D
Home Occupation	P	P	P	P	P	P	P	P	P	P		P
Mobile Home						P/D	P/D					
Office Building					D							
Park Models						P/D						
Personal Service Shop					D							

Public Assembly	P	P	P	P	P							P
Public Use	P	P	P	P	P	P	P	P				P
Recreation Facility				D								
Sign	D		D	D	D	D	D	D				D
Solar Energy Infrastructure	P	P	P	P	P	P	P	P	P	P		P
Temporary Structure	D	D	D	D	D	D	D	D	D	D		D
Utility Buildings	D	D	D	D	D	D	D	D				D

**Table 76-2: Commercial and Industrial Land Uses**

Land Use Type	Land Use District				
	C1	C1A	C2	C3	I
Abattoir					D
Accessory Building <del>and Accessory Use</del>	D	D	D	D	<del>D</del> P
Accessory Use	D	D	D	D	D
Aggregate Stockpiling					D
Aggregate Stockpiling, Temporary <del>and Storage Area</del>					D
Aggregate Storage Area					D
<del>Animal Services</del>	<del>P</del>	<del>P</del>	<del>P</del>		
Animal Services – Kennel			D		D
Animal Services – Large Animal		D	D		D
Animal Services – Small Animal	P	D	P		P
Apartment Building	D	P			
Asphalt Plant, Portable <del>/Processing and Storage</del>					D
Asphalt Processing and Storage					D
Autobody and Repair Shop					P
Automobile and <del>PV</del> Recreational Vehicle Sales and Rentals			P		D
Automobile Repair Garage	<del>D</del>		P		P
Automobile Service Station			P		
Automobile Supply Store	P		P		P
Auto Wrecker					D
Bank/Financial Institution	P		P		
Basement Suite – Dwelling, Single Detached Only	D				
Bottled Gas, Sales and Storage					D
Building Demolition/ <del>Removal</del>	P	P	P	P	P
Bulk Chemical Storage					D
Bulk Fuel Station					D
Cannabis Production Facility					D
Cannabis Retail Sales	P		P		P
<del>Caterer</del>	<del>P</del>		<del>P</del>		<del>D</del>
Clinic	P	P	P	P	
Club				D	



Communication Tower	D		D		D
Concrete Manufacturing/Plant					D
Construction Yard					D
Contracting Services, Major	P	D			P
Contracting Services, Minor	DP	D	P		P
Convenience Food Store	P	P	P	P	
Day Care Facility	P			P	
Deck	D	D	D	D	
Dry Cleaning and Laundry Depot /Plant	P		D		
Dwelling, Above Ground Floor Business	P	P	D	D	
Dwelling, Row House <del>ing</del>		P			
Dwelling, Single Detached	D				
<del>Dwelling Units Above Ground Floor Business</del>	<del>P</del>	<del>P</del>	<del>D</del>	<del>D</del>	
Farm Supply Store			P		
Feed Mills, <del>and</del> Grain and/or Fertilizer Elevators					P
Florist Shop	P	P	P	P	
Food and/or Beverage Service Facility	P	P	P	D	D
Gaming or Gambling Establishment			D		
Gas Bar			P	D	
Handicraft Business	P		P		
Heavy Truck/Equipment and Mobile Home Sales, Repair and Rental			D		P
Hotel			P		
Industry/Manufacturing – Large Scale					D
Industry/Manufacturing – Small Scale					P
Industry – Petrochemical					D
Laboratory					P
Landfill Operation					D
Laundromat	P		P	D	
Light Equipment Repair/Rental	P		P		
Livestock Auction Mart					D
Motel			P		
Office Building	P	P	P		
Oilfield Support Services					D
Parking Facility	D	D	D		
Personal Service Shop	P	P	P	P	
Pharmacy	P		P	P	
Propane Transfer Facility					D
Public Assembly	D			P	
Public Use	P	P	P	P	D
Railway Use					D
<del>Recreational Amusement Park</del>			<del>D</del>		
Recreation Facility	D	DP	D	D	
Recreational Amusement Park			D		

Recycling Depot	D		D		
Research Facility					
<del>Restaurant</del>	<del>P</del>	<del>P</del>	<del>P</del>	<del>D</del>	<del>D</del>
<del>Restaurant — Drive Thru</del>	<del>P</del>		<del>P</del>		
<del>Restaurant — Takeout/Delivery</del>	<del>P</del>		<del>P</del>	<del>D</del>	
Retail Store	P	P	P	D	
Salvage Yard					D
Seed Cleaning Plant					D
Shopping Centre			P		
Sign	P	P	P	D	P
Similar Use	D	D	D		D
Studio	P	P	P		
Solar Energy Infrastructure	P	P	P	P	P
Storage – Indoor					P
Storage – Outdoor					D
Tanker Truck Washing Facility			D		D
Taxi/Bus Depot	D		D		
Temporary Mobile Commercial Sales	D		D		
Temporary Structure					P
Theatre	P				
Theatre – Movie	P		P		
Transport/Truck Operation					P
<del>Truck and Mobile Home Sales and Rental</del>			<del>P</del>		<del>D</del>
Truck Stop			P		
Utility Building	D	D	D		P
Vehicle Wash	D		P		P

## Section 77: R1 Residential Low Density District

### 77.1 Purpose:

To provide an area for single detached residential development.

### 77.2 Uses:

Permitted Uses	Discretionary Uses
Accessory Building Building Demolition/ <b>Removal</b> <b>Deck</b> Dwelling, Single Detached Home Occupation Public Assembly Public Use <b>Solar Energy Infrastructure</b>	Accessory Uses Bed and Breakfast Facility Dwelling, Duplex (Existing) Sign <b>Temporary Structure</b> Utility Building

### 77.3 Site Regulations:

In addition to the Regulations contained in Parts Seven, Eight and Nine, the following regulations shall apply to every development in this district.

Site Coverage	40%
Minimum Floor Area	100 square metres
Maximum Building Height	10.0 m
Minimum Parcel Area	Interior Parcels 550 square metres Corner Parcels 600 square metres
Double Fronting Yards	A site abutting two streets or more shall have a front yard on each street and two side yards in accordance with the setback requirements of this Bylaw.
Front Yard Setback	<del>Dwelling—</del> 6.5 m
Side Yard Setback	<del>Dwelling—</del> 1.5 m except where it abuts a public roadway 3.0 m, <del>or as required by the Alberta Building Code, whichever is greater.</del>
Rear Yard Setback	<del>Dwelling—</del> 7.5 m
Landscaping	35% of Site Area
Parking	A two car parking area shall be provided <del>to the rear, side or front of the dwelling</del> in accordance with Part Eight of this Bylaw. <del>Notwithstanding, in the case of a dwelling fronting onto an arterial road, the parking area shall access from the lane where one is provided.</del> OR <b>Part Eight of this Bylaw.</b>
Accessory Buildings	Section 34 of this Bylaw.



## Section 78: R1A Residential Low Density Narrow Lot District

### 78.1 Purpose:

This district is generally intended to accommodate detached dwellings in areas where the lots and dwellings are smaller than those found in R1 ~~D~~ district, thereby, allowing for a broad mix of housing sizes in the community.

### 78.2 Uses:

Permitted Uses	Discretionary Uses
Accessory Building Building Demolition/ <del>Removal</del> <del>Deck</del> Dwelling, Single Detached Home Occupation Public Assembly Public Use <del>Solar Energy Infrastructure</del>	Accessory Use <del>Temporary Structure</del> Utility Building

### 78.3 Site Regulations:

In addition to the Regulations contained in Parts Seven, Eight and Nine, the following regulations shall apply to every development in this district.

Site Coverage	40%
Minimum Floor Area	80 square metres
Maximum Building Height	10.0 m
Minimum Parcel Area	Interior Parcels 460 square metres Corner Parcels 510 square metres
Double Fronting Yards	A site abutting two streets or more shall have a front yard on each street and two side yards in accordance with the setback requirements of this Bylaw.
Front Yard Setback	<del>Dwelling—</del> 6.0 m
Side Yard Setback	<del>Dwelling—</del> 1.5 m except where it abuts a public roadway 3.0 m; <del>or as required by the Alberta Building Code, whichever is greater.</del>
Rear Yard Setback	<del>Dwelling—</del> 7.5 m except on corner or double fronting lots.
Landscaping	35% of Site Area
Parking	A two car parking area shall be provided <del>to the rear, side or front of the dwelling</del> in accordance with Part Eight of this Bylaw. <del>Notwithstanding, in the case of a dwelling fronting onto an arterial road, the parking area shall access from the lane where one is provided.</del> OR Part Eight of this Bylaw.
Accessory Buildings	Section 34 of this Bylaw.

## Section 79: R1B Residential Low Density Large Lot District

### 79.1 Purpose:

This district is generally intended to provide for low density residential development in the form of detached dwellings which are larger than those found in the R1 District, thereby, allowing for a broad mix of housing sizes in the community.

### 79.2 Uses:

Permitted Uses	Discretionary Uses
Accessory Building Building Demolition/ <del>Removal</del> <del>Deck</del> Dwelling, Single Detached Home Occupation Public Assembly Public Use <del>Solar Energy Infrastructure</del>	Accessory Use Garden Suite Sign <del>Temporary Structure</del> Utility Building

### 79.3 Site Regulations:

In addition to the Regulations contained in Parts Seven, Eight and Nine, the following regulations shall apply to every development in this district.

Site Coverage	30%
Minimum Floor Area	130 square metres
Maximum Building Height	10.0 m
Minimum Parcel Area	1,200 square metres
Double Fronting Yards	A site abutting two streets or more shall have a front yard on each street and two side yards in accordance with the setback requirements of this Bylaw.
Front Yard Setback	7.5 m
Side Yard Setback	<del>Dwelling— 3.0 m or as required by the Alberta Building Code, whichever is greater.</del>
Rear Yard Setback	<del>Dwelling— 7.5 m except on corner or double fronting lots.</del>
Landscaping	35% of Site Area
Parking	A two car parking area shall be provided <del>to the rear, side or front of the dwelling</del> in accordance with Part Eight of this Bylaw. <del>Notwithstanding, in the case of a dwelling fronting onto an arterial road, the parking area shall access from the lane where one is provided.</del> OR <del>Part Eight of this Bylaw.</del>
Accessory Buildings	Section 34 of this Bylaw.



## Section 80: R2 Residential General District

### 80.1 Purpose:

To provide an area for a variety of dwelling types which are compatible with a residential area.

### 80.2 Uses:

Permitted Uses	Discretionary Uses
Accessory Building Building Demolition/ <del>Removal</del> <del>Deck</del> Dwelling, Duplex Dwelling, Single Detached <del>Dwelling, Duplex</del> Home Occupation Public Assembly Public Use Solar Energy Infrastructure	Accessory Use Apartment Building Assisted Living Facility Basement Suite - Dwelling, Single Detached Only Bed and Breakfast Facility Boarding Facility Dwelling, Fourplex Dwelling, Row House <del>Rowhouse</del> Dwelling, Triplex Funeral Home Garden Suite Group Care Facility Recreation <del>a</del> Facility Signs Temporary Structure Utility Building

### 80.3 Site Regulations:

In addition to the Regulations contained in Parts Seven, Eight and Nine, the following regulations shall apply to every development in this district.

Site Coverage	50%
Minimum Floor Area	
Maximum Building Height	Dwellings: Detached, Duplex, Fourplex, Row House, Triplex and Group Care Facility – 10.0 m  Apartment Building – A maximum of four full storeys above grade: flat roof – 15.0 m; sloped roof – 18.75 m
Minimum Parcel Area	Dwelling, Single Detached: - Interior Parcels 460 square metres - Corner Parcels 510 square metres Dwelling, Duplex (Per Unit): - Interior Parcels 230 square metres



	<ul style="list-style-type: none"> <li>- Corner Parcels 255 square metres Dwelling, Triplex and Fourplex (Per Unit):</li> <li>- Interior Parcels 200 square metres</li> <li>- Corner Parcels 220 square metres Dwelling, Row House Rowhouse (Per Unit):</li> <li>- Interior Parcels 185 square metres</li> <li>- Corner Parcels 275 square metres</li> </ul>
Maximum Building Height	<p>Dwellings: Detached, Duplex, Fourplex, Rowhouse, Triplex and Group Care Facility — 10.0 m</p> <p>Apartment Building — A maximum of four full storeys above grade: flat roof — 15.0 m; sloped roof — 18.75 m</p>
Double Fronting Yards	A site abutting two streets or more shall have a front yard on each street and two side yards in accordance with the setback requirements of this Bylaw.
Front Yard Setback	6.0 m
Side Yard Setback	<p>Dwelling, Duplex, Fourplex, Row House Rowhouse, Single Detached and Triplex – 1.5 m except where it abuts a public roadway 3.0 m, <del>or as required by the Alberta Building Code, whichever is greater.</del></p> <p>Apartments – 3.0 m except where it abuts public roadway 6.0 m; <del>or as required in the Alberta Building Code, whichever is greater.</del></p>
Rear Yard Setback	7.5 m <del>except on corner or double fronting lots.</del>
Landscaping	25% of Site Area
Parking	<p>A two car parking area shall be provided <del>to the rear, side or front of the dwelling</del> in accordance with Part Eight of this Bylaw. <del>Notwithstanding, in the case of a dwelling fronting onto an arterial road, the parking area shall access from the lane where one is provided.</del> OR Part Eight of this Bylaw.</p>
Accessory Buildings	Section 34 of this Bylaw.

## Section 81: R2A Residential Mixed District

### 81.1 Purpose:

To provide an area for mixed residential and commercial use, with businesses offering professional and personal services which are compatible with residential activities.

### 81.2 Uses:

Permitted Uses	Discretionary Uses
Accessory Building Building Demolition/ <del>Removal</del> <del>Deck</del> <del>Dwelling, Single Detached</del> Dwelling, Duplex Dwelling, Fourplex Dwelling, Row House <del>Rowhouse</del> <del>Dwelling, Fourplex</del> Dwelling, Single Detached Dwelling, Triplex Home Occupation Public Use Public Assembly Solar Energy Infrastructure	<del>Accessory Use</del> Apartment Building Assisted Living Facility Basement Suite - Dwelling, Single Detached Only Bed and Breakfast Facility Boarding Facility Clinic Day Care Facility Dwelling, <del>Units</del> Above Ground Floor Business Florist Shop Funeral Home Group Care Facility Office Building Personal Service Shop Signs Temporary Structure Utility Building

### 81.3 Site Regulations:

In addition to the Regulations contained in Parts Seven, Eight and Nine, the following regulations shall apply to every development in this district.

Site Coverage	At the discretion of the Development Authority
Minimum Floor Area	
Maximum Building Height	Dwellings: Detached, Duplex, Fourplex, Row House, Triplex and Group Care Facility – 10.0 m  Apartment Building – A maximum of four full storeys above grade: flat roof – 15.0 m; sloped roof – 18.75 m
Minimum Parcel Area	Dwelling, Single Detached: - Interior Parcels 460 square metres - Corner Parcels 510 square metres Dwelling, Duplex (Per Unit):

	<ul style="list-style-type: none"> <li>- Interior Parcels 230 square metres</li> <li>- Corner Parcels 255 square metres</li> </ul> Dwelling, Triplex and Fourplex (Per Unit): <ul style="list-style-type: none"> <li>- Interior Parcels 200 square metres</li> <li>- Corner Parcels 220 square metres</li> </ul> Dwelling, <b>Row House</b> <del>Rowhouse</del> (Per Unit): <ul style="list-style-type: none"> <li>- Interior Parcels 185 square metres</li> <li>- Corner Parcels 275 square metres</li> </ul>
<del>Maximum Building Height</del>	<del>Dwellings: Detached, Duplex, Fourplex, Rowhouse, Triplex and Group Care Facility – 10.0 m</del>  <del>Apartment Building – A maximum of four full storeys above grade: flat roof – 15.0 m; sloped roof – 18.75 m</del>
Double Fronting Yards	A site abutting two streets or more shall have a front yard on each street and two side yards in accordance with the setback requirements of this Bylaw.
Front Yard Setback	At the discretion of the Development Authority
Side Yard Setback	Dwelling, Duplex, Fourplex, <b>Row House</b> <del>Rowhouse</del> , Single Detached and Triplex – 1.5 m except where it abuts a public roadway 3.0 m, <del>or as required by the Alberta Building Code, whichever is greater.</del>  Apartments – 3.0 m except where it abuts public roadway 6.0 m, <del>or as required in the Alberta Building Code, whichever is greater.</del>  Commercial – Nil, <del>or as required by the Alberta Building Code, whichever is greater.</del>
Rear Yard Setback	Residential – 7.5 m <del>except on corner or double fronting lots</del>  Commercial – Shall be provided for parking and loading spaces
Landscaping	Residential – 25% of Site Area  <b>Commercial</b> – At the discretion of the Development Authority
Parking	Residential – A two car parking area shall be provided <del>to the rear, side or front of the dwelling</del> in accordance with Part Eight of this Bylaw. <del>Notwithstanding, in the case of a dwelling fronting onto an arterial road, the parking area shall access from the lane where one is provided.</del> OR <b>Part Eight of this Bylaw.</b>  Commercial – Part <b>8 Eight</b> of this Bylaw.
Accessory Buildings	Section 34 of this Bylaw.

## Section 82: R3 Residential Mobile Home Park District

### 82.1 Purpose:

To provide an area for and to regulate the development and use of land for mobile homes, and other uses herein listed, which are compatible with a residential area and located with comprehensively designed parks wherein sites are rented or owned as part of a condominium.

### 82.2 Uses:

Permitted Uses	Discretionary Uses
Accessory Building Building Demolition/ <del>Removal</del> <del>Deck</del> Home Occupation Mobile Homes < Eight (8) years of age from the date of Development Permit Application Park Models < Eight (8) years of age from the date of Development Permit Application Public Use Solar Energy Infrastructure	Mobile Homes > Eight (8) years of age from the date of Development Permit Application <del>Signs related to the Mobile Home Park</del> Park Models > Eight (8) years of age from the date of Development Permit Application Signs related to the Mobile Home Park Temporary Structure Utility Building

### 82.3 Site Regulations:

In addition to the Regulations contained in Parts Seven, Eight and Nine, the following regulations shall apply to every development in this district.

Site Coverage	Maximum 35%
Minimum Floor Area	Mobile Home – 66.0 square metres Park Model – 44.0 square metres
Maximum Building Height	
Minimum Park Size	2.0 hectares
Minimum Site Width	12.0 m
Maximum Gross Density	20 units per hectare
<del>Site Coverage</del>	<del>Maximum 35%</del>
<del>Roadways</del>	<del>Roadways shall have at least 12.0 metre right of way and a carriageway of no less than 8.0 metres in width.</del>
<del>Minimum Floor Area</del>	<del>Mobile Home – 66.0 square metres Park Model – 44.0 square metres</del>
<del>Minimum Site Width</del>	<del>12.0 m</del>
Setbacks	7.0 m from any park boundary. I don't think we enforce this 7m should we delete it or lessen it maybe? 3.0 m from any internal access road or common parking area.

	6.0 m from any front lot line. 1.5 m from any side lot line. 3.0 m from any rear lot line.
Landscaping	
Accessory Buildings	Section 34 of this Bylaw.
Roadways	Roadways shall have at least 12.0 metre right of way and a carriageway of no less than 8.0 metres in width.
Additional Regulations	<ol style="list-style-type: none"> <li>1. A site plan shall be required prior to the development of land in this district. The plan must include the following to the satisfaction of the Development Authority: access, road system, walkway system and site <del>plan</del> <del>pattern</del> showing dimensions and structures; provision for on-site garbage collection facilities; open space at a minimum of 5% of the park, designated for recreational and playground use, provision of a landscaped buffer of 4.6 m or greater between any mobile home/park model and the lot line bounding the manufactured home park; provisions for outdoor lighting; identification and directional signs; location of parking aprons (hard surfaced) for every proposed lot; proposed location of mobile home for every lot; proposed landscaping of the individual lots and throughout the park; screened storage compound for trucks, trailers, campers, snowmobiles, boats, etc; shall establish guidelines and standards satisfactory to the Development Authority governing design and materials of carports, patios, storage buildings, skirting, fences, fuel storage and supply facilities and other attached or detached structures; and such other information as deemed necessary by the Development Authority.</li> <li>2. Within the mobile home park no mobile homes and park models, including attached structures, shall be within 3.0 m (9.8 feet) from any <del>other</del> mobile home or park model, including any attached structures or permanent park structures that are located directly on the opposite side of a park street.</li> <li>3. All mobile homes and park models shall have CSA and Alberta Building Standards (ABS) label numbers.</li> <li>4. Equipment used for transportation of mobile homes shall be removed from the dwelling and finishing installed within 30 days of placement.</li> <li>5. All attached or accessory structures such as room additions, porches, sun rooms, garages and garden sheds shall be a factory prefabricated units or of an equivalent quality and shall be pre-finished or painted so that the design and construction complements the principal building.</li> </ol>

	<ol style="list-style-type: none"> <li>6. The roof line of any addition shall not exceed the height of the dwelling.</li> <li>7. A lot may be used only for the siting of one mobile home or park model.</li> <li>8. Designated visitor parking areas shall be evenly distributed throughout the park, and each visitor parking shall include a minimum of three parking stalls:</li> <li>9. Pursuant to the Municipal Government Act, the owner or agent of every designated mobile home park in the Town shall notify the assessor of the Town in writing of: any mobile homes or park models locating in the park, or moving to a different site within the park, within 10 days of the changes with the following information; name and address of the owner of the mobile home or park model; make and serial number of the mobile home or park model, site location of the unit within the park; and any change of ownership or any removal of a mobile home from the park 10 days prior to change or removal.</li> <li>10. The storage area for vehicles, recreation vehicles, water craft and other items that cannot be stored on a mobile home lot shall, where possible, be provided with a minimum of 19 m<sup>2</sup> (205 square feet) of storage area per mobile home lot.</li> <li>11. A storage area shall be enclosed or screened by trees, landscape features or fences or a combination thereof to the satisfaction of the Development Authority.</li> <li>12. No vehicle over 4,536 kilograms (9,979 lbs.) shall be parked on a mobile home park lot or mobile home park street for longer than is reasonably required to load or unload such vehicle.</li> <li>13. No vehicle greater than 7.6 m (24.9 feet) in length may be parked on a mobile home lot within a mobile home park.</li> <li>14. No more than one recreation vehicle or trailer may be parked on a lot within a mobile home park. A licensed recreation vehicle, owned by a temporary guest of the occupants, may be parked on that lot, regardless of its size, for a period not exceeding two weeks.</li> <li>15. The outdoor storage of materials, products, equipment or machinery shall not be permitted in this district except in designated storage areas.</li> <li>16. All utility lines shall be placed underground or as may be stipulated in a development agreement.</li> <li>17. Mobile home parks shall be fully serviced with approved common water distribution and sewage collection systems.</li> </ol>
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## Section 83: R3A Residential Mobile Home Subdivision District

### 83.1 Purpose:

To provide an area for and to regulate the development and use of land for mobile homes, and other uses herein listed, which are compatible with a residential area on separately registered parcels.

### 83.2 Uses:

Permitted Uses	Discretionary Uses
Accessory Building Building Demolition/Removal Deck Home Occupation Mobile Homes < Eight (8) years of age from the date of Development Permit Application Public Use Solar Energy Infrastructure	Mobile Homes > Eight (8) years of age from the date of Development Permit Application Signs related to the Mobile Home Park Temporary Structure Utility Building

### 83.3 Site Regulations:

In addition to the Regulations contained in Parts Seven, Eight and Nine, the following regulations shall apply to every development in this district.

Site Coverage	35%
Minimum Floor Area	66.0 square metres
Maximum Building Height	
Minimum Parcel Area	Interior Parcels – 490 square metres. Corner Parcels – 560 square metres.
Double Fronting Yards	A site abutting two streets or more shall have a front yard on each street and two side yards in accordance with the setback requirements of this Bylaw.
Front Yard Setback	6.0 m
Side Yard Setback	1.5 m except where it abuts a public roadway 3.0 m, <del>or as required by the Alberta Building Code, whichever is greater.</del>  Accessory Use—0.6 m to foundation; 0.3 m to plumb line of eaves.
Rear Yard Setback	3.0 m
Landscaping	35% of Site Area.
Parking	A two car parking area shall be provided <del>to the rear, side or front of the dwelling</del> in accordance with Part Eight of this Bylaw. <del>Notwithstanding, in the case of a dwelling fronting onto an arterial</del>



	<del>road, the parking area shall access from the lane where one is provided.</del> OR Part Eight of this Bylaw.
<del>Landscaping</del>	<del>35% of Site Area.</del>
Accessory Buildings	Section 34 of this Bylaw.

## Section 84: R4 Residential Small Holdings District

### 84.1 Purpose:

To provide an area for low density residential development in the form of detached dwellings and compatible uses, herein listed, which may be connected to the municipal water and sewer system, and which are capable of re-subdivision into residential parcels roughly equivalent to those required in the R1B District.

### 84.2 Uses:

Permitted Uses	Discretionary Uses
Accessory Building Building Demolition/ <del>Removal</del> <del>Deck</del> Dwellings, Single Detached Home Occupation Public Use <del>Solar Energy Infrastructure</del>	Garden Suite Sign <del>Temporary Structure</del> Utility Building

### 84.3 Site Regulations:

In addition to the Regulations contained in Parts Seven, Eight and Nine, the following regulations shall apply to every development in this district.

Site Coverage	10%
<del>Minimum</del> Floor Area	100 square metres
Maximum Building Height	10.0 m
Minimum Parcel Area	0.40 hectares
<del>Maximum Building Height</del>	<del>10.0 m</del>
<del>Double Fronting Yards</del>	A site abutting two streets or more shall have a front yard on each street and two side yards in accordance with the setback requirements of this Bylaw.
Front Yard Setback	10.0 m
Side Yard Setback	1.5 m except where it abuts a public roadway 3.0 m, <del>or as required by the Alberta Building Code, whichever is greater.</del>
Rear Yard Setback	15.0 m
<del>Landscaping</del>	<del>50% of the Site Area.</del>
Parking	A two car parking area shall be provided <del>to the rear, side or front of the dwelling</del> in accordance with Part Eight of this Bylaw. <del>Notwithstanding, in the case of a dwelling fronting onto an arterial road, the parking area shall access from the lane where one is provided.</del> <del>OR</del> Part Eight of this Bylaw.
Accessory Buildings	Section 34 of this Bylaw.

Building Orientation	Notwithstanding the foregoing regulations, all buildings shall be oriented and located to facilitate re-subdivision into residential parcels, roughly equivalent to those required in the R1B District.
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## Section 85: DC1 Direct Control Residential District 1

### 85.1 Purpose:

To provide an area for affordable residential development that enhances the area while incorporating specific building orientation and architectural design that creates an acceptable transition from adjacent residential use.

### 85.2 Uses:

Permitted Uses	Discretionary Uses
Accessory Building Building Demolition/Removal Deck Dwelling, Row House Rowhouse Home Occupation Solar Energy Infrastructure	Dwelling, Duplex Temporary Structure

### 85.3 Site Regulations:

In addition to the Regulations contained in Parts Seven, Eight and Nine, the following regulations shall apply to every development in this district.

Site Coverage	45%
Minimum Floor Area	<del>n/a</del> At the discretion of the Development Authority.
Maximum Building Height	9.0 m
Minimum Parcel Area	Dwelling, Duplex (Per Unit): - Interior Parcels 230 square metres - Corner Parcels 255 square metres Dwelling, Row House (Per Unit): - Interior Parcels 185 square metres - Corner Parcels 275 square metres
Minimum Parcel Depth	30.0 m
<del>Maximum Building Height</del>	<del>9.0 m</del>
Double Fronting Yards	A site abutting two streets or more shall have a front yard on each street and two side yards in accordance with the setback requirements of this Bylaw.
Front Yard Setback	6.0 m
Side Yard Setback	1.5 m except where it abuts a public roadway 3.0 m, <del>or as required by the Alberta Building Code, whichever is greater.</del>
Rear Yard Setback	7.5 m
Landscaping	25% of the Site Area.
Parking	<del>A two-car parking area shall be provided to the rear of the dwelling.</del> Why only rear?

	A two car parking area shall be provided in accordance with Part Eight of this Bylaw. OR Part Eight of this Bylaw.
Accessory Buildings	Section 34 of this Bylaw.

## Section 86: DC2 Direct Control Residential District 2

### 86.1 Purpose:

To provide for residential development requiring acceptable structural and architectural designs that complement and enhance the existing and/or proposed physical environment of the area.

### 86.2 Uses:

Permitted Uses	Discretionary Uses
Building Demolition/ <del>Removal</del> Dwelling, Single Detached <del>Dwelling, Duplex</del> Home Occupation Solar Energy Infrastructure	Accessory Building Deck Dwelling, Duplex Temporary Structure

### 86.3 Site Regulations:

In addition to the Regulations contained in Parts Seven, Eight and Nine, the following regulations shall apply to every development in this district.

Site Coverage	40%
Minimum Floor Area	As established by Council
Maximum Building Height	10.0 m
Minimum Parcel Area	As established by Council
<del>Maximum Building Height</del>	<del>10.0 m</del>
Double Fronting Yards	A site abutting two streets or more shall have a front yard on each street and two side yards in accordance with the setback requirements of this Bylaw.
Front Yard Setback	6.0 m
Side Yard Setback	1.5 m except where it abuts a public roadway 3.0 m, <del>or as required by the Alberta Building Code, whichever is greater.</del>
Rear Yard Setback	7.5 m
Landscaping	35% of the Site Area.
Parking	<del>A two car parking area shall be provided to the rear of the dwelling. Why only rear?</del> A two car parking area shall be provided in accordance with Part Eight of this Bylaw. OR Part Eight of this Bylaw.
Accessory Buildings	Section 34 of this Bylaw.

## Section 87: C1 Commercial Central District

### 87.1 Purpose:

To provide for an area for intensive commercial use, offering a wide variety of goods and services and other uses, herein listed, which are compatible with the area, which will create an attractive environment for pedestrians, but which will be accessible to motor vehicles.

### 87.2 Uses:

Permitted Uses	Discretionary Uses
<del>Animal Services</del> Animal Services – Small Animal Automobile Supply Store Bank/Financial Institution Building Demolition/ <del>Removal</del> Clinic Cannabis Retail Sales Caterer Clinic <del>Convenience Food Store</del> Contracting Services, Minor Convenience Food Store Day Care Facility Dry Cleaning and Laundry Depot/Plant Dwelling Units Above Ground Floor Business <del>Florist Shop</del> Florist Shop Food and/or Beverage Service Facility Handicraft Business Laundromat Light Equipment Repair/Rental Office Building Personal Service Shop Pharmacy Public Use <del>Restaurant</del> <del>Restaurant—Drive Thru</del> <del>Restaurant—Takeout/Delivery</del> Retail Store Sign Solar Energy Infrastructure Studio Theatre Theatre – Movie	Accessory Building Accessory Use Apartment Building <del>Automobile Repair Garage</del> Safe to delete? Basement Suite - Dwelling, Single Detached Only Communication Tower Deck Dwelling, Single Detached (Existing) Parking Facility Public Assembly Recreation Facility Recycling Depot Similar Use Taxi/Bus Depot Temporary Mobile Commercial Sales Utility Building Vehicle Wash <del>Utility Building</del>

### 87.3 Site Regulations:

In addition to the Regulations contained in Parts Seven, Eight and Nine, the following regulations shall apply to every development in this district.

Site Coverage	100%
Minimum Floor Area	<del>n/a</del> At the discretion of the Development Authority.
Maximum Building Height	A maximum of four full storeys above grade: flat roof – 15.0 m; sloped roof – 18.75 m
Minimum Parcel Area	<del>n/a</del> At the discretion of the Development Authority.
<del>Maximum Building Height</del>	<del>A maximum of four full storeys above grade: flat roof – 15.0 m; sloped roof – 18.75 m</del>
Double Fronting Yards	A site abutting two streets or more shall have a front yard on each street and two side yards in accordance with the setback requirements of this Bylaw.
Front Yard Setback	Nil.
Side Yard Setback	Nil, <del>or as required by the Alberta Building Code, whichever is greater.</del>
Rear Yard Setback	Shall be provided for parking and loading spaces.
Landscaping	Section 50 of this Bylaw.
Parking and Loading	Part 8 of this Bylaw.
Outdoor Storage and Display	Outdoor storage and display is not permitted except sidewalk sales. Garbage storage shall be confined to a designated area and shall not have an adverse affect on the use or circulation on the parcel or adjacent parcels.
Accessory Buildings	Section 34 of this Bylaw.
Dwelling Unit Entrance	Dwelling units shall have an entrance separate from <del>for</del> the entrance to any commercial component of the building.
Additional Regulations	Refer to Section 99.



## Section 88: C1A Commercial Transitional District

### 88.1 Purpose:

To provide an area for mixed residential and commercial use, with businesses offering a variety of goods and services which are compatible with residential activities, where a transition to the central commercial district is intended.

### 88.2 Uses:

Permitted Uses	Discretionary Uses
<del>Animal Services</del> Apartment Building Building Demolition/Removal Clinic Convenience Food Store Dwelling, Above Ground Floor Business Dwelling, Row House Rowhouse <del>Dwelling Units Above Ground Floor Business</del> Florist Shop Food and/or Beverage Service Facility <del>Florist Shop</del> Office Building Personal Service Shop Public Use <del>Recreation Facility</del> <del>Restaurant</del> Retail Store Sign Solar Energy Infrastructure Studio	Accessory Building Accessory Use Animal Services – Large Animal Animal Services – Small Animal Contracting Services, Minor Contracting Services, Major Deck Parking Facility Recreation Facility Similar Use Utility Building <del>Veterinary Clinic</del>

### 88.3 Site Regulations:

In addition to the Regulations contained in Parts Seven, Eight and Nine, the following regulations shall apply to every development in this district.

Site Coverage	100% provided that provision has been made for on-site parking, loading, and waste disposal to the satisfaction of the Development Officer/Municipal Planning Commission.
Minimum Floor Area	At the discretion of the Development Authority.
Maximum Building Height	A maximum of four full storeys above grade: flat roof – 15.0 m; sloped roof – 18.75 m

Minimum Parcel Area	<del>Maximum Parcel Coverage: 100% provided that provision has been made for on-site parking, loading, and waste disposal to the satisfaction of the Development Officer / Municipal Planning Commission.</del>
<del>Maximum Building Height</del>	<del>A maximum of four full storeys above grade: flat roof — 15.0 m; sloped roof — 18.75 m</del>
Double Fronting Yards	A site abutting two streets or more shall have a front yard on each street and two side yards in accordance with the setback requirements of this Bylaw.
Front Yard Setback	Nil.
Side Yard Setback	Nil.
Rear Yard Setback	Shall be provided for parking and loading spaces.
Landscaping	Section 50 of this Bylaw.
Parking and Loading	Part 8 of this Bylaw.
Outdoor Storage and Display	<del>Outdoor Storage and Display:</del> Outdoor storage or display is not permitted, except for existing business as of <del>at</del> September 1, 2006.
Accessory Buildings	Section 34 of this Bylaw.
Dwelling Unit Entrance	Dwelling units shall have an entrance separate from <del>for</del> the entrance to any commercial component of the building.
Additional Regulations	Refer to Section 99.

## Section 89: C2 Commercial Highway District

### 89.1 Purpose:

To provide ~~for~~ an area for commercial uses which are compatible with the area, adjacent to a major thoroughfare, which requires large open areas for parking by clientele, for display of merchandise, or both, which will create ~~an~~ ~~and~~ attractive environment, primarily accessible to motor vehicles.

### 89.2 Uses:

Permitted Uses	Discretionary Uses
<del>Animal Services</del>	<del>Accessory Building</del>
Animal Services – Small Animal	Accessory Use
Automobile and Recreational Vehicle <del>RV</del>	All Permitted Uses within the I District
Sales and Rental	Animal Services – Kennel
Automobile Repair Garage	Animal Services – Large Animal
Automobile Service Station	Communication Tower
Automobile Supply Store	Daycare Facility
Bank/Financial Institution	<del>Deck</del>
Building Demolition/ <del>Removal</del>	Dry Cleaning and Laundry Plant/Depot
Cannabis Retail Sales	Dwelling, <del>Units</del> Above Ground Floor
<del>Caterer</del>	Business
Clinic	Gaming or Gambling Establishment
<del>Convenience Food Store</del>	Heavy Truck/Equipment and Mobile Home
Contracting Services, Minor	Sales, Repair and Rental
Convenience Food Store	Parking Facility
Farm Supply Store	Recreational Amusement Park
Florist Shop	Recreation Facility
Food and/or Beverage Service Facility	Recycling Depot
Gas Bar	Similar Use
Handicraft Business	Tanker Truck Washing Facility
Hotel	Taxi/Bus Depot
Laundromat	Temporary Mobile Commercial Sales
Light Equipment Repair/Rental	Utility Building
Motel	
Office Building	
Personal Service Shop	
Pharmacy	
Public Use	
<del>Restaurant—All Types</del>	
Retail Store	
Shopping Centre	
Sign	
Solar Energy Infrastructure	
Studio	
Theatre – Movie	

<del>Truck and Mobile Home Sales and Rental</del> Truck Stop Vehicle Wash <del>Veterinary Clinic</del>	
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### 89.3 Site Regulations:

In addition to the Regulations contained in Parts Seven, Eight and Nine, the following regulations shall apply to every development in this district.

Site Coverage	At the discretion of the Development Authority.
Minimum Floor Area	At the discretion of the Development Authority.
Maximum Building Height	A maximum of four full storeys above grade: flat roof – 15.0 m; sloped roof – 18.75 m
Minimum Parcel Area	At the discretion of the Development Authority.
Minimum Parcel Frontage	15 m adjacent to a service <del>or local</del> road 46 m without a service road
<del>Maximum Building Height</del>	<del>A maximum of four full storeys above grade: flat roof – 15.0 m; sloped roof – 18.75 m</del>
Double Fronting Yards	A site abutting two streets or more shall have a front yard on each street and two side yards in accordance with the setback requirements of this Bylaw.
Front Yard Setback	9.0 m <del>adjacent to a service or local road</del> What about not adjacent to the road? Would this ever be a thing? Commercial Design Guidelines
Side Yard Setback	3.0 m
Rear Yard Setback	3.0 m
Landscaping	Section 50 of this Bylaw. <del>An average width of 3.0 m adjacent to the property line over the full length of the perimeter of the site, excluding access and egress points, shall be landscaped.</del>
Parking and Loading	Part 8 of this Bylaw.
Outdoor Storage and Display	Outdoor storage and display is permitted at the discretion of the Development Authority. <del>not permitted except sidewalk sales.</del> Garbage storage shall be confined to a designated area and shall not have an adverse affect on the use or circulation on the parcel or adjacent parcels.
Accessory Buildings	Section 34 of this Bylaw.
Additional Regulations	Refer to Section 99. Check the section #

## Section 90: C3 Commercial Neighbourhood District

### 90.1 Purpose:

To provide an area for neighbourhood commercial uses which are compatible with surrounding residential land uses.

### 90.2 Uses:

Permitted Uses	Discretionary Uses
Building Demolition/ <del>Removal</del>	<del>Accessory Building</del>
Clinic	Accessory Use
<del>Club</del>	<del>Club</del>
Convenience Food Store	<del>Deck</del>
Day Care Facility	Dwelling, <del>Units</del> Above Ground Floor Business
Florist Shop	<del>Food and/or Beverage Service Facility</del>
Personal Service Shop	Gas Bar
Pharmacy	Laundromat
Public Assembly	Recreation Facility
Public Use	<del>Restaurant</del>
<del>Solar Energy Infrastructure</del>	<del>Restaurant—Take Out</del>
	Retail Store
	<del>Sign</del>

### 90.3 Site Regulations:

In addition to the Regulations contained in Parts Seven, Eight and Nine, the following regulations shall apply to every development in this district.

Site Coverage	15%
<del>Minimum Floor Area</del>	<del>At the discretion of the Development Authority.</del>
<del>Maximum Building Height</del>	<del>10.0 m</del>
Minimum Parcel Area	0.2 hectares
<del>Maximum Building Height</del>	<del>10.0 m</del>
<del>Double Fronting Yards</del>	<del>A site abutting two streets or more shall have a front yard on each street and two side yards in accordance with the setback requirements of this Bylaw.</del>
Front Yard Setback	7.5 m
Side Yard Setback	3.0 m, <del>or as required by the Alberta Building Code, whichever is greater.</del>
Rear Yard Setback	6.0 m
Landscaping	Section 50 on this Bylaw, <del>An average width of 3.0 m adjacent to the property line over the full length of the perimeter of the site excluding access and egress points, shall be landscaped</del>

Parking and Loading	Part 8 of this Bylaw.
Outdoor Storage and Display	Outdoor storage and display is not permitted. Garbage storage shall be confined to a designated area and shall not have an adverse affect on the use or circulation on the parcel or adjacent parcels.
Accessory Buildings	Section 34 of this Bylaw.

## Section 91: I Industrial District

### 91.1 Purpose:

To provide an area for industrial uses and other uses herein listed, which are compatible with the area.

### 91.2 Uses:

Permitted Uses	Discretionary Uses
Accessory Building <b>Animal Services – Small Animal</b> Autobody and Repair Shop Automobile Repair Garage Automobile Supply Store Building Demolition/ <b>Removal</b> Cannabis Retail Sales Contracting Services, Major Contracting Services, Minor Feed Mills, <del>and</del> Grain <b>and/or Fertilizer</b> Elevators <b>Heavy Truck/Equipment and Mobile Home Sales, Repair and Rental</b> Industry/Manufacturing – Small Scale Laboratory Signs <b>Solar Energy Infrastructure</b> Storage – Indoor Temporary Structure Transport/Truck Operation Utility Building Vehicle Wash <del>Veterinary Clinic</del>	Abattoir Accessory Use Aggregate Stockpiling Aggregate Stockpiling, Temporary Aggregate Storage Area All those uses listed as either permitted or discretionary uses with the C1 & C2 Districts <b>Animal Services – Kennel</b> <b>Animal Services – Large Animal</b> Asphalt Plant, Portable Asphalt Processing and Storage Automobile and <del>RV</del> Recreational Vehicle Sales and Rentals Auto Wrecker Bottled Gas, Sales and Storage Bulk Chemical Storage Bulk Fuel Station Cannabis Production Facility <del>Caterer</del> Communication Tower Concrete Manufacturing/Plant Construction Yard <b>Food and/or Beverage Service Facility</b> Industry/Manufacturing – Large Scale Industry – Petrochemical Landfill Operation Livestock Auction Mart Oilfield Support Services Propane Transfer Facility Public Use Railway Use <del>Restaurant</del> Salvage Yard Seed Cleaning Plant Similar Use Storage – Outdoor

	Tanker Truck Wash Facility <del>Truck and Mobile Home Sales and Rental</del>
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### 91.3 Site Regulations:

In addition to the Regulations contained in Parts Seven, Eight and Nine, the following regulations shall apply to every development in this district.

<del>Minimum Parcel Frontage</del>	<del>15.2 m</del>
Site Coverage	At the discretion of the Development Authority.
Minimum floor Area	At the discretion of the Development Authority.
Maximum Building Height	A maximum of four full storeys above grade: flat roof – 15.0 m; sloped roof – 18.75 m
Minimum Parcel Area	At the discretion of the Development Authority.
Minimum Parcel Frontage	15.2 m <b>This is a weird measurement</b>
Double Fronting Yards	A site abutting two streets or more shall have a front yard on each street and two side yards in accordance with the setback requirements of this Bylaw.
Front Yard Setback	9.0 m
Side Yard Setback	0 m except where it abuts a public roadway or residential district – 3.0 m, <del>or as required in the Alberta Building Code, whichever is greater.</del>
Rear Yard Setback	0 m except where it abuts a public roadway or residential district – 3.0 m, <del>or as required in the Alberta Building Code, whichever is greater.</del>
Landscaping	Section 50 of this Bylaw.
Parking and Loading	Part 8 of this Bylaw.
Outdoor Storage and Display	All outdoor storage and display shall be screened from residential districts. Storage is not allowed in the front yard. Garbage storage shall be confined to a designated area on the parcel. Garbage storage shall not have an adverse impact on the use or circulation on the parcel or adjacent parcels.
Accessory Buildings	Section 34 of this Bylaw.
Additional Regulations	Refer to Section 99.



## Section 92: DC3 Direct Control Commercial Neighbourhood District

### 92.1 Purpose:

To provide for a transitional area that is compatible with the general nature of the neighbourhood.

### 92.2 Uses:

Permitted Uses	Discretionary Uses
Such uses as deemed by Council to be compatible with the general nature of the neighbourhood.	Existing businesses at the time of final passing of this Bylaw.

### 92.3 Site Regulations:

In addition to the Regulations contained in Parts Seven, Eight and Nine, the following regulations shall apply to every development in this district.

Site Coverage	At Council's discretion.
Floor Area	At Council's discretion.
Maximum Building Height	At Council's discretion.
Minimum Parcel Area	At Council's discretion.
<del>Maximum Building Height</del>	<del>At Council's discretion.</del>
Double Fronting Yards	A site abutting two streets or more shall have a front yard on each street and two side yards in accordance with the setback requirements of this Bylaw.
Front Yard Setback	At Council's discretion.
Side Yard Setback	At Council's discretion.
Rear Yard Setback	At Council's discretion.
Landscaping	At Council's discretion.
Parking	At Council's discretion.
Accessory Buildings	At Council's discretion.

## Section 93: P Public Use District

### 93.1 Purpose:

To provide for an area for the development of public land, which are compatible with the adjacent surroundings.

### 93.2 Uses:

Permitted Uses	Discretionary Uses
Building Demolition/Removal Campground Community Hall Day Care Facility Golf Course <del>Institutional Use</del> No definition (School? Bank?) Museum Nursing Home Park Public Assembly Public Use <del>Religious Assembly</del> No definition (Public Assembly) School Signs (Public)	Accessory Use Cemetery Communication Tower Lagoon Parking Lot (public) No definition (big deal?) Recreation Facility Trade/Commercial School Utility Building

### 93.3 Site Regulations:

In addition to the Regulations contained in Parts Seven, Eight and Nine, the following regulations shall apply to every development in this district.

Site Coverage	40%
Minimum Floor Area	n/a
Maximum Building Height	A maximum of four storeys above grade: flat roof – 15.0 m; sloped roof – 18.75 m
Minimum Parcel Area	n/a
<del>Maximum Building Height</del>	<del>A maximum of four storeys above grade: flat roof – 15.0 m; sloped roof – 18.75 m</del>
Double Fronting Yards	A site abutting two streets or more shall have a front yard on each street and two side yards in accordance with the setback requirements of this Bylaw.
Front Yard Setback	Equal to or greater than the building height.
Side Yard Setback	Equal to or greater than the building height.
Rear Yard Setback	Equal to or greater than the building height.

Landscaping	At the discretion of the Development Authority.
Parking	Part 8 of this Bylaw.
Outdoor Storage and Display	Outdoor storage and display is not permitted. Garbage storage shall be confined to a designated area and shall not have an adverse affect on the use or circulation on the parcel or adjacent parcels.
Accessory Buildings	Section 34 of this Bylaw.

## Section 94: EOS Environmental Open Space District

### 94.1 Purpose:

To provide an area for either the preservation of public land in its natural state, to protect the natural flow of water defined as a floodway or flood fringe, or for its development as a park.

### 94.2 Uses:

Permitted Uses	Discretionary Uses
Building Demolition/Removal Natural Environmental Preservation No definition Park Sign (public) Trails No definition	Accessory Use Utility Building

### 94.3 Site Regulations:

In addition to the Regulations contained in Parts Seven, Eight and Nine, the following regulations shall apply to every development in this district.

Minimum Parcel Area	At the discretion of the Development Authority.
Outdoor Storage and Display	<del>Not Allowed.</del> Outdoor storage and display is not permitted. Garbage storage shall be confined to a designated area and shall not have an adverse affect on the use or circulation on the parcel or adjacent parcels.

## Section 95: UR Urban Reserve District

### 95.1 Purpose:

To reserve land for future subdivision and development until an Area Structure Plan is prepared for and approved by Council.

### 95.2 Uses:

Permitted Uses	Discretionary Uses
Building Demolition/Removal Farming Existing residences and accessory buildings at the time of the passage of this bylaw	Accessory Building Accessory Use Communication Tower Uses that will not, in the opinion of the Municipal Planning Commission: materially alter the use of the land from that existing on the date that the land was designated to this land use district; or conflict with urban expansion Signs Solar Energy Infrastructure Utility Building

### 95.3 Site Regulations:

In addition to the Regulations contained in Parts Seven, Eight and Nine, the following regulations shall apply to every development in this district.

Site Coverage	At the discretion of the Development Authority.
Minimum Floor Area	At the discretion of the Development Authority.
Maximum Building Height	At the discretion of the Development Authority.
Minimum Parcel Area	At the discretion of the Development Authority.
Double Fronting Yards	At the discretion of the Development Authority.
Front Yard Setback	At the discretion of the Development Authority.
Side Yard Setback	At the discretion of the Development Authority.
Rear Yard Setback	At the discretion of the Development Authority.
Landscaping	At the discretion of the Development Authority.
Parking	At the discretion of the Development Authority.
Outdoor Storage and Display	Shall be screened. Garbage storage shall not have adverse impact on the use or circulation on the parcel or adjacent parcels. Garbage storage shall be confined to a designated area on the parcel.
Accessory Building	At the discretion of the Development Authority.

## Section 96: DC4 Direct Control Urban Reserve District

### 96.1 Purpose:

The general purpose of this district is to provide an area that is compatible with residential and commercial and industrial uses; while maintaining the long term plan as set forth in the Municipal Development Plan to have this area transition to **C**ommercial or Industrial land use.

### 96.2 Uses:

Permitted Uses	Discretionary Uses
Existing residences and accessory buildings at the time of the passage of this bylaw Such improvements necessary to existing residences as deemed by Council to be compatible with this area Such industrial uses as deemed by Council to be compatible with the area	Farming

### 96.3 Site Regulations:

In addition to the Regulations contained in Parts Seven, Eight and Nine, the following regulations shall apply to every development in this district.

<del>Building Design and Landscaping</del>	<del>Unless otherwise specified by Council, regulations pertaining to setbacks, building design, building height, minimum yards, minimum parcel area, floor area and maximum parcel coverage shall be the same as outlines in the Land Use Bylaw for similar type developments.</del>
Site Coverage	At Council's discretion.
Minimum Floor Area	At Council's discretion.
Maximum building Height	At Council's discretion.
Minimum Parcel Size	At Council's discretion.
Double Fronting Yards	At Council's discretion.
Front Yard Setback	At Council's discretion.
Side Yard Setback	At Council's discretion.
Rear Yard Setback	At Council's discretion.
Landscaping	At Council's discretion.
Parking	At Council's discretion.
Outdoor Storage and Display	Unless otherwise specified by Council, all outdoor storage shall be screened. Unless otherwise specified by Council, storage is not allowed in a minimum front yard.

	Unless otherwise specified by Council, garbage storage shall not have an adverse impact on the use or circulation on the parcel or adjacent parcels.
Accessory Buildings	At Council's discretion.
Access	As established by Council in order to safely serve both vehicular and pedestrian traffic.

## **Section 97: OA Overlay Airport District**

### **97.1 Purpose:**

To ensure compatibility between the airport and surrounding land uses.

### **97.2 Uses:**

Permitted and discretionary uses within the Airport Overlay District are the same as those in the underlying district unless they are prohibited by this overlay because they will cause objectionable or dangerous conditions that would interfere with safety by reason of causing excessive:

- 97.2.1 Discharge of toxic, noxious or other particulate matter into the atmosphere;
- 97.2.2 Radiation or interference by the use of electronic equipment such as industrial x-ray, diathermy equipment, or equipment for commercial purposes that causes electrical interference with navigational signals or radio communications;
- 97.2.3 Conflicting aircraft movements from private airports;
- 97.2.4 Fire and explosive hazards;
- 97.2.5 Accumulation of any material or waste edible by or attractive to birds; or
- 97.2.6 Development that creates glare or lighting that interferes with lights necessary for aircraft landing or take-off.

### **97.3 Subdivision Regulations:**

- 97.3.1 The subdivision regulations of the underlying district apply.

### **97.4 Development Regulations:**

#### **97.4.1 Height Limitations:**

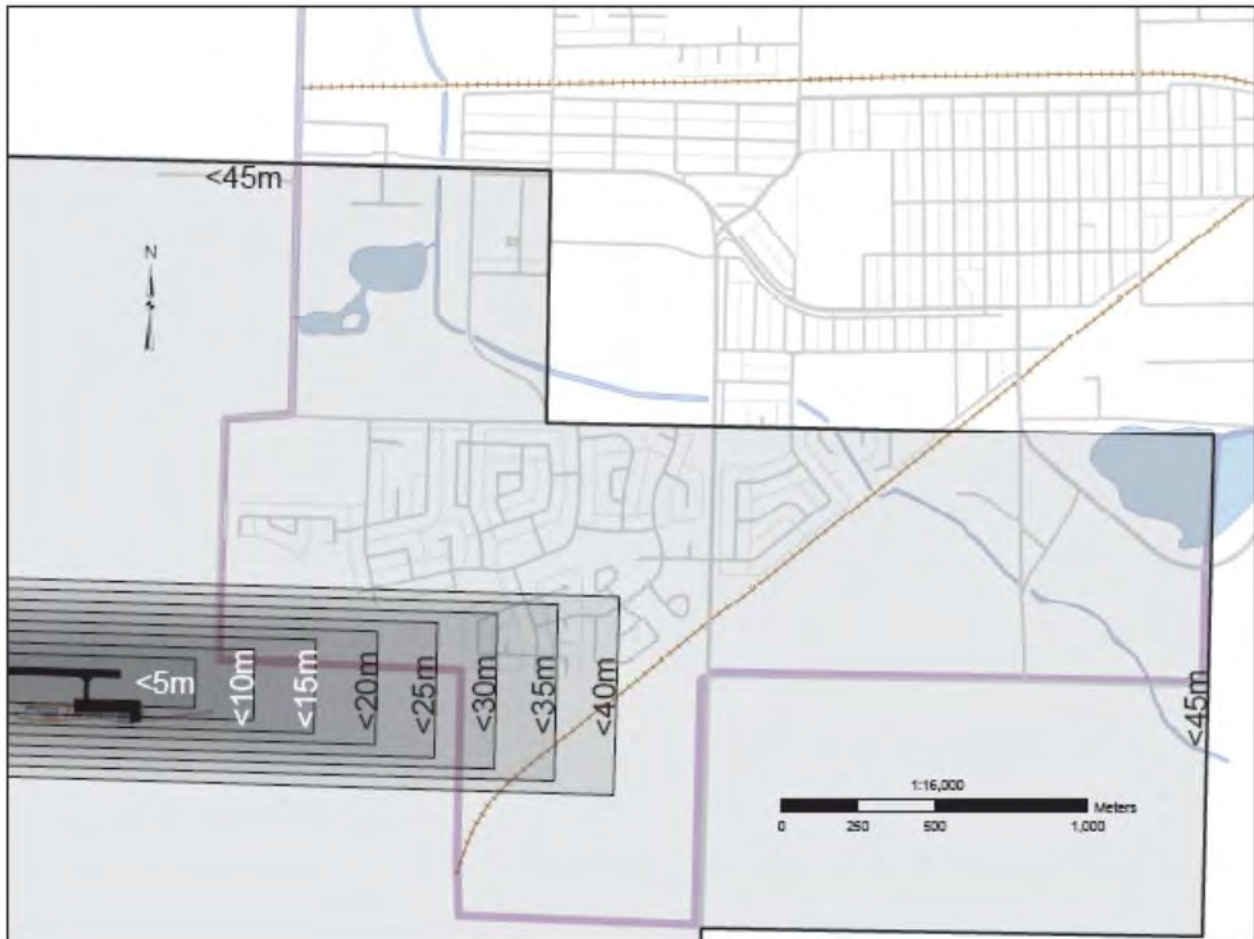
The outer surface of the protection area is an imaginary surface consisting of a common plane established at a constant elevation of 45 m above the airport zoning reference point elevation and extending to the outer limits of the protection area.

- (a) In considering an application for the approval of a proposed use, the Development Officer shall also review the application with regard to the location of the use with respect to the Height Limitations as shown in Figure 95-1.
- (b) The height limitations of Figure 95-1 and the height of a proposed use will both be measured from the elevation of 818 m above sea level which is deemed to be the airport's elevation.
- (c) A proposed use which is lower than the height limitations may be approved with respect to height, and may be considered for approval with respect to the underlying District and the other provisions of the Land Use Bylaw.
- (d) A proposed use which exceeds the height limitations is not allowed and shall not be issued a development permit.
- (e) Notwithstanding (c) and (d), a proposed use shall comply with the height limitations specified in the underlying District, if they are lower than the limitations in the Airport Overlay District.



- (f) The height of all railway development shall be considered 6.0 m higher than the actual elevation of the rails, and the height of all roadway development shall be considered 4.0 m higher than the elevation of the highest point of the travelled portion of the roadway.

**Figure 97-1: Height Limitations Map**



**97.4.2 Noise Exposure Limitations:**

- (a) Residential use involving continuous human occupancy – conditional approval (C1) for applications where development will be located > 25 NEF contour; and not permitted > 30 NEF contour.
- (b) Residential use involving continuous human occupancy but comprise residential infill or replacement - conditional approval (C1) for applications where development will be located > 25 NEF contour; and not permitted > 30 NEF contour.
- (c) Uses that involve temporary medium term human occupancy where a majority of people occupy the space for an eight hour work period (commercial, office, restaurants and hotels) – conditional approval (C1) for applications where

development will be located > 30 NEF contour; and not permitted > 40 NEF contour.

- (d) Uses that involve temporary short term occupancy where the majority of people occupy space temporarily – not permitted > 40 NEF contour.
  - (e) Uses that involve the indoor assembly of people (clubs, fraternal organizations) – conditional approval (C1) above the 30 NEF contour; and not permitted > 40 NEF contour.
  - (f) Uses that involve outdoor recreation - conditional approval (C3) > 30 NEF contour.
  - (g) Uses that involve outdoor accommodation (campground) – not permitted > 35 NEF contour.
  - (h) Uses that may attract birds or produce large quantities of smoke, dust or both – referral required (C2).
  - (i) Uses that, because of their nature, are not adversely affected by external noise due to limited or no human occupancy or sufficient internal noise generation – permitted.
  - (j) Uses that may be adversely affected by external noise but do not involve human occupancy (e.g. kennel, fur farm) – referral required (C2) > 25 contour.
- C1 Construction shall conform to the exterior acoustic insulation requirements of Part 11 of the Alberta Building Regulation, 1985 (Alta. Reg. 186/85) for those NEF areas other than the NEF 25-Area unless otherwise stated in this Overlay. Where this condition is specified, the Development Authority shall indicate on the development permit the noise contours between which the proposed development site would be located for reference of the building Safety Codes Officer at the time the building permit application is filed.
- C2 The application must be accompanied and/or supported by data and information provided by a qualified company or individual outlining the impact of the proposal.
- C3 The development shall not include structures for the seating of spectators except as varied to allow seating that, in the opinion of the Development Authority, is of a minor nature.

**Figure 97-2: Noise Exposure Frequency Limitations Map**



## Section 98: OM Overlay Meadowlands by the Park District

### 98.1 Design Guideline Objectives:

The objective is to provide the residents and the community with a high standard of visual appeal and a neighbourhood conducive to a sense of belonging. It is also to ensure that homes are environmentally modern as to preserve water and energy.

### 98.2 Architectural Concept:

Each unit, regardless of the intended buyer, should be designed to integrate into an overall look of a community village utilizing a choice of building elements combined to create a warm and welcoming atmosphere. The guidelines are designed to provide visual control for siting and color and to obtain the best possible streetscape appearance. The curb appeal desired can be obtained by utilizing design elements in whole or in part which are influenced by common styles including; ranch, Arts & Crafts, Craftsman, Georgian, Victorian, etc.

It is the responsibility of the builder/owner to become familiar with these guidelines and design their housing projects in accordance with them.

#### 98.2.1 General Requirements:

- (a) Design Compliance – In addition to these guidelines, all buildings must comply with the Town of Stettler land use bylaws and all applicable building code regulations.
- (b) Clean Up – Builders are required to keep the lot clean and orderly both prior to and during construction. All builders are encouraged to use on-site waste bins. Builders found negligent will be back charged for clean up carried out by the Town of Stettler. Any general clean up of the subdivision can be charged pro- rata to all builders.
- (c) Excess Material – Builders must instruct subtrades to dispose of excess material appropriately. This applies particularly to concrete, excavation and landscaping material.

#### 98.2.2 Site Guidelines:

- (a) House Style Repetition – Designs with approximately identical front elevations should be separated by at least 3 lots on the same side of the street and will not be allowed directly across the street. Similar models may be allowed at a closer spacing if changes are made to; roof lines, colours, window shapes, materials, etc.
- (b) Special Requirement Lots – All semi-detached lots onto 68th street, except for Lots 15 to 18, must incorporate a front attached garage of a minimum size of **3 metres by 6 metres (10' by ~~20'~~)**.
- (c) Grades – Grade information is available for each lot and can be obtained from the Town of Stettler. Lot grading is to conform to the subdivision plan. Do not grade to the lane, existing vacant lots or undeveloped land. The landscaped grade must always slope away from the house and cannot drain into adjacent lots. Any costs

incurred as a result of deviation from the plan will be borne by the builder responsible.

- (d) Walkout Lots – It is important for builders to review the grade information provided for each lot to determine what the individual grades will allow.
- (e) Lowest Top of Footing – Builders are encouraged to review in detail the grade and footing elevation information provided to determine if there are any constraints with respect to house type. Under certain circumstances, a shallow LTF will impact the choice of house style.

#### 98.2.3 Design/Materials:

- (a) Roof – For single-family, detached bungalows, bi-levels & split-levels a minimum roof pitch of 6 in 12 is required. Two story homes will require a minimum roof pitch of 5 in 12. Steeper roof slopes may be enforced on some secondary roofs or dormers to enhance the appeal of the home.
- (b) Primary Finish – Vinyl siding, stucco, brick, or stone will be allowed. All stucco must be complimented with stucco detailing & buildouts. Parging should not extend higher than 0.6 metres (24 inches) on any elevation.
- (c) Building Elevations/Detailing – The objective of having a high standard of visual appeal will be achieved primarily through the addition of sufficient architectural detail on the homes.
  - All windows and doors on high visibility facades must have a minimum of 0.1 metre (4") trim on all sides and incorporate muntin bars.
  - A minimum of 7 square metres (75 square feet) of brick or stone will be required on all homes. Some exceptions may be allowed if the plan incorporates sufficient detail and curb appeal.
  - All masonry should be wrapped a minimum of 0.6 metres (24").
  - Entrance doors should be visible from the street where lot width allows and covered at a level that encloses and protects the space.
  - Gable ends and dormers are dramatic features to enhance the curb appeal of a home. Detailing within these features allows the use of multiple materials to create visual interest. At least one of the following must be incorporated into gable ends on the front elevation; shadow boards, shingles shakes, false trusses, brackets, vertical siding, board & batten.
  - Front facades must have a variation of elevations to add visual interest. Additional trim and design features to consider could include; columns, pillars, fan windows, scales, keystones, porches/verandas, louvers, bay/box windows, turrets, rafters, ladders, use of two colours.
- (d) Chimneys/Flues – All chimneys/flues visible from the street must be boxed in and finished with brick, stone, or the same material as the house.
- (e) Colours – All exterior colour schemes will be approved on a lot by lot basis. When approving colours, the Architectural Consultant will consider the overall look and design of the home with respect to adjacent homes and reserves the right to make changes as required. When submitting plans for approval, exact colour choices must be provided with the manufacturer and colour name.
- (f) Garages & Driveways – Attached double garages with concrete or paving stone driveways will be required on the majority of the houses in Meadowlands by the Park. The exceptions to this will be some duplex lots fronting on 68<sup>th</sup> street;

namely lots 15 to 18 inclusive. Large gables over the garage door will require additional detail to match the rest of the house.

98.2.4 Landscaping & Fencing:

- (a) Tree Planting – All builders and home owners must plant at least one (1) tree in the front yard. Arborists from the Town of Stettler will produce an appropriate selection of trees.
- (b) All homeowners are encouraged to complete the fencing and landscaping of their lot within 12 months of the completion of the home. The fence style recommended is a 1.8 metre (6'0") ~~(1.8m)~~ privacy style fence in white or an alternate colour to complement the house.

**Note – All plans will be reviewed in terms of their adherence to these guidelines and the objectives of the community. The Town of Stettler reserves the right to make exceptions to these guidelines where deemed appropriate.**

## **Section 99: OH Overlay Highway Design Guidelines District**

### **99.1 Purpose:**

To ensure that development adjacent to highways within Stettler meet prescribed exterior design requirements for commercial and industrial buildings.

### **99.2 Commercial and Industrial Site and Building Guidelines (attached).**

## Section 100: DC5 Direct Control Residential District 3

### 100.1 Purpose:

To provide site specific regulations for the development of a ~~child~~ day care facility within a Residential area.

### 100.2 Uses:

Permitted Uses	Discretionary Uses
Accessory Building Building Demolition/ <del>Removal</del> <del>Deck</del> Dwelling, Duplex Dwelling, Single Detached <del>Dwelling, Duplex</del> Home Occupation Public Assembly Public Use Solar Energy Infrastructure	Accessory Use Apartment Building Assisted Living Facility Basement Suite - Dwelling, Single Detached Only Bed and Breakfast Facility Boarding Facility Day <del>Child</del> Care Facility Dwelling, Fourplex Dwelling, Row House <del>Rowhouse</del> Dwelling, Triplex Funeral Home Garden Suite Group Care Facility Signs Temporary Structure Utility Building

### 100.3 Site Regulations:

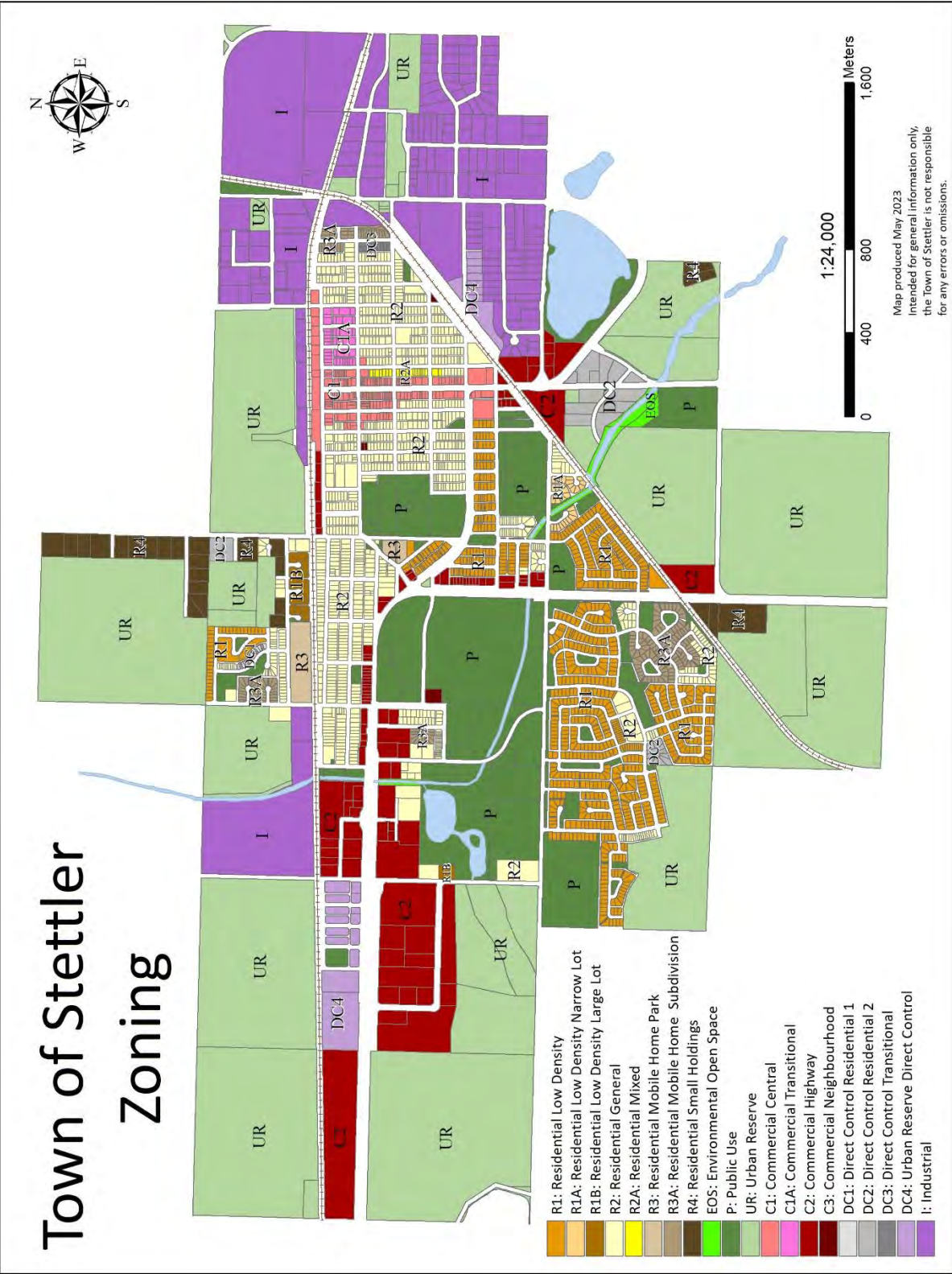
In addition to the Regulations contained in Parts Seven, Eight and Nine, the following regulations shall apply to every development in this district.

Site Coverage	50%
Minimum Floor Area	At the discretion of the Development Authority.
Maximum Building Height	Dwellings: Detached, Duplex, Fourplex, Row House, Triplex and Day/Group Care Facility – 10.0 m  Apartment Building – A maximum of four full storeys above grade: flat roof – 15.0 m; sloped roof – 18.75 m
Maximum Parcel Area	Dwelling, Single Detached: - Interior Parcels 460 square metres - Corner Parcels 510 square metres Dwelling, Duplex (Per Unit): - Interior Parcels 230 square metres



	<ul style="list-style-type: none"> <li>- Corner Parcels 255 square metres Dwelling, Triplex and Fourplex (Per Unit):</li> <li>- Interior Parcels 200 square metres</li> <li>- Corner Parcels 220 square metres Dwelling, <b>Row House Rowhouse</b> (Per Unit):</li> <li>- Interior Parcels 185 square metres</li> <li>- Corner Parcels 275 square metres</li> </ul>
<b>Maximum Building Height</b>	<p>Dwellings: Detached, Duplex, Fourplex, <b>Row House Rowhouse</b>, Triplex and Child/Group Care Facility — 10.0 m</p> <p>Apartment Building — A maximum of four full storeys above grade: flat roof — 15.0 m; sloped roof — 18.75 m</p>
<b>Double Fronting Yards</b>	A site abutting two streets or more shall have a front yard on each street and two side yards in accordance with the setback requirements of this Bylaw.
Front Yard Setback	6.0 m
Side Yard Setback	<p>Dwelling, Duplex, Fourplex, <b>Row House Rowhouse</b>, Single Detached and Triplex – 1.5 m except where it abuts a public roadway 3.0 m, <del>or as required by the Alberta Building Code, whichever is greater.</del></p> <p>Apartments – 3.0 m except where it abuts public roadway 6.0 m, <del>or as required in the Alberta Building Code, whichever is greater.</del></p>
Rear Yard Setback	7.5 m <del>except on corner or double fronting lots</del>
Landscaping	25% of Site Area.
Parking	A two car parking area shall be provided to the rear, side or front of the dwelling. Notwithstanding, in the case of a dwelling fronting onto an arterial road, the parking area shall access from the lane where one is provided.
Accessory Buildings	Section 34 of this Bylaw.
<b>Child Day</b> Care Facilities	Approved <b>child day</b> care facilities must comply with the regulations as set out in the Alberta Child Care Licensing Act and Regulation, as may be amended from time to time.

# Schedule "A": Land Use District Map



## **MEMORANDUM**

To: Leann Graham, CAO

Date: June 12, 2025

From: Brad Robbins – Director, Parks and Leisure Services

Re: Campground and Parks Bylaw

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### **History:**

The Town of Stettler owns and operates the Lions Campground located at 4621-62 St. In addition to, the Town of Stettler owns and controls various park spaces and public reserve lands that have been dedicated to the Town.

The Lion's Campground specifically is currently made up of 66 sites. These sites are broken down into 23 full-service sites (power/water/sewer), 39 partial service sites with power/water service only and 4 sites that are considered un-serviced.

Currently no specific bylaws are in place to regulate the activities that take place from time to time within our parks, campground and public reserve lands that can have an impact on the health, safety and well being of the community in addition to visiting campers enjoying their overall experience within our campground. Challenges that occur to date are typically dealt with directly by Parks and Leisure Services staff or the RCMP if the situation involves the criminal code.

This bylaw is being proposed to maintain order, protect the environment and ensure we continue to provide high quality services to both residents and visitors of Stettler throughout not only our campground but also our parks and public reserve spaces.

### **Recommendation:**

Administration respectfully recommends that the Town of Stettler Council approves the bylaw cited as "Parks and Campground Bylaw" as presented.

### **Alternative Options:**

Council may recommend changes to the proposed bylaw for future readings.

## **BYLAW NO.**

BEING A BYLAW OF THE TOWN OF STETTLER, TO PROVIDE FOR THE CONTROL AND MANAGEMENT OF PARKS AND CAMPGROUNDS.

WHEREAS THE MUNICIPAL GOVERNMENT ACT, RSA 2000, c. M-26 ENABLES COUNCIL OF A MUNICIPALITY TO PASS BYLAWS RESPECTING PEOPLE AND THE PROTECTION AND PROPERTY, ACTIVITIES AND THINGS IN, ON, OR NEAR A PUBLIC PLACE

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE TOWN OF STETTLER, IN THE PROVINCE OF ALBERTA ENACTS AS FOLLOWS:

### **SECTION 1 – SHORT TITLE**

- 1.1 This Bylaw may be cited as the “Parks and Campground Bylaw.”

### **SECTION 2 - DEFINITIONS**

In this Bylaw, unless the context otherwise requires:

- 2.1 **“TOWN”** means the Town of Stettler.
- 2.2 **“CAO”** means the Chief Administrative Officer of the Town.
- 2.3 **“PARK”** means land owned or controlled by the Town that is now or hereafter established, dedicated, set apart or designated, specified or made available for use by the public as a park, campsite or picnic site, and includes any and all improvements situated thereon or therein.
- 2.4 **“CAMPGROUND”** means that portion of a park designated as a site on which daytime or overnight Camping is permitted.
- 2.5 **“CAMPING”** includes staying overnight in a Camping Unit or under the open sky.
- 2.6 **“CAMPSITE”** means an identified space within a Campground that has been registered and paid for by an individual/group for a defined period of time.
- 2.7 **“PUBLIC RESERVE”** means those lands that are dedicated and deeded to the Town as provided for and ascribed by the Planning Act of the Province of Alberta.
- 2.8 **“HIGHWAY, VEHICLE, MOTOR VEHICLE, and MOTORBICYCLE”** shall respectively have the same meaning as are ascribed to them in the Highway Traffic Act.
- 2.9 **“BYLAW ENFORCEMENT OFFICER”** shall be appointed by Town as a Bylaw Enforcement Officer, who shall have the authority of a peace officer only with respect to the enforcement of the bylaws of the Town.
- 2.10 **“QUIET HOURS”** shall mean that time between 11:00 pm (2300 hours) and 8:00 am (800 hours) when a Campground shall be free of any excessive noise that should disrupt people sleeping.

2.11 **"PARK ATTENDANT"** is an individual or group hired by the Town of Stettler to monitor activities in the campground from time to time.

2.12 **"ANIMAL"** means any creature not human.

2.13 **"CAMPING UNIT"** shall mean:

- a) a tent
- b) a trailer
- c) a tent trailer
- d) a motor home
- e) a van or
- f) a truck camper

used by a person as shelter equipment while Camping.

### **SECTION 3 – GENERAL PROVISIONS**

3.1 No person shall, while in a Park, Campground or Public Reserve:

- a) Injure, harm, destroy, damage or deface in any way or tamper with anything in such Park, Campground or Public Reserve including without limiting the generality of the foregoing, trees, shrubs, hedges, flowers, lawn, buildings, plumbing, heat or light fixtures, walls, fences, gates, signs, benches, playground equipment, exhibits, wildlife and included all improvements situated thereon or therein.
- b) Enter any area posted as a prohibited area for either motor vehicles, campers or pedestrians unless otherwise authorized by the CAO or duly authorized representative.
- c) Swear or use obscene, offensive or insulting language, fight, be found intoxicated or conduct himself in a disorderly manner.
- d) Start a fire, except in fireplaces provided by the Town for such purposes and except in a barbecue or other portable fire appliance in an area of such Park and Campground specifically designated for such purpose.
- e) Cause, permit or allow any livestock or a domestic animal owned by him/her or under his/her control to be in such park or campground, other than a dog or cat, such dog or cat shall be on a leash at all times, and the owner shall be responsible for said dog or cat as per Bylaws 2049-14 (Cat Bylaw) and 2050-14 (Dog Bylaw).

- f) Contravene any posted or printed regulations governing its use.
- 3.2 No person shall cause, permit or allow any other person under his/her control to do anything prohibited by this Bylaw.
- 3.3 Nothing in this Bylaw shall prevent any employee or agent of the Town from performing his/her lawful duties.
- 3.4 No person shall litter as specifically stated in the Environmental Protection and Enhancement Act.
- 3.5 No person shall:
  - a) Use or operate any radio, television or other music reproduction system in such a manner as to interfere with or lessen the use of enjoyment of the Park and Campground by any other person.
  - b) Discharge any fireworks or related similar apparatus without acquiring direct written consent from CAO or duly authorized representative, including any applicable permits, when necessary, that may apply.
- 3.6 No person shall, while in the Park, Campground or Public Reserve without permission of the CAO or duly authorized representative in writing:
  - a) Be allowed to conduct business in a park, campground, public reserve and/or boulevard without a Town of Stettler Business License.
  - b) Remove any trees, hedges, ornaments, fixtures or structures specifically stated in Section 3, subsection 3.1 a).
  - c) Make a public address or demonstration or otherwise act in such a manner as to cause a public gathering or attract public attention.
- 3.7 The CAO at his/her discretion may regulate in any manner the use of all highways within Parks, Campgrounds or Public Reserves and except registered highways, may cause such highways to be closed.
- 3.8 The CAO may from time to time and for such periods of time as he/she considers necessary for the protection of the Park, Campground or Public Reserve, close such area or portion thereof to the use of the public.

#### **SECTION 4 - CAMPING**

- 4.1 No person shall camp overnight in a park or recreation area except in an area designated for that purpose, unless a person is otherwise authorized by a Park Attendant.

- 4.2 All campers must register/pay using the self-registration system provided before taking up a campsite.
- 4.3 No person shall alter a camping permit.
- 4.4 No person shall transfer a camping permit to another person.
- 4.5 Only one camping unit and one additional tent is allowed per site.
- 4.6 Quiet hours are in effect from 11:00 pm (2300 hours) and 8:00 am (800 hours) every day of the week.
- 4.7 No open liquor is permitted off the campsite.
- 4.8 Speed limit within the park is 20 km/hour. All signs must be obeyed.
- 4.9 The Park Attendant may use his/her discretion to refuse admittance to any patron or may request patrons to leave the park, when an infraction of the Town of Stettler Bylaw occurs.
- 4.10 All campers are required to abide by the current fee structure that exists for campsites, serviced, un-serviced and overflow.
- 4.11 Overflow camping is designated by the Park Attendant and all camping units are required to pay as per fee structure for an overflow spot.
- 4.12 On expiry or cancellation of a camping permit, the permit holder shall vacate the campsite and remove all shelter, equipment and other property and ensure the site is left in a clean and orderly manner.

## **SECTION 5 - POWERS OF THE BYLAW ENFORCEMENT OFFICER**

- 5.1 For the purposes of administering this Bylaw, the Bylaw Enforcement Officer and/or the RCMP may:
  - a) Enter on and inspect any land, road, highway, structure or work in a Park, Campground or Public Reserve.
  - b) Order any person in a Park, Campground or Public Reserve to cease or refrain from any action, omission, or conduct that in the opinion of the Officer is dangerous to life or property or detrimental to the use and enjoyment of the area by other persons.
  - c) Remove from a Park, Campground or Public Reserve:
    - i) any person making an unauthorized use of the area
    - ii) any person failing to comply with any provisions of this Bylaw, or

- iii) any person creating a nuisance or disturbance or committing a trespass or any undesirable act, by force if necessary.

## SECTION 6 - PENALTIES

- 6.1 Any person who contravenes a provision of this Bylaw is guilty of an offense and upon summary conviction is liable to a fine of not less than \$100.00 nor in excess of \$1000.00.
- 6.2 In addition to the foregoing penalties, any person who breaches the provisions of this bylaw or who breaches a law of Canada or the Province of Alberta in or about a public facility, is also subject to any or all of the following sanctions:
  - (a) eviction from the Park, Campground or Public Reserve in which the breach occurred;
  - (b) suspension from entering or using the facilities of the Park, Campground or Public Reserve in which the breach occurred;
  - (c) suspension from entering or using any other Parks, Campgrounds or Public Reserves.

This Bylaw shall come into full force and effect on Final reading thereof.

READ a First time this \_\_\_\_\_th day of \_\_\_\_\_ on a motion made by Councillor \_\_\_\_\_.

MOTION

READ a Second time this \_\_th day of \_\_\_\_\_ on a motion made by Councillor .

MOTION

READ a Third and Final time this \_\_th day of \_\_\_\_\_ on a motion made by Councillor \_\_\_\_\_.

MOTION CARRIED UNANIMOUSLY

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO



**SCHEDULE "A"**  
**PENALTIES**

	<b>OFFENCE</b>	<b>FIRST OFFENCE</b>	<b>SECOND OFFENCE</b>	<b>THIRD OFFENCE</b>
Section 3.1 a)	Injure, damage, destroy or remove trees, shrubs, hedges, flowers, lawn.	\$100	\$250	\$500
Section 3.1 a)	Damage, deface in any way or tamper with buildings, plumbing, heat or light fixtures, walls, fences, gates, signs, benches, playground equipment, exhibits.	\$200	\$500	\$1000
Section 3.1 a)	Disturbing wildlife in a park.	\$100	\$250	\$500
Section 3.1 b)	Driving an unauthorized vehicle in a park.	\$100	\$250	\$500
Section 3.1 c)	Swearing or use of obscene, offensive or insulting language, fighting, intoxication or disorderly conduct	\$100	\$250	\$500
Section 3.1 d)	Starting a fire, except in fireplaces provided by the Town for such purposes and except in a barbecue or other portable fire appliance in an area of such Park and Campground specifically designated for such purpose.	\$200	\$500	\$1000
Section 3.1 f)	Contravene any posted or printed regulations governing the use of a Park, Campground or Public Reserve.	\$100	\$250	\$500
Section 3.2	Allowing another to breach the bylaw	\$100	\$250	\$500
Section 3.5 a)	Operating any radio, television, or other music reproduction system in such a manner as to interfere with or lessen the use of enjoyment of the Park and Campground	\$100	\$250	\$500
Section 3.5 b)	Discharging fireworks or related similar apparatus without	\$200	\$500	\$1000

	acquiring direct written consent from CAO			
Section 3.6 a)	Conducting business without a license and permission.	\$100	\$250	\$500
Section 3.6 c)	Make a public address or demonstration or otherwise act in such a manner as to cause a public gathering or attract public attention.	\$100	\$250	\$500
Section 4.1	Unauthorized camping overnight in a park or recreation area.	\$100	\$250	\$500
Section 4.2	Camping without registering or paying.	\$100	\$250	\$500
Section 4.3	Altering a camping permit.	\$100	\$250	\$500
Section 4.4	Transferring a camping permit.	\$100	\$250	\$500
Section 4.5	Camping with more than one camping unit in a campsite.	\$100	\$250	\$500
Section 4.6	Not adhering to campground quiet hours.	\$100	\$250	\$500
Section 4.7	Possession of open liquor outside of campsite.	\$100	\$250	\$500
Section 4.8	Not following posted speed limit(s).	\$100	\$250	\$500
Section 4.9	Failure to leave after request by a Park Attendant.	\$200	\$500	\$1000
Section 4.12	Not vacating campsite as per posted time.	\$100	\$250	\$500
Section 4.12	Not removing all shelter, equipment and other property and ensuring the site is left in a clean and orderly manner upon vacating.	\$100	\$250	\$500



# Town of Stettler

## 2024 Return on Investment

### Benefits to your Library

#### Total Financial Benefits

**\$2,424,624.19**

#### Return on Investment

**\$1.00 = \$45.92**

Based on a population of **5,752**, the cost of membership to the Parkland Regional Library System for the Town of Stettler was **\$52,803.36** in 2024.

### Cost benefits of PRLS services

The **direct financial return** as a result of membership to Parkland Regional Library System to Stettler Public Library:

2024 materials allotment	\$	6,499.76
Rural Library Services Grant	\$	1,153.60
Allotment from Summer Villages 1	\$	241.82
Allotment from Stettler County 2	\$	5,221.73
Computers for library use	\$	8,695.53
Software & Licensing	\$	10,624.99
SuperNet Connection	\$	10,242.00
Items borrowed from other libraries 3	\$	2,093,371.50
Digital items borrowed from PRLS 4	\$	288,573.26
<b>Combined Savings</b>		<b>\$2,424,624.19</b>

1 The SV of Rochon Sands and the SV of White Sands assigned a rural population of 214 to the Stettler Public Library

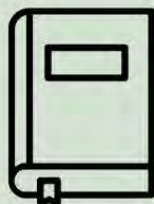
2 Stettler County assigned its population of 4,621 to Stettler Public Library

3 Average price of a physical item \$41.61

4 Average price of an eBook \$40.06, average price of an eAudiobook \$84.26

**Stettler and Stettler County have an intermunicipal library board which receives its operating grant directly from the province. They do not receive a Rural Library Services Grant through Parkland.**

# 2024 Quick Facts



**664,784** items  
in the collection



**1,310,828** physical items  
circulated



**44,398** items added  
to the catalog



**26,029**  
cardholders



**925,450** items  
sent on van runs



**1,514** consulting  
sessions



Over **170**  
attendees at the  
2024 PRLS  
Conference



**1,269,757** Wifi  
usages



**156,839** digital items  
circulated



**58,104** eLibrary  
sessions

## Other Parkland Facts:

- Provides access to virtual materials across the province through TRAC.
- Provides training for libraries, boards, friends' groups and more.
- Provides centralized IT support on hardware, software, internet, SuperNet.
- Provides access to shared regional collections of books, tech, program kits, and much more.

May 15<sup>th</sup>, 2025

Mayor/Reeve/CAO

Stettler, Stettler County, Village of Big Valley, Village of White Sands, Village of Rochon Sands, AB

Dear Mayor's, Reeve and CAO's,

Please find attached the quarterly Community Policing Report covering the period from January 1<sup>st</sup> to March 31<sup>th</sup>, 2025. This report provides a snapshot of human resources, financial data, and crime statistics for the Stettler Detachment.

As we approach summer, I would like to highlight the preparations that the Alberta RCMP have made to address what may be another busy wildfire season. The wildfire seasons of 2023 and 2024 have provided our organization with many lessons on the best ways to handle the unpredictability of wildfires. In March, we began planning for the 2025 wildfire season and this included the early staffing of our Division Emergency Operations Center (DEOC). In the past two years, DEOC has been the cornerstone of the police response to the wildfires in Alberta. The members and staff in DEOC are able to process information from various sources to determine the most optimal way to deploy police resources in areas under threat of wildfires.

Depending on the severity of the fire season, it may be necessary to draw resources from your police service to ensure the safety of people and property in affected communities. I want to assure you that the Alberta RCMP will keep the needs of your community in mind and will work to deploy only the resources which will not adversely impact the security of our own community. The Alberta RCMP remains ready to respond to wildfires in coordination with other provincial resources to protect our citizens and communities.

Thank you for your ongoing support and engagement. As your Chief of Police for your community, please do not hesitate to contact me with any questions or concerns.

Best regards,  
Staff Sergeant Cam Russell  
Chief of Police  
Stettler RCMP

# Alberta RCMP - Municipal Policing Report

## Detachment Information

**Detachment Name**

Stettler

**Detachment Commander**

S/Sgt Cam Russell

**Report Date**

May 15, 2025

**Fiscal Year**

2024-25

**Quarter**

Q4 (January - March)

## Community Priorities

**Priority #1: Crime Reduction / Property Crime****Updates and Comments:**

Held Town Hall in Byemoor this quarter and presented/discussed how to safeguard property as well as rural crime watch, reporting suspicious behavior etc. Stettler Detachment has held 5 Town Hall meetings this fiscal year and will endeavor to match or possibly exceed that for next fiscal. Crime statistics remain low compared to previous years. All members are working to ensure our habitual offenders in the area are following their conditions and we are working with Parole and Probation daily to ensure we are sharing information and taking our clients to task if need be.

**Priority #2: Enhanced Public Confidence and Engagement - Engage with Community Members and Councils****Updates and Comments:**

Stettler Detachment has held 5 Town Hall meetings this fiscal year and will endeavor to match or possibly exceed that for next fiscal. Efforts are made for every community engagement to ensure not only the local detachment is there, but also, local Community Peace Officers, Fish and Wildlife, and neighboring detachments are also invited. An NCO has attended 2 local Council meetings during this past fiscal year and has participated in numerous job fairs, tabletop disaster exercises, and community events. All Detachment members are aware of the importance of engaging with the community.

## Community Consultations

### Consultation #1

Date	Meeting Type
<b>Topics Discussed</b>	
<b>Notes/Comments:</b>	
No community consultations identified.	

## Municipal Operations: Human Resources Overview

Staffing Category	Established Positions	Working	Special Leave	Hard Vacancies
Regular Members	8	6	1	1
Detachment Support	0	0	0	0

### Notes:

1. Data extracted on March 31, 2025 and is subject to change.
2. Once Regular Members are placed on "Special Leave" (e.g., Maternity/Paternity leave, medical leave more than 30 days, leave without pay, graduated return to work), they are not included in the FTE count and their pay is not charged directly to each location. However, any salary expenditures associated with these employees while on leave is included as an "indirect cost" and billed within the Divisional Administration rate, charged to all contracts.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

### Comments:

Police Officers: Of the eight established positions, six officers are currently working. There is one officer on Medical leave and there is one hard vacancy at this time.



## Municipal Operations: Financial Overview

Municipal Overview	Fiscal Year-to-Date	Revised Plan at Q4	2024-25 Financial Plan
Detachment Working FTE Levels	5.93 FTE	5.93 FTE	7.00 FTE
Divisionally Pooled Costs (at 100%)	\$ 69,298,060	\$ 70,107,034	\$ 76,688,466
Per Capita Rate (at 100%)	\$ 248,042	\$ 250,909	\$ 247,782
Partner Share of Pooled Costs (at 70%)	\$ 1,028,946	\$ 1,040,839	\$ 1,214,131
Location-Specific Costs	\$ 368,278	\$ 285,000	\$ 243,000
<b>Total Costs after Final Adjustments (at applicable contract share)</b>	<b>\$ 1,389,724</b>	<b>\$ 1,318,339</b>	<b>\$ 1,449,631</b>

**Note:** For detailed explanations of the terms and types of costs that are included above, please visit the definitions section on the next page.

### Comments:

Your financial Forecast for 2024/25 was adjusted to better align with realized expenditures and FTE utilization. The financial figures as identified above include the original and revised forecast totals and reflect information available as of March 31<sup>st</sup>, 2025. The Q4 invoices were distributed on April 30, 2025, any variances from your Quarter 4 invoice and what the actual expenditures are, will be billed or credited in the Q1 2025/26 reconciliation package.

RCMP will continue to provide your community with monthly enhanced reporting to support ongoing forecast adjustments and potential invoice revisions, and to ensure projections are as accurate as possible. This increased reporting will support ongoing management of policing budgets, while also enhancing transparency and engagement with our partners.

## Definitions

### Municipal Operations: Human Resources Overview

Term	Definition
FTE Utilization	A full-time equivalent (FTE) employee is defined by the number of months in a fiscal year that a position is filled. The FTE utilization level refers to the total months filled for all positions within the Detachment/unit.
2024-25 FTE Utilization Plan	Reflects the number of working FTEs planned to be in-place for the current fiscal year.
Revised Plan at Q4	This reflects any adjustments to the planned number of working FTEs, which may vary as hard and soft vacancies fluctuate throughout the year.













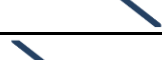













### Municipal Operations: Financial Overview

Term	Definition
Fiscal Year-to-Date (YTD)	Reflect the actual expenditures that have been processed or working FTE levels to-date. This does not include any financial or human resource transactions that have not yet been processed.
Revised Plan at Q4	Reflects any adjustments to the forecasted spending plan for the relevant category, to better align with realized expenditures throughout the year.
2024-25 Financial Plan	Reflects the initial financial plan set for each category of expenditure for the current fiscal year.
Detachment Working FTE Levels	Reflects the number of working Regular Members (i.e., police officers) anticipated to be in-place for the current fiscal year.
Divisionally Pooled Costs	<p>Reflects the total of all divisionally pooled costs for Alberta municipalities with a population below 15,000. It includes both direct and indirect costs, including but not limited to the cost categories below:</p> <ul style="list-style-type: none"> <li>• Direct Costs: <ul style="list-style-type: none"> <li>○ Member Pay, including pay for Regular Members, planned and retroactive pay increases, and overtime pay;</li> <li>○ Operational equipment, including member equipment, informatics, vehicles, and vehicle fit-up; and/or</li> <li>○ Unit operations, including fuel costs, training, secret expenses, and other operations and maintenance costs.</li> </ul> </li> <li>• Indirect Costs: <ul style="list-style-type: none"> <li>○ Employee Benefits (i.e., Superannuation, Canada Pension Plan, and Employment Insurance);</li> <li>○ Recruiting operations, Cadet training (at Depot Division), and the Police Dog Service Training Centre;</li> </ul> </li> </ul>

Term	Definition
	<ul style="list-style-type: none"> <li>○ Common IT services, including management of the Police Records and Occurrence System;</li> <li>○ Complaints and accountability mechanisms through the Civilian Review and Complaints Commission for the RCMP, the RCMP External Review Committee, and enhanced reliability and accountability programs; and/or</li> <li>○ Other divisional and regional administration services.</li> </ul>
Per Capita Rate	This is an average cost per member rate determined by pooling applicable costs for Alberta municipalities with a population below 15,000 and dividing the total by the combined working FTE level for those same municipalities.
Partner Share of Pooled Costs	Reflects the portion of the pooled costs that the Contract Partner pays.
Location-Specific Costs	<p>Reflects costs that are specific to location and are not included in the pooled per capita rate. These costs may include:</p> <ul style="list-style-type: none"> <li>● Accommodation-related costs, for space occupied in RCMP-owned buildings;</li> <li>● Overtime pay;</li> <li>● Guarding costs (e.g., with the Corps of Commissionaires);</li> <li>● Isolated Post Allowances; and/or</li> <li>● Public Service Employee pay.</li> </ul>
Total Costs after Final Adjustments	Reflects the total costs of all expenditure categories including any cost adjustments.

Stettler Municipal Detachment  
 Crime Statistics (Actual)  
 January to March: 2021 - 2025










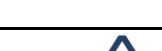













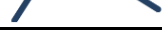









All categories contain "Attempted" and/or "Completed"
 April 3, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	1	0	0	0	N/A	N/A	-0.1
Sexual Assaults		1	1	0	0	0	-100%	N/A	-0.3
Other Sexual Offences		0	0	0	0	0	N/A	N/A	0.0
Assault		26	23	13	13	22	-15%	69%	-1.8
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	1	1	0	0	N/A	N/A	-0.1
Criminal Harassment		8	19	2	7	16	100%	129%	0.4
Uttering Threats		11	7	6	7	8	-27%	14%	-0.6
<b>TOTAL PERSONS</b>		<b>46</b>	<b>52</b>	<b>22</b>	<b>27</b>	<b>46</b>	<b>0%</b>	<b>70%</b>	<b>-2.5</b>
Break & Enter		18	12	20	6	11	-39%	83%	-2.0
Theft of Motor Vehicle		7	6	8	4	0	-100%	-100%	-1.6
Theft Over \$5,000		2	1	1	1	0	-100%	-100%	-0.4
Theft Under \$5,000		39	19	19	16	18	-54%	13%	-4.5
Possn Stn Goods		8	4	10	6	0	-100%	-100%	-1.4
Fraud		20	16	11	14	9	-55%	-36%	-2.4
Arson		0	0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		24	21	19	9	8	-67%	-11%	-4.4
Mischief - Other		8	8	17	14	14	75%	0%	1.8
<b>TOTAL PROPERTY</b>		<b>126</b>	<b>87</b>	<b>105</b>	<b>70</b>	<b>60</b>	<b>-52%</b>	<b>-14%</b>	<b>-14.9</b>
Offensive Weapons		4	7	1	2	2	-50%	0%	-0.9
Disturbing the peace		10	7	5	8	18	80%	125%	1.7
Fail to Comply & Breaches		25	20	14	13	8	-68%	-38%	-4.1
<b>OTHER CRIMINAL CODE</b>		<b>13</b>	<b>8</b>	<b>4</b>	<b>6</b>	<b>5</b>	<b>-62%</b>	<b>-17%</b>	<b>-1.8</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>52</b>	<b>42</b>	<b>24</b>	<b>29</b>	<b>33</b>	<b>-37%</b>	<b>14%</b>	<b>-5.1</b>
<b>TOTAL CRIMINAL CODE</b>		<b>224</b>	<b>181</b>	<b>151</b>	<b>126</b>	<b>139</b>	<b>-38%</b>	<b>10%</b>	<b>-22.5</b>

## Stettler Municipal Detachment Crime Statistics (Actual) January to March: 2021 - 2025



























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

April 3, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		1	2	1	0	1	0%	N/A	-0.2
Drug Enforcement - Trafficking		1	2	1	6	0	-100%	-100%	0.2
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		<b>2</b>	<b>4</b>	<b>2</b>	<b>6</b>	<b>1</b>	<b>-50%</b>	<b>-83%</b>	<b>0.0</b>
Cannabis Enforcement		0	0	1	0	0	N/A	N/A	0.0
Federal - General		2	1	1	3	1	-50%	-67%	0.0
<b>TOTAL FEDERAL</b>		<b>4</b>	<b>5</b>	<b>4</b>	<b>9</b>	<b>2</b>	<b>-50%</b>	<b>-78%</b>	<b>0.0</b>
Liquor Act		1	1	1	1	2	100%	100%	0.2
Cannabis Act		0	0	0	1	0	N/A	-100%	0.1
Mental Health Act		30	25	19	38	19	-37%	-50%	-0.9
Other Provincial Stats		41	11	16	21	21	-49%	0%	-3.0
<b>Total Provincial Stats</b>		<b>72</b>	<b>37</b>	<b>36</b>	<b>61</b>	<b>42</b>	<b>-42%</b>	<b>-31%</b>	<b>-3.6</b>
Municipal By-laws Traffic		1	0	0	1	1	0%	0%	0.1
Municipal By-laws		2	2	1	0	5	150%	N/A	0.4
<b>Total Municipal</b>		<b>3</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>6</b>	<b>100%</b>	<b>500%</b>	<b>0.5</b>
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		2	2	1	3	3	50%	0%	0.3
Property Damage MVC (Reportable)		28	29	46	17	26	-7%	53%	-1.6
Property Damage MVC (Non Reportable)		1	3	1	3	3	200%	0%	0.4
<b>TOTAL MVC</b>		<b>31</b>	<b>34</b>	<b>48</b>	<b>23</b>	<b>32</b>	<b>3%</b>	<b>39%</b>	<b>-0.9</b>
Roadside Suspension - Alcohol (Prov)		0	5	4	3	1	N/A	-67%	0.0
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
<b>Total Provincial Traffic</b>		<b>122</b>	<b>114</b>	<b>170</b>	<b>194</b>	<b>69</b>	<b>-43%</b>	<b>-64%</b>	<b>-2.6</b>
<b>Other Traffic</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>N/A</b>	<b>-100%</b>	<b>0.1</b>
<b>Criminal Code Traffic</b>		<b>5</b>	<b>13</b>	<b>6</b>	<b>8</b>	<b>0</b>	<b>-100%</b>	<b>-100%</b>	<b>-1.5</b>
<b>Common Police Activities</b>									
False Alarms		11	14	5	11	12	9%	9%	-0.1
False/Abandoned 911 Call and 911 Act		6	3	3	1	0	-100%	-100%	-1.4
Suspicious Person/Vehicle/Property		47	43	28	30	27	-43%	-10%	-5.3
Persons Reported Missing		1	1	3	7	4	300%	-43%	1.2
Search Warrants		0	1	0	0	0	N/A	N/A	-0.1
Spousal Abuse - Survey Code (Reported)		29	26	21	19	21	-28%	11%	-2.3
Form 10 (MHA) (Reported)		3	2	0	3	0	-100%	-100%	-0.5

Stettler Provincial Detachment  
 Crime Statistics (Actual)  
 January to March: 2021 - 2025

All categories contain "Attempted" and/or "Completed"
 April 3, 2025


































CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		1	0	0	0	0	-100%	N/A	-0.2
Sexual Assaults		2	0	1	2	0	-100%	-100%	-0.2
Other Sexual Offences		3	0	0	2	0	-100%	-100%	-0.4
Assault		5	5	6	2	1	-80%	-50%	-1.1
Kidnapping/Hostage/Abduction		1	0	0	0	0	-100%	N/A	-0.2
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		0	3	0	2	0	N/A	-100%	-0.1
Uttering Threats		3	6	1	2	3	0%	50%	-0.4
<b>TOTAL PERSONS</b>		<b>15</b>	<b>14</b>	<b>8</b>	<b>10</b>	<b>4</b>	<b>-73%</b>	<b>-60%</b>	<b>-2.6</b>
Break & Enter		8	7	4	7	4	-50%	-43%	-0.8
Theft of Motor Vehicle		10	2	4	1	1	-90%	0%	-1.9
Theft Over \$5,000		1	2	2	0	0	-100%	N/A	-0.4
Theft Under \$5,000		7	14	6	4	8	14%	100%	-0.8
Possn Stn Goods		10	6	1	1	1	-90%	0%	-2.3
Fraud		5	5	3	4	10	100%	150%	0.9
Arson		0	0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		6	6	2	2	3	-50%	50%	-1.0
Mischief - Other		2	2	1	5	3	50%	-40%	0.5
<b>TOTAL PROPERTY</b>		<b>49</b>	<b>44</b>	<b>23</b>	<b>24</b>	<b>30</b>	<b>-39%</b>	<b>25%</b>	<b>-5.8</b>
Offensive Weapons		4	3	1	2	1	-75%	-50%	-0.7
Disturbing the peace		0	0	0	0	1	N/A	N/A	0.2
Fail to Comply & Breaches		10	1	6	6	5	-50%	-17%	-0.5
<b>OTHER CRIMINAL CODE</b>		<b>3</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>-100%</b>	<b>-100%</b>	<b>-0.4</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>17</b>	<b>6</b>	<b>10</b>	<b>12</b>	<b>7</b>	<b>-59%</b>	<b>-42%</b>	<b>-1.4</b>
<b>TOTAL CRIMINAL CODE</b>		<b>81</b>	<b>64</b>	<b>41</b>	<b>46</b>	<b>41</b>	<b>-49%</b>	<b>-11%</b>	<b>-9.8</b>



**Stettler Provincial Detachment**  
**Crime Statistics (Actual)**  
**January to March: 2021 - 2025**

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

April 3, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		1	1	3	0	0	-100%	N/A	-0.3
Drug Enforcement - Trafficking		1	0	0	0	0	-100%	N/A	-0.2
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		<b>2</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>-100%</b>	<b>N/A</b>	<b>-0.5</b>
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		0	1	2	2	0	N/A	-100%	0.1
<b>TOTAL FEDERAL</b>		<b>2</b>	<b>2</b>	<b>5</b>	<b>2</b>	<b>0</b>	<b>-100%</b>	<b>-100%</b>	<b>-0.4</b>
Liquor Act		1	0	0	1	1	0%	0%	0.1
Cannabis Act		0	0	0	0	0	N/A	N/A	0.0
Mental Health Act		9	9	4	10	8	-11%	-20%	-0.1
Other Provincial Stats		11	8	2	14	13	18%	-7%	1.0
<b>Total Provincial Stats</b>		<b>21</b>	<b>17</b>	<b>6</b>	<b>25</b>	<b>22</b>	<b>5%</b>	<b>-12%</b>	<b>1.0</b>
Municipal By-laws Traffic		0	0	0	1	0	N/A	-100%	0.1
Municipal By-laws		0	0	0	1	0	N/A	-100%	0.1
<b>Total Municipal</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>N/A</b>	<b>-100%</b>	<b>0.2</b>
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		3	4	2	3	1	-67%	-67%	-0.5
Property Damage MVC (Reportable)		46	60	74	47	23	-50%	-51%	-5.9
Property Damage MVC (Non Reportable)		2	2	1	5	5	150%	0%	0.9
<b>TOTAL MVC</b>		<b>51</b>	<b>66</b>	<b>77</b>	<b>55</b>	<b>29</b>	<b>-43%</b>	<b>-47%</b>	<b>-5.5</b>
Roadside Suspension - Alcohol (Prov)		4	3	0	2	0	-100%	-100%	-0.9
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
<b>Total Provincial Traffic</b>		<b>157</b>	<b>63</b>	<b>83</b>	<b>172</b>	<b>89</b>	<b>-43%</b>	<b>-48%</b>	<b>-2.7</b>
<b>Other Traffic</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>-100%</b>	<b>N/A</b>	<b>-0.3</b>
<b>Criminal Code Traffic</b>		<b>2</b>	<b>7</b>	<b>7</b>	<b>6</b>	<b>1</b>	<b>-50%</b>	<b>-83%</b>	<b>-0.3</b>
<b>Common Police Activities</b>									
False Alarms		4	3	3	4	4	0%	0%	0.1
False/Abandoned 911 Call and 911 Act		4	1	5	1	2	-50%	100%	-0.4
Suspicious Person/Vehicle/Property		33	19	7	13	19	-42%	46%	-3.4
Persons Reported Missing		1	0	0	1	2	100%	100%	0.3
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		10	6	5	10	4	-60%	-60%	-0.8
Form 10 (MHA) (Reported)		1	0	0	1	1	0%	0%	0.1